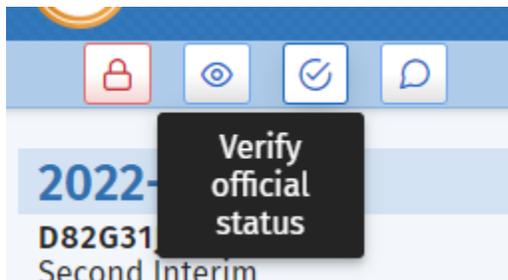
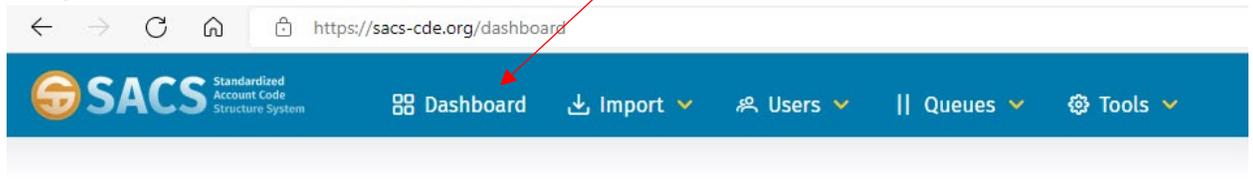


Step-by-Step Instructions: Promoting a SACS File to SBAS for Review

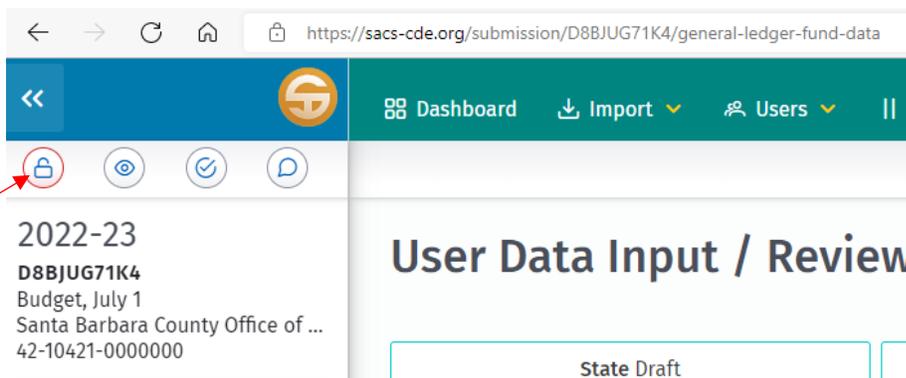
Before following these instructions, be sure that your file is Official (checkmark in circle), and export an Official .DAT file for your records (menu on left):



1. Login to SACS
2. Navigate to Dashboard



3. Scroll to the Draft Submission that you wish to submit.
4. Open the Draft Submission and make sure it is unlocked by clicking the lock/unlock button on the top left.



5. Return to Dashboard

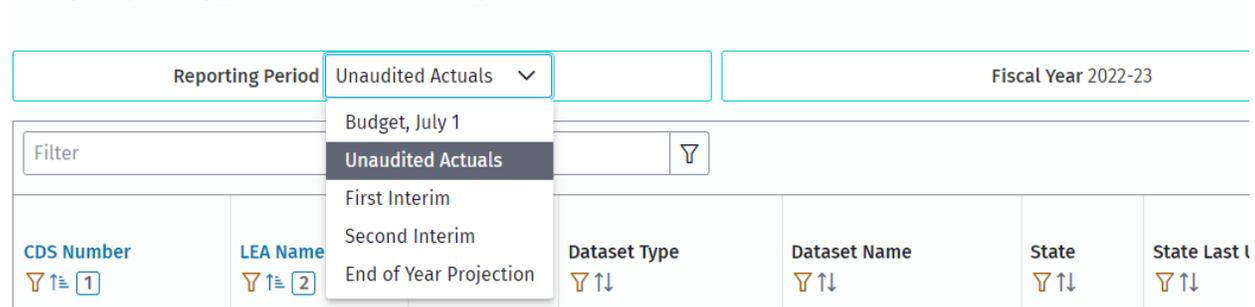
- On the “State” column, change the State of the budget you wish to promote to “Pending Internal Review” then Save by clicking the Save icon.



- Navigate to the Queues menu, and choose “LEA Draft Dataset Approval”



- Change reporting period to the current period.



- Change state to “New Dataset Submission” then Save.
- Navigate back to the Queues menu, and choose “Edit Dataset” or “Dataset Approval”
- Select reporting period.
- Change state to “Data Entry” then Save.
- Navigate back to the Queues menu, choose “Dataset Approval” (skip this step if already chosen in #10)
- Select reporting period.
- Change state to “Promote to Review” and Save – this step submits to SBAS for review.

For steps 6-15 above, remember to always check the Fiscal Year and Reporting Period at each step. In addition, always choose the arrow pointing to the right to promote to the next queue. The submission will disappear from your queues once it is promoted successfully to SBAS.