The Accountable Business Transformation Program (ABT)

What’s Changing for Special District Partners?

October 27, 2011
King County Technology Summit
10:30 a.m. to 12:30 p.m., Council Chambers, Bellevue City Hall

Presented by
Nancy Laswell
Business Process Manager
Finance and Business Operations Division
King County
What’s Changing?

• Depending on the services provided by the County (e.g. 
  warrant issuance, bank reconciliation, tax disbursement,
  etc.), the changes impacting your organization may vary

• Changes fall into 4 general categories:
  – Accounts Payable (~ 77 Districts)
  – Cash Management (~ 27 Districts)
  – General Ledger (All Districts)
  – Reporting (All Districts)
• Process is Not Changing
  – Submit transactions with Validation Approval

• Tools are Changing
  – Submittal Document
    • Smart Spreadsheet
  – Axway (secure transport)
  – Transaction Report will be delivered through Axway (secure transport)
Will the Warrant Issuance Process Change?
(King County Issues Warrants)

Legend:
- Special Districts
- Change
- King County

Today

Gather & Input Invoices, Expense Reports, Taxes to be paid, etc. into district’s financial system

Prepare Voucher Detail

Prepare Voucher Approval & Obtain Authorized Signatures

Transmit Voucher Detail and Voucher Approval to KC AP Dept

KC AP enters voucher data into the County’s financial system

County prints warrants & provides for pick-up or mailing

Excel or Word documents (BUC TC50 form)

Voucher Approval Matches Voucher Data

Yes – Received, Matches, No Errors

No – Not Received, Not a Match, or Errors

Mail, Email, Fax

Manual Entry

Data Validation

Better Information for Better Government
Will the Warrant Issuance Process Change?
*(King County Issues Warrants)*

**Jan '12**

- **Gather & Input Invoices, Expense Reports, Taxes to be paid, etc. into district’s financial system**
- **Prepare Voucher Detail**
- **Prepare Voucher Approval Document & Obtain Authorized Signatures**
- **Transmit Voucher Detail and Voucher Approval to KC AP Dept**
- **KC AP releases batch to be processed by the EBS financial system**
- **County prints warrants & provides for pick-up or mailing**

**Benefits**
- District in control of data accuracy
- Standardization of tools & processes
- Overall reduction in processing time
- Increased transparency and internal controls

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**Legend:**
- Special Districts
- Change
- King County
Process is not changing for WSIPC

• What is Changing
  – Smart Spreadsheet will be used by:
    • Districts that do manual warrant transmittal
    • All Districts for Warrant Adjustments (WAO)
  – Axway (secure transport) will be used to send FTPs and Smart Spreadsheet to Treasury
  – Transaction Reports will be delivered through Axway (secure transport)
• King County is restructuring the General Ledger to reflect current business
  – Fund numbers do not change
  – Account names and numbers do change
• Reports will reflect the new names and numbers
• ARMS sub accounts are going away
**General Ledger Changes**

**ARMS subaccount numbers are going away**

- Cash will be in one account
  - Eliminated: Receipt, Disbursement, Transfer In, Transfer Out
- Warrant transactions will be recorded in one account
  - Eliminated: Warrants Issued, Warrants Cancelled, Warrants Redeemed
- Treasurer’s Receipt and Disbursement sub-accounts will be assigned new account numbers
- LID sub-accounts will be replaced by project segments
General Ledger Sub Account Changes

Existing Structure with Sub-Accounts

– 10100 Cash
  • 01010 Beginning of Year Balance
  • 01011 Cash Receipts
  • 01012 Cash Disbursements
  • 01013 Cash Transfers In
  • 01014 Cash Transfers Out

Example Structure without Sub-Accounts

– 10435 Cash
### Property Tax Accounts

#### ARMS - Daily Distribution of Property Taxes

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
</table>
| 22200-07820 : DEFERRED REVENUES- DEFERRED TAX REVENUES | 10510-00000 : TAXES RECEIVABLE-CURRENT  
10520-00000 : TAXES RECEIVABLE-DELINQNT |
| 10100-01011 : CASH-CASH RECEIPTS | 17205-02000 : TREASURERS RECEIPTS- PROPERTY TAXES-CURRENT YR  
17205-02200 : TREASURERS RECEIPTS-PROPERTY TAXES-DELINQUENT |
| | **EXCEPTIONS - Schools ONLY**  
17205-02100 : TREASURERS RECEIPTS-PROPERTY TAXES-PRIOR YEAR |

#### ABT - Daily Distribution of Property Taxes

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
</table>
| 22255 : DEFERRED TAX REVENUES | 10510 : TAXES RECEIVABLE-CURRENT  
10520 : TAXES RECEIVABLE-DELINQNT |
| 10435 : CASH TRANSFERS | 17212 : PROPERTY TAX CLEARING-CURRENT YEAR  
17214 : PROPERTY TAX CLEARING-DELINQUENT |
| | **EXCEPTIONS - Schools ONLY**  
17213 : PROPERTY TAX CLEARING-PRIOR YEAR |
General Ledger Transactions

• Transaction Request Forms are Changing
  – Miscellaneous Receipts
  – Cash Disbursements
  – Journal Entries such as Cash Transfers

• Account coding changes in the Forms
## T/C 25

### KING COUNTY

**CASH TRANSMITTAL AND RECEIPT**

<table>
<thead>
<tr>
<th>LINE</th>
<th>EXPLANATION DESCRIPTION</th>
<th>FUND OR ORG UNIT. (6 or 4 digits)</th>
<th>ACCOUNT (5 digits)</th>
<th>TASK (3 digits)</th>
<th>OPTION (3 digits)</th>
<th>PROJECT OR WORK AUTH. (6 digits)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

**CASH =**

**CHECKS =**

**TOTAL =**

$0.00

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**TRANSMITTED HEREWITH FOR DEPOSIT THIS**

October 13, 2011

**TRANSMITTED BY:**

(NAME IN FULL AND ORGANIZATION)

**CONTACT PERSON:**

PHONE NUMBER:

**DEPOSITED BY:**

DATE:

E-MAIL ADDRESS:
# New Oracle Forms

**Treasury Miscellaneous Cash Receipt Form**

**King County**

**October 2011**

## Payment Information
- Transaction Date
- Payment Type: Cash, Check
- Amount
- Total

## Distribution Information
- Distribution Set Name

<table>
<thead>
<tr>
<th>Explanation Description</th>
<th>Fund 9 digits</th>
<th>Project 7 digits</th>
<th>Cost Center 6 digits</th>
<th>Account 5 digits</th>
<th>Bars 7 digits</th>
<th>Future 5 digits</th>
<th>Amount</th>
</tr>
</thead>
</table>

Note: Unless Account is an Expenditure, enter 0000000 under Bars. Always enter 00000 under Future. Amounts for each unique account coding string can only be used once so combine multiple payments with like coding.

## Contact Information
- Typed or Printed
- Contact Name
- Phone #
- Ext #
- Email
- Organization
- Approved by (Electronic Signature OK)
- Title
- Date

Print Name
- Phone #
- Email

Draft 10/13/11

**Better Information for Better Government**
General Ledger Reports

• New General Ledger Accounting String
  – Fund
  – Project (district default value 00000)
  – Cost Center (district default value 00000)
  – Account
  – BARS (district default value 00000)
  – Future (district default value 00000)
Changes to Reports

• Report Formats are changing

• Delivery tool is changing
  – Email all reports for all Districts
    • County will be contacting each agency for a mailbox address to use
  – Axway delivery for Accounts Payable and Cash Management Transaction Reports
What Stays the Same?

• The high-level processes
• The services we provide in our role as County Treasurer
• Delivery of the County’s legally mandated responsibilities
• King County’s commitment to our Special District partners
Our Commitment

To Provide Consistent, High Quality, Service

• New Special District Liaison
• New Special District’s Hotline
  -(206) 205-9000
  - One number for all service needs
• Ongoing process optimization
  - Crawl, walk, run… together
Oracle System

BANK

Accounts Payable

Validation
AP INTF 001 using AP smart spreadsheet or CSV file

Cash Management
Reconciliation

General Ledger
Journal Entries

ALL

Special District
Finance enters journal entries for all Trust & Agencies

Treasury enters miscellaneous cash receipts for all Trust and Agencies if needed

Accounts Receivable
Miscellaneous Cash Receipts

Special District

27 Districts

Districts make changes to warrants in smart spreadsheet – SinglePoint only used in urgent situations

Better Information for Better Government
Will the Warrant Issuance Process Change?  
*(District Issues Warrants)*

- **Today**
  - FTP Special Districts send transmission file of Issues
    - FTP directly to TRH Warrant System
  - WSIPC Districts send transmissions of Issues
    - Via Cash Management to TRH Warrant System
  - All Special Districts Send Warrant Adjustment Orders (WAOs)
    - Mail, Email, Fax

- **WAO’s Reviewed for Accuracy**
  - Manual Data Entry

- **Create & Send Positive Pay File to Bank (Issues & Adjustments)**
  - TRH Warrant System
  - Create & Send Bank Activity (BAI) File
  - Paid Warrants

- **Load Positive Pay Warrant Information into Banking System**
  - Issued Warrants

- **Reconciliation**
  - TRH Warrant System
  - Create & Send Reconciliation Reports to Districts
    - Monthly - Via Email or Mail

Legend:
- Special Districts
- Change
- Bank
- King County

*Better Information for Better Government*
Will the Warrant Issuance Process Change?

(District Issues Warrants)

**FTP Special Districts** send transmission file of Issues
- FTP via Axway to EBS System

**WSIPC**
- Districts send transmissions of Issues
- WSIPC via Axway to EBS System

**All Special Districts**
- Send Authorization Documents
- Smart Spreadsheet via Axway

**Validation & Release to Process**
- Upon Receipt of Authorization Documents
- Email, Fax

**Create & Send Positive Pay File to Bank (Issues & Adjustments)**
- EBS System

**Load Positive Pay Warrant Information into Banking System**
- Issued Warrants

**Reconciliation**
- EBS System

**Create & Send Reconciliation Reports to Districts**
- Daily & Monthly – Via Email and Axway

**Benefits**
- District in control of data accuracy
- Standardization of tools & processes
- Overall reduction in processing time
- Increased transparency and internal controls

**Legend:**
- Special Districts
- Change
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Better Information for Better Government
## General Ledger Balance Report

**FUND: 000001050 RIVER IMPROVEMENTS**

### Account: Asset

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Debit</th>
<th>Credit</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10010</td>
<td>CASH US. TREASURY MAIN ACCOUNT</td>
<td>0.00</td>
<td>96,793.51</td>
<td>0.00</td>
<td>96,793.51</td>
</tr>
<tr>
<td>10520</td>
<td>TAXES RECEIVABLE DELINQUENT</td>
<td>0.00</td>
<td>1,544.95</td>
<td>0.00</td>
<td>1,544.95</td>
</tr>
<tr>
<td><strong>Asset Total</strong></td>
<td></td>
<td><strong>0.00</strong></td>
<td><strong>98,338.46</strong></td>
<td><strong>0.00</strong></td>
<td><strong>98,338.46</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Debit</th>
<th>Credit</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>20200</td>
<td>ACCOUNTS PAYABLE ORACLE</td>
<td>0.00</td>
<td>0.00</td>
<td>215.00</td>
<td>215.00</td>
</tr>
<tr>
<td>22256</td>
<td>DEFERRED TAX REVENUES</td>
<td>0.00</td>
<td>0.00</td>
<td>1,544.95</td>
<td>-1,544.95</td>
</tr>
<tr>
<td>22266</td>
<td>DEFERRED REVENUE FEMA SWIM</td>
<td>0.00</td>
<td>43,152.41</td>
<td>0.00</td>
<td>43,152.41</td>
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<tr>
<td><strong>Liability Total</strong></td>
<td></td>
<td><strong>0.00</strong></td>
<td><strong>44,912.36</strong></td>
<td><strong>0.00</strong></td>
<td><strong>44,912.36</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Debit</th>
<th>Credit</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>27100</td>
<td>FUND BALANCE</td>
<td>0.00</td>
<td>0.00</td>
<td>53,027.09</td>
<td>-53,027.09</td>
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<tr>
<td>27515</td>
<td>EQUITY TRANSFER IN OUT</td>
<td>0.00</td>
<td>396.01</td>
<td>0.00</td>
<td>396.01</td>
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<tr>
<td><strong>Owners’ equity Total</strong></td>
<td></td>
<td><strong>0.00</strong></td>
<td><strong>53,423.10</strong></td>
<td><strong>-53,423.10</strong></td>
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</table>

<table>
<thead>
<tr>
<th>FUND: 000001050 Total</th>
<th>Beginning Balance</th>
<th>Debit</th>
<th>Credit</th>
<th>Ending Balance</th>
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<tbody>
<tr>
<td>0.00</td>
<td>98,338.46</td>
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**Better Information for Better Government**
<table>
<thead>
<tr>
<th>Account</th>
<th>Beginning Balance</th>
<th>Date</th>
<th>Doc #</th>
<th>Source</th>
<th>Category</th>
<th>Debit</th>
<th>Credit</th>
<th>Ending Balance</th>
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<td>Conversions</td>
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