COFE BUDGET REPORT JOB AID

Displays budget details from COFE (Central Office Front End), includes all school site program codes including those in Schools Front End.

Log on to BTS



Accessing the Report:

- 1. Click on the Financials/Budget tab,
- 2. Click on SAP Budget Schools Front End



School Budget Planning and Maintenance

School Budget Planning and Maintenance	
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🗊 Signature Form With Print Range 🔲 COFE Budget Report 📑 Staffing an	d Resources
Progress Report School Discretionary Programs Rep School Budg	get Summary
Position With Incumbent Report Estimated Rates By Budget Item Cost	Limits
Other Budget Reports Employee Assignment Cost Furlough Sa	avings Report
RPA Form Functional Area Derivation	<u> </u>

- 3. Click on the *Reports* tab.
- 4. Click on *COFE Budget Report*.
- 5. Enter *Version*.
 - a. BP1 = Budget Development (Base allocation based on ECast)
 - b. FN0=Budget Development
 - c. CM0=Current Modified Budget
- 6. Enter *Fiscal Year*.
- 7. Enter Fund Center.
 - **a.** Leaving this field blank will run the report for all schools you have access to.
 - **b.** Clicking on 💌 will allow you to enter multiple Fund Centers.
- 8. Enter *Program*.
 - a. Leaving this field blank will run the report for all available programs.

- b. Clicking on 🖻 will allow you to enter multiple programs.
- 9. Click the button for "Display in Form"
- 10. Click Execute

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11. If the print *OutputDevice* is blank, type in LOCL and press Enter. Output Device should be *My win local printer*

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12. Click on the **dropdown icon**

on the Frontend Printer

- 13. Select Doro WinGUI PDF Writer
- 14. Click on Print

Note: Selecting Print Preview will display the report/form and allow you to only print (not save)

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15. Click **Create**. Report will open and be saved to the default location displayed.

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16. Result is displayed in PDF format and can be saved and/or printed.

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BUDGET REPORT Fiscal Year 2020 Central Office Front-End (COFF) Version Courset Modified Version Central Office Front-End (COFF)																			
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Centra	al Office	e Front	-End (COFE)					Versi	ion	CM0 C	urrent Modified Ve	ersion							
	Der Div	e Front	-End (COFE)	Fund	Functional	Cmmt Itm	CI Description	Versi	Grw	CM0 C	urrent Modified Ve	PA	P\$ Ar/Lv	Hrs/Day	FTE	Start Date	Salary	F Benefits	Total Amt
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Line Type Line # 1POSITN 000001 1POSITN	Der Div SubDiv	s Grp Op/Ad	-End (COFE) Fund Center 1234501 ABC School 1234501	Fund Rsrc 010 0000 010	Functional Area 0000-2700-13027 General Fund School Pr 1110-1000-13027	Cmmt Itm Bud Itm 240001 26288 110001	CI Description BI Description Office Pers Sal-Reg OFFICE TECH E11/07 Tohr Sal-Reg Assgnrt	Grant Fund Pgm NOT_RELE OPR00000 NOT_RELE	Grw Cd D	2020 CM0 C Pos Status 30358538 A 30352783	Job 24102828 Office Technician 11100731	PA PSA 1DXX ESXX 2UTK	PS Ar/Lv Ty/Grp DX/07 01/2828 UT/10	Hrs/Day Days/Wk 8.000 5.000 6.000	FTE Fund% 1.00 100.000 1.00	Start Date End Date 07/01/2017 12/31/9999 07/01/2017	Salary 38,406 81,401	F Benefits Health 11,594 18,842 17,389	Total Amt 68,842 117,632

To download the result in Excel

17. Enter Version, Fiscal Year, Fund Center, and Program

Available Versions (click on matchbox to display a list of available versions):

- a. BP1 = Budget Development (Base allocation based on ECast)
- **b.** FNO = Budget Development
- c. CM0 = Current Modified Budget
- 18. Click the button for Display in Grid
- 19. Click Execute

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20. Click Spreadsheet

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COFE - Budget Detail												
Version	Year	Funds Ctr	Funds Center Descr.	SACS Fund	Fund Text	Program	Program Description	Prog.Cat.	Program Cate			
CM0	2020	:		010	General Fund	13027	General Fund School Program	000A	GENERAL PRC			
CM0	2020	1		010	General Fund	13027	General Fund School Program	000A	GENERAL PRO			
CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRC			
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CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRO			
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CM0	2020			010	General Fund	13027	General Fund School Program	000A	GENERAL PRO			
CM0	2020	:		010	General Fund	13027	General Fund School Program	000A	GENERAL PRC			

- 21. Click the button for Select from All Available Formats
- 22. Select Excel (In Existing XXL Format) from the dropdown
- 23. Click Continue



- 24. Click the button for **Table**
- 25. Click **Continue**

E Export list object to XXL	×
An XXL list object is exported with 9 lines and 76 columns Choose a processing mode:	
Table 24	25

26. Export list object should be Microsoft Excel; click Continue



27. File opens in Excel. Save file to your computer and close the Excel download.
 Note – The download version of Excel has limited functionality. It is best to close this Excel download after it is saved and open the version saved on your computer.

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11										