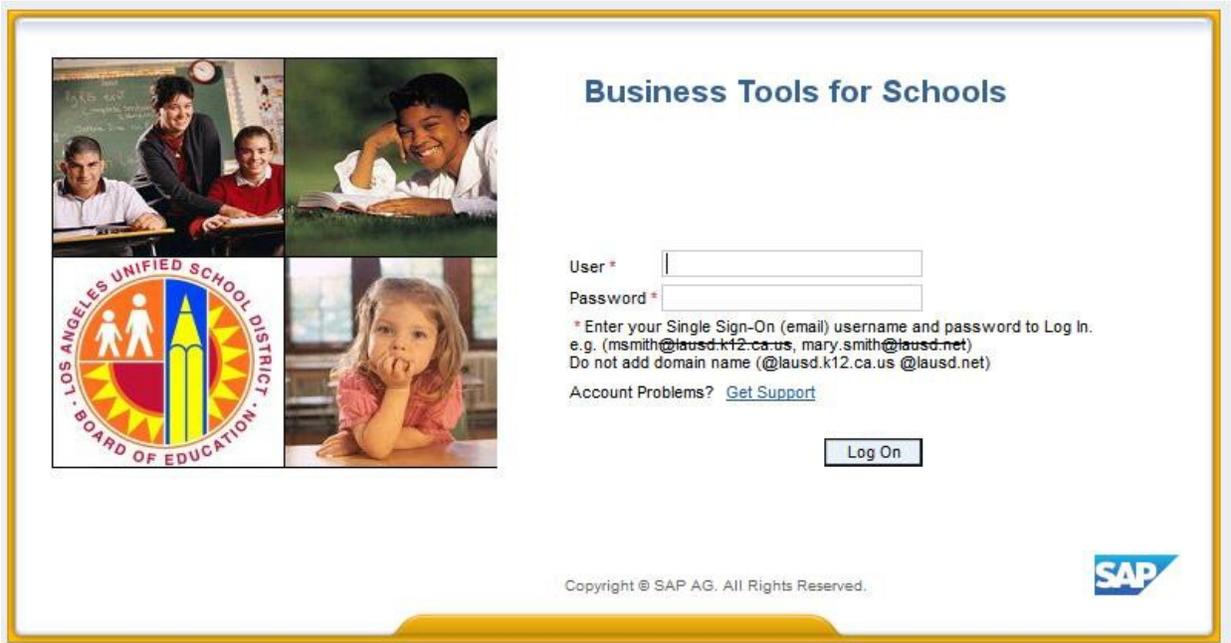


# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

## 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



**Business Tools for Schools**

User \*

Password \*

\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.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. 

### Accessing the Report:

1. Click on the **Financials/Budget** tab,
2. Click on **SAP Budget – Schools Front End**

WinGUI Access' and 'Citrix - To access the Citrix site, Here <http://Apps.lausd.net>'." data-bbox="115 675 899 858"/>

Welcome ROBIN FOSTER

Home **Financials/Budget** Human Resources Access Request Accounts Payable Accts Recv / Cash Mgmt Controlling

Financials/Budget

SAP Financials

Detailed Navigation

- SAP Financials
- SAP Budget
- SAP Budget - Schools (version CM)
- **SAP Budget - Schools Front End**

SAP Financials

WinGUI - To access WinGUI on Citrix, Here [WinGUI Access](#)

Citrix - To access the Citrix site, Here <http://Apps.lausd.net>

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

## School Budget Planning and Maintenance

**School Budget Planning and Maintenance**

Fund Center

SACS Fund

LAUSD Program

Task	Version	Fiscal Year	Locks
<input type="button" value="Budget Planning"/>	FN0 Final Version	2020	Locked
<input type="button" value="Budget Maintenance"/>	CM0 Current Maintenance	2020	



**3** Reports    Justification    Administration    Message

<input type="button" value="Budget Report"/>	<input type="button" value="Archive Report"/>	<input type="button" value="School Resource Allocation"/>
<input type="button" value="Signature Form"/>	<input type="button" value="Archived Signature Form"/>	<input type="button" value="General Fund Allocation Report"/>
<input type="button" value="Signature Form With Print Range"/>	<input type="button" value="COFE Budget Report"/>	<input type="button" value="Staffing and Resources"/>
<input type="button" value="Progress Report"/>	<span style="border: 1px solid red; padding: 2px;"><input type="button" value="School Discretionary Programs Rep"/></span>	<input type="button" value="School Budget Summary"/>
<input type="button" value="Position With Incumbent Report"/>	<input type="button" value="Estimated Rates By Budget Item"/>	<input type="button" value="Cost Limits"/>
<input type="button" value="Other Budget Reports"/>	<input type="button" value="Employee Assignment Cost"/>	<input type="button" value="Furlough Savings Report"/>
<input type="button" value="RPA Form"/>	<input type="button" value="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**.

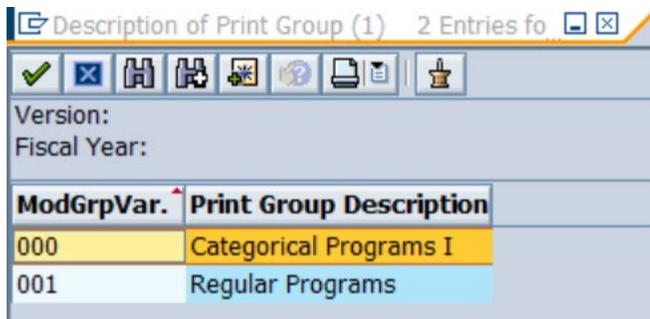
7. Enter **Fund Center**.

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.

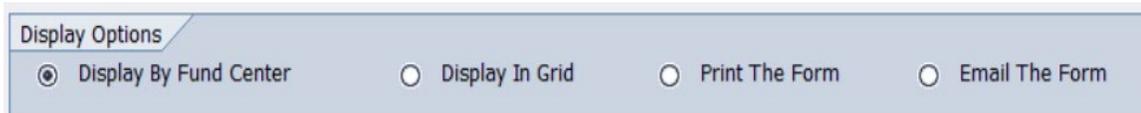
## BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

8. Select a **Programs Grouping** by clicking the matchbox . The active options are Categorical Programs I and Regular Programs.



ModGrpVar.	Print Group Description
000	Categorical Programs I
001	Regular Programs

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

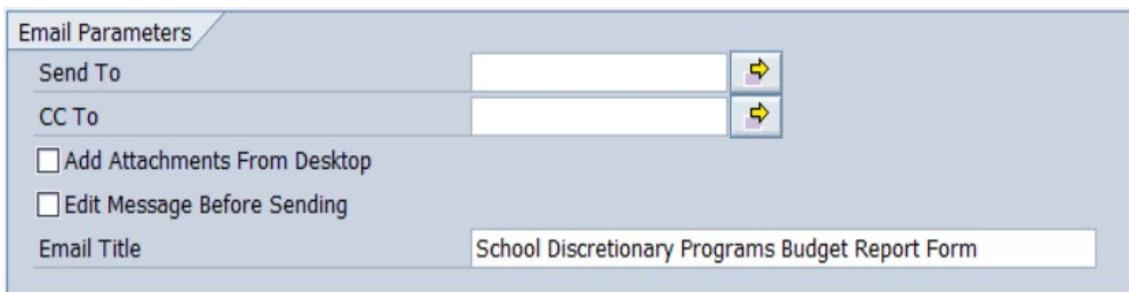


Display Options

Display By Fund Center     Display In Grid     Print The Form     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

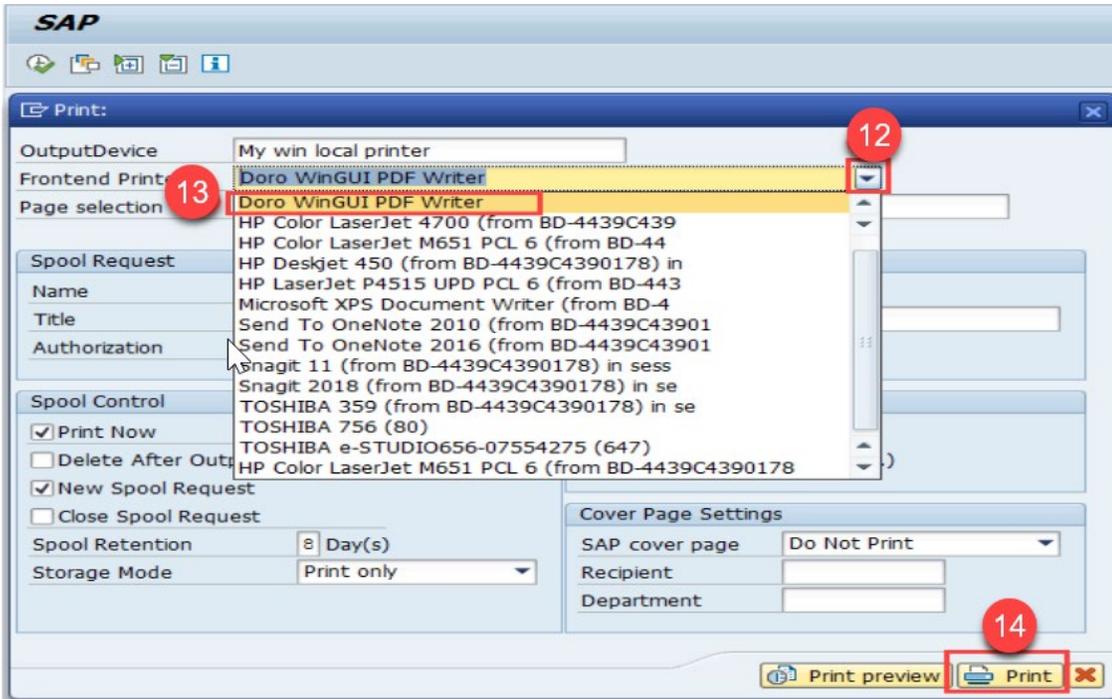
Email Title

10. Click on **Execute**.

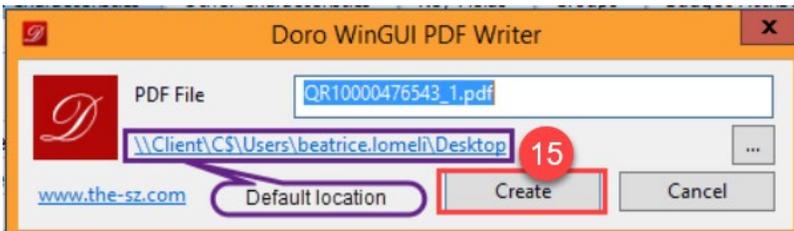


## BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

- Click on the dropdown icon on the Frontend Printer
- Select **Doro WinGui PDF Writer**
- Click on **Print**. Note: Selecting Print Preview will display the report/form and allow you to only print (not save).



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



- Result is displayed in PDF format and can be saved and/or printed.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

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

Page 1 of 2  
08/13/2019 15:02:19

(I) = Indirect

Budget Item Description	Commitment Item	CE-NCLB T1 Schools (7S046)		CE-NCLB-T1-Targeted (70S46)		CE-NCLB T1 Sch-Paren (7E046)		CE-TI-College and Ca (7T124)		T3A-LEP-Local Distri (7T197)		T3A-Loc Dist Support (7T490)		ESSA-Comprehensive Su (7T691)		Not Applicable	Not Applicable	Not Applicable	Not Applicable	Total	
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT						
10376 TUTOR TCHR X TIME	110004	0.00	1,955																	0.00	1,955
110151 COUNS SEC C/IT 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 SUPPLMNTL INSTRL MAT	430010	0.00	152																	0.00	152
50174 CURRICULAR TRIPS	580012	0.00	410																	0.00	410
<b>Total</b>	<b>FTE</b>	<b>0.82</b>	<b>111,800</b>	<b>0.00</b>	<b>0</b>	<b>0.06</b>	<b>1,800</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>					<b>0.88</b>	<b>113,600</b>
	<b>AMT</b>																				