



Created: 5/14/2013

#### Introduction

This self-paced learning guide will show you how to:

- Log into SAP and Navigate to the Budget Availability Report (pg. 1)
- Create Available Variants (pg. 4)
- Print the Budget Availability Report (pg. 6)
- Export the Budget Availability Report to Excel (pg. 7)
- Customize the Report using Drag and Drop (pg. 8)
- Customize the Report using the Navigation Pane (pg. 12)
- Customize the Report using Filtering (pg. 14)
- Sort Columns and Rows (pg. 20)
- Navigate to the Previous Report Screen (pg. 21)
- Create a Personalized Report View at Login (pg. 22)

#### Log into SAP and Navigate to the Budget Availability Report

- Click on Portal Link: <u>https://bts.lausd.net</u>
- Enter your Single Sign-On (SSO) user id in the User field
- Enter your Single Sign-On (SSO) password in the Password field
- Click Log On

SAP NetWeaver
User *
Log On
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The screen shot below displays tabs, links, and data customized to your level of access.

• Click Reports tab

	Home	Systems	Reports							
	Home	Universal W	/orklist							
	Upcomin	g Dates								
	< >			•						
	Detailed I	lavigation								
	• Upcomi	ng Dates								
	About B	rs								
	ALERT -	R/3 Logoff Pr	ocedure							
	<ul> <li>Tech Su</li> </ul>	pport								
	<ul> <li>Help Zor</li> </ul>	e								
	<ul> <li>Learning</li> </ul>	Zone								
	<ul> <li>SAP Bus</li> </ul>	iness Workpl	ace							
	<ul> <li>Time Sta</li> </ul>	tement								
	Overviev	N								
	<ul> <li>Account</li> </ul>	String Wizard	l							
Fund/Functional Area Translator										
	Portal Fav	vorites		5, 🗆						







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- Click Funds
   Management
- Click •FM007 Budget
   Availability Report link

Welcome Joe Frank
Home Systems Reports
Funds Management
Reports
Detailed Navigation
GM001 Commitment/Actual Detail
GM003 Budget Detail
EP004 Key Performance Indicators
EP006 Purchase Order Document Analys
<ul> <li>FM008 Plan to Budget Recon(High Level)</li> </ul>
<ul> <li>FM009 Plan to Budget Recon(Low Level)</li> </ul>
FM007 Budget Availability Report
Portal Envoritor

- Click on Fiscal Year field
- Type in the fiscal year

(Example: For Fiscal Year 2013-14 enter 2014)

• Skip to the next page for directions in entering the **Funds Center** 

Or

- Click Fiscal Year filter selection button located at the right of the Fiscal Year field
- Select the year and click OK

(Example: For Fiscal Year 2013-14 enter 2014)

Availa	able Variants:	Save Save As Delete	Show Variable Personalization								
Ge	General Variables										
	Variable≜≑	Current Selection	Description								
*	Fiscal Year	Ð									
	Fund	đ									
	Funds Center	đ									
	Division	đ									
	Fund Center Category	đ									
	Commitment Item	ð									
	Program	ð									
	Grant	đ									
ОК	Check										

lect value	s for Fiscal Year (0P_FISCYEAR)	
Show	view: All 👻	
All		
Мах	imum Records: 1000 Refresh	
	Fiscal year: Key≜≂	
7		
	#	
	2006	
	2007	
	2008	
	2009	
	2010	
	2011	
	2012	
	2013	
	2014	
Ente	r a value for	
Fisca	al year:	
		OK Cancel





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- Click on Funds Center
   field
- Type in your cost center
- Skip to the bottom of the page for directions in entering other fields

Or

- Click on the **Funds Center** filter selection button located at the right of the **Funds Center** field
- Type your cost center in the Enter a value for Funds Center field
- Click Add
- Click OK

Avail	vailable Variants: Save Save As Delete Show Variable Personalization								
Ge	neral Variables								
	Variable≜≑	Current Selection	Description						
*	Fiscal Year	2013	2013						
	Fund	ð							
	Funds Center								
	Division	đ							
	Fund Center Category	đ							
	Commitment Item	đ							
	Program	đ							
	Grant	đ							
OK	Check								



- Enter Commitment Item, Program, and Grant field. You are not required to populate these optional fields.
- Fiscal Year and Funds Center fields are required and must be entered

Then

- Click Check to ensure all selected fields are entered correctly
- Click OK to view your budget report

Avail	able Variants:	Save Save As Delete	Show Variable Personalization				
General Variables							
	Variable≜≂	Current Selection	Description				
*	Fiscal Year	2013	2013				
	Fund	ć	p				
	Funds Center	11111111	11111111 Christopher EL				
	Division	ć	p				
	Fund Center Category	<u> </u>	p				
	Commitment Item						
	Program	Ē	8				
	Grant		8				
OK	Check						





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 Click arrow buttons located at the bottom of the page to navigate to the next page

New Analysis Open Sa	ave As Display	As Table	<ul> <li>Info</li> </ul>	Send Print	Version	Export to Microso	oft Excel	Note
<ul><li>▼ Columns</li><li>Key Figures</li></ul>							Carry <sub>≜∓</sub> Over	Cur Mod Bud
▼ Rows	FundsCenter≜≑	Program	n ±	Commtitem ;			\$	
<ul> <li>FundsCenter</li> </ul>	11111111	11020	K12 Norm Tchrs-Sal	110001	Tchr	Sal-Reg Assgnmt		1,46
Program				310101	STR	STRS - Certificated		12
Commtitem				330102	Medi	care-Certificatd		2
Fiee characteristics     FieealVear				340101	Heal	th/Welfare-Cert		22
<ul> <li>FuncArea</li> </ul>				350101	Une	mploy Insur-Cert		1
• Fund				360101	Worl	kers Comp - Cert		3
Funded Program				370101	Reti	ree Bnfts-Cert		10
Grant				375101	OthF	en E Ben-ActCert		1
<ul> <li>Posting period</li> </ul>				Result				2,00
		11010	Princ, Asst Princ & Deans	130001	Sch	Admin Sal-Reg		10
				310101	STR	S - Certificated		
				330102	Medi	care-Certificatd		
				340101	Heal	th/Welfare-Cert		
				350101	Une	mploy Insur-Cert		
				360101	Wor	kers Comp - Cert		
				370101	Reti	ree Bnfts-Cert		
				375101	OthF	en E Ben-ActCert		
				Desult				

#### **Create Available Variants**

You can save your search criteria by using Available Variants.

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- Populate the Current Selection fields from previous steps above
- Click Save As

Ge	eneral Variables			
	Variable≜≑	Current Selection		Description
*	Fiscal Year	2013	đ	2013
	Fund		đ	
	Funds Center	1111111	đ	11111111 Christopher EL
	Division		đ	
	Fund Center Category		đ	
	Commitment Item		đ	
	Program		đ	
	Grant		Ē	





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- Check Save As User Variant
- Type the name of your variant in the **Description** field
- Click OK



#### **Select Available Variants**

By selecting an Available Variants you are automatically populating the Current Selection fields.

- Click on the Available Variants drop down menu
- Select the name of the available variant that you have saved previously as your search criteria. In this case **Christopher EL Budget** is to be selected.

Available V	ariants:		Save Save As Delete	Show Variable Personalization
General	Variable	Christopher EL Budget		
Varia	able≜≑	Saved Year Cost Center	Current Selection	Description
* Fisca	al Year		<u>م</u>	
Fund	1		ð	
Fund	ls Center		ð	
Divis	ion		đ	
Fund	Center (	Category	đ	
Com	mitment It	em	đ	
Prog	ram		đ	
Gran	ıt		đ	

- Click Check to make sure all selected fields are entered correctly
- Click OK to view your budget report

General Variables								
	Variable≜≑	Current Selection	Description					
*	Fiscal Year	2013	2013					
	Fund	đ						
	Funds Center	11111111 🗇	11111111 Christopher EL					
	Division	đ						
	Fund Center Category	đ						
	Commitment Item	đ						
	Program	đ						
	Grant	đ						





#### Print the Budget Availability Report

Click Print Version

FM007 E Disclaimer: This informatic personnel nor distributed, is privacy laws.	Budget Availability in is the property or including via any e	y f the Los lectronic	Angeles Unified School District and is inte means, including email, to any authorized	nded solely for inte f or unauthorized p	rnal use by authorized er erson or organization. Th	mployee: iis inform
New Analysis Open S	ave As Display A	As Table	Info Send Print	/ersion Export to	Microsoft Excel Notes	]
<ul> <li>Columns</li> <li>Key Figures</li> </ul>						Carry Over
▼ Rows	EundeCenter**	Program	<b>.</b> .	Commiltern -		
<ul> <li>FundsCenter</li> </ul>	Fundscienter-	10045	Asphalt Revine	892501	EA Dep Land Imp Full	
Program	11111111	10040	Cofety & Technology	892581	EA Dep Bide Imp Full	
<ul> <li>Commtitem</li> </ul>		10043	Sleev Councilors	0005001	FA Dep Bidg Imp-Full	
<ul> <li>Free characteristics</li> </ul>		10053	Pidor Coverings	093001	PA Dep-Bidg Imp-Pull	
<ul> <li>FiscalYear</li> </ul>		10062	Portables-Growth	620001	Blags/imp Of Blags	
<ul> <li>FuncArea</li> </ul>		10344	Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full	
<ul> <li>Fund</li> </ul>		10396	National Board Certification - Diff	110004	Tchr Sal-Supple/Oth	
<ul> <li>Funded Program</li> </ul>				310101	STRS - Certificated	
<ul> <li>Grant</li> </ul>				330102	Medicare-Certificatd	
<ul> <li>Posting period</li> </ul>				350101	Unemploy Insur-Cert	
				360101	Workers Comp - Cert	

- Click OK to print using default settings Or
- Click **Center** dropdown menu under **Header** then select **Free Text**. Type a title for the report in the **Center** field. The field will display the title at the top of the report page
- Click **Right** dropdown menu under **Footer** then select **Date**, **Time**, **and Page 1 of ?**. This will print the date, time, and page number at the bottom right corner of the report
- Click OK

ιpo	t bialog				
	Scaling Factor • Fit to Page Width	Page			
	Repeat column headers	Theme:	Standard SAP 👻		
	<ul> <li>Fit to Page</li> </ul>	Size:	A4 210 x 297 mm	•	
	O Poster	Alignment:	Portrait Format		
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		Header			
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	Top: 20.0	Center. F	ree lext 💌	The School Year Report	
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			age 1 of 2		
	Left: 20.0	Footer [	age i oi :		
	Right: 20.0		ate Time		
		Left: D	ate Time Page 1 of ?		
		Center: F	ree Text		
		Right:	ate Time Page 1 of ? 🔹		
				J	
				OK Can	cel //





### Created: 5/14/2013

- The budget availability report will open in PDF format within a new browser
- Click Ctrl-P to print

Laura Laura	
	BE VIED A
Static Fi	Iters
FiscalYear	2013
FundsCente	x 11111111
InfoProvider	ZPU_C02
Fiscal Year	Variant Z8
FM area	LAUSD
Dynamic	c Filters
Key Figures	Carry Over, Current Modified Payroll Encurbances, Commitments, Actuals; Available Budget(Payroll Not Deducted), Net Available % Payroll Payrol
	Budget(Payroll Encumbrance

#### Export the Budget Availability Report to Excel

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 Click Export to Microsoft Excel

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▼ Columns						Carry ±																			
<ul> <li>Key Figures</li> </ul>					Over																				
▼ Rows	FundsCenter≜⇒	Program	n ±	Commtitem ±		5																			
<ul> <li>FundsCenter</li> </ul>	11111111	10045	Asphalt Paving	692501	FA Dep-Land Imp-Full																				
<ul> <li>Program</li> </ul>		10049	Safety & Technology	693561	FA Dep-Bldg Imp-Full																				
Commiltem		10053	Floor Coverings	693561	FA Dep-Bldg Imp-Full																				
<ul> <li>Free characteristics</li> <li>EiscolVeer</li> </ul>		1	1	1	1	-			1	1	1	1	1	1	10	10062 10344 10398	1	10062	Portables-Growth	620001	Bidgs/Imp Of Bidgs				
<ul> <li>Fiscarrea</li> <li>EuroArea</li> </ul>																		1	1	1	10	10344	Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full
* Fund																	National Board Certification - Diff	110004	Tchr Sal-Supple/Oth						
<ul> <li>Funded Program</li> </ul>				310101	STRS - Certificated																				
Grant				330102	Medicare-Certificatd																				
<ul> <li>Posting period</li> </ul>				350101	Unemploy Insur-Cert																				
				360101	Workers Comp - Cert																				

- Select the location to save your document
- Type the new name for the document in the File name field
   (ZANALYSIS\_PATTERN\_ WEB.xls is the default name given to this report.)
- Click Save







### Customize the Report using Drag and Drop

Columns and rows can be rearranged and removed by dragging and dropping the headers from the report.

#### Rearrange Columns

- Click Commitments
   column
- Drag the column until the Carry Over box is highlighted

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New Analysis Open S	ave As Display	As Table	Info Send Print Ve	rsion Export to	Microsoft Excel Notes				
<ul> <li>Columns</li> <li>Key Figures</li> </ul>						Carry <sub>≜°</sub> Over	Current Modified** Budget	Payroll Encumbrances	Commitments
▼ Rows	FundsCenter**	Program	1.6	Commtitem ±		s	s	S	
<ul> <li>FundsCenter</li> </ul>	11111111	10045	Asphalt Paving	692501	FA Deo-Land Imo-Full				
<ul> <li>Program</li> </ul>		10049	Safety & Technology	693561	FA Dep-Bldg Imp-Full				
<ul> <li>Commtitem</li> </ul>		10053	Floor Coverings	693561	FA Dep-Bidg Imp-Full				
<ul> <li>Free characteristics</li> </ul>		10062	Portables-Growth	620001	Bidas/Imp Of Bidas				269.9
<ul> <li>FiscalYear</li> </ul>		10344	Maintenance of Sch-GFRP	693561	FA Dep-Bidg Imp-Full				
FuncArea		10396	National Board Certification - Diff	110004	Tchr Sal-Supple/Oth			0.00	
<ul> <li>Fund</li> <li>Funded Presson</li> </ul>				310101	STRS - Certificated			0.00	
Grant				330102	Medicare-Certificatd			0.00	
* Posting period				350101	Unemploy Insur-Cert			0.00	
, sting pariod			30		Workers Comp - Cert			0.00	
				Result				0.00	
		10799	Lumpsum Vac & L/T Illness-Non Instructio	240008	Office Pers-Lvs			0.00	

 Drop the Commitments column to position in front of the Carry Over column

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New Analysis Open Si	ave As Display A	Table	•	Info	Send Print V	ersion Export	to Microsoft Excel Note	s		
								_		_
▼ Columns								Commitments**	Carry <sub>≜⊽</sub>	C
<ul> <li>Key Figures</li> </ul>									Over	B
▼ Rows	FundsCenter <sup>±</sup>	Program	m⊥			Commiltem	L	S	s	
<ul> <li>FundsCenter</li> </ul>	1578101	10045	145 Asphalt Paving			692501	FA Dep-Land Imp-Ful	1		Т
Program     Commtitem		10049	Safety & Technology 6			693561	FA Dep-Bldg Imp-Full			1
Commtitem		10053	Floor Coverings			693561	FA Dep-Bldg Imp-Full			Т
Free characteristics		10062	Portables-Growth			620001	Bidgs/Imp Of Bidgs	269.99		
<ul> <li>Fiscal real</li> <li>Eurocárea</li> </ul>		10344	Maintenance of	Sch-GFF	RP	693561	FA Dep-Bldg Imp-Full			
* Fund		10396	National Board C	Certificat	tion - Diff	110004	Tchr Sal-Supple/Oth			
<ul> <li>Eunded Program</li> </ul>						310101	STRS - Certificated			T
• Grant						330102	Medicare-Certificatd			
<ul> <li>Posting period</li> </ul>						350101	Unemploy Insur-Cert			T
						360101	Workers Comp - Cert			
						Result				
		10799	Lumpsum Vac &	L/T IIIne	ess-Non Instructio	240008	Office Pers-Lvs			
						330201	Social Seo-Classfd			1
						330202	Medicare-Classified			
						350201	Unemploy Insur-Class			1
						360201	Workers Comp - Class			
						Result				





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Rearrange Rows

- Rearrange row/column by dragging the selected row/column to the highlighted row/column destination
- Click K12 Norm Tchrs-Sal row
- Drag the row until the **Princ, Asst Princ & Deans** box is highlighted. Then drop the row at this location

FM07 E	Budget Availabil is the property ( ding email, to any	lity of the Los / / authorized	Angeles Unified School Distri d or unauthorized person or or	ot and is intended ganization. This in	solely for internal use b formation is subject to o	by authorized employ conditions set forth in	ees with a r the LAUSI	easonable need D Acceptable U:	to utilize it in order t se Policy (Bulletin 99	
New Analysis Open S	ave AS Disp	lay As Table		Send Print Ve	Export to Micro	soft Excel Notes				
<ul> <li>▼ Columns</li> <li>Key Figures</li> </ul>						Commitments≜⇒	Carry Over	Current Modified== Budget	Payroll Encumbrances	
▼ Rows	FundsCenter#	Progra	m 🛓	Commtitem 🚊		\$	\$	\$	\$	
FundsCenter	11111111	11010	Princ, Asst Princ & Deans	130001	Sch Admin Sal-Reg			104,036.00	85,922.72	
Committeen	rogram			310101	STRS - Certificated			8,583.00	7,088.65	
<ul> <li>Committeen</li> <li>Free characteristics</li> </ul>				330102	Medicare-Certificatd			1,509.00	1,244.63	
FiscalYear				340101	Health/Welfare-Cert			9,776.00	8,146.66	
<ul> <li>FuncArea</li> </ul>				350101	Unemploy Insur-Cert			1,322.00	1,121.44	
<ul> <li>Fund</li> </ul>	/			360101	Workers Comp - Cert			2,705.00	2,234.08	
Funded Program	rogram				370101	Retiree Bnfts-Cert			4,534.00	3,778.34
Grant				375101	OthPen E Ben-ActCert	t		516.00	516.00	
<ul> <li>Posting period</li> </ul>				Result				132,981.00	110,052.50	
		11020	K12 Norm Tchrs-Sal	110001	Tchr Sal-Reg Assgnm	t		1,467,173.00	1,220,856.10	
				310101	STRS - Certificated			121,055.00	100,733.81	
		$\checkmark$		330102	Medicare-Certificatd			21,282.00	17,899.40	
				340101	Health/Welfare-Cert			224,848.00	187,373.18	
				350101	Unemploy Insur-Cert			18,645.00	15,938.97	
				360101	Workers Comp - Cert			38,159.00	31,743.93	
				370101	Retiree Bnfts-Cert			104,282.00	86,901.82	
				375101	OthPen E Ben-ActCer	t		11,868.00	11,868.00	
				Result				2,007,312.00	1,673,313.21	
		11024	K12-Tchr Subs-Sal/Ben/Mil	110002	Tchr Sal-Subs				0.00	
				310101	STRS - Certificated				0.00	
				330102	Medicare-Certificatd				0.00	

• The row/column being dragged will be positioned in front of the highlighted row/column destination UNIFIED SCA

• The K12 Norm Techrs-Sal row is now positioned above the Princ, Asst Princ & Deans row

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New Analysis Open Sa	ve As Display	As Table	e 🚽 Info	o Send Print Ve	rsion Export to Microso	ft Excel Notes			
<ul> <li>▼ Columns</li> <li>• Key Figures</li> </ul>						Commitments≜≑	Carry over	Current Modified≞≠ Budget	Payroll Encumbrances
▼ Rows	FundsCenter**	Progra	m ±	Commtitem =		S	\$	s	
<ul> <li>FundsCenter</li> </ul>	1578101	11020	K12 Norm Tchrs-Sal	110001	Tchr Sal-Reg Assgnmt			1,467,173.00	1,220,856
Program				310101	STRS - Certificated			121,055.00	100,733
-									

FundsCenter     Program     CommtItem     Free characteristics	1578101	11020	K12 Norm Tchrs-Sal	110001	Tchr Sal-Reg Assgnmt		1,467,173.00	1,220,856.
				310101	STRS - Certificated		121.055.00	100.733.
<ul> <li>Commtitem</li> </ul>				330102	Medicare-Certificatd		21 282 00	17 899
<ul> <li>Free characteristics</li> </ul>				240101	Haalth Malfara Cast		224,040,00	107,000.
<ul> <li>FiscalYear</li> </ul>				340101	Health/Welfale-Celt		224,040.00	167,373.
<ul> <li>FuncArea</li> </ul>				350101	Unemploy Insur-Cert		18,645.00	15,936.
* Fund				360101	Workers Comp - Cert		38,159.00	31,743.
Funded Program				370101	Retiree Bnfts-Cert		104,282.00	86,901.
Grant				375101	OthPen E Ben-ActCert		11,868.00	11,868.
<ul> <li>Posting period</li> </ul>				Result			2,007,312.00	1,673,313.
		11010	10 Princ, Asst Princ & Deans	130001	Sch Admin Sal-Reg		104,038.00	85,922.
				310101	STRS - Certificated		8,583.00	7,088.(
				330102	Medicare-Certificatd		1,509.00	1,244.(
				340101	Health/Welfare-Cert		9,778.00	8,146.(
				350101	Unemploy Insur-Cert		1,322.00	1,121.
				360101	Workers Comp - Cert		2,705.00	2,234.(
				370101	Retiree Bnfts-Cert		4,534.00	3,778.3
				375101	OthPen E Ben-ActCert		516.00	516.(
				Result	Result		132,981.00	110,052.
		11024	K12-Tohr Subs-Sal/Ben/Mil	110002	Tchr Sal-Subs			0.(
				310101	STRS - Certificated			0.(





### Created: 5/14/2013

# Remove a Column from the Report

- Click the Carry Over column
- Drag the **Carry Over** column to the left until the "**x**" appears.
- Drop the column at the "x" location

FM07 E Disclaimer:This information any electronic means, includ	Budget Availability is the property of ing email, to any a	, the Los / uthorized	Angeles Unified School Distric or unauthorized person or or	t and is intended	solely for internal use by	authorized	l employe	ees with a r the LAUS[	easonable need D Acceptable U:	l to u se Pc
New Analysis Open S	ave As Display	As Table	e 🗣 Info	Send Print Ve	rsion Export to Microso	ft Excel	Notes			
<ul><li>▼ Columns</li><li>• Key Figures</li></ul>			2	र		Commitm	nents≞⇒	Carry Over	Current Modified≜≠ Budget	Paj En
▼ Rows	FundsCenter **	Program	m ≞	Commtitem 🚊			\$	\$	S	
FundsCenter	1111111	11020	K12 Norm Tchrs-Sal	110001	Tchr Sal-Reg Assgnmt				1,467,173.00	
Program     Committeen				310101	STRS - Certificated				121,055.00	
<ul> <li>Free characteristics</li> </ul>				330102	Medicare-Certificatd				21,282.00	
<ul> <li>FiscalYear</li> </ul>				340101	Health/Welfare-Cert				224,848.00	
<ul> <li>FuncArea</li> </ul>				350101	Unemploy Insur-Cert				18,645.00	
• Fund				360101	Workers Comp - Cert				38,159.00	
Funded Program				370101	Retiree Bnfts-Cert				104,282.00	
Grant				375101	OthPen E Ben-ActCert				11,868.00	
<ul> <li>Posting period</li> </ul>				Result					2,007,312.00	
		11010	Princ, Asst Princ & Deans	130001	Sch Admin Sal-Reg				104,038.00	
				310101	STRS - Certificated				8,583.00	
				330102	Medicare-Certificatd				1,509.00	
				340101	Health/Welfare-Cert				9,776.00	
				350101	Unemploy Insur-Cert				1,322.00	
				360101	Workers Comp - Cert				2,705.00	
				370101	Retiree Bnfts-Cert				4,534.00	
				375101	OthPen E Ben-ActCert				516.00	
				Result					132,981.00	
		11004	1/12 Take Cube Cal/Bon/Mil	110002	Taly Cal Cuba					1

 This action removes the Carry Over column from the report







### Created: 5/14/2013

Remove a Row from the Report

- Click on the **Princ**, **Asst Princ & Deans** row
- Drag the row to the left until a "**x**" appears
- Notice when removing FundsCenter

Do not drag out the **FundsCenter** number from the report if there is only one fund center. Instead, drag the **FundsCenter header** to remove the column.

You can drag the **FundsCenter** number out of the report if there are more than one funds center.

• Drop to remove the Princ, Asst Princ & Deans row from the report

UNITIED SCHO							
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New Analysis Open Sa	ve As Display	s Table	🚽 Info	Send Print Ve	ersion Export to Microso	oft Excel Notes	
▼ Columns						Commitments≜≑	Current
<ul> <li>Key Figures</li> </ul>							Budget
▼ Rows	FundsCenter**	Program	n 🛓	Commtitem a		s	s
<ul> <li>FundsCenter</li> </ul>	11111111	11020	K12 Norm Tchrs-Sal	110001	Tchr Sal-Reg Assgnmt		1,467,173.00
Program				310101	STRS - Certificated		121,055.00
Commtitem				330102	Medicare-Certificatd		21,282.00
Free characteristics     FicentVerr				340101	Health/Welfare-Cert		224,848.00
FuncArea				350101	Unemploy Insur-Cert		18,645.00
* Fund				360101	Workers Comp - Cert		38,159.00
• Funded Program	Im			370101	Retiree Bnfts-Cert		104,282.00
Grant				375101	OthPen E Ben-ActCert		11,868.00
<ul> <li>Posting period</li> </ul>				Result			2,007,312.00
		11010	Princ, Asst Princ & Deans	130001	Sch Admin Sal-Reg		104,038.00
				310101	STRS - Certificated		8,583.00
				330102	Medicare-Certificatd		1,509.00
				340101	Health/Welfare-Cert		9,778.00
				350101	Unemploy Insur-Cert		1,322.00
				360101	Workers Comp - Cert		2,705.00
				370101	Retiree Bnfts-Cert		4,534.00
×				375101	OthPen E Ben-ActCert		516.00
				Result			132,981.00

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New Analysis Open Save As... Display As Table 🗸 Info Send Print Version Export to Microsoft Excel Notes

▼ Columns						Commitments	Current	Payroll	Actuals**
<ul> <li>Key Figures</li> </ul>							Modified== Budget	Encumbrances	
* Rows	FundsCenter#*	Program	m .	Committeen a		s	s	s	s
<ul> <li>FundsCenter</li> </ul>	11111111	11020	K12 Norm Tohrs-Sal	110001	Tchr Sal-Reg Assonmt		1 467 173 00	1 220 856 10	246 316 90
<ul> <li>Program</li> </ul>				310101	STRS - Certificated		121.055.00	100 733 81	20 321 19
<ul> <li>Commtitem</li> </ul>				330102	Medicare-Certificate		21,000,00	17 000 40	2 202 60
<ul> <li>Free characteristics</li> </ul>				240102	Health Welfers Cast		21,202.00	17,033.40	3,362.00
<ul> <li>FiscalYear</li> </ul>				340101	Health/Weirare-Cert		224,040.00	167,373.16	0,700,00
<ul> <li>FuncArea</li> </ul>				300101	Unemploy Insur-Cert		18,040.00	10,930.97	2,708.03
<ul> <li>Fund</li> </ul>				380101	Workers Comp - Cert		38,159.00	31,743.93	6,415.07
Funded Program				370101	Retiree Bnfts-Cert		104,282.00	86,901.82	17,380.18
<ul> <li>Grant</li> </ul>				375101	OthPen E Ben-ActCert		11,868.00	11,868.00	
<ul> <li>Posting period</li> </ul>				Result			2,007,312.00	1,673,313.21	333,998.79
		11024	K12-Tchr Subs-Sal/Ben/Mil	110002	Tchr Sal-Subs			0.00	3,450.19
				310101	STRS - Certificated			0.00	298.92
				330102	Medicare-Certificatd			0.00	48.53
				330103	Ret InLieu-PARS-Cert			6.48	-6.48
				340101	Health/Welfare-Cert			0.00	2,544.37
				350101	Unemploy Insur-Cert			0.00	36.81
				360101	Workers Comp - Cert			0.00	87.03
				370101	Retiree Bnfts-Cert			0.00	1,180.28
				Result				0.00	7,639.63
		11080	TIIPG-Tchrs-SRLDP	110001	Tchr Sal-Reg Assgnmt		69,980.00	69,980.00	
				110005	Tchr Asst Salaries		12,188.00	12,188.00	
				290002	Other Class-Sub/RIf		223.00	223.00	
				310101	STRS - Certificated		5,774.00	5,774.00	
				330101	Social Security-Cert		14.00	14.00	
				330102	Medicare-Certificatd		1,192.00	1,192.00	
				330103	Ret InLieu-PARS-Cert		489.00	489.00	
							100.00	100.00	
	A A P	age	2 01 21 💌 🗵 堂						





s

#### Customize the Report using the Navigation Pane

▼.Rows

FundsCenter

Commtitem

• FiscalYear

FuncArea

• Fund

Grant

Free characteristics

Funded Program

Posting period

Program

You can rearrange the columns and rows by using the navigation pane that is located on the left side of your web page. The three sections of the navigation pane are **Columns**, **Rows**, and **Free Characteristics**. Each section contains reporting elements that must reside under the **Columns** or **Rows** to be displayed in the report. For example, the **FiscalYear** reporting element in the **Free Characteristics** of the navigation pane has to be dragged and dropped under **Rows** before it can be displayed in the Budget Availability Report.

FundsCenter= Program +

11111111 10045 Asphalt Paving

10049 Safety & Technology

10344 Maintenance of Sch-GERP

10396 National Board Certification - Diff

10053 Floor Coverings

10062 Portables-Growth

Swapping a Free Characteristics Reporting Element

- Click FiscalYear
- Drag FiscalYear to FundsCenter until it is highlighted

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Columns     Cary <sub>e</sub> Over	

Commtitem =

FA Dep-Land Imp-Full

FA Dep-Bidg Imp-Full

FA Dep-Bldg Imp-Full

Bldgs/Imp Of Bldgs

FA Dep-Bldg Imp-Full

Tchr Sal-Supple/Oth

STRS - Certificated

Medicare-Certificatd

Unemploy Insur-Cert

692501

693561

693561

620001

693561

110004

310101

330102

350101

•	Drop FiscalYear to
	replace FundsCenter

electronic means, includ	udget Availabili is the property o ing email, to any	ity of the Los	s Angeles Unified School District an	d is intended solely for i ation. This information is	nternal use by authorized em	ployees
v Analysis Open Sa	ive As Displa	ay As Tab	ole 🚽 Info Se	nd Print Version Exp	port to Microsoft Excel No	tes
Columns     Key Figures						Carry Over
Rows	FiscalYear ≞	Program	n ±	Commiltem		
FiscalYear	2013	10045	Asphalt Paving	692501	FA Dep-Land Imp-Full	
Program		10049	Safety & Technology	693561	FA Dep-Bldg Imp-Full	
<ul> <li>Commtitem</li> </ul>		10053	Floor Coverings	693561	FA Dep-Bldg Imp-Full	
Free characteristics		10062	Portables-Growth	620001	Bldgs/Imp Of Bldgs	
FuncArea		10344	Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full	
<ul> <li>Fund</li> <li>Funded Pressram</li> </ul>		10396	National Board Certification - Diff	110004	Tchr Sal-Supple/Oth	
FundsCenter				310101	STRS - Certificated	
. Grant				330102	Medicare-Certificatd	
Posting period				350101	Unemploy Insur-Cert	
				360101	Workers Comp - Cert	
				-		





### Created: 5/14/2013

Adding a Free Characteristics Reporting Element to Rows

- Click Funded Program
- Drag **Funded Program** in between two items until a line appears

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	<ul><li>▼ Columns</li><li>Key Figures</li></ul>						Carry <sub>≜⊽</sub> Over	Cu Mo Bu
	▼ Rows	FiscalYear ≞	Program	m ≞	Commtitem a		\$	
	FiscalYear	2013	10045	Asphalt Paving	692501	FA Dep-Land Imp-Full		
1	Program		10049	Safety & Technology	693561	FA Dep-Bldg Imp-Full		
	Committem		10053	Floor Coverings	693561	FA Dep-Bldg Imp-Full		
	<ul> <li>Free characteristics</li> <li>EuroArea</li> </ul>		10062	Portables-Growth	620001	Bldgs/Imp Of Bldgs		
	• Fund		10344	Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full		
	Funded Program		10396	National Board Certification - Diff	110004	Tchr Sal-Supple/Oth		
	<ul> <li>FundsCenter</li> </ul>				310101	STRS - Certificated		
	Grant				330102	Medicare-Certificatd		
	<ul> <li>Posting period</li> </ul>				350101	Unemploy Insur-Cert		

• Drop Funded Program in between FiscalYear and Program

WHER BO BC

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▼ Rows	FiscalYear 🛓	Funded Pro	gram 🛓	Program	n 🛓	Commtitem ±		
<ul> <li>FiscalYear</li> </ul>	2013	ADM10640	1000/ADM10840	14730	Materiel-Operation-Team-Clean	430003	M&O - Supplies	
<ul> <li>Funded Program</li> </ul>				14750	Uti(Fuel,Elec,H2O,Swer Use)MP	550001	Utilities	
Program				Result				
Commtitem	$\rightarrow$	ADM10787	1000/ADM10787	14786	Tel Exp-Schs	220007	M&O Sal-Job Cost-Lbr	
<ul> <li>Free characteristics</li> </ul>						390207	Other Bene-Job Cost	
FuncArea						693561	FA Dep-Bidg Imp-Full	
• Fund						Result		
FundsCenter		ADM11475	1000/ADM11475	17110	Cafeteria-Food	470001	Food	
Bosting period				17120	Cafe Supplies	470090	Oth Food Syc Suppls	
- rosting period				Result				
		F218184	1000/E218184	17928	S&T Linorade	430008	JC Encumb-Spec Job	
		E221702	1000/E2210104	10082	Partablas Growth	820001	Bidas/Imp Of Bidas	
		6221/05	1000/2221/03	10002	ronables-browth	020001	biogstrinip Of biogs	





### **Customize the Report using Filtering**

Use filtering to customize your Budget Availability Report by displaying the data that you need.

• Click **Filter** link located at the upper right corner of the report

				Concern Providence										
Ney Figures						Cany Qvar	Current Modified Budget	Payol Encontrances	Commitments	Actuals==	Available Budget (Paynil Encumbrance Defunded)	Available Budget (Payrol Encurrirance Not Deducted)	Net Available % (Payrol Encontribution) Net Deducted:	/
lous	FundsCenter++	Projet	e	Constitute a		- 1	1	5	5	3	1	1		
FundaCenter	1070101	10040	Asphalt Paving	892501	FA DepiLand Imp.Fut					2,595.08	-2.590.06	-2.595.69	8	
rogan		10248	Safery & Technology	090001	FA Dep-Bitg Imp-Full					17.352.44	-17,002.44	-17.352.44	x	
Carevelage		>0085	Piter Ceverings	890881	FA Dep-Billy Imp-Pull					1.818.00	-1.818.00	-1.818.00	X	
Facellar		10082	Partables-Dowth	820001	Bilga Ing Of Bilga				201.00		-219.19	-201.10		
Fundame		10344	Maintananisa of Sch-GPRP	EX2101	FA Dep-Bilg Imp-Pull					16,105.00	-18,103.00	-16,105.00		
Fund		70396	National Board Cart/Ination - DIT	110004	Tote Sal-Supple-Cot			0.00		812.12	-412.12	-412.12		/
Fundad Program				310101	STRS - Centrored			0.00		10.04	45.54	-02.04		
Gutt				300+02	Nedcare-Certificant			0.00		12.08	-12.06	-12.08		
Pasting period				359101	Unempity Insur-Cert			0.00		8.18	-8.18	-818		
				000101	Workers Comp - Cart			0.09		21.04	-21.64	-21.04		
				Result				0.00		943.62	-045.02	-843.62		/
		10788	Lampson Vac & L/T Ilmass-Non Instruction	240006	Office PersiLis			0.00		091.38	16.195	491.38	8	
				330201	Social Dec-Classifit									
				130202	Nedcare-Classified									
				2452211	Unergity Insul-Class								1/	
				3852211	Workers Carry - Cless									
				Result									C The b	
		11010	Princ. Ager Prinz & Deans	130001	Sch Admin Sal-Reg								Filter 5	ettings
				210101	STRS - Cathleated									
				390102	Nedcare-Certificatd									
				540101	Pault/Wallen-Carl					_				
				390101	Unemploy Insui-Cert		4 A	diable 9	/					
				2002101	Workers Corry - Cert		p Ava	anable 7	•					
				170101	Retree Brits-Carl		n croll	Enound	hranoa	4.2				

• Select a reporting element to filter

Disclaimer	FM007 Budget	Availability	nneles Unified Schoo	I District and i	s intended solely	for internal use	by authorized	employees with a r	easonable need
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Commtitem:	Show All Values 👻	FiscalYear:	Show All Values	•			FuncAr	rea: Show All	Values 👻
Fund: [	Show All Values 👻	Funded Program:	Show All Values	•			FundsC	Center: Show All	Values 👻
Grant:	Show All Values 👻	Key Figures:	CarryOver; Current	Мо			<ul> <li>Posting</li> </ul>	period: Show All	Values 👻
Program:	Show All Values 👻	]							
	riable Casa a	All Eithen Mahana							
Close Val	nable Screen Uspla	y All Filler Values							
<ul> <li>Column</li> </ul>	s					Carry Over	Current Modified==	Payroll Encumbrances	Commitments
<ul> <li>Key F</li> </ul>	Figures					2.00	Budget		





### Created: 5/14/2013

### Filter Funded Program Reporting Element

Click Funded Program
 drop down menu

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• Click Edit

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To adjust filter area, drag cha Committem: 000001-6999 Fund: Show All Valu Grant: Show All Valu Program: Show All Valu Close Variable Screen	99 V Fiscal 99 V Fiscal es V Funde es V Key F es V Display All Filter	navigatior Year: ed Program igures: Values	n area into filter a Show All Valu n: Show All Valu Show All Valu Edit	rea Jes v Jes v Jes				×	FuncArea: FundsCent Posting pe	Sho er: Sho riod: Sho	w All Values w All Values w All Values	•
<ul> <li>Columns</li> <li>Key Figures</li> </ul>										Carry <sub>h</sub> , Over	Current Modified** Budget	Payr Encu
▼ Rows	FundsCenter**	Program	4			C	ommtitem ±			s	S	
<ul> <li>FundsCenter</li> </ul>	11111111	10045	Asphalt Paving			69	2501	FA Dep-L	and Imp-Full			
Program		10049	Safety & Techno	logy		69	3561	FA Dep-B	ldg Imp-Full			
Commiltem     Teres characteristics		10053	Floor Coverings			69	3561	FA Dep-B	ldg Imp-Full			
FiscalYear		10062	Portables-Growth	н. — — — — — — — — — — — — — — — — — — —		62	0001	Bldgs/Imp	Of Bldgs			
<ul> <li>FuncArea</li> </ul>		10344	Maintenance of	Sch-GFRP		69	3561	FA Dep-B	ldg Imp-Full			
• Fund		10396	National Board C	Certification	n - Diff	11	0004	Tchr Sal-	Supple/Oth			
<ul> <li>Funded Program</li> </ul>						31	0101	STRS - C	ertificated			
<ul> <li>Grant</li> </ul>						33	0102	Medicare	Certificatd			

- Highlight **Funded Program** items to include in the report
- Click Add

elect valu	es for Funded Program (0PU_MEASURE)				
Show	v tool: Single values	•			<b>1</b>
AI				Selections	
M	aximum Records: 1000 Refresh			🗌 Select All 📄 📕	
	Select All			Type Description	
	Funded Program: Key (Partially Compounded)	Funded Program: Text==			
N	\$			7	
	ADM11475	1000/ADM11475			
	ADM11526	1000/ADM11526			
	E218184	1000/E218184			
	E221783	1000/E221783	Add <b>b</b>		
	E230619	1000/E230619	4 Remove		
	E230841	1000/E230841	( Romoro		
	1702868	1000/1702868			
	JOB10640	1000/JOB10640			
	JOB11281	1000/JOB11281			
	JOB11289	1000/JOB11289			
	NRM10439	1000/NRM10439			
	OPR00000	1000/OPR00000			
Ent	ter a value for	, j <u> </u>			
Fu	nded Program:			Change Order	T
					_
				0	Cancel





Created: 5/14/2013

• Click OK



• The report displays selected **Funded Program** items from above

					/					
- mmtitem:	000001 - 6999	999 👻	FiscalY	ear:	Show All Values -			FuncArea:	Show	All Values
nd:	Show All Valu	ies 💌	Funded	Program:	JOB10640 1000/JOB106			FundsCente	ar: Show	All Values
ant:	Show All Valu	ies 🔻	Key Fig	ures:	Show All Values		-	Posting peri	od: Show	All Values
ogram:	Show All Valu	ies 💌								
	rishla Screen	Dieplay		aluae						
		Display		aldes						
								Carry	Current	Payroll
<ul> <li>Colum</li> </ul>	ns							Over	Modified*	<ul> <li>Encumbra</li> </ul>
T Bowe	rigures				V				Budget	
- Rows	teCenter	Funds	Center≜≈	Program	14	Commtitem ≞				
• Proc	ram	11111	111	11601	Fac.Servs-FA-Maint-Schs	390207	Other Bene-Job Cost			
• Com	mtitem			11604	Vehicle Maint-Non-Road-Sch	220007	M&O Sal-Job Cost-Lbr			
Tree c	haracteristics					390207	Other Bene-Job Cost			
<ul> <li>Fisc</li> </ul>	alYear					430007	M&O-Job Cost-Mat			
• Fun	cArea					Result				
• Fund	đ			11698	FA-Operations-Sch	220007	M&O Sal-Job Cost-Lbr			
• Fund	ded Program					390207	Other Bene-Job Cost			
• Gra	nt					430007	M&O-Job Cost-Mat			
Post	ing period					520007	Transp Reim-Job Cost			
						550005	Rubbish Disposal			
						694571	FA Dep-Tr/Cu/HM-Full			
						Result				
				11731	RRGM-FA-Maint-Schs	220007	M&O Sal-Job Cost-Lbr			
						390207	Other Bene-Job Cost			
						430007	M&O-Job Cost-Mat			
						692501	FA Dep-Land Imp-Full			
						Result				
				11858	Cafe-FA-Fac Asset Mgt Dv-Maint	390207	Other Bene-Job Cost			
				12282	Pupil Transp.Exp-Hts-Sped-Ns-H	220047	Transport-JC-Labor			





### Created: 5/14/2013

#### Filter Key Figures Reporting Element

- Click Key Figures drop down menu
- Select Edit

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o adiust filter area, drag ch	naracteristics from	navigatio	n ar	rea into filter a	area								
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und: Show All Val	ues 👻 Funde	ed Program	m:	Show All Val	ues 👻	-					FundsCente	er: S	Show All
Brant: Show All Val	ues 💌 Kev F	ioures:		Show All Val	ues					-	Posting per	iod: S	Show All
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Close Variable Screen	Display All Filter	Values		Carry Over									
			_	Current Modi	fied Bu	dget						-	-
▼ Columns				Payroll Encu	mbrano ~	es						Over	HU Cur Mo
<ul> <li>Key Figures</li> </ul>				Actuals									Bud
▼ Rows	FundsCenter**	Program	1 ±	Available Bu	dget (P	ayroll Encum	brance	e Deducted)					s
FundsCenter	1578101	10045	As	Available Bu	dget (P	ayroll Encum	brance	e Not Deducted)			and Imp-Full		
Program		10049	Sa	Net Available	e % (Pa	yroll Encumb	rance	Not Deducted)			Ildg Imp-Full		
Committem     Free characteristics		10053	Flo	oor Coverings				693561	FA D	ep-E	Bldg Imp-Full		
FiscalYear		10062	Po	rtables-Growth	n n			620001	Bidg	s/Im	p Of Bldgs		
* FuncArea		10344	Ma	aintenance of	Sch-GF	RP		693561	FA D	ep-E	Bidg Imp-Full		
• Fund		10396	Na	tional Board (	Certifica	tion - Diff		110004	Tchr	Sal-	Supple/Oth		
<ul> <li>Funded Program</li> </ul>								310101	STR	s - c	ertificated		
Grant								330102	Medi	icare	-Certificatd		
<ul> <li>Posting period</li> </ul>								350101	Uner	nplo	y Insur-Cert		
								360101	Work	ers C	Comp - Cert		
								Result					
		10799	Lu	mpsum Vac &	L/T IIIr	ness-Non Instr	uctio	240008	Offic	e Pe	ers-Lvs		
								330201	Socia	al Se	eo-Classfd		
								330202	Medi	icare	-Classified		

- Highlight **Key Figures** elements located on the left column to include in the report
- Click Add







### Created: 5/14/2013

Click OK

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	Key Figures: Text≜⇒			Туре	Description
F	Carry Over			=	Current Modified Budget
	Current Modified Budget			-	Available Budget (Payroll Encumbrance Deducted)
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	Actuals				
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• The selected **Key Figures** elements from above are displayed in the report

	199									
Disclaimer:T	FM007 Buc	Current Modified#	- (	Available Budget Payroll Encumbrance##	s intend	ed solely for inte	mal use by	authorized em	ployees with a	a reasonable need to utilize it
any electronic	c means, includir	Douger	-	reducted)	on. This	information is su	ubject to co	inditions set for	th in the LAU	SD Acceptable Use Policy (B
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Grant						330102	Medicare	-Certificatd		-12.06
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						360201	Workers	Comp - Class		-17.99
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			11010	Princ, Asst Princ & Deans		130001	Sch Adm	in Sal-Reg	104,038.00	0.00
						310101	STRS - C	Certificated	8,583.00	0.00
						330102	Medicare	-Certificatd	1,509.00	0.00
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#### Remove Key Figures elements from the Report

- Select by highlighting **Key Figures** elements located on the right column
- Click **Remove** to remove **Key Figures** element from the report



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Key Figure	s: Text≞÷		Туре	Description
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### Click OK

### Created: 5/14/2013





### Created: 5/14/2013

• The selected **Key Figures** element from above has been removed from the report

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	<ul> <li>FundsCenter</li> </ul>	1578101	10045	Asphalt Paving	692501	FA Dep-Land Imp-F	ull	-2,595.68					
	Program		10049	Safety & Technology	693561	FA Dep-Bidg Imp-F	ull	-17,862.44					
	Eree characteristics		10053	Floor Coverings	693561	FA Dep-Bidg Imp-F	ull	-1,818.00					
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	<ul> <li>FuncArea</li> </ul>		10344	Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-F	ull	-16,103.00					
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					Result			-943.62					
			10799	Lumpsum Vac & L/T Illness-Non Instructio	240008	Office Pers-Lvs		-691.85					

#### Sort Columns and Rows

You can sort columns by ascending or descending alphanumeric order by clicking on the triangle located next to the column header name.

• Click the triangle next to **FundsCenter** to sort column in ascending order. Click again to sort in descending order

#### Then

• Click any triangle next to header name to sort column in ascending or descending order

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#### Navigate to the Previous Report Screen

- Right click on the report
- Select Back from the menu selection
- Select Back One Navigation or Back to Start
- When Back One Navigation Step is selected the report returns to its previous display

Last Data FM007 Budget Availability claimer:This information is the property of the Los Angeles Unified School District and is intended solely for internal use by authorized employees with a reasonable need to utilize it in order to perform those dutes assigne forced personnel nor distributed, including via any electronic means, including email, to any authorized or unauthorized person or organization. This information is subject to conditions set forth in the LAUSD Acceptable Us ternal and State privacy laws. New Analysis Open Save As... Depend At Table 🗸 Info Send Print Version Export to Microsoft Excel Notes Columns Carry Payroll Encumbrances Key Figures FundsCenter\*\* Program ± Commtitem ... s S ▼ Rows 1578101 11010 Princ, Asst Princ & Deans 130001 Sch Admin Sal-Reg 85,922.72 FundsCenter STRS - Certificated 7,088.65 310101 Program 330102 Medicare-Certificatd 1,244.63 Committem ▼ Free characteristics 340101 Health/Welfare-Cert 8,146.66 35010 Back 36010 Filter 37010 Dietribu Back One Navigation Step FiscalYear Back to Start FuncArea Change Drilldown Distribute and Export Save View Fund 3,778.34 Funded Program 37510 516.00 Grant 110,052.50 Resul Personalize Web Application Posting period 11020 K12 Norm Tchrs-Sal 11000 1,220,856.10 Properties Calculations and Translations 31010 100,733,81 33010 17.899.40 Documents 34010 Sort Committee 187.373.18 350101 Unemploy Insur-Cert 15,936.97 360101 31,743.93 Workers Comp - Cert 86,901.82

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• When Back to Start is selected it returns the columns/rows to the default report view as it appears when you first log into the Budget Availability Report

FIMOR B Claimer: This information oritized personnel nor de eral and State privacy la	udget Availabilit is the property of intbuted, including ws.	r the Los A via any d	legeles Unified School District and is intend lischonic means, including email, to any auth	ed solely for inte orliced or uneut	rmal use by authorized e Norized person or organi	npicyees v aton. Thia	rith a reasonal information is	ile need to utilize it is subject to conditions	unitions upone order to perform set forth in the UA	those duties WSD Accept	05/0 assigned by their supervis able Use Policy (Bulletin 19	12913 00:18:48 ors. This information is not 9), the LAUSO information i	to be reproduced in any 1 Protection Policy (Bulletin
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<ul> <li>Columns</li> <li>Key Figures</li> </ul>						Carry <sub>3</sub> , Over	Current Nodified** Budget	Payrol "" Encunterances	Commitments**	Actuals**	Available Budget (Payrol Encuntratice** Deducted)	Available Budget (Payrol Encumbrance** Not Deducted)	Net Available % (Payral Encuntrance* Not Deducted)
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• Hogram		10049	Safety & Technology	693561	FA Dep-Bidg Imp-Full					17,882.44	-17,862.44	-17,882.44	
Fine characteristics		10053	Floor Coverings	693561	FA Dep-Bidg imp-Full					1,818.00	-1,818.00	-1,818.00	
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FuncArea		10344	Maintenance of Sch-GFRP	693561	FA Dep-Bidg Imp-Full					16,103.00	-16,103.00	-18,103.00	
+ Fund		10396	National Board Contification - Diff	110004	Tchr Sal-Supple/Oth			0.00		832.12	-832.12	-832.12	
Funded Program				310101	STRS - Certificated			0.00		68.64	-63.64	-68.64	
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Posting period				350101	Unemploy Insur-Cert			0.00		9.16	-9.16	-8.16	
				360101	Workers Comp - Cert			0.00		21.64	-21.64	-21.64	
		10799		Result				0.00		943.62	-943.62	-943.62	,
			Lumpsum Vac & L/T Illness-Non Instructio	240008	Office Pers-Lvs			0.00		691.85	-691.85	-691.85	
				330201	Social Sec-Classifi			0.00		39.84	-39.84	-39.84	
				330292	Medicare-Classified			0.00		3.64	-8.64	-8.64	1
				350201	Unemploy Insur-Class			0.00		7.32	-7.32	-7.32	
				360291	Workers Comp - Class			0.00		17.99	-17.99	-17.99	3
				Result				0.00		766.64	-766.64	-766.64	3
		11010	Princ, Asst Princ & Deans	130001	Sch Admin Sal-Reg		104,026.00	85,922.72		18,113.28	0.00	85,922.72	82.51
				310101	STRS - Certificated		8,583.00	7,088.65		1,494.35	0.00	7,088.65	82.5
				330102	Medicare.Cetificald		1 509.00	1,244,63		264.37	0.00	1,244,63	82.45

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### Created: 5/14/2013

#### Create a Personalized Report View at Login

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- Right click on the report
- Select Personalize Web Application
- Select **Personalize**. This selection will set your current screen as your default view at your next login.
- To delete your personalized report first right click on the report, then select **Personalize Web Application**, and finally select **Delete Personalization**.

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<ul> <li>Program</li> </ul>			/ 5040	CE-NULB IT SCHOOLS	430009	Maint Of Equipment	12,409.00		506.25	21,409.00	21,409.00	100.00
Committem					420010	Instr Mat Can Purp	5,910,00		590.35	5,810,00	11,403.05	95.03
▼ Free characteristics					430001	General Supplies	2,809,00			3,610.00	2,809,00	100.00
<ul> <li>FiscalYear</li> </ul>					110001	Tohr Sal Reg Assocrat	107 376 00	95 170 64	12 106 26	2,009.00	2,005.00	100.00
<ul> <li>FuncArea</li> </ul>					110004	Tchr Sal-Sunnle/Oth	2 495 00	2 390 00	105.00	0.00	2 390 00	95.79
<ul> <li>Fund</li> <li>Evended Deserver</li> </ul>					110005	Tchr Asst Salaries	52,891,00	48,216,35	4.674.65	0.00	48,216,35	91.16
Punded Program     Grant					120021	Guidance/Wel Sal-Reg	14.656.00	12.016.44	2,639.56	0.00	12.016.44	81.99
Posting period					120041	Health Sycs Sal-Reg	13,914,00	13,914,00		Back	13,914,00	100.00
					190001	Other Cert Sal-Reg	17,259.00	14,122.97	3,136.03	Change Drildown	14,122.97	81.83
					190004	Other Cert Sal-Suppl	326.00	326.00		Save View	326.00	100.00
					240002	Office Pers-Sub/Rif	177.00	177.00		Personalize Web	Application + Personalia	ze 100.00
					290004	Other Class-Supple	11,170.00	11,170.00		Duranting	Delete Per	rsonalization 100.00
					310101	STRS - Certificated	12,878.00	11,386.64	1,491.36	Calculations and	Translations 11,386.64	88.42
					330101	Social Security-Cert	61.00	61.00		/ Documents	61.00	100.00
					330102	Medicare-Certificatd	3,037.00	2,707.11	329.89	0.00	2,707.11	89.14
					330103	Ret InLieu-PARS-Cert	2,123.00	1,947.71	175.29	0.00	1,947.71	91.74
					330201	Social Sec-Classfd	705.00	705.00		0.00	705.00	100.00
					330202	Medicare-Classified	165.00	165.00		0.00	165.00	100.00
					340101	Health/Welfare-Cert	22,806.00	20,443.46	2,362,54	0.00	20,443.46	89.64
					350101	Unemploy Insur-Cert	2,661.00	2,410.76	250.24	0.00	2,410.76	90.60
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