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FUND/FUNCTIONAL AREA TRANSLATOR JOB AID

This report uses the G/L Account and the Program Code to generate a suggested fund and functional area that can be used for time reporting, budgeting, or procurement.

Accessing the Report

	Business Tools for Schools
SOLUTION OF EDUCATION	User * Password * * Enter your Single Sign-On (email) username an (password to Log In. e.g. (msmith@iausd.k12.ca.us, mary.smith@iausf.net) Do not add domain name (@iausd.k12.ca.us @ia sd.net) Account Problems? Get Support Log On
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1. Log on to *Business Tools for Schools (BTS)*.

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2 Click on the *Fund/Functional Area Translator* under the *Home* tab

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- 3. Select the *Posting Date*
- 4. Enter the GL Account
- 5. Enter the *Program Code*
- 6. Click on Find Suggested Fund and Functional Area ->

Fund and Functi	ional Area Wizard
SAP Fu	und and Functional Area Wizard
Posting	g Date 02/10/2025 3
GL Acc	count 220003
OR	
Produc	t Category
Program	m Code 13027 5
Fin	nd Suggested Fund and Functional Area -> 6
Functio	onal Area
Fund	
Ð	Clear

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Posting Date	
GL Account	220003 M&O Sal-Overtime
OR	
Product Category	
Program Code	13027 General Fund School Program
Find Suggested	Fund and Functional Area ->
Functional Area	0000-8100-13027 General Fund Sch Program
Fund	010-0000 GF-Unrestricted
Note: This offers or	nly a suggested Functional Area. For categorical programs, please refer
to your categorical	guidelines to make sure the appropriate Eurotional Area is used

- 7. SAP will display the Suggested Fund and Functional Area
- 8. Click *Clear* to restart the process