

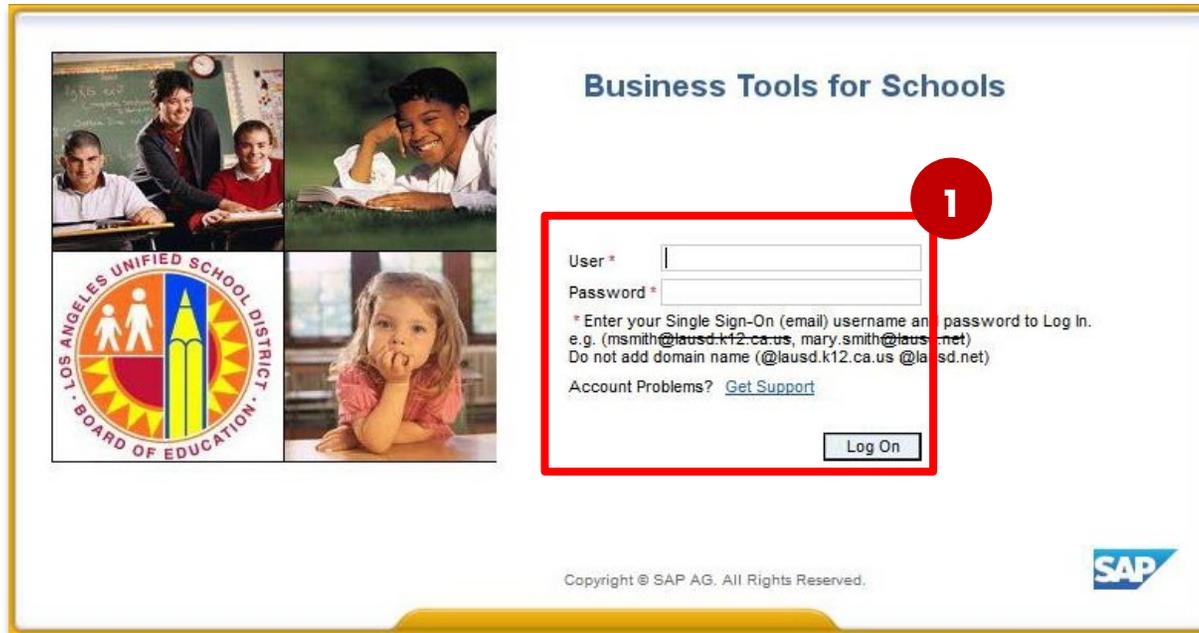
# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## FM012 TRANSACTIONAL DETAIL REPORT JOB AID

This report provides the details of a school's financial transactions.

### Accessing the Report



**Business Tools for Schools**

1

User \*

Password \*

\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

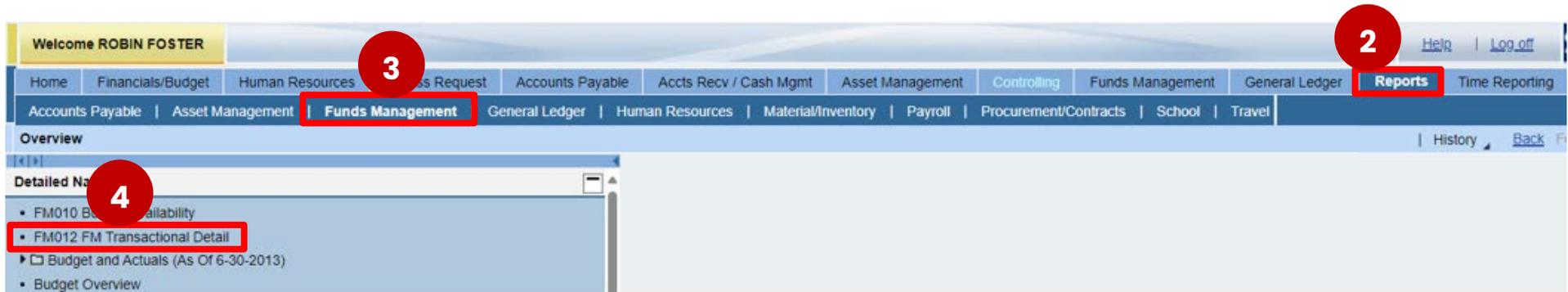
Account Problems? [Get Support](#)

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1. Log on to **Business Tools for Schools (BTS)**.

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2. Go to the **Reports** tab
3. Click the **Funds Management** sub-tab
4. Click **FM012 Transactional Detail**

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5. Enter **Fiscal Year**
6. Enter **Fund Center**
7. Click **Check**
8. Click **OK**

**Note:** The more details you enter in the available fields the narrower the report information will be. Example: Entering Fiscal Year, Cost Center, Commitment Item, and Program will yield a report specific to the information you enter. Entering only the Fiscal Year and Cost Center will generate a report with all programs and commitment items for your cost center.

Variable Entry

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

General Variables			
Variable <sup>≠</sup>	Current		Description
* Fiscal Year (Selection Required)	2024	5	2024
Fund Center Hierarchy (Multiple Single Va...			
Posting Period (Selection Optional)			
Division (Selection Optional)			
Fund Center Category			
Fund (Selection Optional)			
Commitment Item (Selection, Optional)	430001		430001 General Supplies
Program	13027		13027 General Fund School Program
Functional Area (Selection Optional)			
Grant (Selection Optional)		6	
Cost Center (Selection Optional)	1000/1234501		1000/1234501 ABC ES
Internal Order Obj. (Selection Optional)			
Internal Order Obj. Resp. CC (Selection O...			
Internal Order Obj. Section (Selection Op...			
Ref. Document No. (Selection Optional)			
WBS Element Obj. (Selection Optional)			
WBS Element (FM) (Selection Optional).			
WBS Project Definition (FM) (Selection Op...			
WBS Project (FM) (Selection Optiona...			

OK Check 7

8

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FM012 Transaction Detail

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

Fiscal Year <sup>Δ</sup>	Fund <sup>Δ</sup>	Funds Center <sup>Δ</sup>	Program <sup>Δ</sup>	Commitment Item <sup>Δ</sup>	Commitments <sup>Δ</sup>	Actuals <sup>Δ</sup>
					\$	\$
2024	010-0000	1234501	13027	430001	711.75	5,382.65

- Columns
  - Key Figures
- Rows
  - Fiscal Year
  - Fund
  - Funds Center
  - Program
  - Commitment Item
  - Free characteristics
    - Amount Type
    - Carryforward Level
    - Closed Ind. for Line Item
    - Commt/Actual Detail
    - Controlling area
    - Cost Center Obj.
    - Customer No.
    - Deletion Ind.
    - FI Document Type
    - FM Document No.
    - FM Item
    - FM Posting Date
    - FM Statistical Ind.
    - FM Value Type

The default report will be displayed.

**Note:** This report includes functionality that allows users to drag and drop information on and off the report. Free characteristics can be dragged onto the report and items in the columns and rows can be dragged off the report or moved around.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## Customizing the Report

Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	FM Value Type	FI Document Type	Ref. Document No.	Predecessor Document No.	Vendor No.		Commitments	Actuals	
												\$	\$	
2024	010-0000	1234501	13027	430001	1110-1000-13027	60	Parked FI Document	KC	5901114525	#	700000XXXX	PERCY VERE	0.00	
									5901117763	#	700000XXXX	PERCY VERE	0.00	
									5901118796	#	700000XXXX	PERCY VERE	0.00	
									5901120677	#	700000XXXX	PERCY VERE	0.00	
									5901121939	#	700000XXXX	PERCY VERE	0.00	
									5901142257	#	700000XXXX	PERCY VERE	0.00	
									5901142258	#	700000XXXX	PERCY VERE	0.00	
									5901142969	#	700000XXXX	PERCY VERE	0.00	
									5901142970	#	700000XXXX	PERCY VERE	0.00	
									5901142971	#	700000XXXX	PERCY VERE	0.00	
									5901149162	#	700000XXXX	PERCY VERE	0.00	
									5901150849	#	700000XXXX	PERCY VERE	0.00	
									5901151543	#	700000XXXX	PERCY VERE	0.00	
									5901151544	#	700000XXXX	PERCY VERE	0.00	
									5901162526	#	700000XXXX	PERCY VERE	0.00	
									5901169893	#	700000XXXX	PERCY VERE	0.00	
									5901171695	#	700000XXXX	PERCY VERE	0.00	
									5901177638	#	700000XXXX	PERCY VERE	0.00	
									5901185094	#	700000XXXX	PERCY VERE	0.00	
									5901199500	#	700000XXXX	PERCY VERE	0.00	
									5901199502	#	700000XXXX	PERCY VERE	0.00	
									5901233035	#	700000XXXX	PERCY VERE	0.00	
						66	Transfer Posting	WL	6001639663	4600347970	#	Not assigned		119.38
									6001707386	4600362160	#	Not assigned		292.31
<b>Result</b>												<b>711.75</b>	<b>5,382.65</b>	

Here's the recommended customization of the report.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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To customize your report similarly:

9. Locate the following fields under Free Characteristics, click and hold, then drag and drop them before "Commitments".
  - i. "Functional Area"
  - ii. "FM Value Type",
  - iii. "FI Document Type",
  - iv. "Ref. Document No.",
  - v. "Predecessor Document No.", and
  - vi. "Vendor No."

Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	Commitments	Actuals
						\$	\$
2024	010-0000	1234501	13027	430001	1110-1000-13027	711.75	5,382.65

- i
- ii
- iii
- iv
- v
- vi

Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	FM Value Type	FI Document Type	Ref. Document No.	Predecessor Document No.	Vendor No.	Commitments	Actuals	
											\$	\$	
2024	010-0000	1234501	13027	430001	1110-1000-13027	60	Parked FI Document	KC	5901114525	#	700000XXXX	PERCY VERE	0.00
									5901117763	#	700000XXXX	PERCY VERE	0.00



# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	FM Value Type	FI Document Type	Ref. Document No.	Predecessor Document No.	Vendor No.		Commitments	Actuals
												\$	\$
2024	010-0000	1234501	13027	430010	1110-1000-13027	66 Transfer Posting	WL	6001639663	4600347970	#	Not assigned		119.96
												0.00	6,931.08
				580002	1110-1000-13027	54 Invoice	KC	5901125023	#	700000XXXX	PERCY VERE		893.28
								5901129986	#	700000XXXX	PERCY VERE		492.13
								5901129987	#	700000XXXX	PERCY VERE		803.12
								5901139994	#	700000XXXX	PERCY VERE		501.82
								5901154349	#	700000XXXX	PERCY VERE		835.00
								5901168284	#	700000XXXX	PERCY VERE		659.66
								5901178805	#	700000XXXX	PERCY VERE		701.28
								5901192771	#	700000XXXX	PERCY VERE		413.26
								5901206941	#	700000XXXX	PERCY VERE		206.55
								5901213509	#	700000XXXX	PERCY VERE		401.31
								5901234306	#	700000XXXX	PERCY VERE		540.73
						60 Parked FI Document	KC	5901125023	#	700000XXXX	PERCY VERE	0.00	
								5901129986	#	700000XXXX	PERCY VERE	0.00	
								5901129987	#	700000XXXX	PERCY VERE	0.00	
								5901139994	#	700000XXXX	PERCY VERE	0.00	
								5901154349	#	700000XXXX	PERCY VERE	0.00	
								5901168284	#	700000XXXX	PERCY VERE	0.00	
								5901178805	#	700000XXXX	PERCY VERE	0.00	
								5901192771	#	700000XXXX	PERCY VERE	0.00	
								5901206941	#	700000XXXX	PERCY VERE	0.00	
								5901213509	#	700000XXXX	PERCY VERE	0.00	
								5901234306	#	700000XXXX	PERCY VERE	0.00	
												0.00	6,448.14

Here's the customized report with the added fields and the sub-totals for each commitment item.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## Printing the Report

**11**

FM012 Transaction Detail

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

Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	FM Value Type	FI Document Type	Ref. Document No.	Predecessor Document No.	Vendor No.		Commitments <sup>SP</sup>		Actuals <sup>SP</sup>		
												\$	\$	\$	\$	
2024	010-0000	1234501	13027	430010	1110-1000-13027	66 Transfer Posting	WL	6001639663	4600347970	#	Not assigned				119.96	
						<b>Result</b>							<b>0.00</b>	<b>6,931.08</b>		
				580002	1110-1000-13027	54 Invoice	KC	5901125023	#	700000XXXX	PERCY VERE				893.28	
								5901129986	#	700000XXXX	PERCY VERE				492.13	
								5901129987	#	700000XXXX	PERCY VERE				803.12	

11. Click **Print Version**.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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Export Dialog

Scaling Factor

Fit to Page Width

Fit to Page

Poster

Page

Theme: Black and White

Size: Letter 8.5 x 11 Inch

Alignment: Landscape Format

Repeat column headers

Repeat lead columns

Repeat column headers

Margins in mm

Top: 6.35

Bottom: 6.35

Left: 6.35

Right: 6.35

Header

Left: None

Center: None

Right: None

Footer

Left: None

Center: Page 1 of ?

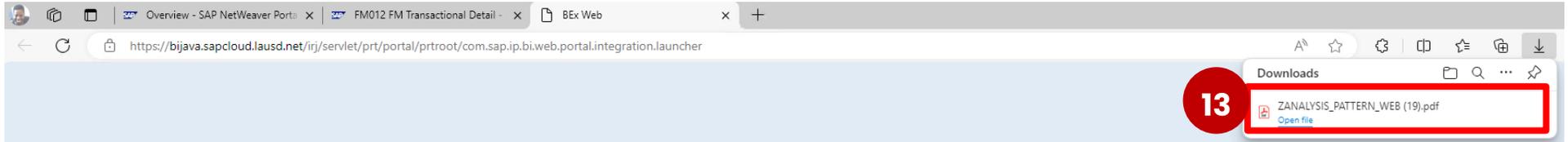
Right: Date Time

OK Cancel

12. Click **OK**.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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13. Click on the pdf file in the Downloads pane.

Query Description FM012 Transaction Detail

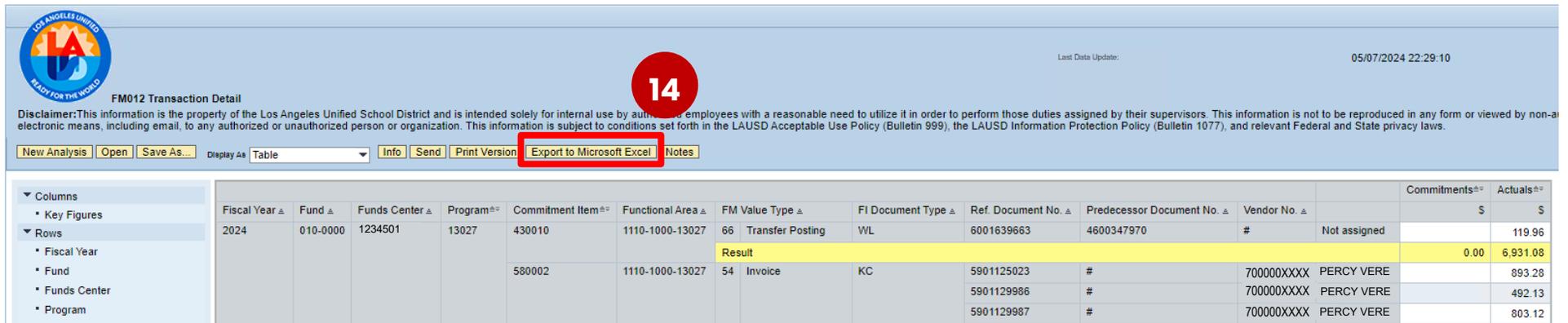
Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	FM Value Type	FI Document Type	Ref. Document No.	Predecessor Document No.	Vendor No.		Commitments	Actuals
												\$	\$
2024	010-0000	1234501	13027	430001	1110-1000-13027	50 Purchase Requisition	#	1001693507	#	#	Not assigned	0.00	
						51 Purchase Order	#	4500901532	#	1000005953	IMAGE IV SYSTEMS, INC.	711.75	
								4600347970	#	#	Not assigned	0.00	
								4600362160	#	#	Not assigned	0.00	
						54 Invoice	KC	5901114525	#	700000XXXX	PERCY VERE		37.68
								5901117763	#	700000XXXX	PERCY VERE		-394.68
								5901118796	#	700000XXXX	PERCY VERE		292.79

The report will open in PDF format and can be saved and/or printed.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## Download Report to Excel



FM012 Transaction Detail

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

Columns	Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	FM Value Type	FI Document Type	Ref. Document No.	Predecessor Document No.	Vendor No.		Commitments <sup>12</sup>	Actuals <sup>12</sup>
													\$	\$
Key Figures	2024	010-0000	1234501	13027	430010	1110-1000-13027	66 Transfer Posting	WL	6001639663	4600347970	#	Not assigned		119.96
Fiscal Year							Result						0.00	6,931.08
Fund					580002	1110-1000-13027	54 Invoice	KC	5901125023	#	700000XXXX PERCY VERE			893.28
Funds Center									5901129986	#	700000XXXX PERCY VERE			492.13
Program									5901129987	#	700000XXXX PERCY VERE			803.12

14. Click Export to **Microsoft Excel**.



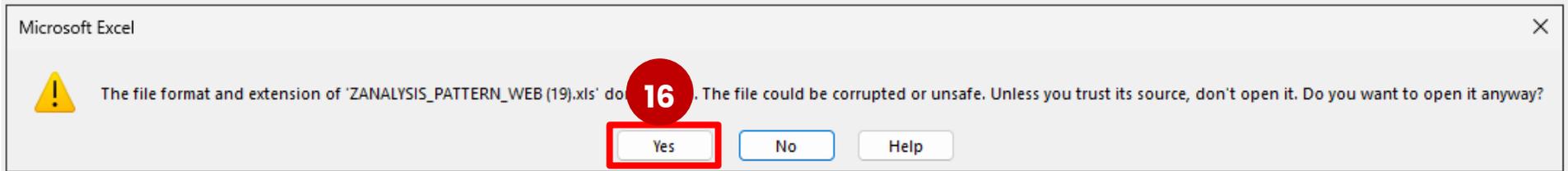
Downloads

ZANALYSIS\_PATTERN\_WEB (28).xls  
Open file

15. Click on the Excel file in the Downloads pane on the top right of your screen.

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16. Click **Yes**.

Fiscal Year	Fund	Funds Center	Program	Commitment Item	Functional Area	FM Value Type	FI Document Type	Ref. Document No.	Predecessor Document No.	Vendor No.	Commitments	Actuals	
2024	010-0000	1234501	13027	430001	1110-1000-13027	50	Purchase Requisition	#	1001693507	#	Not assigned	0.00	
2024	010-0000	1234501	13027	430001	1110-1000-13027	51	Purchase Order	#	4500901532	#	1000005953	IMAGE IV SYSTEMS, INC.	711.75
2024	010-0000	1234501	13027	430001	1110-1000-13027	51	Purchase Order	#	4600347970	#	Not assigned	0.00	

File opens in Excel and can be formatted and saved.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## **Customized Report - Added Fields**

**FM Value Type** – value types help us to distinguish between commitments and actuals.

## **Commitments**

**50 – Purchase Requisition** – Shopping Carts

**51 – Purchase Order** – Purchase Order

**52 – Bus. Trip Commitments** – Travel/Conf. Att.

**60 – Parked FI Document** – Imprest, P-Card, etc.

**65 – Funds Commitment** – Telephone Fees

## **Actual Expenditures**

**54 – Invoice** – Goods Receipt, Imprest, P-Card, etc.

**66 – Transfer Posting** – Goods Receipt, Expenditure Transfer, etc.

**95 – Secondary Cost Posting** – Reprographics, Curricular Trips, etc.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## **Customized Report - Added Fields**

**FI Document Type** – helps us to determine which transactions are being processed.

**AB – Accounting Document** – Travel Conference

**KA – Vendor Document** – A/P Adjustments

**KC – Vendor P-Card** – P-Card Transactions

**KI – AP – Imprest Replen** – Imprest Transactions

**KR – Vendor Invoice** – A/P Non-PO Invoices

**RE – Invoice – Gross** – PO Adjustments

**SA – G/L account document** – Accounting Adjustments

**WE – Goods Receipt** – Outside Vendor Pos

**WL – Goods issue/delivery** – Warehouse Orders

**ZY – HR – Payroll** – Payroll Transactions

**Ref. Document No.** – 10-digit number that is used to track transactions

Transactions that begin with “45” are Purchase Orders/Contracts with an outside vendor.

Transactions that begin with “46” are purchase orders from the District Warehouse.

Transactions that begin with “59” are expenditures from P-Card and Toshiba Charges.

Transactions that begin with “61” are expenditures from payments to an outside vendor against a Purchase Order.

Transactions that begin with “50” are expenditures from Imprest Claims.

Transactions that begin with “60” are payments to the District Warehouse.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## **Customized Report - Added Fields**

**Predecessor Document No.** – 10-digit Purchase Order number, that points to the origin of this transaction

## **Vendor No. – vendor information**

- **Vendor #** - 10-digit number issued to a vendor wishing to do business with District
- **Vendor Name** – the name attached to each vendor number