

SACS2017ALL

2016-17

**UNAUDITED ACTUALS
SOFTWARE MANUAL**

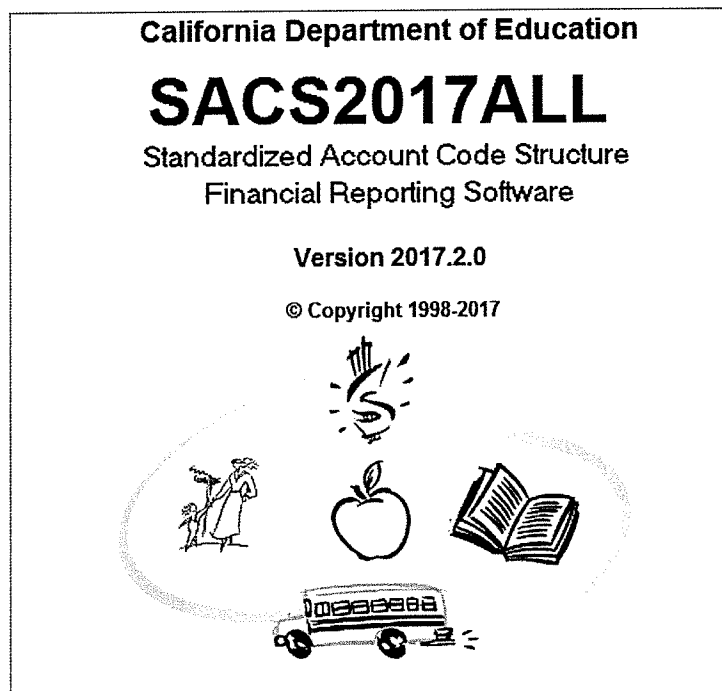
Part 1 of 2

July 27, 2017

Unaudited Actuals Manual (Part 1 of 2)

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Section 1: Overview

SACS2017ALL Software- Unaudited Actuals

All districts in our county must submit their Unaudited Actuals using the SACS2017ALL software. The alternative format for those charter schools that elect not to report using the Standardized Account Code Structure (SACS) is available in the Charter School Unaudited Actuals Financial Report-Alternative Form section on the California Department of Education's (CDE) website.

System Requirements

For the SACS software to function properly your system must meet the following minimum requirements:

- Pentium 233 MHZ PC-compatible computer
- 60-100 Megabytes of disk space available on the hard drive
- 16 Megabytes of available Random Access Memory (RAM)

The software will run very slowly using a PC with the minimum requirements. For adequate performance, it is recommended to use at least a Pentium III class machine running at 550 Megahertz with 6.44 Gigabytes of hard disk space and 128 Megabytes of RAM. In addition, the display resolution should be set at a minimum of 800 x 600 pixels. At lower resolutions, some windows may not be completely visible on the screen. To change your display resolution, go to your PC's Control Panel, select Display, click on the Settings tab, then move the slide marker located in the Desktop area to at least 800 x 600 pixels and click OK.

For enhanced performance, it would be ideal to use a computer that meets the following minimum requirements:

- 1 GHz processor
- 1 GB of RAM; 2 GB of RAM preferred
- 16 GB of available disk space

Local Area Network

The SACS software was designed as a single-user system. Some pieces of the software must be PC resident (i.e., reside on the PC's hard drive). The installation files may be copied to a networked drive for installation purposes; however, the *software must be installed on each user's PC individually*. The installation to a network drive could prove to be technically challenging and unsupported.

Section 2: Install SACS2017ALL

To assist districts with the reporting a new version of the *SACS Financial Reporting Software User Guide, SACS2017ALL (Version .2.0)*, has been included within the actual software. The manual can be found in the folder *Calendars and Manuals* under the SACS2017ALL subdirectory on your PC once you have downloaded and installed the software. The guide contains detailed descriptions of the functionality of each form and can be helpful.

The software is available on the CDE website and may be downloaded from:

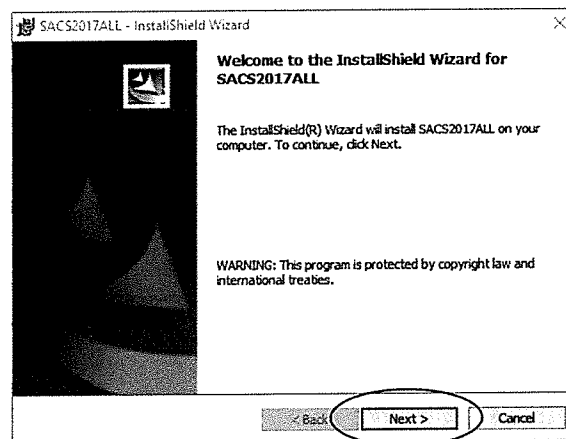
Step 1: Go to <http://www.cde.ca.gov/fg/sf/fr>

Step 2: Click on SACS2017ALL Software Installation File (sacs2017allsetup.exe)



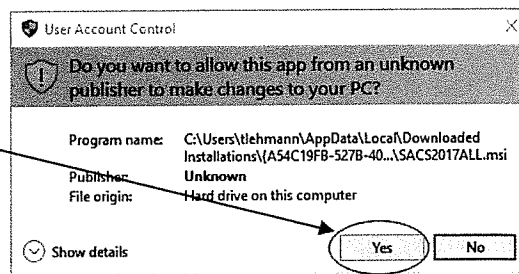
Step 3: To Install click

Step 4: Click Next and follow prompts to install and complete the process



Step 5: If User Account Control received then,

Click Yes to Allow App



Step 6: Click **Finish** to complete.



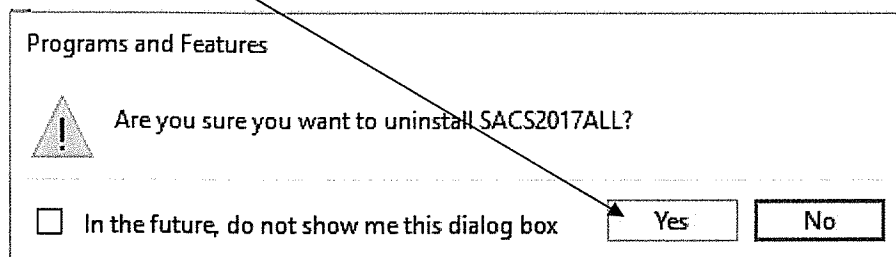
- You will now see the SACS2017ALL icon on your desk top
- The Calendars and Manuals will be located on the C Drive

Uninstalling and Re-Installing the Software

If it is necessary to re-install the software, you must first uninstall the current copy from your computer. **Uninstalling and/or re-installing the software will delete all of the data that were imported or keyed into the software.** If you have data you wish to save, you may use the Export/Other option (see page 192 of the SACS User Guide) to save the data.

To uninstall the software make sure to close all programs first:

- Go to Control Panel to locate SACS2017ALL
- Right click to Uninstall
- Click Yes then follow the prompts to complete process



This will remove the SACS2017ALL program files and clear the registry. The uninstall process is complete when SACS2017ALL no longer appears in the Add/Remove Programs selection window.

NOTE: If you have other versions of the SACS software on your computer, they may not run after a SACS2017ALL uninstall until you have re-installed SACS2017ALL. This is because drivers that the SACS software uses are removed and must be re-installed.

***** Always remember to store your final .dat file for each reporting period in another non SACS folder prior to beginning the deletion process*****

Section 3: SACS2017ALL Software User Guide



SACS User Guide – Located in the C Drive

If you use the **Table of Contents** to search for topics, you can **control/click** as a quick link to get to topic. Place cursor on the topic you want to review, hold down the **Ctrl** key, right click on the mouse and it brings you to the topic within the SACS User Guide.

Printing

While printing forms generated from the SACS software, it is recommended that you allow the first print job to finish completely before launching an additional job. The forms are also memory intensive and many smaller printers do not have the buffer space available to accept more than one job at a time and still print to completion correctly.

Periodically refer to the "**SACS2017ALL Software: Known Problems/Fixes**" The SACS2017ALLsetup.exe file will not include fixes made subsequent to the SACS2017ALL software release. If any problems are found, we will list them here and provide any revised files or workaround instructions.

Web page for any updates or patches to the software:

<http://www.cde.ca.gov/fg/sf/fr/sacs2017allprobfix.asp>

Problem: Known Printing Issues Relating to Windows 7

After the Standardized Account Code Structure (SACS) software was modified to mitigate the worst of its incompatibilities with Windows 7, many software testers encountered a remaining printing problem where a fund form, supplemental form, or report is sent to the printer, and the SACS software print status window freezes. (This is not an issue when printing the Technical Review Checklist (TRC), the import log, or from the User Data Input/Review screen.)

Workaround: Anticipating this problem for all Windows 7 users, CDE's **workaround is to print first to Microsoft XPS Document Writer or Adobe PDF, then send the document to the printer.**

Possible Fix: After extensive testing within CDE's test environment, we are able to send forms and reports directly to printers by using the following print drivers (which are specific to our model printers), and by changing a particular printer setting specifically for Hewlett-Packard (HP) printers. CDE does not advocate the purchase or use of any specific printer brand or model and provides this information only as a basis for LEAs to test with different print drivers and/or settings if desired.

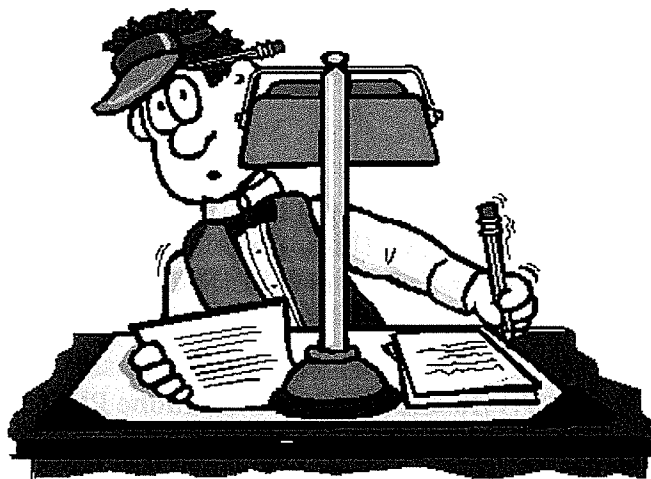
When to Begin the Unaudited Actuals Process

Start Now!!!



Remember that you must run your preliminary Unaudited Actuals data through the software prior to your completion of the Fiscal Year Closing Check List requested by your accountants. This will give you an opportunity to review your data for any GASB34 coding problems as well as correct any TRC edit errors prior to the actual closing of your books.

Once districts are “closed” for 2016-2017, SCOE reviews the books to confirm that all procedures have been completed and the books are as clean as possible prior to the auditor finishing the audit process. Once the SCOE accountants have messaged the district business manager that they have finished with their review, then the district may complete the final process of preparing the Unaudited Actuals using a final download of their Escape data.



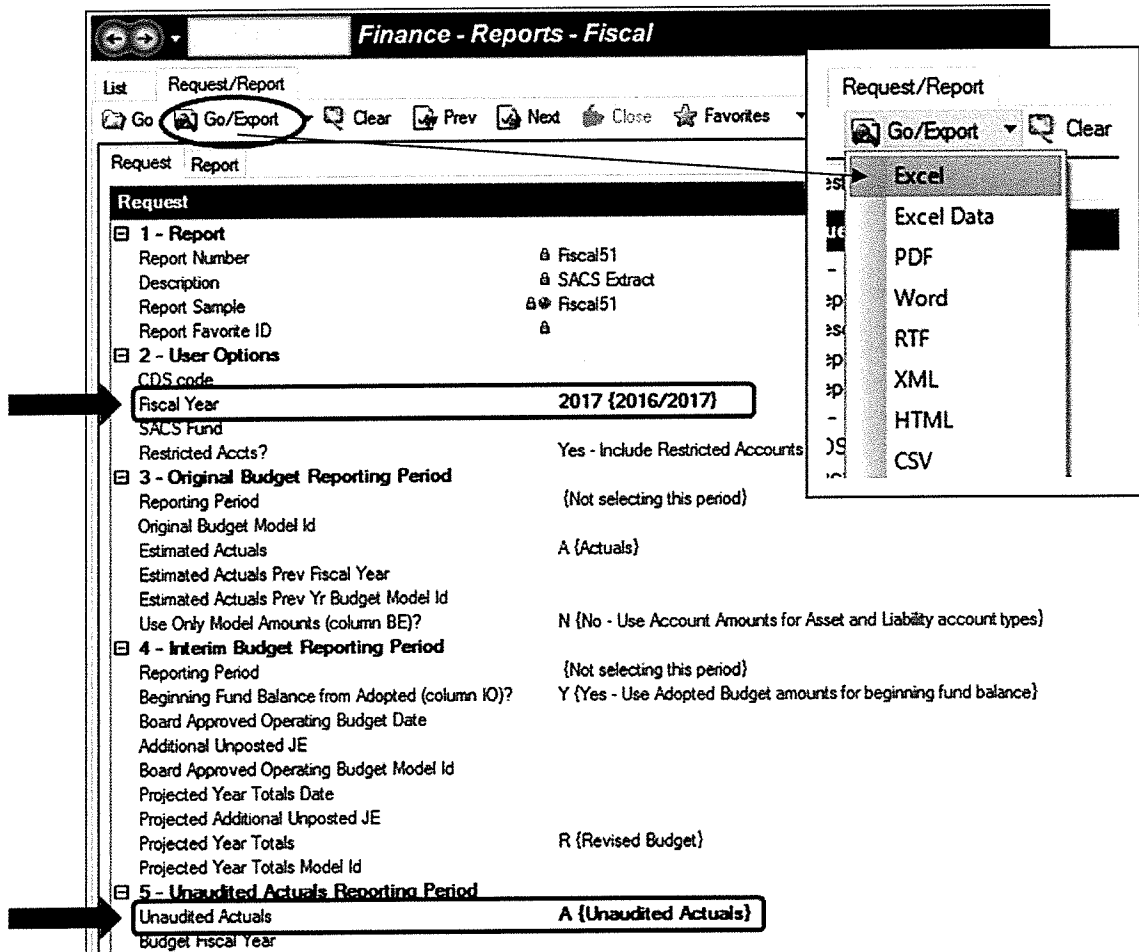
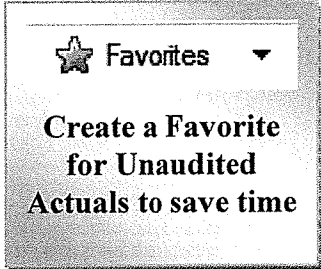
Section 4: Extract Unaudited Actuals Data from Escape

The next step in the Unaudited Actuals process begins with the extraction of the necessary information from the Escape System needed to complete the forms within the SACS State software. Districts **must** use the extraction process from Escape to complete the Unaudited Actuals requirements.

The SACS extraction path for Escape:

Go to Finance-Reports – Fiscal-SACS Extract (Fiscal51)

- Section 2- User Options select-
 - CDS Code = Blank unless you want to select a specific charter within your district that reports separately
 - Fiscal Year = 2017 {2016/2017} (You can select it from the drop down menu)
- Section 5- Unaudited Actuals Reporting Period select-
 - Unaudited Actuals = A {Unaudited Actuals}
 - *****Do not enter a budget model*****
 - *****Leave all other report sections as they are*****
- Select “Go/Export” from the top Escape menu bar
 - Select the Excel option from the dropdown



Save Excel Extract as (*.prn)

Go to Taskbar to click on Excel to view the extracted report:

- Go to **File tab** in Excel select **Save-As**
 - a. Save As: Save the file anywhere on your computer – The saving default is to a temp folder; be sure to remember where you save your file.
 - b. File Name: Name the file - The file name should be meaningful to you.
 - c. Save As Type: **Formatted Text (Space delimited) (*.prn)** in order to import into SACS

	A	B	C	D	E	F
4	"010000000000008022", "5500.00"					
5	"010000000000008041", "18303899.00"					
6	"010000000000008042", "642814.00"					
7	"010000000000008044", "385000.00"					
8	"010000000000008047", "50000.00"					
9	"010000000000008091", "-2170017.00"					
10	"010000000000008290", "17000.00"					
11	"010000000000008660", "20000.00"					
12	"010000000000008980", "-13881633.00"					
13	"010000000000009790", "26586049.00"					
14	"010000000000009791", "22750211.00"					
15	"0100000000024201300", "12000.00"					

Remember that as you save this file the Excel program will let you know some of the features will not be the same as your original file, click Yes save the file anyway.

Microsoft Excel

SACS Test SCO1.prn may contain features that are not compatible with Formatted Text (Space delimited). Do you want to keep the workbook in this format?

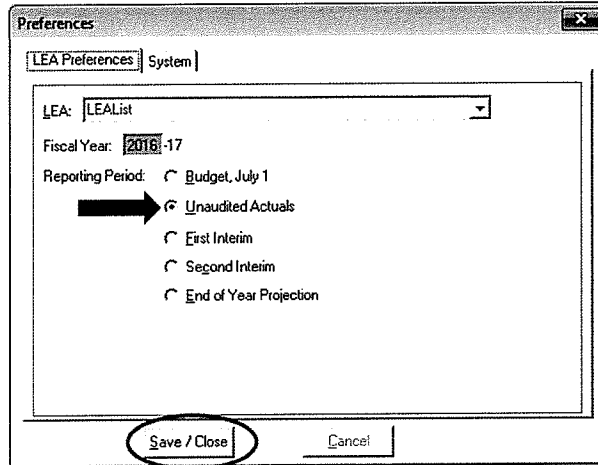
- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Section 5: Import file into SACS2017ALL Software

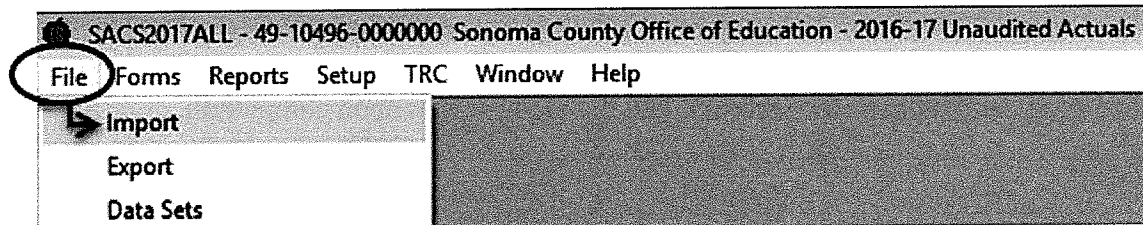


Go to the SACS2017ALL icon to open

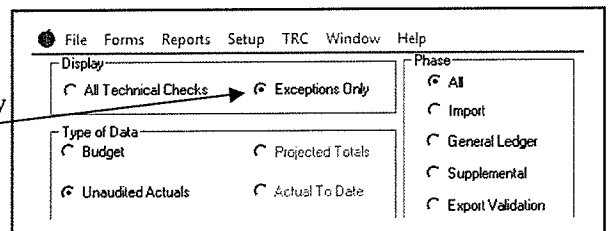
- **LEA: Enter District CDS Code** or type 49- to use the lookup menu
- **Fiscal Year: 2016-17**; Unaudited Actuals is the default
- **Save/Close**



- Go to **File; Select Import**



- Click on **Browse** for the location and file name of your saved Escape Unaudited Actuals file
- Click on **Import**
- Click on **Close and Go To Technical Review**
- Click **Exceptions Only**
- Click on **Start** to get list of TRCs
- Click on **Print** to review the list for Fatal and make corrections in Escape if necessary



NOTE: If you are reporting for multiple Districts, go to Setup; then go to Preferences to change the LEA, Save/Close. Repeat import steps.

REMINDER: Each time you change your data in Escape after your “Final” import into the SACS2017ALL software the entire extraction and import process noted above must be performed again to ensure that the data contained in the software is the most accurate.

Section 6: Data Processing Sequence Using SACS

For the reports, this sequence of events seems to produce the best results with the least amount of extra work. On pages 18-21 of the *SACS Software User Guide* there is additional information on the process sequence suggested by the State. If you do have problems send email to helpdesk@scoe.org or contact your SCOE Accountant.

- a) **Install the new software.** Please download the software from the website <http://www.cde.ca.gov/fg/sf/fr> . If your district has connectivity issues please make sure you begin this installation process well in advance of the deadlines for submission. The installation steps should be done prior to your first extract of Escape data to verify that your SACS2017ALL software is properly installed.
- b) **Define the LEA and Reporting Period.** The first time you run the SACS software, the Preferences screen will automatically open to the LEA Preferences tab, enabling you to establish your LEA identity and the reporting period. Once defined, the software will save these settings until you change them. As you move from one period to another, application type to another, or one charter to another, you will need to change this screen to reflect the period or application type you are currently reporting. The SACS2017ALL version of software contains all periods (cycles) of forms including the budget period forms.
- c) *****Import the data you have extracted from ESCAPE***. (Fiscal51 Report)**
Be sure to save the file with name and place that you can remember. The import process is done from within the Import section of the File menu. Locate your file name from whichever folder you saved it by using the “*browse*” function located on the Import screen. Once identified, select the file and click twice. Then select “*Import*” button at the bottom of the screen. Close the menu screen upon completion.



- d) **Run the TRC** - All types to validate SACS codes and combinations of codes, transfers, fund balances, and supplemental and export form information and dependencies. **Address all Import and General Ledger TRC errors prior to going any further in the reporting process.** These errors must be corrected in Escape prior to the closing of your district for FY17 and your final SACS2017ALL extraction.

This selection should be run additionally at various times to check your progress through the reporting process. Fatal exceptions must be corrected; warning exceptions should be corrected or explained; informational exceptions may be corrected or explained. Print the form.

- e) **Open and review the GASB Statement 34 conversion** entries and reports, and the Special Education Maintenance of Effort (SEMOE) reports. Any coding changes necessary should be done on in the Escape system and the download and extraction process repeated prior to the close of your books. Since these forms are completed after your unaudited actual closing you want to make sure you have corrected any needed entries before you are officially closed.
- f) **Open the Supplementals section under the Forms Menu tab.** The following forms must be opened, completed and saved in the software. The first pages referenced are from the *SACS Software User Guide* and should provide additional reference material for each form. The accountants have also developed some additional material for several of the forms. Please refer to the SACS2017ALL Unaudited Actuals Manual (Part 2) to review this information.

The Form Sequence listed below seems to be the best completion order to insure all form dependencies are met.

A	Average Daily Attendance (see pages 78-85 of the <i>SACS Software User Guide</i>)
CAT	Categorical Programs (see pages 87-95 of the <i>SACS Software User Guide</i>)
PCRAF	Program Cost Report – Allocation Factors (see page 134 of the <i>SACS Software User Guide</i>)
PCR	Program Cost Report (see page 133 of the <i>SACS Software User Guide</i>)
CEA	Current Expense Formula (see pages 97 of the <i>SACS Software User Guide</i>)
ICR	Indirect Cost Rate Worksheet (see page 116 of the <i>SACS Software User Guide</i>)
ASSET	Schedule of Capital Assets (see page 85 of the <i>SACS Software User Guide</i>)
DEBT	Schedule of Long-Term Liabilities (see pages 101-102 of the <i>SACS Software User Guide</i>)
NCMOE	No Child Left Behind Maintenance of Effort (see pages 127-132 of the <i>SACS Software User Guide</i>)
L	Lottery (see pages 121-123 of the <i>SACS Software User Guide</i>)
GANN	Appropriations Limit Calculations (see pages 103-115 of the <i>SACS Software User Guide</i>)
SEMOE	Special Education Maintenance of Effort Reports DUE DATE OCTOBER 15, 2017 (see pages 226-252 of <i>SACS Software User Guide</i>)

Be sure to check the Table of Contents for any additional forms that you may need to complete based on your specific Escape data.

- g) **Select Components of Ending Fund Balance.** Enter or revise applicable components of ending fund balance, by resource. You will need to scroll to the bottom of the form to enter your information. The software has been revised to allow for the re-import of G/L data and the recalculation of 9780 balances. You should only need to verify that your previously entered designations are still meaningful.
- h) **Open the Funds and Acct Groups section within the Forms Menu tab.** Open, Save, and print the forms as necessary.
- i) **Run the TRC** - All types to validate SACS codes and combinations of codes, transfers, fund balances, and supplemental and export form information and dependencies. This selection can be run at various times to check your progress through the reporting process. Fatal exceptions must be corrected; warning exceptions should be corrected or explained; informational exceptions may be corrected or explained. Print the form.

- j) **Open the Table of Contents in SACS.** Review the table to ensure all applicable forms have been completed.
- k) **Return to the gray screen** and select the tab File. Then select the “Export” section. At the next screen change the *Type of Export* button to “Official (to disk for electronic transfer)”. The *Export Drive* should be C. Select the export button to begin transfer of the data for submission to SCOE. The export process will create an Unaudited Actuals file in .DAT format and save it in your SACS2017ALL folder.

If the “Official” export fails a list of failed TRC errors not corrected or warnings not explained will be listed for you reference.

*******The Unaudited Actuals export to the State must be done as an “Official” submission. The use of an “Other” export must have prior approval from the State and a cover letter must accompany the “Other” export explaining why an “Official” export could not be done*******

- l) **The final review and completion** of the GASB Statement 34 conversion entries and reports as well as the Special Education Maintenance of Effort (SEMEOE) reports, found under the Report Menu tab for the Unaudited Actuals period, should only be completed after all of the above steps relating to fund reporting are completed. **Remember that any coding corrections needed for these reports need to be done prior to the official closing of your district.**

SEMEOE Reporting Sequence

(SACS Software User Guide, pages 226-252).

Deborah Malone-Larsen has provided additional information on the SEMEOE reporting requirements in Forms Part 2 of 2. **Please note the October 15, 2017 due date to SELPA.**

GASB 34 Reporting Sequence

Prior to Close

- a) Open and review the GASB forms located under the Reports tab.
- b) Under the CNVRT section review the following for reasonableness.
 - a. Fund Consolidation
 - b. Conversion Worksheet
- c) Under the ENTRY selection review the following forms for possible coding corrections.
 - a. CE001 – Data by Function/ Capital Outlay Expenditures
 - b. CE002 – Data by Object/Debt Service Expenditures

Post Close


- d) Watch the order of form completion
- e) Load Beginning Balances for the entries BB001 and BB002
- f) Complete and submit to SCOE your Unaudited Actuals

Form Dependency Sequence

Many of the forms in the software are dependent on data from other forms (supplemental data) and/or funds (general ledger data). Those dependent forms must be opened and saved to re-extract the most current data any time relevant general ledger (GL) or supplemental data are changed. If dependent forms are not opened and saved after relevant general ledger or supplemental data are changed, the dependent forms will not be accurate. The technical review checklist will identify such occurrences via the fatal export check CHK-DEPENDENCY and will not allow an official export of the data until the dependent forms are opened and saved.

The following tables list all of the dependent forms and the general ledger ("Funds") or supplemental ("Forms") data upon which they are dependent. If any funds or forms listed in the "Dependent on" columns are changed, then the applicable "Dependent Forms" must be subsequently opened and saved. **To avoid a cyclical CHK-DEPENDENCY exception, the dependent forms should be opened and saved in the order listed in the "Dependent Forms" column.**

UNAUDITED ACTUALS PERIOD



Dependent Forms (save these forms in this order)	Dependent on	
	Forms	Funds (GL)
01		01
76A		76
95A		95
CEA		01
GANN	A	01, 09, 62
ICR		01, 09, 11, 12, 13, 19, 57, 61, 62
L		All funds
NCMOE	A	01, 09, 13, 61, 62
PCRAF		01, 09, 62
PCR	PCRAF	01, 09, 11, 12, 13, 19, 57, 61, 62
CA	CEA, GANN, ICR, NCMOE	
SEMA	PCR	01, 09, 62
SEMB	PCR	01, 09, 62

Section 7: Reports to Submit to SCOE and CDE

The SACS2017ALL software has the following reporting periods:

Single Budget – July 1

➔ Unaudited Actuals

First Interim

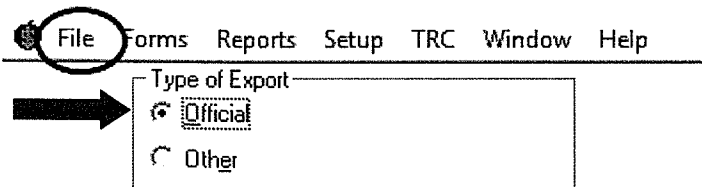
Second Interim

End of Year Projections

There are several forms to be completed, many of which are completed automatically by the software as the form is opened. The Table of Contents (Form TC) contains a list of all the forms available for the selected LEA type and the specific reporting period. G, S, and GS are used to identify the type of data contained in the form. A “G” displays when general ledger data is either input or imported into the software, whether or not the applicable form has been opened. A “S” displays when a supplemental form is opened and saved, whether or not data was entered in the form. “GS” displays when both types of data apply to the form.

The forms and/or reports that must be completed on the Unaudited Actuals software and then provided to SCOE via an “**Official**” export are described in the SACS2017ALL *Software User Guide* beginning on page 66. *Attachment A* on page 259 the *Software User Guide* will list all forms required for each reporting period. This attachment is especially good for people new to the SACS software reporting process.

In SACS2017ALL - Go to File, select Export, click on Official, then Export



What to submit to SCOE

Districts must confirm that the appropriate forms have been opened, completed and saved in the software by signing the Checklist (separate handout) when emailing the required export file and the required forms outlined in the SCOE memo Judy Thomson will be distributing. Remember that the data exported for Unaudited Actuals must be done as an “**Official**” export.

Unaudited Actuals submissions to the state must be “**Official**” unless the CDE has given the LEA permission to use the “Other” export option. A separate e-mail explaining all fatal exceptions and the reason for not using the “**Official**” export must be provided to the CDE when the Unaudited Actuals submission (created with the “other” export option) is eTransferred by the County Office.