



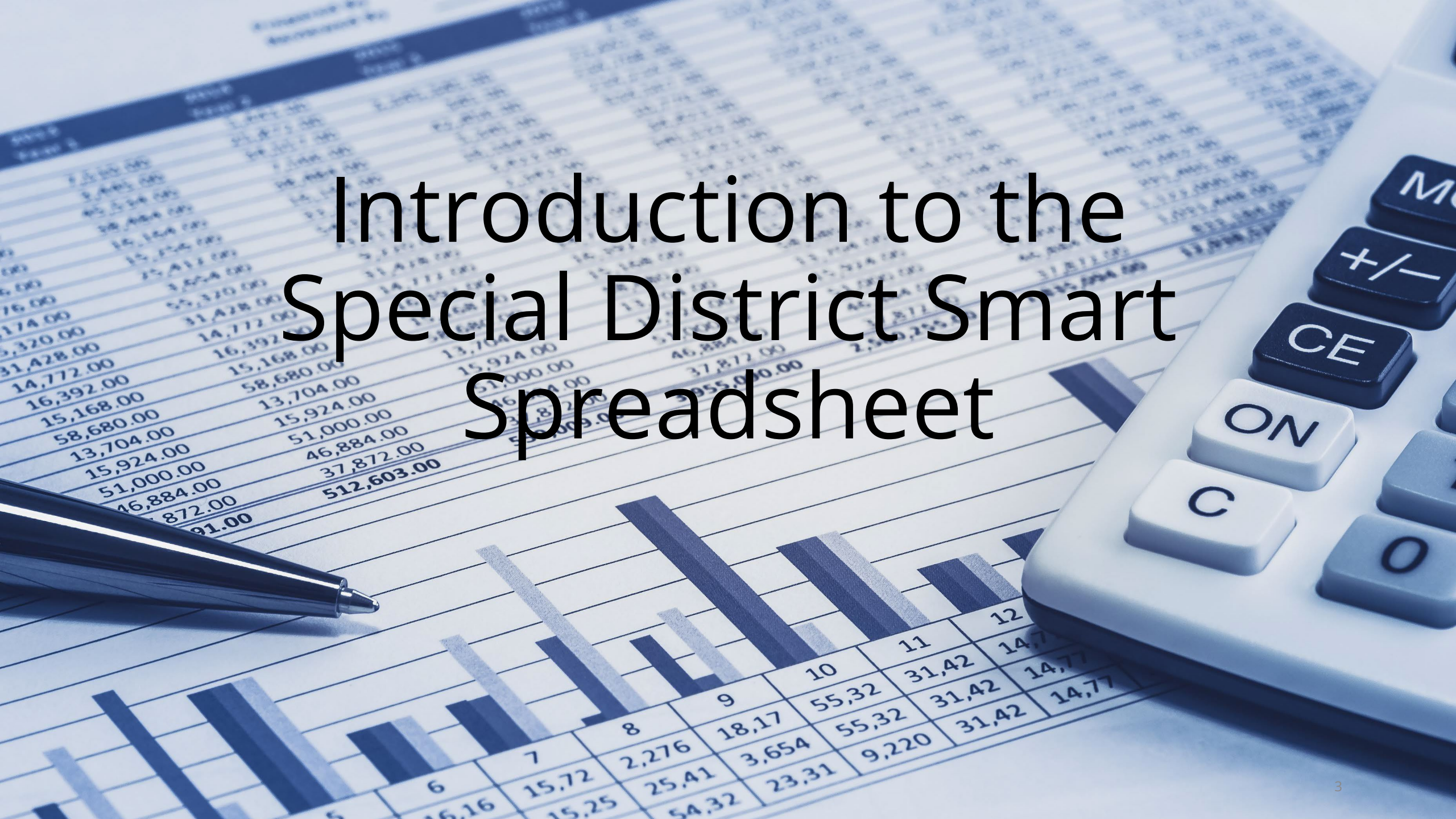
Special District Journal Entry Smart Spreadsheet Training

King County Finance & Business Operations Division
Financial Systems & Services Team

Agenda

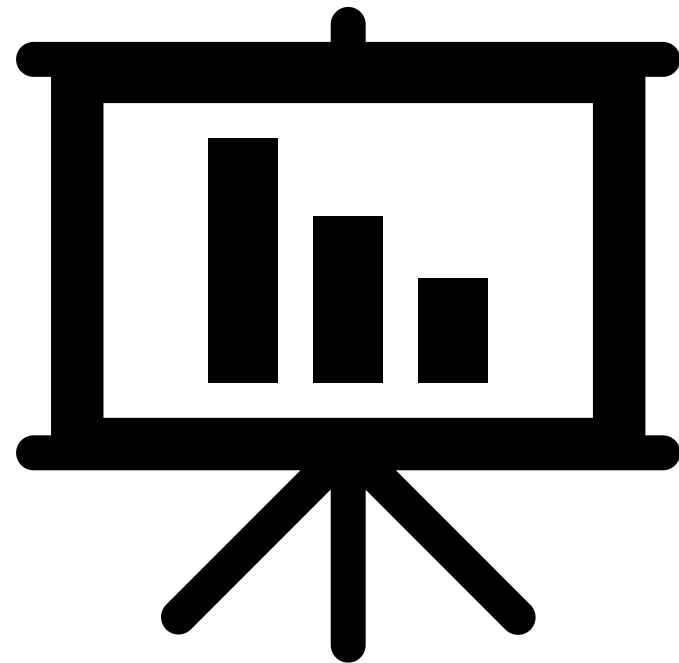
- + Introduction to Special District GL JE Smart Spreadsheet
- + New SD Upload Process
- + Entry verification
- + Error corrections
- + Additional Resources

Introduction to the Special District Smart Spreadsheet



Introduction

- + The King County Financial Systems and Services (FSS) Team manually enters journal entries for Special Districts via a PDF form which is sent through email to the GL.OracleEBS@kingcounty.gov mailbox.
- + A new tool has been developed that will allow district personnel direct control over receipt (CR) and disbursement (DR) entries.



PDF vs Smart Spreadsheet

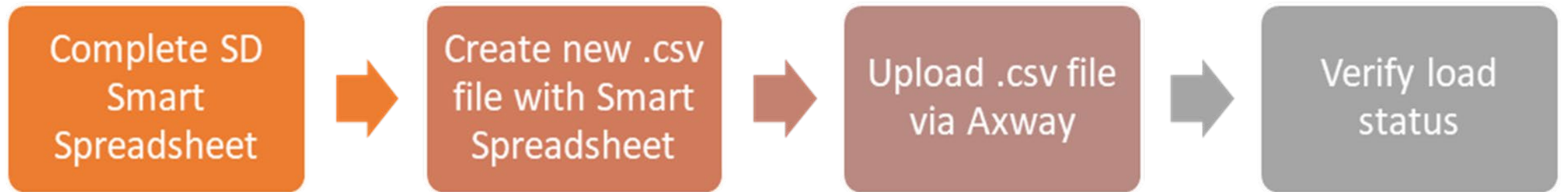
| Task | Current PDF Process | New Smart Spreadsheet Process |
|-----------------------------------|--|--|
| Journal Entry Creation | Entry created by district & sent to KC for input | Entries created by and uploaded by District |
| Error Notification | Email from KC | <ul style="list-style-type: none">• Spreadsheet contains built-in validation• Email notification of errors within minutes |
| Error Handling | Email from KC, District corrects PDF & emails revised PDF back to KC for input | Corrections made to Spreadsheet and re-uploaded |
| Journal Entry Confirmation | Email from KC | Daily AM reports distributed with JE details |
| Contact Information | GL.OracleEBS@kingcounty.gov | FBODDistrictGLJE@kingcounty.gov |

Current SD JE Process



Special Districts
Financial Systems and Services (FSS) Team

New SD JE Process



New Special District Smart Spreadsheet

| Journal Entry Smart-Spreadsheet | | | | | | | | | | |
|---|--|---------------------|-----------------|---------------------------|----------------------|---|-----------|---------|-------------|---------|
| Interface Identifier | GL_INTF_002 | | | | | | | | | |
| Department | KCS D | | | | | | | | | |
| Source Name | Woodinville WD 104 | | | | | | | | | |
| Prepared by Email Address | lfigueroa@kingcounty.gov | | | | | | | | | |
| <div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> Each District will have their own Source Name </div> | | | | | | | | | | |
| <div style="border: 1px solid black; padding: 5px;"> CSV File Export C:\Users\lfigueroa\OneDrive - King County\Desktop <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Select Target Export CSV </div> Account Validation (On/Off) On </div> | | | | | | | | | | |
| Total Disbursements (DR) Amount and Receipts (CR) Amount totals must be in balance | | | | 6000.00 | 6000.00 | | | | | |
| Batch Number | Journal Source | Journal Category | Accounting Date | Disbursements (DR) Amount | Receipts (CR) Amount | Journal Line Description (Max Length 240) | Fund | Project | Cost Center | Account |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Interfund Transfers | 2022-08-04 | 500.00 | | Cash Transfers | 091040510 | 0000000 | 000000 | 24206 |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Cash Transfers | 2022-08-04 | | 500.00 | Cash Transfers | 091040010 | 0000000 | 000000 | 17275 |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Cash Transfers | 2022-08-04 | 3500.00 | | Cash Transfers | 091043010 | 0000000 | 000000 | 24206 |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Cash Transfers | 2022-08-04 | | 3500.00 | Cash Transfers | 091040010 | 0000000 | 000000 | 17275 |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Cash Transfers | 2022-08-04 | 2000.00 | | Cash Transfers | 091043510 | 0000000 | 000000 | 24206 |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Interfund Transfers | 2022-08-04 | | 2000.00 | Cash Transfers | 091043010 | 0000000 | 000000 | 17275 |

A unique code assigned for each district

New Special District Smart Spreadsheet

| Journal Entry Smart-Spreadsheet | | | | | | | | | | | |
|---|--------------------|--|-----------------|---------------------------|----------------------|---|-----------|---------|-------------|---------|--|
| Interface Identifier | | GL_INTF_002 | | | | | | | | | |
| Department | | KCSO | | | | | | | | | |
| Source Name | | Woodinville WD 104 | | | | | | | | | |
| Prepared by Email Address | | lfigueroa@kingcounty.gov | | | | | | | | | |
| Total Disbursements (DR) Amount and Receipts (CR) Amount totals must be in balance | | | | | 6000.00 | 6000.00 | | | | | |
| Batch Number | Journal Source | Journal Category | Accounting Date | Disbursements (DR) Amount | Receipts (CR) Amount | Journal Line Description (Max Length 240) | Fund | Project | Cost Center | Account | |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Interfund Transfers | 2022-08-04 | 500.00 | | Cash Transfers | 091040510 | 0000000 | 000000 | 24206 | |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | ers | 2022-08-04 | | 500.00 | Cash Transfers | 091040010 | 0000000 | 000000 | 17275 | |
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| SD1-080422-LFIGUEROA | Woodinville WD 104 | ers | 2022-08-04 | | 3500.00 | Cash Transfers | 091040010 | 0000000 | 000000 | 17275 | |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | ers | 2022-08-04 | 2000.00 | | Cash Transfers | 091043510 | 0000000 | 000000 | 24206 | |
| SD1-080422-LFIGUEROA | Woodinville WD 104 | Interrund Transfers | 2022-08-04 | | 2000.00 | Cash Transfers | 091043010 | 0000000 | 000000 | 17275 | |

CSV File Export
 C:\Users\lfigueroa\OneDrive - King County\Desktop

Account Validation (On/Off) On

A unique code assigned for each district

SD (for Special District) entry # (1,2...) - today's date (MMDDYY) - preparer's First initial and Last name (all CAPS)

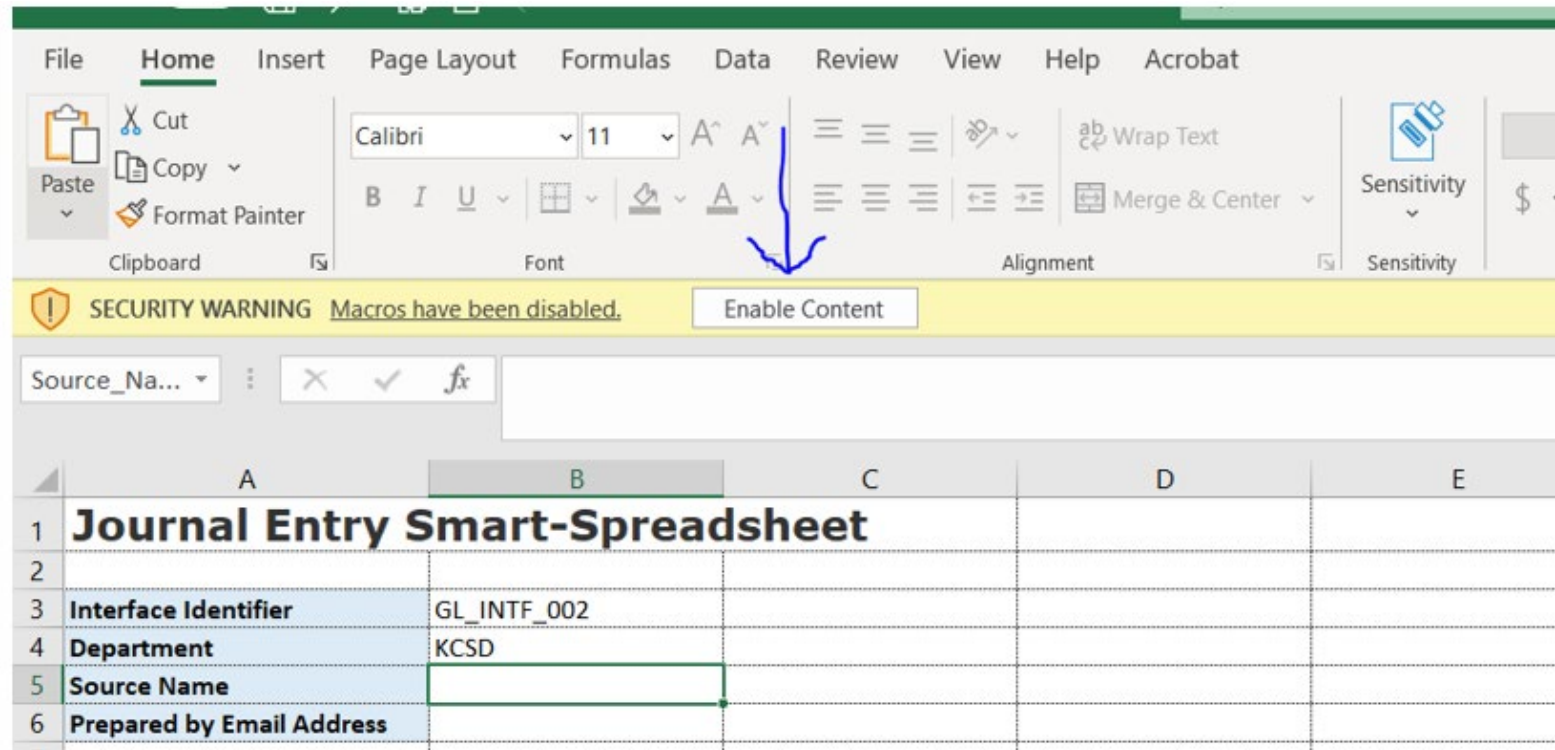
- ### Important Features of New Smart Spreadsheet
- Column Header tips
 - Batch Number is a new component
 - Running Totals for DR & CR

A 3D rendering of a circular puzzle ring. The ring is composed of several interlocking puzzle pieces. One piece at the bottom is missing, revealing a bright, glowing light source inside the ring. The text "New SD Upload Process" is overlaid in the center of the ring.

New SD Upload Process

○ Populating your spreadsheet

- + Each of you should have received your district's unique smart spreadsheet. 'Source Name' is different for each district.
- + Make sure you enable the macros (**Enable Content**) when you first open it.

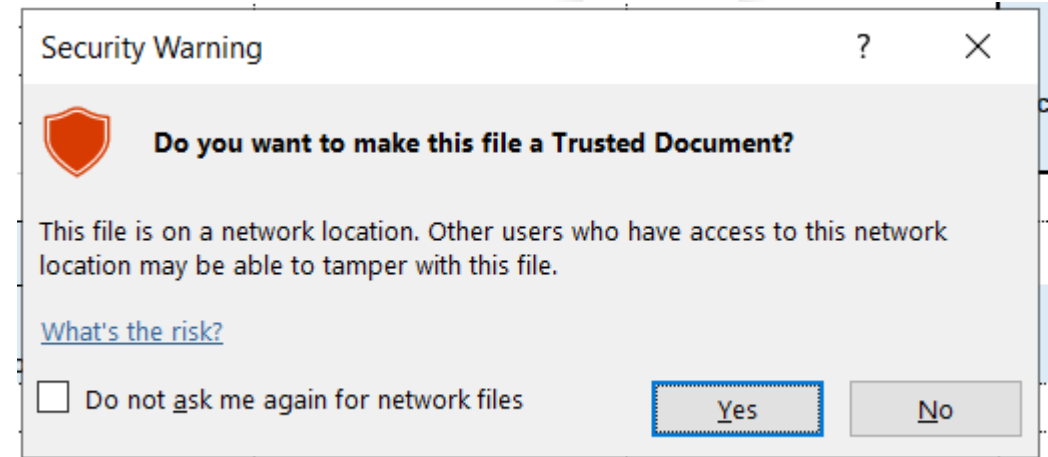


The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. A yellow security warning banner is visible, stating 'SECURITY WARNING Macros have been disabled.' with an 'Enable Content' button. A blue arrow points to the 'Enable Content' button. Below the warning, the formula bar shows 'Source_Na...'. The spreadsheet grid shows the following data:

| | A | B | C | D | E |
|---|--|-------------|---|---|---|
| 1 | Journal Entry Smart-Spreadsheet | | | | |
| 2 | | | | | |
| 3 | Interface Identifier | GL_INTF_002 | | | |
| 4 | Department | KCSD | | | |
| 5 | Source Name | | | | |
| 6 | Prepared by Email Address | | | | |

Populating your spreadsheet

+ Click Yes - it is a Trusted Document.



+ Enter your email address on the Prepared by line.

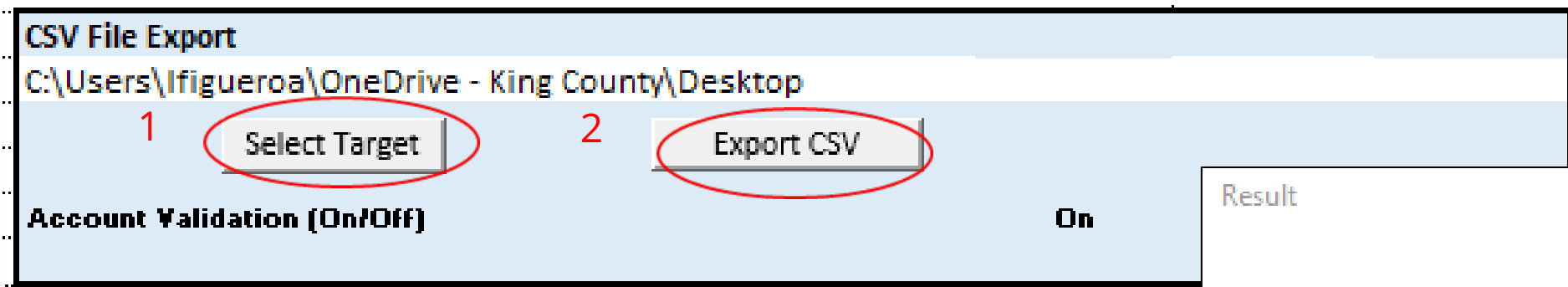
+ Batch number is the initials SD (for Special District) and # "SD1" - today's date (6 digits)-your first name initial and full last name"

e.g. SD1-020823-AJOHNSON

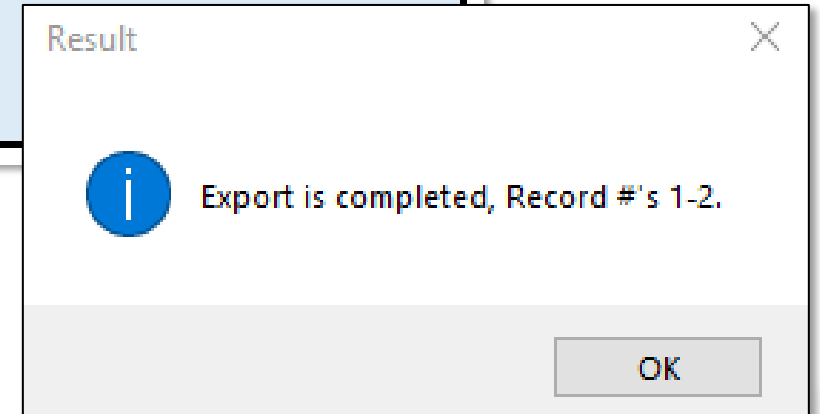
Export SD JE Smart Spreadsheet

Similar to the AP Smart Spreadsheet, users will export the file (.csv) to a Target Folder. We recommend choosing your Desktop as the destination for your .csv files.

1. Select your target folder first. This only needs to be done once.



2. Clicking Export CSV will convert the data to a .csv file in your target location.



Completed spreadsheet

| Journal Entry Smart-Spreadsheet | | | | | | | | | | | | |
|---|--|---------------------|-----------------|---------------------------|---|---|-----------|---------|-------------|---------|---------|--------|
| Interface Identifier | GL_INTF_002 | | | | | | | | | | | |
| Department | KCS D | | | | | | | | | | | |
| Source Name | Bellevue SD 405 | | | | | | | | | | | |
| Prepared by Email Address | martha.diesner@kingcounty.gov | | | | | | | | | | | |
| CSV File Export | | | | | | | | | | | | |
| C:\Users\diesnerm\OneDrive - King County\Desktop | | | | | | | | | | | | |
| <input type="button" value="Select Target"/> | | | | | <input type="button" value="Export CSV"/> | | | | | | | |
| Account Validation (On/Off) | | | | | On | | | | | | | |
| Total Disbursements (DR) Amount and Receipts (CR) Amount totals must be in balance | | | | 3025.00 | 3025.00 | | | | | | | |
| Batch Number | Journal Source | Journal Category | Accounting Date | Disbursements (DR) Amount | Receipts (CR) Amount | Journal Line Description (Max Length 240) | Fund | Project | Cost Center | Account | Bars | Future |
| SD1-030823-MDIESNER | Bellevue SD 405 | Interfund Transfers | 2023-03-03 | 3025.00 | | GF transfer to ASB - FEBRUARY 2023 | 064050010 | 0000000 | 000000 | 24206 | 0000000 | 00000 |
| SD1-030823-MDIESNER | Bellevue SD 405 | Interfund Transfers | 2023-03-03 | | 3025.00 | GF transfer to ASB - FEBRUARY 2023 | 064056090 | 0000000 | 000000 | 17275 | 0000000 | 00000 |

- Each line in this journal entry has the same Batch Number and the same Accounting Date
- Descriptions may differ from line to line

Smart Spreadsheet Entries

Disbursements (DR) move funds out of an account.
Receipts (CR) move funds into an account.

+ Examples of authorized Disbursement (DR) accounts are:

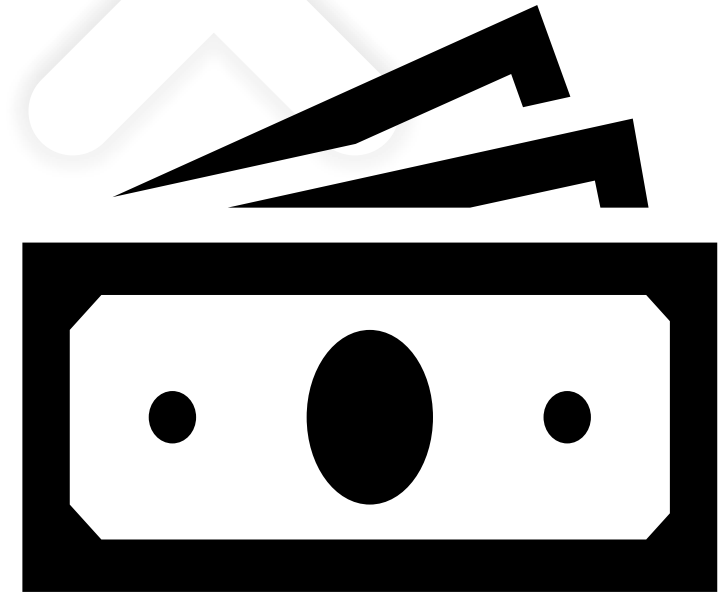
- 24206 – Transfers Out
- 21970 – School Impact Fees Disbursed

+ Examples of authorized Receipts (CR) accounts are:

- 17275 – Transfers In
- 17867 – Impact Fees

The accounts 24219 – Remittances and 17205 – Miscellaneous Receipts are sometimes used for **both** Disbursements and Receipts.

Note: Per Governmental Accounting Standards Board (GASB) Statement 84, the accounts 24206 and 17275 (Transfers Out & Transfers In) must be used together. This applies to 21970 and 17867 (Impact fees) as well.




Built-in Validation Features

- + Reminder messages will pop up if any of the necessary fields are left blank.

a.

| Total Disbursements (DR) Amount and Receipts (CR) Amount totals must be in balance | |
|--|--|
| Batch Number | |
| SDJE-08232022-MDIESNER | |
| | |
| | |
| | |
| | |
| | |

Error




ERROR: Batch number cannot be blank or exceed 25 characters.

OK

b.

| (CR) Amount | Journal Line Description (Max Length 240) | Fund |
|-------------|--|-----------|
| | Transfer from capital to general fund for equipment purchase | 091053010 |
| 2500.00 | | 091050010 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Error



ERROR: Journal Line Description cannot be blank or exceed 240 characters.


OK

Built-in Validation Features, continued

+ Negative journal amounts are not accepted

C.

| KCSD | | | | | | |
|--|---------------------|-----------------|---------------------------|----------------------|------------|-----------|
| Federal Way SD 210 | | | | | | |
| martha.diesner@kingcounty.gov | | | | | | Account V |
| Amount and Receipts (CR) Amount totals must be in balance | | | 500.00 | 500.00 | | |
| Journal Source | Journal Category | Accounting Date | Disbursements (DR) Amount | Receipts (CR) Amount | | |
| Federal Way SD 210 | Interfund Transfers | 2022-07-27 | | -1500.00 | JE Corre | |
| Federal Way SD 210 | Interfund Transfers | 2022-07-27 | -1500.00 | | JE Corre | |
| Federal Way SD 210 | Interfund Transfers | 2022-0 | | | Entering | |
| Federal Way SD 210 | Interfund Transfers | 2022-0 | | | 0 Entering | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

 ERROR: Receipts Amount cannot be negative.

Enter amounts in the opposite column to make a correction.


Built-in Validation Features, continued

- + Account validation is built in for accounts 17275 and 24206, so if any other combinations are submitted, you'll get immediate feedback.

d.

| Fund | Project | Cost Center | Account | Bars |
|-----------|---------|-------------|---------|---------|
| 091053010 | 0000000 | 000000 | 24206 | 0000000 |
| 091050010 | 0000000 | 000000 | 17205 | 0000000 |

Error

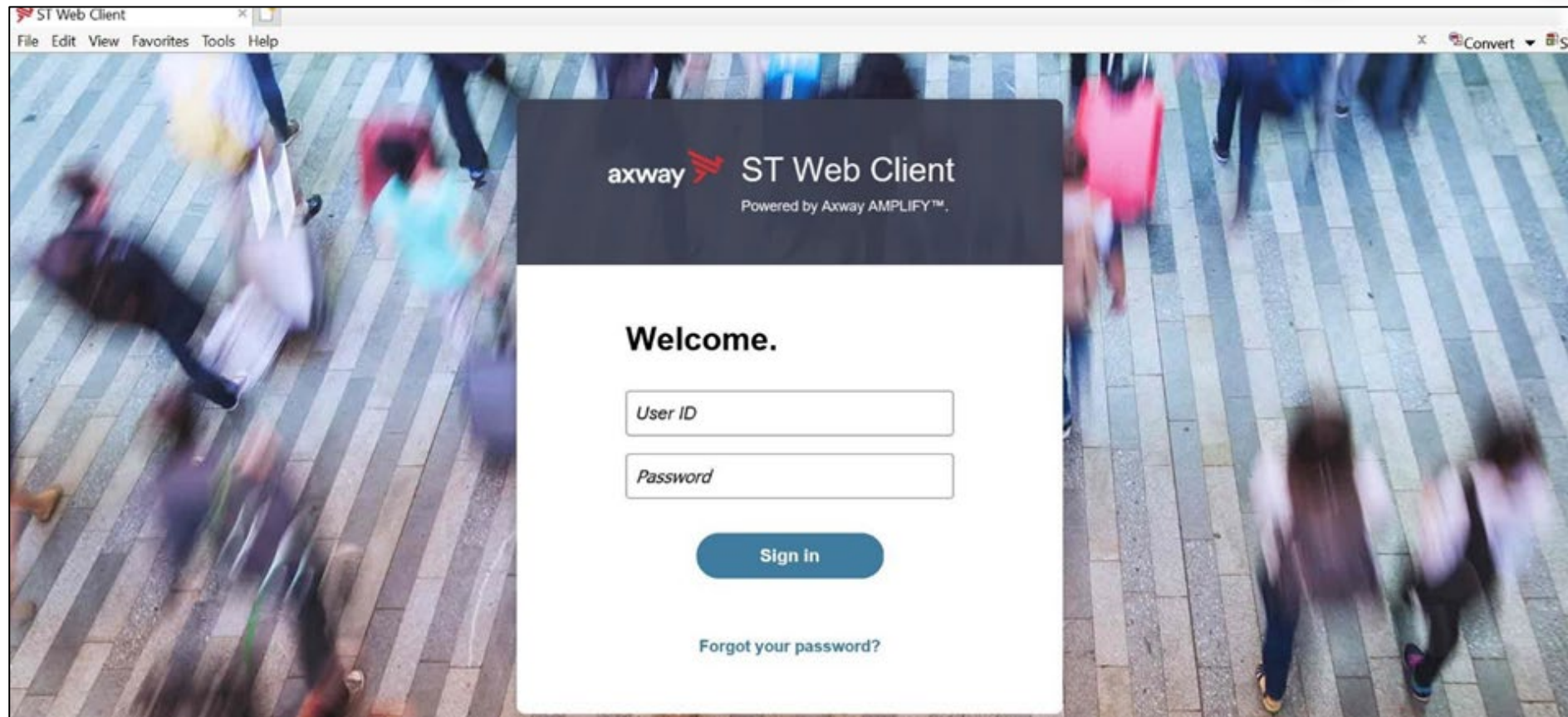


ERROR: Transfer Accounts 24206 and 17275 must be used together.

OK

Axway Upload (ST Web Client)

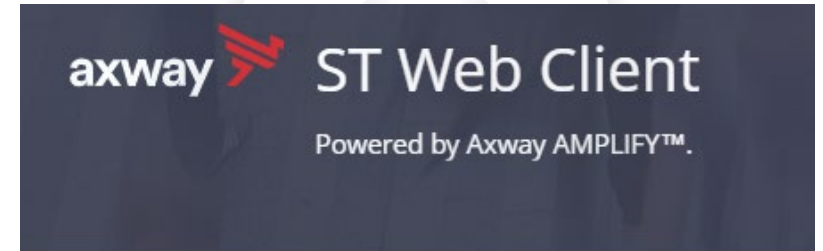
Once the .csv file is created, it is uploaded to Axway.



Axway (ST Web Client) Account

Most districts served by King County already possess an Axway /ST Web Client account which they use for Accounts Payable purposes.

This same account may be used to upload the GL Special District Journal Entry Smart Spreadsheets into Oracle EBS.



Welcome.

Sign in

A close-up, shallow depth-of-field photograph of a computer keyboard. The central focus is a single key with a white 'X' and a white vertical line. The text 'Entry Verification' is overlaid in white, sans-serif font across the middle of the image. Other keys are visible but blurred in the foreground and background.

Entry Verification

✕ Entry Verification

- + When the file is successfully uploaded, the preparer will not receive any email notification.
- + An email will only be sent if there is a problem loading the file.
- + Allow a window of up to 20-30 minutes after uploading the .csv file for notification of an unsuccessful upload.

Entry Verification

Successful journal entries submitted by 4:30 p.m. will be posted and available on the next day's reports.

You will receive two daily reports to verify your entry posted correctly.

1. **Special District JE Posting Validation Report (GL094)** - contains the batch name, batch status, posting date, and effective date of the entry.
 - This report will show all batches posted the previous day, even if they are posted to different periods
2. **General Ledger Detail Report (GL031)** – contains the fund, account, and amounts of entries. Currently, all districts receive this at month end on the 7th business day of the new month.

Example of GL094

This report shows the full batch name and the period in which it was posted. Also, if batches are loaded the previous day for multiple periods, such as at month-end, they will all show on this report.


Special District JE Posting Validation Report

Posted Date From 03/02/2023
Posted Date To 03/02/2023
Source All

| Batch Name | Batch Status | Source | Category | Period Name |
|---|--------------|-------------------|---------------------|-------------|
| SD1-030223-AKIM Northshore SD 417 A 13398764 56872010 | Posted | Northshore SD 417 | Interfund Transfers | FEB-2023 |
| SD2-030223-AKIM Northshore SD 417 A 13398765 56872011 | Posted | Northshore SD 417 | Interfund Transfers | FEB-2023 |
| SD3-030223-AKIM Northshore SD 417 A 13398763 56872009 | Posted | Northshore SD 417 | Interfund Transfers | FEB-2023 |

Example of GL031

Your unique Journal Source will now appear on the reports instead of "Manual".



General Ledger Detail Report
Calendar Fiscal Year

Report ID: GL_RPRT_031CD
Report Date: 08/19/2022
Page : 8 of 22

Period : AUG-2022

Fund: 091043010 WWD WATER CONSTRUCTION

Asset

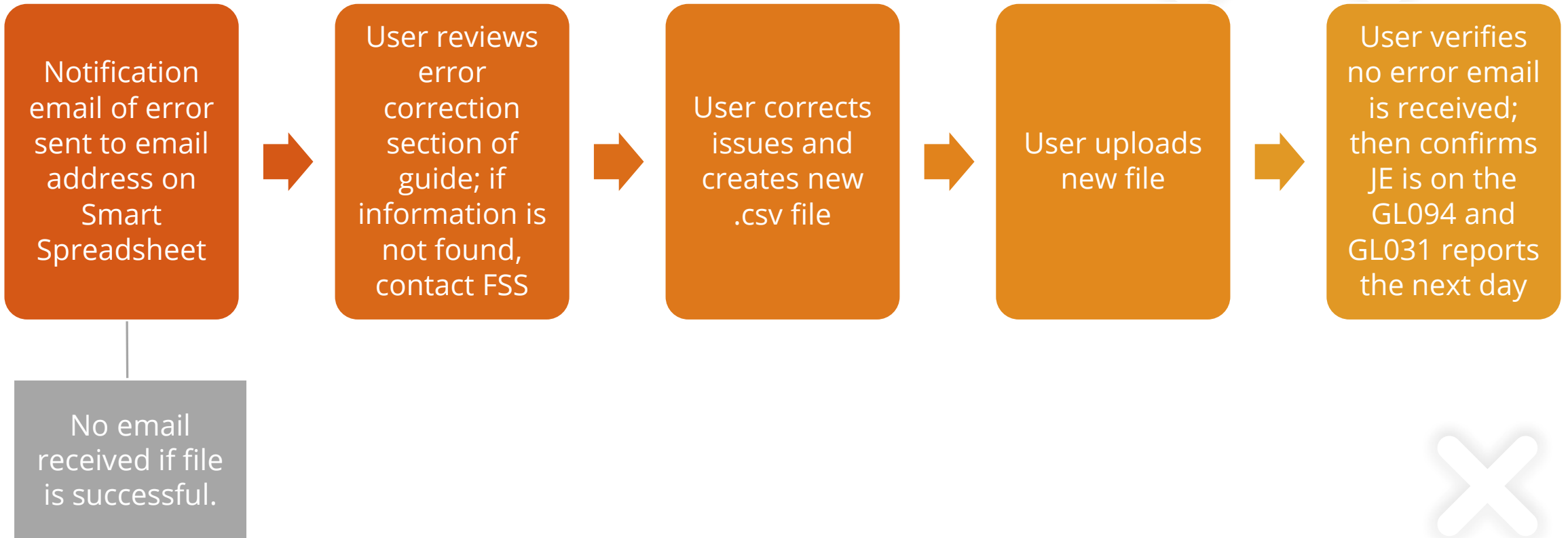
Account: 10435 - CASH TRANSFERS

| Eff. Date | Doc Seq | Source | Category | Begin Balance | Debit | Credit | Ending Balance |
|------------|---------|--------------------|---------------------|---------------|----------|--------|----------------|
| | | | | 8,801,482.03 | | | |
| 08/01/2022 | 226843 | Woodinville WD 104 | Interfund Transfers | | 500.00 | 0.00 | |
| 08/04/2022 | 226861 | Woodinville WD 104 | Interfund Transfers | | 500.00 | 0.00 | |
| 08/04/2022 | 226866 | Woodinville WD 104 | Interfund Transfers | | 3,500.00 | 0.00 | |
| 08/04/2022 | 226889 | Woodinville WD 104 | Interfund Transfers | | 3,500.00 | 0.00 | |
| | | | | 8,801,482.03 | 8,000.00 | 0.00 | 8,809,482.03 |

Error Corrections



Error Correction Process



Common Errors

Invalid Fund Number

Submission after a period has been closed

Duplicate record uploaded

Failed to create control record

- Batch names vary
- Journal Source code invalid
- Journal Source varies

Different accounting dates entered

Invalid/nonexistent account used

Error Notification

+ In this example, the Accounting Date was mis-typed on the entry.

EUAT1 KCSD Covington WD 10 GL_INTF_002 GL_CovingtonWD105_GLJE_20230310103621.csv - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward Sensitivity Share to Teams Quick Steps Move Tags Editing Immersive Translate Zoom Send to OneNote Reply with Meeting Poll TINYpulse Report Phishing

EUAT1 KCSD Covington WD 10 GL_INTF_002 GL_CovingtonWD105_GLJE_20230310103621.csv

ORACLEEBS
To: Diesner, Martha
Cc: FBOD Special District JE Support; ZZGrp, BRC EBS Team

Reply Reply All Forward

Fri 3/10/2023 10:41 AM

BPEL InstanceID: 2330114

| Error Message | Column1 | Column6 | Column7 |
|--|---------|----------------|---------|
| 2023-03-10:10:41:03=> 2277398->SD1-030823-MDIESNER->Accounting date: 2022-03-01 is not in the open period. | FILE | Request Submit | 0 |

An aerial photograph of a circular stone staircase, viewed from above. The steps are arranged in concentric circles, creating a strong sense of depth and perspective. The lighting is soft, highlighting the texture of the stone and the shadows between the steps. The text "Next Steps" is centered over the middle of the staircase in a clean, white, sans-serif font.

Next Steps

Additional Resources

Need help with other issues?

- Contact FBODDDistrictGLJE@kingcounty.gov

+ The new [GL Smart Spreadsheet Resources](#) website

+ **Note:** The “GL.OracleEBS@kingcounty.gov” email address will be phased out with this implementation.

Thank you for
completing the
Special District JE
Smart Spreadsheet
training!

