

**Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17**

SCHOOL DISCRETIONARY PROGRAMS REPORT JOB AID

Displays a summary by program grouping (Categorical or Regular programs) and includes budget item description, total cost, and full time equivalent of positions for School Front End program codes.

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

1	Regular Programs Budget Report	
2	Version / Year	CMD / 2016
3	Fund Center	1771701
	Division	2Q ESC-ISIC-OPERATIONS

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07/23/2015 19:07:00

(I) = Indirect

Budget Item Description	Commitment Item	General Fund School (19027)		Chtr Sch Categori (19728)		Chtr Sch Allo In L (19724)		SB 1193 - Quality Ed (14810)		City Edu Investmt A (14812)		TIIPG-Magnet-Schc-DI (14164)		Common Core State St (10606)		Targeted Student Pop (10188)		Not Applicable		Not Applicable		Total	
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT
102972 TCHR SEC C1T 21/03	110001	1.00	74,959																			1.00	74,959
102980 TCHR SEC C1T 22/01	110001	1.00	74,352																			1.00	74,352
102982	110001	1.00																				1.00	

Report Field Descriptions

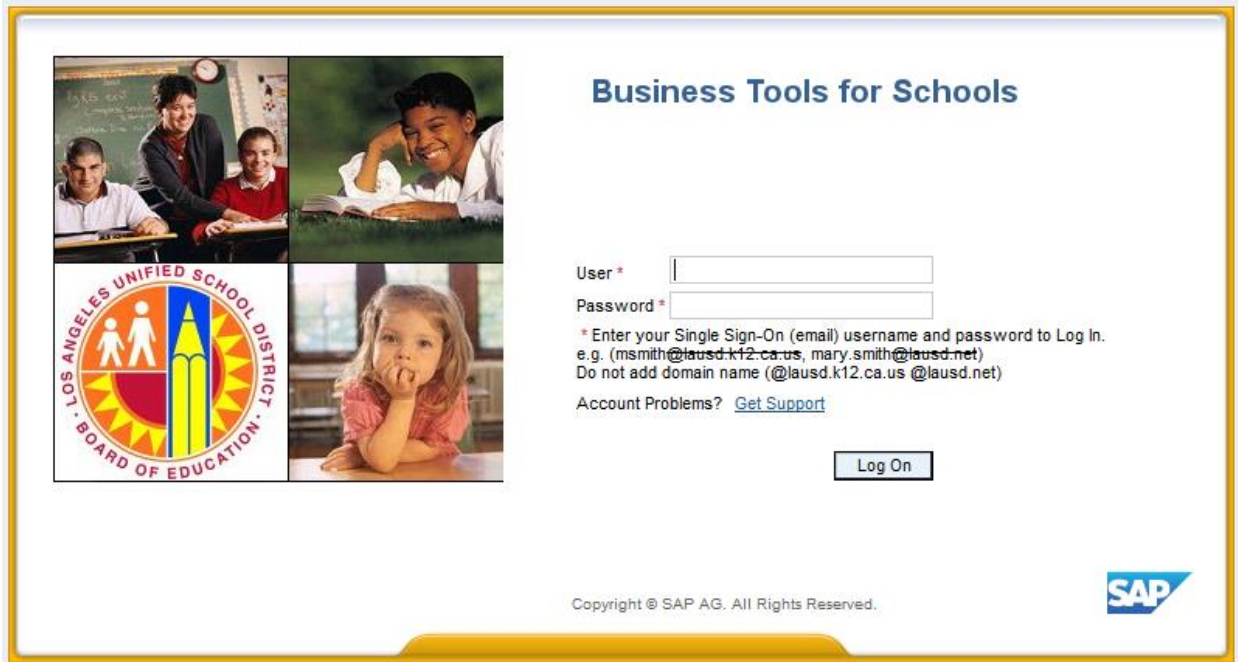
1. Name of the report.
2. Version/Year
3. Fund Center
4. Budget Item number and Description
5. Commitment item number
6. Program Name, Program Code, FTE, and amount budgeted
7. Total FTEs and amount budgeted for a specific budget item across all programs.

Budget Services and Financial Planning

School Fiscal Services

Fiscal Year 2016-17

Log on to BTS




Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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From SAP Home Page, click “SAP Budget – Schools Front End”



Welcome BEATRICE LOMELI

Home Financials/Budget Human Resources Access Request Accounts Payable Accts Recv / Cash Mgmt Asset Management Controlling Funds Management General Ledger Grants Mgmt Materials/Inventory Procurement

Financials/Budget

SAP Financials

Detailed Navigation

- SAP Financials
- Account String Wizard
- SAP Budget
- SAP Budget - Schools Front End**

Portal Favorites

- RI1057 Payroll Expenditures-SFS for Sch...

SAP Financials

Financials - Central Offices

This provides secure access for Finance and Budget for office professionals utilizing WinGUI software. In order to access this you must have the software loaded onto your desktop computer.

NOTE: If you try to access this without having the proper software loaded, you will not have access and you will see a blank screen and/or encounter an error. If you do not have the softw



[Financials/Budget Offices WinGUI Access](#)

Budget Services and Financial Planning

School Fiscal Services

Fiscal Year 2016-17

1. Click on the **Reports** tab.
2. Click on **School Discretionary Programs Rep**

3. Enter **Version**. Click on matchbox to display a list of available versions.
 - a. CM0 = Current Maintenance
 - b. FN0 = Budget Development
4. Enter **Fiscal Year** (ex. 2017)
5. Enter **Fund Center**.
 - a. Leaving this field blank will run the report for all schools in the system.
 - b. Clicking on  will allow you to enter multiple Fund Centers.
6. Select a Programs Grouping by clicking the matchbox .

Budget Services and Financial Planning

School Fiscal Services

Fiscal Year 2016-17

7. Select from one of the following report options:
 Categorical Programs I = Restricted/Specially Funded Programs
 Regular Programs = Unrestricted/General Fund Programs

ModGrpVar.	Print Group Description
000	
000	Categorical Programs
000	Categorical Programs I
001	Regular Programs
002	Categorical Programs II

5 Entries found

8. Select **Print the Form**.

Display Options:

- Display in Grid – Allows for the report to be downloaded as a spreadsheet.
- Print the Form– Displays a formatted report to print or save.
- Email The Form – Allows you to email the report. Complete Email Parameters to utilize this options.

9. Click on **Execute**.

School Discretionary Programs Report by Budget Item

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

Display Options

Display By Fund Center
 Display In Grid **8**
 Print The Form
 Email The Form

Select Options

Version: xxx
 Fiscal Year: xxxx
 Division: [] to []
 Fund Center: xxxxxx [] to []
 Budget Item: [] to []

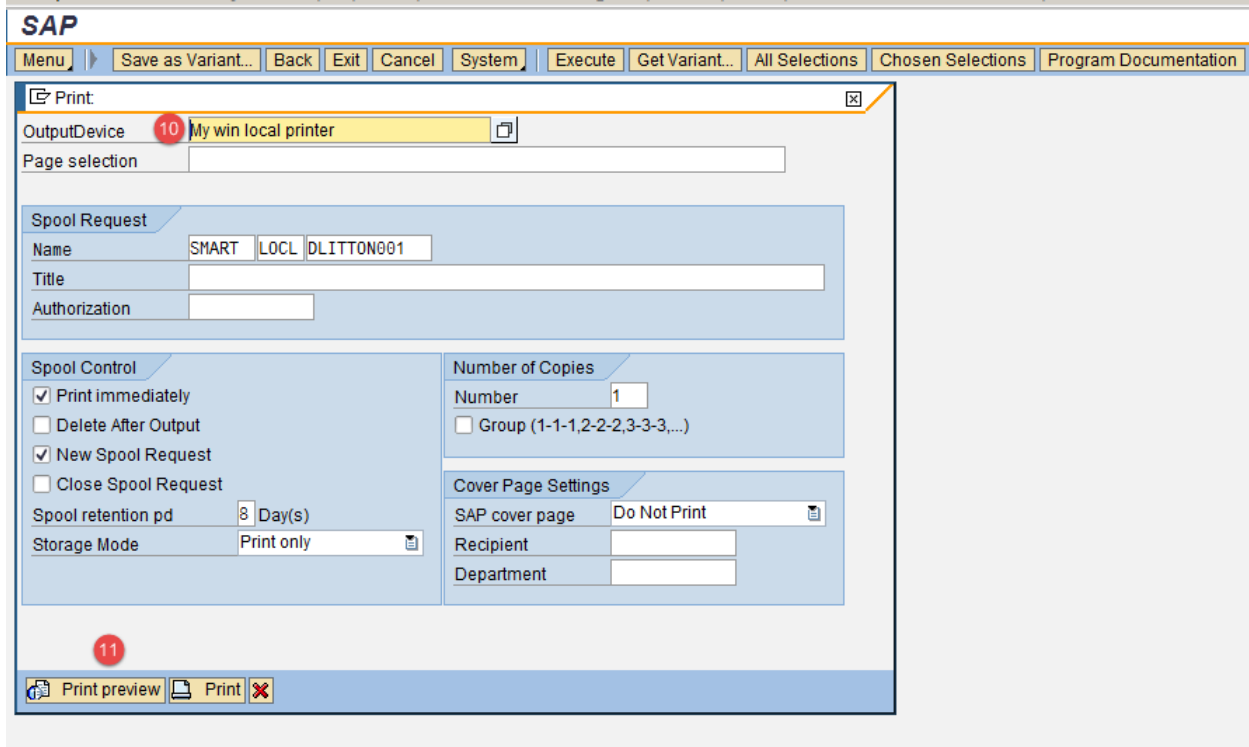
Programs Grouping: Categorical Programs I

Email Parameters

Send To: []
 CC To: []
 Add Attachments From Desktop
 Edit Message Before Sending
 Email Title: School Discretionary Programs Budget Report Form

Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

10. The print menu displays. Check your Output device. If BTS printing has not been set up, type in LPDF.
11. Click **Print preview** to display report.



12. SFE will display a PDF document that can be printed and saved.
13. Click **Back** to return to the previous screen.

