

Reporting: Getting Started Guide

September 10, 2013



1

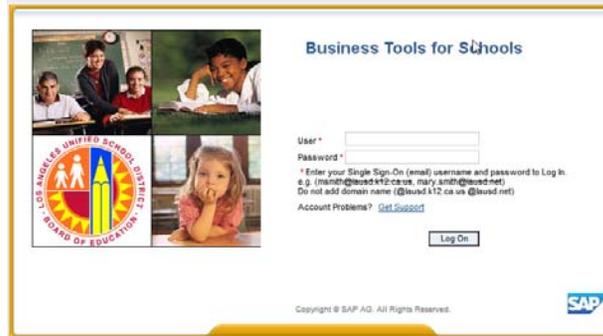
Security Role

- ❖ SAP Security Role needed for BW Reports
- ❖ <http://btssecform-1p.lausd.net/app/SignIn>
- ❖ Site Administrator Roles:
 - BF711 BW FI School Site Administrator
 - BF730 BW – FI Site Administrator
 - BH153 BW – HR Norm Reporter
 - BH160 BW – HR Report for Site Administrator
 - BH161 BW – HR School Administrator
 - BP002_0000 BW Shopping Carts Reporter

2

Log onto SAP

- ❖ Go the <https://bts.lausd.net/irj/portal>
- ❖ Or type **bts.lausd.net** in search window

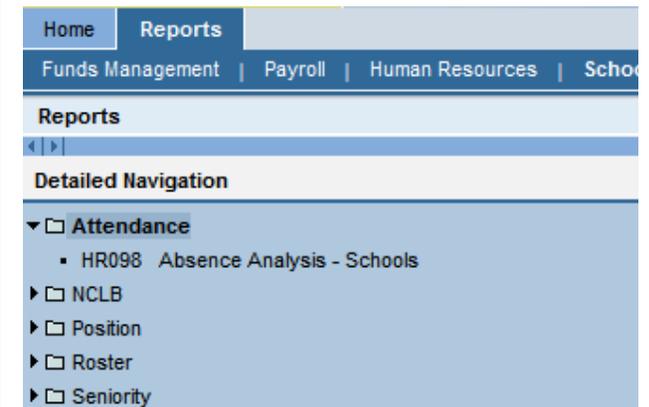


3

Find Reports

- ❖ Go to **Reports** tab, click on sub-tab (depends on security role)
- ❖ Sub-tabs are by module/process
- ❖ Sub-tabs may have folders
- ❖ Click on right facing arrow ▶ to expand folder
- ❖ Click on report to run

Sub-Tab	Type of Reports
Funds Management	Financial/Budget: Budget Planning, Budget and Actuals
Human Resources	Employee History, Employee Roster, NCLB Norm, Position, Roster, Seniority,
Payroll	Payroll Expenditures
School	Site Administrator Reports (simplified version): Attendance, NCLB, Position, Roster, Seniority,
Time/Absence Management	Absence Analysis



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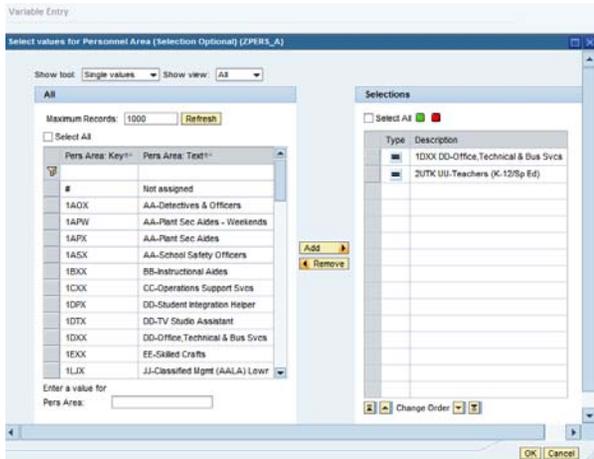
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A

Variable Entry

- ❖ Enter selection criteria into **Required (*)** field and any other field as needed Selection criteria can either be manually typed in or selected from a list by clicking on selection button
- ❖ Clicking on selection button results in pop-up for respective field
 - Click on filter selection, click on **Add** button **Add** to move to Selections
 - Click on **OK** button **OK** to transfer selections

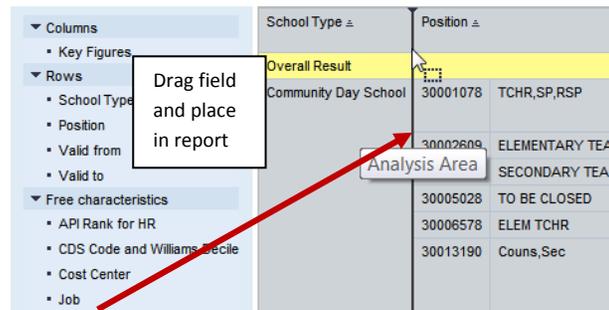


- ❖ Click on **Check** button **Check** to check on manually entered selections
- ❖ Click on **OK** button **OK** to run report

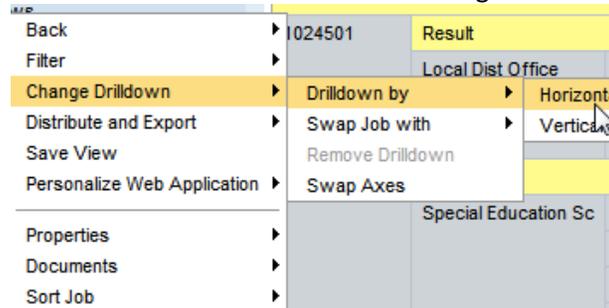
B

Analysis Area

- ❖ **Columns:** data displays across (**Horizontal**)
- ❖ **Rows:** data displays down (**Vertical**)
- ❖ **Free Characteristics:** can be added to report or filtered on for additional data
- ❖ Changing report layout
 - **Drag and drop**



- **Context Menu:** place cursor on a field, right click for **Context Menu**, select **Change Drilldown** → select **Drilldown by** → select either **Horizontal** for adding to **Columns** or **Vertical** for adding to **Rows**



C

Print/Export

- ❖ To print report to PDF, click on **Print Version** button **Print Version** --> **Export Dialog** page opens → make changes to format as needed → click on **OK** button **OK**
- ❖ To **Export to Microsoft Excel**, click on **Export to Microsoft Excel** button **Export to Microsoft Excel** → pop-up prompt will show at bottom of page → select **Open** button to open in Excel and save
 - Hint: for **Display Repeated Text** (do this before exporting to excel) click on **Settings** (upper rt side of page) → go to **Table** → check **Display Repeated Texts** → then click on Export to Microsoft Excel button

