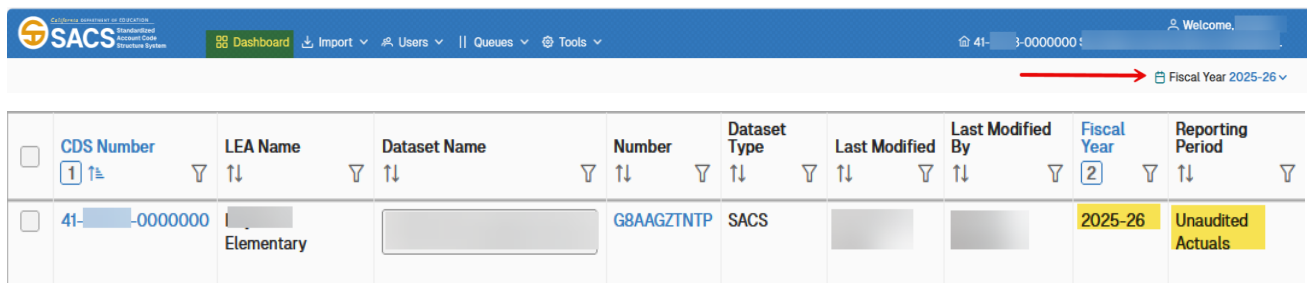


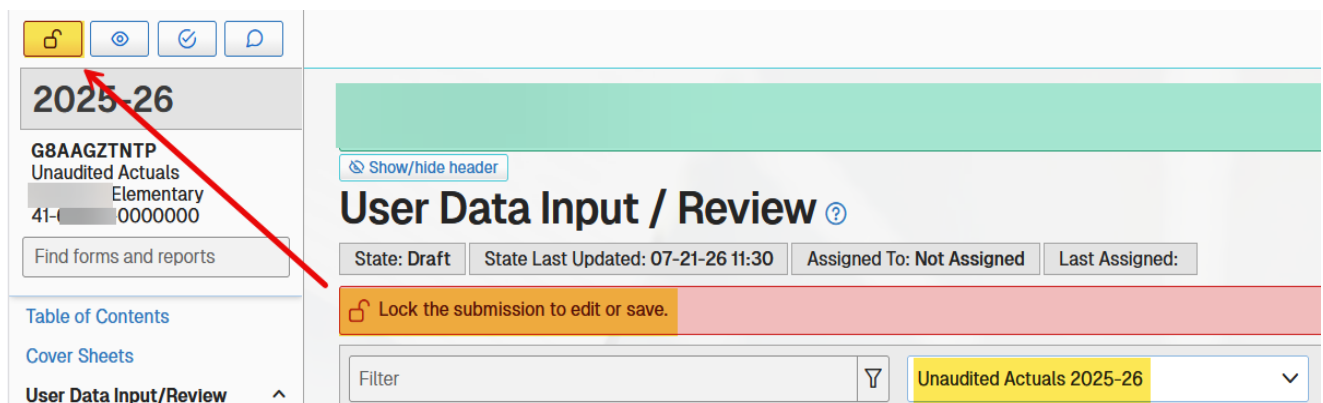
Instructions for Entering Fund 51 Data SACS Web System

1. Log in to the SACS Web System Application – **Fiscal Year 2025-2026**
2. Select the proper Dataset Used for Submission to the County Office of Education (COE) under Dashboard.



CDS Number	LEA Name	Dataset Name	Number	Dataset Type	Last Modified	Last Modified By	Fiscal Year	Reporting Period
41-0000000	Elementary		G8AAGZTNP	SACS			2025-26	Unaudited Actuals

3. Lock the Dataset to enter Data for Fund 51



2025-26

G8AAGZTNP
Unaudited Actuals
Elementary
41-0000000

Find forms and reports

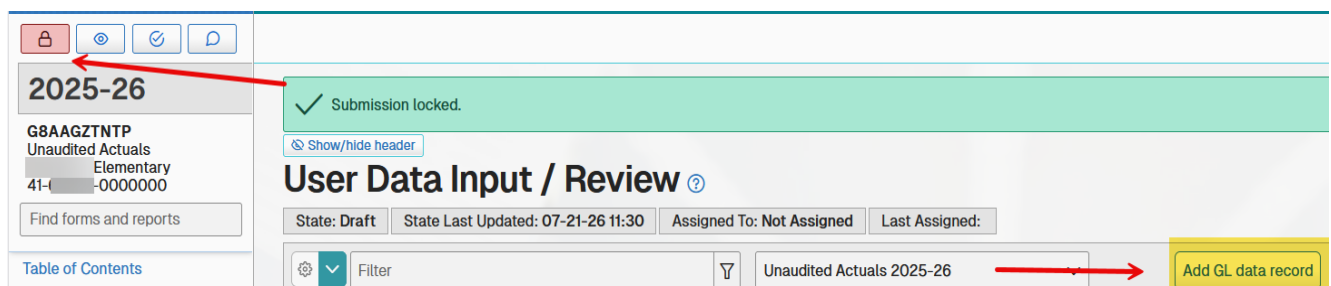
Table of Contents
Cover Sheets
User Data Input/Review

State: Draft State Last Updated: 07-21-26 11:30 Assigned To: Not Assigned Last Assigned:

Lock the submission to edit or save.

Filter Unaudited Actuals 2025-26

4. Click on Add GL Data record – Unaudited Actuals – Current (closing) Year



2025-26

G8AAGZTNP
Unaudited Actuals
Elementary
41-0000000

Find forms and reports

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Submission locked.

State: Draft State Last Updated: 07-21-26 11:30 Assigned To: Not Assigned Last Assigned:

Filter Unaudited Actuals 2025-26 Add GL data record

Create GL Data Record

Fund

Project Year

Function

Value

Resource

Goal

Object

X Cancel

💾

Save



IMPORTANT: Please Save Each Record

5. Use the attached Report created specifically for your School District:

- Beginning Balance Object Codes: 9791 and 9793 *as applicable*
- Asset & Liability Object Codes: 9110, **9111***, 9135, 9200, and 9500
- Revenues Object Codes: 8200 to 8999; **8662***
- Expenditures Object Codes: 7400 to 7699

*** Object Codes 9111 and 8662 are used to report investments/cash at Fair Value. Please refer to the California School Accounting Manual (CSAM), Procedure 425, or contact your auditor for additional instructions and guidance.**

California School Accounting Manual

CSAM 2024: Pages 297-302 / 630 Total Pages

Procedure 425 Fair Value: Accounting and Reporting for Certain Investments

Please note that the Object Code 9111 value provided on the Spreadsheet should be reviewed and updated as appropriate for closing the Fiscal Year.

Current (closing) Year Column – Fiscal Year 2025-2026

- Fund: 51
- Resource: 9010
- Project Year: 0
- Goal: 0000
- Function: 0000 (Revenues) and 9100 and/or 9300 (Expenditures)
- Object: Asset/Liability/Revenues/Expenditures Object Codes
- Value: use the amount provided under the Unaudited Actuals column

6. **Navigate on the left menu bar to Forms > Funds > 51 – Bond Interest and Redemption Fund and print a copy of the Form to verify the Current (closing) Year Data Entries.**

51 - Bond Interest and Redemption Fund ?

State: Draft State Last Updated: Assigned To: Not Assigned Last Assigned:

Expenditures by Object Expenditures by Function Restricted Detail

Print a copy to verify data

Description	Resource Codes	Object Codes	Unaudited Actuals	Budget	Percent Difference
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If you receive the following error(s) in the Technical Review Checklist (TRC), please note the corrections in red font below.

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

DEBT-IMPORT - (F) - Because long-term debt amounts were imported, long-term debt supplemental data (Form DEBT) must be provided. EXCEPTION

ACCOUNT

FD - RS -PY- GO - FN - OB	AMOUNT
51-9010-0-0000-0000-9740	2,082,603.45

The Form Debt must be completed to include long-term debt amounts.

GENERAL LEDGER CHECKS

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) do not equal Interfund Transfers Out (objects 7610-7629). EXCEPTION

FUND	OBJECT	INTERFUND IN	INTERFUND OUT
51	8919	1,162,682.22	-----
TOTALS		1,162,682.22	0.00
DIFFERENCE:		1,162,682.22	

Review all transfers in and out of Fund 51. Be sure all transfers in and out balance across all district funds.

If you have questions, please contact:

Rosalie Bowman at (650)802-5518 (RBowman@smcoe.org)
Lalaine Cruz at (650)802-5570 (LCruz@smcoe.org)