



King County

Creating and Submitting Smart Spreadsheets

For King County Agencies and Special Districts

Business Resource Center

Training

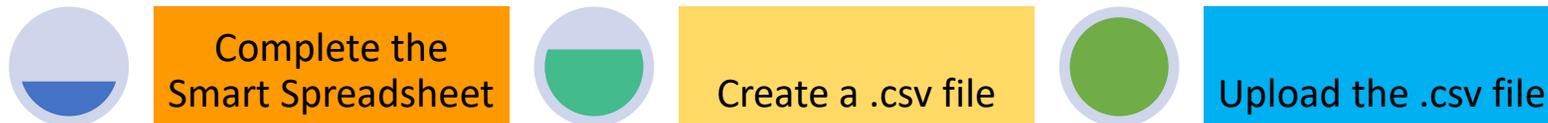
Summary

The King County Smart Spreadsheet provides a way for King County agencies and Special Districts who do not have access to Oracle EBS (King County's finance system), a way to submit records for validation.

A Smart Spreadsheet is a macro-enabled Excel spreadsheet template that allows users to do bulk record uploads into Oracle EBS. Users can quickly enter large quantities of data in an Excel grid (row/column) format and upload these records using existing EBS interfaces.

Overview

There are three main steps to completing and submitting a Smart Spreadsheet:



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There are four Smart Spreadsheets that perform the main required tasks:

Create Accounts Payable Invoices and One-Time Suppliers (AP_INTF_001)

Create Accounts Receivable Invoices (AR_INTF_001)

Create Cash Management Warrants (CE_INTF_001)

Create Project Expenditures (PA_INTF_001)

- Accruals
- Labor Transfers
- Non-Labor Transfers
- Usages

Accounts Payable Smart Spreadsheet for Special Districts Example:

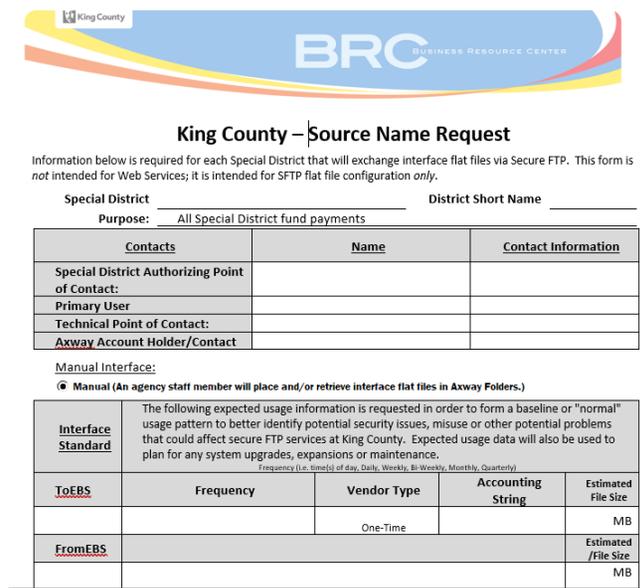
Scheduled Payment Date: Email Address: 0
 Fund: District Name: 0
 Payment Method: WARRANT Source Name: 0
 Total Amount: \$0.00 Use Vendor Tab: No
 Control Total: 0

File Name:
 Import Folder: 0
 Export Folder: 0

1	5	6	7	10	11	12	13	14	15	16	18	19	20
PAYEE (VENDOR NAME)	INVOICE (VOUCHER) NUMBER	INVOICE (VOUCHER) DATE	INVOICE (VOUCHER) AMOUNT	ADDRESS LINE1	ADDRESS LINE2	ADDRESS LINE3	ADDRESS LINE4	CITY	STATE	ZIP (POSTAL) CODE	PROVINCE	COUNTRY	DESCRIPTION

Getting Started

To start using Smart Spreadsheets, get setup with a new Axway account and have the Source Name added to King County’s finance system – Oracle EBS. These setups are initiated by submitting an [Agency or Special District Source Name Request](#)* form submitted via a Cherwell help ticket.



King County – Source Name Request

Information below is required for each Special District that will exchange interface flat files via Secure FTP. This form is *not* intended for Web Services; it is intended for SFTP flat file configuration *only*.

Special District _____ District Short Name _____

Purpose: All Special District fund payments

Contacts	Name	Contact Information
Special District Authorizing Point of Contact:		
Primary User		
Technical Point of Contact:		
Axway Account Holder/Contact		

Manual Interface:
 Manual (An agency staff member will place and/or retrieve interface flat files in Axway Folders.)

Interface Standard	The following expected usage information is requested in order to form a baseline or "normal" usage pattern to better identify potential security issues, misuse or other potential problems that could affect secure FTP services at King County. Expected usage data will also be used to plan for any system upgrades, expansions or maintenance. <small>Frequency (i.e. time(s) of day, Daily, Weekly, Bi-Weekly, Monthly, Quarterly)</small>			
ToEBS	Frequency	Vendor Type	Accounting String	Estimated File Size
		One-Time		MB
FromEBS				Estimated /File Size
				MB

The requestor will receive an email from the Oracle EBS team once all setups are completed.

* Source Name Request forms can be found in the appendix.

Smart Spreadsheets and User Guides

The Smart Spreadsheets and User Guides can be found on the Business Resource Center's internal website, under the [Interfaces and Integration section](#). This document is an overview of smart spreadsheets at King County and is not meant to be a user guide.

Download the appropriate Smart Spreadsheet and read the User Guide before attempting to complete and submit a Smart Spreadsheet.

Oracle EBS Client Requirements:

- Operating System – Windows 8.1 or 10
- MS Office – Office 13 (32-bit only)
- Browser – Internet Explorer 11
- CPU – 1.5 GHz or higher
- Java – 2.11
- RAM - 4 gig or higher

Which version to use?

The Smart Spreadsheet to download depends on the version (32-bit or 64-bit) of Excel installed. These are the available Smart Spreadsheets and the available compatible versions:

Purpose	File Name	Version
Creating Accounts Payable invoices and one-time suppliers.	AP_INTF_001 Smart Spreadsheet v14.xls	32-bit
	AP_INTF_001 Smart Spreadsheet v14 (64-bit compatible).xls	32-bit & 64-bit
	AP_INTF_001_SD_v2_0.xls (for Special Districts)	32-bit
Creating Accounts Receivable invoices.	Cleared smart spreadsheet 5_13_16.xlsm	32-bit & 64-bit
Creating Cash Management warrants.	SD_CM_WATemplate.xls (for Special Districts)	32-bit
Creating project expenditures: Accruals	PA_INTF_001 Accruals Manual Transaction_V 3.0.xlsm	32-bit
Creating project expenditures: Labor Transfers	PA_INTF_001 Labor Miscellaneous Transaction Sheet_V 3.1.xlsm	32-bit
Creating project expenditures: Non-Labor Transfers	PA_INTF_001 Non Labor Miscellaneous Transaction Sheet_V 3.0.xlsm	32-bit
Creating project expenditures: Usages	PA_INTF_001 Usages Sheet_V 3.0.xlsm	32-bit

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How to check Excel version

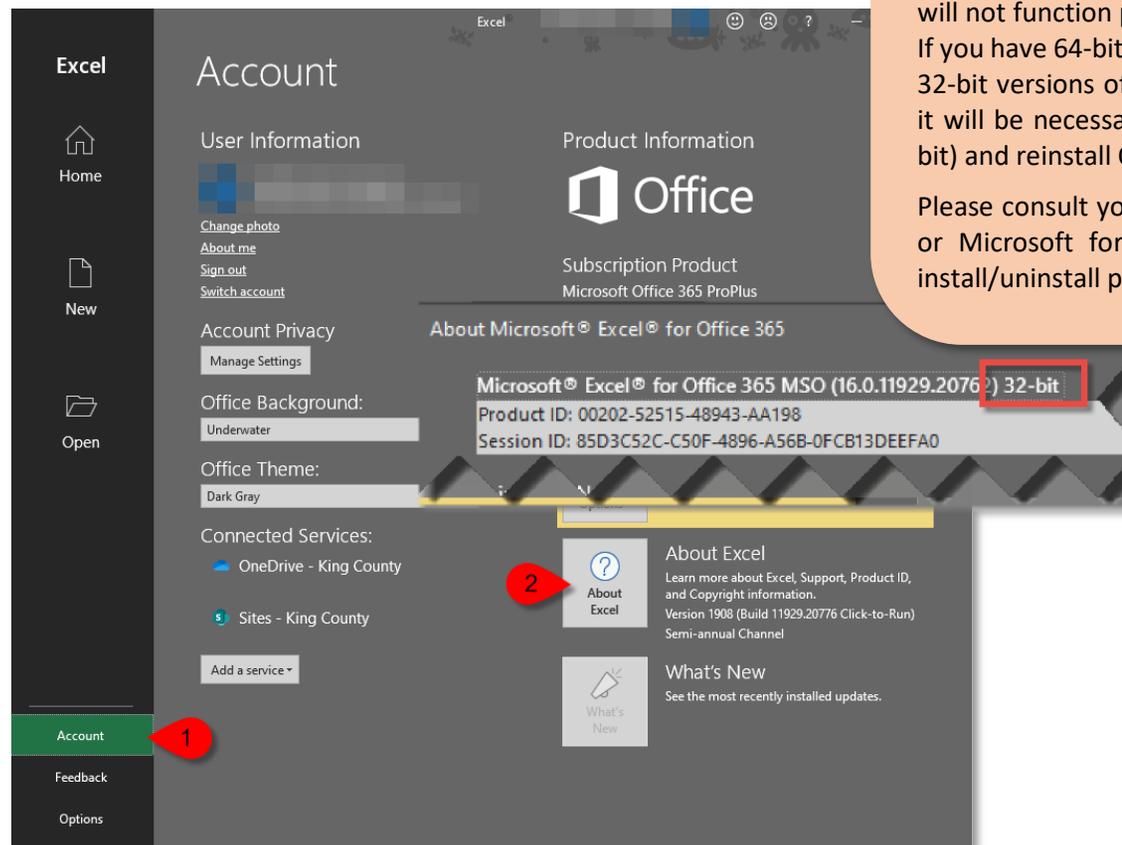
Open Excel –

1. Select **Account**
2. Click **About Excel** – note the version indicated at the top of the pop-up window.

IMPORTANT: Template file bit versions different than the Excel bit version **will not function properly.**

The 32-bit versions of Smart Spreadsheets will not function properly with 64-bit Excel. If you have 64-bit Excel and want to run the 32-bit versions of the Smart Spreadsheets, it will be necessary to uninstall Office (64-bit) and reinstall Office (32-bit) version.

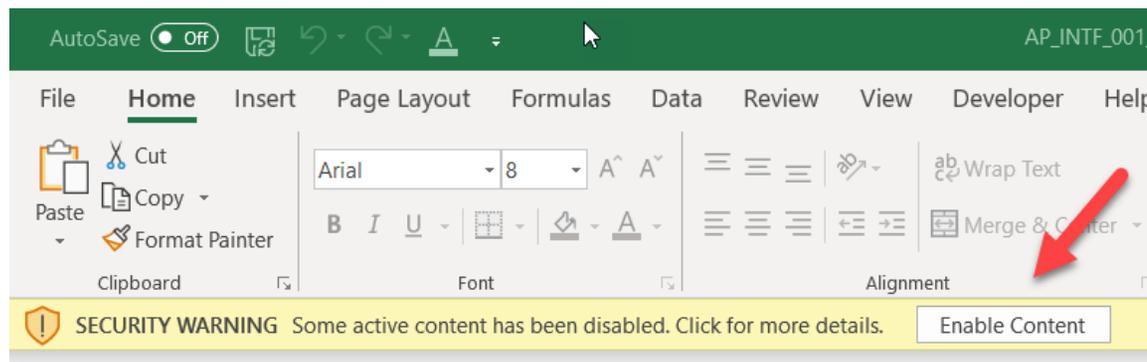
Please consult your internal IT department or Microsoft for instructions on how to install/uninstall programs.



Completing and Submitting a Smart Spreadsheet

Enabling Macros

Macros are sets of recorded instructions designed to perform repeated processes within Excel. The Smart Spreadsheets use macros to perform the essential functions. When opening a Smart Spreadsheet, a security warning may appear at the top of the sheet requesting content to be enabled. Click to enable the essential content.



1. Entering data onto the Smart Spreadsheet

The header has important required fields and must be correctly formatted.

- ✓ **Source Name** - Name provided on the Source Name Request form (8-character limit, no spaces allowed)
- ✓ **Department** - Name of submitting agency's department (8-character limit, no spaces allowed)
- ✓ **Transaction Type** - Will depend on the Smart Spreadsheet used (examples: APSUPINV, ARCUSTINV, PALAB)
- ✓ **Email Address** - Email where notifications should be sent

2. Preparing the CSV File

Once all data is entered onto the Smart Spreadsheet, prepare it for export to a CSV file and upload into Oracle EBS.

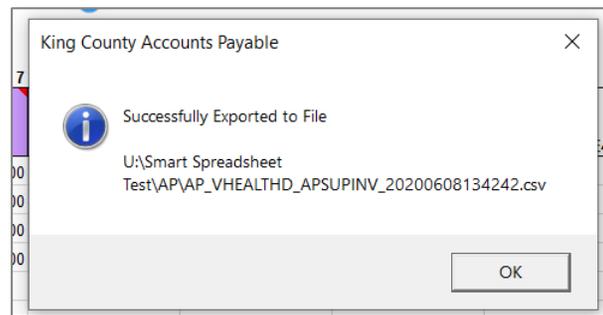
Click the export button in the header area of the Smart Spreadsheet – If there are no errors, a success message will appear and a .csv file will be created and saved in the Export/Target Folder. The CSV file name is automatically generated – note it down for your records.

Example: A Special District named VHEALTHD creates the CSV file on June 8, 2020 at 1:42 and 42 seconds PM, the file name would be:

`AP_VHEALTHD_APSUPINV_20200608134242.csv`

(Standard Naming Convention Example: AP_<AGENCY/DISTRICT SOURCE NAME>_APSUPINV_<DATETIMESTAMP>.csv)

Example success message for the Special Districts AP Smart Spreadsheet:



IMPORTANT: Do not open the CSV file in Excel after it is created, it will become corrupted.

If errors occur – make the required corrections and attempt the export again.

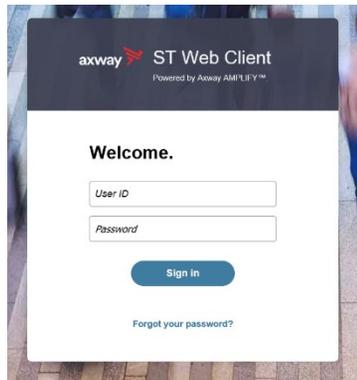
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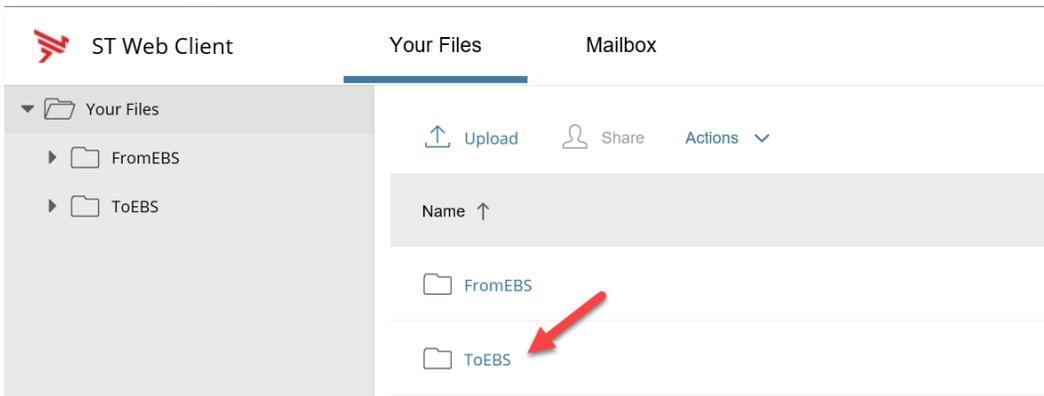
3. Uploading to Oracle EBS via Axway

King County uses [Axway SFTP](#) (Secure File Transfer Protocol) to transfer files over the internet to Oracle EBS.

Log in to Axway with the assigned Agency or Special District User ID and password.



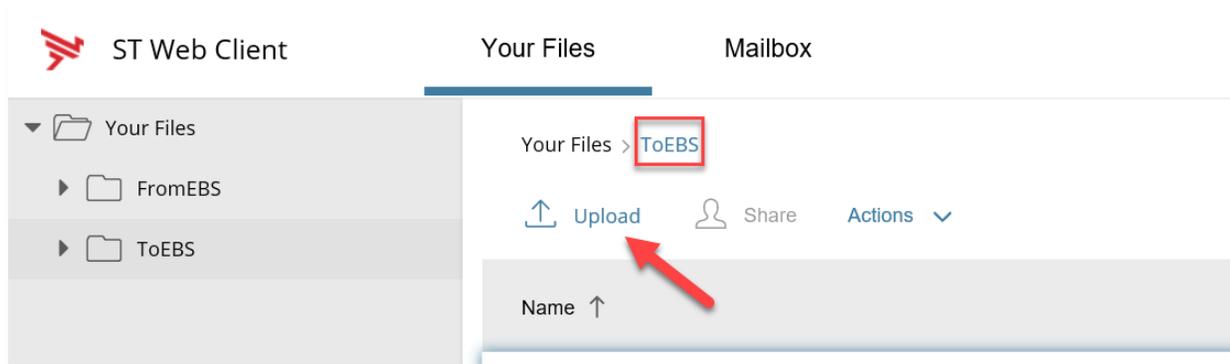
Once logged in, click the **ToEBS** link under *Your Files* > *ToEBS*.



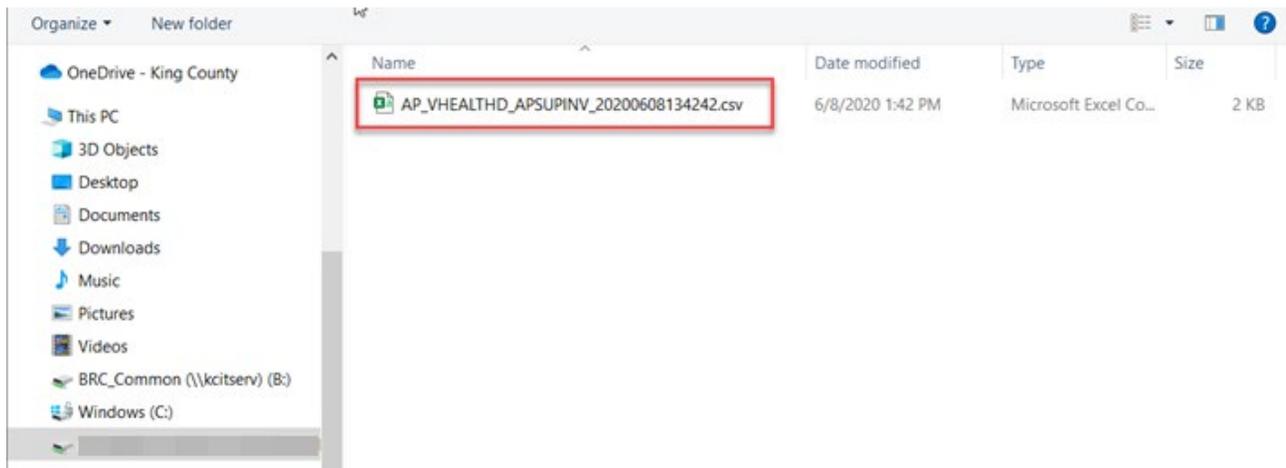
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Click **Upload** (ensure the upload is occurring from inside the *ToEBS* folder, if not the file will not be uploaded into Oracle EBS). Upload the .csv file and not the .xls file.



Navigate to the location where the CSV file was saved, select the file and click **Open**.



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The uploads monitor will display the progress.

The screenshot shows the 'Uploads monitor' interface. At the top, there are control buttons: Pause, Resume, Cancel, and Remove. A dropdown menu shows 'All statuses'. Below is a table with the following data:

Name	Folder	Status	Size	Started ↓	Speed
AP_VHEALTHD_APSUPINV_20200608134242.csv	/ToEBS	Completed	1.09 KB	6/8/2020, 3:22:40 PM	

When the file has passed the initial validation stage a confirmation email will be sent from "ORACLEEBS"; receiving the email may take up to 15 minutes after validation.

The screenshot shows an email notification from ORACLEEBS. The subject is 'EQA AP_INTF_001 AP_VHEALTHD_APSUPINV_20200608134242'. The sender is ORACLEEBS, and the recipient is Minegishi, Miyoko. The email contains a table with the following data:

Line Number	Error Message	Additional Info.
0	Your file has successfully passed the initial validation stage. Once King County Accounts Payable has received your voucher approval document, your file will continue to the final validation stage. Upon final validation you will be notified of on-going successful processing or rejection errors. Notification from Accounts Payable will be sent indicating the date warrants will be ready for mail or pick-up.	

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If the email indicates one or more errors, they will need to be corrected on the Smart Spreadsheet and the entire process redone (i.e., create a new CSV file and upload via Axway again).

King County Agencies

For troubleshooting guides, visit the Business Resource Center's internal website, under the [Interfaces and Integration section](#).

For further technical assistance with Smart Spreadsheet issues, submit a help ticket: <https://helpdesk.kingcounty.gov>

Special Districts

For more information and templates, visit the [King County Oracle EBS Finance System – Documents and Downloads](#) website.

For assistance with technical issues, contact the corresponding King County email listed on the [Special Districts Questions and Requests](#) website.

Appendix



King County – Special District Source Name Request

Information below is required for each Special District that will exchange interface flat files via Secure FTP. This form is *not* intended for Web Services; it is intended for SFTP flat file configuration *only*.

Special District _____ District Short Name _____
 Purpose: All Special District fund payments

<u>Contacts</u>	<u>Name</u>	<u>Contact Information</u>
Special District Authorizing Point of Contact:		
Primary User		
Technical Point of Contact:		
Axway Account Holder/Contact		

Manual Interface:

Manual (An agency staff member will place and/or retrieve interface flat files in Axway Folders.)

<u>Interface Standard</u>	The following expected usage information is requested in order to form a baseline or "normal" usage pattern to better identify potential security issues, misuse or other potential problems that could affect secure FTP services at King County. Expected usage data will also be used to plan for any system upgrades, expansions or maintenance. <small>Frequency (i.e. time(s) of day, Daily, Weekly, Bi-Weekly, Monthly, Quarterly)</small>			
ToEBS	Frequency	Vendor Type	Accounting String	Estimated File Size
		One-Time		MB
FromEBS				Estimated /File Size
				MB

COMMENTS:

PLEASE NOTE: by signing, you are stating that you have reviewed, approved or edited the information provided on the form and filled in additional information to complete the configuration needs for your Special District. Further, you are agreeing that after the submission of this form, any changes affecting the AP interface will need to be communicated to brcebsapiteam@kingcounty.gov.

Special District Authorizing Point of Contact

Signature: _____
 Printed name: _____ Date: _____

Finance and Business Operations Department Authorization

Signature: _____
 Printed name: _____ Date: _____

After signing, please email an electronic copy (one MS Word .doc file for data entry and another in .pdf format for records) to ZZGrp, BRC EBS AP Interface Team (brcebsapiteam@kingcounty.gov). Allow up to fifteen (15) business days to process.



King County – Agency Source Name Request

Information below is required for each side system that will exchange interface flat files via Secure FTP. This form is *not* intended for Web Services; it is intended for SFTP flat file configuration *only*.

Agency: _____ Agency Short Name _____

Purpose: _____

<u>Contacts</u>	<u>Name</u>	<u>Contact Information</u>
Authorizing Point of Contact:		
Primary User		
Technical Point of Contact:		
Axway Account Holder/Contact		

Manual Interface:

Manual (An agency staff member will place and/or retrieve interface flat files in Axway Folders.)

<u>Interface Standard</u>	The following expected usage information is requested in order to form a baseline or "normal" usage pattern to better identify potential security issues, misuse or other potential problems that could affect secure FTP services at King County. Expected usage data will also be used to plan for any system upgrades, expansions or maintenance. <small>Frequency (i.e. time(s) of day, Daily, Weekly, Bi-Weekly, Monthly, Quarterly)</small>			
ToEBS	Frequency	Vendor Type	Accounting String	Estimated File Size
		Existing or One-Time		MB
FromEBS				Estimated /File Size
				MB

COMMENTS:

PLEASE NOTE: by signing, you are stating that you have reviewed, approved or edited the information provided on the form and filled in additional information to complete the configuration needs for your department side system. Further, you are agreeing that after the submission of this form, any changes affecting the side system interface will need to be communicated to [ZZGrp, BRC EBS AP Interface Team \(brcebsapiteam@kingcounty.gov\)](mailto:ZZGrp, BRC EBS AP Interface Team (brcebsapiteam@kingcounty.gov)).

Agency Authorizing Point of Contact

Signature: _____

Printed name: _____ Date: _____

Finance and Business Operations Department Authorization

Signature: _____

Printed name: _____ Date: _____

After signing, please email an electronic copy (one MS Word .doc file for data entry and another in .pdf format for records) to [ZZGrp, BRC EBS AP Interface Team \(brcapiteam@kingcounty.gov\)](mailto:ZZGrp, BRC EBS AP Interface Team (brcapiteam@kingcounty.gov)). Allow up to fifteen (15) business days to process.