Data Processing Sequence
2026-27 Interim Reports

All data input into the SACS Web System, either through the import process or manual entry. General ledger and supplemental data are extracted into the fund, supplemental, and criteria and standards forms where applicable, limiting the amount of manual input required to complete the forms.

Below is the recommended sequence for completing Interim reports within the SACS Web System. Following this sequence will help reduce data entry and help prevent errors simply because certain data have not yet been imported, entered, and/or verified.

- First, complete the FCMAT LCFF Calculator and use the data generated to adjust current year LCFF Revenue Sources, and relevant data in Supplemental Forms AI, MYPI, and Criteria and Standards. **Data from the Interim Report must reconcile to the LCFF Calculator.**

- Login to the SACS Web System

- Budget Period Data – Approved Adopted Budget data will be ported into the First Interim Financial Report automatically.

- Run a SACS Interim Report Extract from CompassEdu EduReports 3.0 and transfer that file data to Download Folder (see Attachment C). Import the extract file which contains the Original Budget, Board Approved Operating Budget (working budget-includes budget transfers posted since adopted budget), Actuals to Date, and Projected Year Totals (working budget plus any budget transfers posted after the interim report cut off dates) data from the LEA accounting system using the specified reporting dates. If you have a charter school in Funds 07 through 09 and the charter is reporting separately, be sure to exclude those funds on your SACS extract.

- Supplemental Forms – Complete and save supplemental forms AI, MYPI, and CASH (we recommend using the Cash Flow Report in CompassEdu.)

- TRC – Import, General Ledger, and Supplemental – Run the Import and General Ledger modules for each of the four types of interim data to validate SACS codes and combinations of codes in the imported/input general ledger data. Run the TRC-Supplemental module. Fatal exceptions must be corrected; warning exceptions must be corrected or, if the data are correct, must be explained; informational exceptions should be corrected or, if the data are correct, an explanation is optional but encouraged. ***HINT: Run report with EXCEPTIONS ONLY to find potential problem areas while developing report***. Please submit the TRC free from errors showing Exceptions Only.

- General Ledger Data Corrections - Make general ledger data corrections, as necessary, in the LEA accounting system general ledger, then re-import the applicable fund(s).

- Re-run the TRC-Import and TRC-General Ledger modules to verify changes. Be sure to re-open Fund 01 with each new download and save the updated data.

- Components of Ending Fund Balance - Within the Components of Ending Fund Balance screen, enter or revise applicable components of ending fund balance, by resource. Re-run the TRC-Import and TRC-General Ledger modules to verify changes.

- Fund Forms - When the general ledger data are finalized (including the components of ending fund balance), open, review, save, and print the applicable forms.

NOTE: Form 01I must be saved for the data to extract into the Multiyear Projections (Form MYPI) and Criteria and Standards Review (Form 01CSI) forms. Also, note that Funds 07 through 09 should not be imported unless your district is

maintaining the Charter School Fund information as part of the district reporting process.

- Supplemental Forms (as applicable) – Complete and save supplemental forms.

- Multiyear Projections and Criteria and Standards Review Forms – Complete and save the Multiyear Projections form (Form MYPI), and then the Criteria and Standards Review form (Form 01CSI).

  NOTE: Form MYPI must be saved for the data to be extracted into the Criteria and Standards Review form (Form 01CSI). If the district uses SACS Form Cash, that must also be saved.

- Form CI - Interim Report Certification. **Review the Criteria and Standards Review Summary for any areas of potential concern for fiscal solvency**.

- TRC-Export Validation - Run the TRC-Export Validation module, which checks for required forms, forms that have unbalanced or incomplete data, and forms that need to be opened and saved due to general ledger and/or supplemental data changes (dependencies).

- Table of Contents – Check the Table of Contents to ensure all applicable forms are completed. In addition, all forms can be printed from the Table of Contents window.

Promote – Promote Dataset to 1st Level LEA Review for reviewing agency/COE (SBCSS).