



April 29, 2021

TO: Business and Accounting Administrators
PeopleSoft Financial Districts
Los Angeles County K-12 School Districts,
Regional Occupational Programs/Centers (ROP/Cs) and
Select Charter Schools

FROM: Francisco San, Enterprise Financial Systems Consultant
Accounting and Financial Services
Division of School Financial Services (SFS)

SUBJECT: Electronic Upload of FY 2021-22 District Budget and Estimated Actuals
for Districts Using PeopleSoft Financial System in FY 2021-22

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

This bulletin and its attachments provide districts with step-by-step instructions on how to electronically upload the Fiscal Year (FY) 2021-22 budget into the PeopleSoft Financial System (PeopleSoft). K-12 School Districts, ROPs, ROCs, and select Charter Schools must have a budget in PeopleSoft by July 1st in order to be operational for fiscal year 2021-22. Select Charter Schools are charter schools that use the State software for their financial reporting. Information for the BEST Advantage districts (including Wave 3 Districts) for FY 2021-22 will be provided by the BEST team through the Customer Resource Center (CRC) in the PROC-BUD-BF-005 procedure guide.

Annual Budget Upload into PeopleSoft

A budget spreadsheet must be transmitted to the Division of School Financial Services (SFS) through the Reports and Data System (RAD). SFS will upload the budget into PeopleSoft. It takes approximately three business days for SFS to complete the upload process after the budget passes all validation steps. School districts should plan to have their budget in PeopleSoft at least two weeks before their scheduled public hearing for budget adoption.

In order for school districts to conduct business in PeopleSoft for the new fiscal year, SFS must receive the budget file by **Monday, June 07, 2021**, for upload.

It is crucial for school districts to have the budget loaded in PeopleSoft at least at the APPROPRIATION or APPROP (Budget by Fund) level prior to July 1st in order to be operational for FY 2021-22.

What Format should be presented for Budget Adoption?

We remind districts that the California Education Code Section 42126 requires that budgets be prepared in a format or on forms prescribed by the Superintendent of Public Instruction (SPI). The following opinion was given by the California Department of Education in March of 2001:

“The budget that is submitted to the county office or SPI must be the document that was actually adopted by the board. It is perfectly fine to provide the board with a budget that is in a different format, along with any assumptions, working documents, or other information to help explain how your budget was built. The board must also be presented with a budget prepared in one of our California Department of Education prescribed formats, because that is the budget that they must actually adopt.”

State SACS Software

The California Department of Education (CDE) annual version of the Standardized Account Code Structure (SACS) Software contains the necessary components for K-12 and other SACS compliant agencies to prepare the budget and Estimated Actuals, as well as the submission of unaudited actuals after closing the books. For FY 2021-22, CDE will release the SACS 2021 Software in May 2021, and it will be available on the following web site:

<http://www.cde.ca.gov/fg/sf/fr/>

Attachment Numbers 1, 2 and 3

There are three attachments to this bulletin:

1. Budget Excel, RAD Upload and Budget Exceptions
2. Preparing the Estimated Actuals
3. Requesting a SACS Extract (dat file) and SACS Roll-up Inquiry

SFS Assistance

If you have questions regarding the budget upload process, please contact Ivan Tani at Tani_Ivan@laoe.edu.

For security access to PeopleSoft and/or RAD, please contact SFSecurity@laoe.edu

For all other general questions related to this bulletin, please contact me at (562) 922-6181 or email San_Francisco@laoe.edu.

Approved by:
Nkeiruka Benson, Director
Division of School Financial Services

FS:lt
Attachments

SFS-A56-2020-2021

Attachment 1 Budget Spreadsheet, RAD Upload and Checking for Budget Exceptions

Introduction

The Actuals and Budgets Download is an Excel spreadsheet that displays side by side by account string the FY 2020-21 Adopted Budget, Current Operating Budget and Actuals balances. Use the spreadsheet to create your FY 2021-22 Budget. Please see Informational Bulletin No. 5364 dated April 22, 2021 on *Download of Fiscal Year 2020-21 Actuals and Budget and SACS Validation Software Installation for Fiscal Year 2021-22 Budget Planning*.

All districts are required to submit a Budget. The document is divided into four sections:

- A. Budget Excel Spreadsheet
- B. Upload to RAD
- C. Validation in PeopleSoft
- D. Budget Exceptions

A. Budget Excel Spreadsheet

There will be at least two opportunities for districts to request an upload of their budget to PeopleSoft. Districts may send just one upload with final account strings and amounts. Or they may request two uploads. The budget spreadsheet must be:

- In **Excel** format.
- Consist of Appropriation (APPROP), Organization (ORG) and Revenue Estimate (REVEST) account strings with amounts.
- Rounded to the nearest dollar **without cents**.
- Entered as **positive** numbers for ORG and REVEST which is the normal budget data (except for Direct Support and Indirect Costs entered as negative numbers whenever applicable).
- Include all account strings planned to be used in 2021-22 **with or without** budgeted amounts.
- Do **not** send account strings copied from 20-21 which will not be used in 2021-22.

Initial Upload

This is the format for the initial upload (Bus Unit, Budget Period, Ledger, Account Strings, Amount).

Bus Unit	Bud Pd	Ledger	Fd	Res	Goal	Func	Obj	Loc	Budget Amount
12345	21-22	APPROP	01.0						5,000,000
12345	21-22	ORG	01.0	00000.0	11100	10000	1110	0000000	4,000,000
12345	21-22	ORG	01.0	30100.0	11100	10000	1110	0000000	1,000,000
12345	21-22	REVEST	01.0	00000.0	00000	00000	8699	0000000	1,000,000

Second (final) Upload

The second upload will be in the format below if initial amounts were sent earlier. Districts indicate the initial amounts sent on the first upload, the final amounts and the calculated difference to be uploaded.

**Note that the first upload cannot be replaced with a second upload.
Only the Difference can be uploaded.**

Bus Unit	Bud Pd	Ledger	Fd	Res	Goal	Func	Obj	Loc	<u>INITIAL</u> Budget Amount	<u>FINAL</u> Budget Amount	<u>DIFFERENCE</u>	Negative Budget Indicator
12345	21-22	APPROP	01.0						5,000,000	4,000,000	-1,000,000	N
12345	21-22	ORG	01.0	00000.0	11100	10000	1110	0000000	4,000,000	3,500,000	-500,000	N
12345	21-22	ORG	01.0	30100.0	11100	10000	1110	0000000	1,000,000	500,000	-500,000	N
12345	21-22	REVEST	01.0	00000.0	00000	00000	8699	0000000	1,000,000	800,000	-200,000	N
12345	21-22	ORG	01.0	00000.0	00000	72100	7350	0560000	0	-34,000	-34,000	Y

Negative Budget Indicator

The second upload will also require a Negative Budget Indicator. Is the Final Budget Amount a negative amount? Indicate Yes/Y or No/N. Note that some account strings (i.e. Direct Support, Indirect Costs) are budgeted as negative amounts. An incorrect indicator will result in exceptions for that account string. Correct the exception by entering the account string online and checking the Negative Budget indicator box.

Validating Budget Account Strings

Validate account strings using the Standardized Account Code Structure (SACS) Validation software to prevent posting of actual transactions to invalid SACS combinations.

- Create new Chartfields before using in account strings. If a Chartfield is missing in PeopleSoft, the budget account strings using that Chartfield will not be posted to PeopleSoft.

**When adding new Chartfields, the Effective Date
must be 07/01/2021 or earlier**

- For a new salary string created (Objects 1xxx and 2xxx), add the related benefit strings (Objects 3xxx).

- Update your SACS Validation Software in order to include the latest valid account codes and combination tables. For instructions on first time install or an update please refer to Informational Bulletin No. 5364 dated April 22, 2021, titled *Download of Fiscal Year 2020-21 Actuals and Budget and SACS Validation Software Installation for Fiscal Year 2021-22 Budget Planning*.

Valuable Tips

- Refrain from repeating the same account string. For example, instead of several entries using the same account string with varying amounts enter that account string once with one total amount.
- Distribute budget dollars appropriately in the account strings. Refrain from placing dollars in budget holding accounts.
- If a district must use budget holding accounts, the holding accounts must be valid SACS account strings.
- Prepare your Single Budget Adoption (BS1) with enough time allotted for corrections before your district board meeting.
- Human Resource System (HRS) errors encountered in 2020-21 should be corrected with new strings added to the 2020-21 Budget whenever appropriate.
- Review or update the Gross-to-Net tables in the HRS system as needed.

B. Budget Upload to RAD

Once budget is received in RAD, SFS will upload the budgets in PeopleSoft on a first come first serve basis. The upload (and posting) is an overnight process and can be delayed if districts submit at the same time.

<p style="text-align: center;">LACOE Timetable Send budgets to RAD by Monday, June 7, 2021.</p>

See instructions below for uploading budgets to RAD. If you do not have access to RAD, complete a RAD Security Form and obtain your district's authorizing signature. You may call any of the following SFS staff for assistance:

Yeoh_Mark	(562) 940-1791 or Yeoh_Mark@laoe.edu
Susie Alamsjah	(562) 401-5512 or Alamsjah_Susie@laoe.edu
Group Email	SFSSecurity@laoe.edu

Uploading the Budget Excel Spreadsheet to RAD

- Logon to **RAD**.
- Click **RAD Main Menu**.
- Click **SFS (School Financial Services)**.
- Click **Upload/Download**.
- Click **Upload File**.

- **Upload Type (Required)**
- Select the type of file to send to RAD.

GL – Initial Budget Load
GL – Final Budget Load
- Click **Continue**.

- Enter a description and click **Continue**.

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Authorized users only permitted on this system. All activity monitored and logged.
User: USER_NAME from 156.3.10.91 using Navigator on Windows 2000.

Current Page: Home Upload1 - file type = SF01

[General instructions](#)

District: 10199
Upload Type: GI-InitialBudget

Upload Type :	GI-InitialBudget
Description :	Initial Budget Upload
Upload file (required):	<input type="button" value="Browse..."/>
<input type="button" value="Continue"/>	

- Click **Browse**.

Y:\Gteam_Docs\21-22 Budget Bulletins

File Home Share View

Computer > sdfs_project (\sfs_server) (Y:) > Gteam_Docs > 21-22 Budget Bulletins

Name	Date modified	Type	Size
Bulletin Drafts	4/19/2021 4:55 PM	File folder	
10199_BP21-22.xlsx	4/19/2021 5:12 PM	Microsoft Excel W...	769 KB

- Locate Budget spreadsheet on your computer.
- Click **Open** to import the spreadsheet to RAD.

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School Financial Services

Authorized users only permitted on this system. All activities monitored and logged.
User: TAMONDONG_BENJIE from 156.3.10.91

Current Page: Home/Upload1 - file type = SF01

[General instructions](#)

District: 10199
Upload Type: GI-InitialBudget

Upload Type :	GI-InitialBudget
Description :	Initial Budget Upload
Upload file (required):	Y:\Gteam_Docs\21-22 Budget Bulletins\10199_ <input type="button" value="Browse..."/>
<input type="button" value="Continue"/>	

- Click **Continue**.

Subject:	SUCCESS - 10199 SF01 file on RAD - 4/19/2021 6:27:12 PM
Body:	<p>Automated message from SFS-SF01 system.</p> <p>SF01 file: 10199_BP21-22.xlsx</p> <p>Upload Type: GI-InitialBudget</p> <p>Description: Initial Budget Upload</p> <p>Posted: 4/19/2021 6:27:12 PM</p> <p>Sender: Tamondong_Benjie</p> <p>IP: 156.3.10.91</p> <p>Business unit: 10199</p> <p>RAD link follows:</p> <p>http://156.3.204.87/transfer</p>
<input type="button" value="Send Notification NOW"/>	

- RAD generates confirmation message with a successful upload.
- Click **Send Notification NOW** to notify SFS and districts that budget is in RAD.
- SFS takes the budget from RAD and uploads to PeopleSoft.
- A budget with formatting errors cannot be uploaded to PeopleSoft. The district will be notified.

C. District validates Budget once uploaded to PeopleSoft

The district must check their account strings were all successfully loaded to PeopleSoft. Use reports such as the Actuals and Budgets Download or the Valid Transactions Report (RAD LAGL011C).

The Actuals and Budgets Download

Run the Actuals and Budgets Download to validate the 2021-22 budget uploaded in PeopleSoft.

- Enter 2022 for **Fiscal Year**.
- Retrieve the Excel download from RAD.
- Compare budget data from download with your Budget spreadsheet.

Actuals and Budget Download Excel Version

BusinessUnit	Fiscal_Year	Pd_From	Pd_To	Fund	Resource	Goal	Function_F	Object	Location	Adopt_Amount	Budg_Amount	Actuals_Amount	Pre_Encumb	Encumb
10199	2022	0	998	01.2	30100.1	3600,24900	1311	0003821	0.00	24542.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	2411	0003821	0.00	11729.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3111	0003821	0.00	3964.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3211	0003821	0.00	0.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3212	0003821	0.00	3643.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3311	0003821	0.00	3643.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3312	0003821	0.00	727.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3331	0003821	0.00	356.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3332	0003821	0.00	170.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3411	0003821	0.00	2375.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3412	0003821	0.00	1907.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3511	0003821	0.00	12.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3512	0003821	0.00	6.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3611	0003821	0.00	1063.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3612	0003821	0.00	507.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3711	0003821	0.00	159.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3712	0003821	0.00	76.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,24900	3751	0003821	0.00	182.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,21000	3752	0003821	0.00	182.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,10000	4210	0003821	0.00	2000.00	0.00	0.00	0.00	
10199	2022	0	998	01.2	30100.1	3600,10000	4310	0003821	0.00	2000.00	0.00	0.00	0.00	

D. Budget Exceptions

Account strings that do not upload to PeopleSoft are called Budget Exceptions. Exceptions occur when the Chartfield used in the account string has not been set up, as in the case of new Chartfields. To check for exceptions, inquire online or use the Budget Journal Error Report (RAD LAGL029C).

Inquire Online – Budget Journal Exception

**Navigation: Go>Process Financial Information>Prepared Control Budgets
Inquire>Budget Journal Exception**

Search By

- ☒ Journal ID
- ☐ Run Control ID
- ☐ Process Instance

Business Unit: 10199

GL Journal ID: []

- Click on the **GL Journal ID** dropdown.

Prepare Controlled Budgets - Inquire - Budget Journal Exception

Search By

- ☒ Journal ID
- ☐ Run Control ID
- ☐ Process Instance

Business Unit: 10199

GL Journal ID: []

Unit	Journal	Date
10199	0022324517	2021-07-01
10199	0022334668	2021-07-01
10199	0022336544	2021-07-01
10199	0022338678	2021-07-01
10199	0022338679	2021-07-01

- Display box will show all the journals with error.
- Click on any journal to view the account string and the type of exception (i.e. invalid Chartfield).
- Make the correction and post the journal or batch process will post the journal.

Budget Journal Error Report (LAGL029C)

Districts can also use the daily LAGL029C from RAD. This report lists invalid account strings with the error description. In the example below, the budget journal errors consist of invalid Goals (Programs) that were not set up in the chart of accounts.

Report ID: LAGL029C			LA COUNTY OFFICE OF EDUCATION								Page No : 1	
District : 10199			Budget Journal Error Report								Run Date : 07/02/2021	
											Run Time: 3:23:54AM	
<u>Journal_ID</u>	<u>Jrnl_Dt</u>	<u>Budj_Period</u>	<u>Fund</u>	<u>ResPri</u>	<u>Goal</u>	<u>Func</u>	<u>Obj</u>	<u>Sch/Loc</u>	<u>Ledger</u>	<u>OPRID</u>	<u>Budget_Jrnl_Error_Desc.</u>	<u>Amt</u>
NEWAC-0503	07/01/2021	21-22	01.0	31400.0	31400	31400	3312	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0504	07/01/2021	21-22	01.0	31400.0	31400	31400	3332	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0507	07/01/2021	21-22	01.0	31400.0	31400	31400	3412	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0506	07/01/2021	21-22	01.0	31400.0	31400	31400	3512	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0505	07/01/2021	21-22	01.0	31400.0	31400	31400	3612	0740000	ORG	External	Invalid Program Code	0.00
End of Report												

(Note: Error Description are in PeopleSoft Text: ResPrj =Project, Goal = Program, Function = Class, Object = Account and School/Location = Department).

End of Document

Attachment 2 Preparing the Estimated Actuals

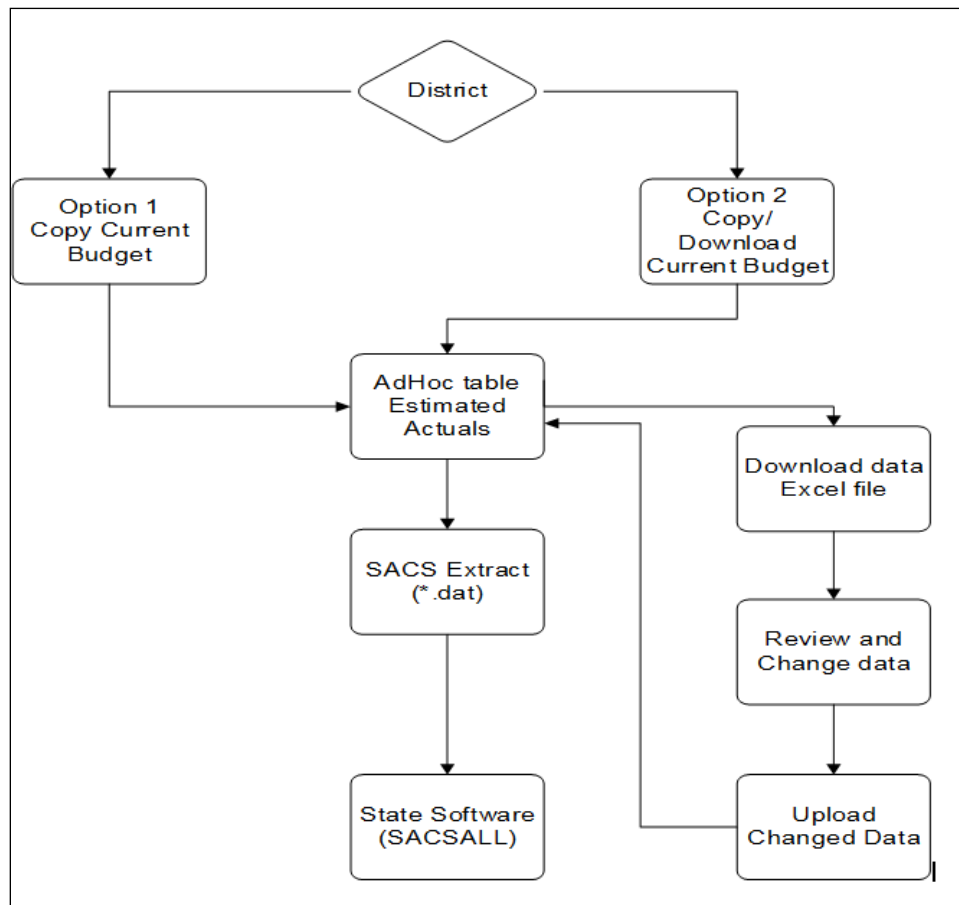
Introduction

PeopleSoft offers two options in preparing the Estimated Actuals. Option 1 is the Copy option. Option 2 is the Copy and Download process.

- Option 1: Copy Current 20-21 Budget into the PeopleSoft ad-hoc table as your Estimated Actuals.
- Option 2: Copy Current 20-21 Budget into the PeopleSoft ad-hoc table (same as option 1). Download the data from the ad-hoc table into Excel. Modify the Excel spreadsheet. Upload the Excel spreadsheet back to the ad-hoc table. The modified spreadsheet becomes your Estimated Actuals.

(Note: The process of downloading and uploading the Excel spreadsheet is done via Reports Access and Distribution (RAD). This process may be repeated several times until you get the desired results.)

The Estimated Actuals and SACS Extract Process Flow



OPTION 1 Copy the current budget as Estimated Actuals

Navigation: Go > Process Financial Information > Custom Extracts
Process > Ad-Hoc Copy/Download > Add (first time user add a
run control ID) or Update/Display (enter your existing run control ID)

Business Unit: 10199 LA COUNTY OFFICE OF EDUCATION

SACS Report ID: 1 BST SINGLE BUDGET PROCESS JULY1

Copy Current Budget to Estimated Actuals or Projected Total

Copy: 20-21 Budget to Estimated Actuals Table

<= Refresh the panel to see the copy completion time => 11/01/2018 8:47:12PM

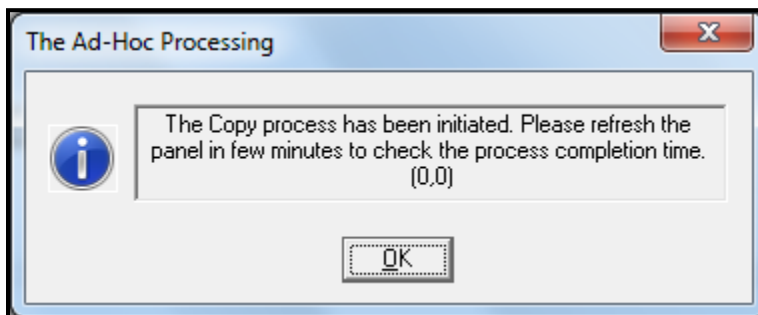
Send Estimated Actuals or Projected Total to RAD for Review

Download: 2021 Estimated Actuals from Estimated Actuals Table

- Select **BS1** [1] for Single Budget Adoption.
- Select **Copy** [2] radio button to copy the budget.
- Click **Copy** Icon [3] to initiate the copy process.

(Note that a message displays that Copy process has been initiated Click **OK**).

- Click **Refresh** Icon [4] to show the process status.
- **Current date and time stamp** [5] is displayed when the process is completed.

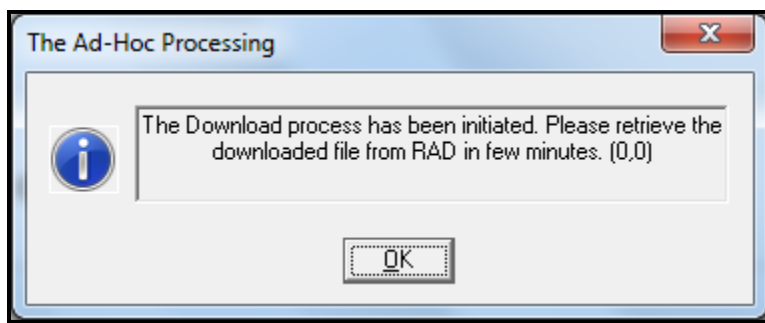


When you see the completion date and time stamp in the panel, the process has completed. The ad-hoc table will have your Estimated Actuals. **Proceed to Attachment 3 - Requesting a SACS Extract (Dat) file.**

OPTION 2 Copy/Download the current budget.

1. Copy and download ad-hoc Estimated Actuals.

- Do Option 1.
- Wait for Option 1 to finish or until you see the completion date and time stamp.
- Select **Download** radio button to download the ad-hoc Estimated Actuals into an Excel spreadsheet [1].
- Panel defaults Fiscal Year to **(2021)** [2].
- Click **Download** Icon to send the Estimated Actuals file to RAD [3].
- (A message displays that download process has been initiated.)



- Click OK. Navigate to RAD and retrieve Excel spreadsheet.

2. Retrieve Excel spreadsheet from RAD.

- Sign-on to **RAD**.

- Home:

For PeopleSoft reports and interfaces, please contact SFS RAD Unit at SFSRAD@laoe.edu

SFS (School Financial Services)

Download

Upload

Report Access and Distribution (Report Selector Version 2.0_r1)

- Click **Download**.

Download:

Data

[Home](#) | [Download](#) | [Upload](#) | [Reports](#) | [Log Off](#)

- Click **Data**.

Download Data:

District:
999 - 10199 - Los Angeles County Office of Education

Download Item :

- Labor data
- Labor data - EXE
- PC Budgets data
- PCB
- Sacs Extract 01
- Payment Register e-File
- EFT Payment Register e-File
- SACS - Estimated Actuals**
- SACS - Projected Totals
- Actuals & Budgets Excel Extract
- Ledger Actuals Excel Extract
- PC Products-LLL
- PC Products-Labor (14-15)
- PC Products-Labor (15-16)
- PC Products-PSFS (14-15)
- PC Products-PSFS (15-16)
- Cash Flow Statement

[Continue](#)

[Log Off](#)

Los Angeles County Office of Education

- Select **SACS – Estimated Actuals**.
- Click **Continue**.

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Reports And Data

Authorized users only permitted on this system. All activities monitored and logged.
User: PEREY_ROLANDO from 156.3.1.140

Download Data Confirm:

[Instructions](#)

	SACS - Estimated Actuals
District	999 - 10199 - Los Angeles County Office of Education
Category	EA
File Name	SACS-EstimatedActuals.XLS
File Size	3118080 bytes
File Date	3/5/2019 9:25:38 am

[Download](#) | [History Files](#)

[Home](#) | [Download](#) | [Upload](#) | [Reports](#) | [Log Off](#)

- RAD confirms file has been downloaded.
- Click **Download**.

Do you want to open or save SACS-EstimatedActuals.XLS (2.92 MB) from radstg.laoe.edu?

[Open](#) | [Save](#) | [Cancel](#)

- Click **Open**.

3. Format and modify the Excel spreadsheet.

Open the Excel spreadsheet.

Business_Unit	Fiscal_Year	LAC_SACS_RPT_ID	LAC_SACS_COL_ID	Fund_Cod	Resource	Goal	Function	Object	Location	Amount
10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003902	64297.00
10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003902	0.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003902	96450.00
10199	2021	A	BE	01.2	35500.0	38000	10000	1160	0003902	5000.00
10199	2021	A	BE	01.2	30101.7	36001	10000	1160	0003919	10000.00
10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003919	5000.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003919	15500.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003922	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003928	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003933	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003934	0.00

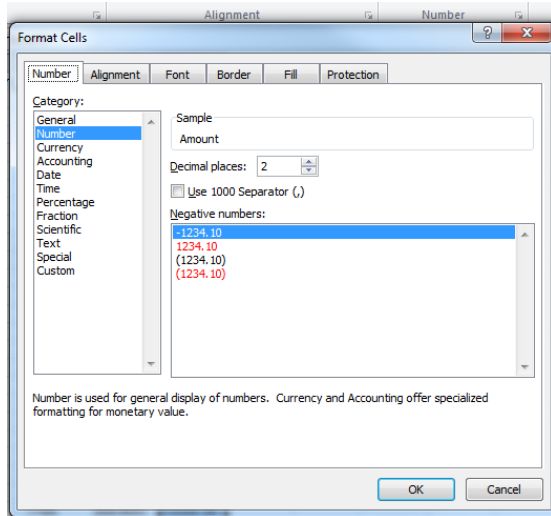
Highlight all data in column K (from K2 to K# or end of file).

Business_Unit	Fiscal_Year	LAC_SACS_RPT_ID	LAC_SACS_COL_ID	Fund_Cod	Resource	Goal	Function	Object	Location	Amount
10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003	64297.00
10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003902	0.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003902	96450.00
10199	2021	A	BE	01.2	35500.0	38000	10000	1160	0003902	5000.00
10199	2021	A	BE	01.2	30101.7	36001	10000	1160	0003919	10000.00
10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003919	5000.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003919	15500.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003922	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003928	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003933	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003934	0.00

Scroll to top of the Excel file and click on the “Comments” icon. On the dropdown, select “Convert to Number” to change the amount field to a number format.

Business_Unit	Fiscal_Year	LAC_SACS_RPT_ID	LAC_SACS_COL_ID	Fund_Cod	Resource	Goal	Function	Object	Location	Amount
10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003	64297.00
10199	2021	A	BE	01.2	30101.7	36001	1			0.00
10199	2021	A	BE	01.2	30101.8	36001	1			96450.00
10199	2021	A	BE	01.2	35500.0	38000	1			5000.00
10199	2021	A	BE	01.2	30101.7	36001	1			10000.00
10199	2021	A	BE	01.2	30101.7	36001	1			5000.00
10199	2021	A	BE	01.2	30101.8	36001	1			15500.00
10199	2021	A	BE	01.2	30250.7	36001	1			0.00
10199	2021	A	BE	01.2	30250.7	36001	1			0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003933	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003934	0.00

Continue to format the amounts in Column K (Number, 2 decimal places, no separator, negative sign as -).



Business_Unit	Fiscal_Year	LAC_SACS_RPT_ID	LAC_SACS_COL_ID	Fund_Cod	Resource	Goal	Function_	Object	Location	Amount
10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003902	64297.00
10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003902	0.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003902	96450.00
10199	2021	A	BE	01.2	35500.0	38000	10000	1160	0003902	5000.00
10199	2021	A	BE	01.2	30101.7	36001	10000	1160	0003919	10000.00
10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003919	5000.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003919	15500.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003922	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003928	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003933	0.00
10199	2021	A	BE	01.2	30250.7	36001	10005	1160	0003934	0.00

Proceed with changes. Change Estimated Actuals amounts as needed. In the example below, the amounts for the first few rows were changed to 5000.00. After all the changes have been made do the following:

- Delete all lines with zero amounts
- Keep only the active worksheet and delete all other worksheets
- Save the Excel file (.xls or.xlsx) for future changes

Business_Unit	Fiscal_Year	LAC_SACS_RPT_ID	LAC_SACS_COL_ID	Fund_Cod	Resource	Goal	Function_	Object	Location	Amount
10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003902	5000.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003902	5000.00
10199	2021	A	BE	01.2	35500.0	38000	10000	1160	0003902	5000.00
10199	2021	A	BE	01.2	30101.7	36001	10000	1160	0003919	5000.00
10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003919	5000.00
10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003919	15500.00
10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003972	20000.00
10199	2021	A	BE	01.3	65001.0	57502	11900	1160	0003508	1000.00
10199	2021	A	BE	01.3	65001.0	57700	11200	1160	0003508	20000.00
10199	2021	A	BE	01.3	65001.0	57500	11100	1160	0003509	300000.00
10199	2021	A	BE	01.3	65001.0	57500	11900	1160	0003509	300000.00

4. Format the Excel Spreadsheet prior to saving as a Text file.

- From the Excel file, delete the Header Row (Row 1).
- Add sequential numbers (1,2,3, ...etc.) in Column L.
- The Excel file will look like this:

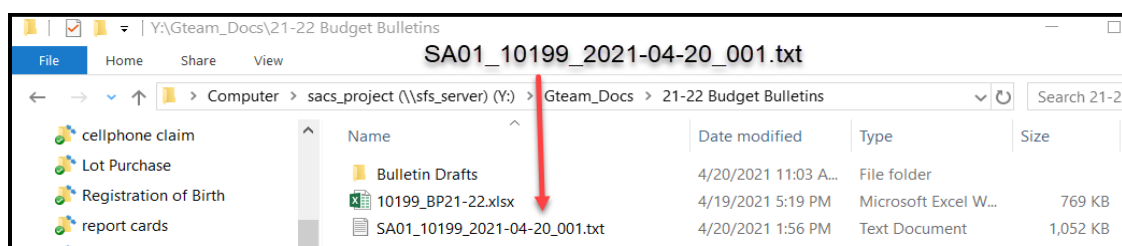
	A	B	C	D	E	F	G	H	I	J	K	L
1	10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003902	5000.00	1
2	10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003902	5000.00	2
3	10199	2021	A	BE	01.2	35500.0	38000	10000	1160	0003902	5000.00	3
4	10199	2021	A	BE	01.2	30101.7	36001	10000	1160	0003919	5000.00	4
5	10199	2021	A	BE	01.2	30101.7	36001	10003	1160	0003919	5000.00	5
6	10199	2021	A	BE	01.2	30101.8	36001	10003	1160	0003919	15500.00	6
7	10199	2021	A	BE	01.2	30250.8	36001	10000	1160	0003972	20000.00	7
8	10199	2021	A	BE	01.3	65001.0	57502	11900	1160	0003508	1000.00	8
9	10199	2021	A	BE	01.3	65001.0	57700	11200	1160	0003508	20000.00	9
10	10199	2021	A	BE	01.3	65001.0	57500	11100	1160	0003509	300000.00	10
11	10199	2021	A	BE	01.3	65001.0	57500	11900	1160	0003509	300000.00	11
12	10199	2021	A	BE	01.3	65001.0	57502	11900	1160	0003509	5000.00	12

5. **Save** the Excel file as **Text (Tab Delimited)**.

- Use this naming convention: SA01_#####_YYYY-MM-DD_###.txt

Where:
SACS Prefix = SA01 (Fixed value)
= Business Unit
YYYY-MM-DD = Current Date
= Numeric File Sequence (001,002,003,etc.)

- Note use of underscores and dashes in the naming convention
- You can upload as many times as needed just change the numeric file sequence with each upload
- Here is an example of what the file name looks like when saved to your computer



Below is the Text file when opened. Note the following:

- The file name is: SA01_10199_2021-04-20_001.txt
- 10199 is the Business Unit number
- The Text file contains the same data as the Excel file in text format
- Text file is now ready for upload to the ad-hoc **Estimated Actuals** table via RAD
- If you are going back and forth between changing the Excel and uploading to RAD, change the numeric file sequence to 002, 003, 004, etc. with each upload. (In the example the numeric file sequence is seven meaning it may have been changed and uploaded that number of times already).

SA01_10199_2021-04-20_001.txt Notepad

File	Edit	Format	View	Help																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				</
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6. Upload the Excel Spreadsheet to the Ad-hoc Table via RAD

Convert Select

Los Angeles County Office of Education
Serving Students • Supporting Communities • Leading Educators

Reports And

Authorized users only permitted on this system. All activity monitored and logged.
You are connected from 156.3.1.140 using MSIE under Windows 2000.

This system requires Microsoft Internet Explorer 5.x, or greater!
If you are not an authorized user, do not continue!

UserName:
Password:

- Sign on to RAD.

- Home:

For PeopleSoft reports and interfaces, please contact SFS RAD Unit at SFSRAD@lacoe.edu

SFS (School Financial Services)
[Download](#)
[Upload](#)

Report Access and Distribution (Report Selector Version 2.0_r1)

- Click Upload.

[Upload SACS Adhoc File TEST MODE](#)
[Upload SACS Adhoc File - Production](#)

- Click Upload SACS Adhoc File – Production.

- **Browse** to the location of the Text file.
- File name is:
SA01_10199_2021-04-20_001.txt
- Click **Continue** to upload file.

- If upload is successful, the user will get a “success” notification as pictured.
- If upload is not successful, notification will alert user of upload errors.
- Match the number of rows on the notification to the uploaded Text file (i.e. 3279 rows as shown).

Valuable Tips for a successful upload to RAD

Here are some troubleshooting tips to observe when an error message in uploading the file onto RAD is displayed:

- The columns A-J in the Excel spreadsheet must be in **Text** format.
- Excel formatting features sometimes interprets blank lines at the end of the file as more rows of data. Re-open the Excel file and move the cursor on the vertical scroll bar to the bottom or the very end. The cursor should align with the last row of data. If not, Excel formatting interprets the blank rows as rows of data causing the upload process to fail. When this happens highlight data only and copy to a new spreadsheet.
- Column K is formatted to **Number**, 2 decimal places, no separator, negative sign as (-).
- The Excel file excludes 9000 Objects except Fund Balance Objects 9791, 9793 and 9795.

- Filter the spreadsheet and eliminate “blanks” in any of the Chartfields.
- Check for any invalid Chartfield, for example, the format of the Location Chartfield is **0000001** (with seven characters) instead of **000001** (with six characters).
- Validate a match between the number of rows uploaded as stated in the RAD notification message and the number of rows in the text file.

End of Document

Attachment No. 3 Requesting A Sacs Extract (BS1)

Introduction

Once Estimated Actuals are entered in PeopleSoft, the next step is to request for a SACS Extract. The SACS Extract comes in Dat file format to be uploaded to the California Department of Education (CDE) using their state software (SACSALL). Thus a SACS Extract is also synonymously called a Dat File.

The components of the SACS Extract are the following:

Budget (BB)	2021-22 Revenues and Expenditures in Objects 1xxx-8xxx
Estimated Actuals (BE)	2020-21 Revenues and expenditures plus Fund balances in Objects 979x

SACS Roll-Up

The PeopleSoft account strings are converted or “rolled up” into the SACS defined Fund, Resource, Goal, Function and Object. While PeopleSoft account strings have 30 digits (without decimals), SACS has 19 digits. Therefore multiple PeopleSoft account strings may roll up into one SACS account string in your Dat File.

Below is a comparison of PeopleSoft and SACS. Also included in this document is navigation to the SACS roll up tables in PeopleSoft.

ChartField	PeopleSoft	SACS
Fund	3	2
Resource	6	5
Goal	5	4
Function	5	4
Object	4	4
Location	7	0
Total Digits	30	19

Requesting a SACS Extract

1. Request the SACS Extract from PeopleSoft.

**Navigation: Go > Process Financial Information > Custom GL Extracts
Process > Create SACS.Dat File**

Custom GL Extracts - Process - Create SACS .dat File

File Edit View Go Favorites Process Setup Inquire Help

Create DAT File

Business Unit: 10199 LA COUNTY OFFICE OF EDUCATION

Report ID: 1 BS1 SINGLE BUDGET PROCESS JULY1 5

Create DAT File

Budget Data defaults to Frozen Budget or Current budget if not frozen
Estimated Actual is from Ad-Hoc Table
For 2022 SINGLE BUDGET PROCESS, use 21-22 for budget period and 2021 for Fiscal Year.

Select Data to include in DAT file:

2

☒ BUDGET

☒ ESTIMATED ACTUAL

Enter Budget Period: 3 21-22

Enter Fiscal Year: 4 2021

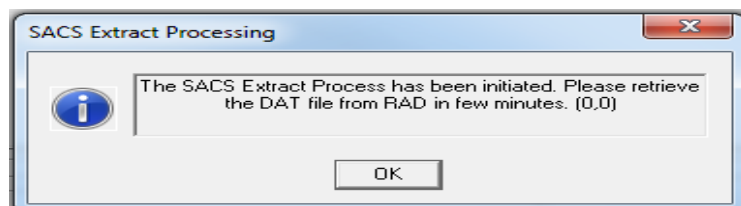
Requested: 02/19/2021 4:36:19PM

Processed: 02/19/2021 4:36:39PM

PSGFSTG Create DAT File Update/Display

- Select **BS1** [1] for Single budget Adoption.
- Check both **Budget** and **Estimated Actual** [2]
- Budget Period defaults to **21-22** [3].
- Fiscal Year defaults to **2021** [4].
- Click **Create DAT File** button [5] to request for a Dat file.

(A message displays that the SACS Extract process has been initiated).



2. Navigate to RAD and retrieve the SACS Extract.

Convert Select rad.lacoe.edu https://rad.lacoe.edu/tran

Los Angeles County Office of Education

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Reports And Data

Authorized users only permitted on this system. All activity monitored and logged.
You are connected from 156.3.1.140 using MSIE under Windows 2000.

This system requires Microsoft Internet Explorer 5.x, or greater!

If you are not an authorized user, do not continue!

UserName:

Password:

Lagon

- Sign-on to **RAD**.

- Home:

For PeopleSoft reports and interfaces, please contact SFS RAD Unit at SFSRAD@lacoe.edu

SFS (School Financial Services)

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District:
999 - 10199 - Los Angeles County Office of Education

Download Item :

- Labor data
- Labor data - EXE
- PC Budgets data
- PCB
- Sacs Extract 01**
- Payment Register e-File
- EFT Payment Register e-File
- SACS - Estimated Actuals
- SACS - Projected Totals
- Actuals & Budgets Excel Extract
- Ledger Actuals Excel Extract
- PC Products-LLL
- PC Products-Labor (14-15)
- PC Products-Labor (15-16)
- PC Products-PSFS (14-15)
- PC Products-PSFS (15-16)
- Cash Flow Statement

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Los Angeles County Office of Education

- Select **Sacs Extract 01**
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Los Angeles County Office of Education
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Reports And Data

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User: MACALALAD_TERRY from 156.3.1.140 using MSIE on Windows 2000.

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Sacs Extract 01	
District	999 - 10199 - Los Angeles County Office of Education
Category	SE
File Name	SacsEx01.dat
File Size	321112 bytes
File Date	2/28/2018 1:13:35 pm

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Do you want to open or save SACS-EstimatedActuals.XLS (2.92 MB) from radstg.lacoe.edu?

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```
DATA_10199_LAGLSACS_PSPRD.2021-04-21.115013 - Notepad
File Edit Format View Help
"2020/21","1910199","BS1","BE"
"01000000000000008011","38134496.00"
"01000000000000008021","56174.00"
"01000000000000008041","9722460.00"
"01000000000000008042","339457.00"
"01000000000000008043","364999.00"
"01000000000000008044","335096.00"
"01000000000000008045","3635121.00"
"01000000000000008047","120916.00"
"01000000000000008048","10000.00"
"01000000000000008550","284393.00"
"01000000000000008650","92068.00"
"01000000000000008660","125000.00"
"01000000000000008669","388032.00"
"01000000000000008783","73797.00"
"01000000000000008980","-12344582.00"
"01000000000000009791","9923603.20"
"0100000000021001100","3000.00"
"0100000000021001900","1175910.00"
"0100000000021003101","196890.00"
```

- Here is a sample of data contained in the Single Budget Adoption Dat file. The Dat file will have two components:

BE – Estimated Actuals
BB - Budget

- Shown are the account strings and amounts for the Estimated Actuals (BE).
- BB and BE will have a Header and a Footer to differentiate where each component begins and ends.
- Example shown is the first line of the Estimated Actuals (BE) component also called a Header:

Fiscal Year (2020/21)
Business Unit with CDE Prefix (1910199)
Report Type (BS1 for Single Budget Adoption)
Data Component (BE for Estimated Actuals)

- The header is followed by account strings and amounts that roll up to the CDE's 19 digit account string.

```
DATA_10199_LAGLSACS_PSPRD.2021-04-21.115013 - Notepad
File Edit Format View Help
"2590100000085006170","212750.00"
"2590100000091005800","2884.00"
"2590100000091007438","201188.00"
"2590100000091007439","360000.00"
"3590100000000009791","128186.31"
"4000000000000008660","110000.00"
"4000000000000008912","100000.00"
"4000000000000009791","4931277.91"
"4000000000081004400","50000.00"
"4000000000081005600","100000.00"
"4062300000000009791","1800.00"
"4090100000000008953","25000.00"
"4090100000000009791","1483526.57"
"4090100000081004300","500000.00"
"6700000000000008660","20000.00"
"6700000000000008674","6730712.00"
"6700000000000009791","2240954.61"
"6700000000060005800","6882640.00"
"-1","Eod","1910199","BS1","BE","1091"
```

- The end or the last line of the (BE) component is called a Footer, circled in the example:

Eod (End of Data)
Business Unit with CDE Prefix (1910199)
Report Type (BS1 Single Budget Adoption)
Data Component (BE for Estimated Actuals)
4107 (Number of Account Strings)

- The Budget (BB) component will have its own Header, Footer and data.

SACS Roll-up Inquiry Panel

This inquiry panel shows SACS roll-up of PeopleSoft Chartfields (Goal, Function and Object). There is no roll-up inquiry for Fund and Resource as they are effectively the same in both PeopleSoft and SACS. If using a sub-Fund, the roll-up will be to the 2-digit Fund.

Navigation: Go >Process Financial Information > Custom GL Extracts
Inquire > SACS Rollup > Update/Display > (K12SD)

From Value	To Value	Roll Up Value	Definition/Description
0000	1199	1100	Certificated Teachers' Salaries
1200	1299	1200	Certificated Pupil Support Salaries
1300	1399	1300	Certificated Supervisors' and Administrators' Salaries
1400	1899		Extracted as is (No Rollup)
1900	1999	1900	Other Certificated Salaries

- The panel will default to the **Object** Chartfield.
- Displays PeopleSoft Object ranges that roll to the corresponding SACS Object.
- Displays Object Description (from the CDE Validation Tables).
- Use scroll bar on the right to see more values.
- Use Chartfield dropdown to change to Goal or Function roll-ups.

LAC SACS Rollup

Chartfield: **Function** SetID: K12SD

From Value	To Value	Roll Up Value	Definition/Description
00000	00000	0000	Not Applicable (For use with revenues and balance
00001	09999		Extracted as is (No Rollup)
10000	10999	1000	Instruction
11000	11099		Extracted as is (No Rollup)
11100	11199	1110	Special Education: Separate Classes
11200	11299	1120	Special Education: Resource Specialist Instruction

- This is the roll-up for Function.

LAC SACS Rollup

Chartfield: **Goal**

From Value	To Value	Roll Up Value	Definition/Description
00000	00009	0000	Undistributed
00010	09999	0001	General Education, Pre-K
10000	19999	1110	Regular Education, K-12
20000	30999		Extracted as is (No Rollup)
31000	31999	3100	Alternative Schools
32000	32999	3200	Continuation Schools
33000	33999	3300	Independent Study Centers
34000	34999	3400	Opportunity Schools

- This is the roll-up for Goal.

End of Document