Budget Services and Financial Planning Division
SCHOOL FISCAL SERVICES BRANCH

SAP Budget - Schools Front-End (SFE)
WebGUI to WinGUI

Navigation and Printing instructions for the conversion of WebGUI to WinGUI in Schools Front-End (SFE).

Command conversion table for WedGUI to WinGUI:

| WebGUI – Old Icon	WinGUI – New Icon	Shortcut
Back		F3
Save		Ctrl S
Exit / Log off		Shift F3
Cancel		F12
Execute		F8
Print		Ctrl P
LPDF (My web local printer)	**LOCL** (My win local printer)	

Log on to BTS

Accessing SFE WinGUI:

1. Go to **Financials/Budget** tab
2. Go to **Detailed Navigation**
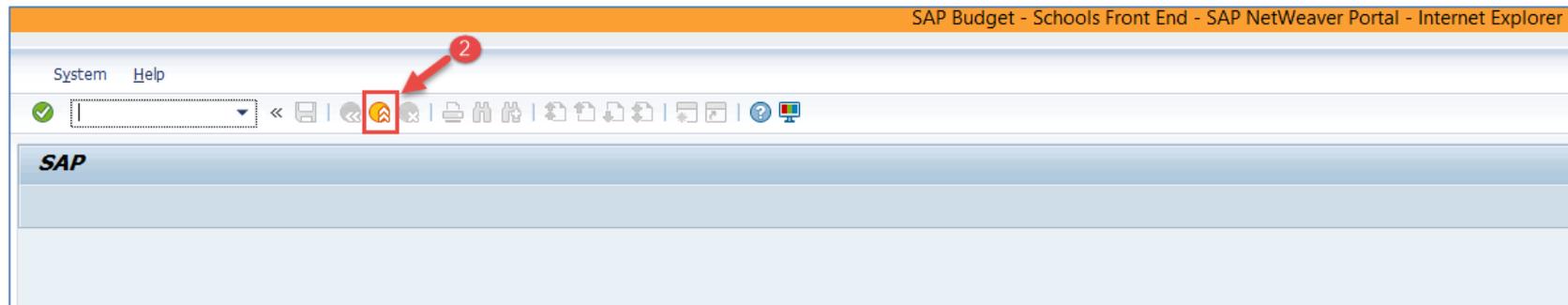3. Click on **SAP Budget – Schools Front End**

Logging-off WinGUI (Exiting SFE) - School Budget Planning and Maintenance

1. Click on the **Back** 🔙 icon
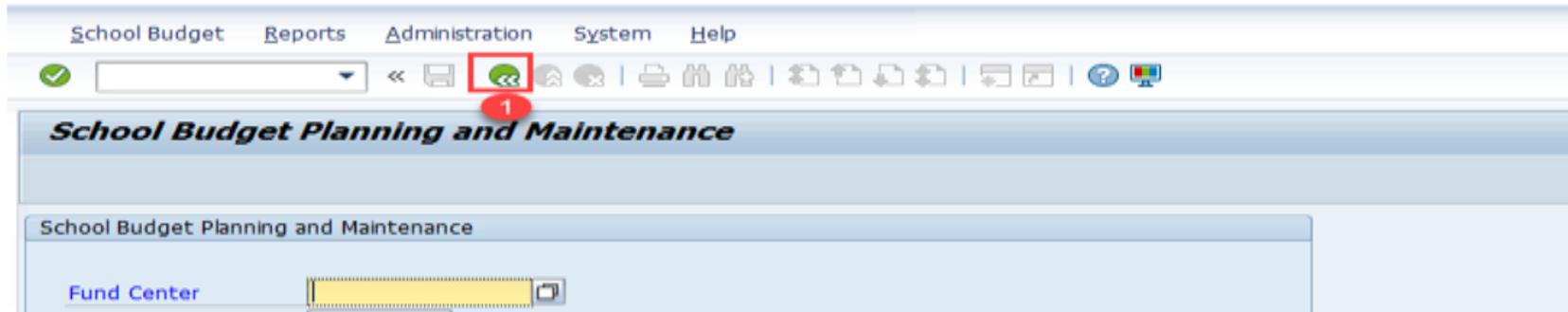
2. Click on the **Exit Session** 🏠 icon

3. Click ☒ to close the session window

How to Print/Save In PDF Using WinGUI

1. Go to the **Reports** tab
2. Select the report to print (Sample: Signature Form)

3. Enter **Version**
4. Enter **Fiscal Year**
5. Enter **Funds Center**
6. Enter **SACS Fund**
7. Enter **LAUSD Program**
8. Select Budget Detail Version
   a. Before WIP Version
   b. WIP Version (Work In Progress – with unapproved changes)

9. Click on ⏏ to execute the report

10. Output Device should be **My win local printer.**

   Note: If the output device reads, *My **web** local printer* or it is blank, proceed to step 11

11. Enter **LOCL** as the Output Device

12. Press **Enter** for *My win local printer*

Print:		
OutputDevice	My win local printer	
Frontend Printer	HP Color LaserJet M651 PCL 6 (609)	▼
Page selection		

Spool Request

Name	SMART LOCL RF706_1	
Title		
Authorization		

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	
Department	

🖨 Print preview   🖨 Print   ❌

13. Click on the **dropdown icon** [⏷] on the Frontend Printer
14. Select **Doro WinGUI PDF Writer**
15. Click on **Print**
    Note: Selecting Print Preview will display the report/form and allow you to only print (not save)

The **Doro WinGUI PDF Writer** screen is displayed along with the file name and the directory/folder where the report is going to be saved.

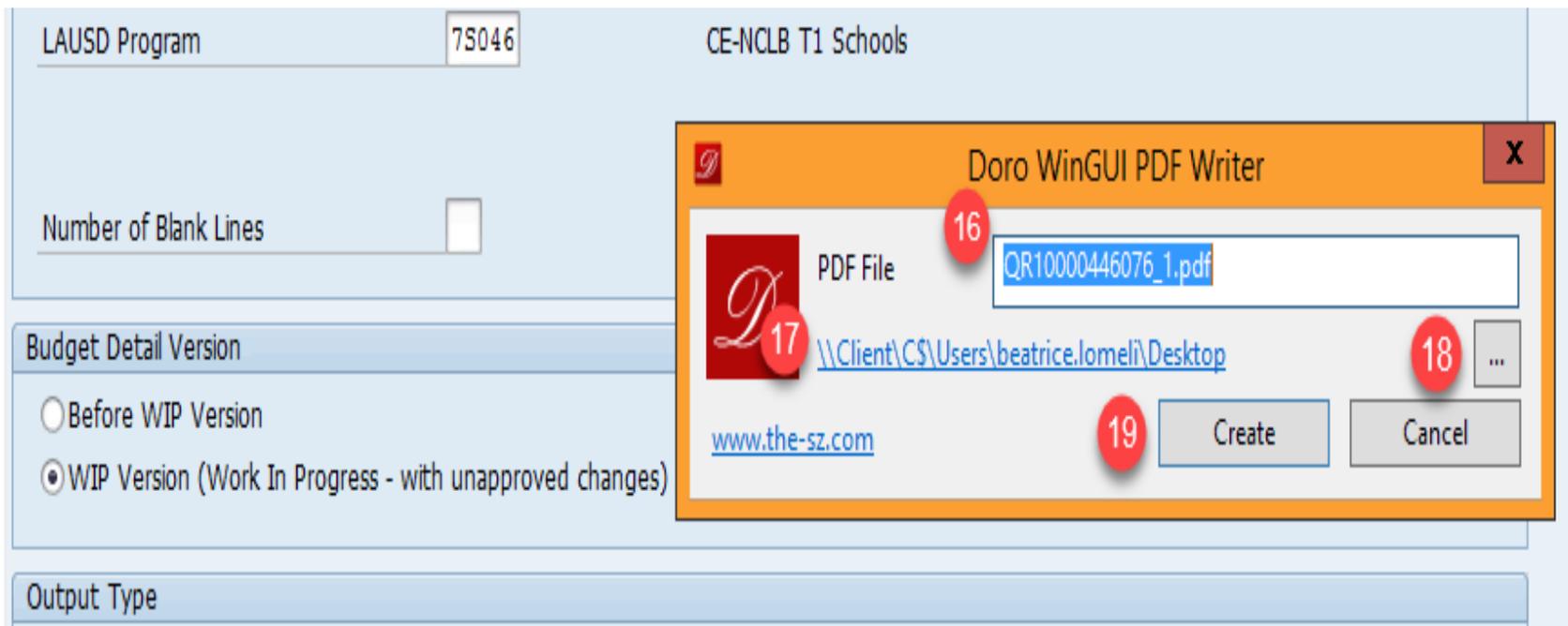16. This is the system generated file name. User can either keep the file name or change it.
17. This is the defaulted file location where the document will be saved.

18. To change the file location, click on the [...] and select the save location.
    Note: The save file location can also be changed when the document is opened in PDF.
19. Click **Create**.

20. The 'School Budget Signature Form' is displayed in PDF.

School Budget Signature Form

Fund Center	
Fund	010-3010 GF-TIA Low-Inc&Neg
LAUSD Program	7S046 CE-NCLB T1 Schools
Version / Year	CM0 / 2019
Grant / Funded	110001 / OPR00000
Division	3E LOCAL DISTRICT WEST

BUDGET MAINTENANCE WORKSHEET

Total Allocation		281,505.00	
Direct	Budgeted	277,505.00	
Indirect	Limit	0.00	0.000 %
	Budgeted	4,000.00	1.421 %
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	30037123 Name:	A	07/01/2018 06/30/2019	4.000 5.000	100.00 0.67	13,050.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30046263 Name	A	07/01/2018 06/30/2019	3.000 5.000	100.00 0.50	9,787.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30319620 Name:	A	07/01/2018 06/30/2019	4.000 5.000	100.00 0.67	13,050.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30390938 Name:	A	07/01/2018 06/30/2019	4.000 5.000	100.00 0.67	13,050.00	
117360 CAT PRG AD C1T 27/10	1POSITN	1110-2100-7S046 190001	19100704 ADVSR, CTEGORCL PGM	CSXX	30036952 Name:	A	07/01/2018 06/30/2019	3.000 5.000	100.00 0.50	67,389.00	
14685 PROB SOLV DT CORD C1	1POSITN	1110-2100-7S046 190001	19100706 ASMT,NONCLSRM,PREP	CSXX	30390939 Name:	A	07/01/2018 06/30/2019	3.000 5.000	50.00 0.50	33,696.00	
10376 TUTOR TCHR X TIME	2OTHS-L	1110-1000-7S046 110004	Tchr Sal-Supple/Oth				07/01/2018 06/30/2019			13,496.00	13,496.00
10377 TCHR RELEASE DAY/HRS	2OTHS-L	1110-1000-7S046 110001	Tchr Sal-Reg Assgnmt				07/01/2018 06/30/2019			11,390.00	5,695.00
10701	2OTHS-L	1110-1000-7S046					07/01/2018			2,441.00	814.00

User can save the document as follows:

21. Click on *File*

22. Click on *Save As….*

23. User can save to desktop or choose another folder.

24. Enter a new file name, as needed
25. Click *Save*