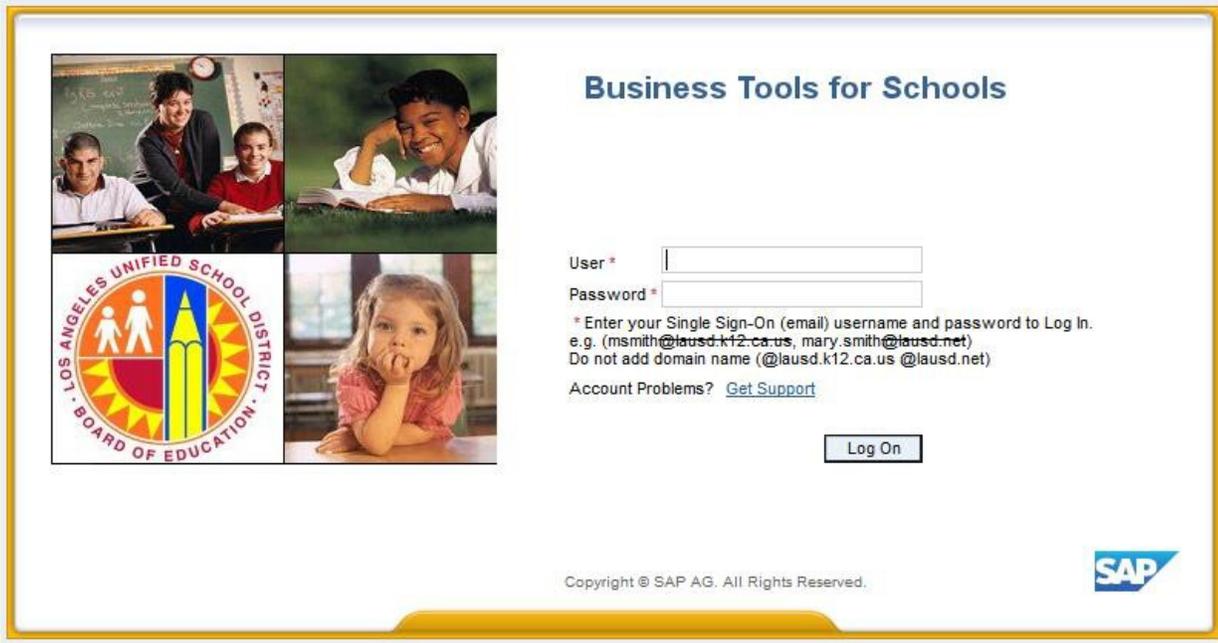


**BUDGET SERVICES AND FINANCIAL PLANNING BRANCH
SCHOOL FISCAL SERVICES**

COFE BUDGET REPORT JOB AID

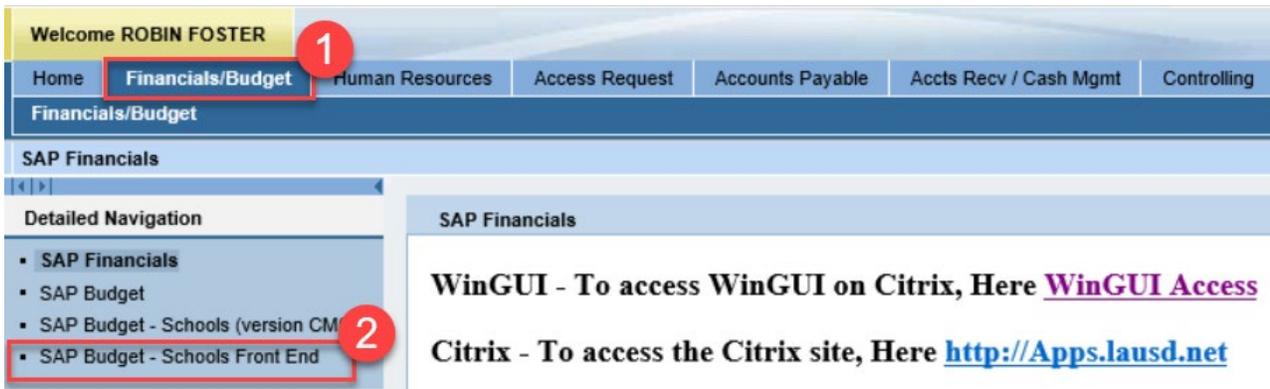
Displays budget details from COFE (Central Office Front End), includes all school site program codes including those in Schools Front End.

Log on to BTS



Accessing the Report:

1. Click on the **Financials/Budget** tab,
2. Click on **SAP Budget – Schools Front End**



BUDGET SERVICES AND FINANCIAL PLANNING

SCHOOL FISCAL SERVICES

School Budget Planning and Maintenance

School Budget Planning and Maintenance

Fund Center ENCINO CHARTER EL
SACS Fund General Fund
LAUSD Program Chrtr Sch Categorical Blk Grnt

List All Authorized Clear Selection Criteria Save Selection Criteria

Task

	Version	Fiscal Year	Locks
Budget Planning	FNO Final Version	2020	Locked
Budget Maintenance	CMO Current Maintenance	2020	

3

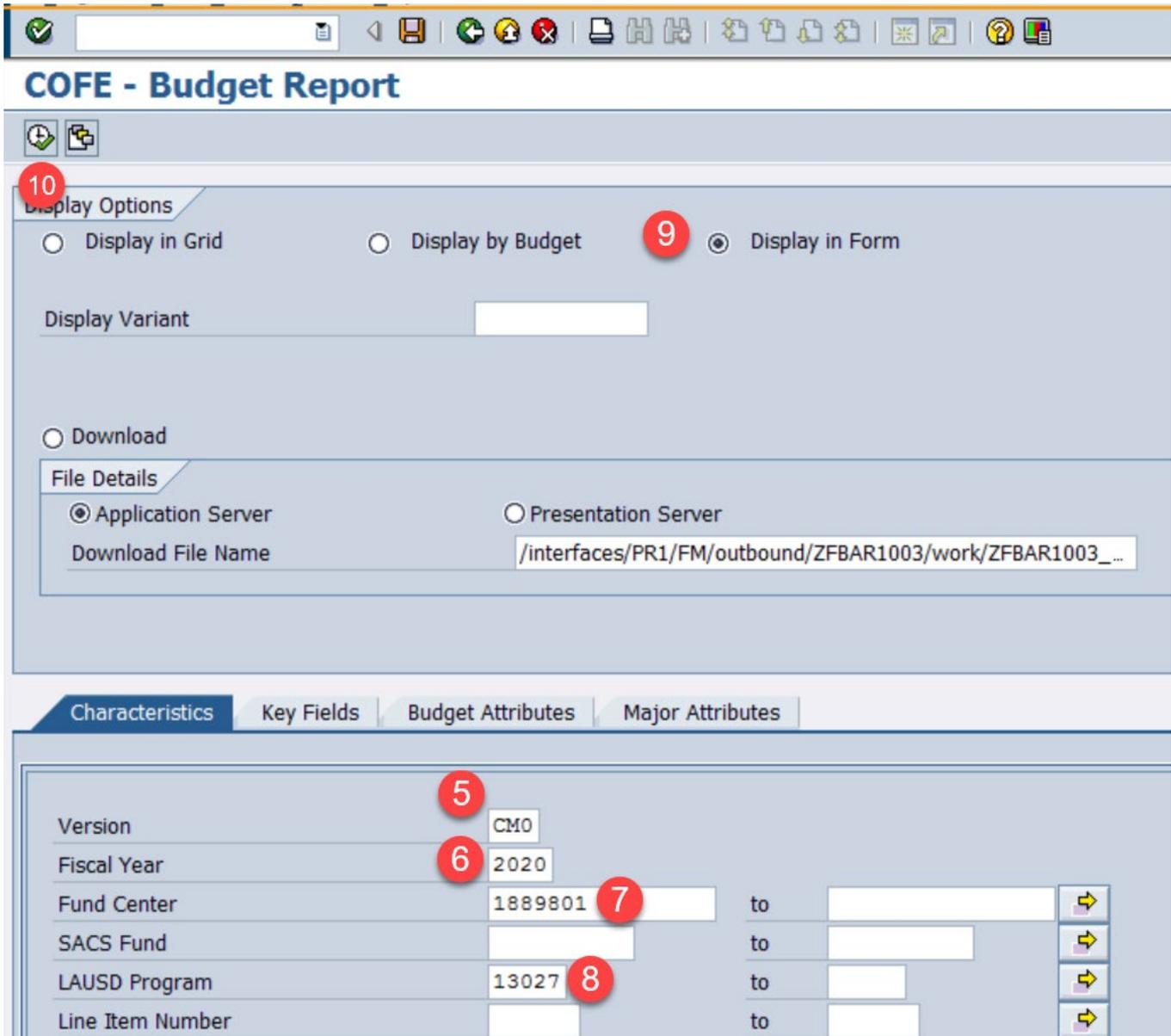
Reports Justification Administration Message

Budget Report	Archive Report	School Resource Allocation
Signature Form	Archived Signature Form	General Fund Allocation Report
Signature Form With Print Range	COFE Budget Report	Staffing and Resources
Progress Report	School Discretionary Programs Rep	School Budget Summary
Position With Incumbent Report	Estimated Rates By Budget Item	Cost Limits
Other Budget Reports	Employee Assignment Cost	Furlough Savings Report
RPA Form	Functional Area Derivation	

3. Click on the **Reports** tab.
4. Click on **COFE Budget Report**.
5. Enter **Version**.
 - a. BP1 = Budget Development (Base allocation based on ECast)
 - b. FNO=Budget Development
 - c. CM0=Current Modified Budget
6. Enter **Fiscal Year**.
7. Enter **Fund Center**.
 - a. Leaving this field blank will run the report for all schools you have access to.
 - b. Clicking on  will allow you to enter multiple Fund Centers.
8. Enter **Program**.
 - a. Leaving this field blank will run the report for all available programs.

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

- b. Clicking on  will allow you to enter multiple programs.
9. Click the button for “Display in Form”
 10. Click Execute



COFE - Budget Report

Display Options

Display in Grid Display by Budget Display in Form

Display Variant

Download

File Details

Application Server Presentation Server

Download File Name

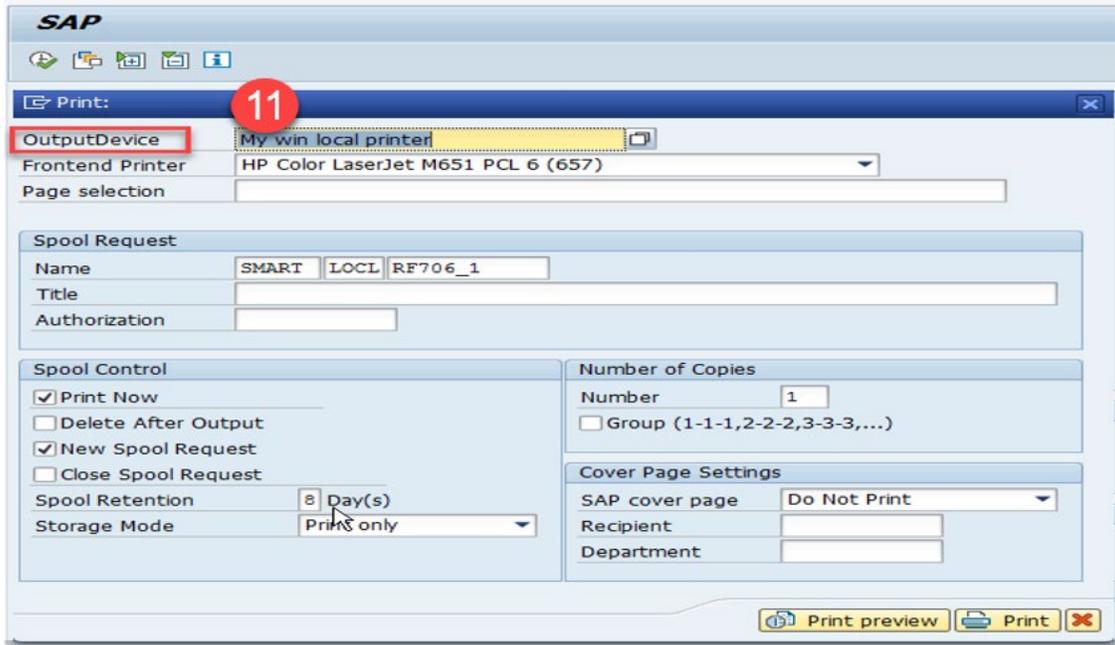
Characteristics Key Fields Budget Attributes Major Attributes

Version	<input type="text" value="CM0"/>		
Fiscal Year	<input type="text" value="2020"/>		
Fund Center	<input type="text" value="1889801"/>	to	<input type="text"/>
SACS Fund	<input type="text"/>	to	<input type="text"/>
LAUSD Program	<input type="text" value="13027"/>	to	<input type="text"/>
Line Item Number	<input type="text"/>	to	<input type="text"/>

BUDGET SERVICES AND FINANCIAL PLANNING

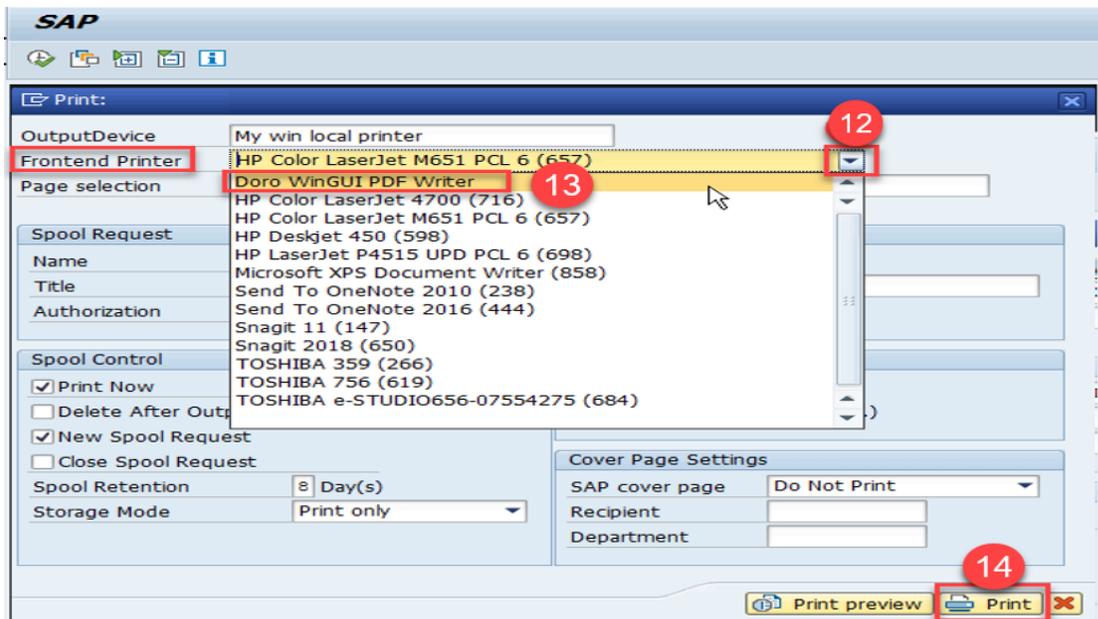
SCHOOL FISCAL SERVICES

11. If the print **OutputDevice** is blank, type in **LOCL** and press **Enter**. Output Device should be **My win local printer**



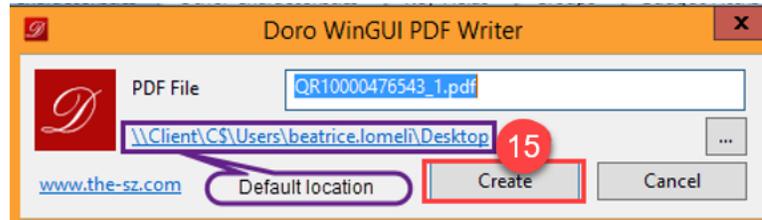
12. Click on the **dropdown icon**  on the Frontend Printer
13. Select **Doro WinGUI PDF Writer**
14. Click on **Print**

Note: Selecting Print Preview will display the report/form and allow you to only print (not save)



BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

15. Click **Create**. Report will open and be saved to the default location displayed.



16. Result is displayed in PDF format and can be saved and/or printed.

BUDGET SERVICES and FINANCIAL PLANNING DIVISION										BUDGET MAINTENANCE									
BUDGET REPORT										Fiscal Year 2020									
Central Office Front-End (COFE)										Version CM0 Current Modified Version									
Line Type	Der Div	S Crip	Fund	Fund	Functional	Commt	CI	Grant	Grw	Pos	Job	PA	PS	Hrs/Day	FTE	Start Date	Salary	F	Total Amt
Line #	SubDiv	Op/Ad	Center	Rsrc	Area	Item	Description	Fund Pgm	Cd	Status		PSA	Ar/Lv	Days/Wk	Fund%	End Date		Health	
1POSITN			1234501	010	0000-2700-13027	240001	Office Pers Sal-Reg	NOT_RELE	D	30358538	24102828	1DXX	DX/07	8.000	1.00	07/01/2017	38,406	11,594	68,842
000001	ABC School			0000	General Fund School Pr	26288	OFFICE TECH E1707	OPR00000	A		Office Technician	ESXX	01/2828	5.000	100.000	12/31/9999		18,842	
1POSITN			1234501	010	1110-1000-13027	110001	Tchr Sal-Reg Assignm	NOT_RELE	D	30352783	11100731	2UTK	UT/10	6.000	1.00	07/01/2017	81,401	17,389	117,632
000002	ABC School			0000	General Fund School Pr	10027	TCHR ELEM C17 26/10	OPR00000	A		ELEMENTARY TEACHER	CSXX	02/26	5.000	100.000	12/31/9999		18,842	

To download the result in Excel

17. Enter **Version, Fiscal Year, Fund Center, and Program**

Available Versions (click on matchbox to display a list of available versions):

- a. BP1 = Budget Development (Base allocation based on ECast)
- b. FNO = Budget Development
- c. CM0 = Current Modified Budget

18. Click the button for **Display in Grid**

19. Click **Execute**

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

COFE - Budget Report

Display Options

Display in Grid Display by Budget Display in Form

Display Variant

Download

File Details

Application Server Presentation Server

Download File Name: /interfaces/PR1/FM/outbound/ZFBAR1003/work/ZFBAR1003_...

Characteristics Key Fields Budget Attributes Major Attributes

Version	CMO				
Fiscal Year	2020				
Fund Center	1889801	to			→
SACS Fund		to			→
LAUSD Program	13027	to			→
Line Item Number		to			→

20. Click **Spreadsheet**

COFE - Budget Report 20

Display Selection Criteria Number of Lines

COFE - Budget Detail

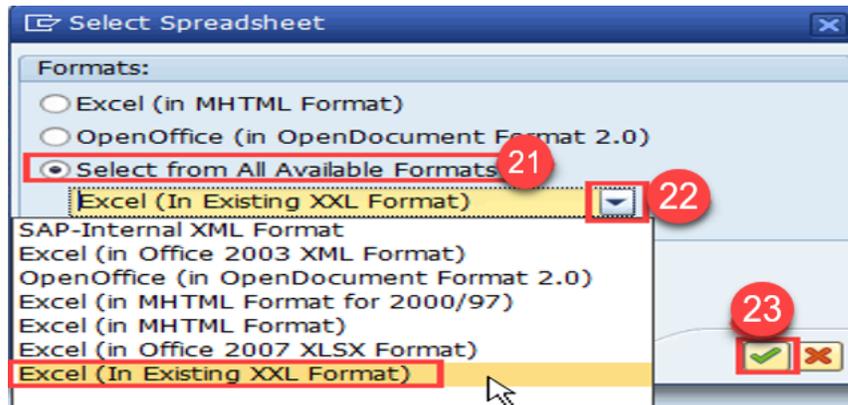
Version	Year	Funds Ctr	Funds Center Descr.	SACS Fund	Fund Text	Program	Program Description	Prog.Cat.	Program Cate
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CMO	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC

21. Click the button for **Select from All Available Formats**

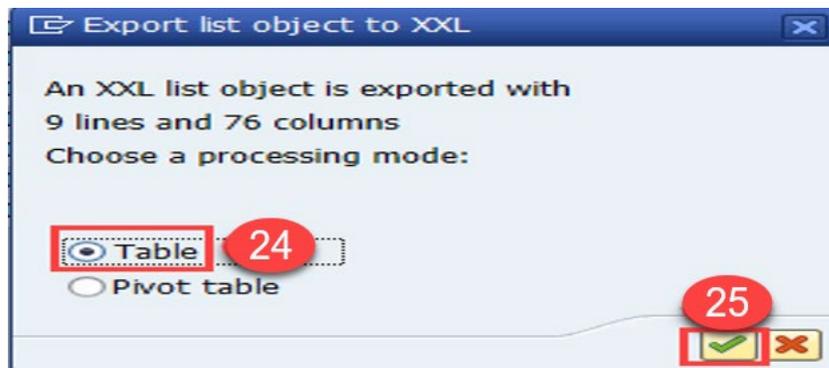
22. Select **Excel (In Existing XXL Format)** from the dropdown

23. Click **Continue**

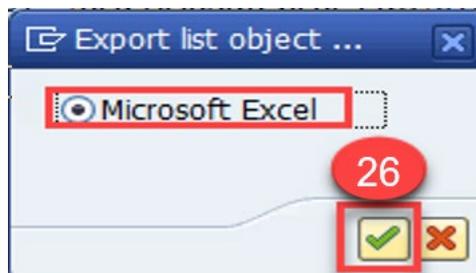
BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES



24. Click the button for **Table**
25. Click **Continue**



26. Export list object should be Microsoft Excel; click **Continue**



27. File opens in Excel. Save file to your computer and close the Excel download.
Note – The download version of Excel has limited functionality. It is best to close this Excel download after it is saved and open the version saved on your computer.

BUDGET SERVICES AND FINANCIAL PLANNING

SCHOOL FISCAL SERVICES

Worksheet in Basis (1) - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

D15

	A	B	C	D	E	F	G	H	I	J
1	Version	Year	Funds Ctr	FC Description	SACS Fund	Fund Text	Program	Program Description	Prog.Cat.	Program Category Text
2	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
3	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
4	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
5	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
6	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
7	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
8	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
9	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
10	CM0	2020	1234501	ABC SCHOOL	010	General Fund	13027	General Fund School Program	000A	GENERAL PROGRAM - SCH
11										