STAFFING AND RESOURCES JOB AID

This report summarizes school resources by Job ID, Budget Item Description, or Commitment Item with Full Time Equivalent (FTE) and Total Cost.

Log on to BTS



From SAP Home Page select the Financials/Budget tab, click "SAP Budget - Schools Front End"

Home Einanciale/Budget Systems					
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Financials/Budget					
Overview					
Detailed Navigation	Overview				
SAP Financials	TRE				
 SAP Budget 	LKF				
 SAP Budget - Schools (version CM0 / 20 					
 SAP Budget - Schools Front End 					
Portal Favorites					

- Click on the *Reports* tab.
 Click on *Staffing and Resources*

School Budget Planning and Maintenance				
School Budget Planning and Maintenance				
Fund Center SACS Fund LAUSD Program Iiii List All Authorized Clear Selection Criteria Image: Save Selection Criteria				
Task				
Version Fiscal Year Locks Budget Planning Final Version 2020 Locked				
Budget Maintenance CMO Current Maintena 2020				
Reports Justification Administration Message				
Budget Report Archive Report School Resource Allocation				
🗐 Signature Form 🗐 🗐 Archived Signature Form 🗐 📰 2 General Fund Allocation Report				
🗐 Signature Form With Print Range				
Progress Report School Discretionary Programs Rep School Budget Summary				
Position With Incumbent Report Estimated Rates By Budget Item Cost Limits				
Other Budget Reports Employee Assignment Cost Furlough Savings Report				
RPA Form Functional Area Derivation				

- 3. Enter Version. Click on matchbox to display a list of available versions.
 - Version options:
 - a. BP1 = Budget Development (Base allocation based on ECast)
 - **b.** FN0 = Budget Development
 - **c.** CM0 = Current Modified Budget
- 4. Enter *Fiscal Year*.
- 5. Enter Fund Center.
 - a. Leaving this field blank will run the report for all schools in the system.
- b. Clicking on in will allow you to enter multiple Fund Centers.
 6. Enter *Program*. System will default to program 13027.
- 7. Select the Output Type:
 - a. Print the Form
 - **b.** Email the Form Enter the Email Parameters to email the form.

0	utput Type	
(Print the Form	
(Email the Form	
	Email Parameters	
	Send to Schools and Fiscal Specialists	
	Send to Specified Email Addresses	

8. Select Display in Form.

Display Options:

- a. Display in Grid Allows for the report to be downloaded as a spreadsheet.
- **b.** Display the Form– Displays a formatted report to print or save.
- 9. Click on *Execute*

Staffing and Resources Report
Display Options 8
Display in Grid Display in Form
Summary Report
Summary
All Funds
O General Fund - Unrestricted
General Fund - Restricted-Regular Programs
General Fund - Restricted-Specially Funded Programs
O Cafeteria Fund
Other Funds - Specially and Non-Specially Funded Programs
Selection Options
Version 3
Fiscal Year 4
Local District to 🖻
Home Fund Center to 🖻
Fund Center 5 to 😁
LAUSD Program 6 to 🖻
Job to 😭
Commitment Item to 🖻
Budget Item Number to 🖻
Print the Form
Email the Form
Email Parameters
Send to Schools and Fiscal Specialists
🔿 Send to Specified Email Addresses
Form Sort Options
• By Budget Line Type, Job, Budget Item, and Commitment Item
O By Description
O By Commitment Item and Job

10. If the print *Output Device* is blank, type in LOCL and press Enter. Output Device should be *My win local printer*

OutputDevice My win local printer Frontend Printer HP Color LaserJet M651 PCL 6 (609) Page selection Spool Request Name SMART LOCL RF706_1 Title Authorization Spool Control VPrint Now Delete After Output Oroup (1-1-1,2-2-2,3-3-3,) Cover Page Settings Cover Page Settings			
Frontend Printer HP Color LaserJet M651 PCL 6 (609) Page selection Spool Request Name SMART Itle Authorization Spool Control Verint Now Delete After Output Oroup (1-1-1,2-2-2,3-3-3,) Cover Page Settings Cover Page Settings Cover Page Settings			
Page selection Spool Request Name SMART LOCL RF706_1 Title Authorization Spool Control Number of Copies VPrint Now Number 1 Delete After Output Group (1-1-1,2-2-2,3-3-3,) VNew Spool Request Cover Page Settings Close Spool Request State states			
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Title Authorization Spool Control Verify Now Delete After Output Oblete After Output New Spool Request Close Spool Request Cover Page Settings Cover Page Settings			
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New Spool Request Close Spool Request Cover Page Settings Cover Page Settings			
Close Spool Request Cover Page Settings Cover Page Settings Cover Page Settings			
Canal Partneting Dav(s)			
Spool Retention Day(s) SAP cover page Do Not Print			
Storage Mode Print only Recipient			
Department			
🕕 Print preview 🚔 Print 🕷			

- **11.** Click on the **dropdown icon** on the Frontend Printer
- 12. Select Doro WinGUI PDF Writer
- 13. Click on Print

Note: Selecting Print Preview will display the report/form and allow you to only print (not save)

SAP					
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🔄 Print:			×		
OutputDevice	My win local printer	<u> </u>			
Frontend Printer	Doro WinGUI PDF Writer				
Page selection 12	Doro WinGUI PDF Writer				
	HP Color LaserJet 4700 (from E	3D-4439C439			
Spool Request	HP Color LaserJet M651 PCL 6 HP Deskiet 450 (from BD-4439	(from BD-44 (C4390178) in			
Name	HP LaserJet P4515 UPD PCL 6	(from BD-443			
Title	Microsoft XPS Document Write	r (from BD-4			
Authorization	Send To OneNote 2010 (from	BD-4439C43901			
Authorization	Snagit 11 (from BD-4439C4390	0178) in sess			
	Snagit 2018 (from BD-4439C43	390178) in se			
Spool Control	TOSHIBA 359 (from BD-4439C4390178) in se				
✓ Print Now	TOSHIBA 756 (80)				
Delete After Out HP Color LaserJet M651 PCL 6 (from BD-4439C4390178					
New Spool Requ	est				
Close Spool Requ	Jest	Cover Page Settings			
Spool Retention	8 Day(s)	SAP cover page Do Not Print	-		
Storage Mode	Print only 💌	Recipient			
		Department			
(13)					
Print preview 📄 Print 🗙					

14. Click *Create.* Report will open and be saved to the default location.



15. Result is displayed in PDF format and can be saved and/or printed.

Staffing and Resources

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

Fund Center Name: ABC School	Fund Center: 1234501	
Fund Ctr Type Name: ELEMENTARY	Local District: 3 A	
Norm Category: PHBAO		
Fiscal Year: 2019 Version: CM0		
Program Code: 10183 Program	Name: Targeted Student Popu	lation
Description	FTE	Total Cost
TEACHER ASST - DEGREE TRA	1.00	18,641
ASMT, NONCLSRM, PREP	0.50	67,620
PROF DEV TCHR X-TIME	0.00	5,400
TUTOR TCHR X TIME	0.00	699
CRD DIFF TSP ADV	0.00	770
HEALTH WELFARE CERT	0.00	6,995-
RETIREE BNFTS CERT	0.00	2,505-
TA HEALTH&MEDBENEFIT	0.00	5,100
POTENTIAL FNDING VAR	0.00	3,424
IMA	0.00	2,224
CONTR INSTRL SVC	0.00	18,022
Total	1.50	112,400

8/2019