

## King County Accounts Payable – Special Purpose Districts Process Reminder

### ***AP\_INTF\_001 Excel Spreadsheet CSV File and Voucher Approval Documentation Submission Process***

This document is being provided to clarify the requirements for the submission of warrants issuance information to the King County Accounts Payable department for processing. Upon the receipt of the documents described below, the Accounts Payable department will process and print warrants as requested by Special Purpose Districts.

Please complete each of the summarized steps below in order to ensure the timely printing of your warrants.

- 1. Use the most current version of the AP\_INTF\_001 “Smart” spreadsheet to enter your data and generate the required CSV file and Voucher Approval documents**
  - a. Enter warrant transactions into the “Entry” tab (*remember to Enable Macros*)
  - b. Click the “Select Target Folder” button and select a location to save the exported files (*CSV and XLS files*)
  - c. Click the “Export CSV” button and confirm the CSV file was exported successfully (*the export process is required to populate the Voucher Approval documentation tabs*)
  - d. Note the name of the CSV file
- 2. Upload your CSV file to the Oracle EBS System**
  - a. Open Internet Explorer, navigate to <https://sftp.kingcounty.gov> and log into Axway (*KC Secure Transport*)
  - b. Navigate to the “To EBS” folder by clicking on the link “ToEBS”
  - c. Click the “Browse” button, navigate to the folder where you saved your CSV file and upload your exported CSV file
  - d. Refresh your browser page and note the CSV filename is no longer displayed. This signifies that Oracle has picked it up from the Axway “To EBS” folder (*you may have to refresh your browser view 2 or 3 times until the filename disappears*)
- 3. Verify receipt of an email from the Oracle EBS system confirming “No pre-validation errors have been found.”**
  - a. Open your email program, e.g. Outlook, and wait for an email from “ORACLEEBS” and with the subject line beginning with, “FPROD AP\_INTF\_001...”
  - b. This can take approximately 2 to 10 minutes (*make sure your SPAM Filter or Junk Folder is not intercepting the email message*)
  - c. In the event errors were found, open the saved copy of the XLS (spreadsheet file) also saved when the CSV file was saved, make any necessary corrections, and re-export (regenerate) the CSV file. Then proceed with step #2 above
- 4. Upon Oracle EBS successfully importing your CSV file, switch back to the AP\_INTF\_001 “Smart” spreadsheet and print the required Voucher Approval documents**
  - a. Click on the “Signature – Special Districts” tab and print the page
  - b. Click on the “Final” tab and print the page(s)
- 5. Obtain the proper authorization signatures**
- 6. Scan, PDF and email copies of both the signed “Signature – Special Districts” tab (*Voucher Approval Document*) printout and “Final” tab print out documents to “[SpecialDist.AP@kingcounty.gov](mailto:SpecialDist.AP@kingcounty.gov)” (*This step will expedite the processing your warrants*)**

For questions about this process, or for assistance with any of the steps described above, **please call the Special Districts “Hotline” at (206) 205-9000 and select Option #1 for warrant issuance or accounts payable related questions** or visit [http://www.kingcounty.gov/operations/Finance/Special\\_Districts.aspx](http://www.kingcounty.gov/operations/Finance/Special_Districts.aspx) for the latest EBS information and downloads.