



April 20, 2023

TO: Business and Accounting Administrators
BEST Advantage – Financial Wave 4 Districts
Los Angeles County K-12 School Districts,
Regional Occupational Programs/Centers (ROP/Cs) and
Select Charter Schools

FROM: Francisco San, Enterprise Financial Systems Consultant
Accounting and Financial Services
Division of School Financial Services (SFS)

SUBJECT: Fiscal Year 2023-24 District Budget and Estimated Actuals Using BEST Advantage

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

Districts using BEST Advantage – Financial (FIN) for fiscal year (FY) 2023-24 will need a budget in FIN by July 1, 2023, in order to be operational for FY 2023-24. Budgets should be uploaded into BEST Advantage – Budget (BUD) by June 30, which will interface over to FIN by July 1.

For procurement agencies interested in entering FY 2023-24 requisitions and purchase orders starting May 1, please refer to the [BEST BUD Insider Developmental Budget](#) for further details.

Summary of Steps

- 1) Create budget by using the Budget and Actuals (GL-0131) Report in infoAdvantage
- 2) Upload budget and Estimated Actuals in BUD by June 30
- 3) Adopted Budget in BUD to be automatically interfaced to FIN by July 1

Budget Planning

One suggested method for districts to start planning their FY 2023-24 budget is to use the Budgets and Actuals (GL-0131) report in infoAdvantage. This report can be exported into Excel format and displays the FY 2022-23 Adopted budget, Current Operating budget, and actual revenue and expenditure balances from FIN. The generated spreadsheet can then be modified to create a FY 2023-24 budget.

Budget Upload into BUD

Districts are responsible for uploading and finalizing their budgets in BUD by June 30, 2023, in order for the budget to be interfaced to FIN by July 1, 2023. Please refer to the Fast Function: BUD-BF-005 guide for a detailed walkthrough of the process.

Estimated Actuals Upload into BUD

Districts are responsible for uploading their Estimated Actuals into BUD as part of the budget adoption process. Please refer to the fast function guide on how to create and upload Estimated Actuals into BUD.

For budget timelines and access to the documents mentioned above, click [here](#).

What Format should be presented for Budget Adoption?

We remind districts that the California Education Code Section 42126 requires that budgets be prepared in a format prescribed by the Superintendent of Public Instruction (SPI). The following opinion was given by the California Department of Education in March of 2001:

“The budget that is submitted to the county office or SPI must be the document that was actually adopted by the board. It is perfectly fine to provide the board with a budget that is in a different format, along with any assumptions, working documents, or other information to help explain how your budget was built. The board must also be presented with a budget prepared in one of our California Department of Education prescribed formats, because that is the budget that they must actually adopt.”

State SACS Web System

For FY 2023-24, the California Department of Education (CDE) annual version of the Standardized Account Code Structure (SACS) Software has been transitioned to a web-based client that contains the necessary components for K-12 and other SACS compliant agencies to prepare the budget and estimated actuals, as well as the submission of unaudited actuals after closing the books. For more information, please visit the CDE link below:

<http://www.cde.ca.gov/fg/sf/fr/>

SFS Assistance

For questions regarding any BUD processes, please contact BEST_BUD@lacoed.edu

For questions regarding any FIN processes, please contact SFSGLGROUP@lacoed.edu

For security access to BUD or FIN, please contact SFSSecurity@lacoed.edu

For questions related to this bulletin, please call (562) 922-6181 or email San_Francisco@lacoed.edu

Approved by:

Nkeiruka Benson, Director

Division of School Financial Services

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