

Dear Special Purpose District and City contacts:

We want to thank you for your feedback regarding the January financial reports and want you to know we heard your comments and suggestions. As we continue working through the stabilization phase of King County's new Oracle's Enterprise Business Suite (EBS) financial system implementation, we have also been incorporating many of your suggestions into the report templates.

This Friday, March 9th we are planning to distribute the General Ledger reports for February 2012. In order to help facilitate the reconciliation of these reports with the January 2012 reports, we will be sending you updated General Ledger reports for January 2012 with the new formatting changes. Included in these January reports are updates to funds and transactions that may not have been included in the earlier reports.

In addition to the January and February General Ledger reports, several additional reports are currently in development and are planned to be available in time for the March 2012 report distribution (*scheduled for April 10th*). Should these reports become available sooner, we will distribute them to you and include reports for both January and February 2012. **For a list of these reports, please refer to the Oracle EBS Report Crosswalk and delivery schedule included in the email communication sent yesterday on March 7th.**

As per the March 7th email communication, for those organizations for which King County is the Ex-Officio Treasurer, please remember:

*"In order to capture journal entries in the current month's reporting, please ensure all journal entry transaction updates (e.g. Warrant Adjustment Orders, Special District Journal Entry Forms, Electronic Payment Request Forms and Miscellaneous Cash Receipt Forms, etc.) are received by the Financial Management Services or the Cash Management (Treasury) groups no later than the end of the day on the 4th business day of the following month. **Please Note: Any transactions received after this deadline may be recorded in the following month or result in a reporting discrepancy."***

If you have additional questions about this communication, please call the Special Districts Hotline at (206) 205-9000 and select option #3 for the Financial Management Services group or Option #2 for the Cash Management group. For other questions, please call the Special Districts Hotline at (206) 205-9000 and select the option that best serves your needs or visit the special districts, cities and townships dedicated webpage at http://www.kingcounty.gov/operations/Finance/Special_Districts.aspx.

Thank you for your continued patience and support. We are committed to continuous improvement and providing you a high level of service.

Sincerely,

Ken Guy
Director, Finance and Business Operations Division
Department of Executive Services, King County

Mike Herrin
ABT Program Manager
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