BUDGET SERVICES AND FINANCIAL PLANNING
SCHOOL SUPPORT NETWORK
Visit us at **https://BudgetTraining.lausd.net** for fiscal training information!

STAFFING AND RESOURCES REPORT JOB AID

This report summarizes school resources by Job ID, Budget Item Description, or Commitment Item. Version BP1 displays allocations based on E-CAST and Version CM0 displays base, as well as school purchased positions.

Accessing the Report

1. Log on to BTS

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2. Click on the *Financials/Budget* tab

3. Click on *SAP Budget – Schools Front End*

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

5. Click on the **Staffing and Resources Report**.

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

   a) <u>Display in Grid</u> – allows for the report to be downloaded as a spreadsheet.

   b) <u>Display in Form</u> – 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 [icon] will allow you to enter multiple Fund Centers.

10. Enter **Program.**

11. Click **Execute**.
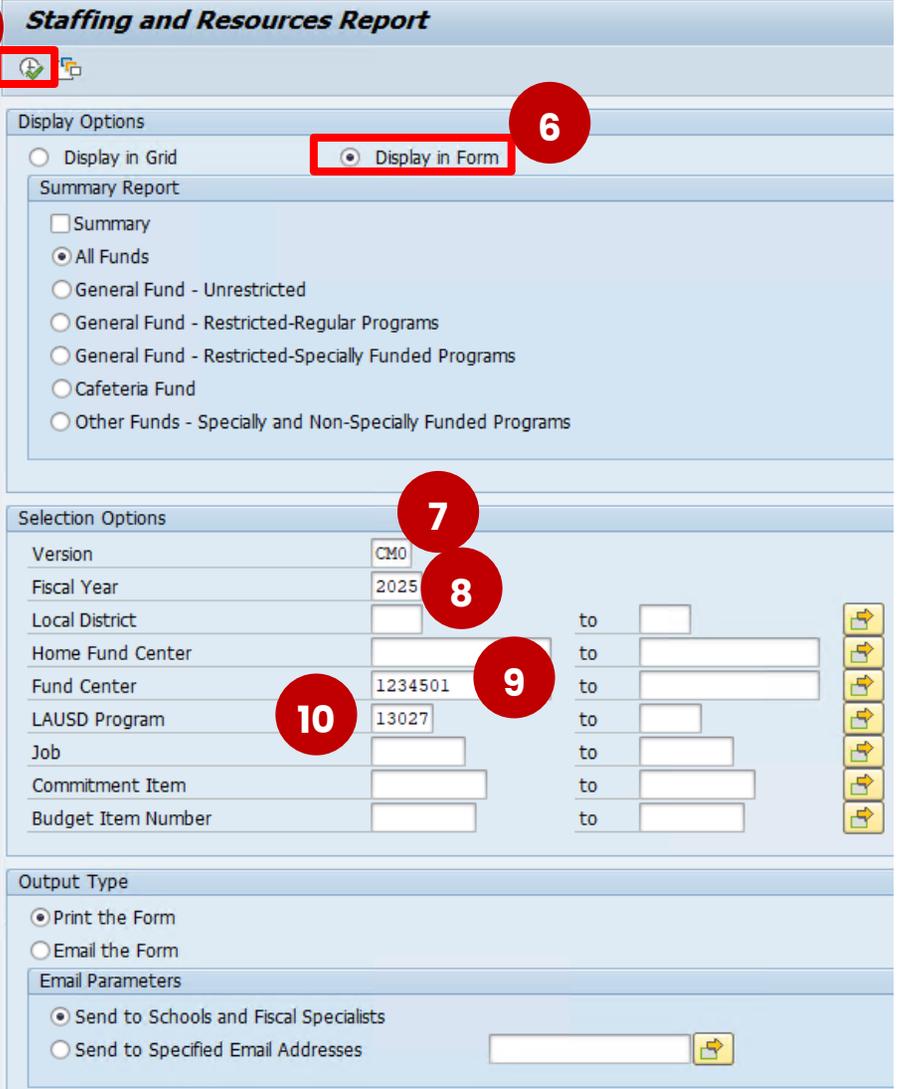
Staffing and Resources Report

Display Options
- ○ Display in Grid
- ● Display in Form

Summary Report
- ☐ Summary
- ● All Funds
- ○ General Fund - Unrestricted
- ○ General Fund - Restricted-Regular Programs
- ○ General Fund - Restricted-Specially Funded Programs
- ○ Cafeteria Fund
- ○ Other Funds - Specially and Non-Specially Funded Programs

Selection Options

		to	
Version	CMO		
Fiscal Year	2025		
Local District		to	
Home Fund Center		to	
Fund Center	1234501	to	
LAUSD Program	13027	to	
Job		to	
Commitment Item		to	
Budget Item Number		to	

Output Type
- ● Print the Form
- ○ Email the Form

Email Parameters
- ● Send to Schools and Fiscal Specialists
- ○ Send to Specified Email Addresses

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

13. Click **Print preview**.

Print Preview of My win local printer Page 00001 of 00001

Archive   Print and Archive

Staffing and Resources
(Sorted by Budget Line Type, Job, Budget Item, and Commitment Item)

Fund Center Name: ABC ES	Fund Center:	1234501
Fund Ctr Type Name: ELEMENTARY	Local District:	RN
Norm Category: Desegregated/Receiver		

Fiscal Year: 2025   Version: CM0

Program Code: 13027   Program Name: General Fund School Program

Description	FTE	Total Cost
PLANT MANAGER I	1.00	109,132
BLDG & GROUNDS WORKER	1.00	94,259
LIBRARY AIDE	0.75	63,590
Office Technician	1.00	78,857
DAY TO DAY SUBS	0.00	92,068

14. 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.