

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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BUDGET WITH INCUMBENT (BWI) REPORT JOB AID

This report shows the details of all the lines in a school's budget. It includes both non-position and position resources and for budgeted positions it provides incumbent information such as employee name and employee number.

Accessing the Report

Business Tools for Schools

User *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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1. Log on to BTS

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The screenshot shows the SAP Financials interface. At the top, a yellow banner says "Welcome ROBIN FOSTER". Below it is a navigation bar with tabs: Home, **Financials/Budget** (highlighted with a red box and a red circle containing the number 2), Human Resources, Access Request, Accounts Payable, Accts Recv / Cash Mgmt, and Asset Management. Below the navigation bar is a sub-menu for "Financials/Budget" with a sub-tab for "SAP Financials". On the left, a "Detailed Navigation" sidebar lists several items: SAP Financials, SAP Budget, SAP Budget - Schools (version 21), and **SAP Budget - Schools Front End** (highlighted with a red box and a red circle containing the number 3). The main content area displays the text: "WinGUI - To access WinGUI on AVD, Here [WinGUI Access](#)
AVD- To access the AVD site, Here <http://Apps.lausd.net>".

2. Click on the **Financials/Budget** tab
3. Click on **SAP Budget – Schools Front End**

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School Budget Planning and Maintenance

Funds Center: 1545901 NEVADA EL
SACS Fund: 010 General Fund
LAUSD Program: 13027 General Fund School Program

List All Authorized Clear Selection Criteria Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	EN0 Final Version	2025	Locked
Budget Maintenance	CM0 Current Maintena...	2024	

Reports Justification Administration Message

Budget Report	Archive Report	School Resource Allocation
Signature Form	Archived Signature Form	General Fund Allocation Report
Signature Form With Print Range	COFE Budget Report	Staffing and Resources
Progress Report	School Discretionary Programs Rep	School Budget Summary
Budget With Incumbent Report	Estimated Rates By Budget Item	Cost Limits
Position With Incumbent Report	Employee Assignment Cost	Furlough Savings Report

4. Click on the **Reports** tab.

5. Click on the **Budget With Incumbent Report**.

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6. Select **Display in Form** under Display Options.

- Display In Grid – Allows the report to be downloaded as a spreadsheet.
- Display in Form – Displays a formatted report that can be printed or saved.

7. Enter **Version**.

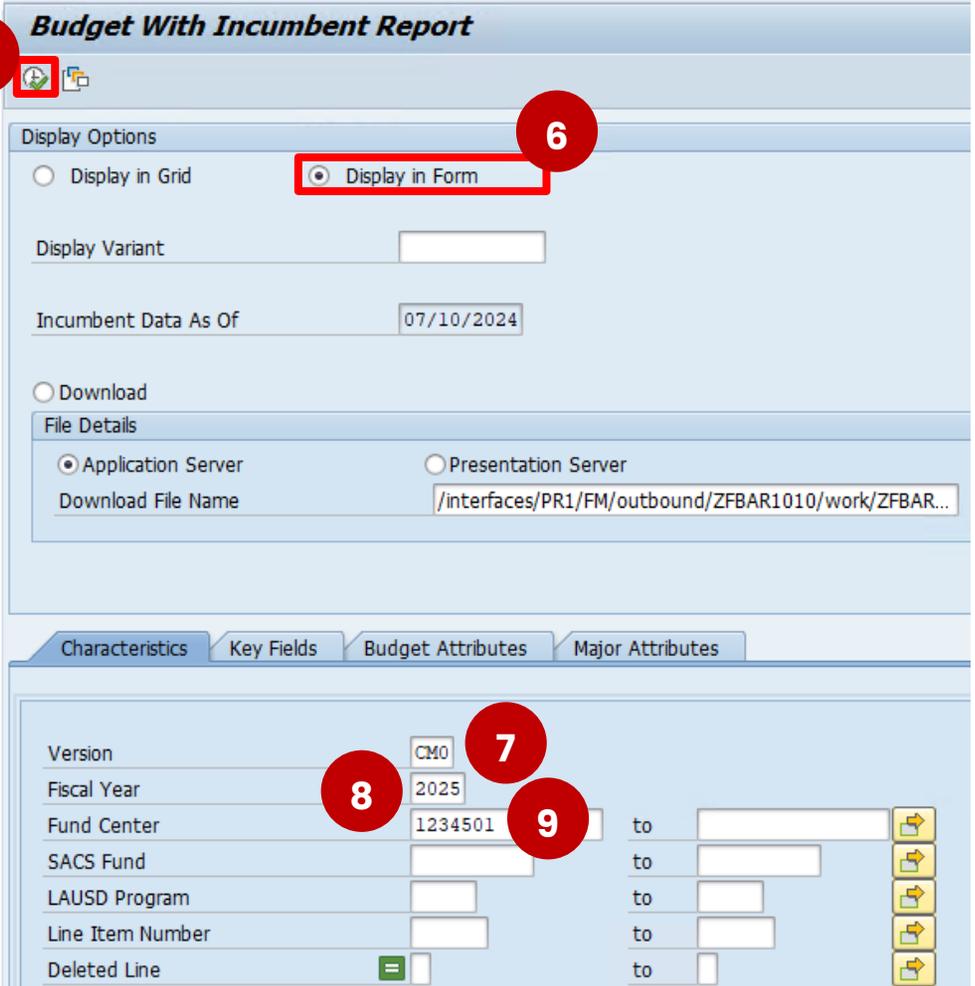
8. Enter **Fiscal Year**.

9. 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.

10. Click **Execute**.



The screenshot shows the 'Budget With Incumbent Report' interface. It features a 'Display Options' section with radio buttons for 'Display in Grid' and 'Display in Form'. The 'Display in Form' option is selected and highlighted with a red box and a red circle containing the number 6. Below this is a 'Display Variant' field, an 'Incumbent Data As Of' date field set to '07/10/2024', and a 'Download' section with radio buttons for 'Application Server' (selected) and 'Presentation Server'. The 'Download File Name' field contains a path: '/interfaces/PR1/FM/outbound/ZFBAR1010/work/ZFBAR...'. At the bottom, there are tabs for 'Characteristics', 'Key Fields', 'Budget Attributes', and 'Major Attributes'. Below these tabs is a form with fields for 'Version' (CM0), 'Fiscal Year' (2025), 'Fund Center' (1234501), 'SACS Fund', 'LAUSD Program', 'Line Item Number', and 'Deleted Line'. The 'Fund Center' field is highlighted with a red box and a red circle containing the number 8. The 'Version' field is highlighted with a red circle containing the number 7. The 'SACS Fund' field is highlighted with a red circle containing the number 9. A red circle containing the number 10 is positioned over the 'Execute' button (represented by a green arrow icon) in the top left corner of the interface.

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The screenshot shows a 'Print' dialog box with the following sections:

- OutputDevice:** A dropdown menu showing 'My win local printer'. A red box highlights this field, and a red circle with the number '11' is next to it.
- Page selection:** A text input field.
- Spool Request:** Fields for Name (SMART, LOCL, RFOSTER004), Title, and Authorization.
- Spool Control:** Checkboxes for 'Print Now' (checked), 'Delete After Output', 'New Spool Request' (checked), and 'Close Spool Request'. Below are 'Spool Retention' (8 Day(s)) and 'Storage Mode' (Print only).
- Number of Copies:** 'Number' (1) and 'Group' (1-1-1,2-2-2,3-3-3,...) checkbox.
- Cover Page Settings:** 'SAP cover page' (Do Not Print), 'Recipient', and 'Department' fields.
- Buttons:** 'Print preview', 'Print', and a close button. A red circle with the number '12' is next to the 'Print preview' button.

11. The print menu displays. If the Output device is blank, type **LOCL** and press **Enter**. **OutputDevice** will display **My win local printer**.

12. Click **Print preview**.

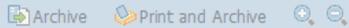
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Print Preview of My win local printer Page 00001 of 00025



Print Preview of My win local printer Page 00001 of 00025



BUDGET SERVICES and FINANCIAL PLANNING DIVISION
BUDGET WITH INCUMBENT REPORT
 Central Office Front-End (COFE)

BUDGET MAINTENANCE
 Fiscal Year 2025
 Version CMO Current Modified Version

Line Type Line #	Fund Center	Fund Rsrc	Functional Area	Grant	Cmmt Itm Bud Itm	CI Description BI Description	Pos Status	Employee Name Personnel Number	No Of Incumb	Job	PA PSA	PS Ar/Lv Ty/Grp	Hrs/Day Days/Wk	FTE Fund%	Start Date End Date	Salary	E Benefits Health	Total Amt
20THS-L 000001	1234501 ABC ES	010 0000	1110-3110-10409 TSP-Foster Youth Progr	NOT_RELE	120021 12108	Guidance/Wel Sal-Reg ITIN COUNS PSA B									07/01/2024 06/30/2025	5,903	1,360 1,126	8,389
20THS-L 000001	1234501 ABC ES	010 0000	1110-1000-10424 TSP-Itinerant Arts Tea	NOT_RELE	110001 10602	Tohr Sal-Reg Assgnmt ITIN EL ARTS ED TCHR									07/01/2024 06/30/2025	51,346	11,817 11,959	75,122
20THS-L 000001	1234501 ABC ES	010 0000	0000-3140-10529 School Nurse	NOT_RELE	120041 12106	Health Svcs Sal-Reg ITIN NURSE									07/01/2024 06/30/2025	116,333	26,771 22,511	165,615

- Report displays. Click the Print icon. Select the appropriate printer from the Printer dialog box or select Print to PDF to create a PDF file that can be saved to your computer.