# SCHOOL DISCRETIONARY PROGRAMS REPORT JOB AID

Displays a summary by program grouping (Categorical or Regular programs) and includes budget item description, total cost, and full time equivalent of positions for School Front End program codes.

## Log on to BTS



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

1.  Click on the *Reports* tab.
2.  Click on *School Discretionary Programs Rep*



3.  Enter *Version*.  Click on matchbox to display a list of available versions.
    a.  BP1 = Budget Development (Base allocation based on ECast)
    b.  CM0 = Current Maintenance
    c.  FN0 = Budget Development
4.  Enter *Fiscal Year* (ex. 20XX)
5.  Enter *Fund Center.*
    a.  Leaving this field blank will run the report for all schools in the system.
    b.  Clicking on [icon] will allow you to enter multiple Fund Centers.
6.  Select a Programs Grouping by clicking the matchbox [icon].

7. Select from one of the following report options:
   Categorical Programs I = Restricted/Specially Funded Programs
   Regular Programs = Unrestricted/General Fund Programs
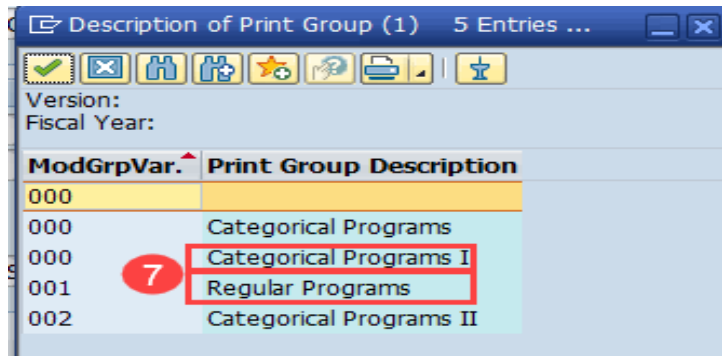


8. Select *Print the Form*.
   **Display Options:**
   a. Display in Grid – Allows for the report to be downloaded as a spreadsheet.
   b. Print the Form– Displays a formatted report to print or save.
   c. Email The Form – Allows you to email the report.  Complete Email Parameters to utilize this option.
9. Click on *Execute*.

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



**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)

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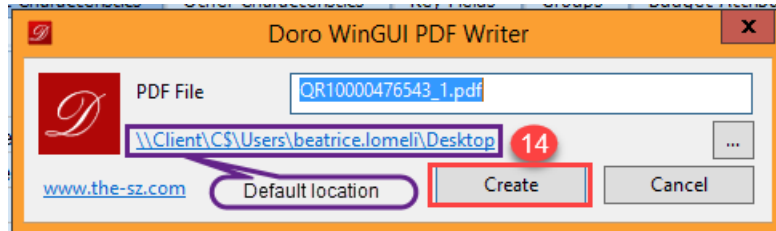


**15.** Result is displayed in PDF format and can be saved and/or printed.



| | | Categorical Programs I Budget Report | | |
|---|---|---|---|---|
| | | BUDGET SERVICES and FINANCIAL PLANNING DIVISION | | |

| Version / Year | CM0 / 2020 |
|---|---|
| Fund Center | 1234501 ABC School |
| Division | 3A    LOCAL DISTRICT CENTRAL |

Page 1 of 2
08/26/2019 16:03:04

(I) = Indirect

| Budget Item Description | Commitment Item | CE-NCLB T1 Schools (7S046) FTE AMT | CE-NCLB-T1- Targeted (70S46) FTE AMT | CE-NCLB T1 Sch-Paren (7E046) FTE AMT | CE-TI-College and Ca (7T124) FTE AMT | T3A-LEP-Local Distri (7T197) FTE AMT | Not Applicable | Not Applicable | Not Applicable | Not Applicable | Not Applicable | Not Applicable | Total FTE AMT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 40239 POTENTIAL FNDING VAR | 430098 | 0.00 1,844 | | | | | | | | | | | 0.00 1,844 |
| 40261 PENDING DISTRIBUTION | 430009 | 0.00 182,512 | | | | | | | | | | | 0.00 182,512 |
| Total  FTE  AMT | | 0.00 184,356 | 0.00 0 | 0.00 0 | 0.00 0 | 0.00 0 | | | | | | | 0.00 184,356 |

## Report Field Descriptions

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

| | Regular Programs Budget Report |
|---|---|
| Version / Year | CM0 / 2016 |
| Fund Center | 1771701 |
| Division | 2Q    ESC-ISIC-OPERATIONS |

Page 1 of  4
07/23/2015  19:07:00

(I) = Indirect

| Budget Item Description | Commitment Item | General Fund School (13027) FTE / AMT | Chrtr Sch Categorica (13723) FTE / AMT | Chrtr Sch Alloc In L (13724) FTE / AMT | SB 1133 - Quality Ed (14310) FTE / AMT | Gifty Educ Invstmnt A (14312) FTE / AMT | TIIPG-Magnet-Schs-DI (14164) FTE / AMT | Common Core State St (10605) FTE / AMT | Targeted Student Pop (10183) FTE / AMT | Not Applicable | Not Applicable | Not Applicable | Total FTE / AMT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 102972 TCHR SEC C1T 21/03 | 110001 | 1.00 / 74,959 | | | | | | | | | | | 1.00 / 74,959 |
| 102980 TCHR SEC C1T 22/01 | 110001 | 1.00 / 74,352 | | | | | | | | | | | 1.00 / 74,352 |
| 102982 | 110001 | 1.00 | | | | | | | | | | | 1.00 |

1. Name of the report.
2. Version/Year
3. Fund Center
4. Budget Item number and Description
5. Commitment item number
6. Program Name, Program Code, Full Time Equivalent (FTE), and amount budgeted
7. Total Full Time Equivalent (FTE) and total amount budgeted for a specific budget item across all programs.