Financial Systems Unit (FSU)

Guidelines for Using EBS Special District
Journal Entry Form (PDF format)

Department of Executive Services
Finance & Business Operations Division
Financial Management Section
ADM-ES-0653
500 4th Ave
Seattle, WA 98104
GL.OracleEBS@kingcounty.gov

King County

All the highlighted fields found on the form must be filled in. This will reduce the process time and ensure accuracy of the information entered into Oracle.

1. **Accounting Date - This is the effective date of the transaction reflected on your reports**

   Use format MM/DD/YY, for example 12/31/14.

2. **Fund (9 digit required field)**

   Check for valid Fund number

3. **Account (5 digit required field)**

   Common accounts used are 17275 Transfers In (Receipt) and 24206 Transfers Out (Disbursement)

4. **Disbursement and Receipt**

   Confirm that these two columns are in balance.

5. **Explanation/Description**

   The Explanation/Description field must be concise and FSU may need to limit the number of

   characters entered to accommodate the field in Oracle.

6. **Contact Information**

   Contact Name - Creator of the journal entry

   Organization - Name of the District, for example: Fed Way Public SD #210

   Email

   Phone Number/Ext

7. **Authorization**

   All required fields in this section must be filled in, most importantly the "Approved by" field. The

   Journal Entry form will be returned if the "Approved by" field is blank.

When the form is complete, print, sign, scan a copy and send it to GL.OracleEBS@kingcounty.gov.