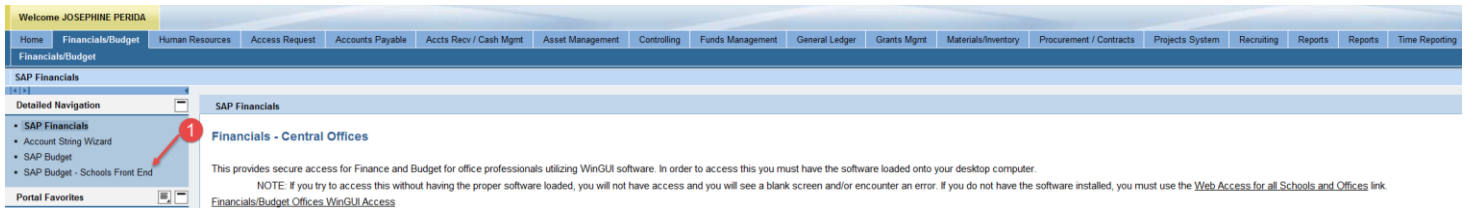## COFE BUDGET REPORT JOB AID

Displays budget details from COFE (Central Office Front End), includes all school site program codes including those in Schools Front End.
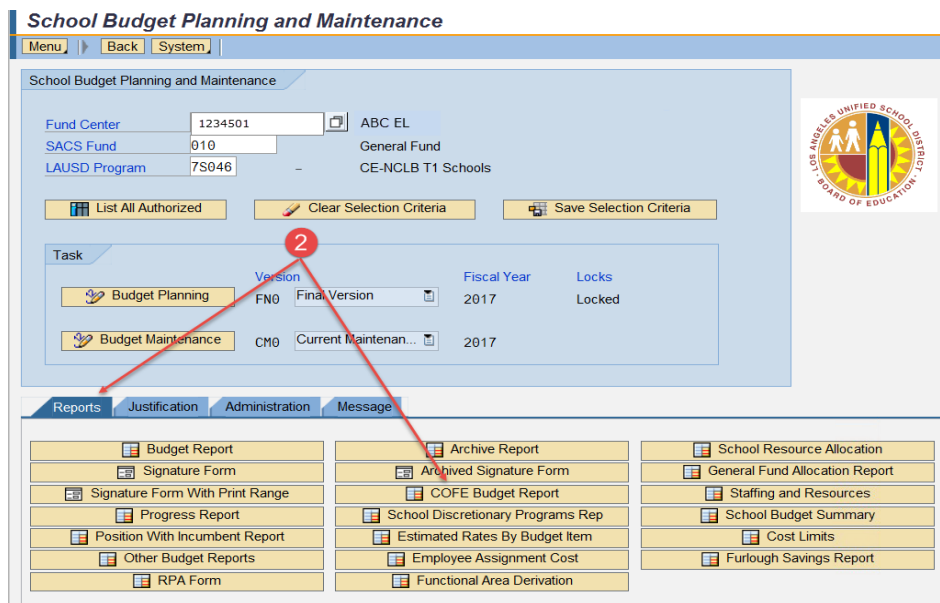
Log on to BTS
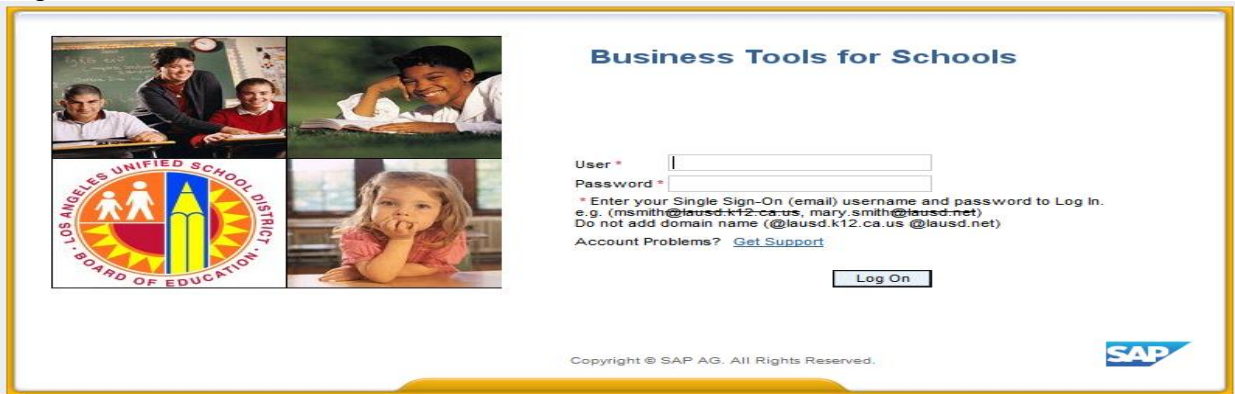
1) In SAP Home Page click "SAP Budget – Schools Front End"

2) Under Reports tab, click COFE Budget Report

To display the result in PDF

3) Click the button for "Display in Form"

4) Enter the fields for Version, Fiscal year, Fund Center and Program. If the Program field is left blank, all available programs will be generated

5) Click Execute

6) If the OutputDevice is blank, type "LPDF", otherwise, leave as is

7) Click Print Preview

8) Defaulted result in PDF format

To download the result in excel

9) Click the button for Display in Grid
10) Fill up the fields for Version, Fiscal year, Fund Center and Program
11) Click Execute

12) Click "Local File"

13) Click the button for Spreadsheet, then click the check box
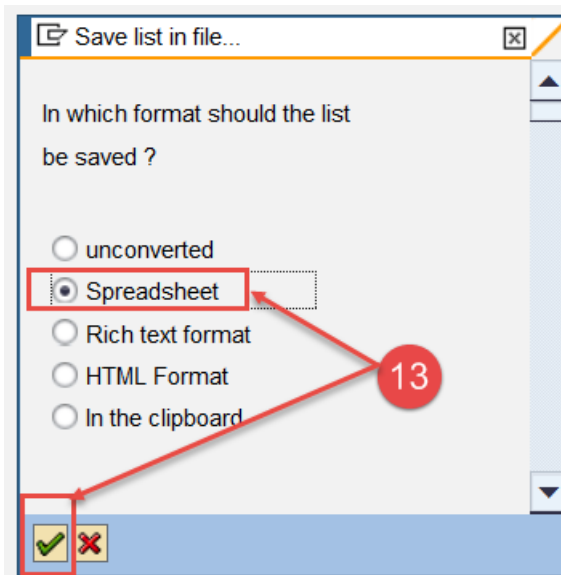
14) Click Run if the message below comes out
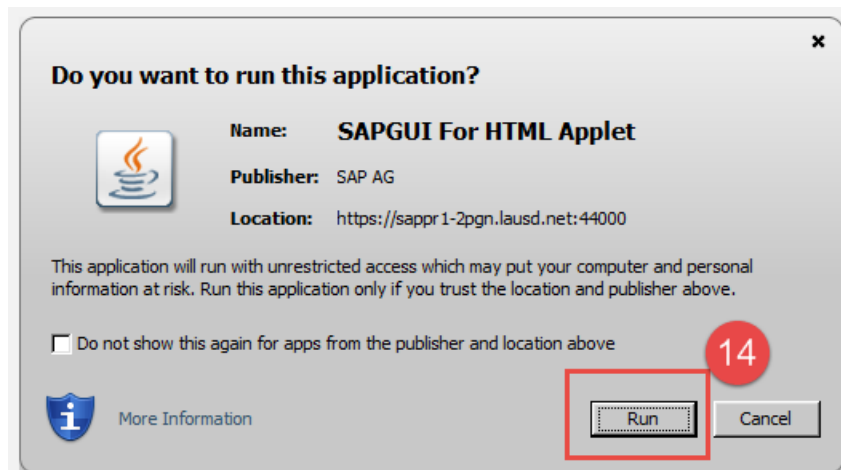
15) In Directory field, designate the file location and the File Name field

16) Click Generate