## 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"

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

- 1) Click on the *Reports* tab
- 2) Click on School Resource Allocation

School Budget Planning and A	Maintenance							
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Fund Center SACS Fund LAUSD Program	Par Selection Criteria	tteria						
Task								
Version         Fiscal Year         Locks           Budget Planning         Final Version         2020         Locked								
Budget Maintenance CM0 Curr	ent Maintena 💌 2020							
Reports Justification Administration	n Message	2						
Budget Report	Archive Report	School Resource Allocation						
Signature Form	Archived Signature Form	General Fund Allocation Report						
Signature Form With Print Range	COFE Budget Report	Staffing and Resources						
Progress Report	School Discretionary Programs Rep	School Budget Summary						
Position With Incumbent Report	Estimated Rates By Budget Item	Cost Limits						
Other Budget Reports	Employee Assignment Cost	Furlough Savings Report						
RPA Form	Functional Area Derivation							

- 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*

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School Resource	e Allocation
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Selection Criteria	
Fiscal Year	3
Fund Center	4 to 🔂
Division (Local District)	to to
LAUSD Program	to 📑
Allocation Number	
Regular Programs	
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Options	
• Print the Form 6	
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8) If the Output Device is blank, type in LOCL and click Enter. Output Device should be My win local printer

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- 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)

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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

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					Regula	ar Progra	ms						
Fund C	enter 1234501 ABC School				Regula	ar Progra	ms				PI Sta	tus	
	enter 1234501 ABC School istrict 3A				Regula	ar Progra	ms				PI Sta Feede		
Local D Program	istrict 3A Program Description	Allocation Basis	Alloc	Magnet	Regula	Attend Rate	MS Participants	Calc ADA		Percent	Feede Calc Amount		Allocation
Local D	istrict 3A	Allocation Basis Based on Errollment	Alloc 1		Rate	Attend Rate			\$1,155,229	100.00 %	Feede Calc Amount \$1,155,229	r No	\$1,155,
Local D Program	istrict 3A Program Description		Alloc 1					Calc ADA Commit Item	\$1,155,229 Adj Alloc	100.00 % Total Alloc	Feede Calc Amount \$1,155,229 Reserves	r No	\$1,155, Net Allocati
Local D Program	istrict 3A Program Description		Alloc 1		Rate	Attend Rate			\$1,155,229	100.00 %	Feede Calc Amount \$1,155,229	r No	\$1,155,

## **Report Field Descriptions**

School Resource Allocation - 2019

**Regular Programs** 

Fund C	Fund Center PI Status												
Local [	District 3A										Feede	er 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
			<u> </u>		40261		RIBUTION	430009	\$112,400	\$112,400	\$4,496		\$107,904
					40239	POTENTIAL FND	DING VAR	430098			\$4,495		
	T	T											£107.001
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 DIS	RIBUTION	430009	\$4,041	\$4,041	\$0		\$4,041
10405	TSP-Parental Engagement	Total Net Allocation											\$4,041
Program	Program Description		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	,	\$95.9
					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