



October 25, 2021

TO: Business and Accounting Administrators
Los Angeles County K-12 Schools and Community College Districts and
Other Local Educational Agencies

FROM: Ares Ayson, Limited-Term Enterprise Business Systems Project Coordinator
Accounting and Financial Services
Division of School Financial Services

SUBJECT: BEST Advantage System – Financial (FIN) – Auditor Access and Training Requirements

Overview

Occasionally, agencies request LACOE system access for their external auditors. If granted, the external auditors will be assigned inquiry and report access only. The auditors will be given system access upon request by the agency and upon completion of (a) one of the access granting courses and (b) infoAdvantage Report (FIN-150) class. If the auditors require more training, they can take the existing FIN courses that are currently offered. The access granting courses are: Getting Started (FIN-101), Requisition Approvals (FIN-120), FIN for Managers (FIN-130), Requisitions (FIN-200), and Accounts Payable for Interface (FIN-360). These trainings will enable the auditor to learn to navigate the financial system and how to run reports. The list of courses and their course descriptions can be found on the BEST Customer Resource Center (CRC) under Training Guides. Link: <https://bestcrc.lacoe.edu/>

Procedure

1. District System Administrator (DSA) will send a request for auditor access to the SFS Security unit at SFSSecurity@lacoe.edu.
2. The security team will work with the agency and their DSA to gather needed information, to set up the auditor as a user with inquiry (INQ) and infoAdvantage report access.
3. The security team will “lock” the end user’s access until the necessary courses are completed. Thereafter, the auditor will be set up as a BEST Learning Management System (LMS) user and will be able to register for courses. Note: This is the same process that is used now for new end users.
4. The BEST Training/District Support unit will assign all of the FIN courses and email the auditor their LMS credentials. At a minimum, the auditor must register for FIN-101 and FIN-150.
5. If there are no scheduled trainings at the time of the request, the agency/auditor can email the District Support unit at SFSSystemsandDistrictSupport@lacoe.edu. The District Support unit will work with the auditor to get them trained.

6. Once the auditor has met the minimum training requirements, they can email the security unit to inform them of the completed courses.
7. The security team will confirm and activate the end user and notify the auditor and DSA regarding their BEST Authentication credentials.

Completion of the audit and deactivation: The DSA will need to inform the security unit once the audit is completed so that the auditor can be deactivated. The security team will follow up with the DSA in two months if no communication is sent to deactivate the auditor.

Note: There may be cases where an auditor will need access to another agency. If the audit is simultaneously occurring, the security unit will handle this by assigning district/agency foreign organization to allow them to see the data from another agency. Otherwise, the home district/agency will be updated to the agency actively being audited.

For any questions regarding this bulletin, please contact Ares Ayson at (562) 922-6849 or by email at Ayson_Ares@lacoed.edu.

Approved:
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