



April 13, 2023

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

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

SUBJECT: Processing Requests for Global Vendor Set Up

The Division of School Financial Services (SFS) designates certain types of vendors as “Global Vendors” to exempt their payments from Commercial Claims’ review. These payments are limited to the following types and Fund/Object Codes 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

We want to remind agencies that the process for designating a vendor as global changed with the implementation of the BEST Advantage-Financial(FIN) system. Agencies now create or modify Global Vendors using a Vendor Customer Creation (VCC) or a Vendor Customer Modification document. VCC and VCM documents that create or modify Global Vendors are routed to SFS for approval.

When submitting back-up documentation for Global designation, the documentation must be attached to VCC/ VCM documents in FIN. The VCC/VCM will be routed to the District Approver if applicable then to SFS for approval.

When processing these types of vendor payments, please ensure that the vendor code used is classified as “global” and the account string an allowable fund/object combination.

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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 department by e-mail at SFSAccountsPayable@lacoe.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

JZ:lt

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