

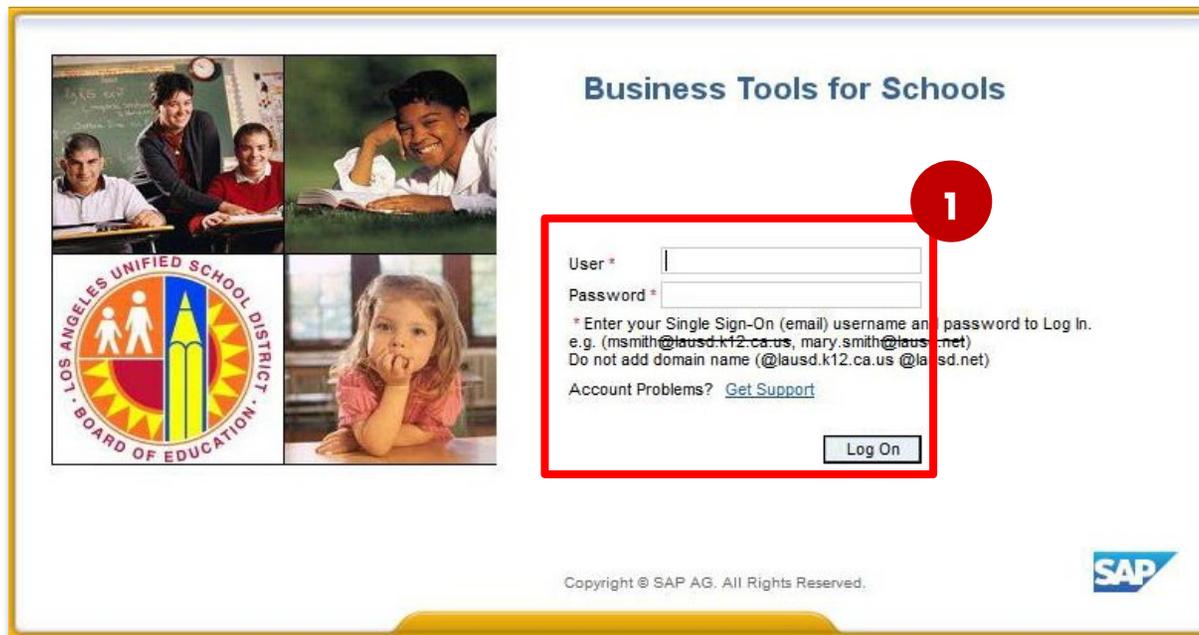
BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL SUPPORT NETWORK

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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

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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1. Log on to *Business Tools for Schools (BTS)*.

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The screenshot shows the LAUSD Budget Services and Financial Planning School Support Network portal. The navigation menu on the left includes 'Home' and 'Fund/Functional Area Translator'. The main content area features an 'Announcement' section with links to AVD User Guides and an 'Upcoming Time Entry Cut-Off Dates' table.

Announcement

Please refer to links below for Azure Virtual Desktop (AVD) User Guides

- [LAUSD AVD User Guide \(Browser\)](#)
- [LAUSD AVD User Guide \(Windows\)](#)
- [LAUSD AVD User Guide \(Mac OS\)](#)
- [AVD FAQ](#)

Upcoming Time Entry Cut-Off Dates

CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
January 31, 2025	(SM) Semi-Monthly	January 16 - 31	February 7, 2025
February 13, 2025	(SM) Semi-Monthly	February 1 - 15	February 21, 2025
February 20, 2025	(CL) Classified	February 1 - 28	February 28, 2025
February 25, 2025	(CE) Certificated	February 1 - 28	March 5, 2025
February 28, 2025	(SM) Semi-Monthly	February 16 - 28	March 7, 2025

For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time Reporting or Time Approver tabs.

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 

Fund and Functional Area Wizard

SAP Fund and Functional Area Wizard

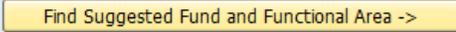
Posting Date **3**

GL Account **4**

OR

Product Category

Program Code **5**

 **6**

Functional Area

Fund



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SAP Fund and Functional Area Wizard

Posting Date

GL Account M&O Sal-Overtime
OR
Product Category

Program Code General Fund School Program

7

Functional Area General Fund Sch Program

Fund GF-Unrestricted

Note: This offers only a suggested Functional Area. For categorical programs, please refer to your categorical guidelines to make sure the appropriate Functional Area is used.

8

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