SCHOOL DISCRETIONARY PROGRAMS REPORT JOB AID

This report displays the details of all budgeted positions, including related Human Resources data, such as position control number, employee name, and job title.

Log on to BTS
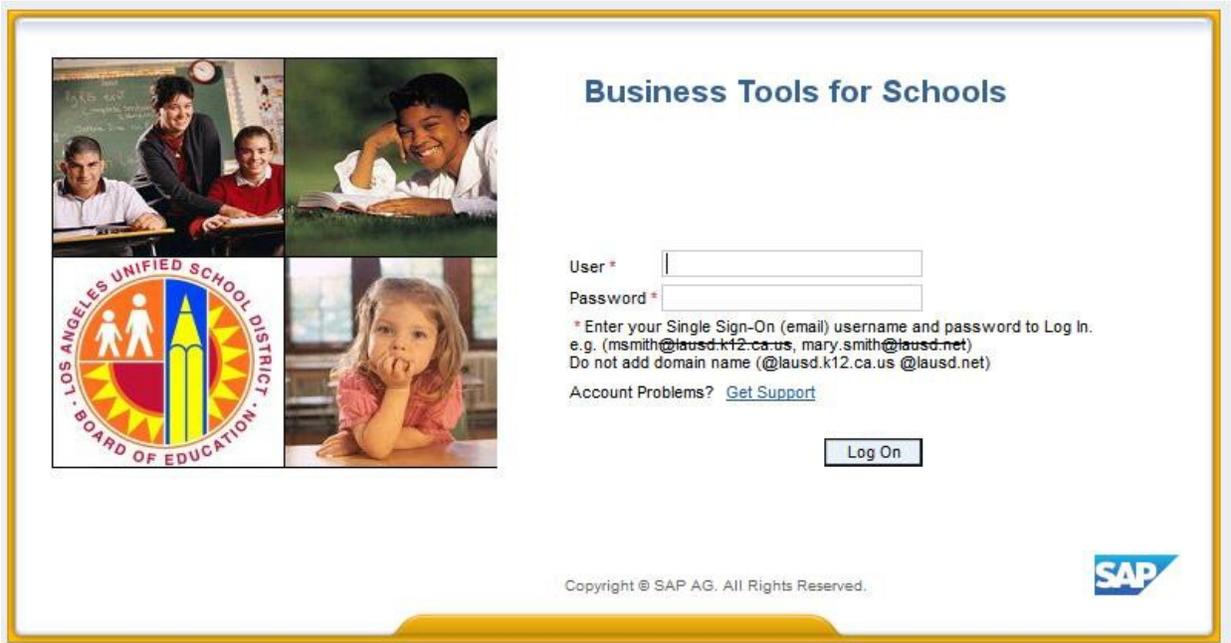
Accessing the Report:
1. Click on the *Financials/Budget* tab,
2. Click on *SAP Budget – Schools Front End*

3. Click on the *Reports* tab.

4. Click on *School Discretionary Programs Rep*.

5. Enter *Version*.

   BP1=Budget Development (base allocation based on ECAST)

   FN0=Budget Development

   CM0=Current Modified Budget

6. Enter *Fiscal Year*.

7. Enter *Fund Center.*

   a. Leaving this field blank will run the report for all schools you have access to.

   b. Clicking on will allow you to enter multiple Fund Centers.

8. Select a *Programs Grouping* by clicking the matchbox [icon]. The active options are Categorical Programs I and Regular Programs.
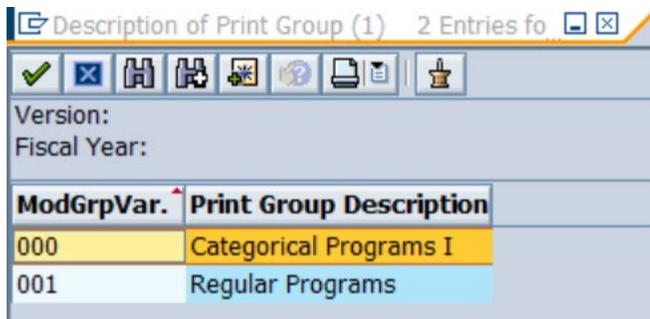
9. Select *Print the Form* under Display Options:
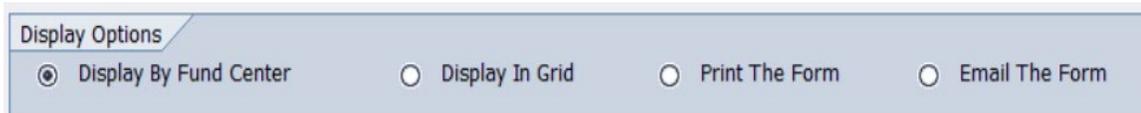
Display Options:
   o   Display By Fund Center – Allows for the report to be downloaded as a spreadsheet.
   o   Display In Grid – Allows for the report to be downloaded as a spreadsheet.
   o   Print The Form– Displays a formatted report to print or save.
   o   Email The Form – Allows you to email the report. Complete Email Parameters shown below to utilize this option.

10. Click on *Execute*.

School Discretionary Programs Report by Budget Item

11. If the Output Device is blank, type **LOCL** and click **Enter**. It should display **My win local printer**.

12. Click on the dropdown icon on the Frontend Printer

13. Select **Doro WinGui PDF Writer**

14. Click on **Print**. Note: Selecting Print Preview will display the report/form and allow you to only print (not save).
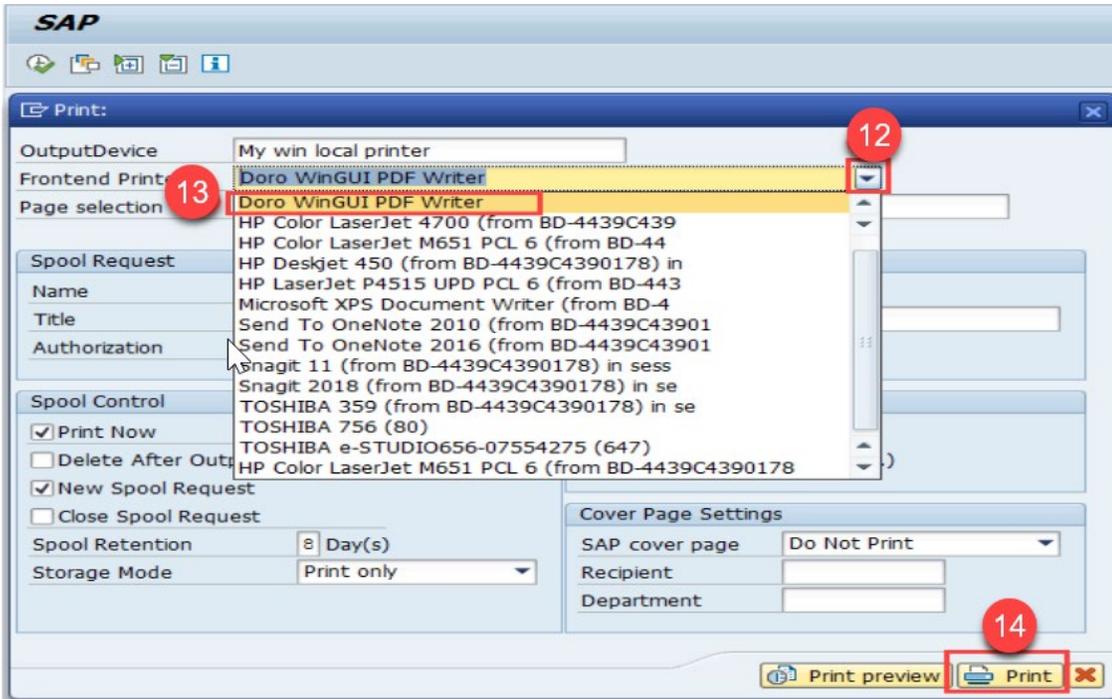
15. Click **Create.** Report will open and be saved to the default location.
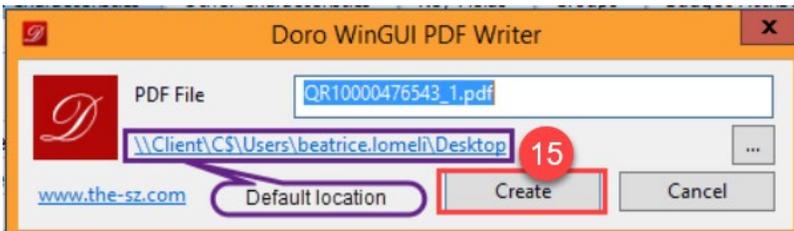
16. Result is displayed in PDF format and can be saved and/or printed.

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

Categorical Programs I Budget Report	
Version / Year	CM0 / 2020
Fund Center	1234501 ABC ELEMENTARY
Division	3B LOCAL DISTRICT NORTHWEST

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(I) = Indirect

Budget Item Description	Commitment Item	CE-NCLB T1 Schools (7S046) FTE / AMT	CE-NCLB-T1-Targeted (70S46) FTE / AMT	CE-NCLB T1 Sch-Paren (7E046) FTE / AMT	CE-TI-College and Ca (7T124) FTE / AMT	T3A-LEP-Local Distri (7T197) FTE / AMT	T3A-Loc Dist Support (7T490) FTE / AMT	ESSA-Comrehensive Su (7T691) FTE / AMT	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total FTE / AMT
10376 TUTOR TCHR X TIME	110004	0.00 / 1,955											0.00 / 1,955
110151 COUNS SEC C1T 26/10	120021	0.50 / 58,818											0.50 / 58,818
12103 ITIN COUNS PSA C	120021	0.00 / 12,756											0.00 / 12,756
13114 ITIN PSYCH SOC WKR C	120021	0.00 / 25,511											0.00 / 25,511
27785 COMMUNITY REP C	290001	0.32 / 9,458		0.06 / 1,671									0.38 / 11,129
27787 COMMUNITY REP X TIME	290004			0.00 / 9									0.00 / 9
40239 POTENTIAL FNDING VAR	430098	0.00 / 2,740		0.00 / 120									0.00 / 2,860
40269 SUPPLMTL INSTRL MAT	430010	0.00 / 152											0.00 / 152
50174 CURRICULAR TRIPS	580012	0.00 / 410											0.00 / 410
Total FTE / AMT		0.82 / 111,800	0.00 / 0	0.06 / 1,800	0.00 / 0	0.00 / 0	0.00 / 0	0.00 / 0					0.88 / 113,600