

Division of School Financial Services

Creating a Procurement Document for Fiscal Year 2025-26 Before July 1, 2025

Log in to BEST Advantage – Financial (FIN)

1. Click **Search** on the Secondary Navigation Panel.
2. Click **Document Catalog** to open the Document Catalog.
3. On the Document Catalog, click the **Create** link to switch to Create mode.

4. Enter the document code on the **Code** field, i.e., “XREQ”, “PO1”, PO2W, or “PO3W”
5. Your district/agency code should default in the **Doc District/Agency** field
6. In the **Doc School Location/Dept** field, enter the School Location/Department code
NOTE: If you are unsure of the School Location/Dept to be used, please check with your Purchasing Department or Agency Business Office. This School Location/Dept is critical in determining the appropriate workflow approval routing for the procurement document.
7. In the **ID** field, enter “26” to indicate that the document is being created for FY 2025-26.
NOTE: Entering the prefix of “26” will ensure that you will be able to locate the document when you search for FY 2025-26 documents later on using the “*” wildcard.
8. The **Auto Numbering** checkbox should already default as ‘Checked’.
9. Click the **Create** link to create your new FY 2025-26 document.

10. Your document will be created in “**Draft**” phase. Ensure that your Document ID starts with “26” to indicate that this document is for FY 2025-26.

11. Enter **7/1/2025** in the **Record Date** field of the General Information tab of the Header component. This is critical for the system to post the document to FY 2025-26. **Do not enter anything on Budget FY, Fiscal Year and Period. Leave these fields blank.**

Header

General Information

Contact

Internal Comments

Default Shipping/Billing

Document Information

Document Description: 2025-26 XREQ

Record Date: 07/01/2025

Budget FY:

Fiscal Year:

Period:

Do not enter anything on
Budget FY, Fiscal Year,
Period

Continue completing your document.

Click on **Validate** button and your document should validate successfully.

[View All](#) 1 of 2 | Document validated successfully

Requisition(XREQ)
Dist/Agency: 64451
ID: 260000000001
Ver.: 1
Function: New
Phase: Draft
▼

If your document does not successfully validate and you receive an error message(s) related to budget availability, please contact your Budget or Fiscal Department. Examples of common budget errors are:

When your account string does not exist:

Message

Account String entered does not exist for K-12 Expenditure Budget Structure 91 - K12 Expenditure Budget: Level 4 Level (A2538)

Please check the account string for data entry error. If this is not a data entry error, contact your district budget administrator.

When you do not have available funds in your account string:

Message

This transaction exceeds the unobligated funds for this budget. (A615)

This transaction exceeds the unobligated funds for this budget.

If your document does not successfully validate due to an error(s) not related to budget availability, please contact the BEST HelpDesk at (562) 922-8888 or via email at HelpDesk@laoe.edu.

Once your document successfully validates, click on **Submit** to send your document for approval. The document would now be in “**Pending**” phase (routed for electronic approval).

[View All](#) 1 of 2 | Document submitted successfully - Pending Approval

Requisition(XREQ)
Dist/Agency: 64451
ID: 260000000001
Ver.: 1
Function: New
Phase: Pending
▼

Once your document is approved and is in “Final” phase, the system will automatically populate the “Budget FY”, “Fiscal Year” and “Period” fields on the General Information tab of the Header section.

Requisition(XREQ) Dist/Agency: 64451 ID: 260000000001 Ver.: 1 Function: New Phase: Final

Header

General Information Contact Internal Comments Default Shipping/Billing Document Information

Document Description: 2025-26 XREQ

Record Date: 07/01/2025

Budget FY: 2026

Fiscal Year: 2026

Period: 1

Your document will post to the correct fiscal year.

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	P003 P004	Pre Encumbrance Res Pre Encumb	\$110.88	\$110.88

List View

General Information Fund Accounting Detail Accounting

Run Time/Date: 03/23/2025

Record Date: 07/01/2025

Journal Posting: Posted

Budget FY: 2026

Fiscal Year: 2026

Period: 1

If you intend to create a FY 2025-26 document by copying an existing document, remember to enter “26” on the “Document ID” field before clicking on “Copy Document”.

Copy Document

Source Document

Document Code : XREQ

Document District/Agency Code : 64451

Document School Loc/Dept Code : 3220000

Document ID : 250000004836

Target Document

Document Code : XREQ

Document District/Agency Code : 64451

Document School Loc/Dept Code : 3220000

Document ID : 26

Auto Numbering : ☒

Create Template : ☐

Copy Document Cancel

Similarly, enter 7/1/2025 on the **Record Date** field of the General Information tab of the Header component.

Header

General Information

Contact

Internal Comments

Default Shipping/Billing

Document Information

Document Description:

2025-26 XREQ COPIED FROM EXISTING XREQ

Record Date:

7/1/2025

Budget FY:

Fiscal Year:

Period:

Note: Entering “26” on the “Document ID” field and “7/1/2025” on the “Record Date” field **will not be necessary starting July 1, 2025**. System settings will number all documents created on or after 7/01/2025 to start with “26” and “Record Date” to be populated with the actual date when the document is updated to “**Final**” phase.