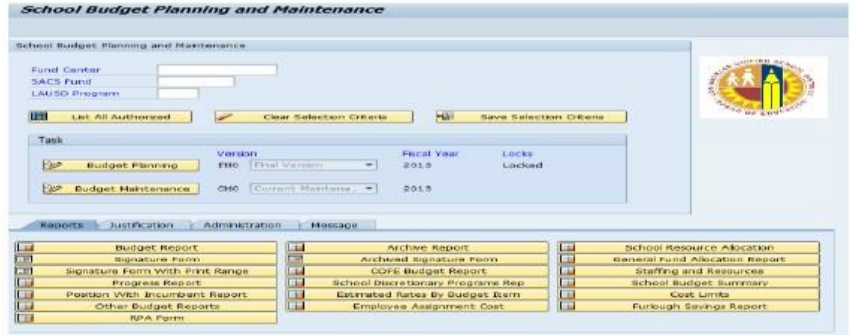


## Reports in Schools Front End

### How do I find the reports?

1. Log onto SAP
2. Click on **Financials/Budget Tab**
3. Click on **SAP Budget-Schools Front End**
4. Click on **Reports** tab



### Commonly Used Reports

1. **Budget Report** Displays budget details by budget line for selected programs (School Front End program codes), includes budget item description, program codes, and total cost
2. **COFE Report** Display budget details from COFE (Central Office Front End), includes all school site program codes including those in School Front End
3. **Estimated Rates By Budget Item** Displays estimated costs for Budget Items by Program Codes
4. **Position With Incumbent Report** Displays details of all budgeted positions, including related Human Resources data, such as position control number, employee name, and job title
5. **School Budget Summary** Displays a budget overview of the school's total budget including number of FTE (Full Time Equivalent) positions and Costs
6. **School Discretionary Programs Rep** Displays a summary by program grouping (Categorical or Regular programs) and includes budget item description, total cost , and full time equivalent of positions for School Front End program codes
7. **School Resource Allocation** Displays detail of the school's allocation amount by program
8. **Signature Form** Displays the school's budget in a pre-defined format with signature page for required approvals
9. **Signature Form With Print Range** Prints a range of Signature Forms between Fund Centers and/or LAUSD Programs
10. **Staffing and Resources Report** Summarizes school resources by Job ID, Budget Item Description, or Commitment Item Description. Version BP1, Fiscal Year 2015, Program 13027 displays staffing and resources based on State and Federal Law, Collective Bargaining Agreements, Personnel Commission Rules, Human Resources Division Rules, Court Orders, and Consent Decrees. The above selection criteria will display for all K-12 schools

### Other Reports

11. **Archive Report** Displays Work in Progress (WIP) budgets that were Approved or Deleted
12. **Archived Signature Form** Displays historical information of a budget signature form that has either been previously Deleted or Approved
13. **Cost Limits** Displays budget item cost with an Indirect Cost limit. These indirect costs cannot exceed a pre-determined percentage of the total budget
14. **Employee Assignment Cost** Displays employee name, pers number, budget item, job, PCN, status, program, pers sub area, step and level, pers area, hours per day, days per week, budget start and end date, FTE's, Fund %, salary, fringe and health benefits and total cost
15. **Furlough Savings Report** Calculates the difference in total cost between no furlough days and the actual furlough days taken by program
16. **General Fund Allocation Report** Displays Attendance Based Revenue Calculation for selected school.
17. **Other Budget Reports (Allocation Reports)** Including: 1. Allocation by SACS Resource 2. by SubCommitment Item 3. by SubCommitment Item and Program or 4. by Program and SubCommitment Item
18. **Progress Report** Used by Budget Services during budget development to identify the number of budgets that have completed the approval process

**How do I find the reports?**  
Log onto SAP

**BW REPORTS QUICK GUIDE**



**FM010 Budget Availability** - Displays balances by program and commitment item. Shows the school's Current Modified Budget, Commitments (Encumbrances), Actuals (Expenditures), and Available Budget.

To access **FM010 Budget Availability**:

Click on **Reports** tab

Click on **Funds Management** tab

Click on **FM010 Budget Availability**

Type in **Fiscal Year**

Type in **Fund Center**

Click **OK**

**BU042 Payroll Expenditure # by Cost Center** – Displays payroll postings by Person ID, Program, Commitment Item, Job Code, and Wage Type. Shows the Posting Period/FY, hourly rate, number of hours reported, and amount.

To access **BU042 Payroll Expenditure # by Cost Center**:

Click on **Reports** tab

Click on **Payroll** tab

Click on **BU042 Payroll Expenditure # by Cost Center**

Type **Posting Period/Fiscal Year**

Type in **Cost Center**

Type **Program and/or G/L Account**

Click **OK**

**PC010 Purchase Order History Report** – Displays the PO Number, PO Date, Vendor, and Shopping Cart #. Shows the Purchase Order (PO) Total Amount, Goods Receipt (GR) Amount, Invoice Receipt (IR) Amount, Tax, and Purchase Order (PO) Pay Term Discount.

To access **PC010 Purchase Order History Report**:

Click on the **Reports** tab

Click on the **Procurement/Contracts** tab

Click on **PC010 Purchase Order History Report**

Type in **Fiscal Year**

Type in **Fund Center**

Type in **GL Account**

Click **OK**

**P-Card Reconciliation Report** – Displays the posting status of a P-Card Transaction. Shows the Invoice Date, Document Number, Merchant Description, Charge Amount, Posted Functional Area, Card Holder Name, Approver, and Posting Details.

To access **P-Card Reconciliation Report**:

Click on **Reports** tab

Click on the **Procurement/Contracts** tab

Click on the **P-Card Reconciliation Report**

Type in the **P-Card Location (Cost Center)**

Click **Execute** 