

FINANCIAL SYSTEM DISTRICT CHECK UP



February 19, 2015

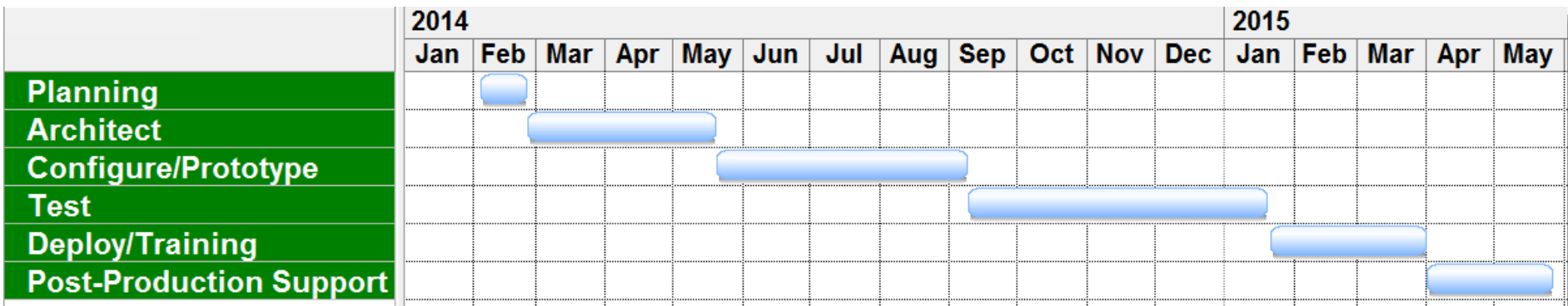
Agenda


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

Project Update

Recent Accomplishments

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				

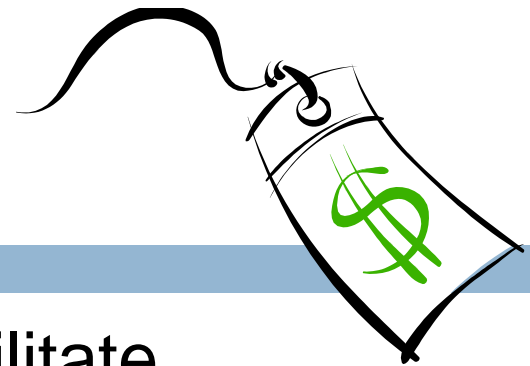
April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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	



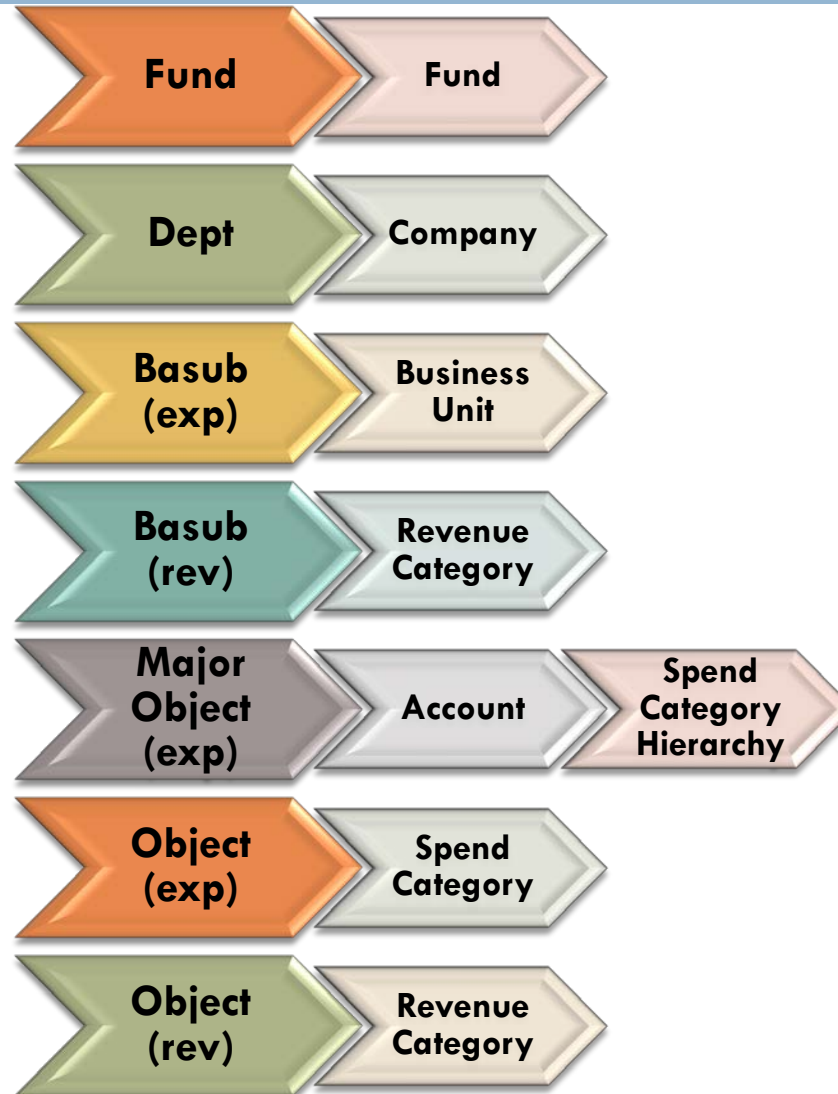
BARS → Worktag Mapping

What is a Worktag?



- A Worktag is a dimension to facilitate management and financial reports such as:
 - ▣ Training expenses by Fund
 - ▣ Salary Expense for Business Unit
 - ▣ Travel expense by Company
 - ▣ Total Expenses by Location
 - ▣ Revenue by Fund
- Some Worktags are Organizations used to:
 - ▣ Provide security for accessing data and approvals
 - ▣ Provide for roll-ups into Hierarchies

Moving from BARS to Worktags



Revenue Accounts

BARS	686.014.0000.36990.00.1032	686.014.0000.39510.00.0000
Company	Fire District #14	Fire District #14
Fund	686-00 Fire District Expense Fund	686-00 Fire District Expense Fund
Cost Center	CC_Outside Districts Outside Districts	CC_Outside Districts Outside Districts
Business Unit	5200000 Public Safety - Other	5200000 Public Safety - Other
Revenue Category	36990000 Other [36990000]	39510000 Proceeds from Sales of Capital Assets [39510000]
Ledger Account	369000 Other Miscellaneous Revenue	395100 Proceeds from Sale of Capital Assets

Expenditure Accounts

BARS	686.014.0000.51170.50.0000	686.014.0000.52210.20.0000	686.014.0000.52210.41.0000
Company	Fire District #14	Fire District #14	Fire District #14
Fund	686-00 Fire District Expense Fund	686-00 Fire District Expense Fund	686-00 Fire District Expense Fund
Cost Center	CC_Outside Districts Outside Districts	CC_Outside Districts Outside Districts	CC_Outside Districts Outside Districts
Business Unit	52220P0 Fire Suppression and Emergency Medical Services	52210P0 Administration - Fire & Emergency Medical Activities	52210P0 Administration - Fire & Emergency Medical Activities
Spend Category	50.000000 Intergovernmental Services [50.000000]	20.000000 Personnel Benefits (District Payroll) [20.000000]	41.000000 Professional Services [41.000000]
Ledger Account	505100 Intergovt Professional Srvcs	502000 Personnel Benefits	504100 Other Professional Services

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

Testing & Training Schedule

Testing Opportunity

- Topics:
 - ▣ Invoice Entry (Ad Hoc Payments)
 - ▣ Invoice Upload
 - ▣ Warrant Upload
- Logistics:
 - ▣ Date: Friday, March 6
 - ▣ Time: 9:00-12:00
 - ▣ Location: PC IT Training Room–901 Tacoma Ave S

Training Opportunities

- Accounts Payable
 - ▣ Date: March 24 – 9:00-12:00 OR 1:00-4:00
 - ▣ Location: PC Annex – 2401 S 35 St
 - ▣ Pre-Registration Required
 - Email: kleppel@co.pierce.wa.us

Training Opportunities

- Warrants
 - ▣ Date: March 25 – 9:00-12:00 OR 1:00-4:00
 - ▣ Location: PC Annex – 2401 S 35 St
 - ▣ Pre-Registration Required
 - Email: kleppel@co.pierce.wa.us

Training Opportunities

- Financial Reporting
 - ▣ Date: March 27 – 1:00-3:00
 - ▣ Location: Webex OR PC Rainier Room
 - ▣ Pre-Registration Required
 - Email: kleppel@co.pierce.wa.us

District Access Agreements

Access Agreements

- Letter & Agreements being mailed by Budget & Finance/Information Technology
- Agreement Information
 - ▣ Access Agreement
 - ▣ List of authorized users
- Return Agreements by March 20 to ensure access on day 1.

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	\$52.23/year	196.23/year

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

Next Steps

Next Steps



- Deploy/Train Stage (February/March)
 - ▣ Review BARS → Worktag Conversion
 - ▣ Return Workday Connection materials
- Deploy/Train Stage (March)
 - ▣ 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 several utility links: "How Do I...? Help Center", "E-Services Online Tools", "Find Us Department Locations", "Notify Me Online Updates", and "Pierce County ALERT Get Emergency Messages".

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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
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Pierce County ALERT
Get Emergency Messages

Questions?