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.
Using Fund Center or Cost Center Hierarchies

Variable Entry Page

- Clicking on Fund Center Selection button
- Fund Center Hierarchy opens

Expanding the Hierarchy

- 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

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

How to Find ESCs?

- 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?

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

Analysis Area

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