

Interim SACS Extract located on CompassEdu, EduReports 3.0

The screenshot displays the EduReports 3.0 interface for K12 Account Structure. The browser window title is "Home | General Ledger Reports | Close". The main content area is titled "EduReports 3.0 for K12 Account Structure". Under "Set Account Structure", the "Account Structure" dropdown is set to "K12". A "Set Account Structure" button is visible. Below this, a prompt says "Please select an option:". The interface is divided into several report categories:

- 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.
- SACS Extract:** SACS Extract - Budget Projection, SACS Extract - Interim, SACS Extract - Unaudited Actuals.

A red circle highlights the "General Ledger Reports" tab in the browser window. A red arrow points to the "SACS Extract - Interim" link, with a large number "1" next to it.

SACS Interim Extract

Report Parameters

- Interim Report: First Second 6/30 Projection Other
- From / To:
- Projected As of Date:
- District CDS Code:

Report Criteria

- Fund:

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- Select Reporting Period
- Ensure dates are:
 7/1/20xx – 10/31/xx – *1st Interim*
 7/1/20xx – 1/31/xx – *2nd Interim*
 7/1/20xx – 4/30/xx – *End of Year*
- Select “Go”

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

SACS Interim Extract

Report Parameters

- Interim Report: First Second 6/30 Projection Other
- From / To:
- Projected As of Date:
- District CDS Code:

Report Criteria

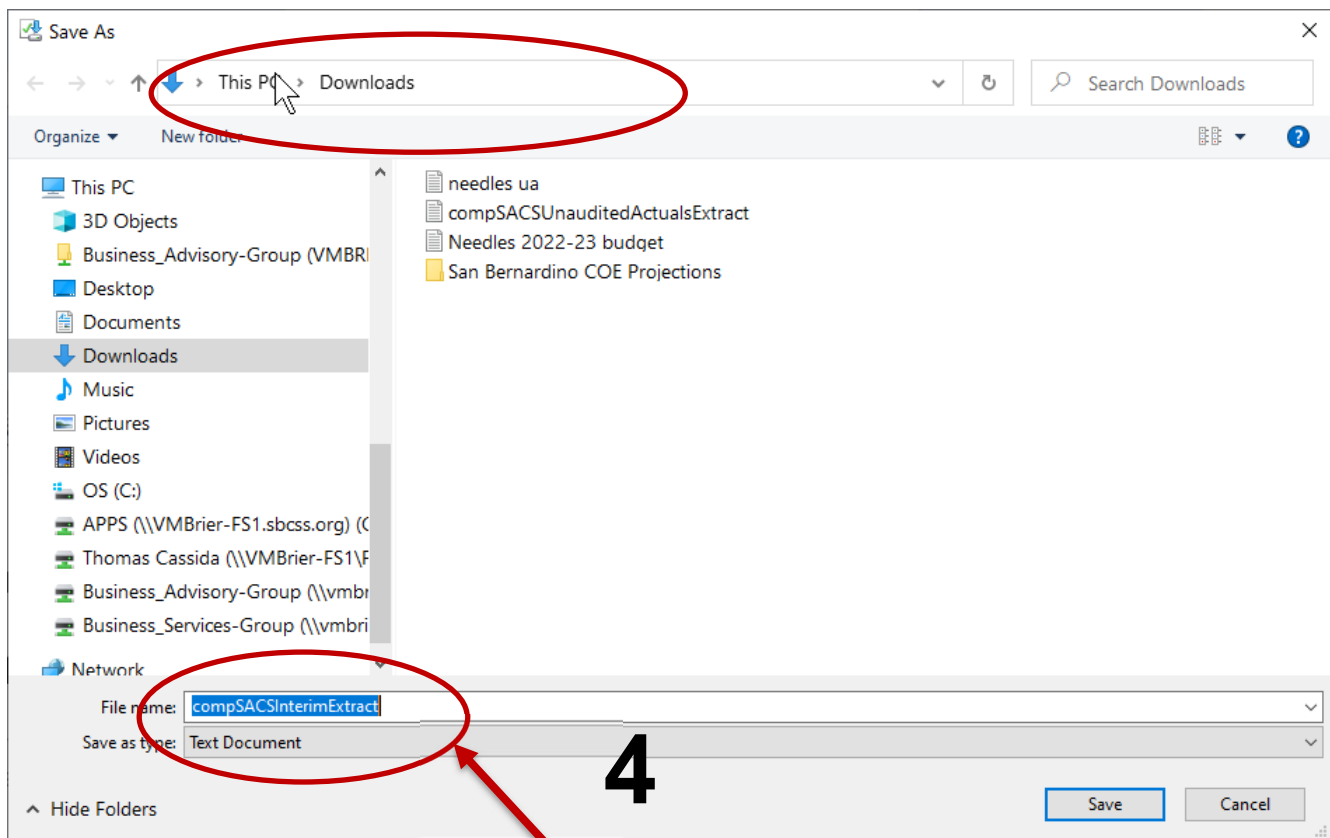
- Fund:

3 **Select “Save” and “Save As”**

Do you want to open or save compSACSInterimExtract.txt from f2kmt.prod.sbcss.k12.ca.us?

Open Save Cancel

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.