### BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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# **BUSINESS WAREHOUSE (BW) REPORTS**

| Welcome ROBIN FOSTER               |                   |                 |                  |                |   |   |                                 |  |                                 |  |         |     |                 |  |
|------------------------------------|-------------------|-----------------|------------------|----------------|---|---|---------------------------------|--|---------------------------------|--|---------|-----|-----------------|--|
| Home                               | Financials/Budget | Human Resources |                  | Access Request |   | Accounts Payable                                      | Accts Recv / Cash Mgmt Asset Ma |  | anagement Controlling           |  | Reports |     | Time Reporting  |  |
| Accounts Payable   Asset Managemen |                   |                 | Funds Management |                | G | General Ledger   Human Resources   Material/Inventory |                                 |  | Payroll   Procurement/Contracts |  |         | Sch | School   Travel |  |

### How do I find these reports?

- A Log on to BTS
- B. Click on the Reports tab
- C. Click the appropriate sub tab
- D. Select the report

#### **Commonly Used Reports**

1. **FM010 Budget Availability** - displays budget balances by program and commitment item. Shows the school's Current Modified Budget, Commitments (Encumbrances), Actuals (Expenditures), and Available Budget.

To access this report:

- A. Click on the Reports tab
- B. Click on the Funds Management tab
- C. Click FM010 Budget Availability
- D. Type in Fiscal Year
- E. Type in Fund Center
- F. Click **OK**

| Accounts Payable   Asset Management | Funds Management |  |  |  |  |  |  |  |
|-------------------------------------|------------------|--|--|--|--|--|--|--|
| Overview                            |                  |  |  |  |  |  |  |  |
|                                     |                  |  |  |  |  |  |  |  |
| Detailed Navigation                 |                  |  |  |  |  |  |  |  |
| FM010 Budget Availability           |                  |  |  |  |  |  |  |  |
| FM012 FM Transactional Detail       |                  |  |  |  |  |  |  |  |

 BU042 Payroll Expenditure # by Cost Center – Displays payroll postings by Person ID, Program, Commitment Item, Job Code, and Wage Type. Shows the Posting Period/FY, hourly rate, number of hours reported, and amount.

| Accounts Payable   Asset Management   Funds Management                             | General Ledge | er   Human Resources | Aterial/Inventory | Payroll |
|--|---------------|----------------------|-------------------|---------|
| Reports  |               |                      |                   |         |
|  | •             |                      |                   |         |
| Detailed Navigation  |               |                      |                   |         |
| BU040 Payroll # FI Summary   |               |                      |                   |         |
| BU041 Payroll Expenditures   |               |                      |                   |         |
| <ul> <li>BU042 Payroll Expenditures # by Cost Center</li> </ul>                    |               |                      |                   |         |
| <ul> <li>BU055 Payroll Expenditures - Differentials (by Posting Period)</li> </ul> |               |                      |                   |         |

To access this report:

- A. Click on **Reports** tab
- B. Click on the Payroll tab
- C. Click **BU042** Payroll Expenditure # by Cost Center
- D. Type **Posting Period/Fiscal Year**
- E. Type in **Cost Center**
- F. Type **Program** and/or **G/L Account** (optional)
- G. Click OK

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3. PC010 Purchase Order History Report - Displays the PO Number, PO Date, Vendor, and Shopping Cart #. Shows the Purchase Order (PO) Total Amount, Goods Receipt (GR) Amount, Invoice Receipt (IR) Amount, Tax, and Purchase Order (PO) Pay Term Discount.



To access this report:

- A. Click on the *Reports* tab
- B. Click on the *Procurement/Contracts* tab
- C. Click PC010 Purchase Order History Report
- D. Type in *Fiscal Year*
- E. Type in *Fund Center*F. Type in *GL Account* (optional)
- G. Click OK
- 4. P-Card Reconciliation Report Displays the posting status of a P-Card Transaction. Shows the Invoice Date, Document Number, Merchant Description, Charge Amount, Posted Functional Area, Card Holder Name, Approver, and Posting Details.



To access this report:

- A. Click on *Reports* tab
- B. Click on the *Procurement/Contracts* tab
- C. Click on the *P-Card Reconciliation Report*
- D. Type in the *P-Card Location* (Cost Center)
- E. Click *Execute*