

FINANCIAL SYSTEM DISTRICT CHECK UP



March 19, 2015

Agenda

- Project Update
- City/Town Reporting Option
- District Access Agreements
- Accessing Materials
- Questions and Answers

Project Update

Recent Accomplishments

- District User Testing Conducted on 3/6

Changes to Training Plan

- Hands-On Training Sessions
 - ▣ Accounts Payable – March 24, 9-12 only
 - ▣ Warrants – March 25, 1-4 only
- Web Ex Training Sessions (recorded)
 - ▣ Accounts Payable – March 24, 3-4
 - ▣ Warrants (District & ESD Issued) – March 25 (9-10) ~~March 24, 1-2~~
 - ▣ ~~Warrants (ESD Issued) – March 24, 3-4~~
 - ▣ Financial Reporting – March 27, 1-3

Cutover Planning

- March 30: Last day for District Portal Voucher Batches
- March 31: Last day for District Portal Warrant Batches
- March 31: Last Warrants issued in existing system
- April 8: First day using Workday
- April 9: First warrant issue in Workday

City/Town Reporting Option

Report-Only Districts

- Monthly Revenue Report posted to County Web Site

Company	Ledger Account	Revenue Category	Amount
City of Orting	311000:Property Tax	Property Tax - Current Years [31110020]	1,073.44
City of Orting	311000:Property Tax	Property Tax - Delinquent Years [31110030]	693.44
City of Orting	313000:Retail Sales And Use Taxes	Local Retail Sales and Use Tax - Parks [31317020]	5,873.00
City of Orting	317000:Excise Taxes In Lieu Of Property Tax	Timber Excise Tax [31740000]	19,467.83
City of Orting	361450:Interest Income-Delinquent Taxes	Investment Interest [36110000]	0.51
			27,108.22

District Access Agreements

Access Agreements

- Letter & Agreements were mailed by Budget & Finance/Information Technology
- Agreement Information
 - ▣ Access Agreement
 - ▣ List of authorized users
- Return Agreements ASAP 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

Reminders

Budget & Finance Contacts

- General Treasury Functions
 - pctreasury@co.pierce.wa.us
- General AP Functions
 - pcaccountspayable@co.pierce.wa.us
- Investments/Debt/Banking
 - Jim Block – starting 4/1 – 253.798.7457
- Warrants
 - Stephanie Raines – 253.798.7559
- Taxes
 - Katie Betrozoff – 253.798.7459
- Accounts Payable
 - Melissa Sturzen – 253.798.7588
- Other Comments
 - Stacey Scott – 253.798-7580

Next Steps

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

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Accessing Materials

The screenshot displays the Pierce County Washington website. At the top left is the Pierce County logo. A navigation bar contains links for Government, Safety & Judicial, Community Services, Doing Business, and Visit & Play. A search bar is located on the right with a dropdown menu for 'find a Department'. On the left side, there is a 'How Do I...? Help Center' box and a list of services: E-Services (Online Tools), Find Us (Department Locations), Notify Me (Online Updates), and Pierce County ALERT (Get Emergency Messages). The main content area shows a breadcrumb trail: Home > Government > All Departments > Departments A-H > Budget & Finance > District Access Portal > District Portal Presentations. Below this is a green header for 'District Portal Presentations' followed by a list of four items:

- [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](#)

Questions?