

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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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

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 BTS

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The screenshot shows the SAP Financials interface. At the top, a yellow banner says "Welcome ROBIN FOSTER". Below it is a navigation bar with tabs: Home, **Financials/Budget** (highlighted with a red box and a red circle containing the number 2), Human Resources, Access Request, Accounts Payable, Accts Recv / Cash Mgmt, and Asset Management. Below the navigation bar is a sub-menu for "Financials/Budget" with "SAP Financials" selected. On the left, a "Detailed Navigation" sidebar lists: SAP Financials, SAP Budget, SAP Budget - Schools (version 21), and **SAP Budget - Schools Front End** (highlighted with a red box and a red circle containing the number 3). The main content area displays the text: "WinGUI - To access WinGUI on AVD, Here [WinGUI Access](#)
AVD- To access the AVD site, Here <http://Apps.lausd.net>".

2. Click on the **Financials/Budget** tab
3. Click on **SAP Budget – Schools Front End**

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School Budget Planning and Maintenance

Funds Center: 1545901 | NEVADA EL
SACS Fund: 010 | General Fund
LAUSD Program: 13027 | General Fund School Program

List All Authorized | Clear Selection Criteria | Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	EN0 Final Version	2025	Locked
Budget Maintenance	CM0 Current Maintena...	2024	

Reports | Justification | Administration | Message

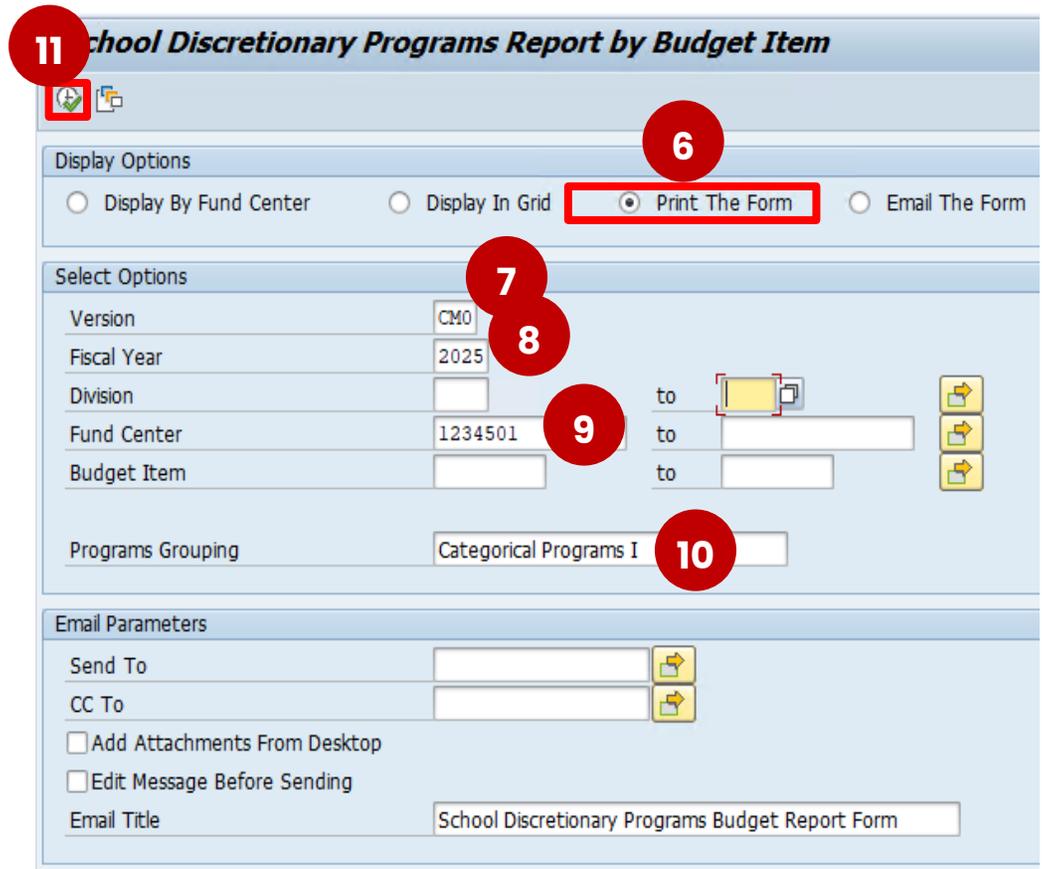
Budget Report	Archive Report	School Resource Allocation
Signature Form	Archived Signature Form	General Fund Allocation Report
Signature Form With Print Range	COFE Budget Report	Staffing and Resources
Progress Report	School Discretionary Programs Rep	School Budget Summary
Budget With Incumbent Report	Estimated Rates By Budget Item	Cost Limits
Position With Incumbent Report	Employee Assignment Cost	Furlough Savings Report

4. Click on the **Reports** tab.
5. Click on the **School Discretionary Programs Report**.

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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**.



The screenshot shows the 'School Discretionary Programs Report by Budget Item' form. It is divided into several sections: 'Display Options', 'Select Options', and 'Email Parameters'. Red callout boxes with numbers 6 through 11 highlight specific elements: 6 points to the 'Print The Form' radio button; 7 points to the 'Version' dropdown menu; 8 points to the 'Fiscal Year' dropdown menu; 9 points to the 'Fund Center' dropdown menu; 10 points to the 'Programs Grouping' dropdown menu; and 11 points to the 'Execute' button (represented by a green arrow icon) at the top left of the form.

School Discretionary Programs Report by Budget Item			
Display Options			
<input type="radio"/> Display By Fund Center	<input type="radio"/> Display In Grid	<input checked="" type="radio"/> Print The Form	<input type="radio"/> 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			
<input type="checkbox"/> Add Attachments From Desktop			
<input type="checkbox"/> Edit Message Before Sending			
Email Title	School Discretionary Programs Budget Report Form		

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The screenshot shows a 'Print' dialog box with the following sections and fields:

- OutputDevice:** A dropdown menu showing 'My win local printer'. A red box highlights this field, and a red circle with the number '12' is next to it.
- Page selection:** A text input field.
- Spool Request:**
 - Name: SMART LOCL RFOSTER004
 - Title: [Empty]
 - Authorization: [Empty]
- Spool Control:**
 - Print Now
 - Delete After Output
 - New Spool Request
 - Close Spool Request
 - Spool Retention: 8 Day(s)
 - Storage Mode: Print only
- Number of Copies:**
 - Number: 1
 - Group (1-1-1,2-2-2,3-3-3,...)
- Cover Page Settings:**
 - SAP cover page: Do Not Print
 - Recipient: [Empty]
 - Department: [Empty]
- Buttons:** Print preview, Print, and a close button (X).

A red circle with the number '13' is positioned over the 'Print preview' button.

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**.

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Print Preview of My win local printer Page 00001 of 00003

Archive Print and Archive

BUDGET SERVICES and FINANCIAL PLANNING DIVISION

Categorical Programs | 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)		CE-NCLB-T1- Targeted (70S46)		CE-NCLB T1 Sch-Paren (7E046)		CE-TI-College and Ca (7T124)		T3A-LEP-Local Distri (7T197)		T3A-Loc Dist Support (7T490)		ESSA-Comrehensive Su (7T691)		ESSA-CSI-Carryover C (7T151)		Not Applicable	Not Applicable	Not Applicable	Total	
		FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	FTE	AMT	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	1.71		0.00		0.04		0.00		0.00		0.00		0.00		0.00					1.75	
	AMT		403,490		0		3,828		0		0		0		0		0					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.