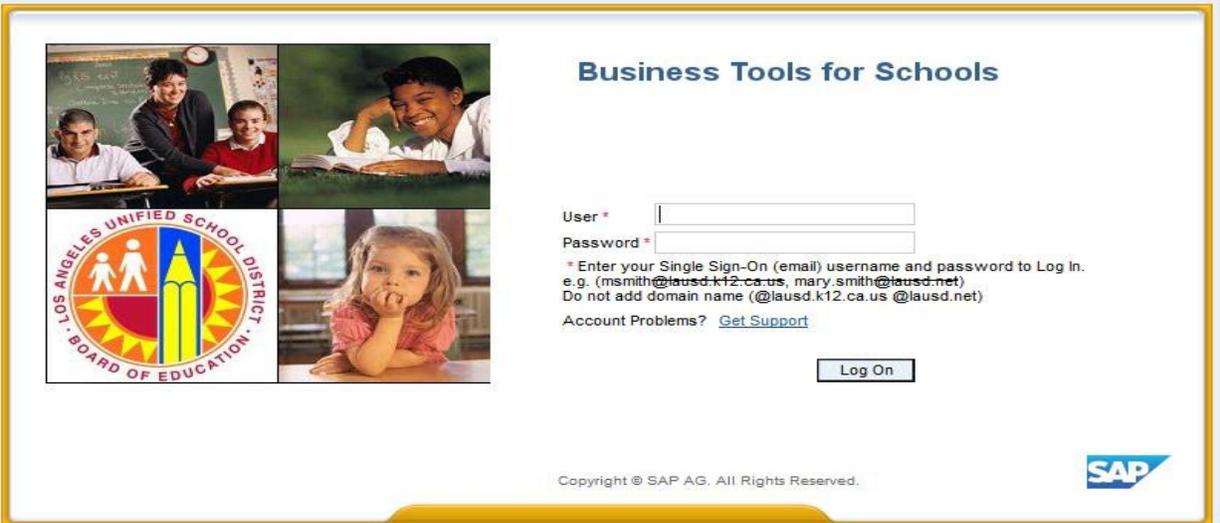


BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

BU042 PAYROLL EXPENDITURES # BY COST CENTER JOB AID

Displays payroll posting details by Posting Period/Fiscal Year and allows for results to be customized by Person ID, LAUSD Program, G/L Account (Commitment Item), Job, Fund, Functional Area, hourly rate, number of hours reported, amount, and other selections.

Log on to BTS



Business Tools for Schools

User *

Password *

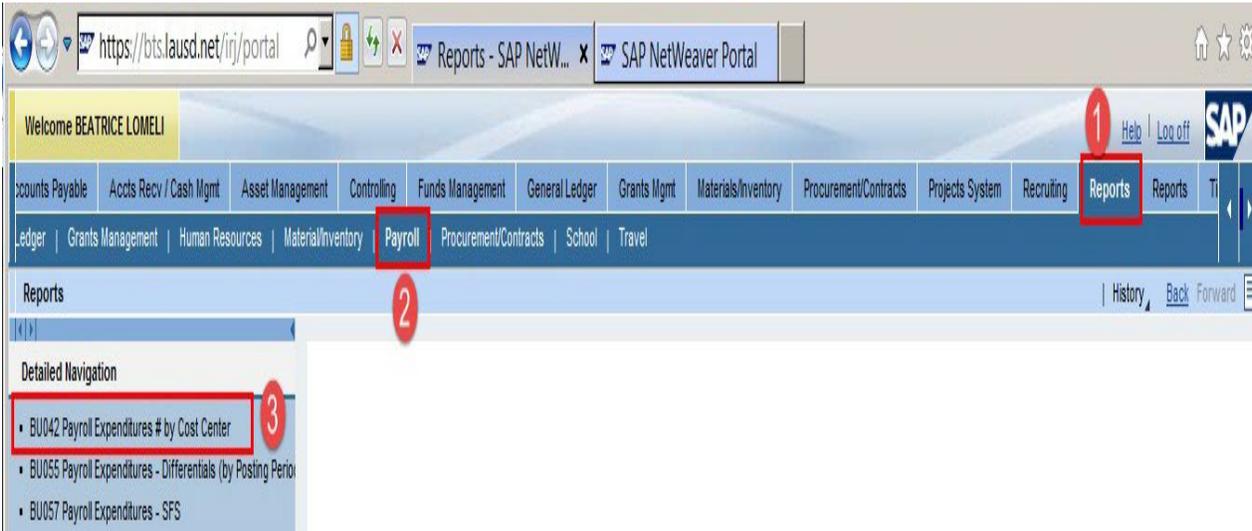
* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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Accessing the Report:

1. Go to **Reports** tab,
2. Click on sub-tab **Payroll**
3. Click on **BU042 Payroll Expenditures # by Cost Center**



Welcome BEATRICE LOMELI

Help | Log off 

Accounting Payable | Accts Recv / Cash Mgmt | Asset Management | Controlling | Funds Management | General Ledger | Grants Mgmt | Materials/Inventory | Procurement/Contracts | Projects System | Recruiting | **Reports** | Reports | TI

Ledger | Grants Management | Human Resources | Material/Inventory | **Payroll** | Procurement/Contracts | School | Travel

Reports | History | Back | Forward

Detailed Navigation

- **BU042 Payroll Expenditures # by Cost Center**
- BU055 Payroll Expenditures - Differentials (by Posting Period)
- BU057 Payroll Expenditures - SFS

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

Report **Variable Entry** screen displays

NOTE: More information entered on the variable screen will generate more specific results

Variable Entry

Available Variables: [Show Variable Personalization](#)

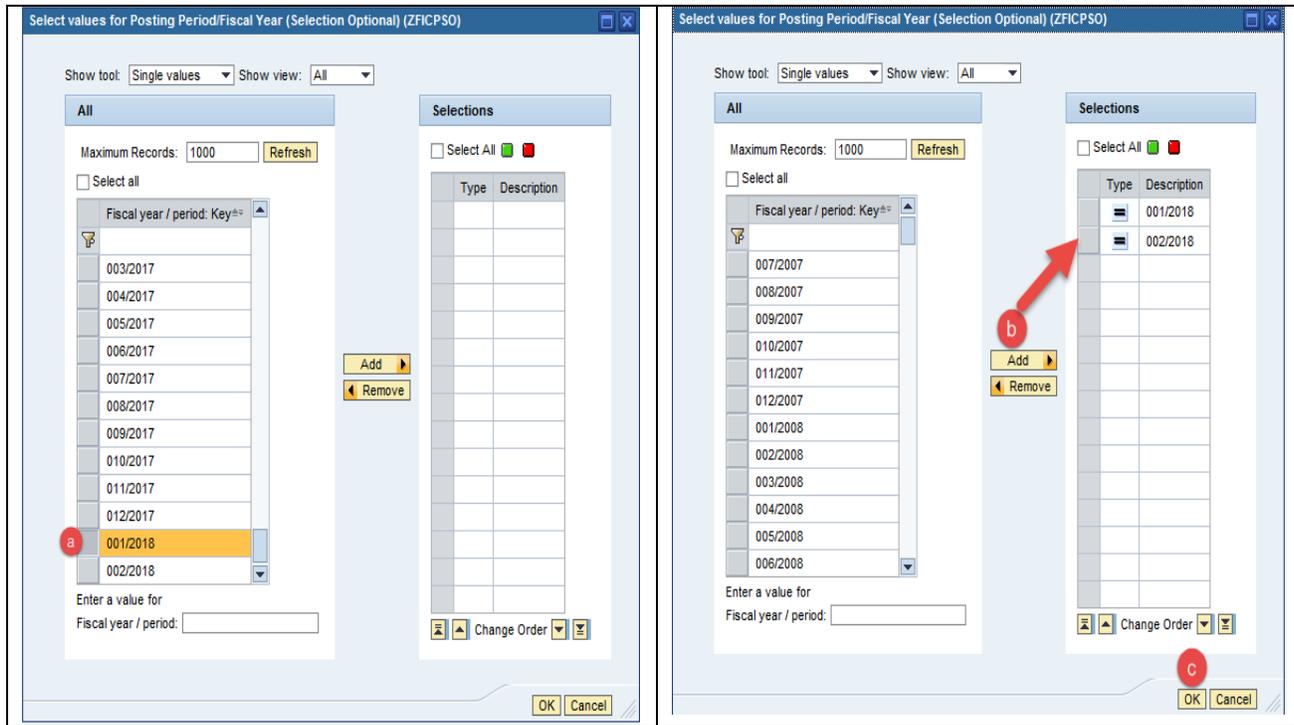
General Variables			
Variable**	Current Selection		Description
4 * Fiscal Year (default Current FY, Selection Re	2018	<input type="checkbox"/>	2018
5 Posting Period/Fiscal Year (Selection Optiona		<input type="checkbox"/>	
6 Cost Center Hierarchy (Multiple Single Values	1000/ 123456	<input type="checkbox"/>	1000/ 123456 ABC School
7 G/L Account (Selection Options, Optional)	110001	<input type="checkbox"/>	Tchr Sal-Reg Assgnmt 110001
Fund (Selection Optional)		<input type="checkbox"/>	
8 LAUSD Program (Selection, Optional)	13027	<input type="checkbox"/>	13027
Functional Area (Selection Optional)		<input type="checkbox"/>	
Grant (Selection Optional)		<input type="checkbox"/>	
Internal Order (Selection Optional)		<input type="checkbox"/>	
WBS Element Obj. (Selection Optional)		<input type="checkbox"/>	
Person ID (Selection Optional)		<input type="checkbox"/>	
Personnel Number (Selection Optional)		<input type="checkbox"/>	
Job (Selection Optional)		<input type="checkbox"/>	
Position (Selection Optional)		<input type="checkbox"/>	
For Period (Selection Optional)		<input type="checkbox"/>	
In Period (Selection Optional)		<input type="checkbox"/>	
Payroll Area (Selection Optional)		<input type="checkbox"/>	
Wage Type (Selection Optional)		<input type="checkbox"/>	
10 Wage Type Group (Selection Optional)		<input type="checkbox"/>	

9

4. Enter **Fiscal Year** (default is current fiscal year). This is a **required** field.
5. **Posting Period/Fiscal Year** - Leaving this field blank will download all posting periods with payroll expenditures. To view a single or multiple posting period(s) click on the selection button to select and add a Posting Period/Fiscal Year. *
6. Enter **Cost Center** to view.
7. Enter **G/L Account (commitment item)** - Leaving this field blank will download all commitment items with payroll postings.
8. Enter **LAUSD** Program - Leaving this field blank will download all programs with payroll postings.
9. Click on **Check** to validate input and check for errors
10. Click on **OK** to run report

***NOTE:** Should the report time out when leaving the **Posting Period/Fiscal Year** blank, use the selection button to select all desired posting periods to retrieve the report details. This will improve report performance.

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES



11. Report displays in defaulted format by Person ID for Posting Period/FY (Fiscal Year)

BU042 Payroll Expenditures - by Cost Center

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New Analysis Open Save As... Display As: Table Info Send Print Version Export to Microsoft Excel Notes

Person ID	Fund	Functional Area	General Fund Sch Program	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018		
									Number	Amount	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81
										0.000	6,952.81
										0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,796.69
										0.000	6,796.69
										0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81
										0.000	6,952.81
										0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,767.85
										0.000	6,767.85
										0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,393.95
										0.000	6,393.95
										0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	4,577.19
										0.000	4,577.19
										0.000	4,577.19

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

12. Free Characteristics can be added to the report using the Drag and Drop feature to provide additional report details. For assistance with Drag and Drop, see ***How to Use Drag and Drop in Reports.***

											Posting Period/FY 001/2018	
											Number [±]	Amount [±]
Person ID [±]	Fund [±]	Functional Area [±]	GL Account [±]	Personnel Sub Area [±]	Job [±]	Wage Type Group (Symbolic Acct) [±]	Hourly Rate [±]					
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
											0.000	6,952.81
											0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
											0.000	6,796.69
											0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
											0.000	6,952.81
											0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,767.85
											0.000	6,767.85
											0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,393.95
											0.000	6,393.95
											0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	4,577.19
											0.000	4,577.19
											0.000	4,577.19

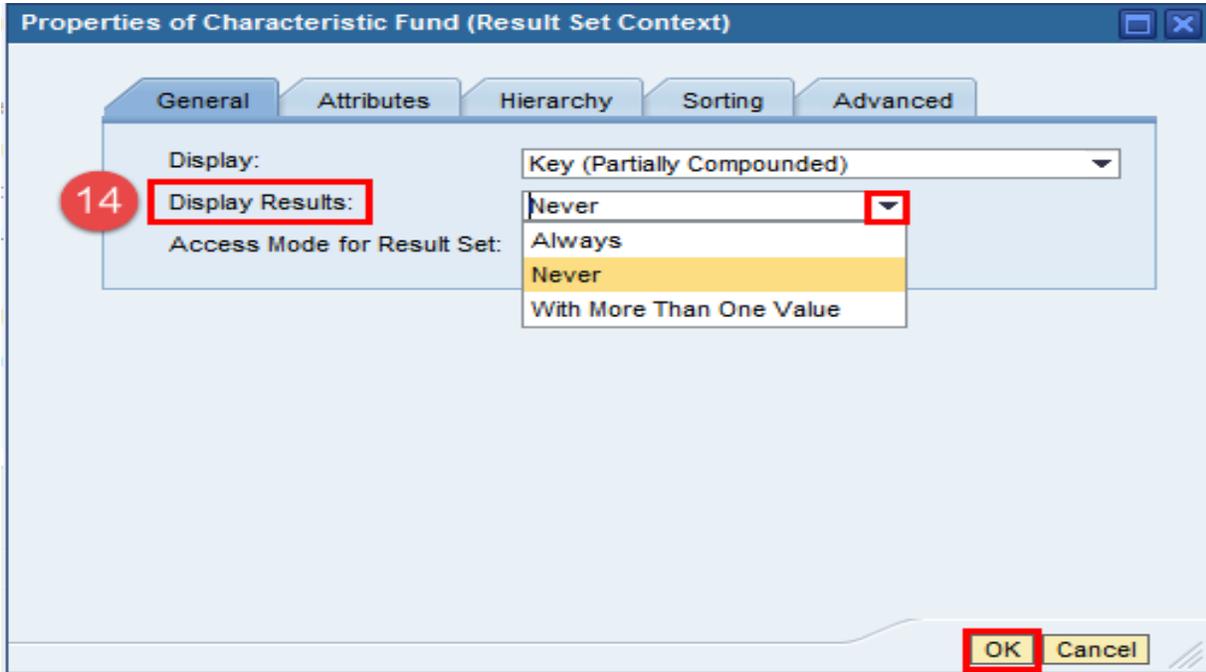
To Add or Remove Total Cost Results

13. Right click on column name to add or remove results → Select **Properties** → Select **Characteristic**

											Posting Period/FY 001/2018	
											Number [±]	Amount [±]
Person ID [±]	Fund [±]	Functional Area [±]	GL Account [±]	Personnel Sub Area [±]	Job [±]	Wage Type Group (Symbolic Acct) [±]	Hourly Rate [±]					
	010		ral Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
											0.000	6,952.81
											0.000	6,952.81
	010		ral Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
											0.000	6,796.69
											0.000	6,796.69
	010		ram	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
											0.000	6,952.81
											0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,767.85
										66.35	0.000	6,767.85
											0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,393.95
										0.48	0.000	6,393.95
											0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	4,577.19
										0.48	0.000	4,577.19
											0.000	4,577.19

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

14. From **Display Results**, click the dropdown and select **Never** to remove results OR select **Always** to add results. Click **OK**



15. Sample of the results removed from the Fund column.

15

Person ID	Fund	Functional Area	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018		
								Number	Amount	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSIXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,952.81
							0.48			
									0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSIXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,796.69
									0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSIXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,952.81
									0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSIXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,767.85
							66.35			
									0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSIXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,393.95
							0.48			
									0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSIXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	4,577.19
							0.48			
									0.000	4,577.19

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

System Default Report Format

											Posting Period/FY	
											001/2018	
											Number ^{##}	Amount ^{##}
Person ID ^Δ	Fund ^Δ	Functional Area ^Δ		GL Account ^{##}	Personnel Sub Area ^Δ	Job ^Δ	Wage Type Group (Symbolic Acct) ^Δ		Hourly Rate ^Δ			\$
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
									0.48			
Result											0.000	6,952.81
Result											0.000	6,952.81

Commonly Used Report Format (Customized)

This format can be achieved by using the Drag and Drop feature.

For assistance with drag and drop, refer to the *How to Use Drag and Drop in Reports* job aid for additional information.

													Number ^{##}	Amount ^{##}	
LAUSD Program ^{##}	GL Account ^{##}	Fund ^Δ	Functional Area ^Δ	Job ^Δ	Person ID ^Δ	Position ^Δ	Posting Period/FY ^Δ	For Period ^Δ	Pay Date (For) ^Δ	Wage Type Group (Symbolic Acct) ^Δ	Hourly Rate ^Δ			\$	
13027	General Fund School Program	110001	010-0000	1110-1000-13027	General Fund Sch Program	11100731	ELEMENTARY TEACHER								
								01/2018	201708	08/04/2017	1100	Wages and salaries	0.00	0.000	4,577.19
								02/2018	201709	09/05/2017	1100	Wages and salaries	0.00	84.000	4,577.19
												0.48	84.000	40.06	
Result													168.000	9,194.44	
		240001	010-0000	0000-2700-13027	General Fund Sch Program	24102500	SCH ADMINISTRATIVE ASSISTANT								
								01/2018	201706	08/30/2017	1100	Wages and salaries	0.29	10.500	3.02
									201715	08/03/2017	1100	Wages and salaries	0.29	64.000	18.40
												24.03	64.000	1,538.14	
								02/2018	201716	08/23/2017	1100	Wages and salaries	0.29	88.000	25.30
												24.03	88.000	2,114.92	
									201717	09/03/2017	1100	Wages and salaries	0.29	96.000	27.60
												24.03	96.000	2,307.19	
Result													506.500	6,034.57	
Result													674.500	15,229.01	

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

Print Report in PDF

16. Select *Print Version*

BU042 Payroll Expenditures - by Cost Center

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Table

										Posting Period/FY 001/2018		
										Number [±]	Amount [±]	
Person ID	Fund	Functional Area	GL Account [±]	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate					\$
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81	
									0.48			
											0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69	
											0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81	
											0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,767.85	
									66.35			
											0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,393.95	
									0.48			
											0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	4,577.19	
									0.48			
											0.000	4,577.19

17. From Export Dialog, go to *Alignment* → select *Landscape Format* → Click *OK*

Export Dialog

17

Fit to Page Width
 Fit to Page
 Poster

Repeat column headers
 Repeat lead columns
 Repeat column headers

Alignment:

Page
 Theme: Standard SAP
 Size: A4 210 x 297 mm

Margins in mm
 Top: 20.0
 Bottom: 20.0
 Left: 20.0
 Right: 20.0

Header
 Left: None
 Center: None
 Right: None

Footer
 Left: None
 Center: None
 Right: None

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

18. File opens in PDF and can be saved or printed

The screenshot shows the Adobe Reader interface with a PDF document titled 'ZANALYSIS_PATTERN_WEB.pdf'. The document contains a table with the following data:

Person ID	Fund	Functional Area	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018				
								Number	Amount			
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
										0.48		
											0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
											0.000	6,796.69

Download Report to Excel

19. Click on *Export to Microsoft Excel*

BU042 Payroll Expenditures - by Cost Center

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Open Save As... Display As: Table Info Send Print Version **Export to Microsoft Excel** Notes

Period/FY	Person ID	Fund	Functional Area	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018				
									Number	Amount			
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
											0.48		
												0.000	6,952.81
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
												0.000	6,796.69
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
												0.000	6,952.81
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,767.85
										66.35			
												0.000	6,767.85

20. Click on *Open*. The file can also be saved to a specific location using the save option.

Do you want to open or save ZANALYSIS_PATTERN_WEB.xls from bijjava.lausd.net?

20 Open Save Cancel

21. Click on *Yes* to open the file.

Microsoft Office Excel

The file you are trying to open, 'ZANALYSIS_PATTERN_WEB.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

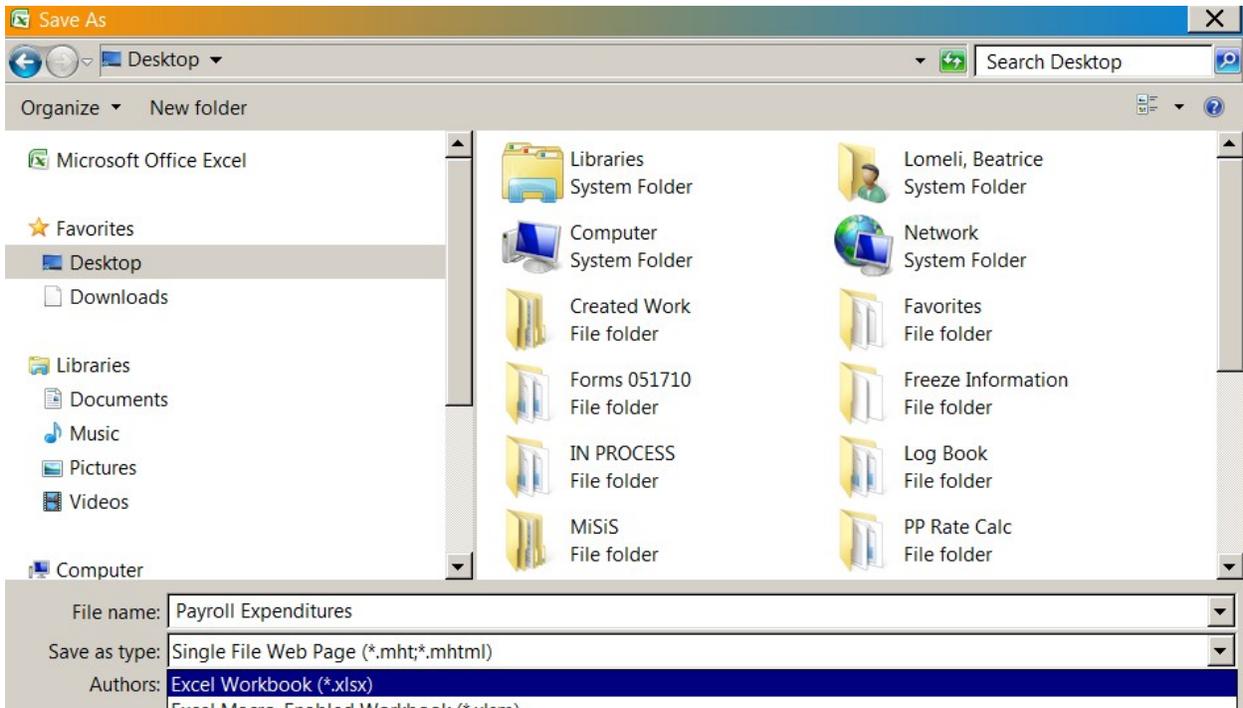
21 Yes No Help

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

22. File opens in Excel and can now be saved as an Excel Workbook.

Note: Some formatting features may not work if the file is not saved before you begin formatting.

Person ID	Fund	Functional Area	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Number	Amount		
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/C/SX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/C/SX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.48		
	010-0000	1110-1000-13027	General Fund Sch Program	Result						0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/C/SX	11100731 ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	Result						0.000	6,796.69



BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

										Posting Period/FY		001/2018		002/2018	
											Number ^{##}	Amount ^{##}	Number ^{##}	Amount ^{##}	
Person ID ^Δ	Fund ^Δ	Functional Area ^Δ		G/L Account ^Δ	Personnel Sub Area ^Δ	Job ^Δ	Wage Type Group (Symbolic Acct) ^Δ		Hourly Rate ^Δ		\$		\$		
	010-0000	0000-2700-13027	General Fund Sch Program	240002	1SXXX000X	24102500	SCH ADMINISTRATIVE ASSISTANT	1100	Wages and salaries	26.79	56,000	1,500.35			
				360201	1SXXX000X	24102500	SCH ADMINISTRATIVE ASSISTANT	1323	Workers Compensation ER	0.00	0.000	41.26			
Result												56,000	1,541.61		

Report Fields Descriptions

Amount = Amount charged for time reported

For Period = Year and month time reported (201511 = November 2015)

Fund = Fund used to time report hours. Includes a 3 digit Fund number and a 4 digit Resource number, 010-0000

Functional Area = Accounting string used to report hours. Includes 3 groups of numbers, Goal- Function-Program Code (1110-1000-13027)

G/L Account = Commitment item charged for time reported. Composed of 6 digits that represent all things whether goods or service (ex. Salaries, employee benefits, supplies, contracts and equipment)

Hourly Rate = Hourly rate charged for the employee that was time reported

Job = Job Code and Job Description

LAUSD Program = 5 digit program code used to time report

Number = Number of hours reported

Pay Date (For) = Date reported hours are paid

Personnel Sub Area = Personnel Area (Bargaining Unit) and Sub Area (basis and track)

Person ID = Employee number and Name

Position = Position number employee is assigned to

Posting Period/FY = Fiscal year month and year of time reporting posting (006/2016 = December 2015)

Wage Type = Specific description of time reported

Wage Type Group = General description of wage type for time reported