

**Budget Services and Financial Planning
School Fiscal Services
Fiscal Year 2016-17**

SCHOOL BUDGET SUMMARY REPORT JOB AID

Displays a budget overview of the school's enrollment, demographic information, and total budget including number of FTE (Full Time Equivalent) positions and costs

Log on to BTS

Business Tools for Schools


User *

Password *

* Enter your Single Sign-On (email) username and password to Log in.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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From SAP Home Page, click “SAP Budget – Schools Front End”

Welcome BEATRICE LOMELI

Home Financials/Budget Human Resources Access Request Accounts Payable Accts Recv / Cash Mgmt Asset Management Controlling Funds Management General Ledger Grants Mgmt Materials/Inventory Procurement

Financials/Budget

SAP Financials

Detailed Navigation

- SAP Financials
- Account String Wizard
- SAP Budget
- **SAP Budget - Schools Front End**

Portal Favorites

- R11057 Payroll Expenditures-SFS for Sch...

SAP Financials

Financials - Central Offices

This provides secure access for Finance and Budget for office professionals utilizing WinGUI software. In order to access this you must have the software loaded onto your desktop computer.

NOTE: If you try to access this without having the proper software loaded, you will not have access and you will see a blank screen and/or encounter an error. If you do not have the softw

[Financials/Budget Offices WinGUI Access](#)

Budget Services and Financial Planning

School Fiscal Services

Fiscal Year 2016-17

- 1) Select **Reports** tab
- 2) Select **School Budget Summary**

School Budget Planning and Maintenance

Menu | Back | System

School Budget Planning and Maintenance

Fund Center []
 SACS Fund []
 LAUSD Program []

List All Authorized | Clear Selection Criteria | Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	FN0 Final Version	2017	Locked
Budget Maintenance	CM0 Current Maintena...	2017	

1 Reports | Justification | Administration | Message

- Budget Report
- Signature Form
- Signature Form With Print Range
- Progress Report
- Position With Incumbent Report
- Other Budget Reports
- RPA Form
- Archive Report
- Archived Signature Form
- COFE Budget Report
- School Discretionary Programs Rep
- Estimated Rates By Budget Item
- Employee Assignment Cost
- Functional Area Derivation
- School Resource Allocation
- General Fund Allocation Report
- Staffing and Resources
- 2 School Budget Summary
- Cost Limits
- Furtough Savings Report

- 3) Enter **Fiscal Year**
- 4) Enter **Fund Center**
- 5) Select **Print form**
- 6) Select **Execute**

https://bts.lausd.net/irj/servlet/prt/portal/prtventname/Navigate/prtroot/pcd!3aportal_content!2fnet.lausd.lrp.fld.LAUSD!2fnet.la

School Budget Summary

Menu | Save as Variant... | Back | Exit | Cancel | System | 6 Execute

Selection Criteria

Fiscal Year 3 []
 Version 4 []
 Fund Center [] to [] []
 LAUSD Program [] to [] []
 Division (Local District) [] to [] []

Exclude "Other SFP" Costs
 Exclude "Other Non-SFP" Costs

Output Options

5 Print the Form
 Email the Form

Send To [] []

Budget Services and Financial Planning

School Fiscal Services

Fiscal Year 2016-17

- 7) The print menu displays. Check your Output device. If BTS printing has not been set up, type in LPDF.
- 8) Select **Print preview**

- 9) SFE will display a PDF document that can be printed and saved.
- 10) Click **Back** to return to the previous screen

Print Preview of My win local printer

**School Budget Summary
Fiscal Year 2016 - 2017**

Fund Center: _____ Division: 3B - LOCAL DISTRICT NORTHWEST
School Type: ELEMENTARY

Enrollment and Demographic Information

K-12 Regular Enrollment	640	Poverty Rate	29.26 %
Special Day Class Enrollment (SDC)	11	Low-Income Students	187
School Readiness Language Development Program (SRLDP)	0	English Learners	89
Pre-Kindergarten Special Day Class (SDC) Enrollment	4	Reclassified English Learners	0
Maonet Enrollment with Special Day Class Students	0	Grades 4-8 Enrollment	187
Total Enrollment	655	Grades 9-12 Enrollment	0
State Pre-School Enrollment	0	Program Improvement Status	0
Early Education Enrollment	0	Academic Performance Index (API)	0
Adult Education Enrollment	0		
P2 Average Daily Attendance % (K-12 Regular Students)	0.00 %	Maonet Centers	0
Projected Average Daily Attendance	612.42	Small Learning Communities	0

Budget Overview

Category	General Fund Unrestricted	General Fund Restricted	Specialty Funded	Cafeteria	Other Specialty Funded	Other (Non-Specialty Funded)	Grand Total	Share of Total
Positions	\$3,490,212	\$768,431		\$125,823			\$4,384,466	95.23 %
Other Salary Items	\$173,633	\$3,762	\$1,424				\$178,819	3.88 %
Materials and Supplies	\$40,810						\$40,810	0.89 %
Total	\$3,704,655	\$772,193	\$1,424	\$125,823			\$4,604,095	100.00 %

Position Detail

Position	GF Unrestricted		GF Restricted		Specialty Funded		Cafeteria		Other Specialty Funded		Other (Non-Specialty Funded)		Total		Average
	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost	Cost Per FTE
AST PRN EL 8113954	0.80	77,395											0.80	77,395	77,395
BLDG & GROUNDS WORKER	0.80	41,733											0.80	41,733	41,733
BLDG&GRD WRKR AGC04	1.00	58,069											1.00	58,069	58,069
CAMPUS AIDE & RESTRICTED	0.39	11,196											0.39	11,196	11,196
CAMPUS AIDE FEMALE & REST	0.39	11,196											0.39	11,196	11,196
Food Service Manager I							1.00	57,137					1.00	57,137	57,137
Food Services Worker							1.00	65,686					1.00	65,686	65,686
LIB AIDE C115	0.38	24,274											0.38	24,274	24,274
OFFICE TECH 81107	1.00	64,124											1.00	64,124	64,124
PLNT MGR I AGC04	1.00	72,738											1.00	72,738	72,738

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