

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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SCHOOL RESOURCE ALLOCATION REPORT JOB AID

This report displays school resource allocation information for Specially Funded Programs and Regular Programs.

Accessing the Report

Business Tools for Schools

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 displays the SAP Financials interface. At the top, a yellow banner reads "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. Under the "Financials/Budget" tab, there is a sub-menu with "SAP Financials" and "SAP Budget". The "SAP Financials" section is expanded, showing a "Detailed Navigation" list with items: "SAP Financials", "SAP Budget", "SAP Budget - Schools (version 2)", 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

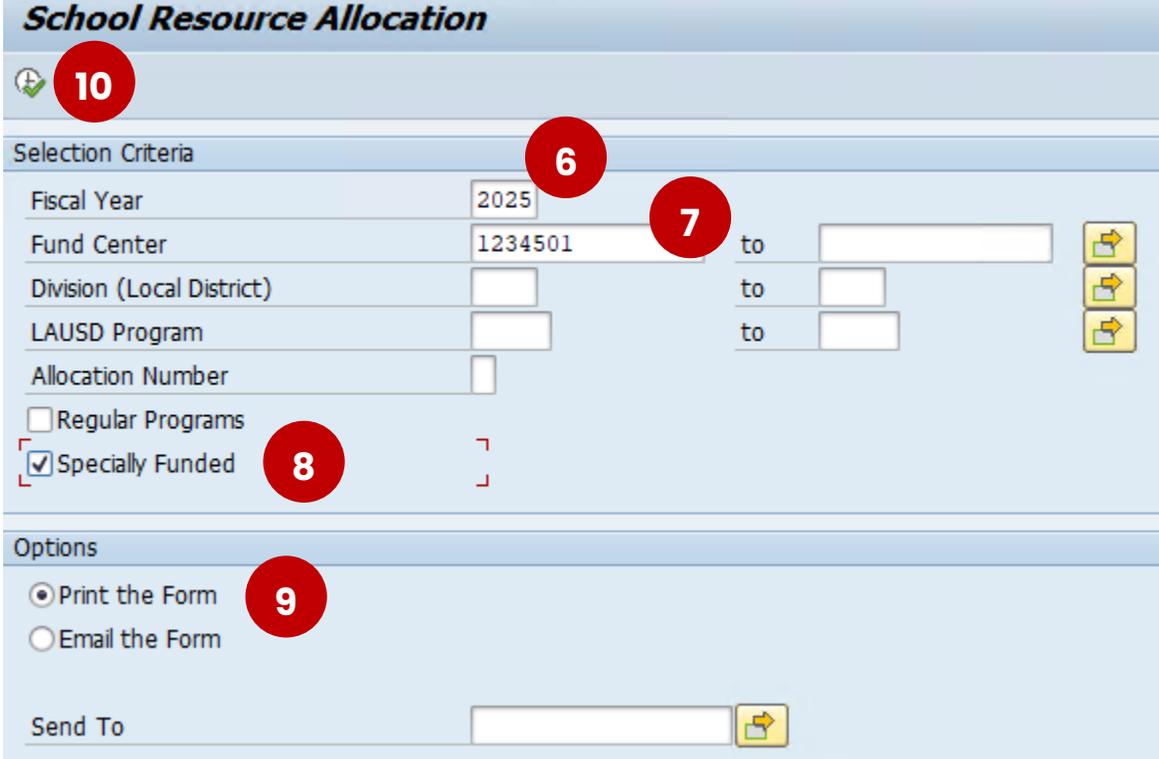
4. Click on the **Reports** tab.

5. Click on **School Resource Allocation**.

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6. Enter **Fiscal Year**.
7. 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.
8. Select either **Regular Programs** or **Specially Funded**.
9. Select either **Print the Form** or **Email the Form**. If **Email the Form** is selected, you will also need to enter an email address in the "Send to" box.
10. Click on **Execute**.



School Resource Allocation

 **10**

Selection Criteria

Fiscal Year	2025	6		
Fund Center	1234501	7	to	
Division (Local District)			to	
LAUSD Program			to	
Allocation Number				
<input type="checkbox"/> Regular Programs				
<input checked="" type="checkbox"/> Specially Funded	8			

Options

Print the Form **9**

Email the Form

Send To 

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Print:

OutputDevice **11** My win local printer

Page selection

Spool Request

Name SMART LOCL RFOSTER004

Title

Authorization

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

Department

12 Print preview Print

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

12. Click **Print preview**.

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Report Guide

Report Field Descriptions

- **Program** – Program code
- **Program Description** – Program name
- **Allocation Basis** – The basis of the allocation (i.e. student population type)
- **Allocation** – The # of allocation (sometimes there is more than one allocation in a program during the year)
- **Rate** – Dollar rate for allocation
- **Participants** – The count of students used in the calculation of the allocation
- **Derived Allocation** – Rate x Participants
- **Percent** – The % of allocation distributed
- **Calc Amount** – Derived allocation x Percent
- **Adjustment** – Allocation adjustment
- **Allocation** – Allocation amount after adjustment
- **Poverty Rate** – School's poverty rate %
- **Budget Item** – Budget Item #
- **Description** – Budget Item Description
- **Commit Item** – Commitment Item #
- **Adj Alloc** – Allocation after adjustment, if any
- **Total Alloc** – Amount of total allocation
- **Reserves** – Potential funding variance, if any
- **Net Allocation** – Total allocation less any reserves