

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
		F3
		Ctrl S
 		Shift F3
		F12
		F8
Print		Ctrl P
LPDF (My web local printer)	LOCL (My win local printer)	

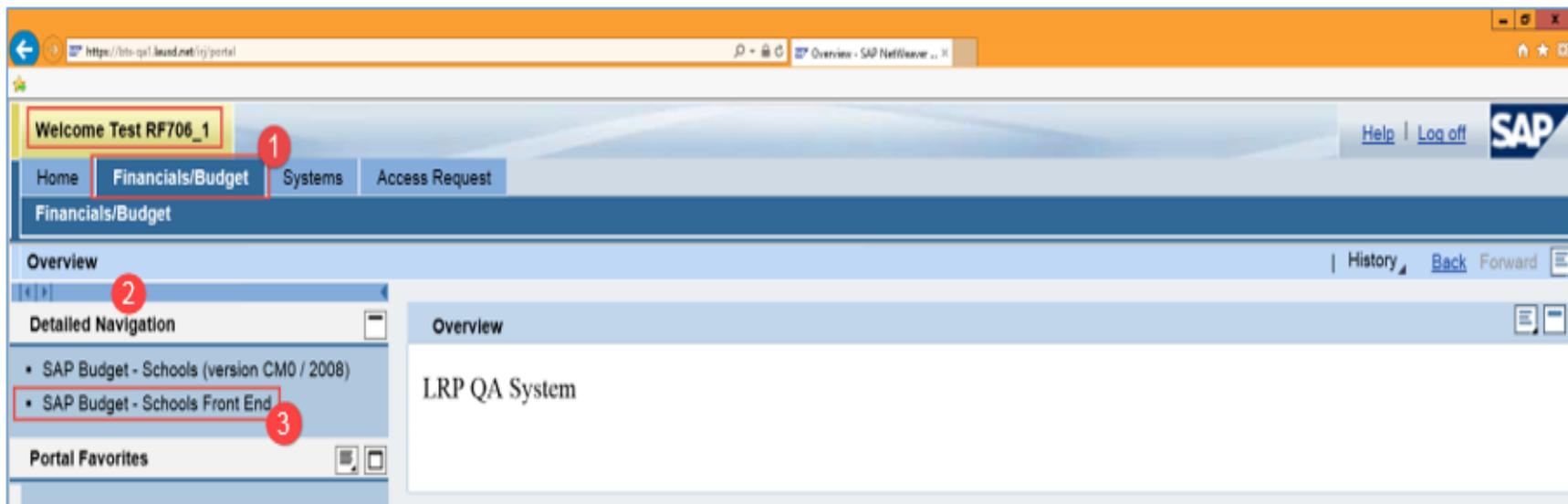
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Log on to BTS



Accessing SFE WinGUI:

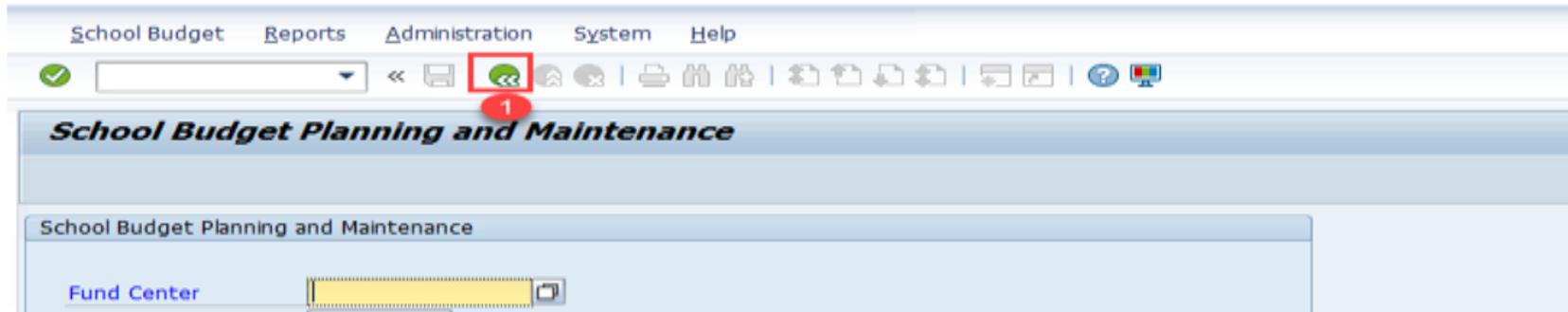
1. Go to **Financials/Budget** tab
2. Go to **Detailed Navigation**
3. Click on **SAP Budget – Schools Front End**



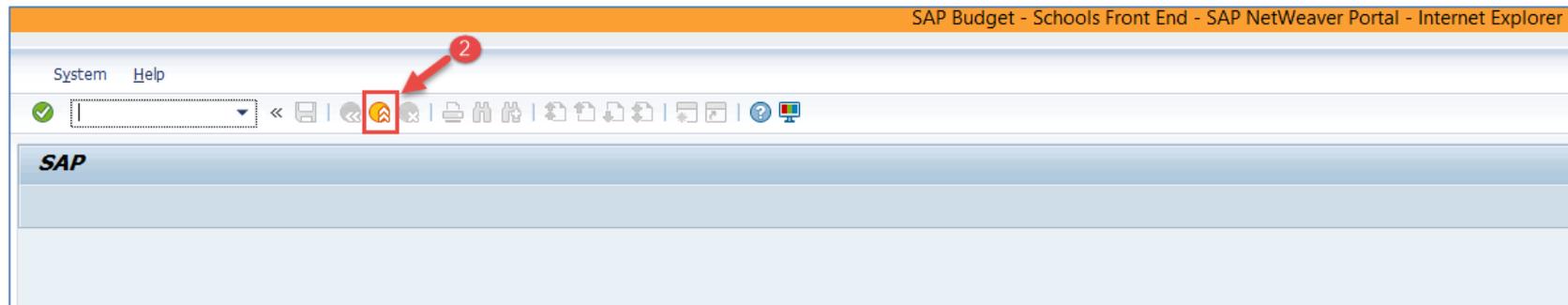
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Logging-off WinGUI (Exiting SFE) - School Budget Planning and Maintenance

1. Click on the **Back**  icon



2. Click on the **Exit Session**  icon



3. Click  to close the session window



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How to Print/Save In PDF Using WinGUI

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

School Budget Planning and Maintenance

Fund Center:
SACS Fund: 010
LAUSD Program: 10397
General Fund: TSP - PPS

List All Authorized | Clear Selection Criteria | Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	FN0 Final Version	2019	Locked
Budget Maintenance	CM0 Current Maintena...	2019	

1 Reports | Justification | Administration | Message

Budget Report	Archive Report	School Resource Allocation
2 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
Position With Incumbent Report	Estimated Rates By Budget Item	Cost Limits
Other Budget Reports	Employee Assignment Cost	Furlough Savings Report
RPA Form	Functional Area Derivation	

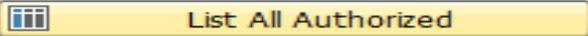
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3. Enter **Version**
4. Enter **Fiscal Year**
5. Enter **Funds Center**
6. Enter **SACS Fund**
7. Enter **LAUSD Program**
8. Select Budget Detail Version
 - a. Before WIP Version
 - b. WIP Version (Work In Progress – with unapproved changes)
9. Click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

School Budget Signature Form

 9

School Budget Selection

 List All Authorized  Clear Selection Criteria

Version	3	cm0
Fiscal Year	4	2019
Fund Center	5	123456
SACS Fund	6	010
LAUSD Program	7	7S046

Number of Blank Lines

8

Budget Detail Version

Before WIP Version

WIP Version (Work In Progress - with unapproved changes)

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

SAP

Print:

10

OutputDevice: My win local printer

Frontend Printer: HP Color LaserJet M651 PCL 6 (657)

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

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

SAP

Print:

11

OutputDevice: LOCL

Page selection:

Spool Request

Name: SMART LOCL BLOMELI001

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

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

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

- OutputDevice:** My win local printer (highlighted with a red circle and the number 12)
- Frontend Printer:** HP Color LaserJet M651 PCL 6 (609)
- Page selection:** (empty text box)
- Spool Request:**
 - Name:** SMART LOCL RF706_1
 - Title:** (empty text box)
 - Authorization:** (empty text box)
- 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 box)
 - Department:** (empty text box)

Buttons at the bottom: Print preview, Print, and a close button (X).

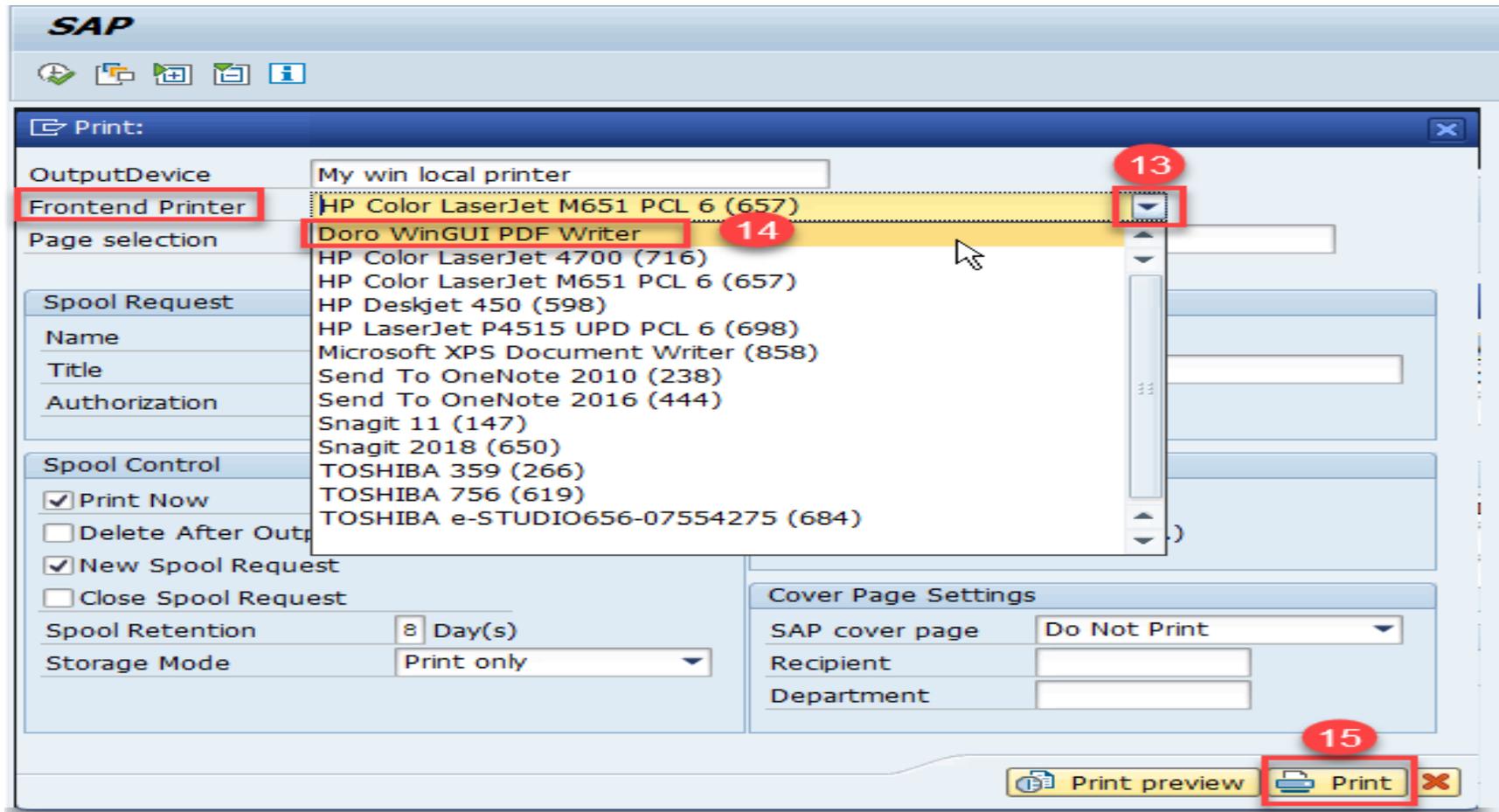
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13. Click on the **dropdown icon**  on the Frontend Printer

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 screenshot shows the SAP 'Print' dialog box. The 'OutputDevice' field is set to 'My win local printer'. The 'Frontend Printer' dropdown menu is open, showing a list of printers. The printer 'Doro WinGUI PDF Writer' is highlighted in yellow. The 'Print' button at the bottom right is highlighted with a red box. The 'Print preview' button is also visible. The 'Cover Page Settings' section is visible at the bottom right, with 'SAP cover page' set to 'Do Not Print'.

OutputDevice	My win local printer
Frontend Printer	HP Color LaserJet M651 PCL 6 (657)
Page selection	Doro WinGUI PDF Writer
Spool Request	HP Color LaserJet 4700 (716)
Name	HP Color LaserJet M651 PCL 6 (657)
Title	HP Deskjet 450 (598)
Authorization	HP LaserJet P4515 UPD PCL 6 (698)
Spool Control	Microsoft XPS Document Writer (858)
<input checked="" type="checkbox"/> Print Now	Send To OneNote 2010 (238)
<input type="checkbox"/> Delete After Outp	Send To OneNote 2016 (444)
<input checked="" type="checkbox"/> New Spool Request	Snagit 11 (147)
<input type="checkbox"/> Close Spool Request	Snagit 2018 (650)
Spool Retention	TOSHIBA 359 (266)
Storage Mode	TOSHIBA 756 (619)
	TOSHIBA e-STUDIO656-07554275 (684)

Cover Page Settings

SAP cover page	Do Not Print
Recipient	
Department	

Print preview Print

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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.

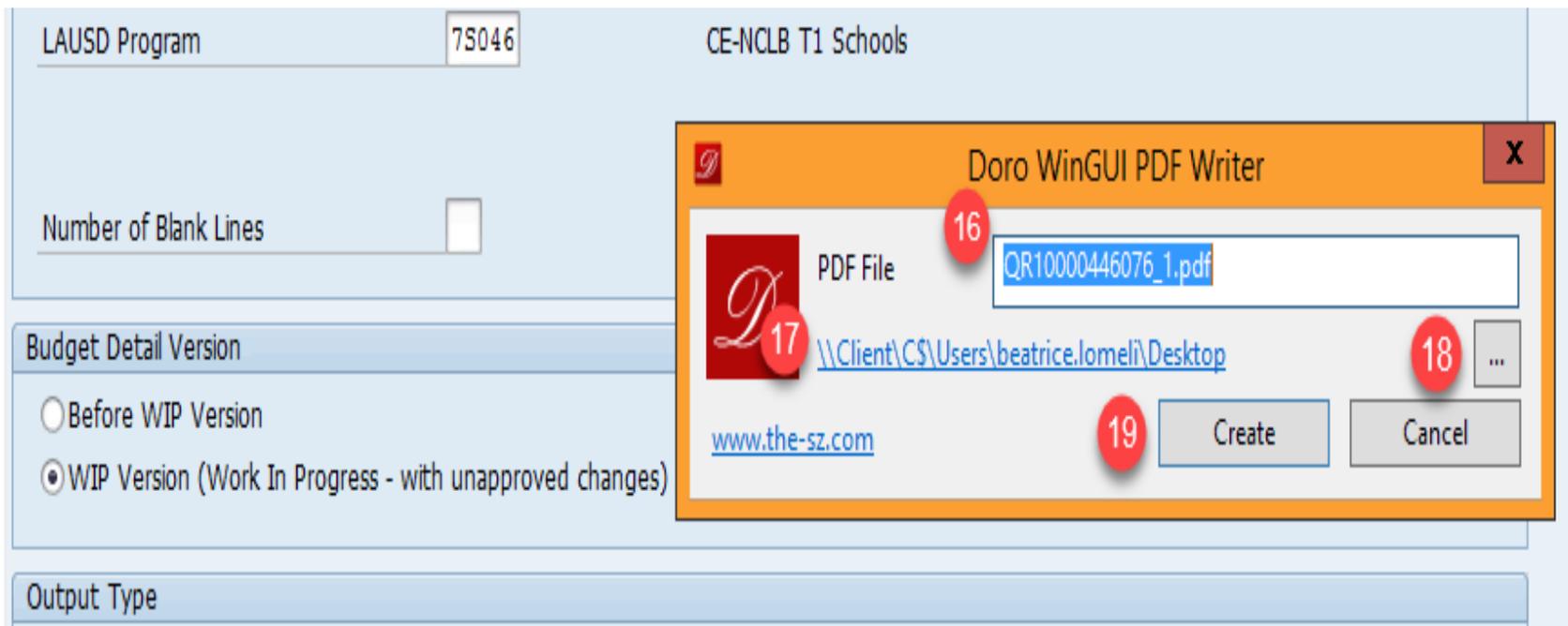
16. This is the system generated file name. User can either keep the file name or change it.

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**.



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

QR10000446076_1.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools QR10000446076_... x

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	20THS-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	20THS-L	1110-1000-7S046 110001	Tchr Sal-Reg Assgnmt				07/01/2018 06/30/2019			11,390.00	5,695.00

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User can save the document as follows:

- 21.** Click on **File**
- 22.** Click on **Save As...**

The screenshot shows a PDF viewer window with the 'File' menu open. The 'Save As...' option is highlighted with a red box and a red arrow, labeled '22'. The document content is partially visible, showing a 'Budget Signature Form' table and a 'BUDGET MAINTENANCE WORKSHEET' table.

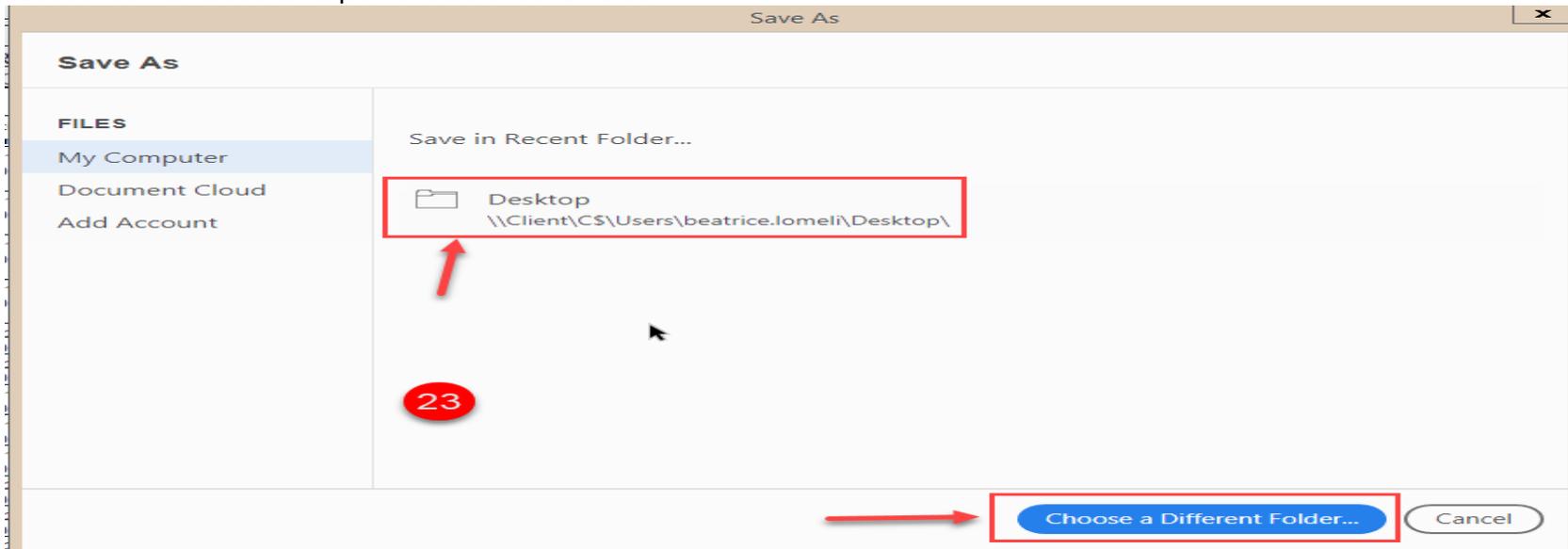
Budget Signature Form	
010-3010	GF-TIA Low-Inc&Neg
7S046	CE-NCLB T1 Schools
CM0 / 2019	
110001 / OPR00000	
BE	LOCAL DISTRICT WEST

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		

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
1	1110-1000-7S046 110005	11500953 TEACHER ASST - DEGREE TR4	XXXX	30037123 Name	A	07/01/2018 06/30/2019	4.000 5.000	100.00 0.67	13,050.00	

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



24. Enter a new file name, as needed

25. Click *Save*

