



August 2, 2021

TO: Business Administrators
Los Angeles County K-12 School and Community College Districts, and Other Local Education Agencies (LEAs) – BEST Advantage Wave 1 – 3 Agencies

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

SUBJECT: Instructions for Wave 3 Advantage Financial (FIN) Users and Reminder for Wave 1 and 2 Agencies - Processing Requests for Global Vendor Set Up

The current Global Vendor designation has changed with the implementation of the BEST Advantage – Financial (FIN) system. Agencies can now create or modify Global Vendors within the system and the requests will now be routed for approval through the online workflow approval process. Global Vendors will be exempt from the Los Angeles County Office of Education (LACOE) School Financial Services (SFS) Commercial Claims’ review as long as the payments are using the following fund/object combination:

Type of Payment	Fund Code	Object Code
Fringe Benefits	All Funds	3400-3499/3700-3799
Fringe Benefits Offsetting Accounts	All Funds	9525-9589
Utilities	All Funds	5500-5539/5550-5599/5900-5999
Employee Benefits (Self Insurance Funds)	67.x	5800-5899
Associated Student Trust Fund	71.x	5800-5899
Financial Aid	74.0	7530/7531/7550
Withholding/Payroll Liabilities	76.0	9511-9518

When submitting back-up documentation for Global designation, the support must be attached to the Vendor/Customer Creation (VCC)/Vendor Customer Modification (VCM) documents in FIN. Everything provided will be routed through workflow to the District Voucher Approver (authorized to approve payments in FIN) then to SFS for approval.

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Please use the link below for instructions on the Global Vendor set up and approval process in FIN:
<https://bestcrc.lacoe.edu/kb/fin3-ap-global-vendor-setup>

Should you have any question regarding the bulletin, please contact the LACOE SFS Accounts Payable Unit by e-mail at SFSAccountsPayable@lacoe.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

JZ:lt

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