

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

## BUDGET AVAILABILITY REPORT (FM010) JOB AID

Budget Availability Report is designed to provide an overview of a school's budget.

### Log on to BTS

**Business Tools for Schools**

User \*

Password \*

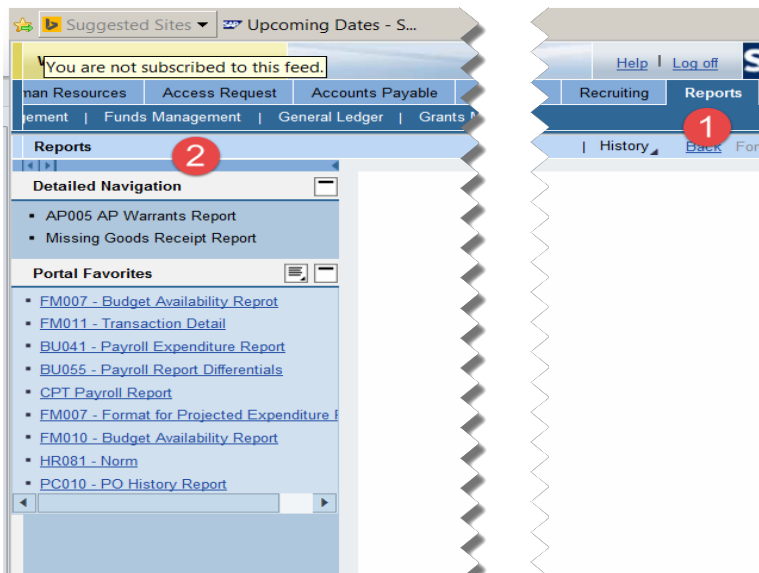
\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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### How to Access and download Budget Availability Report

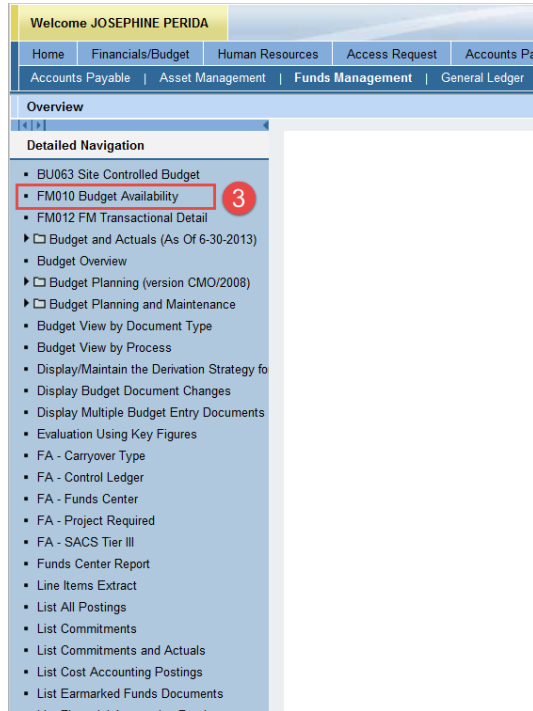
1. Click "Reports"
2. Click "Funds Management" tab



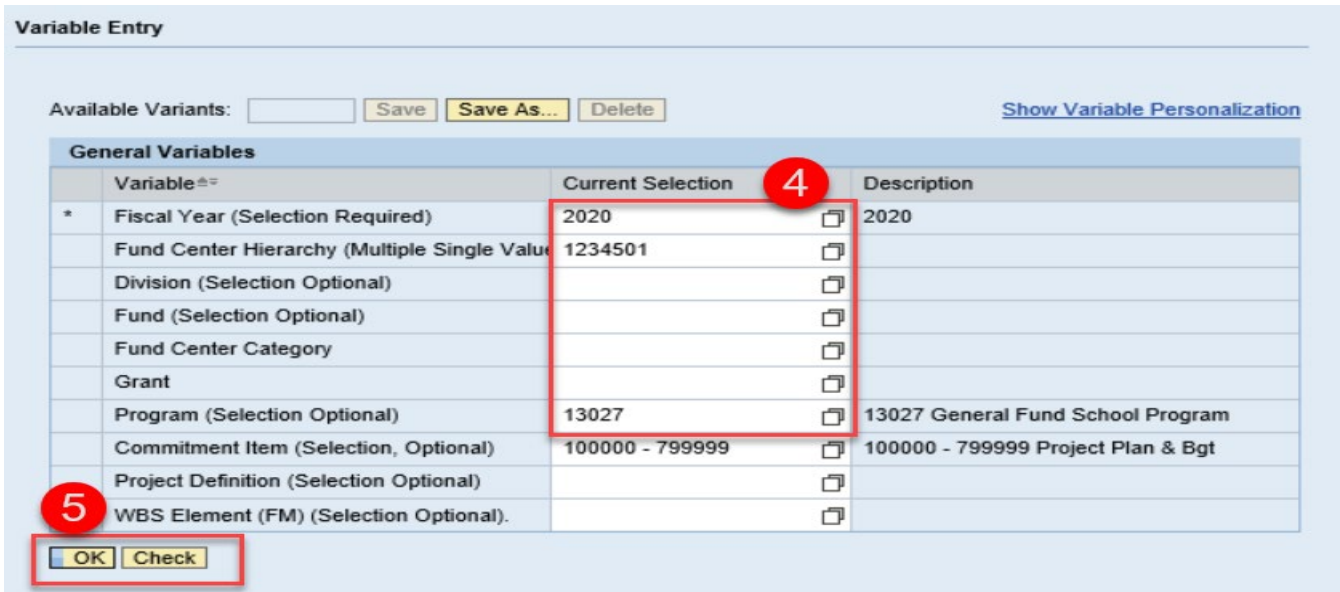
# BUDGET SERVICES AND FINANCIAL PLANNING

## SCHOOL FISCAL SERVICES

- Under Detailed Navigation, click FM010 Budget Availability Report



- In Variable Entry page, enter "Fiscal Year", "Funds Center" and "Program".  
If you leave the "Program" field blank, all school programs will be included in the download
- Click "Check" to verify that entries are correct, then click "OK"



# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

6. Below is the default result

**FM010 Budget Availability**

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Columns	FundsCenter <sup>±±</sup>	Program <sup>±</sup>	CommtItem <sup>±</sup>	Carry Over <sup>±±</sup>	Current Modified <sup>±±</sup> Budget	Payroll Encumbrances <sup>±±</sup>	Commitments <sup>±±</sup>	Actuals <sup>±±</sup>	Available Budget (Payroll Encumbrance <sup>±±</sup> Deducted)	Available Budget (Payroll Encumbrance <sup>±±</sup> Not Deducted)	Net Available % (Payroll Encumbrance <sup>±±</sup> Not Deducted)
Rows				\$	\$	\$	\$	\$	\$	\$	%
1234501	10183	Targeted Student Population	375201		4,104.00	4,104.00			0.00	4,104.00	100.00
			430001		40,000.00		0.00		40,000.00	40,000.00	100.00
			430002		1,000.00				1,000.00	1,000.00	100.00
			430003		5,000.00				5,000.00	5,000.00	100.00
			430007				69.76		-69.76	-69.76	X
			430008	0.00	0.00				0.00	0.00	X
			430009		1,061.00				1,061.00	1,061.00	100.00
			430010		10,580.00		0.00		10,580.00	10,580.00	100.00
			440001				0.00	0.01	-0.01	-0.01	X
			520001		2,500.00	2,500.00			2,500.00	2,500.00	100.00
			520002		5,000.00				5,000.00	5,000.00	100.00
			580002		30,000.00		1,590.00		28,410.00	28,410.00	94.70
			580030				0.00		0.00	0.00	X
			<b>Result</b>	<b>0.00</b>	<b>496,019.00</b>	<b>400,519.50</b>	<b>1,659.76</b>	<b>2,858.51</b>	<b>90,981.23</b>	<b>491,500.73</b>	<b>99.09</b>
	10400	TSP-Per Pupil School Allocation	110001		76,728.00	76,728.00			0.00	76,728.00	100.00
			110004		30,692.00	30,692.00			0.00	30,692.00	100.00
			120021		80,117.00	80,117.00			0.00	80,117.00	100.00

## How to add Fund and Functional Area to the result

7. Locate “Fund” under Free Characteristics, click and hold, then drag and drop it to the space between “CommtItem” and “Carry Over” columns

**FM010 Budget Availability**

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Columns	FundsCenter <sup>±±</sup>	Program <sup>±</sup>	CommtItem <sup>±</sup>	Carry Over <sup>±±</sup>	Current Modified <sup>±±</sup> Budget	Payroll Encumbrances <sup>±±</sup>	Commitments <sup>±±</sup>
Rows				\$	\$	\$	\$
10183	Targeted Student Population	375201			4,104.00	4,104.00	
		430001			40,000.00		0.00
		430002			1,000.00		
		430003			5,000.00		
		430007					69.76
		430008	0.00	0.00			
		430009			1,061.00		
		430010			10,580.00		0.00
		440001					0.00
		520001			2,500.00	2,500.00	
		520002			5,000.00		
		580002			30,000.00		1,590.00
		580030					0.00
		<b>Result</b>	<b>0.00</b>	<b>496,019.00</b>	<b>400,519.50</b>	<b>1,659.76</b>	
	10400	TSP-Per Pupil School Allocation	110001		76,728.00	76,728.00	
			110004		30,692.00	30,692.00	
			120021		80,117.00	80,117.00	
			120024		13,577.00	13,577.00	

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

- “Fund” is now added. Locate “FuncArea” under Free Characteristics, click and hold, then drag and drop it to the space after “Fund” column

**FM010 Budget Availability**

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

Columns	Rows	FundsCenter <sup>△</sup>	Program <sup>△</sup>	CommitItem <sup>△</sup>	Fund <sup>△</sup>		Carry Over <sup>△</sup>	Current Modified <sup>△</sup> Budget	Payroll Encumbrances <sup>△</sup>	Commitments <sup>△</sup>
							\$	\$	\$	\$
		10183	Targeted Student Population	330203 Ret InLieu(PARS)-Cls	010-0000	GF-Unrestricted		1,434.00	1,434.00	
				340101 Health/Welfare-Cert	010-0000	GF-Unrestricted		12,856.00	12,856.00	
				340201 Health/Welfare-Class	010-0000	GF-Unrestricted		38,568.00	37,496.67	
				350101 Unemploy Insur-Cert	010-0000	GF-Unrestricted		86.00	86.00	
				350201 Unemploy Insur-Class	010-0000	GF-Unrestricted		82.00	81.45	
				360101 Workers Comp - Cert	010-0000	GF-Unrestricted		3,849.00	3,849.00	
				360201 Workers Comp - Class	010-0000	GF-Unrestricted		3,651.00	3,620.50	
				370101 Retiree Bnfts-Cert	010-0000	GF-Unrestricted		4,896.00	4,896.00	
				370201 Retiree Bnfts-Class	010-0000	GF-Unrestricted		14,688.00	14,280.00	
				375101 OthPen E Ben-ActCert	010-0000	GF-Unrestricted		1,368.00	1,368.00	
				375201 OthPen E Ben-ActClass	010-0000	GF-Unrestricted		4,104.00	4,104.00	
				430001 General Supplies	010-0000	GF-Unrestricted		40,000.00		0.00
				430002 Advisory Comm Exps	010-0000	GF-Unrestricted		1,000.00		
				430003 M&O - Supplies	010-0000	GF-Unrestricted		5,000.00		

- Updated result with Fund and Functional Area information

**FM010 Budget Availability**

Last Data Update: 07/29/2016 03:01:06

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

Columns	Rows	FundsCenter <sup>△</sup>	Program <sup>△</sup>	CommitItem <sup>△</sup>	Fund <sup>△</sup>	FuncArea <sup>△</sup>	Targeted Stud Population	Carry Over <sup>△</sup>	Current Modified <sup>△</sup> Budget	Payroll Encumbrances <sup>△</sup>	Commitments <sup>△</sup>	Actuals <sup>△</sup>	Available Budget (Payroll Encumbrance <sup>△</sup> Deducted)	Available Budget (Payroll Encumbrance <sup>△</sup> Not Deducted)	Net Available % (Payroll Encumbrance <sup>△</sup> Not Deducted)
								\$	\$	\$	\$	\$	\$	\$	%
		10183	Targeted Student Population	360101 Workers Comp - Cert	010-0000	GF-Unrestricted	1110-1000-10183	1,520.00	1,520.00	1,520.00			0.00	1,520.00	100.00
							1110-2100-10183	2,329.00	2,329.00				0.00	2,329.00	100.00
				360201 Workers Comp - Class	010-0000	GF-Unrestricted	1110-1000-10183	1,591.00	1,591.00				0.00	1,591.00	100.00
							1110-2100-10183	2,026.00	1,995.50			30.50	0.00	1,995.50	98.49
							1110-8100-10183	34.00	34.00				0.00	34.00	100.00
				370101 Retiree Bnfts-Cert	010-0000	GF-Unrestricted	1110-2100-10183	4,896.00	4,896.00				0.00	4,896.00	100.00
				370201 Retiree Bnfts-Class	010-0000	GF-Unrestricted	1110-1000-10183	4,896.00	4,896.00				0.00	4,896.00	100.00
							1110-2100-10183	9,792.00	9,384.00			408.00	0.00	9,384.00	95.83
				375101 OthPen E Ben-ActCert	010-0000	GF-Unrestricted	1110-2100-10183	1,368.00	1,368.00				0.00	1,368.00	100.00
				375201 OthPen E Ben-ActClass	010-0000	GF-Unrestricted	1110-1000-10183	1,368.00	1,368.00				0.00	1,368.00	100.00
							1110-2100-10183	2,736.00	2,736.00				0.00	2,736.00	100.00
				430001 General Supplies	010-0000	GF-Unrestricted	1110-1000-10183	40,000.00			0.00		40,000.00	40,000.00	100.00
				430002 Advisory Comm Exps	010-0000	GF-Unrestricted	1110-1000-10183	1,000.00					1,000.00	1,000.00	100.00
				430003 M&O - Supplies	010-0000	GF-Unrestricted	1110-1000-10183	5,000.00					5,000.00	5,000.00	100.00
				430007 M&O-Job Cost-Mat	010-0000	GF-Unrestricted	1110-8100-10183				69.76		-69.76	-69.76	X
				430008 JC Encumb-Spec Job	010-0000	GF-Unrestricted	1110-8100-10183	0.00	0.00				0.00	0.00	X
				430009 Inst Mat&Supls-Bud	010-0000	GF-Unrestricted	1110-1000-10183	1,061.00					1,061.00	1,061.00	100.00
				430010 Instr Mat-Gen Purp	010-0000	GF-Unrestricted	1110-1000-10183	10,580.00			0.00		10,580.00	10,580.00	100.00
				440001 Non-Cap Eqmt-All Oth	010-0000	GF-Unrestricted	1110-1000-10183				0.00	0.01	-0.01	-0.01	X
				520001 Mileage	010-0000	GF-Unrestricted	1110-1000-10183	2,500.00	2,500.00				0.00	2,500.00	100.00
				520002 Travel/Conf Attendance	010-0000	GF-Unrestricted	1110-1000-10183	5,000.00					5,000.00	5,000.00	100.00
				580002 Other Contracts	010-0000	GF-Unrestricted	1110-1000-10183	30,000.00			1,590.00		28,410.00	28,410.00	94.70

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

## How to print a PDF version

### 10. Click "Print Version"

FM010 Budget Availability

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

FundsCenter <sup>21</sup>	Program <sup>Δ</sup>	CommItem <sup>Δ</sup>	Fund <sup>Δ</sup>	FuncArea <sup>Δ</sup>	Targeted Stud Population	Carry Over <sup>Δ,5</sup>	Current Modified <sup>21</sup> Budget	Payroll Encumbrances <sup>Δ,5</sup>	Commitments <sup>21</sup>	Actuals <sup>21</sup>	Available Budget (Payroll Encumbrance <sup>21</sup> Deducted)	Available Budget (Payroll Encumbrance <sup>21</sup> Not Deducted)	Net Available % (Payroll Encumbrance <sup>21</sup> Not Deducted)
						\$	\$	\$	\$	\$	\$	\$	%
10183	Targeted Student Population	360101 Workers Comp - Cert	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	1,520.00	1,520.00			0.00	1,520.00	100.00
					1110-2100-10183	Targeted Stud Population	2,329.00	2,329.00			0.00	2,329.00	100.00
		360201 Workers Comp - Class	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	1,591.00	1,591.00			0.00	1,591.00	100.00
					1110-2100-10183	Targeted Stud Population	2,026.00	1,995.50		30.50	0.00	1,995.50	98.49
					1110-8100-10183	Targeted Stud Population	34.00	34.00			0.00	34.00	100.00
		370101 Retiree Bnfts-Cert	010-0000	GF-Unrestricted	1110-2100-10183	Targeted Stud Population	4,896.00	4,896.00			0.00	4,896.00	100.00
		370201 Retiree Bnfts-Class	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	4,896.00	4,896.00			0.00	4,896.00	100.00
					1110-2100-10183	Targeted Stud Population	9,792.00	9,384.00		408.00	0.00	9,384.00	95.83
		375101 OthPen E Ben-ActCert	010-0000	GF-Unrestricted	1110-2100-10183	Targeted Stud Population	1,368.00	1,368.00			0.00	1,368.00	100.00
		375201 OthPen E Ben-ActClass	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	1,368.00	1,368.00			0.00	1,368.00	100.00
					1110-2100-10183	Targeted Stud Population		2,736.00			0.00	2,736.00	100.00
		430001 General Supplies	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	40,000.00		0.00		40,000.00	40,000.00	100.00
		430002 Advisory Comm Exps	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	1,000.00				1,000.00	1,000.00	100.00
		430003 M&O - Supplies	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	5,000.00				5,000.00	5,000.00	100.00
		430007 M&O-Job Cost-Mat	010-0000	GF-Unrestricted	1110-8100-10183	Targeted Stud Population			69.76		-69.76	-69.76	X
		430008 JC Encumb-Spec Job	010-0000	GF-Unrestricted	1110-8100-10183	Targeted Stud Population	0.00	0.00			0.00	0.00	X
		430009 Instr Mat&Supls-Bud	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	1,061.00				1,061.00	1,061.00	100.00
		430010 Instr Mat-Gen Purp	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population	10,580.00		0.00		10,580.00	10,580.00	100.00
		440001 Non-Fin Form-All Oth	010-0000	GF-Unrestricted	1110-1000-10183	Targeted Stud Population			0.00	0.01	-0.01	-0.01	X

### 11. Click "OK" once the "Export Dialog" page comes out

Export Dialog

Scaling Factor:  Fit to Page Width,  Fit to Page,  Poster

Page:  Repeat column headers,  Repeat lead columns,  Repeat column headers

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

Buttons: **OK** | Cancel

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

12. This is the PDF format. You can either Print or Save

**Static Filters**

Stat. Key Figures: IX Statistical (not budget-relevant, no FYC)  
 Fiscal Year: 2017  
 FundsCenter:  
 InfoProvider: ZPU\_002  
 Fiscal Year Variant: Z6  
 FM area: LAUSD

12

**Dynamic Filters**

CommitItem: 100000 - 799999  
 Program: 10183 Targeted Student Population

**Variables**

Fiscal Year (Selection Required): 2017  
 Fund Center Hierarchy (Multiple Single Values, Optional):  
 Division (Selection Optional):  
 Fund (Selection Optional):  
 Fund Center Category:  
 Grant:  
 Program (Selection Optional):  
 Project Definition (Selection Optional):  
 WBS Element (FM) (Selection Optional):  
 Key Date (FY User Exit): 06/30/2017

FundsCenter	Program	CommitItem	Fund	FuncArea	Targeted Stud Population	Carry Over	Current Modified Budget	Payroll Encumbrances	Commitments	Actuals	Available Budget (Payroll Encumbrance Deducted)	Available Budget (Payroll Encumbrance Not Deducted)	Net Available % (Payroll Encumbrance Not Deducted)
1889301	10183	110004	Tchr Sal-Supple/Oth	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population	66,236.00	66,236.00			0.00	66,236.00	100.00
		190001	Other Cert Sal-Reg	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	80,117.00	80,117.00			0.00	80,117.00	100.00
		190004	Other Cert Sal-Suppl	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	4,475.00	4,475.00			0.00	4,475.00	100.00
		220003	M&O Sal-Overtime	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	1,204.00	1,204.00			0.00	1,204.00	100.00
		240001	Office Pers Sal-Reg	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	1,109.21	1,109.21		1,109.21	0.00	71,270.79	98.47
		240003	Office Pers-Overtime	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	1,204.00	1,204.00			0.00	1,204.00	100.00
		290001	Other Class Sal-Reg	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population	29,394.00	29,394.00			0.00	29,394.00	100.00

13. To Export to Microsoft Excel, click "Export to Microsoft Excel".

14. Click "Save AS", choose your file destination and name your file

Last Data Update: 07/29/2016 03:01:06

**FM19 Budget Availability**

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

FundsCenter	Program	CommitItem	Fund	FuncArea	Targeted Stud Population	Carry Over	Current Modified Budget	Payroll Encumbrances	Commitments	Actuals	Available Budget (Payroll Encumbrance Deducted)	Available Budget (Payroll Encumbrance Not Deducted)	Net Available % (Payroll Encumbrance Not Deducted)	
	10183	360101	Workers Comp - Cert	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population	1,520.00	1,520.00			0.00	1,520.00	100.00	
					GF-Unrestricted 1110-2100-10183	Targeted Stud Population	2,329.00	2,329.00			0.00	2,329.00	100.00	
		360201	Workers Comp - Class	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	1,591.00	1,591.00			0.00	1,591.00	100.00	
					GF-Unrestricted 1110-2100-10183	Targeted Stud Population	2,026.00	1,995.50		30.50	0.00	1,995.50	98.49	
					GF-Unrestricted 1110-8100-10183	Targeted Stud Population	34.00	34.00			0.00	34.00	100.00	
		370101	Retiree Bnfts-Cert	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	4,896.00	4,896.00			0.00	4,896.00	100.00	
		370201	Retiree Bnfts-Class	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	4,896.00	4,896.00			0.00	4,896.00	100.00	
					GF-Unrestricted 1110-2100-10183	Targeted Stud Population	9,792.00	9,384.00		408.00	0.00	9,384.00	95.83	
		375101	OthPen & Bnft-ActCert	010-0000	GF-Unrestricted 1110-2100-10183	Targeted Stud Population	1,368.00	1,368.00			0.00	1,368.00	100.00	
		430010	Instr Mat-Gen Purp	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population	10,580.00		0.00		10,580.00	10,580.00	100.00	
		440001	Non-Cap Eqpt-All Oth	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population			0.00	0.01	-0.01	-0.01	X	
		520001	Mileage	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population	2,500.00	2,500.00			0.00	2,500.00	100.00	
		520002	Travel/Conf/Attendance	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population	5,000.00				5,000.00	5,000.00	100.00	
		580002	Other Contracts	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population	30,000.00		1,590.00		28,410.00	28,410.00	94.70	
		580030	ProfSv Contr-GP-Inst	010-0000	GF-Unrestricted 1110-1000-10183	Targeted Stud Population			0.00		0.00	0.00	X	
		Result					0.00	496,019.00	400,519.50	1,659.76	2,858.51	90,981.23	491,500.73	99.09
		Overall Result					0.00	496,019.00	400,519.50	1,659.76	2,858.51	90,981.23	491,500.73	99.09

Page 3 of 3

Do you want to open or save ZANALYSIS\_PATTERN\_WEB.xls from bijva.lausd.net?

Save  
 Save as  
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# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

FundsCenter <sup>2+</sup>	Program <sup>1</sup>	CommitItem <sup>3</sup>	Fund <sup>4</sup>	FuncArea <sup>5</sup>	Carry Over <sup>6+</sup>	Current Modified <sup>7+</sup>	Payroll Encumbrances <sup>8+</sup>	Commitments <sup>9+</sup>	Actuals <sup>10+</sup>	Available Budget (Payroll Encumbrance <sup>11+</sup> Deducted)	Available Budget (Payroll Encumbrance <sup>12+</sup> Not Deducted)	Net Available % (Payroll Encumbrance <sup>13+</sup> Not Deducted)
					\$	\$	\$	\$	\$	\$	\$	\$
	10183	Targeted Student Population	375101 OthPen E Ben-ActCert	010-0000	1110-2100-10183	684.00	684.00			0.00	684.00	100.00
			430001 General Supplies	010-0000	1110-1000-10183			0.00		0.00	0.00	X
			430009 Instl Mat&Supls-Bud	010-0000	1110-1000-10183	2,501.00				2,501.00	2,501.00	100.00
			580002 Other Contracts	010-0000	1110-1000-10183	4,000.00				4,000.00	4,000.00	100.00
			580030 ProfSv Contr-GP-Inst	010-0000	1110-1000-10183	33,431.00				33,431.00	33,431.00	100.00
			<b>Result</b>			<b>117,373.00</b>	<b>77,441.00</b>	<b>0.00</b>		<b>39,932.00</b>	<b>117,373.00</b>	<b>100.00</b>

## Report Field Descriptions

**Funds Center** – School Location Code

**Program** - Programs identify specific services or tasks being performed by one or more areas or organizations of the District to accomplish District's strategic objectives. Programs are used to track entity-wide actions that are likely to affect various organizations in the District. Program code may be used for budgeting, reporting, and analysis.

**Commitment Item** - Commitment Items denotes the purpose of spending. Commitment Items are organized by category such as personal services (salaries for district employees), contractual services, commodities, equipment, etc. In general, it is any item or service on which funds are spent.

**Fund** - Includes a 3 digit Fund number and a 4 digit Resource number, 010-0000

**FuncArea** – Functional Area includes 3 groups of numbers, Goal-Function-Program Code (1110-1000-13027)

**Carry Over** – Total amount of carryover dollars from prior fiscal year

**Current Modified Budget** - The current budget amounts and adjustments posted during the fiscal year.

**Payroll Encumbrances** - The total payroll encumbrances posted during the fiscal year.

**Commitments** - The total amounts encumbered during the fiscal year.

**Actuals** - The total expenditure amount posted during the fiscal year.

**Available Balance (Payroll Encumbrance Deducted)** - Budget – Commitments – Payroll Encumbrances

**Available Balance (Payroll Encumbrance Not Deducted)** - Budget – Commitments

**Net Available % (Payroll Encumbrance Not Deducted)** - Available Balance (Payroll Encumbrance Not Deducted) / Budget