



March 30, 2022

**TO:** Business and Accounting Administrators  
Los Angeles County K-12 School and Community College Districts,  
Charter Schools and Other Educational Agencies (LEAs)  
**(Wave 1 - 3 BEST Advantage System - Financial (FIN) Districts)**

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

**SUBJECT:** 2021-22 BEST Advantage Financial (FIN) Year-End Closing Live Webinar Workshops

The Division of School Financial Services (SFS) has scheduled three (3) dates in May 2022 to host live webinars for our 2021-22 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 [BEST Customer Resource Center \(CRC\)](#) site. The direct link to the Year-End Closing documents on the CRC will also be available on the [School Financial Services](#) site on the day of the session.

*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 13, 2022**.

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

Date	Session	Time
Thursday, May 19, 2022	GL	9:00 a.m. – 12:00 p.m.
	AP/PO/INV	1:00 p.m. – 4:00 p.m.
	Registration deadline: Tuesday, May 17, 2022 by 5:00 p.m.	
Wednesday, May 25, 2022	GL	9:00 a.m. – 12:00 p.m.
	AP/PO/INV	1:00 p.m. – 4:00 p.m.
	Registration deadline: Monday, May 23, 2022 by 5:00 p.m.	
Thursday, May 26, 2022	AR/FA	9:00 a.m. – 11:00 a.m.
	Registration deadline: Tuesday, May 24, 2022 by 5:00 p.m.	

To register, click on the links below for the session date and time for which you are interested.

**Thursday, May 19, 2022**

9:00 a.m. – 12:00 p.m.

[2021-22 BEST Advantage Financial \(FIN\) Year-End Closing Workshop- GL Session](#)

1:00 p.m. – 4:00 p.m.

[2021-22 BEST Advantage Financial \(FIN\) Year-End Closing Workshop- AP/PO/INV Session](#)

**Wednesday, May 25, 2022**

9:00 a.m. – 12:00 p.m.

[2021-22 BEST Advantage Financial \(FIN\) Year-End Closing Workshop- GL Session](#)

1:00 p.m. – 4:00 p.m.

[2021-22 BEST Advantage Financial \(FIN\) Year-End Closing Workshop- AP/PO/INV Session](#)

**Thursday, May 26, 2022**

9:00 a.m. – 12:00 p.m.

[2021-22 BEST Advantage Financial \(FIN\) Year-End Closing Workshop- AR/FA Session](#)

You will receive a confirmation email about the status of your registration request. Included you will find instructions on how to log into the live workshop. Cancellations can be completed by clicking on the ‘cancel’ link on the confirmation email.

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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