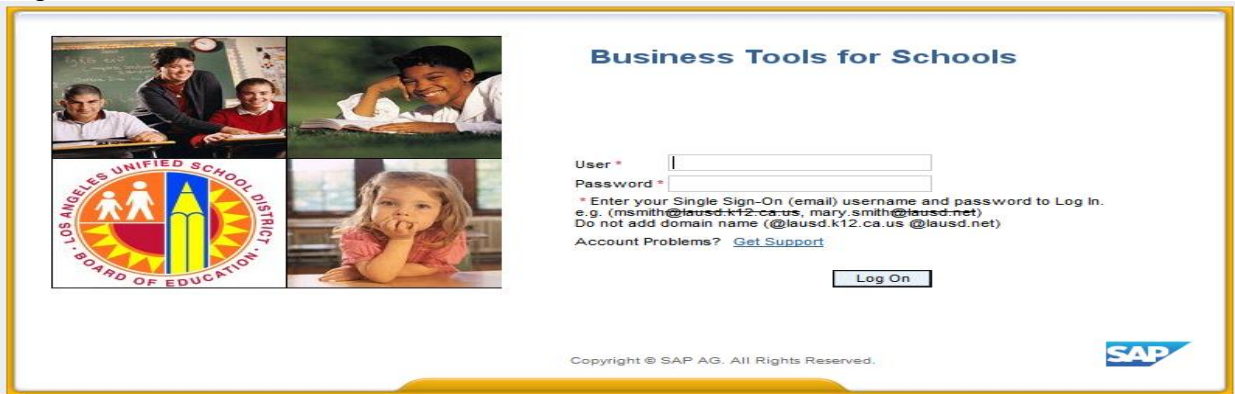


# Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

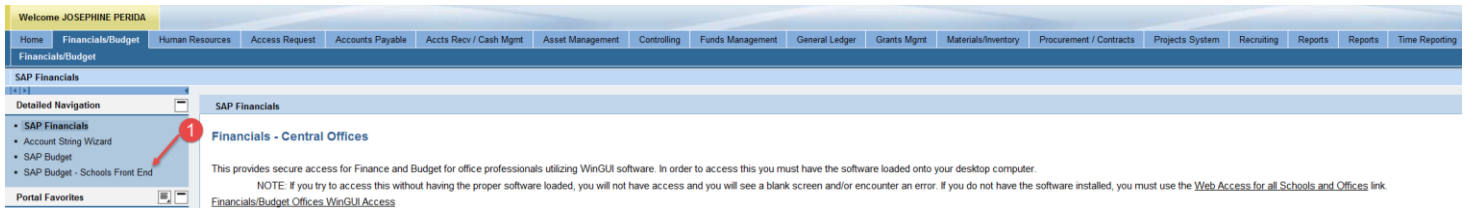
## COFE BUDGET REPORT JOB AID

Displays budget details from COFE (Central Office Front End), includes all school site program codes including those in Schools Front End.

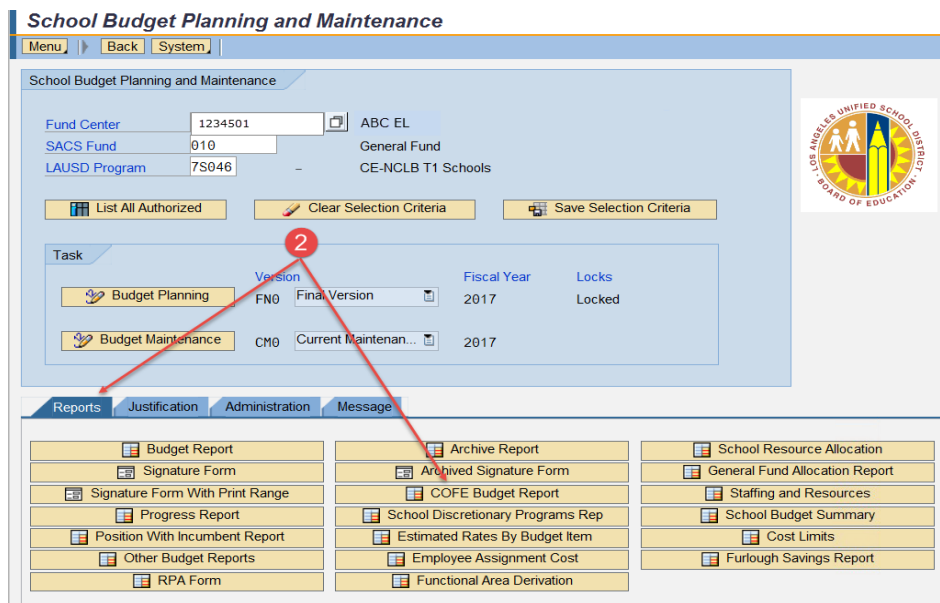
### Log on to BTS



1) In SAP Home Page click “SAP Budget – Schools Front End”



2) Under Reports tab, click COFE Budget Report



# Budget Services and Financial Planning

## School Fiscal Services

### Fiscal Year 2016-17

#### To display the result in PDF

- 3) Click the button for “Display in Form”
- 4) Enter the fields for Version, Fiscal year, Fund Center and Program. If the Program field is left blank, all available programs will be generated
- 5) Click Execute

The screenshot shows the 'COFE - Budget Report' SAP interface. At the top, the 'Execute' button is highlighted with a red circle and the number 5. Below it, the 'Display Options' section has three radio buttons: 'Display in Grid', 'Display by Budget', and 'Display in Form', with 'Display in Form' selected and highlighted by a red circle and the number 3. The 'Key Fields' section contains a list of fields with corresponding values: Version (C10), Fiscal Year (2017), Fund Center (1234501), and LAUSD Program (13027). These four fields are enclosed in a red box with a red circle and the number 4. The 'Execute' button is also highlighted with a red box and the number 5.

- 6) If the OutputDevice is blank, type “LPDF”, otherwise, leave as is
- 7) Click Print Preview

The screenshot shows the SAP 'Print' dialog box. The 'OutputDevice' field is set to 'My web local printer' and is highlighted with a red box and the number 6. The 'Spool Request' section has 'Name' set to 'SMART LPDF JPERIDA001'. The 'Spool Control' section has 'Print immediately' and 'New Spool Request' checked. The 'Print preview' button is highlighted with a red box and the number 7.

# Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

8) Defaulted result in PDF format

*Print Preview of My web local printer*

Menu | Back Exit Cancel System Archive Print and Archive Zoom +10% Zoom -10%

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

**BUDGET MAINTENANCE**  
Fiscal Year 2017  
Version CM0 Current Modified Version

8

Line Type Line #	Der Div SubDiv	S Grp Opr/Ad	Fund Center	Fund Rsrc	Functional Area	Comnt Itm Bud Itm	CI Description BI Description	Grant Fund Pgm	Orw Cd	Pos Status	Job	PA PSA	PS Ar/Lv Tyl/Grp	Hrs/Day Days/Wk	FTE Fund%	Start Date End Date	Salary	F Benefits Health	Total Amt
1POSITN 000001			1234501 ABC EL	010 0000	1110-1000-13027 General Fund School Pr	110001 10103	Tchr Sal-Reg Assgmt TCHR SEC C1T 24/10	NOT_RELE OPR00000	D	30000000 A	11100736 SECONDARY TEACHER	2UTK CSXX	UT/10 02/24	6.000 100.000	1.00 12/31/9999	07/01/2015 12/31/9999	70,141	11,514 19,120	101,075
1POSITN 000002			1234501 ABC EL	010 0000	1110-1000-13027 General Fund School Pr	110001 10028	Tchr Sal-Reg Assgmt TCHR SEC C1T 25/10	NOT_RELE OPR00000	D	30000001	11100736 SECONDARY TEACHER	2UTK CSXX	UT/10 02/26	6.000 100.000	1.00 12/31/9999	07/01/2015 12/31/9999	76,728	12,923 19,120	108,771
1POSITN 000003			1234501 ABC EL	010 0000	1110-1000-13027 General Fund School Pr	110001 103017	Tchr Sal-Reg Assgmt TCHR SEC C1T 25/10	NOT_RELE OPR00000	D	30000002	11100736 SECONDARY TEACHER	2UTK CSXX	UT/10 02/26	6.000 100.000	1.00 12/31/9999	07/01/2015 12/31/9999	73,470	12,375 19,120	104,965
1POSITN 000004			1234501 ABC EL	010 0000	1110-1000-13027 General Fund School Pr	110001 10103	Tchr Sal-Reg Assgmt TCHR SEC C1T 24/10	NOT_RELE OPR00000	D	30000005	11100736 SECONDARY TEACHER	2UTK CSXX	UT/10 02/24	6.000 100.000	1.00 12/31/9999	07/01/2015 12/31/9999	70,141	11,514 19,120	101,075
1POSITN 000005			1234501 ABC EL	010 0000	1110-1000-13027 General Fund School Pr	110001 13522	Tchr Sal-Reg Assgmt S.N./ROTC BIT 18/04	NOT_RELE OPR00000	D	30000003 A	11100841 Sr Instructor, JROTC	2USX BSXX	UD/04 02/18	6.000 50.000	1.00 12/31/9999	07/01/2015 12/31/9999	29,784	5,017 9,560	44,361
1POSITN 000006			1889301 WAK NUTS SH	010 0000	1110-1000-13027 General Fund School Pr	110001 13467	Tchr Sal-Reg Assgmt INST./ROTC B1T 14/04	NOT_RELE OPR00000	D	30000004 A	11100840 Instructor, JROTC	2USX BSXX	UD/04 02/14	6.000 50.000	1.00 12/31/9999	07/01/2015 12/31/9999	26,715	4,501 9,560	40,776

## To download the result in excel

- 9) Click the button for Display in Grid
- 10) Fill up the fields for Version, Fiscal year, Fund Center and Program
- 11) Click Execute

**COFE - Budget Report**

Menu | Save as Variant... Back Exit Cancel System **Execute** Get Variant...

Display Options  
 Display in Grid **9**     Display by Budget     Display in Form **11**

Display Variant: \_\_\_\_\_

Download  
 Application Server     Presentation Server  
 Download File Name: /interfaces/PR1/FM/outbound/ZFBAR1003/work/ZFBAR1003\_

Characteristics    Key Fields    Budget Attributes    Major Attributes

Version	CM0		
Fiscal Year	2017		
Fund Center	1234501	to	
SACS Fund		to	
LAUSD Program	13027	to	
Line Item Number		to	
Deleted Line		to	
Budget Type		to	
Budget Document Type		to	
SACS Resource		to	
SACS Goal		to	
SACS Function		to	
Fund		to	
Functional Area		to	
Category		to	
Class		to	
Program Growth		to	
Grant		to	
Funded Program		to	

# Budget Services and Financial Planning

## School Fiscal Services

### Fiscal Year 2016-17

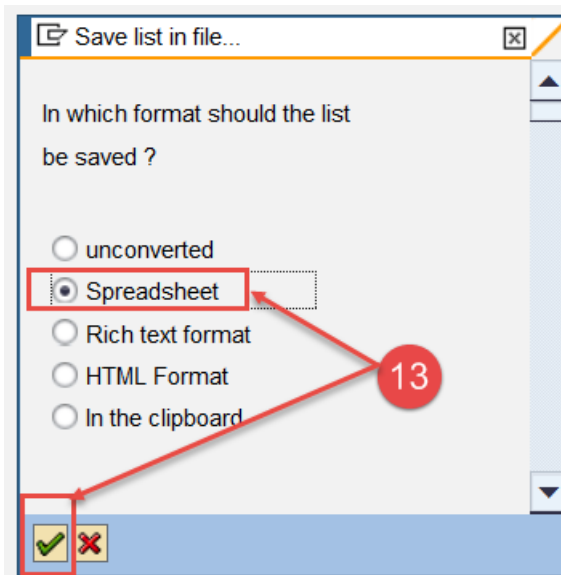
12) Click "Local File"

COFE - Budget Report

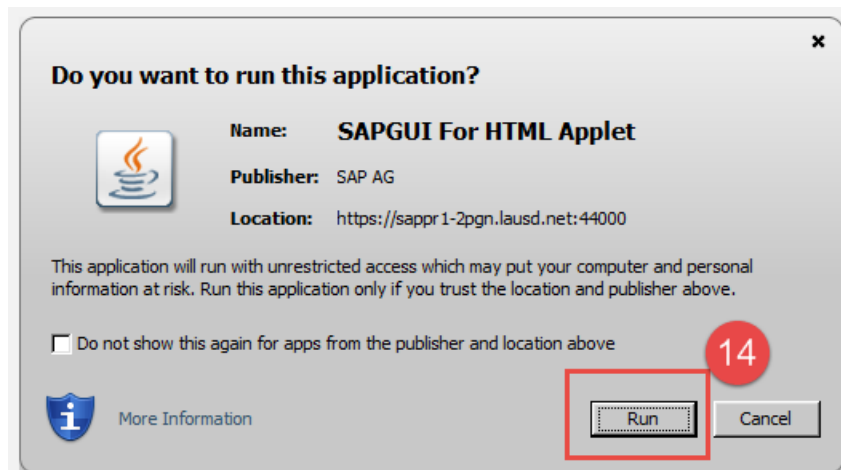
Menu | Back | Exit | Cancel | System | Details | Sort in ascending order | Sort in descending order | Set filter | Total | Print preview | Spreadsheet | Local file | Mail recipient | ABC Analysis | Graphic | Change layout... | Select layout... | Save layout... | Information | Display Selection Criteria | Number of Lines

Version	Year	Fund Ctr	FC Descript.	SACS Fund	SACS Fund T.	Program	Program Description	Prog Cat.	Program Cl	Growth	Intr	Deln	BTyp	BDTyp	Doc Type Text	Resource	SACS Resource Text	Goal	SACS Goal Text	Func	SACS Funct
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000001		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	1110	Regular Education, K-12	1000	Instruction	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000002		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	1110	Regular Education, K-12	1000	Instruction	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000003		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	1110	Regular Education, K-12	1000	Instruction	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000004		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	1110	Regular Education, K-12	1000	Instruction	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000005		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	1110	Regular Education, K-12	1000	Instruction	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000006		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	1110	Regular Education, K-12	1000	Instruction	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000007		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	1110	Regular Education, K-12	1000	Instruction	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000008		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	0000	Undistributed	2700	School Adn	
CM0	2017	1234501	ABC EL	010	General Fund	13027	General Fund School Program	000A	0000	D	000009		ZMOD	ZT	BUDGET TRANSFEI0000	Unrestricted	0000	Undistributed	2700	School Adn	

13) Click the button for Spreadsheet, then click the check box



14) Click Run if the message below comes out



**Budget Services and Financial Planning**  
**School Fiscal Services**  
**Fiscal Year 2016-17**

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- 15) In Directory field, designate the file location and the File Name field
- 16) Click Generate

**COFE - Budget Report**

Menu | Back | Exit | Cancel | System | Details | Sort in ascending order | Sort in descending order

COFE - Budget Report

Directory	\\Client\C\$\Users\josephine.perida\Desktop\	15
File Name	cofe budget report.XLS	
Encoding	0000	

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Generate Repla... Extend X