

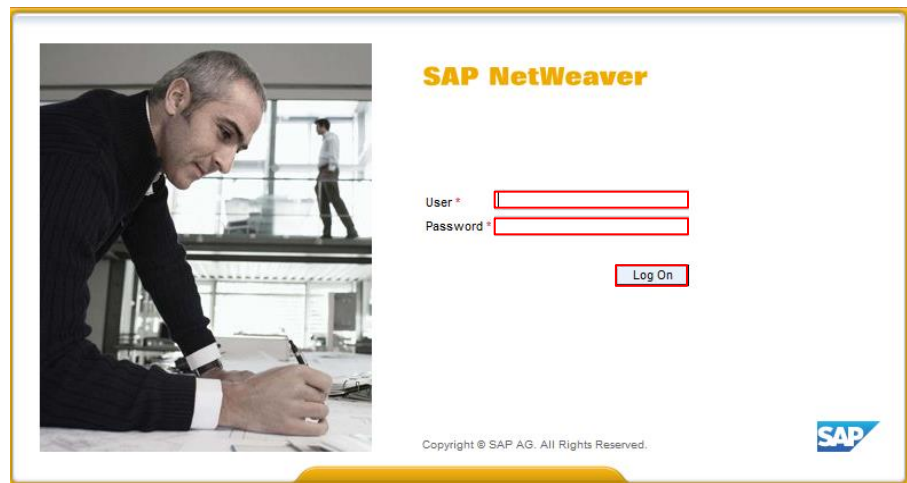
Introduction

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)

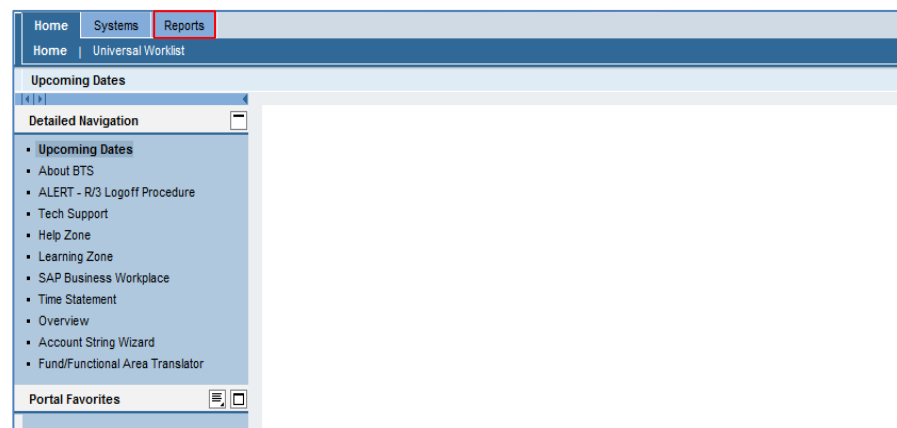
Log into SAP and Navigate to the Budget Availability Report

- Click on Portal Link:
<https://bts.lausd.net>
- 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**



The screen shot below displays tabs, links, and data customized to your level of access.

- Click **Reports** tab



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

The screenshot shows the BASE system interface. At the top, there's a 'Welcome Joe Frank' message and navigation tabs for 'Home', 'Systems', and 'Reports'. The 'Funds Management' link is highlighted in the 'Reports' tab. Below this, the 'Detailed Navigation' pane lists several reports, with 'FM007 Budget Availability Report' highlighted. Other reports listed include GM001 Commitment/Actual Detail, GM003 Budget Detail, EP004 Key Performance Indicators, EP006 Purchase Order Document Analysis, FM008 Plan to Budget Recon(High Level), and FM009 Plan to Budget Recon(Low Level). A 'Portal Favorites' section is also visible at the bottom.

- 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

The screenshot shows the 'Available Variables' dialog box. At the top, there's a dropdown for 'Available Variables' and buttons for 'Save', 'Save As...', and 'Delete'. A link for 'Show Variable Personalization' is also present. Below this is a table titled 'General Variables' with columns for 'Variable', 'Current Selection', and 'Description'. The 'Fiscal Year' variable is highlighted, and its 'Current Selection' field is empty. Other variables listed include Fund, Funds Center, Division, Fund Center Category, Commitment Item, Program, and Grant. At the bottom, there are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
* Fiscal Year		
Fund		
Funds Center		
Division		
Fund Center Category		
Commitment Item		
Program		
Grant		

- Select the year and click **OK**

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

The screenshot shows the 'Select values for Fiscal Year (0P_FISCYEAR)' dialog box. It has a 'Show view:' dropdown set to 'All'. Below this is a section for 'All' with a 'Maximum Records:' field set to 1000 and a 'Refresh' button. A list of years from 2006 to 2014 is displayed, with 2013 highlighted. Below the list, there's a field to 'Enter a value for Fiscal year:' which is currently empty. At the bottom, there are 'OK' and 'Cancel' buttons.

- 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**

Available Variants: [Show Variable Personalization](#)

General Variables			
	Variable ^{abc}	Current Selection	Description
*	Fiscal Year	2013	2013
	Fund		
	Funds Center		
	Division		
	Fund Center Category		
	Commitment Item		
	Program		
	Grant		

[illegible]

- 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

Available Variants: [Show Variable Personalization](#)

General Variables			
	Variable [≡]	Current Selection	Description
*	Fiscal Year	2013 	2013
	Fund		
	Funds Center	11111111 	11111111 Christopher EL
	Division		
	Fund Center Category		
	Commitment Item		
	Program		
	Grant		

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

FM007 Budget Availability

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

Columns	Rows	FundsCenter	Program	CommItem	Carry Over	Curr Mod Budg
Key Figures	FundsCenter	11111111	11020 K12 Norm Tohrs-Sal	110001 Tohr Sal-Reg Assgmt		1,48
CommItem	Program			310101 STRS - Certificated		12
Free characteristics	CommItem			330102 Medicare-Certificatd		2
FiscalYear				340101 Health/Welfare-Cert		22
FuncArea				350101 Unemploy Insur-Cert		1
Fund				360101 Workers Comp - Cert		3
Funded Program				370101 Retiree Bnfts-Cert		10
Grant				375101 OthPen E Ben-ActCert		1
Posting period				Result		2,00
		11010 Prino, Asst Prino & Deans		130001 Sch Admin Sal-Reg		10
				310101 STRS - Certificated		
				330102 Medicare-Certificatd		
				340101 Health/Welfare-Cert		
				350101 Unemploy Insur-Cert		
				360101 Workers Comp - Cert		
				370101 Retiree Bnfts-Cert		
				375101 OthPen E Ben-ActCert		
				Result		13

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Create Available Variants

You can save your search criteria by using **Available Variants**.

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

Available Variants: Save **Save As...** Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Fiscal Year	2013	2013
Fund		
Funds Center	11111111	11111111 Christopher EL
Division		
Fund Center Category		
Commitment Item		
Program		
Grant		

OK Check

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

The 'Save Variant' dialog box is shown. It has a title bar with a close button. Inside, there is a checkbox labeled 'Save As User Variant' which is checked. Below it is a text field labeled 'Description:' containing the text 'Christopher EL Budget'. At the bottom right, there are 'OK' and 'Cancel' buttons.

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.

The 'Available Variants' screen is shown. At the top, there is a dropdown menu labeled 'Available Variants:' with a red box around it. To its right are buttons for 'Save', 'Save As...', and 'Delete', and a link 'Show Variable Personalization'. Below this is a table with the following structure:

General Variable		Current Selection	Description
Variable	Christopher EL Budget		
	Saved Year Cost Center		
* Fiscal Year			
Fund			
Funds Center			
Division			
Fund Center Category			
Commitment Item			
Program			
Grant			

At the bottom left, there are 'OK' and 'Check' buttons.

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

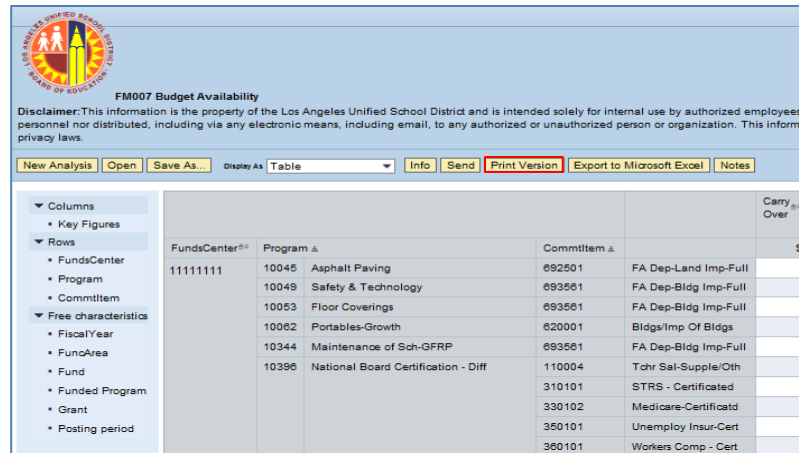
The 'Available Variants' screen is shown again, but now with data populated in the 'Current Selection' and 'Description' columns. The 'Available Variants:' dropdown still shows 'Christopher EL Budget'. The table is as follows:

General Variables		Current Selection	Description
Variable	Christopher EL Budget		
	Saved Year Cost Center		
* Fiscal Year		2013	2013
Fund			
Funds Center		11111111	11111111 Christopher EL
Division			
Fund Center Category			
Commitment Item			
Program			
Grant			

At the bottom left, there are 'OK' and 'Check' buttons.

Print the Budget Availability Report

- Click **Print Version**



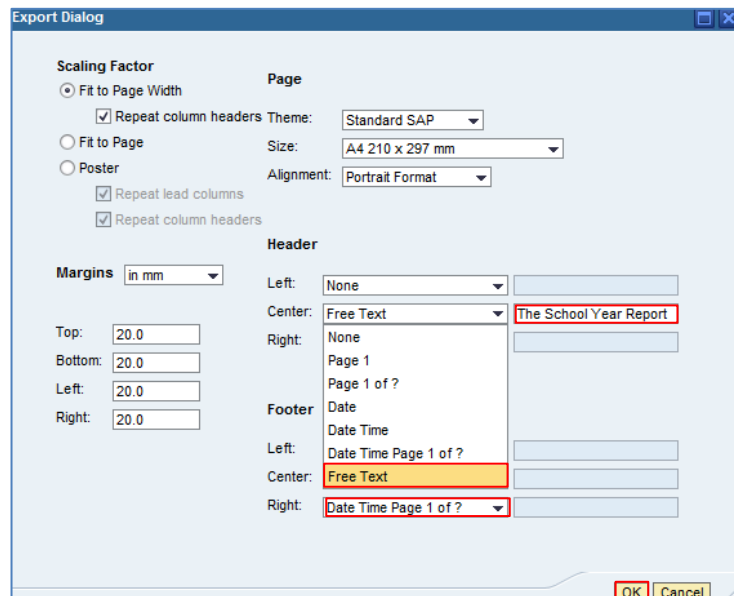
FM007 Budget Availability

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

FundsCenter	Program	CommitItem		Carry Over
11111111	10045 Asphalt Paving	692501	FA Dep-Land Imp-Full	
	10049 Safety & Technology	693561	FA Dep-Bldg Imp-Full	
	10053 Floor Coverings	693561	FA Dep-Bldg Imp-Full	
	10062 Portables-Growth	620001	Bldgs/Imp Of Bldgs	
	10344 Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full	
	10396 National Board Certification - Diff	110004	Tchr Sal-Supple/Oth	
		310101	STRS - Certificated	
		330102	Medicare-Certificatd	
		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**



Export Dialog

Scaling Factor
☒ Fit to Page Width
☐ Fit to Page
☐ Poster

Page
☒ Repeat column headers
 Theme: Standard SAP
 Size: A4 210 x 297 mm
☒ Repeat lead columns
☒ Repeat column headers
 Alignment: Portrait Format

Margins in mm
 Top: 20.0
 Bottom: 20.0
 Left: 20.0
 Right: 20.0

Header
 Left: None
 Center: Free Text (The School Year Report)
 Right: None

Footer
 Left: Date Time Page 1 of ?
 Center: Free Text
 Right: Date Time Page 1 of ?

OK Cancel

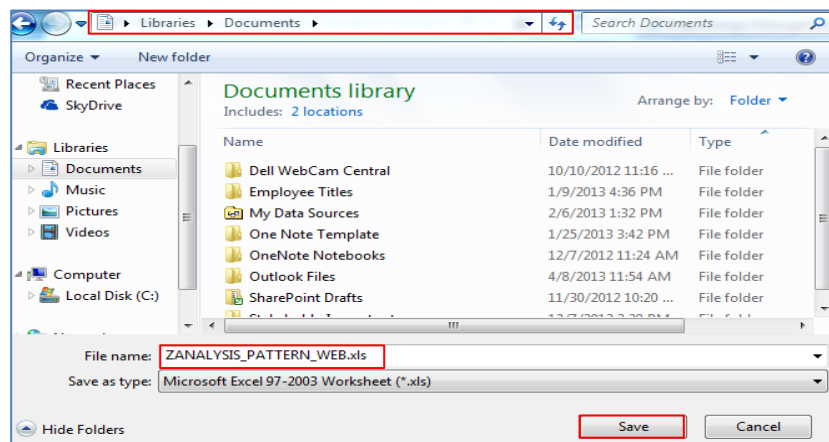
- The budget availability report will open in PDF format within a new browser
- Click **Ctrl-P** to print

Export the Budget Availability Report to Excel

- Click **Export to Microsoft Excel**

FundsCenter	Program	CommitItem		Carry Over
11111111	10045 Asphalt Paving	692501	FA Dep-Land Imp-Full	
	10049 Safety & Technology	693561	FA Dep-Bldg Imp-Full	
	10053 Floor Coverings	693561	FA Dep-Bldg Imp-Full	
	10062 Portables-Growth	620001	Bldgs/Imp Of Bldgs	
	10344 Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full	
	10396 National Board Certification - Diff	110004	Tchr Sal-Supple/Oth	
		310101	STRS - Certificated	
		330102	Medicare-Certificatd	
		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**

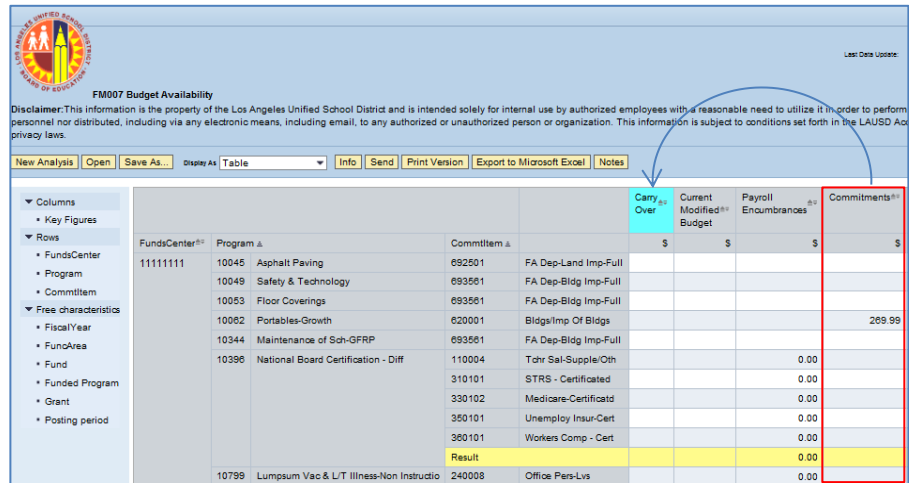


Customize the Report using Drag and Drop

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



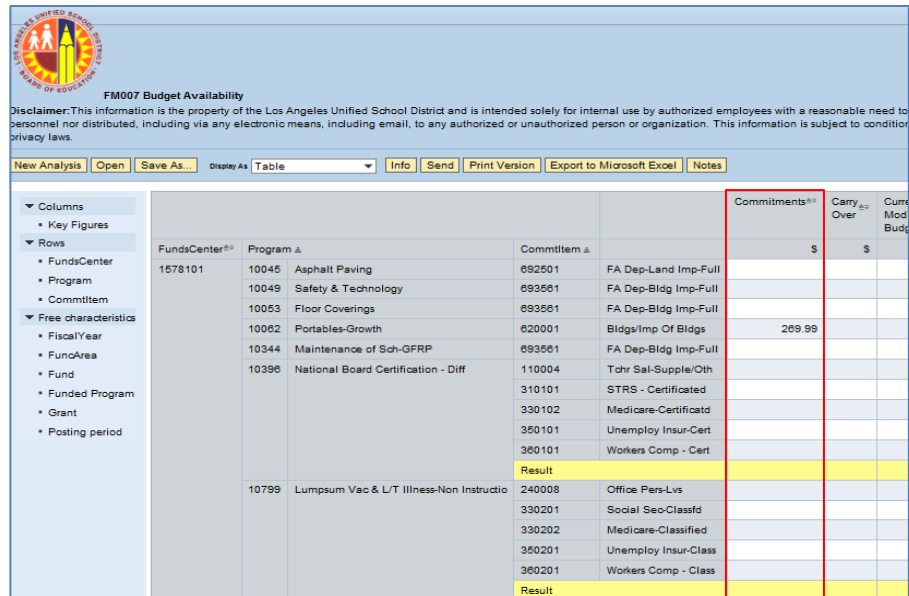
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New Analysis | Open | Save As... | Display As: Table | Info | Send | Print Version | Export to Microsoft Excel | Notes

Columns	Key Figures	FundsCenter	Program	Commitment	Carry Over	Current Modified Budget	Payroll Encumbrances	Commitments
11111111	10045 Asphalt Paving	692501	FA Dep-Land Imp-Full					
	10049 Safety & Technology	693561	FA Dep-Bldg Imp-Full					
	10053 Floor Coverings	693561	FA Dep-Bldg Imp-Full					
	10062 Portables-Growth	620001	Bldgs/Imp Of Bldgs					269.99
	10344 Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full					
	10396 National Board Certification - Diff	110004	Tchr Sal-Supple/Oth				0.00	
		310101	STRS - Certificatd				0.00	
		330102	Medicare-Certificatd				0.00	
		350101	Unemploy Insur-Cert				0.00	
		360101	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



FM007 Budget Availability

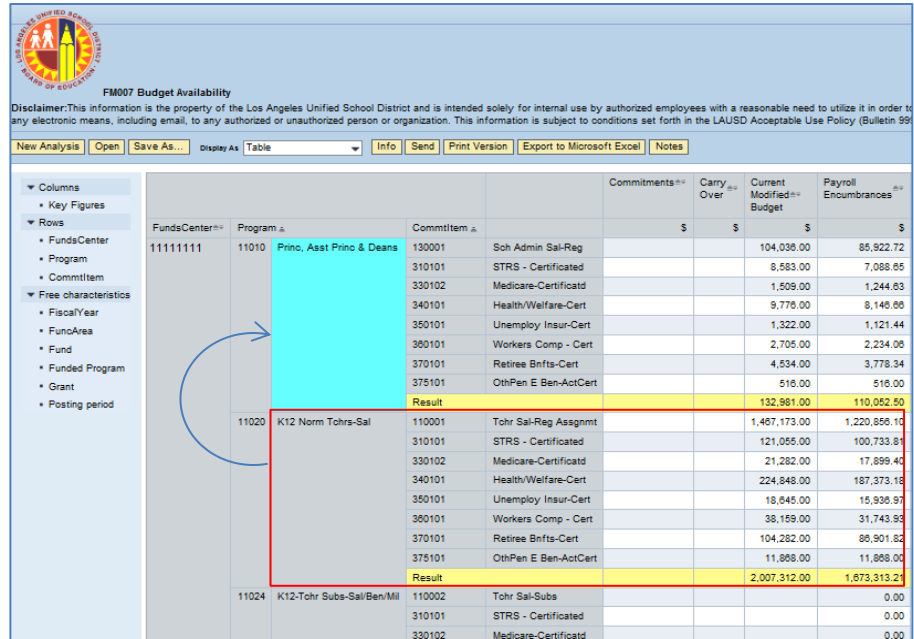
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New Analysis | Open | Save As... | Display As: Table | Info | Send | Print Version | Export to Microsoft Excel | Notes

Columns	Key Figures	FundsCenter	Program	Commitment	Commitments	Carry Over	Current Modified Budget
1578101	10045 Asphalt Paving	692501	FA Dep-Land Imp-Full				
	10049 Safety & Technology	693561	FA Dep-Bldg Imp-Full				
	10053 Floor Coverings	693561	FA Dep-Bldg Imp-Full				
	10062 Portables-Growth	620001	Bldgs/Imp Of Bldgs				
	10344 Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full				
	10396 National Board Certification - Diff	110004	Tchr Sal-Supple/Oth				
		310101	STRS - Certificatd				
		330102	Medicare-Certificatd				
		350101	Unemploy Insur-Cert				
		360101	Workers Comp - Cert				
	Result						
	10799 Lumpsum Vac & L/T Illness-Non Instructio	240008	Office Pers-Lvs				
		330201	Social Sec-Classfd				
		330202	Medicare-Classified				
		350201	Unemploy Insur-Class				
		360201	Workers Comp - Class				
	Result						

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



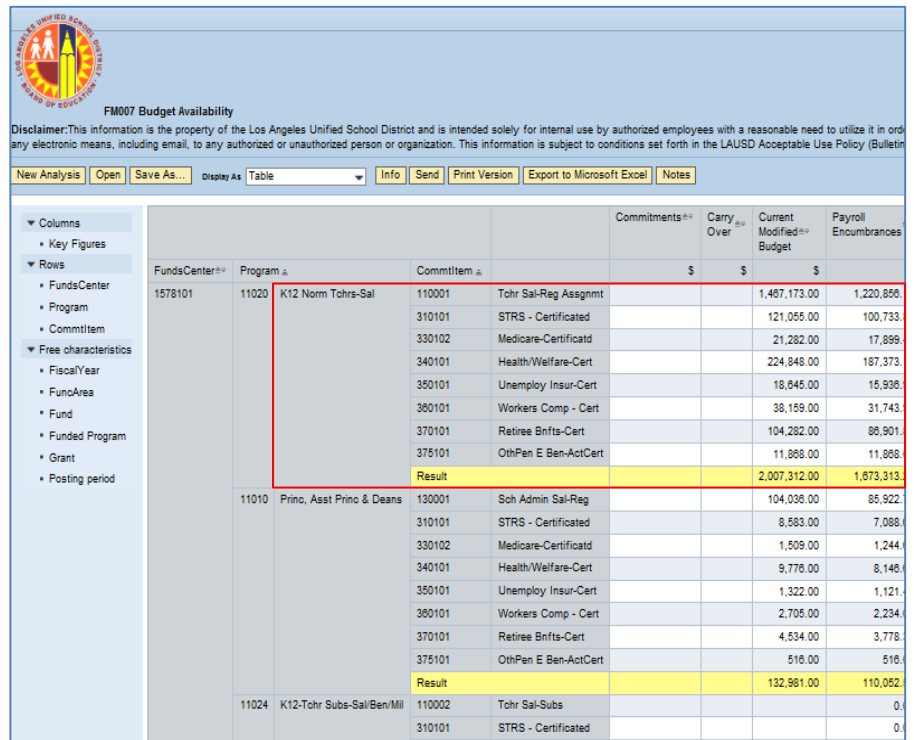
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FundsCenter	Program	CommitItem	Commitments	Carry Over	Current Modified Budget	Payroll Encumbrances
			\$	\$	\$	\$
11111111	11010	Princ, Asst Princ & Deans	130001		104,036.00	85,922.72
			310101		8,583.00	7,088.65
			330102		1,509.00	1,244.63
			340101		9,776.00	8,146.66
			350101		1,322.00	1,121.44
			360101		2,705.00	2,234.06
			370101		4,534.00	3,778.34
			375101		516.00	516.00
		Result			132,981.00	110,052.50
	11020	K12 Norm Tchrs-Sal	110001		1,467,173.00	1,220,856.10
			310101		121,055.00	100,733.81
			330102		21,282.00	17,899.40
			340101		224,848.00	187,373.16
			350101		18,845.00	15,936.97
			360101		38,159.00	31,743.93
			370101		104,282.00	88,901.82
			375101		11,868.00	11,868.00
		Result			2,007,312.00	1,673,313.21
	11024	K12-Tchr Subs-Sal/Ben/Mil	110002			0.00
			310101			0.00
			330102			0.00

- The row/column being dragged will be positioned in front of the highlighted row/column destination
- The **K12 Norm Tchrs-Sal** row is now positioned above the **Princ, Asst Princ & Deans** row



FM007 Budget Availability

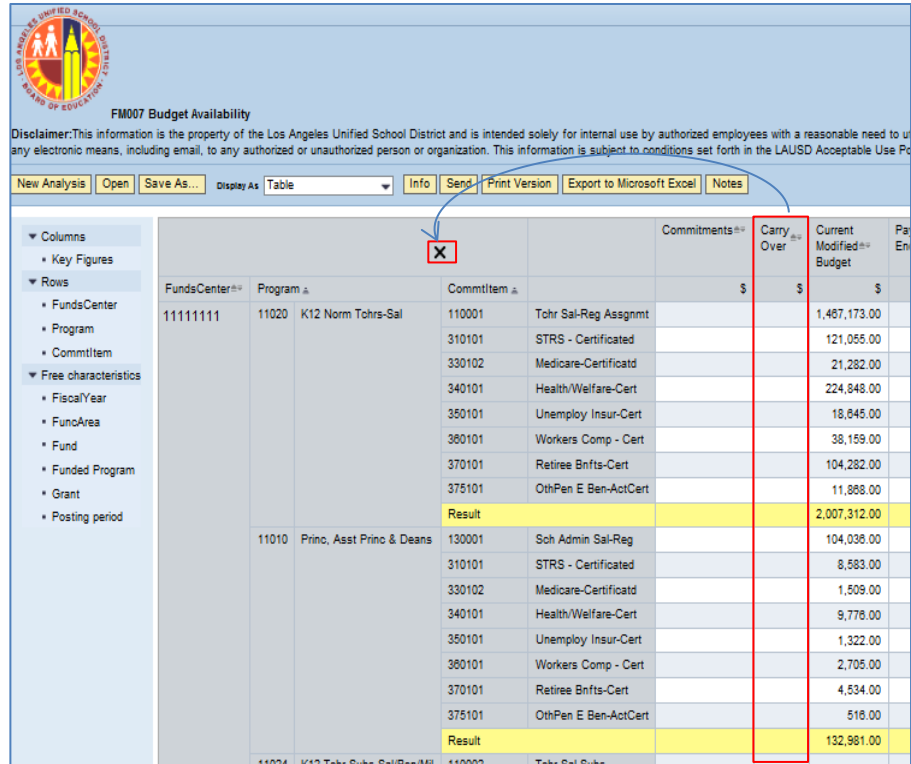
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New Analysis Open Save As... Display As Table Info Send Print Version Export to Microsoft Excel Notes

FundsCenter	Program	CommitItem	Commitments	Carry Over	Current Modified Budget	Payroll Encumbrances
			\$	\$	\$	\$
1578101	11020	K12 Norm Tchrs-Sal	110001		1,467,173.00	1,220,856.10
			310101		121,055.00	100,733.81
			330102		21,282.00	17,899.40
			340101		224,848.00	187,373.16
			350101		18,845.00	15,936.97
			360101		38,159.00	31,743.93
			370101		104,282.00	88,901.82
			375101		11,868.00	11,868.00
		Result			2,007,312.00	1,673,313.21
	11010	Princ, Asst Princ & Deans	130001		104,036.00	85,922.72
			310101		8,583.00	7,088.65
			330102		1,509.00	1,244.63
			340101		9,776.00	8,146.66
			350101		1,322.00	1,121.44
			360101		2,705.00	2,234.06
			370101		4,534.00	3,778.34
			375101		516.00	516.00
		Result			132,981.00	110,052.50
	11024	K12-Tchr Subs-Sal/Ben/Mil	110002			0.00
			310101			0.00

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



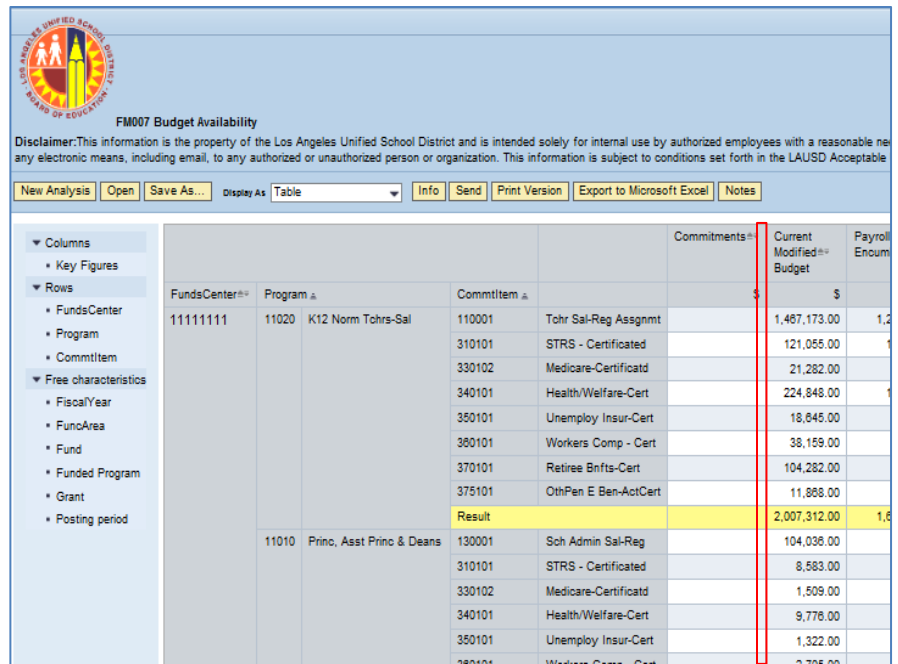
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Columns	FundsCenter	Program	CommitItem	Commitments	Carry Over	Current Modified Budget	Payroll Encum
Key Figures	11111111	11020 K12 Norm Tohrs-Sal	110001 Tohr Sal-Reg Assgmt			1,487,173.00	
Rows			310101 STRS - Certificated			121,055.00	
FundsCenter			330102 Medicare-Certificatd			21,282.00	
Program			340101 Health/Welfare-Cert			224,848.00	
CommitItem			350101 Unemploy Insur-Cert			18,845.00	
Free characteristics			360101 Workers Comp - Cert			38,159.00	
FiscalYear			370101 Retiree Bnfts-Cert			104,282.00	
FuncArea			375101 OthPen E Ben-ActCert			11,888.00	
Fund			Result			2,007,312.00	
Funded Program		11010 Princ, Asst Princ & Deans	130001 Sch Admin Sal-Reg			104,036.00	
Grant			310101 STRS - Certificated			8,583.00	
Posting period			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	

- This action removes the **Carry Over** column from the report



FM007 Budget Availability

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

Columns	FundsCenter	Program	CommitItem	Commitments	Current Modified Budget	Payroll Encum
Key Figures	11111111	11020 K12 Norm Tohrs-Sal	110001 Tohr Sal-Reg Assgmt		1,487,173.00	1,2
Rows			310101 STRS - Certificated		121,055.00	
FundsCenter			330102 Medicare-Certificatd		21,282.00	
Program			340101 Health/Welfare-Cert		224,848.00	
CommitItem			350101 Unemploy Insur-Cert		18,845.00	
Free characteristics			360101 Workers Comp - Cert		38,159.00	
FiscalYear			370101 Retiree Bnfts-Cert		104,282.00	
FuncArea			375101 OthPen E Ben-ActCert		11,888.00	
Fund			Result		2,007,312.00	1,6
Funded Program		11010 Princ, Asst Princ & Deans	130001 Sch Admin Sal-Reg		104,036.00	
Grant			310101 STRS - Certificated		8,583.00	
Posting period			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	

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.

FM007 Budget Availability

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

Columns

Key Figures

Rows

FundsCenter

Program

CommitItem

Free characteristics

FiscalYear

FuncArea

Fund

Funded Program

Grant

Posting period

FundsCenter#

Program #

CommitItem #

Commitments

Current Modified Budget

\$

\$

11111111

11020

K12 Norm Tchrs-Sal

110001

Tchr Sal-Reg Assgmt

1,487,173.00

310101

STRS - Certificatd

121,055.00

330102

Medicare-Certificatd

21,282.00

340101

Health/Welfare-Cert

224,848.00

350101

Unemploy Insur-Cert

18,845.00

360101

Workers Comp - Cert

38,159.00

370101

Retiree Bnfts-Cert

104,282.00

375101

OthPen E Ben-ActCert

11,868.00

Result

2,007,312.00

11010

Princ, Asst Princ & Deans

130001

Sch Admin Sal-Reg

104,036.00

310101

STRS - Certificatd

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

X

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

FM007 Budget Availability

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

- Columns
 - Key Figures
- Rows
 - FundsCenter
 - Program
 - CommitItem
- Free characteristics
 - Fiscal Year
 - FuncArea
 - Fund
 - Funded Program
 - Grant
 - Posting period

				Commitments ⁰¹	Current Modified ⁰² Budget	Payroll Encumbrances ⁰³	Actuals ⁰⁴
	FundsCenter ⁰⁵	Program ^Δ	CommitItem ^Δ	\$	\$	\$	\$
	11111111	11020 K12 Norm Tchrs-Sal	110001 Tchr Sal-Reg Assgmt	1,487,173.00	1,220,856.10	246,316.90	
			310101 STRS - Certificatd	121,055.00	100,733.81	20,321.19	
			330102 Medicare-Certificatd	21,282.00	17,899.40	3,382.60	
			340101 Health/Welfare-Cert	224,848.00	187,373.18	37,474.82	
			350101 Unemploy Insur-Cert	18,845.00	15,936.97	2,708.03	
			360101 Workers Comp - Cert	38,159.00	31,743.93	6,415.07	
			370101 Retiree Bnfts-Cert	104,282.00	86,901.82	17,380.18	
			375101 OthPen E Ben-ActCert	11,868.00	11,868.00		
			Result	2,007,312.00	1,873,313.21	333,998.79	
	11024	K12-Tchr Sub-Sal/Ben/Mil	110002 Tchr Sal-Subs		0.00	3,450.19	
			310101 STRS - Certificatd		0.00	296.92	
			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	1,180.26	
			Result		0.00	7,639.63	
	11080	TIIPG-Tchrs-SRLDP	110001 Tchr Sal-Reg Assgmt	69,980.00	69,980.00		
			110005 Tchr Asst Salaries	12,186.00	12,186.00		
			290002 Other Class-Sub/Rif	223.00	223.00		
			310101 STRS - Certificatd	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		

Page 2 of 21

Customize the Report using the Navigation Pane

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.

Swapping a Free Characteristics Reporting Element

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



FM007 Budget Availability

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

▼ Columns			Carry Over ^{db}
▪ Key Figures			
▼ Rows			
▪ FundsCenter			
▪ Program			
▪ CommitItem			
▼ Free characteristics			
▪ FiscalYear			
▪ FuncArea			
▪ Fund			
▪ Funded Program			
▪ Grant			
▪ Posting period			

- Drop **FiscalYear** to replace **FundsCenter**



FM007 Budget Availability

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

▼ Columns

- Key Figures

▼ Rows

- FiscalYear →
- Program
- CommItem

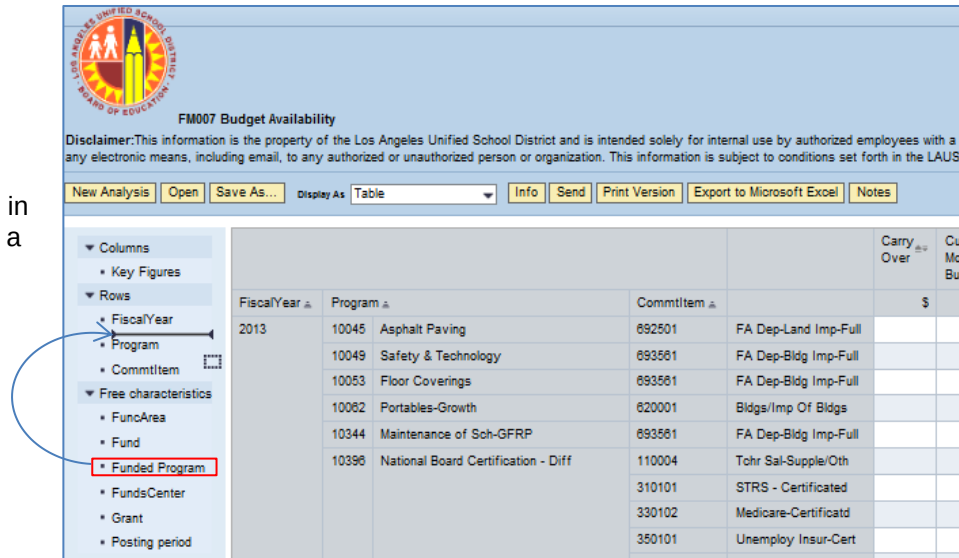
▼ Free characteristics

- FuncArea
- Fund
- Funded Program
- FundsCenter
- Grant
- Posting period

FiscalYear ▲	Program ▲	CommItem ▲	Description	Carry Over ▲
2013	10045	Asphalt Paving	692501 FA Dep-Land Imp-Full	\$
	10049	Safety & Technology	693561 FA Dep-Bldg Imp-Full	
	10053	Floor Coverings	693561 FA Dep-Bldg Imp-Full	
	10062	Portables-Growth	620001 Bldgs/Imp Of Bldgs	
	10344	Maintenance of Sch-GFRP	693561 FA Dep-Bldg Imp-Full	
	10396	National Board Certification - Diff	110004 Tohr Sal-Supple/Oth	
			310101 STRS - Certificatd	
			330102 Medicare-Certificatd	
			350101 Unemploy Insur-Cert	
			360101 Workers Comp - Cert	
			Result	

Adding a Free Characteristics Reporting Element to Rows

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



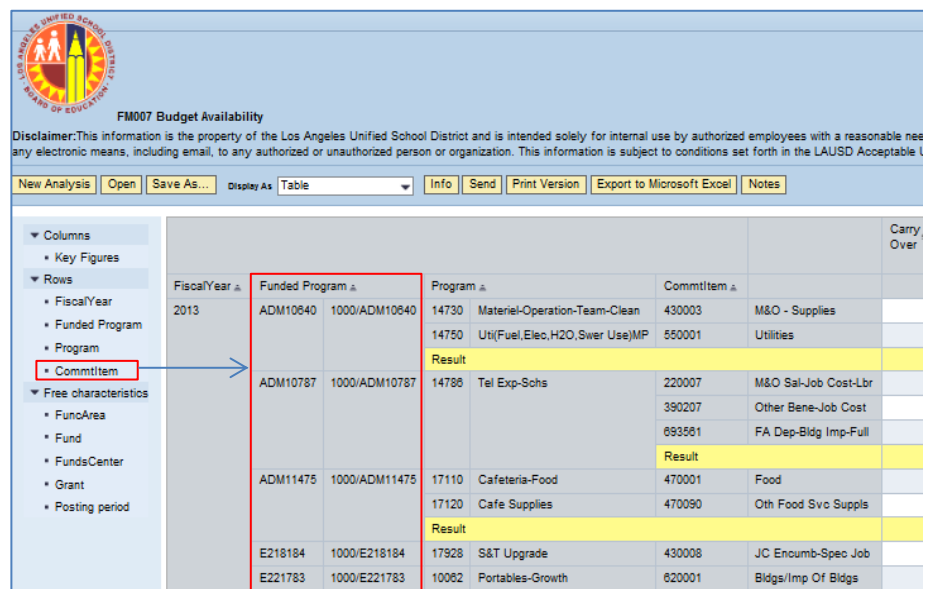
FM007 Budget Availability

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

FiscalYear	Program	CommItem	Carry Over	Cumulative Budget
2013	10045 Asphalt Paving	692501 FA Dep-Land Imp-Full		
	10049 Safety & Technology	693561 FA Dep-Bldg Imp-Full		
	10053 Floor Coverings	693561 FA Dep-Bldg Imp-Full		
	10062 Portables-Growth	620001 Bldgs/Imp Of Bldgs		
	10344 Maintenance of Sch-GFRP	693561 FA Dep-Bldg Imp-Full		
	10396 National Board Certification - Diff	110004 Tohr Sal-Supple/Oth		
		310101 STRS - Certificated		
		330102 Medicare-Certificatd		
		350101 Unemploy Insur-Cert		

- Drop **Funded Program** in between **FiscalYear** and **Program**



FM007 Budget Availability

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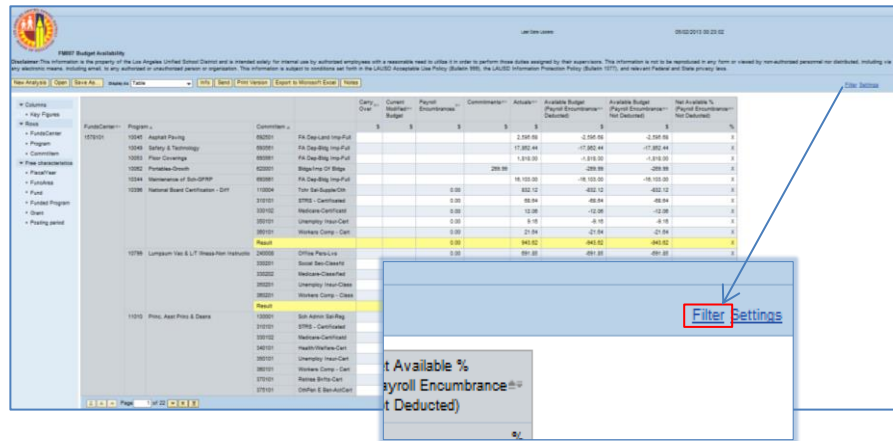
New Analysis Open Save As... Display As Table Info Send Print Version Export to Microsoft Excel Notes

FiscalYear	Funded Program	Program	CommItem	Carry Over
2013	ADM10640 1000/ADM10640	14730 Materiel-Operation-Team-Clean	430003 M&O - Supplies	
		14750 Util(Fuel,Elec,H2O,Swer Use)MP	550001 Utilities	
		Result		
	ADM10787 1000/ADM10787	14786 Tel Exp-Schs	220007 M&O Sal-Job Cost-Lbr	
			390207 Other Bene-Job Cost	
			693561 FA Dep-Bldg Imp-Full	
		Result		
	ADM11475 1000/ADM11475	17110 Cafeteria-Food	470001 Food	
		17120 Cafe Supplies	470090 Oth Food Svc Suppls	
		Result		
	E218184 1000/E218184	17928 S&T Upgrade	430008 JC Encumb-Spec Job	
	E221783 1000/E221783	10062 Portables-Growth	620001 Bldgs/Imp Of Bldgs	

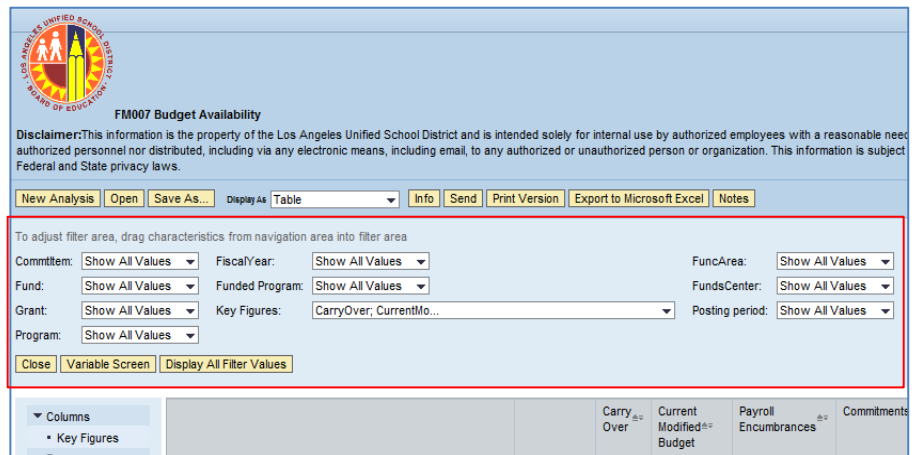
Customize the Report using Filtering

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



- Select a reporting element to filter



Filter Funded Program Reporting Element

- Click **Funded Program** drop down menu
- Click **Edit**



Los Angeles Unified School District
BOARD OF EDUCATION

FM007 Budget Availability

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

To adjust filter area, drag characteristics from navigation area into filter area

Commitment: 000001 - 699999 Fiscal Year: Show All Values

Fund: Show All Values Funded Program: Show All Values

Grant: Show All Values Key Figures: Show All Values

Program: Show All Values

FuncArea: Show All Values

FundsCenter: Show All Values

Posting period: Show All Values

Close
Variable Screen
Display All Filter Values

▼ Columns

- Key Figures

▼ Rows

- FundsCenter
- Program
- Commitment

▼ Free characteristics

- FiscalYear
- FuncArea
- Fund
- Funded Program
- Grant

FundsCenter**	Program ▲	Commitment ▲		Carry Over	Current Modified** Budget	Paym Encu
				\$	\$	
11111111	10045 Asphalt Paving	692501	FA Dep-Land Imp-Full			
	10049 Safety & Technology	693561	FA Dep-Bldg Imp-Full			
	10053 Floor Coverings	693561	FA Dep-Bldg Imp-Full			
	10062 Portables-Growth	620001	Bldgs/Imp Of Bldgs			
	10344 Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full			
	10396 National Board Certification - Diff	110004	Tchr Sal-Supple/Oth			
		310101	STRS - Certificated			
		330102	Medicare-Certificatd			

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

[illegible]

- Click **OK**

Select values for Funded Program (OPU_MEASURE)

Show tool: Show view:

Maximum Records:

☐ Select All

Funded Program: Key (Partially Compounded)≡	Funded Program: Text≡
#	Not assigned
ADM10258	1000/ADM10258
ADM10439	1000/ADM10439
ADM10640	1000/ADM10640
ADM10787	1000/ADM10787
ADM11475	1000/ADM11475
ADM11526	1000/ADM11526
E218184	1000/E218184
E221783	1000/E221783
E230619	1000/E230619
E230841	1000/E230841
I702868	1000/I702868

Enter a value for
Funded Program:

Selections

☐ Select All ☐ ☐

Type	Description
☒	JOB10640 1000/JOB10640
☒	JOB11281 1000/JOB11281
☒	JOB11289 1000/JOB11289

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

mmItem: 000001 - 699999 FiscalYear: Show All Values FuncArea: Show All Values

nd: Show All Values Funded Program: JOB10640 1000/JOB106... FundsCenter: Show All Values

ant: Show All Values Key Figures: Show All Values Posting period: Show All Values

ogram: Show All Values

Columns	Key Figures	Rows	FundsCenter≡	Program ≡	CommitItem ≡	Carry Over ≡	Current Modified≡ Budget	Payroll Encumbr
▼	▼	▼	11111111	11601 Fac.Servs-FA-Maint-Schs	390207 Other Bene-Job Cost			
▼	▼	▼		11604 Vehicle Maint-Non-Road-Sch	220007 M&O Sal-Job Cost-Lbr			
▼	▼	▼			390207 Other Bene-Job Cost			
▼	▼	▼			430007 M&O-Job Cost-Mat			
▼	▼	▼			Result			
▼	▼	▼		11698 FA-Operations-Sch	220007 M&O Sal-Job Cost-Lbr			
▼	▼	▼			390207 Other Bene-Job Cost			
▼	▼	▼			430007 M&O-Job Cost-Mat			
▼	▼	▼			520007 Transp Reim-Job Cost			
▼	▼	▼			550005 Rubbish Disposal			
▼	▼	▼			694571 FA Dep-Tr/Cu/HM-Full			
▼	▼	▼			Result			
▼	▼	▼		11731 RRGIM-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			
▼	▼	▼		11853 Cafe-FA-Fac Asset Mgt Dv-Maint	390207 Other Bene-Job Cost			
▼	▼	▼		12282 Pupil Transp Exp-Hts-Sped-Ns-H	220047 Transport-JC-Labor			

Filter Key Figures Reporting Element

- Click **Key Figures** drop down menu
- Select **Edit**



LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF EDUCATION

FM007 Budget Availability

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

To adjust filter area, drag characteristics from navigation area into filter area

Commitment: 000001 - 699999 **Fiscal Year:** Show All Values

Fund: Show All Values **Funded Program:** Show All Values

Grant: Show All Values **Key Figures:** Show All Values

Program: Show All Values Show All Values

FuncArea: Show All Values

FundsCenter: Show All Values

Posting period: Show All Values

Close
Variable Screen
Display All Filter Values

Edit

Carry Over
 Current Modified Budget
 Payroll Encumbrances
 Commitments
 Actuals

▼ Columns

- Key Figures

▼ Rows

- FundsCenter
- Program
- Commitment

▼ Free characteristics

- Fiscal Year
- FuncArea
- Fund
- Funded Program
- Grant
- Posting period

FundsCenter ⁸⁹	Program ^Δ	Description	693561	FA Dep-Bldg Imp-Full	Carry Over ⁸⁹	Current Modified Budget
1578101	10045	Available Budget (Payroll Encumbrance Deducted)	620001	Bldgs/Imp Of Bldgs		
	10045	Available Budget (Payroll Encumbrance Not Deducted)				
	10049	Net Available % (Payroll Encumbrance Not Deducted)				
10053	Floor Coverings	693561	FA Dep-Bldg Imp-Full			
10062	Portables-Growth	620001	Bldgs/Imp Of Bldgs			
10344	Maintenance of Sch-GFRP	693561	FA Dep-Bldg Imp-Full			
10396	National Board Certification - Diff	110004	Tchr Sal-Supple/Oth			
		310101	STRS - Certificated			
		330102	Medicare-Certificatd			
		350101	Unemploy Insur-Cert			
		360101	Workers Comp - Cert			
			Result			
10799	Lumpsum Vac & L/T Illness-Non Instructio	240008	Office Pers-Lvs			
		330201	Social Sec-Classfd			
		330202	Medicare-Classified			

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

[illegible]

Created: 5/14/2013

- Click **OK**

Select values for Key Figures (4SZPB4S8RRKXRV2FDW84ZTP3U)

Show tool: Single values Show view: All

All

☐ Select All

Key Figures: Text ^{??}
Carry Over
Current Modified Budget
Payroll Encumbrances
Commitments
Actuals
Available Budget (Payroll Encumbrance Deducted)
Available Budget (Payroll Encumbrance Not Deducted)
Net Available % (Payroll Encumbrance Not Deducted)

Enter a value for
Key Figures:

Selections

☐ Select All ☒ ☒

Type	Description
	Current Modified Budget
	Available Budget (Payroll Encumbrance Deducted)

Add Remove

Change Order

- The selected **Key Figures** elements from above are displayed in the report



LAUSD
LOS ANGELES
UNIFIED SCHOOL DISTRICT

FM007 Budget

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Current Modified Budget

Available Budget (Payroll Encumbrance Deducted)

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New Analysis | **Open** | **Save**

To adjust filter area, drag character

Commitment: 000001 - 69999

Fund:

Grant:

Program:

FuncArea:

FundsCenter:

Posting period:

	Current Modified Budget	Available Budget (Payroll Encumbrance Deducted)	
	\$	\$	
		-2,595.68	
		-17,862.44	
		-1,818.00	
		-289.99	
		-16,103.00	
		-832.12	
		-88.84	
		-12.06	
		-9.16	
		-21.64	
		-943.62	
		-891.85	

▼ Columns

- Key Figures

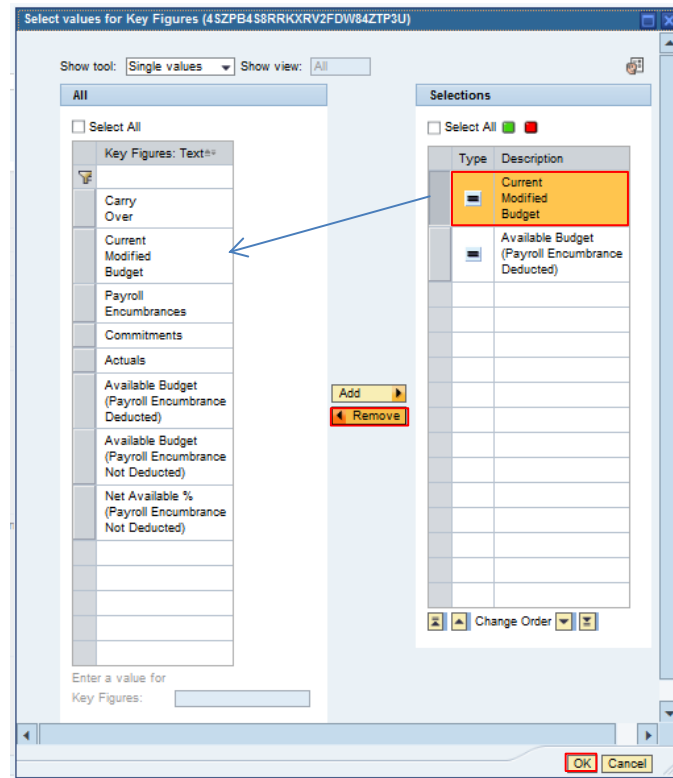
▼ Rows

- FundsCenter
- Program
- Commitment
- Free characteristic
- FiscalYear
- FuncArea
- Fund
- Funded Program
- Grant
- Posting period

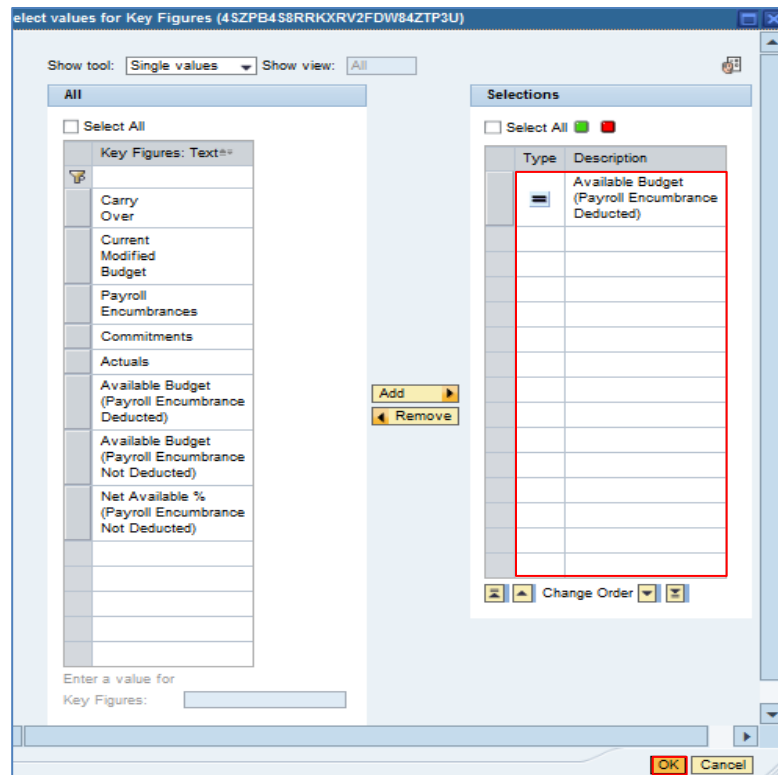
	CommitItem	Current Modified Budget	Available Budget (Payroll Encumbrance Deducted)
		\$	\$
	692501 FA Dep-Land Imp-Full		-2,595.68
	693561 FA Dep-Bldg Imp-Full		-17,862.44
	693561 FA Dep-Bldg Imp-Full		-1,818.00
	620001 Bldgs/Imp Of Bldgs		-289.99
	693561 FA Dep-Bldg Imp-Full		-16,103.00
	110004 Tchr Sal-Suppl/Oth		-832.12
	310101 STRS - Certificated		-88.84
	330102 Medicare-Certificat		-12.06
	350101 Unemploy Insur-Cert		-9.16
	800101 Workers Comp - Cert		-21.64
	Result		-943.62
10344	Maintenance of Sch-GFRP		
10396	National Board Certification - Diff		
10799	Lumpsum Vac & L/T Illness-Non Instructio		
	240008 Office Pers-Lvs		-891.85
	330201 Social Sec-Classifd		-39.84
	330202 Medicare-Classifd		-9.84
	350201 Unemploy Insur-Class		-7.32
	800201 Workers Comp - Class		-17.99
	Result		-766.84
11010	Prnc, Asst Prnc & Deans		
	130001 Sch Admin Sal-Reg	104,036.00	0.00
	310101 STRS - Certificated	8,583.00	0.00
	330102 Medicare-Certificat	1,509.00	0.00
	340101 Health/Welfare-Cert	9,776.00	0.00

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



- Click **OK**



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

FM007 Budget Availability

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

To adjust filter area, drag characteristics from navigation area into filter area

Commitment: 000001 - 699999 Fiscal Year: Show All Values FuncArea: Show All Values

Fund: Show All Values Funded Program: Show All Values FundsCenter: Show All Values

Grant: Show All Values Key Figures: Available Budget(Payroll Encumbrance Deducted) Posting period: Show All Values

Program: Show All Values

Close Variable Screen Display All Filter Values

Columns	Rows	FundsCenter	Program	Commitment	Available Budget (Payroll Encumbrance Deducted)
		1578101	10045 Asphalt Paving	692501 FA Dep-Land Imp-Full	-2,595.68
			10049 Safety & Technology	693561 FA Dep-Bldg Imp-Full	-17,862.44
			10053 Floor Coverings	693561 FA Dep-Bldg Imp-Full	-1,818.00
			10062 Portables-Growth	620001 Bldgs/Imp Of Bldgs	-269.99
			10344 Maintenance of Sch-GFRP	693561 FA Dep-Bldg Imp-Full	-16,103.00
			10396 National Board Certification - Diff	110004 Tchr Sal-Supple/Oth	-832.12
				310101 STRS - Certificato	-68.64
				330102 Medicare-Certificato	-12.06
				350101 Unemploy Insur-Cert	-9.16
				360101 Workers Comp - Cert	-21.64
				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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New Analysis Open Save As... Display As Table Info Send Print Version Export to Microsoft Excel Notes

To adjust filter area, drag characteristics from navigation area into filter area

Commitment: 000001 - 699999 Fiscal Year: Show All Values FuncArea: Show All Values

Fund: Show All Values Funded Program: Show All Values FundsCenter: Show All Values

Grant: Show All Values Key Figures: Available Budget(Payroll Encumbrance Deducted) Posting period: Show All Values

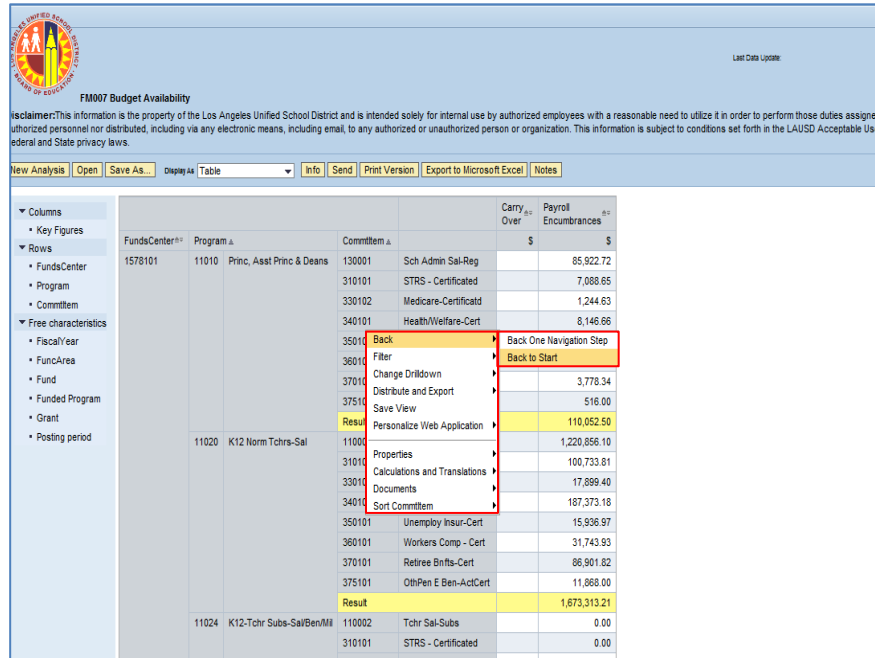
Program: Show All Values

Close Variable Screen Display All Filter Values

Columns	Rows	FundsCenter	Program	Commitment	Carry Over	Current Modified Budget	Payroll Encumbrances
		1578101	10045 Asphalt Paving	692501 FA Dep-Land Imp-Full			
			10049 Safety & Technology	693561 FA Dep-Bldg Imp-Full			
			10053 Floor Coverings	693561 FA Dep-Bldg Imp-Full			
			10062 Portables-Growth	620001 Bldgs/Imp Of Bldgs			
			10344 Maintenance of Sch-GFRP	693561 FA Dep-Bldg Imp-Full			
			10396 National Board Certification - Diff	110004 Tchr Sal-Supple/Oth			0.00
				310101 STRS - Certificato			0.00
				330102 Medicare-Certificato			0.00
				350101 Unemploy Insur-Cert			0.00
				360101 Workers Comp - Cert			0.00
				Result			-943.62
		10799 Lumpsum Vac & L/T Illness-Non Instructio	240008 Office Pers-Lvs				-691.85

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



FM007 Budget Availability

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

Columns	FundsCenter ^h	Program ^h	Commitment ^h	Carry Over ^h	Payroll Encumbrances ^h
Key Figures				\$	\$
FundsCenter	1578101	11010	Princ, Asst Princ & Deans		85,922.72
Program			130001	Sch Admin Sal-Reg	7,088.65
Commitment			310101	STRS - Certificated	1,244.63
Free characteristics			340101	Health/Welfare-Cert	8,146.66
Fiscal/year			350101	Unemploy Insur-Cert	15,936.97
FuncArea			360101	Workers Comp - Cert	31,743.93
Fund			370101	Retiree Bnfts-Cert	86,901.82
Funded Program			375101	OthPen E Ben-ActCert	11,868.00
Grant			Result		1,673,313.21
Posting period			11020	K12 Norm Tchrs-Sal	1,220,856.10
			310101	Properties	100,733.81
			330101	Calculations and Translations	17,899.40
			340101	Documents	187,373.18
			350101	Sort Commitment	15,936.97
			360101	Unemploy Insur-Cert	31,743.93
			370101	Retiree Bnfts-Cert	86,901.82
			375101	OthPen E Ben-ActCert	11,868.00
			Result		1,673,313.21
			11024	K12-Tchr Subs-Sal/Ben/M	0.00
			110002	Tchr Sal-Subs	0.00
			310101	STRS - Certificated	0.00

- 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

FM007 Budget Availability

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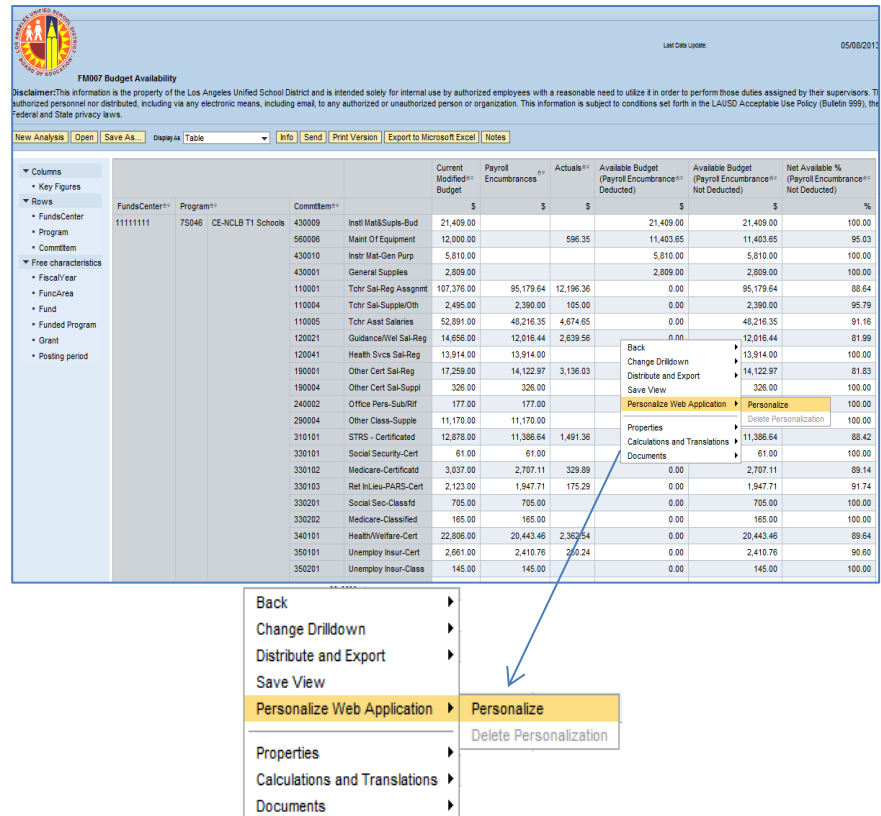
New Analysis | Open | Save As... | Display As: Table | Info | Send | Print Version | Export to Microsoft Excel | Notes

Columns	FundsCenter ^h	Program ^h	Commitment ^h	Carry Over ^h	Current Modified ^h Budget	Payroll Encumbrances ^h	Commitments ^h	Actuals ^h	Available Budget (Payroll Encumbrance ^h Deducted)	Available Budget (Payroll Encumbrance ^h Not Deducted)	Net Available % (Payroll Encumbrance ^h Not Deducted)	
Key Figures				\$	\$	\$	\$	\$	\$	\$	%	
FundsCenter	1578101	10045	Asphalt Paving		2,595.68				-2,595.68		X	
Program		10049	Safety & Technology		17,862.44				-17,862.44		X	
Commitment		10053	Floor Coverings		1,818.00				-1,818.00		X	
Free characteristics		10062	Portables-Growth		289.98				-289.98		X	
Fiscal/year		10244	Maintenance of Sch-GPSP		18,103.88				-18,103.88		X	
FuncArea		10296	National Board Certification - Cert		0.00				-832.12		X	
Fund		310101	STRS - Certificated		0.00				-68.64		X	
Funded Program		330102	Medicare-Certificatd		0.00				-12.96		X	
Grant		350101	Unemploy Insur-Cert		0.00				-8.16		X	
Posting period		360101	Workers Comp - Cert		0.00				-21.64		X	
		Result			0.00				-943.62		X	
	10799	Lumpsum Vac & L/T Reser-Rtn Instructs	240086	Office Pers-Liv	981.85				-491.85		X	
		310201	Social Sec-Classifd		0.00				-38.84		X	
		330202	Medicare-Classifd		0.00				-8.64		X	
		350201	Unemploy Insur-Class		0.00				-7.32		X	
		360201	Workers Comp - Class		0.00				-17.88		X	
		Result			0.00				-766.64		X	
	11010	Princ, Asst Princ & Deans	130001	Sch Admin Sal-Reg	154,759.98	85,922.72			18,113.28	0.00	85,922.72	82.59
			310101	STRS - Certificated	8,263.90	7,088.65			1,484.25	0.00	7,088.65	82.59
			330102	Medicare-Certificatd	1,244.63	1,244.63			284.37	0.00	1,244.63	82.48

Carry Over ^h	Current Modified ^h Budget	Payroll Encumbrances ^h	Commitments ^h	Actuals ^h	Available Budget (Payroll Encumbrance ^h Deducted)	Available Budget (Payroll Encumbrance ^h Not Deducted)	Net Available % (Payroll Encumbrance ^h Not Deducted)
\$	\$	\$	\$	\$	\$	\$	%

Create a Personalized Report View at Login

- 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**.



The screenshot shows the FM007 Budget Availability report interface. A right-click context menu is open over the report table, with the following options: Back, Change Drilldown, Distribute and Export, Save View, **Personalize Web Application**, Properties, Calculations and Translations, and Documents. The 'Personalize Web Application' option is highlighted, and a sub-menu is visible with the options: **Personalize** (highlighted in yellow) and Delete Personalization.

FundCenter	Program	Commitment	Current Modified Budget	Payroll Encumbrances	Actuals	Available Budget (Payroll Encumbrance Deducted)	Available Budget (Payroll Encumbrance Not Deducted)	Net Available % (Payroll Encumbrance Not Deducted)
11111111	75046	CE-NCLB T1 Schools	430009	Instr Mat&Suple-Bud	21,409.00		21,409.00	100.00
			560006	Maint Of Equipment	12,000.00	596.35	11,403.65	95.03
			430010	Instr Mat-Gen Purp	5,810.00		5,810.00	100.00
			430001	General Supplies	2,809.00		2,809.00	100.00
			110001	Tchr Sal-Reg Assgmt	107,376.00	95,179.64	12,196.36	88.64
			110004	Tchr Sal-Supple/Oth	2,495.00	2,390.00	105.00	95.79
			110005	Tchr Asst Salaries	52,891.00	48,216.35	4,674.65	91.16
			120021	Guidance/Wel Sal-Reg	14,858.00	12,016.44	2,839.56	81.99
			120041	Health Svcs Sal-Reg	13,914.00	13,914.00	0.00	100.00
			190001	Other Cert Sal-Reg	17,259.00	14,122.97	3,136.03	81.83
			190004	Other Cert Sal-Suppl	326.00	326.00	0.00	100.00
			240002	Office Pers-SubRtr	177.00	177.00	0.00	100.00
			290004	Other Class-Supple	11,170.00	11,170.00	0.00	100.00
			310101	STRS - Certificated	12,878.00	11,386.64	1,491.36	88.42
			330101	Social Security-Cert	61.00	61.00	0.00	100.00
			330102	Medicare-Certificatd	3,037.00	2,707.11	329.89	89.14
			330103	Retr In Lieu-PARS-Cert	2,123.00	1,947.71	175.29	91.74
			330201	Social Sec-Classifd	705.00	705.00	0.00	100.00
			330202	Medicare-Classifed	165.00	165.00	0.00	100.00
			340101	Health/Venture-Cert	22,806.00	20,443.46	2,362.54	89.64
			350101	Unemploy Insur-Cert	2,661.00	2,410.76	250.24	90.60
			350201	Unemploy Insur-Class	145.00	145.00	0.00	100.00