

FINANCIAL SYSTEM DISTRICT CHECK UP



April 16, 2015

piercecountywa.org/districts

The screenshot shows the website's navigation and content. A green box highlights the 'How Do I...? Help Center' link. A red box highlights the 'District Financials' section, which contains links for 'Workday Financial Access' and 'District Portal Access'. A red arrow points from the text 'Access to Systems' to the 'Workday Financial Access' link. Another red box highlights the 'Quick Links' sidebar, with a red arrow pointing from the text 'Access to Materials' to the 'Financial System Presentations & Training' link. A third red box highlights the 'Getting Help' section, which includes contact information for the Help Desk and a table of assistance contacts. A red arrow points from the text 'Getting Help' to this section. The Workday logo is visible in the bottom right corner.

How Do I...? Help Center

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

District Financials

Pierce County District Financials

- [Workday Financial Access](#)
New financial system beginning April 1, 2015
- [District Portal Access](#)
Historical data up to March 31, 2015

Reports - Available May 2015

- Revenue Reports
- Tax Distribution Reports

For Workday Financial system access questions/issues, please call:

Pierce County Information Services Help Desk at 253-798-7286
Hours: 7:00 am-4:30 pm, Monday through Friday

Additional Assistance

Accounts Payable Questions/Issues		
PCAccountsPayable@co.pierce.wa.us	(253) 798-7451	Hours: 8:00am-4:30pm
Warrant Reconciliation Questions/Issues		
PCTreasury@co.pierce.wa.us	(253) 798-7559	Hours: 8:00am-4:30pm
Report Questions/Issues		
PCTreasury@co.pierce.wa.us	(253) 798-7559	Hours: 8:00am-4:30pm

Quick Links

- [BARS Manual](#)
- [Financial System Presentations & Training](#)
- [User Request Form](#)

[View All](#) >

Getting Help

Access to Systems

Access to Materials

piercecountywa.org/districts

How Do I...?
Help Center

E-Services
Online Tools

Find Us
Department Locations

Notify Me
Online Updates

Pierce County ALERT
Get Emergency Messages

[Home](#) > [Government](#) > [All Departments](#) > [Departments A-H](#) > [Budget & Finance](#) > [District Access Portal](#) > District Portal Presentations

District Portal Presentations & Notices

Pierce County Financial System Monthly Updates

The 3rd Tuesday of every month, from Thu, January 15, 2015 to Thu, May 21, 2015, 10:30am | 1 hr

San Francisco (Pacific Standard Time, GMT-08:00)

Host: Pierce County IT

When it's time, join the meeting from here:

<https://meetings.webex.com/collabs/meetings/join?uuiid=MA5KNPKSW6SRQQU0B2TS32R21Z-9KTT>

Agenda

This meeting does not have an agenda.

Access Information

Where: Rainier Room, CCB - 7th Floor, WebEx Online

Meeting number: 191 750 934

Meeting password: This meeting does not require a password.

Audio Connection

+1-415-655-0001 US TOLL

Access code: 191 750 934

Presentations

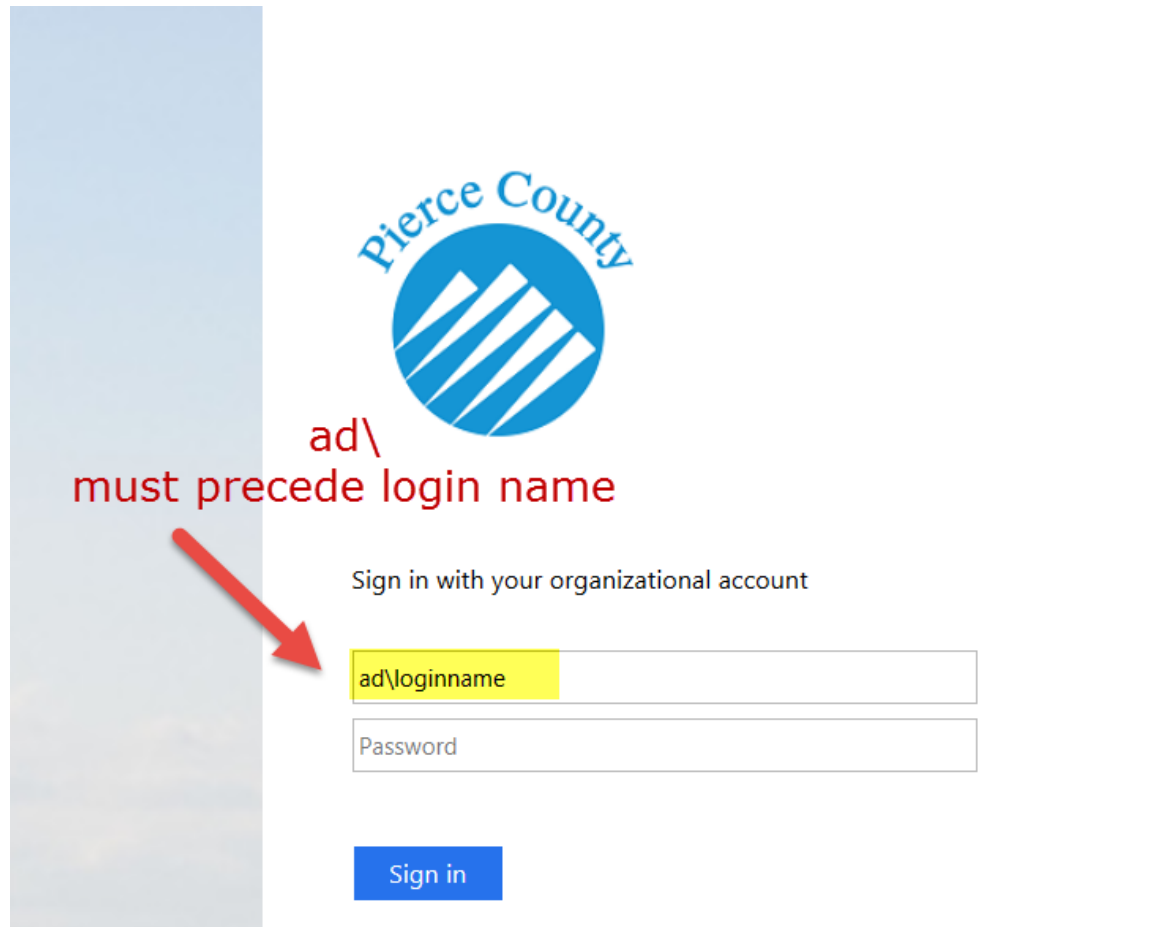
- [Financial System District Reporting - April 06, 2015 | Video Presentation](#)
- [Financial System District Warrant Training - March 25, 2015 | Video Presentation | Training Guide](#)
- [Financial System District AP Training - March 24, 2015 | Video Presentation | Training Guide](#)
- [Financial System District Check Up - March 19, 2015 | Video Presentation](#)
- [Financial System District Check Up - February 19, 2015 | Video Presentation](#)
- [Financial System District Check Up - January 15, 2015 | Video Presentation](#)
- [Financial System District Check Up - November 20, 2014 | Video Presentation](#)
- [Outside Districts Workday Financials Kick Off - September 25th, 2014 | Video Presentation](#)
- [District Portal Launch - School District ESD Portal Users](#)
- [District Portal Launch - New District Portal Users](#)
- [District Portal Enhancement - April 26, 2013](#)

NEW!

Workday Tips

Remember to enter AD\
before your
login name

Logins and
Passwords are
not to be
shared!



Pierce County

ad\
must precede login name

Sign in with your organizational account

ad\loginname

Password

Sign in

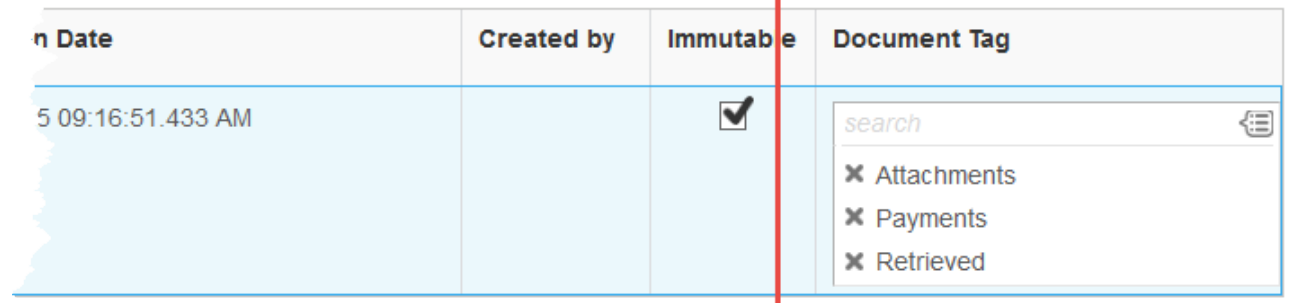
Workday Tips

Integration files and attachments are created with just one Document Tag at a time.


Use + button to add additional line

Remember to pick ONLY ONE of these:

- 1) Imported Ad Hoc Payments = Payments
- 2) Imported Warrants/Ad Hoc Bank Transactions = Warrants



The screenshot shows a table with four columns: 'n Date', 'Created by', 'Immutable', and 'Document Tag'. The first row has the value '5 09:16:51.433 AM' in the 'n Date' column and a checkmark in the 'Immutable' column. The 'Document Tag' column is open to a dropdown menu with a search bar and three options: 'Attachments', 'Payments', and 'Retrieved'. A red box highlights the dropdown menu, and two red arrows point to it from above and below.

n Date	Created by	Immutable	Document Tag
5 09:16:51.433 AM		<input checked="" type="checkbox"/>	<input type="text" value="search"/>  × Attachments × Payments × Retrieved

To add an attachment, like District Authorization:

- 1) Add new line using the + button
- 2) Select Attachment as the Document Tag (remove others)

Workday Tips

Integration
Errors:

Review Status
and Output
File tab

View Background Process INT314_District_Warrant_Import

Process INT314_District_Warrant_Import
Request Name INT314_District_Warrant_Import
Status Completed With Errors
Current Processing Time (hour:min:sec) 00:01:52
Number of Errors 1


Integration Details Process Info Output Files (0) **Messages (2)** Child Processes (2)

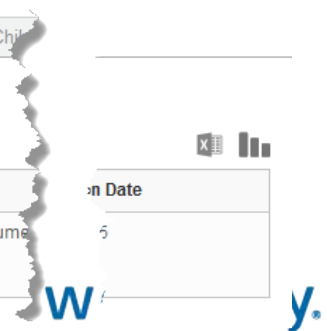
Process Messages 2 Items

Date and Time	Severity	Message	
03/24/2015 04:37:47.339 PM	Info	Launch Request, Log files and Consolidated Report.	1
03/24/2015 04:37:47.398 PM	Error	Integration Failed. com.capeclear.mediation.MediationException: Error no matching mvel route found for message in route id=Format.. See the consolidated report for further details	1

Integration Details Process Info **Output Files (1)** Messages (4) Child Processes (2)

Reports and Other Output Files

Date and Time Created	File	Type	Creation Date
04/14/2015 12:13 PM	 TransactionResults.csv	XML Document	5



Workday Tips

Review
Integration
Status
Carefully

- **Failed:** Integration failed completely and no file was uploaded
 - ▣ Review Error
 - ▣ Re-run Integration
- **Completed with Errors:** Integration completed but not all documents were uploaded successfully
 - ▣ Review Output File tab, click on TransactionResults.csv file
 - ▣ Review file in Excel
 - ▣ Enter failed items into Workday manually
- **Completed:** Integration completed and all documents were uploaded successfully

Finding Transactions

All transactions generate “Journals”

Use ‘Find Journals’ to locate all transactions

Find Journals FIN0385

Company	*	Fire District #16	🔍
Year	*	search	🔍
		✖ FY2015	
Period	*	search	🔍
		✖ Year	
Ledger		search	🔍
Book		search	🔍
Journal Number			
Status		search	🔍
Accounting Date On or After		__/__/__	📅
Accounting Date On or Before		__/__/__	📅
Journal Sources		search	🔍
Originated by		search	🔍
Approved by		search	🔍
Ledger Accounts		search	🔍
Worktags		search	🔍
Adjustment Journal		<input type="checkbox"/>	
Reversed Journal		<input type="checkbox"/>	
Recurring Journal		<input type="checkbox"/>	
Intercompany Journal		<input type="checkbox"/>	
Beginning Control Total Amount		0.00	
Ending Control Total Amount		0.00	

Untitled Filter

Manage Filters 0 Saved Filters

Finding Transactions

Find Journals FIN0385

Details

80 items

Journal	Journal Number	Company	Status	Accounting Date	Total Ledger Debits	Total Ledger Credits	Currency	Source	Ledger	Memo
...		Fire District #16	Posted	03/01/2015	19.22	19.22	USD	Ad-hoc Bank Transaction	Fire District #16 : Actuals	1191493
...		Fire District #16	Posted	03/01/2015	46.17	46.17	USD	Ad-hoc Bank Transaction	Fire District #16 : Actuals	1191502
...		Fire District #16	Posted	03/17/2015	2,267.56	2,267.56	USD	Ad-hoc Bank Transaction	Fire District #16 : Actuals	1198701
...		Fire District #16	Posted	03/17/2015	138.52	138.52	USD	Ad-hoc Bank Transaction	Fire District #16 : Actuals	1198704

- Outstanding Warrants issued prior to April 1 have been converted as “Ad Hoc Bank Transactions”
- Warrant Redemptions are recorded as Journals


Finding Transactions

Ad Hoc Payments can be located using “Find Payments”

Find Payments



Company	<input type="text" value="search"/>
	✖ Fire District #18
Bank Accounts	<input type="text" value="search"/>
Payment Categories	<input type="text" value="search"/>
Payee / Payor	<input type="text" value="search"/>
Payee Hierarchy	<input type="text" value="search"/>
Payment Types	<input type="text" value="search"/>
Payment Statuses	<input type="text" value="search"/>
Customer / Supplier Status	<input type="text" value="search"/>
Currency	<input type="text" value="search"/>
Payment Date On or After	<input type="text" value="__/__/__"/>
Payment Date On or Before	<input type="text" value="__/__/__"/>
Transaction Reference	<input type="text"/>
Settlement Run Number	<input type="text"/>
Settlement Run Name	<input type="text"/>
Created by Worker	<input type="text" value="search"/>
Payment Amount Equal To	<input type="text" value="0"/>
Payment Amount Greater Than	<input type="text" value="0"/>
Payment Amount Less Than	<input type="text" value="0"/>
Expense Payee Type	<input type="text" value="search"/>
Is Intercompany	<input type="checkbox"/>
Companies Receiving Payment	<input type="text" value="search"/>
Periods	<input type="text" value="search"/>
Pay Run Groups and/or Pay Group Details	<input type="text" value="search"/>
Reconciliation Status	<input type="text" value="search"/>



Finding Transactions

Find Payments | 

Report Criteria

Company [Fire District #16](#)

Payments 375 items  

Payment	Payment Category	Company for Reporting Transaction	Status	Payee / Payor	Transaction Date	Payment Memo	Bank Account	Payment Type	Reference	Payment Amount	Reconciliation Status
	Customer Payment	Fire District #16	Approved	District - Fire District #16	04/07/2015	fpd 16 wire 4/7/15 vmd	Pierce County General Deposit xxx0801	ACH/EFT	fpd 16 wire 4/7/15 vmd	13,399.98	Unreconciled
	Ad Hoc Payment	Fire District #16	Canceled	DM RECYCLING CO	04/13/2015	Invoice: None - \$58.65(04/14/2015)	County Claims xxx044	Warrant		58.65	Unreconciled

- Use Magnifying glass to open individual payments
- Sort list by clicking on headings
- Export to Excel using the X at top right
- Print using Printer at top right
- Filter using Funnel at top right

Finding Transactions

Warrants
(aka Ad Hoc
Bank
Transactions)
can be
located using
“Find Ad Hoc
Bank
Transactions”

Find Ad Hoc Bank Transactions FIN0338 ...

Company	<input type="text" value="search"/>
	<input checked="" type="checkbox"/> White River SD #416
Bank Accounts	<input type="text" value="search"/>
Financial Institution	<input type="text" value="search"/>
Journal Source	<input type="text" value="search"/>
Status	<input type="text" value="search"/>
Purpose	<input type="text" value="search"/>
Originated by	<input type="text" value="search"/>
Approved by	<input type="text" value="search"/>
Start Date	<input type="text" value="___/___/___"/>
End Date	<input type="text" value="___/___/___"/>
Reference	<input type="text"/>
Warrant Number	<input type="text"/>
Reconciliation Status	<input type="text" value="search"/>
Beginning Transaction Amount Range	<input type="text" value="0.00"/>
Ending Transaction Amount Range	<input type="text" value="0.00"/>

Manage Filters

0 Saved Filters

Finding Transactions

Find Ad Hoc Bank Transactions FIN0338

Company [White River SD #416](#) Ending Transaction Amount Range 0
Beginning Transaction Amount Range 0

294 items

Ad Hoc Bank Transaction	Company	Status	Bank Account	Date	Memo	Purpose Name	Transaction Amount	Reconciliation Status	Reference	Assign ID
Q	White River SD #416	Approved	White River SD #416 xxx242	07/16/2012	27736	Converted Warrant	7.00	Unreconciled	27736	159721
Q	White River SD #416	Approved	White River SD #416 xxx242	10/15/2012	28249	Converted Warrant	73.30	Unreconciled	28249	159722
Q	White River SD #416	Approved	White River SD #416 xxx242	12/20/2012	28618	Converted Warrant	20.40	Unreconciled	28618	159723
Q	White River SD #416	Approved	White River SD #416 xxx242	03/15/2013	29059	Converted Warrant	0.55	Unreconciled	29059	159724

- Use Magnifying glass to open individual payments
- Sort list by clicking on headings
- Export to Excel using the X at top right
- Print using Printer at top right
- Filter using Funnel at top right

Questions?