PC Bank Transition

August 8, 2016
Agenda

- Timeline
- Preparing for Change
- Next Steps
- Questions
Timeline

- Key Bank Start Date = 10/3/2016
  - Warrants Issued
  - Deposits
  - Transfers
- BOA Account End Date = 12/31/2016
Preparing for Change

• Key Bank Deposits
  • Deposit location change from Bank of America to KeyBank.
  • Routing in transit (ABA): 125000574 / Account number: 479681245599
  • Branch locations will be posted on the District Web Page for reference

• Electronic Deposits/Payments
  • EFTPS - Change routing and account number for 3rd quarter tax payments
Preparing for Change

• Warrant Stock Testing
  • Sample warrants **must** contain Key Bank data (routing/account #)
  • Failed tests must be resubmitted
  • Work with Beth on testing/retesting warrants

• Key Bank Warrant Issues
  • Begin 10/1/2016

• Online Key Bank Access to Warrant Accounts
  • Basic access to view bank activity
  • View warrant images
  • Request access from Katie
Preparing for Change

- Closing BOA Accounts
  - Review outstanding warrants and request void as necessary
  - Ensure CD access to warrant images from BOA function as expected
  - Target closure date: 12/31/2016
  - Contact Stephanie
District Issued Warrant Change

• Starting September 1
• Newly issued warrants will appear in Workday as “Ad Hoc Payments”, not “Ad Hoc Bank Transactions”
• Outstanding warrants will be converted to “Ad Hoc Payments” to support more consistent reporting
• Benefits
  • Provides better visibility of outstanding warrants and related status
  • Allows payments to truly be “voided”
• Reporting
  • Warrant reporting prior to 9/1
    • Find Ad Hoc Bank Transactions
    • Outstanding Warrants - Ad Hoc Bank Transactions FINo148
  • Warrant reporting after 9/1:
    • Find Payments
    • Outstanding Warrants - Ad Hoc Payments FINo488
County Issued Warrant Change

• Starting September 1
• Outstanding pre-Workday converted warrants will be converted to “Ad Hoc Payments” to support more consistent reporting

• Benefits
  • Provides better visibility of outstanding warrants and related status for converted warrants
  • Allows converted warrants to truly be “voided”

• Reporting
  • Warrant reporting prior to 9/1
    • Find Ad Hoc Bank Transactions - converted warrants only
    • Outstanding Warrants - Ad Hoc Bank Transactions FINo148 — converted warrants only
    • Find Payments—Workday issued warrants only
    • Outstanding Warrants - Ad Hoc Payments FINo488 - Workday issued warrants only
  • Warrant reporting after 9/1:
    • Find Payments
    • Outstanding Warrants - Ad Hoc Payments FINo488
What’s Next

- Detailed Letter regarding Banking Transition Coming Soon
- Outstanding Warrant Cleanup – Start Now!
- Detailed Warrant Process/Reporting Instructions – September 1
- Follow Up WebEx – September 8
  - Banking Change
  - Warrant Processing/Reporting Changes
  - Workday 27 Update (coming 9/10)
- Begin Key Bank Account Usage – October 1
- Close BOA Accounts – December 31

Something still unclear?
Please ask!
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<tr>
<th>Category</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Warrant Specifications</td>
<td>Jim Block</td>
<td>253.798.7457</td>
<td><a href="mailto:jblock@co.pierce.wa.us">jblock@co.pierce.wa.us</a></td>
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<td>Warrant Format/Test Samples</td>
<td>Beth Pall-Brogan</td>
<td>253.798.7588</td>
<td><a href="mailto:bpallbr@co.pierce.wa.us">bpallbr@co.pierce.wa.us</a></td>
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<td>Outstanding Warrants</td>
<td>Stephanie Raines</td>
<td>253.798.7559</td>
<td><a href="mailto:sraines@co.pierce.wa.us">sraines@co.pierce.wa.us</a></td>
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<tr>
<td>Banking and Process Questions</td>
<td>Katie Betrozoff</td>
<td>253.798.7459</td>
<td><a href="mailto:kbetroz@co.pierce.wa.us">kbetroz@co.pierce.wa.us</a></td>
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<tr>
<td>Technical Support and System Questions</td>
<td>Londa Caine</td>
<td>253.798.6254</td>
<td><a href="mailto:lcaine@co.pierce.wa.us">lcaine@co.pierce.wa.us</a></td>
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<td>Workday Access Issues</td>
<td>IT Service Desk</td>
<td>253.798.7286</td>
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<td>Workday Usability Questions</td>
<td>Sara O’Connell</td>
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<td>Add/Remove Workday Users</td>
<td>Refer to Form</td>
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<tr>
<td>Any Other Questions</td>
<td>Paula Manning</td>
<td>253.798.7546</td>
<td><a href="mailto:pmannin@co.pierce.wa.us">pmannin@co.pierce.wa.us</a></td>
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Questions?