Outlook

SACS Web System 2025–26 Unaudited Actual Financial Reporting Functionality Available

From donotreply@sacs-cde.org <donotreply@sacs-cde.org>
Date Fri 7/3/2026 12:55 PM
To Dhanya Unni <dunni@smcoe.org>

You are receiving this email because you are a SACS Web System user.

SACS WEB SYSTEM 2025–26 UNAUDITED ACTUALS REPORTING

The 2025–26 unaudited actual financial reports, including both the Standardized Account Code Structure (SACS) reporting and the Charter School Unaudited Actuals Financial Report—Alternative Form (Charter School Alternative Form), are now available in the SACS Web-based Financial Reporting System (SACS Web System) at https://sacs-cde.org/security/login.

For a detailed description of the changes implemented for the 2025–26 unaudited actuals reporting, please refer to the following documents, which will be posted on the CDE Financial Reporting web page at https://www.cde.ca.gov/fg/sf/fr/, under “Web Application Resources:”

- What's New: 2025–26 Unaudited Actuals Reporting
- What’s New: 2025–26 Charter School Alternative Form

KNOWN ISSUES AND WORKAROUNDS

SACS Web System known issues and available workarounds are posted in the Problems and Fixes section of News and Announcements, available on the user’s dashboard upon logging into the system. This section will be updated as additional issues arise.

SYSTEM VERSION UPDATE

The SACS Web System was updated to version 16 for the 2025–26 unaudited actuals reporting period. Users who re-run the technical review checks (TRC) on existing datasets may receive a VERSION-CHECK TRC exception due to this system version update. To clear this TRC exception, users must provide an explanation or re-run the TRCs again.

RELEASE UPDATES

Issues resolved since the last SACS Web System release will be posted to the “Web Application Release Updates” section of the CDE Financial Reporting web page at https://www.cde.ca.gov/fg/sf/fr/ in the near future.

ACCESSING THE 2025–26 UNAUDITED ACTUALS REPORTING PERIOD

Upon logging into the SACS Web System, users will set their context fiscal year to 2025–26 in order to access the 2025–26 unaudited actuals reporting period. The context fiscal year can be changed via the Fiscal Year drop down menu; it is located in the top right corner of the dashboard, below the user’s profile information.

PRELOADED DATA

Prior year ending balances from 2024–25 unaudited actual data (including funds, assets, debt, and

lottery), Gann data, Every Student Succeeds Act Maintenance of Effort data, and first and second prior year indirect cost rate information has been preloaded into the SACS Web System.

CHARTER SCHOOL BEGINNING BALANCES

The prior year ending fund balances from the Charter School Alternative Form have been cross walked to the equivalent SACS fund and object codes and included with the prior year ending fund balances from the SACS submissions, to ensure consistency of the data by ascertaining that current year beginning balances match prior year ending balances. This only affects charter schools that reported 2024–25 unaudited actuals in the Charter School Alternative Form and that are preparing a 2025–26 unaudited actual data using the SACS format.

UNAUDITED ACTUALS REPORTING RESOURCES

Online Help: The 2025–26 online version of the *SACS Web System User Guide* is available throughout the SACS Web System reporting screens by selecting the help icon (question mark) located next to a screen heading. CDE will provide the updated 2026–27 version in the near future.

User Guide: The Word version of the user guide will be available on the CDE Financial Reporting web page at https://www.cde.ca.gov/fg/sf/fr/ under “Web Application Resources” in the near future.

Financial Reporting Calendars: The Financial Reporting and Fiscal Oversight Calendars are available on the CDE Financial Reporting web page at https://www.cde.ca.gov/fg/sf/fr/ under “Financial Reporting Resources.”

SACS Validation Tables: The 2025–26 SACS Web System unaudited actuals release contains the most current validation tables, dated March 16, 2026, released April 23, 2026, which are the same as those posted on the CDE SACS Valid Codes and Combinations web page at https://www.cde.ca.gov/fg/ac/ac/validcodes.asp.

To receive an email notification each time the validation tables are updated, please send a blank email message to join-sacs-update@mlist.cde.ca.gov.

CHARTER SCHOOL REPORTING

For those charter schools not using SACS, the 2025–26 Charter School Unaudited Actuals Financial Report—Alternative Form is available in the SACS Web System. The related 2024–25 *Charter School Alternative Form User Guide* is available on the Financial Reporting web page at https://www.cde.ca.gov/fg/sf/fr/ under “Web Application Resources.” The 2024–25 Charter School Alternative Form user guide is also accessible in the SACS Web System by selecting the help icon (question mark) within the Charter School Alternative Form. For information about using the Charter School Alternative Form, please refer to the user guide. CDE will provide the updated 2025–26 versions in the near future.

SUBMISSION OF FINANCIAL DATA TO THE CDE

Pursuant to *Education Code* sections 1628 and 42100, unaudited actual data for county offices of education (COEs), school districts, joint powers agencies (JPAs), and charter schools is due to the CDE by **October 15, 2026**. School district and JPA data must be submitted via the COE; charter school data must be submitted via the charter authorizing agency and the COE. The financial data is due to COEs and authorizing agencies (for charter schools) by **September 15, 2026**.

COEs must electronically certify and transfer their county's 2025–26 unaudited actual SACS and Charter School Alternative Form submissions to the CDE via the SACS Web System.

Only "Official" status unaudited actual SACS and Charter School Alternative Form submissions are

accepted unless prior approval from is granted by the CDE.

ATTENTION COEs ONLY: Additional communication will be forthcoming regarding how the COE can request the “Certify/Promote to CDE” role and how to complete the “Charter School Financial Reporting Status” form.

CALIFORNIA SCHOOL ACCOUNTING MANUAL

Information and guidance on using SACS codes is available in the *California School Accounting Manual (CSAM)*. The *CSAM* is available to be viewed, printed, or downloaded from the CDE Accounting Definitions, Instructions, & Procedures web page at https://www.cde.ca.gov/fg/ac/sa/. In addition, descriptions and other relevant information on new resource codes established since the last *CSAM* update can be obtained from the CDE SACS web page at https://www.cde.ca.gov/fg/ac/ac/ under “Program Codes.”

If you have questions regarding the SACS Web System, please contact the CDE by email at sacsweb@cde.ca.gov.

Sincerely,

SACS Web Team
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School Fiscal Services Division
Office of Financial Accountability and Information Services
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