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

	Business Tools for Schools
UNIFIED SCHOOL DISTRICT	User * Password * * Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.kt2.ca.us, mary.smith@lausd.net) Do not add domain name (@lausd.kt2.ca.us @lausd.net) Account Problems? Get Support Log On
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From SAP Home Page Financials/Budget tab, click "SAP Budget – Schools Front End"

Welcome RF706 - School Budget Submit	ter		
Home Financials/Budget Systems	Access Request	Recruiting	
Financials/Budget			
Overview			
Detailed Navigation	Overview		
SAP Financials	TDT		
SAP Budget	LRF		
 SAP Budget - Schools (version CM0 / 20 			
SAP Budget - Schools Front End			
Portal Favorites			

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

School Budget Planning and M	laintenance							
chool Budget Planning and Maintenance								
Fund Center Image: Content of Conten								
🛄 List All Authorized 🧹 Clea	ar Selection Criteria Save Selection Criteria							
Task								
Version Fiscal Year Locks Budget Planning FN0 Final Version 2020 Admin Only								
Budget Maintenance CM0 Curre	nt Maintena 👻 2020							
1								
Reports Justification Administration	Message							
Budget Report	Archive Report School Resource Allocation							
Signature Form								
Signature Form With Print Range								
Progress Report	2 School Discretionary Programs Rep							
Position With Incumbent Report	Estimated Rates By Budget Item Cost Limits							
Other Budget Reports	Employee Assignment Cost							
RPA Form	Functional Area Derivation							

- 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 enter multiple Fund Centers.
- 6. Select a Programs Grouping by clicking the matchbox

School Discretionary	Programs Report by Budget Item	
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Display Options		
 Display By Fund Center 	 Display In Grid Print The Form Email The Form 	
Select Options		
Version	3	
Fiscal Year	4 ☑	
Division	to 📑	
Fund Center	5 to 🔁	
Budget Item	to	
Programs Grouping	6 Categorical Programs I	
Email Parameters		
Send To		
CC To		
Add Attachments From Desk	top	
Edit Message Before Sending	J	

7. Select from one of the following report options:

Categorical Programs I = Restricted/Specially Funded Programs Regular Programs = Unrestricted/General Fund Programs

9	🔄 Description	of Print Group (1) 5 Entries
1 1 1	Version: Fiscal Year:	
]	ModGrpVar.	Print Group Description
	000	
l	000	Categorical Programs
	000	Categorical Programs I
1	001 💴	Regular Programs
l	002	Categorical Programs II
l		

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*.

School Discretionary	Programs Repo	ort by Budget Iter	n
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9 Options		8	
 Display By Fund Center 	 Display In Grid 	O Print The Form	 Email The F
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Version	D		
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Division		to	
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Programs Grouping	Categorical Prog	grams I	
Email Parameters			
Send To			
CC To			
Add Attachments From Deskto	p		
Edit Message Before Sending			
Email Title	School Discretio	onary Programs Budget Rep	ort Form

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

Print: 10		×
	My win local printer	
Frontend Printer	HP Color LaserJet M651 PCL 6 (609) 🔹
Page selection		
Spool Request		
Name	SMART LOCL RF706_1	
Title		
Authorization		
Spool Control		Number of Copies
✓ Print Now		Number 1
Delete After Outp	ut	Group (1-1-1,2-2-2,3-3-3,)
✓ New Spool Reques	st	
Close Spool Reque	st	Cover Page Settings
Spool Retention	8 Day(s)	SAP cover page Do Not Print
Storage Mode	Print only 👻	Recipient
		Department
		🔂 Print preview 🕒 Print 🗙

- **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)

SAP		
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🖙 Print:		×
OutputDevice	My win local printer	11
Frontend Printer	Doro WinGUI PDF Writer	
Page selection 12	Doro WinGUI PDF Writer	
	HP Color LaserJet 4700 (from BE	
Spool Request	HP Color LaserJet M651 PCL 6 (f	
· · · ·	HP Deskjet 450 (from BD-4439C HP LaserJet P4515 UPD PCL 6 (f	
Name	Microsoft XPS Document Writer	
Title	Send To OneNote 2010 (from B	
Authorization	Send To OneNote 2016 (from B	
	Snagit 11 (from BD-4439C43901	178) in sess
Consul Control	Snagit 2018 (from BD-4439C439	
Spool Control	TOSHIBA 359 (from BD-4439C4)	390178) in se
✓ Print Now	TOSHIBA 756 (80)	
Delete After Out	TOSHIBA e-STUDIO656-075542 HP Color LaserJet M651 PCL 6 (f	from BD-4439C4390178
New Spool Requ	est	
Close Spool Requ	lest	Cover Page Settings
Spool Retention	8 Day(s)	SAP cover page Do Not Print
Storage Mode	Print only -	Recipient
		Department
		13
		Print preview Print X

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.

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BUDGET SERVICES and	FINANCIAL	PLANNING D	IVISION		[Ca	itegorical Pr	ograms I Bud	get Report				
					t	Version / Year	CM0 / 202	20				Page 1 o	f 2 19 16:03:04
					Ī	Fund Center	1234501	ABC School				00/20/20	10 10.00.04
					t	Division	3A		RICT CENTR	AL		(I) = Ind	irect
					L		0/1	LUCAL DIST	NOT CENTR	AL			
Budget Item Description	Commitment Item	CE-NCLB T1 Schools (75046)	CE-NCLB-T1- Targeted (70\$46)	CE-NCLB T1 Sch-Paren (7E046)	L CE-TI-College and Ca (7T124)	T3A-LEP-Local Distri (7T197)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total
		Schools	Targeted	Sch-Paren	CE-TI-College and Ca	T3A-LEP-Local Distri (7T197) FTE	Not	Not	Not	Not		Not	Total
		Schools (7S046) FTE	Targeted (70 \$4 6) FTE	Sch-Paren (7E046) FTE	CE-TI-College and Ca (7T124) FTE	T3A-LEP-Local Distri (7T197) FTE	Not	Not	Not	Not		Not	Total FTE
Description 40239	ltem	Schools (7\$046) FTE 	Targeted (70 \$4 6) FTE	Sch-Paren (7E046) FTE	CE-TI-College and Ca (7T124) FTE	T3A-LEP-Local Distri (7T197) FTE	Not	Not	Not	Not		Not	Total FTE

Report Field Descriptions

BUDGET SERVICES a	nd FINANCIAL	PLANNING D	IVISION		0		Regular Pro	grams Budge	t Report				
					2	Version / Year	CM0 / 201	6				Page 1 of 07/23/201	5 19:07:00
					3	Fund Center	1771701					01125/201	5 15:01:00
					_	Division	2Q	ESC-ISIC-0	PERATIONS			(I) = Indi	rect
4	5	6											0
Budget Item Decoription	Commitment Item	General Fund School (13027) FTE AMT	Chrir Soh Categorioa (13723) FTE AMT	Chrtr Soh Alloo In L (13724) FTE AMT	8B 1133 - Quality Ed (14310) FTE AMT	Qity Eduo Invetmnt A (14312) FTE AMT	TIIPG-Magnet- Sohs-Di (14154) FTE AMT	Common Core State St (10605) FTE AMT	Targeted Student Pop (10183) FTE AMT	Not Applicable	Not Applicable	Not Applicable	Total FTE ANT
102972 TCHR SEC C1T 21/03	110001	1.00 74,959		7001	7481	7401	7411						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
- Budget Item number and Description
 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.