



March 26, 2021

**TO:** Business and Accounting Administrators  
Los Angeles County K-12 School and Community College Districts,  
Charter Schools and Other Educational Agencies (LEAs)  
**(Wave 1 & 2 BEST Advantage System - Financial (FIN) Districts)**

**FROM:** Sachiko Enomoto, School Accounting & Finance Manager  
Division of School Financial Services

**SUBJECT:** 2020-21 BEST Advantage Financial (FIN) Year-End Closing Live Webinar Workshops

The Division of School Financial Services (SFS) has scheduled three (3) dates in May 2021 to host live webinars for our 2020-21 year-end closing workshops. These meetings will cover year-end procedures and related BEST Advantage Financial (FIN) System topics. School district staff with general accounting, purchasing, accounts payable, inventory, accounts receivable, asset management/fixed assets, and/or year-end closing responsibilities should attend.

A comprehensive year-end closing manual will be available on the LACOE website on the [School Financial Services](#) page on the day of the session. The presentations will cover the following major topics:

*Accounts Payable/Purchase Orders/Inventory  
(AP/PO/INV) Session*

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- Timetable of Activities (Including HRS schedule at year end)
- Requisition and Purchase Order Procedures
- Inventory Procedures
- Accounts Payable Procedures
- Commercial Claims

*General Ledger (GL) Session*

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- Timetable of Activities (Including HRS schedule at year end)
- System Processes
- Accounting
- Revenue Recognition and Accounts Receivable
- Liability Accruals
- Checklist and Resources

*Accounts Receivable (AR), Asset  
Management/Fixed Asset (FA) Session*

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- Timetable of Activities
- Revenue Recognition and Accounts Receivable
- Asset Management Procedures
- Annual Depreciation

Please email any questions you would like addressed in the meeting to [Jackson\\_Sherrell@laoe.edu](mailto:Jackson_Sherrell@laoe.edu) by **May 7, 2021**.

Below is a schedule of the Year-End Closing Meetings:

Date	Session	Time
Thursday, May 13, 2021	GL	9:00 a.m. – 12:00 p.m.
	AP/PO/INV	1:00 p.m. – 4:00 p.m.
Wednesday, May 26, 2021	GL	9:00 a.m. – 12:00 p.m.
	AP/PO/INV	1:00 p.m. – 4:00 p.m.
Thursday, May 27, 2021	AR/FA	9:00 a.m. – 12:00 p.m.

The registration deadline for all workshops is **April 30, 2021** at 5:00 p.m.

To register, click on the link below and then click on “Login to Enroll for this Event”. Follow the instructions listed under “Account Login”. You will receive an email notification of the status of your registration request.

<http://www.laoe.edu/BusinessTechnology/Calendar.aspx>

From the Business & Technology calendar, select the date and session you want to attend and follow the instructions for registration. Cancellations can be done online.

Instructions for logging into the live webinar will be sent after registration is confirmed. Registration after the deadline may be considered if the session requested is not full. Please email [Jackson\\_Sherrell@laoe.edu](mailto:Jackson_Sherrell@laoe.edu) for inquiry.

If you have questions regarding this bulletin, please contact me at (562) 922-6191 or by email [Enomoto\\_Sachiko@laoe.edu](mailto:Enomoto_Sachiko@laoe.edu). We look forward to seeing you at one of the live webinar meetings.

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

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