

Welcome to the Central Office General Ledger Course



- Darrell Lagler
- May Lee

- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
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En Español

Inside LAUSD

Superintendent

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ESC Main



Los Angeles Unified School District

All Youth Achieving

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"Arts Matter" for LAUSD

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National School Counseling Week

This week we celebrate school counselors as invaluable partners in the success of our students. Click "Read More" for more information.

"Arts Matter" for LAUSD

LAUSD is proud to partner with the LA Fund for Education's second installment of the "Arts Matter" campaign. Click "Read More" to learn about our new featured artist.

It's Flu Season: Be Prepared

The District is working to ensure the health and safety of students, staff and the general community. Click "Read More" for additional information.

Arts Education on KLCS

Tune in to Families Matter on KLCS this Tuesday at 6:30 a.m. & 6:30 p.m. to hear how Arts Education is making a difference in the lives of LAUSD students.

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Offices

LAUSD Vision

Every LAUSD student will receive an education in a safe, caring environment, and every student will be college-prepared and career-ready.



A

- [A-G Graduation Requirements \(213 241-6895\)](#)
- [Academic English Mastery Program \(213 241-3340\)](#)
- [Accounting Controls \(213 241-7889\)](#)
- [Accounting & Disbursements Division \(213 241-7889\)](#)
- [Accounts Payable \(213 241-4800\)](#)
- [Adult and Career Education Division \(213 241-3150\)](#)
- [Adult Student Information System \(213 241-5228\)](#)
- [APOLO/Dual Language \(213 241-2650\)](#)
- [Art & Artifact Collection \(Archives\) \(213\) 742-8351](#)
- [Arts Education Branch \(213 241-8222\)](#)

B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [Board of Education \(213 241-6389\)](#)
- [Board Secretariat \(213 241-7002\)](#)
- [Bond Holders \(213 241-2736\)](#)
- [Beginning Teachers Support and Assessment \(BTSA\) Induction Programs \(213 241-5495\)](#)
- [Budget Services & Financial Planning \(213 241-2100\)](#)
- [Budgeting for Student Achievement](#)
- [Business Accounting \(213 241-2736\)](#)
- [Business Tools for Schools \(213 241-1558\)](#)

J-K

- [Junior Reserve Officers' Training Corps \(213 745-1900\)](#)
- [KLCS Television \(Channel 58\) \(213 241-4000\)](#)

L

- [Language Acquisition Branch \(213 241-5582\)](#)
- [LA's Best After-School Programs \(213 745-1900\)](#)
- [LAUSD Police \(Headquarters: 213 826-8631\)](#)
- [Leadership Academy \(213 241-6608\)](#)
- [Leadership Pipeline Development and Support Learning Zone_The \(213 241-5200\)](#)
- [Legacy Replacement Program \(213 241-2632\)](#)
- [Legislative and Government Affairs \(Government Relations\) \(213 241-5200\)](#)
- [Library - ILTSS \(213 241-2733\)](#)
- [Literacy/Language Arts PreK-12 \(213 241-6444\)](#)
- [Local Initiative Schools \(213 241-5104\)](#)
- [Local Options Oversight Committee \(213 241-5104\)](#)
- [Los Angeles Virtual Academy \(LAVA\) \(213 241-5104\)](#)

M

- [Magnet Program \(877 462-4766\)](#)
- [Mail Unit \(562 241-2400\)](#)
- [Maintenance and Operations \(213 745-1800\)](#)
- [Master Planning and Demographics \(213 241-8044\)](#)
- [Material Management Branch \(562 654-9007\)](#)

B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [Board of Education \(213 241-6389\)](#)
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- [Budget Services & Financial Planning \(213 241-2100\)](#)
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S F E C

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Business Tools for Schools



BTS Help for
*Time Keepers and Time
Announcers*

BTS Announcements

No records found

[Announcement Search](#)

[Archives](#)

BTS System and Reports Status



Management Reports: Data for all BTS Management Reports was successfully updated.



BTS System is operational. The system is available for all users.



Business Tools for Schools

User ID *

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)

Logon Problems? [Get Support](#)

Microsoft Internet Explorer 9 Users: [Please read this](#)

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Course Objectives

By the end of this class, you will be able to:

- Explain the journal entry creation and approval processes
- Create and change a parked journal document
- Display a posted journal entry
- Display a general ledger account
- Reverse a journal entry
- Display general ledger document and balances
- Explain workflow



Course Chapters

	Chapter Description	Time
1	Definitions and Process Overview	30 minutes
2	Create and Edit Journal Entries	150 minutes
3	Display G/L Document and Balances	30 minutes
4	Summary	15 minutes

By the end of this chapter, you will be able to:

- Identify and describe the cost objects used in journal entries
- Describe accounting periods used in SAP



Account String

Term	Definition
Fund	A separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts used to monitor the use of the financial resources of an organization, together with associated liabilities and residual equities
Functional Area	A classification of financial transactions according to functions executed in an organization. The functional area provides information on the overall purposes or objectives for each transaction.
Cost Center	A cost object that represents organizational units with responsibility for on-going activities focused on expenditures. Cost centers are based on the IFS Organizations.
WBS element	A structural element in a work breakdown structure (WBS) representing the hierarchy of a project.
Internal Order	A cost object used to plan, collect, monitor, control, and distribute the actual costs of discrete, short-term tasks performed by responsibility units. IFS jobs will be tracked as internal orders.
G/L Account	A 6-digit code to identify expenses, revenues, and balance sheet items.

There are 16 posting periods.

As LAUSD's fiscal year extends from July to June, period 1 corresponds to July, period 2 to August, and so on.

Additionally, SAP offers periods 13-16 to allow for year end adjustments.

- Period 13 – Transactions after June 30 pertaining to the old fiscal year
- Period 14 – Budget transfers to cover overdrafts by major commitment item
- Period 15 – Modified accrual audit adjustments
- Period 16 – Full accrual adjustments (audit and non-audit)
- Transactions entered in periods 13-16 must have the posting date in the month of June

Chapter Objectives Review

You should now be able to:

- Identify and describe the cost objects used in journal entries
- Describe accounting periods used in SAP



Course Chapters

	Chapter Description	Time
1	Definitions and Process Overview	30 minutes
2	Create and Edit Journal Entries	150 minutes
3	Display G/L Document and Balances	30 minutes
4	Summary	15 minutes

By the end of this chapter you will be able to:

- Explain G/L master data
- Create and park a journal entry
- Create and park a journal entry using the journal upload process
- Reverse a posted journal entry document
- Explain the different journal entry document types



Parked Journal Entry

- A journal entry waiting for approval.

Reverse Journal Entry

- The process of reversing an entire journal entry.

Journal Upload

- The process of using an Excel spreadsheet to complete a journal entry and subsequently uploading it into SAP.

Document Number

- An approved journal entry will generate an SAP document which contains all the JV information.

Walkthrough: Display G/L Master Record

FS00– Display G/L Master Record



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display G/L Master Record

ADD links to Globally Published simulations in Uperform



Exercise

To complete this exercise follow the instructions listed here.

Parked Journal Entries

All JVs, including fiscal year-end accruals or deferrals, will be entered into SAP by employees assigned the Journal Entry Preparer role either manually or via worksheet upload and will always be entered as parked documents. Each parked document will then be electronically routed to employees assigned the Journal Entry Approver role for review. Accounting and Disbursement will have one approval level while non-accounting users will have two.

Parked documents will be approved and posted through workflow. Rejected documents will be returned to the preparer (and notified by email) to be either revised and resubmitted using transaction FBV2 or deleted using transaction FBV0.

Schools will continue to request JVs by e-mailing worksheets to Accounting staff who will then create parked documents in SAP that will also be electronically routed for review and approval. An e-mail will be sent to the requester if the JV is not approved.

Parked vs. Save as Completed

Park

- **Creates a document**
- **Does not trigger workflow**
- **Does not affect AVC or G/L balances**

Save as Completed

- **Creates a document that triggers workflow**
- **Creates commitments of funds**
- **Does not affect G/L balances**

Document Types in Journal Entries

Document Type	Description
SA	Use for a standard journal entry
SY	Use to create an accrual/deferral journal entry. SY documents will be reversed at the beginning of the new fiscal year.
ZM	Use when the journal entry is not intended to interface to LACOE.

FV50 – Create Parked JV

Park G/L Account Document: Company Code 1000

Tree on Company Code Simulate Save as completed Po

Basic data Details

Document Date 02/28/2013 Currency USD

Posting Date 02/28/2013

Reference

Doc.Header Text

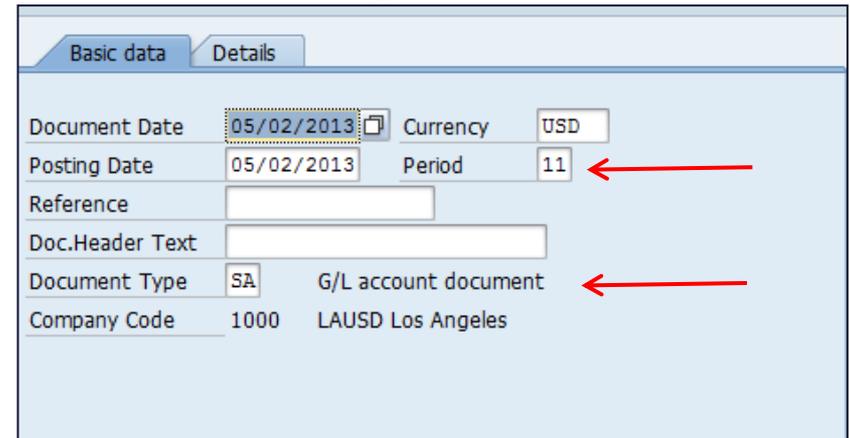
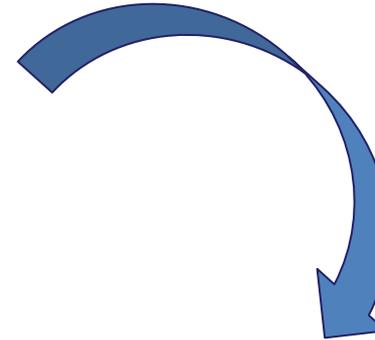
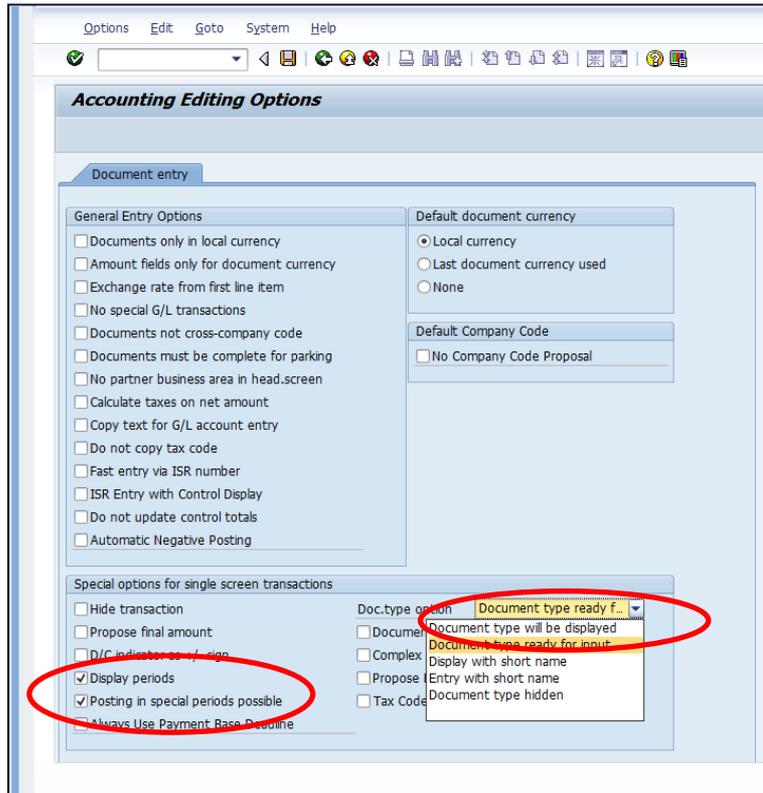
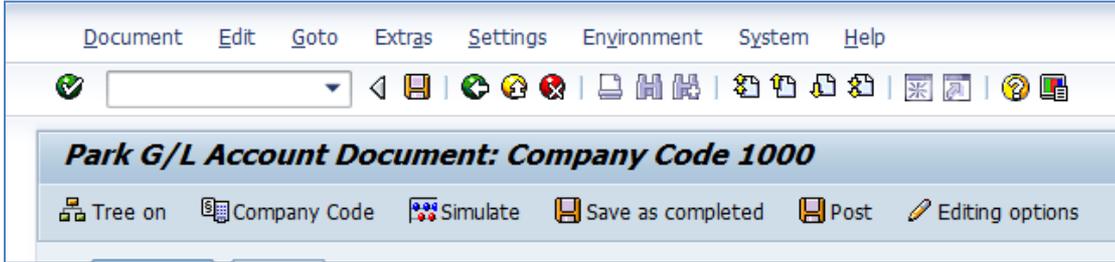
Document Type SA G/L account document

Company Code 1000 LAUSD Los Angeles

Journal upload spreadsheet

	A	B	C	D	
1	Doc Date	Doc Type	Posting Date	Spec Posting Period	R
2	12/05/2012	SA	12/05/2012		T
3	PostngKey	GL Acct	Amount	Cost Center	C
4	40	430010	10.01	1243801	
5	40	430010	20.02	1247001	
6	40	430010	40.65	1247301	
7	40	430010	5.33	1247901	
8	50	430010	-10.23	1247902	

Document Type and Period Display in FV50



Inputting Reference ID

FV50 – Create Parked JV

Park G/L Account Document: Company Code 1000

Tree on | Company Code | Simulate | Save as completed | Pos

Basic data | Details

Document Date: 05/09/2013 | Currency: USD

Posting Date: 05/09/2013

Reference: **GLS-**

Doc.Header Text:

Company Code: 1000 LAUSD Los Angeles

Reference ID field is 4 characters
XXX- the first 3 digits to represent your department. If left blank, the system will insert **GLU-**

- FRS – Financial Reporting**
- SFP – Specially Funded**
- GLS – General Ledger**
- JCA – Job Cost**
- CRM – Cash Receipt**
- FAC – Facilities**
- APS – Accounts Payable**
- ITD – IT Dept**
- FDS – Food Services**

Journal upload spreadsheet

C	D	E	F	G	H
Posting D	Spec Post	Ref Number	Headr Text		
12/05/2012		FRS-	May Test		
Amount	Cost Cent	Order	WBS	Asset No	Fund
10.01	1243801				010-0000
20.02	1247001				010-0000
40.65	1247301				010-0000

FV50 – Generate Workflow

Workflow will be triggered, and document parked, when the **Save as Complete** button is clicked.

Park G/L Account Document: Company Code 1000

Tree on Company Code Simulate **Save as completed** Post Editing options

Basic data Details

Document Date 05/02/2013 Currency USD
 Posting Date 05/02/2013 Period 11
 Reference
 Doc.Header Text
 Document Type SA G/L account document
 Company Code 1000 LAUSD Los Angeles

Amount Information

Total deb. 2,356.13 USD
 Total cred. 2,356.13 USD

2 Items (Screen Variant : ZLACA_FB501_0100)

S...	G/L acct	Short Text	D/C	Amount in d...	Fund	Func. Area	Cost c...	Grant	Assignment	Order	WBS eler
✓	430010	Instr Mat-Ge...	D...	2,356.13	010-0000	1110-1000-14170		NOT_RELE...			
✓	430008	JC Encumb-...	C...	2,356.13	210-9010	0000-0000-17900		NOT_RELE...			

Approver Window

☞ Edit Parked G/L Account Document 1000162558 1000 2013

Save Approvers/Reviewers ! You must click on Save Approvers button to complete the transaction

Doc. Number	Document Type	Doc.Header Text
1000162558	SA	

Add Approver Delete Approver

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
▼ First Approver							00:00:00
•	KKISHOR	Kunda Kishore	1079001				00:00:00

Add Reviewer Delete Reviewer

Reviewers Preview	UserID	Name	Position	Location of Position

User Comments

Walkthrough: Create and Park G/L Document

FV50 – Create and Park G/L Document



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Create and Park G/L Document

ADD links to Globally Published simulations in Uperform



To complete this exercise follow the instructions listed here.

Excel Spreadsheet for JV Upload

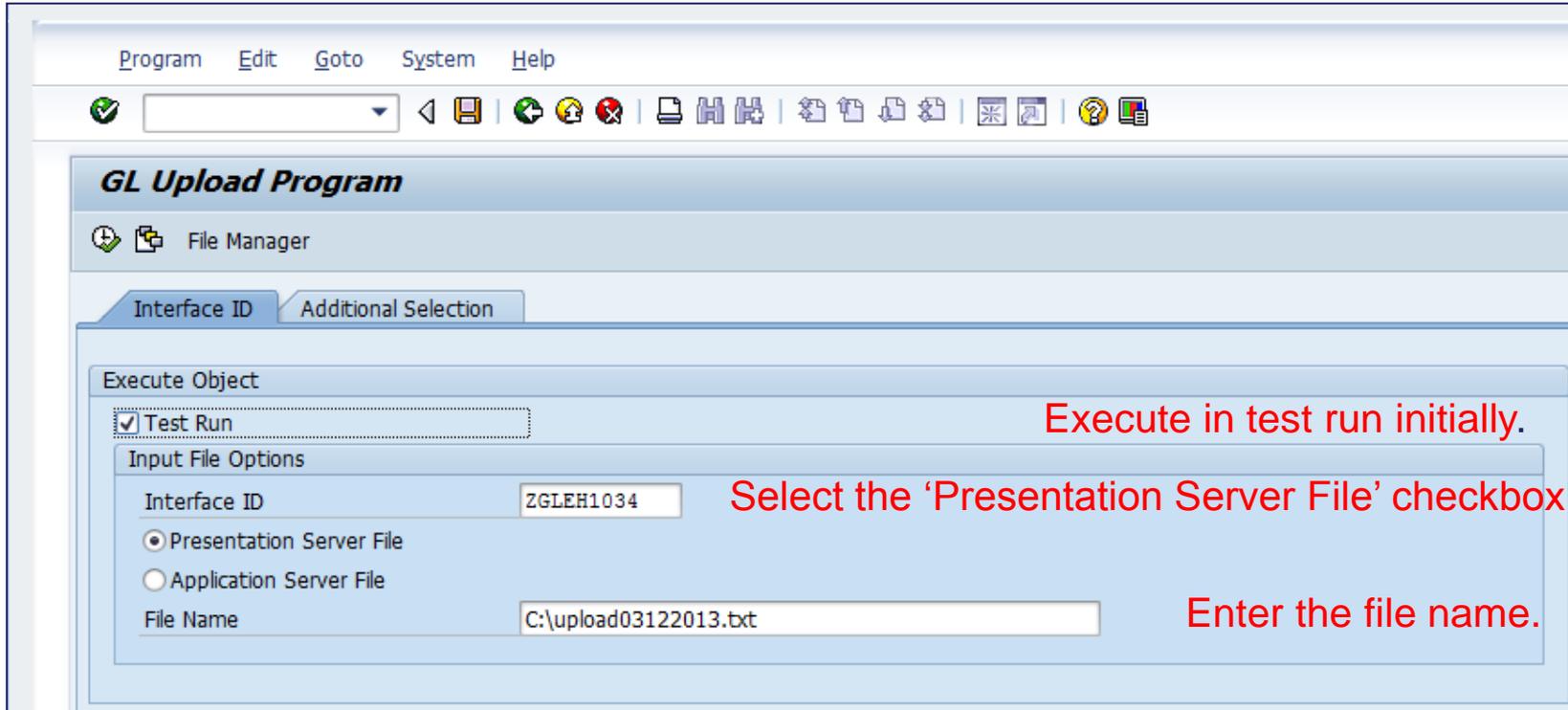
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Doc Date	Doc Type	Posting Date	Spec Posting Period	Ref Number	Headr Text									
2	12/05/2012	SA	12/05/2012		TEST Upload	May Test									
3	PostngKey	GL Acct	Amount	Cost Center	Order	WBS	Asset No	Fund	Grnt	Functional Area	EM Doc Num	EM Doc Item	Assignment	Line Item Text	
4	40	430010	10.01	1243801				010-0000		1110-1000-14170				test1	
5	40	430010	20.02	1247001				010-0000		1110-1000-14170				test2	
6	40	430010	40.65	1247301				010-0000		1110-1000-14170				test3	
7	40	430010	5.33	1247901				010-0000		1110-1000-14170				test4	
8	50	430010	-10.23	1247902				010-0000		1110-1000-14170				test5	
9	50	430010	-20.12	1248601				010-0000		1110-1000-14170				test6	
10	50	950052	-45.66					010-0000						test7	
11	40	430009	6.66	1857101				010-3010		1110-1000-7S046				test8	
12	40	430009	7.63	1857501				010-3010		1110-1000-7S046				test9	
13	40	430009	8.99	1859601				010-3010		1110-1000-7S046				test10	
14	50	430009	-9.56	1860001				010-3010		1110-1000-7S046				test11	
15	50	430009	-10.22	1861401				010-3010		1110-1000-7S046				test12	
16	40	430009	11.63	1861801				010-3010		1110-1000-7S046				test13	
17	40	430009	12.23	1862101				010-3010		1110-1000-7S046				test14	
18	40	430009	13.87	1864301				010-3010		1110-1000-7S046				test15	
19	40	430009	14.69	1866401				010-3010		1110-1000-7S046				test16	
20	50	950052	-55.92					010-3010							

1) The Excel spreadsheet must be saved in **.txt (tab delimited)** format. Dates within the spreadsheet must be in MM/DD/YYYY format.

March 9, 2013 is represented at 03/09/2013

2) Number format must be 'xxxx.xx' without any symbols other than negative symbol and decimal point. A negative symbol is in the front of a number.

NOTE: Posting key **40** represents debits and posting key **50** represents credits.



ZGL_UPLOAD must first be executed in Test Run to identify possible SAP errors. SAP validation errors are displayed first and AVC errors are only displayed after all validation errors have been cleared.

List Edit Goto System Help

Process Interface Framework

Choose File Manager Display Success Log Display Error Log Display Warnings Log Display Audit Log

Los Angeles Unified Sch
Program Name: ZGLEH1034
SysID/Client: DR1/910
User name: DLAGLER

Total Records: 35
Converted Records: 37
Data Error Records: 0
Posted Records: 17
Posting Errors: 17
Total Amount: 0.00
Converted Amount: 0.00
Data Errors: 0.00
Posted Amount: 0.00
Posting Errors: 0.00
File Name: GL Upload test.txt

Successful records

Line #	PK	Account	Amount	CostCenter	IOrder	WBS	Asset #	Fund	Func. Area	Earma
1	40	430010	10.01	1243801				010-0000	1110-1000-14170	
2	40	430010	20.02	1247001				010-0000	1110-1000-14170	
3	40	430010	40.65	1247301				010-0000	1110-1000-14170	
4	40	430010	5.33	1247901				010-0000	1110-1000-14170	
5	50	430010	-10.23	1247902				010-0000	1110-1000-14170	
6	50	430010	-20.12	1248601				010-0000	1110-1000-14170	

After confirming the accuracy of your file and clearing any errors, return to the previous screen and rerun after unchecking the test run checkbox.

NOTE: a successfully uploaded file will automatically trigger workflow

SAP general ledger documents are limited to 990 line items.

An upload file with more than 990 line items will be split into multiple documents.

It is possible that one document rejects and the remaining document(s) creates parked document(s).

Walkthrough: Create Parked Journal Entry from Excel

ZGL_Upload – Journal Entry Upload



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Create Parked Journal Entry from Excel

ADD links to Globally Published simulations in Uperform



To complete this exercise follow the instructions listed here.

Walkthrough: Change Parked Document

FBV2 – Change Parked Document



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Change Parked Document

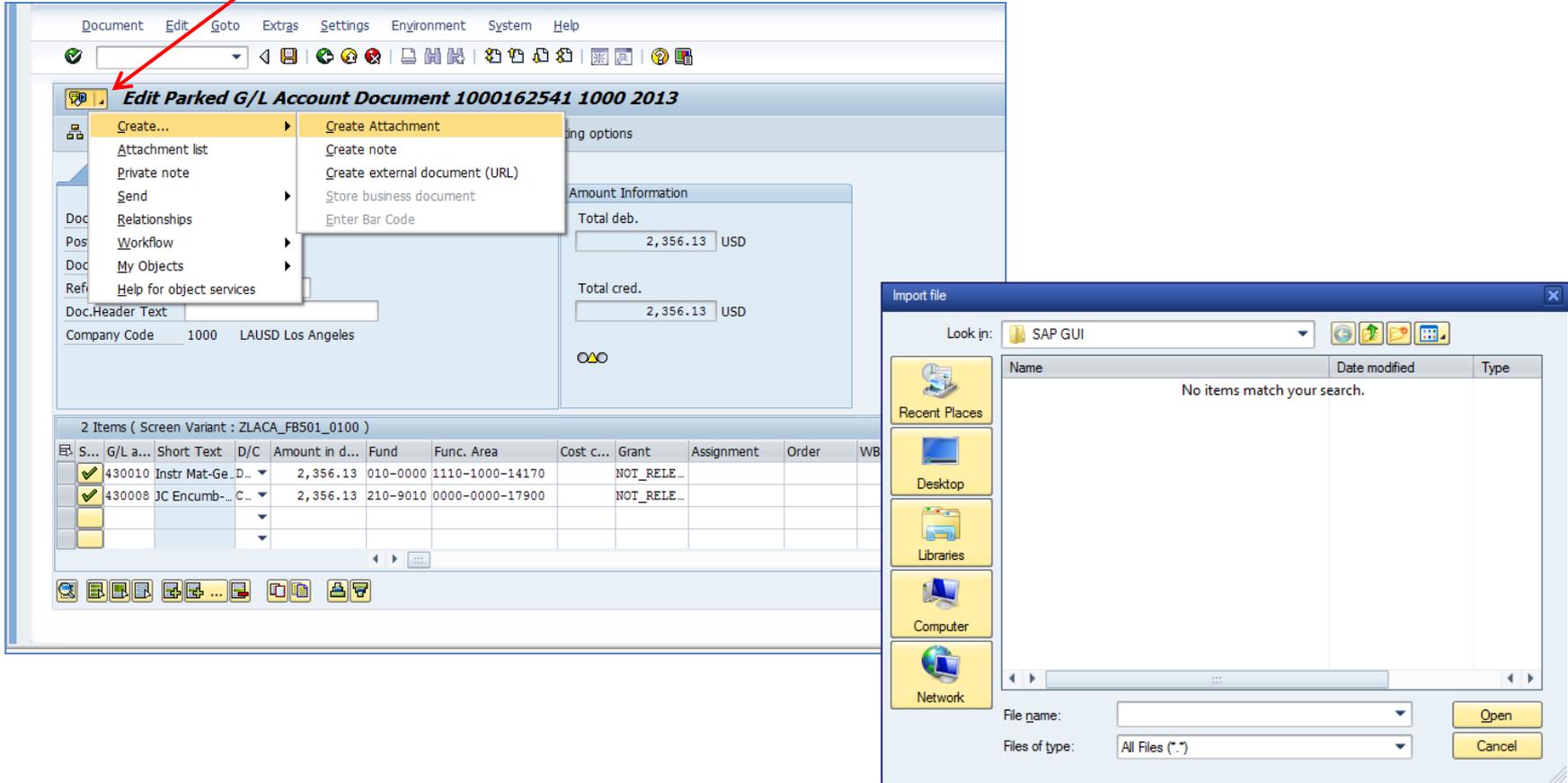
ADD links to Globally Published simulations in Uperform



To complete this exercise follow the instructions listed here.

Attach Document to JV

Click the right side of the button.



The screenshot shows the SAP GUI interface for editing a document. A red arrow points to the right side of the 'Create...' button in the document menu. The 'Import file' dialog box is open, showing the 'SAP GUI' location and a search for files. The dialog box contains the following information:

Look in: SAP GUI

Name	Date modified	Type
No items match your search.		

Recent Places: Desktop, Libraries, Computer, Network

File name:

Files of type: All Files (*.*)

Buttons: Open, Cancel

The background window shows the document details for 'Edit Parked G/L Account Document 1000162541 1000 2013'. The document header text is 'LAUSD Los Angeles' and the company code is '1000'. The document contains two items:

S...	G/L a...	Short Text	D/C	Amount in d...	Fund	Func. Area	Cost c...	Grant	Assignment	Order	WB
✓	430010	Instr Mat-Ge...		2,356.13	010-0000	1110-1000-14170		NOT_RELE...			
✓	430008	JC Encumb-...		2,356.13	210-9010	0000-0000-17900		NOT_RELE...			

Display G/L Document

Display Parked G/L Document 1000162558 1000 2013

Tree on Editing options

Basic data Details Workflow

Document Date	05/19/2013	Currency	USD
Posting Date	05/19/2013		
Document Number	1000162558		
Reference			
Doc.Header Text			
Company Code	1000	LAUSD	Los Angeles

Amount Information	
Total deb.	125.00 USD
Total cred.	125.00 USD

2 Items (Screen Variant : ZLACA_FB501_0100)

S...	G/L a...	Short Text	D/C	Amount in d...	Fund	Func. Area	Cost c...	Grant	Assignment	Order	WBS element
✓	430010	Instr Mat-Ge...D...		125.00	010-0000	1110-1000-14170	1247301	NOT_RELE...			
✓	991027	Pmt Clrg-CIB...C...		125.00	010-0000	0000-0000-00000					
				0.00							
				0.00							

Walkthrough: Display G/L Document

FB03 – Display G/L Document



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

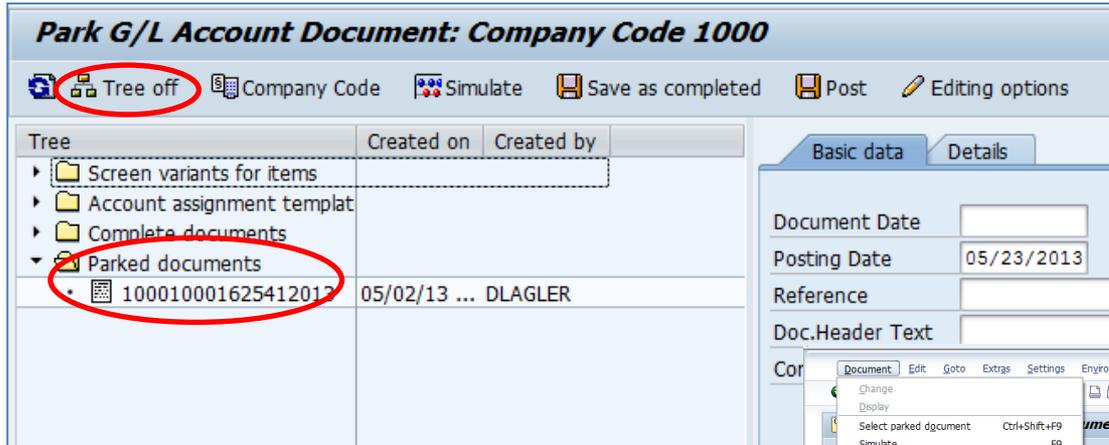
Exercise: Display G/L Document

ADD links to Globally Published simulations in Uperform



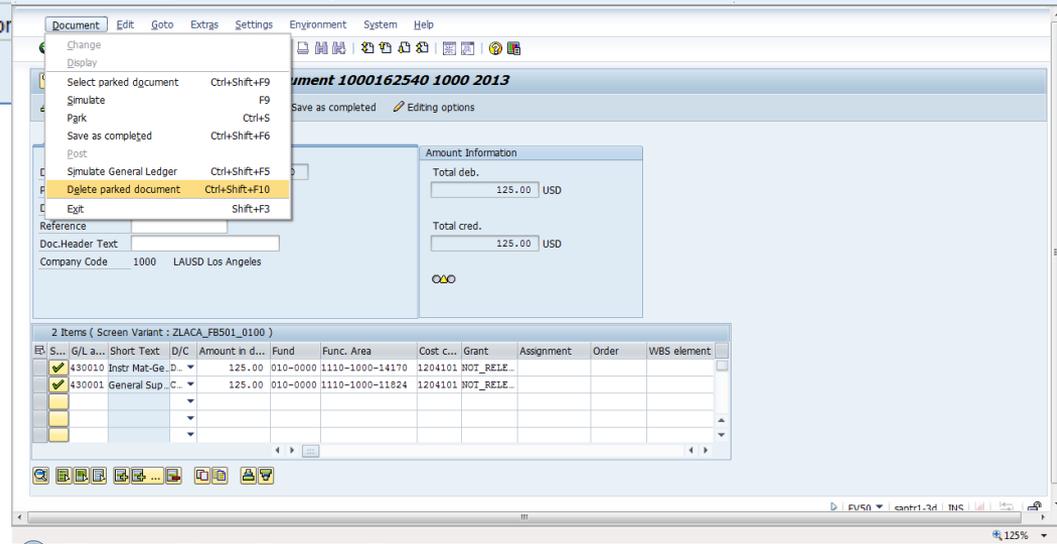
To complete this exercise follow the instructions listed here.

Delete Parked Document



If a parked document is not to be posted or is rejected, it should be deleted.

In FV50, locate the parked document by opening the Tree and searching through the parked documents folder.



Walkthrough: Reverse Posted Document

FB08 – Reverse Posted Document



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

You should now be able to:

- Explain G/L master data
- Create and park a journal entry
- Create and park a journal entry using the journal upload process
- Reverse a posted journal entry document
- Explain the different journal entry document types



Course Chapters

	Chapter Description	Time
1	Definitions and Process Overview	30 minutes
2	Create and Edit Journal Entries	150 minutes
3	Display G/L Documents and Balances	30 minutes
4	Summary	15 minutes

Chapter Objectives

By the end of this chapter you will be able to:

- Display the balance of a G/L account



Ledger vs. Entry View

- When viewing documents, it is vital to understand the difference between ledger and entry view
 - Entry view is fundamentally what was initially entered
 - Ledger view includes splitting (document balance by fund, grant, or cash flow category); as a result, there may be more line items and accounts than posted in the ledger view
 - An equivalent concept today is “Due to/Due from”
 - i.e. – not balanced by fund

Walkthrough: Display G/L Account Balance

FAGLB03 – Display G/L Account Balance



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Display G/L Account Balance

ADD links to Globally Published simulations in Uperform



To complete this exercise follow the instructions listed here.

Walkthrough: G/L Account Line Item Display

FBL3N – G/L Account Balance Display



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: G/L Account Line Item Display

ADD links to Globally Published simulations in Uperform



To complete this exercise follow the instructions listed here.

Chapter Objectives Review

You should now be able to:

- Display the balance of a G/L account



Course Chapters

	Chapter Description	Time
1	Definitions and Process Overview	30 minutes
2	Create and Edit Journal Entries	150 minutes
3	Display G/L Balances and Documents	30 minutes
4	Summary	15 minutes

You should now be able to:

- Explain the journal entry creation and approval processes
- Create and change a parked journal document
- Display a posted journal entry
- Display a general ledger account
- Reverse a journal entry
- Display general ledger document and balances
- Explain workflow

**What have
you
learned so
far?**

**Do you have
any
questions?**



Course PTR0300 Transaction Codes

FS00	Create/Display G/L Master Record
FV50	Park G/L Document
ZGL_Upload	Journal Entry Upload
FBV2	Change Parked Document
FB03	Display G/L Document
FB08	Reverse Posted Document

FAGLB03	Display G/L Account Balance
FBL3N	G/L Account Line Item Display

After training support will include:

- **The Procurement Customer Support Center**
- **The BASE Training Center will be the single point of access for SAP end-user documentation/materials.**
 - This website will make it easier for end users to access related business process materials.
 - The materials will include the following:
 - ✓ Course Presentations
 - ✓ Simulations
 - ✓ Quick Reference Guides
 - ✓ Job Aids
- **Context Sensitive Help within the Shopping Cart**
- **Refresher (Open House) sessions**

BASE Training Center Website [http://basetraining.lausd.net]




Home
Course Materials
Docuementary Library BPP
Contact Us
FAQs

Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



Schools	Central Offices	QUICKLINKS
 <p>Shopping Cart for Requestors Schools/Departments/Approvals</p>	 <p>FINANCE Course Materials Business Process Procedures (BPPs)</p> <p>PROCUREMENT Course Materials Business Process Procedures (BPPs)</p>	<p>Legacy Replacement Project (LRP) Website</p> <p>Learning Zone</p> <p>Procurement Services Division</p> <hr/> <p>ANNOUNCEMENTS</p> <hr/> <p>VIRTUAL LEARNING</p>

Shopping Cart Support Contact List

Department/Office	Contact Information	Call about:
Procurement Customer Service Unit (PCSU) & District Warehouse Customer Service	(562) 654-9009 Email: cs.stores@lausd.net	Shopping Cart <ul style="list-style-type: none"> • Processing Purchases • Posting Goods Receipts • Other questions related to Shopping Cart
IT HelpDesk	Phone: (213) 241-5200 Website: http://askitd.net/helpdesk Chat: http://askitd.net/helpdesk/chat Create a Service Ticket: https://itdscweb.lausd.net/sc/ess.do	Technical Issues <ul style="list-style-type: none"> • Single Sign-on • Hardware/Software • Network

ESC Fiscal Services Managers

ESC East	ESC North	ESC South	ESC West	ISIC
ARTHUR MALICDEM (323) 224-3170 ARTHUR.MALICDEM@LAUSD.NET	RUDY RAMIREZ (818) 654-3710 RUDY.RAMIREZ@LAUSD.NET	VICTORIA REYES (310) 354-3422 VICTORIA.REYES@LAUSD.NET	JANNETTE LOW (310) 914-2121 JANNETTE.LOW@LAUSD.NET	MICHAEL VILLAROMAN 213-241-0143 MICHAEL.VILLAROMAN@LAUSD.NET

**You have just completed the Central Office
General Ledger course.**

Thank you for attending!

