

DISTRICT CHECK-UP



December 16, 2015

Agenda

- What's New
- Preparing to Close 2015
- Commonly Used Reports
- Reporting Tips
- Maintaining Budgets
- Questions and Answers

What's New

Workday Announcements

Home ⚙️

\$ 2016 PURCHASING & ACCOUNTS PAYABLE OPEN

Orders for 2016 delivery can now be created. Be sure to use a Request, Invoice or Document date of 2016 for these documents to ensure proper posting. ...

4 2015 CASH RECEIPT DEADLINE

Manually entered Cash Sales for all 2015 cash receipts must be approved by 4:00 pm on January 4. Send Cash Sale EIBs to PCTREASURY no later than 4:00 pm January 5.

Click Announcement to open details

\$ 2016 PURCHASING & ACCOUNTS PAYABLE OPEN

Orders for 2016 delivery can now be created. Be sure to use a Request, Invoice or Document date of 2016 for these documents to ensure proper posting.

- Requisitions - Request Date must be after 12/31/2015
- Purchase Orders - Document Date must be after 12/31/2015
- Supplier Invoices - Invoice Date must be after 12/31/2015

Note: 2016 Supplier Invoices will be settled and paid on 1/4/2016

Close

ard My

Preparing to Close 2015

Key Dates

Cash Receipts	Due December 31, 2015
Ad Hoc Payments	Due January 14, 2016
December Reports	January 12, 2016
Final Reports (districts on calendar fiscal year)	February 5, 2016

Cash Receipts

REMINDER:

General
Deposits send
by mail should
be sent ATTN:
B&F Cashier

*This is especially
important during
the holidays
when many are
on vacation.*

- All cash and associated documents for 2015 business must be submitted to Budget and Finance by 2:00 p.m. Wednesday, December 31, 2015.
- Cash transactions will be cut off at that time and all cash accounts will be reconciled to the bank.
- 2015 transactions received after the cutoff will be processed as 2016 business.

Cash & Investment Activities

- Investment requests must be received by 2 PM the day prior to the requested investment date.
- Month end Cash Transfers for payroll and AP ACH must be received by close of business December 29 in order to be in outside district's accounts on the morning of December 31.

Ad Hoc Payments

- For those districts on a calendar fiscal year, Ad Hoc Payments for 2015 business will be accepted in Budget and Finance until 10:00 a.m. Thursday, January 14, 2016.
- Ad Hoc Payments submitted to Budget and Finance after the deadline will be processed as 2016 business.

Commonly Used Reports

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

GL Trial Balance by Fund FIN0354

GL Trial Balance by Fund FIN0354 ...

Company * Fire District #5

Period * FY2015 - May

Fund search

Fund Hierarchies search

Ledger Accounts and Summaries search

- ✕ Master Account Set: BARS All Accounts

Untitled Filter

Manage Filters Save

0 Saved Filters

OK Cancel



GL Trial Balance by Fund FIN0354

GL Trial Balance by Fund FIN0354

Company Fire District #5 Ledger Accounts and Summaries Master Account Set BARS All Accounts
 Period FY2015 - May

64 items

Fund	Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
690-00 Fire District Reserve Fund	397100:Transfers In - Other Funds	(1,500,000.00)	0.00	0.00	(1,500,000.00)
690-00 Fire District Reserve Fund	500000:Expenditures - Other	(900,000.00)	0.00	0.00	(900,000.00)
690-00 Fire District Reserve Fund	597100:Transfers Out - Other Funds	1,500,000.00	0.00	0.00	1,500,000.00
692-00 Fire District Go Bond Fund	111100:Cash On Hand And Deposits	0.00	660.85	660.85	0.00
692-00 Fire District Go Bond Fund	134100:Due From Other Governments - Current Unrestricted	660.85	0.00	660.85	0.00
692-00 Fire District Go Bond Fund	219000:Matured Interest Payable	0.00	0.00	0.00	0.00
692-00 Fire District Go Bond Fund	229400:Due To Other Governments	(660.85)	660.85	0.00	0.00
692-00 Fire District Go Bond Fund	237400:Custodial Account - Other	205,091.14	0.00	0.00	205,091.14
692-00 Fire District Go Bond Fund	251100:G.o. Bcnds At Par, Noncurrent	(205,091.14)	0.00	0.00	(205,091.14)
841-00 County Interfund Clearing Fund	111100:Cash On Hand And Deposits	(3,507.55)	11,662,606.50	11,659,098.95	0.00
841-00 County Interfund Clearing Fund	134100:Due From Other Governments - Current Unrestricted	11,662,606.50	0.00	11,662,606.50	0.00
841-00 County Interfund Clearing Fund	225110:Due To/From Other Funds Clearing Account	0.00	0.00	0.00	0.00
841-00 County Interfund Clearing Fund	229400:Due To Other Governments	(11,659,098.95)	11,659,098.95	0.00	0.00
Total		0.00	49,007,288.85	49,007,288.85	0.00

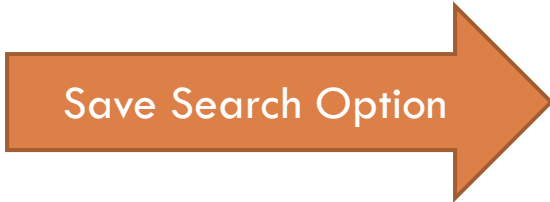
District Expenditures FIN0595

District Expenditures FIN0595 ...

Company	*	<input type="text" value="Fire District #5"/>	
Period	*	<input type="text" value="FY2015 - April"/>	
Fund		<input type="text" value="search"/>	
Business Unit		<input type="text" value="search"/>	
Cost Center		<input type="text" value="search"/>	

Manage Filters

0 Saved Filters



District Expenditures FIN0595

District Expenditures FIN0595

Company Period FY2015 - April

55 items

Fund	Business Unit	Cost Center	Ledger Account	Spend Category	Period Actual	YTD Actual
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	501000:Salaries & Wages - Districts	Salaries & Wages (District Payroll) [11.000000]	55,550.73	55,550.73
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	501100:Salaries & Wages	Salaries & Wages (District Payroll) [11.000000]	0.00	156,279.41
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	502000:Personnel Benefits-Districts	Personnel Benefits (District Payroll) [20.000000]	23,027.38	419,981.37
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	503100:Supplies - Other	Supplies (District Use) [31.000000]	1,869.19	10,962.93
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	504100:Other Professional Services	Professional Services [41.000000]	4,879.84	24,224.96
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	504200:Communication	Communication [42.000000]	39.54	1,710.84
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	504300:Travel	Travel [43.000000]	964.88	1,083.60



District Expenditure Budget to Actuals FIN0596

District Expenditure Budget to Actuals FIN0596

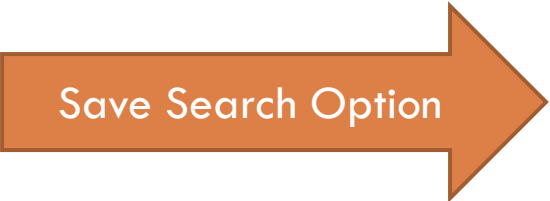
Company *

Period *

Fund

Business Unit

Cost Center



Untitled Filter

Manage Filters

0 Saved Filters

District Expenditure Budget to Actuals FIN0596

District Expenditure Budget to Actuals FIN0596

Company Period FY2015 - April

86 items

Fund	Business Unit	Cost Center	Ledger Account	Spend Category	Annual Budget	Period Actual	YTD Actual	Budget Balance	Budget Used
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	504400:Advertising	Advertising [44.000000]	2,500	0.00	1,520.72	979	61.0%
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	504700:Public Utility Services	Public Utility Services [47.000000]	600	0.00	155.85	444	26.0%
686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	504900:Other Miscellaneous	Miscellaneous [49.000000]	14,300	19.98	9,125.61	5,174	64.0%
686-00 Fire District Expense Fund	52211P0 Fire Department Commissioners	Fire District General	501100:Salaries & Wages	Salaries & Wages (District Payroll) [11.000000]	36,000	0.00	0.00	36,000	0.0%



Criteria View by: and then by: Refresh

2 items

Company	Fund	Business Unit	Cost Center	Journal	Accounting Date	Ledger Account	Revenue / Spend Category	Debit Amount (+)	Credit Amount (-)	Debit minus Credit
Fire District #5	686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	Q	01/01/2015	504400:Advertising	Advertising [44.000000]	270.40	0.00	270.40
Fire District #5	686-00 Fire District Expense Fund	52210P0 Administration - Fire & Emergency Medical Activities	Fire District General	Q	02/01/2015	504400:Advertising	Advertising [44.000000]	1,250.32	0.00	1,250.32



District Revenues FIN0594

District Revenues FIN0594 ⋮

Company	★	Fire District #5	
Period	★	FY2015 - April	
Fund		search	
Business Unit		search	
Cost Center		search	

Save Search Option



Untitled Filter

Manage Filters
0 Saved Filters

Save

District Revenues FIN0594

District Revenues FIN0594



Company Period FY2015 - April

20 items



Fund	Business Unit	Cost Center	Ledger Account	Revenue Category	Period Actual	YTD Actual
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	311000:Property Tax	Property Tax - Delinquent Years [31110030]	0.00	160,844.80
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	317000:Excise Taxes In Lieu Of Property Tax	Leasehold Excise Tax [31720000]	0.00	3,865.62
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	317000:Excise Taxes In Lieu Of Property Tax	Timber Excise Tax [31740000]	0.00	781.20
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	341000:General Government	Budgeting and Accounting Services [34143000]	0.00	2,469.52
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	342000:Public Safety	Ambulance Services [34260000]	40,000.00	385,509.34
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	342000:Public Safety	Fire Protection and Emergency Medical Services [34221000]	50,000.00	50,000.00



District Revenue Budget to Actuals FIN0597

District Revenue Budget to Actuals FIN0597

Company * Fire District #5

Period * FY2015 - April

Fund search

Business Unit search

Cost Center search

Untitled Filter

Manage Filters
0 Saved Filters

Save

Save Search Option

District Revenue Budget to Actuals

FIN0597

District Revenue Budget to Actuals FIN0597

Company Fire District #5 Period FY2015 - April

20 items

Fund	Business Unit	Cost Center	Ledger Account	Revenue Category	Annual Budget	Period Actual	YTD Actual	Budget Balance	Budget Used
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	342000:Public Safety	Ambulance Services [34260000]	0	40,000.00	385,509.34	385,509	0.0%
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	342000:Public Safety	Fire Protection and Emergency Medical Services [34221000]	0	50,000.00	50,000.00	50,000	0.0%
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	347000:Culture And Recreation	Other Fees [34790000]	0	535.00	7,065.90	7,066	0.0%
686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	361100:Investment Interest	Investment Interest [36110000]	0	0.00	74.22	74	0.0%

Criteria View by: and then by:

Company	Fund	Business Unit	Cost Center	Journal	Accounting Date	Ledger Account	Revenue / Spend Category	Debit Amount (+)	Credit Amount (-)	Debit minus Credit
Fire District #5	686-00 Fire District Expense Fund	5200000 Public Safety - Other	Fire District General	Q	04/06/2015	342000:Public Safety	Fire Protection and Emergency Medical Services [34221000]	0.00	50,000.00	(50,000.00)



Financial Detail Activity FIN0353

Financial Detail Activity FIN0353 ⋮

Company * Fire District #5 ⋮

Year * search ⋮
✕ FY2015

Period search ⋮

Business Unit search ⋮

Cost Center search ⋮

Add/Remove Groups

Ledger Accounts and Summaries search ⋮

- ✕ Master Account Set: Total Expenditures
- ✕ Master Account Set: Total Revenue

Untitled Filter

Manage Filters Save

0 Saved Filters

Save Search Option

Financial Detail Activity FIN0353

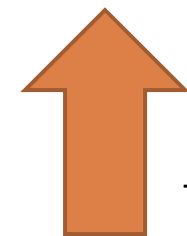
Financial Detail Activity FIN0353

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

Year: FY2015

356 items

Company	Fund	Cost Center	Business Unit	Ledger Account	Spend Category	Journal Source	Journal	Accounting Date	Ledger/Budget Debit minus Credit
[Redacted]	686-00 Fire District Expense Fund	Fire District General	52210P0 Administration - Fire & Emergency Medical Activities	501000:Salaries & Wages - Districts	Salaries & Wages (District Payroll) [11.000000]	Ad hoc Payment	🔍	04/10/2015	1,310.00
[Redacted]	686-00 Fire District Expense Fund	Fire District General	52210P0 Administration - Fire & Emergency Medical Activities	501000:Salaries & Wages - Districts	Salaries & Wages (District Payroll) [11.000000]	Ad hoc Payment	🔍	04/10/2015	2,446.78
[Redacted]	686-00 Fire District Expense Fund	Fire District General	52210P0 Administration - Fire & Emergency Medical Activities	501000:Salaries & Wages - Districts	Salaries & Wages (District Payroll) [11.000000]	Ad hoc Payment	🔍	04/10/2015	1,200.00



Click to Open Transaction

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 X 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 1 Saved Filters Save

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

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

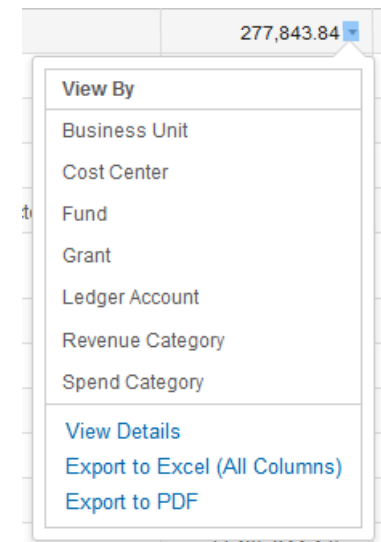
Currency USD

Remitt-From Customer

Reporting Tips

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

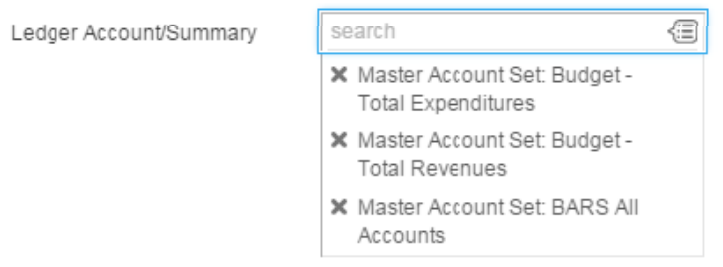


Reporting Tips

- 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



Maintaining Budgets

Budgets

- As a convenience, 2015 Budgets were copied over as your 2016 Budget
- Use the Maintain Budget task in Workday to modify these budget figures to match your Adopted Budget.
- Per RCW 84.52.020, and the State Auditor's Office Opinion, you will need to still file your budget with us. Please attach a copy of your adopted 2016 budget ordinance to your budget within Workday.

Maintain Budget Task

- Maintain Budget (entered in search)
 - Select the Budget Structure of “District Annual Budget” (required)
 - Select your Company(required)
 - In the Budget Name field, select the budget to be modified (required)
 - In the Years field, select the proper year (required)
 - Select a Period from the drop down menu
 - In Organizing Dimensions, select a Fund worktag from the drop down menu (required)

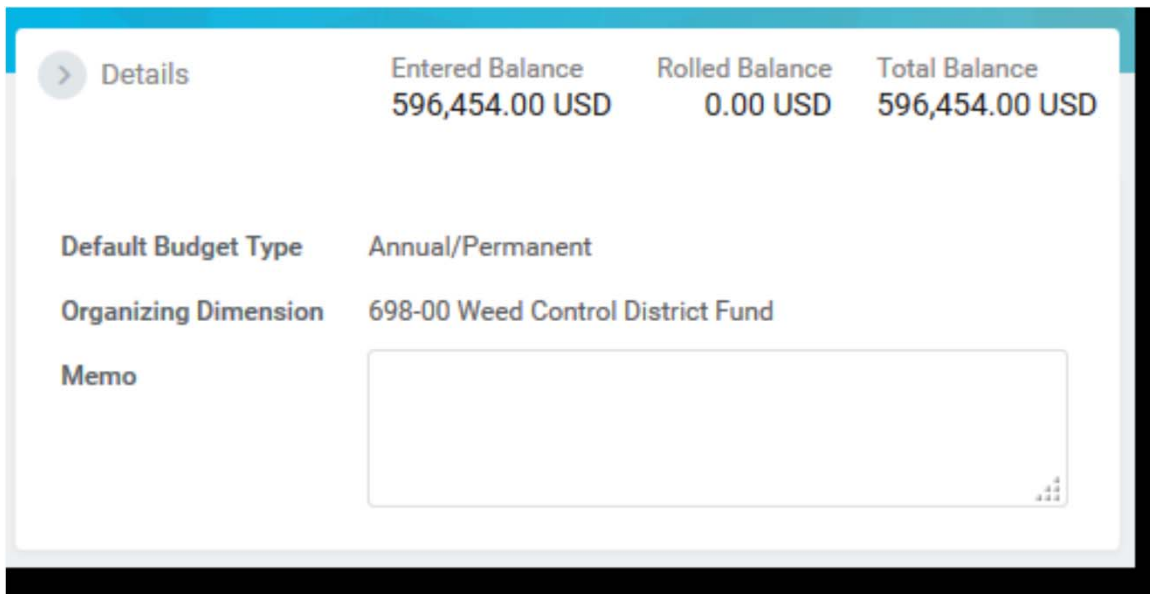
Maintain Budget

Budget Structure *	X District Annual Budget	⋮
Company *		⋮
Budget Name *		⋮
Years *		⋮
Periods *		⋮
Organizing Dimension *		⋮

OK Cancel

Maintain Budget Task

- Complete details on the Maintain Budget screen
 - Memo:
 - Document changes or make comments about the budget as a whole.



The screenshot displays the 'Maintain Budget' screen in Workday. It features a 'Details' section with a table of balances and a 'Memo' field.

	Entered Balance	Rolled Balance	Total Balance
	596,454.00 USD	0.00 USD	596,454.00 USD

Default Budget Type: Annual/Permanent

Organizing Dimension: 698-00 Weed Control District Fund

Memo:

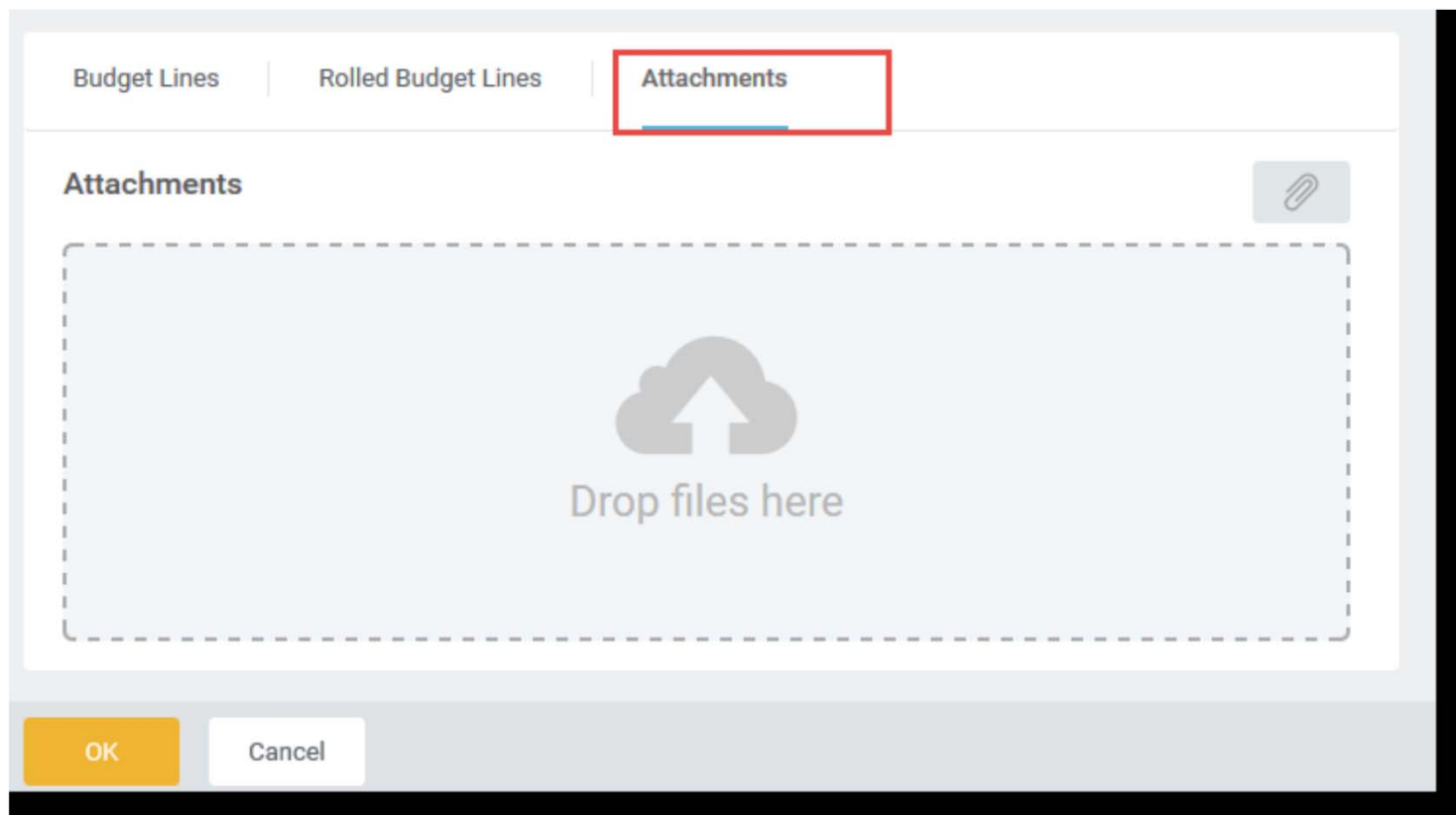
Maintain Budget Task

- Budget Lines:
 - Use the [+] button to add budget lines
 - Each line requires a Ledger Account
 - Worktags: Each line requires a Cost Center and Business Unit be entered in the this field. Spend Category and Revenue Category can be added if desired.
 - Debit Amount/Credit Amount: Amounts are entered as natural debits and credits (Debit to increase expenses and Credit to increase revenues)
 - Memo: can be used to make notes/comments about the amounts in any given line.

Budget Lines						
Rolled Budget Lines Attachments						
Budget Lines 17 items						
	Order	*Ledger Account/Summary	Worktags	Debit Amount	Credit Amount	Memo
+ -	▼ ▼	501200:Overtime, Special Pay	Business Unit: 55360P0 Weed Control Cost Center: Weed District	750.00	0.00	

Maintain Budget Task

- Use Attachments tab to add documentation



Budget Reports

- **Current Budget** - Budget amounts summarized by ledger account with an additional summary by fund
- **District Expenditure Budget to Actuals FIN0596** – Includes budget and actuals side by side in one report, displaying all worktags. Calculated remaining balance is shown for each account.
- **Revenue to Expenditure Budget Comparison FIN0393** – Summarizes budget amounts by cost center, fund and account type

Questions?

