



June 30, 2023

**To:** Business and Accounting Administrators  
Los Angeles County K-12 School and Community College Districts  
and Charter Schools

**From:** Mitos Quejada, Enterprise Financial Systems Consultant  
Customer Experience Team  
Division of School Financial Services

**Subject:** Schedule for BEST Advantage Systems Training for Financial and Budget Applications

The Los Angeles County Office of Education (LACOE) will be offering training classes for the Business Enhancement System Transformation (BEST) Advantage System, specifically, for the Financial (FIN) and Budget (BUD) applications.

Course offerings for the different business areas are included in the attached BEST Advantage System Training Catalog. The document includes course descriptions and training schedules.

Registration for these training classes is done ONLINE through the following link to the BEST Advantage Training LMS (Learning Management System):

<https://best-lms.lacoe.edu/>

Access to this website is limited to BEST Advantage System users who have been identified by their District Security Administrator. Please contact Help Desk Support if you are unable to locate your credentials or unable to reset your password.

Users are pre-enrolled in the training courses which correspond to the job function they have in the BEST Advantage System. Users will need to register for a webinar session (date and time) at least five (5) business days before the course. These courses are listed under your LMS Dashboard.

Classes will be filled on a first-come, first-served basis. There are operational limitations within LACOE as to dates, speaker availability, facility use, etc. If a person is registered for a class and is unable to attend, the registration must be cancelled at least three (3) days before the scheduled training date. Please refer to the BEST Customer Resource Center (CRC) Learning Guide for instructions on how to cancel your registrations or contact the Help Desk

Support at (562) 922-8888 or [helpdesk@laoe.edu](mailto:helpdesk@laoe.edu) if you need assistance with canceling your registration the three (3) days before an event.

An email will be sent to registered participants one business day prior to the scheduled training date. The email will include the webinar link and other training documents, as applicable.

Register for the BEST Customer Resource Center (CRC) through the following link to access the Learning Guide, training calendar, and more:

<https://bestcrc.laoe.edu/>

We hope you will find these training classes helpful, and we welcome all suggestions. Please email suggestions to [BEST\\_Training@laoe.edu](mailto:BEST_Training@laoe.edu). Additional classes may be added if the need arises.

If you have questions about the classes or this bulletin, please email the BEST Training team at [BEST\\_Training@laoe.edu](mailto:BEST_Training@laoe.edu).

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

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Attachment

SFS-A62-2022-2023

## BEST Advantage System Training Schedule

**Financial (FIN) Webinar Courses** - Live, instructor-led training via the web. Click the Course Name to open the training guide.

Course Name	Description	Pre-Requisites	Who should take this?	Duration
<a href="#">FIN 101w Getting Started in FIN*</a>	Details how to navigate in the BEST Advantage System - Financial (FIN). Includes how to create and submit documents, and how to take approval action.	No Pre-Requisites needed. This is an access- granting course. Course completion will grant users access to FIN.	Any new users to the BEST Advantage System -Financial (FIN).	3 hours
<a href="#">FIN 110w Vendor Management</a>	Outlines how to manage vendor records in FIN, including the creation and modification of new vendor records.	FIN 101w or 101e: Getting Started in FIN	Users who will create and/or modify vendor records in FIN.	3 hours
<a href="#">FIN 120w Requisition Approvals*</a>	Details how to approve requisitions in FIN. Includes brief navigation and overview of the requisition document.	No Pre-Requisites needed. This is an access- granting course. Course completion will grant users access to FIN.	Users who will approve requisition documents.	3 hours
<a href="#">FIN 130w FIN for Managers*</a>	Provides an overview to managers on navigation, FIN processes and documents, workflow approvals, and infoAdvantage reports.	No Pre-Requisites needed. This is an access- granting course. Course completion will grant users access to FIN.	Managers who will approve documents and run reports.	3 hours
<a href="#">FIN 150w infoAdvantage Reports for FIN</a>	Guides user on how to access and navigate infoAdvantage to run FIN reports.	None	Users who want to run infoAdvantage reports.	1 hour
<a href="#">FIN 200w Requisitions*</a>	Outlines how to create and process requisitions for agencies using the Procurement module of FIN. Includes navigation overview.	For users new to online requisitions, recommend FIN 101w or 101e: Getting Started in FIN. This is an access-granting course. Course completion will grant users access to FIN.	Users who will create requisitions for goods/services in FIN.	3 hours
<a href="#">FIN 210w Receiving</a>	Outlines how to record the receipt of goods and/or services for agencies using the Procurement module in FIN.	FIN 101w or 101e: Getting Started in FIN	Users who will record the receipt of goods/services in FIN.	1.5 hours
<a href="#">FIN 220w Purchasing</a>	Outlines how to create and process purchase orders from requisitions for agencies using the Procurement module in FIN. Includes navigation overview.	FIN 101w or 101e: Getting Started in FIN For districts that use requisitions: FIN 101w or 101e and FIN 200w or FIN 200e: Requisitions	Users who create purchase orders including blanket/open purchase orders in FIN.	4 hours
<a href="#">FIN 301w Accounts Payable</a>	Instructs on how to create, submit, modify, and cancel accounts payable and disbursement documents in Financial.	FIN 101w or 101e: Getting Started in FIN	Users who process payments.	6 hours
<a href="#">FIN 310w Payroll &amp; Other Tax Payments</a>	Instructs on how to process payroll tax payments in FIN.	FIN 101w or 101e: Getting Started in FIN	Users who process payroll tax payments.	3 hours
<a href="#">FIN 360w Accounts Payable for Interface Agencies*</a>	Instructs on how to review and cancel accounts payable and disbursement documents in Financial. This course is designed for interface agencies.	For users new to accounts payable, recommend FIN 101w or 101e: Getting Started in FIN. This is an access-granting course. Course completion will grant users access to FIN.	Interface agency users who process payments in FIN	3 hours
<a href="#">FIN 401w General Ledger</a>	Guides user on how to create, submit, modify, and cancel general accounting documents in Financial.	FIN 101w or 101e: Getting Started in FIN	Users who process accounting transactions, such as journal vouchers.	4 hours
<a href="#">FIN 501w Inventory Requestor</a>	Outlines how to create and process warehouse stock requisitions and stock returns for agencies using the Inventory module in FIN.	FIN 101w or 101e: Getting Started in FIN or FIN 200w or 200e: Requisitions	Users who request items from the warehouse.	2 hours
<a href="#">FIN 510w Inventory Management</a>	Outlines how the inventory module works from replenishment to issuance of stock items for agencies using the inventory module in FIN. Details the different inventory tables and how these should be maintained.	FIN 101w or 101e: Getting Started in FIN	Users who manage warehouse operations including those who order/receive goods into the warehouse.	3 hours
<a href="#">FIN 601w Budget Control</a>	Guides user on how to create, submit, modify, and cancel budgetary control documents to in Financial.	FIN 101w or 101e: Getting Started in FIN	Users who will create and modify budget amounts.	3 hours
<a href="#">FIN 701w Accounts Receivable</a>	Guides user on how to create, submit, modify, and cancel accounts receivable documents in Financial.	FIN 101w or 101e: Getting Started in FIN	Users who will be using Accounts Receivable functionality.	3 hours
<a href="#">FIN 801w Fixed Assets (Asset Management)</a>	Details how to record fixed assets in FIN.	FIN 101w or 101e: Getting Started in FIN	Users who record and track assets in FIN.	3 hours
Excel 2016 Part 1	Prepare for the BEST Advantage-FIN implementation by building EXCEL skills that will help you get the most value from the new system such as: formulas across sheets, navigating around sheets, multiple workbooks, sheet protecting, and features like flash fill, concatenate and VLOOKUP.	None	Users who will utilize Excel as a tool in data analysis.	3 hours
Excel 2016 Part 2	Continue your BEST Advantage System prep with even more advanced EXCEL skills, including: converting data to table, modifying the table, conditional formatting and pivot table.	Excel 2016 Part 1	Users who will utilize Excel as a tool in data analysis.	3 hours
Change Smarts 101	This is the first workshop of a three-part series focused on the human side of change. This workshop introduces the first Change Smarts, Emotional Intelligence, to help you move through change at an individual level using a tool called Mindfulness.	No	Users involved in implementing the BEST Advantage System.	1.5 hours
Change Smarts 201	This workshop is the second part of a three-part series that focuses on the human side of change. This workshop introduces the second Change Smarts module, Social Intelligence, to help you move through change on a team level using a tool called Appreciative Inquiry. It is recommended the learner completes Change Smart 101 prior to completing Change Smart 201.	None	Users involved in implementing the BEST Advantage System.	1.5 hours
Change Smarts 301	This workshop is the last part of a three-part series that focuses on the human side of change. This workshop introduces the third Change Smarts module, Systems Intelligence, to help you move through change at an organizational level using a tool called Designed Thinking. It is recommended the learner completes Change Smart 101 and 201 prior to completing Change Smart 301.	None	Users involved in implementing the BEST Advantage System.	2 hours

## BEST Advantage System Training Schedule

**Budget (BUD) Webinar Courses** - Live instructor lead training via the web. Click the Course Name to open the training guide.

Course Name	Description	Pre-requisites	Who should take this?	Duration
<a href="#">BUD 101w: Budget Development*</a>	Provides an overview of the BEST Advantage Budgeting System (BUD) and covers the end-to-end system process for developmental budget. Discusses budget development and interfaces between BUD and FIN timelines. A demonstration on how to upload the budget into BUD and generate reports from infoAdvantage will be presented as well.	No Pre-Requisites needed. This is an access-granting course. Course completion will grant users access to BUD.	Any new users to the BEST Advantage System - BUD	3 hours

Please note:

\*Courses marked with an \* (asterisk) are access granting courses. These courses do not require the completion of a prerequisite.

To register for a webinar training, log into the Learning Management System (LMS) at <https://best-lms.lacoe.edu>. The Excel courses are managed by our Instructional Technology Outreach (ITO) department. You can register for Excel trainings at [https://ito.lacoe.edu/workshops/registration.pl?run\\_mode=create&workshop=518i](https://ito.lacoe.edu/workshops/registration.pl?run_mode=create&workshop=518i). If you have issues registering for a training, please contact the BEST Helpdesk at (562) 922-8888 or [helpdesk@lacoe.edu](mailto:helpdesk@lacoe.edu).

Classes with fewer than three attendees are subject to cancellation. This is determined one business day prior to the training class. Registered participants will be contacted via email by the BEST Training Team, who will assist in rescheduling their class.

For additional training resources, including quick reference guides, training guides, and computer-based training (CBT) modules, log into the Customer Resource Center (CRC) at <https://bestcrc.lacoe.edu/>.

Monthly Schedule Training Catalog 2023-2024

**July 2023**

Day	Date	Time	Class Title	Location
Tuesday	07/11/23	9:00 a.m. – 12:00 p.m.	FIN 101 Getting Started in FIN	Online
Thursday	07/13/23	1:00 p.m. – 5:00 p.m.	FIN 401 General Ledger	Online
Tuesday	07/25/23	9:00 a.m. – 10:00 a.m.	FIN 150 infoAdvantage Reports	Online
Thursday	07/27/23	1:30 p.m. - 4:30 p.m.	FIN 310 Payroll & Other Tax Payments	Online

**August 2023**

Day	Date	Time	Class Title	Location
Tuesday	08/08/23	1:30 p.m. – 4:30 p.m.	FIN 601 Budget Control	Online
Tuesday	08/22/23	1:00 p.m. – 2:00 p.m.	FIN 150 infoAdvantage Reports	Online

**September 2023**

Day	Date	Time	Class Title	Location
Tuesday	09/05/23	1:00 p.m. – 4:00 p.m.	FIN 101 Getting Started in FIN	Online
Tuesday	09/05/23	8:30 a.m. – 11:30 a.m.	FIN 200 Requisitions	Online
Wednesday	09/13/23	8:30 a.m. – 10:00 a.m.	FIN 210 Receiving	Online
Wednesday	09/13/23	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Wednesday	09/20/23	8:30 a.m. – 11:30 a.m.	FIN 510 Inventory Management	Online
Wednesday	09/20/23	9:00 a.m. – 12:00 p.m.	FIN 360 Accounts Payable for Interface Agencies	Online
Thursday	09/21/23	2:00 p.m. – 5:00 p.m.	FIN 130 FIN for Managers	Online
Tuesday	09/26/23	9:00 a.m. – 10:00 p.m.	FIN 150 infoAdvantage Reports	Online
Wednesday	09/27/23	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online

**October 2023**

Day	Date	Time	Class Title	Location
Wednesday	10/04/23	8:30 a.m. – 10:30 a.m.	FIN 501 Inventory Requestor	Online
Thursday	10/05/23	1:00 p.m. – 5:00 p.m.	FIN 401 General Ledger	Online
Thursday	10/05/23	9:00 a.m. – 12:00 p.m.	FIN 701 Accounts Receivable	Online
Tuesday	10/10/23	2:00 p.m. – 5:00 p.m.	FIN 120 Requisition Approvals	Online
Wednesday	10/11/23	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Thursday	10/12/23	1:30 p.m. – 4:30 p.m.	FIN 310 Payroll & Other Tax Payments	Online
Tuesday	10/17/23	8:30 a.m. – 12:30 p.m.	FIN 220 Purchasing	Online
Thursday	10/19/23	1:30 p.m. – 4:30 p.m.	FIN 801 Fixed Assets	Online
Tuesday	10/24/23	1:00 p.m. – 2:00 p.m.	FIN 150 infoAdvantage Reports	Online
Wednesday	10/25/23	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online

**November 2023**

Day	Date	Time	Class Title	Location
Monday	11/06/23	9:00 a.m. – 12:00 p.m.	Payment Hold Processing	Online
Tuesday	11/07/23	9:00 a.m. – 12:00 p.m.	FIN 101 Getting Started in FIN	Online
Tuesday	11/07/23	8:30 a.m. – 11:30 a.m.	FIN 200 Requisitions	Online
Wednesday	11/08/23	8:30 a.m. – 10:00 a.m.	FIN 210 Receiving	Online

Monthly Schedule Training Catalog 2023-2024

Day	Date	Time	Class Title	Location
Wednesday	11/08/23	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Tuesday	11/14/23	1:30 p.m. – 4:30 p.m.	FIN 601 Budget Control	Online
Wednesday	11/15/23	9:00 a.m. – 12:00 p.m.	FIN 360 Accounts Payable for Interface Agencies	Online
Thursday	11/16/23	9:00 a.m. – 12:00 p.m.	FIN 130 FIN for Managers	Online
Thursday	11/28/23	9:00 a.m. – 12:00 p.m.	FIN 150 infoAdvantage Reports	Online
Wednesday	11/29/23	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online

**January 2024**

Day	Date	Time	Class Title	Location
Wednesday	01/03/24	8:30 a.m. – 10:30 a.m.	FIN 501 Inventory Requestor	Online
Thursday	01/04/24	9:00 a.m. – 12:00 p.m.	FIN 701 Accounts Receivable	Online
Tuesday	01/09/24	1:00 p.m. – 4:00 p.m.	FIN 101 Getting Started in FIN	Online
Wednesday	01/10/24	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Thursday	01/11/24	1:00 p.m. – 5:00 p.m.	FIN 401 General Ledger	Online
Tuesday	01/16/24	8:30 a.m. – 12:30 p.m.	FIN 220 Purchasing	Online
Wednesday	01/17/24	8:30 a.m. – 11:30 a.m.	FIN 510 Inventory Management	Online
Thursday	01/18/24	2:00 p.m. – 5:00 p.m.	FIN 130 FIN for Managers	Online
Tuesday	01/23/23	1:00 p.m. – 2:00 p.m.	FIN 150 infoAdvantage Reports	Online
Wednesday	01/24/24	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online

**February 2024**

Day	Date	Time	Class Title	Location
Monday	02/05/24	9:00 a.m. – 12:00 p.m.	Payment Hold Processing	Online
Tuesday	02/06/24	8:30 a.m. – 11:30 a.m.	FIN 200 Requisitions	Online
Thursday	02/08/24	1:30 p.m. – 4:30 p.m.	FIN 310 Payroll & Other Tax Payments	Online
Tuesday	02/13/24	9:00 a.m. – 12:00 p.m.	FIN 120 Requisition Approvals	Online
Tuesday	02/13/24	1:30 p.m. – 4:30 p.m.	FIN 601 Budget Control	Online
Wednesday	02/14/24	8:30 a.m. – 10:00 a.m.	FIN 210 Receiving	Online
Wednesday	02/14/24	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Wednesday	02/21/24	9:00 a.m. – 12:00 p.m.	FIN 360 Accounts Payable for Interface Agencies	Online
Wednesday	02/21/24	9:00 a.m. – 12:00 p.m.	BUD 101 Budget Development	Online
Tuesday	02/27/24	9:00 a.m. – 10:00 a.m.	FIN 150 infoAdvantage Reports	Online
Wednesday	02/28/24	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online
Wednesday	02/28/24	9:00 a.m. – 12:00 p.m.	BUD 101 Budget Development	Online

**March 2024**

Day	Date	Time	Class Title	Location
Tuesday	03/05/24	9:00 a.m. – 12:00 p.m.	FIN 101 Getting Started in FIN	Online
Wednesday	03/06/24	8:30 a.m. – 10:30 a.m.	FIN 501 Inventory Requestor	Online
Wednesday	03/06/24	9:00 a.m. – 12:00 p.m.	BUD 101 Budget Development	Online

Monthly Schedule Training Catalog 2023-2024

Day	Date	Time	Class Title	Location
Thursday	03/07/24	9:00 a.m. – 12:00 p.m.	FIN 701 Accounts Receivable	Online
Wednesday	03/13/24	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Wednesday	03/13/24	9:00 a.m. – 12:00 p.m.	BUD 101 Budget Development	Online
Tuesday	03/19/24	8:30 a.m. – 12:30 p.m.	FIN 220 Purchasing	Online
Wednesday	03/20/24	8:30 a.m. – 10:30 a.m.	FIN 510 Inventory Management	Online
Thursday	03/21/24	9:00 a.m. – 12:00 p.m.	FIN 130 FIN for Managers	Online
Tuesday	03/26/24	1:00 p.m. – 2:00 p.m.	FIN 150 infoAdvantage Reports	Online
Wednesday	03/27/24	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online

**April 2024**

Day	Date	Time	Class Title	Location
Tuesday	04/02/24	8:30 a.m. – 11:30 a.m.	FIN 200 Requisitions	Online
Tuesday	04/09/24	2:00 p.m. – 5:00 p.m.	FIN 120 Requisition Approvals	Online
Wednesday	04/10/24	8:30 a.m. – 10:00 a.m.	FIN 210 Receiving	Online
Wednesday	04/10/24	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Thursday	04/11/24	1:00 p.m. – 5:00 p.m.	FIN 401 General Ledger	Online
Wednesday	04/17/24	9:00 a.m. – 12:00 p.m.	FIN 360 Accounts Payable for Interface Agencies	Online
Thursday	04/18/24	1:30 p.m. – 4:30 p.m.	FIN 801 Fixed Assets	Online
Tuesday	04/23/24	9:00 a.m. – 10:00 a.m.	FIN 150 infoAdvantage Reports	Online
Wednesday	04/24/24	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online

**May 2024**

Day	Date	Time	Class Title	Location
Thursday	05/02/24	9:00 a.m. – 12:00 p.m.	FIN 701 Accounts Receivable	Online
Tuesday	05/07/24	1:00 p.m. – 4:00 p.m.	FIN 101 Getting Started in FIN	Online
Wednesday	05/08/24	9:00 a.m. – 4:00 p.m.	FIN 301 Accounts Payable	Online
Thursday	05/09/24	1:30 p.m. – 4:30 p.m.	FIN 310 Payroll & Other Tax Payments	Online
Tuesday	05/14/24	1:30 p.m. – 4:30 p.m.	FIN 601 Budget Control	Online
Thursday	05/16/24	2:00 p.m. – 5:00 p.m.	FIN 130 FIN for Managers	Online
Tuesday	05/21/24	8:30 a.m. – 12:30 p.m.	FIN 220 Purchasing	Online
Wednesday	05/22/24	9:00 a.m. – 12:00 p.m.	FIN 110 Vendor Management	Online
Tuesday	05/28/24	1:00 p.m. – 2:00 p.m.	FIN 150 infoAdvantage Reports	Online