# Generate File to Import into SACS for Unaudited Actuals Reporting Period

- **Finance > Reports > Fiscal > Fiscal 51 (SACS Extract)**
    - For the Unaudited Actuals Reporting Period complete section 2 and 5 (Unaudited Actuals Reporting Period) on the Fiscal 51 report.
    - To complete section 2 of the Fiscal 51 report enter the year you are closing in the Fiscal Year field.
    - To complete each of the fields in section 5 of the Fiscal 51 report enter the following information:
        - **Unaudited Actuals:** A{Unaudited Actuals}
        - **Budget Fiscal Year:** Enter the new budget year
        - **Budget Model ID**: Enter your new year Original Budget Model



- Once you have completed the form, click on Go/Export and select CSV from the dropdown menu. In the Save report file dialog box, 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**.

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Prepared by School Business Advisory Services