

# SACS Web System Kick-off Webinar

March 14, 2022



# Session Objectives

- Web-based Standardized Account Code Structure (SACS) financial reporting system background and release information
- What is NOT changing
- New system components and functionality; compatibility
  - ✓ e.g., user roles, datasets, workflow states
- Applying and managing user roles
- Understanding states in the dataset workflow
- System demonstration



# Background

- The SACS financial reporting system facilitates the preparation of budget, interim, and unaudited actuals reporting period data and reports that are submitted to oversight agencies and CDE.
- Why a new system?
  - The existing legacy system is almost 25 years old and built on unsupported and obsolete technologies. The system is at increased risk of failure each year.
- The SACS Web System consolidates the four components of the existing SACS system into separate activities within one web-based application:
  - SACS desktop software
  - SACS Maintenance (valid code combination tables)
  - ETransfer
  - Charter School Alternative Form



# SACS Web Release Information

- Anticipated release date **April 5, 2022**
- 2022–23 budget period reporting functionality
  - 2022–23 interim and unaudited actuals period functionality will be available in subsequent releases
- 2021–22 unaudited actuals will be prepared using legacy systems
  - SACS2022ALL desktop application, OR
  - 2021–22 Charter School Alternative Form



# What is NOT changing

- SACS code structure – no new, revised, or removed fields
- Data file structure – import and export file specifications remain the same
- Forms (fund and supplemental) – same content and overall functionality
- Paper and pen certifications
- Charter School Alternative Form – same content and overall functionality (but adding more technical checks)
  - Charter schools **will not** be required to use the SACS format
  - The Alternative Form **will** be integrated into the SACS Web System



# Components-Functionality-Compatibility

- User roles and security
- Drafts vs Submissions
- Single String Validation Tool
- Multi-User Dataset Access and Form Locking
- Charter Alternate Form included
- System is compatible with Google Chrome

NEW!



# SACS Entity Levels and Roles

## Entities are:

- Public User
- Charter School
- School District
- County Office
- California Department of Education
- State Board of Education
- Joint Powers Authority

## Roles are:

- Public (default when no roles assigned)
- Edit Draft Data Set
- Edit Data Set
- Dataset Approval
- Oversight
- Certify/Promote to CDE
- User Management
- Administration



# User Roles

<b>Edit Draft Dataset</b>	Basic dataset editing abilities in draft area; can delete and share a draft dataset.
<b>Edit Dataset</b>	Basic dataset editing abilities in submission area; can request to promote a dataset from draft to submission.
<b>Dataset Approval</b>	Approve and promote a dataset from draft to submission, and from submission to oversight entity.
<b>Oversight</b>	Review or edit a submission for which the entity has oversight responsibilities; validates the fiscal solvency status. Also publish LEA budget and interim data and submit request to CDE to submit unaudited actuals data.
<b>Certify/Promote to CDE</b>	Certify and promote (submit) unaudited actuals data to CDE; can only be assigned by CDE. (Formerly eTransfer access users.)
<b>User Management</b>	Manages user accounts for associated entities
<b>Administration</b>	Superuser for associated entities





# Edit Draft Dataset/Edit Dataset Roles

## EDIT DRAFT/DATASET Role



### EDIT DRAFT DATASET

- Basic data process abilities limited to Draft Datasets
- This role can only see datasets that are in the DRAFT state and own by the current user.

### EDIT DATASET

This role is assigned to for data entry and to allow peers to collaborate and review datasets prior to promoting to reviewing entity.

- Basic submission process abilities
- This role can promote a dataset to **Pending Internal Review** state.

# Dataset Approval Role

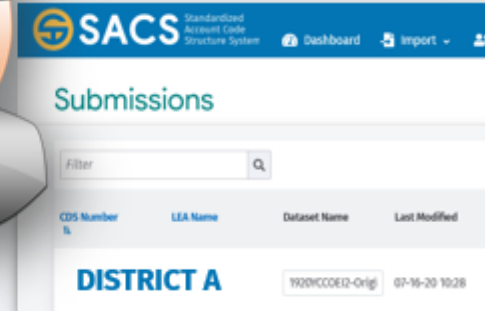
## DATASET APPROVAL Role

### USER ROLE

Edit Draft Dataset

Edit Dataset

Dataset Approval



### DATASET APPROVAL

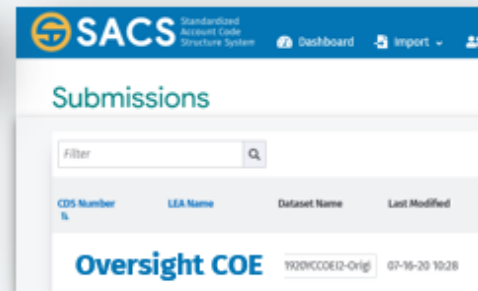
- Ability to promote a draft dataset to submission dataset list
- Ability to promote a submission dataset to the reviewing agency
- Ability to see all new dataset submissions within the assigned entity for review and promotion to the next level

# Oversight Role

USER ROLE
Edit Draft Dataset
Edit Dataset
Dataset Approval
<b>Oversight</b>
Certify/Promote to CDE



## OVERSIGHT Role (COE)



### COE Oversight role

- 1<sup>st</sup> and 2<sup>nd</sup> Level Submission review for related entities
- Ability to reject and return submissions to the originating LEA
- Ability to edit datasets
- Ability to publish Budget and Interim submissions



# Certify/Promote to CDE Role

## Certify/Promote to CDE

CDE USER ROLE
Analyst
Consultant
Publish
Lead Workflow Consultant
<b>User Management</b>
Help Management
Workflow Management
Administration
System Administration
Validation Table Maintenance



USER ROLE
Edit Draft Dataset
Edit Dataset
Dataset Approval
Oversight
<b>Certify/Promote to CDE</b>



SACS Standardized Account Code Structure System			
Dashboard Import			
Submissions			
Filter			
CDS Number	LEA Name	Dataset Name	Last Modified
<b>Oversight COE</b>			
1920VCCOE12-Orig 07-16-20 10:28			

### COE Certify/Promote to CDE role


- Ability to submit Request for UA Promoter access
- Ability to promote/demote a submission to the following states:
  - Promote to Pending CDE Authorization
  - Demote to Active Submission Returned
  - Demote to Resubmission Required (if rejected by CDE)

# User Management Role

## USER MANAGEMENT Role

The manager of user roles at the COE entity and/or related entities:

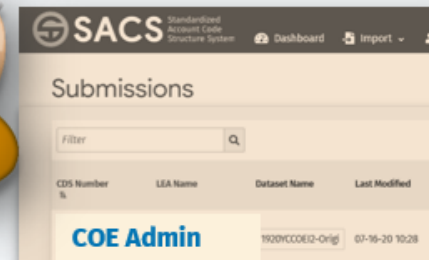
- Granted by CDE or another User Management user within the entity.
- Creates other *User Management* accounts and grants other user roles.
  - For example, COE grants User Management role to one District user upon initial setup of the system
- Typically held by the user with the Administration role within the entity.
- **This role is not in the normal workflow for data submissions**



CDE USER ROLE
Analyst
Consultant
Publish
Lead Workflow Consultant
<b>User Management</b>
Help Management
Workflow Management
Administration
System Administration
Validation Table Maintenance

DELEGATE ADMINISTRATION and  
USER MANAGEMENT ROLES

COE USER ROLE
Edit Draft Dataset
Edit Dataset
Dataset Approval
Oversight
Certify/Promote to CDE
<b>User Management</b>
<b>Administration</b>



SACS Submissions			
Filter [Q]			
CDS Number	LEA Name	Dataset Name	Last Modified
COE Admin	1920YCCOE2-Orig	07-16-20 10:28	

# Applying User Roles

- CDE will establish a COE user with the Administration and User Management roles (one user per COE)
- COEs will establish a user with the Administration and User Management roles for the following:
  - School Districts
  - Joint Powers Agencies (JPAs)
  - COE-authorized charter schools
- School districts will establish a user with the Administration and User Management roles for district-authorized charter schools
- Districts may need assistance when deciding how to assign user roles
- COEs can offer support but are *not* expected to assign all roles for each LEA



# Applying User Roles

- Each LEA will start with one user assigned the Administration and User Management roles (assigned by oversight agency)
  - This person will be responsible for establishing user accounts and assigning entities and roles to other users within the LEA
  - May assign User Management role to another person(s) in a large organization to have more support with this task
- Oversight entities will determine local policies regarding how users and roles are established, and what documentation is maintained.
  - Be thoughtful when designing the distribution of roles among users
  - Due to workflow considerations, all applicable roles must be assigned in order to ensure a dataset submission
  - Sample organizational charts were created to start conversations about how LEA will make these decisions locally



# Applying User Roles

- **User SET UP is a TWO-STEP Process**
- Add new user: User Management role will first add the user in the system
  - First name, last name and email entered where indicated
- Assign user roles: After adding the user, User Management role will search users in the system to assign the role(s) of the newly added user, as well as the associated entity





# STEP 1: Add new user

**1. Click New User button**

**2. Enter user information**

First Name

Last Name

Email Address

Terms of Service

NOTICE: By clicking Login, you are about to access the Standardized Account Code Structure System of the State of California Department of Education ("the Department"). This system is intended for authorized users only. Unauthorized access to or use of this system, or any information therein, is strictly prohibited by Department policy. By using this system, you are acknowledging and agreeing that all information concerning your access to this system, including but not limited to any information entered, stored or retrieved by you, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel. For the complete Department policy, refer to our Web Policy. <https://www.cde.ca.gov/re/di/ws/webpolicy.asp>

☐ Agree to the Terms of Service

**3. Click Submit**



# STEP 2: Assign roles

**SACS** Standardized Account Code Structure System

Welcome, EmanuelCOE

2018-19 57-10579-0000000 Yolo County Office of Education

## Edit Profile

Add Entity/Role +

User Information

First Name EmanuelLEA Last Name LEAUser

**Edit Entity & Roles**

Level School District

Entity 57-72694-0000000 Washington Unified

Roles

- ☐ Administration
- ☒ Dataset Approval
- ☒ Edit DataSet
- ☒ Edit Draft Dataset
- ☒ Oversight
- ☐ User Management

Cancel + Update

**Editing, adding, or deleting roles associated with an account**

1. Click the **EDIT ENTITY ROLES** button to open the Entity Roles dialog box
2. Add or Delete roles for the account
3. Save Changes

**Edit Entity Roles**

Roles

Administration

Dataset Approval

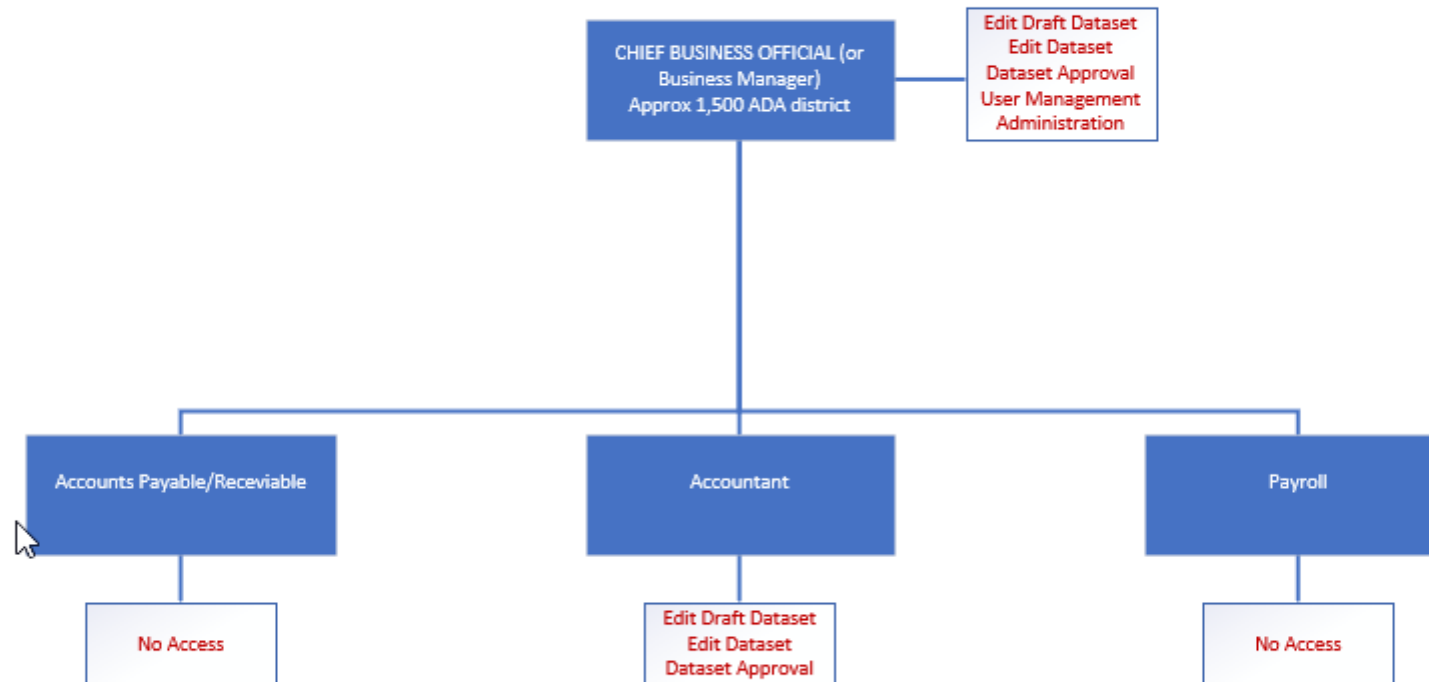
SACS Web System

# SAMPLE ORGANIZATIONAL CHARTS



# 1,500 ADA District Org Chart

*SAMPLE ORGANIZATIONAL CHART AND SACS ROLES  
1,500 ADA DISTRICT*

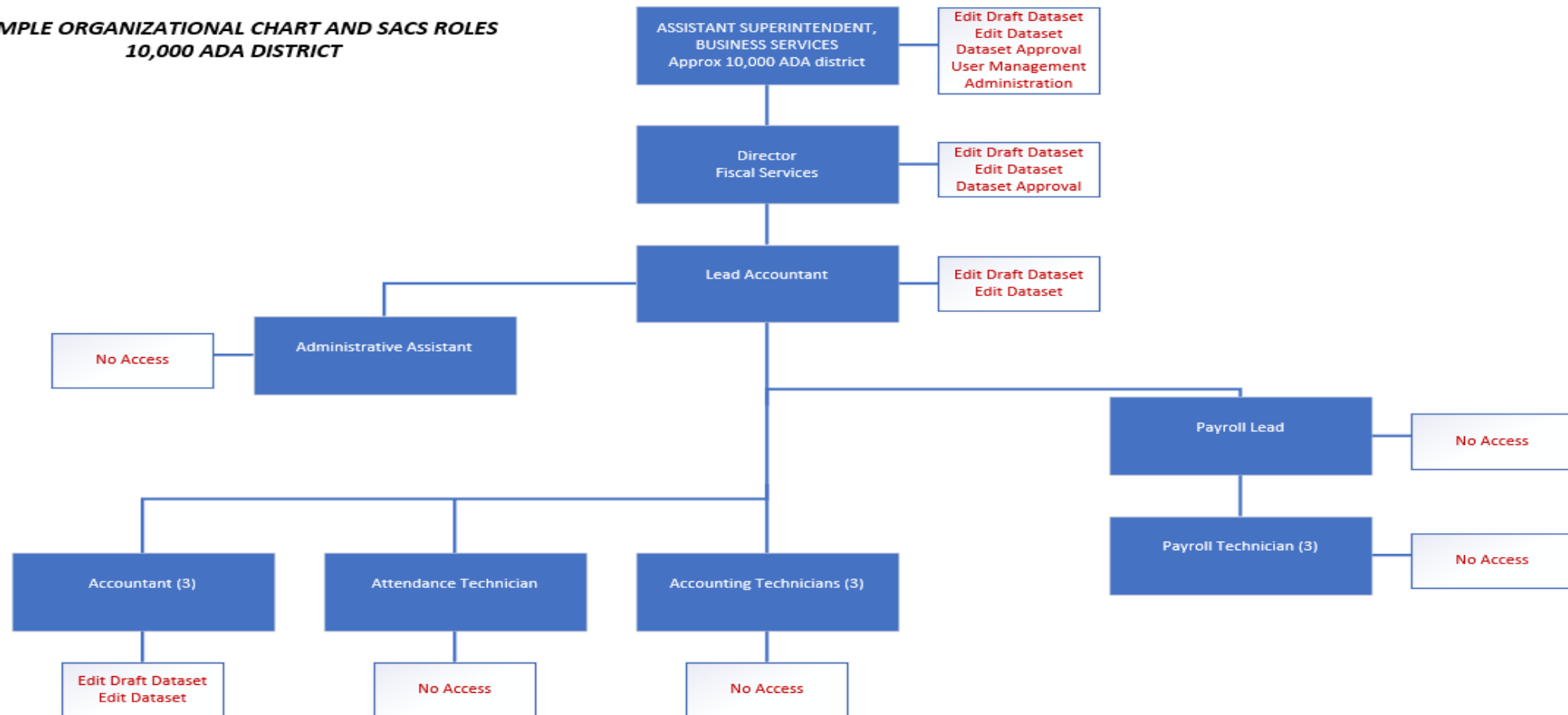


**FCMAT**

FISCAL CRISIS & MANAGEMENT  
ASSISTANCE TEAM

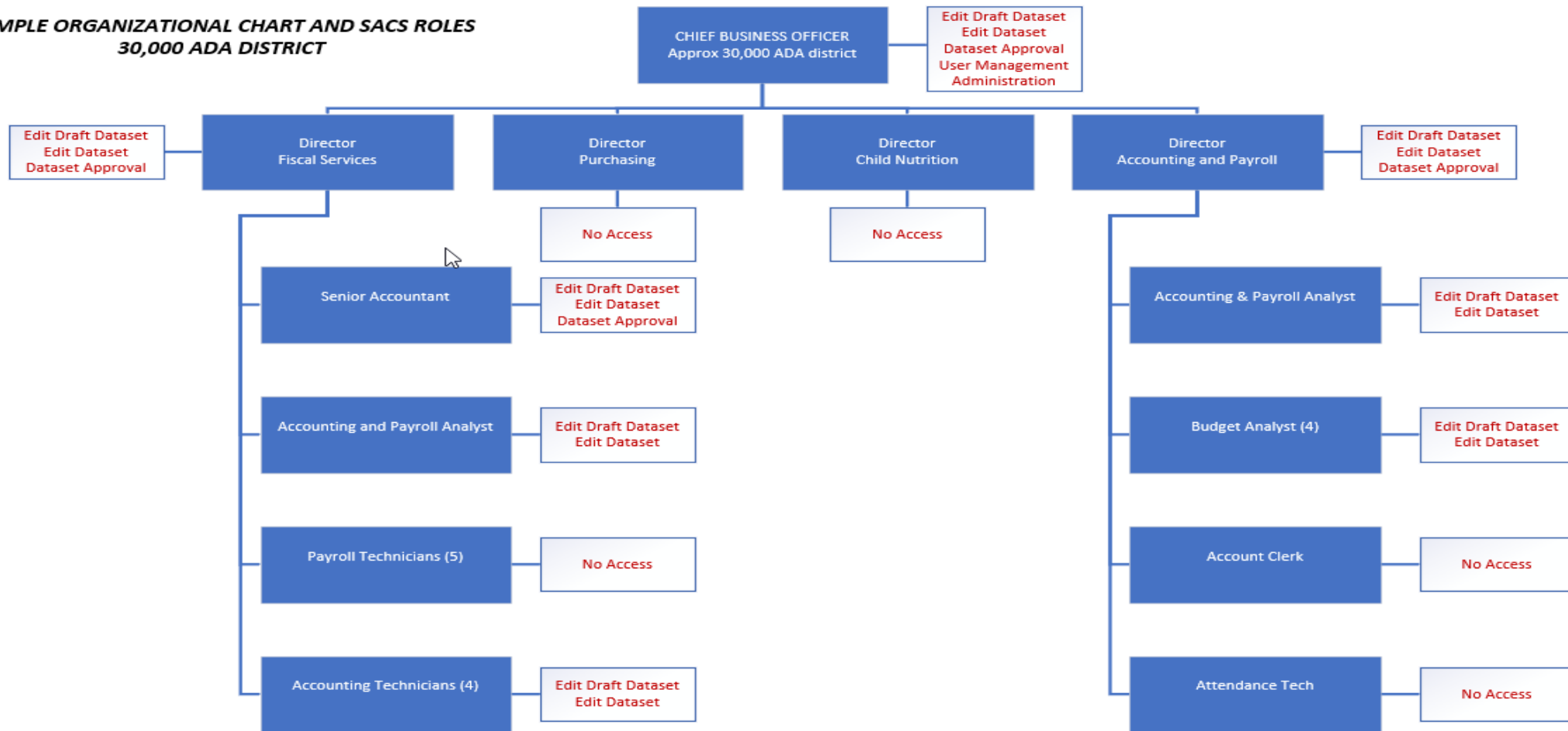
# 10,000 ADA District Org Chart

**SAMPLE ORGANIZATIONAL CHART AND SACS ROLES  
10,000 ADA DISTRICT**



# 30,000 ADA District Org Chart

**SAMPLE ORGANIZATIONAL CHART AND SACS ROLES  
30,000 ADA DISTRICT**



# User Security Request Form (sample)



## User Security/Role Assignment Request

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Assign the following roles:

- ☐ Edit Draft Dataset
- ☐ Edit Dataset
- ☐ Oversight
- ☐ Dataset Approval
- ☐ Certify/Promote to CDE
- ☐ User Management
- ☐ Administration

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_



# Role Assignment Verification (sample)



LEA Role Assignment Verification

District Name: \_\_\_\_\_

Date: \_\_\_\_\_

Roles Assigned	Number of Staff assigned
<input type="checkbox"/> Edit Draft Dataset	_____
<input type="checkbox"/> Edit Dataset	_____
<input type="checkbox"/> Oversight	_____
<input type="checkbox"/> Dataset Approval	_____
<input type="checkbox"/> Certify/Promote to CDE	_____
<input type="checkbox"/> User Management	_____
<input type="checkbox"/> Administration	_____

Reviewed by: \_\_\_\_\_



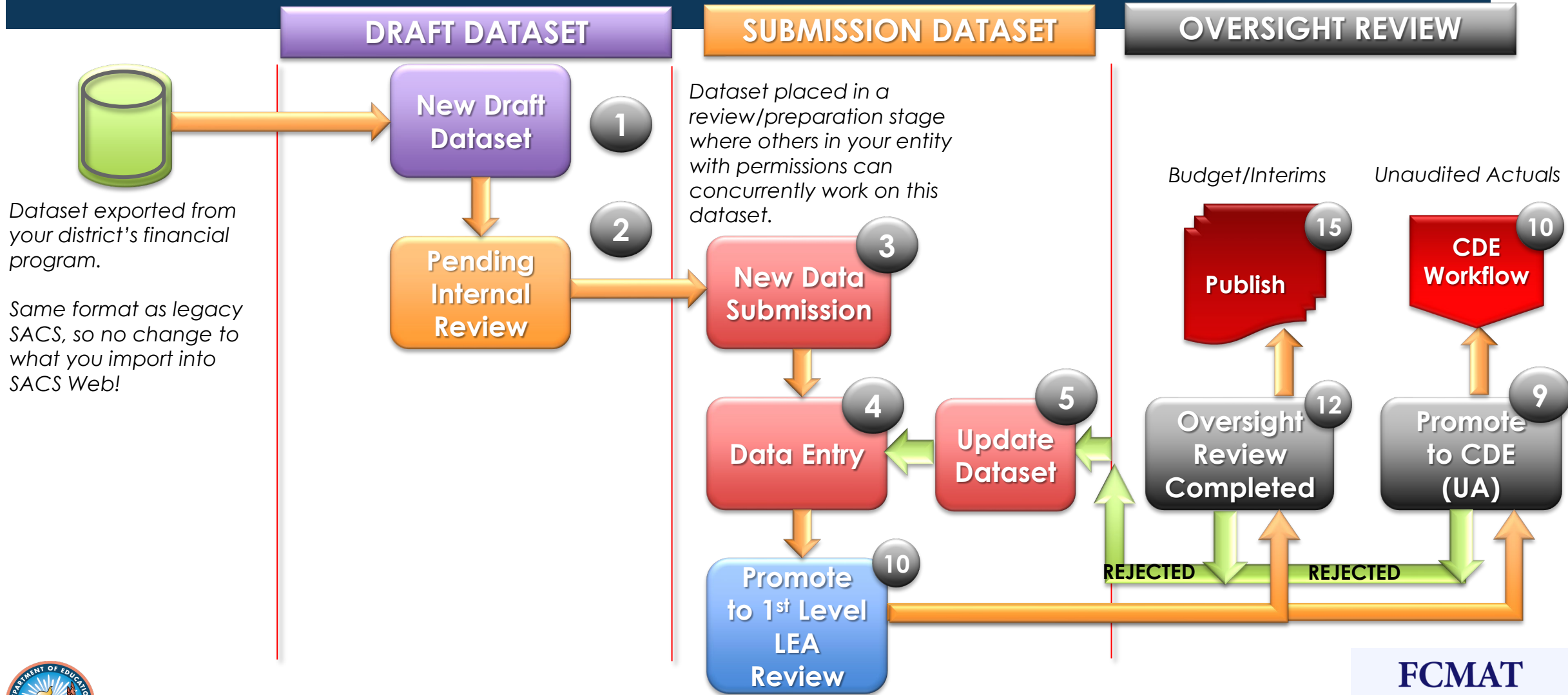


# Draft vs. Submission Dataset Types

- Datasets will be classified in two different categories:
  - Draft
    - Only visible to the originator, unless shared with others
    - Maximum of five per user
    - Import/export functionality available to manage draft area
  - Submission
    - Exclusive to the entity
    - Visible to all SACS users for the entity; provides for simultaneous collaboration on a dataset
    - Only one submission dataset allowed
    - Once promoted to next level (e.g., oversight), submission will be locked for edits
    - Cannot be deleted unless returned to a draft dataset



# What is a “State”?





# What is a “State”?

Each submission dataset state can only be set by a particular role.

State:	Set by user role:
(3) New Dataset Submission	Dataset Approval
(4) Data Entry	Edit Dataset or Dataset Approval
(9) Promote to CDE Review	Dataset Approval (for COE budgets and interims) Certify/Promote to CDE (for unaudited actuals)
(10) Promote to 1st Level LEA Review	Dataset Approval
(11) Promote to 2nd Level COE Review	Oversight
(12) LEA Oversight Review Completed	Oversight
(13) Pending CDE Authorization	Dataset Approval (for COE unaudited actuals) Oversight (for all other LEA types unaudited actuals)
(15) LEA Publish (budget and interim data)	Oversight



# System Demo



# QUESTIONS?

