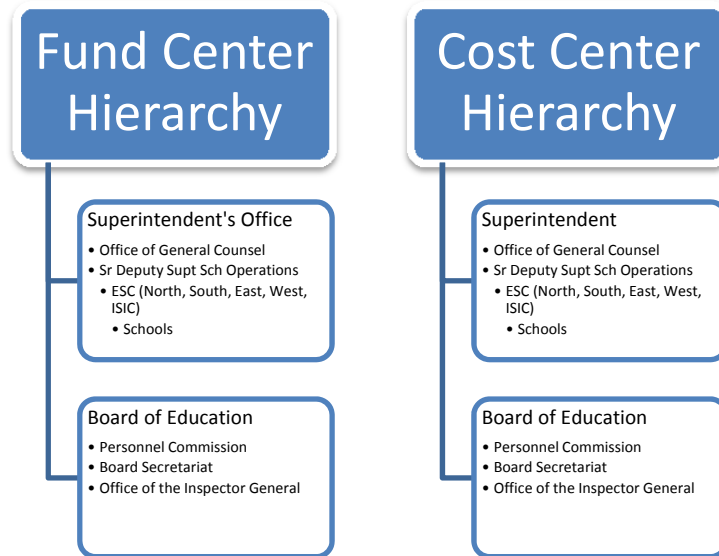


Reports primarily use 2 hierarchies, **Fund Center** and **Cost Center**. While there are slight differences, they are structured very much like LAUSD's organizational structure. Generally, the **Fund Center** Hierarchy is used for Financial/Procurement reports whereas the **Cost Center** Hierarchy is used for Human Resources/Attendance reports.



▼ 1000LAUSD_HR Los Angeles Unified

▼ 1000SUPTSOFFS SUPERINTENDENT'S OFF

- 1000/1002501 Superintendent's Ofc
- 1000OFFOGENCON OFFICE OF GENERAL CO
- 1000COMMUNIOFF COMMUNICATIONS OFFIC
- 1000LASPDCCEOC LASPD COMM CENTER/EO
- 1000CHASCHUNI CHARTER SCHOOLS UNIT
- 1000OFSTRATEGY OFFICE OF CHIEF STRA
- 1000LOCALDIST1 Local District 1 (IN
- 1000EDUSUPERV SPECIAL ED FED AND S
- 1000GOVTAFFOFF GOVERNMENT AFFAIRS O
- 1000TMOFCXDIR TM-OFFICE OF THE EXE
- 1000SELPADMUN SELPA ADMINISTRATIVE
- 1000OFFOCHOPOF OFC OF CHIEF OPERATI
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- 1000FSDCENOFF FSD-CENTRAL OFFICE
- 1000CHINSOFFSE DEPUTY SUPERINTENDEN
- 1000DPSUPSCHOP SR DEPUTY SUPT SCH O
- 1000DIVINSCAO OFF OF CURR, INSTRUC
- 1000EDLBRDSVTS EDL BRDCSTING SV TSA
- 1000BOARDOFED BOARD OF EDUCATION

▼ 1000LAUSD_HR Los Angeles Unified

▼ 100001002501 Superintendent

- 1000/1002501 Superintendent's Ofc
- 100001003701 Office Of General Co
- 100001004001 Communications Offic
- 100001006601 Charter Schools Unit
- 100001007201 Strategic Plnng & Ac
- 100001007801 Off of Chief Strateg
- 100001008101 Local District 1 (IN
- 100001008201 Local District 2 (IN
- 100001008301 Local District 3
- 100001008601 Local District 6 (IN
- 100001016001 Special Ed Fed and S
- 100001016301 Government Affairs O
- 100001024901 Learnng Dev & Ldrshp-
- 100001030001 TM-Office of the Exe
- 100001032301 SELPA Administrative
- 100001056001 Ofc of Chief Operati
- 100001056701 Ofc of Chief Financi
- 100001062501 FSD-Central Office
- 100001093701 Ofc of the Chief Ins
- 100001094201 Deputy Superintenden
- 100001094501 Sr Deputy Supt Sch O
- 100001096901 Off of Curr, Instruc
- 100001097001 Office of External A
- 100001111501 Edl Brdcsting Sv TSA
- 100001015001 Board of Education

Fund Center

Cost Center

Variable Entry Page

Variable Entry

Available Variables:

General Variables	
Variable ^{1,2}	Current Selection
* Fiscal Year (Selection Required)	
PO Date (Selection Optional)	
PO Number (Selection Optional)	
Fund Center (Selection Optional)	
Cost Center (Selection Optional)	
Contract ID (Selection Optional)	

• Clicking on **Fund Center Selection** button
 • **Fund Center** Hierarchy opens

Expanding the Hierarchy

▼ 1000LAUSD_HR Los Angeles Unified
 ▼ 1000SUPTSOFFS SUPERINTENDENT'S OFF
 • 1000/1002501 Superintendent's Ofc
 ▶ 1000OFFOGENCON OFFICE OF GENERAL
 ▶ 1000COMMUNIOFF COMMUNICATIONS O
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 ▶ 1000CHASCHUNI CHARTER SCHOOLS U
 ▼ 1000OFSTRATEGY OFFICE OF CHIEF ST
 ▶ 1000ASSTSUPTPL OFF OF DATA & ACCOUN
 ▶ 1000INFTECHDIV INFORMATION TECHNOLO
 ▶ 1000OFFOFBUDD OFFICE OF THE BUDGET

• Clicking on the right facing arrow expands the hierarchy
 • To collapse the hierarchy, click on the downward facing arrow
 • If no lower level exists, there will be a dot next to the **Fund Center/Cost Center**

Selecting Hierarchy Node

Selections

☐ Select All

Type	Description
	1000SCHOPERATI SCHOOL OPERATIONS
	1000LOCOPCTRN ESC-NORTH-OPERATIONS
	1000/1024501 ESC-North-Operations

• A tree represents a higher node within the hierarchy
 • An equal sign (=) means that the lowest node has been selected

How to Find ESCs?

▼ 1000DPSUPSCHOP SR DEPUTY SUPT SCH O
 ▶ 1000AD/OCEDOFF AD/OC ED-CEN OFC
 ▶ 1000SUPOSVCSO STUDENT HEALTH & H
 ▼ 1000SCHOPERATI SCHOOL OPERATIONS
 • 1000/1007001 School Operations
 ▶ 1000ALTERNEDUC ALTERNATIVE EDUC
 ▶ 1000LOCOPCTRN ESC-NORTH-OPERAT
 ▶ 1000LOCOPCTRW ESC-WEST-OPERAT
 ▶ 1000LOCOPCTRE ESC-EAST-OPERATIONS
 ▶ 1000LOCOPCTRS ESC-SOUTH-OPERATIONS
 ▶ 1000SUPINISOPR ESC-ISIC-OPERATIONS
 ▶ 1000STUDISCPRO STUDENT DISCIPLINE P

• ESCs (North, South, East, West, ISIC) can be found under School Operations
 • Schools can be found under their respective ESC (HINT: click on the ESC right facing arrow to expand)

How to Find Schools?

▼ 1000DPSUPSCHOP SR DEPUTY SUPT SCH O
 ▶ 1000AD/OCEDOFF AD/OC ED-CEN OFC
 ▶ 1000SUPOSVCSO STUDENT HEALTH & H
 ▼ 1000SCHOPERATI SCHOOL OPERATIONS
 • 1000/1007001 School Operations
 ▶ 1000ALTERNEDUC ALTERNATIVE EDUC
 ▼ 1000LOCOPCTRN ESC-NORTH-OPERATION
 • 1000/1024501 ESC-North-Operations
 ▶ 1000MACLAYMS MACLAY MS
 ▶ 1000PANORMAHS PANORAMA HIGH SCHOOL
 ▶ 1000SYLMARSH SYLMAR SH
 ▶ 1000PSTHESCNOPT PASS-THRU ESC-NORTH-
 ▶ 1000FLAMFEC IOAN FLAM FEC

• Schools are found under their respective ESC
 • Click on right facing arrow to display schools

Analysis Area

Funds Cent	PO Total ^{1,2} Amt
1024601	\$ 83.17

• From the Analysis Area, to display Hierarchy
 • Right click on **Fund Center/Cost Center**, select Hierarchy, select **Hierarchy Active**