

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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## STAFFING AND RESOURCES REPORT JOB AID

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

### 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 "SAP Financials" selected. On the left, a "Detailed Navigation" sidebar lists: 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 "SAP Financials" and contains 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	<b>Staffing and Resources</b>
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

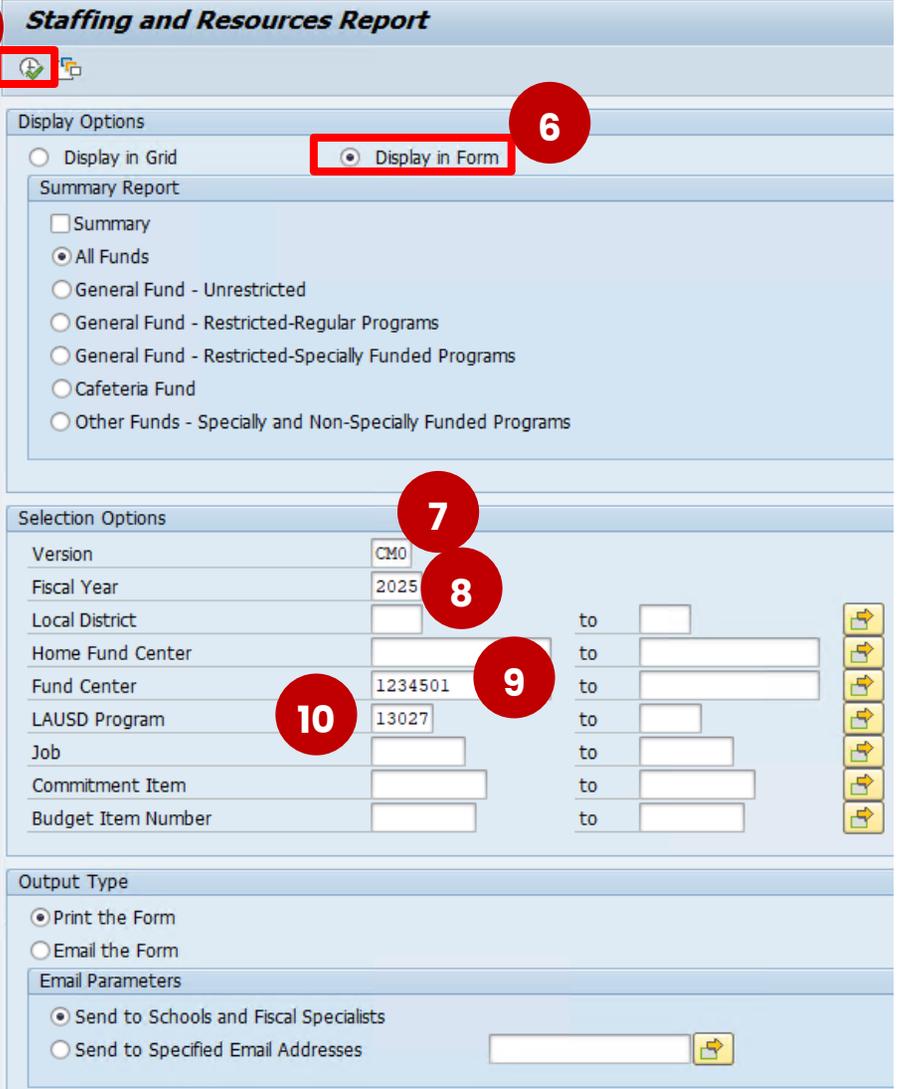
4. Click on the **Reports** tab.

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

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6. Select **Display in Form** under Display Option.
  - a) Display in Grid – allows for the report to be downloaded as a spreadsheet.
  - b) 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. Enter **Program**.
11. Click **Execute**.



The screenshot shows the 'Staffing and Resources Report' interface. It is divided into several sections:

- Display Options:** Contains radio buttons for 'Display in Grid' and 'Display in Form'. The 'Display in Form' option is selected and highlighted with a red box and callout 6.
- Summary Report:** Contains checkboxes for 'Summary' and radio buttons for various fund types: 'All Funds', 'General Fund - Unrestricted', 'General Fund - Restricted-Regular Programs', 'General Fund - Restricted-Specially Funded Programs', 'Cafeteria Fund', and 'Other Funds - Specially and Non-Specially Funded Programs'.
- Selection Options:** A table of input fields with callouts 7 through 10:

Version	CM0		
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:** Contains radio buttons for 'Print the Form' and 'Email the Form'. 'Print the Form' is selected.
- Email Parameters:** Contains radio buttons for 'Send to Schools and Fiscal Specialists' and 'Send to Specified Email Addresses'. 'Send to Schools and Fiscal Specialists' is selected.

Callouts 11 and 10 point to the 'Execute' button and the 'Add' icon in the Selection Options table, respectively. Callout 9 points to the 'Fund Center' field, callout 8 to the 'Fiscal Year' field, and callout 7 to the 'Version' field.

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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 '12' 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 '13' is next to the 'Print preview' button.

**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**.

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**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.