

# Budget Services and Financial Planning School Fiscal Services

## SCHOOL BUDGET SUMMARY REPORT JOB AID

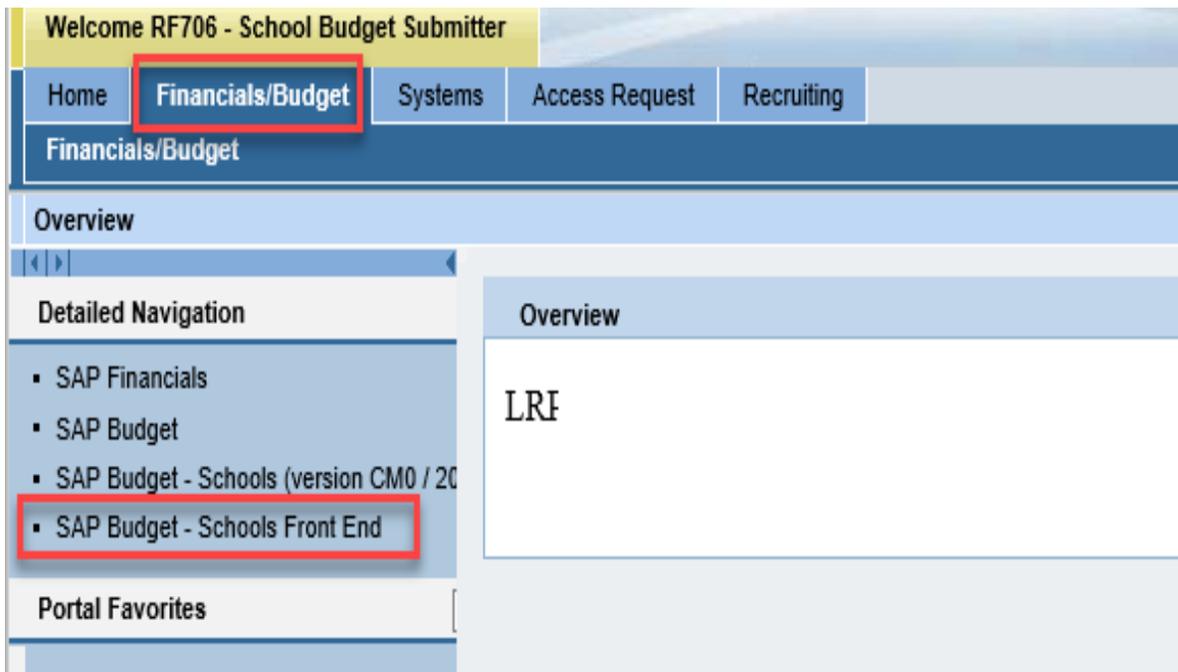
Displays a budget overview of the school's enrollment, demographic information, and total budget including number of FTE (Full Time Equivalent) positions and total cost amount.

### Log on to BTS



The screenshot shows the login interface for 'Business Tools for Schools'. On the left, there are four images: a teacher with students, a student reading, the Los Angeles Unified School District logo, and a young girl. The right side features a login form with 'User \*' and 'Password \*' fields. Below the fields, instructions state: '\* 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)'. A 'Log On' button is at the bottom right. The SAP logo and copyright notice 'Copyright © SAP AG. All Rights Reserved.' are at the bottom.

From SAP Home Page select the **Financials/Budget** tab, click "SAP Budget – Schools Front End"



The screenshot displays the SAP user interface for user RF706. The top navigation bar includes 'Home', 'Financials/Budget' (highlighted with a red box), 'Systems', 'Access Request', and 'Recruiting'. Below this, the 'Financials/Budget' section is active. A 'Detailed Navigation' sidebar on the left lists several options: 'SAP Financials', 'SAP Budget', 'SAP Budget - Schools (version CM0 / 20...', and 'SAP Budget - Schools Front End' (highlighted with a red box). The main content area shows an 'Overview' section with the text 'LRI'.

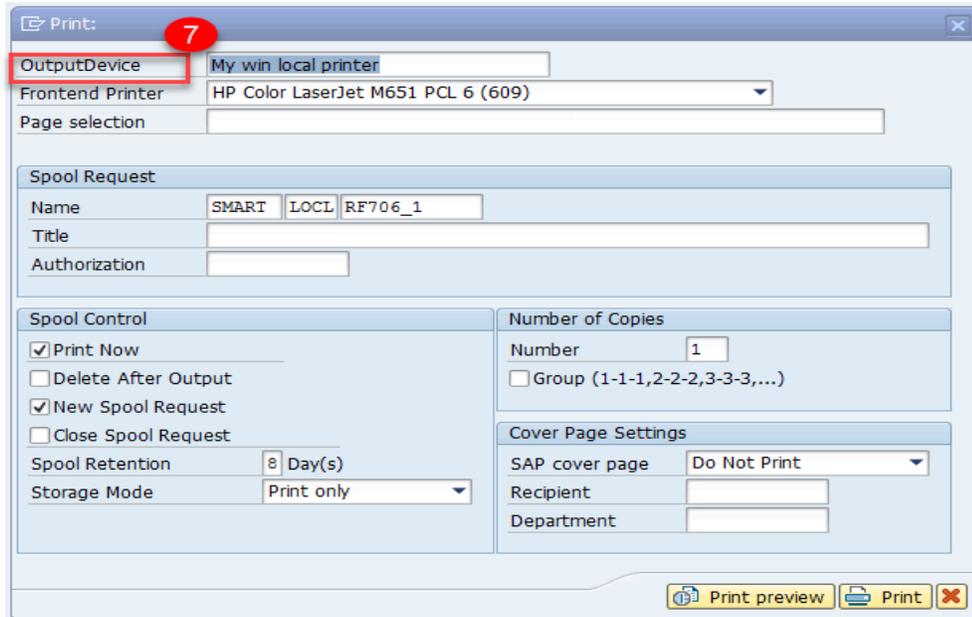
# Budget Services and Financial Planning School Fiscal Services

1. Click on the **Reports** tab
2. Click on **School Budget Summary**

3. Enter **Fiscal Year**
4. Enter **Version, Fund Center, and Program**
  - Version options:
    - a. BP1 = Budget Development (Base allocation based on ECast)
    - b. FN0 = Budget Development
    - c. CM0 = Current Modified Budget
5. Select the **Output Type**:
  - a. Print the Form
  - b. Email the Form - Enter the Email Parameters to email the form.
6. Select **Execute**

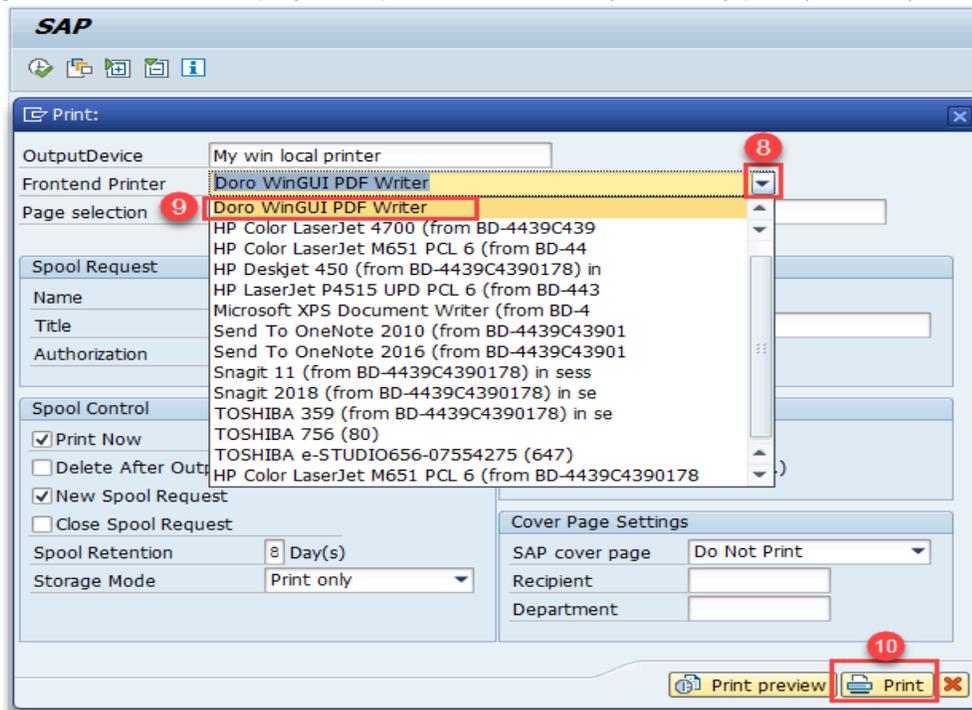
# Budget Services and Financial Planning School Fiscal Services

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



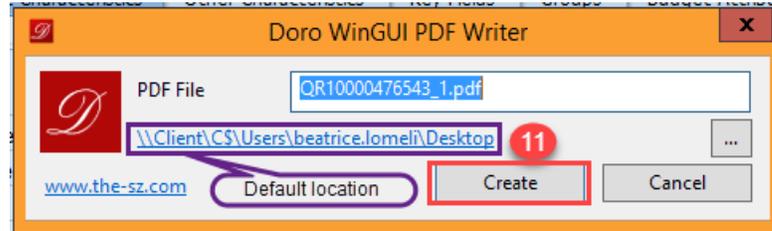
- Click on the **dropdown icon**  on the Frontend Printer
- Select **Doro WinGUI PDF Writer**
- Click on **Print**

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



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



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

File Edit View Window Help

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### School Budget Summary Fiscal Year 2019 - 2020

ABC School Division: 3A - LOCAL DISTRICT CENTRAL  
Fund Center: 1234501 School Type: ELEMENTARY

#### Enrollment and Demographic Information

K-12 General Education Enrollment	122	Poverty Rate	87.70 %
Special Day Class Enrollment (SDC)	13	Low-Income Students	310
Expanded Transitional Kindergarten Program (ETK)	0	English Learners	206
Pre-Kindergarten Special Day Class (SDC) Enrollment	0	Reclassified English Learners	0
Magnet Enrollment with Special Day Class Students	0	Grades 4-6 Enrollment	41
Dual Language Enrollment	206	Grades 9-12 Enrollment	0
<b>Total Enrollment</b>	<b>341</b>		
State Pre-School Enrollment	0		
Early Education Enrollment	0		
Adult Education Enrollment	0		
		Dual Language Centers	2
Ratio of P2 Average Daily Attendance to Enrollment (K-12 Regular Students Only)	97.80 %	Magnet Centers	0
Projected Average Daily Attendance	119.32		

#### Budget Overview

Category	General Fund Unrestricted	General Fund Restricted	General Fund Specially-Funded	Other Funds (Specially-Funded)	Cafeteria Fund	Other Funds (Non Specially-Funded)	Grand Total	Percent to Total
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