

Promoting your dataset

SACS

Standardized Account Code Structure System

Dashboard

Import

Users

Queues

Tools

Welcome, Jonathan

15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

Submissions

New draft

AllDraftOfficial

Filter

15 column(s) selected

	CDS Number	LEA Name	Dataset Name	Number	Dataset Type	Last Modified	Last Modified By	Fiscal Year	Reporting Period	CDE Received	State	State Last Upd	Assigned To	Last Assigned	Submission Notes	Actions
	15-63388-0000000	Caliente Union Elementary	Budget	D3BGW3KZ1	SACS	05-26-22 08:08	Jonathan Medina	202223	Budget, July 1	(none)	Draft	05-26-22 08:08	NotAssigned	05-26-22 08:08		<div></div> <div></div>


Reset sorts & filters

<<<1>>>10

(1-1 of 1 rows)

When you import into SACS Web, your data will be in draft form. Check your TRCs to ensure your data is good before advancing. Only the person that imported the file can view it at this stage.

← → ↻ 🏠 sacs-cde.org/dashboard 🔑 📄 ⭐ 🖨️

 **SACS** Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Jonathan

15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

Submissions ?

New draft +

All Draft Official

⚙️ ▼ Filter 🔍 15 column(s) selected ▼

<input type="checkbox"/>	CDS Number ↑↓ ①	LEA Name ↑↓	Dataset Name ↑↓	Number ↑↓	Dataset Type ↑↓	Last Modified ↑↓	Last Modified By ↑↓	Fiscal Year ②	Reporting Period ↑↓	CDE Received ↑↓	State ↑↓	State Last Upd ↑↓	Assigned To ↑↓	Last Assigned ↑↓	Submission Notes ↑↓	Actions
<input type="checkbox"/>	15-63388-0000000	Caliente Union Elementary	Budget	D8BGW3KZJ1	SACS	05-26-22 08:08	Jonathan Medina	2022-23	Budget, July 1	(none)	Draft ▼	05-26-22 08:08	Not Assigned	05-26-22 08:08		📄 ✖

🔄 Reset sorts & filters << < 1 > >> 10 ▼ #3

→ Pending Internal Review #4 💾 Save

(1-1 of 1 rows)

When you have a clean dataset with no import or general ledger errors, promote the dataset so others can view or work in the file. Under the "State" header, click on "Pending Internal Review," then click "Save"

← → ↻ 🏠 sacs-cde.org/dashboard #5

SACS Standardized Account Code Structure System

Dashboard Import Users **Queues** Tools

Welcome, Jonathan
15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

Submissions ?

#6

LEA Draft Dataset Approval

New draft +

All Draft Official

Filter

15 column(s) selected

<input type="checkbox"/>	CDS Number ↑↓ ①	LEA Name ↑↓	Dataset Name ↑↓	Number ↑↓	Dataset Type ↑↓	Last Modified ↑↓	Last Modified By ↑↓	Fiscal Year ②	Reporting Period ↑↓	CDE Received ↑↓	State ↑↓	State Last Upd ↑↓	Assigned To ↑↓	Last Assigned ↑↓	Submissi on Notes ↑↓	Actions
<input type="checkbox"/>	15-63388-0000000	Caliente Union Elementary	Budget	D8BGW3KZJ1	SACS	05-26-22 08:13	Jonathan Medina	2022-23	Budget, July 1	(none)	Pending Internal Review	05-26-22 08:13	Not Assigned	05-26-22 08:13		

Reset sorts & filters

<< < 1 > >> 10

(1-1 of 1 rows)

The dataset approver for your LEA will need to go into the "Queues" dropdown and select "LEA Draft Dataset Approval"

Submission Queue

LEA Draft Dataset Approval



#7

Reporting Period	Budget, July 1	Fiscal Year	2022-23	Type of Data	Budget, July 1
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Filter	13 column(s) selected											
CDS Number	LEA Name	Number	Dataset Type	Dataset Name	Author	Reporting Period	Fiscal Year	State	State Last Upd	Assigned To	Last Assigned	Submission Notes
15-63388-0000000	Caliente Union Elementary	D8BGW3KZJ1	SACS	Budget	Jonathan Medina	Budget, July 1	2022-23	Pending Internal Review	05-26-22 08:13	Not Assigned	05-26-22 08:13	

Reset sorts & filters

1 10

(1-1 of 1 rows)

#8

#9

→ New Dataset Submission

← Draft

#10

Save

Change the reporting period to the desired period, click the state dropdown and click "New Dataset Submission" and then "Save". This file will now become the official (main) file for the LEA. Other LEA users will be able to see and work in the file.

sacs-cde.org/queues/lea-draft-dataset-approval

SACS Standardized Account Code Structure System

Dashboard Import Users **Queues** Tools

Welcome, Jonathan
15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

Submission Queue

LEA Draft Dataset Approval

Reporting Period Budget, July 1 Fiscal Year 2022-23 Type of Data Budget, July 1

Filter 13 column(s) selected

CDS Number ↑ ①	LEA Name ↑ ②	Number ↑↓	Dataset Type ↑↓	Dataset Name ↑↓	Author ↑↓	Reporting Period ↑↓	Fiscal Year ↑↓	State ↑↓	State Last Upd ↑↓	Assigned To ↑↓	Last Assigned ↑↓	Submission Notes ↑↓
Nothing to show!												

Reset sorts & filters 10 (1-0 of 0 rows)

LEAs will then need to promote the field to the "Data Entry" state. Click on the "Queues" dropdown and select "Edit Dataset"

← → ↻ 🏠 sacs-cde.org/queues/edit-dataset 🔑 📄 ⭐ 🗄️ J

SACS Standardized Account Code Structure System 🔌 Dashboard ⬇️ Import 🧑 Users || Queues ⚙️ Tools Welcome, Jonathan 🏠 15-63388-0000000 Caliente Union Elementary 📅 Fiscal Year 2022-23

Submission Queue

Edit Dataset ? 🔗 📄 📄 +

Reporting Period #14 Budget, July 1 ⌵

Fiscal Year 2022-23

Type of Data Budget, July 1

Filter 🔍

11 column(s) selected ⌵

CDS Number ^① ⌵	LEA Name ^② ⌵	Number ⬆️⬆️ ⌵	Dataset Type ⬆️⬆️ ⌵	Dataset Name ⬆️⬆️ ⌵	Board Mtg Date ⬆️⬆️ ⌵	State ^{⬆️⬆️} ⌵ #15	State Last Upd ⬆️⬆️ ⌵	Assigned To ⬆️⬆️ ⌵	Last Assigned ⬆️⬆️ ⌵	Submission Notes ⬆️⬆️
15-63388-0000000	Caliente Union Elementary	D8BGW3KZJ1	SACS	Budget	(none)	New Dataset Submission ⌵	05-26-22 08:18	Not Assigned ⌵	05-26-22 08:18	

🔍 Reset sorts & filters << < 1 #16 > >> → Data Entry ← Pending Internal Review 📄 Save #17 (1-1 of 1 rows)

Select the correct reporting period then click the "State" dropdown and select "Data Entry" to promote the file.

sacs-cde.org/queues/edit-dataset

#18

Standardized Account Code Structure System

Welcome, Jonathan

15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

Dashboard

Import

Users

#18

Queues

Edit Dataset

#19

Dataset Approval

LEA Draft Dataset Approval

Tools

✓ Saved Successfully

Submission Queue

Edit Dataset

Reporting Period

Budget, July 1

Fiscal Year 2022-23

Type of Data Budget, July 1

Filter

11 column(s) selected

CDS Number ①	LEA Name ②	Number	Dataset Type	Dataset Name	Board Mtg Date	State	State Last Upd	Assigned To	Last Assigned	Submission Notes
15-63388-0000000	Caliente Union Elementary	D8BGW3KZJ1	SACS	Budget	(none)	Data Entry	05-26-22 08:21	Not Assigned	05-26-22 08:21	

Reset sorts & filters

<< < 1 > >> 10

(1-1 of 1 rows)

Once the LEA has finalized their file and are ready to submit it to their oversight agency, the LEA's dataset approver will need to click the "Queues" dropdown and select "Dataset Approval"

sacs-cde.org/queues/dataset-approval

SACS Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Jonathan

15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

Submission Queue

Dataset Approval

#20

Reporting Period Budget, July 1

Fiscal Year 2022-23

Type of Data Budget, July 1

Filter 11 column(s) selected

CDS Number ①	LEA Name ②	Number	Dataset Type	Dataset Name	Board Mtg Date	State	State Last Upd	Assigned To	Last Assigned	Submission Notes
15-63388-0000000	Caliente Union Elementary	D8BGW3KZJ1	SACS	Budget	(none)	#21 Data Entry	05-26-22 08:21	Not Assigned	05-26-22 08:21	

Reset sorts & filters

1 (1-1 of 1 rows)

#22

→ Promote To 1st Level LEA Review

← New Dataset Submission

#23

Save

Select the correct reporting period, click on the "State" dropdown and select "Promote to 1st Level LEA Review." At this time, the file will be sent to the oversight agency. For school districts, it will be the COE. For charter schools, it will be the authorizing LEA. Once the file is sent, it can no longer be changed unless the oversight agency returns the file.

COE and Charter Approvers Only

SACS

Standardized Account Code Structure System

Dashboard

Import

Users

#1

Queues

Tools

Welcome, Jonathan

15-10157-0000000 Kern County Office of Education

Fiscal Year 2022-23

#2

Oversight

Submissions

New draft

AllOfficial

Filter

15 column(s) selected

	CDS Number ↑↓ ①	LEA Name ↑↓	Dataset Name ↑↓	Number ↑↓	Dataset Type ↑↓	Last Modified ↑↓	Last Modified By ↑↓	Fiscal Year ②	Reporting Period ↑↓	CDE Received ↑↓	State ↑↓	State Last Upd ↑↓	Assigned To ↑↓	Last Assigned ↑↓	Submissi on Notes ↑↓	Actions
<input type="checkbox"/>	15-63388-0000000	Caliente Union Elementary	Budget	D8BGW3KZJ1	SACS	05-26-22 08:23	Jonathan Medina	2022-23	Budget, July 1	(none)	<div>Promote To 1st Level LEA Review</div>	05-26-22 08:23	Not Assigned	05-26-22 08:23		

Reset sorts & filters

<<<1>>>10

(1-1 of 1 rows)

Oversight agencies will need to review submissions prior to approval. In order to submit/promote the files, LEA's will need to click the "Queues" dropdown and select "Oversight".

sacs-cde.org/queues/oversight

SACS Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Jonathan

15-10157-0000000 Kern County Office of Education

Fiscal Year 2022-23

Submission Queue

Oversight

#3

Reporting Period: Budget, July 1

Fiscal Year 2022-23

Type of Data Budget, July 1

Filter

12 column(s) selected

CDS Number ↑↓ ①	LEA Name ↑↓ ②	Number ↑↓	Dataset Type ↑↓	Dataset Name ↑↓	Budget (Approved / Disapproved) ↑↓	Board Mtg Date ↑↓	State ↑↓	State Last Upd ↑↓	Assigned To ↑↓	Last Assigned ↑↓	Submission Notes ↑↓
15-63388-0000000	Caliente Union Elementary	D8BGW3KZJ1	SACS	Budget		(none)	#4 Promote To 1st Level LEA Review	05-26-22 08:23	Not Assigned	05-26-22 08:23	

Reset sorts & filters

1 10

#5

→ Update Dataset

→ LEA Oversight Review Completed

#6

Save

(1-1 of 1 rows)

Oversight agencies will now be taken to a screen showing all submissions requiring their review and approval. When the oversight agency needs to return a file to an LEA, they will need to click the "State" dropdown and select "Update Dataset". To promote an LEA file to the COE or CDE, the oversight agency will need to click the "State" dropdown and select "LEA Oversight Review Completed"

Accessing Returned Files

sacs-cde.org/dashboard

SACS

Standardized Account Code Structure System

Dashboard

Import

Users

#1

Queues

Tools

Welcome, Jonathan

15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

#2

Edit Dataset

Dataset Approval

LEA Draft Dataset Approval

Submissions

AllDraftOfficial

Filter

15 column(s) selected

	CDS Number	LEA Name	Dataset Name	Number	Dataset Type	Last Modified	Last Modified By	Fiscal Year	Reporting Period	CDE Received	State	State Last Upd	Assigned To	Last Assigned	Submissi on Notes	Actions
	15-63388-0000000	Caliente Union Elementary	Budget	D8BGW3KZJ1	SACS	05-26-22 08:28	Jonathan Medina	2022-23	Budget, July 1	(none)	Update Dataset	05-26-22 08:28	Not Assigned	05-26-22 08:28		

Reset sorts & filters

<<<1>>>10

(1-1 of 1 rows)

If an LEA's submission is rejected/returned, the file can be accessed by clicking on "Queues" and selecting "Edit Dataset"

sacs-cde.org/queues/edit-dataset

SACS Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Jonathan
15-63388-0000000 Caliente Union Elementary
Fiscal Year 2022-23

Submission Queue

Edit Dataset

#3

Reporting Period: Budget, July 1 Fiscal Year: 2022-23 Type of Data: Budget, July 1

Filter 11 column(s) selected

CDS Number	LEA Name	Number	Dataset Type	Dataset Name	Board Mtg Date	State	State Last Upd	Assigned To	Last Assigned	Submission Notes
15-63388-0000000	Caliente Union Elementary	D8BGW3KZ1	SACS	Budget	(none)	#4 Update Dataset	05-26-22 08:28	Not Assigned	05-26-22 08:28	

#5 → Data Entry

#6 Save

Reset sorts & filters << < 1 > >> (1-1 of 1 rows)

Select the desired reporting period, click on the "State" dropdown, and click "Data Entry" and then "Save." LEAs will now be able to edit data in the file.

sacs-cde.org/queues/edit-dataset

#7

Standardized Account Code Structure System

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Welcome, Jonathan
15-63388-0000000 Caliente Union Elementary
Fiscal Year 2022-23

Submission Queue
Edit Dataset

#8

Edit Dataset
Dataset Approval
LEA Draft Dataset Approval

Reporting Period: Budget, July 1
Fiscal Year: 2022-23
Type of Data: Budget, July 1

Filter
11 column(s) selected

CDS Number	LEA Name	Number	Dataset Type	Dataset Name	Board Mtg Date	State	State Last Upd	Assigned To	Last Assigned	Submission Notes
15-63388-0000000	Caliente Union Elementary	D8BGW3KZJ1	SACS	Budget	(none)	Data Entry	05-26-22 08:30	Not Assigned	05-26-22 08:30	

Reset sorts & filters
1
10
(1-1 of 1 rows)

To promote/resubmit the file to their oversight agency, an LEA must click the "Queues" dropdown and select "Dataset Approval"

sacs-cde.org/queues/dataset-approval

SACS Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Jonathan

15-63388-0000000 Caliente Union Elementary

Fiscal Year 2022-23

Submission Queue

Dataset Approval

#9

Reporting Period Budget, July 1 Fiscal Year 2022-23 Type of Data Budget, July 1

Filter 11 column(s) selected

CDS Number ①	LEA Name ②	Number	Dataset Type	Dataset Name	Board Mtg Date	State	State Last Upd	Assigned To	Last Assigned	Submission Notes
15-63388-0000000	Caliente Union Elementary	D8BGW3KZJ1	SACS	Budget	(none)	Data Entry	05-26-22 08:30	Not Assigned	05-26-22 08:30	

Reset sorts & filters

#10

→ Promote To 1st Level LEA Review

← New Dataset Submission

#11

Save

(1-1 of 1 rows)

Select the desired reporting period, click the "State" dropdown, and select "Promote to 1st Level LEA Review," then click "Save". The file will no longer be able to be changed unless the oversight agency returns it.