













Budget Services and Financial Planning Division
SCHOOL FISCAL SERVICES BRANCH

**SAP Budget - Schools Front-End (SFE)
 WebGUI to WinGUI**

Navigation and Printing instructions for the conversion of WebGUI to WinGUI in Schools Front-End (SFE).

Command conversion table for WebGUI to WinGUI:

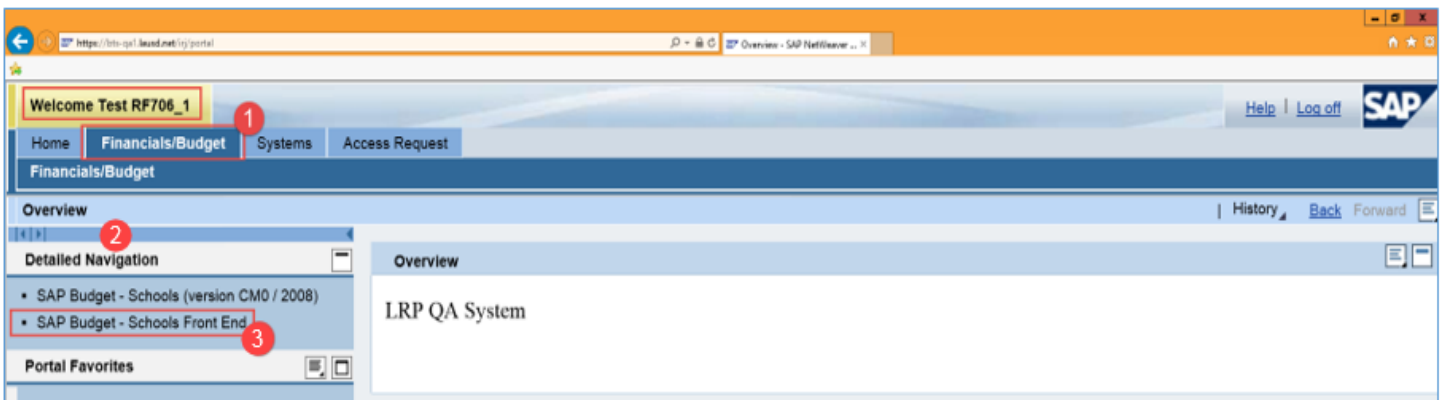
WebGUI – Old Icon	WinGUI – New Icon	Shortcut
		F3
		Ctrl S
 		Shift F3
		F12
		F8
Print		Ctrl P

Log on to BTS






Accessing SFE WinGUI:

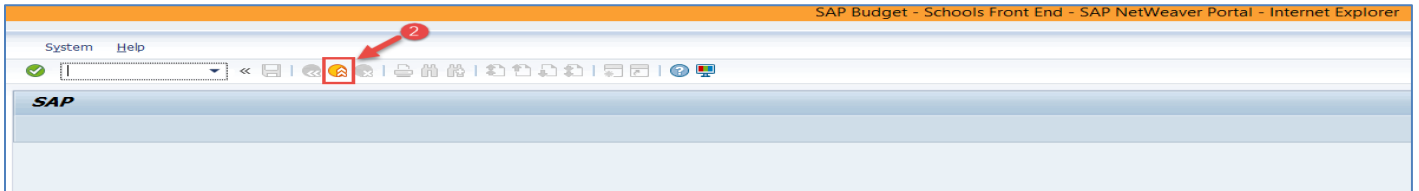
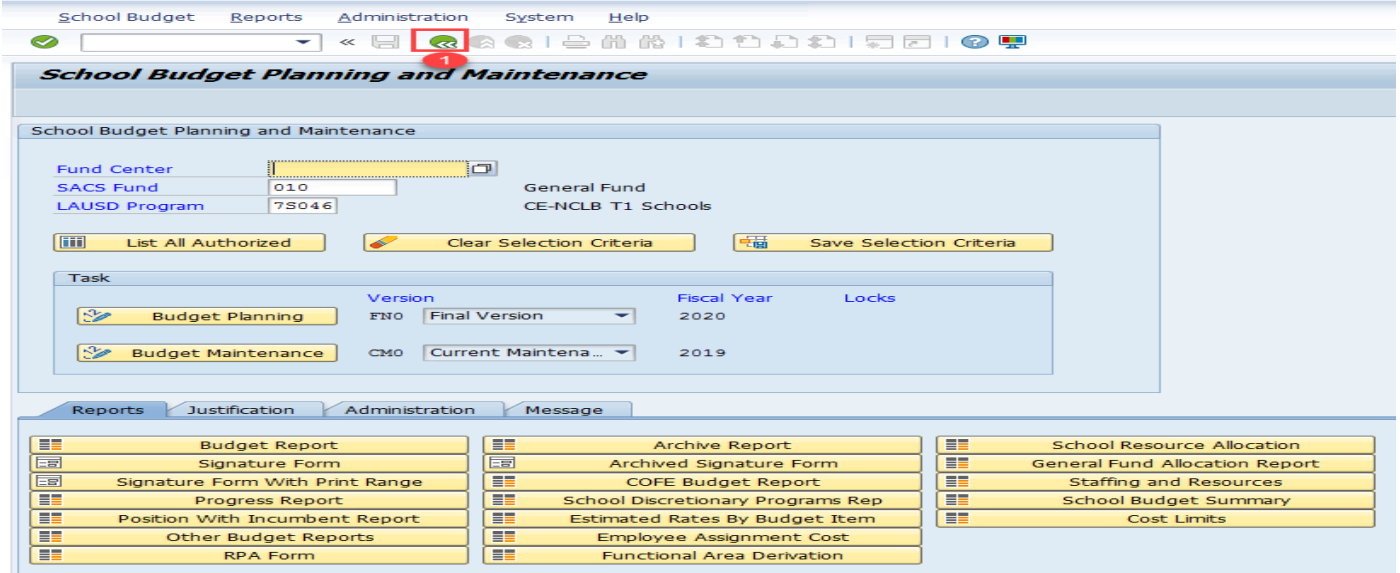
1. Go to **Financials/Budget** tab
2. Go to **Detailed Navigation**
3. Click on **SAP Budget – Schools Front End**



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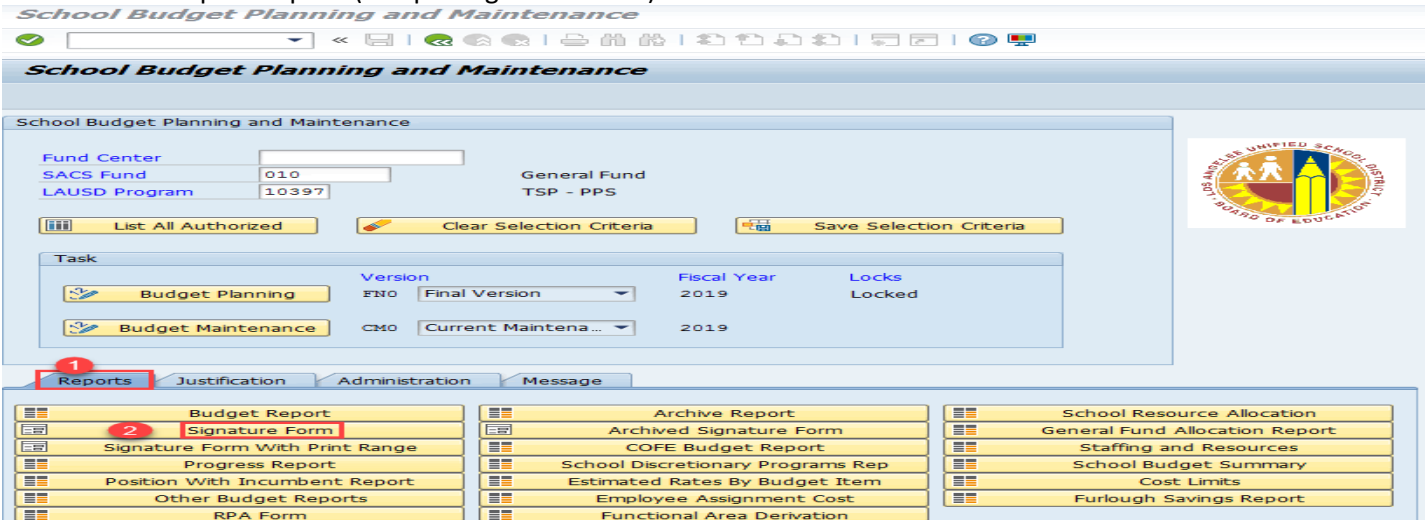
Logging-off WinGUI (Exiting SFE) - School Budget Planning and Maintenance

1. Click on the **Back**  icon
2. Click on the **Exit Session**  icon
3. Click  to close the session window




How to Print/Save In PDF Using WinGUI

1. Go to the **Reports** tab
2. Select the report to print (Sample: Signature Form)



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3. Enter **Version**
4. Enter **Fiscal Year**
5. Enter **Funds Center**
6. Enter **SACS Fund**
7. Enter **LAUSD Program**
8. Select Budget Detail Version
 - a. Before WIP Version
 - b. WIP Version (Work In Progress – with unapproved changes)
9. Click on  to execute the report

School Budget Signature Form

School Budget Selection

List All Authorized Clear Selection Criteria

Version **3** cm0
Fiscal Year **4** 2019
Fund Center **5** 123456 ABC Elementary
SACS Fund **6** 010 General Fund
LAUSD Program **7** 75046 CE-NCLB T1 Schools

Number of Blank Lines

8 Budget Detail Version

Before WIP Version
 WIP Version (Work In Progress - with unapproved changes)

10. Click on the **dropdown icon**  on the Frontend Printer
11. Select **Doro WinGUI PDF Writer**
12. Click on **Print**

SAP

Print:

OutputDevice My win local printer

Frontend Printer HP Color LaserJet M651 PCL 6 (657)

Page selection Doro WinGUI PDF Writer

Spool Request

Name HP Color LaserJet 4700 (716)
HP Color LaserJet M651 PCL 6 (657)
HP Deskjet 450 (598)
HP LaserJet P4515 UPD PCL 6 (698)
Microsoft XPS Document Writer (858)
Title Send To OneNote 2010 (238)
Authorization Send To OneNote 2016 (444)
Snagit 11 (147)
Snagit 2018 (650)
Spool Control TOSHIBA 359 (266)
TOSHIBA 756 (619)
TOSHIBA e-STUDIO656-07554275 (684)

Spool Control

Print Now
 Delete After Out
 New Spool Request
 Close Spool Request

Spool Retention 8 Day(s)
Storage Mode Print only

Cover Page Settings

SAP cover page Do Not Print
Recipient
Department

Print preview Print

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The **Doro WinGUI PDF Writer** screen is displayed along with the file name and the directory/folder where the report is going to be saved.

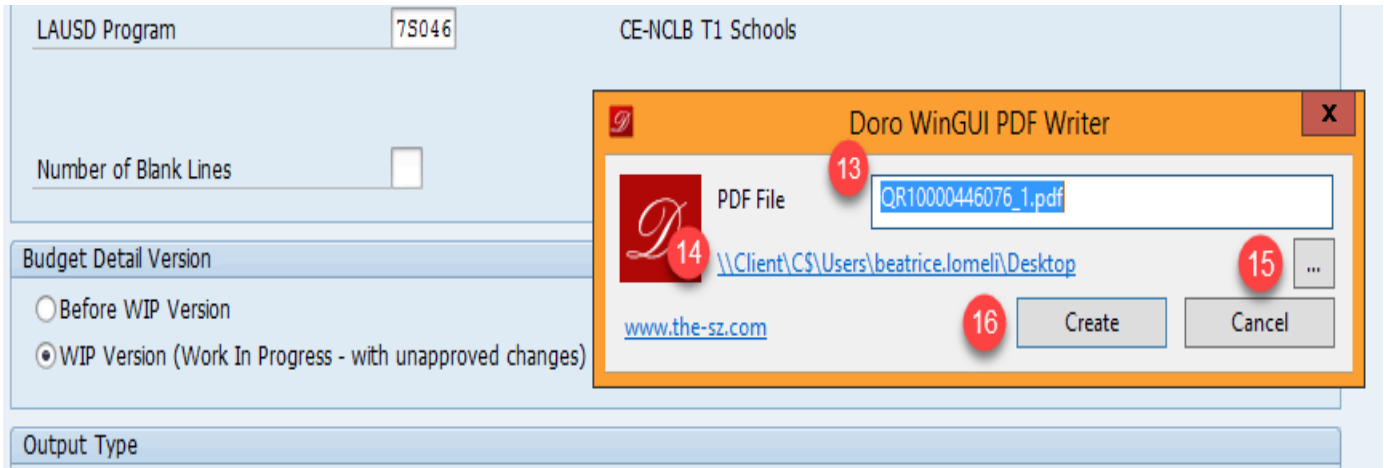
13. This is the system generated file name. User can either keep the file name or change it.

14. This is the defaulted file location where the document will be saved.

15. To change the file location, click on the and select the save location.

Note: The save file location can also be changed when the document is opened in PDF.

16. Click **Create**.



17. The 'School Budget Signature Form' is displayed in PDF.

QR10000446076_1.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools QR10000446076_1.pdf

1 / 4 109%

School Budget Signature Form

Fund Center	
Fund	010-3010 GF-TIA Low-Inc&Neg
LAUSD Program	75046 CE-NCLB T1 Schools
Version / Year	CM0 / 2019
Grant / Funded	110001 / OPR0000
Division	3E LOCAL DISTRICT WEST

BUDGET MAINTENANCE WORKSHEET

Total Allocation	281,505.00		
Direct Budgeted	277,505.00		
Indirect Limit	0.00	0.000 %	
Budgeted	4,000.00	1.421 %	
COFE/FM/GM Docs	/ /		
Comment			
Status	W		

Budget Item Description	Line Type	Functional Area Commit Item	Job / Description	Person Subarea	Position	P Stat	Start / End Date	Hrs/Day Days/Wk	Fund % FTE	Total Cost	Change
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-75046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30037123 Name:	A	07/01/2018 06/30/2019	4,000 5,000	100.00 0.67	13,050.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-75046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30046263 Name:	A	07/01/2018 06/30/2019	3,000 5,000	100.00 0.50	9,787.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-75046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30319620 Name:	A	07/01/2018 06/30/2019	4,000 5,000	100.00 0.67	13,050.00	
107762 TCHR AST DEG TK NW/2	1POSITN	1110-1000-75046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30390938 Name:	A	07/01/2018 06/30/2019	4,000 5,000	100.00 0.67	13,050.00	
117360 CAT PRG AD C1T 27/10	1POSITN	1110-2100-75046 190001	19100704 ADVSR_CTEGORCL PGM	CSXX	30036952 Name:	A	07/01/2018 06/30/2019	3,000 5,000	100.00 0.50	67,389.00	
14685 PROB SOLV DT CORD C1	1POSITN	1110-2100-75046 190001	19100706 ASMT_NONCLSRM.PREP	CSXX	30390939 Name:	A	07/01/2018 06/30/2019	3,000 5,000	50.00 0.50	33,696.00	
10376 TUTOR TCHR X TIME	20THS-L	1110-1000-75046 110004	Tchr Sal-Supple/Oth				07/01/2018 06/30/2019			13,496.00	13,496.00
10377 TCHR RELEASE DAY/HRS	20THS-L	1110-1000-75046 110001	Tchr Sal-Reg Assgmt				07/01/2018 06/30/2019			11,390.00	5,695.00

**Budget Services and Financial Planning Division
SCHOOL FISCAL SERVICES BRANCH**

User can save the document as follows:

18. Click on **File**

19. Click on **Save As....**

BUDGET MAINTENANCE WORKSHEET

Total Allocation	281,505.00		
Direct Budgeted	277,505.00		
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Budgeted	4,000.00	1.421 %	
COFE/FM/GM Docs	/ /		
Comment			
Status	W		

Line Type	Functional Area Commit Item	Job / Description	Person. Subarea	Position	P Stat	Start / End Date	Hrs/Day Days/Wk	Fund % FTE	Total Cost	Change
1	1110-1000-75046 110005	11500953 TEACHER ASST - DEGREE TRA	XXXX	30037123 Name	A	07/01/2018 06/30/2019	4.000 5.000	100.00 0.67	13,050.00	

20. User can save to desktop or choose another folder.

21. Enter a new file name, as needed

22. Click **Save**

File name: QR10000446680_1

Save as type: Adobe PDF Files (*.pdf)

File name can be changed