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



School Budget Planning and Maintenance								
School Budget Planning and Maintenance								
Fund Center Image: Center SACS Fund Image: Center LAUSD Program Image: Center								
List All Authorized // Clear Selection Criteria								
Task Version Fiscal Year Locks Price Budget Planning FNO Final Version 2020 Locked Budget Maintenance CMO Current Maintenance 2020 Locked Budget Maintenance CMO Current Maintenance 2020 Locked Budget Maintenance CMO Current Maintenance 2020 Locked Budget Maintenance CMO Message Locked Locked								
Budget Report Archive Report School Resource Allocation								
Signature Form Archived Signature Form General Fund Allocation Report								
Signature Form With Print Range COFE 4 et 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. 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 Categorical Programs I and Regular Programs.

C Description	of Print Group (1) 2 Entries fo 🗔 🛛 🖊							
🖌 🖂 🛗 (H 😹 🐵 🗖 🗉 🚦							
Version: Fiscal Year:								
ModGrpVar.	Print Group Description							
000	Categorical Programs I							
001	Regular Programs							

9. Select *Print the Form* under Display Options:

Displa	ay Options			
۲	Display By Fund Center	O Display In Grid	O Print The Form	O Email The Form

Display Options:

- Display By Fund Center Allows for the report to be downloaded as a spreadsheet.
- 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 shown below to utilize this option.

Email Parameters	
Send To	\$
CC To	\$
Add Attachments From Desktop	
Edit Message Before Sending	
Email Title	School Discretionary Programs Budget Report Form

10. Click on *Execute*.

School Discretionary P	Programs Report by	y Budget Ite	m
⊕ 10			
Display Options		-9	
O Display By Fund Center	 Display In Grid (Image) 	Print The Form	O Email The Form
Select Options	•		
Version	смо 5		
Fiscal Year	2020 6		
Division		to	\$
Fund Center	1234501 7	to	\$
Budget Item		to	\$
		•	
Programs Grouping	Categorical Programs I	8	
Email Parameters			
Send To		2	
CC To		\$	
Add Attachments From Desktop			
Edit Message Before Sending			
Email Title	School Discretionary Pro	grams Budget Report	Form

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

C Print:	1	2
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		Number of Copies
Print Now		Number 1
Delete After Ou	tput	Group (1-1-1,2-2-2,3-3-3,)
New Spool Requ	uest	
Close Spool Req	uest	Cover Page Settings
Spool Retention	8 Day(s)	SAP cover page Do Not Print
Storage Mode	Print only 👻	Recipient
		Department
		Print preview Print

- 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).

SAP						
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🖙 Print:						
OutputDevice	My win local printer		12			
Frontend Print	Doro WinGUI PDF Writer					
Page selection	Doro WinGUI PDF Writer					
-	HP Color LaserJet 4700 (from BE	0-4439C439	-			
Spool Request	HP Deskjet 450 (from BD-44390	4390178) in				
Name	HP LaserJet P4515 UPD PCL 6 (1	from BD-443				
Title	Send To OneNote 2010 (from E	(from BD-4 BD-4439C43901				
Authorization	Send To OneNote 2016 (from E	D-4439C43901	11			
	Snagit 11 (from BD-4439C43901	78) in sess				
Spool Control	TOSHIBA 359 (from BD-4439C439	390178) in se				
Print Now	TOSHIBA 756 (80)					
Delete After Out	TOSHIBA e-STUDIO656-075542 HP Color LaserJet M651 PCL 6 (f	75 (647) from BD-4439C43901	178 ,)			
New Spool Requ	est					
Close Spool Requ	Jest	Cover Page Setting	gs			
Spool Retention	8 Day(s)	SAP cover page	Do Not Print			
Storage Mode	Print only 👻	Recipient				
		Department				
			14			
		l				

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	Commitment	CE-NCLB T1 Schools	CE-NCLB-T1- Targeted	CE-NCLB T1 Sch-Paren	CE-TI-College and Ca	T3A-LEP-Local Distri	T3A-Loc Dist Support	ESSA- Comrehensive	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Tota	al
Description	Item	(7\$046) FTE AMT	(70 546) FTE AMT	(7E046) FTE AMT	(7T124) FTE AMT	(7T197) FTE Amt	(7 t490) Fte Amt	Su (7T691) FTE AMT					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									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	0.06 1,800	0.00	0.00 0	0.00	0.00 0					0.88	113,600