



Los Angeles Unified School District

Spending Report

User Manual

Updated 3-21-16



Overview

- The Spending Report provides schools with an easy to use report that helps them monitor and manage their spending.
- The Spending Report is available at each school's Portal Page.
- You can search for school Portal Pages here: <http://notebook.lausd.net/schoolsearch/selector.jsp>

A screenshot of a school portal page for "SAMPLE ELEMENTARY". On the left is a vertical navigation menu with orange buttons for "District Initiatives", "Facilities", "Learning Standards", "Curriculum", "Beyond the Bell", "Board of Education", "Special Education", "KLCS", "Digital Library", and "Safety (OEHHS)". A red arrow points from this menu to the "School Budget Summary" section. The main content area has a header "SAMPLE ELEMENTARY" and a "Print Preview" button. Below the header is a photo of a school building and an "About Our School" section with fields for Principal, Address, Telephone, Fax, Email, and Website. To the right, school details include "Grades: K-5", "Location Code:", "Cost Center Code:", "Educational Service Center: E", and "Board Member: BENNETT KAYSEB, S". The "School Budget Summary" section contains links for "School Spending Report" and "Introduction to the School Budget Summary Report", a dropdown menu "Please select from here", and a "Go" button. Below this are sections for "How Do I" and "Tell Me More About", each with a dropdown menu and a "Go" button. On the right side, there are sections for "Performance Indicators" (with a dropdown menu), "School Profile" (with a "Demographics" link and "The school calendar is: SINGLE-TRACK"), and "Pedestrian Routes to School" (with a link to view routes).

- The report is populated with data from Systems Application & Products (SAP). It will be updated nightly.
- No sign-on is required.



Spending Report

Cost Center and school name will appear here.

Programs and Commitment Items will be automatically loaded. No input is necessary.

Location Name
Group by:

Program Name	Program Code	Commitment Item	Commitment Item Description	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
AFT SCH Edu&Safety(ASES) LAB ADM										
Total					\$0	\$2,152	\$2,152	\$0	\$0	\$0
AFT SCH Edu&Safety(ASES)-LAB-S										
Total					\$0	\$105,268	\$37,345	\$359	\$65,477	\$2,087
Breakfast in the Classroom Custodian OT										
Total					\$0	\$2,446	\$1,387	\$0	\$1,059	\$0
Breakfast in the Classroom Supplies										
Total					\$0	\$0	\$0	\$0	\$1,276	(\$1,276)
BS-FA-Mtl Mgmt Br-Truck Op										
Total					\$0	\$0	(\$1,851)	\$0	\$1,851	\$0
Cafe Fd-Cafe Wkrs-S/B/T-Sch										
Total					\$0	\$251,852	\$96,520	\$0	\$155,332	\$0
Cafe School Deliveries-Other										
Total					\$0	\$0	(\$473)	\$0	\$473	\$0
Cafe Supplies										
Total					\$0	\$0	\$0	\$429	\$10,661	(\$11,090)



Definitions

Spending Report

Location Name: 1234567 ABC School

Group by:

Program Name	Commitment Item	Program Code	Commitment Item Description	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
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- Program Name:** Programs identify specific services or tasks being performed by one or more areas or organizations of the District to accomplish District's strategic objectives. Programs are used to track entity-wide actions that are likely to affect various organizations in the District. Program code may be used for budgeting, reporting, and analysis purpose. Programs can cut across area boundaries.
 - **Program Code:** A unique numerical code associated with each Program.
- Commitment Item Description:** Commitment Item denotes the purpose of spending. Commitment Items are organized by category such as personal services (salaries for district employees), contractual services, commodities, equipment, etc. In general, it is any item or service on which funds are spent.
 - **Commitment Item:** A unique numerical code associated with each Commitment Item.
- Carryover:** The balance (positive or negative) carried over from the prior school year. The carryover balance is included in the "Budget" amount.
- Budget:** The current budgeted amounts, including any adjustments/transfers.
- Payroll Encumbrances:** The total amount of funds reserved or "committed" for salary payments. These commitments/encumbrances become expenditures once they have been paid.
- Commitments (Encumbrances):** The total amount of funds reserved or "committed" for purchases. These commitments/encumbrances become expenditures once they have been paid.
- Actuals (Expenditures):** The total amount of expenditures that have been paid/posted so far in the school year.
- Available Balance (Payroll Encumbrance Deducted):** (Budget – Commitments (Encumbrances) – Payroll Encumbrances)
- % Available (Payroll Encumbrance Deducted):** (Available Balance (Payroll Encumbrance Deducted)/Budget)



Detailed View



Spending Report

Detail within each Program can be expanded by clicking here.

Location Name: Group by:

Program Name	Program Code	Commitment Item	Commitment Item Description	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
AFT SCH Edu&Safety(ASES) LAB ADM										
Total					\$0	\$2,152	\$2,152	\$0	\$0	\$0
AFT SCH Edu&Safety(ASES)-LAB ADM										
Total					\$0	\$105,268	\$37,345	\$359	\$65,477	\$2,087
Breakfast In the Classroom Custodian OT										
Total					\$0	\$2,446	\$1,387	\$0	\$1,059	\$0
Breakfast In the Classroom Supplies										
Total					\$0	\$0	\$0	\$0	\$1,276	(\$1,276)
BS-FA-Mtl Mgmt Br-Truck Op										
Total					\$0	\$0	(\$1,851)	\$0	\$1,851	\$0
Cafe Fd-Cafe Wkrs-5/B/T-5ch										
Total					\$0	\$251,852	\$96,520	\$0	\$155,332	\$0
Cafe School Deliveries-Other										
Total					\$0	\$0	(\$473)	\$0	\$473	\$0
Cafe Supplies										
Total					\$0	\$0	\$0	\$429	\$10,661	(\$11,090)
Cafe-Dir Donated Commodities										
Total					\$0	\$0	\$0	\$0	\$3,916	(\$3,916)
Cafe-Other Exp-Cafe										
Total					\$0	\$0	\$0	\$0	\$1,916	(\$1,916)

Negative Available Balances show up in parenthesis at the Commitment Item level and at the "Total" Program level.



Detailed View Continued

Spending Report

Detail for all Programs can be expanded by clicking here.

Location Name: 1234567 ABC School

Group by:

Program Name

Expand All

Collapse All

Export



Collapse all by clicking here

Program Name	Program Code	Commitment Item	Commitment Item Description	Carryover	Budget	Payroll Encumbrance	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
AFT SCH Edu&Safety(ASES) LAB ADM										
AFT SCH Edu&Safety(ASES) LAB ADM	71943	220003	Maint/Oper Salaries - Overtime	\$0	\$1,753	\$1,753	\$0	\$0	\$0	0.00%
AFT SCH Edu&Safety(ASES) LAB ADM	71943	330201	PERS - Classified	\$0	\$209	\$209	\$0	\$0	\$0	0.00%
AFT SCH Edu&Safety(ASES) LAB ADM	71943	330201	Social Security - Classified	\$0	\$109	\$109	\$0	\$0	\$0	0.00%
AFT SCH Edu&Safety(ASES) LAB ADM	71943	330201	Medicare - Classified	\$0	\$28	\$28	\$0	\$0	\$0	0.00%
AFT SCH Edu&Safety(ASES) LAB ADM	71943	330201	Unemp/Insur - Classified	\$0	\$2	\$2	\$0	\$0	\$0	0.00%
AFT SCH Edu&Safety(ASES) LAB ADM	71943	330201	Workers Comp - Classified	\$0	\$53	\$53	\$0	\$0	\$0	0.00%
Total				\$0	\$2,152	\$2,152	\$0	\$0	\$0	
AFT SCH Edu&Safety(ASES)-LAB-5										
AFT SCH Edu&Safety(ASES)-LAB-5	71940	290004	Other Class Salaries - Suppl	\$0	\$57,913	\$29,037	\$0	\$58,878	\$0	0.00%
AFT SCH Edu&Safety(ASES)-LAB-5	71940	330201	Social Security - Classified	\$0	\$5,453	\$5,453	\$0	\$0	\$0	0.00%
AFT SCH Edu&Safety(ASES)-LAB-5	71940	330202	Medicare - Classified	\$0	\$1,277	\$650	\$0	\$427	\$0	0.00%



Group By



Spending Report

To group by Commitment Item Description instead of Program, select it from the dropdown. You can also group by Program Code and Commitment Item.

Location Name: 1234567 ABC SCHOOL

Group by: **Commitment Item Description** [Expand All] [Collapse All] [Export] [?]

Commitment Item Description	Program Code	Commitment Item	Program Name	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
Advisory Committee Expenses										
<i>Total</i>				\$0	\$500	\$0	\$0	\$52	\$448	
Food										
<i>Total</i>				\$0	\$0	\$0	\$2,662	\$158,131	(\$160,793)	
Food Services Salaries - Supple										
				\$0	\$0	(\$5,421)	\$0	\$5,421	\$0	
Food Services Salaries-Overtime										
				\$0	\$0	(\$1)	\$0	\$1	\$0	
Food Services Salaries-Regular										
				\$0	\$118,236	\$40,540	\$0	\$77,696	\$0	
General Supplies										
				\$0	\$21,079	\$0	\$0	\$7,721	\$13,358	
Guidance/Welfare Salaries-Reg										
<i>Total</i>				\$0	\$38,460	(\$13,173)	\$0	\$51,633	\$0	

This puts the Commitment Item Description column first. Now the "Total" line is at the Commitment Item Description level instead of the Program level.



Group By Continued



Spending Report

Location Name 1234567 ABC SCHOOL
 Group by:

Commitment Item Description	Program Code	Commitment Item	Program Name	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
Advisory Committee Expenses										
Advisory Committee Expenses	10183	430002	Targeted Student Population				\$0	\$52	\$448	89.69%
Total							\$0	\$52	\$448	
Food										
Food	17109	470001	Cafe-Dir Donated Commodities	\$0	\$0	\$0	\$0	\$3,916	(\$3,916)	X
Food	17110	470001	Cafeteria-Food	\$0	\$0	\$0	\$2,662	\$154,215	(\$156,877)	X
Total				\$0	\$0	\$0	\$2,662	\$158,131	(\$160,793)	
Food Services Salaries - Supple										
Food Services Salaries - Supple	17025	220024	Cafe Fd-Cafe Wkrs-S/B/T-Sch	\$0	\$0	(\$5,421)	\$0	\$5,421	\$0	X
Total				\$0	\$0	(\$5,421)	\$0	\$5,421	\$0	
Food Services Salaries-Overtime										
Food Services Salaries-Overtime	17025	220023	Cafe Fd-Cafe Wkrs-S/B/T-Sch	\$0	\$0	(\$1)	\$0	\$1	\$0	X
Total				\$0	\$0	(\$1)	\$0	\$1	\$0	

Now by expanding you'll see the detail within each Commitment Item (you'll see the different programs where this Commitment Item was budgeted or expended).



Export



Spending Report

To export the data to Excel, click on the "Export" button.

Location Name:
 Group by:

Commitment Item Description	Program Code	Commitment Item	Program Name	Carryover	Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actuals (Expenditures)	Available Balance (Payroll Encumbrance Deducted)	% Available (Payroll Encumbrance Deducted)
Advisory Committee Expenses										
Advisory Committee Expenses	10183	430002	Targeted Student Population	\$0	\$500	\$0	\$0	\$52	\$448	89.69%
Total				\$0	\$500	\$0	\$0	\$52	\$448	
Food										
Food	17109	470001	Cafe-Dir Donated Commodities	\$0	\$0	\$0	\$0	\$3,916	(\$3,916)	X
Food	17110	470001	Cafeteria-Food	\$0	\$0	\$0	\$2,662	\$154,215	(\$156,877)	X
Total				\$0	\$0	\$0	\$2,662	\$158,131	(\$160,793)	
Food Services Salaries - Supple										
Food Services Salaries - Supple	17025	220024	Cafe Fd-Cafe Wkrs-S/B/T-Sch	\$0	\$0	(\$5,421)	\$0	\$5,421	\$0	X
Total				\$0	\$0	(\$5,421)	\$0	\$5,421	\$0	
Food Services Salaries-Overtime										
Food Services Salaries-Overtime	17025	220023	Cafe Fd-Cafe Wkrs-S/B/T-Sch	\$0	\$0	(\$1)	\$0	\$1	\$0	X
Total				\$0	\$0	(\$1)	\$0	\$1	\$0	