



June 21, 2022

TO: Business and Accounting Administrators
Los Angeles County K-12 School and Community College Districts and
Other Local Education Agencies (LEAs)
BEST Advantage – Financial System Districts

FROM: Francisco San, Enterprise Financial Systems Consultant
Accounting and Financial Services
Division of School Financial Services (SFS)

SUBJECT: BEST Advantage – Financial System HRS Payroll Interface

The purpose of this bulletin is to provide information on how Human Resource System (HRS) payroll data will interface to BEST Advantage – Financial (FIN). HRS payroll data will interface into FIN as JVA documents the day after payroll production with the payroll issuance date as the Record Date (Journal Date). The payroll documents will have unique Document IDs, detailed with the current fiscal year, the letter “H” (HRS), the payroll schedule, and a sequential-numbered suffix.

Example Document ID: 23HC5I0000392
23 = System Fiscal Year
H = HRS Journal
C5I = Payroll Schedule
0000392 = Sequential JVA Numbering

Payroll JVA Errors

There are four (4) instances where payroll information from HRS will be modified in FIN in order for the journal to post.

- 1) Payroll account string does not exist in FIN – FIN will automatically create a zero-dollar budget string. No further action is needed from the district.
- 2) Payroll chart of account (COA) does not exist in FIN – FIN will default the account string and offset string to the following error accounts:

Default Account String:

K12: 01.0-99999.9-99999-99999-0999-9999999 (expenditure **or** balance sheet)
CCD: 01.0-99999.9-99999-9999999-0999-99999 (expenditure **or** balance sheet)

Offset Account String: (offsets will retain their Objects)

K12: 01.0-99999.9-99999-99999-####-9999999
CCD: 01.0-99999.9-99999-9999999-####-99999

- 3) Payroll transactions with no accounting information – FIN will default the account string and offset string to the following error accounts:

Default Account String: (1999, 2999, 3999, 5999)

K12: 01.0-99999.9-99999-99999-x999-9999999

CCD: 01.0-99999.9-99999-9999999-x999-99999

Offset Accounting String:

K12: 01.0-99999.9-99999-99999-9110-9999999 (salary)

CCD: 01.0-99999.9-99999-9999999-9110-99999 (salary)

K12: 01.0-99999.9-99999-99999-9589-9999999 (benefits)

CCD: 01.0-99999.9-99999-9999999-9589-99999 (benefits)

- 4) Payroll objects with missing balance sheet crosswalk (no crosswalk given) – FIN will default the account string and offset string to the following error accounts:

Default Account String:

K12: 76.0-00000.0-00000-00000-9599-0000000

CCD: 76.0-00000.0-00000-0000000-9599-00000

Offset Accounting String:

K12: 76.0-00000.0-00000-00000-9110-0000000

CCD: 76.0-00000.0-00000-0000000-9110-00000

Payroll Error Account Correction

Payroll transactions held in error accounts should be reclassified to valid account strings. The following reports may be used to look up transactions in error accounts:

- 1) GL-0009/0011/0013/0015 Cumulative Detail Reports
- 2) GL-0117 – HRS Interface Error

Contact Information

Please contact SFSGLGROUP@lacoe.edu for information regarding JVA Payroll documents and errors.

For all other questions regarding this bulletin, please contact me at (562) 922-6181 or email San_Francisco@lacoe.edu.

Approved by:

Nkeiruka Benson, Director

Division of School Financial Services

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