BEST Project Update
Countywide CBO Meeting

FEBRUARY 8, 2018

PRESENTED BY:
PAUL LANDRY, CPA, CIA
BEST PROJECT DIRECTOR

Business Enhancement System Transformation
Topics

➢ BEST Project Updates for Budget, Financials & HCM
➢ In Scope vs. Out of Scope for BEST Implementation Waves 1 through 4
➢ What All Districts Can Do Now...Be Proactive!!!
BEST Advantage System – Budget (BUD)

- BEST Advantage System - Budget Wave 1 Go-Live!!! on 1/29/18
- Wave 1 Agencies’ Budget System Timeline

<table>
<thead>
<tr>
<th>Agency</th>
<th>BUD First Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hacienda La Puente USD</td>
<td>Mid-February 2018</td>
</tr>
<tr>
<td>Alhambra USD</td>
<td>Mid-February 2018</td>
</tr>
<tr>
<td>Paramount USD</td>
<td>Mid-February 2018</td>
</tr>
<tr>
<td>Palisades Charter High School</td>
<td>Mid-February 2018</td>
</tr>
<tr>
<td>Cerritos College</td>
<td>Mid-March 2018</td>
</tr>
<tr>
<td>Little Lake City SD</td>
<td>Mid-March 2018</td>
</tr>
<tr>
<td>Santa Monica College</td>
<td>Mid-March 2018</td>
</tr>
</tbody>
</table>
Budget (BUD)

In Progress:

- End User Training
- Knowledge Transfer Activities to LACOE Staff
- Support Wave 1 Agencies with FY 2018-19 Budget Development using new BEST Advantage System – Budget
- One Surge Resource for Two Months: Assist Wave 1 Agencies with Procedures and Use of new BEST Advantage System - Budget
Financials (FIN)

Project Accomplishments

- Fit-Gap Analysis & Initial System Configuration
- Initial Software Enhancements
- Agency Regional System Demos
  - Day 1: GL, AR/Billing, and Asset Management)...December 2017
  - Day 2: PO, INV, and AP...January 2018
  - Didn’t see the demos? Email BESTinfo@lacoe.edu and request the link and password to view the recorded demos
Financials (FIN)

In Progress:

- Data Mapping and Additional System Configuration
- Additional Software Enhancements, Data Conversion, Interfaces and Reports Design and Development
- Security & Workflow Plan
- Integrated System Test (IST) Execution
- User Acceptance Test (UAT) Planning with Wave 1 Agencies
- End-User Training Material Development
Human Capital Management (HCM)

Project Accomplishments

- Business Requirements Fit-Gap Analysis
- Initial System Configurations
- Initial Agency System Configuration Confirmation Meetings
HCM

In Progress

- Planning for Agency Regional System Demos: April & May 2018
- Two day demos at three sites...Informational Bulletin to be issued
- Creation of Integrated System Test (IST) Scenarios
- Planning for Data Setup, Software Modifications, Conversions, Interfaces, and Reports
BEST Project: In Scope vs. Out of Scope

In Scope for BUD:
✓ Budget Development
✓ Salary and Benefits Forecasting System (SBFS)
✓ Multi-Year Projections
✓ Workflow Approvals
✓ Ad hoc Reports / Business Intelligence (BI)
✓ .DAT File for State/SACS Software

Out of Scope for BUD:
➢ Revenue Calculator
BEST Project: In Scope for Financials (FIN)

**In Scope for FIN:**

- General Ledger (GL)
- Purchasing: POs, Requisitions, including at sites w/ row-level security
- Accounts Payable (AP)
- Inventory: Warehouse Items, Quantity-on-Hand, Ability to Upload School-Site Delivery Information from 3rd-party Scanning Systems to FIN, using a standard format
- Asset Management, including Construction-in-Progress (CIP)
- Accounts Receivable/Billing
- Workflow Approvals
- Ad hoc Reports / Business Intelligence (BI)
BEST Project: Out of Scope for Financials (FIN)

Out of Scope for FIN:

- Work Order System (e.g., SchoolDude)
- Inventory: Automated transfer from Scanning / Handheld Devices /Systems into BEST Advantage System – Financials
BEST Project: In Scope for Human Capital Management (HCM)

**In Scope** for HCM:

✓ Payroll: Monthly, Semi-Monthly, and Supplemental
  ✓ Tracking Credential Status
  ✓ Standard Time Adjustment (TADJ) Interface from 3rd-Party Time & Attendance Systems
✓ Electronic Personnel Requisition
✓ Tracking Mandated Training (e.g., Mandated Reporter)
✓ Time & Attendance...at Timekeeper Level
✓ Garnishments
✓ CalPERS and CalSTRS Retirement Reporting
BEST Project: In Scope for Human Capital Management (HCM)

**In Scope** for HCM - Continued:

✓ Employee Self-Service (ESS):
  ✓ View Paid Time-off Balances (e.g., Vacation, Sick Time Balances)
  ✓ View, Download, and Print Own W-2 and Payroll Stubs...subject to each agency’s desired security set-up
  ✓ Update Emergency Contact Information (EMER)

✓ Ad hoc Reports / Business Intelligence (BI)

✓ Open to Pursue Standard Upload of Data from 3rd-Party Talent Management Systems (e.g., NEOGOV, EDJOIN, Taleo, PeopleAdmin)
BEST Project: Out of Scope for Human Capital Management (HCM)

Out of Scope for HCM:

➢ Replacing Recruitment & Talent Management Systems (e.g., NEOGOV, EDJOIN, Taleo, PeopleAdmin)

➢ Tracking All Professional Development

➢ Employee Clock-in and/or Clock-out using Biometrics, cell phones, badge reader systems, workstations or other devices

➢ Employee Evaluations

➢ Time & Attendance (at the employee level for absence claims entry and approvals)

➢ Credential On-line System (COS) & Assignment Monitoring System (AMOS) Functionality
What All Districts Can Do Now...Be Proactive!!!

Informational Bulletin #4747, Issued on February 1, 2018

February 1, 2018

TO: Community College Vice Presidents, Finance
    Community College Vice Presidents, Human Resources
    Chief Business Officials
    Assistant Superintendents, Human Resources
    Finance/Fiscal Directors
    Human Resources Directors
    Los Angeles County School Districts, Community Colleges, Charter Schools, and Joint
    Powers Authorities

FROM: Sangeeta Gupta, Implementation Expert - Human Resources
      Yuneika Seabrooks, Implementation Expert - Payroll
      BEST Project, Technology Services

SUBJECT: BEST Project – Proactive Human Resource System (HRS) Data Analysis