

Budget Services and Financial Planning School Fiscal Services

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

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

Welcome RF706 - School Budget Submitter

Home **Financials/Budget** Systems Access Request Recruiting

Financials/Budget

Overview

Detailed Navigation

- SAP Financials
- SAP Budget
- SAP Budget - Schools (version CM0 / 20
- SAP Budget - Schools Front End**



Portal Favorites

Overview

LRI

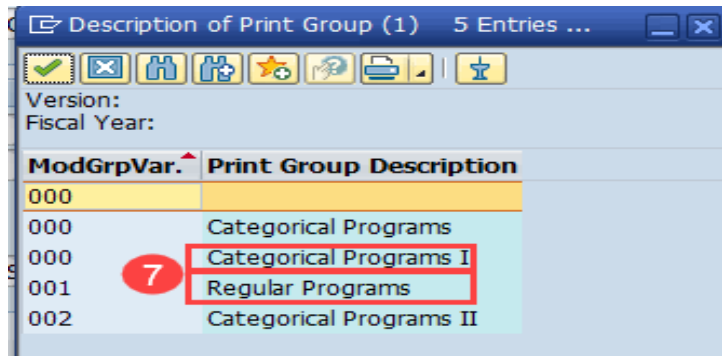
Budget Services and Financial Planning School Fiscal Services

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  will allow you to enter multiple Fund Centers.
6. Select a Programs Grouping by clicking the matchbox .

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

School Discretionary Programs Report by Budget Item

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Display Options

Display By Fund Center Display In Grid **8** **Print The Form** Email The Form

Select Options

Version: [] Fiscal Year: Division: [] to [] Fund Center: [] to [] Budget Item: [] to []

Programs Grouping: [Categorical Programs I]

Email Parameters

Send To: [] CC To: [] Add Attachments From Desktop Edit Message Before Sending Email Title: [School Discretionary Programs Budget Report Form]

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Budget Services and Financial Planning School Fiscal Services

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

Print:

OutputDevice: 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

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

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

Print:

OutputDevice: My win local printer

Frontend Printer: Doro WinGUI PDF Writer

Page selection: Doro WinGUI PDF Writer

Spool Request

Name: SMART LOCL RF706_1

Title:

Authorization:

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

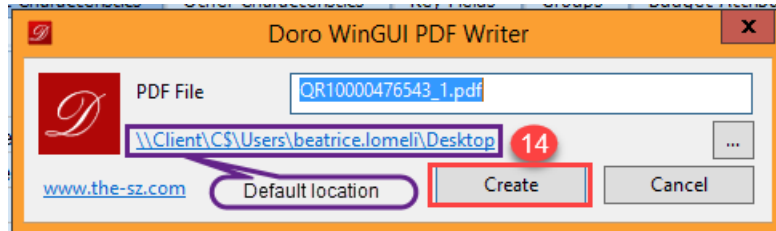
Recipient:

Department:

Print preview Print

Budget Services and Financial Planning School Fiscal Services

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.

File Edit View Window Help

Home Tools QR10000476686_... x

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BUDGET SERVICES and FINANCIAL PLANNING DIVISION

Categorical Programs Budget Report	
Version / Year	CMO / 2020
Fund Center	1234501 ABC School
Division	3A LOCAL DISTRICT CENTRAL

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08/26/2019 16:03:04
(I) = Indirect

Budget Item Description	Commitment Item	CE-NCLB T1 Schools (75046)		CE-NCLB-T1- Targeted (70546)		CE-NCLB T1 Sch-Parent (7E046)		CE-TI-College and Ca (71124)		T3A-LEP-Local Distri (71197)		Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total	
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT							FTE
40239 POTENTIAL FINDING VAR	430096	0.00	1,844														0.00	1,844
40261 PENDING DISTRIBUTION	430009	0.00	182,512														0.00	182,512
Total	FTE	0.00		0.00		0.00		0.00		0.00							0.00	
	AMT		184,356		0		0		0		0							184,356

Budget Services and Financial Planning School Fiscal Services

Report Field Descriptions

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

1	Regular Programs Budget Report	
2	Version / Year	CMD / 2016
3	Fund Center	1771701
	Division	2Q ESC-ISIC-OPERATIONS

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07/23/2015 19:07:00

(I) = Indirect

Budget Item Description	Commitment Item	General Fund School (19027)		Chtr Sch Category (19728)		Chtr Sch Alloc In L (19724)		SB 1198 - Quality Ed (14310)		City Eduo Investmt A (14312)		TIIPG-Magnet-Schc-DI (14164)		Common Core State St (10606)		Targeted Student Pop (10188)		Not Applicable		Not Applicable		Not Applicable		Total	
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT
102972 TCHR SEC C1T 2103	110001	1.00	74,559																					1.00	74,559
102980 TCHR SEC C1T 2201	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.