



April 10, 2023

**TO:** Business and Accounting Administrators  
 Los Angeles County K-12 School and Community College Districts,  
 Charter Schools and Other Local Educational Agencies (LEAs)

**FROM:** Sachiko Enomoto, School Accounting & Finance Manager  
 Division of School Financial Services

**SUBJECT:** 2022-23 BEST Advantage Financial (FIN) Year-End Closing Workshops

The Division of School Financial Services (SFS) has scheduled four (4) dates in May 2023 to host one (1) hybrid (in-person and live webinar) and three (3) live webinar workshops for our 2022-23 year-end closing workshops. The in-person workshop will be held at the **Los Angeles County Office of Education (LACOE) in Downey**. These meetings will cover year-end procedures and related BEST Advantage Financial (FIN) System topics. School district staff with general accounting, purchasing, accounts payable, inventory, accounts receivable, asset management/fixed assets, and/or year-end closing responsibilities should attend.

A comprehensive year-end closing manual will be available on the [BEST Customer Resource Center \(CRC\)](#) site. The direct link to the Year-End Closing documents on the CRC will also be available on the [School Financial Services](#) site on the day of the session.

*Accounts Payable/Purchase Orders/Inventory  
(AP/PO/INV) Session*

*General Ledger (GL) Session*

- Timetable of Activities (Including HRS/HCM schedule at year end)
- Requisition and Purchase Order Procedures
- Inventory Procedures
- Accounts Payable Procedures
- Commercial Claims

- Timetable of Activities (Including HRS/HCM schedule at year end)
- System Processes
- Accounting Procedures
- Revenue Recognition and Accounts Receivable
- Liability Accruals
- Checklist and Resources

*Accounts Receivable (AR), Asset Management/Fixed Asset (AM/FA) Session*

- Timetable of Activities
- Revenue Recognition and Accounts Receivable
- Asset Management Procedures
- Annual Depreciation

Below is a schedule of the Year-End Closing Meetings:

| <b>Date</b>  | <b>Session</b>   | <b>Time</b>            | <b>Room</b>     |
|--|--|------------------------|-----------------|
| Wednesday,<br>May 10, 2023<br>(In-Person and Live Webinar) | GL   | 9:00 a.m. – 12:00 p.m. | EC 281/<br>Zoom |
|  | AP/PO/INV  | 1:00 p.m. – 4:00 p.m.  | EC 281/<br>Zoom |
|  | Registration deadline:<br>In-Person: Friday, April 21, 2023 by 5:00 p.m.<br>Live Webinar: Monday, May 8, 2023 by 5:00 p.m. |                        |                 |
| Thursday,<br>May 18, 2023<br>(Live Webinar)                | GL   | 9:00 a.m. – 12:00 p.m. | Zoom            |
|  | AP/PO/INV  | 1:00 p.m. – 4:00 p.m.  | Zoom            |
|  | Registration deadline:<br>Tuesday, May 16, 2023 by 5:00 p.m.   |                        |                 |
| Tuesday,<br>May 23, 2023<br>(Live Webinar)                 | AP/PO/INV  | 9:00 a.m. – 12:00 p.m. | Zoom            |
|  | GL   | 1:00 p.m. – 4:00 p.m.  | Zoom            |
|  | Registration deadline:<br>Friday, May 19, 2023 by 5:00 p.m.  |                        |                 |
| Thursday,<br>May 25, 2023<br>(Live Webinar)                | AR/FA  | 9:00 a.m. – 11:00 a.m. | Zoom            |
|  | Registration deadline:<br>Tuesday, May 23, 2023 by 5:00 p.m.   |                        |                 |

Please email any questions you would like addressed in the meeting to [Jackson\\_Sherrell@laco.edu](mailto:Jackson_Sherrell@laco.edu) by **the registration deadline** for each workshop date.

To register, log into the Learning Management System (LMS) portal. Click on the link below to enter your login information:

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

Once logged into the LMS portal, click on the following hyperlink:

[FY 2022-23 Year-End Closing Workshop Registration](#)

You will receive a confirmation email of your registration with a calendar invite including the location or Zoom link of the workshop. Cancellations can be completed by clicking on the cancellation link on the confirmation email, or directly through LMS. If you have registered for an in-person session, if cancellation is needed, please cancel by Thursday, May 4, 2023.

If you are having trouble accessing your LMS username and/or password, please contact the Helpdesk at [helpdesk@lacoe.edu](mailto:helpdesk@lacoe.edu) or (562) 922-8888.

Registration after the deadline may be considered if the session requested is not full. Please contact the Helpdesk at [helpdesk@lacoe.edu](mailto:helpdesk@lacoe.edu) or (562) 922-8888.

If you have questions regarding this bulletin, please contact me at (562) 922-6191 or by email [Enomoto\\_Sachiko@lacoe.edu](mailto:Enomoto_Sachiko@lacoe.edu). We look forward to seeing you at one of the upcoming year-end workshops.

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

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