



November 3, 2020

TO: Business and Accounting Administrators
 Los Angeles County K-12 School and Community College Districts, and Other Local Educational Agencies (LEAs) – BEST Advantage Wave 1 and 2 Agencies

FROM: Jenny Zermeño, Enterprise Financial Systems Consultant
 Accounting and Financial Services
 Division of School Financial Services

SUBJECT: BEST Advantage Financial (FIN) Users – UPDATE in Processing Requests for Commercial B-Warrant Cancellations and Stop Payments

The BEST Advantage – Financial (FIN) system for Commercial B-Warrant Cancellation process has changed. The **Cancellation Types** were updated to include the values: *Reschedule, Hold, Close, and PR Cancellation*. Warrant cancellations include: Cancellation, Lost/Stolen, and Stop Payment. The instructions in this bulletin supersede any previous instructions, including previously released Bulletin No. 5059.

Detailed steps for stop payments and cancellations are attached to this bulletin.

If you need assistance with disbursement, and/or system and vendor information, please contact the following staff:

SFS AP Group	(562) 922-8888	SFSAccountsPayable@lacoed.edu
Veon Ng	(562) 922-8727	Ng_Veon@lacoed.edu
Katherine Ruiz	(562) 922-6862	Ruiz_Katherine@lacoed.edu
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Approved:
Nkeiruka Benson, Director
Division of School Financial Services

JZ:lt
Attachment

SFS-A20-2020-2021

Attachment:

When a disbursed warrant is lost and neither the district nor the payee/vendor has physical possession of it, you must complete two steps: Part A - Stop Payment **&** Part B - Cancellation Process.

- ❖ **Part A – Stop Payment** - to eliminate the risk of cashing by an unintended person
- ❖ **Part B – Warrant Cancellation** - the Warrant Cancellation process in BEST Advantage Financials (FIN), to complete the accounting posting.

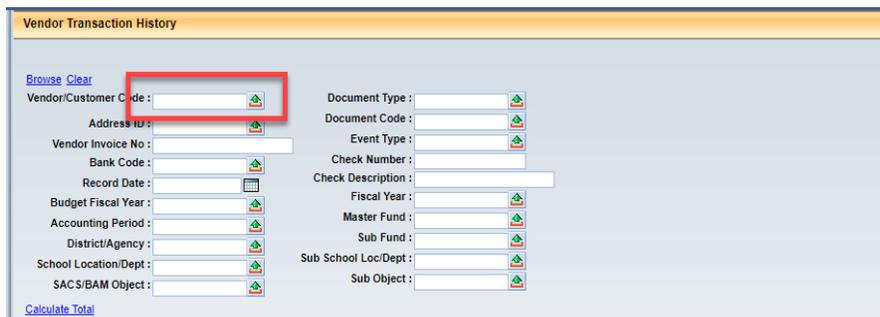
If the district has physical possession of the warrant, whether it is voided or damaged, skip directly to **Part B – Warrant Cancellation**.

PART A - STOP PAYMENT PROCESS

1. Agency inquires online in BEST Advantage if payment has cleared by accessing the Vendor Transaction History page (VTH).
2. To navigate to this page, log into BEST Advantage-FIN.
3. Enter VTH (Vendor Transaction History) in the “Jump to” field as shown below.



4. Enter Vendor Code.
5. Click Browse.



6. Select the warrant in question and if the ‘Check Status’ displayed is “Disbursed”, a stop payment *may* be requested. If the check status is “Paid”, the agency *may not* request a stop payment nor cancellation, since the warrant has already been settled. **Note the AD (Automatic Disbursement) ID number.**

Attachment to:
Info. Bul. No. 5287
SFS-A19-2020-2021

Vendor Transaction History

Browse Clear

Vendor/Customer Code : 0000202729 Document Type :
 Address ID : Document Code :
 Vendor Invoice No : Event Type :
 Bank Code : Check Number :
 Record Date : Check Description :
 Budget Fiscal Year : Fiscal Year :
 Accounting Period : Master Fund :
 District/Agency : Sub Fund :
 School Location/Dept : Sub School Loc/Dept :
 SACS/BAM Object : Sub Object :

Calculate Total

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice No	Bank Code	Check Number	Check Status	Check
4/12/19	GAX 64360 190000000032	F	1	1	1	\$500.00			CK			
4/12/19	GAX 64360 190000000033	F	1	1	1	\$50.00			CK			
4/16/19	AD 64360 190000000925	F	1	1	1	\$500.00	GAX 64360 190000000032		CK	0000000000009958	Disbursed	
4/16/19	AD 64360 190000000926	F	1	2	2	\$50.00	GAX 64360 190000000033		CK	0000000000009958	Disbursed	

From 1 to 4 of 4 First Prev Next Last Download

- If a “Stop Payment” is needed, complete the [Affidavit and Request for Replacement of Lost Warrant](#), found on the LACOE Payroll Systems website under Resources. Attach a copy of signed Affidavit from Vendor, and email to SFS at the following email address: **SFS_BEST_Warrant_Replacements@laco.edu**
- SFS will place a Stop Payment on the warrant and notify the agency via email to proceed with the cancellation process.

PART B - CANCELLATION PROCESS

- Log on to BEST Advantage – Financial (FIN). Navigate to the VTH page, populate the Vendor/Customer Code, then click on the link for Automatic Disbursement (AD) document associated with the “B” warrant to open the document.
- Select the “Discard” button at the bottom of the document. This action will create a new version of the AD-Cancellation in draft.

Automated Disbursement(AD) District/Agency: 64360 ID: 190000000925 Ver: 1 Function: New Phase: Final Modified by: svc_bst_04/15/2019

Header

General Info Consolidation Object Payee Cancellation Additional Amounts Document Information

Document Name: Bank Account: CK
 Record Date: 04/16/2019 Check/EFT Number: 000000000009958
 Budget FY: 2019 Routing ID Number:
 Fiscal Year: 2019 Transit Routing Number:
 Period: 10 Check/EFT Amount: \$550.00
 Check/EFT Issue Date: 04/16/2019
 Print Status Indicator: Printed
 Disbursement Category:
 Disbursement Priority: 99
 Disbursement Format: REG
 Internal Reconciliation: N/A
 Run ID: 7324
 Check Printed Date:
 Send Email Notification:

Stub Detail Line Count: 2
 Check Exported For Printing:

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: 0000202729 Legal Name: ENWISE
 Accounting Total Lines: 2 Accounting Line: 1 Line Amount: \$500.00
 Posting Posting Line: 1

Edit Copy Copy Forward Discard

- Select the Cancellation tab on the Header of the AD-Cancellation document.
- Select a Cancellation Type.

CANCELLATION TYPES

The screenshot shows the CGI Advantage web application interface. The user is logged in as Jenny Zermeno. The page title is "Automated Disbursement(AD)" with a District/Agency of 64360 and ID 21000000637. The function is "Cancellation". The "Cancellation" tab is selected in the header. A dropdown menu for "Cancellation Type" is open, showing options: Reschedule, Hold, Close, and PR Cancellation. Other fields visible include "Cancellation Reason", "Comments" (with "Reschedule" entered), "Scheduled Payment Date", "Hold Type", "Hold Request Description", "Payment Hold Type", "Department", and "Payment Hold Type Unit".

Reschedule: Cancel the warrant and reissue a replacement following the selected Scheduled Payment Date. *Note: Your reschedule date will need to be far enough in the future to allow your district and SFS to approve the AD cancellation document. On average, SFS requires 1-2 days to complete the request.*

Hold: If you need to make updates or to identify any issues with your payment request documents, choose **Hold** as your Cancellation Type and select **USER01** as your Hold Type. This will cancel the warrant and put the Payment Request documents (GAX, PRC, PRM) on hold. Once you are ready to re-process the payment request, you will need to create a Payment Hold Maintenance (PHM) document, to remove the hold.

Close: Cancel the warrant and close the Payment Request documents (GAX, PRC, PRM). This will NOT restore the encumbrance.

PR Cancellation: Cancel the warrant and Payment Request documents (GAX, PRC, PRM). This action will *restore the encumbrance back to the referenced POs*.

Additional steps required for Matching POs (PO2W, PO3W):

1. Check the "PR Hold" box on the MATA table and click "Override".
2. Create AD-Cancellation document using "PR CANCELLATION" as the cancellation type.
3. Once AD-Cancellation document has been approved to **Final**, make the necessary adjustments, i.e. Cancellations or Modifications, to IN (Invoice) and RC (Receiver) documents, if applicable.
4. Once the adjustments, cancellations or codifications, to IN and RC documents have been approved to **Final**, remove the PR Hold on MATA table by unchecking the "PR Hold" box and clicking "Override".

5. Select a Cancellation Reason. When discarding an Automated Disbursement (AD) document, you must enter a Cancellation Reason. See applicable reason codes below and provided guidance on when to use them.

The screenshot shows a software interface for entering cancellation information. The 'Cancellation' tab is active. The 'Cancellation Reason' dropdown is highlighted with a red box and shows 'Incorrect Information'. The 'Comments' field is empty. The 'Scheduled Payment Date' field is at the bottom with a calendar icon.

6. If the Cancellation Type of 'Reschedule' is selected, enter a Scheduled Payment Date for the rescheduled disbursement.
7. If Cancellation Type of 'Hold' is selected, select hold type "USER01" and enter a Hold Request Description.
8. In the Comments field, give details of why you need to cancel the warrant, any further steps you may take, and what outcomes you are expecting. Examples:
 - i. "I want to close the PRC, no reissue is needed."
 - ii. "Wrong amount, need to re-do IN document to correct it."
 - iii. "Forgot to put on Single Payment flag, need to reissue in two separate checks."
9. Complete any additional fields as necessary.
10. If in possession of the check, **write with permanent ink, "VOID" in large letters across the front of the check, scan and attach to the Cancellation document in the Comments section located in the Top Menu. For more detailed instructions, please refer to the [FIN-101: Getting Started in Financial](#), *How to Add an Attachment to a Comment*. This requirement is vital, as the original warrant will NO LONGER be sent to LACOE.**
11. Validate and submit the AD cancellation document in FIN.
12. The AD cancellation goes into workflow for agency AP Approval.
13. Once approved by agency, the AD cancellation will be routed in FIN for review and approval/rejection by School Financial Services (SFS).
14. Check the status (Draft, Pending or Final) of your documents and follow the steps closely especially for business processes that require tasks to be performed in a specific sequence.