

# Reports in School 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**

The screenshot displays the 'School Budget Planning and Maintenance' application interface. At the top, there are input fields for 'Fund Center', 'SACS Fund', and 'LAUSD Program', along with buttons for 'List All Authorized', 'Clear Selection Criteria', and 'Save Selection Criteria'. Below this is a 'Task' section with a table showing 'Budget Planning' and 'Budget Maintenance' tasks, including columns for 'Version', 'Final Version', 'Fiscal Year', and 'Locks'. At the bottom, a 'Reports' tab is active, showing a grid of report options such as 'Budget Report', 'Signature Form', 'COFE Budget Report', 'School Discretionary Programs Rep', 'School Resource Allocation', 'General Fund Allocation Report', 'Staffing and Resources', 'School Budget Summary', 'Cost Limits', and 'Furlough Savings Report'.

## 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 2014, 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 Report** 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
19. **RPA Form** creates a soft copy of the Request for Personnel Action which is required to be submitted to HR or PC when a new or revised assignment is desired for an employee