

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

Request/Report

Request Report

Request

1 - Report

Report Number Fiscal51

Description SACS Extract

Report Sample Fiscal51

Report Favorite ID

2 - User Options

CDS code

Fiscal Year 2024 {2023/2024} → Select the Fiscal Year being closed

SACS Fund

Restricted Accts? Yes - Include Restricted Accounts

3 - Original Budget Reporting Period

Reporting Period {Not selecting this period}

Original Budget Model Id

Estimated Actuals A {Actuals}

Estimated Actuals Prev Fiscal Year

Estimated Actuals Prev Yr Budget Model Id

Use Only Model Amounts (column BE)? N {No - Use Account Amounts for Asset and Liability account types}

4 - Interim Budget Reporting Period

Reporting Period {Not selecting this period}

Beginning Fund Balance from Adopted (column IO)? Y {Yes - Use Adopted Budget amounts for beginning fund balance}

Board Approved Operating Budget Date

Additional Unposted JE

Board Approved Operating Budget Model Id

Projected Year Totals Date

Projected Additional Unposted JE

Projected Year Totals R {Revised Budget}

Projected Year Totals Model Id

5 - Unaudited Actuals Reporting Period

Unaudited Actuals A {Unaudited Actuals} → Select "A" for Unaudited Actuals

Budget Fiscal Year 2025 {2024/2025}

Budget Model Id OB25-01 {FY24-25 Adopted Budget} → Populate these fields with posted Original Budget criteria

General

- 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**.