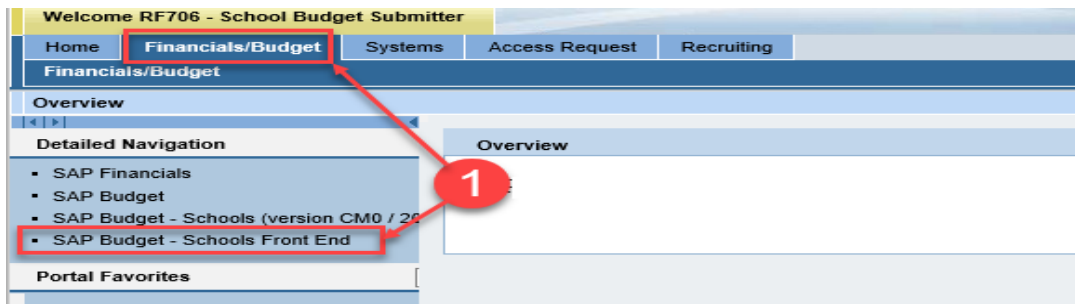# COFE BUDGET REPORT JOB AID

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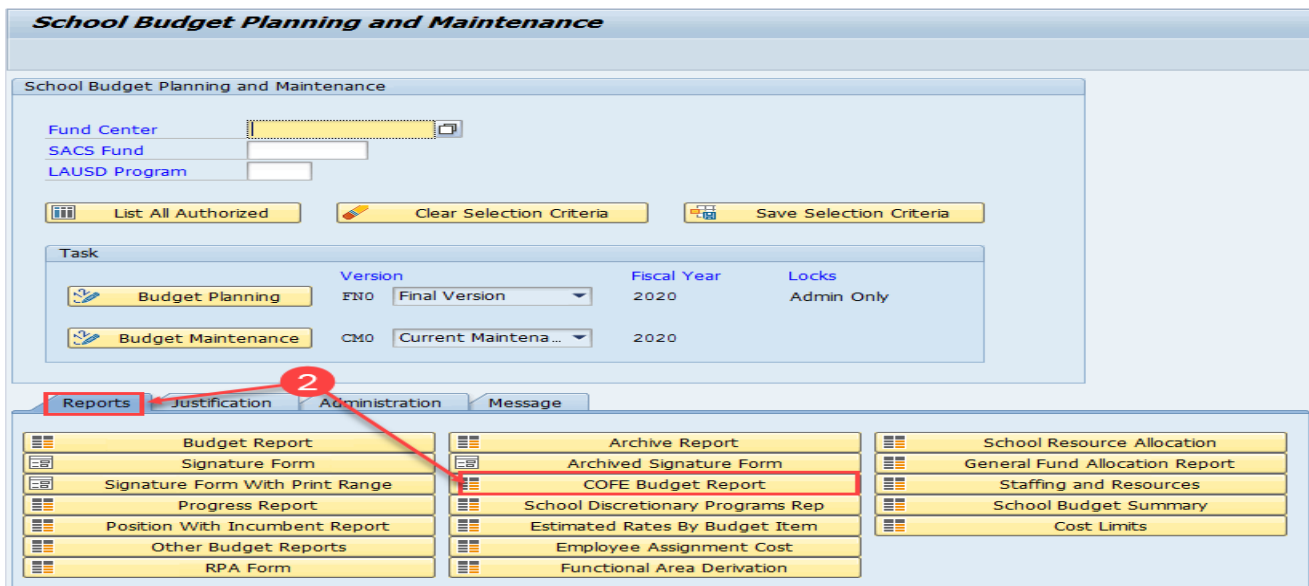
**Log on to BTS**
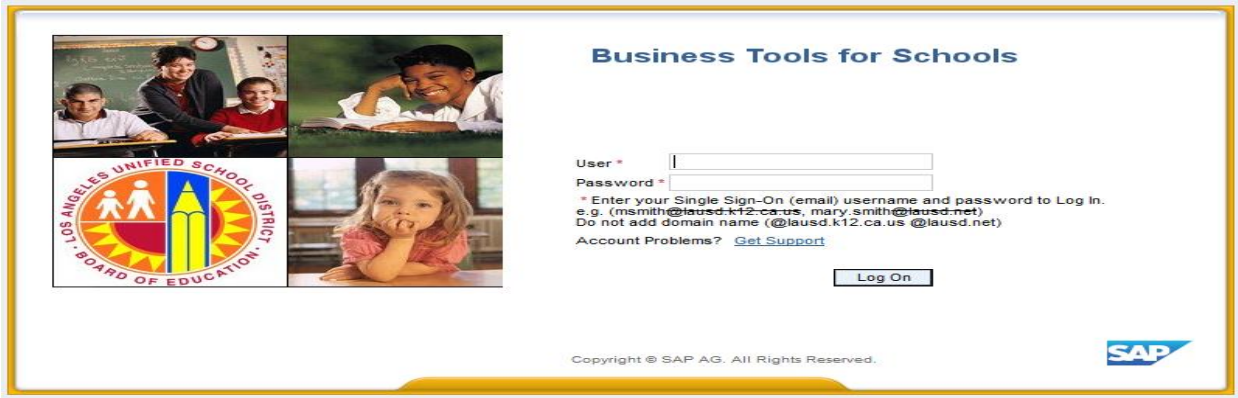


1) Select the *Financials/Budget* tab click "**SAP Budget – Schools Front End**"



2) Under **Reports** tab, click **COFE Budget Report**

## 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**

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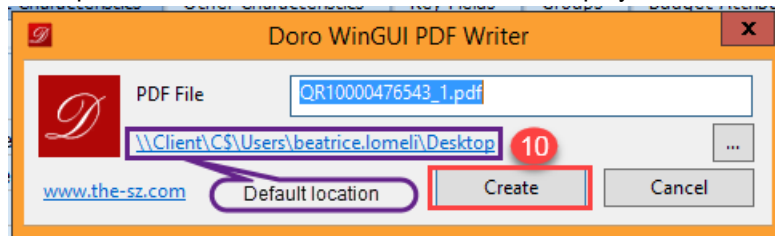


7) Click on the **dropdown icon** [⌄] on the Frontend Printer
8) Select **Doro WinGUI PDF Writer**
9) Click on **Print**
    **Note:** Selecting Print Preview will display the report/form and allow you to only print (not save)

**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.



# 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
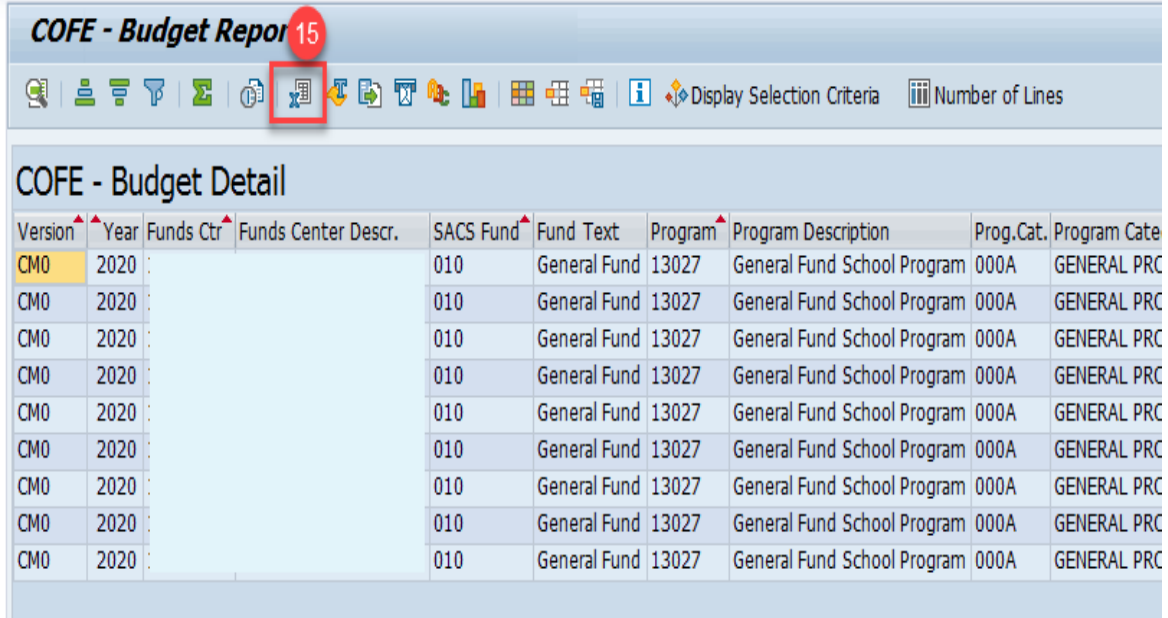   **c.** CM0 = Current Modified Budget

**13)** Click the button for **Display in Grid**

**14)** Click **Execute**

**15)** Click **Speadsheet**



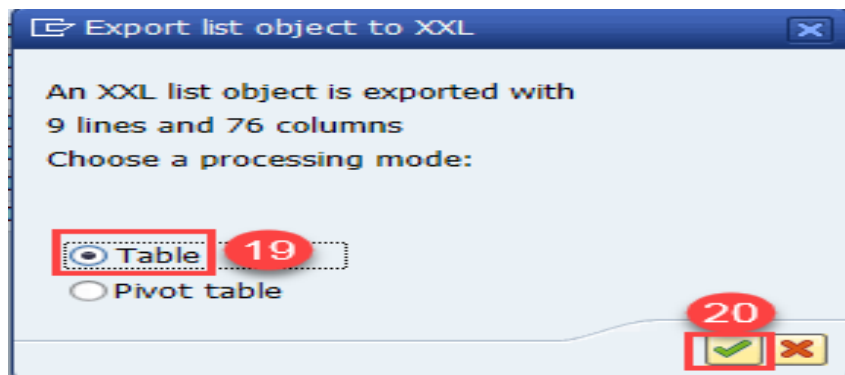**16)** Click the button for **Select from All Available Formats**
**17)** Select **Excel (In Existing XXL Format)** from the dropdown
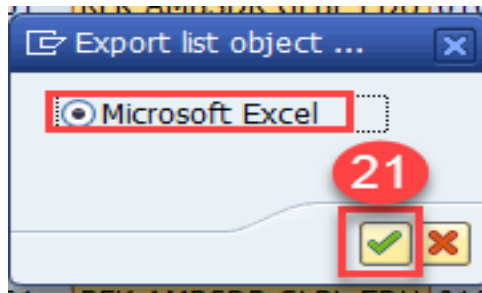**18)** Click **Continue**
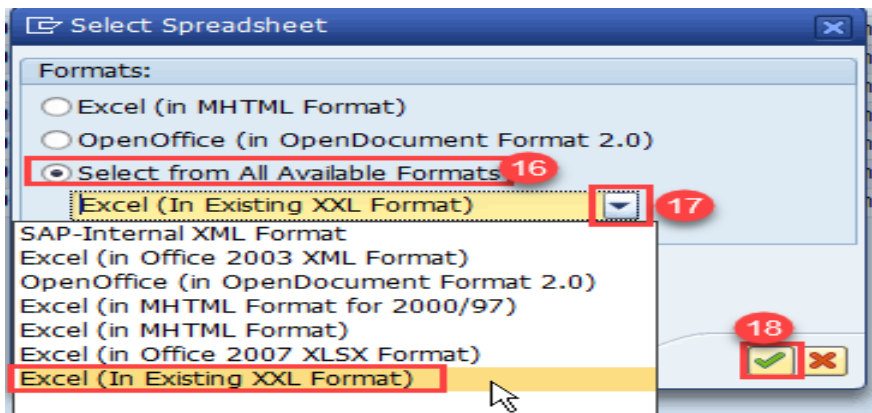


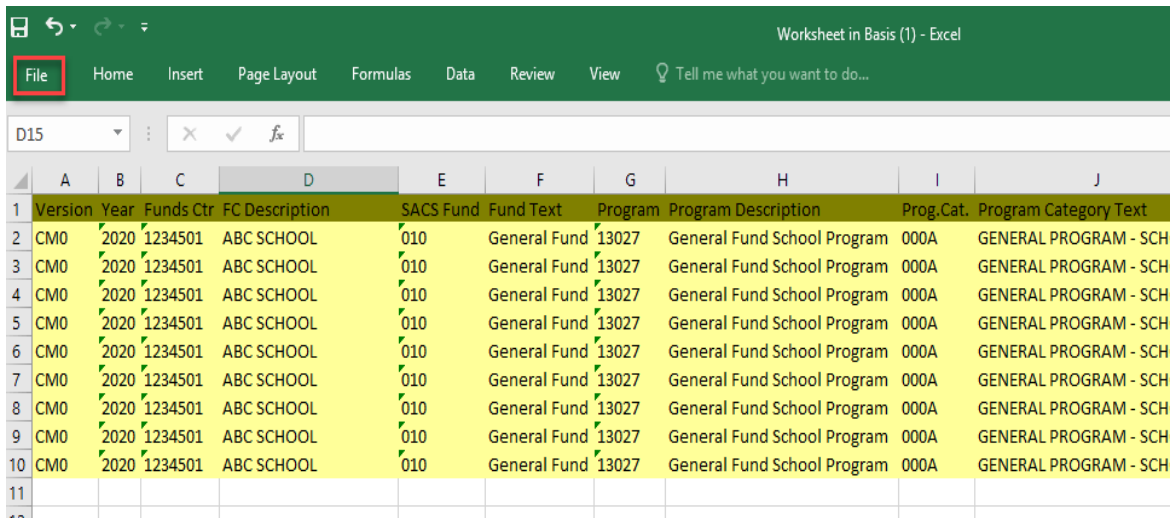**19)** Click the button for **Table**
**20)** Click **Continue**

**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.