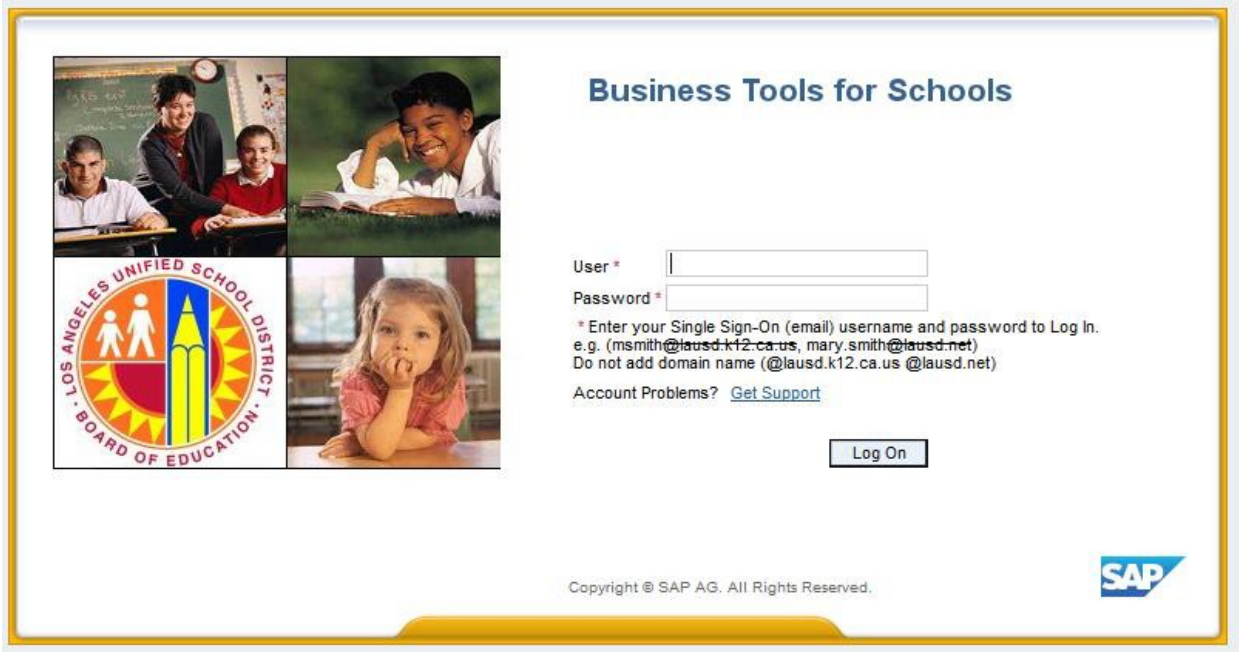


BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

STAFFING AND RESOURCES JOB AID

This report summarizes school resources by Job ID, Budget Item Description, or Commitment Item. For Program 13027, Version BP1 displays allocations based on E-CAST and Version CM0 displays base, as well as school purchased positions.

Log on to BTS



Accessing the Report:

1. Click on the **Financials/Budget** tab,
2. Click on **SAP Budget – Schools Front End**

WinGUI Access' and 'Citrix - To access the Citrix site, Here <http://Apps.lausd.net>'." data-bbox="115 687 898 871"/>

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

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 Maintenance	2020	

3 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	4 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	

3. Click on the **Reports** tab.
4. Click on **Staffing and Resources**.
5. Enter **Version**.
 BP1=Budget Development (Base allocation based on ECAST)
 FN0=Budget Development
 CM0=Current Modified Budget
6. Enter **Fiscal Year**.
7. 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.
8. Enter **Program**. System will default to program 13027.

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

9. Select the Output Type:
 - c. Print the Form
 - d. Email the Form - Enter the Email Parameters to email the form.

Output Type

Print the Form

Email the Form

Email Parameters

Send to Schools and Fiscal Specialists

Send to Specified Email Addresses

10. Select **Display in Form**.

Display Options:

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

Staffing and Resources Report

11 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

Version 5 BP1

Fiscal Year 6 2020

Local District to

Home Fund Center to

Fund Center 7 1234501 to

LAUSD Program 8 13027 to

Job to

Commitment Item to

Budget Item Number to

Output Type

Print the Form 9

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

By Description

By Commitment Item and Job

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

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

Print:

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

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

Department

Print preview Print

- Click on the dropdown icon  on the Frontend Printer

- Select **Doro WinGUI PDF Writer**

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

SAP

Print:

OutputDevice My win local printer

Frontend Printer Doro WinGUI PDF Writer

Page selection Doro WinGUI PDF Writer

Spool Request

Name HP Color LaserJet 4700 (from BD-4439C439)

Title HP Color LaserJet M651 PCL 6 (from BD-4439C4390178) in

Authorization HP Deskjet 450 (from BD-4439C4390178) in

Microsoft XPS Document Writer (from BD-4439C4390178) in

Send To OneNote 2010 (from BD-4439C4390178) in se

Send To OneNote 2016 (from BD-4439C4390178) in se

Snagit 11 (from BD-4439C4390178) in se

Snagit 2018 (from BD-4439C4390178) in se

TOSHIBA 359 (from BD-4439C4390178) in se

TOSHIBA 756 (80)

TOSHIBA e-STUDIO656-07554275 (647)

HP Color LaserJet M651 PCL 6 (from BD-4439C4390178)

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

SAP cover page Do Not Print

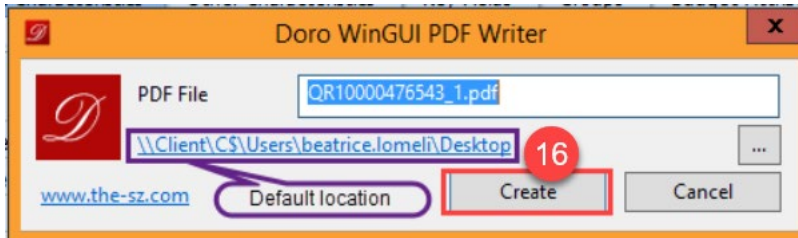
Recipient

Department

Print preview Print

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

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



17. Result will display a PDF document that can be printed and/or saved.

Staffing and Resources

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

Fund Center Name: ABC ELEMENTARY

Fund Center: 1234501

Fund Ctr Type Name: SENIOR

Local District: 3B

Norm Category: Magnet Group 1

Fiscal Year: 2020

Version: BP1

Program Code: 13027

Program Name: General Fund School Program

Description	FTE	Total Cost
SECONDARY TEACHER	10.00	1,112,332
TCHR,MATHEMATICS,FOUNDATIONAL	1.00	117,609
PRINCIPAL, SECONDARY	1.00	182,191
PLANT MANAGER I	1.00	82,377
BLDG & GROUNDS WORKER	0.50	44,738
FINANCIAL MANAGER	0.50	54,646
SCH ADMINISTRATIVE ASSISTANT	1.00	88,767
Sr Office Technician	1.00	72,212
DAY TO DAY SUBS	0.00	39,509
DDSUB CSR T BEN ABSC	0.00	3,592
ADVSR REG PREP	0.00	1,089
ITIN PSYCH SCHOOL C	0.10	12,121
TCHR ACTIVITY DIFF	0.00	1,356
DDSUB TCHLIB BENABSC	0.00	3,591
TEMP PERSONNEL ACCT	0.00	5,424
CLERICAL SUBS	0.00	634
B&G WORKER-H&W	0.00	6,995-
B&G WORKER-RET BENF	0.00	2,426-
FINANCIAL MGR-H&W	0.00	6,995-
FINANCIAL MGR-RETBEN	0.00	2,426-
MAIN/OPER SUPPLIES	0.00	3,625
GENERAL SUPPLIES	0.00	5,763
IMA	0.00	7,458
Total	16.10	1,820,192