



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**

Key Budget Concepts



Key Concepts

Funding Line

 <u>Fund Center</u> 1234501 Fund Center (1 + Location Code + Suffix*)	 <u>Fund</u> 010-0000 Fund (SACS Fund + Resource)	 <u>Functional Area</u> 1110-1000-13027 Functional Area (Goal + Function + Program Code)	 <u>Commitment Item</u> 430010 Commitment Item (General Ledger or GL)
<p>School location code</p> <p>*The suffix is designated based on the school sub-locations</p> <p>e.g. 01 for the main or regular school and 02 for magnet school</p>	<p>Classifies purpose of the funds and spending restrictions</p>	<p>Goal – groups costs by population, setting and/or educational mode or objective</p> <p>Function – describes activities or services performed to accomplish the Goal</p> <p>Program Code – identifies the allocation resource</p>	<p>Purpose of spending e.g. Salaries, benefits, goods or services that may be budgeted/spent</p>

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.

The screenshot shows the SAP Fund and Functional Area Translator interface. On the left is a navigation menu with the following items: Home, Financials/Budget, Human Resources, Home | Universal Worklist, Upcoming Dates, Detailed Navigation, Upcoming Dates, Help Zone, SAP Business Workplace, Time Statement, Account String Wizard, and Fund/Functional Area Translator (highlighted with a red box). The main interface is titled "SAP Fund and Functional Area Wizard" and contains the following fields and annotations:

- Posting Date: 01/04/2024
- GL Account: 430001 General Supplies (Annotated with a red circle 1 and a callout box: "Enter GL Account (also known as Commitment Item)")
- OR
- Product Category: (Empty field)
- Program Code: 13027 General Fund School Program (Annotated with a red circle 2 and a callout box: "Enter Program Code")
- Find Suggested Fund and Functional Area -> (Annotated with a red circle 3 and a callout box: "Click Find Suggested Fund and Functional Area")
- Functional Area: 1110-1000-13027 General Fund Sch Program (Annotated with a blue bracket and a callout box: "Result displays")
- Fund: 010-0000 GF-Unrestricted (Annotated with a blue bracket and a callout box: "Result displays")
- 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 (button)

Key Concepts

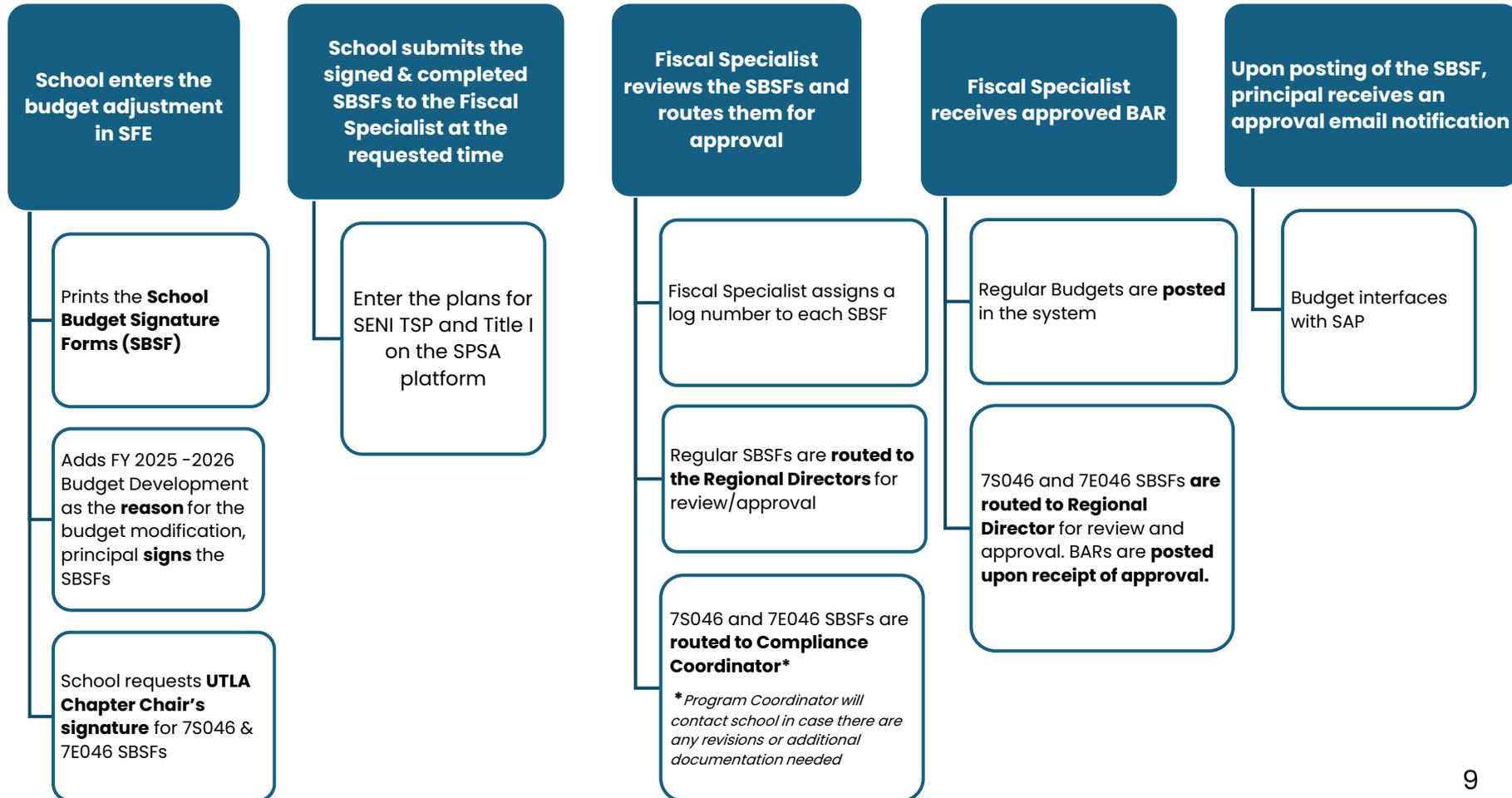
Fund and Functional Area Guide

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

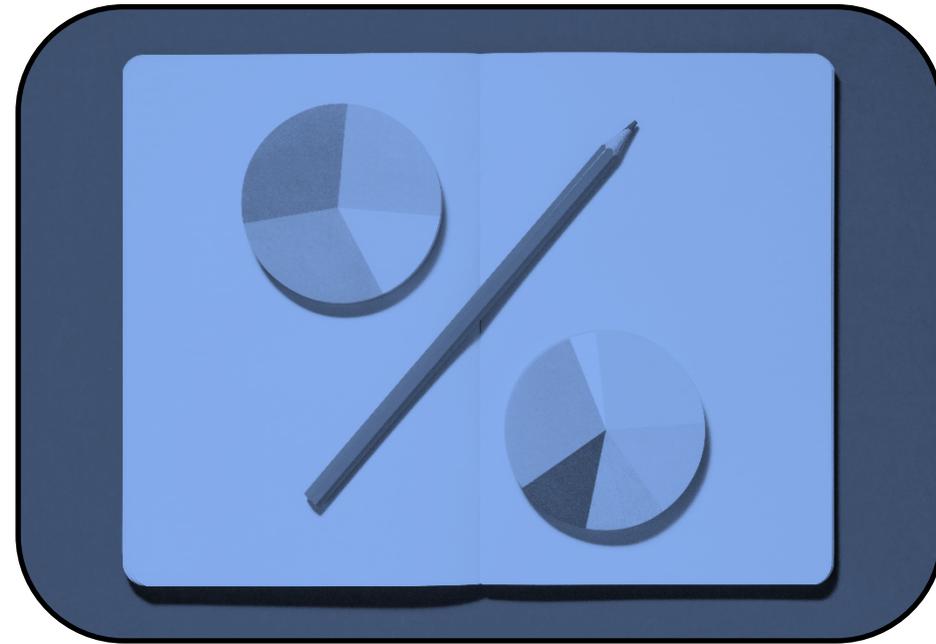
Fund	Func Area	Job Classifications
010-XXXX	1110-1000-XXXXX	Teachers, Instructional Aides, Special Ed Assts
010-XXXX	1110-2420-XXXXX	Librarians, Library Aides
010-XXXX	1110-3110-XXXXX	Counselors, AP Sec Counseling Svcs Itin PSA, Itin PSW, Itin Psych, Itin Stud & Fam Resource Nav
010-XXXX	1110-3140-XXXXX	Itin Nurses
010-XXXX	1110-2700-XXXXX	Principals, Assistant Principals and Clerical Staff
010-XXXX	1110-2100-XXXXX	Certificated Out of Classroom Assignments (Coordinators) Campus Aides, Community Reps, Sch Supervision Aides
010-XXXX	1110-8100-XXXXX	Custodial staff (School Facilities Attendants, B&G Wrkrs, etc.) 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

 To request access to Schools Front End (SFE) use the SAP Access Request Form to request one of the following roles for your cost center:

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

Budget Version

Enter Fund Center, SACS Fund, and Program.

1

Funds Center 1234501
SACS Fund 010
LAUSD Program 75046

ABC ES
General Fund
CE-NCLB T1 Schools

2

Save Selection Criteria

Click Save Selection Criteria.

Choose the Version:

3

- Budget Planning -FNO - used for Budget Development; locked during the remainder of the school year.
- Budget Maintenance - CM0 - used throughout the school year to adjust the current school year's budget.

Task	Version	Fiscal Year	Locks
Budget Planning	FNO Final Version	2026	
Budget Maintenance	CM0 Current Maintena...	2025	

Reports	Justification	Administration	Message
Budget Report	Archive Report	School Resource Allocation	
Signature Form	Archived Signature Form	General Fund Allocation Report	
Signature Form With Print Range	COFE Budget Report	Staffing and Resources	
Progress Report	School Discretionary Programs Rep	School Budget Summary	
Budget With Incumbent Report	Estimated Rates By Budget Item	Cost Limits	
Position With Incumbent Report	Employee Assignment Cost	Furlough Savings Report	

SFE Budget Adjustment

1. Menu Bar: The top navigation bar containing icons for navigation and system functions.

2. Action buttons: A row of buttons including 'Submit For Approval', 'Warnings', 'Cost Limits', and 'Delete WIP'.

3. Budget Information: A form area containing fields for 'Funds Center', 'SACS Fund/Rsrc', 'LAUSD Program', 'Version', 'Fiscal Year', 'ABC ES', 'General Fund', 'CE-NCLB T1 Schools', and 'Final Version'.

4. Change Type/Budget Status: A section with dropdown menus for 'Change Type' (set to 'School Change') and 'Status' (set to 'Work In Progress').

5. Allocation Information: A summary table showing budget metrics.

Line T...	Bud It...	Bud Item Description	Goal	Funcnt	Position	Cmmt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost
1POSITION	107762	TCHR AST DEG TK NW/2	1110	1000	30528729	110005	07/01/2025	07/01/2025	C	6.0...	5.0...	1.00	100.00	0.00
1POSITION	107762	TCHR AST DEG TK NW/2	1110	1000	30530441	110005	07/01/2025	07/01/2025	C	4.0...	5.0...	0.67	100.00	0.00
1POSITION	117361	CAT PRG AD C1T 27/11	1110	2100	30528728	190001	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00
1POSITION	27785	COMMUNITY REP C	1110	2100	30528727	290001	07/01/2025	07/01/2025	C	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

5. Allocation Information Summary Table:

Metric	Value
Total Allocation	524,188.00
Total Budget Amt	524,188.00
Total Difference	0.00

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

SFE Budget Adjustment

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
 Fiscal Year: 2026

Total Allocation: 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

6 Add New Item Based Detail Line

Line Type: | Item: | Goal: | Function: | Position: | Temp Position: | Next: | Clear: | Add Entry: | Validate Detail: | **7** Validate

8

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	C	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	C	4.0...	5.0...	0.67	100.00	0.00
1POSITN	117361	CAT PRG AD CIT 27/11	1110	2100	30528728	190001	07/01/2025	07/01/2025	C	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	C	6.0...	5.0...	0.75	50.00	0.00
3OTH-L	40239	POTENTIAL FNDING VAR	1110	1000		430098	07/01/2025	06/30/2026				0.00		15,726.00
3OTH-L	40261	PENDING DISTRIBUTION	1110	1000		430009	07/01/2025	06/30/2026				0.00		508,462.00

9 Difference

10 New Work In Progress (WIP) will be created

6. Add New Item Based Detail Line

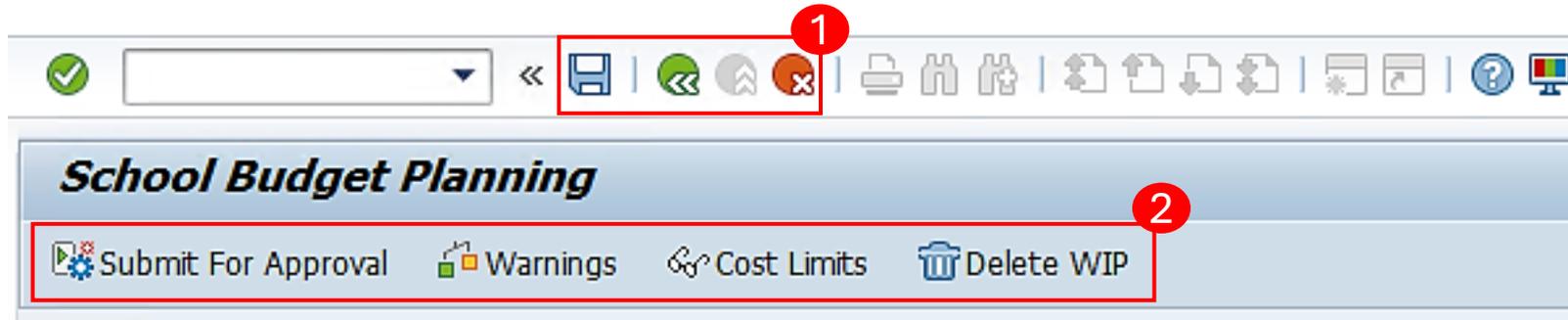
7. Validate Detail

8. Budget Information

9. Difference Column

10. Information Messages

SFE Budget Adjustment



- 1  - Saves changes and returns the user to the SFE home screen
-  - Navigates back to the previous screen
-  - 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)

2  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

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

SFE Budget Adjustment

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP

	Funds Center	1234501	ABC ES	1	Change Type	School Change	
	SACS Fund/Rsrc	010 / 3010	General Fund		Status	Work In Progress	
	LAUSD Program	75046	CE-NCLB T1 Schools		2	Total Allocation	524,188.00
	Version	FN0	Final Version			Total Budget Amt	524,188.00
	Fiscal Year	2026				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.

SFE Budget Adjustment

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	C	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	C	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	C	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	C	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

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.

SFE Budget Adjustment

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.

The image displays three screenshots of the SFE interface, each showing a matchbox for a specific field:

- Line Type:** A matchbox for the 'Line Type' field, showing a dropdown menu with the following entries:

BudLnTyp	Short Description
1POSITN	Position Requisition
20THS-L	Other Salary Items L
20THS-M	Other Salary Items M
20THS-O	Other Salary Items O
30TH-L	Other Budget Limited
30TH-M	Other Budget MultiYr
30TH-O	Other Budget Ongoing
- Item:** A matchbox for the 'Item' field, showing a dropdown menu with the following entries:

Bud Item	Item Description	Cmnt item	Indirect
40005	OTHER BOOKS	420010	
40124	NON-CAP EQUIP CLSRM	440001	
40125	NON-CAP EQUIP-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 & MBRSHIP/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	
- Goal:** A matchbox for the 'Goal' field, showing a dropdown menu with the following entries:

Goal	Substring Description 2
0000	Undistributed
1110	Regular Education, K-12
- Function:** A matchbox for the 'Function' field, showing a dropdown menu with the following entries:

Func	Substring Description 2
2700	School Administration

SFE Budget Adjustment

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	C	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	C	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	C	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	C	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.

Pos Stat	Short Descript.
A	Active
C	Closed
S	Suspend

SFE Budget Adjustment

Item Based Detail | Non-Item Based Detail | Approvals | History | Notes | Header Details | Reason

1 Add New Item Based Detail Line

Line Type Item Goal Function Position Temp Position

2

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	C	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	C	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	C	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	C	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

Budget Line Type 7 Entries

BudLnTyp	Short Description
1POSITN	Position Requisition
20THS-L	Other Salary Items L
20THS-M	Other Salary Items M
20THS-O	Other Salary Items O
30TH-L	Other Budget Limited
30TH-M	Other Budget MultiYr
30TH-O	Other Budget Ongoing

1. Clicking on the *Line Type* matchbox will provide the dropdown menu

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.

SFE Budget Adjustment

The screenshot shows the 'Add New Based Detail Line' form in a software application. The form has several tabs at the top: 'Item Based Detail', 'Non-Item Based Detail', 'Approvals', 'History', 'Notes', 'Header Details', and 'Reason'. The 'Item Based Detail' tab is selected. The form contains the following fields and buttons:

- Line Type:** A dropdown menu with 'Item' selected. A red box and the number '1' highlight this field.
- Goal:** A dropdown menu. A red box and the number '2' highlight this field.
- Function:** A dropdown menu. A red box and the number '2' highlight this field.
- Position:** A dropdown menu. A red box and the number '3' highlight this field.
- Temp Position:** A dropdown menu. A red box and the number '3' highlight this field.
- Clear:** A button with a red box and the number '4' highlighting it.
- Add Entry:** A button with a red box and the number '4' highlighting it.
- Validate Detail:** A section containing a 'Validate' button.

Below the form is a table with the following columns: Line T..., Bud It..., Bud Item Description, Goal, Funct, Position, Cmmt ..., Start Date, End Date, PStat, Hr/Day, Day/..., FTE, Fund %, Total Cost.

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	C	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	C	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. Copy
- 4. Undo Changes
- 5. Reset Before WIP
- 6. Previous/Next Entry
- 7. Entry Detail
- 8. Position Detail
- 9. Costs
- 10. Last Change

The screenshot shows a software interface for budget management with the following components:

- Navigation Bar:** Item Based Detail, Non-Item Based Detail, Approvals, History, Notes, Header Details, Reason.
- Toolbar:**
 - 1. Return To List (Back arrow)
 - 2. Validate All Detail Lines (Checkmark)
 - 3. Copy (Clipboard)
 - 4. Undo Changes (Undo arrow)
 - 5. Reset Before WIP (Reset arrow)
 - 6. Previous Entry (Up arrow)
 - 7. Next Entry (Down arrow)
- Entry Detail (7):**
 - Line Type: 1POSITN
 - Item: 117361
 - SACS Goal: CAT PRG AD C1T 2
 - SACS Function: 1110
 - Position: 30528728
 - Fund: 010-3010
 - FTE: 0.50
- Position Detail (8):**
 - Position Status: [Copy icon]
 - Job: 19100704
 - Incumbent: 34125404 (Turner, Paige)
 - Hours/Day/Month: 3.000 / 0.000
 - Days/Week: 5.000
 - Subgrp: 3 1-Hrly 3-Salary
 - Personnel Area: 2UTK, Subarea: CSXX, WT: 0005
 - Pay Scale: Type 02, Area UT, Level 11, Group 27
 - Start Date: 07/01/2025
 - End Date: 07/01/2025
- Costs (9):**
 - Salary Amount: 0.00
 - Total Benefits: 0.00
 - Health: 0.00
 - Total Cost: 0.00
- Benefits Detail:**
 - Worker Comp: 0.00
 - Unemployment: 0.00
 - STRS: 0.00
 - Social Security: 0.00
 - PERS: 0.00
 - PARS: 0.00
 - Medicare: 0.00
- Last Change (10):**
 - User Name: [Text box]
 - Date: [Text box]
 - Time: 00:00:00

SFE Budget Adjustment

SFE Budget Adjustment

These messages will appear at the bottom of your screen and alert you to important issues.

New Work In Progress (WIP) will be created

Enter date in the format __/__/__

All budget entries are valid

End Date cannot be prior to Start Date

New Item Based entry has been inserted in sorted position

Position 30471010 has overlapping Active/Closed (A/C) intervals

Budget changes were Submitted to Fiscal Specialist for Approval

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
 Fiscal Year: 2026

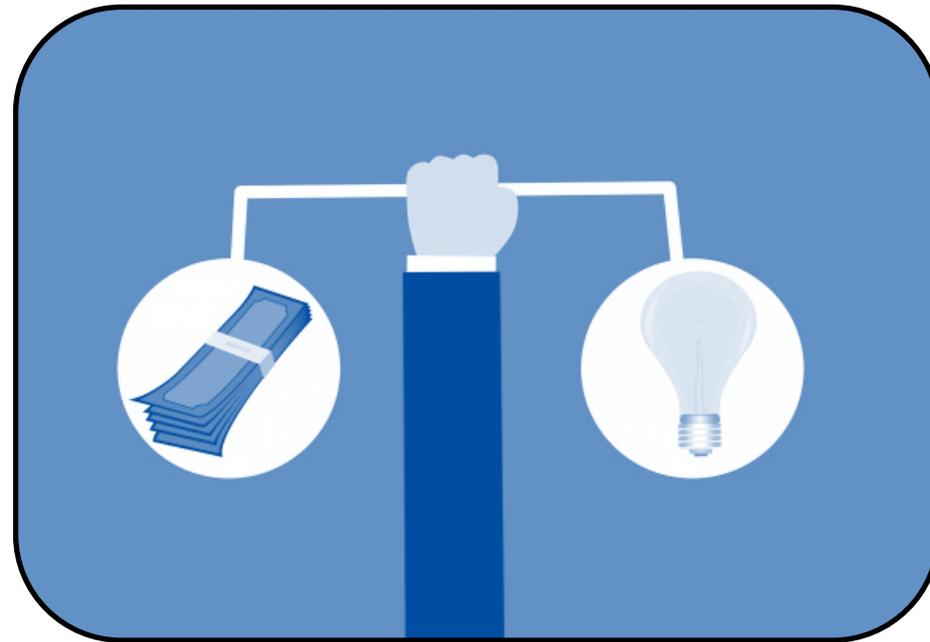
Total Allocation: 524,188.00
 Total Budget Amt: 524,188.00
 Total Difference: 0.00

Add New Item Based Detail Line

Line T...	Bud E...	Bud Item Description	Goal	Funct	Position	Cmnt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost
1 POSITION	07742	TCHR AST DEG TK NW/2	1110	1000	30528729	110005	07/01/2025	07/01/2025	C	6.0...	5.0...	1.00	100.00	0.00
2 POSITION	07742	TCHR AST DEG TK NW/2	1110	1000	30530441	110005	07/01/2025	07/01/2025	C	4.0...	5.0...	0.67	100.00	0.00
1 POSITION	117361	CAT PRG AD CIT 27/11	1110	2100	30528728	190001	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00
1 POSITION	27785	COMMUNITY REP C	1110	2100	30528727	290001	07/01/2025	07/01/2025	C	6.0...	5.0...	0.75	50.00	0.00
30TH-1	40239	POTENTIAL FNDING VAR	1110	1000		430098	07/01/2025	06/30/2026				0.00		15,726.00
30TH-1	44261	PENDING DISTRIBUTION	1110	1000		430009	07/01/2025	06/30/2026				0.00		508,462.00

New Work In Progress (WIP) will be created

Entering Budgets in SFE



Entering Budgets in SFE

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 “**3OTH-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.

Entering Budgets in SFE

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 – \$3,000 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 from the **“Total Difference”** field in the **“Total Cost”** column of the Pending Distribution budget line item
- e. Click **“Validate”**

Entering Budgets in SFE

Los Angeles Unified School District
READY FOR THE WORLD

Funds Center: 1234501 ABC ES
SACS Fund/Rsrc: 010 / 3010 General Fund
LAUSD Program: 75046 CE-NCLB T1 Schools
Version: FNO Final Version
Fiscal Year: 2026

Change Type: School Change
Status: Work In Progress

Total Allocation: 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

Add New Item Based Detail Line

Line Type: 30TH-L | Item: [Matchbox] | Goal: [Matchbox] | Function: [Matchbox] | Position: [Matchbox] | Temp Position: [Matchbox]

Buttons: Clear, Add Entry, Next, Validate

b Budget Item 28 Entries

Bud Item	Item Description	Commt item	Indirect
40005	OTHER BOOKS	420010	
40124	NON-CAP EQUIP CLSRM	440001	
40125	NON-CAP EQUIP-OTHER	440001	
40127	GEN SUPPLIES TECHNO	430001	
40183	MAIN/OPER SUPPLIES	430003	
40230	NEGATIVE ALLOCATION	430077	
40261	PENDING DISTRIBUTION	430009	
40269	SUPLMTL INSTRL MAT	430010	

1

Instructions

- Select 30TH-L under Line Type
- Use the Item matchbox to select the budget item for GEN SUPPLIES TECHNO
- Use the Goal matchbox to select the goal
- Use the Function matchbox to select the function
- Click Add Entry

Entering Budgets in SFE

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

Change Type: School Change
 Status: Work In Progress

Total Allocation: 524,188.00
 Total Budget Amt: 527,188.00
 Total Difference: 3,000.00-

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

Add New Item Based Detail Line Validate Detail

Line Type	Item	Goal	Function	Position	Temp Position	Next	Clear	Add Entry	Validate
<input type="text"/>									

Line T...	Bud It...	Bud Item Description	Goal	Funct	Position	Cmmt	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Dif
30TH-L	40127	GEN SUPPLIES TECHNO	1110	1000		430001	07/01/2025	06/30/2026				0.00		3,000.00	
30TH-L	40239	POTENTIAL FNDING VAR	1110	1000		430098	07/01/2025	06/30/2026							
30TH-L	40261	PENDING DISTRIBUTION	1110	1000		430009	07/01/2025	06/30/2026							

Double click on line to display Entry Detail Entry 5 of 7

2 Instructions

a. Input the following:

- Start date – 07/01/2025
- End date – 06/30/2026
- Total Cost – \$3,000

b. Click Validate

Entering Budgets in SFE

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP



Funds Center: 1234501 ABC ELEMENTARY

SACS Fund/Rsrc: 010 / 3010 General Fund

LAUSD Program: 75046 CE-NCLB T1 Schools

Version: FN0 Final Version

Fiscal Year: 2026

Change Type: School Change

Status: Work In Progress

Total Allocation: 524,188.00

Total Budget Amt: 18,726.00

Total Difference: 505,462.00

3 Instructions

- Locate the Pending Distribution budget line
- Delete the amount in the Total Cost column
- Click Validate

Header Details Reason

Temp Position C Clear Validate Detail

a Next Add Entry b Validate

Line T...	Bud It...	Bud Item Description	Goal	Funct	Position	Cmmt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Dif
30TH-L	40127	GEN SUPPLIES TECHNO	1110	1000		430001	07/01/2025	06/30/2026				0.00		3,000.00	
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			

Double click on line to display Entry Detail Entry 5 of 7

All budget entries are valid

Entering Budgets in SFE

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP



Funds Center: 1234501
 SACS Fund/Rsrc: 010 / 3010
 LAUSD Program: 75046
 Version: FNO
 Fiscal Year: 2026

ABC ES
 General Fund
 CE-NCLB T1 Schools
 Final Version

Change Type: School Change
 Status: Work In Progress

Total Allocation: 524,188.00
Total Budget Amt: 18,726.00
Total Difference: 505,462.00

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason



Note the amount in the Total Difference column (iii). It is the difference between the original amount in Pending Distribution (\$508,462) and the amount budgeted in General Supplies Technology (\$3,000).

$\$508,462 (i) - \$3,000 (ii) = \$505,462 (iii)$

SFE has done the math for you!

Temp Position Clear Add Entry

Next Validate

Validate Detail

Validate

t	Hr/Day	Day/...	FTE	Fund %	Total Cost	Difference	In
			0.00		3,000.00	3,000.00	
			0.00		15,726.00		
			0.00			508,462.00	

Double click on line to display Entry Detail Entry 5 of 7

All budget entries are valid



Entering Budgets in SFE

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: 7S046 CE-NCLB T1 Schools

Version: FNO Final Version

Fiscal Year: 2026

Change Type: School Change

Status: Work In Progress

Total Allocation: 524,188.00

Total Budget Amt: 18,726.00

Total Difference: 505,462.00

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

3 Instructions

d. Input the amount in the Total Difference field in the Pending Distribution Total Cost column

Temp Position Next

Clear Add Entry

Validate Detail

Validate

Line T...	Bud It...	Bud Item Description	Position	Cmmt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Difference	In
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		505462	508,462.00-	

Entering Budgets in SFE

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

Change Type: School Change
 Status: Work In Progress

Total Allocation: 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

Add New Item Based Detail Line

Line Type Item Goal Function Position Temp Position Clear 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	Inl
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		505,462.00	3,000.00-	

Double click on line to display Entry Detail Entry 5 of 7

All budget entries are valid

3 Instructions
e. Click Validate

Entering Budgets in SFE

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP

Funds Center: 1234501 ABC ES Change Type: School Change Status: Work In Progress

Total Allocation: 524,188.00
 Total Budget Amt: 524,188.00
 Total Difference: 0.00



- i. The Total Difference field now shows \$0.00 indicating that your budget entry is balanced.
- ii. The Difference column shows the dollars transferred. Note that the amount added to Gen Supplies Techno matches the amount subtracted from Pending Distribution.
- iii. The Total Cost column shows the new budget for each of the lines adjusted.
- iv. Click Save to save your entries and return to the SFE home screen.

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	30528...	110005	07/01/2025	07/01/2025	C	6.0...	5.0...	1.00	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...	0.67	100.00	0.00	
1POSITN	117361	CAT PRG AD C1T 27/11	30528...	190001	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00	
1POSITN	27785	COMMUNITY REP C	30528...	290001	07/01/2025	07/01/2025	C	6.0...	5.0...	0.75	50.00	0.00	
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		505,462.00	3,000.00

Double click on line to display Entry Detail Entry 1 of 7

All budget entries are valid

Entering Budgets in SFE

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 **“2OTHS-L”**
 - b. Use the **“Item”** matchbox to select the budget item for ITIN COUNS PSA C ¹
 - c. Use the **“Goal”** matchbox to select the goal ²
 - 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.

Entering Budgets in SFE

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”

- Locate the **“Pending Distribution”** budget line item
- Click on the **“Total Cost”** of the Pending Distribution budget line item and reduce to \$0
- Click on **“Validate”**
- Input the amount in the **“Total Difference”** field in the **“Total Cost”** column of the Pending Distribution budget line item
- Click **“Validate”**

Entering Budgets in SFE

Funds Center: 1234501 ABC ES
 SACS Fund/Rsrc: 010 / 3010 General Fund
 LAUSD Program: 75046 CE-NCLB T1 Schools
 Version: FNO Final Version
 Fiscal Year: 2026
 Change Type: School Change
 Status: Work In Progress
 Total Allocation: 524,188.00
 Total Budget Amt: 524,188.00
 Total Difference: 0.00

Add New Item Based Detail Line

Line Type: 20THS-L
 Item:
 Goal:
 Function:
 Position:
 Temp Position:

Clear Add Entry Validate

b Budget Item 88 Entries

Bud Item	Item Description	Cmnt item	Indirect
10246	DIFF INSTL COACH SEC	110004	
11832	PSYCHOLOGIST X TIME	120024	
12103	ITIN COUNS PSA C	120021	
12106	ITIN NURSE	120041	
12110	ITIN ELEM COUNS SCH	120021	
13101	ITIN SS CAT PRG AD-C	190001	
13110	ITIN SS LIBMED 27/11	120001	
13114	ITIN PSYCH SOC WKR C	120021	
13222	ITIN PSYCH SCHOOL C	120021	
13451	ITIN SEC COUNS,OPTN	120021	

- 1 Instructions**
- a. Select 20THS-L under Line Type
 - b. Use the Item matchbox to select the budget item for ITIN COUNS PSA
 - c. Use the Goal matchbox to select the goal
 - d. Use the Function matchbox to select the function
 - e. Click Add Entry

Entering Budgets in SFE

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: 7S046 CE-NCLB T1 Schools
 Version: FNO Final Version
 Fiscal Year: 2026

Change Type: School Change
 Status: Work In Progress
 Total Allocation: 524,188.00
 Total Budget Amt: 556,309.00
 Total Difference: 32,121.00-

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

Add New Item Based Detail Line

Line Type Item Goal Function Position Temp Position Clear Add Entry Validate

Line T...	Bud It...	Bud Item Description	Position	Cmm	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Difference
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							
30TH-L	40239	POTENTIAL FNDING VAR		430098	07/01/2025	06/30/2026							
30TH-L	40261	PENDING DISTRIBUTION		430009	07/01/2025	06/30/2026							

Validate Detail Validate

Double click on line to display Entry Detail Entry

All budget entries are valid

2 Instructions

a. Input the following:

- Start date – 07/01/2025
- End date – 06/30/2026
- Total Cost - \$31,451

b. Click Validate

Entering Budgets in SFE

School Budget Planning

Submit For Approval
Warnings
Cost Limits
Delete WIP



LOS ANGELES UNIFIED
READY FOR THE WORLD

Funds Center	1234501	ABC ES	
SACS Fund/Rsrc	010 / 3010	General Fund	
LAUSD Program	75046	CE-NCLB T1 Schools	
Version	FNO	Final Version	
Fiscal Year	2026		

Change Type	School Change
Status	Work In Progress
Total Allocation	524,188.00
Total Budget Amt	50,847.00
Total Difference	473,341.00

Item Based Detail | Non-Item Based Detail | Approvals | History | Notes | Header Details | Reason

Line Type	Item	Goal	Function	Position	Temp Position			
<input type="text"/>								

Clear
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
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-	

Double click on line to display Entry Detail

All budget entries are valid

3 Instructions

- a. Locate the Pending Distribution budget line
- b. Delete the amount in the Total Cost column
- c. Click Validate

Entering Budgets in SFE

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: 7S046 CE-NCLB T1 Schools
 Version: FN0 Final Version
 Fiscal Year: 2026

Total Allocation: 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

Add New Item Based Detail Line

Line Type: [] Item: [] Goal: [] Function: [] Position: [] Temp Position: [] Next: [] Clear: [] Add Entry: [] Validate Detail: [] Validate: []

Line T...	Bud It...	Bud Item Description	Position	Cmmt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Difference
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		473,341.00	35,121.00-

3 Instructions

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

Entering Budgets in SFE

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP



Funds Center: 1234501
 SACS Fund/Rsrc: 010 / 3010
 LAUSD Program: 75046
 Version: FNO
 Fiscal Year: 2026

ABC ES
 General Fund
 CE-NCLB T1 Schools
 Final Version

Change Type: School Change
 Status: Work In Progress

Total Allocation: 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

 i. The Total Difference field now shows \$0.00 indicating that your budget entry is balanced.
 ii. The Difference column shows the dollars transferred.
 iii. The Total Cost column shows the new budget for each of the lines adjusted.
 iv. Click Save to save your entries and return to the SFE home screen.

1POSITN	107762	TCHR AST DEG TK NW/2	30530441	110005	07/01/2025	07/01/2025	C	4.0...	5.0...	0.67	100.00	0.00	
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	
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	473,341.00	35,121.00-

Double click on line to display Entry Detail Entry 1 of 8

All budget entries are valid

Entering Budgets in SFE

Exercise 3

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

In PROGRAM 1 – 7S046

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.

Entering Budgets in SFE

Exercise 3

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.

Entering Budgets in SFE

Exercise 3

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.

Entering Budgets in SFE

Exercise 3

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”**

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: FNO Final Version
 Fiscal Year: 2026

Total Allocation: 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

Add New Item Based Detail Line

Line Type	Item	Goal	Function	Position	Temp Position	Clear
IPOSITN	107762	TCHR AST DEG TK NW/2	1110	1000	Next N2947481	Add Entry

Validate Detail

Validate



Note the Temporary Position Control Number generated here. You will enter it in the Temp Position field when you create the remaining 50% of this position in the second program.

1

Instructions

- Select IPOSITN under Line Type
- Enter 107762 in the Item field
- Use the Goal matchbox to select the goal
- Use the Function matchbox to select the function
- Click Next (under Temp Position) to generate a temporary position control number
- Click Add Entry

Entering Budgets in SFE

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
 Fiscal Year: 2026

Total Allocation: 524,188.00
 Total Budget Amt: 547,283.00
 Total Difference: 23,095.00-

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

Add New Item Based Detail Line Validate Detail

Line Type Item Goal Function Position Temp Position Clear
 Next Add Entry Validate

Line T...	Bud It...	Bud Item Description	Position	Cmm	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...	1.00	50.00	23,095.00	23,095.00

2

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

Entering Budgets in SFE

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

Change Type: School Change
 Status: Work In Progress

Total Allocation: 524,188.00
 Total Budget Amt: 547,283.00
 Total Difference: 23,095.00-

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

Add New Item Based Detail Line

Line Type	Item	Goal	Function	Position	Temp Position	Clear
<input type="text"/>	Next <input type="text"/>	Add Entry				

Validate Detail

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...	1.00	50.00	23,095.00	23,095.00



- i. The system has generated the total cost of the position.
- ii. The total cost of the position added is now shown in the Total Difference field
- iii. Check the message at the bottom of your screen to see if the system has detected any errors in your entry.



✓ All budget entries are valid



Entering Budgets in SFE

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: 7S046 CE-NCLB T1 Schools
 Version: FN0 Final Version
 Fiscal Year: 2026

Change Type: School Change
 Status: Work In Progress
 Total Allocation: 524,188.00
 Total Budget Amt: 73,942.00
 Total Difference: 450,246.00

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

Add New Item Based Detail Line Validate Detail

Line Type Item Goal Function Position Temp Position Clear **C**
Add Entry Validate

Line T...	Bud It...	Bud Item Description	Goal	Funct	Position						
1POSITN	107762	TCHR AST DEG TK NW/2	1110	1000	N2947481						
1POSITN	107762	TCHR AST DEG TK NW/2	1110	1000	30528729						
1POSITN	107762	TCHR AST DEG TK NW/2	1110	1000	30530441						
1POSITN	117361	CAT PRG AD CIT 27/11	1110	2100	30528728						
1POSITN	27785	COMMUNITY REP C	1110	2100	30528727						
20THS-L	12103	ITIN COUNS PSA C	1110	3110		120021	07/01/2025	06/30/2026		0.00	32,121.00
30TH-L	40127	GEN SUPPLIES TECHNO	1110	1000		430001	07/01/2025	06/30/2026		0.00	3,000.00
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	

3 **Instructions**
 a. Locate the Pending Distribution budget line
 b. Delete the amount in the Total Cost column
 c. Click Validate

a
b
c

Double click on line to display Entry Detail Entry 1 of 9

All budget entries are valid

Entering Budgets in SFE

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: FNO Final Version
 Fiscal Year: 2026

Change Type: School Change
 Status: Work In Progress

Total Allocation: 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

Add New Item Based Detail Line Validate Detail

Line Type: Item: Goal: Function: Position: Temp Position:
Clear ^e
Next Add Entry Validate

Line T...	Bud It...	Bud Item Description	Position	Cmm								
1POSITN	107762	TCHR AST DEG TK NW/2	N2947481	1100								
1POSITN	107762	TCHR AST DEG TK NW/2	30528729	1100								
1POSITN	107762	TCHR AST DEG TK NW/2	30530441	1100								
1POSITN	117361	CAT PRG AD CIT 27/11	30528728	1900								
1POSITN	27785	COMMUNITY REP C	30528727	2900								
20THS-L	12103	ITIN COUNS PSA C		1200								
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 ENDING 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	450,246.00	58,216.00

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

d

e

Double click on line to display Entry Detail Entry 1 of 9

All budget entries are valid



Entering Budgets in SFE

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP

Change Type: School Change
Status: Work In Progress

Total Allocation: 524,188.00
Total Budget Amt: 524,188.00
Total Difference: 0.00



- i. The Total Difference field now shows \$0.00 indicating that your budget entry is balanced.
- ii. The Difference column shows the dollars transferred.
- iii. The Total Cost column shows the new budget for each of the lines adjusted.
- iv. Click Save to save your entries and return to the SFE home screen. Repeat this process in Program 2.

Add New Line Type

Clear Add Entry Validate Detail 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...	1.00	50.00	23,095.00	23,095.00
1POSITN	107762	TCHR AST DEG TK NW/2	30528729	110005	07/01/2025	07/01/2025	C	6.0...	5.0...	1.00	100.00	0.00	
1POSITN	107762	TCHR AST DEG TK NW/2	30530441	110005	07/01/2025	07/01/2025	C	4.0...	5.0...	0.67	100.00	0.00	
1POSITN	117361	CAT PRG AD CIT 27/11	30528728	190001	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00	
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		450,246.00	58,216.00

Double click on line to display Entry Detail Entry 1 of 9

All budget entries are valid

Entering Budgets in SFE

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP



Funds Center: 1234501 ABC ES
 SACS Fund/Rsrc: 010 / 0000 General Fund
 LAUSD Program: 10947 Academic Excellence
 Version: FNO Final Version
 Fiscal Year: 2026

Change Type: School Change
 Status: Work In Progress

Total Allocation: 0.00
Total Budget Amt: 23,095.00
Total Difference: 23,095.00-

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

Add New Item Based Detail Line Validate Detail

Line Type	Item	Goal	Function	Position	Temp Position	Clear	
<input type="text"/>	Add Entry	Validate					

Line T...	Bud It...	Bud Item Description	Position	Cmnt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Difference	In
1POSITN	10600	TCHR AST DEG TK NW/1	30443	110005	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00		
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	
1POSITN	11360	TSP PRG AD C1T C1/17	30530442	190001	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00		



- i. 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.
- ii. Note the use of the same temporary position control number to link the two portions of this position together.

Entering Budgets in SFE

Exercise 4

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”**

Entering Budgets in SFE

School Budget Planning

Submit For Approval
Warnings
Cost Limits
Delete WIP



LOS ANGELES UNIFIED
LA
READY FOR THE WORLD

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	

Change Type	School Change
Status	Work In Progress
Total Allocation	524,188.00
Total Budget Amt	561,115.00
Total Difference	36,927.00-

Item Based Detail
Non-Item Based Detail
Approvals
History
Notes
Header Details
Reason

Add New Item Based Detail Line Validate Detail

Line Type	Item	Goal	Function	Position	Temp Position	Next	Clear	Add Entry	Validate
<input type="text"/>	<input type="button" value="Next"/>	<input type="button" value="Clear"/>	<input type="button" value="Add Entry"/>	<input type="button" value="Validate"/>					

Line T...	Bud It...	Bud Item Description	Position	Cmmt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Difference	In
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	
1POSITN	107762	TCHR AST DEG TK NW/2	30528729	110005	07/01/2025	01/2026	C	6.0...	5.0...	1.00	100.00	0.00	0.00	
1POSITN	107762	TCHR AST DEG TK NW/2	30530441	110005	07/01/2025	06/30/2026	A	4.0...	5.0...	0.67	100.00	36,927.00	36,927.00	
								.0...	5.0...	0.50	100.00	0.00	0.00	
								.0...	5.0...	0.75	50.00	0.00	0.00	
								0.00				32,121.00	32,121.00	
								0.00				3,000.00	3,000.00	
								0.00				15,726.00		
								0.00				450,246.00	58,216.00-	

1 Instructions

- a. Locate the Teacher Assistant position with position control number 30530441.
- b. Change the end date to 06/30/2026.
- c. Change PStat to A.
- d. Click Validate.

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Entering Budgets in SFE

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP



LOS ANGELES UNIFIED
READY FOR THE WORLD

Funds Center: 1234501 ABC ES

SACS Fund/Rsrc: 010 / 3010 General Fund

LAUSD Program: 7S046 CE-NCLB T1 Schools

Version: FNO Final Version

Fiscal Year: 2026

Change Type: School Change

Status: Work In Progress

Total Allocation: 524,188.00

Total Budget Amt: 110,869.00

Total Difference: 413,319.00

Item Based Detail Non-Item Based Detail Approvals History Notes Header Details Reason

Add New Item Based Detail Line Validate Detail

Line Type	Item	Goal	Function	Position	Temp Position	Clear	Validate
<input type="text"/> Next	Add Entry						

2 Instructions

- Locate the Pending Distribution budget line.
- Click on the Total Cost of the Pending Distribution budget line and reduce it to \$0
- Click Validate

	/Day	Day/...	FTE	Fund %	Total Cost	Difference	In
	6.0...	5.0...	1.00	50.00	23,095.00	23,095.00	
	6.0...	5.0...	1.00	100.00	0.00		
	4.0...	5.0...	0.67	100.00	36,927.00	36,927.00	
	3.0...	5.0...	0.50	100.00	0.00		
	6.0...	5.0...	0.75	50.00	0.00		
			0.00		32,121.00	32,121.00	
			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

Entering Budgets in SFE

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: FNO Final Version
 Fiscal Year: 2026

Change Type: School Change
 Status: Work In Progress
 Total Allocation: 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

Add New Item Based Detail Line

Line Type: Item: Goal: Function: Position: Temp Position:

2 Instructions

d. Input the amount in the Total Difference field in the Total Cost field in the Pending Distribution budget line.

e. Click Validate

Line Type	Item	Goal	Function	Position	Temp Position	FTE	Fund %	Total Cost	Difference	In			
...	5.0...	1.00	23,095.00	23,095.00				
...	5.0...	1.00	0.00					
...	5.0...	0.67	36,927.00	36,927.00				
...	5.0...	0.50	0.00					
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-

Printing the School Budget Signature Form



Printing the School Budget Signature Form

The screenshot displays the 'School Budget Planning and Maintenance' application window. At the top, the title bar reads 'School Budget Planning and Maintenance'. Below this, a sub-header also reads 'School Budget Planning and Maintenance'. The main content area contains several input fields: 'Funds Center' with the value '1234501', 'SACS Fund' with the value '010', 'ABC ES', and 'General Fund'. On the right side, there is a circular logo for 'LOS ANGELES UNIFIED' with the text 'READY FOR THE WORLD' and a stylized 'LA' in the center. Below the input fields, there is a 'Budget Maintenance' button, a 'CMO' dropdown menu set to 'Current Maintena...', and the year '2025'. A red circle with the number '1' highlights the 'Reports' tab in the navigation bar. Below the navigation bar, a grid of report options is displayed. A red circle with the number '2' highlights the 'Signature Form' option in the first column of the grid. Other options in the grid include 'Budget Report', 'Archive Report', 'School Resource Allocation', 'Signature Form With Print Range', 'Archived Signature Form', 'General Fund Allocation Report', 'Progress Report', 'COFE Budget Report', 'Staffing and Resources', 'Budget With Incumbent Report', 'School Discretionary Programs Rep', 'School Budget Summary', 'Position With Incumbent Report', 'Estimated Rates By Budget Item', 'Cost Limits', and 'Employee Assignment Cost', 'Furlough Savings Report'.

Printing the School Budget Adjustment Form

1. From the *School Budget Planning and Maintenance* screen, click *Reports*
2. Click *Signature Form*

Printing the School Budget Signature Form

3. Enter the following:

- Version – *FN0*
- 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*

6 *School Budget Signature Form*

3 School Budget Selection

List All Authorized Clear Selection Criteria

Version	<input type="text" value="FN0"/>	Final Version
Fiscal Year	<input type="text" value="2026"/>	
Fund Center	<input type="text" value="1234501"/>	ABC ES
SACS Fund	<input type="text" value="010"/>	General Fund
LAUSD Program	<input type="text" value="7S046"/>	CE-NCLB T1 Schools

Number of Blank Lines

Budget Detail Version

4 Before WIP Version
 WIP Version (Work In Progress - with unapproved changes)

Output Type

5 **Print the Form**
 Email the Form

Email Parameters

Send To

CC To

Add Attachments From Desktop?
 Edit Message Before Sending?

Email Title

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Printing the School Budget Signature Form

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

The screenshot shows a 'Print:' dialog box with the following sections and fields:

- OutputDevice:** A dropdown menu showing 'My win local printer', highlighted with a red box and a red circle containing the number 7.
- Page selection:** An empty text input field.
- Spool Request:**
 - Name:** Two text boxes containing 'SMART' and 'ADOE0001'.
 - Title:** An empty text input field.
 - Authorization:** An empty text input field.
- Spool Control:**
 - Print Now
 - Delete After Output
 - New Spool Request
 - Close Spool Request
 - Spool Retention:** 8 Day(s)
 - Storage Mode:** Print only
- Number of Copies:**
 - Number:** 1
 - Group (1-1-1,2-2-2,3-3-3,...)
- Cover Page Settings:**
 - SAP cover page:** Do Not Print
 - Recipient:** Empty text input field
 - Department:** Empty text input field
- Buttons:** At the bottom right, there are three buttons: 'Print preview' (highlighted with a red box and a red circle containing the number 8), 'Print', and a close button (X).

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		

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

BUDGET MAINTENANCE WORKSHEET			
Total Allocation	1,068,075.00		
Budgeted	1,068,075.00		
Commit	0.00	0.000 %	
Budgeted	0.00	0.000 %	
COFE/FM/GM Docs	//		
Status	B		

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	C	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 AD/VS, CTEGORCL PGM	CSXX	30528728 Name: Paige Turner	C	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

Printing the School Budget Signature Form

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 Allocation		524,188.00	
Direct Budgeted		524,188.00	
Indirect Limit		0.00	0.000 %
Budgeted		0.00	0.000 %
COFE/FM/GM Docs	/ /		
Comment			
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	C	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	C	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:	C	07/01/2025 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&Supls-Bud				07/01/2025 06/30/2026			413,319.00	95,143.00-

Printing the School Budget Signature Form

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	RN	REGION NORTH
Division		

BUDGET PLANNING WORKSHEET			
Total Allocation	524,188.00		
Direct Budgeted	524,188.00		
Indirect Limit	0.00	0.000 %	
Budgeted	0.00	0.000 %	
COFE/FM/GM Docs	/ /		
Comment			
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	
Principal's Signature _____	Date _____
Title I Program <input type="checkbox"/> TAS <input type="checkbox"/> SWP <input type="checkbox"/> If multi-funded, please indicate other funding source(s): _____ The SSC sought and considered recommendation from the appropriate advisory committee.	
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.	
UTLA Chapter Chair _____	Date _____

FOR BUDGET SERVICES AND LD USE ONLY		
BA/Log Sheet No. _____	Input Date _____	Processed By _____
Program Coordinator's Signature _____	Date _____	
Community of Schools Administrator or Designee's Signature _____	Date _____	
<i>and/or</i>		
Administrator of Operations or Designee's Signature (optional) _____	Date _____	
Fiscal Specialist's Signature _____	Date _____	
Fiscal Services Manager's Signature _____	Date _____	

Printing the School Budget Signature Form

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 Allocation	524,188.00		
Direct Budgeted	524,188.00		
Indirect Limit	0.00	0.000 %	
Budgeted	0.00	0.000 %	
COFE/FM/GM Docs	/ /		
Comment			
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.

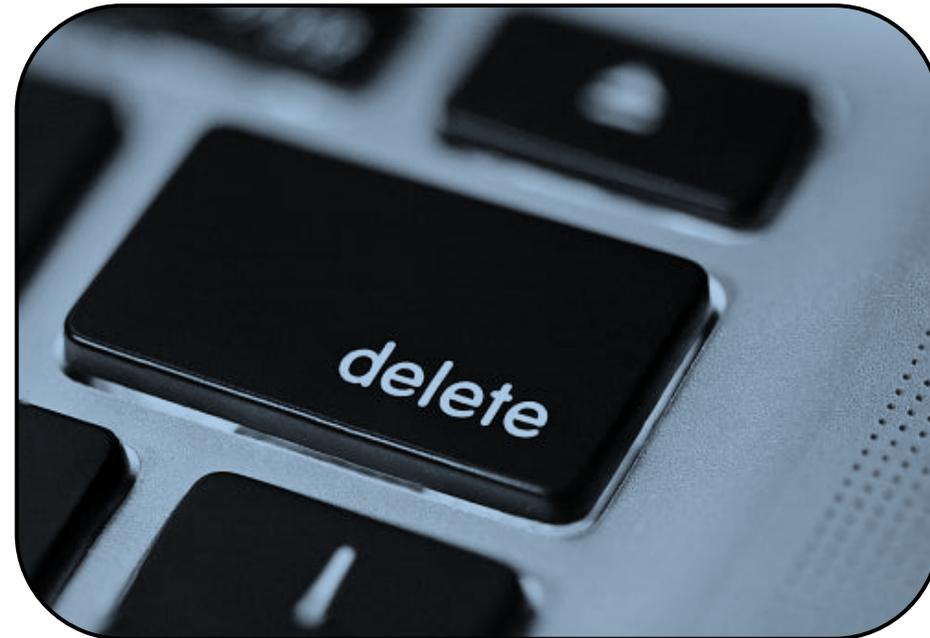
Employees who have volunteered for reassignment shall be considered first, subject to and consistent with the above considerations. Reassignment selections are not to be used to evade appropriate progressive disciplinary procedures; however, employees whose performance is marginal or below standard shall 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 followed the Unit D Collective Bargaining Agreement 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.

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: FNO Final Version
 Fiscal Year: 2026

Change Type: School Change
 Status: Work In Progress
 Total Allocation: 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

Add New Item Based Detail Line

Line Type Item Goal Function Position Temp Position Clear Add Entry Validate

Line T...	Bud It...	Bud Item Description	Cmmt ...	Start Date	End Date	PStat	Hr/Day	Day/...	FTE	Fund %	Total Cost	Difference	Indire
1POSITN	107762	TCHR AST DEG TK NW/2	110005	07/01/2025	06/30/2026	A	6.0...	5.0...	1.00	50.00	23,095.00	23,095.00	<input type="checkbox"/>
1POSITN	107762	TCHR AST DEG TK NW/2	110005	07/01/2025	07/01/2025	C	6.0...	5.0...	1.00	100.00	0.00		<input type="checkbox"/>
1POSITN	107762	TCHR AST DEG TK NW/2	110005	07/01/2025	06/30/2026	A	4.0...	5.0...	0.67	100.00	36,927.00	36,927.00	<input type="checkbox"/>
1POSITN	117361	CAT PRG AD CIT 27/11	190001	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00		<input type="checkbox"/>
1POSITN	27785	COMMUNITY REP C	290001	07/01/2025	07/01/2025	C	6.0...	5.0...	0.75	50.00	0.00		<input type="checkbox"/>
20THS-L	12103	ITIN COUNS PSA C	120021	07/01/2025	06/30/2026				0.00		32,121.00	32,121.00	<input type="checkbox"/>
30TH-L	40127	GEN SUPPLIES TECHNO	430001	07/01/2025	06/30/2026				0.00		3,000.00	3,000.00	<input type="checkbox"/>
30TH-L	40239	POTENTIAL FNDING VAR	430098	07/01/2025	06/30/2026				0.00		15,726.00		<input type="checkbox"/>
30TH-L	40261	PENDING DISTRIBUTION	430009	07/01/2025	06/30/2026				0.00		413,319.00	95,143.00-	<input type="checkbox"/>

Double click on line to display Entry Detail Entry 1 of 9

Deleting the Work in Progress (WIP)

School Budget Planning

Submit For Approval Warnings Cost Limits Delete WIP

 Funds Center: 1234501 ARC ES
SACS Fund/Rsrc: 010 / 3010 1234501 General ABC ELEMENTARY
LAUSD Program: 75046 CE-NCLB T1 Schools
Version: FNO Final Version
Fiscal Year: 2026

Change Type: School Change
Status: Work In Progress

Total Allocation: 524,188.00
Total Budget Amt: 524,188.00
Total Difference: 0.00

Item Based Detail

Add New Item Based Detail

Line Type Item

Delete Work In Progress (WIP)?

If you delete the Work In Progress (WIP), all non-approved changes will be lost.

2 Do you really want to delete the Work In Progress (WIP)?

Validate Detail

Clear Add Entry Validate

Line T...	Bud It...	Bud Item								nd %	Total Cost	Difference	Indire
1POSITN	107762	TCHR AST DEG TK NW/2	110005	07/01/2025	06/30/2026	A	6.0...	5.0...	1.00	50.00	23,095.00	23,095.00	<input type="checkbox"/>
1POSITN	107762	TCHR AST DEG TK NW/2	110005	07/01/2025	07/01/2025	C	6.0...	5.0...	1.00	100.00	0.00		<input type="checkbox"/>
1POSITN	107762	TCHR AST DEG TK NW/2	110005	07/01/2025	06/30/2026	A	4.0...	5.0...	0.67	100.00	36,927.00	36,927.00	<input type="checkbox"/>
1POSITN	117361	CAT PRG AD C1T 27/11	190001	07/01/2025	07/01/2025	C	3.0...	5.0...	0.50	100.00	0.00		<input type="checkbox"/>
1POSITN	27785	COMMUNITY REP C	290001	07/01/2025	07/01/2025	C	6.0...	5.0...	0.75	50.00	0.00		<input type="checkbox"/>
20THS-L	12103	ITIN COUNS PSA C	120021	07/01/2025	06/30/2026				0.00		32,121.00	32,121.00	<input type="checkbox"/>
30TH-L	40127	GEN SUPPLIES TECHNO	430001	07/01/2025	06/30/2026				0.00		3,000.00	3,000.00	<input type="checkbox"/>
30TH-L	40239	POTENTIAL FNDING VAR	430098	07/01/2025	06/30/2026				0.00		15,726.00		<input type="checkbox"/>
30TH-L	40261	PENDING DISTRIBUTION	430009	07/01/2025	06/30/2026				0.00		413,319.00	95,143.00-	<input type="checkbox"/>

Double click on line to display Entry Detail Entry 1 of 9

Deleting the Work in Progress (WIP)

School Budget Planning and Maintenance Result

School Budget Planning and Maintenance

Funds Center: 1234501 ABC ES
SACS Fund: 010 General Fund
LAUSD Program: 75046 CE-NCLB T1 Schools

Task

	Version	Fiscal Year	Locks
<input type="button" value="Budget Planning"/>	F10 Final Version	2026	
<input type="button" value="Budget Maintenance"/>	C10 Current Maintena...	2025	

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"/>	<input type="button" value="School Discretionary Programs Rep"/>	<input type="button" value="School Budget Summary"/>
<input type="button" value="Budget With Incumbent Report"/>	<input type="button" value="Estimated Rates By Budget Item"/>	<input type="button" value="Cost Limits"/>
<input type="button" value="Position With Incumbent Report"/>	<input type="button" value="Employee Assignment Cost"/>	<input type="button" value="Furlough Savings Report"/>

Budget Work In Progress (WIP) was deleted

SAP

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.

Regional Fiscal Staff





Questions?