

DISTRICT MONTHLY CHECK UP



July 29, 2015

Agenda

- Report Updates
- Tips/Tricks
- Answers to Common Questions
- Reminders
- What's Ahead
- Questions

piercecountywa.org/districts

[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

[April 2015 Month End Close Memo - Updated May 15th](#)

[May Monthly WebEx rescheduled to May 28th](#)

Reports

- [Report Cross Reference Guide](#)
- [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](#) >

Reference Materials

Financial System Presentations & Training Updated 7/29/15 to include Quick Start section



System Access

Report Access

Contact Info



Report Cross Reference Guide

District Reports: Cross Reference Guide

Leger / DOLFIN Report	Workday Report	Comments
Districts AP	Find Payments FIN0340	Select Payment Status of 'Completed' and enter date range
Ledger (with Budget)	Financial Detail Activity FIN0353	Remove Revenue from Ledger Account Summary field
Revenue Subsidiary Ledger (with Budget)	District Expenditure Budget to Actuals FIN0596	For use by districts that have loaded budgets in Workday
Revenue Subsidiary Ledger (without Budget)	District Expenditures FIN0595	For all districts
GL Trial Balance	Trial Balance	Not available on the District Reports Worklet at this time
Revenue Activity	Financial Detail Activity FIN0353	Remove Expenditure entry in the Ledger Account Summary field
Revenue Subsidiary Ledger (with Budget)	District Revenue Budget to Actuals FIN0597	For use by districts that have loaded budgets into Workday
Revenue Subsidiary Ledger (without Budget)	District Revenues FIN0594	For all districts
Current Outstanding Warrants for AP Districts	Find Payments FIN0340	Select Payment Status of 'Completed' and Reconciliation Status of 'Unreconciled'
Current Outstanding Warrants for Warrants Districts	Find Payments FIN0340	Select Payment Status of 'Completed' and Reconciliation Status of 'Unreconciled'
District Access Portal Users List	District User Listing FIN0620	

Updated
7/29/15

Workday Version 24
1



Report Updates

Workday Reports



District Reports

Report Name	
District Expenditure Budget to Actuals FIN0596	
District Expenditures FIN0595	
District Revenues FIN0594	
District User Listing FIN0620	
Financial Detail Activity FIN0353	
Find Ad Hoc Bank Transactions FIN0338	
Find Ad Hoc Bank Transactions FIN0338 - Summary	NEW!
Find Cash Sale FIN0601	NOW WITH DRILLDOWN
Find Journals FIN0385	
Find Payments FIN0340	
GL Trial Balance by Fund FIN0354	
Ledger Account Activity Summary FIN0669	NEW!
Revenue Detail for Cities/Towns	



Find Ad Hoc Bank Transaction FIN0338 - Summary

- Total Transaction amount by Company, Fund, and Purpose

Find Ad Hoc Bank Transactions FIN0338 - Summary

Company [Redacted] Beginning Transaction Amount Range 0
Start Date 06/01/2015 Ending Transaction Amount Range 0

6 items

Company	Fund	Purpose Name	Transaction Amount
[Redacted]	660-00 School District General Fund	District Issue	14,799,469.54
[Redacted]	660-00 School District General Fund	Reconciliation Warrant Adjustment	24.25
[Redacted]	660-00 School District General Fund	Void - District Issue	3,491.78
[Redacted]	662-00 School District Capital Project Fund	District Issue	1,047,322.02
[Redacted]	662-00 School District Capital Project Fund	Void - District Issue	5,010.13
[Redacted]	669-00 School District Associated Student Body Fund	District Issue	296,993.24

Ledger Account Activity Summary

FIN0669

Ledger Account Activity Summary FIN0669



Company Drainage District 14

Ledger Accounts and Summaries

Master Account Set: Budget - Total Expenditures

Period FY2015 - June

Master Account Set: Budget - Total Revenues

5 items



Fund	Ledger Account	Revenue Category	Spend Category	Debit Amount	Credit Amount	Net Amount
	361430:Interest Income Contracts & Notes Receivable	Other Interest [36140000]	(Blank)	0.00	3.89	(3.89)
	368000:Special Assessments	Special Assessments-Operating (Current) [36850010]	(Blank)	0.00	209.42	(209.42)
	501000:Salaries & Wages - Districts	(Blank)	Salaries & Wages Districts [10.000000]	1,225.56	0.00	1,225.56
	502000:Personnel Benefits- Districts	(Blank)	Personnel Benefits (District Payroll) [20.000000]	1,971.34	0.00	1,971.34
Total				3,196.90	213.31	2,983.59


Find Cash Sale FIN0601

- Access to Cash Sale document added


Find Cash Sale FIN0601

Details

25 items

Cash Sale	Payment Date	Customer	Payment Status	Application Status	Payment Amount	On Account Amount	Currency	Payment Type	Transaction Reference	Payment in Deposit	Company	Transaction Memo
	07/23/2015		Approved	Fully Applied	19,079.69	0.00	USD	ACH/EFT		Yes		

View Cash Sale

Cash Sale  Status Approved



Cash Sale Information

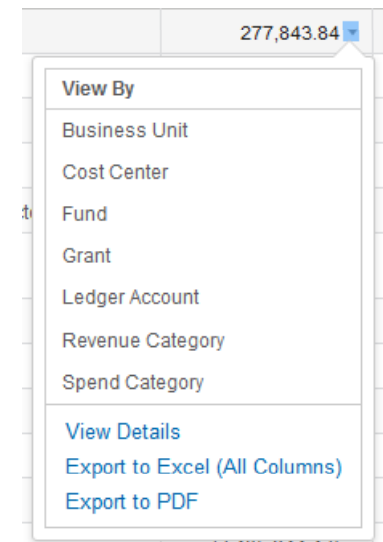
Company

Currency USD

Remit-From Customer

Reporting Tips

- Every blue field and magnifying glass can be drilled into additional details.
 - ▣ Magnifying glass – open document
 - ▣ Blue link – see more details
- Hover-over arrows next to amounts allow summarizing details.
- Use the tools to add function:
 -  Export to Excel
 -  Filter list

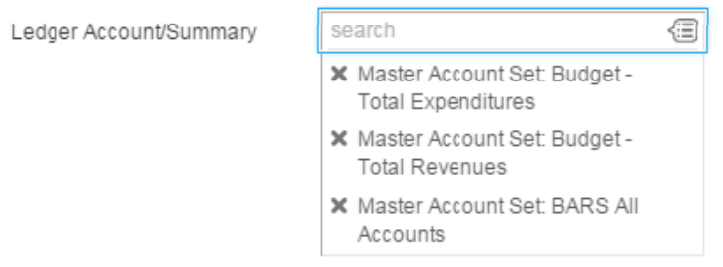


Reporting Tips

- Use saved filters to easily reproduce reports



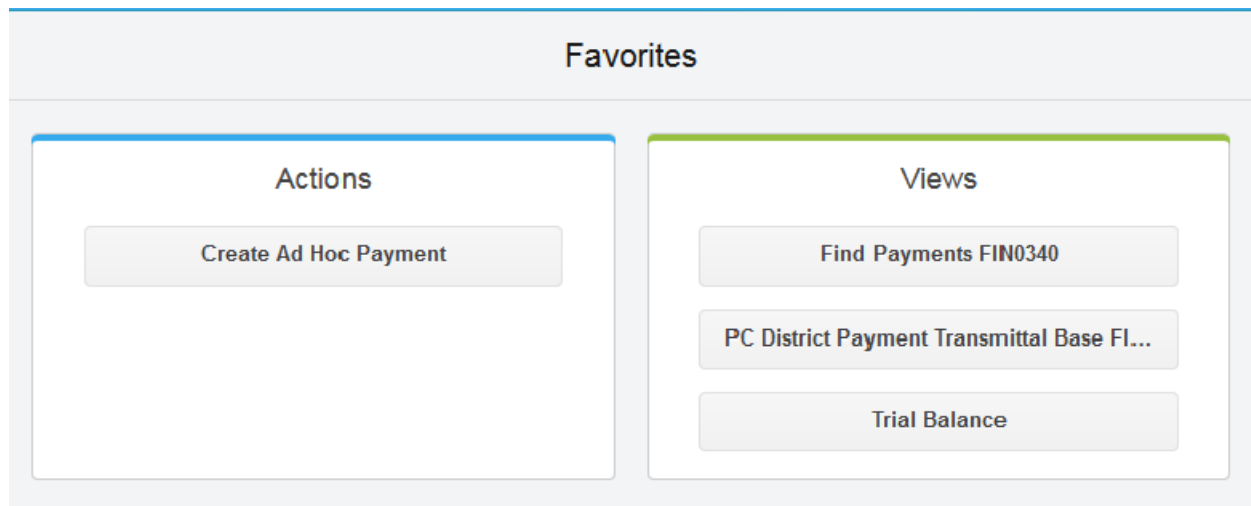
- Use common ledger account summaries to quickly include groups of accounts
 - ▣ Budget Total Expenditures = Expenditures including transfers out
 - ▣ Budget Total Revenue = Revenues plus transfers in
 - ▣ BARS All Accounts = all account types



Tips & Tricks

Favorites – Easy Access

- Add Favorites to your home page
- Manage favorites
 - ▣ Actions
 - ▣ Delivered Reports
 - ▣ Custom Reports

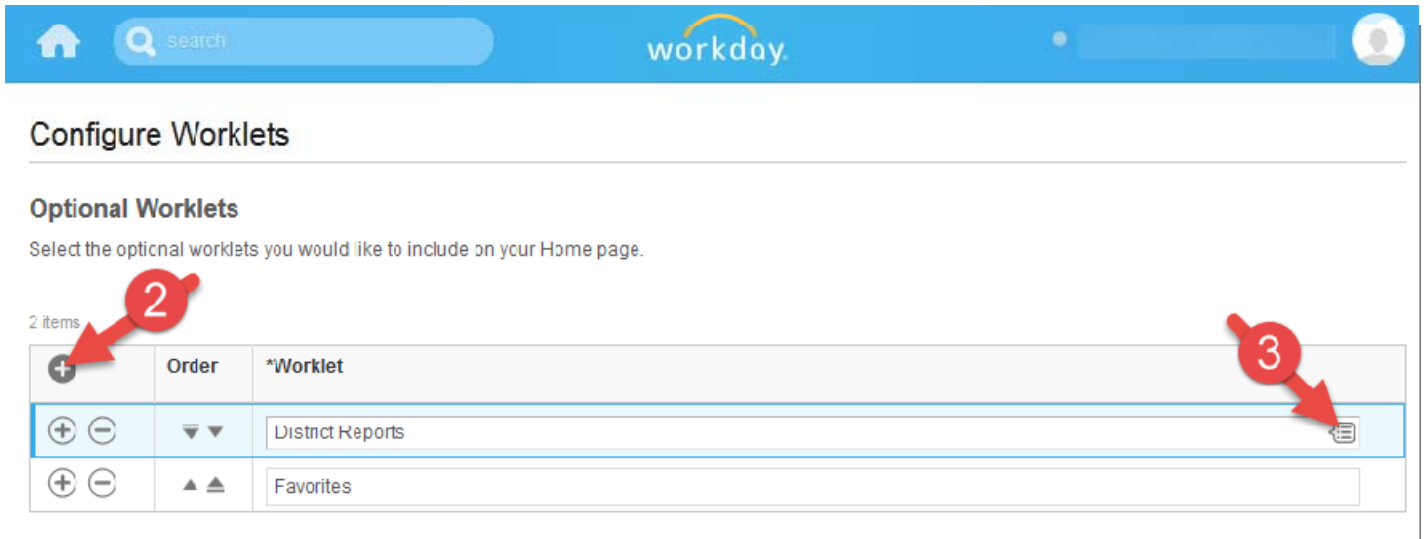
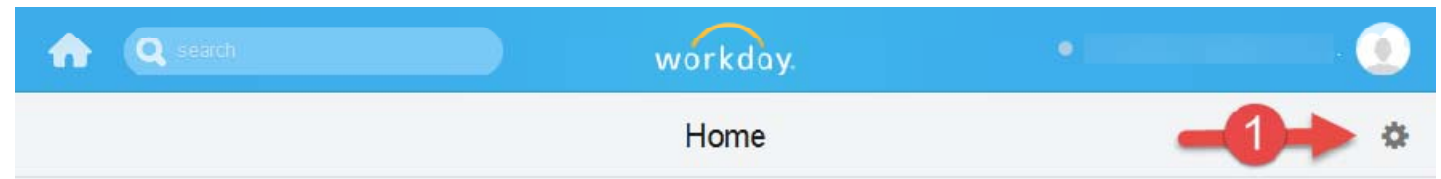


Favorites – Add to Home Page

1. Configure Home Page using gear

2. Click + to add new row

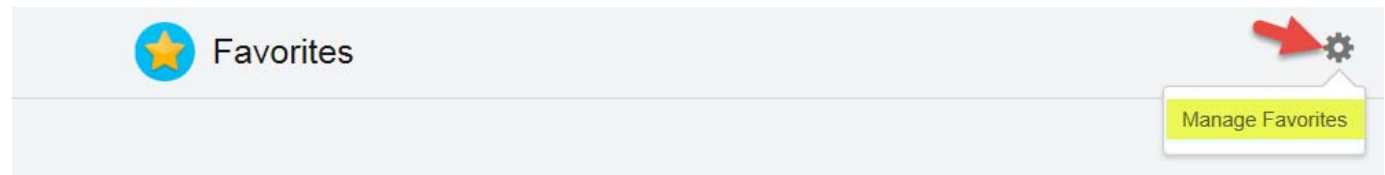
3. Use prompt to select “Favorites”



Favorites – Modify Content

1. Manage Favorites using gear

2. Add Tasks and Custom Reports



Manage Favorites

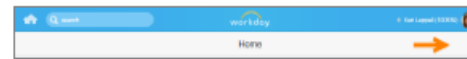
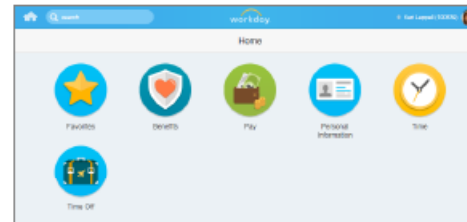
Favorite Tasks/Reports	<input type="text" value="search"/>
	<ul style="list-style-type: none">✕ Trial Balance✕ Create Ad Hoc Payment
Favorite Custom Reports	<input type="text" value="search"/>
	<ul style="list-style-type: none">✕ Find Payments FIN0340✕ PC District Payment Transmittal Base FIN0599
Favorite Business Objects	<input type="text" value="search"/>

Managing Worklets

Worklets enable you to quickly manage and access your common tasks and reports.

Worklets appear on your Homepage when you log into Workday. The following Worklets default for all employees, but additional Worklets may be added:

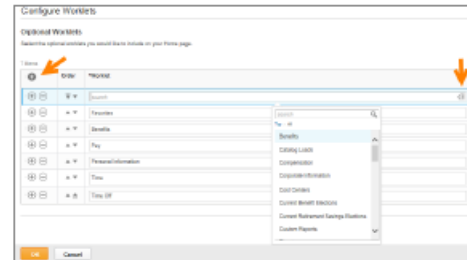
- Benefits
- Pay
- Personal Information
- Time
- Time Off



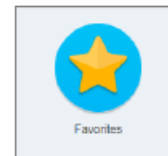
To add an additional Worklet, click on the wheel icon under your picture

How to Add Worklets:

- Click on the '+' sign to add another row
- Select a Worklet to add from the drop down menu
- Select OK
- Select Done

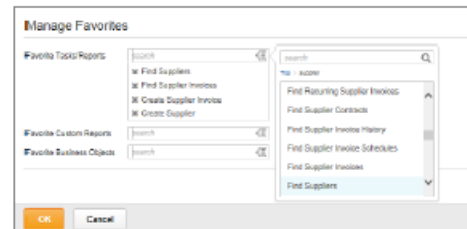
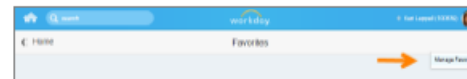


Managing the Favorites Worklet:

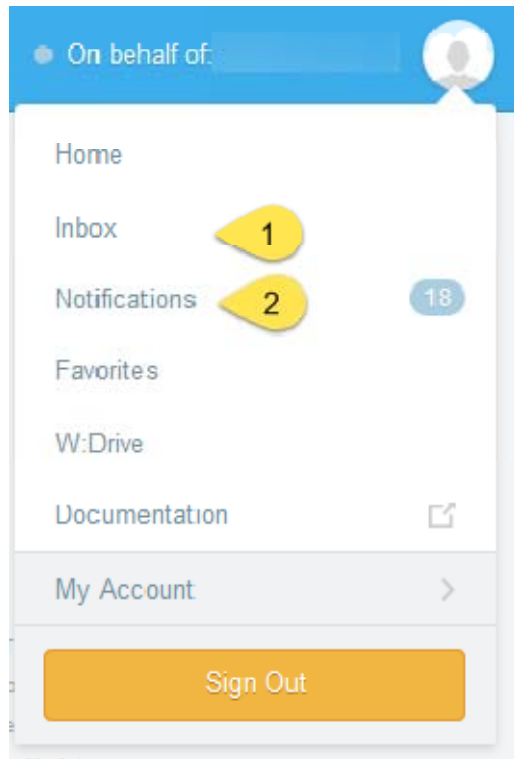


Click on the Favorites Worklet

- Select Manage Favorites
- In the Favorite Task/Reports field, type a word in the search box to reveal options in the drop down menu. In this example, we used the word 'supplier'. The word you choose to search should reflect your role: Expenses, Purchase, Spend Authorization, Budget, Project, etc.
- You may select multiple tasks and reports to add.



In Box & Notifications



- Notifications are delivered when integrations are run
- Notifications are delivered when Payment Transmittal report is generated
- Reports can be delivered when running longer than expected

Navigating Workday

Inbox

- 1.) **Actions** – Items in the Action tab require you to take some action on it. Items are listed chronologically, with the most recent first.
- 2.) **Archive** – Past Action Items will be placed into the Archive tab once the task is complete

The screenshot displays the Workday user interface. At the top, there is a blue navigation bar with a search bar, the 'workday' logo, and the user's name 'On behalf of: Linda Caine (8007)'. Below the navigation bar, the 'Inbox' section is visible, showing a notification badge with the number '2'. The main content area is split into two panes. The left pane shows a list of action items, including 'Action submitted by Karl Leppell', 'Create Project: wd24 test2 on 03/13/2015 within Budget & Finance Projects', 'Business Process Definition Error for Asset Registration Event', 'Create Project: WD24 Test Proj on 03/01/2015 within Budget & Finance Projects', 'Create Project: WD24 Test on 03/13/2015 within Budget & Finance Projects', 'Ad Hoc Payment: CHARLIE SANOE MILLER on 03/10/2015 for \$13.36', and 'Ad Hoc Payment: GARY CHARLES on 03/10/2015 for \$17.84'. The right pane shows a detailed view of a 'Review Supplier' task, which is 17 hours old and due on 03/14/2015. The task details include: Supplier Name: Super Kart, Supplier ID: B-40604, Approval Status: Approval In Process, Proposed Supplier Status: Active, Last Status Change On: 03/13/2015 03:16:40 PM, Last Status Change By: Karl Leppell (100530), and Reason: [REDACTED]. The 'Supplier and Tax Details' section shows: DUNS Number: [REDACTED], Supplier Category: Non-Government, Supplier Group: Suppliers S - U, and Tax Authority Form Type: [REDACTED]. At the bottom of the task view, there are buttons for 'Approve', 'Send Back', and 'More', along with a 'TIN Type' field set to 'x1 - EIN'.



Email Preferences

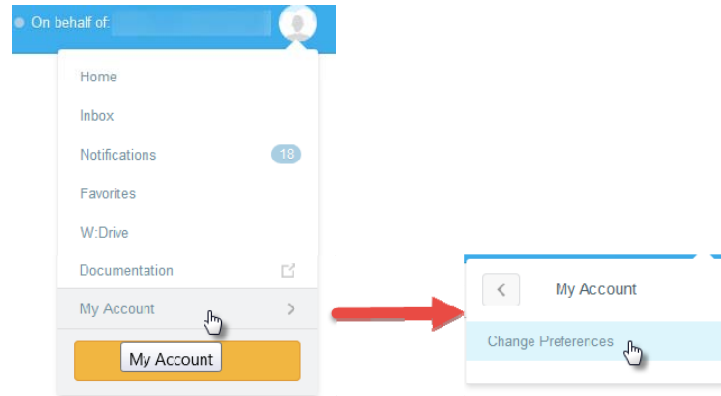
Daily Digest:

All notifications delivered in one email each night

Immediate:

Individual notification delivered with each event

No Email: no external notification



Notification Delivery Preferences

13 items

Notification Type	*Email Frequency
Integrations	No Email
Other	No Email
Scheduled Future Processes	No Email
Scheduled Report Completion	No Email
Tasks	Immediate
Time Off	No Email
To-Dos	Immediate

Sorry, this field is not search enabled.

Daily Digest
 Immediate
 No Email

Answers to Common Questions

How do I get a Warrant Register?

Find Payments FIN0340

- Payment Status = Complete
- Payment Date On or After = payment date submitted

Find Payments FIN0340

Company	★ Fire District #5	🔍
Bank Accounts	search	🔍
Payment Categories	search	🔍
Payment Payee	search	🔍
Payment Types	search	🔍
Payment Statuses	search	🔍
	✖ Complete	
Supplier Status	search	🔍
Customer Status	search	🔍
Currency	search	🔍
Payment Date On or After	06/01/2015	📅
Payment Date On or Before	__/__/__	📅
Transaction Reference No.		
Number		
Reconciliation Date On or After	__/__/__	📅
Reconciliation Date On or Before	__/__/__	📅

Untitled Filter

Manage Filters Save

1 Saved Filters ▼

How do I find a list of outstanding warrants?

County-issued Warrant in WD

- Find Payments FIN0340
 - ▣ Payment Status = Complete
 - ▣ Reconciliation Status = Unreconciled

County-issued Warrant before WD

- Find Ad Hoc Bank Transaction FIN0338
 - ▣ Purpose = Converted Warrant
 - ▣ Reconciliation Status = Unreconciled

District-issued Warrant

- Find Ad Hoc Bank Transaction FIN0338
 - ▣ Purpose = District Issue
 - ▣ Reconciliation Status = Unreconciled

How do I find a list of reconciled warrants?

County-issued Warrant in WD

- Find Payments FIN0340
 - ▣ Payment status = Complete
 - ▣ Reconciliation status = reconciled

County-issued Warrant before WD

- Find Ad Hoc Bank Transaction FIN0338
 - ▣ Purpose = Converted Warrant
 - ▣ Reconciliation Status = Reconciled

District-issued Warrant

- Find Ad Hoc Bank Transaction FIN0338
 - ▣ Purpose = District Issue
 - ▣ Reconciliation Status = Reconciled

How do I find a list of voided warrants?

County-issued Warrant in WD

- Find Payments FIN0340
 - ▣ Payment status = Canceled
 - ▣ Reason for Cancel = void
 - ▣ Reconciliation status = reconciled

County-issued Warrant before WD

- Find Ad Hoc Bank Transaction FIN0338
 - ▣ Purpose = Void – Converted Warrant

District-issued Warrant

- Find Ad Hoc Bank Transaction FIN0338
 - ▣ Purpose = Void – District Issue

Reminders

Reminders

- AP Timelines
 - ▣ Warrants are cut and mailed every Tuesday
 - ▣ Warrant run includes all ad hoc payments submitted with signed transmittal received in B&F by Monday
 - ▣ Accounting dates for imports are based on import date, not date on imported file

- TC74/Disbursement Requests
 - ▣ Send to PCTreasury with completed template attached
 - ▣ Do not email or cc individuals
 - ▣ Include nature of the request in the subject line (Transfer, Deposit, Investment, etc)
 - ▣ Do not send old TC74 forms, only new templates will be accepted

Reminders

- Period Close
 - Notification will be posted on Portal Home Page (target is 10th of each month)
 - Tax Collection reports are available on Portal Reports page
 - Investment/Debt Reports are sent via email
 - School Reports are sent via email

What's Ahead

What's Ahead?

- Fall Update to v25
 - Testing begins August 8
 - Production delivery September 12
 - Details will be covered in August Web Ex

Questions???