

December 14, 2011

Dear King County City Partners,

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.

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 further describing the ABT program and the upcoming changes
- A spreadsheet crosswalking King County's legacy ARMs GL accounts/Sub-Accounts to King County's new Oracle EBS GL Accounts

Topic Area	Key Highlight(s)
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</i>)
King County Financial Reporting (<i>i.e. GL reports & IVR system</i>)	<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>. <u>We need 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 provides a single email distribution list, or alias, address to us as requested in our November communication if you have not already done so. Send the email address to Penny.Larsen@kingcounty.gov. • 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> • 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

We understand you may have questions and require support through this transition. We have created a "Hotline" phone number for all special districts and cities 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,



Ken Guy
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Department of Executive Services, King County



Mike Herrin
ABT Program Manager
Department of Executive Services, King County