



July 15, 2021

TO: Business and Accounting Administrators
Los Angeles County K-12 School and Community College Districts and
Other Local Education Agencies (LEAs)
Education Agencies (LEAs) – BEST Financial Wave 3 Districts

FROM: Jenny Zermeño, Disbursements and Financial Systems Manager
Accounting and Financial Services
Division of School Financial Services (SFS)

SUBJECT: BEST Advantage-Financial System Disbursement Notification for “B” Warrants and ACH-EFT

The current Los Angeles County Office of Education (LACOE) practice of providing check copies and remittance advices will change for Wave 3 Districts using BEST Advantage – Financial (FIN) beginning July 1, 2021.

“B” warrant copies will no longer be provided with “B” warrants. Districts can query **AD** documents in FIN for warrant information such as Check Number, Check Amount, Check Date and Vendor Name.

ACH/EFT vendors with email addresses on the Vendor Table (VCUST) will be emailed a remittance advice with information regarding payments. ACH/EFT vendors without an email address in the Vendor Table will be provided a hardcopy for mailing, although Districts are strongly encouraged to populate vendor email addresses.

Contact Information

If you need assistance with disbursement and/or system and vendor information, please contact the following staff:

Raul Regalado	(562) 922-6167	SFSAccountsPayable@lacoedu
Gail Shimokochi	(562) 922-8729	SFSAccountsPayable@lacoedu
Katherine Ruiz	(562) 922-6862	SFSAccountsPayable@lacoedu

Approved by:
Nkeiruka Benson, Director
Division of School Financial Services

JZ:lt

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