



Santa Barbara County Education Office

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Generate File to Import into SACSWEB 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 CSV from the dropdown menu. Wait for the CSV file to open. Select File, Save As, Browse to select a location to save this file to. Enter a file name and select Save. Close the file. Log in to your **SACSWEB** account. Click on **Import** and then click on **+Select File** to select your csv file. Select the **Type of Import**. Type in **Dataset Name**, choose your **Reporting Period** and **Dataset Format**. An Upload button will appear. Click on **Upload**.
- Run a Technical Review Check in SACSWEB to verify that you do not have any errors that need to be corrected in Escape. Click on TRC>Technical Review and then click Start. 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 SACSWEB.

The screenshot shows the SACSWEB software interface for '032 - SANTAMARIAHIGH' under the path '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: Fiscal51
- 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 Ye: 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]