

Budget Services and Financial Planning School Fiscal Services

SCHOOL RESOURCE ALLOCATION JOB AID

Displays school resource allocation amounts for Specially Funded Programs and Regular Programs.

Log on to BTS



Business Tools for Schools

User *

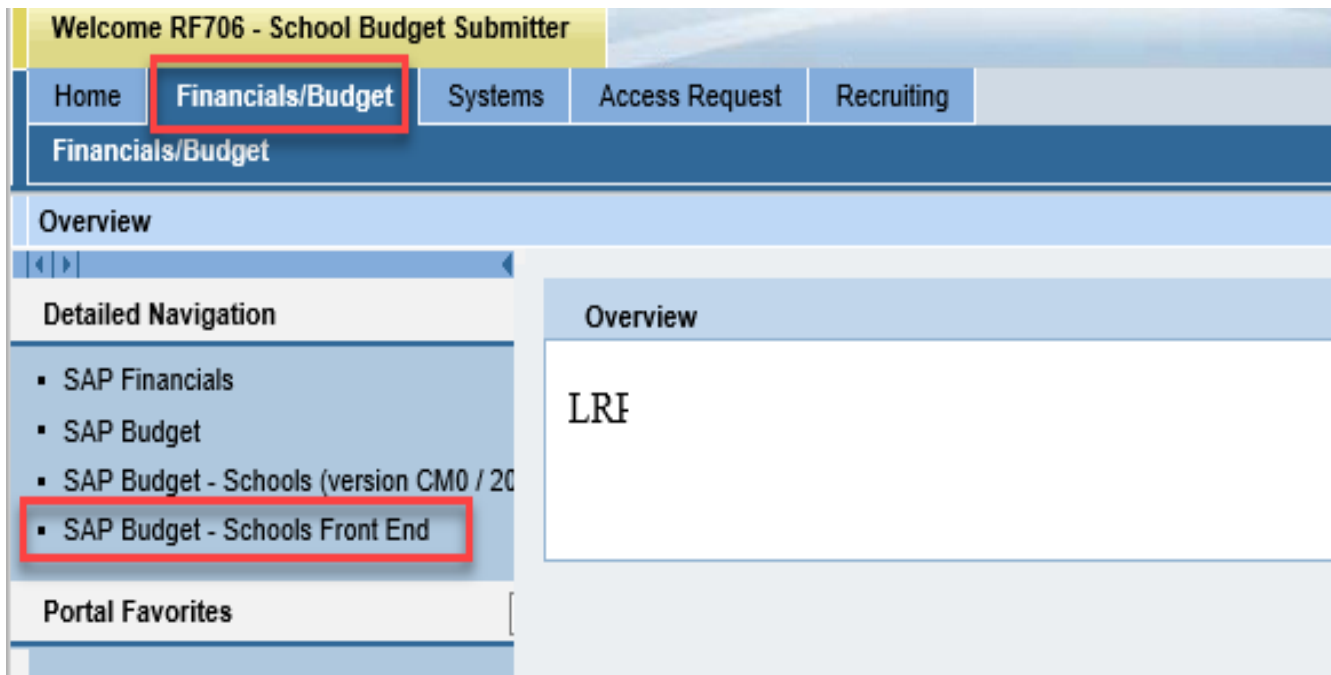
Password *

* Enter your Single Sign-On (email) username and password to Log in.
e.g. (msmith@lausd.kf2.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

Copyright © SAP AG. All Rights Reserved. 

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 Resource Allocation**

- 3) Enter **Fiscal Year** (ex. 20XX)
- 4) Enter **Fund Center**
- 5) Select **Regular Programs and/or Specially Funded**
- 6) Select either **Print the Form or Email the form** (if you choose **email the form** you will need to also enter an email address in the "Send to" box)
- 7) Click **Execute**

Budget Services and Financial Planning School Fiscal Services

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

Print:

OutputDevice: LOCL 8

Page selection

Spool Request

Name: SMART LOCL BLOMELI001

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

- 9) Click on the dropdown icon  on the Frontend Printer

- 10) Select **Doro WinGUI PDF Writer**

- 11) 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 9

Frontend Printer: Doro WinGUI PDF Writer 10

Page selection

Spool Request

Name

Title

Authorization

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: Print only

Cover Page Settings

SAP cover page: Do Not Print

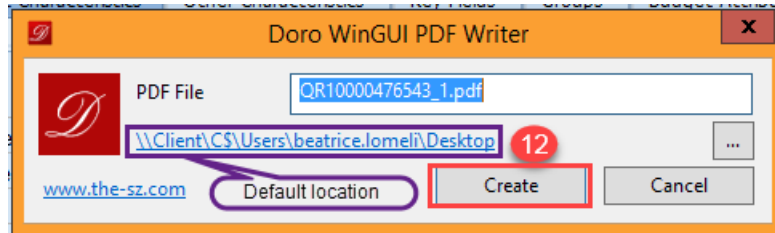
Recipient

Department

Print preview Print 11

Budget Services and Financial Planning School Fiscal Services

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



13) Result is displayed in PDF format and can be saved and/or printed

File Edit View Window Help

Home Tools QR10000476787_... x

102%

School Resource Allocation - 2019 Regular Programs

Fund Center 1234501 ABC School		PI Status	
Local District 3A		Feeder	No
Program	Program Description	Allocation Basis	Allocation
13027	General Fund School Program	Based on Enrollment	\$1,155,229
			\$1,155,229
			\$0
			\$1,155,229
13027	General Fund School Program	Total Net Allocation	\$1,155,229

Budget Services and Financial Planning School Fiscal Services

Report Field Descriptions

School Resource Allocation - 2019
Regular Programs

Fund Center												PI Status		
Local	District	3A											Feeder	No
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation	
10183	Targeted Student Population	Unduplicated Count High Needs Students over 55%	1		\$160,000.00 \$400,000.00		352 149		\$52,800 \$59,600		\$52,800 \$59,600		\$52,800 \$59,600	
									\$112,400	100.00 %	\$112,400		\$112,400	
					Budget Item	Description	Commit Item	Adj Alloc	Total Alloc		Reserves		Net Allocation	
					40261	PENDING DISTRIBUTION	43.0009		\$112,400		\$4,496		\$107,904	
					40239	POTENTIAL FUNDING VAR	43.0098				\$4,496			
10183	Targeted Student Population	Total Net Allocation											\$107,904	
10405	TSP-Parental Engagement	Duplicated Count	1		\$5,1800		780		\$4,041	100.00 %	\$4,041		\$4,041	
					Budget Item	Description	Commit Item	Adj Alloc	Total Alloc		Reserves		Net Allocation	
					40261	PENDING DISTRIBUTION	43.0009		\$4,041		\$0		\$4,041	
10405	TSP-Parental Engagement	Total Net Allocation											\$4,041	
10423	TSP-ARTS at the Core-School		1						\$959	100.00 %	\$959		\$959	
					Budget Item	Description	Commit Item	Adj Alloc	Total Alloc		Reserves		Net Allocation	
					40268	IMA-ARTS	43.0010		\$959		\$0		\$959	
10423	TSP-ARTS at the Core-School	Total Net Allocation											\$959	

- **Program** – Program Number
- **Program Description** – Description of Program
- **Allocation Basis** – The basis of the allocation (i.e. student population type)
- **Allocation** – The # of allocation (sometimes there is more than one allocation in a program during the year)
- **Rate** – Dollar rate for allocation
- **Participants** – The # of students qualifying for allocation
- **Derived Allocation** – Rate x Participants
- **Percent** – The % of allocation (sometimes only partial allocation given at budget development and balance after norm day)
- **Calc Amount** – Derived allocation x %
- **Adjustment** – Any adjustments to the allocation
- **Allocation** – Allocation amount
- **Budget Item** – Budget Item #
- **Description** – Description of Budget Item
- **Commit Item** – Commitment Item #
- **Adj Alloc** – Allocation after adjustment, if any
- **Total Alloc** – Amount of total allocation
- **Reserves** – Potential funding variance, if any
- **Net Allocation** – Net allocation amount