SACS FINANCIAL REPORTING SOFWARE

Effective Fiscal Year 2022-23 the California Department of Education (CDE) released a new standardized account code structure (SACS) web-based financial reporting system. For additional information please visit CDE's page:

https://www.cde.ca.gov/fg/sf/fr/

SACS Web-Based System User Guide Resources

https://sacs-cde.org/security/login

- SACS Software User Guide: https://docs.sacs-cde.org/2022-23/

- System News: https://docs.sacs-cde.org/2022-23/News/System/

- What's New: https://docs.sacs-cde.org/2022-23/News/Procedures/

- SACS Navigation: https://docs.sacs-cde.org/2022-23/userguide/navigation/

Additional Resources:

For Fiscal Year 2021-22 Unaudited Actuals, the desktop SACS2022ALL software will be used to close out the year.

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District Financial Services
Financial Accounting and Reporting

CLEARING FUND 51 TRC

2021-22 ESTIMATED ACTUALS
2022-23 ADOPTED BUDGET

May 28, 2022

For questions email: *finrep@sdcoe.net*

FUND 51 – CLEAR FATAL TRCs

Rev 5/28/2022

Fund 51(Bond Interest and Redemption Fund): The SACS software has the prior year's ending balance preloaded. TRC PY-EFB=CY-BFB validates current year beginning balance is in agreement with prior fiscal year ending balance. A fatal TRC will be generated at the budget cycle due to the missing county auditor's fund data. The County of SD does not provide SDCOE with the financial information for this fund until Unaudited Actuals, which is after the budget cycle.

This TRC can be eliminated by entering the Beginning Fund Balance in the User Data Input/Review Screen. Use FD 51, Object 9791. Enter the same Amount as the TRC exception.

Note: If fund 51 is reported in your financial system, Do Not follow the steps below but rather make the necessary adjustments in your financial system.

> **Exception** PY-EFB=CY-BFB - (F) – Prior year ending fund balance (preloaded from last year's unaudited actuals submission) does not equal current year beginning fund balance (Object 9791) for the following funds: ☑

> **Exception** PY-EFB=CY-BFB-RES - (F) – Prior year ending balance (preloaded from last year's unaudited actuals submission) does not equal current year beginning balance (Object 9791), by fund, for the following resources: ☑

TRC DETAIL:

∨ **Exception** PY-EFB=CY-BFB - (F) – Prior year ending fund balance (preloaded from last year's unaudited actuals submission) does not equal current year beginning fund balance (Object 9791) for the following funds: ☑

FUND	2020-21 EFB	2021-22 BFB	DIFFERENCE
51	307,953.00	0.00	-307,953.00

⊙ **Exception** PY-EFB=CY-BFB-RES - (F) – Prior year ending balance (preloaded from last year's unaudited actuals submission) does not equal current year beginning balance (Object 9791), by fund, for the following resources: ☑

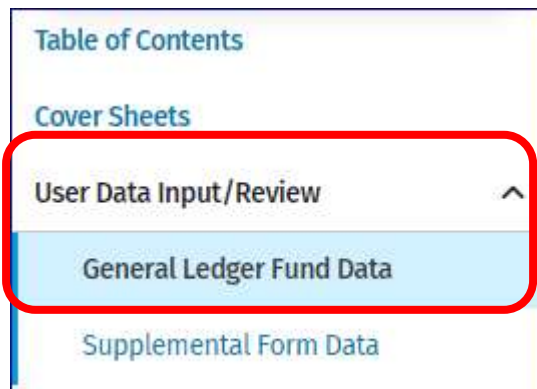| FUND	RESOURCE	2020-21 EFB	2021-22 BFB	DIFFERENCE
51	0000	307,953.00	0.00	-307,953.00

A. ADD THE BEGINNING BALANCE
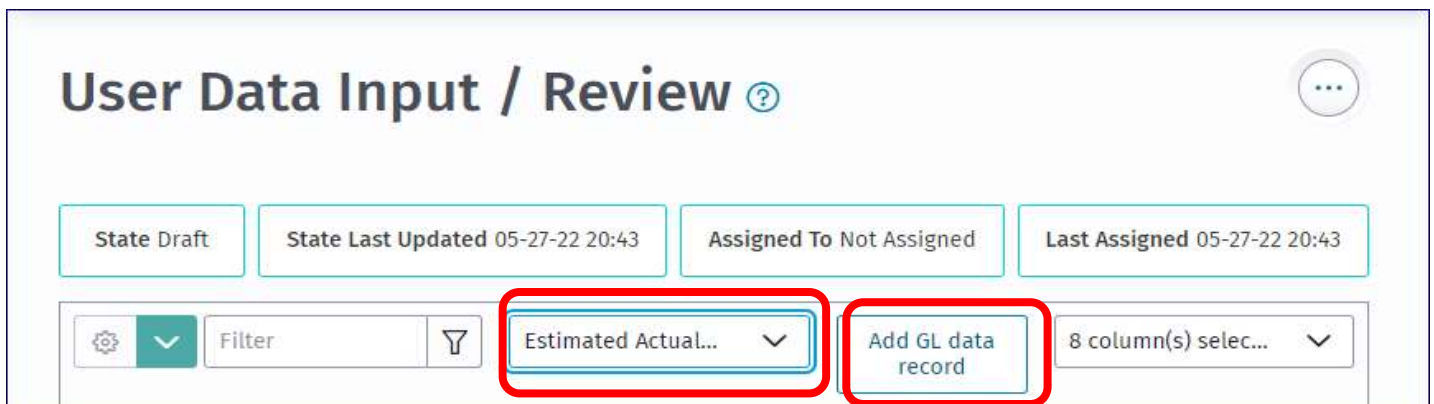
1.- Lock the submission

2.- Navigate to **User Data Input/Review** screen

Left Navigation Pane >> User Data Input/Review >> General Ledger Fund Data

3.- Select - Estimated Actuals >> *Click button* 'Add GL Data Record'

If button "Add GL Data Record" is not visible, please 'Lock Submission'

3.- Add Beginning Balance (see TRC For amount)

- Fund: <u>51</u>
- Object: <u>9791</u>
- Resource: <u>0000 or 9010 (see FD 51 resource TRC for prior used resource)</u>
- Project Year, Goal, Function use zero(s)
- Amount: <u>Same amount from TRC</u>
- <u>Click save</u>

B. ASSIGN

1. For Resource 0000 you will need to *Assign* the same Amount in both ***Estimated Actuals and Budget***

   a. Resource 9010 will automatically assign to Obj 9740 – Restricted.

General Ledger CHECKS

∨	**Exception**	UNASSIGNED-NEGATIVE - **(F)** - Unassigned/Unappropriated ☑ Balance (Object 9790) is greater than zero in the following resources by fund. Positive balances, in funds other than the general fund and funds 61 through 95, must be reported as restricted, committed, or assigned.

FUND	RESOURCE	AMOUNT
17	0000	382.48
20	0000	523.62
25	0000	104,029.23
~~40~~	~~0000~~	~~1,929.19~~
51	0000	307,953.00

2. Left Navigation Pane >> CEFB >> Select Estimated Actuals (or Budget) Fund 51 and resource used.

CEFB - Components of Ending Fund Balance / Net Position ⓘ

State Draft	State Last Updated 05-27-22 20:43	Assigned To Not Assigned	Last Assigned 05-27-22 20:43

Select a fund from the list below

2021-22 Estimated Actuals Fund: 51 Resource: 0000 Unrestricted

3.- Assign the amount to 9780 – Other Assignments for both <u>Estimated Actuals</u> and <u>Budget</u>.

Click Save at the top right-hand corner.

Save Button:

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**District Financial Services
Financial Accounting & Reporting**

Common Technical Review Exceptions

Example 1

EFB-POSITIVE - (W) - `Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. NOTE: Negative ending balances in Fund 01 restricted resources will be offset against available reserves calculated in Form 01CS and Form MYP, which can negatively affect the criteria and standards.`

FUND	RESOURCE	NEG. EFB
01	0000	-149,959.12
Total of negative resource balances for Fund 01		-149,959.12

> ✓ **FIX**: All resources between the range of 0001-0999 roll into resource 0000 for SACS purposes. Check the PeopleSoft to see which resources are being used within that range and see which ones have a negative balance in their budget. These are the resources that need to be fixed.

Example 2

OBJ-POSITIVE - (W) - **The following objects have a negative balance by resource, by fund:**

FUND	RESOURCE	OBJECT	VALUE
01	9010	9790	-495,825.78

> ✓ **FIX**: All resources from 9000-9999 roll into resource 9010. Check the PeopleSoft to see which resources are being used within that range and see which ones have a negative balance in their budget. These are the resources that need to be fixed.

Example 3

OBJ-POSITIVE - (W) - **The following objects have a negative balance by resource, by fund:**

FUND	RESOURCE	OBJECT	VALUE
11	3555	4300	-73.98

> ✓ **FIX**: This is an abatement of prior year's supplies. The receipt should be recorded as revenue whenever the expense was incurred in the prior fiscal year. CSAM Procedure 560 Abatement of Expenditures.

Example 4

INTRAFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund.

FUND	OBJECT 7310
01	-534,648
13	534,648

> ✓ **FIX**: The entry should be charged to object 7350. The transaction should not be in the above object (Indirect Costs).

Example 5

INTERFD-IN-OUT - (F): Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629).

FUND	OBJECT	INTERFUND IN	INTERFUND OUT
01	7619	-------------------	357,894.00
01	8919	945,781.00	-------------------
12	7619	-------------------	658,796.00
40	7619	-----------------	1,458.00
52	8919	42,165.00	-------------------
67	7619	-------------------	17,841.00
TOTALS		987,946.00	1,035,989.00
DIFFERENCE:		-48,043.00	

> ✓ **FIX**: This exception has occurred since the total budget for all accounts in Objects 7610-7629 does not equal the total budget for all accounts in Objects 8910-8919. The difference of -$48,043 needs to be accounted for. The district should review which fund needs to be adjusted to balance objects 7610-7619 with objects 8910-8929, thereby eliminating the exception.

Example 6

CHK-RESOURCExOBJECTA (W): **The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate**

ACCOUNT FD - RS - PY - GO - FN - OB	RESOURCE	OBJECT	VALUE
11-3926-0-0000-0000-9790	3926	9790	245,137.00

> ✓ **FIX**: The above resource is an Unearned Revenue (U) Resource (see CDE's website: http://www.cde.ca.gov/fg/ac/ac/resource.asp OR https://www2.cde.ca.gov/sacsquery/querybyresource.asp) This means that it cannot have an ending fund balance. Object 9790 is a component of the ending fund balance. All amounts in this Unearned Revenue Resource and in object 9790, must be cleared.