King County

Creating and Submitting Smart Spreadsheets
For King County Agencies and Special Districts

Business Resource Center
Training

Summary

The King County Smart Spreadsheet provides a way for King County agencies and Special Districts who do not have access to Oracle EBS (King County's finance system), a way to submit records for validation.

A Smart Spreadsheet is a macro-enabled Excel spreadsheet template that allows users to do bulk record uploads into Oracle EBS. Users can quickly enter large quantities of data in an Excel grid (row/column) format and upload these records using existing EBS interfaces.

Overview

There are three main steps to completing and submitting a Smart Spreadsheet: Complete the Smart Spreadsheet, create a .csv file, and upload the .csv file.

| Complete the Smart Spreadsheet | Create a .csv file | Upload the .csv file |

Oracle EBS | Creating and Uploading Smart Spreadsheets

Smart Spreadsheets perform the main required tasks:

Create Accounts Payable Invoices and One-Time Suppliers (*AP_INTF_001*)	Create Accounts Receivable Invoices (*AR_INTF_001*)	Create Cash Management Warrants (*CE_INTF_001*)	Create Project Expenditures (*PA_INTF_001*) • Accruals • Labor Transfers • Non-Labor Transfers • Usages	Create GL Journal Entries (*GL_INTF_002*)

Accounts Payable Smart Spreadsheet for Special Districts Example:

	Scheduled Payment Date:	Email Address: 0	File Name:
	Fund:	District Name: 0	Import Folder: 0
	Payment Method: WARRANT	Source Name: 0	Export Folder: 0
	Total Amount: $0.00	Use Vendor Tab: No	
	Control Total: 0		

Required (purple)
Conditionally Required (orange)
Optional (white)

Import CSV (Optional)   Populate & Sort Data   Validate & Export CSV   Clear/Reset Data
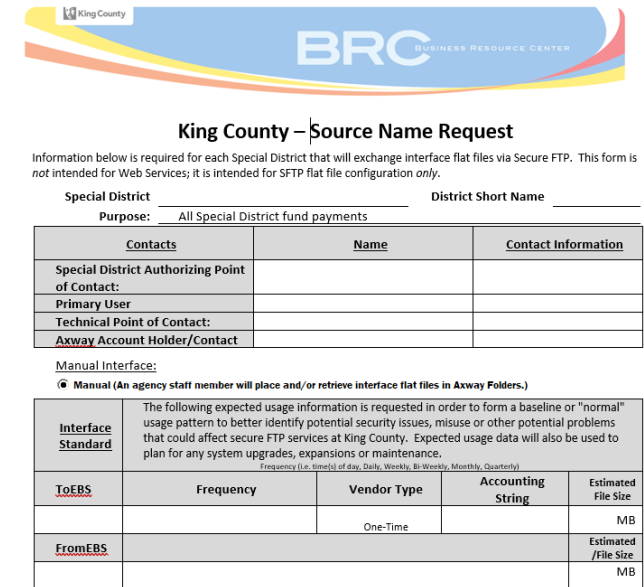
	1		5	6		7	10	11	12	13	14	15	16	18	19	20
PAYEE (VENDOR NAME)		INVOICE (VOUCHER) NUMBER	INVOICE (VOUCHER) DATE	INVOICE (VOUCHER) AMOUNT		ADDRESS LINE1	ADDRESS LINE2	ADDRESS LINE3	ADDRESS LINE4	CITY		STATE	ZIP (POSTAL) CODE	PROVINCE	COUNTRY	DESCRIPTION

Getting Started

To start using Smart Spreadsheets, get setup with a new Axway account and have the Source Name added to King County's finance system – Oracle EBS. These setups are initiated by submitting an **Agency** or **Special District** **Source Name Request*** form submitted via a Cherwell help ticket.

The requestor will receive an email from the Oracle EBS team once all setups are completed.

* Source Name Request forms can be found in the appendix.

Smart Spreadsheets and User Guides

The Smart Spreadsheets and User Guides can be found on the Business Resource Center's internal website, under the [Interfaces and Integration section](#). This document is an overview of smart spreadsheets at King County and is not meant to be a user guide.

Download the appropriate Smart Spreadsheet and read the User Guide before attempting to complete and submit a Smart Spreadsheet or contact the Finance and Business Operations Division (FBOD) for assistance.

Oracle EBS Client Requirements:

- Operating System – Windows 8.1 or 10
- MS Office – Office 13 or 365
- Browser – Microsoft Edge
- CPU – 1.5 GHz or higher
- Java – version 8 update 271
- RAM - 4 gig or higher

Smart Spreadsheets

Purpose	File Name
Creating Accounts Payable Invoices and One-Time Suppliers – Agency	AP_INTF_001 Agency AP Invoice_v21.xlsm
Creating Accounts Payable Invoices and One-Time Suppliers – Special Districts	AP_INTF_001 Special District AP Invoice_v21d.xlsm
Creating Accounts Receivable Invoices	AR_INTF_001 Customer Invoice_v21.xlsm
Creating Cash Management Warrants	CE_INTF_001 Warrant Adjustment_v21.xlsm
Creating Project Expenditures: Accruals*	PA_INTF_001 Accruals Manual Transaction_v21.xlsm
Creating Project Expenditures: PO Rcpt Accrual*	PA_INTF_001 Accruals PO Rcpt Accrual_v21.xlsm
Creating Project Expenditures: Labor Transfers*	PA_INTF_001 Labor Miscellaneous Transaction Sheet_v21.xlsm
Creating Project Expenditures: Non-Labor Transfers*	PA_INTF_001 Non Labor Miscellaneous Transaction Sheet_v21.xlsm
Creating Project Expenditures: Usages*	PA_INTF_001 Usages Sheet_v21.xlsm
Creating GL Journal Entries: Special Districts	GL_INTF_002 Special Districts GL Journal Entry_V1.xlsm

*NOTE: Contact the Financial System and Services Team for training and access to PA Smart Spreadsheets: financialsystemandservices@kingcounty.gov

Completing and Submitting a Smart Spreadsheet

Enabling Macros

Macros are sets of recorded instructions designed to perform repeated processes within Excel. The Smart Spreadsheets use macros to perform the essential functions. When opening a Smart Spreadsheet, a security warning may appear at the top of the sheet requesting content to be enabled. Click to enable the essential content.
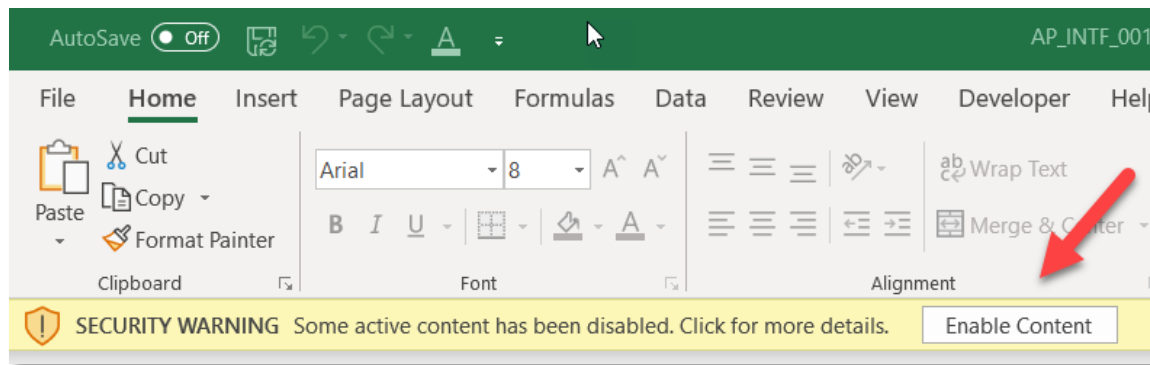
1. **Entering data onto the Smart Spreadsheet**

The header has important required fields and must be correctly formatted.

- ✓ **Source Name** - Name provided on the Source Name Request form (*8-character limit, no spaces allowed*)

- ✓ **Department** - Name of submitting agency's department (*8-character limit, no spaces allowed*)

- ✓ **Transaction Type** - Will depend on the Smart Spreadsheet used (*examples:* APSUPINV, ARCUSTINV, PALAB)

- ✓ **Email Address** - Email where notifications should be sent

2. Preparing the CSV File

Once all data is entered onto the Smart Spreadsheet, prepare it for export to a CSV file and upload into Oracle EBS.

Click the export button in the header area of the Smart Spreadsheet – If there are no errors, a success message will appear and a .csv file will be created and saved in the Export/Target Folder. The CSV file name is automatically generated – note it down for your records.

> **Example:** A Special District named VHEALTHD creates the CSV file on June 8, 2020 at 1:42 and 42 seconds PM, the file name would be:
>
> *AP_VHEALTHD_APSUPINV_20200608134242.csv*
>
> *(Standard Naming Convention Example: AP_**<AGENCY/DISTRICT SOURCE NAME>**_APSUPINV_**<DATETIMESTAMP>**.csv)*

Example success message for the Special Districts AP Smart Spreadsheet:
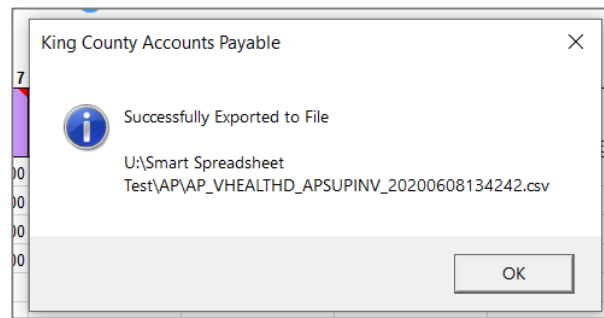

> **IMPORTANT:** <u>Do not open the CSV file in Excel after it is created</u>, it will become corrupted.

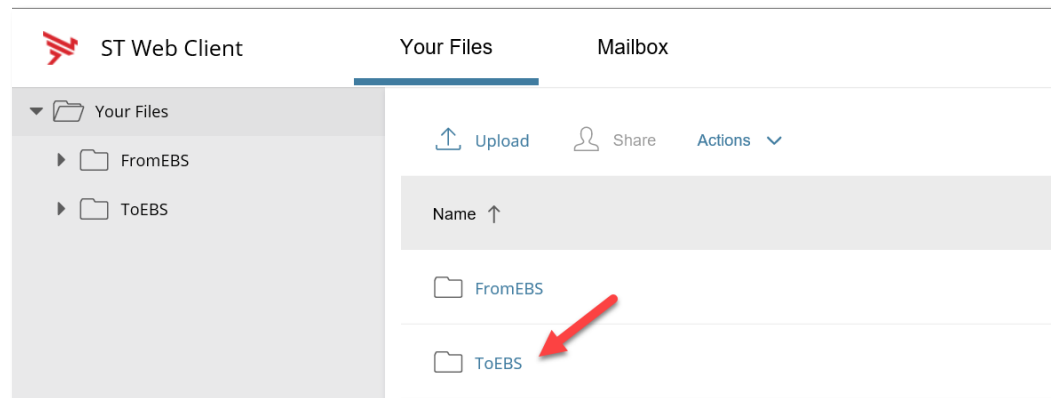**If errors occur** – make the required corrections and attempt the export again.

3. Uploading to Oracle EBS via Axway

King County uses Axway MFT (Managed File Transfer) to transfer files over the internet to Oracle EBS.

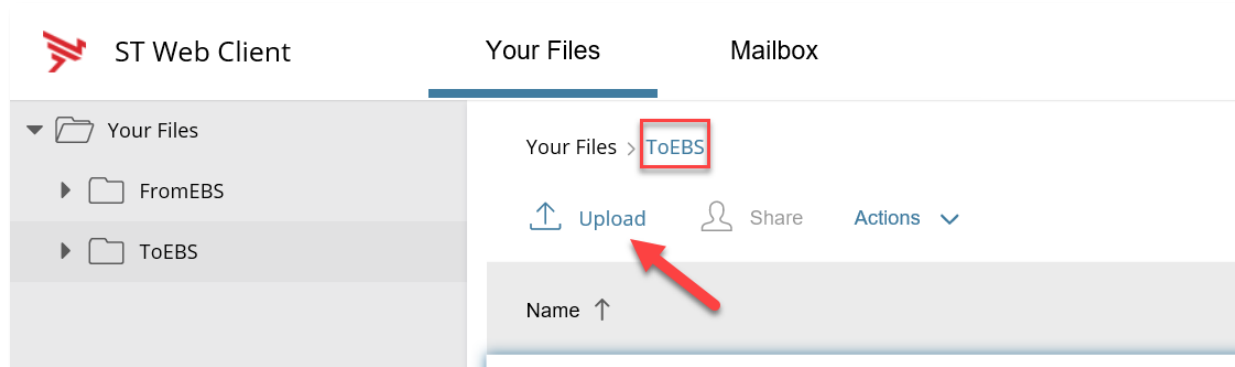Log in to Axway with the assigned Agency or Special District User ID and password.
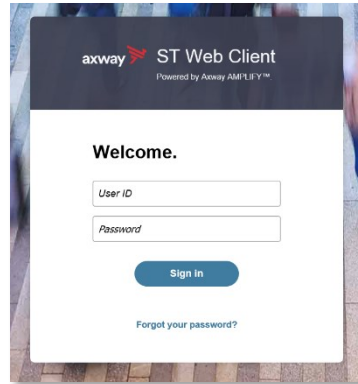
Once logged in, click the **ToEBS** link under *Your Files > ToEBS*.

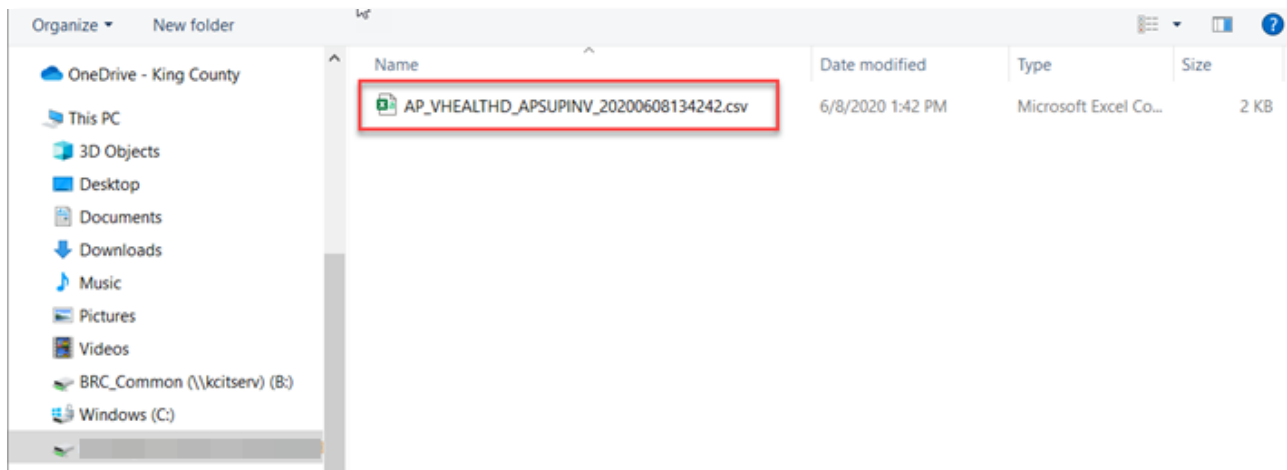Click **Upload** (ensure the upload is occurring from inside the *ToEBS* folder, if not the file will not be uploaded into Oracle EBS). Upload the .csv file and not the .xls file.

Navigate to the location where the CSV file was saved, select the file, click **Open**.

The uploads monitor will display the progress.

When the file has passed the initial validation stage a confirmation email will be sent from "ORACLEEBS"; receiving the email may take up to 15 minutes after validation.

If the email indicates one or more errors, they will need to be corrected on the Smart Spreadsheet and the entire process redone (i.e., create a new CSV file and upload via Axway again).

King County Agencies

For troubleshooting guides, visit the Business Resource Center's internal website, under the Interfaces and Integration section.

For further technical assistance with Smart Spreadsheet issues, submit a help ticket: https://helpdesk.kingcounty.gov

Special Districts

For more information and templates, visit the King County Oracle EBS Finance System – Documents and Downloads website.

Appendix

King County – Special District Source Name Request

Information below is required for each Special District that will exchange interface flat files via Secure FTP. This form is *not* intended for Web Services; it is intended for SFTP flat file configuration *only*.

Special District _____ **District Short Name** _____

Purpose: All Special District fund payments

Contacts	Name	Contact Information
Special District Authorizing Point of Contact:		
Primary User		
Technical Point of Contact:		
Axway Account Holder/Contact		

Manual Interface:

◉ **Manual (An agency staff member will place and/or retrieve interface flat files in Axway Folders.)**

Interface Standard	The following expected usage information is requested in order to form a baseline or "normal" usage pattern to better identify potential security issues, misuse or other potential problems that could affect secure FTP services at King County. Expected usage data will also be used to plan for any system upgrades, expansions or maintenance. Frequency (i.e. time(s) of day, Daily, Weekly, Bi-Weekly, Monthly, Quarterly)			
ToEBS	**Frequency**	**Vendor Type**	**Accounting String**	**Estimated File Size**
		One-Time		MB
FromEBS				**Estimated /File Size**
				MB

COMMENTS:

PLEASE NOTE: by signing, you are stating that you have reviewed, approved or edited the information provided on the form and filled in additional information to complete the configuration needs for your Special District. Further, you are agreeing that after the submission of this form, any changes affecting the AP interface will need to be communicated to SpecialDist.AP@kingcounty.gov.

Special District Authorizing Point of Contact

Signature: _____

Printed name: _____   Date: _____

Finance and Business Operations Department Authorization

Signature: _____

Printed name: _____   Date: _____

After signing, please email an electronic copy (one MS Word .doc file for data entry and another in .pdf format for records) to SpecialDist.AP@kingcounty.gov. Allow up to fifteen (15) business days to process.

King County – Agency Source Name Request

Information below is required for each side system that will exchange interface flat files via Secure FTP. This form is *not* intended for Web Services; it is intended for SFTP flat file configuration *only*.

Agency: _____   **Agency Short Name** _____

Purpose: _____

Contacts	Name	Contact Information
Authorizing Point of Contact:		
Primary User		
Technical Point of Contact:		
Axway Account Holder/Contact		

Manual Interface:

⦿ **Manual (An agency staff member will place and/or retrieve interface flat files in Axway Folders.)**

Interface Standard	The following expected usage information is requested in order to form a baseline or "normal" usage pattern to better identify potential security issues, misuse or other potential problems that could affect secure FTP services at King County. Expected usage data will also be used to plan for any system upgrades, expansions or maintenance. Frequency (i.e. time(s) of day, Daily, Weekly, Bi-Weekly, Monthly, Quarterly)			
ToEBS	**Frequency**	**Vendor Type**	**Accounting String**	**Estimated File Size**
		Existing or One-Time		MB
FromEBS				**Estimated /File Size**
				MB

COMMENTS:

PLEASE NOTE: by signing, you are stating that you have reviewed, approved or edited the information provided on the form and filled in additional information to complete the configuration needs for your department side system. Further, you are agreeing that after the submission of this form, any changes affecting the side system interface will need to be communicated to AgencyIntf.AP@kingcounty.gov.

Agency Authorizing Point of Contact

Signature: _____

Printed name: _____   Date: _____

Finance and Business Operations Department Authorization

Signature: _____

Printed name: _____   Date: _____

After signing, please email an electronic copy (one MS Word .doc file for data entry and another in .pdf format for records) to AgencyIntf.AP@kingcounty.gov. Allow up to fifteen (15) business days to process.