

BUDGET SERVICES AND FINANCIAL PLANNING SCHOOL FISCAL SERVICES

FUND/FUNCTIONAL AREA TRANSLATOR

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

Log on to BTS



Accessing the Report:

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

Welcome ROBIN FOSTER

Home Financials/Budget Human Resources Access Request Accounts Payable Accts Recv / Cash Mgmt Controlling Funds Management

Home Universal Worklist

Upcoming Dates

Detailed Navigation

- Upcoming Dates
- Help Zone
- SAP Business Workplace
- Employee Self Service
- Account String Wizard
- Fund/Functional Area Translator**

Portal Favorites

The BTS website supports Internet Explorer 10 and 11 (IE 10 & IE11).

Upcoming Time Entry Cut-Off Dates

CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
August 1, 2019	(SM) Semi-Monthly	July 16 - 31	August 8, 2019
August 16, 2019	(SM) Semi-Monthly	August 1 - 15	August 23, 2019
August 22, 2019	(CL) Classified	August 1 - 31	August 30, 2019
August 26, 2019	(CE) Certificated	August 1 - 31	September 5, 2019
August 28, 2019	(SM) Semi-Monthly	August 16 - 31	September 6, 2019

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Variable entry screen displays

Fund and Functional Area Wizard

SAP Fund and Functional Area Wizard

Posting Date 2

GL Account 3

OR

Product Category

Program Code 4

5

Functional Area

Fund

2. Select the **Posting Date**
3. Enter the **GL Account**
4. Enter the **Program Code**

5. Click on

BUDGET SERVICES AND FINANCIAL PLANNING

SCHOOL FISCAL SERVICES

Fund and Functional Area Wizard

SAP Fund and Functional Area Wizard

Posting Date

GL Account M&O Sal-Overtime

OR

Product Category

Program Code General Fund School Program

General Fund Sch Program

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.

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