

Dear Special Purpose Districts and City contacts:

King County's Accountable Business Transformation Program hit the ground running in 2012 with the completion of the County's financial system upgrade to Oracle's Enterprise Business Suite (EBS).

In response to many of your questions regarding the new financial reports we are distributing this communication to provide updated information regarding:

- **New financial report crosswalk and support contact information**
(See attached crosswalk document, which reflects reports currently available and soon to be available)
- **Update to the monthly GL financial report delivery schedule**
(7th business day of the month)
- **Revision to the submission deadline for GL transactions to be posted in the current month**
(End of day on the 4th business day of the following month)

In order to facilitate your organization's transition from the legacy financial reports to the new Oracle EBS reports, we have created a report crosswalk to help address the most common questions. The attached report crosswalk lists the new Oracle EBS financial report names, the comparable legacy financial report names, the audience they will be distributed to, the delivery schedule/ period, and the support telephone and email contact information for questions regarding financial activity. Oracle EBS financial reports will continue to be delivered electronically in PDF format.

When reviewing the report crosswalk please note that "monthly" financial reports will be delivered on the 7th business day of each month (e.g. *Comptroller's Report, General Ledger Summary and Detail Reports, etc.*).

For those organizations for which King County is the Ex-Officio Treasurer, 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, 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 as we work together adjusting to the new processes. We look forward to working with you and providing 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
Department of Executive Services, King County

Oracle EBS Report Crosswalk (Special Districts & Cities)

Oracle EBS Report Name	Legacy Report Name	Audience	Delivery Cycle	Delivery Schedule	Customer Telephone Contact	Customer Email Contact
Daily Cash Balance Report	Treasury IVR System - Daily Cash Balance Option	All Special Districts (Not Cities - 07)	Daily	Daily	(206) 205-9000, Option #2 – Treasury/ Cash Management	cash.management@kingcounty.gov
Property Tax Deposits Report	Treasury IVR System - Property Tax Deposits Option	All Cities - 07 (Not Special Districts)	Daily	Daily	(206) 205-9000, Option #2 – Treasury/ Cash Management	cash.management@kingcounty.gov
General Ledger Summary Report SubTitle: Calendar Fiscal Year	(AF1100-01) BALANCE SHEET	All Special Districts & Cities - 07	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
General Ledger Detail Report SubTitle: Calendar Fiscal Year	(AF1100-30) GENERAL LEDGER ACTIVITY	All Special Districts & Cities - 07	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
General Ledger Summary Report SubTitle: School Fiscal Year	(AF1100-99) SCHOOL FISCAL BALANCE SHEET	School Districts Only - 06	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
General Ledger Detail Report SubTitle: School Fiscal Year	(AF1100-31) SCHOOL FISCAL YEAR GENERAL LEDGER ACTIVITY	School Districts Only - 06	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
Comptroller's Report - Monthly	(ARM197-2) K.C. COMPTROLLERS REPORT	School Districts Only - 06	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
Cash Ledger Report - By Day	(AF1100-33) CASH LEDGER BY DATE	All Special Districts & Cities - 07	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
Warrant Summary Report	(TRH422-1) WARRANTS REDEEMED & (TRH420-12) WARRANTS OUTSTANDING	CM Districts Only	Monthly	7th Business Day	(206) 205-7338 – Treasury/ Cash Management	cash.management@kingcounty.gov
Expenditure/Revenue Summary Report SubTitle: Fund Summary	(AF1100-24) REVENUE SUMMARY BY FUND	Select Districts Only	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
Expenditure/Revenue Summary Report SubTitle: Fund/Cost Center Summary	(AF1100-23) REVENUE SUMMARY BY FUND/DEPT	Select Districts Only	Monthly	7th Business Day	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov
Outstanding Accounts Payable Warrant Report SubTitle: Month to Date	BUC960-11 Outstanding Warrants by Fund (T&A - Month End)	AP Districts Only	Monthly	7th Business Day	(206) 205-9000, Option #1 – Accounts Payable	ap.arms@kingcounty.gov.
Accounts Payable Claims Paid Report SubTitle: Month to Date	(BUC270) CLAIMS PAID - MONTH TO DATE	AP Districts Only	Monthly	7th Business Day	(206) 205-9000, Option #1 – Accounts Payable	ap.arms@kingcounty.gov.
Accounts Payable Claims Paid Report SubTitle: Year to Date	(BUC270) CLAIMS PAID - YEAR TO DATE	AP Districts Only	Annually	7th Business Day of January (December Close)	(206) 205-9000, Option #1 – Accounts Payable	ap.arms@kingcounty.gov.
Comptroller's Report - Year to Date SubTitle: School Fiscal Year	(ARM197-5) K.C. COMPTROLLERS REPORT	School Districts Only - 06	Annually	7th Business Day of September (August Close)	(206) 296-7472 – Financial Management Services	gl.oracleebs@kingcounty.gov

Note:

* - Rows **not shaded** represent reports currently available and are scheduled to be delivered per the table above.

* - Rows **shaded in Orange** represent reports in development and are anticipated to be available shortly.