

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## BUSINESS WAREHOUSE (BW) REPORTS



### How do I find these reports?

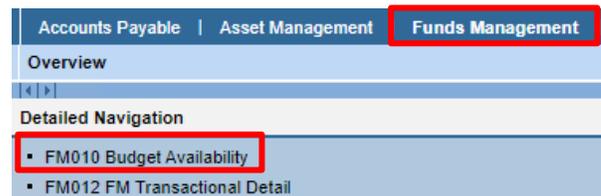
- Log on to BTS
- Click on the Reports tab
- Click the appropriate sub tab
- Select the report

### Commonly Used Reports

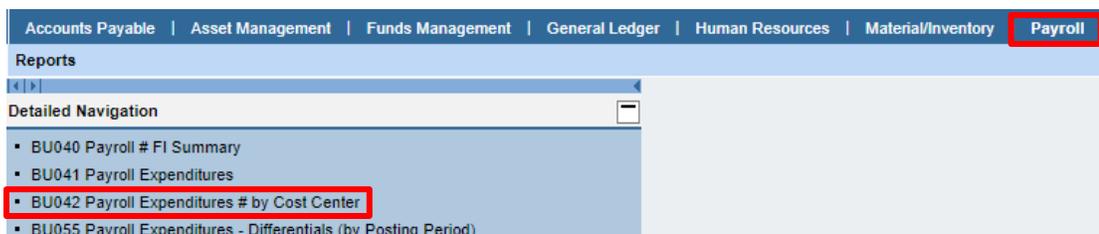
- FM010 Budget Availability** – displays budget balances by program and commitment item. Shows the school's Current Modified Budget, Commitments (Encumbrances), Actuals (Expenditures), and Available Budget.

To access this report:

- Click on the **Reports** tab
- Click on the **Funds Management** tab
- Click **FM010 Budget Availability**
- Type in **Fiscal Year**
- Type in **Fund Center**
- Click **OK**



- BU042 Payroll Expenditure # by Cost Center** – Displays payroll postings by Person ID, Program, Commitment Item, Job Code, and Wage Type. Shows the Posting Period/FY, hourly rate, number of hours reported, and amount.



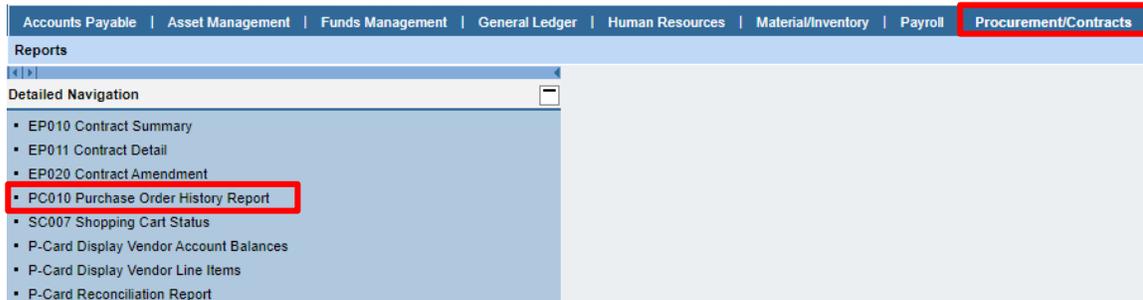
To access this report:

- Click on **Reports** tab
- Click on the **Payroll** tab
- Click **BU042 Payroll Expenditure # by Cost Center**
- Type **Posting Period/Fiscal Year**
- Type in **Cost Center**
- Type **Program** and/or **G/L Account** (optional)
- Click **OK**

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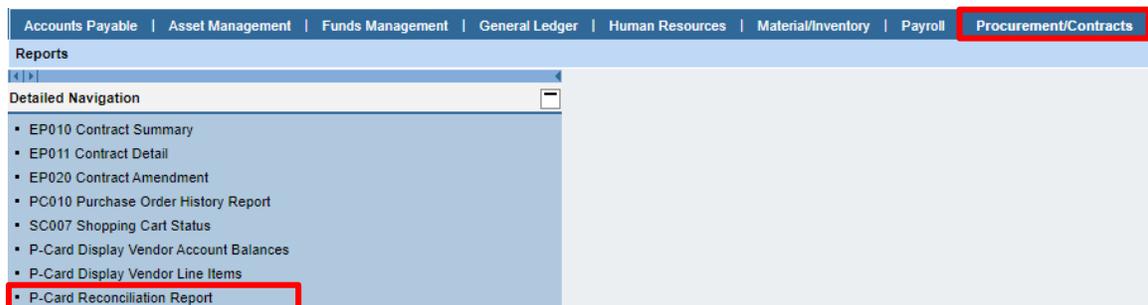
3. **PC010 Purchase Order History Report** – Displays the PO Number, PO Date, Vendor, and Shopping Cart #. Shows the Purchase Order (PO) Total Amount, Goods Receipt (GR) Amount, Invoice Receipt (IR) Amount, Tax, and Purchase Order (PO) Pay Term Discount.



To access this report:

- A. Click on the *Reports* tab
- B. Click on the *Procurement/Contracts* tab
- C. Click *PC010 Purchase Order History Report*
- D. Type in *Fiscal Year*
- E. Type in *Fund Center*
- F. Type in *GL Account* (optional)
- G. Click *OK*

4. **P-Card Reconciliation Report** – Displays the posting status of a P-Card Transaction. Shows the Invoice Date, Document Number, Merchant Description, Charge Amount, Posted Functional Area, Card Holder Name, Approver, and Posting Details.



To access this report:

- A. Click on *Reports* tab
- B. Click on the *Procurement/Contracts* tab
- C. Click on the *P-Card Reconciliation Report*
- D. Type in the *P-Card Location* (Cost Center)
- E. Click *Execute*