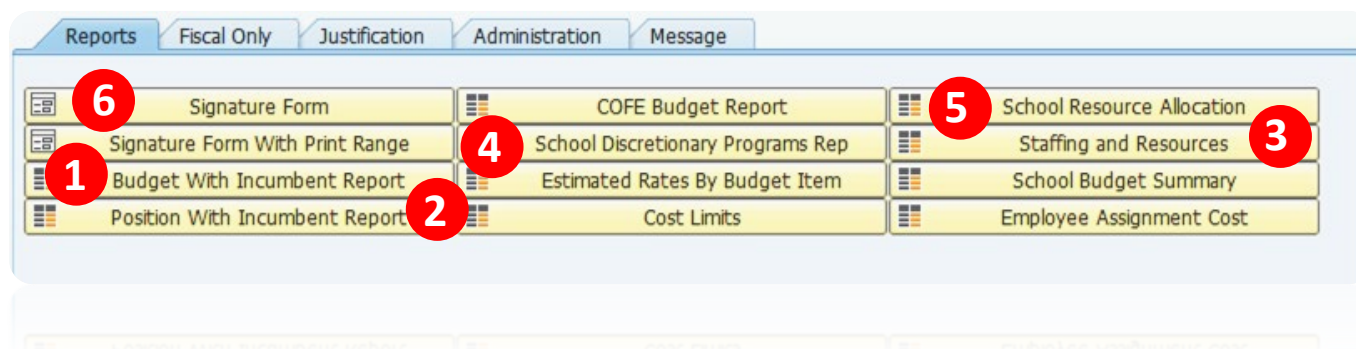




BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

REPORTS IN SCHOOLS FRONT END (SFE)



How do I find these reports?

- i. Log on to BTS
- ii. Click on the *Financials/Budget* tab
- iii. Click on *SAP Budget – Schools Front End*
- iv. Click on the *Reports* tab

Commonly Used Reports

1. **Budget with Incumbent Report (BWI)** – 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.
2. **Position with Incumbent Report (PWI)** – displays details of all budgeted positions with the related Human Resources data, such as position control number, employee name, and job title.
3. **Staffing and Resources Report** – summarizes school resources by Job ID, Budget Item Description, or Commitment Item Description.
4. **School Discretionary Programs Rep** – provides a budget summary using program groupings (Categorical or Regular programs). It includes the budget item description, total cost, and full-time equivalent of positions for School Front End program codes only.
5. **School Resource Allocation** – shows the details of a school's allocations by program.
6. **Signature Form** – shows the school's budget in a pre-defined format with signature pages for required approvals.



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Additional Reports

7. **COFE Budget Report** – provides budget details from COFE (Central Office Front End) for all school site program codes, including those in Schools Front End.
8. **Cost Limits** – displays budget item cost with an Indirect Cost limit. These indirect costs cannot exceed a pre-determined percentage of the total budget.
9. **Employee Assignment Cost** – provides assigned group/level and actual cost information for school site employees.
10. **Estimated Rates by Budget Item** – displays estimated costs for Budget Items by Program Code.
11. **School Budget Summary** – provides an overview of a school's budget, including the number of FTE (Full Time Equivalent) positions and costs.
12. **Signature Form with Print Range** – prints a range of Signature Forms between Fund Centers and/or LAUSD Programs.