BUDGET SERVICES AND FINANCIAL PLANNING
SCHOOL SUPPORT NETWORK

Visit us at **https://BudgetTraining.lausd.net** for fiscal training information!

SCHOOL DISCRETIONARY PROGRAMS REPORT JOB AID

This budget summary report includes budget item descriptions, commitment items, full time equivalents and total costs for the Schools Front End program codes included in the program grouping selected.

Accessing the Report

1. Log on to BTS

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2. Click on the *Financials/Budget* tab

3. Click on *SAP Budget – Schools Front End*

4. Click on the **Reports** tab.

5. Click on the **School Discretionary Programs Report**.

6. Select **Print the Form** under Display Options**.**
- Display By Fund Center – Allows the report to be downloaded as a spreadsheet (contact your fiscal specialist for more information about this process).
- Display In Grid – Allows the report to be downloaded as a spreadsheet.
- Print The Form– Displays a formatted report that can be printed or saved.
- Email The Form – Allows you to email the report.

7. Enter **Version**.

8. Enter **Fiscal Year.**

9. Enter **Fund Center.**
   a) Leaving this field blank will run the report for all schools you have access to.
   b) Clicking on 🔼 will allow you to enter multiple Fund Centers.

10. Select a **Programs Grouping by** clicking the matchbox**.** The current options are **Categorical Programs I** and **Regular Programs.**

11. Click **Execute**.
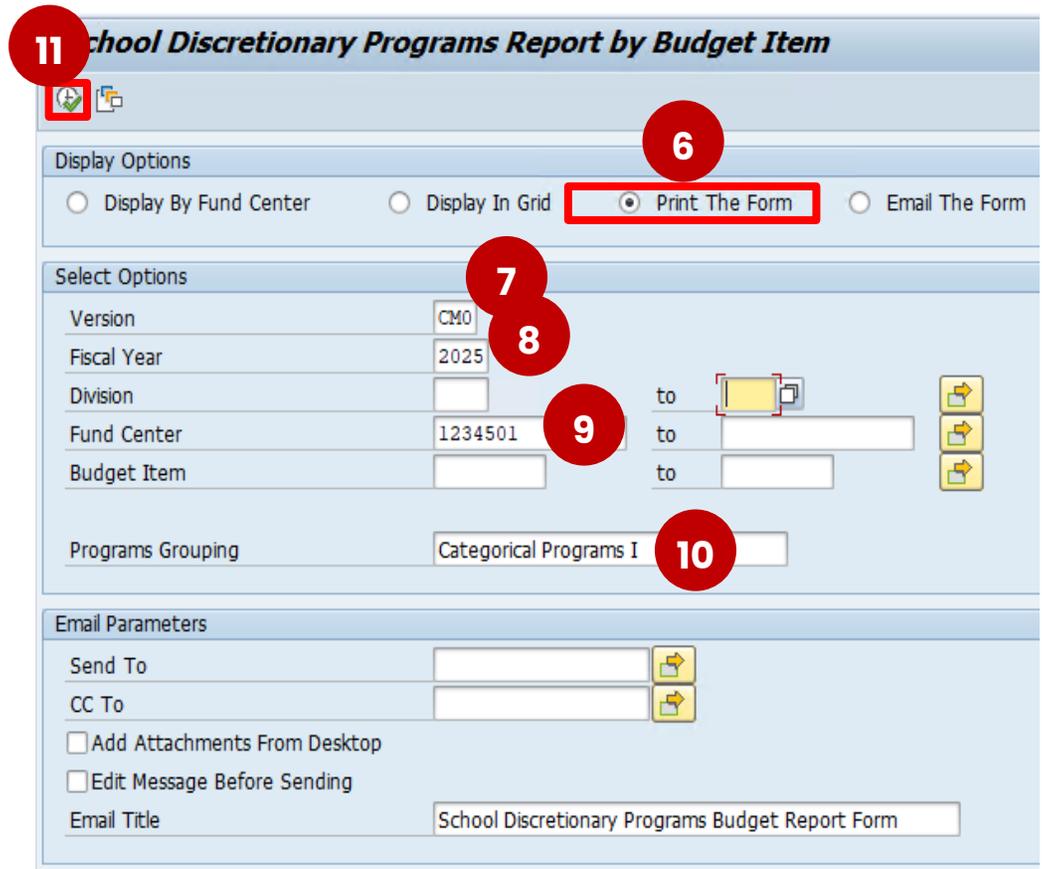
School Discretionary Programs Report by Budget Item

Display Options

○ Display By Fund Center   ○ Display In Grid   ◉ Print The Form   ○ Email The Form

Select Options

Version	CM0	
Fiscal Year	2025	
Division		to
Fund Center	1234501	to
Budget Item		to

Programs Grouping   Categorical Programs I

Email Parameters

Send To	
CC To	

☐ Add Attachments From Desktop
☐ Edit Message Before Sending

Email Title   School Discretionary Programs Budget Report Form

12. The print menu displays. If the Output device is blank, type **LOCL** and press **Enter**. **OutputDevice** will display **My win local printer**.

13. Click **Print preview**.

Print Preview of My win local printer Page 00001 of 00003

Archive   Print and Archive

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

Categorical Programs I Budget Report	
Version / Year	CM0 / 2025
Fund Center	1234501 ABC ES
Division	RN REGION NORTH

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07/15/2024 11:26:52

(I) = Indirect

Budget Item Description	Commitment Item	CE-NCLB T1 Schools (7S046) FTE / AMT	CE-NCLB-T1-Targeted (70S46) FTE / AMT	CE-NCLB T1 Sch-Paren (7E046) FTE / AMT	CE-TI-College and Ca (7T124) FTE / AMT	T3A-LEP-Local Distri (7T197) FTE / AMT	T3A-Loc Dist Support (7T490) FTE / AMT	ESSA-Comrehensive Su (7T691) FTE / AMT	ESSA-CSI-Carryover C (7T151) FTE / AMT	Not Applicable	Not Applicable	Not Applicable	Total FTE / AMT
10376 TUTOR TCHR X TIME	110004	0.00 / 21,432											0.00 / 21,432
11681 CRD DIF CAT PRG ADV	190004	0.00 / 1,559											0.00 / 1,559
117360 CAT PRG AD C1T 27/10	190001	1.00 / 156,770											1.00 / 156,770
12103 ITIN COUNS PSA C	120021	0.00 / 160,604											0.00 / 160,604
27785 COMMUNITY REP C	290001	0.71 / 53,606		0.04 / 2,825									0.75 / 56,431
40239 POTENTIAL FNDING VAR	430098	0.00 / 9,052		0.00 / 113									0.00 / 9,165
40269 SUPPLMTL INSTRL MAT	430010	0.00 / 467		0.00 / 890									0.00 / 1,357
Total FTE / AMT		1.71 / 403,490	0.00 / 0	0.04 / 3,828	0.00 / 0	0.00 / 0	0.00 / 0	0.00 / 0	0.00 / 0				1.75 / 407,318

14. Report displays. Click the Print icon. Select the appropriate printer from the Printer dialog box or select Print to PDF to create a PDF file that can be saved to your computer.