

QSSUG Webinar

QCC & SACS

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Webinar Flyer

QSS Customer Education



Welcome to the QCC & SACS Webinar

The **QCC & SACS** webinar, sponsored by the QSSUG Finance/Personnel Committee, will demonstrate how to use QSS/OASIS financial software in conjunction with the California Department of Education's (CDE) SACS software.

When is it?

Wednesday, **May 7, 2014** from **10:00 am to 12 noon** (Pacific).

Who might be interested?

Chief Business Officials; Budget administrators and staff; Business Services staff; Technical Support staff; other staff interested in learning more about using QSS/OASIS with CDE's SACS software.

Why attend?

The **QCC & SACS** webinar covers:

- Maintaining Rollup codes in the QSS/OASIS Chart of Accounts module
- Using report ACX120 as a cross-reference of local account strings to CDE SACS accounts
- Requesting QSS/OASIS financial reports using the SACS Rollup codes
- Requesting SACS export files for Interim/Actuals/Budget reporting
- Transferring SACS export files to your PC using QSSXFR and importing into the State software
- Examining the format of the data files
- Refreshing the QSS/OASIS field relationship tables with updates from CDE
- Answering questions from the audience as time allows

In this session – QCC and SACS

- Chart of Accounts
 - Rollup codes (Reference values)
 - Adding new Account strings – Warn or Stop bad combinations
- QCC Reports
 - Financial reports can be requested to use Rollup codes (Reference values)
 - Cross reference report of local to SACS account strings
- Validation Tables
 - Updating QCC with recent latest tables of combinations from CDE (vtables.exe)
 - District type is part of the validation (CTLEAID.DATA)
- QCC SACS export files
 - Budget and Unaudited Actuals reporting
 - Interim reporting
 - Downloading using QSSXFR
 - Import into state software
- SACS Data to Excel
- “Sweeper” programs may be your friends
 - Actuals sweeper
 - Budget sweeper

Let's agree on some terminology...

QSS – Short for the company name *Quintessential School Systems*. QSS was founded in 1990 and the main product is named **QSS/OASIS**.

QCC – The QSS Control Center – a Windows based version of **QSS/OASIS**. The Windows client can work with an HPe3000 or a Linux application server.

Traditional screens – Terminal based screens. User access requires a terminal emulator (such as Reflection or Minisoft.)

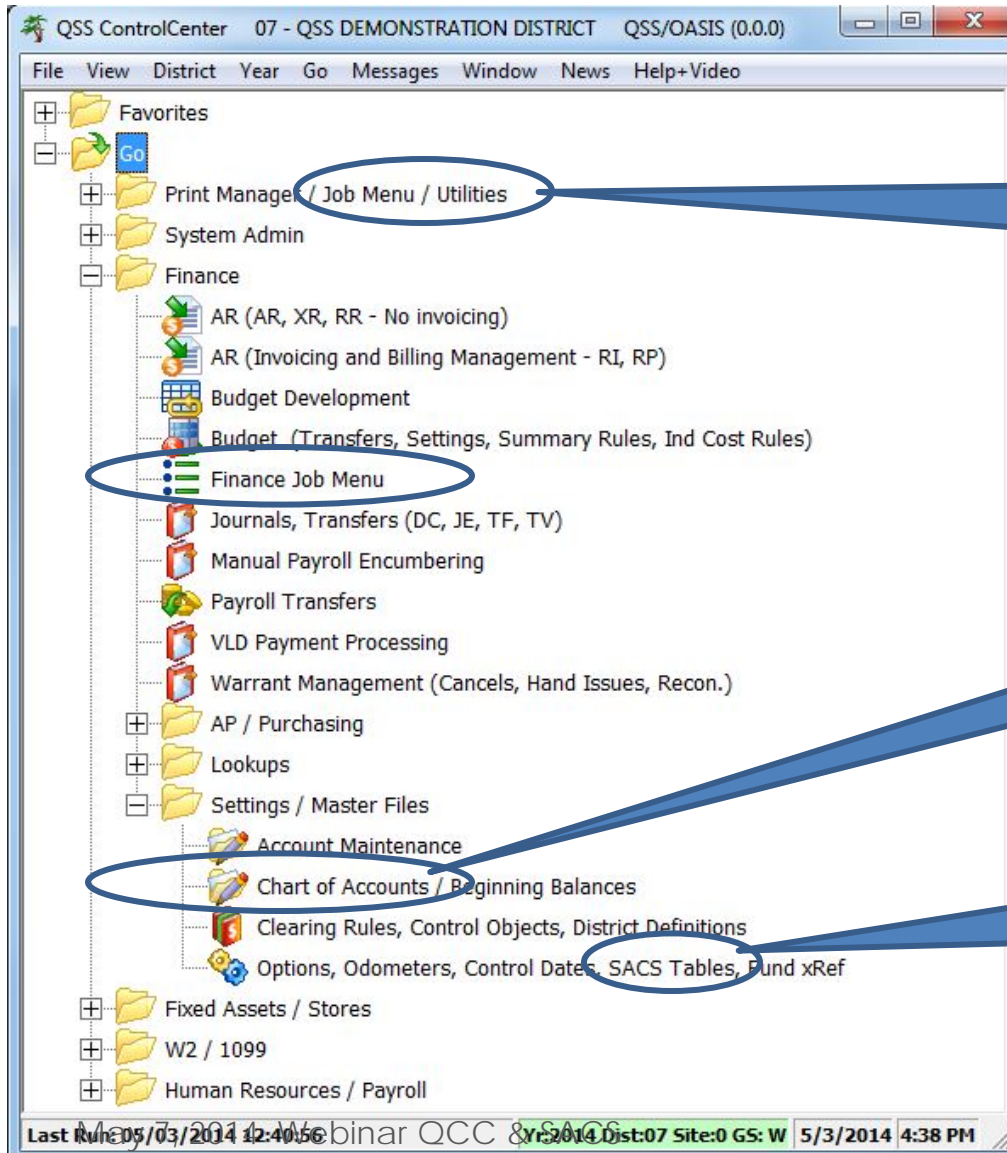
Version H – Version of **QSS/OASIS** that uses an Hpe3000 server with Image databases. User access is via the traditional screens or with QCC. Once all users are on the QCC interface, the switchover to from Version H to Version L can be accomplished, and the HPe3000 server can be retired.

Version L – Version of **QSS/OASIS** that uses a Linux application server, relational databases, and QCC interface.

SACS – Standardized Account Code Structure. Plenty of information available from CDE and other sources regarding SACS, obtaining the state software and the usage of the state software.

QSS provides data export capability and ensures that the data format is compatible with the state software. QSS does not maintain or distribute the state software or provide support for any aspect of the state software's operation.

QCC Menu



Job Menu has request screens for creating SACS export files

Rollup codes are part of the field value definitions

Refresh list of valid combinations with updates from CDE (vtables.exe)

Rollup codes

- Rollup codes are optional
- Allow for local code values to be reported as their more summarized state codes
- May also be helpful to address the occasional need for a short-term crosswalk
- Enter the Rollup code into the Reference field
- When entering a Rollup code into the Reference field, enter a complete value e.g. '0000' not '0'

Chart of Accounts 07 - QSS DEMONSTR...

File Options

Change

Resource: 0001

Name: ACADEMIC DECATHALON

Abbreviation: DECATH

Reference: 0000

Type: [dropdown]

GL Type: [dropdown]

Yr:2014 Dist:07 Site:0 GS: W 5/4/2014 2:20 PM

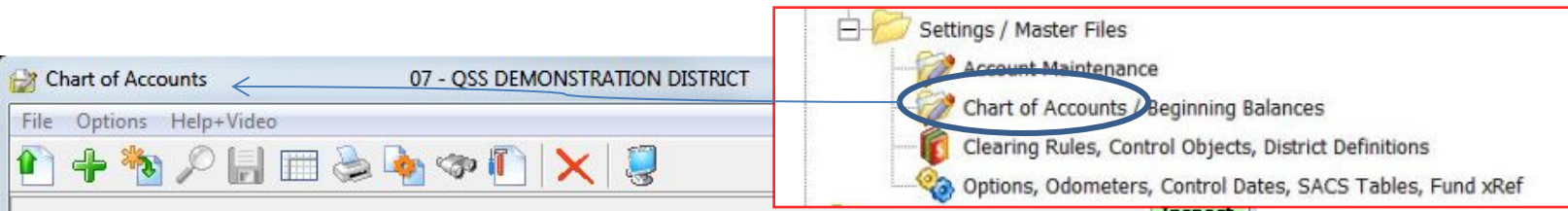
The Reference field contains the optional SACS reporting value. May be left empty if the local value is the same as the SACS value.

Rollup codes

Rollup codes :

- are used when creating SACS export files for the state software
- can be used to confirm valid combinations when adding new Account strings in the Account Maintenance module
- Reports, such as Budget , Financial Activity, and GL reports can be requested to display the Reference values

Create Rollup codes in Chart of Accounts module



Use Reference field for Rollup codes

Field	ID	Size	Type	FY	Sig	Control	Link	Bal
1	Fund	2	Numeric	Yes	Yes	District		Yes
2	Resource	4	Numeric	Yes	Yes	District		Yes
3	Year	1	Numeric	Yes	Yes	District		Yes
4	Object	4	Numeric	Yes	Yes	District		No
5	SUB-OBJECT	2	Numeric	Yes	Yes	District		No

Value	Name	Abbr.	Ref	Type	GL Type
0000	Unrestricted				
0001	ACADEMIC DECATHALON	DECATH	0000		
0002	ACADEMIC DECATHALON	DECATH	0000		
0003	ACADEMIC DECATHALON	DECATH	0000		
0004	ACADEMIC DECATHALON	ACADEMIC	0000		
0009	DATA PROCESSING	DATAPROC	0000		
0010	INTERNET	INTERNET	0000		
0011	PC SUPPORT	PCSUPPORT	0000		
0012	TECH CENTER	TECHCNTR	0000		
0020	FRIENDS OF ART	FRENDART	0000		
0030	CTAP	CTAP	0000		
0057	special testing resource	spectest	0000		

Chart of Accounts 07 - QSS DEMONSTR...

File Options

Resource: 0001
Name: ACADEMIC DECATHALON
Abbreviation: DECATH
Reference: 0000
Type: [dropdown]
GL Type: [dropdown]

Yr:2014 Dist:07 Site:0 GS: W 5/4/2014 2:20 PM

Requesting Reports with Rollup codes

Financial Summary Report Writer (FARSB3) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Reference Types | Sorts/Rollups | Accounts | District(s)

Financial Summary Report Writer

District: 07 QSS UNIFIED SCHOOL DISTRICT

From Date: 07/01/2013 To Date: 06/30/2014

Report Title: _____

	Report Format	Template	Last Updated
1	Report in 'BUD-86' format	CTFAR300.DATA	FRI, OCT 29, 1999, 5:08 PM
2	GL Summary report	CTGLREP.DATA	TUE, NOV 28, 2000, 2:13 AM
3	GL Summary with exp. breakout	CTGLEXP.DATA	TUE, NOV 28, 2000, 2:13 AM
4	'BUD-86' with expense breakout	CTB86OBJ.DATA	TUE, NOV 28, 2000, 2:13 AM

Budget source: A - Approved

Include Budget Transfers: A - Approved transfers only

Include Approved/Unapproved GL Trans: A - Approved transactions only.

Exclude Pre-Encumbrances:

Use Reference Values:

Usersec: Y AAAY YNN \$USER DEA10 N Yr:2014 Dist:07 Site:0 5/5/2014 1:02 PM

Look for "Use Reference Values" on certain Finance reports, such as the Financial Summary report (FAR300)

Requesting Reports with Rollup codes

07 QSS UNIFIED SCHOOL DISTRICT J185 Financial Summary Report FAR300 H.00.11 05/06/14 10:11 PAGE 0
local codes 07/01/2013 - 06/30/2014

Account classifications selected
FU Resc Y Objt SO Goal Func Sch DD1 DD2

1.	01-????-?-????-??-????-????-????-???								
2.	-	-	.	-	-	-	-	-	-
3.	-	-	.	-	-	-	-	-	-
4.	-	-	.	-	-	-	-	-	-
5.	-	-	.	-	-	-	-	-	-
6.	-	-	.	-	-	-	-	-	-
7.	-	-	.	-	-	-	-	-	-
8.	-	-	.	-	-	-	-	-	-
9.	-	-	.	-	-	-	-	-	-
10.	-	-	.	-	-	-	-	-	-

Field ranges selected
FI RANGE
OB 4300 - 4399

Primary sort/rollup levels: FD
Income summary level: 4
Expense summary level: 4
Data source: GLSTEX Standard Extract
Report template: CTGLREP.DATA.QSSUSP...NOV 28, 2000, 2:13 AM
Budget type: A Approved
Include budget transfers: A
GL Transactions: A Approved Only
Exclude Pre-encumbrances: Y
Use Reference Values: N
Restricted Fld Nbr: 02 Resource
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted

'Use Reference Values'
not selected

Value	Name	Abbr.	Ref
4301	Sample Rollup to 4300	4301	4300
4303	No rollup value		
4304	Supplies 4		4300
4307	4307	4307	4300
4310	INSTRUCTION MATERIALS & SUPPL	INS MAT	4300
4311	OBJECT 4311		4300
4312	OBJECT 4312		4300
4313	Crosswalk from 4313 to 4999	4313	4999

07 QSS UNIFIED SCHOOL DISTRICT J185 Financial Summary Report FAR300 H.00.11 05/06/14 10:11 PAGE 1
local codes 07/01/2013 - 06/30/2014

Fund :01 GENERAL FUND

Object	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Expense						
4300 SUPPLIES	0.00	65.32	65.32	253.72	319.04-	N/A
4310 INSTRUCTION MATERIALS & SUPPLY	0.00	161.23	161.23	162.03	323.26-	N/A
TOTAL Expense	0.00	226.55	226.55	415.75	642.30-	

Requesting Reports with Rollup codes

07 QSS UNIFIED SCHOOL DISTRICT J184 Financial Summary Report FAR300 H.00.11 05/06/14 10:11 PAGE 0
with rollup codes 07/01/2013 - 06/30/2014

Account classifications selected
FU Resc Y Objt SO Goal Func Sch DD1 DD2

Field ranges selected
FI RANGE

OB 4300 - 4399

Primary sort/rollup levels: PD
Income summary level: 4
Expense summary level: 4
Data source: GLSTEX Standard Extract
Report template: CTGLREP.DATA.QSSUSER: , NOV 28, 2000, 2:13 AM
Budget type: A Approved
Include budget transfers: A
GL Transactions: A Approved Only
Exclude Pre-encumbrances: Y
Use Reference Values: Y
Restricted Fld Nbr: 02 Resource
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted

'Use Reference Values' selected - 4310 rolled up into 4300

Value	Name	Abbr.	Ref
4301	Sample Rollup to 4300	4301	4300
4303	No rollup value		
4304	Supplies 4		4300
4307	4307	4307	4300
4310	INSTRUCTION MATERIALS & SUPPL	INS MAT	4300
4311	OBJECT 4311		4300
4312	OBJECT 4312		4300
4313	Crosswalk from 4313 to 4999	4313	4999

07 QSS UNIFIED SCHOOL DISTRICT J184 Financial Summary Report FAR300 H.00.11 05/06/14 10:11 PAGE 1
with rollup codes 07/01/2013 - 06/30/2014

Fund :01 GENERAL FUND

Object	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	Used
Expense						
4300 SUPPLIES	0.00	226.55	226.55	415.75	642.30-	N/A
TOTAL Expense	0.00	226.55	226.55	415.75	642.30-	

Requesting Reports with Rollup codes

- Reports that can report using Rollup Codes
 - Budget Revision Report (FAR350)
 - Cash Balances Report (GLD330)
 - Cash Flow Report (GLD310)
 - Detail GL Report (GLD110)
 - Financial Activity Report (FAR110)
 - Financial Summary Report (FAR300)

SACS Account Listing

This report provides a cross-reference of local accounts to SACS accounts.

Job Menu 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help+Video Description (F1) Example (Ctrl+F1)

Search found 4 lines.

View: Tree Grid Show: Show All Show Only Favorites

Search: SACS

Job Title
▶ SACS Account Listing (ACX120)
SACS Actuals Export
SACS Budget Export
SACS Interim Export

Yr:2014 D

SACS Account Listing (ACSB12) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

● Main Selection | Sort | Accounts | District(s)

SACS Account Listing

District: 07 QSS UNIFIED SCHOOL DISTRICT

Report title:

Year: 14

Source: G - General Ledger

Account Status: B - Both Include Descriptions:

Model: 00 Type: Actuals Budget

Report type: 3 - Valid and Invalid SACS accounts

Sort accounts by: 1 - Local account string

Rules to apply:

- Fund
- Resource
- Object
- Goal

Default Usersec: Y0 Yr:2014 Dist:07 Site:0 5/5/2014 1:14 PM

SACS Account Listing

SACS Account Listing (ACSB12) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Sort | Accounts | District(s)

SACS Account Listing

District: 07 QSS UNIFIED SCHOOL DISTRICT

Report title:

Year: 14

Source: G - General Ledger

Account Status: B - Both Include Descriptions:

Model: 00 Type: Actuals Budget

Report type: 3 - Valid and Invalid SACS accounts

Sort accounts by: 1 - Local account string

Rules to apply:

- Fund
- Resource
- Object
- Goal

Default Usersec: Y0 Yr:2014 Dist:07 Site:0 5/5/2014 1:14 PM

Source can be GL or Budget Development models

Report type allows selection of All Accounts, or limiting to Accounts that have Valid or Invalid combinations

Select fields to use when checking combinations

SACS Account Listing

07 QSS DEMONSTRATION DISTRICT SACS Account Listing J189 ACX120 H.00.04 05/06/14 PAGE 0
 Sample subset of Accounts Valid & Invalid Combinations

Account classifications selected

	FU	Resc	Y	Objt	SO	Goal	Func	Sch	DD1	DD2
1.	01	----	-?	-----	??	-----	-----	----	----	----
2.	-	-	-	.	-	-	-	-	-	-
3.	-	-	-	.	-	-	-	-	-	-
4.	-	-	-	.	-	-	-	-	-	-
5.	-	-	-	.	-	-	-	-	-	-
6.	-	-	-	.	-	-	-	-	-	-
7.	-	-	-	.	-	-	-	-	-	-
8.	-	-	-	.	-	-	-	-	-	-
9.	-	-	-	.	-	-	-	-	-	-
10.	-	-	-	.	-	-	-	-	-	-

Field ranges selected

FI RANGE
 OB 4300 - 4399

Sample Cross Reference report

Data source: Year: 14 GL (ACCOUNT Data-set)
 Report type: 3 - Valid & Invalid SACS accounts
 Account Status: B - Both Open and Closed
 Order Accounts by: 1 - Source accounts
 Include Descriptions: N
 FD RS YR OB SB GO FN SC D1 D2
 Rules to apply: Y Y N Y N Y N N N N
 PAGE BREAKS ON: Fund

Value	Name	Abbr.	Ref
4301	Sample Rollup to 4300	4301	4300
4303	No rollup value		
4304	Supplies 4		4300
4307	4307	4307	4300
4310	INSTRUCTION MATERIALS & SUPPL	INS MAT	4300
4311	OBJECT 4311		4300
4312	OBJECT 4312		4300
4313	Crosswalk from 4313 to 4999	4313	4999

07 QSS DEMONSTRATION DISTRICT SACS Account Listing J189 ACX120 H.00.04 05/06/14 PAGE 1
 Sample subset of Accounts Valid & Invalid Combinations

Fund :01 GENERAL FUND

District Account	SACS Account
FU Resc Y Objt SO Goal Func Sch DD1 DD2	Fd Resc Y Goal Func Objt
01-0000-0-4300.00-1110-8100-500-000-000	01-0000-0-1110-8100-4300
01-0000-0-4310.00-0000-0000-000-000-000	01-0000-0-0000-0000-4300
01-0000-0-4310.00-0000-0000-500-000-000	
01-0000-0-4310.00-0000-5000-500-000-000	01-0000-0-0000-5000-4300
01-0000-0-4313.00-0000-0000-000-000-000	01-0000-0-0000-0000-4999
01-1100-0-4300.00-1110-8100-100-000-000	01-1100-0-1110-8100-4300
01-1100-0-4300.00-1110-8100-500-000-000	

Acct string violates rule 'FUND X OBJT ' Fund X Object

Tables of Valid Combinations

Validation Tables File Structure

Field Name	Type	Width	Description	Format
Code1	Character	4	First code of combination	(XXXX)
Code2	Character	4	Second code of combination	(XXXX)
DDISTSTART	Character	4	Start year for districts	(YYYY)
DDISTEND	Character	4	End year for districts	(YYYY)
DCNTYSTART	Character	4	Start year for counties	(YYYY)
DCNTYEND	Character	4	End year for counties	(YYYY)
DJPASTART	Character	4	Start year for Joint Powers Agreement/Agency (JPA)	(YYYY)
DJPAEND	Character	4	End year for JPAs	(YYYY)
DLASTMOD	Date	8	Date of last modification	(YYYYMMDD)

The Validation tables contain the valid combinations and start/end years for each combination

The start and end dates for valid combinations are given in fiscal year (FY). For state purposes, the FY is expressed as the first year of the fiscal year. For example, 2013 represents the fiscal year 2013–14; 2014 represents the fiscal year 2014–15.

Code combinations flagged with a start of 2013 are considered valid from July 1, 2013, onward. A code combination flagged with an end date of 2013 means that the combination is not valid after June 30, 2014; that is, not valid for FY 2014.

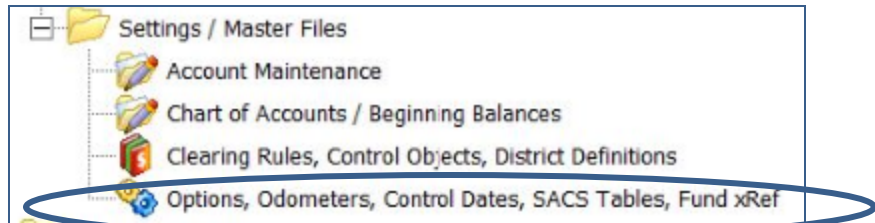
Questions: [Financial Accountability & Information Services](#)

File	Edit	Format	View	Help
01	00001997	1997	1997	19980706
01	11001997	1997	1998	19980706
01	120019972008			20090429
01	13001997201520062015			20140303
01	14002012	2012		20130304
01	220019972015			20140303
01	2400	20002015		20140303
01	2410	19972015		20140303
01	2420	19972015		20140303
01	24301998201519982015			20140303
01	2500	19972003		20020620
01	29001997	1997		19990915
01	30101997	1997		19990915
01	30112008201420082014			20121031
01	30122002	2002		20030421
01	30132004			20041115
01	30151997200719972007			20051028

California Department of Education
1430 N Street
Sacramento, CA 95814

Contact Us | [FAQ](#) | [Web](#)
Last Reviewed: Tuesday, Apr

Valid Combinations / Field Relationship Tables



From the menu item "Options, Odometers, Control Dates, SACS Tables, Fund xRef, select the tab "Field Relationship Tables".

Finance Maintenance 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Program Options (GOURPT) Field Relationship Tables (FLD000) County Fund Cross Ref (CFUPDT) Change

Rule ID	Rule Name	FLD 1	FLD 2	Dist	Multi Dist	Enabled/Rule Type	FY	Audit ID	Audit Date	Audit Time
▶ FUNC X OBJT	Function X Object	FUNC	OBJT	07	Yes	6 - Function Object Tabl	**	Will	4/16/2014	10:31
FUND X FUNC	Fund X Function	FUND	FUNC	07	Yes	Yes - Enable	**	Will	5/4/2014	22:24
FUND X GOAL	Fund X Goal	FUND	GOAL	07	Yes	Yes - Enable	**	Will	5/4/2014	22:25
FUND X OBJT	Fund X Object	FUND	OBJT	07	Yes	Yes - Enable	**	Will	5/4/2014	22:26
FUND X RESC	Fund X Resource	FUND	RESC	07	Yes	Yes - Enable	**	Will	5/4/2014	22:26
GOAL X FUNC	Goal X Function	GOAL	FUNC	07	Yes	G - Goal Function Table	**	Will	5/4/2014	22:27
RESC X OBJT	Resource X Object	RESC	OBJT	07	Yes	1 - Resource Object Tab	**	Will	5/4/2014	22:28

Yr:2014 Dist:07 Site:0 GS: W 5/4/2014 10:31 PM

Valid Combinations / Field Relationship Tables

Double clicking a row opens the maintenance form.

Finance Maintenance 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Program Options (GOUPDT) Field Relationship Tables (FLD000) County Fund Cross Ref (CFUPDT)

Rule ID	Rule Name	FLD 1	FLD 2	Dist	Multi Dist	Enabled/Rule Type	FY	Audit ID	Audit Date	Audit Time
▶ FUNC X OBJT	Function X Object	FUNC	OBJT	07	Yes	6 - Function Object Tabl	**	Will	4/16/2014	10:31
FUND X FUNC	Fund X Function	FUND	FUNC	07	Yes	Yes - Enable	**	Will	5/4/2014	22:24
FUND X GOAL	Fund X Goal	FUND	GOAL	07	Yes	Yes - Enable	**	Will		
FUND X OBJT	Fund X Object	FUND	OBJT	07	Yes	Yes - Enable	**	Will		
FUND X RESC	Fund X Resource	FUND	RESC	07	Yes	Yes - Enable	**	Will		
GOAL X FUNC	Goal X Function	GOAL	FUNC	07	Yes	G - Goal Function Table	**	Will		
RESC X OBJT	Resource X Object	RESC	OBJT	07	Yes	1 - Resource Object Tab	**	Will		

Yr:2014 Dist:07 Site

Finance Maintenance - Field Relationship Tables 07 - QSS DEM...

File Options

Update Type: R - Replace

Input File: C:\SACS2013\Update\FunctionxObject.txt

Rule ID: FUNC X OBJT

Rule Name: Function X Object

Field 1: FUNC

Field 2: OBJT

Dist: 07

Multi Dist:

Enabled/Rule Type: 6 - Function Object Table

Fiscal Year: **

Yr:2014 Dist:07 Site:0 GS: W 5/4/2014 10:34 PM

If there are any unwanted rules listed in this table, delete those rows from the grid (with the X icon)

Refreshing Valid Combinations / Field Relationship Tables

The screenshot shows a software window titled "Finance Maintenance - Field Relationship Tables 07 - QSS DEMO...". The window contains a form with the following fields and values:

- Update Type: R - Replace
- Input File: C:\SACS2014\Update\FunctionxObject.txt
- Rule ID: FUNC X OBJT
- Rule Name: Function X Object
- Field 1: FUNC
- Field 2: OBJT
- Dist: 07
- Multi Dist:
- Enabled/Rule Type: 6 - Function Object Table
- Fiscal Year: **

At the bottom of the window, there is a status bar displaying: Yr:2014 Dist:07 Site:0 GS: W 5/5/2014 9:04 AM

Replace option removes the existing values for a rule and adds in the values from the new Input File

Based on the name of the Input File, the other fields should fill in with the correct values when a Rule is added.

Refreshing Valid Combinations / Field Relationship Tables

Finance Maintenance - Field Relationship Tables 07 - QSS DEMO...

File Options

Change

Update Type: R - Replace

Input File: C:\SACS2014\Update\FunctionxObject.txt

Rule ID: FUNC X OBJT

Rule Name: Function X Object

Field 1: FUNC

Field 2: OBJT

Dist: 07

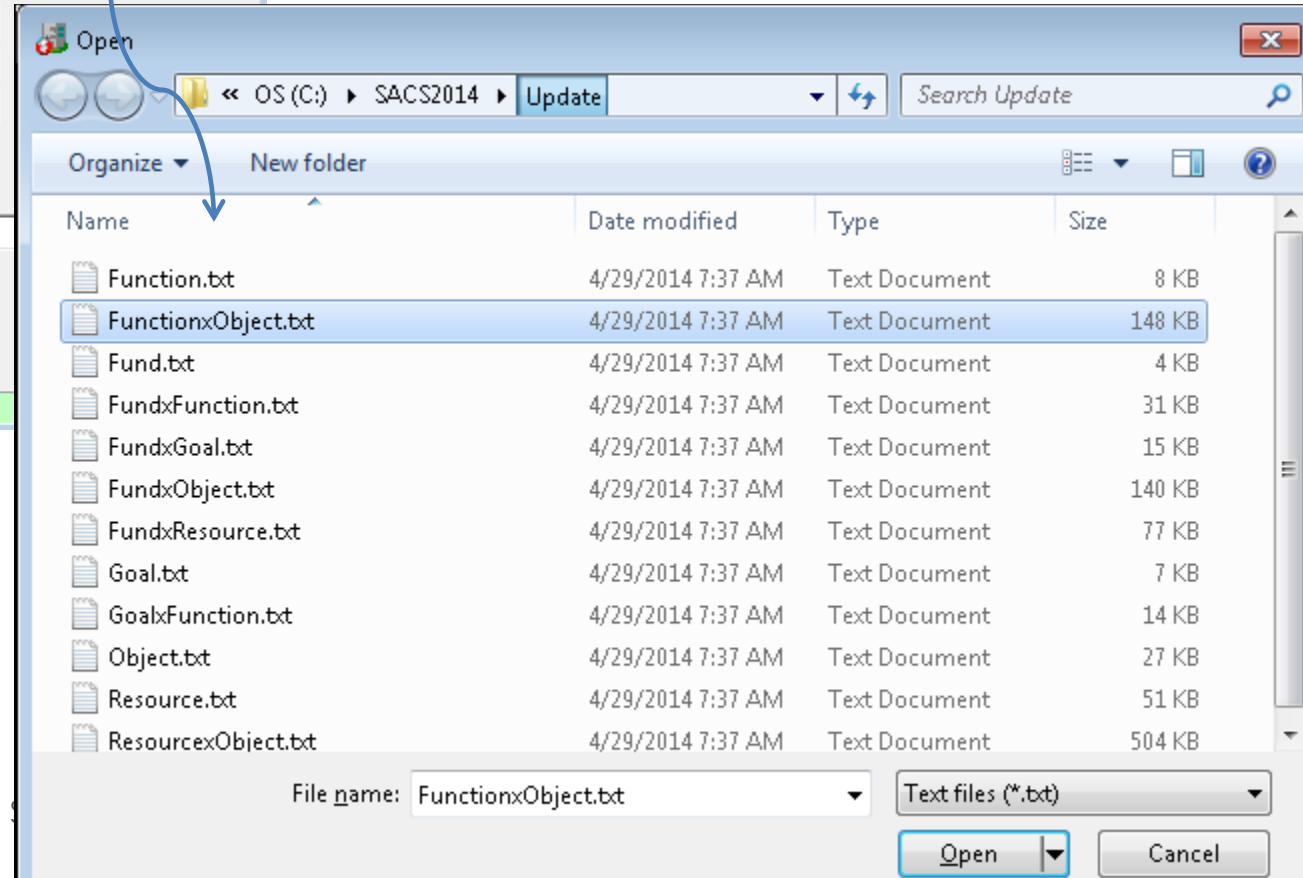
Multi Dist:

Enabled/Rule Type: 6 - Function Object Table

Fiscal Year: ""

Yr:2014 Dist:07 Site:0 GS: W

File Locator button opens the Explorer



Refreshing Valid Combinations / Field Relationship Tables

Finance Maintenance - Field Relationship Tables 07 - QSS DEMO...

File Options

Change

Update Type: R - Replace

Input File: C:\SACS2014\Update\FunctionxObject.txt

Rule ID: FUNC X OBJT

Rule Name: Function X Object

Field 1: FUNC

Field 2: OBJT

Dist: 07

Multi Dist:

Enabled/Rule Type: 6 - Function Object Table

Fiscal Year: ***

Yr:2014 Dist:07 Site:0 GS: W 5/5/2014

To include/exclude districts, use the optional Multi-District selection

QSS Finance Maintenance 2 Year: 14 Dist: 07 - QSS DEMONSTRATION DISTRICT

File Option

District 07 only

List of Available Districts

Selected Districts

07 - QSS UNIFIED SCHOOL DISTRICT
26 - Stores Current Fiscal Year

Yr:2014 Dist:07 Site:0 GS: W 5/5/2014 9:15 AM

QCC SACS export files -Budget

Request Export of Budget Data (SAC010) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection* Accounts

Request Export of Budget Data

District: 07 QSS UNIFIED SCHOOL DISTRICT

User Title: Create Budget file for SACS Budget FY: 15 2014/15

Filename: whtst LEA ID: 01 - 00001 Budget Process: S1 - Single Process 7/1
Export File: E07whtst.ESACS

Budget Source (def)

Budget Source: GL	A - Approved budget	Source Year:	15	Model:	<input type="checkbox"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Beg. Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:	<input type="checkbox"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
End.Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:	<input type="checkbox"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget

Estimated Actuals Source (abc)

Source: GL	W - Working budget	Source Year:	14	Model:	<input type="checkbox"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
Beg. Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:	<input type="checkbox"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget
End.Fund Bal. Source: GL	G - General Ledger	Bud. Development Year:		Model:	<input type="checkbox"/>	<input type="radio"/> Actuals	<input checked="" type="radio"/> Budget

From Date: 07/01/2013 To Date: 06/30/2014 Include Unapproved GL Trans?

Beg. Fund Balance: 9791 - 9795 End. Fund Balance: 9711 - 9790

Use Chart of Accounts Rollup Values

Default Usersec: Y0 Yr:2014 Dist:07 Site:0 5/5/2014 5:48 PM

Set the Budget FY field to 15 to report 2014/15 Budget data and 2013/14 Actuals

Source of Budget data can be a Budget Model, Working, Revised, or Approved Budget

Account selection is based on Local values. Use the Accounts tab to select which Funds to include.

Leave Rollup Values checked for export to SACS.

Save a Preset

QCC SACS export files -Budget

07 QSS DEMONSTRATION DISTRICT
Budget Export sample

Create Export file of Budget Data

J282

SAC012

H.00.21 02/18/14 PAGE

0

Account classifications selected

FU	Resc	Y	Objt	SO	Goal	Func	Sch	DD1	DD2
1.	01	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-

Field ranges selected

FI	RANGE
OB	4300 - 4399

Report titled "Create Export file of Budget Data" will be created in Print Manager

The report lets you know the file is ready

Budget Source: W - Working Budget, FY:
 Beg. Fund Bal. Source: G - General Ledger, FY:
 End. Fund Bal. Source: G - General Ledger, FY:

Actuals Source: W - Working Budget, FY:
 Beg. Fund Bal. Source: G - General Ledger, FY:
 End. Fund Bal. Source: G - General Ledger, FY:

Beg. Fund Balance: 9791 - 9795
 End Fund Balance: 9711 - 9790

Use Chart of Accounts Rollup Values : Y

Report prepared: TUE, FEB 18, 2014, 1:59 PM

SAC012 H.00.21 compiled 05/31/12 10:47

Header record:

"2013/14","77888880000000","BS1","BE"

Detail record count: 3

Trailer record:

"-1","EOD","77888880000000","BS1","BE","3"

Output File Name: E07WHSMP.ESACS.QSSUSER

TUE, FEB 18, 2014, 1:59 PM

QCC SACS export files -Actuals

Request Export of Unaudited Actuals (SAC010) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection* Accounts

Request Export of Unaudited Actuals

District: 07 QSS UNIFIED SCHOOL DISTRICT

User Title: Unaudited Actuals file SACS

Filename: wh14a
Export File: E07wh14a.ESACS

LEA ID: 01 - 00001 -

Budget FY: 15 2014/15
Process: A

Budget Source (def)

Budget Source: GL A - Approved budget Source Year: 15 Model: Actuals Budget

Beg. Fund Bal. Source: GL G - General Ledger Bud. Development Year: Model: Actuals Budget

End.Fund Bal. Source: GL G - General Ledger Bud. Development Year: Model: Actuals Budget

Unaudited Actuals Source (abc)

Source: GL W - Working budget Source Year: 14 Model: Actuals Budget

Beg. Fund Bal. Source: GL G - General Ledger Bud. Development Year: Model: Actuals Budget

End.Fund Bal. Source: GL G - General Ledger Bud. Development Year: Model: Actuals Budget

From Date: 07/01/2013 To Date: 06/30/2014 Include Unapproved GL Trans?

Beg. Fund Balance: 9791 - 9795 End. Fund Balance: 9711 - 9790

Use Chart of Accounts Rollup Values

Default Usersec: Y0

Yr:2014 Dist:07 Site:0 5/5/2014 5:58 PM

Set the Budget FY field to 15 to report 2014/15 Budget data and 2013/14 Actuals

County-District numbers should be pre-filled

Source of Budget data can be a Budget Model, Working, Revised, or Approved Budget

Source of Actuals data can be a Model, GL Actuals, Working, Revised, or Approved Budget

Leave Rollup Values checked for export to SACS.

Save a Preset

QCC SACS export files -Interim

Request Export of Interim Values (J251S1) 07-QSS DEMONSTRATION DISTRICT

File Options

Main Selection* | Additional Options | Accounts

Request Export of Interim Values

District: 07 QSS UNIFIED SCHOOL DISTRICT

User Title: Create Interim file for SACS

Filename: 1st
Export File: E071st.EDJ251

LEA ID: 01 - 00001 -

Interim Period: 1 2 3

Default Usersec: Y0 Yr:2014 Dist:07 Site:0 5/5/2014 5:59 PM

The "Additional Options" tab defines the sources of data

If County-District number doesn't pre-fill, that means a control file named CTLEAID is missing, or not defined

Account selection is based on Local values. Use the Accounts tab to select which Funds to include.

QCC SACS export files -Interim

Request Export of Interim Values (J251S1) 07-QSS DEMONSTRATION DISTRICT QSS/...

File Options

Preset J251S1 Preset retrieved

Main Selection* Additional Options* | Accounts |

Original Budget (A)

Budget Source: GL Bud. Development Year: Model: Actuals Budget

Beg. Fund Bal. Source: GL Bud. Development Year: Model: Actuals Budget

End.Fund Bal. Source: GL Bud. Development Year: Model: Actuals Budget

Board Approved Operating Budget (B)

Budget Source: GL Bud. Development Year: Model: Actuals Budget

Beg. Fund Bal. Source: GL Bud. Development Year: Model: Actuals Budget

End.Fund Bal. Source: GL Bud. Development Year: Model: Actuals Budget

Actuals To Date (C)

Actuals Source: GL Bud. Development Year: Model: Actuals Budget

From Date: To Date: Include Unapproved GL Trans?

Projected Year Totals (D)

Budget Source: GL Bud. Development Year: Model: Actuals Budget

Include Budget Tfrs: Bud Tfr Cutoff Date:

Beg. Fund Bal. Source: GL Bud. Development Year: Model: Actuals Budget

End.Fund Bal. Source: GL Bud. Development Year: Model: Actuals Budget

Beg. Fund Balance: End. Fund Balance:

Use Chart of Accounts Rollup Values

Default Usersec: YO Yr:2014 Dist:07 Site:0 5/5/2014 6:04 PM

Budget sources can be a Model, Working, Revised or Approved Budget

Actuals source can be GL Actuals, or a Model

Projected Year Totals source can be a Model, Working, Revised or Approved Budget

Save a Preset!!!

Leave Rollup Values checked for export to SACS.

QCC SACS export files -Interim

```
07 QSS DEMONSTRATION DISTRICT          Create Export file of Interim Amounts          J289          J25110          H.00.07 02/18/14 PAGE          0
Job statistics
J25110          H.00.07 compiled 05/31/12  14:13

Header record:
"2013/14","778888800000000","I1","IB"
Detail record count:          8
Trailer record:
"-1","EOD","778888800000000","I1","IB","8"

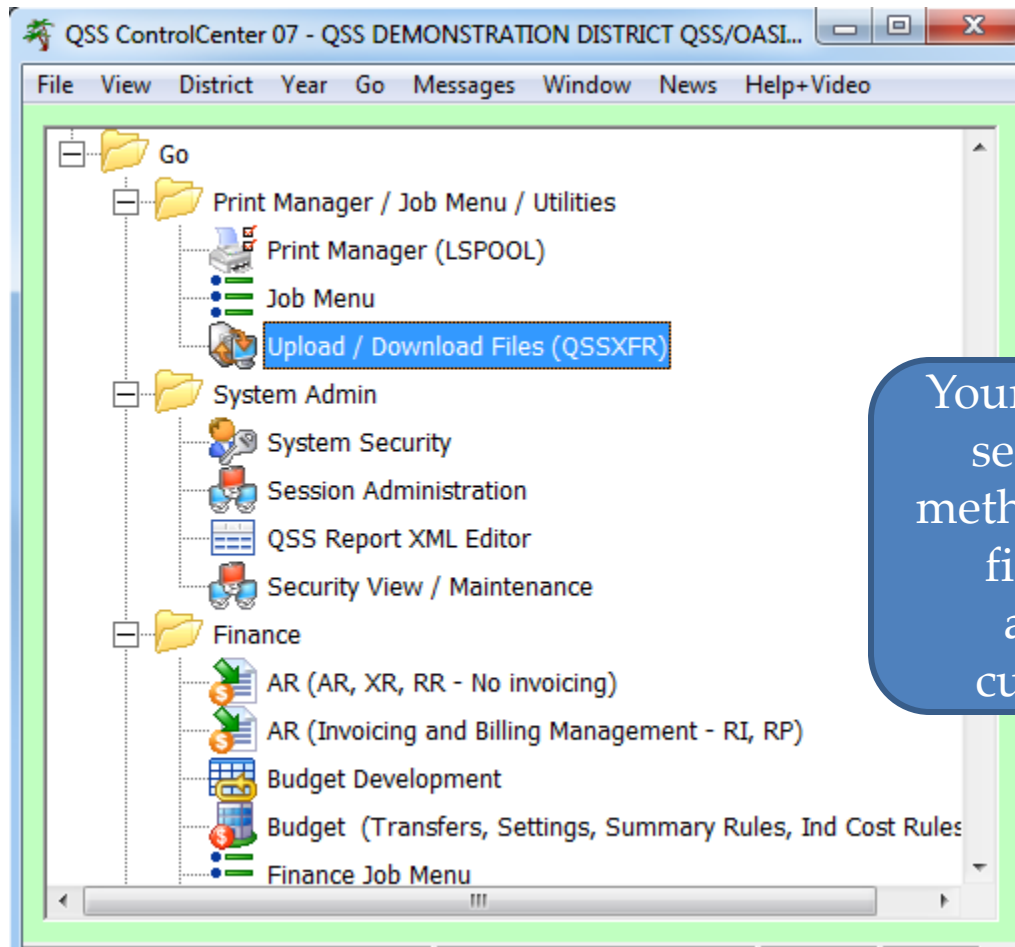
Header record:
"2013/14","778888800000000","I1","IA"
Detail record count:          5
Trailer record:
"-1","EOD","778888800000000","I1","IA","5"

Output File Name: E07.EDJ251.QSSUSER          TUE, FEB 18, 2014,  2:52 PM
```

Report titled “Create Export file of Interim Amounts”, “Job Statistics” will be created in Print Manager.

The report lets you know the file is ready

Transferring Files - QSSXFR



Your IT staff may have set up an alternate method for transferring files. (QSSXFR is available for all customers to use.)

Transferring Files - QSSXFR

Transfer Rules

Select Transfer Rule

- 01 - Dnld SACS Bdg/Act data
- 02 - Dnld SACS Interim data
- 03 - Kindertrack Import
- 04 - Kindertrack Import BIN
- 05 - up VAR badvt1
- 06 - up VAR badvt2
- 07 - up VAR badvt1
- 08 - up VAR badvt2
- 09 - Upload DATALOAD
- 10 - Upload DATALOAD

File Settings

Server File Name: E07WHTST Group: ESACS Account: QSSUSER

Local File Name: C:\Downloads\SACSBdgAct.txt

Rule Settings

Transfer Direction: Download to PC Server Option: Can select file name, can use '{}

Can Replace Existing File: Yes PC Option: Can select file name, can use '{}

File Record Size: []

Transfer Method: ASCII

Server File Name: @.ESACS.QSSUSER

PC File Name: C:\Downloads\SACSBdgAct.txt

Yr:2014 Dist:07 Site:0 5/5/2014 6:59 PM

Ask for help if you do not see a transfer rule that looks suitable.

Transferring Files - QSSXFR

The screenshot shows the QSSXFR - File Transfer application interface. The main window is titled "QSSXFR - File Transfer" and "07 - QSS DEMONSTRATION DISTRICT" with the user "QSS/OASIS". The interface is divided into several sections:

- Transfer Rules:** A list of rules including "01 - Drid SACS Bdg/Actl data", "02 - Drid SACS Interim data", "03 - Kindertrack Import", "04 - Kindertrack Import BIN", "05 - up VAR badv1", "06 - up VAR badv2", "07 - up VAR badv1", "08 - up VAR badv2", "09 - Upload DATALOAD", and "10 - Upload DATALOAD".
- File Settings:** Fields for "Server File Name" (E07WHTST), "Group" (ESACS), and "Account" (QSSUSER). A "Local File Name" field contains "C:\Downloads\SACSBdgAct.txt". A "Lookup" button is circled in blue.
- Rule Settings:** Fields for "Transfer Direction" (Download to PC), "Server Option" (Can select file name, can use '{')', "Can Replace Existing File" (Yes), "PC Option" (Can select file name, can use '{')', "Transfer Method" (ASCII), "Server File Name" (@ESACS.QSSUSER), and "PC File Name" (C:\Downloads\SACSBdgAct.txt).
- Search Window:** A search window titled "QSSXFR - File Transfer" is open, showing "Server File Name" (E07WHTST), "Group" (ESACS), and "Account" (QSSUSER). It has two lists:
 - Select Group (227):** A list of groups including EDJ201, EDJ251, ESACS (highlighted in blue), FASEXT, FLDREL, FLEST01, FORMAT, FORMDEF, G2, GHIST, GMJ, HISTFY06, HISTORY, HLPFIN, HOLDSEC, HRSDOC, HTML, INCLSEC, INDRET, INSEC, INSTALL, J201, J251, JCL, and JCL0.
 - Select File (50):** A list of files including E0755555, E07AUG31, E07BUDG, E07E07, E07FDLRG, E07FRED, E07GDHDF, E07GREG, E07INT, E07RLSBD, E07SACBD, E07SACGG, E07SACGR, E07SAMP, E07SEREN, E07TEMP, E07TEST, E07W1, E07W2, E07WEB01, E07WH, E07WH1, E07WHT0, E07WHTST (highlighted in blue), and E07WILL.

Annotations and callouts:

- A blue callout box on the left says: "Lookup button opens a search window".
- A blue callout box in the center says: "Budget and Actuals SACS exports will be in the ESACS group. Interim files will be in EDJ251".
- A blue callout box on the right says: "QSS SACS data filenames start with E, followed by the district number, and the name (5 char) entered on the request screen. e.g. E07MYDAT".

The status bar at the bottom shows: "Yr:2014 Dist:07 Site:0 5/5/2014 6:49 PM".

Transferring Files - QSSXFR

QSSXFR - File Transfer

07 - QSS DEMONSTRATION DISTRICT

QSS/OASIS

File Options Help+Video

Total lines received: 3254

Transfer Rules

Select Transfer Rule

- 01 - Dnid SACS Bdg/Actl data
- 02 - Dnid SACS Interim data
- 03 - Kindertrack Import
- 04 - Kindertrack Import BIN
- 05 - up VAR badvt1
- 06 - up VAR badvt2
- 07 - up VAR badvt3
- 08 - up VAR badvt4
- 09 - Up
- 10 - Up

File Data

Transfer file

Transfer Complete

OK

File Settings

Server File Name E07WHTST

Local File Name C:\Downloads

Rule Settings

Transfer Direction Download to PC

Server Option Can select file name, can use '{}'

Can Replace Existing File Yes

PC Option Can select file name, can use '{}'

File Record Size

Transfer Method ASCII

Server File Name @ESACS.QSSUSER

PC File Name C:\Downloads\SACSBdgAct.txt

Yr:2014 Dist:07 Site:0 5/5/2014 7:20 PM

The "File Data" tab will let you look at the contents of the file, but only after you have received the file...

Transferring Files - QSSXFR

QSS ControlCenter 07 - QSS DEMONSTRATION DISTRICT

File View District Year Go Messa

QSSXFR - File Transfer 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Total lines received: 3254

Transfer Rules File Data

"2014/15", "77888880000000", "BS1", "BB"
"01000000000000001001", "-4.00"
"01000000000000002200", "-3.00"
"01000000000000003120", "12.00"
"01000000000000003202", "5.00"
"01000000000000003402", "105075.00"
"01000000000000004300", "15.01"
"01000000000000004301", "21219.00"
"01000000000000005600", "4475.00"
"01000000000000005710", "-15694.00"
"01000000000000005800", "-6659.00"
"01000000000000006400", "3.00"
"01000000000000007900", "687688.00"
"01000000000000008000", "458971.00"
"01000000000000008011", "-1210624.00"
"01000000000000008019", "-16.00"
"01000000000000008021", "51176.00"
"01000000000000008029", "6665.00"
"01000000000000008041", "2103635.00"
"01000000000000008042", "116939.00"
"01000000000000008043", "7648.00"
"01000000000000008044", "40422.00"
"01000000000000008045", "6554329.00"
"01000000000000008082", "590.00"
"01000000000000008089", "-295.00"
"01000000000000008092", "336969.00"
"01000000000000008550", "52127.00"
"01000000000000008590", "20597.00"
"01000000000000008631", "1969.00"

Yr:2014 Dist:07 Site:0 5/5/2014 9:44 PM

The "File Data" tab will let you view at the contents of the file

SACS2014 Budget Software link

www.cde.ca.gov/fg/sf/fr/

QSS Web mail Calendar Phone VM Screen Google QSS Forums Forum Thread Requ... Customer I



California Department of
EDUCATION

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Finance & Grants	Data & Statistics	Learning Support	Specialized Programs

Home » Finance & Grants » Software & Forms » Financial Reporting [Printer-friendly ver](#)

Financial Reporting

Software used by local educational agencies in preparing budgets, interim reports, and year-end financial reports to the California Department of Education.

SACS2014 Budget Software

On this page you will find links to the Standardized Account Code Structure (SACS) SACS2014 software and to any known problems and fixes. The SACS2014 software contains the components necessary to prepare the 2014–15 budget reports. We anticipate releasing the SACS2014ALL software in early July. At the bottom of this page, there is also a link to the prior year software.

[sacs2014setup.exe](#) (EXE; 78MB)

The SACS2014 software has been modified to mitigate the worst of its incompatibilities with Windows 7. Windows 7 users are no longer required to install and access the SACS2014 software within the "Windows XP with Virtual PC" window.

THERE ARE KNOWN PRINTING ISSUES DUE TO THE SACS2014 SOFTWARE MODIFICATIONS FOR WINDOWS 7. See the [SACS2014 Software: Known Problems/Fixes](#) page for the problem description, workaround, and possible fix.

Before beginning the download, identify (or create) a clean subdirectory into which you will download the sacs2014setup.exe zipped file. Right-click on the sacs2014setup.exe link above, select "save link as" (or "save target as" or "copy to folder"), then select the subdirectory into which the sacs2014setup.exe file will be downloaded.

Once the file has been downloaded, use Windows Explorer to find the sacs2014setup.exe file, then double-click on the file and follow the prompts to install the software.

When the SACS software is installed on your computer, the financial reporting calendars and the SACS Software User Guide will be automatically copied into your C:\SACS2014\Calendars and Manuals subdirectory. To find the financial reporting calendars and the SACS2014 Software User Guide, use Windows Explorer and navigate to your C:\SACS2014\Calendars and Manuals subdirectory. In addition, to help make the software easier to use, the SACS Software User Guide is accessible from the Help menu and also from within the forms and processes in the software by pressing F1.

Improved support for Windows 7.

SACS Import

SACS2014 - 77-88888-0000000 Name Lea 88888 - 2014-15 July 1 Budget (Single Adoption)

File Forms Reports **Setup** IRC Window Help

Preferences

LEA Preferences System

LEA: 77-88888-0000000 Name Lea 88888

Fiscal Year: 2014 -15

Reporting Period: Single Budget, July 1
 Dual Budget, July 1
 Dual Budget, Sept. 8 -->
 Unaudited Actuals
 First Interim
 Second Interim
 End of Year Projection

Actuals
Estimate
Use L
Period
submit

FOR
Use L
Period
submit

Save / Close Cancel

SACS2014 - 77-88888-0000000 Name Lea 88888 - 2014-15 July 1 Budget (Single Adoption) - [Import]

File Forms Reports Setup IRC Window Help

File Name C:\Downloads\SACSBdgAct.txt Browse

Type of Import
 Official (All data imported with no calculations or technical checks)
 Other

For EACH LEA, Fiscal Year, Reporting Period, and Type of Data being imported:
 Delete ONLY those forms (funds, supplementals, etc) being Imported
 Delete ALL Data (including GL, Supplemental and Explanation Data)

Importing Group 2 of 2

3254 records processed with 2 groups of 3250 detail
Import Completed at 5/5/2014 9:46:45 PM

Other Designation Calculations starting
Other Designation Calculations completed at 5/5/2014 9:46:45 PM

Fund Balance Calculations starting
Fund Balance Calculations completed at 5/5/2014 9:46:49 PM

Reminder: Ending fund balances, budget beginning balances, and components of ending fund balances have been recalculated by fund and resource. These balances should be reviewed before printing forms or exporting data.

Print Import Stop Close and Go To Technical Review Close

Select LEA and Reporting Period under Setup | Preferences

SACS Import TRC

SACS2014 Financial Reporting Software - 2014.1.0
5/5/2014 9:49:35 PM 77-88888-0000000

July 1 Budget (Single Adoption)
2014-15 Budget
Technical Review Checks

Name Lea 88888

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKRESOURCE - (W) - The following codes for RESOURCE are not valid. Data should be corrected or narrative must be provided explaining why the exception (s) should be considered appropriate. EXCEPTION

ACCOUNT	VALUE
FD - RS - PY - GO - FN - OB	RESOURCE
01-1000-0-0000-0000-8660	1000 14,009.00
01-1000-0-0000-0000-8979	1000 1,781.00
01-1000-0-0000-9100-5800	1000 17,601.00
01-1000-0-0000-9100-7639	1000 177,680.00

Technical Review identifies data errors.

SACS User Input

SACS2013ALL - 77-88888-0000000 Name Lea 88888 - 2013-14 Second Interim

File Forms Reports Setup IRC Window Help

General Ledger Input

Data Group: 2013-14 Original Budget
 2013-14 Board Approved Operating Budget
 2013-14 Actuals to Date
 2013-14 Projected Totals

General Ledger Fund Data (selected)
 Supplemental Form Data

Detail

Fund	Resource	Project Year	Goal	Function	Object	Value	Flag
01	0000	0	0000	0000	1000	(105.00)	
01	0000	0	0000	0000	1100	453,996.00	
01	0000	0	0000	0000	1200	(1.00)	
01	0000	0	0000	0000	2200	(6.00)	
01	0000	0	0000	0000	2610	1.00	
01	0000	0	0000	0000	3120	11,111.00	
01	0000	0	0000	0000	3202	10.00	
01	0000	0	0000	0000	3402	100,150.00	
01	0000	0	0000	0000	4000	500.00	
01	0000	0	0000	0000	4300	500.00	
01	0000	0	0000	0000	4301	18,182.00	
01	0000	0	0000	0000	4321	1,234,567.89	
01	0000	0	0000	0000	5600	4,650.00	
01	0000	0	0000	0000	5710	(19,344.00)	
01	0000	0	0000	0000		(93.00)	
01	0000	0	0000	0000		6.00	
01	0000	0	0000	0000		1,440,118.00	
01	0000	0	0000	0000		975,257.00	
01	0000	0	0000	0000		(1,452,603.00)	
01	0000	0	0000	0000		(32.00)	
01	0000	0	0000	0000		51,193.00	
01	0000	0	0000	0000		4,130.00	
01	0000	0	0000	0000		2,040,276.00	
01	0000	0	0000	0000		108,875.00	
01	0000	0	0000	0000		13,496.00	
01	0000	0	0000	0000		48,844.00	
01	0000	0	0000	0000		7,708,658.00	
01	0000	0	0000	0000		1,180.00	
01	0000	0	0000	0000		(590.00)	
01	0000	0	0000	0000		184,403.00	
01	0000	0	0000	0000		70,391.00	
01	0000	0	0000	0000		1,194.00	

Input dialog box:

Fund: 01
 Resource: 0000
 Project Year: 0
 Goal: 1000
 Function: 1110
 Object: 1000
 Value: []

Buttons: OK, Cancel

Print Add Modify Delete Total Delete Fund Group Close

Exporting From SACS to Excel

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The 'From Other Sources' dropdown menu is open, and the 'From Microsoft Query' option is highlighted with a blue oval. A blue callout box on the right contains the following steps:

- Start Excel
- Select Data from the menu
- Select "From Other Sources"
- Select "From Microsoft Query"

Exporting From SACS to Excel

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'Choose Data Source' dialog box is open, displaying a list of data sources under the 'Databases' tab. The list includes '<New Data Source>', 'dBASE Files*', 'Excel Files*', 'MS Access Database*', 'SACS2013*', and 'Xtreme Sample Database 2005*'. The 'SACS2013*' entry is selected. The dialog box also has buttons for 'OK', 'Cancel', 'Browse...', 'Options...', and 'Delete', and a checkbox for 'Use the Query Wizard to create/edit queries' which is checked.

Select a SACS database and click OK

Exporting From SACS to Excel

Use the Query Wizard to pick the LEA and then the UserGL tables

Microsoft Query

File Edit View Format Table Criteria Records Window Help

Query from SACS2013

Query Wizard - Choose Columns

What columns of data do you want to include in your query?

Available tables and columns:

- County
- Explanation
- Form
- FormDependency
- ImportLog
- LEA**
- RowGenerator

Columns in your query:

- LEAID
- Name
- Ccode
- LEAType
- DistrictType

Preview of data in selected column:

Preview Now Options... < Back

Query Wizard - Choose Columns

What columns of data do you want to include in your query?

Available tables and columns:

- sysusers
- TRC
- TRCLog
- UserElement
- UserGL**
- Validation
- Version

Columns in your query:

- LEAID
- Name
- Ccode
- LEAType
- DistrictType
- LEAID
- SchoolCode
- FiscalYear

Preview of data in selected column:

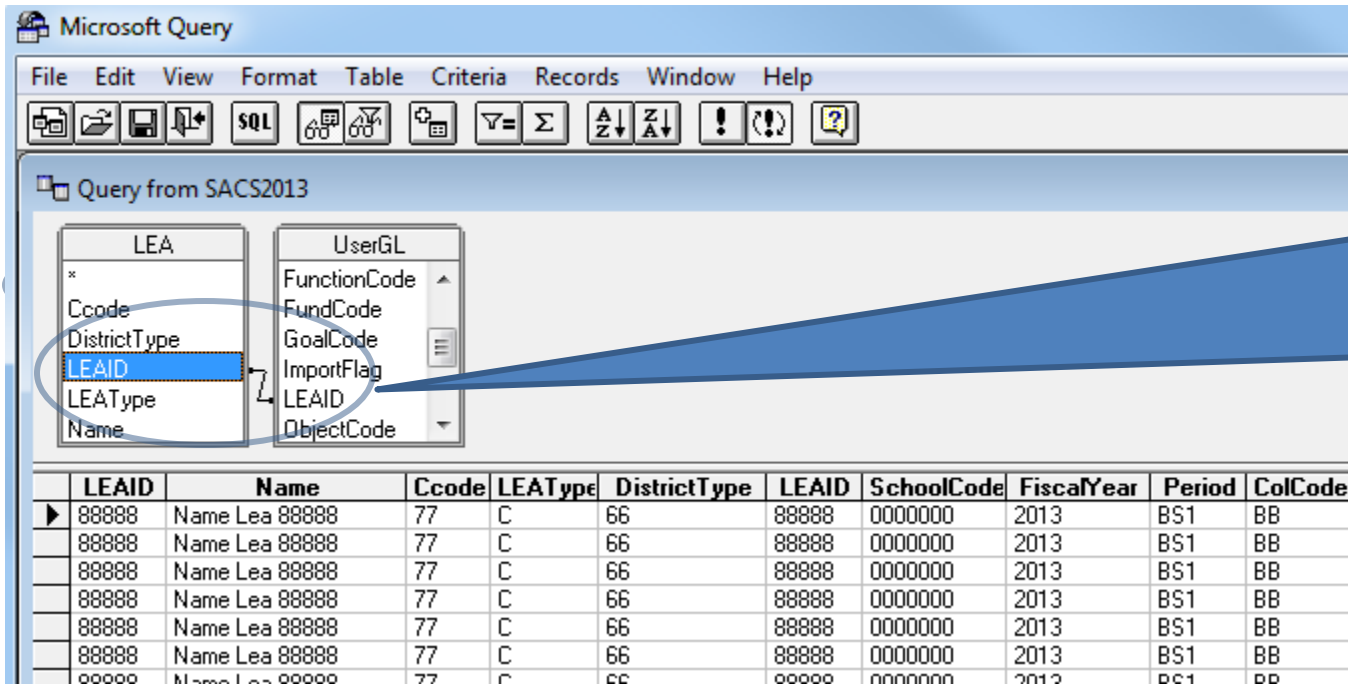
Preview Now Options... < Back Next > Cancel

Create a new query

Exporting From SACS to Excel



Click OK to dismiss the message about needing to manually join the tables



Click on "LEAID" in the LEA table, and drag the mouse to "LEAID" in the UserGL table. This will create the link.

Exporting From SACS to Excel

Microsoft Query

File Edit View Format Table Criteria Records Window Help

New...
Open...
Close
Save
Save As...
Table Definition...
Execute SQL...
Cancel and Return to Microsoft Office Excel
Return Data to Microsoft Office Excel

value: 88888 or: 0000000

LEAID	SchoolCode	FiscalYear	Period	ColCode	Account	FundCode	ResourceCode	ProjectYear	GoalCode	FunctionCode	ObjectCode	ValueData	ImportFlag
88888	0000000	2013	BS1	BB	0100000000000001001	01	0000	0	0000	0000	1001	-4.00	
88888	0000000	2013	BS1	BB	0100000000000002200	01	0000	0	0000	0000	2200	-3.00	
88888	0000000	2013	BS1	BB	0100000000000003120	01	0000	0	0000	0000	3120	12.00	
88888	0000000	2013	BS1	BB	0100000000000003202	01	0000	0	0000	0000	3202	5.00	
88888	0000000	2013	BS1	BB	0100000000000003402	01	0000	0	0000	0000	3402	105075.00	
88888	0000000	2013	BS1	BB	0100000000000004300	01	0000	0	0000	0000	4300	15.01	
88888	0000000	2013	BS1	BB	0100000000000004301	01	0000	0	0000	0000	4301	21219.00	
88888	0000000	2013	BS1	BB	0100000000000005600	01	0000	0	0000	0000	5600	4475.00	
88888	0000000	2013	BS1	BB	0100000000000005710	01	0000	0	0000	0000	5710	-15694.00	
88888	0000000	2013	BS1	BB	0100000000000005800	01	0000	0	0000	0000	5800	-6659.00	
88888	0000000	2013	BS1	BB	0100000000000006400	01	0000	0	0000	0000	6400	3.00	
88888	0000000	2013	BS1	BB	0100000000000007900	01	0000	0	0000	0000	7900	687688.00	
88888	0000000	2013	BS1	BB	0100000000000008000	01	0000	0	0000	0000	8000	458971.00	
88888	0000000	2013	BS1	BB	0100000000000008011	01	0000	0	0000	0000	8011	-1210624.00	
88888	0000000	2013	BS1	BB	0100000000000008019	01	0000	0	0000	0000	8019	-16.00	
88888	0000000	2013	BS1	BB	0100000000000008021	01	0000	0	0000	0000	8021	51176.00	
88888	0000000	2013	BS1	BB	0100000000000008029	01	0000	0	0000	0000	8029	6665.00	
88888	0000000	2013	BS1	BB	0100000000000008041	01	0000	0	0000	0000	8041	2103635.00	
88888	0000000	2013	BS1	BB	0100000000000008042	01	0000	0	0000	0000	8042	116939.00	

Exit Microsoft Query

Click the Return Data icon on the toolbar or select File | Return Data to Microsoft Office Excel

Exporting From SACS to Excel

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Import Data' dialog box is open, displaying the following options:

- Select how you want to view this data in your workbook:
 - Table
 - PivotTable Report
 - PivotChart and PivotTable Report
 - Only Create Connection
- Where do you want to put the data?:
 - Existing worksheet:
 - Address:
 - New worksheet

Buttons at the bottom of the dialog: Properties..., OK, Cancel.

A blue callout bubble points to the 'OK' button with the text 'Click OK'.

Exporting From SACS to Excel

The screenshot shows the Microsoft Excel interface with a table of financial data. The table has 12 columns and 19 rows. The columns are: FiscalYear, Period, ColCode, Account, FundCode, ResourceCode, ProjectYear, GoalCode, FunctionCode, ObjectCode, ValueData, and ImportFlag. The data is organized into a table with a header row and 18 data rows. The table is named 'Table_Query_fro' and is located in the 'Table Tools' ribbon. The 'Table Style Options' section is expanded, showing options for Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns. The 'Table Styles' section shows various color schemes for the table.

	H	I	J	K	L	M	N	O	P	Q	R	S
1	FiscalYear	Period	ColCode	Account	FundCode	ResourceCode	ProjectYear	GoalCode	FunctionCode	ObjectCode	ValueData	ImportFlag
2	2013	BS1	BB	010000000000000001001	01	0000	0	0000	0000	1001	-4	I
3	2013	BS1	BB	010000000000000002200	01	0000	0	0000	0000	2200	-3	I
4	2013	BS1	BB	010000000000000003120	01	0000	0	0000	0000	3120	12	I
5	2013	BS1	BB	010000000000000003202	01	0000	0	0000	0000	3202	5	I
6	2013	BS1	BB	010000000000000003402	01	0000	0	0000	0000	3402	105075	I
7	2013	BS1	BB	010000000000000004300	01	0000	0	0000	0000	4300	15.01	I
8	2013	BS1	BB	010000000000000004301	01	0000	0	0000	0000	4301	21219	I
9	2013	BS1	BB	010000000000000005600	01	0000	0	0000	0000	5600	4475	I
10	2013	BS1	BB	010000000000000005710	01	0000	0	0000	0000	5710	-15694	I
11	2013	BS1	BB	010000000000000005800	01	0000	0	0000	0000	5800	-6659	I
12	2013	BS1	BB	010000000000000006400	01	0000	0	0000	0000	6400	3	I
13	2013	BS1	BB	010000000000000007900	01	0000	0	0000	0000	7900	687688	I
14	2013	BS1	BB	010000000000000008000	01	0000	0	0000	0000	8000	458971	I
15	2013	BS1	BB	010000000000000008011	01	0000	0	0000	0000	8011	-1210624	I
16	2013	BS1	BB	010000000000000008019	01	0000	0	0000	0000	8019	-16	I
17	2013	BS1	BB	010000000000000008021	01	0000	0	0000	0000	8021	51176	I
18	2013	BS1	BB	010000000000000008029	01	0000	0	0000	0000	8029	6665	I
19	2013	BS1	BB	010000000000000008041	01	0000	0	0000	0000	8041	2103635	I

Exporting From SACS to Excel

The reporting period identifier corresponds to the following financial reporting periods:

Reporting Period Identifier	Reporting Period
BS1	Single budget, July 1
BD1	Dual budget, July 1
BD2	Dual budget, September 8
A	Unaudited actuals
I1	First interim
I2	Second interim
I3	End of year projection

The column code identifier corresponds to the following types of financial data contained in the file:

Column Code Identifier	Type of Financial Data
BB	Budget
BE	Estimated actuals
BA	Unaudited actuals
IO	Original budget
IB	Board approved operating budget
IA	Actuals to date
IP	Projected totals

Imported Flag
 I – Imported
 C – Calculated
 E - Entered

Exporting From SACS to Excel

The screenshot displays the Microsoft Excel interface with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range A5:C6 and is titled 'Sum of ValueData'. The PivotTable has 'Column Labels' as 'BB' and 'BE', and 'Row Labels' as '01' and '0000'. The PivotTable Field List task pane is open on the right, showing the following fields:

- Account
- FundCode
- ResourceCode
- ProjectYear
- GoalCode
- FunctionCode
- ObjectCode
- ValueData
- ImportFlag

The task pane also shows the following configuration:

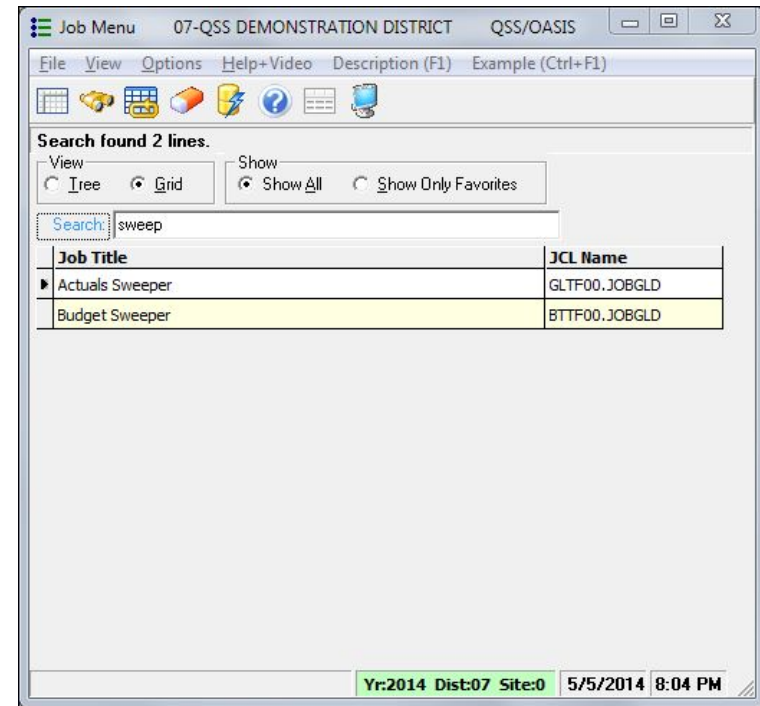
- Report Filter: (empty)
- Column Labels: ColCode
- Row Labels: FundCode, Resource...
- Values: Sum of Value...
- Defer Layout Update:
- Update button

A blue callout box in the center of the PivotTable area contains the text: "Unleash the power of Pivot tables...".

	BB	BE
01	82687838.87	79869228.32
0000	66286346.87	32441949.34
1000		-100
1001	860	19870
1300	168285	180402
2200	194384	202963
2300	561838	551842
2400	755871	712200
2900	29440	29952
3101	13884	14882
3120	12	12
3202	149704	158246
3301	1142	1205
3302	111737	106262
3401	7150	7830
3402	246259	224184

Sweepers

- The sweeper programs create transfers that will zero the actual or budget balance of the source accounts and apply those amounts to the target accounts
- The transfers are created unapproved
- Can produce wild results if not careful with selection



The screenshot shows a software window titled "Job Menu" with a subtitle "07-QSS DEMONSTRATION DISTRICT" and "QSS/OASIS". The window has a menu bar with "File", "View", "Options", "Help+Video", "Description (F1)", and "Example (Ctrl+F1)". Below the menu bar is a toolbar with various icons. The main area displays "Search found 2 lines." with a search input field containing "sweep". There are two radio buttons for "View": "Tree" and "Grid", with "Grid" selected. There are also two radio buttons for "Show": "Show All" and "Show Only Favorites", with "Show All" selected. Below this is a table with two columns: "Job Title" and "JCL Name". The table contains two rows: "Actuals Sweeper" with "GLTF00.JOBGLD" and "Budget Sweeper" with "BTTF00.JOBGLD". The "Budget Sweeper" row is highlighted in yellow. At the bottom right of the window, there is a status bar showing "Yr:2014 Dist:07 Site:0" and "5/5/2014 8:04 PM".

Job Title	JCL Name
Actuals Sweeper	GLTF00.JOBGLD
Budget Sweeper	BTTF00.JOBGLD

Actuals Sweeper

Create Transfer / Actuals Sweeper (GLTF00) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection* | Accounts*

Create Transfer / Actuals Sweeper

Selection Parameters:

District: 07 QSS UNIFIED SCHOOL DISTRICT
Date: 05/05/2014
Include Approved/Unapproved GL Trans: A - Approved Only

Posting Parameters:

Update Mode?
Posting Description: Move activity to different Res
Posting Date: 05/05/2014
Break by Fund:
Max Lines per Transaction: 500
Target Account: FU Resc Y Objt SO Goal Func Sch DD1 DD2
L ??-0000-?-????-??-????-????-200-????-???

Usersec: Y1 ANY \$GLOBAL N Yr:2014 Dist:07 Site:0 5/5/2014 8:12 PM

Question marks preserve the values from the Source accounts.

Select the Source accounts on the 'Accounts' tab.

Budget Sweeper

Create Budget Transfer / Budget Sweeper (BTTF00) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection* | Accounts*

Create Budget Transfer / Budget Sweeper

Selection Parameters:

District: 07 QSS UNIFIED SCHOOL DISTRICT

Date: 06/30/2014

Include Approved/Unapproved GL trans: A - Approved Only

Include Unapproved budget transfers:

Include encumbrances:

Exclude pre-encumbrances:

Posting Parameters:

Update mode?

Posting description: Consolidate budget balance sample

Posting date: 05/05/2014

Break by Fund:

Max lines per transaction: 500

Target account: FU Resc Y Objt SO Goal Func Sch DD1 DD2

L 01-????-2 4000 ?-????-????-??-??-??

Default Usersec: Y0 Y YANNNN Yr:2014 Dist:07 Site:0 5/5/2014 8:18 PM

Similar to Actuals Sweeper. Creates BT to set source accounts' Budget Balance to zero.

Select the Source accounts on the 'Accounts' tab.

Account Maintenance Settings

2.8.4 User Security

The ACUPDT module uses the ACUPDT user security to determine whether a QCC user can open, change, close, or reopen accounts.

Table 2-10: ACUPDT USERSEC parameters for the ACUPDT module

COL	CONTROLS	DESCRIPTION
01	Program	Y Allow access to the <i>Account Maint</i> window (default). N Block access to the window, even if the a QCC user belongs to a user group that has access to this module from the QCC menu.
02	District	0 Limit access to logon district only (default). 1 Allow access to any district. This choice matters only when you enable access to the District list in the ACUPDT task security. The District list is always disabled if you disable it with task security.
03	Not used	Leave blank.
04	Opening accounts	Y Enable opening, or adding, new accounts (default). N Disable the ability to open new accounts.
05	Closing accounts	Y Enable closing accounts; do not check balance (default). 1 Enable closing accounts with soft error if balance does not equal zero. 2 Enable closing accounts with hard error if balance does not equal zero. N Disable closing accounts.
06	Reopening accounts	Y Enable reopening closed accounts (default). N Disable the ability to reopen accounts.
07	Changing account information	Y Enable changing pseudocode, flags, and account descriptions (default). N Disable the ability to change account information.
08	Testing accounts with SACS field relationship tables	N Disable field relationship testing (default). W Soft checking. Enable SACS field relationship table verification. The window issues a warning when validation fails, but you can update the account with errors (recommended setting for field relationship checking). Y Hard checking. Enable SACS field relationship testing. Do not allow updates on accounts that fail the test.

Table 2-10: ACUPDT USERSEC parameters for the ACUPDT module - continued

COL	CONTROLS	DESCRIPTION
09	Field relationship mapping tests	0 Perform relationship testing of accounts with the rolled-up reporting values on the Reference box in the <i>Chart of Accounts</i> window. This default setting is recommended. 1 Perform relationship testing with both the Reference reporting values and actual value of the field. 2 Perform relationship testing using only the actual field values and not the Reference value.
10 - 25	Fields to use for relationship testing	Positions 10-25 allow you to specify which account fields are checked against the field relationship tables for SACS. Each table identifies valid pairs of account fields, such as which Object codes you can use with a Fund code. See Appendix I of the <i>QSS/OASIS Core Financial Manual</i> for more information. The account fields are represented by a mask that is 16 characters long. The first character represents the first account field; the second character represents the second account field; the third character, the third field; and so on. For each position in the mask, type a Y to enable field checking, or type an N to disable field checking. QSS recommends a mask with a Y for all 16 positions to enable checking field relationship tables for all fields. The recommended mask looks like this: YYYYYYYYYYYYYYYYYY To disable field checking, change the Y to an N. For example, the following mask illustrates how to disable field checking for the third, fifth, and ninth account fields. YYNYYYYYYYYYYYYYY
26 - 60	Not used	Leave blank.

Budget Development Quick Entry Settings

2.31.3.3 User Security for Quick Entry Tab

The BDE002 user security allows you to disable the ability to produce budget from the Quick Entry tab.

- ◆ By default, the **Automatically create a Budget Action** check box is a the Filter sub tab. When you select this check box, the system automatically creates a budget action to reflect the changes to budget amounts and Filter Entry subtab.
- ◆ The BDE002 user security allows you to disable the check box and all in the **Budget Action Settings** area.

Table 2-64: BDE002 USERSEC parameters for the Quick Entry

Table 2-64: BDE002 USERSEC parameters for the Quick Entry tab - continued

COL	CONTROLS	DESCRIPTION
01	Ability to create budget actions from the Quick Entry tab	Y On the Filter subtab, enable the Automatically create a Budget Action check box (default). N Disable the check box.

COL	CONTROLS	DESCRIPTION
02 05	Not used	Leave blank.
06	Status of detail lines	L Locked. The system-generated budget detail lines created by budget transfers have a status of Locked when you display the account in the Account Maintenance tab (default). O Open. The system-generated budget detail lines are open on the Account Maintenance tab.
07	Field relationship options	N Do not use field relationship checking (default). W or Y Use soft reporting of field relationship errors. The message line displays a warning, but you can choose to ignore the warning. H Use hard field relationship checking. You cannot update the screen when an account fails the field relationship edits.
08 - 23	Field relationship mask	Each of these 16 columns represents a field number in the district's account string. Column 13 is the first field, column 14 is the second field, and so on. Type a "Y" for each field for which you want to enable relationship checking, and type an "N" for each field for which to disable relationship checking. The recommended setting is "YYYYYYYYYYYYYYYYYYY" (checking all 16 fields). The field number is assigned on the <u>Account Structure</u> (GLMT02) tab on the <i>General Ledger Maintenance</i> window. For more details, see Chapter 3 of the <i>QSS/OASIS QCC Core Financial Manual</i> .
24 - 60	Not used	Leave blank.

Budget Development Account Maintenance

2.31.3.4 User Security for Account Maintenance Tab

The BDE001 user security allows you to set up options for the Models tab. The *Budget Development* window honors the user security that you have already set up with BDE001 for the traditional software.

Table 2-65: BDE001 USERSEC parameters for the Account Maintenance tab

COL	CONTROLS	DESCRIPTION
01	Budget Development window	Y Default: Allow QCC user to run the BDE module (default). N Do not allow the QCC user to run the module, even if the module and task security allow selecting this module from QCC.

Table 2-65: BDE001 USERSEC parameters for the Account Maintenance tab - continued

COL	CONTROLS	DESCRIPTION
02	Districts for which user can develop budgets	L Access limited to logon district only (default). A Access to all districts.
03	Fiscal years for which users have access to financial accounts	C Access to current fiscal year only (default). A Access to any fiscal year. 1 Access to 1 year before or after current FY. 2 Access to 2 years before or after current FY. 3 Access to 3 years before or after current FY. 4 Access to 4 years before or after current FY. 5 Access to 5 years before or after current FY. 0 (Numeral zero) Access to 10 years before or after current FY.
04	Budget models	A Default: All 100 budget models (default). D Default budget model only (Model 00).
05	Toggle	FOR TRADITIONAL BDE001 ONLY H Show history of accounts edited on bottom of screen after the user selects this screen (default). M Show summary of budget models on bottom of screen after user selects this screen.
06	Budget action lines	C When maintaining budget actions, you can change detail lines created with the budget actions (default). N You cannot change detail lines in budget actions.
07	Unit cost mode	N Disable unit cost mode (default). Y Enable unit cost mode. If you have set up the Benefit Mapping tab on the <i>Budget Development</i> window, this option allows you to automatically create benefit lines when adding a labor account to a budget. The benefit accounts are created based on the benefit objects map created with Update Benefit Control Information (BENCTL) in the Payroll System.
08	Recalculation of totals for budget models	O Calculate the totals for budget models only when you first select the program while using Budget Development (BDE000) (default). A Recalculate up-to-date totals every time the screen is displayed or refreshed.
9	Rounding rule for accounts with cents	N No rounding (default). D Round to the nearest whole dollar. U Round up to the nearest whole dollar for any account with one or more cents.

Table 2-65: BDE001 USERSEC parameters for the Account Maintenance tab - continued

COL	CONTROLS	DESCRIPTION
11	Check user option	Leave blank. This option is no longer used. All of the functions that used to be part of this option are controlled through columns 12 and 13 -28.
12	Field relationship options	N Do not use field relationship checking (default). W or Y Use soft reporting of field relationship errors. The message line displays a warning, but you can choose to ignore the warning. H Use hard field relationship checking. You cannot update the screen when an account fails the field relationship edits.
13 - 28	Field relationship mask	Each of these 16 columns represents a field number in the district's account string. Column 13 is the first field, column 14 is the second field, and so on. Type a "Y" for each field for which you want to enable relationship checking, and type an "N" for each field for which to disable relationship checking. The recommended setting is "YYYYYYYYYYYYYYYY" (checking all 16 fields). <u>The field number is assigned with Update District Masterfile (GLMT02).</u> Each field in the account has a field number, such as #1 for fund. See the QSS/OASIS Core Financial Manual for more information.
29	<Delete Acct> function key	FOR TRADITIONAL BDE001 ONLY Y Default: Enable the function and display the function key (default). N Display function key. However, the delete function is disabled. F Disable function key. Do not display the function key label.
30	Not used	Leave blank.
31	Not used	Leave blank.

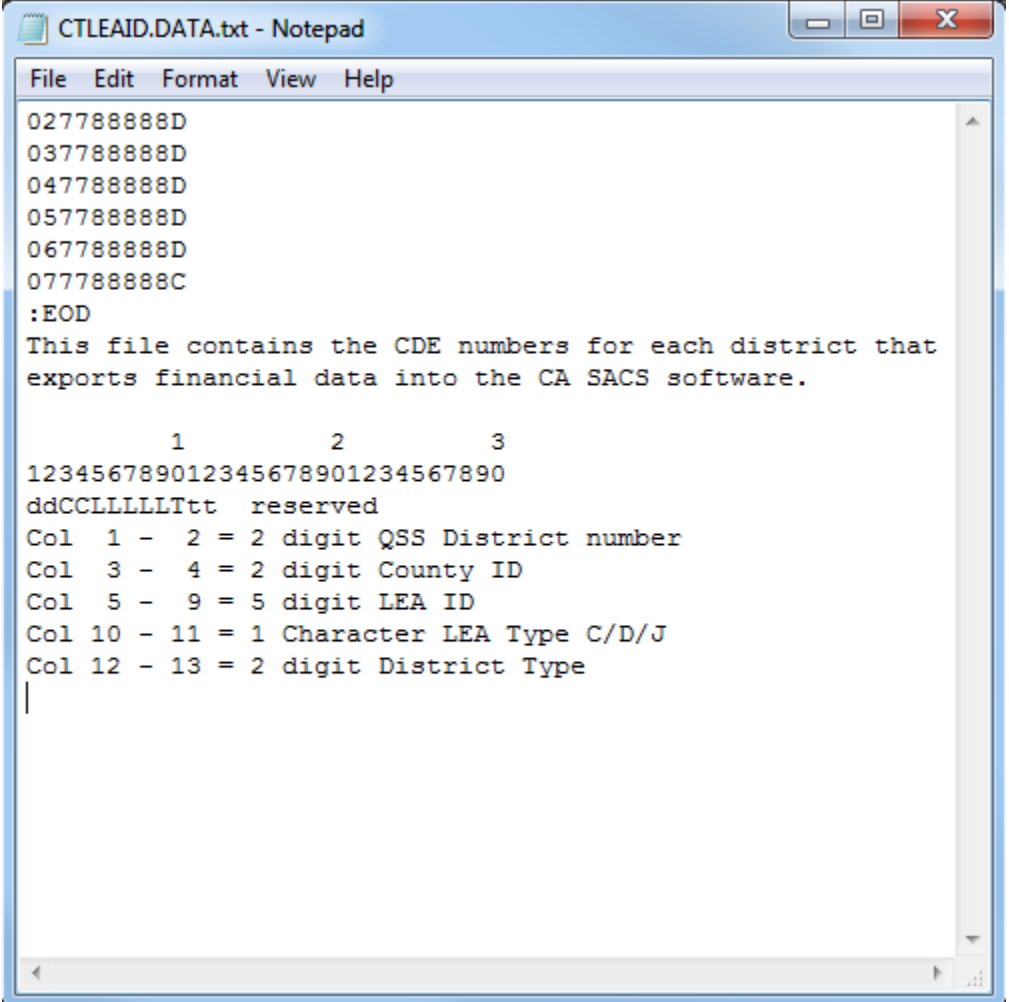
QSSXFR Sample

Sample QSSXFR Control File

```
1 ; File:      QSSXFR
2 ; Location: $QSS_DATA/data/qcc
3 ; Desc:     QSSXFR File Transfer Rules File
4 ;
5 ; Edit History
6 ; -----
7 ; 03/21/2008 WJG (I) Initial setup.  very secure implementation.
8 ;
9 ;
10 ; Record layout:
11 ; Byte Position Description Valid Values and Meaning
12 ; 1 Transfer Direction 'D' - download, 'U' - upload
13 ; 2 Can replace existing file 'Y' - yes, 'N' - no
14 ; 3 Must be file creator (owner) 'Y' - yes, 'N' - no
15 ; 4 Transfer method 'A' - ASCII, 'B' - binary, 'L' - ???
16 ; 5 Server file name option ' ' - Must use file name in rule,
17 ; 'B' - Can select file name can use {},
18 ; 'D' - Date inserted (yymmdd),
19 ; 'I' - District/Site inserted (ddssss),
20 ; 'S' - Can select file name cannot be {},
21 ; 'W' - B + can be wildcard (server only)
22 ; 6 PC file name option Same as values as Server filename option above
23 ; 7-32 Server file name
24 ; 33-72 PC file name
25 ; 73-76 File Record size
26 ; 77-100 Rule description
27 ;
28 ; 3 7 7 1
29 ; 234567-----3-----3-7-----0
30 DYNA B*.EDJ251 {} SACS Interim export file
31 DYNA B*.ESACS {} SACS export file
32 ;UYTABB*.UPLOAD {} Upload a file
```

CTLEAID Sample

- The CTLEAD file is the cross reference between the local QSS district numbers and the County-School codes.
- The LEA Type (County or District) is used in the valid combination tests
- Columns 1 – 11 are required



```
CTLEAID.DATA.txt - Notepad
File Edit Format View Help
027788888D
037788888D
047788888D
057788888D
067788888D
077788888C
:EOD
This file contains the CDE numbers for each district that
exports financial data into the CA SACS software.

          1          2          3
123456789012345678901234567890
ddCCLLLLLTt reserved
Col 1 - 2 = 2 digit QSS District number
Col 3 - 4 = 2 digit County ID
Col 5 - 9 = 5 digit LEA ID
Col 10 - 11 = 1 Character LEA Type C/D/J
Col 12 - 13 = 2 digit District Type
|
```


End of slides – Thank You

- Questions?
- To provide feedback, go to www.qss.com, Customer Education, [QSSUG Finance/Personnel Committee Seminars and Webinars for 2013-2014](#), then select “Give Feedback” for the “QCC & SACS” webinar offered May 07, 2014.

Tuesday May 06, 2014 9am - 4pm	Retirement/Payroll Download flyer/registration Download flyer	Kern CSoS	Don Hemwall
Wednesday May 07, 2014 10am - 12noon	QCC & SACS Download flyer/registration Download flyer	Webinar Give Feedback	Will Hoehn Don Hemwall
Tuesday May 13, 2014 9am - 4pm	Accounts Payable Download flyer/registration Download flyer	Sutter CSoS	Will Hoehn
Wednesday May 14, 2014 10am - 12noon	Intro. to Position Ctl./STD&ENH Download flyer/registration Download flyer	Webinar Give Feedback	Don Hemwall Lois Milstead
Wednesday May 21, 2014 10am - 12noon	Using Position Control to Drive Payroll Download flyer/registration Download flyer	Webinar Give Feedback	Don Hemwall Lois Milstead

