

FINANCIAL SYSTEM DISTRICT CHECK UP



January 15, 2015

Agenda

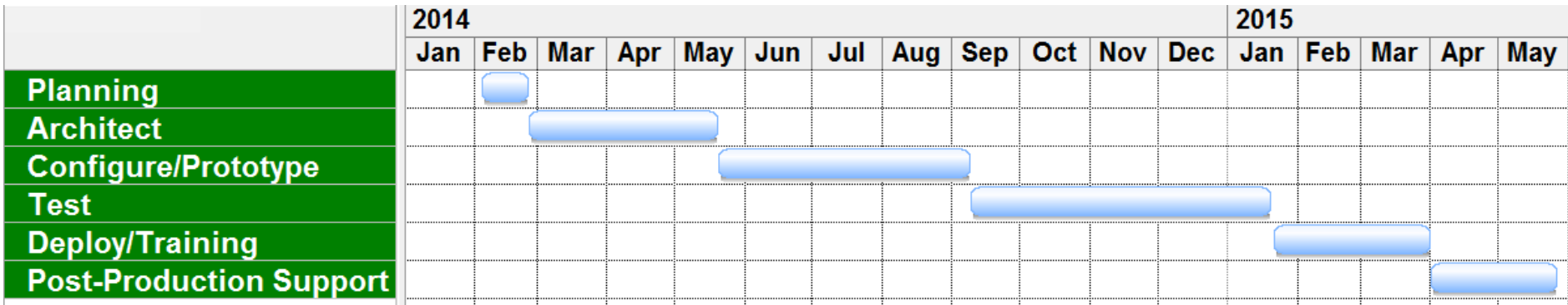
- Project Update
- Feature/Function Overview
- Next Steps
- District Portal Review
- Questions and Answers

Project Update

Recent Accomplishments

- Multi-Company Payroll in Production
 - ▣ Effective 12/22/2014, 1st Pay Check of 2015
 - ▣ Each Department is represented by a Company
 - ▣ First step toward the Financial structure
- End to End Testing Completed for County Functions
 - ▣ Nearly every department participated in testing

Project Timeline - Revised



 **We are Here**

	Plan	Architect	Configure Prototype	Test	Deploy & Training	Post- Production
Estimated Duration	4 Weeks	12 Weeks	16 Weeks	19 Weeks	10 Weeks	8 Weeks
Estimated Completion	Feb 24, 2014	May 19, 2014	Sep 8, 2014	Jan 16, 2015	March 31, 2015	May, 2015

Implementation Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND	
Phase:	Dates:
<i>Pay Dates</i>	<i>varies</i>
User Acceptance Testing	1/2-1/16
Pre-Production Build	1/19-1/23
WD24 Testing Preparation	1/19-2/6
Training	2/9-3/20
WD24 Testing	2/9-3/20
WD24 Testing	2/9-3/20
Go-Live Preparation	3/23-3/31
Conversion for Production	4/1-4/5
Post-Go Live Workshops	4/6-4/30
Holidays	



Reporting

Trial Balance Report

Trial Balance



Organization
Periods FY2014 : January - December
Ledger [Actuals](#)
Company Currency [USD](#)
Translation Currency [USD](#)
Run 11/19/2014 09:06 PM

Trial Balance 12 items



Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
111100:Cash On Hand And Deposits	380,392.67	150.00	70,427.27	310,115.40
111999:Conversion Clearing - Warrants	0.00	39,436.43	0.00	39,436.43
123100:Assessments Rec - Current	33,721.27	0.00	0.00	33,721.27
211100:Warrant Issues	(9,525.01)	22,985.96	0.00	13,460.95
211200:Warrant Redemptions	0.00	14,062.00	150.00	13,912.00
213400:Vouchers Payable - Supplier Invoice	(10,640.21)	0.00	0.00	(10,640.21)
231100:Interest Payable	224,277.74	0.00	0.00	224,277.74
237400:Custodial Account - Other	(584,505.19)	0.00	0.00	(584,505.19)
500410:Professional Services	0.00	150.00	0.00	150.00
Total	0.00	76,784.39	76,784.39	0.00

Ledger Detail Report

Ledger Detail



Organization  Year **FY2014** Periods **FY2014 : January - December** Ledger **Actuals** Currency **USD** Run 10/22/2014 07:52 PM

Details by Ledger Account 13 items



Ledger Account	Details by Period				
	Period	Beginning Balance	Debit	Credit	Ending Balance
111100:Cash On Hand And Deposits	January	4,248,146.77	0.00	0.00	4,248,146.77
	February	4,248,146.77	0.00	0.00	4,248,146.77
	March	4,248,146.77	0.00	0.00	4,248,146.77
	April	4,248,146.77	0.00	0.00	4,248,146.77
	May	4,248,146.77	0.00	0.00	4,248,146.77
	June	4,248,146.77	0.00	0.00	4,248,146.77
	July	4,248,146.77	0.00	0.00	4,248,146.77
	August	4,248,146.77	0.00	18,243.99	4,229,902.78
	September	4,229,902.78	0.00	2,237,230.99	1,992,671.79
	October	1,992,671.79	0.00	1,003,101.14	989,570.65
	November	989,570.65	0.00	0.00	989,570.65
	December	989,570.65	0.00	0.00	989,570.65
			Total: 0.00	3,258,576.12	

Expenditure Activity



FIN400 - Expenditure Ledger Activity (work-3249) - Districts

Company: [Redacted]
 Year: FY2014
 Ledger Accounts and Summaries: Master Account Set: Total Expenditures

297 items

Company	Fund	Business Unit	Ledger Account	Spend Category	Journal Source	Accounting Date	Ad Hoc Payee	Ledger/Budget Debit minus Credit
[Redacted]	686 Fire Protection District Exp	52210P0 Administration - Fire & Emergency Medical Activities	500110:Salaries & Wages	Salaries & Wages (District Payroll) [11.000000]	Ad hoc Payment	11/19/2014	TAPCO CREDIT UNION SAVG	3,365.00
[Redacted]	686 Fire Protection District Exp	52210P0 Administration - Fire & Emergency Medical Activities	500110:Salaries & Wages	Salaries & Wages (District Payroll) [11.000000]	Ad hoc Payment	11/19/2014	TELCO COMMUNITY CREDIT UNION	188.14
[Redacted]	686 Fire Protection District Exp	52210P0 Administration - Fire & Emergency Medical Activities	500110:Salaries & Wages	Salaries & Wages (District Payroll) [11.000000]	Ad hoc Payment	11/19/2014	WATSON ERIC	7,300.71
[Redacted]	686 Fire Protection District Exp	52210P0 Administration - Fire & Emergency Medical Activities	500110:Salaries & Wages	Salaries & Wages (District Payroll) [11.000000]	Ad hoc Payment	11/19/2014	WSCFF/DIMARTINO ASSOC	366.37
[Redacted]	686 Fire Protection District Exp	52210P0 Administration - Fire & Emergency Medical Activities	500200:Personnel Benefits	Personnel Benefits (District Payroll) [20.000000]	Ad hoc Payment	11/19/2014	GROUP HEALTH COOPERATIVE	1,012.86
[Redacted]	686 Fire Protection District Exp	52210P0 Administration - Fire & Emergency Medical Activities	500200:Personnel Benefits	Personnel Benefits (District Payroll) [20.000000]	Ad hoc Payment	11/19/2014	ING LIFE INS & ANNUITY CO	1,711.00

Trial Balance by Fund



FIN400 - GL Trial Balance by Fund (Work-3251) ⋮ 🔍

Company
 Period FY2014 - December

32 items 🔍 📄 📊

Fund	Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
686 Fire Protection District Exp	111100:Cash On Hand And Deposits	633,882.20	0.00	67,384.60	566,497.60
686 Fire Protection District Exp	111999:Conversion Clearing - Warrants	1,081,517.84	0.00	0.00	1,081,517.84
686 Fire Protection District Exp	121100:Taxes Receivable - Current	474,563.24	0.00	0.00	474,563.24
686 Fire Protection District Exp	124100:Accrued Int Rec On Investments	12.72	0.00	0.00	12.72
686 Fire Protection District Exp	131000:Due From Other Funds	500.00	0.00	0.00	500.00
686 Fire Protection District Exp	211100:Warrant Issues	(787,412.76)	67,384.60	0.00	(720,028.16)
686 Fire Protection District Exp	211200:Warrant Redemptions	545.00	0.00	0.00	545.00
686 Fire Protection District Exp	213400:Vouchers Payable - Supplier Invoice	(160,642.02)	0.00	0.00	(160,642.02)
686 Fire Protection District Exp	231200:Arbitrage Rebate Tax Payable-Current	(500.00)	0.00	0.00	(500.00)
686 Fire Protection District Exp	237400:Custodial Account - Other	(5,419,522.10)	0.00	0.00	(5,419,522.10)
686 Fire Protection District Exp	500110:Salaries & Wages	737,987.25	0.00	0.00	737,987.25
686 Fire Protection District Exp	500200:Personnel Benefits	175,720.85	0.00	0.00	175,720.85
686 Fire Protection District Exp	500310:Supplies	32,030.92	0.00	0.00	32,030.92
686 Fire Protection District Exp	500410:Professional Services	20,087.91	0.00	0.00	20,087.91

Outstanding Bank Transactions



Find Ad Hoc Bank Transactions FIN0338 ⋮ 🔍

645 items

Ad Hoc Bank Transaction	Company	Status	Bank Account	Date	Memo	Purpose Name	Transaction Amount	Currency	Deposit	Reconciliation Status	Reference
			xxxx044								
🔍		Approved	County Claims xxx044	10/28/2014	1169929	Converted Warrant	60.00	USD		Reconciled	1169929
🔍		Approved	County Claims xxx044	10/28/2014	1169930	Converted Warrant	60.00	USD		Unreconciled	1169930
🔍		Approved	County Claims xxx044	10/28/2014	1169931	Converted Warrant	60.00	USD		Reconciled	1169931
🔍		Approved	County Claims xxx044	10/28/2014	1169932	Converted Warrant	60.00	USD		Reconciled	1169932
🔍		Approved	County Claims xxx044	10/28/2014	1169933	Converted Warrant	60.00	USD		Reconciled	1169933
🔍		Approved	County	10/28/2014	1169934	Converted	60.00	USD		Unreconciled	1169934

District Roles

District Roles

- District AP Specialist
 - ▣ Create Ad Hoc Payment
 - ▣ Equivalent of Create Voucher Batch
- District Warrant Specialist
 - ▣ Import Warrant Issue Batches
- Company Financial Analyst
 - ▣ View Only access to reports

District Access Agreements

Anticipated Access Fees

Access Type	Network Connection	Workday License	Annual Cost
Accounts Payable	\$12/month	\$52.23/year	196.23/year
Warrants	\$12/month	\$52.23/year	196.23/year
Reporting Only	\$12/month	\$6.53/year	150.53/year
AP & Payroll	\$12/month	TBD	TBD

- Employees accessing other County systems are already paying the Network Connection charge

Next Steps

Review Current User List

- Send Changes to
PCACCOUNTSPAYABLE@co.pierce.wa.us

Reports << Select a Report **District Access Portal Users List (BNF0226)** x

Run Report Clear Report PDF Document

District Access Portal Users List (BNF0226) Report Description

Organization: Noxious Weed List of authorized users with phone numbers.

Pierce County
Budget & Finance
District Access Portal User List

District Name	User Name/Access Options	Phone
Noxious Weed 1420 East 112th Street Tacoma, WA 98445	- Accounts Payable - Financial Reports	
	- Accounts Payable - Financial Reports	

Next Steps



- Test Stage (January)
 - ▣ Participate in testing (Email PCACCOUNTSPAYABLE@co.pierce.wa.us to volunteer)
 - ▣ Watch for Workday Connection Options materials
- Deploy/Train Stage (February)
 - ▣ Review BARS → Worktag Conversion
 - ▣ Return Workday Connection materials
- Deploy/Train Stage (February)
 - ▣ A/P & Reporting Training
 - ▣ Warrants & Reporting Training
 - ▣ Reporting Training
- Monthly Check In Sessions
 - ▣ Monthly thru May 2015 – 3rd Thursday at 10:30 am

Accessing Materials

Accessing Materials

Pierce County
WASHINGTON

District Access Portal

Home | Mailbox | Reports | Accounts Payable | Warrant Recon | My Account | **Help** | Logout

REPORTS

- [District Report Catalog](#)

CONTACT US

- [User Request Form](#)
- [Contacts](#)

QUICK START CARDS

- [Accounts Payable](#)
- [Reports](#)
- [Warrant Recon](#)

HANDOUTS

User Group Handouts

- [District Portal - Presentations](#)**
- [Recorded Webex Presentation](#)
- [District Access Portal](#)

WEBSITE INFORMATION

Privacy Policy
Copyright Notices

Accessing Materials

The screenshot shows the Pierce County Washington website. The header includes the Pierce County logo and navigation links for Government, Safety & Judicial, Community Services, Doing Business, and Visit & Play. A search bar is located on the right side of the header. The main content area displays a breadcrumb trail: Home > Government > All Departments > Departments A-H > Budget & Finance > District Access Portal > District Portal Presentations. Below the breadcrumb trail is a green header for "District Portal Presentations" followed by a list of four links: "Outside Districts Workday Financials Kick Off - September 25th, 2014", "District Portal Launch - School District ESD Portal Users", "District Portal Launch - New District Portal Users", and "District Portal Enhancement - April 26, 2013". On the left side of the page, there is a sidebar with four links: "How Do I...? Help Center", "E-Services Online Tools", "Find Us Department Locations", and "Notify Me Online Updates". At the bottom of the sidebar is a link for "Pierce County ALERT Get Emergency Messages".

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WASHINGTON

Government Safety & Judicial Community Services Doing Business Visit & Play

find a Department Search

Home > Government > All Departments > Departments A-H > Budget & Finance > District Access Portal > District Portal Presentations

District Portal Presentations

- [Outside Districts Workday Financials Kick Off - September 25th, 2014](#)
- [District Portal Launch - School District ESD Portal Users](#)
- [District Portal Launch - New District Portal Users](#)
- [District Portal Enhancement - April 26, 2013](#)

How Do I...?
Help Center

E-Services
Online Tools

Find Us
Department Locations

Notify Me
Online Updates

Pierce County ALERT
Get Emergency Messages

Questions?