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



From SAP Home Page, click "SAP Budget – Schools Front End"



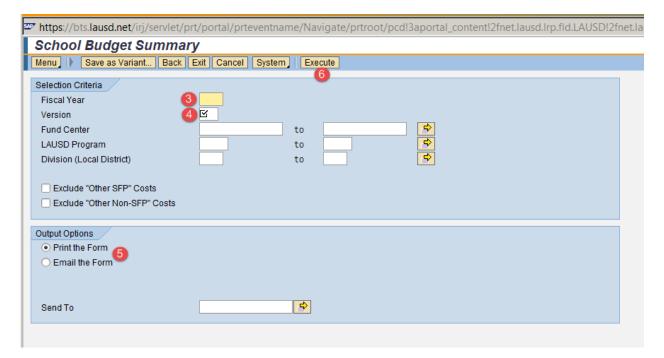
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Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

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



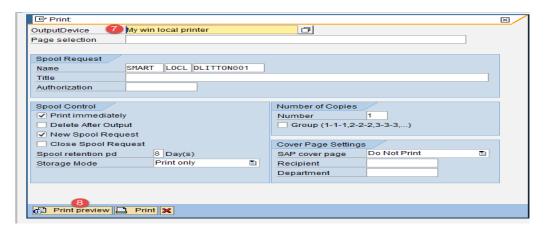
- 3) Enter Fiscal Year
- 4) Enter Fund Center
- 5) Select **Print form**
- 6) Select Execute



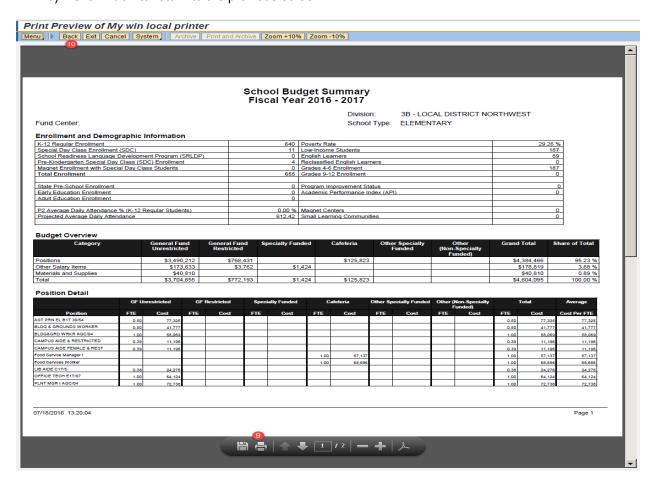
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Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

- 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



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