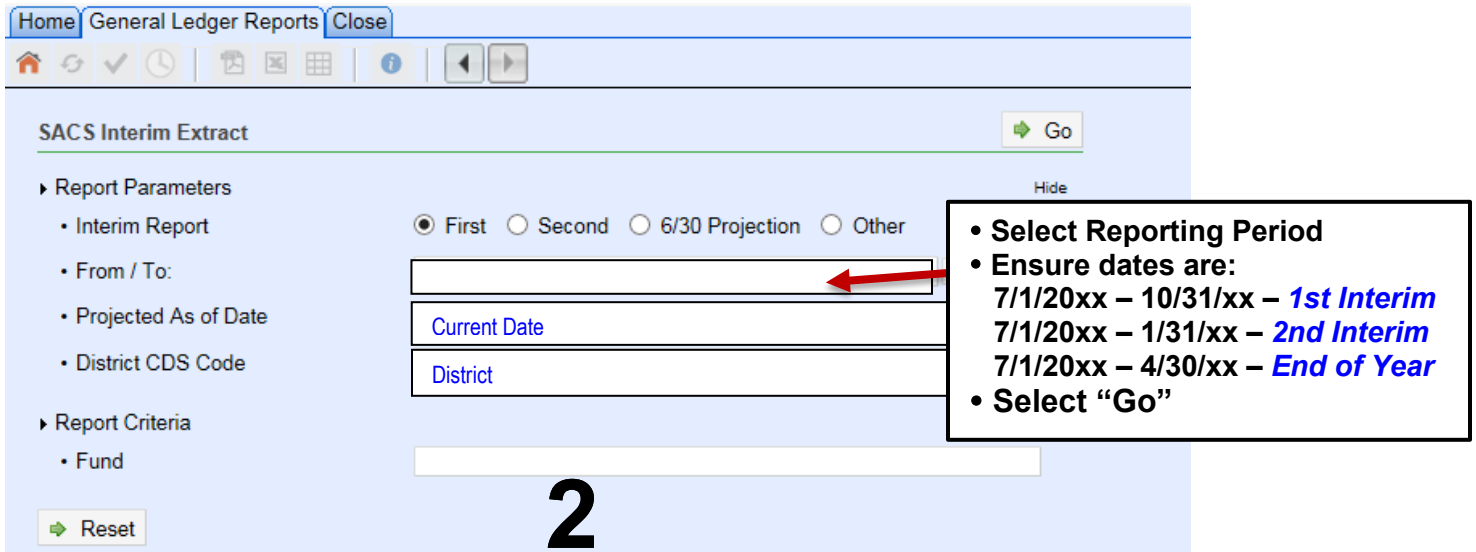
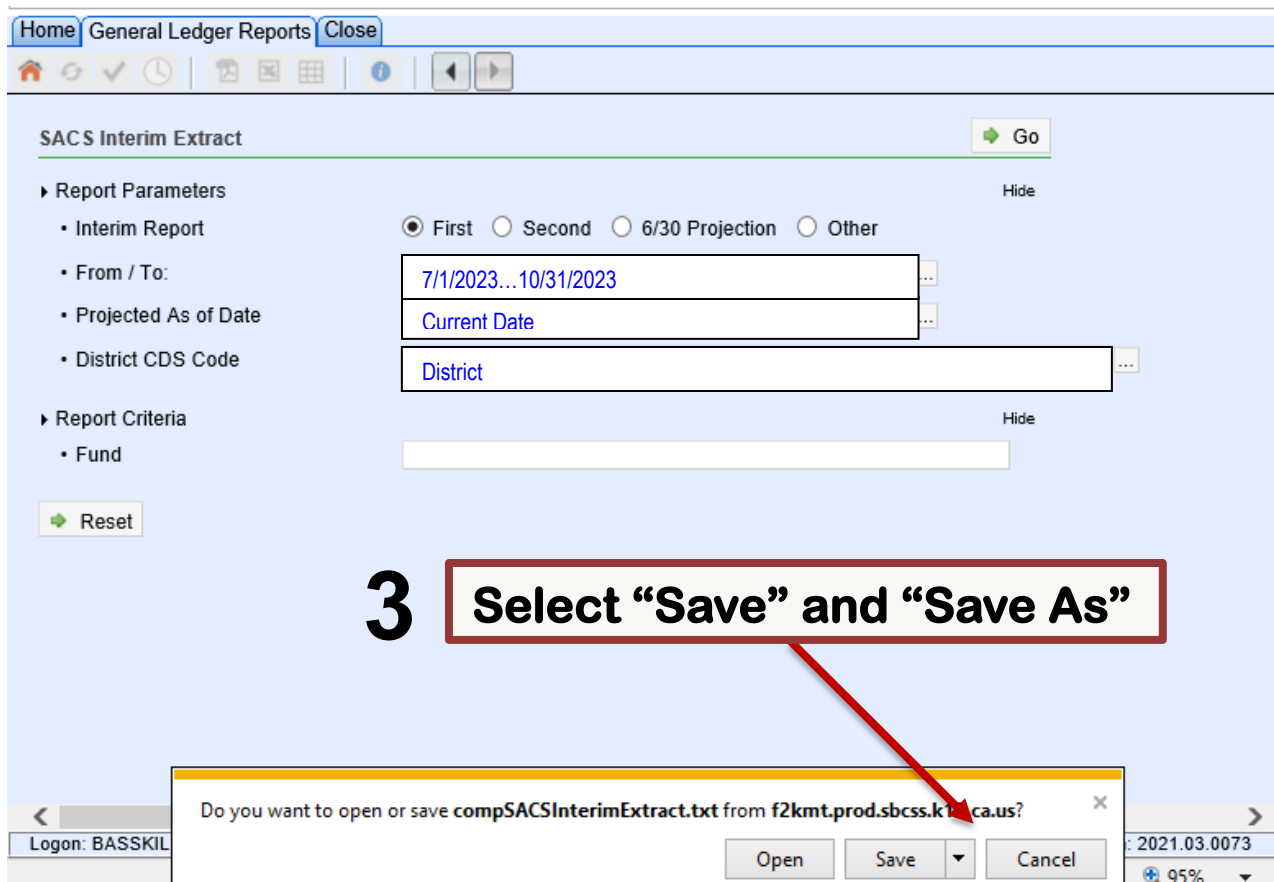


Interim SACS Extract located on Financial 2000, EduReports 3.0

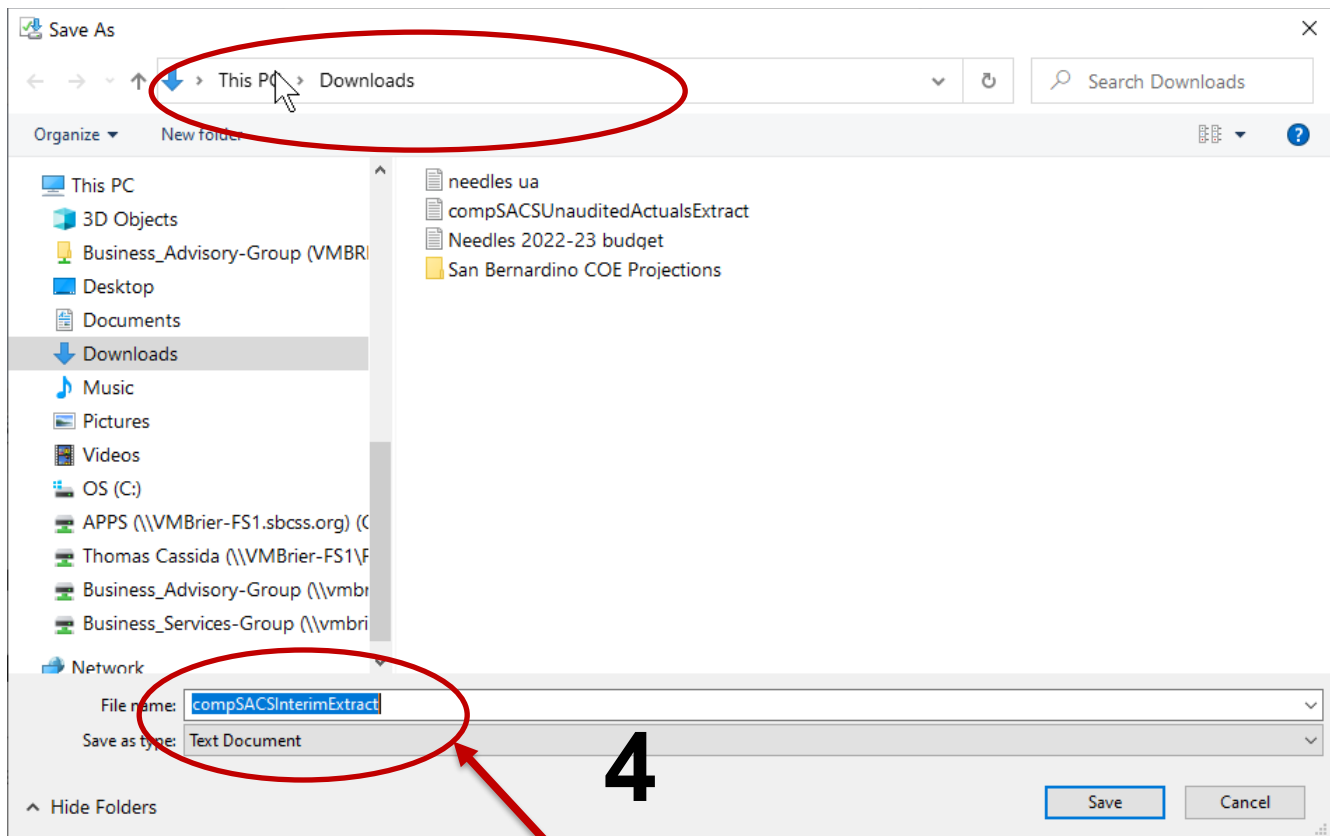
The screenshot shows the EduReports 3.0 for K12 Account Structure interface. At the top, the browser's address bar shows 'Home General Ledger Reports (Close)', with 'General Ledger Reports' circled in red. Below the browser, the page title is 'EduReports 3.0 for K12 Account Structure'. A dropdown menu for 'Account Structure' is set to 'K12'. A 'Set Account Structure' button is visible. The main content area is divided into several sections: 'Administrative Reports' (Board Report, Budget Financial Monthly Report, Budget Financial Report, Budget Monthly Revision Report, Cash Flow Report, County Cash Report, Financial Statement Report, Quarterly Interest Report), 'County Reports' (County Vol Ded Report), 'Financial Reports' (Accounts Lookup Report, Budget Summary Report, Chart of Accounts Report, Financial Activity Report, Financial Balances Report, Financial Transaction Report), 'General Ledger Reports' (Beginning Balance Report, Financial Accruals Report, Financial Balance Sheet Report, General Ledger Balances Report, General Ledger Report, Trial Balance Report), 'Payroll Reports' (Payroll Transaction Report), and 'SACS Extract' (SACS Extract - Budget Projection, SACS Extract - Interim, SACS Extract - Unaudited Actuals). A red arrow points to 'SACS Extract - Interim', and a large black number '1' is placed to its right.



From/To” is the current reporting period (ie: 7/1/20xx..10/31/20xx)



Once your Extract job is done running you will get a pop-up ribbon asking, “Do you want to open or save”. Do not Open the File. Select Save As (step 3) to save the file to your Downloads Folder (or wherever you want to save it).



You can change the File Name, but **Do Not** change the Save As Type – must remain as Text Document (step 4).

Once you have saved the Extract file you are ready to Import these data to the SACS software.