



# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## HYPERLINKED CONTROL SHEETS JOB AID

The Hyperlinked Control Sheets offer a way for schools to monitor program balances and track expenses. There are three different types of tabs on each control sheet.

### 1. **Table of Contents tab**

- a. a single tab – the first tab on each control sheet
- b. used to enter budgeted amounts
- c. houses the hyperlinks used to access other control sheet tabs
- d. shows all the balances in the control sheet

### 2. **Control Sheet tabs**

- a. Salaries Control Records
  - i. multiple tabs on each control sheet
  - ii. used to enter transactions and track balances for supplemental salary budget lines such as PD Teacher Regular, Teacher Release Days, Day-to-Day substitutes, x-time, z-time, staff training rate, overtime, and relief time
- b. Non-Salaries Control Records
  - i. multiple tabs on each control sheet
  - ii. used to enter transactions and track balances for non-salary budget lines other books, general supplies, advisory committee expenses, custodial supplies, reprographics, instructional materials, non-cap equipment



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## Table of Contents

- summarizes balances in dollars and, when appropriate, available hours or days

Fiscal Year:	2025-2026
Cost Center:	1234501
Cost Center Name:	ABC Elementary
Balances as of:	July 22, 2025

1

Enter Data

Select from Dropdown List

\*

When entering Program 7E046, type '7E046 to avoid format error

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
110002	Day to Day Subs	75046	CE-NCLB T1 Schools	\$ 1,435.00	\$ 1,435.00	3.10	Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub	
110002	DD Subs CSR Absence	13027	General Fund School Program	\$ 35,865.00	\$ 35,865.00	77.48	Tchr Tchr Librarian DTD Sub, Tchr Release DTD Sub2	
			Day-to-Day Substitute Days Available	@ \$462.890/day		80.58 Days		
430001	Gen. Supplies	13027	General Fund School Program	\$ 3,000.00	\$ 3,000		General Supplies	
430001	Gen. Supplies Technology	75046	CE-NCLB T1 Schools	\$ 5,000.00	\$ 5,000		General Supplies2	
			General Supplies \$ Available	\$ 8,000				
430003	Custodial Supplies	13027	General Fund School Program	\$ 1,500.00	\$ 1,500		Custodial Supplies	
			Custodial Supplies \$ Available	\$ 1,500				

- 1) **Entering Data** – Data cannot be entered in any of the uncolored or "no fill" cells. The information in these cells is either fixed or determined by input from other cells. Data may only be entered directly into the yellow cells (for example, Cost Center, Program, Budgeted Amount). Additionally, selecting from the dropdown list is necessary to enter data into the blue cells in the Budget Item Description column.
- 2) **Amount Available** – Enter the Budgeted Amount, and the Amount Available will be displayed. It is the available balance in dollars from the Control Sheet – Tab related to each budget line.



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- 3) **Available Hours/Days** - The Amount Available (in supplemental salaries only) is divided by the average rate to calculate the Available Hours/Days.
- 4) **Reports** - The Table of Contents can be filtered to show only the lines that contain entries.
- 5) **Control Sheet – Tab** - To view and update the Control Sheet tab linked to a budget line, click the hyperlink in the same row.
- 6) **Commitment Item Totals** - Totals are shown for certain items, including Day-to-Day Substitutes.

## Control Sheet – Tabs

### Salaries Control Record

– used to enter transactions and track balances for salary budget lines

Los Angeles Unified School District																					
Salaries Control Record																					
Fiscal Year 2025-2026																					
SCHOOL:		ABC Elementary								FUND: 010-3010											
PROGRAM TITLE:		CE-NCLB T1 Schools								FUNCTIONAL AREA: 1110-1000-7S046											
POSITION TITLE:		Day to Day Subs @ \$ 462.89								COMMITMENT CODE: 110002											
										Hours (or) Amount: 18.60					Days: 3.10		Budget Amount \$ 1,435			462.89	
Employee Name	Employee No.	Rate / Hour	Adj. +/- (dollars)	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Expended in Hours	Balance in Days	Balance in Hours	Balance in Dollars		
				INPUT WORKED HOURS ONLY - BEGINNING BALANCE IN DAYS																	
Maureen Biologist	123456			2												(2.00)	2.77	16.60	\$ 1,280.70		
Percy Vere	890123				3											(3.00)	2.27	13.60	\$ 1,049.26		
Budget Adjustment from general supplies technology on 08/18/2025			\$ 1,000.00													12.96	4.43	26.56	\$ 2,049.26		



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- 1) **Table of Contents Hyperlink** This hyperlink can be used to return to the Table of Contents.
- 2) **Functional Area** Enter the functional area.
- 3) **Average Hourly Rate** The District's average rate for the item being tracked, e.g., day-to-day subs.
- 4) **Rate/Hour** If the rate/hour for the employee whose hours are being reported differs from the Average Hourly Rate, schools can choose to enter the actual hourly rate for that employee in this column. Enter the hourly rate before any fringe benefits are added.
- 5) **Adj. +/- (dollars)** If a budget adjustment is submitted to add or reduce this budget, enter the amount of the adjustment here. Enter a negative amount if funds are transferred from this budget.
- 6) **Months** Enter the number of hours worked in the appropriate month.
- 7) **Expended in Hours** Total hours entered from July through June.
- 8) **Balance in Days** The number of days remaining after deducting the hours from July through June. This amount will also be reflected in the Table of Contents.
- 9) **Balance in Hours** The number of hours remaining after deducting the hours from July through June. This amount will also be reflected in the Table of Contents.
- 10) **Balances in Dollars** The balance remaining in this budget after adjustments or hours have been considered. This amount will also be reflected in the Table of Contents.



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## Non-Salaries Control Record

- used to enter transactions and track balances for non-salary budget lines

Los Angeles Unified School District

*Non-salaries Control Record*

*Fiscal Year 2025-2026*

				<b>1</b> <a href="#">Table of Contents</a>			
<b>SCHOOL:</b>		ABC Elementary		<b>FUND:</b>		010-3010	
<b>PROGRAM TITLE:</b>		CE-NCLB T1 Schools		<b>2</b> <b>FUNCTIONAL AREA:</b>		1110-1000-7S046	
<b>COMMITMENT TITLE:</b>		Gen. Supplies Technology		<b>COMMITMENT ITEM:</b>		430001	
				<b>3</b> <b>4</b> <b>5</b>			
DATE	Requested By	Vendor Name	Requisition or Imprest Check Number	Activity Description	Expenditure in Dollars	Adjustment in Dollars	Balance in Dollars
BEGINNING BALANCE							\$ 5,000
07/21/25	Principal	Grainger	80000003075	Power drill	\$ 275.00		\$ 4,725.00
07/26/25	Principal	LAUSD Warehouse	5500258329	Various	\$ 250.00		\$ 4,475.00
08/18/25	Principal			Budget adjustment to day to day subs		\$ (1,000.00)	\$ 3,475.00

- 1) **Expenditures in Dollars** Enter the amount of the expenditure (purchase order, imprest check, etc.) in this column.
- 2) **Adjustment in Dollars** Use this column to enter the budget adjustment amounts. Enter a negative amount if dollars are transferred into another budget line.
- 3) **Balance in Dollars** The amount remaining after the expenditure or budget transfer is considered. This amount will also be reflected in the Table of Contents.



# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## Finding your beginning balances

### Budget with Incumbent Report

BUDGET SERVICES and FINANCIAL PLANNING DIVISION  
BUDGET WITH INCUMBENT REPORT  
Central Office Front-End (COFE)

BUDGET MAINTENANCE  
Fiscal Year 2026  
Version CM0 Current Modified Version

Line Type Line #	Fund Center	Fund Rsrc	Functional Area	Grant	Cmnt Itm Bud Itm	CI Description BI Description	Pos Status	Employee Name Personnel Number	No Of Incumb	Job	PA PSA	PS Ar/Lv Ty/Grp	Hrs/Day Days/Wk	FTE Fund%	Start Date End Date	Salary	E Benefits Health	Total Amt
20THS-L 000012	1234501 ABC Elementary	010 0000	1110-1000-10947 Academic Excellence	NOT_RELE	110004 10371	Tchr Sal-Supple/Oth TCHR X TIME									07/01/2025 06/30/2026	3,288	732 0	4,000
20THS-L 000005	1234501 ABC Elementary	010 0000	1110-2700-10947 Academic Excellence	NOT_RELE	240003 21427	Office Pers-Overtime CLERICAL OVERTIME									07/01/2025 06/30/2026	732	288 0	1,000
30TH-L 000001	1234501 ABC Elementary	010 0000	1110-1000-10947 Academic Excellence	NOT_RELE	430010 40267	Instr Mat-Gen Purp IMA									07/01/2025 06/30/2026	0	0 0	5,000
Subtotal 1234501																4,000	1,000 0	10,000



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## School Budget Signature Forms

### School Budget Signature Form

Fund Center	1234501	ABC Elementary
Fund	010-0000	GF-Unrestricted
LAUSD Program	10947	Academic Excellence
Version / Year	CM0 / 2026	
Grant / Funded	NOT_RELEVANT /	OPR00000
Division	RN	REGION NORTH

BUDGET MAINTENANCE WORKSHEET			
Total Allocation		10,000.00	
Direct Budgeted		10,000.00	
Indirect Limit		0.00	0.000 %
Budgeted		0.00	0.000 %
COFE/FM/GM Docs	/ /		
Comment			
Status	B		

Budget Item Description	Line Type	Functional Area Commit Item	Job / Description	Person. Subarea	Position	P Stat	Start / End Date	Hrs/Day Days/Wk	Fund % FTE	Total Cost	Change
10371 TCHR X TIME	20THS-L	1110-1000-10947 110004	Tchr Sal-Supple/Oth				07/01/2025 06/30/2026			4,000.00	
21427 CLERICAL OVERTIME	20THS-L	1110-1000-10947 240003	Office Pers-Overtime				07/01/2025 06/30/2026			1,000.00	
40267 IMA	20THS-L	1110-1000-10947 430010	Instr Mat-Gen Purp				07/01/2025 06/30/2026			5,000.00	



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## Inputting your Beginning Balances

### Entering Data

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- Data may only be entered directly into the yellow cells (Cost Center, Program, Budgeted Amount).
- Additionally, selecting from the dropdown list is necessary to enter data into the blue cells in the Budget Item Description column.

Fiscal Year:	2025-2026
Cost Center:	1234501
Cost Center Name:	ABC Elementary
Balances as of:	July 22, 2025

\*

Enter Data

Select from Dropdown List

When entering Program 7E046, type '7E046 to avoid format error

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
110004	Teacher X/Z time	10947	Academic Excellence	\$ 4,000.00	\$ 4,000.00	39.01		<a href="#">Teacher X-Z Time</a>
110004				\$ -	\$ -	-		<a href="#">Teacher X-Z Time2</a>
110004				\$ -	\$ -	-		<a href="#">Teacher X-Z Time3</a>
Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
240003	Clerical OT	10947	Academic Excellence	\$ 1,000.00	\$ 1,000.00	12.33		<a href="#">Clerical OT</a>
240003	Clerical OT			\$ -	\$ -	-		<a href="#">Clerical OT2</a>
Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
430010	IMA	10947	Academic Excellence	\$ 5,000.00	\$ 5,000			<a href="#">IMA</a>





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## Filtering your Table of Contents

- After data has been entered, click on the Reports filter icon and deselect (Blanks) to display only active control sheets

[illegible]

- To “un-filter” the report, click on the Reports filter and click (Select All)



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## Using the Hyperlinks

- Click on the adjacent hyperlink to view/input control record transactions

Fiscal Year:	2025-2026
Cost Center:	1234501
Cost Center Name:	ABC Elementary
Balances as of:	July 21, 2025

Enter Data

Select from Dropdown List

\*

When entering Program 7E046, type '7E046 to avoid format error

Commitment Item	Budget Item Description	* Program	Program Name	Budgeted Amount	Amount Available	Available Hours / Days	Control Sheet - Tab	Reports
110004	Teacher X/Z time	10947	Academic Excellence	\$ 4,000.00	\$ 4,000.00	39.01		<a href="#">Teacher X-Z Time</a>
			<b>Total X-Z, Auxiliary Available @ \$102.53/hour</b>			<b>39.01</b>	<b>Hours</b>	
240003	Clerical OT	10947	Academic Excellence	\$ 1,000.00	\$ 1,000.00	12.33		<a href="#">Clerical OT</a>
			<b>Clerical OT Available at \$81.13/hour</b>			<b>12.33</b>	<b>Hours</b>	
430010	IMA	10947	Academic Excellence	\$ 5,000.00	\$ 5,000			<a href="#">IMA</a>
			<b>Inst Material Account \$ Available</b>		<b>\$ 5,000</b>			



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## **Types of transactions to be posted in the Hyperlinked Control Sheets**

- P-Card transactions
- Imprest Checks and Deposits
- Approved Budget Adjustments
- Supplemental Salaries

Classified	Certificated
Clerical/Custodial Overtime	Teacher Replacement
Clerical/Custodial Relier	Teacher Auxiliary
Teacher Assistant Relief	PD Teacher Regular
Clerical Substitute	Teacher Release Days
Clerical x/z-time	Teacher x-time
Campus Aide x-time	Nurse x-time
	Administrator x-time
	Day-to-Day Substitutes
	Training Rate

- Shopping Cart transactions
- Other corrections and changes in funding allocations (positive or negative)