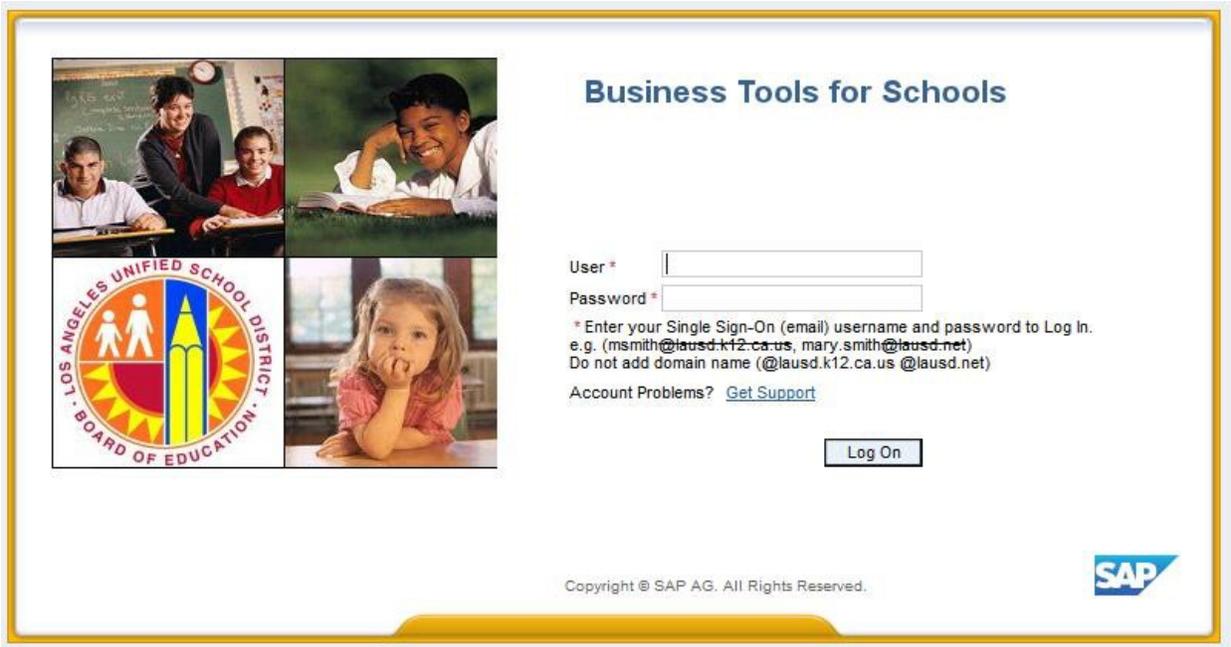


BUDGET SERVICES AND FINANCIAL PLANNING BRANCH SCHOOL FISCAL SERVICES

SCHOOL BUDGET SUMMARY REPORT JOB AID

This report displays a budget overview of the school's enrollment, demographic information, and total budget including number of FTE (Full Time Equivalent) positions and costs.

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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Accessing the Report:

1. Click on the **Financials/Budget** tab,
2. Click on **SAP Budget – Schools Front End**

WinGUI Access' and 'Citrix - To access the Citrix site, Here <http://Apps.lausd.net>'." data-bbox="115 650 898 834"/>

Welcome ROBIN FOSTER

Home **Financials/Budget** Human Resources Access Request Accounts Payable Accts Recv / Cash Mgmt Controlling

Financials/Budget

SAP Financials

Detailed Navigation

- SAP Financials
- SAP Budget
- SAP Budget - Schools (version CM)
- SAP Budget - Schools Front End

SAP Financials

WinGUI - To access WinGUI on Citrix, Here [WinGUI Access](#)

Citrix - To access the Citrix site, Here <http://Apps.lausd.net>

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

School Budget Planning and Maintenance

School Budget Planning and Maintenance

Fund Center

SACS Fund

LAUSD Program

List All Authorized Clear Selection Criteria Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	FNO Final Version	2020	Locked
Budget Maintenance	CMO Current Maintenance	2020	

3 Reports Justification Administration Message

Budget Report	Archive Report	School Resource Allocation
Signature Form	Archived Signature Form	General Fund Allocation Report
Signature Form With Print Range	COFE Budget Report	Staffing and Resources
Progress Report	School Discretionary Programs Rep	4 School Budget Summary
Position With Incumbent Report	Estimated Rates By Budget Item	Cost Limits
Other Budget Reports	Employee Assignment Cost	Furlough Savings Report
RPA Form	Functional Area Derivation	

3. Click on the **Reports** tab.
4. Click on **School Budget Summary**.
5. Enter **Fiscal Year**.
6. Enter **Version**.

BP1 = Budget Development (base allocation based on ECAST)

FN0=Budget Development

CM0=Current Modified Budget

7. Enter **Fund Center**.
 - a. Leaving this field blank will run the report for all schools you have access to.
 - b. Clicking on  will allow you to enter multiple Fund Centers.

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

8. Select Print the Form under Output Options:
9. Click on **Execute**.

School Budget Summary

9

Selection Criteria

Fiscal Year	2020	5		
Version	CM0	6		
Fund Center	1234501	7	to	
LAUSD Program			to	
Division (Local District)			to	

Exclude "Other SFP" Costs
 Exclude "Other Non-SFP" Costs

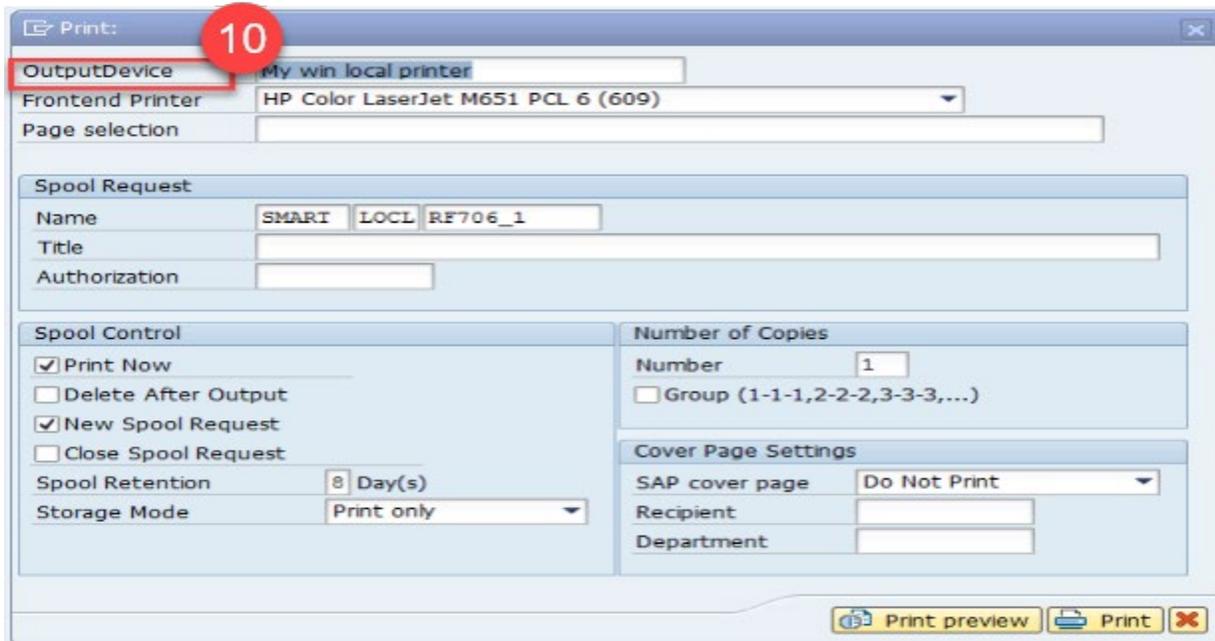
Output Options

Print the Form 8
 Email the Form

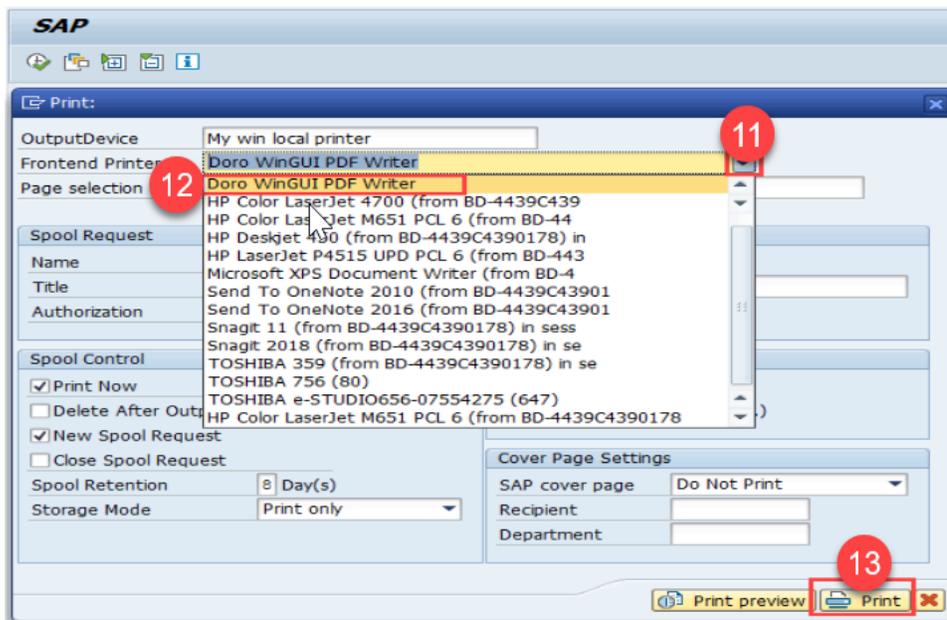
Send To

10. The print menu displays. If the Output device is blank, type **LOCL** and press **Enter**.
OutputDevice will display **My win local printer**.

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

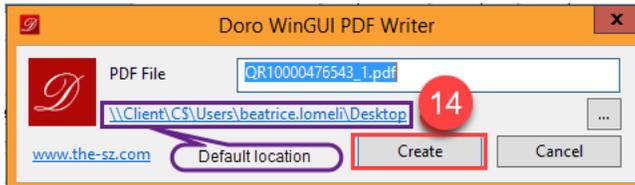


11. Click on the dropdown icon  on the Frontend Printer
12. Select **Doro WinGUI PDF Writer**
13. Click on **Print**. **Note:** Selecting Print Preview will display the report/form and allow you to only print (not save).



BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

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



15. Result will display a PDF document that can be printed and/or saved.

School Budget Summary Fiscal Year 2019 - 2020

ABC ELEMENTARY
Fund Center: 1234501

Division: 3B - LOCAL DISTRICT NORTHWEST
School Type: ELEMENTARY

Enrollment and Demographic Information

K-12 General Education Enrollment	299	Poverty Rate	60.14 %
Special Day Class Enrollment (SDC)	0	Low-Income Students	200
Expanded Transitional Kindergarten Program (ETK)	0	English Learners	2
Pre-Kindergarten Special Day Class (SDC) Enrollment	0	Reclassified English Learners	0
Magnet Enrollment with Special Day Class Students	0	Grades 4-6 Enrollment	0
Dual Language Enrollment	0	Grades 9-12 Enrollment	299
Total Enrollment	299		
State Pre-School Enrollment	0		
Early Education Enrollment	0		
Adult Education Enrollment	0		
		Dual Language Centers	0
Ratio of P2 Average Daily Attendance to Enrollment (K-12 Regular Students Only)	93.57 %	Magnet Centers	0
Projected Average Daily Attendance	278.19		

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
Positions (Staffing)	\$2,470,308	\$319,269	\$69,947	\$0			\$3,011,838	87.70 %
Other Salary Items	\$196,932	\$107,705	\$41,792				\$346,429	10.09 %
Materials and Supplies	\$37,771		\$16,094				\$53,865	1.57 %
Non Capitalized Equipment			\$4,915				\$4,915	0.14 %
Travel and Conferences			\$3,700				\$3,700	0.11 %
Professional/Consulting Services and Operating Exp	\$3,410		\$10,140				\$13,550	0.39 %
Total	\$2,708,421	\$426,974	\$146,588	\$0			\$3,434,297	100.00 %

Position Detail

Position	GF Unrestricted		GF Restricted		GF Specially-Funded		Other Funds (Specially-Funded)		Cafeteria Fund		Other Funds (Non Specially-Funded)		Total		Average
	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	Cost Per FTE
9TH GRADE MATH AUX	0.20	19,760											0.20	19,760	19,760
BLDG&GRD WRKR AGCI05	0.50	33,581											0.50	33,581	33,581
BLDG&GRD WRKR AGCI07	0.50	36,289											0.50	36,289	36,289
COMMUNITY REP C					0.38	11,129							0.38	11,129	11,129
COUNS SEC CIT 26/10	0.50	58,818			0.50	58,818							1.00	117,636	117,636

The Enrollment and Demographic Information reflects the most current data. The Budget Overview pertains to the specific fund center. The budget data reflects current balances as of the date and time stamped at the bottom of the report.