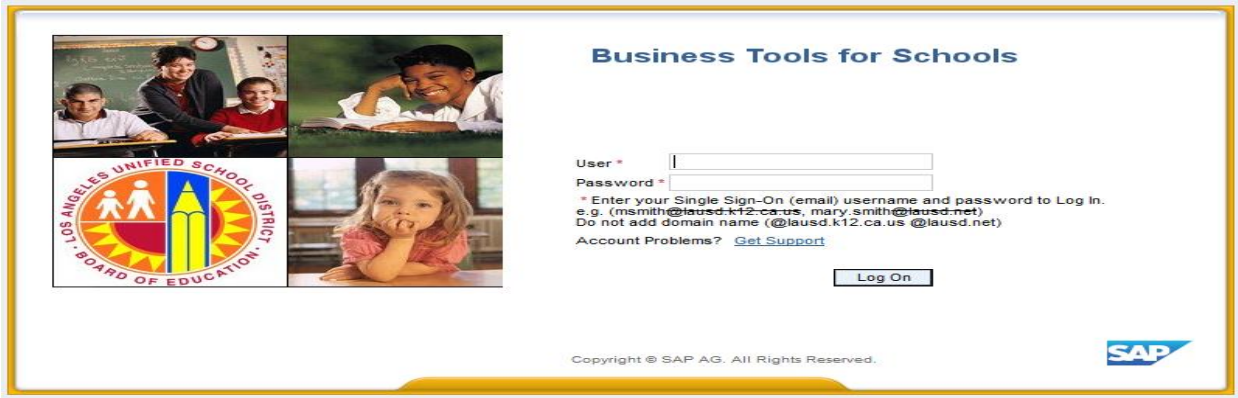


Budget Services and Financial Planning School Fiscal Services

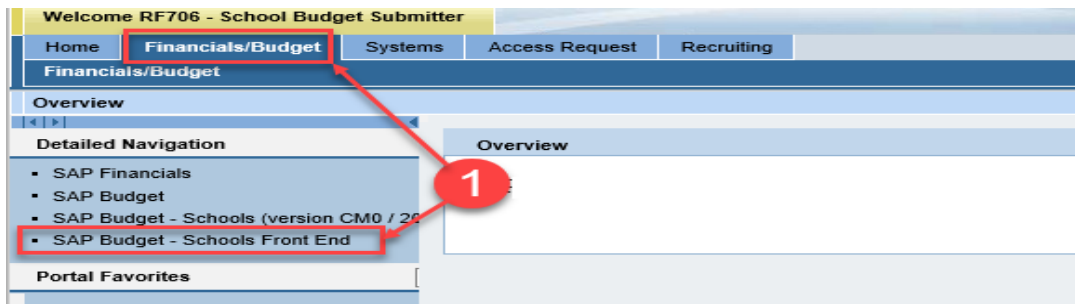
COFE BUDGET REPORT JOB AID

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

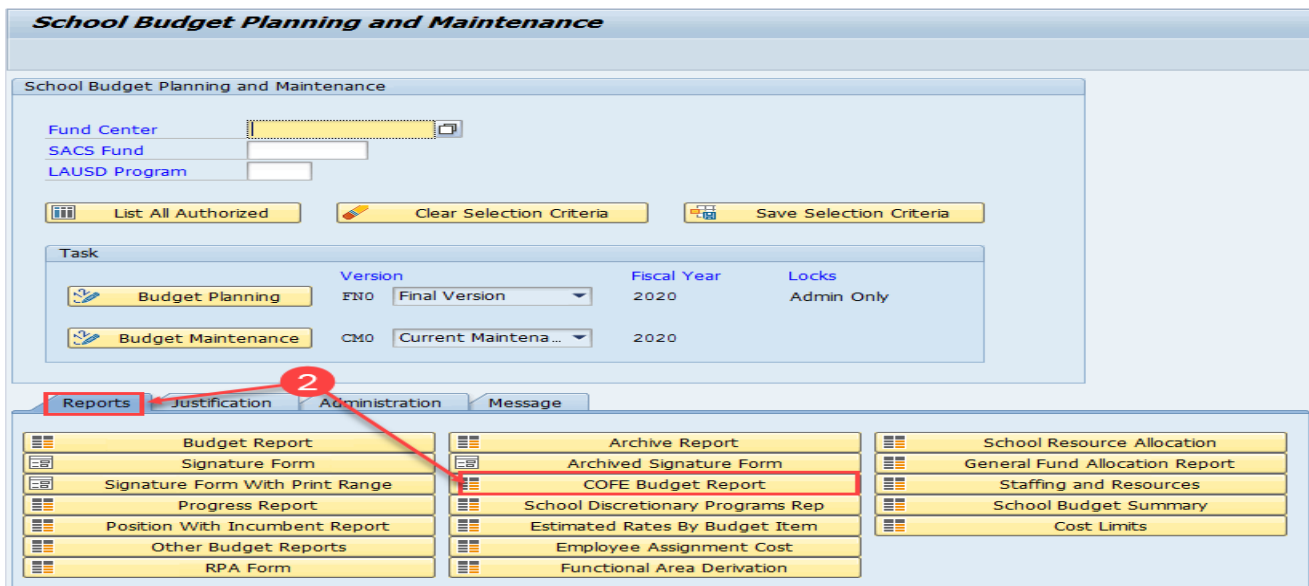
Log on to BTS



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



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



Budget Services and Financial Planning School Fiscal Services

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**

5 **COFE - Budget Report**

Display Options

Display in Grid Display by Budget **4** Display in Form

Display Variant

Extract to Website Report Edition: 0

Download

File Details

Application Server Presentation Server

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

Characteristics Key Fields Budget Attributes Major Attributes

Version	CM0		
Fiscal Year	2020		
Fund Center	1234501	to	
SACS Fund		to	
LAUSD Program	13027	to	
Line Item Number		to	
Deleted Line		to	
Budget Type		to	
Budget Document Type		to	
SACS Resource		to	
SACS Goal		to	

Budget Services and Financial Planning School Fiscal Services

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

The screenshot shows the SAP Print dialog box. The 'OutputDevice' field is highlighted with a red box and a red circle with the number 6. The field contains the text 'My win local printer'. Below it, the 'Frontend Printer' is set to 'HP Color LaserJet M651 PCL 6 (657)'. The 'Page selection' field is empty. The 'Spool Request' section has 'Name' set to 'SMART LOCL RF706_1'. The 'Spool Control' section has 'Print Now' checked, 'Delete After Output' unchecked, 'New Spool Request' checked, and 'Close Spool Request' unchecked. 'Spool Retention' is set to '8 Day(s)' and 'Storage Mode' is 'Print only'. The 'Number of Copies' section has 'Number' set to '1' and 'Group' unchecked. The 'Cover Page Settings' section has 'SAP cover page' set to 'Do Not Print', 'Recipient' empty, and 'Department' empty. At the bottom, there are buttons for 'Print preview', 'Print', and a close button.

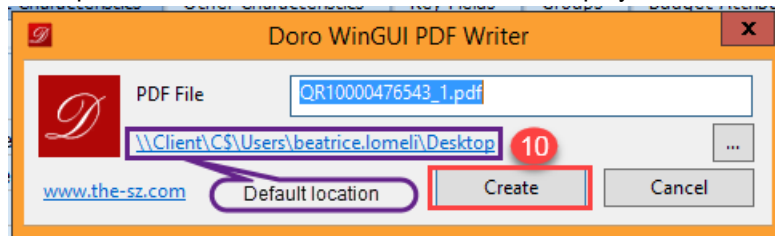
- 7) Click on the **dropdown icon**  on the Frontend Printer
8) Select **Doro WinGUI PDF Writer**
9) Click on **Print**

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

The screenshot shows the SAP Print dialog box with the 'Frontend Printer' dropdown menu open. The 'OutputDevice' field is still 'My win local printer'. The 'Frontend Printer' field is highlighted with a red box and a red circle with the number 7. The dropdown menu is open, showing a list of printers. 'Doro WinGUI PDF Writer' is highlighted with a red box and a red circle with the number 8. Other printers in the list include 'HP Color LaserJet 4700 (716)', 'HP Color LaserJet M651 PCL 6 (657)', 'HP Deskjet 450 (598)', 'HP LaserJet P4515 UPD PCL 6 (698)', 'Microsoft XPS Document Writer (858)', 'Send To OneNote 2010 (238)', 'Send To OneNote 2016 (444)', 'Snagit 11 (147)', 'Snagit 2018 (650)', 'TOSHIBA 359 (266)', 'TOSHIBA 756 (619)', and 'TOSHIBA e-STUDIO656-07554275 (684)'. The 'Print' button at the bottom right is highlighted with a red box and a red circle with the number 9.

Budget Services and Financial Planning School Fiscal Services

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.

BUDGET SERVICES and FINANCIAL PLANNING DIVISION BUDGET REPORT Central Office Front-End (COFE)										BUDGET MAINTENANCE Fiscal Year 2020 Version CM0 Current Modified Version								
Line #	Der Div	S Grp	Fund	Functional	Chmnt	CI	Grant	Grw	Pos	Job	PA	PS	Hrs/Day	FTE	Start Date	Salary	F Benefits	Total Amt
Line #	SubDiv	Op/Ad	Center	Rsrc	Area	Item	Pgm	Cd	Status		PSA	Ty/Grp	Days/Wk	Fund%	End Date		Health	
IPOSITN 000001			1234501 ABC School	010 0000	0000-2700-13027 General Fund School Pr	240001 26288	NOT_RELE OPR00000	D	30358538 A	24102928 Office Technician	IDXX ESXX	DX/07 01/2628	8.000 5.000	1.00 100.000	07/01/2017 12/31/9999	38,406	11,594 18,842	68,842
IPOSITN 000002			1234501 ABC School	010 0000	1110-1000-13027 General Fund School Pr	110001 10027	NOT_RELE OPR00000	D	30352783 A	11100731 ELEMENTARY TEACHER	2JTK CSXX	UT/10 02/26	6.000 5.000	1.00 100.000	07/01/2017 12/31/9999	81,401	17,389 18,842	117,632

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. FNO = Budget Development
- c. CM0 = Current Modified Budget

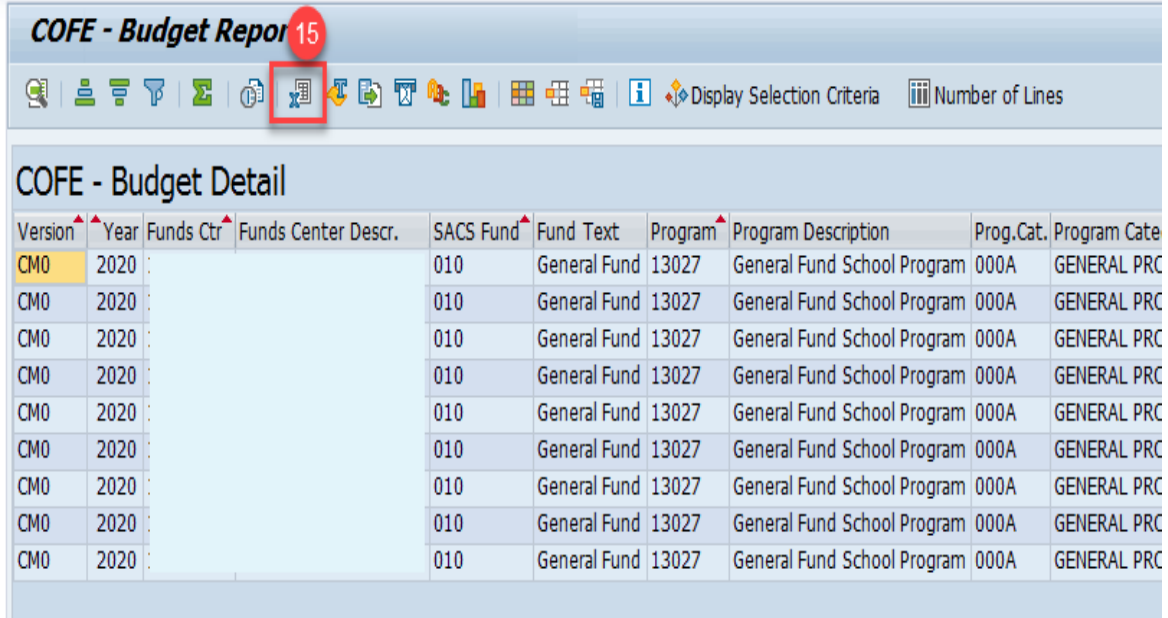
13) Click the button for **Display in Grid**

14) Click **Execute**

Budget Services and Financial Planning

School Fiscal Services

15) Click **Spreadsheets**



COFE - Budget Report 15

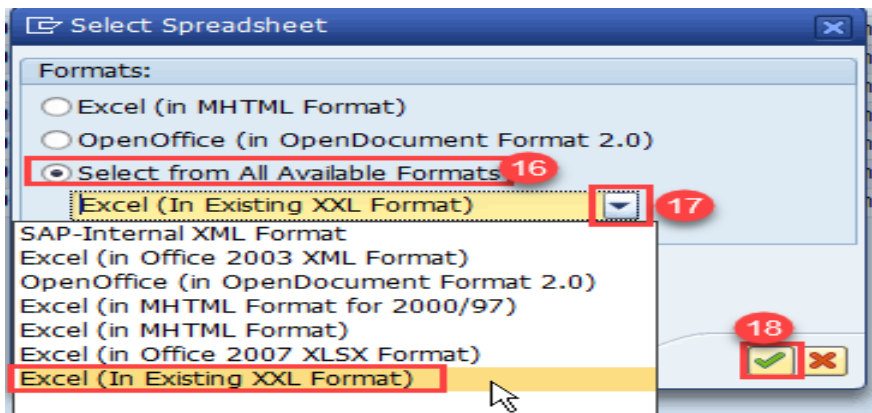
COFE - Budget Detail

Version	Year	Funds Ctr	Funds Center Descr.	SACS Fund	Fund Text	Program	Program Description	Prog.Cat.	Program Cate
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC

16) Click the button for **Select from All Available Formats**

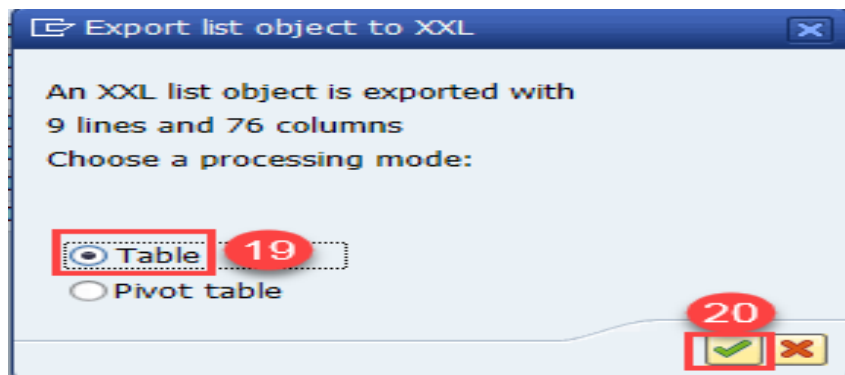
17) Select **Excel (In Existing XXL Format)** from the dropdown

18) Click **Continue**



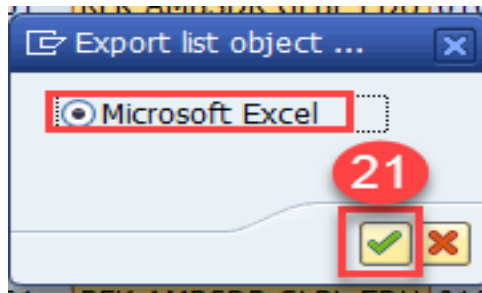
19) Click the button for **Table**

20) Click **Continue**



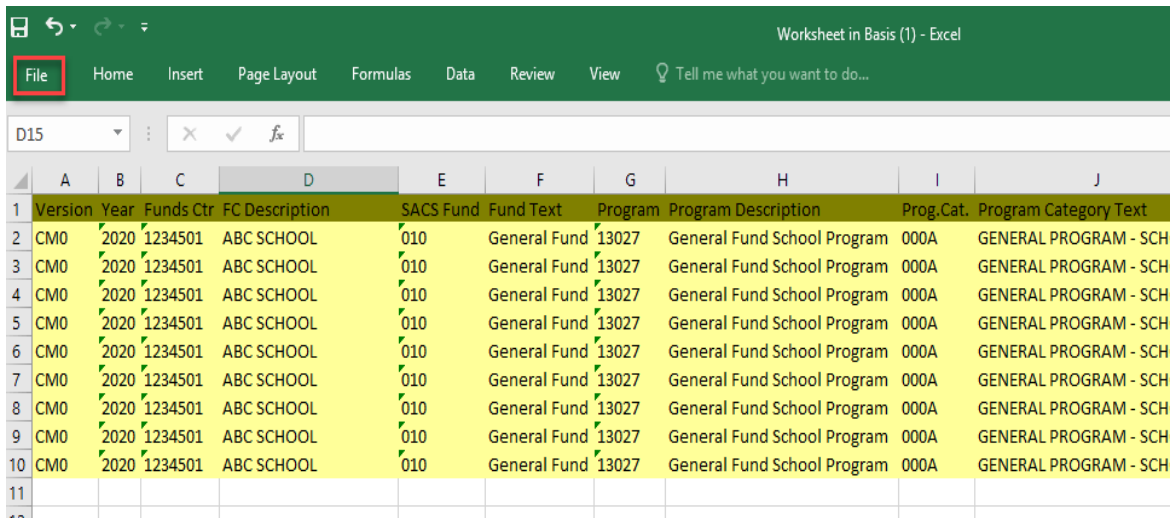
Budget Services and Financial Planning School Fiscal Services

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.



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										