



April 18, 2023

To: Business and Accounting Administrators
Los Angeles County K-12 School and Community College Districts

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Division of School Financial Services

Subject: Reminder to Download PC Products Data Files

The purpose of this bulletin is to remind District/Agency staff of routine procedures when using PC Products, specifically, for districts going live with BEST Human Capital Management (HCM). Once you go live with HCM, you will only have read access to Human Resource System (HRS).

- We highly recommend that districts/agencies download all necessary PC Products reports, including current and historical data, on a regular basis before implementation and before changing or cancelling your subscription.
- When downloading Report Access and Distribution (RAD) data files for PC LLL and/or PC Labor, please make sure to generate personnel, payroll, and retirement reports based on pay periods. We recommend that files are saved on district servers instead of local drives.
 - PC LLL data files should be downloaded daily
 - PC Labor data files should be downloaded weekly
- The SFS Budget team downloads data files only at the end of the fiscal year, as a courtesy service, for districts/agencies that have active subscriptions.
- Here are some resources on the use of PC Products:
 - For instructions on how to execute the reports, PC Products tutorials can be found at <https://www.lacoe.edu/Business-Services/School-Financial-Services/PC-Products>
 - PC Labels, Lists, and Letters (LLL) Virtual Training is available at <https://connect.lacoe.edu/pcp-lll/>

- PC Labor Virtual Training is available at <https://connect.lacoe.edu/pcp-labor/>
- PC PeopleSoft Financial System (PSFS) Virtual Training is available at <https://connect.lacoe.edu/pcp-psfs/>

Note: If the hyperlinks above do not work, please copy and paste the link onto a browser's URL bar.

Once your district/agency has gone live with BEST Human Capital Management (HCM) implementation, the School Financial Services (SFS) Budget team will contact you regarding your desire to keep, cancel, or modify your PC Products subscription.

If you need assistance with PC Products or have questions about this bulletin, please email PCBudgetPCProductsSupport@lacoe.edu.

Approved:
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AD/MQ:lt

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