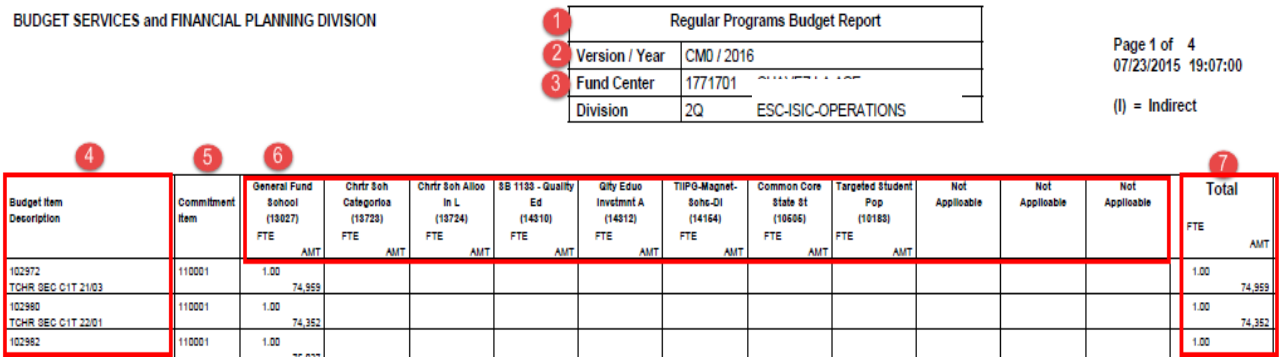
SCHOOL DISCRETIONARY PROGRAMS REPORT JOB AID

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	CM0 / 2016
3 Fund Center	1771701
Division	2Q ESC-ISIC-OPERATIONS

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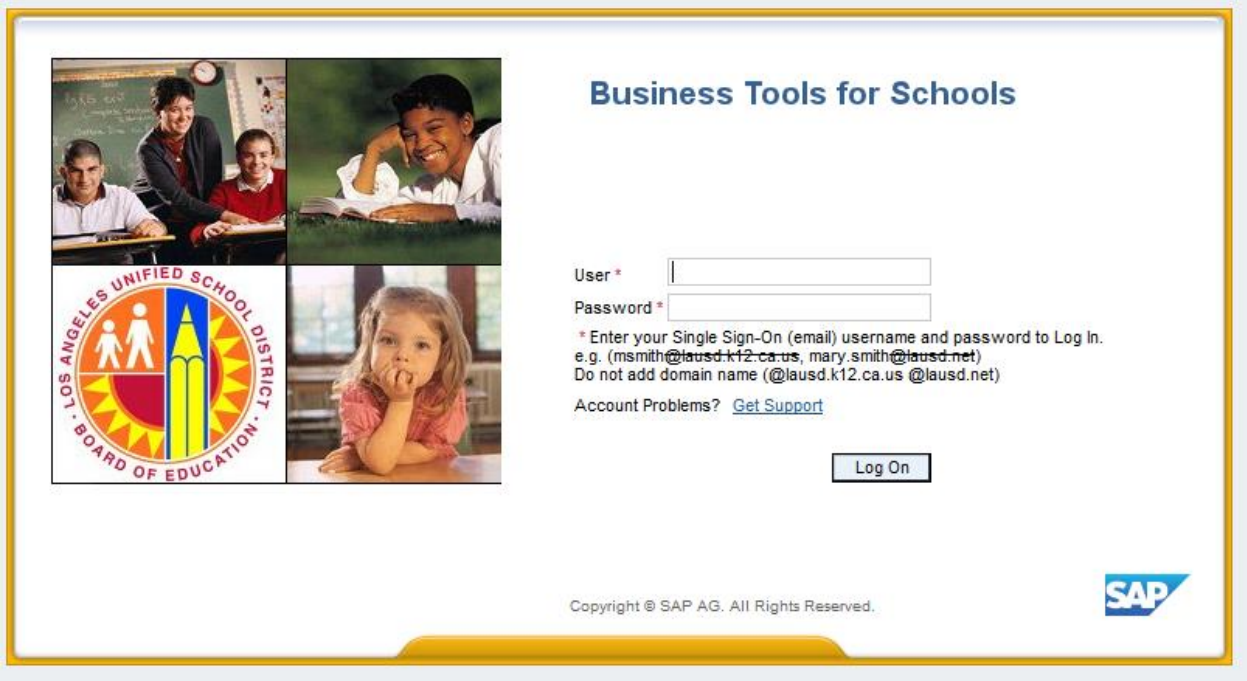
(I) = Indirect

4 Budget Item Description	5 Commitment Item	6 General Fund School (13027) FTE	AMT	Chrtr Sch Categorica (13723) FTE	AMT	Chrtr Sch Alloc In L (13724) FTE	AMT	SB 1133 - Quality Ed (14310) FTE	AMT	Gity Educ Investmnt A (14312) FTE	AMT	TIPG-Magnet-Schc-DI (14164) FTE	AMT	Common Core State St (10606) FTE	AMT	Targeted Student Pop (10183) FTE	AMT	Not Applicable	Not Applicable	Not Applicable	7 Total 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

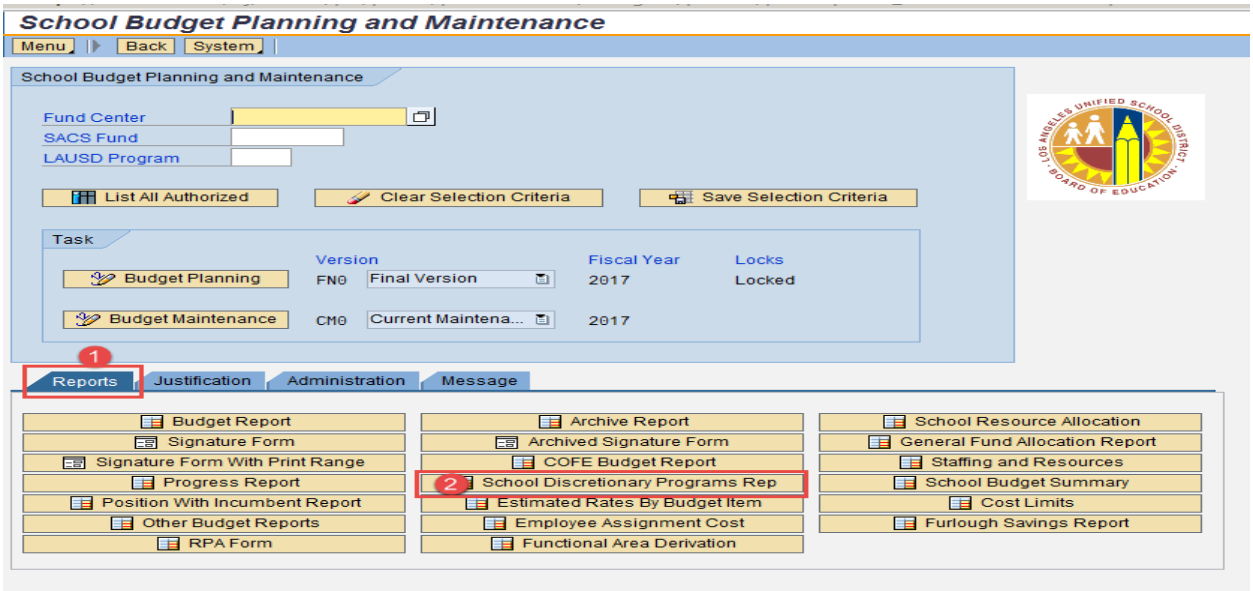
1. Name of the report.
2. Version/Year
3. Fund Center
4. Budget Item number and Description
5. Commitment item number
6. Program Name, Program Code, FTE, and amount budgeted
7. Total FTEs and amount budgeted for a specific budget item across all programs.

Log on to BTS

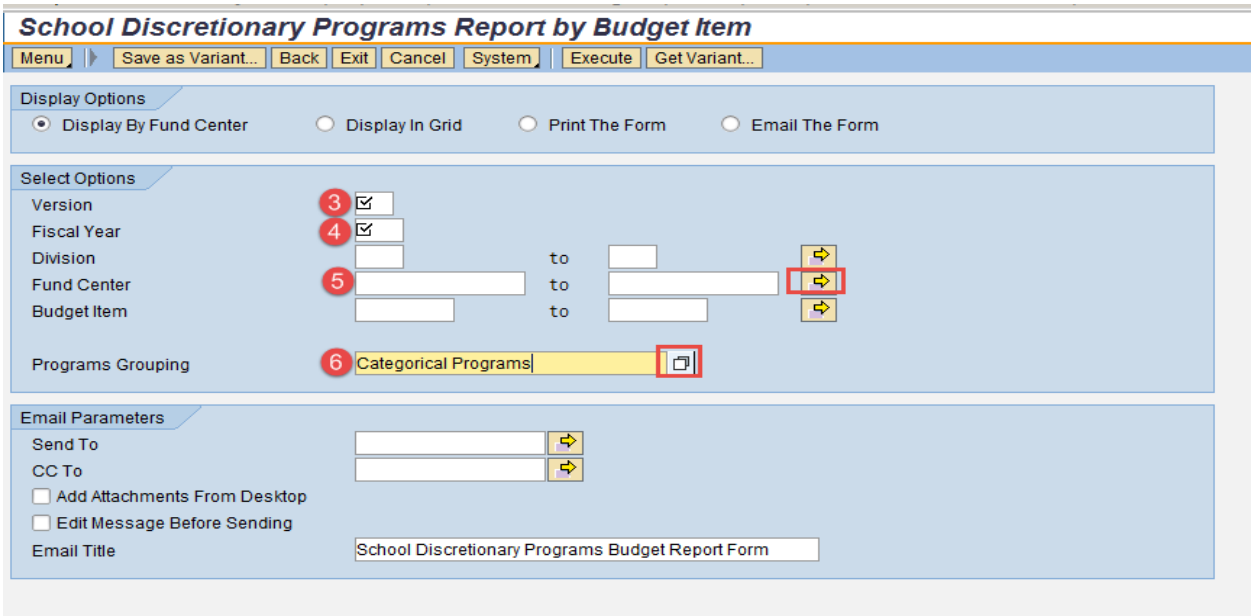


From SAP Home Page, click "SAP Budget – Schools Front End"

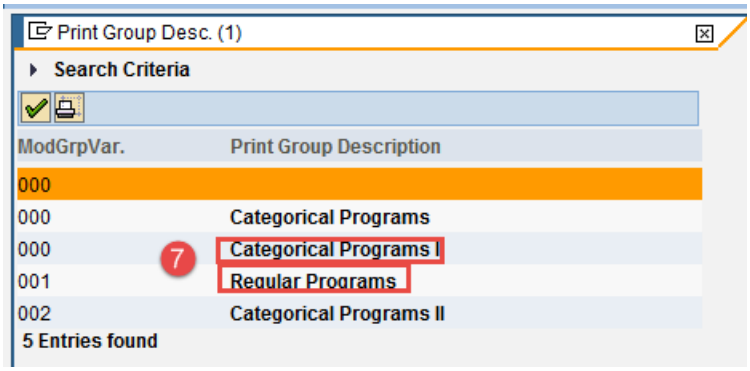
1. Click on the ***Reports*** tab.
2. Click on ***School Discretionary Programs Rep***



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 .



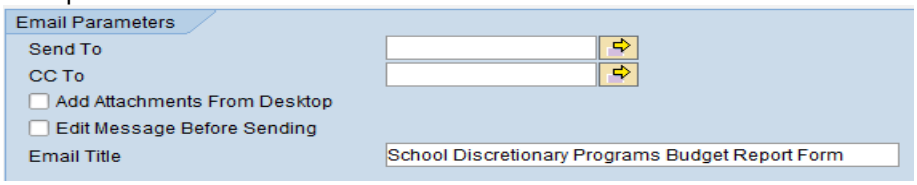
7. Select from one of the following report options:
   Categorical Programs I = Restricted/Specially Funded Programs
   Regular Programs = Unrestricted/General Fund Programs



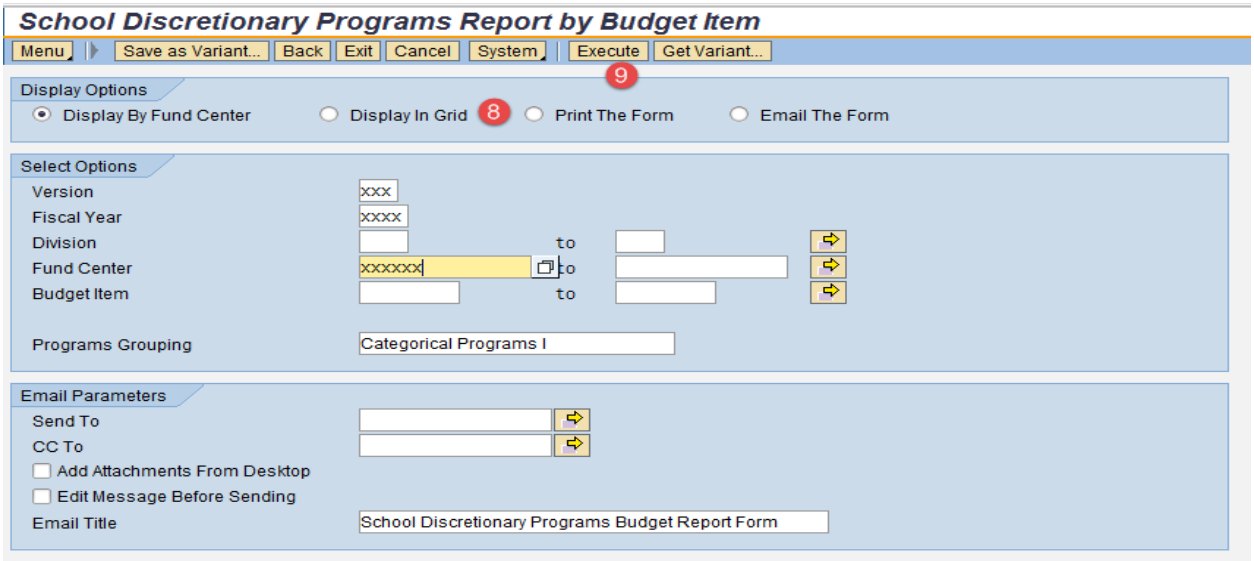
8. Select ***Print the Form***.

   Display Options:

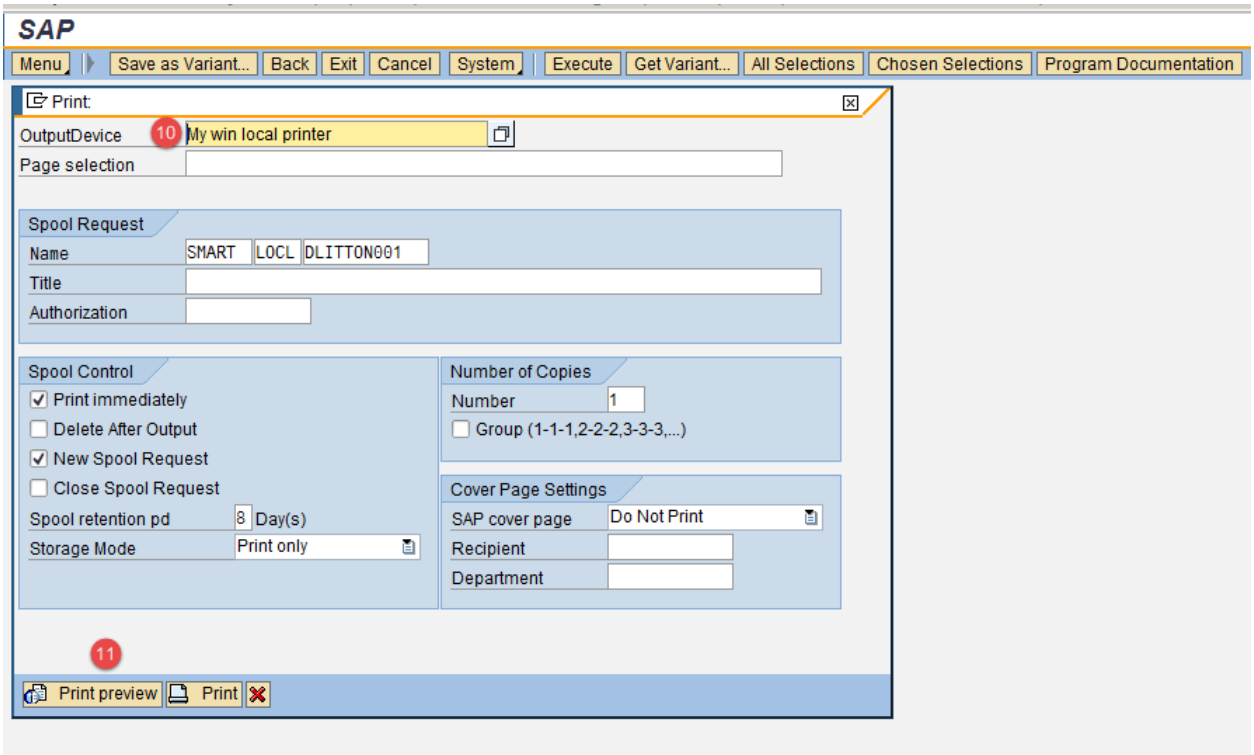
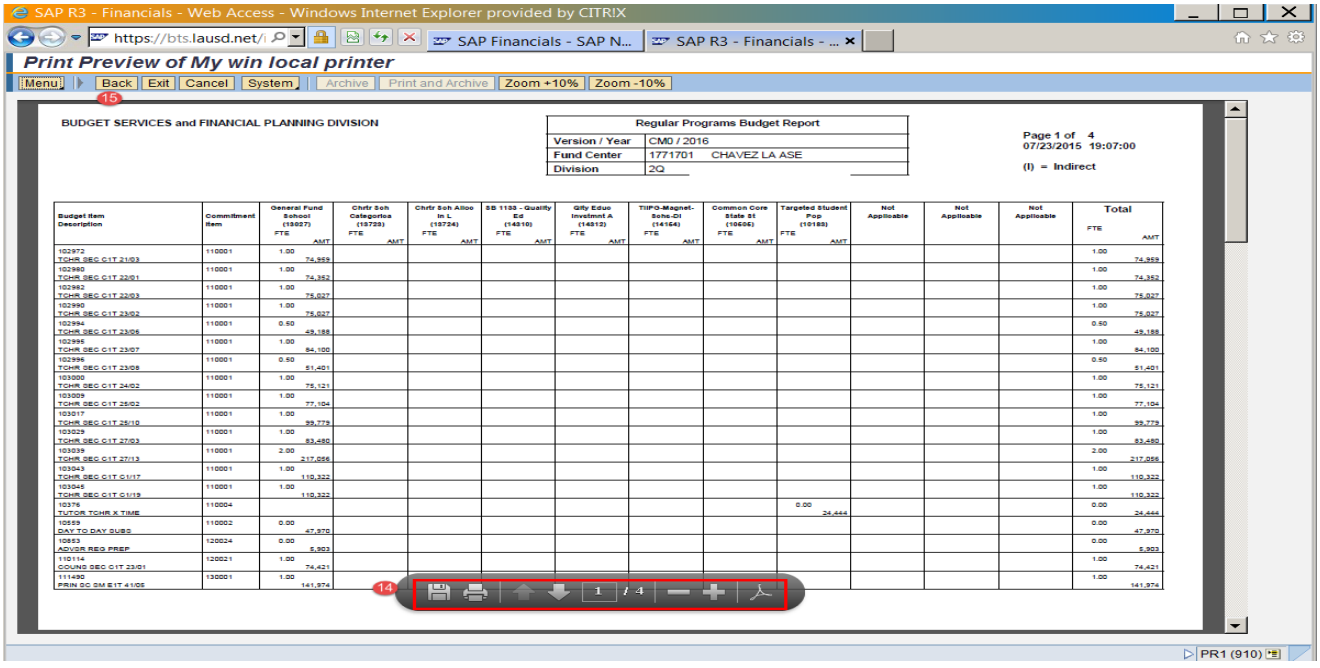
   a. Display in Grid – Allows for the report to be downloaded as a spreadsheet.
   b. Print the Form– Displays a formatted report to print or save.
   c. Email The Form – Allows you to email the report. Complete Email Parameters to utilize this options.



9. Click on ***Execute***.



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.