SCHOOL RESOURCE ALLOCATION JOB AID

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

Log on to BTS

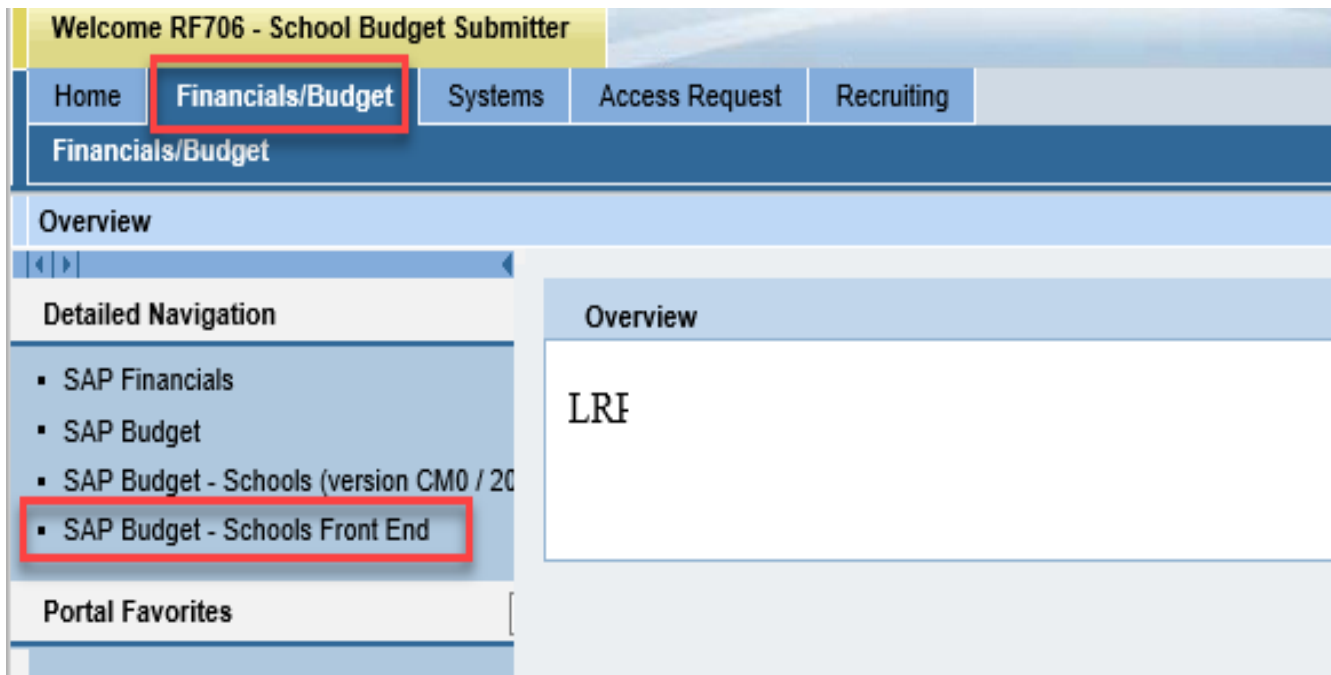From SAP Home Page **Financials/Budget** tab, click "**SAP Budget – Schools Front End**"

1) Click on the *Reports* tab
2) Click on *School 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*

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

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)

12) Click **Create.** Report will open and be saved to the default location.
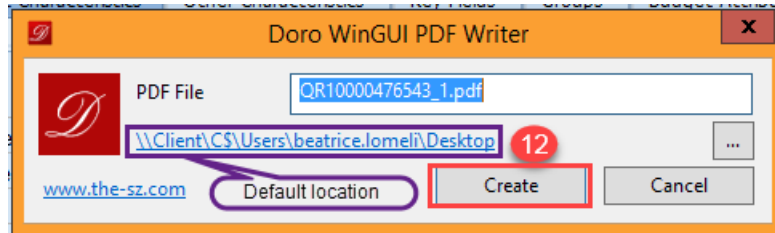
13) Result is displayed in PDF format and can be saved and/or printed

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	1		$150.0000		352		$52,800		$52,800		$52,800
		High Needs Students over 55%			$400.0000		149		$59,600		$59,600		$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			430009	$112,400		$112,400	$4,496			$107,904
		40239	POTENTIAL FNDING VAR			430098				$4,496			

10183	Targeted Student Population	Total Net Allocation											$107,904

Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
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			430009	$4,041		$4,041	$0			$4,041

10405	TSP-Parental Engagement	Total Net Allocation											$4,041

Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
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			430010	$959		$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