



Santa Barbara County Education Office

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Generate File to Import into SACS for Adopted Budget Reporting Period

[Finance > Reports > Fiscal > Fiscal 51](#)

- For the Original Budget Reporting Period complete section 3 (Original Budget Reporting Period) on the Fiscal 51 report.
- To complete each of the fields in section 3 of the Fiscal 51 report enter the following information:
 - Reporting Period:** BS1
 - Original Budget Model ID:** select your final original budget model

The following 4 fields will determine what data is populated into the Estimated Actuals Column of the SACS Forms:

- Estimated Actuals:** Select {Not Specified – Use Previous Yr Budget Model}
- Estimated Actuals Prev Fiscal Year:** Select the previous fiscal year
- Estimated Actuals Prev Yr Budget Model ID:** Enter either an estimated actuals budget model ID (**recommended**) or your last board approved operating budget model ID (in most cases, the latter would be your 2nd Interim budget model – not recommended)
- Use Only Model Amounts (column BE):** Change to Y {Yes - Use only model amounts for all account types}

Important Note:

During the Adopted Budget reporting period, the SACS software performs a calculation to derive the Original Budget’s estimated beginning balances. Refer to SACS software > Forms > User Data Input/Review once you have imported your SACS extract to see which fields are imported and which fields are calculated.

- Once you have completed the form, click on Go/Export and select Excel Data from the dropdown menu. Wait for the Excel file to open. Select File, Save As, Browse. Select Users, your name, and a location to save this file to. Enter a file name and select Save. Close the file. Open the file from your saved location and now save it as a Formatted Text (Space Delimited)(*.prn) file. Select Save and close the file. Open your **SACS2021** software. Go to Setup > Preferences and select your LEA and reporting period. Go to File – Import and click on the Browse button to find your saved prn file. Click on the Import button.
- Run a Technical Review Check in SACS to verify that you do not have any errors that need to be corrected in Escape. If there are errors that need to be corrected in Escape you can open your original budget model in Budget Entry (**Finance > Budget > Budget Entry**) and revise any necessary amounts since you have not yet posted the model. Go back to Step 6 of these instructions to regenerate the SACS 51 Report and reimport into SACS.

The screenshot shows the SACS software interface for '032 - SANTAMARIAHIGH' under 'Finance - Reports - Fiscal'. The 'Request/Report' form is displayed with the following sections:

- 1 - Report**
 - Report Number: Fiscal51
 - Description: SACS Extract
 - Report Sample: Fiscal51
 - Report Favorite ID: [icon]
- 2 - User Options**
 - CDS code: [blank]
 - Fiscal Year: 2022 {2021/2022}
 - SACS Fund: [blank]
 - Restricted Accts?: Yes - Include Restricted Accounts
- 3 - Original Budget Reporting Period**
 - Reporting Period: BS1 {Single Budget Process July 1}
 - Original Budget Model Id: OB22-01 {2021-22 Adopted Budget}
 - Estimated Actuals: {Not specified - use Prev Yr Budget Model}
 - Estimated Actuals Prev Fiscal Yr: 2021 {2020/2021}
 - Estimated Actuals Prev Yr Budget: BR21-009 {2020-21 ESTIMATED ACTUALS}
 - Use Only Model Amounts (column Y): Y {Yes - Use Only Model Amounts for all account types}
- 4 - Interim Budget Reporting Period**
 - Reporting Period: {Not selecting this period}
 - Beginning Fund Balance from Ad Y: Y {Yes - Use Adopted Budget amounts for beginning fund balance}
 - Board Approved Operating Budget: [blank]
 - Additional Unposted JE: [blank]
 - Board Approved Operating Budget: [blank]
 - Projected Year Totals Date: [blank]
 - Projected Additional Unposted JE: [blank]
 - Projected Year Totals: R {Revised Budget}
 - Projected Year Totals Model Id: [blank]
- 5 - Unaudited Actuals Reporting Period**
 - Unaudited Actuals: {Not selecting this period}
 - Budget Fiscal Year: [blank]
 - Budget Model Id: [blank]