

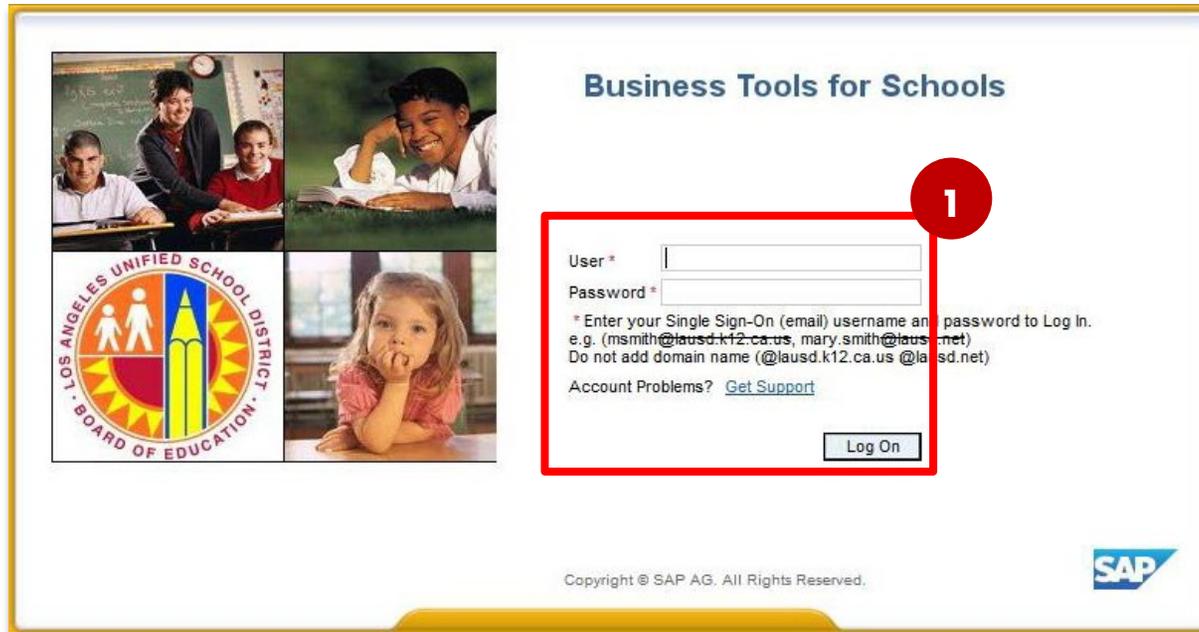
# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

## POSITION WITH INCUMBENT (PWI) REPORT JOB AID

This report displays the details of all budgeted positions and incumbent information.

### Accessing the Report



**Business Tools for Schools**

1

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](#)

Copyright © SAP AG. All Rights Reserved. 

1. Log on to BTS

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

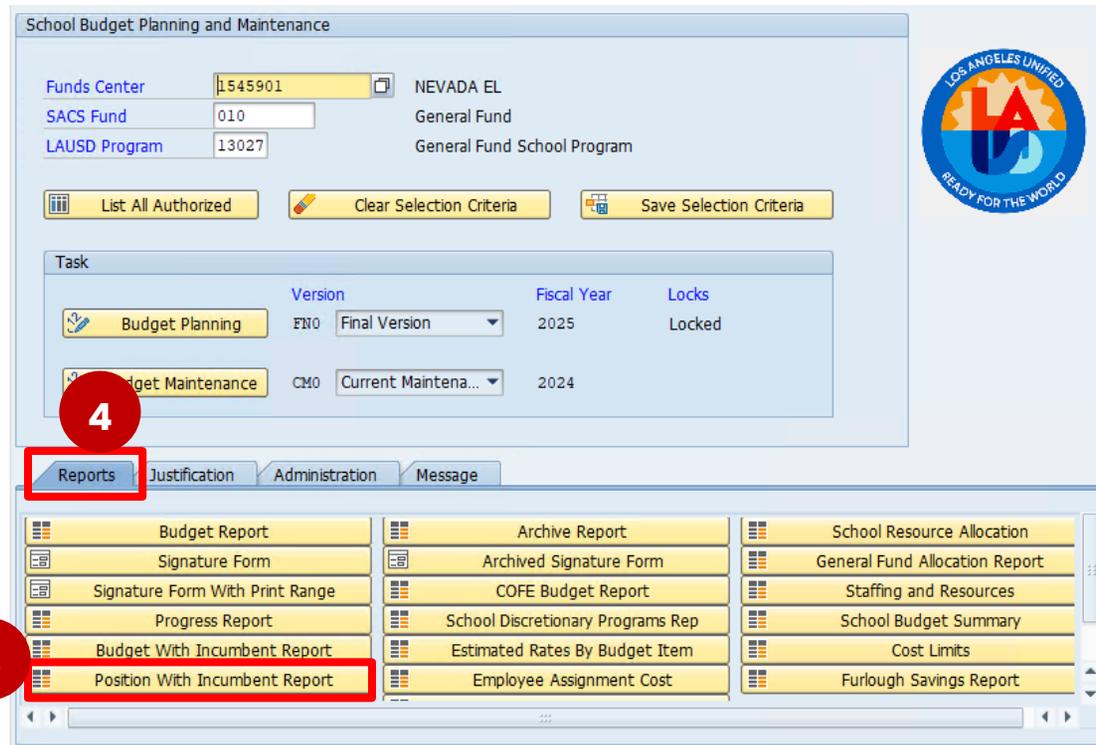
Visit us at <https://BudgetTraining.lausd.net> for fiscal training information!

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" pane lists several options: SAP Financials, SAP Budget, SAP Budget - Schools (version 2), 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**

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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



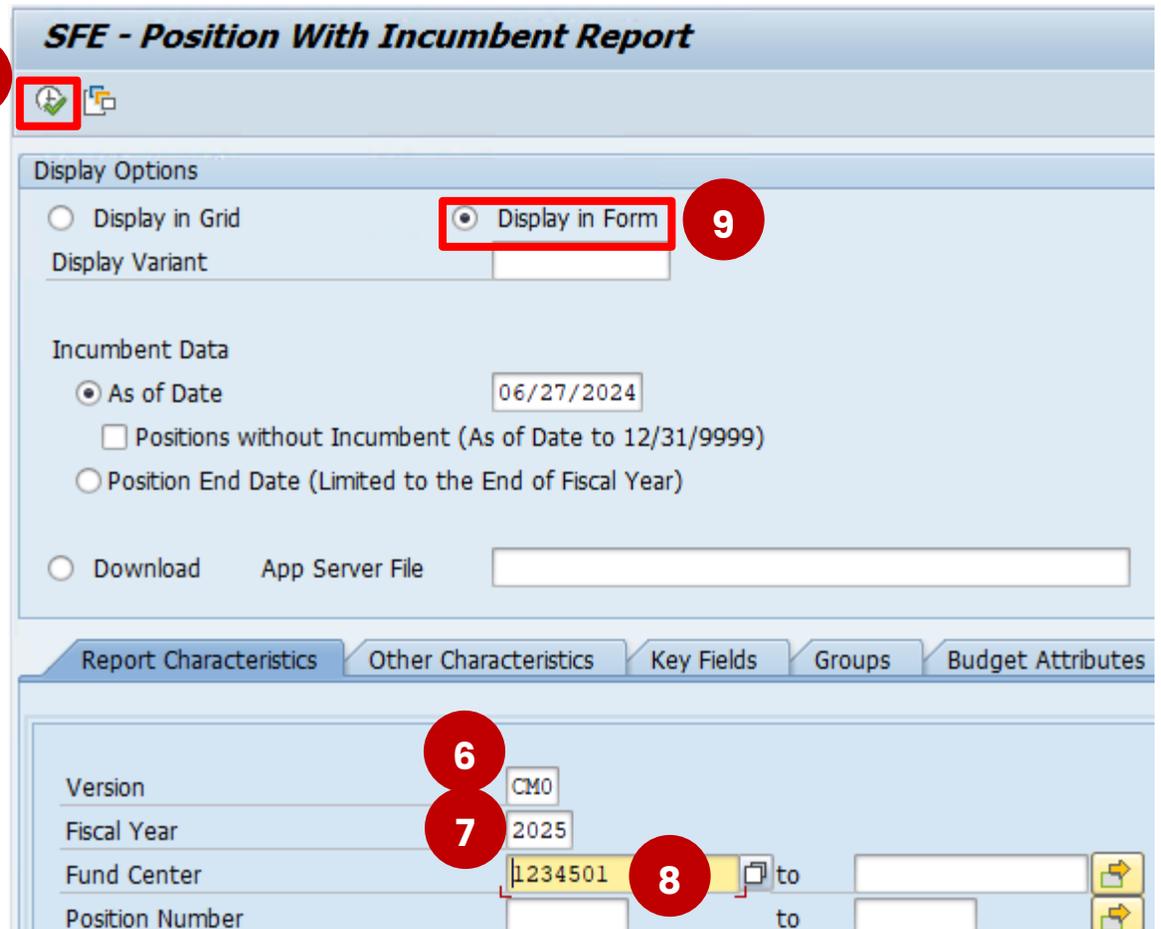
4. Click on the **Reports** tab.

5. Click on **Position with Incumbent Report**.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

6. Enter **Version**.
7. Enter **Fiscal Year**.
8. 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.
9. 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.
10. Click on **Execute**.



**SFE - Position With Incumbent Report**

10 

Display Options

Display in Grid  **9** Display in Form

Display Variant

Incumbent Data

As of Date 06/27/2024

Positions without Incumbent (As of Date to 12/31/9999)

Position End Date (Limited to the End of Fiscal Year)

Download App Server File

Report Characteristics | Other Characteristics | Key Fields | Groups | Budget Attributes

6 Version CM0

7 Fiscal Year 2025

8 Fund Center 1234501 to

Position Number to

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

The image shows a 'Print' dialog box with the following sections and fields:

- 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:**
  - Name: SMART LOCL RFOSTER004
  - Title: [Empty text box]
  - Authorization: [Empty text box]
- Spool Control:**
  - Print Now
  - Delete After Output
  - New Spool Request
  - Close Spool Request
  - Spool Retention: 8 Day(s)
  - Storage Mode: Print only
- Number of Copies:**
  - Number: 1
  - Group (1-1-1,2-2-2,3-3-3,...)
- Cover Page Settings:**
  - SAP cover page: Do Not Print
  - Recipient: [Empty text box]
  - Department: [Empty text box]
- Buttons:** Print preview, Print, and a close button (X).

A red circle with the number '12' is positioned over 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**.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

Text Edit Goto Extras System Help

Print Preview of My win local printer Page 00001 of 00006

Archive Print and Archive

## Position With Incumbent

Fund Center	1234501	ABC ES
Version	CM0	Current Modified Version
Fiscal Year	2025	

*Italics = HR Data*  
O = Obsolete

Position Job	Position Description Job Title	PSA Prog	PS Grp PS Level	Person # / ID Last Name, First Name	Incumbs	Employee Subgroup Description	Emp Status Pos Status	Start End	Hrs/Day Days/Wk	FTE Fund %	Salary Amount (w/ Benefits)
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	23 10	1XXXXXX / 1XXXXXX SMITH, JOHN	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	126,159.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C3 26	2XXXXX / 2XXXXX STORY, TOI	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	155,227.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C1 15	3XXXXX / 4XXXXX NONMI, LEE	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	150,826.00

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.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

## Report Guide

### Position With Incumbent

<b>1</b>	Fund Center	1234501	ABC ES
<b>2</b>	Version	CM0	Current Modified Version
<b>3</b>	Fiscal Year	2025	

*Italics = HR Data*  
O = Obsolete

<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	
Position Job	Position Description Job Title	PSA Prog	PS Grp PS Level	Person # / ID Last Name, First Name	Incumbents	Employee Subgroup Description	Emp Status Pos Status	Start End	Hrs/Day Days/Wk	FTE Fund %	Salary Amount (w/ Benefits)
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	23 10	1XXXXXX / 1XXXXXX SMITH, JOHN	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	126,159.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C3 26	2XXXXX / 2XXXXX STORY, TOI	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	155,227.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C1 15	3XXXXX / 4XXXXX NONMI, LEE	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	150,826.00

## Report Field Descriptions

1. Fund Center Description – Fund Center and Fund Center Name
2. Version –
  - a. CM0 = Current Modified Version (Current Maintenance)
  - b. FN0 = Adopted Final Version (Budget Development)
3. Fiscal Year

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

## Position With Incumbent

<b>1</b>	Fund Center	1234501	ABC ES
<b>2</b>	Version	CM0	Current Modified Version
<b>3</b>	Fiscal Year	2025	

*Italics = HR Data*  
O = Obsolete

<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	
Position Job	Position Description Job Title	PSA Prog	PS Grp PS Level	Person # / ID Last Name, First Name	Incumbs	Employee Subgroup Description	Emp Status Pos Status	Start End	Hrs/Day Days/Wk	FTE Fund %	Salary Amount (w/ Benefits)
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	23 10	1XXXXXX / 1XXXXXX SMITH, JOHN	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	126,159.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C3 26	2XXXXX / 2XXXXX STORY, TOI	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	155,227.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C1 15	3XXXXX / 4XXXXX NONMI, LEE	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	150,826.00

#### 4. Position & Job

- a. Position – 8-digit number that represents the position number.
- b. Job – 8-digit number that identifies the job code of the position.

#### 5. Position Description & Job Title

- a. Position Description – identifies the position name.
- b. Job Title – identifies the job name of the position.

#### 6. PSA & Program

- a. PSA – Personnel Sub Area defines the pay basis (number of days worked per year) and track.
- b. Program – Identifies the program code used to fund the position.

#### 7. PS Grp & PS Level

- a. PS Grp – The pay scale group is either the class code for a classified salary table or the schedule for a certificated salary table.
- b. PS Level – The pay scale level represents the step or level from the salary table.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

## Position With Incumbent

<b>1</b>	Fund Center	1234501	ABC ES
<b>2</b>	Version	CM0	Current Modified Version
<b>3</b>	Fiscal Year	2025	

*Italics = HR Data*  
**O** = Obsolete

<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	
Position Job	Position Description Job Title	PSA Prog	PS Grp PS Level	Person # / ID Last Name, First Name	Incumbs	Employee Subgroup Description	Emp Status Pos Status	Start End	Hrs/Day Days/Wk	FTE Fund %	Salary Amount (w/ Benefits)
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	23 10	<i>1XXXXXX / 1XXXXXX</i> <i>SMITH, JOHN</i>	1 of 1	<i>R1</i> <i>Regular/Permanent</i>	<i>Active</i> <i>Active</i>	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	126,159.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C3 26	<i>2XXXXX / 2XXXXX</i> <i>STORY, TOI</i>	1 of 1	<i>R1</i> <i>Regular/Permanent</i>	<i>Active</i> <i>Active</i>	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	155,227.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C1 15	<i>3XXXXX / 4XXXXX</i> <i>NONMI, LEE</i>	1 of 1	<i>R1</i> <i>Regular/Permanent</i>	<i>Active</i> <i>Active</i>	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	150,826.00

### 8. Person #/ID, Last Name, First Name, and Incumbs

- Person #/ID – Person # identifies the PersNo used for the specific position number. Person ID is the employee’s original employee number. An employee with multiple assignments/jobs will be assigned a different PersNo for each assignment/job.
- Last Name, First Name – is the name of the employee filling the position.
- Incumbs – identifies the number of incumbents in the positon.
  - 1 of 1 = one position/one incumbent
  - 1 of 2 = one position/two incumbents

### 9. Employee Subgroup & Description – Identifies the status of an employee’s assignment, i.e. probationary, regular, and temporary, intern, retiree, and substitute.

# BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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

## Position With Incumbent

<b>1</b>	Fund Center	1234501	ABC ES
<b>2</b>	Version	CM0	Current Modified Version
<b>3</b>	Fiscal Year	2025	

*Italics = HR Data*  
O = Obsolete

<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	
Position Job	Position Description Job Title	PSA Prog	PS Grp PS Level	Person # / ID Last Name, First Name	Incumbs	Employee Subgroup Description	Emp Status Pos Status	Start End	Hrs/Day Days/Wk	FTE Fund %	Salary Amount (w/ Benefits)
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	23 10	<i>1XXXXXX / 1XXXXXX</i> SMITH, JOHN	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	126,159.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C3 26	<i>2XXXXX / 2XXXXX</i> STORY, TOI	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	155,227.00
3000XXXX 11100731	ELEM TCHR ELEMENTARY TEACHER	CSXX 11020	C1 15	<i>3XXXXX / 4XXXXX</i> NONMI, LEE	1 of 1	R1 Regular/Permanent	Active Active	07/01/2023 12/31/9999	6.000 5.000	1.00 100.00	150,826.00

### 10. Emp Status & Pos Status

- a. Emp Status – is the status of the employee.
  - i. Active
  - ii. Closed
  - iii. Suspend
- b. Pos Status – Position Status – is the status of the position.

### 11. Start & End – is the Start and End date of the position.

### 12. Hrs/Day & Days/Wk – Is the number of hours and days assigned to a position.

### 13. FTE & Fund %

- a. FTE – Full Time Equivalent: Classified – 1 FTE = 8 hours; Certificated – 1FTE = 6 hours
- b. Fund % – the % of a position budgeted in a program. Multi-funded positions will appear multiple times on this report. Each line will have the same position number, but the program codes will be different. The total funding percentage for each position should always be 100%.

### 14. Salary Amount (w/Benefits) – is the salary amount budgeted for the position based on the PS Grp/Level.