

Letter to Special Districts – Upcoming Changes

December 16, 2011

Dear King County Trust and Agency Staff,

King County will start the New Year with the implementation of the Accountable Business Transformation Program’s (ABT) financial system upgrade to Oracle’s Enterprise Business Suite (EBS). We have created this document to provide additional information about the business process and technology changes that will impact your organization’s finance operation. Please feel free to forward this communication to others in your agency and contact penny.larsen@kingcounty.gov to update email addresses.

The table below is a summary of the high-level areas of change and key highlights of the changes. The following related documents are attached for your review:

- **A presentation describing the King County General Ledger and Reporting changes**
- **A spreadsheet crosswalking King County’s legacy ARMs GL accounts/Sub-Accounts, used by Special Districts, to King County’s new Oracle EBS GL Accounts**
- **A document, specific to districts for whom King County performs Warrant Issuance (AP) services, providing an information update regarding AP Batch Data and Error Handling**
- **A spreadsheet, specific to districts for whom King County performs Warrant Issuance (AP) services, listing valid Pay Group values**

Topic Area	Key Highlight(s)	Audience Impacted
King County General Ledger Account Numbers	<ul style="list-style-type: none">• King County is restructuring the General Ledger to reflect current business<ul style="list-style-type: none">• Account numbers <u>will</u> be changing• ARMS sub-accounts <u>are going away</u>• Changes will be reflected in the new financial reports• Fund numbers will <u>not</u> change• A crosswalk document with current account numbers and new account numbers has been distributed (<i>see attached account crosswalk spreadsheet</i>)	All districts

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<p>King County Financial Reporting (<i>i.e. GL reports & IVR system</i>)</p>	<ul style="list-style-type: none"> The Oracle EBS financial system will generate <u>comparable financial reports</u> beginning January 2012. While the report data will be comparable, the <u>report layout, structure and account numbers will change</u> Financial reports will be <u>delivered by email only</u>. We need <u>your organization to provide a single email distribution address or email alias</u> for timely and accurate delivery of your reports. Note: In order to continue receiving financial reports from King County without interruption, please make sure your organization has provided a single email distribution list address, or alias, to us as requested in our November communication. If you have questions please contact Penny Larsen at penny.larsen@kingcounty.gov. The new monthly <u>Comptroller’s Report will be distributed on the 7th of each month</u> beginning February 7th. The January 2012 Comptroller’s report, containing December 2011 data will be generated from the ARMS legacy system and distributed per the current process <p>Note: King County’s Treasury Interactive Voice Response (<i>IVR</i>) system will be phased out. The information provided by the dial-in IVR system (“City Fund Information” and “Other Fund” options) <u>will be transitioned to Oracle EBS reports and automatically distributed daily by email</u></p>	<p>All districts</p>
<p>King County Transaction Request Forms</p>	<ul style="list-style-type: none"> Where necessary, forms currently in use will be updated to accommodate system and business process changes. The new forms will be posted on the Treasury website in late December along with instructions. <ul style="list-style-type: none"> Treasury Miscellaneous Cash Receipt (TC25) General Ledger Fund Transfer (TC34) Electronic Payment Request Form (TC32) 	<p>All districts for whom King County is the ex officio Treasurer</p>
<p>Accounts Payable Warrant Issuance Data (<i>e.g. AP CSV files and AP Smart Spreadsheets</i>)</p>	<ul style="list-style-type: none"> Each CSV file (<i>batch</i>) generated for warrant issuance and transmitted to King County must: <ul style="list-style-type: none"> Contain only one(1) Fund per batch Contain only one (1) Pay Group designator per Fund (<i>see attached list of Pay Group designators</i>) CSV files (<i>batch</i>) received for AP processing will be pre-validated and rejected, as a whole, if errors are detected. An email will be automatically be sent notifying the district if the CSV file was processed successfully or rejected (<i>details will be included in the email notification</i>) 	<p>All districts for whom King County performs Warrant Issuance (<i>AP</i>) services</p>

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<p>Accounts Payable ACH Transactions</p>	<ul style="list-style-type: none"> At this time King County is deferring the implementation of ACH as a new vendor payment method. The new implementation time frame is expected to be mid 2012 <p>Note to Districts currently using ACH to fund payroll related transactions: The process currently in place will continue uninterrupted and will be transitioned to align with the new process introduced mid-2012</p>	<p>All districts for whom King County performs Warrant Issuance (AP) services</p>
<p>Funding Payroll</p>	<ul style="list-style-type: none"> Where necessary, forms currently in use will be updated to accommodate system and business process changes 	<p>All districts for whom King County funds their Payroll Accounts (CM)</p>
<p>Warrant Redemption</p>	<ul style="list-style-type: none"> In order to maintain RCW compliance, prior to warrants being paid, certification from the district authorizing warrant payment must be provided to the King County Treasurer <p>Note: Communication with further details is planned to be distributed shortly</p> <p>Note to Districts who currently process ACH payments through Treasury: There will be <u>no change to this process</u> at go-live</p>	<p>All districts who issue their own warrants that King County then reconciles (CM)</p>

We understand you may have questions and require support through this transition. We have created a “Hotline” phone number for all special districts to assist you in your preparation for January 2012 cutover and after the cutover. The Hotline provides a single number for you and your staff to call at King County. Your call will be routed to the department that can best serve your needs. While you can continue to use the telephone numbers you currently dial to reach people you have worked with in the past, the new Hotline number is designed to give you streamlined access to various financial and support services. **For the first 90 days of 2012, we ask that you use the Hotline number exclusively, especially for technical support, as this will help us to better respond to your needs.**

The Special Districts Hotline number is (206) 205-9000.

We appreciate your participation and support in preparing for the cutover to King County’s new Oracle Enterprise Business Suite (EBS) system. We look forward to working with you through the cutover and to continuing to provide you with ongoing information and support.

Sincerely,

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 Department of Executive Services, King County

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 ABT Program Manager
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