

Schools Front End (SFE) Budget Development Training

Presented by: School Fiscal Services Branch

Purpose

During this training session, you will learn how to use Schools Front End (SFE) during the Budget Development period to implement your school's budget for the upcoming fiscal year.



Training Objectives

By the end of this session, you will be able to:

- 1. Understand key budget concepts used in Schools' Front End.
- 2. Understand Schools Front End features and terms.
- 3. Enter budget adjustments in Schools Front End.
- 4. Print the School Budget Signature Form.
- 5. Delete a Work in Progress in Schools Front End.



Agenda

Key Budget Concepts Schools Front End (SFE) Features and Terms

Entering Budgets in SFE Printing the School Budget Signature Form

Deleting a Work in Progress (WIP) in SFE

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Key Budget Concepts





5

Key Concepts

Funding Line



Key Concepts Fund and Functional Area Translator

The SAP Fund and Functional Area Translator provides a suggested fund/functional area with the input of a commitment item or GL Account and a Program Code.

	SAP Fund and Functional Area Wizard
Welcome JOHN DOE	Posting Date 01/04/2024
Home Financials/Budget Human I	GL Account 430001 General Supplies 1 Enter GL Account (also known as Commitment Item)
Home Universal Worklist	OR Product Category
Upcoming Dates	Program Code 13027 General Fund School Program 2 Enter Program Code
Detailed Navigation	Find Suggested Fund and Functional Area -> Click Find Suggested Fund and Functional Area
Upcoming Dates Help Zone	Functional Area 1110-1000-13027 General Fund Sch Program
SAP Business Workplace	Fund 010-0000 GF-Unrestricted
 Time Statement Account String Wizard Fund/Functional Area Translator 	Note: This offers only a suggested Functional Area. For categorical programs, please refer to your categorical guidelines to make sure the appropriate Functional Area is used.
	Clear

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Key Concepts

Fund and Functional Area Guide

The information below may be used as a general guide to budget positions and supplemental salaries.

Fund	Func Area	Job Classifications
010-XXXX	1110-1000-XXXXX	Teachers, Instructional Aides, Special Ed Assts
010-XXXX	1110-2420-XXXXX	Librarians, Library Aides
		Counselors, AP Sec Counseling Svcs
010-XXXX	1110-3110-XXXXX	Itin PSA, Itin PSW, Itin Psych, Itin Stud & Fam Resource Nav
010-XXXX	1110-3140-XXXXX	Itin Nurses
010-XXXX	1110-2700-XXXXX	Principals, Assistant Principals and Clerical Staff
010-2222	1110-2100-2222	Certificated Out of Classroom Assignments (Coordinators)
010-7777	1110-2100-77777	
010-XXXX	1110-8100-XXXXX	School Police

Key Concepts

Budget Adjustment Process



SFE Features and Terms





SAP Access and Roles

SAP Portal link: https://bts.lausd.net/irj/portal

Path: Financials/Budget >SAP Budget – School Front End> School Budget Planning and Maintenance



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- 1. RF705 Budget Adjuster (SAA, Coordinator and Assistant Principal)
- 2. RF706 School Budget Submitter (Principal)

Budget Version

•

	School Budget Planning and N	Maintenance		
Enter Fund Center, SACS Fund, and Program.	School Budget Planning and Maintenance Funds Center 1234501 SACS Fund 010 LAUSD Program 75046 IIII List All Authorized	ABC ES General Fund CE-NCLB T1 Schools	Click Save Selection	on Criteria.
Choose the Version:	Task			
Budget Planning -FN0 - used for Budget Development; locked during the remainder of the school year.	Version ENO Final Budget Maintenance CMO Curre	Fiscal Year Locks Version 2026 ent Maintena 2025		
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CM0 – used throughout	Budget Report	Archive Report	School Resource Allocation	
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	Budget With Incumbent Report	Estimated Rates By Budget Item	Cost Limits	
	Position With Incumbent Report	Employee Assignment Cost	Furlough Savings Report	
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1. Menu Bar

2. Action buttons

3. Budget Information

- Fund Center,
- Program Information,
- Version and Fiscal Year

4. Change Type/Budget Status

5. Allocation Information

- Total Allocation,
- Total Amount Budgeted, and
- Total Difference

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- 6. Add New Item Based Detail Line
- 7. Validate Detail
- 8. Budget Information
- 9. Difference Column
- **1**0. Information Messages

2



- 🔚 Saves changes and returns the user to the SFE home screen
- Revision of the second seco
- Cancels the last action and navigates back to the previous screen

Submit For Approval - Allows the user to submit the budget adjustment (available to administrators only)

Warnings - Displays incumbent warning (e.g. position being closed is not vacant)

& Cost Limits - Displays cost limits based on program guidelines (indirect, PD, IMA, etc.), if applicable

Trelete WIP - Allows the user to delete a Work in Progress (WIP) and return to the last approved budget

School Bud	lget Planning	,					
📲 Submit For App	oroval 🔓 Warning	gs හි Cost Limits	T Delete WIP				
RECEIPTION OF THE STATE	Funds Center SACS Fund/Rsrc LAUSD Program Version Fiscal Year	1234501 010 / 3010 75046 FN0 2026	ABC ES General Fund CE-NCLB T1 Schools Final Version	-1	Change Type Status Total Allocation Total Budget Am	Schoo Work	I Change In Progress 524,188.00 524,188.00
OF FOR THE WOR					Total Difference		0.00

- 1. School and Budget Information Fund Center, Fund, Program, Budget Version, and Fiscal Year
- 2. Total Allocation should equal the Total Budget Amount. Total Difference should be zero.



When the intent is to move funds between the TSP programs (10552, 10947, 10948, 10949), the combination of budget adjustments must result in a Total Difference of zero in order to be considered balanced.

Add New Item Based Detail Line Validate Detail Line Type Item Goal Function Position Clear Next Clear Add Entry Image: Clear Image: Clear															
Line T	Bud It	Bud Item	Description	Goal	Funct	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Day/	FTE	Fund %	Total Cost 👖
1POSITN	107762	TCHR AST	DEG TK NW/2	1110	1000	30528729	110005	07/01/2025	07/01/2025	с	6.0	5.0	1.00	100.00	0.00 📤
1POSITN	107762	TCHR AST	DEG TK NW/2	1110	1000	30530441	110005	07/01/2025	07/01/2025	с	4.0	5.0	0.67	100.00	0.00 🚬
1POSITN	117361	CAT PRG	AD C1T 27/11	1110	2100	30528728	190001	07/01/2025	07/01/2025	с	3.0	5.0	0.50	100.00	0.00
1POSITN	27785	COMMUNIT	Y REP C	1110	2100	30528727	290001	07/01/2025	07/01/2025	с	6.0	5.0	0.75	50.00	0.00
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30TH-L	40239	30TH-L 40259 FOLMITAL FREING VAR 1110 1000 430096 07/01/2025 06/30/2026 0.00 15,726.00													

- 1. New budget lines are added by completing the New Item Based Detail Line area and clicking the *Add Entry* button.
- 2. Existing budget lines display in the bottom portion of the screen and may be modified as needed.



Information can only be entered in the white-shaded fields.

Clicking in some fields in SFE will give you access to a matchbox. The matchbox will provide a dropdown menu of options for filling in the field.

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Line 1	Line Type 7 Entries	<
BudLnTyp	Short Description	
1POSITN 2OTHS-L 2OTHS-M 2OTHS-O 3OTH-L 3OTH-M 3OTH-O	Position Requistion Other Salary Items L Other Salary Items M Other Salary Items O Other Budget Limited Other Budget MultiYr Other Budget Ongoing	

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🖻 Budget It	em 28 Entries		
Bud Item	Item Description	Cmmt item	Indirect
40005	OTHER BOOKS	420010	
40124	NON-CAP FOULP CLSBM	440001	
40125	NON-CAP EOUIP-OTHER	440001	
40127	GEN SUPPLIES TECHNO	430001	
40183	MAIN/OPER SUPPLIES	430003	
40230	NEGATIVE ALLOCATION	430077	
40261	PENDING DISTRIBUTION	430009	
40269	SUPPLMTL INSTRL MAT	430010	
40322	SALARY INCREASE	430077	
40330	SAL INC-SEIU	430009	
40335	H&W/BENEFIT ADJ	430009	
40346	PEND DIST 2ND ALLOCA	430009	
50002	CONTR INSTRL SVC	580030	
50003	OTH NON INSTRL CONT	580002	
50058	ADMISSION TICKET	580005	
50059	MILEAGE	520001	
50073	PARENT CONF ATTND	520002	
50080	STAFF CONF ATTEND	520002	
50118	DUES & MBRSHP/STF	530001	
50133	RENTAL/LEASE EQUIP	560011	
50147	MAINTENANCE OF EQUIP	560006	
50161	PRS SER CONT NON INS	580001	
50174	CURRICULAR TRIPS	580012	
50243	SOFTWARE LICNS MAINT	580020	
50254	PHONEEXP-TI OFC/PRNT	590001	
50255	CNTRCTSUBARGMNTS>25K	510010	
50256	RENTL/LEASE EQP-INST	560011	
JRABE-60	RES FOR ANTCPTD BAL	430077	



Line T	Bud It	Bud Item Description	Goal	Funct	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Day/	FTE	Fund %	Total Cost 📑
1POSITN	107762	TCHR AST DEG TK NW/2	1110	1000	30528729	110005	07/01/2025	07/01/2025	с	6.0	5.0	1.00	100.00	0.00 📥
1POSITN	107762	TCHR AST DEG TK NW/2	1110	1000	30530441	110005	07/01/2025	07/01/2025	с	4.0	5.0	0.67	100.00	0.00 🗡
1POSITN	117361	CAT PRG AD C1T 27/11	1110	2100	30528728	190001	07/01/2025	07/01/2025	с	3.0	5.0	0.50	100.00	0.00
1POSITN	27785	COMMUNITY REP C	1110	2100	30528727	290001	07/01/2025	07/01/2025	с	6.0	5.0	0.75	50.00	0.00
30TH-L	40239	POTENTIAL FNDING VAR	1110	1000		430098	07/01/2025	06/30/2026				0.00		15,726.00
30TH-L	40261	PENDING DISTRIBUTION	1110	1000		430009	07/01/2025	06/30/2026				0.00		508,462.00

Clicking the *PStat* matchbox will provide the dropdown menu

Position Status:

- Active activates a position and calculates the cost of the position based on its attributes, and effectivity dates
- **Closed** closes a position and releases unused funds based on the end date
- **Suspend** used to capture salary savings during Budget Maintenance (CM0) only.



	Item dd Nev ne Typ	Based De	ised Detail Line	etail		Joal Fu	ory N nction	otes Head Position	der Details Temp Posit	Reaso		Cle Add E	ar Entry	Validate	e Detail Validate			BudLnTyp 1POSITN 20THS-L 20THS-M	ine Type Short D Positio Other S Other S	7 Entries escriptio n Requist alary Ite alary Ite	n ion ms L ms M
Line	e T	Bud It	Bud Item Description	Goal	Funct	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Day/	FTE	Fund %	Total Cost			20THS-0 30TH-L	Other S Other B	alary Ite udget Lim	ms O ited
1P0	SITN	107762	TCHR AST DEG TK NW/2	1110	1000	30528729	110005	07/01/2025	07/01/2025	с	6.0	5.0	1.00	100.00		0.00 📤		30TH-M	Other B	udget Mul	tiYr
1P0	SITN	107762	TCHR AST DEG TK NW/2	1110	1000	30530441	110005	07/01/2025	07/01/2025	с	4.0	5.0	0.67	100.00		0.00 👗		30TH-0	Other B	udget Ong	oing
1P0	SITN	117361	CAT PRG AD C1T 27/11	1110	2100	30528728	190001	07/01/2025	07/01/2025	с	3.0	5.0	0.50	100.00		0.00					
1P0	SITN	27785	COMMUNITY REP C	1110	2100	30528727	290001	07/01/2025	07/01/2025	с	6.0	5.0	0.75	50.00		0.00					
301	H-L	40239	POTENTIAL FNDING VAR	1110	1000		430098	07/01/2025	06/30/2026				0.00		15,73	26.00					
301	H-L	40261	PENDING DISTRIBUTION	1110	1000		430009	07/01/2025	06/30/2026				0.00		508,4	52.00					
		1. (Clicking on the <i>Line Type</i> matchbox will provide the dropdown menu														t			7 % M	¥×

2. Budget Line Types for Schools:

- IPOSITN Positions
- 20THS-L Other Supplemental salary budget lines (Limited) e.g. teacher x-time, clerical overtime, itinerants
- 30TH-L Other Operating expense budget lines (Limited) e.g. IMA, general supplies, contracts



Line Types ending with an M or an O are for central office use only.

I	tem	Based D	etail 👌	Nor	n-Iter	n Based	Detai		Approv	als Hist	ory N	lotes Hea	der Details	Reaso	n					
Add	Nev	v 1 🚺 B	ased D	etail I	Line				2			3						Validat	e Detail	
Add New I Based Detail Line Z 3 Validate Detail Line Type Item Goal Function Position Temp Position Image: State Sta																				
Line 1	г	Bud It	Bud I	item	Descr	ription	Go	al F	Funct	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Day/	FTE	Fund %	Total Cost	•••
1POS:	TN	107762	TCHR	AST	DEG	TK NW	/2 11	10 1	L000	30528729	110005	07/01/2025	07/01/2025	с	6.0	5.0	1.00	100.00		0.00 📤
1POS:	TN	107762	TCHR	AST	DEG	TK NW	/2 11	10 1	L000	30530441	110005	07/01/2025	07/01/2025	с	4.0	5.0	0.67	100.00		0.00

- 1. SFE uses Item Numbers which can be obtained from the *Item* dropdown menu or by viewing the *Estimated Rate Sheet* on the School Fiscal Services website.
- 2. The Goal and Function for the *Item* are available from the dropdown menu or automatically populated for most positions
- 3. The Position and Temp Position may be used as needed to create or modify positions.
- 4. Click Add Entry to add the new line to the budget.

Double Clicking on any line in your budget will take you to the Detail Screen.

- 1. Return to List
- 2. Validate All Detail Lines
- 3. Сору
- 4. Undo Changes
- 5. Reset Before WIP
- 6. Previous/Next Entry
- 7. Entry Detail
- 8. Position Detail
- 9. Costs
- 10. Last Change

	Item Based Detai	Non-Item Based De	tail Approvals I	History Notes He	ader Details	Reason				
			3	4			•			
	🧢 Reti	urn To List	Сору	Undo Changes	A Pr	evious Entry	Entry			
	🖆 Validate	All Detail Lines 2		🗖 🔊 Reset Before WI	P 🔻 I	Next Entry	6 3 of 6			
	Entry Detail		Position Detail		Costs					
nes	Line Type	1POSITN	Position Status		Salary A	Salary Amount				
	Item	117361	Job	19100704	Total B	enefits	0.00			
	7	CAT PRG AD C1T 2		ADVSR, CTEGORCL PGM	Health		0.00			
	SACS Goal	1110	Incumbent	34125404	Total C	ost	0.00			
	SACS Function	2100		Turner, Paige			9			
	Position	30528728			Benefits	5 Detail				
	Temp Position		Hours/Day/Month	3.000 / 0.00	0 Worker	Comp	0.00			
	Commitment Item	190001	Days/Week	5.000	Unempl	oyment	0.00			
			Subgrp	3 1-Hrly 3-Salary	STRS		0.00			
	Fund	010-3010			Social S	ecurity	0.00			
	Functional Area	1110-2100-75046	Personnel Area	a 2UTK	PERS		0.00			
	Fund Percentage	100.00	Suba	area CSXX WT 000	5 PARS		0.00			
	FTE	0.50			Medicar	e	0.00			
			Pay Scale Type	e 02 Area UT						
			Leve	el 11 Group 27	Last Cha	ange				
					User Na	me				
			Norm Indicator		Date					
			Start Date	07/01/2025	Time		00:00:00			
		8	End Date	07/01/2025						

0

These messages will appear at the

bottom of your screen and alert you	School B	udget F	Planning											
to important issues.	Submit For	Approval	a ₩arnings	Se Cost I	Limits	🕡 Delete V	VIP							
		Funds	s Center 123	4501		ABC ES					Change	e Type	School (Change 🔻
New Work In Progress (WIP) will be created		SACS	Fund/Rsrc 010	/ 3010	D	General F	und				Status		Work In	Progress -
Enter date in the format		LAUS Versio	D Program 750	46		CE-NCLB Final Vers	T1 Schoo ion	Is			Total A	Allocation		524,188.00
	feroy and the	9 Fiscal	Year 202	6							Total B	Judget An	nt	524,188.00
					<i></i>	1					Total C	ifference		0.00
All budget entries are valid	Item Base	d Detail K	Non-Item Based	Detail	Approv	als Hist	ory 1	lotes Y Hea	ider Details Y H	Reason				
	Add New Ite	n Based De	tail Line									Y	Validate D	etail
End Date cannot be prior to Start Date	Line Type	Item			G	ioal FL	Inction	Position	Temp Position	۱ 🖌	Cle	ar	121	
									Next		ò Add E	ntry		alidate
	Line T Bud	It Bud It	ern Description	Goal	Funct	Position	Cmmt	Start Date	End Date PS	Stat Hr/Day	Day/	FTE FL	und % Tr	otal Cost 🛅
New Item Based entry has been inserted in sorted position	POSITN 1077	2 TCHR	AST DEG TK NW/	2 1110	1000	30528729	110005	07/01/2025	07/01/2025 C	6.0	5.0	1.00 10	00.00	0.00
\mathbf{h}	1POSITN 1077	1 CAT P	AST DEG TK NW/	2 1110	2100	30530441	110005	07/01/2025	07/01/2025 C	4.0	5.0	0.67 10	00.00	0.0
	10051TN 2778	S COMMU	NITY REP C	1110	2100	30528727	290001	07/01/2025	07/01/2025 C	6.0	5.0	0.75	50.00	0.00
Position 304/1010 has overlapping Active/Closed (A/C) intervals	8CTH-1 4023	9 POTEN	TIAL FNDING V7	R 1110	1000		430098	07/01/2025	06/30/2026			0.00		15,726.00
	30TH-I 4026	1 PENDI	NG DISTRIBUTIO	N 1110	1000		430009	07/01/2025	06/30/2026	_		0.00		508,462.00
Budget changes were Submitted to Fiscal Specialist for Approval														
				Ĩ										
\mathbf{X}		-						222		_				
	(2) (2) []		Double click on t	no to die	oby Coto	u Datail		ſ	oto loff					
			Double Cick on I	ne to us	play Enu	y Decali		E	Shuy I OI 6					
	New Work I	n Progress	(WIP) will be crea	ted										SAU
				194 CO.C.										handle

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Exercise 1

Add a New Item Based Detail Line – Non-Salary in Program 7S046

1. Add a new item-based detail line for General Supplies Technology:

- a. Locate Line Type under Add New Item Based Detail Line. Use matchbox to select "**30TH-L**"
- b. Use the "Item" matchbox to select the budget item for GEN SUPPLIES TECHNO.¹
- c. Use the "Goal" matchbox to select the goal².
- d. Use the "Function" matchbox to select the function.³
- e. Click "Add Entry"

Helpful Hints:

- ¹ The item number is also available on the Estimated Rates Sheet.
- ² Note: The same goal is used for all budget line items in a program.
- ³ Note: The Function Job Aide by Program and/or Fund/Functional Area Translator can be used to identify the correct function if multiple options are presented.

Exercise 1

Add a New Item Based Detail Line – Non-Salary in Program 7S046

- 2. Enter the additional required information on the newly added item-based detail line.
 - a. Input the following:
 - Start date 7/1/2025 ¹
 - End date 6/30/2026
 - Total Cost \$3,000²
 - b. Click "Validate" 3

Helpful Hints:

- ¹ Dates can also be entered in this format 070125
- ² When inputting dollars, do not enter cents and do not use commas.
- ³ Every time you click validate, check to see if you have any warnings.
- 3. Move funds from "Pending Distribution"
 - a. Locate the "Pending Distribution" budget line item
 - b. Click on the "Total Cost" of the Pending Distribution budget line item and reduce to \$0
 - c. Click on "Validate"
 - d. Input the amount from the "**Total Difference**" field in the "**Total Cost**" column of the Pending Distribution budget line item
 - e. Click "Validate"

Exercise 1 Entering Budgets in SFE Exercise 1

	E 1 6 1		100.00				Cabaal Chasas	-						
SNGELES UN	Funds Center 12	234501	ABC ES			Change Type	School Change	<u> </u>						
	SACS Fund/Rsrc 01	10 / 3010	General	Fund		Status	Work In Progress	•						
	LAUSD Program 75	S046	CE-NCLB	3 T1 Scho	ols									
	Version E	NO	Final Ver	rsion		Total Allocation	524.18	8.00						
	Fiscal Vear	0.2.6				Total Rudget Am	======================================	0 00						
OF FOR THE WOR	FISCAL YEAR 20	026				Total Budget Arr	10 524,10	0.00						
						Total Difference		0.00						
Item Based	Detail Non-Item Base	d Detail 🛛 Ap	provals His	story	Notes Header Details Reason									
Add New Item Based Detail Line Validate Detail														
			C				Valuace Decal							
ne Type	Item		Goal F	Function	Position Temp Position	Clear								
OTH-L					Next	Add Entry	🖆 Validate							
				_										
🖻 Budget It	tem 28 Entries		X	0	Inst	ructions		-						
로 Budget It Bud Item	tem 28 Entries	Cmmt item	X	1 a.	Inst Select 30TH-L under Li	ructions ne Type		_						
♂ Budget It Bud Item	Them 28 Entries	Cmmt item	X	1 a. b.	Inst Select 30TH-L under Lin Use the Item matchbo	ructions ne Type (to select the	e budaet item	n for						
Budget It Bud Item 40005	Item Description	Cmmt item 420010	Indirect	1 a. b.	Inst Select 30TH-L under Lin Use the Item matchbor	r uctions ne Type k to select the	e budget item	n for						
➡ Budget It Bud Item 40005 40124	Tem 28 Entries	Cmmt item 420010 440001	Indirect	a. b.	Inst Select 30TH-L under Lin Use the Item matchbox GEN SUPPLIES TECHNO	ructions ne Type k to select the	e budget item	n for						
Budget It Bud Item 40005 40124 40125 40127	tem 28 Entries Item Description OTHER BOOKS NON-CAP EQUIP CLSRM NON-CAP EQUIP-OTHER GEN SUPPLIES TECHNO	Cmmt item 420010 440001 440001 430001	Indirect	a. b.	Inst Select 30TH-L under Lin Use the Item matchbox GEN SUPPLIES TECHNO Use the Goal matchbo	ructions ne Type k to select the	e budget item	n for						
Bud Item 40005 40124 40125 40127 40183	tem 28 Entries Item Description OTHER BOOKS NON-CAP EQUIP CLSRM NON-CAP EQUIP-OTHER GEN SUPPLIES TECHNO MAIN/OPER SUPPLIES	Cmmt item 420010 440001 440001 430001 430003	Indirect	a. b. c.	Inst Select 30TH-L under Lin Use the Item matchbor GEN SUPPLIES TECHNO Use the Goal matchbo	r uctions ne Type k to select the x to select the	e budget item e goal	n for						
Bud Item 40005 40124 40125 40127 40183 40230	Tem 28 Entries Item Description OTHER BOOKS NON-CAP EQUIP CLSRM NON-CAP EQUIP-OTHER GEN SUPPLIES TECHNO MAIN/OPER SUPPLIES NEGATIVE ALLOCATION	Cmmt item 420010 440001 430001 430003 430077	Indirect	a. b. c. d.	Inst Select 30TH-L under Lin Use the Item matchbox GEN SUPPLIES TECHNO Use the Goal matchbo Use the Function matc	ructions ne Type k to select the x to select the hbox to select	e budget item e goal t the functior	ר for						
Bud Item 40005 40124 40125 40127 40183 40230 40261	Tem 28 Entries Item Description OTHER BOOKS NON-CAP EQUIP CLSRM NON-CAP EQUIP-OTHER GEN SUPPLIES TECHNO MAIN/OPER SUPPLIES NEGATIVE ALLOCATION PENDING DISTRIBUTION	Cmmt item 420010 440001 440001 430001 430003 430077 N 430009	Indirect	a. b. c. d.	Inst Select 30TH-L under Lin Use the Item matchbox GEN SUPPLIES TECHNO Use the Goal matchbo Use the Function match	ructions ne Type k to select the x to select the hbox to select	e budget item e goal t the functior	ר for						
Budget It Bud Item 40005 40124 40125 40127 40183 40230 40261 40269	Tem 28 Entries Item Description OTHER BOOKS NON-CAP EQUIP CLSRM NON-CAP EQUIP-OTHER GEN SUPPLIES TECHNO MAIN/OPER SUPPLIES NEGATIVE ALLOCATION PENDING DISTRIBUTION SUPPLMTL INSTRL MAT	Cmmt item 420010 440001 440001 430001 430003 430077 N 430009 430010	Indirect	a. b. c. d. e.	Inst Select 30TH-L under Lin Use the Item matchbox GEN SUPPLIES TECHNO Use the Goal matchbo Use the Function matc Click Add Entry	ructions ne Type & to select the x to select the hbox to select	e budget item e goal t the functior	n for						
Bud Item 40005 40124 40125 40127 40183 40230 40261 40269	Item Description OTHER BOOKS NON-CAP EQUIP CLSRM NON-CAP EQUIP CLSRM ON-CAP EQUIP-OTHER GEN SUPPLIES TECHNO MAIN/OPER SUPPLIES NEGATIVE ALLOCATION PENDING DISTRIBUTION SUPPLMTL INSTRL MAT	Cmmt item 420010 440001 430001 430003 430077 N 430009 430010	Indirect	a. b. c. d. e.	Inst Select 30TH-L under Lin Use the Item matchbor GEN SUPPLIES TECHNO Use the Goal matchbor Use the Function match Click Add Entry	ructions ne Type k to select the x to select the hbox to select	e budget item e goal t the functior	n for						

Exercise 1

School Bud	lget Planning											
📴 Submit For Ap	proval 🖆 Warnings 🗞	∾Cost L	Limits 📅 D	elete WIP								
Funds Center 1234501 ABC ES Change Type School Change SACS Fund/Rsrc 010 / 3010 General Fund Status Work In Progress LAUSD Program 75046 CE-NCLB T1 Schools Total Allocation 524,188.00 Version FN0 Final Version Total Allocation 524,188.00 Total Allocation 527,188.00 Total Difference 3,000.00- Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason												
Add New Item B Line Type I Line T Bud It	ased Detail Line tem Bud Item Description GEN_SUPPLIES_TECHNO	Goal I	Goal	Functi	ion Position	Temp	Position ext PStat	Hr/Day	Clear Clear	idate Detail)if 🛄	
30TH-L 40239 30TH-L 40261	POTENTIAL FNDING VAR PENDING DISTRIBUTION Double click on line	1110 1 1110 1 1110 1	1000 1000 play Entry Det	430098 430009	07/01/2025 07/01/2025	06/30/2026 06/30/2026 Entry	5 of 7	2 a.	Instruct Input the follow • Start date • End date -	tions ving: – 07/01/202 06/30/202	25 26	
All budget entri	es are valid							b.	 Total Cost Click Validate 	- \$3,000 28	3	

Exercise 1





Exercise 1



School Budget Planning							
📲 Submit For Approval 🔓 Warnings 🗞 Cost	Limits 📅 Delete WIP						
Funds Center 1234501	ABC ES			Char	ige Type	School Change	-
SACS Fund/Rsrc 010 / 3010	General Fund			Stat	us	Work In Progress	
LAUSD Program 75046	CE-NCLB T1 Schools			Tota	Allocation	524.1	88.00
Fiscal Year 2026				Tota	l Budget Am	18,1	26.00
FOR THE N				Tota	l Difference	505,4	62.00
Note the amount in the Total D. difference between the origina (\$508.462) and the amount bu Technology (\$3,000). \$508,462 (i) - \$3,000 (ii) = \$50 SEE has done the math for you	ifference column (iii). It is the I amount in Pending Distribution Idgeted in General Supplies 15,462 (iii)	Temp Po	Day/ F		Clear I Entry	Validate Detail	Int
				0.00	3,000.00	3,000.00	
			1	0.00	15,726.02		•
			1	0.00		508,462.00	
4 >						4	• •
Double click on line to dis	play Entry Detail	Entry 5 c	of 7				
All budget entries are valid							SAD



Scho	School Budget Planning														
🔡 Subm	📽 Submit For Approval 🖆 Warnings 🖧 Cost Limits 📅 Delete WIP														
	Funds Center 1234501 ABC ES Change Type School Change														
Sta Mar	S UNUELED	SACS Fund/Rsrc 01	IS	Work In Progress	-										
	LAUSD Program 75046 CE-NCLB T1 Schools														
	LAUSD Program 75046 CE-NCLB T1 Schools Version FN0 Final Version To												524,	188.00	
FF-SO	Version FNO Final Version Total Al Fiscal Year 2026 Total Bu													726.00	
OF FOR 1	Fiscal Year 2026 Total Budget Amt 18,726.00 Total Difference 505,462.00														
Item	FOR THE S Total Difference 505, 462.00 Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason														
3		Inst	ructio	ns									alidato Dotail		
d. Ir	nput th	ne amount in	the Tot	al Diff	ference	field in		Tama Da	cition		a	lear		_	
+		dina Distribu	tion Tot		st colun	on			osicion	_	🖉 U	lear .	C Validata		
u u	ie rei	iung Distribu						-> Nex	<u> </u>		EO Add	Entry			
Line T	Dud It	Rud Item Description	Desition	Count	Chart Data	End Data	DCtat	Ur/Dav	David	ETE	Fund 0/	Tatal Cast	Difference	Te. 27	
Line T	BUG It	Bud Item Description	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Day/	FIE	Fund %		Difference		
3011-L 40127 GEN SUFFLIES IECHNO 430001 07/01/2025 06/30/2026 0.00 3,000.00 3,000.00 3,000.00 3,000.											3,000.00				
30TH-L	40239	POTENTIAL FNDING \	AR	430098	07/01/2025	06/30/2026				0.00	<u> </u>	15,726.00	-		
30TH-L	40261	PENDING DISTRIBUT	ION	430009	07/01/2025	06/30/2026				0.00		505462	2 508,462.00	-	

31



School Budget Planning												
👫 Submit For Approval 🛛 🔓 Warnings 🔇	Cost Li	mits 📆	Delete WIP									
Funds Center 123	501		ABC ES						Chan	ige Type	School Change	-
SACS Fund/Rsrc 010	/ 3010	(General Fund						State	us	Work In Progress	-
LAUSD Program 7504 Version FN0	16	(CE-NCLB T1 So Final Version	chools					Tota	Allocation	524,1	88.00
Fiscal Year 202	5								Tota	l Budget Am	524,1	88.00
FOR THE W									Tota	l Difference		0.00
Line T Bud It Bud Item Description	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Dav/	ETE	Eund %	Total Cost	Difference	Int
30TH-L 40127 GEN SUPPLIES TECHNO	1 0010101	430001	07/01/2025	06/30/2026	1 Dear	111/001	0011	0.00	runa /o	3,000.00	3,000.00	-
30TH-L 40239 POTENTIAL FNDING VAN	l I	430098	07/01/2025	06/30/2026				0.00		15,726.00		•
30TH-L 40261 PENDING DISTRIBUTION	1	430009	07/01/2025	06/30/2026				0.00		505,462.0	0 3,000.00-	-
	4 F										4	

Entering Budgets in SFE Exercise 1



0 School Budget Planning Tr Delete WIP Submit For Approval 🚰 Warnings 🗞 Cost Limits 1234501 School Change Funds Center ABC ES Change Type MGELES I -----Work In Progress Status The Total Difference field now shows \$0.00 indicating that your Total Allocation 524,188.00 budget entry is balanced. Total Budget Amt 524,188.00 The Difference column shows the dollars transferred. Note that the Total Difference 0.00 amount added to Gen Supplies Techno matches the amount Reason subtracted from Pending Distribution. The Total Cost column shows the new budget for each of the lines adjusted. Validate Detail iv. Click Save to save your entries and return to the SFE home screen. Clear 1 Add Entry Validate PStat Hr/Day Day/... FTE Fund % Total Cost II TT Difference Line T... Bud It... Bud Item Description Position Cmmt ... Start Date End Date -1POSITN 107762 TCHR AST DEG TK NW/2 30528... 110005 07/01/2025 07/01/2025 C 5.0... 1.00 100.00 0.00 6.0... * 5.0... 0.67 100.00 0.00 1POSITN 107762 TCHR AST DEG TK NW/2 30530... 110005 07/01/2025 07/01/2025 C 4.0... 5.0... 0.50 100.00 1POSITN 117361 CAT PRG AD C1T 27/11 30528... 190001 07/01/2025 07/01/2025 C 3.0 0.00 30528...290001 07/01/2025 07/01/2025 C 6.0... 5.0... 0.75 50. 0.00 1POSITN 27785 COMMUNITY REP C 30TH-L 40127 GEN SUPPLIES TECHNO 430001 07/01/2025 06/30/2026 0.00 3,000.00 3,000.00 30TH-L 40239 POTENTIAL FNDING VAR 430098 07/01/2025 06/30/2026 0.00 15,726.00 505,462.00 30TH-L 40261 PENDING DISTRIBUTION 430009 07/01/2025 06/30/2026 0.00 3,000.00-4 1 4 1 8 2 5 5 Double click on line to display Entry Detail Entry 1 of 7

All budget entries are valid

Exercise 1



Exercise 2

Add a New Item Based Detail Line in Program 7S046 – Non-Position Salary

1. Add a new item-based detail line for "ITIN COUNS PSA C"

- a. Locate Line Type under Add New Item Based Detail Line. Use matchbox to select "20THS-L"
- b. Use the "Item" matchbox to select the budget item for ITIN COUNS PSA C¹
- c. Use the "Goal" matchbox to select the goal²
- d. Use the "Function" matchbox to select the function ³
- e. Click "Add Entry"

Helpful Hints:

- The item number is also available on the Estimated Rates Sheet.
- ² Note: The same goal is used for all budget line items in a program.
- ³ Note: The Function Job Aide by Program and/or Fund/Functional Area Translator can be used to identify the correct function.

Exercise 2

Add a New Item Based Detail Line in Program 7S046 – Non-Position Salary

2. Enter additional required information on newly added item-based detail line:

a. Input the following:

- Start date 7/1/2025 ¹
- End date 6/30/2026
- Total Cost \$31,451 ²

b. Click "Validate" 3

Helpful Hints:

- ¹ Dates can also be entered in this format 070125
- ² When inputting dollars, do not enter cents and do not use commas.
- ³ Every time you click validate, check to see if you have any warnings.

3. Move funds from "Pending Distribution"

- a. Locate the "Pending Distribution" budget line item
- b. Click on the "**Total Cost"** of the Pending Distribution budget line item and reduce to \$0
- c. Click on "Validate"
- d. Input the amount in the "**Total Difference**" field in the "**Total Cost**" column of the Pending Distribution budget line item
- e. Click "Validate"

Exercise 2 Entering Budgets in SFE Exercise 2

OS SNGELES UNITED	Funds Center SACS Fund/Rsrc	1234501 010 / 3010	ABC ES General Fund				Change Type Status	School Work I	l Change In Progress	•
	LAUSD Program	75046	CE-NCLB T1 Schoo	ls						
	Version	FNO	Final Version				Total Allocation		524,188	8.00
TRADY STORY	Fiscal Year	2026					Total Budget Am	nt 🗌	524,188	8.00
FOR THE P							Total Difference		C	0.00
Item Based D	etail 🛛 Non-Item B	ased Detail Approv	als History I	Notes Head	ler Details Reaso	n				
_										
Add New Item B	ased Detail Line							Validate	Detail	
a Line Type I	tem D	G	oal Function	Position	Temp Position	_ e	Clear			
20THS-L					Next	E	Add Entry	<u> </u>	Validate	

b	🕞 Budget It	tem 88 Entries			×	1	Instructions						
	Bud Item	Item Description	Cmmt item	Indirect	-	a.	Select 20THS-L under Line Type						
	10246 11832	DIFF INSTL COACH SEC PSYCHOLOGIST X TIME	110004 120024			b.	Use the Item matchbox to select the budget item for ITIN COUNS PSA						
	12103 12106 12110 13101 13110 13114 13222 13451	ITIN COUNS PSA C ITIN NURSE ITIN ELEM COUNS SCH ITIN SS CAT PRG AD-C ITIN SS LIBMED 27/11 ITIN PSYCH SOC WKR C ITIN PSYCH SCHOOL C ITIN SEC COUNS.OPTN	120021 120041 120021 190001 120001 120021 120021 120021			c. d. e.	Use the Goal matchbox to select the goal Use the Function matchbox to select the function Click Add Entry						
				7 7 M 4	• ×		36						

Entering Budgets in SFE Exercise Exercise 2

Exercise	2
----------	---

School Budget Planning								
😼 Submit For Approval 🛛 🔓 Warnings 🔗	Cost Li	mits 📆	Delete WIP					
Funds Center 1234	501		ABC ES					Change Type School Change 🔹
SACS Fund/Rsrc 010	/ 3010		General Fund					Status Work In Progress
LAUSD Program 7504	6		CE-NCLB T1 Se	thools				
Version FN0)	Final Version					Total Allocation 524,188.00
Fiscal Year 2026								Total Budget Amt 556, 309.00
OR THE .								Total Difference 32, 121.00-
Item Based Detail Non-Item Based De	etail	Approval	s History	Notes	Header	r Detai	ls	Reason
Line T Bud It Bud Item Description 20THS-L 12103 ITIN COUNS PSA C	Position	Cmm a	Start Date	End Date 06/30/2026	PStat	Hr/Da	y Da	ay/ FTE Fund % Total Cost afference 1
30TH-L 40127 GEN SUPPLIES TECHNO		430001	07/01/2025	06/30/2026			0	Instructions
30TH-L 40239 POTENTIAL FNDING VAR		430098	07/01/2025	06/30/2026	8		9	
30TH-L 40261 PENDING DISTRIBUTION		430009	07/01/2025	06/30/2026			a.	Input the following:
	4.2	-						 Start date – 07/01/2025
								 End date – 06/30/2026
Double click on line	to disp	lay Entry I	Detail		Entr	Y		 Total Cost - \$31,451
							b.	Click Validate
All budget entries are valid						2	-	SAP

Entering Budgets in SFE Exercise 2 Exercise 2

School Bud	get Planning												
Submit For App	oroval 🚰 Warnings 🍕	Cost Lin	nits 🔟	Delete WIP									
NGELES //	Funds Center 1234	501	A	BC ES						Chan	де Туре 🛛	School Change	-
3	SACS Fund/Rsrc 010	/ 3010	G	Seneral Fund						State	ıs	Work In Progress	-
	LAUSD Program 7504	6	C	E-NCLB T1 So	chools								
	Version FN0		F	inal Version						Tota	Allocation	524,188	.00
STRADY FOR THE WORLS	Fiscal Year 2026									Tota	Budget Amt	50,847	.00
										Tota	Difference	473,341	.00
Item Based De	etail Non-Item Based D	etail 1	Approvals	History	Notes	Heade	er Details	Rea	son				
Add New Item B	ased Detail Line										V:	alidate Detail	
Line Type I	tem		Goa	1 Functio	n Position	1	Temp Pr	sition		a	lear		
							Next			E Add	Entry	Validate	
						_							
Line T Bud It	Bud Item Description	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Day/	FTE	Fund %	Total Cost	Difference	1 🛄
20THS-L 12103	ITIN COUNS PSA C		120021	07/01/2025	06/30/2026				0.00		32,121.00	32,121.00	*
30TH-L 40127	GEN SUPPLIES TECHNO		430001	07/01/2025	06/30/2026				0.00		3,000.00	3,000.00	*
30TH-L 40239	POTENTIAL FNDING VAR		430098	07/01/2025	06/30/2026				0.00		15,726.00)	
30TH-L 40261	PENDING DISTRIBUTION		430009	07/01/2025	06/30/2026				0.00			508,462.00-	
													Ŧ
					ß				Inst	rucτ	lons		
1 2 2 2 2	Double click on line	e to displa	ay Entry D	etail	а.	Locc	ate the	e Pen	Iding	g Distr	ibution k	oudget line	
					b.	Dele	te the	e amo	ount	in the	e Total C	ost column	
-					C	Click	Valio	date					
All budget entrie	es are valid				0.	0.01	, von					38	



School Budget Planning										
📲 Submit For Approval 🖆 Warnings 🗞	r² Cost Limits 🛛 📅 Delete WIP									
Funds Center 1234	501 ABC ES			Chan	ge Type So	hool Change	•			
ACS Fund/Rsrc 010 A	6 General Fund 6 CE-NCLB T1	l Schools		Statu	is W	ork in Progress	•			
Version FN0	Final Version			Total	Allocation	524,188	.00			
Fiscal Year 2026				Total	l Budget Amt	524,188	.00			
FOR THE W	Total Difference 0.00									
Item Based Detail Non-Item Based De	etail Approvals History	Notes Heade	er Details 🛛 Reaso	n						
Add New Item Based Detail Line					Valio	late Detail				
Line Type Item	Goal Funct	tion Position	Temp Position		lear 🧧					
			Next	Eo Add	Entry	Validate				
Line T Bud It Bud Item Description	Position Cmmt Start Date	End Date PStat	Hr/Day Day/ F	TE Fund %	Total Cost	Difference]	II			
20THS-L 12103 ITIN COUNS PSA C	120021 07/01/202	25 06/30/2026		0.00	32,121.00	32,121.00	-			
30TH-L 40127 GEN SUPPLIES TECHNO	430001 07/01/202	25 06/30/2026		0.00	3,000.00	3,000.00	-			
30TH-L 40239 POTENTIAL FNDING VAR	430098 07/01/202	5 06/30/2026		0.00 d	15,726.00		_			
30TH-L 40261 PENDING DISTRIBUTION	430009 07/01/202	5 06/30/2026		0.00	473,341.00	35,121.00-				

8

Instructions

- d. Input the amount in the total Difference field in the Pending Distribution Total Cost column
- e. Click Validate

School Budget Planning Submit For Approval 🚰 Warnings 🗞 Cost Limits Tr Delete WIP 1234501 School Change **Funds Center** ABC ES Change Type 010 / 3010 SACS Fund/Rsrc General Fund Work In Progress Status LAUSD Program 75046 **CE-NCLB T1 Schools** Version FNO Final Version Total Allocation 524,188.00 2026 Total Budget Amt 524,188.00 Fiscal Year **Total Difference** 0.00 Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason The Total Difference field now shows \$0.00 indicating that your budget entry is balanced. The Difference column shows the dollars transferred. ii. The Total Cost column shows the new budget for each of the lines adjusted. iii. Click Save to save your entries and return to the SFE home screen. iv. ce . 5.0... 0.67 100.00 0.00 1POSITN 107762 TCHR AST DEG TK NW/2 30530441 110005 07/01/2025 07/01/2025 C 4.0... 1POSITN 117361 CAT PRG AD C1T 27/11 30528728 190001 07/01/2025 07/01/2025 C 3.0 ... 5.0... 0.50 100.00 0.00 m 5.0... 0.75 50.00 0.00 1POSITN 27785 COMMUNITY REP C 30528727 290001 07/01/2025 07/01/2025 C 6.0.. 20THS-L 12103 ITIN COUNS PSA C 120021 07/01/2025 06/30/2026 0.00 32,121.00 32,121.00 30TH-L 40127 GEN SUPPLIES TECHNO 430001 07/01/2025 06/30/2026 0.00 3,000.00 3,000.00 30TH-L 40239 POTENTIAL FNDING VAR 430098 07/01/2025 06/30/2026 0.00 15,726.00 430009 07/01/2025 06/30/2026 35,121.00-30TH-L 40261 PENDING DISTRIBUTION 0.00 473,341.00 4 1 4 3 3 3 3 3 Double click on line to display Entry Detail Entry 1 of 8

All budget entries are valid



Exercise 2



Add a New Item Based Detail Line Teacher Assistant Position in Program 7S046. Multi-fund the Teacher Assistant Position in Program 10947.

<u>In PROGRAM 1 – 7S046</u>

1. Add New Teacher Assistant Position

- a. Locate "Line Type" under "Add New Item Based Detail Line". Use the matchbox to select "IPOSITN".
- b. Enter the item number for a Teacher Assistant Degree Track 107762.
- c. Use the matchbox next to "Goal" to select the goal.
- d. Use the matchbox next to "**Function**" to select the function.
- e. Click "**NEXT**" (under "Temp Position") to generate a temporary position control number.
- f. Note temporary position control number.
- g. Click "Add Entry".

Helpful Hints:

- Clicking on the Item matchbox will give the option to search for a position by job code. The item number is available on the Estimated Rates Sheet
- The same goal is used for all budget line items in a program.
- The Function Job Aide by Program and/or Fund/Functional Area Translator can be used to identify the correct function.



Add a New Item Based Detail Line Teacher Assistant Position in Program 7S046. Multi-fund the Teacher Assistant Position in Program 10947.

- 2. Enter additional required information on newly added item-based detail line
 - a. Input the following:
 - Start date 7/1/2025
 - End date 6/30/2026
 - Hours per day 6
 - Days per week 5
 - Fund % 50%

Helpful Hints:

- ¹ Dates can also be entered in this format 070125
- ² When inputting dollars, do not enter cents and do not use commas.
- ³ Every time you click validate, check to see if you have any warnings.
- b. Click "Validate" and the system will generate the total cost for the position

3. Move funds from "Pending Distribution"

- a. Locate the "Pending Distribution" budget line item
- b. Click on the "**Total Cost**" of the Pending Distribution budget line item and reduce to \$0
- c. Click on "Validate"
- d. Input the amount in the "**Total Difference**" field in the "**Total Cost**" column of the Pending Distribution budget line item
- e. Click "Validate"

4. Click "Save" to return to the SFE Home Page.



Add a New Item Based Detail Line Teacher Assistant Position in Program 7S046. Multi-fund the Teacher Assistant Position in Program 10947.

In PROGRAM 2 - 10947

5. Add New Teacher Assistant position

- a. Locate "Line Type" under "Add New Item Based Detail Line". Use the matchbox to select IPOSITN".
- b. Enter the item number for a Teacher Assistant Degree Track 107762.
- c. Use the matchbox next to "Goal" to select the goal.
- d. Use the matchbox next to "Function" to select the function.
- e. Under "Temp Position" input the temporary position control number from the previous program.
- f. Click "Add Entry".

Helpful Hints:

- Clicking on the Item matchbox will give the option to search for a position by job code. The item number is available on the Estimated Rates Sheet
- The same goal is used for all budget line items in a program.
- The Function Job Aide by Program and/or Fund/Functional Area Translator can be used to identify the correct function.



Add a New Item Based Detail Line Teacher Assistant Position in Program 7S046. Multi-fund the Teacher Assistant Position in Program 10947.

6. Enter the additional required information on the newly added item-based detail line:

a. Input the following:,

- Start date 7/1/2025
- End date 6/30/2026
- Hours per day 6
- Days per week 5
- Fund % 50%

Helpful Hints:

- ¹ Dates can also be entered in this format 070125
- ² When inputting dollars, do not enter cents and do not use commas.
- ³ Every time you click validate, check to see if you have any warnings.
- b. Click "Validate" and the system will generate the total cost for the position

7. Move funds from "Pending Distribution"

- a. Locate the "Pending Distribution" budget line item
- b. Click on the "Total Cost" of the Pending Distribution budget line item and reduce to \$0
- c. Click on "Validate"
- d. Input the amount in the "**Total Difference**" field in the "**Total Cost**" column of the Pending Distribution budget line item
- e. Click "Validate"

Entering Budgets in SFE Exercise 3



Exercise 3

Exercise 3 Entering Budgets in SFE Exercise 3

School Budget Planning	
Submit For Approval 🖆 Warnings 🔗 Cost Limits 📅 Delete WIP	
Funds Center 1234501 ABC ES SACS Fund/Rsrc 010 / 3010 General Fund LAUSD Program 75046 CE-NCLB T1 Schools Version FN0 Final Version Fiscal Year 2026 History Notes Header Detail Non-Item Based Detail Approvals History Notes	Change Type School Change Status Work In Progress Total Allocation 524,188.00 Total Budget Amt 547,283.00 Total Difference 23,095.00-
Add New Item Based Detail Line Line Type Item Goal Function Position Tem Goal Function Position Tem Goal Function Position Tem Line T Bud It Bud Item Description Position Cmm@ Start Date End Date PStat PStat 1POSITN 107762 TCHR AST DEG TK NW/2 N2947481 110005 07/01/2025 06/30/2026 A	Validate Detail Position Clear Clear Add Entry Hr/Day Day/ FTE Fund % Total Cost Difference 6.0 5.0 1.00 50.00 23,095.00 23,095.00
	 Instructions a. Input the following: Start date - 07/01/2025 End date - 06/30/2026 Hours per Day - 6 Days per week - 5 Fund % - 50% b. Click Validate 46

Exercise 3 Entering Budgets in SFE Exercise 3

School Budget Planning			
👫 Submit For Approval 📫 Warnings 🔗 Cost Limits	📅 Delete WIP		
Funds Center 1234501	ABC ES	Change Type	School Change 🔹 🔻
SACS Fund/Rsrc 010 / 3010	General Fund	Status	Work In Progress 🔹 🔻
LAUSD Program 75046	CE-NCLB T1 Schools		
Version FN0	Final Version	Total Allocation	524,188.00
Fiscal Year 2026		Total Budget Amt	547,283.00
FOR THE *		Total Difference	23,095.00-
Item Based Detail Non-Item Based Detail App	orovals History Notes Header Details Reason		
Add New Item Based Detail Line		Va	lidate Detail
Line Type Item	Goal Function Position Temp Position	Clear	
	Next	Add Entry	Validate
Line T Bud It Bud Item Description Position	Cmmt Start Date End Date PStat Hr/Day Day/ FTE	Fund % Total Cost	Difference 🛄
1POSITN 107762 TCHR AST DEG TK NW/2 N2947481	110005 07/01/2025 06/30/2026 A 6.0 5.0 1.0	0 50.00 23,095	.00 23,095.00 📤



All budget entries are valid



48

Exercise 3

Exercise 3 Entering Budgets in SFE Exercise 3

Submit For Approval	ୈ Cost Limits 🔐 Dele	te WIP					
Eunds Center 12:	34501 ABC F	·s		Change Type	School C	Change	•
SACS Fund/Rsrc 010	0 / 3010 Gener	al Fund		Status	Work In	Progress	-
LAUSD Program 750	046 CF-NC	LB T1 Schools			1		19.08
Version FN	5 Final V	/ersion		Total Allocation		524,188.0	00
Fiscal Year 202	26			Total Budget A	mt	524,188.0	00
OF FOR THE WOW				Total Difference		0.0	00
Item Based Detail Non-Item Based	Detail Approvals	History Notes Hea	der Details Reason				
Line T Bud It Bud Item Description	Position Cmm		Instru	ctions			
Line T Bud It Bud Item Description 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW,	Position Cmm /2 N2947481 1100 /2 30528729 1100	Input the d	Instru mount in th	ctions	ronco	field in	
Line T Bud It Bud Item Description 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW,	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30530441 1100	Input the a	Instru mount in th	<u>ctions</u> e total Diffe	rence	e field in	
Line T Bud It Bud Item Description 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 117361 CAT PRG AD C1T 27/2	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30530441 1100 11 30528728 1900	Input the a the Pending	Instru mount in th g Distributic	<u>ctions</u> e total Diffe on Total Cos	rence t colu	e field in Imn	
Line T Bud It Bud Item Description IPOSITN 107762 TCHR AST DEG TK NW, IPOSITN 107762 TCHR AST DEG TK NW, IPOSITN 107762 TCHR AST DEG TK NW, IPOSITN 117361 CAT PRG AD C1T 27/2 IPOSITN 27785 COMMUNITY REP C	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30530441 1100 11 30528728 1900 30528727 2900 Q	Input the a the Pending Click Valido	Instrue mount in th g Distributic	<u>ctions</u> e total Diffe on Total Cos	rence t colu	e field in Imn	
Line T Bud It Bud Item Description IPOSITN 107762 TCHR AST DEG TK NW, IPOSITN 107762 TCHR AST DEG TK NW, IPOSITN 107762 TCHR AST DEG TK NW, IPOSITN 117361 CAT PRG AD C1T 27/2 IPOSITN 27785 COMMUNITY REP C 20THS-L 12103 ITIN COUNS PSA C	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30530441 1100 11 30528728 1900 30528727 2900 1200	Input the a the Pending Click Valido	Instru mount in th g Distributic ate	<u>ctions</u> e total Diffe on Total Cos	rence t colu	e field in Imn	
Line T Bud It Bud Item Description 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 117361 CAT PRG AD C1T 27/3 1POSITN 27785 COMMUNITY REP C 20THS-L 12103 ITIN COUNS PSA C 30TH-L 40127 GEN SUPPLIES TECHNO	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30530441 1100 11 30528727 1900 30528727 2900 1200 0 430001 0	Input the au the Pending Click Valido	Instru mount in th g Distributic ate	ctions e total Diffe on Total Cos	rence t colu	e field in mn	
Line T Bud It Bud Item Description 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 117361 CAT PRG AD C1T 27/2 1POSITN 27785 COMMUNITY REP C 20THS-L 12103 ITIN COUNS PSA C 30TH-L 40127 GEN SUPPLIES TECHNO 30TH-L 40239 POTENTIAL FNDING VI	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30530441 1100 11 30528728 1900 30528727 2900 200 1200 1200 0 AR 430098 0	Input the au the Pending Click Valida	Instrue mount in th g Distributio ate	ctions e total Diffe on Total Cos 0.00 3,(0.00 15,	rence t colu	e field in mn 3,000.00	
Line T Bud It Bud Item Description 1POSITN 107762 ICHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 107762 TCHR AST DEG TK NW, 1POSITN 117361 CAT PRG AD C1T 27/3 1POSITN 27785 COMMUNITY REP C 20THS-L 12103 ITIN COUNS PSA C 30TH-L 40127 GEN SUPPLIES TECHNO 30TH-L 40239 POTENTIAL FNDING VI 30TH-L 40261 PENDING DISTRIBUTION	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30530441 1100 11 30528728 1900 30528727 2900 200 1200 1200 0 AR 430098 0 0N 430009 0	Input the au the Pending Click Valida 7/01/2025 06/30/2026 7/01/2025 06/30/2026	Instru mount in th g Distributic ate	ctions e total Difference on Total Cost 0.00 3,0 0.00 15,1 0.00 450,3	rence t colu 2000.00 726.00	e field in Imn 3,000.00	
Line T Bud It Bud Item Description IPOSITN 107762 TCHR AST DEG TK NW, IPOSITN 117361 CAT PRG AD C1T 27/3 IPOSITN 27785 COMMUNITY REP C 20THS-L 12103 ITIN COUNS PSA C 20TH-L 40127 GEN SUPPLIES TECHNO 20TH-L 40261 PENDING DISTRIBUTION	Position Cmm /2 N2947481 1100 /2 30528729 1100 /2 30528727 1000 11 30528727 2900 30528727 2900 200 1200 430001 0" AR 430098 0"	Input the an the Pending Click Valida 7/01/2025 06/30/2026 7/01/2025 06/30/2026	Instru mount in th g Distributic ate	ctions e total Diffe on Total Cos 0.00 3,0 0.00 15,7 0.00 450,3	rence t colu 226.00	e field in mn 3,000.00 58,216.00-	•



All budget entries are valid



Exercise 3



School Budget Planning			
👫 Submit For Approval 🍵 Warnings 🖧 Cost Limits	📅 Delete WIP		
Funds Center 1234501	ABC ES	Change Type Sch	ool Change 🔹 🔻
SACS Fund/Rsrc 010 / 0000	General Fund	Status Wo	rk In Progress 🔹 🔻
LAUSD Program 10947	Academic Excellence		
Version FN0	Final Version	Total Allocation	0.00
Fiscal Year 2026		Total Budget Amt	23,095.00
FOR THE		Total Difference	23,095.00-
Item Based Detail Non-Item Based Detail Ap	provals History Notes Header Details R	Reason	
Add New Item Based Detail Line		Valida	ate Detail
Line Type Item	Goal Function Position Temp Position	Clear	
	Next	Add Entry	Validate
Line T Bud It Bud Item Description Position	Cmmt Start Date End Date PStat Hr/Day Da	ay/ FTE Fund % Total Cost	Difference In(
1POSITN 10600 TCHR AST DEG TK NW/1 30	110005 07/01/2025 07/01/2025 C 3.0	5.0 0.50 100.00 0.00	A
1POSITN 107762 TCHR AST DEG TK NW/2 N2947481	110005 07/01/2025 06/30/2026 A 6.0	5.0 1.00 50.00 23,095.00	23,095.00
1 POSTTN 11360 TSP PRG AD CIT C1/17 30530442	190001 07/01/2025 07/01/2025 C 3 0	5.0 0.50 100.00 0.00	
110511R 11500 151 1R0 RD C11 C1/17 50550442	190001 07/01/2023 07/01/2023 0 5.0	0.00 100.00 0.00	



The Total Difference field in this program shows \$23,095.00, the cost of the new Teacher Assistant position. Note that in the SENI TSP program, you will not be able to balance. Your school's fiscal specialist will assume this responsibility. Note the use of the same temporary position control number

to link the two portions of this position together.



Fund an Item Based Detail Line Teacher Assistant Position that has rolled over from the previous year in Program 7S046.

- 1. Fund an Item Based Detail Line Teacher Assistant Position that has rolled over from the previous year
 - 1. Locate the Teacher Assistant Position with position control number 30530441.
 - 2. Change the end date on the position to 06/30/2026.
 - 3. Change Pstat to A.
 - 4. Click "Validate"

2. Move funds from "Pending Distribution"

- a. Locate the "Pending Distribution" budget line item
- b. Click on the "**Total Cost"** of the Pending Distribution budget line item and reduce to \$0
- c. Click on "Validate"
- d. Input the amount in the "**Total Difference**" field in the "**Total Cost**" column of the Pending Distribution budget line item
- e. Click "Validate"

Exercise 4 Entering Budgets in SFE Exercise 4

Sc	hool Budget Planning							
₿ ₿ S	ubmit For Approval 🖆 Warnings 🔗 Cost Limits 📅 Delete WIP							
	Funds Center 1234501 ABC ES				Change	Type Sc	hool Change	•
5 65	SACS Fund/Rsrc 010 / 3010 General Fund				Status	W	ork In Progress	-
6	LAUSD Program 75046 CE-NCLB T1 Schools							
	Version FNO Final Version				Total A	llocation	524,1	88.00
SER OF	FOR THE WORK FISCAL Year 2026				Total B	udget Amt	561,1	15.00
		4-			l otal D	fference	36,9	27.00-
	tem Based Detail (* Non-Item Based Detail (* Approvais (* History (* Notes (* Header Deta	IIS	Reason					
Add	New Item Based Detail Line					Valio	late Detail	
Line	Type Item Goal Function Position Temp	Posit	ion	6	Clea	ar () _		
		ext			👌 Add E	ntry 🧯	Validate	
Line	T Bud It Bud Item Description Position Cmmt Start Date End Date PStat Hr/	/Day	Day/	FTE	Fund %	Total Cost	Difference	In
1POS	ITN 107762 TCHR AST DEG TK NW/2 N2947481 110005 07/01/2025 06/30/2026 A	6.0	5.0	1.00	50.00	23,095.0	23,095.00	- ÷
1 POS	ITN 107762 TCHR AST DEG TK NW/2 30528729 110005 07/01/2028 0 01/20 C C	6.0	5.0	1.00	100.00	26.027.0) 26.027.00	
IFUS	11N 107762 TCHR AST DEG 1R NW/2 50550441 110005 07701/2025 06/50/2026 A	.0	5.0	0.50	100.00	0.0) 30,927.00	
	<u>Instructions</u>	. 0	5.0	0.75	50.00	0.0	0	
a	Locate the Teacher Assistant position with position			0.00		32,121.0	32,121.00	
Ч.	control number 30530441			0.00		3,000.0	3,000.00	
				0.00		15,726.0	0	
b.	Change the end date to 06/30/2026.			0.00		450,246.0	58,216.00-	-
c.	Change PStat to A.						4) ×
d.	Click Validate.	of	9					53

Exercise 4 Entering Budgets in SFE Exercise 4

	School Budge	et Planning												
	Submit For Approv	val 着 Warnings ଝିଟ	Cost Limits	s 📅 D (elete WIP									
	F SNGELES UNA	unds Center 12345	501	AB	C ES						Change	Type Sch	ool Change	•
	Sin	ACS Fund/Rsrc 010 /	3010	Ger	neral Fund						Status	Wo	rk In Progress	•
		AUSD Program 75046 /ersion FN0		Fina	al Version	JOIS					Total A	location	524,1	88.00
	FRADY FOR P	iscal Year 2026									Total B	udget Amt	110,8	69.00
	CORTHE									_	Total D	ifference	413,3	19.00
	Item Based Detail	Non-Item Based De	tail Ap	provals	History	Notes H	eader De	etails	Reason					
	Add New Item Based	d Detail Line										Valida	te Detail]
	line Type Item	1		Goal	Function	Decition	т	on Desitio			Clez			
	2			oour	Function	Position	Terr	IP POSICIO			0.00			
					Function	Posicion	i en	Next	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Add E	ntry	Validate	
] 🔁	Next	Dav/)	Add E	ntry	Validate	Int
	2	Inst	tructi	ons				/Day [6.0	Day/	FTE 1.00	Fund %	Total Cost 23,095.00	Validate Difference 23,095.00	Int
	a. Locate t	Ins t he Pending D	t ructi istribu	ition l		line.		Next /Day [6.0	Day/ 5.0 5.0	FTE 1.00 1.00	Fund % 50.00	Total Cost 23,095.00 0.00	Validate Difference 23,095.00	In:
	a. Locate t	Ins he Pending D	tructi istribu	ition l	oudget	line.		/Day [6.0 4.0	Day/ 5.0 5.0	FTE 1.00 1.00 0.67	Fund % 50.00 100.00 100.00	Total Cost 23,095.00 0.00 36,927.00	Validate Difference 23,095.00 36,927.00	
	a. Locate t b. Click on budget	Ins he Pending D the Total Cos line and redu	tructi istribu st of th ce it to	ition l	oudget	line.	on	Vext /Day [6.0 4.0 3.0 6.0	Day/ 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75	Fund % 50.00 100.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00	Validate Difference 23,095.00 36,927.00	
	a. Locate t b. Click on budget	Ins he Pending D the Total Cos line and redu	tructi istribu st of th ce it to	ition line Per	oudget	line.	on	/Day [6.0 4.0 6.0	Day/ 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00	Fund % 50.00 100.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00 32,121.00	Validate Difference 23,095.00 36,927.00 32,121.00	
	a. Locate t b. Click on budget c. Click Va	Inst he Pending D the Total Cos line and redu lidate	tructi istribu st of th ce it to	ition l ne Per o \$0	oudget	line.	on	Vext /Day [6.0 4.0 3.0 6.0	Day/ 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00 0.00	Fund % 50.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00 32,121.00 3,000.00	Validate Difference 23,095.00 36,927.00 32,121.00 3,000.00	
a	a. Locate t b. Click on budget c. Click Va	Inst he Pending D the Total Cos line and redu lidate	tructi istribu st of th ce it to	ons ition l e Per o \$0	oudget nding Di			Vext /Day [6.0 6.0 3.0 6.0	Day/ 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00 0.00 0.00	Fund % 50.00 100.00 100.00 50.00	Total Cost 23,095.00 36,927.00 0.00 32,121.00 3,000.00 15,726.00	Validate Difference 23,095.00 36,927.00 32,121.00 3,000.00	
8	a. Locate t b. Click on budget c. Click Va 30TH-L 40239 PO 30TH-L 40261 PE	Inst he Pending D the Total Cos line and redu lidate DIENTIAL FNDING VAR	tructi istribu st of th ce it to	ition l tion l Per 5 \$0	oudget nding Di	line. istributio		Vext /Day [6.0 4.0 3.0 6.0	Day/ 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00 0.00 0.00 0.00	Fund % 50.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00 32,121.00 3,000.00 15,726.00	Validate Difference 23,095.00 36,927.00 32,121.00 3,000.00 508,462.00-	

Exercise 4 Entering Budgets in SFE Exercise 4

Submit For Approval Image: Cost Limits Image: Delete WIP Funds Center 1234501 ABC ES SACS Fund/Rsrc 010 / 3010 General Fund LAUSD Program 75046 CE-NCLB T1 Schools Version Final Version Total Allocation 524,188.00 Total Budget Amt 524,188.00 Total Difference 0.00
Funds Center 1234501 ABC ES Change Type School Change SACS Fund/Rsrc 010 / 3010 General Fund Status Work In Progress LAUSD Program 75046 CE-NCLB T1 Schools Total Allocation 524,188.00 Version FIN0 Final Version Total Budget Amt 524,188.00 Total Budget Amt 524,188.00 Total Difference 0.00 Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason
SACS Fund/Rsrc 010 / 3010 General Fund Status Work In Progress LAUSD Program 75046 CE-NCLB T1 Schools Total Allocation 524,188.00 Version Finol Final Version Total Allocation 524,188.00 Fiscal Year 2026 Vortes Header Details Reason
LAUSD Program 75046 Version FN0 Fiscal Year 2026 Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason
Version FN0 Final Version Total Allocation 524,188.00 Fiscal Year 2026 Total Budget Amt 524,188.00 Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason
Fiscal Year 2026 Total Budget Amt 524,188.00 Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason
Sor THE Total Difference 0.00 Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason
Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason
California and a second s
Add New Item Based Detail Line Validate Detail
Line Type Item Goal Function Position Temp Position 🖌 Clear
Next So Add Entry
2 Instructions y Day/ FTE Fund % Total Cost Difference Ind
d Input the amount in the Total Difference field in the 1 5.0 1.00 50.00 23,095.00 23,095.00
Total Cost field in the Pending Distribution budget line In 5.0 1.00 100.00 0.00
e. Click Validate
1POSITN 27785 COMMUNITY REP C 30528727 290001 07/01/2025 07/01/2025 C 6.0 5.0 0.75 50.00 0.00
20THS-L 12103 ITIN COUNS PSA C 120021 07/01/2025 06/30/2026 0.00 32,121.00 32,121.00
30TH-L 40127 GEN SUPPLIES TECHNO 430001 07/01/2025 06/30/2026 0.00 3,000.00 3,000.00
30TH-L 40239 POTENTIAL FNDING VAR 430098 07/01/2025 06/30/2026 0.00 15,726.00
30TH-L 40261 PENDING DISTRIBUTION 430009 07/01/2025 06/30/2026 0.00 413,319.00 95,143.00-





School Discretionary Programs Rep

Estimated Rates By Budget Item

Employee Assignment Cost

School Budget Summary

Cost Limits

Furlough Savings Report

2.

____ 4 1 Progress Report

Budget With Incumbent Report

Position With Incumbent Report

- 3. Enter the following:
 - Version FNO
 - Fiscal Year e.g. *2026*
 - Fund Center Cost Center
 - Fund 010
 - LAUSD Program 7S046
- 4. Select WIP Version
- 5. Select Print the Form
- 6. Click *Execute*

chool Budget Selection					
	iii List A	II Authorized	Clear Selecti	on Criteria	
Version	F	INO	Final Version		
Fiscal Year	2	2026			
Fund Center	1	1234501	ABC ES		
SACS Fund	C)10	General Fund		
LAUSD Program	7	/S046	CE-NCLB T1 Schools		
Number of Blank Lines udget Detail Version OBefore WIP Version	[
Number of Blank Lines udget Detail Version OBefore WIP Version OWIP Version (Work In	Progress - with u	inapproved changes	5) -		
Number of Blank Lines udget Detail Version Before WIP Version WIP Version (Work In Nutput Type	Progress - with u	Inapproved changes	5)		
Number of Blank Lines udget Detail Version OBefore WIP Version WIP Version (Work In Utput Type Print the Form	Progress - with u	inapproved changes	5)		
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Number of Blank Lines Budget Detail Version Before WIP Version WIP Version (Work In Utput Type Print the Form Email the Form Email Parameters Send To CC To	Progress - with u	Jnapproved changes	s)		

- 7. In the *Output Device*, select *My win local printer*
- 8. Click *Print Preview*

🔄 Print:		
OutputDevice	My win local printer	
Page selection		
Spool Request		
Name	SMART ADOE0001	
Title		
Authorization		
Spool Control		Number of Copies
✓ Print Now		Number 1
Delete After Out	tput	Group (1-1-1,2-2-2,3-3-3,)
✓ New Spool Requ	est	J
Close Spool Requ	uest	Cover Page Settings
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School	Budge	t Signat	ture Form				BU	DGET P	LANN	NG W	ORKSHEE	:T
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LAUSD Program	7S046	CE-NCLB T1	Schools				Bud	geted			0.00	0.000 %
Version / Year Grant / Funded	FN0 / 202	6				COFE/FN Commen	//GML	Jocs	1			
Division		OPRUUUUU				Status		- V	v			
Budget Item	Line	Functional Area	Job / Description	Person. Subarea	Position		P Stat	Start / End Date	Hrs/Day Days/Wk	Fund %	Total Cost	Change
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	N2947481 Name:		A	07/01/2025 06/30/2026	6.000 5.000	50.00 1.00	23,095.00	23,095.00
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30528729 Name: Toi Story		с	07/01/2025 07/01/2025	6.000 5.000	100.00 1.00	0.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30530441 Name:		A	07/01/2025 06/30/2026	4.000 5.000	100.00 0.67	36,927.00	36,927.00
117361 CAT PRG AD C1T 27/11	1POSITN	1110-2100-7S046 190001	19100704 ADVSR, CTEGORCL PGM	CSXX	30528728 Name: Paige Turner		с	07/01/2025 07/01/2025	3.000 5.000	100.00 0.50	0.00	

Budget Status:

- Before WIP (Work in Progress)
 - Status of the program budget prior to any changes
- Work in Progress (WIP)
 - Indicates unapproved budget changes that have been saved in SFE awaiting approvals
 - An "unofficial" saved changed to the budget
- Submitted
 - Indicates that the budget adjustment has been reviewed at the school level and submitted for Local District approval
- Approved
 - Indicates that the budget adjustment has been reviewed at Local District level and accepted in SFE by the fiscal specialist

School Budget Signature Form

Fund Center	1234501 ABC ES
Fund	010-3010 GF-TIA Low-Inc&Neg
LAUSD Program	7S046 CE-NCLB T1 Schools
Version / Year	FN0 / 2026
Grant / Funded	110001 / OPR00000
Division	RN REGION NORTH

	BUDGET	PLANNING WORKSHEET	
Total Allo	cation	524,188.00	
Direct	Budgeted	524,188.00	
Indirect	Limit	0.00	0.000 %
	Budgeted	0.00	0.000 %
COFE/FM	/GM Docs	11	
Comment	t		
Status		W	

Budget Item Description	Line Type	Functional Area Commit Item	Job / Description	Person. Subarea	Position	P Stat	Start / End Date	Hrs/Day Days/Wk	Fund % FTE	Total Cost	Change
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	N2947481 Name:	A	07/01/2025 06/30/2026	6.000 5.000	50.00 1.00	23,095.00	23,095.00
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30528729 Name: Toi Story	с	07/01/2025 07/01/2025	6.000 5.000	100.00 1.00	0.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30530441 Name:	A	07/01/2025 06/30/2026	4.000 5.000	100.00 0.67	36,927.00	36,927.00
117361 CAT PRG AD C1T 27/11	1POSITN	1110-2100-7S046 190001	19100704 ADVSR, CTEGORCL PGM	CSXX	30528728 Name: Paige Turner	С	07/01/2025 07/01/2025	3.000 5.000	100.00 0.50	0.00	
27785 COMMUNITY REP C	1POSITN	1110-2100-7S046 290001	29105338 Community Representative	CSXX	30528727 Name:	с	07/01/2025	6.000 5.000	50.00 0.75	0.00	
12103 ITIN COUNS PSA C	20THS-L	1110-3110-7S046 120021	Guidance/Wel Sal-Reg				07/01/2025 06/30/2026			32,121.00	32,121.00
40127 GEN SUPPLIES TECHNO	30TH-L	1110-1000-7S046 430001	General Supplies				07/01/2025 06/30/2026			3,000.00	3,000.00
40239 POTENTIAL FNDING VAR	30TH-L	1110-1000-7S046 430098	Instr Mat Pot Fndg				07/01/2025 06/30/2026			15,726.00	
40261 PENDING DISTRIBUTION	30TH-L	1110-1000-7S046 430009	Instl Mat&SupIs-Bud				07/01/2025 06/30/2026			413,319.00	95,143.00-

School Budget Signature Form

Fund Center	1234501	ABC ES	
Fund	010-3010	GF-TIA Low-Inc&Neg	
LAUSD Program	7S046	CE-NCLB T1 Schools	
Version / Year	FN0 / 202	3	
Grant / Funded	RN	REGION NORTH	
Division			

	BUDGET	PLANNING WORKSHEET	
Total Allo	cation	524,188.00	
Direct	Budgeted	524,188.00	
Indirect	Limit	0.00	0.000 %
	Budgeted	0.00	0.000 %
COFE/FM	/GM Docs	11	
Commen	t		
Status		W	

The region signature(s) below indicate that this budget request has received preliminary approval. Final approval will occur only after the School Plan for Student Achievement has been reviewed in its entirety for program quality and compliance by region staff.

Principal's Certification: My signature below indicates that I shall be fully responsible for any program and/or fiscal implications of this request due to non-compliance with federal/state policies, rules, and regulations.

Reason: 2025-2026 Budget Development

FOR SCHOOL SITE USE ONLY	FOR BUDGET SERVICES AND LD USE ONLY
Principal's Signature Date	BA/Log Sheet No. Input Date Processed By
	Program Coordinator's Signature Date
Title I Program TAS SWP	Community of Schools Administrator or Designee's Signature Date
If multi-funded, please indicate other funding source(s):	and/or
	Administrator of Operations or Designee's Signature (optional) Date
SSC Date ELAC Date	
When applicable, the signature of the UTLA Chapter Chair indicates that the procedures of Article IV, Section 8.2 a & b have been followed.	Fiscal Specialist's Signature Date
	Fiscal Services Manager's Signature Date
UTLA Chapter Chair Date	

School Budget Signature Form

Fund Center	1234501 ABC ES
Fund	010-3010 GF-TIA Low-Inc&Neg
LAUSD Program	7S046 CE-NCLB T1 Schools
Version / Year	FN0 / 2026
Grant / Funded	110001 / OPR00000
Division	RN REGION NORTH

	BUDGET	PLANNING WORKSHEET	
Total Allo	cation	524,188.00	
Direct	Budgeted	524,188.00	
Indirect	Limit	0.00	0.000 %
	Budgeted	0.00	0.000 %
COFE/FM	/GM Docs	11	
Comment	t		
Status		W	

"Unit D, Collective Bargaining Agreement, Appendix C, 4.0, b

...Criteria: The identification of individual employees within a department or unit for reassignment shall be based upon consideration of seniority (as defined below) and also consideration of the objective operational needs of the department or unit, such as the need to minimize disruption of services, the need to minimize retraining of the remaining employees, and the need to retain employees who possess special skills and/or expertise. It may also be based upon the avoidance of extraordinary personal hardship to an employee.

Employees who have volunteered for reassignment shall be considered first, subject to and consistent with the above considerations. Reassignment selections are not to be used to evade appropriate progressive disciplinary procedures; however, employees whose performance is marginal or below standard shall remain subject to the above reassignment criteria along with all other employees. For purposes of identification for reassignment, "seniority" means length of regular District service within the classification."

"My signature confirms that I have <u>followed</u> the <u>Unit D</u> <u>Collective</u> <u>Bargaining</u> <u>Agreement</u> criteria set forth above in approving the reassignments resulting from this budget form."

Principal's Signature

Date

Deleting the School Budget Signature Form



Deleting the Work in Progress (WIP)

A WIP can be deleted anytime before the approval process.

Co Subr	nit For App	roval 🖆 Warnings 🖧	°Cost Lim	its 📅 Delet	te WIP							
		Funds Center 12345	501	ABC E	S					Change Type	School Change	
205 ANGE	25 UNUFIED	SACS Fund/Rsrc 010	/ 3010	Gener	al Fund					Status	Work In Progres	5S
<u> R</u> L	ΔЪ	LAUSD Program 75040	5	CE-NC	LB T1 Schools							
	Version FNO Final Version Total Allocation 524,188.00											
FR. NO.	ORIO	Fiscal Year 2026								Total Budget A	mt 524	4,188.0
FOR	THE W									Total Difference	e	0.0
Item	Based De	tail Non-Item Based De	etail A	pprovals	History N	otes Hea	ler Details	Rea	ason			
-												
Add Ne	w Item Ba	ised Detail Line									Validate Detail	
Line Ty	pe_ It	em		Goal	Function	Position	Temp Po	osition		Clear		
	ð						Next	t		Add Entry	🖆 Validate	
Line T	Bud It	Bud Item Description	Cmmt	Start Date	End Date	PStat Hr/Da	y Day/	FTE	Fund %	Total Cost	Difference	Indire
Line T 1POSITN	Bud It 107762	Bud Item Description TCHR AST DEG TK NW/2	Cmmt 110005	Start Date 07/01/2025	End Date	PStat Hr/Da	y Day/ 5.0	FTE	Fund %	Total Cost 23,095.00	Difference 23,095.00	Indire
Line T 1POSITN 1POSITN	Bud It 107762 107762	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2	Cmmt 110005 110005	Start Date 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025	PStat Hr/Da A 6.0 C 6.0	y Day/ 5.0 5.0	FTE 1.00 1.00	Fund % 50.00 100.00	Total Cost 23,095.00 0.00	Difference 23,095.00	Indire [
Line T 1POSITN 1POSITN 1POSITN	Bud It 107762 107762 107762	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2	Cmmt 110005 110005 110005	Start Date 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 06/30/2026	PStat Hr/Da A 6.1 C 6.1 A 4.0	y Day/ 5.0 5.0	FTE 1.00 1.00 0.67	Fund % 50.00 100.00 100.00	Total Cost 23,095.00 0.00 36,927.00	Difference 23,095.00 36,927.00	Indire [
Line T 1POSITN 1POSITN 1POSITN 1POSITN	Bud It 107762 107762 107762 117361	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 CAT PRG AD C1T 27/11	Cmmt 110005 110005 110005 190001	Start Date 07/01/2025 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 06/30/2026 07/01/2025	PStat Hr/Da A 6.0 C 6.0 A 4.0 C 3.0	y Day/ 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50	Fund % 50.00 100.00 100.00 100.00	Total Cost 23,095.00 0.00 36,927.00 0.00	Difference 23,095.00 36,927.00	
Line T 1POSITN 1POSITN 1POSITN 1POSITN 1POSITN	Bud It 107762 107762 107762 117361 27785	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 CAT PRG AD C1T 27/11 COMMUNITY REP C	Cmmt 110005 110005 110005 190001 290001	Start Date 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 06/30/2026 07/01/2025 07/01/2025	PStat Hr/Da A 6.0 C 6.0 A 4.0 C 3.0 C 6.0	y Day/ 5.0 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75	Fund % 50.00 100.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00	Difference 23,095.00 36,927.00	
Line T 1POSITN 1POSITN 1POSITN 1POSITN 1POSITN 20THS-L	Bud It 107762 107762 107762 117361 27785 12103	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 CAT PRG AD C1T 27/11 COMMUNITY REP C ITIN COUNS PSA C	Cmmt 110005 110005 110005 190001 290001 120021	Start Date 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 06/30/2026 07/01/2025 06/30/2026	PStat Hr/Da A 6.0 C 6.0 A 4.0 C 3.0 C 6.0	y Day/ 5.0 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00	Fund % 50.00 100.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00 32,121.00	Difference 23,095.00 36,927.00 32,121.00	
Line T 1POSITN 1POSITN 1POSITN 1POSITN 1POSITN 20THS-L 30TH-L	Bud It 107762 107762 107762 117361 27785 12103 40127	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 CAT PRG AD C1T 27/11 COMMUNITY REP C ITIN COUNS PSA C GEN SUPPLIES TECHNO	Cmmt 110005 110005 190001 290001 120021 430001	Start Date 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 06/30/2026 07/01/2025 06/30/2026 06/30/2026	PStat Hr/Da A 6. C 6. A 4. C 3. C 6.	y Day/ 5.0 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00 0.00	Fund % 50.00 100.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00 32,121.00 3,000.00	Difference 23,095.00 36,927.00 32,121.00 3,000.00	
Line T 1POSITN 1POSITN 1POSITN 1POSITN 20THS-L 30TH-L 30TH-L	Bud It 107762 107762 107762 117361 27785 12103 40127 40239	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 CAT PRG AD C1T 27/11 COMMUNITY REP C ITIN COUNS PSA C GEN SUPPLIES TECHNO POTENTIAL FNDING VAR	Cmmt 110005 110005 190001 290001 120021 430001 430098	Start Date 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 06/30/2026 07/01/2025 06/30/2026 06/30/2026 06/30/2026	PStat Hr/Da A 6.0 C 6.0 A 4.0 C 3.0 C 6.0	y Day/ 5.0 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00 0.00 0.00	Fund % 50.00 100.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00 32,121.00 3,000.00 15,726.00	Difference 23,095.00 36,927.00 32,121.00 3,000.00	
Line T POSITN POSITN POSITN POSITN 20THS-L 30TH-L 30TH-L	Bud It 107762 107762 107762 117361 27785 12103 40127 40239 40261	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 CAT PRG AD C1T 27/11 COMMUNITY REP C ITIN COUNS PSA C GEN SUPPLIES TECHNO POTENTIAL FNDING VAR PENDING DISTRIBUTION	Cmmt 110005 110005 190001 290001 120021 430001 430098 430009	Start Date 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 07/01/2025 07/01/2025 06/30/2026 06/30/2026 06/30/2026	PStat Hr/Da A 6.(C 6.(A 4.(C 3.(C 6.(y Day/ 5.0 5.0 5.0 5.0 5.0	FTE 1.00 1.00 0.67 0.50 0.75 0.00 0.00 0.00 0.00	Fund % 50.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 0.00 32,121.00 3,000.00 15,726.00 413,319.00	Difference 23,095.00 36,927.00 32,121.00 3,000.00 95,143.00-	
Line T IPOSITN IPOSITN IPOSITN IPOSITN IPOSITN 20THS-L 30TH-L 30TH-L	Bud It 107762 107762 107762 117361 27785 12103 40127 40239 40261	Bud Item Description TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 TCHR AST DEG TK NW/2 CAT PRG AD C1T 27/11 COMMUNITY REP C ITIN COUNS PSA C GEN SUPPLIES TECHNO POTENTIAL FNDING VAR PENDING DISTRIBUTION	Cmmt 110005 110005 190001 290001 120021 430001 430098	Start Date 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	End Date 06/30/2026 07/01/2025 06/30/2026 07/01/2025 06/30/2026 06/30/2026 06/30/2026	PStat Hr/Da A 6.1 C 6.1 A 4.1 C 3.1 C 6.1	y Day/ 5.0 5.0 5.0 5.0 	FTE 1.00 1.00 0.67 0.50 0.75 0.00 0.00 0.00 0.00	Fund % 50.00 100.00 100.00 50.00	Total Cost 23,095.00 0.00 36,927.00 0.00 32,121.00 3,000.00 15,726.00 413,319.00	Difference 23,095.00 36,927.00 32,121.00 3,000.00 95,143.00-	

Deleting the Work in Progress (WIP)

Schol	ol Bud	get Planning	7										
📲 Subm	nit For App	roval 🖆 Warnin	igs ୈ	° Cost Lim	its 📅 Delet	te WIP							
TO		Funds Center	1234	501	ABC E	S					Change Type	School Change	•
10 ⁵ 2NOL	S UNIFIED	SACS Fund/Rsrc	010,	12345 / 3010	601 Gener		NTARY				Status	Work In Progre	ss 🔹
~ L		LAUSD Program	75046	6	CE-NC	LB T1 Schools	5						
	Version FNO Final Version Total Allocation 524, 188.0								4,188.00				
FR. TOU	OR ²	Fiscal Year	2026							_	Total Budget A	mt 52	4,188.00
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	107762	TCHR AST DEG T	K NW/2	110005	07/01/2025	07/01/2025	C 6.0.	. 5.0	1.00	100.00	0.00	23,053.00	
1POSITN	107762 107762	TCHR AST DEG T TCHR AST DEG T	K NW/2 K NW/2	110005 110005	07/01/2025 07/01/2025	07/01/2025 06/30/2026	C 6.0. A 4.0.	. 5.0 . 5.0	1.00 0.67	100.00 100.00	0.00 36,927.00	36,927.00	
1POSITN 1POSITN	107762 107762 117361	TCHR AST DEG T TCHR AST DEG T CAT PRG AD C1T	K NW/2 K NW/2 27/11	110005 110005 190001	07/01/2025 07/01/2025 07/01/2025	07/01/2025 06/30/2026 07/01/2025	C 6.0. A 4.0. C 3.0.	. 5.0 . 5.0 . 5.0	1.00 0.67 0.50	100.00 100.00 100.00	0.00 36,927.00 0.00	36,927.00	
1POSITN 1POSITN 1POSITN	107762 107762 117361 27785	TCHR AST DEG T TCHR AST DEG T CAT PRG AD C1T COMMUNITY REP	K NW/2 K NW/2 27/11 C	110005 110005 190001 290001	07/01/2025 07/01/2025 07/01/2025 07/01/2025	07/01/2025 06/30/2026 07/01/2025 07/01/2025	C 6.0. A 4.0. C 3.0. C 6.0.	. 5.0 . 5.0 . 5.0	1.00 0.67 0.50 0.75	100.00 100.00 100.00 50.00	0.00 36,927.00 0.00 0.00	36,927.00	
1POSITN 1POSITN 1POSITN 20THS-L	107762 107762 117361 27785 12103	TCHR AST DEG T TCHR AST DEG T CAT PRG AD C1T COMMUNITY REP ITIN COUNS PSA	K NW/2 K NW/2 27/11 C	110005 110005 190001 290001 120021	07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	07/01/2025 06/30/2026 07/01/2025 07/01/2025 06/30/2026	C 6.0. A 4.0. C 3.0. C 6.0.	. 5.0 . 5.0 . 5.0	1.00 0.67 0.50 0.75 0.00	100.00 100.00 100.00 50.00	0.00 36,927.00 0.00 0.00 32,121.00	36,927.00	
1POSITN 1POSITN 1POSITN 20THS-L 30TH-L	107762 107762 117361 27785 12103 40127	TCHR AST DEG T TCHR AST DEG T CAT PRG AD C1T COMMUNITY REP ITIN COUNS PSA GEN SUPPLIES T	K NW/2 K NW/2 27/11 C C ECHNO	110005 110005 190001 290001 120021 430001	07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	07/01/2025 06/30/2026 07/01/2025 07/01/2025 06/30/2026 06/30/2026	C 6.0. A 4.0. C 3.0. C 6.0.	. 5.0 5.0 5.0	1.00 0.67 0.50 0.75 0.00 0.00	100.00 100.00 50.00	0.00 36,927.00 0.00 0.00 32,121.00 3,000.00	36,927.00 32,121.00 3,000.00	
1POSITN 1POSITN 1POSITN 2OTHS-L 3OTH-L 3OTH-L	107762 107762 117361 27785 12103 40127 40239	TCHR AST DEG T TCHR AST DEG T CAT PRG AD C1T COMMUNITY REP ITIN COUNS PSA GEN SUPPLIES T POTENTIAL FNDI	K NW/2 K NW/2 27/11 C C ECHNO NG VAR	110005 110005 190001 290001 120021 430001 430098	07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	07/01/2025 06/30/2026 07/01/2025 07/01/2025 06/30/2026 06/30/2026 06/30/2026	C 6.0. A 4.0. C 3.0. C 6.0.	. 5.0 5.0 5.0	1.00 0.67 0.50 0.75 0.00 0.00 0.00	100.00 100.00 100.00 50.00	0.00 36,927.00 0.00 32,121.00 3,000.00 15,726.00	36,927.00 32,121.00 3,000.00	
1POSITN 1POSITN 1POSITN 2OTHS-L 3OTH-L 3OTH-L 3OTH-L	107762 107762 117361 27785 12103 40127 40239 40261	TCHR AST DEG T TCHR AST DEG T CAT PRG AD CIT COMMUNITY REP ITIN COUNS PSA GEN SUPPLIES T POTENTIAL FNDI PENDING DISTRI	K NW/2 K NW/2 27/11 C C ECHNO NG VAR BUTION	110005 110005 190001 290001 120021 430001 430098 430009	07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	07/01/2025 06/30/2026 07/01/2025 06/30/2026 06/30/2026 06/30/2026 06/30/2026	C 6.0. A 4.0. C 3.0. C 6.0.	. 5.0 . 5.0 . 5.0	1.00 0.67 0.50 0.75 0.00 0.00 0.00	100.00 100.00 100.00 50.00	0.00 36,927.00 0.00 32,121.00 3,000.00 15,726.00 413,319.00	36,927.00 32,121.00 3,000.00 95,143.00-	
1POSITN 1POSITN 1POSITN 2OTHS-L 3OTH-L 3OTH-L 3OTH-L	107762 107762 117361 27785 12103 40127 40239 40261	TCHR AST DEG T TCHR AST DEG T CAT PRG AD C1T COMMUNITY REP ITIN COUNS PSA GEN SUPPLIES T POTENTIAL FNDI PENDING DISTRI	K NW/2 K NW/2 27/11 C C ECHNO NG VAR BUTION	110005 110005 190001 290001 120021 430001 430098 430009	07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025 07/01/2025	07/01/2025 06/30/2026 07/01/2025 06/30/2026 06/30/2026 06/30/2026 06/30/2026	C 6.0. A 4.0. C 3.0. C 6.0.	. 5.0 5.0 5.0	1.00 0.67 0.50 0.75 0.00 0.00 0.00	100.00 100.00 50.00	0.00 36,927.00 0.00 32,121.00 3,000.00 15,726.00 413,319.00	36,927.00 32,121.00 3,000.00 95,143.00-	

Deleting the Work in Progress (WIP)

School Budget Planning and Maintenance	Dacult
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School Budget Planning and Maintenance	
Funds Center 1234501 ABC ES SACS Fund 010 General Fund LAUSD Program 75046 CE-NCLB T1 Schools III List All Authorized Clear Selection Criteria Task Task	THE WORLD
Version Fiscal Year Locks Budget Planning Fixio Final Version 2026 Budget Maintenance CMO Current Maintena 2025	
Budget Report Archive Report School Resource Alloca	tion
Signature Form III General Fund Allocation f	Report
📰 Signature Form With Print Range	es
Progress Report School Discretionary Programs Rep School Budget Summ	ary 📃
Budget With Incumbent Report Estimated Rates By Budget Item	
Position With Incumbent Report Employee Assignment Cost Furlough Savings Rep	ort
	4.3

Tips and Reminders

- Enter only whole numbers, no cents.
- Get in the habit of saving your entries. If it is left idle for a long period of time, entries will be lost.
- Information can only be entered in white fields. Blue fields are locked and cannot be edited.
- Use the Estimated Rate Sheet to look for item numbers. Filter by job code.
- Slashes are not necessary when entering dates.
- The total funding percentage of a position should be 100% across programs.
- Budget adjustments must balance, *Total Difference* should be zero. This applies to all programs, except for the SENI TSP programs – 10552, 10947, 10948, and 10949.
- Note that blank lines can be added to the School Budget Signature Form (SBSF) to create a budget worksheet for planning purposes. An Excel spreadsheet such as the Budget Development Tool can also be used to plot budgets prior to SFE entry.
- Click Validate after every entry and check for error messages.





Contacts

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Questions?