

BEST

How to Create a Budget Transfer
(beta/testing)

In the BEST financial software, it is possible for end-users to create and submit Budget Transfers within the system. The functionality has been set-up by the Los Angeles County Office of Education (LACOE), and is currently being tested within District Office departments. As school sites return, we will schedule group and one-on-one training sessions. As we continue to roll out this feature, we would greatly appreciate your feedback on the attached directions and the process. The Fiscal Services Department looks forward to supporting all District users as the new school year starts!

BEST – How to Create a Budget Transfer

Setup – Page 1

- In the Secondary Navigation Panel, click **Search**. Click **Document Catalog**.
- In the **Code** field, enter BUDK12T
- In the **Doc School Location/Dept** field, enter the **Doc School Location/Dept** code.
- In the **Doc District/Agency** field, enter 64279
- Click the **Create** link.

The screenshot displays the CGI Advantage web application interface. The left sidebar contains a navigation menu with options: Message Center, Search, Document Catalog (highlighted), History, Favorites, and Administration. The main content area is titled 'Document Catalog' and features a 'Create' button. Below this, the 'Document Identifier' section contains three input fields: 'Code' (BUDK12T), 'Doc School Location/Dept' (6360000), and 'Doc District/Agency' (64279). There are also sections for 'User Information' and 'Document State'. At the bottom, there are links for 'Open', 'Validate', 'Submit', and 'Copy', followed by a table header with columns: Code, Doc District/Agency, Doc School Location/Dept, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, Active, and Co. The table is currently empty, and there are pagination controls at the bottom.

CGI Advantage

Welcome, Shannon Norris
LACOE 3.11.1 Production
FIN

Procurement

Document Catalog

Create

Document Identifier

Code : BUDK12T Doc School Location/Dept : 6360000
Doc District/Agency : 64279 ID :

User Information

Document State

Browse Clear

Open Validate Submit Copy

☐	Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Co
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First Prev Next Last Export to CSV Show Lines: 40

Setup – Page 2

- f. Click the **Create** button to create the budget document.

The screenshot shows the CGI Advantage web application interface. The top header includes the CGI Advantage logo and a user welcome message: "Welcome, Shannon Norris". The left sidebar contains a navigation menu with options: Message Center, Search (with a sub-option Page Search), Document Catalog (highlighted with a yellow background), History, Favorites, and Administration. The main content area is titled "Document Catalog" and features a search bar with a magnifying glass icon. Below the search bar, there are two expandable sections. The "Document Identifier" section contains input fields for "Code" (with value BUDK12T), "Doc School Location/Dept" (with value 6360000), "Doc District/Agency" (with value 64279), and "ID" (empty). The "Other Options" section contains checkboxes for "Auto Numbering" (checked) and "Create Template" (unchecked). At the bottom of the main content area, there are links for "Create" and "Menu".

CGI Advantage

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Document Catalog

Search

Document Identifier

Code : BUDK12T

Doc School Location/Dept : 6360000

Doc District/Agency : 64279

ID :

Other Options

Auto Numbering : ☒

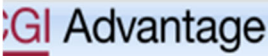
Create Template : ☐

Create

Menu

Setup – Page 3

- g. Click the **Budget Level 4** component



Welcome, Shannon Norris

Procurement

C-12 Expenditure Budget Transfer Document(BUDK12T) District/Agency: 64279 ID: 230000000000009 Ver.: 1 Function/Activity: New Phase: Draft

Modified by AZU

Document Navigator

Header

Budget Level 1

Budget Level 1 Controls

Budget Level 2

Budget Level 2 Controls

Budget Level 3

Budget Level 3 Controls

Budget Level 4

Budget Level 4 Controls

Header	
Budget Level 1	Total Lines: 0
Budget Level 1 Controls	Total Lines: 0
Budget Level 2	Total Lines: 0
Budget Level 2 Controls	Total Lines: 0
Budget Level 3	Total Lines: 0
Budget Level 3 Controls	Total Lines: 0
Budget Level 4	Total Lines: 0
Budget Level 4 Controls	Total Lines: 0

 Copy

 Validate

 Submit

 Discard

Create the Increase Line

- Click the **Insert New Line** button.
- In the **Action** drop-down, select **Modify**.
- In the **Event Type** field, type BG06
- Enter the **Dollar Amount**. All numbers are entered as whole numbers, no cents. Example 2000.00 NOT 2000.19
- In the **Increase/Decrease** drop-down, select **Increase**.
- Enter the Account String using the columns on the right side
- Enter a Description of why the transfer is being completed.

K-12 Expenditure Budget: Level 4

Action:	Modify		District/Agency:	64279	
Event Type:	BG06		Master Fund:	6427901	
Name:			Fund:	01	
Start Date:	07/19/2022		Sub Fund:	0	
End Date:			Resource:	00636	
Dollar Amount:	\$1.00		Project Year:	0	
Increase/Decrease:	Increase		Goal/Categorical:	00000	
Reservation Type:			Function/Activity:	73000	
Budget FY:	2023		Major Expense Object:	4000	
Fiscal Year:	2023		Dist/Agency Object:	4310	
Period:	1		School Location/Dept:	6360000	
			Contact:		
			Contact Name:		
			Description:		
			House Bill Number:		
			Debt ID:		

Create the Decrease Line

- At the top of the component, click the **Copy Line** icon.
- At the bottom of the component, click the **Insert Copied Line** button.
- In the **Action** drop-down, select **Modify**.
- In the **Event Type** field, type “BG06”
- Enter the **Dollar Amount**. All numbers are entered as whole numbers. Decrease lines must be entered with positive numbers.
- In the **Increase/Decrease** drop-down, select **Decrease**.
- Enter the Account String using the columns on the right side
- Enter a Description of why the transfer is being completed

The screenshot displays the 'Budget Level 4' interface. At the top, a table lists budget lines. Below it, the 'K-12 Expenditure Budget: Level 4' section contains a detailed form for editing a budget line.

Budget FY	District/Agency	Master Fund	Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Major Expense Object	Dist/Agency Object	School Location/Dept	Dollar Amount	Increase/Decrease	Event Type
		01	0	00636	0	00000	73000	4000	4310	6360000		\$1.00	Increase	
		01	0	00636	0	00000	73000	4000	4310	6360000		\$1.00	Increase	

From 1 to 2 Total: 2

Action: **Modify**

Event Type: **BG06**

Name:

Start Date:

End Date:

Dollar Amount: **\$1.00**

Increase/Decrease: **Decrease**

Reservation Type:

Budget FY:

Fiscal Year:

Period:

District/Agency:

Master Fund:

Fund: **01**

Sub Fund: **0**

Resource: **00636**

Project Year: **0**

Goal/Categorical: **00000**

Function/Activity: **73000**

Major Expense Object: **4000**

Dist/Agency Object: **4310**

School Location/Dept: **6360000**

Contact:

Buttons: Save, Undo, Insert New Line, **Insert Copied Line**, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup

Budget Level 4 Controls Total Lines: 0

Save and Validate

- Click the **Smart Budget Rollup** button for each line that you have entered
- Click the **Save** link.
- Click the **Validate** button to check for errors.

*If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."*

- Click the **Submit** button to submit the document to workflow for approval.
- Click **Home** to return to the Home Page.

The screenshot displays the 'K-12 Expenditure Budget: Level 4' form. The form is divided into two main sections for data entry. The left section includes fields for 'Action' (set to 'Modify'), 'Event Type' (BG06), 'Name', 'Start Date', 'End Date', 'Dollar Amount' (\$1.00), 'Increase/Decrease' (Decrease), 'Reservation Type', 'Budget FY', 'Fiscal Year', and 'Period'. The right section includes fields for 'District/Agency', 'Master Fund', 'Fund' (01), 'Sub Fund' (0), 'Resource' (00636), 'Project Year' (0), 'Goal/Categorical' (00000), 'Function/Activity' (73000), 'Major Expense Object' (4000), 'Dist/Agency Object' (4310), 'School Location/Dept' (6360000), and 'Contact'. Below the form is a toolbar with buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. At the bottom, there are 'Budget Level 4 Controls' with 'Total Lines: 0' and buttons for 'Copy', 'Validate', 'Submit', and 'Discard'. On the far right, there are buttons for 'Perform Budget Rollup', 'Smart Budget Rollup', 'View PDF', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

Notes – Please use this section to add notes/tips/reminders

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