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

	Business Tools for Schools
UNITIED SCHOOL OF THICK T	User * Password * * Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@iausd.kt2:ce.us, mary.smith@iausd.net) Do not add domain name (@lausd.kt2:ce.us @lausd.net) Account Problems? Get Support Log On
	Copyright @ SAP AG. All Rights Reserved.

1) Select the *Financials/Budget* tab click "SAP Budget – Schools Front End"

Welcome RF706 - School Budg	et Submitter			
Home Financials/Budget	Systems	Access Request	Recruiting	
Financials/Budget	<u> </u>			
Overview				
Detailed Navigation		Overview		
SAP Financials		1		
 SAP Budget 				
 SAP Budget - Schools (version) 	CM0 / 20			
 SAP Budget - Schools Front End 	1			
Portal Favorites	[

2) Under Reports tab, click COFE Budget Report

School Budget Planning and Maintenance	
School Budget Planning and Maintenance	
Fund Center Image: Content of the second s	
III List All Authorized Clear Selection Criteria	Save Selection Criteria
Task Version Eiscal	rear Locks
Budget Planning FNO Final Version 2020	Admin Only
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Reports Justification Administration Message	
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Progress Report School Discretionar	
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Other Budget Reports Employee Assig	Inment Cost
RPA Form Functional Area	a Derivation

To display the result in PDF

3) Enter the fields for Version, Fiscal Year, Fund Center, and Program. If the Program field is left blank, all available programs will be downloaded

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

- a. BP1 = Budget Development (Base allocation based on ECast)
- **b.** FN0 = Budget Development
- **c.** CM0 = Current Modified Budget
- 4) Click the button for "Display in Form"
- 5) Click Execute

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Characteristics Key Fields	Budget Attributes Major Attributes	
Version	Смо	
Version Fiscal Year	CM0 2020	7
Version Fiscal Year Fund Center	CM0 2020 1234501 to	}
Version Fiscal Year Fund Center SACS Fund	CM0 2020 1234501 to	
Version Fiscal Year Fund Center SACS Fund LAUSD Program	CM0 2020 1234501 to	
Version Fiscal Year Fund Center SACS Fund LAUSD Program Line Item Number	CM0 2020 1234501 to	
Version Fiscal Year Fund Center SACS Fund LAUSD Program Line Item Number Deleted Line	CM0 2020 1234501 to	
Version Fiscal Year Fund Center SACS Fund LAUSD Program Line Item Number Deleted Line Budget Type	CM0 2020 1234501 to	
Characteristics Key Fields Version Fiscal Year Fund Center SACS Fund LAUSD Program Line Item Number Deleted Line Budget Type Budget Document Type SACS Resource	3 2020 1234501 to 13027 to to to to to to to to to to	

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

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Frontend Printer	My win local printer HP Color LaserJet M651 PCL 6 (6	6 57)	~]
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Name	SMART LOCL RF706_1		
Title			
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✓ Print Now		Number	1
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New Spool Reques Close Spool Reque		Cover Page Setting	5
Spool Retention	8 Day(s)	SAP cover page	Do Not Print
Storage Mode	Prints only	Recipient	
		Department	
			Print preview

- 7) Click on the dropdown icon icon on the Frontend Printer
- 8) Select Doro WinGUI PDF Writer
- 9) Click on Print

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

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Page selection	Doro WinGUI PDF Writer HP Color LaserJet 4700 (716) HP Color LaserJet M651 PCL 6 (6	8				
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			Print preview Print 🗙			

10) Click Create. Report will open and be saved to the default location displayed.



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

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BUDGET SERVICES	and FINANCIAL		IVISION			BUD	GET		TENANCE								
SUDGET REPORT						Fisca	il Yeai	r 2020									
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Central Office Front ine Type Der Div S Grp ine # SubDiv Op/Ad	Fund Center 1234501	Rsrc Area 010 0000-27	00-13027			Versi	Grw Cd	CM0 C Pos Status		PA PSA		Days/Wk	Fund%	End Date	Salary 38,406		Total Amt 68,842
Central Office Front ine Type Der Div S Grp ine # SubDiv Op/Ad	Fund Center	Rsrc Area	00-13027	Bud Itm 240001	BI Description	Grant Fund Pgm NOT_RELE	Grw Cd	CM0 C Pos Status	Job 24102828	PA PSA 1DXX	Ty/Grp DX/07	Days/Wk 8.000	Fund%	End Date 07/01/2017		Health 11,594	
Central Office Front	Fund Center 1234501	Rsrc Area	10-13027 und School Pr 10-13027	Bud Itm 240001	BI Description Office Pers Sal-Reg OFFICE TECH E11/07 Tohr Sal-Reg Assgnmt	Grant Fund Pgm NOT_RELE	Grw Cd D	CM0 C Pos Status 30358538 A	Job 24102828	PA PSA 1DXX ESXX 2UTK	Ty/Grp DX/07	Days/Wk 8.000	Fund% 1.00 100.000 1.00	End Date 07/01/2017		Health 11,594	

To download the result in Excel

- 12) 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.** FN0 = Budget Development
 - **c.** CM0 = Current Modified Budget
- 13) Click the button for Display in Grid
- 14) Click Execute

play Option 13	
Display in Grid	 Display by Budget Display in Form
Display Variant	
Extract to Website	Report Edition 0
Download	
File Details	
Application Server	OPresentation Server
Download File Name	/interfaces/PR1/FM/outbound/ZFBAR1003/work/ZFBAR.
Characteristics Key I	Fields Budget Attributes Major Attributes
Characteristics Key I	Fields Budget Attributes Major Attributes
Version	Смо
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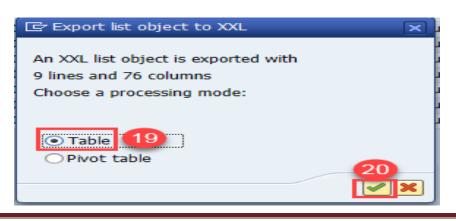
15) Click Speadsheet

COF	E - Bi	ıdget R	epor <mark>15</mark>								
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COFE - Budget Detail											
Version	¹ Year	Funds Ctr	Funds Center Descr.	SACS Fund	Fund Text	Program	Program Description	Prog.Cat.	Program Cate		
CM0	2020	1		010	General Fund	13027	General Fund School Program	000A	GENERAL PRO		
CM0	2020	:		010	General Fund	13027	General Fund School Program	000A	GENERAL PRO		
CM0	2020	:		010	General Fund	13027	General Fund School Program	000A	GENERAL PRO		
CM0	2020	:		010	General Fund	13027	General Fund School Program	000A	GENERAL PRO		
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRO		
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRO		
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CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRO		
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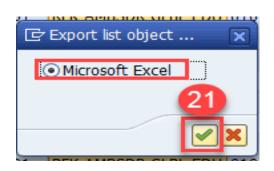
- 16) Click the button for Select from All Available Formats
- 17) Select Excel (In Existing XXL Format) from the dropdown
- 18) Click Continue

🖻 Select Spreadsheet	\mathbf{X}
Formats:	
OExcel (in MHTML Format)	
OpenOffice (in OpenDocument Format 2.0)	1.
Select from All Available Formats 16	14
Excel (In Existing XXL Format)	14
SAP-Internal XML Format	
Excel (in Office 2003 XML Format) OpenOffice (in OpenDocument Format 2.0)	
Excel (in MHTML Format for 2000/97)	
Excel (in MHTML Format)	
Excel (in Office 2007 XLSX Format)	×

- 19) Click the button for Table
- 20) Click Continue



21) Export list object should be Microsoft Excel; click Continue



22) 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.

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