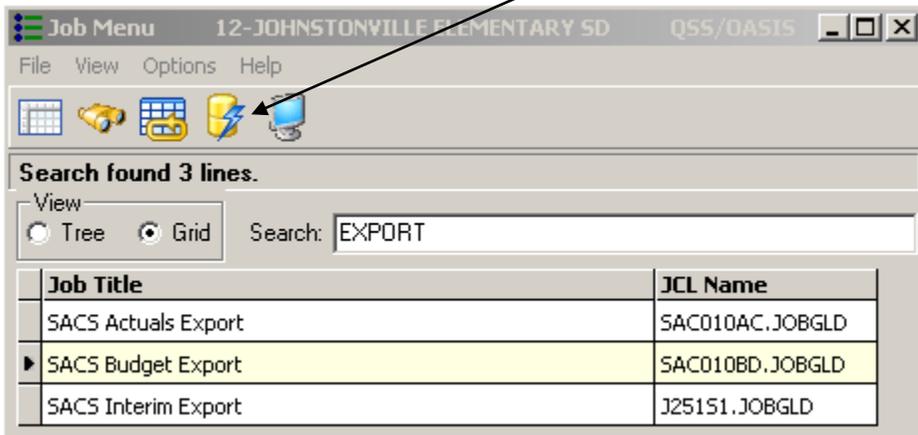


Request Export of SACS Data

There are three options from your main **Job Menu**: Report your adopted budget, unaudited actuals, or interim reporting. Choose which one you want and launch the job.



Request Export of Budget Data – SACS Budget Export

The screenshot shows the 'Request Export of Budget Data (SAC010)' window. The main selection is 'Main Selection' and the account is 'Accounts'. The district is '12' and the school is 'JOHNSTONVILLE ELEMENTARY SD'. The budget year is '11' (2010/11) and the budget process is 'S1 - Single Process 7/1'. The export file is 'E12 .ESACS' and the LEA ID is '18 - 64113'. The budget source is 'A - Approved budget' and the source year is '11'. The budget development year is '11' and the model is 'Budget'. The estimated actuals source is 'W - Working budget' and the source year is '11'. The budget development year is '11' and the model is 'Budget'. The from date is '07/01/2010' and the to date is '06/30/2011'. The include unapproved GL trans? checkbox is unchecked. The beginning fund balance is '9791 - 9795' and the ending fund balance is '9711 - 9790'. The default usersec is 'Y0'. The status bar shows 'Yr:2011 Dist:12 Site:0 3/31/2011 10:27 AM'.

The first (Main Selection) screen allows you to select the source of the data in the extract file. You can base the extract file on budgets from the GL, the Budget Development System, or actual revenues and expenses from the GL. You can use a preset if you have created one, or create one in **Options, Save Report Preset**.

Export File: The name of the export file can be up to 5 characters long. Every file starts with the letter 'E' followed by a two-digit district number. The 5-character name that you specify goes after the first three characters.

LEA ID: By default, the screen displays the CDS number assigned to your agency. Change it if needed. If no CDS number displays, type in your district CDS number.

Budget FY: Make sure you enter the correct fiscal year for which you are reporting.

Budget Process: For Budget you will have the choice of D1 =Dual process 7/1; D2= Dual process 9/8; and S1= Single Process 7/1.

Budget Source (def): This area allows you to define the source for the budget amounts in the extract file. The (def) refers to the column numbers on the J-201 report.

Budget Source (def)

Budget Source: GL	B - Budget Development System	Source Year:	11	Model:	<input type="text"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Beg. Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:	<input type="text"/>	Model:	<input type="text"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
End.Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:	<input type="text"/>	Model:	<input type="text"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget

Budget Source: GL Budget Source. Choose Working, Revised, Approved, or Budget Development System.

Source Year: Choose Fiscal Year for the budget source.

Model: If you choose source "B" (Budget Development System), type a model number from '00' to '99.' Indicate whether it is a (B)udget or an "(A)ctuals model.

Beginning Fund Bal. Source: Specify the source for the beginning balances in the extract file, the Budget Development Year, Model, and whether it is a Budget or Actuals model (if you chose 'B').

Note: If you choose to download a value from the General Ledger or Budget Development systems, the State software will not allow you to change that value. If you do not download a value, the State software will allow you to key one in.

Ending Fund Balance Source: Specify the source for the ending balances in the extract file, the Budget Development Year, Model, and whether it is a Budget or Actuals model (if you chose 'B').

Estimated Actuals Source (abc): This area allows you to specify the source for estimated actual expenditures and revenues for the extract file. The (abc) refers to the column numbers on the J-201 report.

Estimated Actuals Source (abc)

Source: GL	W - Working budget	Source Year:	11	Model:	<input type="text"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Beg. Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:	<input type="text"/>	Model:	<input type="text"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
End.Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:	<input type="text"/>	Model:	<input type="text"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget

From Date: 07/01/2010 To Date: 06/30/2011 Include Unapproved GL Trans?

Beg. Fund Balance: 9791 - 9795 End. Fund Balance: 9711 - 9790

Source: Specify the source for estimated actuals, Source Year, Model, and if it is Actuals or Budget (if you chose 'B').

Beginning Fund Balance Source: Enter Beginning Fund Balance Source, Budget Development Year, Model, and if it is Actuals or Budget (if you chose 'B').

Ending Fund Balance Source: Enter Ending Fund Balance Source, Budget Development Year, Model, and if it is Actuals or Budget (if you chose 'B').

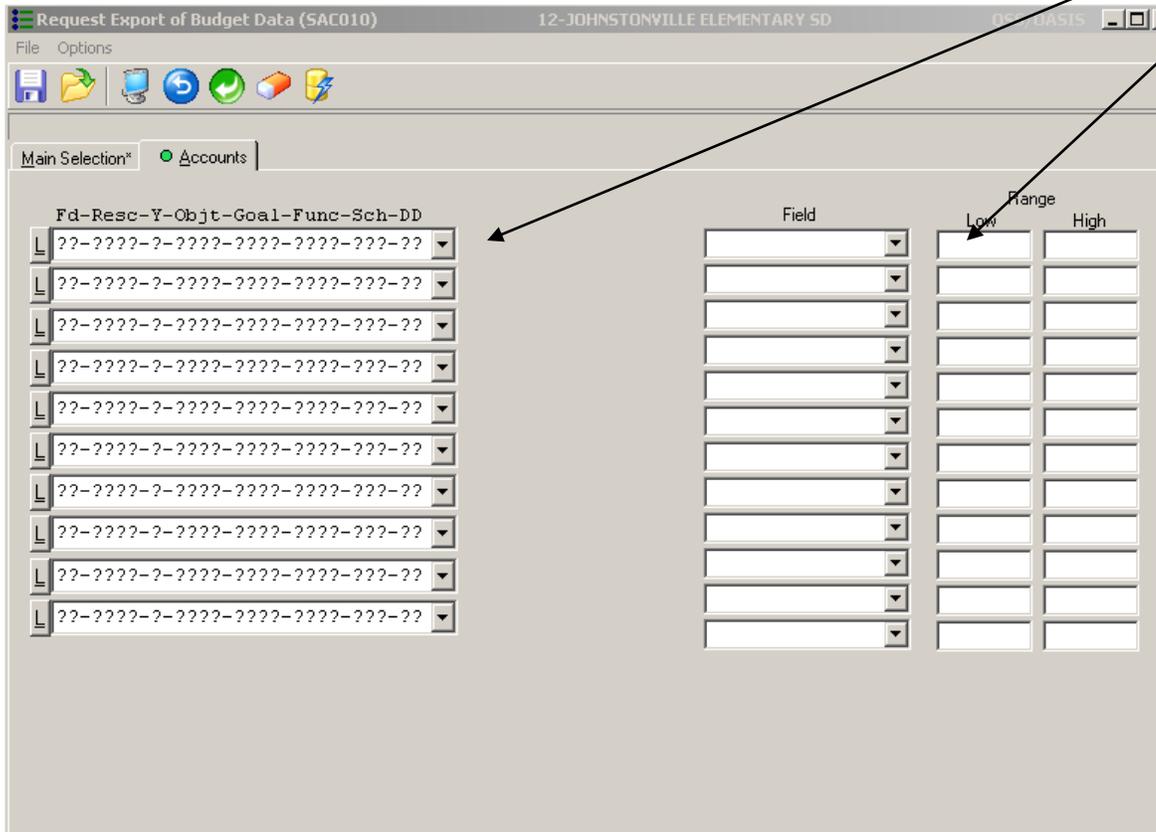
From Date and To Date: Choose the date range to use for computing estimated actuals. By default, the screen displays the beginning and ending dates for the current fiscal year.

Include Unapproved GL Trans?: Select whether to include unapproved transactions in the estimated actual. Leave the 'N' as is to exclude GL transactions that have not been approved. Type 'Y' if you want to include unapproved transactions. This choice applies only to transactions in the GL. The concept of approved and unapproved transactions does not apply to the Budget Development System.

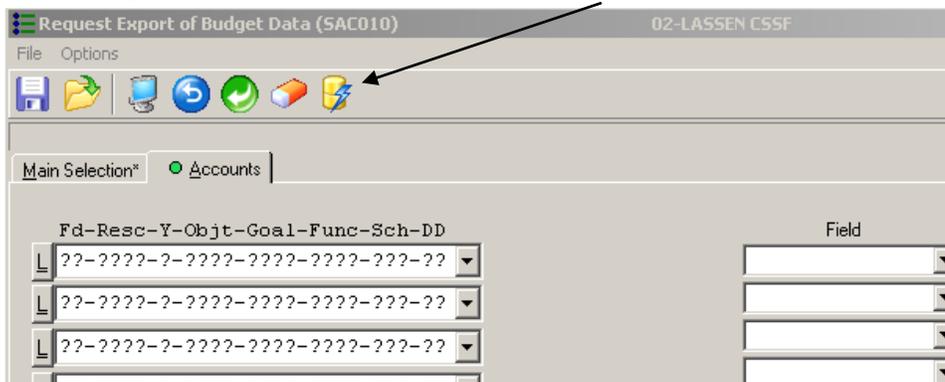
Beginning Fund Balance: The screen displays the default range of objects for beginning fund balance. This object range is part of the GL definition for your district. You can change this range of objects if needed.

Ending Fund Balance: The screen displays the default range of objects for ending fund balance. This object range is part of the GL definition for your district. You can change this object range if needed.

The second tab is the same for all three of the export processes (SACS Actuals, SACS Budget and SACS Interim). It allows you to select which accounts to use for building the extract file. If you want to choose all accounts, leave as is with wildcards and launch the report. If you do want to select accounts there are two ways, Wildcards or Field Ranges.



Launch the job when you are satisfied with your selection.



This will create the Job Statistic report for the Create Export File of Budget Data (SAC012), which you can view in Print Manager.

The **Output File Name** shown at the bottom of the report is used as the source file name when the data is downloaded from the HP to your PC.

```
Header record:
"2009/10", "18101810000000", "BS1", "BE"
Detail record count:      7
Trailer record:
"-1", "EOD", "18101810000000", "BS1", "BE", "7"

Output File Name: E02TEST.ESACS.QSSUSER      THU, MAR 31, 2011,  9:43 AM
```

Request Export of Unaudited Actuals (SAC010) – SACS Actuals Export

The first launch screen is very similar to that of the Request Export of Budget Data. Again, you can use or create a preset.

The only field that differs from your budget export is below. Complete the rest of the screen like you did with the budget export.

Process: This field is pre-filled with 'A' for Actuals. There is no other option.

Once these selections are completed, move to your second tab to **choose accounts**, then **launch** your report.

The Job Statistic report for Create Export File of Unaudited Actuals Data (SACS010) will be produced, which you can view in Print Manager. The **Output File Name** shown at the bottom of the report is used as the source file name when the data is downloaded from the HP to your PC.

```
Header record:
"2009/10", "18641130000000", "A", "BA"
Detail record count:      353
Trailer record:
"-1", "EOD", "18641130000000", "A", "BA", "353"

Output File Name: EL2TEST.ESACS.QSSUSER          THU, MAR 31, 2011, 11:07 AM
```

Request Export of Interim Values (J251S1) – SACS Interim Export

This export program is used for the creation of the J-251 Interim report. There are three selection screens. The Accounts screen is the same as the two other exports.

User Title: Enter a title for your use.

Export File: The name of the export file can be up to 5 characters long. Every file starts with the letter ‘E’ followed by a two-digit district number. The 5-character name that you specify goes after the first three characters.

LEA ID: By default, the screen displays the CDS number assigned to your agency. Change it if needed. If no CDS number displays, type in your district CDS number.

Interim Period: Indicate whether you are preparing a first, second, or third interim report by choosing the corresponding number.

Move on to your second selection screen:

Original Budget (A):

Main Selection* Additional Options | Accounts

Original Budget (A)

Budget Source: GL	A - Approved budget	Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Beg. Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
End.Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget

This area is completed in the same way as the Budget Source on both the exports of budget data and actuals. The (A) refers to the column on Form J-251 where the Original Budget information will appear.

Board Approved Operating Budget (B):

Board Approved Operating Budget (B)

Budget Source: GL	W - Working budget	Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Beg. Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
End.Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget

This area is completed in the same way as the Original Budget above. The (B) refers to the column on Form J-251 where the Board Approved Operating Budget information will appear.

Actuals to Date (C):

Actuals To Date (C)

Actuals Source: GL	G - General Ledger	Bud. Development Year:		Model:		<input checked="" type="radio"/> Actuals	<input type="radio"/> Budget
From Date:	07/01/2010	To Date:	06/30/2011	<input type="checkbox"/> Include Unapproved GL Trans?			

The selection in this area is made of the source and other parameters of the Actuals to Date data to be used in the Interim Report. The (C) refers to the column on Form J-251 where the Actual to Date information will appear.

From Date and To Date: Choose the date range to be used for computing the Actuals to Date. By default the current fiscal year begin and end dates are chosen.

Include Unapproved GL Trans?: Select whether to include unapproved transactions in the Actuals to Date. Leave the 'N' as is to exclude GL transactions that have not been approved. Choose 'Y' if you want to include unapproved transactions.

Projected Year Totals (D):

Projected Year Totals (D)

Budget Source: GL		Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Include Budget Trfs:	N - No budget transfers	Bud Trf Cutoff Date:	/ /				
Beg. Fund Bal. Source: GL		Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
End.Fund Bal. Source: GL		Bud. Development Year:		Model:		<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Beg. Fund Balance:	9791	-	9795	End. Fund Balance:	9711	-	9790

This area records the selection criteria for the Projected Year Actual Totals. The (D) refers to the column on Form J-251 where this information will appear.

Choose your **Budget Source**, **Budget Development Year**, **Model**, and if it is **Actuals or Budget** (if Budget Development has been chosen).

Include Budget Transfers?: Use of the following to indicate the inclusion/exclusion of budget transfers:

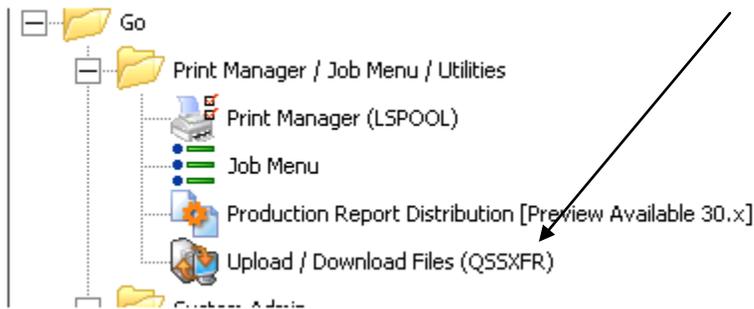
Y = Yes, include both N = No, do not include any budget transfers A = Include Approved budget transfers only U = Include Unapproved budget transfers only

Budget Transfer Cutoff Date: Choose a cutoff date for budget transfers to be included in the Projected Year Totals.

Transfers made on or prior to the cutoff date will be included; transfers made after the cutoff date will be excluded.

Once this screen is complete you can **move on to choosing your Accounts**, then **launch the job**. The Job Statistic report for Create Export File of Interim Values (J251Sx) will be produced, which you can view in Print Manager.

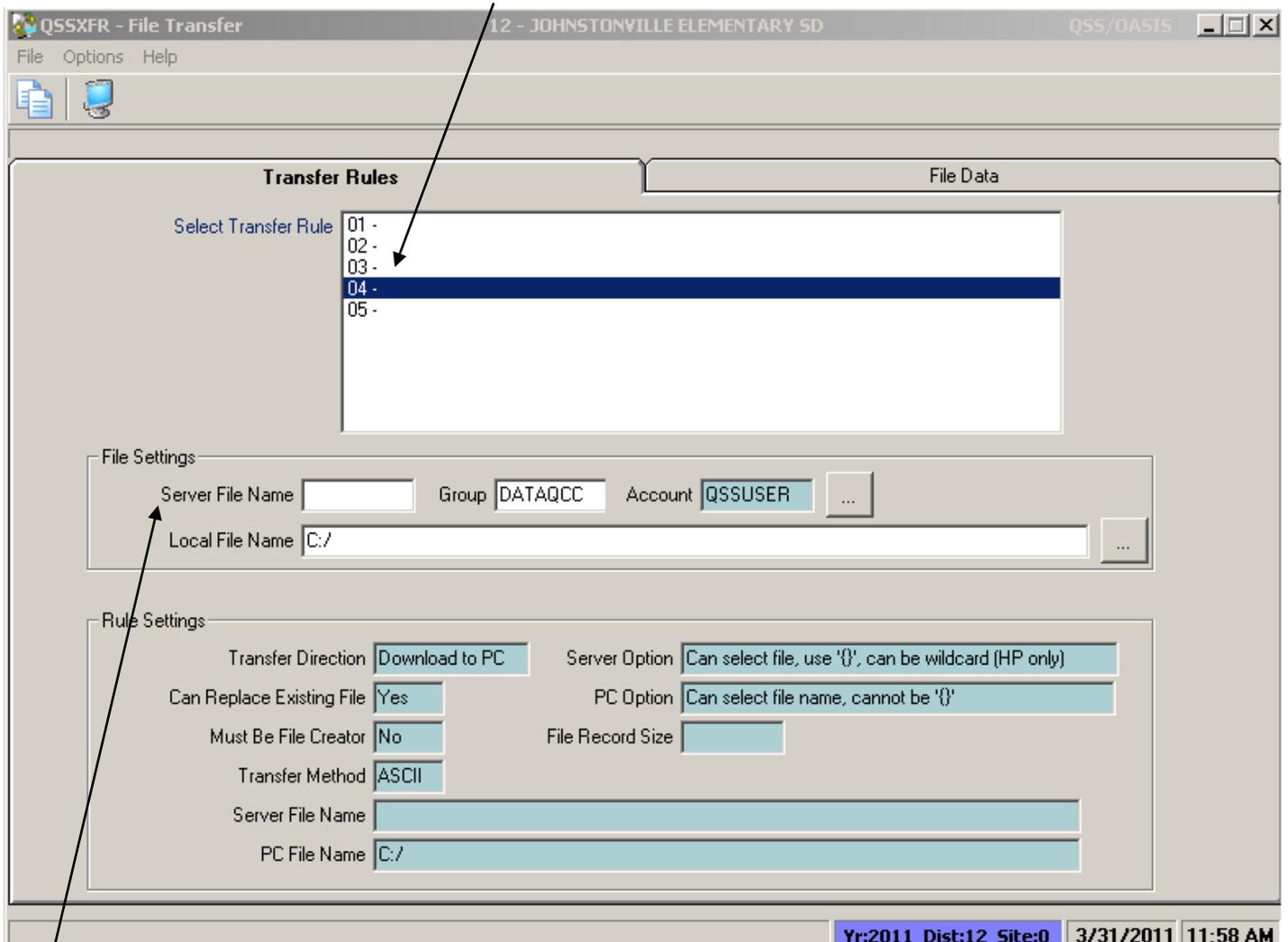
Download the File from the HP3000 to a PC (QSSXFR)



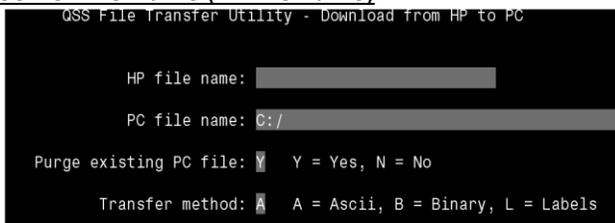
This is what it looks like in the traditional system:

3. Download export file (QSSXFR)

After your export files have been created, the data must be downloaded to the PC where the SACS software has been installed. The following utility program accomplishes that task. It must be run separately for each export file you wish to download. **Choose Transfer Rule 04** for SACS downloads.



Server File Name (HP file name):

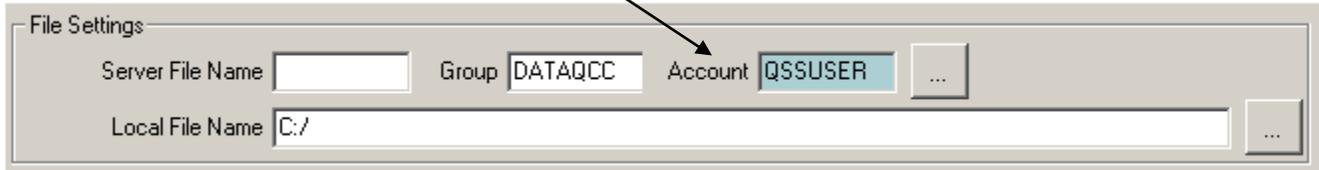


The file name can be found at the bottom of the data on the Job Statistics report that ran following the completion of each process. It is the Export File Name you assigned when creating the export file.

Leave the **Group** as is (DATAQCC).



Account: Click on the  to choose the **Account**.

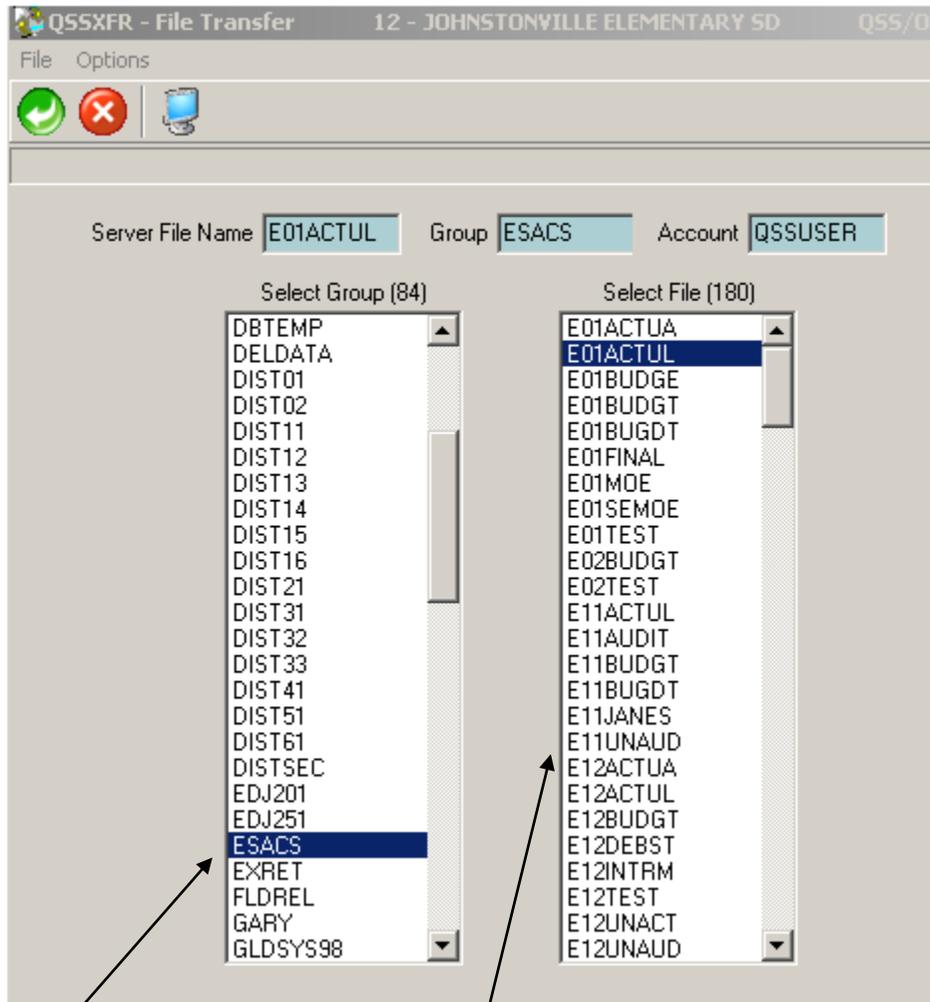


File Settings

Server File Name Group Account 

Local File Name 

It will bring up this window:



QSSXFR - File Transfer 12 - JOHNSTONVILLE ELEMENTARY SD QSS/DA

File Options

Server File Name Group Account

Select Group (84)

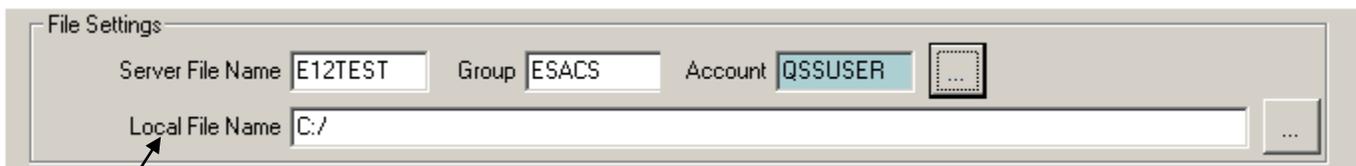
DBTEMP
DELDATA
DIST01
DIST02
DIST11
DIST12
DIST13
DIST14
DIST15
DIST16
DIST21
DIST31
DIST32
DIST33
DIST41
DIST51
DIST61
DISTSEC
EDJ201
EDJ251
ESACS
EXRET
FLDREL
GARY
GLDSYS98

Select File (180)

E01ACTUA
E01ACTUL
E01BUDGE
E01BUDGT
E01BUGDT
E01FINAL
E01MOE
E01SEM0E
E01TEST
E02BUDGT
E02TEST
E11ACTUL
E11AUDIT
E11BUDGT
E11BUGDT
E11JANES
E11UNAUD
E12ACTUA
E12ACTUL
E12BUDGT
E12DEBST
E12INTRM
E12TEST
E12UNACT
E12UNAUD



Choose the Server File Name and then Select File. When you are finished, click Save and Close



File Settings

Server File Name Group Account 

Local File Name 

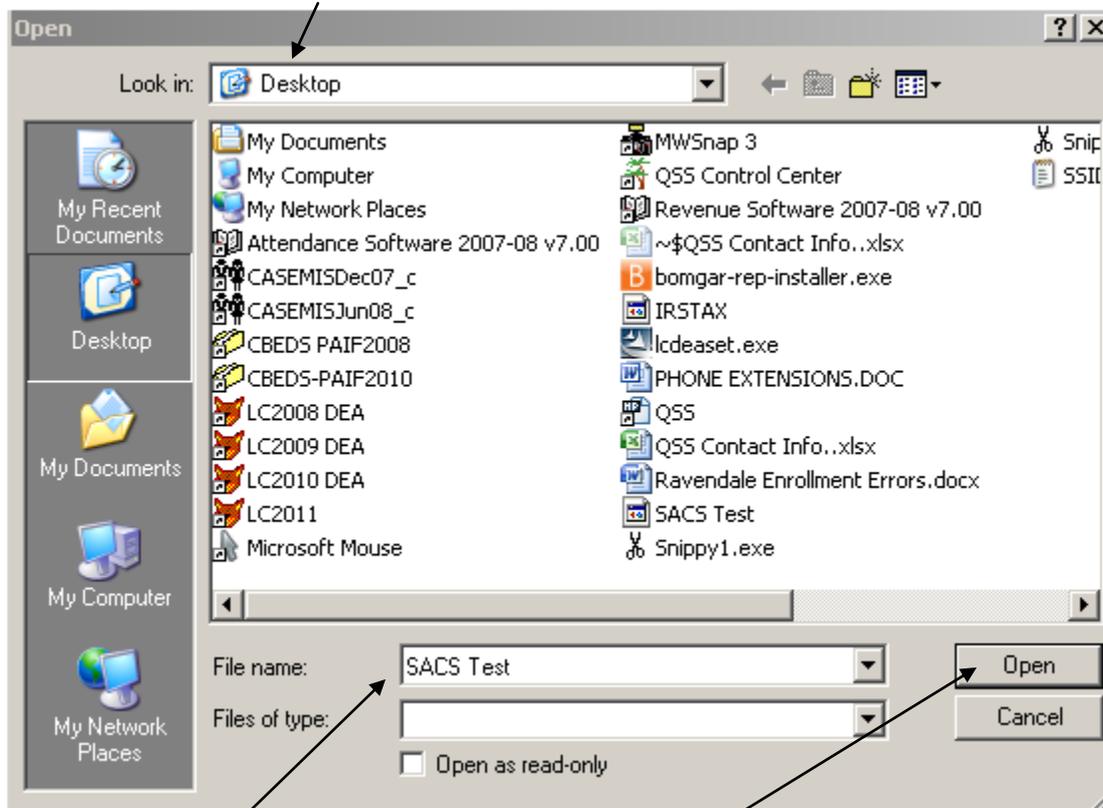
PC file name: C:/

Local File Name (PC file name)



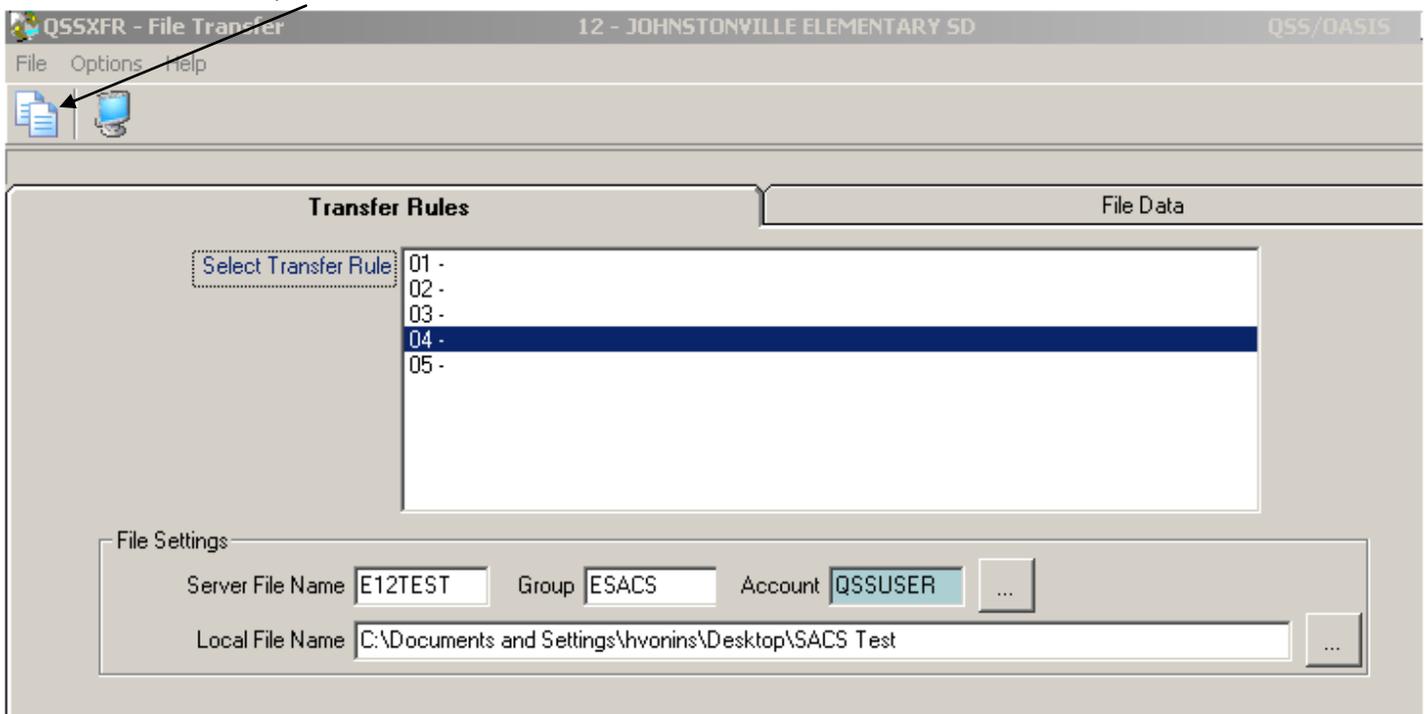
: Click on the  and choose where to save the file on your PC.

Choose where to save the file:



Type the **File name** you want your file to save as, and click **Open** to select.

Click on **Process** to complete.



Import Into the State Software

To access the downloaded information, open the State SACS Software, bring down the File menu and select "Import." Type in the name of the PC file where you saved the data, and the State software will take it from there.