

FINANCIAL SYSTEM DISTRICT CHECK UP



November 20, 2014

Agenda

- Project Update
- Feature/Function Overview
- Next Steps
- District Portal Review
- Questions and Answers

Project Update

Sponsor Announcement

As we have noted in our prior communications about the Workday Financials project, the schedule called for two potential implementation dates January 1 of 2015 or April 1 of 2015. The January 1st date has been the completion target for the Project Team, with periodic assessments of our progress being made to determine if this date is still the right choice. One of the key assessments was completed in late August when both the Project Team and the Sponsors confirmed January 1st as the target date for implementation.

We have just completed another assessment of the project based upon the results of the End to End Testing Phase. Department representatives and the Project Team began participating in End to End Testing on September 29th. While the testing completed so far has gone well there are several components of the system that are not yet ready for testing. As a result the Sponsors and Project Managers from the County and Workday have determined that it would be best for the County to revise the schedule and plan for a March 2015 implementation date.

This change in schedule will enable Workday to deliver some critical functionality that is needed to be in place before implementation. In addition, the Project Teams will be able to complete all of their final configuration and testing tasks.

In the coming weeks, the project will focus on the BARS conversion to Workday Worktags and End to End and User Acceptance Testing. The updated schedule shows that testing will continue into January with comprehensive User Training now beginning during the month of February. The Project Team will work closely with each Department to ensure that we are prepared for implementation early next year.

The Sponsors and Project Managers want to again express our sincere appreciation for all of the Department contributions that have been made to the project. We recognize that there is significant work yet to be done and want to thank you in advance for your support. This is an exciting time in the Pierce County financial world and the support of all financial system users, in addition to our Project Team, is vital to our success.

Project Sponsors: Gary Robinson, Stacey Scott, Linda Gerull

Project Managers: Londa Caine, Larry Gezelius, Krishna Kuchibhotla (Workday)

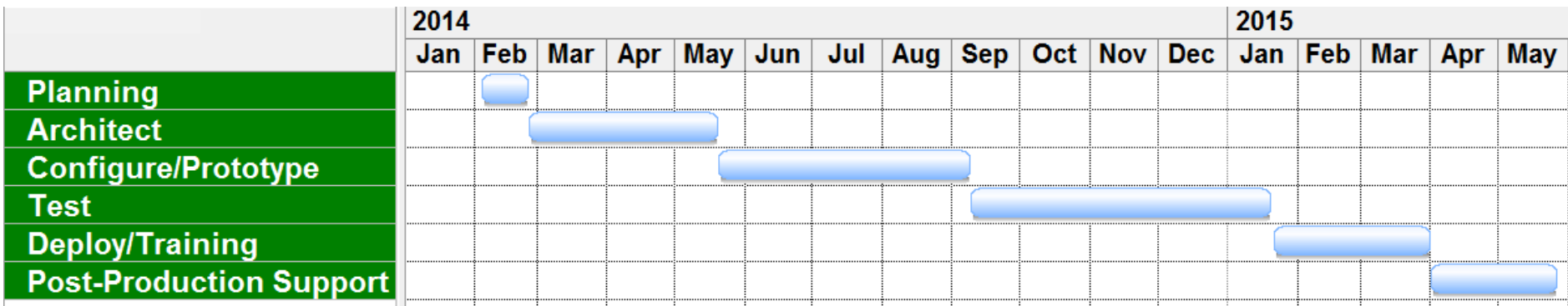
Follow Up Announcement

After much consideration and consultation with Workday professionals, the Workday Financials Team has laid out a go-live plan for this project. When the implementation date was moved from January to March, a specific implementation date was intentionally not identified. The selection of this date required careful consideration of financial and payroll schedules and was complicated by the fact that Workday's version 24 upgrade is released in mid-March.

The team has crafted a plan that allows Pierce County to complete all 2015 1st quarter transaction in existing systems then moving to Workday at the beginning of 2nd quarter. This timeline will allow us to go-live on version 24 and aligns nicely with the payroll schedules.



Project Timeline - Revised



 **We are Here**

	Plan	Architect	Configure Prototype	Test	Deploy & Training	Post-Production
Estimated Duration	4 Weeks	12 Weeks	16 Weeks	19 Weeks	10 Weeks	8 Weeks
Estimated Completion	Feb 24, 2014	May 19, 2014	Sep 8, 2014	Jan 16, 2015	March 31, 2015	May, 2015

Implementation Calendar

October						
S	M	T	W	T	F	S
			1	2	<u>3</u>	4
5	6	7	8	9	10	11
12	13	14	15	16	<u>17</u>	18
19	20	21	22	23	24	25
26	27	28	29	30	<u>31</u>	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	<u>14</u>	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	<u>12</u>	13
14	15	16	17	18	19	20
21	22	23	24	25	<u>26</u>	27
28	29	30	31			

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	<u>20</u>	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	<u>3</u>	4
5	6	7	8	9	10	11
12	13	14	15	16	<u>17</u>	18
19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND	
Phase:	Dates:
Pay Dates	varies
End to End Preparation	10/13-11/14
End to End Testing	11/17-12/12
UAT Testing & Training Prep	12/15-1/16
Payroll SLE in Production	12/26
Pre-Production Build	1/5-1/9
WD24 Testing Preparation	1/19-1/30
Phase:	Dates:
Training (all dark grey filled dates)	2/2-3/13
WD24 Testing	2/7-3/13
WD24 Testing	2/7-3/20
Go-Live Preparation	3/23-3/31
Conversion for Production	4/1-4/5
Post-Go Live Workshops	4/6-4/30
Holidays	



Reporting

Trial Balance Report

Trial Balance



Organization
Periods FY2014 : January - December
Ledger [Actuals](#)
Company Currency [USD](#)
Translation Currency [USD](#)
Run 11/19/2014 09:06 PM

Trial Balance 12 items



Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
111100:Cash On Hand And Deposits	380,392.67	150.00	70,427.27	310,115.40
111999:Conversion Clearing - Warrants	0.00	39,436.43	0.00	39,436.43
123100:Assessments Rec - Current	33,721.27	0.00	0.00	33,721.27
211100:Warrant Issues	(9,525.01)	22,985.96	0.00	13,460.95
211200:Warrant Redemptions	0.00	14,062.00	150.00	13,912.00
213400:Vouchers Payable - Supplier Invoice	(10,640.21)	0.00	0.00	(10,640.21)
231100:Interest Payable	224,277.74	0.00	0.00	224,277.74
237400:Custodial Account - Other	(584,505.19)	0.00	0.00	(584,505.19)
500410:Professional Services	0.00	150.00	0.00	150.00
Total	0.00	76,784.39	76,784.39	0.00

Ledger Detail Report

Ledger Detail



Organization  Year **FY2014** Periods **FY2014 : January - December** Ledger **Actuals** Currency **USD** Run 10/22/2014 07:52 PM

Details by Ledger Account 13 items



Ledger Account	Details by Period				
	Period	Beginning Balance	Debit	Credit	Ending Balance
111100:Cash On Hand And Deposits	January	4,248,146.77	0.00	0.00	4,248,146.77
	February	4,248,146.77	0.00	0.00	4,248,146.77
	March	4,248,146.77	0.00	0.00	4,248,146.77
	April	4,248,146.77	0.00	0.00	4,248,146.77
	May	4,248,146.77	0.00	0.00	4,248,146.77
	June	4,248,146.77	0.00	0.00	4,248,146.77
	July	4,248,146.77	0.00	0.00	4,248,146.77
	August	4,248,146.77	0.00	18,243.99	4,229,902.78
	September	4,229,902.78	0.00	2,237,230.99	1,992,671.79
	October	1,992,671.79	0.00	1,003,101.14	989,570.65
	November	989,570.65	0.00	0.00	989,570.65
	December	989,570.65	0.00	0.00	989,570.65
	Total:		0.00	3,258,576.12	

BARS → Worktag Conversion

BARS → Worktag Conversion

Fund/Account Type/Existing BARS	Workday Ledger Account	Workday Business Unit	Workday Spend Category	Workday Revenue Category
PC Noxious Weed District				
698 WEED CONTROL DISTRICTS				
Balance Sheet Accounts				
698.008.0000.11110	111100 Cash On Hand And Deposits			
698.008.0000.12310	123100 Assessments Rec - Current			
698.008.0000.21110	211100 Warrant Issues			
698.008.0000.21120	211200 Warrant Redemptions			
698.008.0000.21140	211400 Cancelled Warrants			
698.008.0000.21340	213400 Vouchers Payable			
698.008.0000.23112	231100 Wages & Benefits			
698.008.0000.23341	257000 Deferred Compensation			
698.008.0000.23700	237400 Custodial Account - Other			
698.008.0000.23750	237500 Custodial Account - Direct Payroll Deposit			
Income Statement Accounts				
698.008.0000.23112.00.0000	231100 Wages & Benefits			
698.008.0000.31770.00.0435	368000 Special Assessments			36850010 Special Assessments-Operating (Current)
698.008.0000.31770.00.0436	368000 Special Assessments			36850020 Special Assessments-Operating (Delinquent)
698.008.0000.34316.00.0435	345000 Natural And Economic Environment			34516000 Weed Control Services
698.008.0000.34316.00.0436	345000 Natural And Economic Environment			34516010 Weed Control Services - Delinquent Years
698.008.0000.36111.00.0000	361000 Interest And Other Earnings			36110000 Investment Interest
698.008.0000.36119.00.0000	361000 Interest And Other Earnings			36110000 Investment Interest
698.008.0000.36200.00.0000	362000 Rents, Leases And Concessions			36250000 Space and Facilities Leases (Long-Term)
698.008.0000.53160.11.0001	500110 Salaries & Wages	55360P0 Weed Control	11.000100 Regular Salaries (District Payroll)	
698.008.0000.53160.20.0000	500200 Personnel Benefits	55360P0 Weed Control	20.000000 Personnel Benefits (District Payroll)	
698.008.0000.53160.31.0000	500310 Supplies	55360P0 Weed Control	31.000000 Supplies (District Use)	
698.008.0000.53160.35.0000	500350 Minor Equipment	55360P0 Weed Control	35.000000 Minor Equipment	
698.008.0000.53160.41.0000	500410 Professional Services	55360P0 Weed Control	41.000000 Professional Services	
698.008.0000.53160.42.0000	500420 Communication	55360P0 Weed Control	42.000000 Communication	
698.008.0000.53160.43.0000	500430 Travel	55360P0 Weed Control	43.000000 Travel	
698.008.0000.53160.44.0000	500440 Advertising	55360P0 Weed Control	44.000000 Advertising	
698.008.0000.53160.45.0000	500450 Rentals	55360P0 Weed Control	45.000000 Rentals	
698.008.0000.53160.47.0000	500470 Public Utility Services	55360P0 Weed Control	47.000000 Public Utility Services	
698.008.0000.53160.48.0000	500480 Repairs And Maintenance	55360P0 Weed Control	48.000000 Repairs And Maintenance	
698.008.0000.53160.49.0000	500490 Miscellaneous	55360P0 Weed Control	49.000000 Miscellaneous	

Ledger Account Preview

Assets

111100	Cash On Hand And Deposits
111710	Change Funds
111999	Conversion Clearing - Warrants
115210	Cash With Trustee - Refunded Bond
115300	Investments Refunded Trustee
118100	Investments
121100	Taxes Receivable - Current
122500	Accounts Receivable System
123100	Assessments Rec - Current
123400	Assessments Rec - Deferred
123500	Accrued Interest On Assessments
124100	Accrued Int Rec On Investments
134100	Due From Other Governments - Current Unrestricted
195400	Resources Provided Future Yrs
.....	

Liabilities & Fund Equity

211100	Warrant Issues
211200	Warrant Redemptions
213400	Vouchers Payable - Supplier Invoice
219000	Accrued Interest Payable
225900	Due To Other Funds-Other
231100	Interest Payable
235100	G.o. Bonds Payable - Current
237400	Custodial Account - Other
237900	Court Fee State Remittances
251100	G.o. Bonds At Par
251200	Unamortized Premium
251300	Unamortized Discount
252100	Revenue Bonds At Par
252200	Unamortized Prem On Rev Bonds
252300	Unamortized Disc On Rev Bonds
Fund Balance/Equity	
288100	Fund Balance - Unassigned

Ledger Account Preview

Revenues

311000	Property Tax
317000	Excise Taxes In Lieu Of Property Tax
331000	Direct Federal Grants
333000	Indirect Federal Grants
334000	State Grants
335000	State Shared Revenue, Entitlements And Impact Payments
336000	State Entitlements And Impact Payments
341000	General Government
342000	Public Safety
343000	Utilities
344000	Transportation
361100	Investment Interest
361310	Gains (Losses) on Investments Realized
362000	Rents, Leases And Concessions
367000	Contributions
368000	Special Assessments
369000	Other Miscellaneous Revenue
373000	Gains (Losses) on Disposal of Property

Expenses

500000	General Expenditures - Districts
500110	Salaries & Wages
500120	Overtime, Special Pay
500200	Personnel Benefits
500310	Supplies
500320	Fuel Consumed
500340	Resale Items
500350	Minor Equipment
500400	Other Services & Charges
500410	Professional Services
500420	Communication
500430	Travel
500440	Advertising
500450	Rentals
500460	Insurance
500470	Public Utility Services
500480	Repairs And Maintenance
500490	Miscellaneous
500600	Capital Outlays
500610	Land Expense
500620	Buildings Expense
500640	Capital Equipment
500660	Capitalized Rent & Leases

Business Unit Preview

514 Financial, Recording and Election Activities

51420P0 Financial Services
51430P0 Recording Services
51440P0 Election Services
51460P0 Grant Administration
51481P0 Licensing
51489P0 Other Financial and Recording Services
51490P0 Voters Registration Services
5911470 Redemption of Long-Term Debt - Financial, Recording and Election Activities
5921480 Interest and Other Debt Service Costs - Financial, Recording and Election Activities
5931470 Advance Refunding Escrow - Financial, Recording and Election Activities
59414P0 Capital Expenditures/Expenses - Financial, Recording and Election Activities
5961480 Issuance Discount on Long-Term Debt - Financial, Recording and Election Activities
5991470 Payments to Refunded Debt Escrow Agent - Financial, Recording and Election Activities

522 Fire and Emergency Medical Activities

52210P0 Administration - Fire & Emergency Medical Activities
52220P0 Fire Suppression and Emergency Medical Services
52230P0 Fire Prevention and Investigation
52241P0 Training Provided to External Parties - Fire & Emergency Medical Activities
52245P0 Training Obtained by Employees - Fire & Emergency Medical Activities
52250P0 Facilities - Fire & Emergency Medical Activities
52260P0 Vehicles and Equipment Maintenance
52270P0 Ambulance Services
5912270 Redemption of Long-Term Debt - Fire and Emergency Medical Activities
5922280 Interest and Other Debt Service Costs - Fire and Emergency Medical Activities
5932270 Advance Refunding Escrow - Fire and Emergency Medical Activities
59422P0 Capital Expenditures/Expenses - Fire and Emergency Medical Activities
5962280 Issuance Discount on Long-Term Debt - Fire and Emergency Medical Activities
5992270 Payments to Refunded Debt Escrow Agent - Fire and Emergency Medical Activities

Spend Category Preview

SUPPLIES [31]

Aggregate [31.007300]
Ammo/Munitions [31.006800]
Animal Supplies [31.007100]
Asphalt [31.007200]
Ballot On Demand Supplies [31.007400]
Board-Care [31.000300]
Book Supplies [31.004400]
Books [31.004200]
Central Stores [31.004500]
Chemicals [31.002400]
Classroom Supplies [31.002700]
Clothing Supplies [31.000200]
Custodial Supplies [31.002200]
Dental Supplies [31.007000]
Diesel Oil [31.000700]
Drug Supplies [31.001000]
Electric Vehicle Ops [31.007800]
Envelopes - Taxes [31.003800]
Evidence Packaging Supplies [31.004800]
Food - Kosher Meals [31.006900]
Food - USDA [31.001200]
Food [31.000800]
Gasoline [31.000600]
General Supplies [31.004100]
Grounds Supplies [31.004000]
Inventory Adjustment [31.001800]
IT Software Purchase [31.001100]

TRAVEL [43]

Bridge Tolls [43.001900]
Business Mileage [43.000200]
Business Relations/Research Travel [43.002900]
Countywide Training [43.002300]
Equipment Rental/Revolving (ER&R) [43.000100]
Extradition [43.001200]
Ferry Tickets [43.001800]
Fleet Rental [43.001500]
Freight [43.000700]
IT Conference & Training [43.005000]
Motor Vehicles Rent [43.000900]
Oral Board Exp - Personnel [43.002200]
Other Travel [43.000800]
Per Diem [43.000600]
State Academy Training Fees [43.003800]
Training And Development [43.002500]
Travel [43.000000]
Vehicle Allowance [43.001400]

Revenue Category Preview

Diking/Drainage Services [3451400]

Diking/Drainage Services [34514000]

Dispatch Services [3428000]

Dispatch Services [34280000]

Fire Benefit [3422500]

Fire Benefit - Current Years [34225010]

Fire Benefit - Delinquent Years [34225020]

Fire Insurance Premium Tax [3360691]

Fire Insurance Premium Tax [33606910]

Fire Protection and Emergency Medical Services [3422100]

Fire Protection and Emergency Medical Services - EMS Instruction Fees [34221040]

Fire Protection and Emergency Medical Services - EMS Participation Fees [34221030]

Fire Protection and Emergency Medical Services - Fire District Benefit Fees [34221020]

Fire Protection and Emergency Medical Services - Fire Investigation Reports [34221010]

Fire Protection and Emergency Medical Services [34221000]

Investment Interest [3611000]

Investment Interest [36110000]

Local Retail Sales and Use Tax [3131100]

Local Retail Sales and Use Tax [31311000]

Property Tax [3111000]

Property Tax - Current Years [31110020]

Property Tax - Delinquent Years [31110030]

Property Tax - Refund [31110010]

Property Tax [31110000]

District Roles

District Roles

- District AP Specialist
 - ▣ Create Ad Hoc Payment
 - ▣ Equivalent of Create Voucher Batch
- District Warrant Specialist
 - ▣ Import Warrant Issue Batches
- Company Financial Analyst
 - ▣ View Only access to reports

Next Steps

Review Current User List

- Send Changes to
PCACCOUNTSPAYABLE@co.pierce.wa.us

Reports <<

Select a Report **District Access Portal Users List (BNF0226)** x

Run Report Clear Report PDF Document

District Access Portal Users List (BNF0226) Report Description

Organization: Noxious Weed List of authorized users with phone numbers.

Pierce County
Budget & Finance
District Access Portal User List

District Name	User Name/Access Options	Phone
Noxious Weed 1420 East 112th Street Tacoma, WA 98445	[Redacted] - Accounts Payable - Financial Reports	[Redacted]
	[Redacted] - Accounts Payable - Financial Reports	[Redacted]

Next Steps



- Test Stage (October-January)
 - ▣ Email PCACCOUNTSPAYABLE@co.pierce.wa.us to volunteer to participate in testing
 - ▣ Watch for Workday Connection Options materials
 - ▣ Review BARS → Worktag Conversion
- Deploy/Train Stage (February-March)
 - ▣ A/P & Reporting Training
 - ▣ Warrants & Reporting Training
 - ▣ Reporting Training
- Monthly Check In Sessions
 - ▣ Dec 18 @ 10:30 am
 - ▣ Monthly thru April 2015 – 3rd Thursday at 10:30 am

Accessing Materials

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. The header features the Pierce County logo and navigation links for Government, Safety & Judicial, Community Services, Doing Business, and Visit & Play. A search bar is located on the right side of the header. The main content area shows a breadcrumb trail: Home > Government > All Departments > Departments A-H > Budget & Finance > District Access Portal > District Portal Presentations. Below the breadcrumb trail is a green banner with the title "District Portal Presentations". Underneath the banner is a list of four links: "Outside Districts Workday Financials Kick Off - September 25th, 2014", "District Portal Launch - School District ESD Portal Users", "District Portal Launch - New District Portal Users", and "District Portal Enhancement - April 26, 2013". On the left side of the page, there is a sidebar with several links: "How Do I...? Help Center", "E-Services Online Tools", "Find Us Department Locations", "Notify Me Online Updates", and "Pierce County ALERT Get Emergency Messages".

Pierce County
WASHINGTON

Government Safety & Judicial Community Services Doing Business Visit & Play

find a Department Search

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

District Portal Presentations

- [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](#)

How Do I...?
Help Center

E-Services
Online Tools

Find Us
Department Locations

Notify Me
Online Updates

Pierce County ALERT
Get Emergency Messages

Questions?