

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

**SCHOOL RESOURCE ALLOCATION JOB AID**

Displays school resource allocation amounts for Specially Funded Programs and Regular Programs.

School Resource Allocation - 2017 Regular Programs													
Fund Center													
Local District 3A													
PI Status													
Feeder No													
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10183	Targeted Student Population	Unduplicated Count High Needs Students over 55%	1		\$150.0000 \$400.0000		376 147		\$56,400 \$68,800		\$56,400 \$68,800		\$56,400 \$58,800
									\$115,200	100.00 %	\$115,200		\$115,200
					<b>Budget Item</b>	<b>Description</b>	<b>Commit Item</b>	<b>Adj Alloc</b>	<b>Total Alloc</b>	<b>Reserves</b>		<b>Net Allocation</b>	
					40261	PENDING DISTRIBUTION	430009	\$115,200	\$115,200	\$0		\$115,200	
10183	Targeted Student Population	Total Net Allocation											\$115,200
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10405	TSP-Parental Engagement	Duplicated Count	1		\$5.6200		743		\$4,176	100.00 %	\$4,176		\$4,176
									\$4,176	100.00 %	\$4,176		\$4,176
					<b>Budget Item</b>	<b>Description</b>	<b>Commit Item</b>	<b>Adj Alloc</b>	<b>Total Alloc</b>	<b>Reserves</b>		<b>Net Allocation</b>	
					40261	PENDING DISTRIBUTION	430009	\$4,176	\$4,176	\$0		\$4,176	
10405	TSP-Parental Engagement	Total Net Allocation											\$4,176

**Report Field Descriptions**

- **Program** – Program Number
- **Program Description** – Description of Program
- **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 # of students qualifying for allocation
- **Derived Allocation** – Rate x Participants
- **Percent** – The % of allocation (sometimes only partial allocation given at budget development and balance after norm day)
- **Calc Amount** – Derived allocation x %
- **Adjustment** – Any adjustments to the allocation
- **Allocation** – Allocation amount
- **Poverty Rate** – School's poverty rate %
- **Budget Item** – Budget Item #
- **Description** – Description of Budget Item
- **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** – Net allocation amount

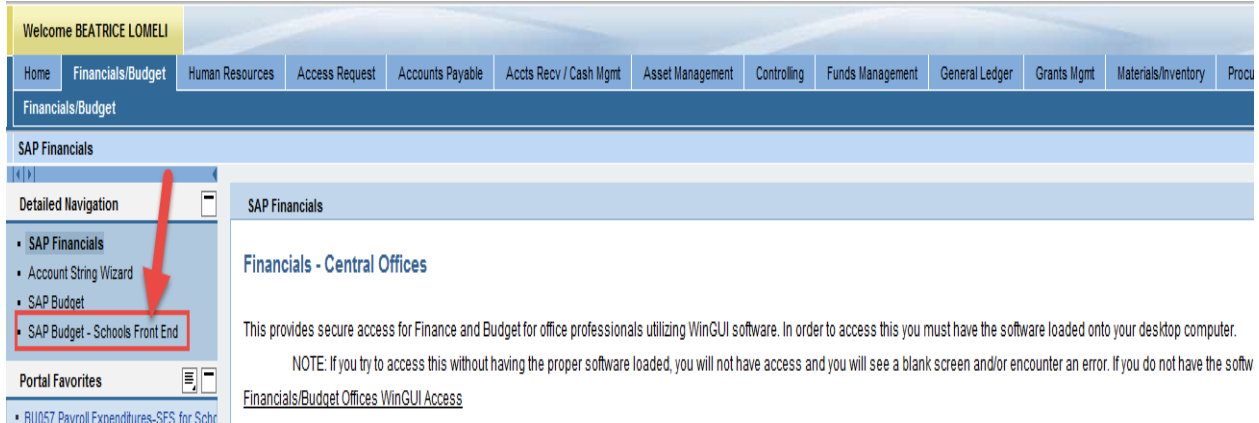
# Budget Services and Financial Planning School Fiscal Services Fiscal Year 2016-17

## Log on to BTS



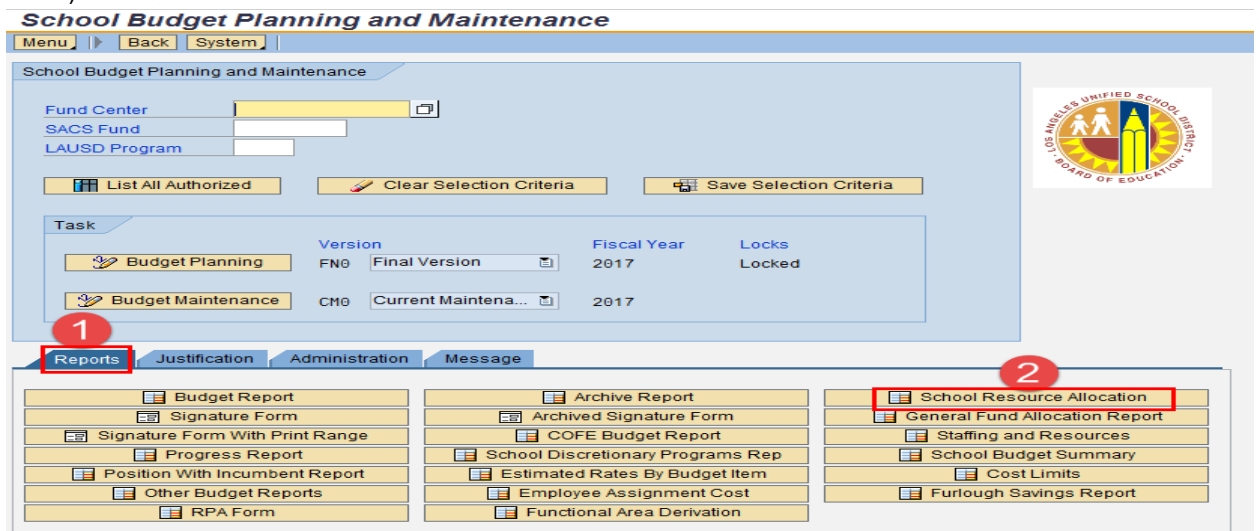
The image shows the SAP Business Tools for Schools login page. On the left, there are four small photos: a teacher with students, a student reading, the Los Angeles Unified School District logo, and a young girl. The main area has a title 'Business Tools for Schools' and a login form with fields for 'User \*' and 'Password \*'. Below the fields is a note: '\* Enter your Single Sign-On (email) username and password to Log in. e.g. (m.smith@lausd.k12.ca.us, mary.smith@lausd.net). Do not add domain name (@lausd.k12.ca.us @lausd.net)'. There is a 'Log On' button and a link for 'Account Problems? Get Support'. At the bottom right is the SAP logo and 'Copyright © SAP AG. All Rights Reserved.'

From SAP Home Page, click "SAP Budget – Schools Front End"



The image shows the SAP Home Page navigation menu. At the top, it says 'Welcome BEATRICE LOMELI'. Below that is a horizontal menu with items: Home, Financials/Budget, Human Resources, Access Request, Accounts Payable, Accts Recv / Cash Mgmt, Asset Management, Controlling, Funds Management, General Ledger, Grants Mgmt, Materials/Inventory, and Procurement. Under 'Financials/Budget', there is a sub-menu for 'SAP Financials'. A red arrow points to 'SAP Budget - Schools Front End' in the sub-menu. Below the sub-menu, there is a section for 'Financials - Central Offices' with a description and a note: 'NOTE: If you try to access this without having the proper software loaded, you will not have access and you will see a blank screen and/or encounter an error. If you do not have the softw'. A link for 'Financials/Budget Offices WinGUI Access' is also present.

- 1) Select **Reports** tab
- 2) Select **School Resource Allocation**



The image shows the 'School Budget Planning and Maintenance' interface. At the top, there is a 'Menu' bar with 'Back' and 'System' buttons. Below that, there are input fields for 'Fund Center', 'SACS Fund', and 'LAUSD Program'. There are three buttons: 'List All Authorized', 'Clear Selection Criteria', and 'Save Selection Criteria'. A 'Task' table is shown with columns for 'Task', 'Version', 'Fiscal Year', and 'Locks'. The table has two rows: 'Budget Planning' (FNO, Final Version, 2017, Locked) and 'Budget Maintenance' (CH0, Current Maintena..., 2017). At the bottom, there is a 'Reports' tab highlighted with a red box and a red circle with the number '1'. Below the 'Reports' tab, there is a grid of report options. The 'School Resource Allocation' report is highlighted with a red box and a red circle with the number '2'. Other reports include Budget Report, Signature Form, Progress Report, etc.

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

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- 3) Enter **Fiscal Year** (ex. 2017)
- 4) Enter **Fund Center**
- 5) Select either **Regular Programs or Specially Funded**
- 6) Select either **Print the Form or Email the form** (if you choose **email the form** you will need to also enter an email address in the "Send to" box)
- 7) Select the Execute

**School Resource Allocation**

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

**Selection Criteria**

Fiscal Year: [3] [ ]

Fund Center: [4] [ ] to [ ] [ ]

Division (Local District): [ ] to [ ] [ ]

LAUSD Program: [ ] to [ ] [ ]

Allocation Number: [ ]

Regular Programs [5]

Specially Funded

**Options**

Print the Form [6]

Email the Form

Send To: [ ] [ ]

- 8) The print menu displays. Check your Output device. If BTS printing has not been set up, type in LPDF.
- 9) Click **Print preview** to display report.

**SAP**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | All Selections | Chosen Selections | Program Documentation

Print

OutputDevice: [8] My win local printer

Page selection: [ ]

**Spool Request**

Name: SMART LOCL DLITTON001

Title: [ ]

Authorization: [ ]

**Spool Control**

Print immediately

Delete After Output

New Spool Request

Close Spool Request

Spool retention pd: 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: [ ]

[9] Print preview | Print | [X]

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

- 10) SFE will display a PDF document that can be printed and saved.
- 11) Click **Back** to return to the previous screen

**Print Preview of My win local printer**

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

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### School Resource Allocation - 2017 Regular Programs

Fund Center		PI Status											
Local District		Feeder No											
Program	Program Description	Allocation Basis	Alloc	Magnet	Rate	Attend Rate	Participants	Calc ADA	Derived Alloc	Percent	Calc Amount	Adjustment	Allocation
10183	Targeted Student Population	Unduplicated Count High Needs Students over 55%	1		\$150.0000 \$400.0000		376 147		\$56,400 \$58,800		\$56,400 \$58,800		\$56,400 \$58,800
									<b>\$115,200</b>	100.00 %	<b>\$115,200</b>		<b>\$115,200</b>
									<b>\$115,200</b>		<b>\$115,200</b>		<b>\$115,200</b>
											<b>\$0</b>		<b>\$115,200</b>
													<b>\$115,200</b>
10185	Targeted Student Population	Total Net Allocation											<b>\$115,200</b>
10405	TSP-Parental Engagement	Duplicated Count	1		\$5,6200		743		\$4,175	100.00 %	\$4,175		\$4,175
									<b>\$4,175</b>		<b>\$4,175</b>		<b>\$4,175</b>
											<b>\$0</b>		<b>\$4,175</b>
													<b>\$4,175</b>
10424	TSP-Itinerant Arts Teacher Support	E-CAST, ABI & Dup count	1						\$34,021	100.00 %	\$34,021		\$34,021
									<b>\$34,021</b>		<b>\$34,021</b>		<b>\$34,021</b>
											<b>\$0</b>		<b>\$34,021</b>
													<b>\$34,021</b>
10424	TSP-Itinerant Arts Teacher Support	Total Net Allocation											<b>\$34,021</b>
11119	Dual/Foreign Language/Bilingual Programs	Based on Enrollment	1						\$1,078,688	100.00 %	\$1,078,688		\$1,078,688
									<b>\$1,078,688</b>		<b>\$1,078,688</b>		<b>\$1,078,688</b>
											<b>\$0</b>		<b>\$1,078,688</b>
													<b>\$1,078,688</b>
11119	Dual/Foreign Language/Bilingual Programs	Total Net Allocation											<b>\$1,078,688</b>
12817	SPED-SCHOOL ALLOC-COMPLIANCE	Total active SP-ODP, RSP, DIS	1		\$5,0000		50		\$4,250	75.00 %	\$3,188		\$3,188
									<b>\$3,188</b>		<b>\$3,188</b>		<b>\$3,188</b>
											<b>\$0</b>		<b>\$3,188</b>
													<b>\$3,188</b>
12817	SPED-SCHOOL ALLOC-COMPLIANCE	Total Net Allocation											<b>\$3,188</b>
13027	General Fund School Program	Based on Enrollment	1						\$1,216,524	100.00 %	\$1,216,524		\$1,216,524
									<b>\$1,216,524</b>		<b>\$1,216,524</b>		<b>\$1,216,524</b>
											<b>\$0</b>		<b>\$1,216,524</b>
													<b>\$1,216,524</b>
13027	General Fund School Program	Total Net Allocation											<b>\$1,216,524</b>
15863	Student Attendance Incent-Sch		1		\$5,2100		402		\$2,095	100.00 %	\$2,095		\$2,095
									<b>\$2,095</b>		<b>\$2,095</b>		<b>\$2,095</b>
											<b>\$0</b>		<b>\$2,095</b>
													<b>\$2,095</b>
15863	Student Attendance Incent-Sch	Total Net Allocation											<b>\$2,095</b>

These allocations are based on the most current fiscal information and are subject to change

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7/2016

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