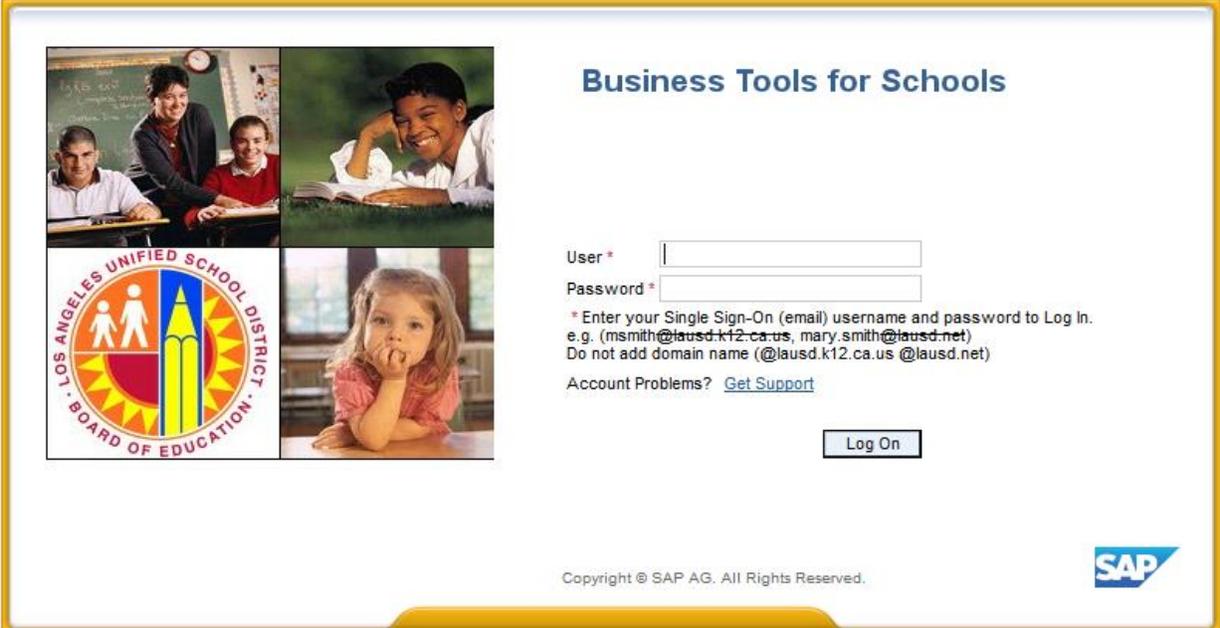


Budget Services and Financial Planning School Fiscal Services

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



Business Tools for Schools

User *

Password *

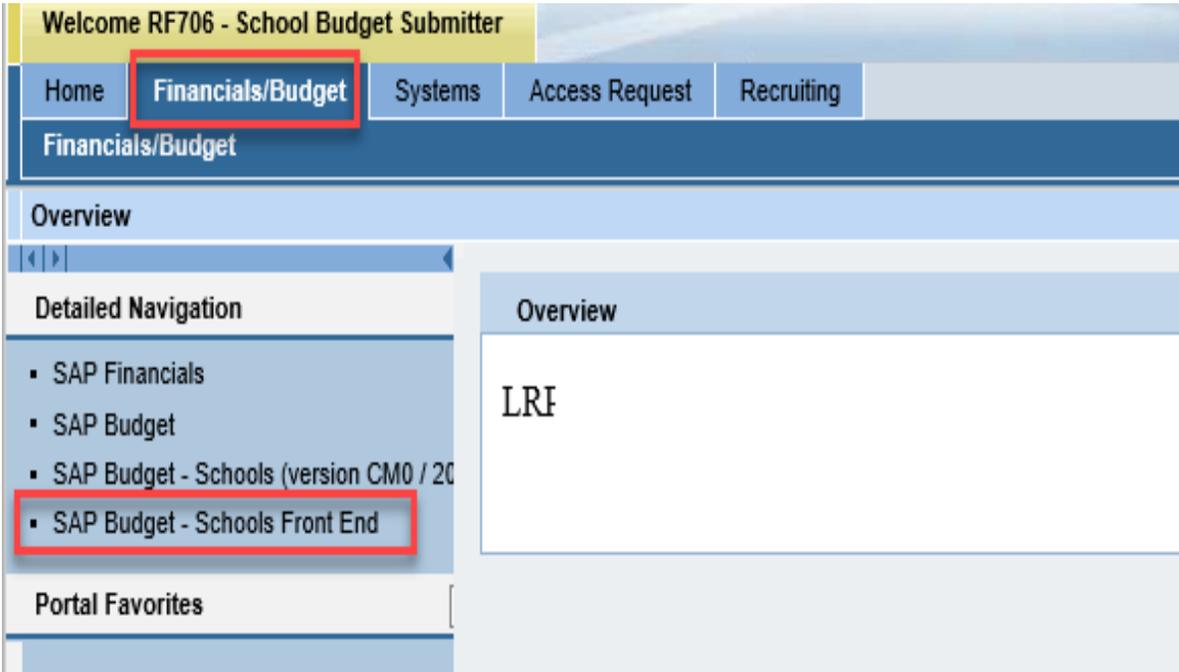
* Enter your Single Sign-On (email) username and password to Log in.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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From SAP Home Page select the **Financials/Budget** tab, click “**SAP Budget – Schools Front End**”



Welcome RF706 - School Budget Submitter

Home **Financials/Budget** Systems Access Request Recruiting

Financials/Budget

Overview

Detailed Navigation

- SAP Financials
- SAP Budget
- SAP Budget - Schools (version CM0 / 20
- SAP Budget - Schools Front End**

Portal Favorites

Overview

LRI

Budget Services and Financial Planning School Fiscal Services

1. Click on the **Reports** tab.
2. Click on **Staffing and Resources**

School Budget Planning and Maintenance

School Budget Planning and Maintenance

Fund Center

SACS Fund

LAUSD Program

List All Authorized Clear Selection Criteria Save Selection Criteria

Task	Version	Fiscal Year	Locks
Budget Planning	FN0 Final Version	2020	Locked
Budget Maintenance	CM0 Current Maintena...	2020	

1

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	COFE Budget Report	Staffing and Resources
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	

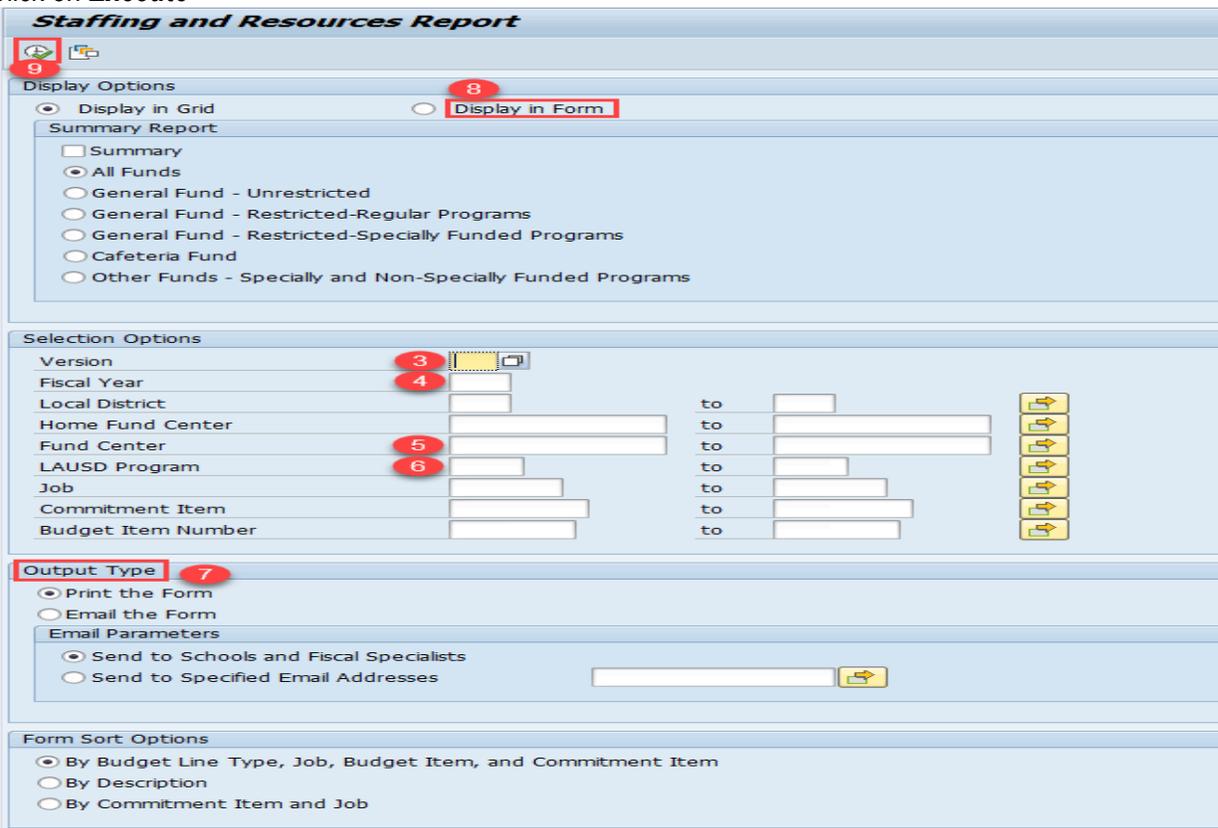
2

Budget Services and Financial Planning School Fiscal Services

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  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.



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**



Budget Services and Financial Planning School Fiscal Services

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

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)

