

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

1 - Report

Report Number: Fiscal51
 Description: SACS Extract
 Report Sample: Fiscal51
 Report Favorite ID:

2 - User Options

CDS code:
Fiscal Year: 2025 {2024/2025} → 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: 2026 {2025/2026}
Budget Model Id: OB26-01 {ADOPTION BUDGET 2025-26} → 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**.