



Outside District – Warrant Training March 25,
2015

Agenda

- Overview
- Terminology
- Navigating Workday
- Creating an Ad Hoc Bank Transaction
- Creating an Ad Hoc Bank Transaction with Integration
- Finding the Ad Hoc Bank Transaction

Process overview

- ❑ **One or two manual warrant issues to record:**
 - ❑ Create Ad Hoc Bank Transaction
 - ❑ Attach supporting authorization
 - ❑ Submit
- ❑ **OR file of warrant issues:**
 - ❑ Review prior integrations/report for prior duplicate load
 - ❑ Launch/Schedule Integration
 - ❑ Attach supporting authorization
 - ❑ Submit

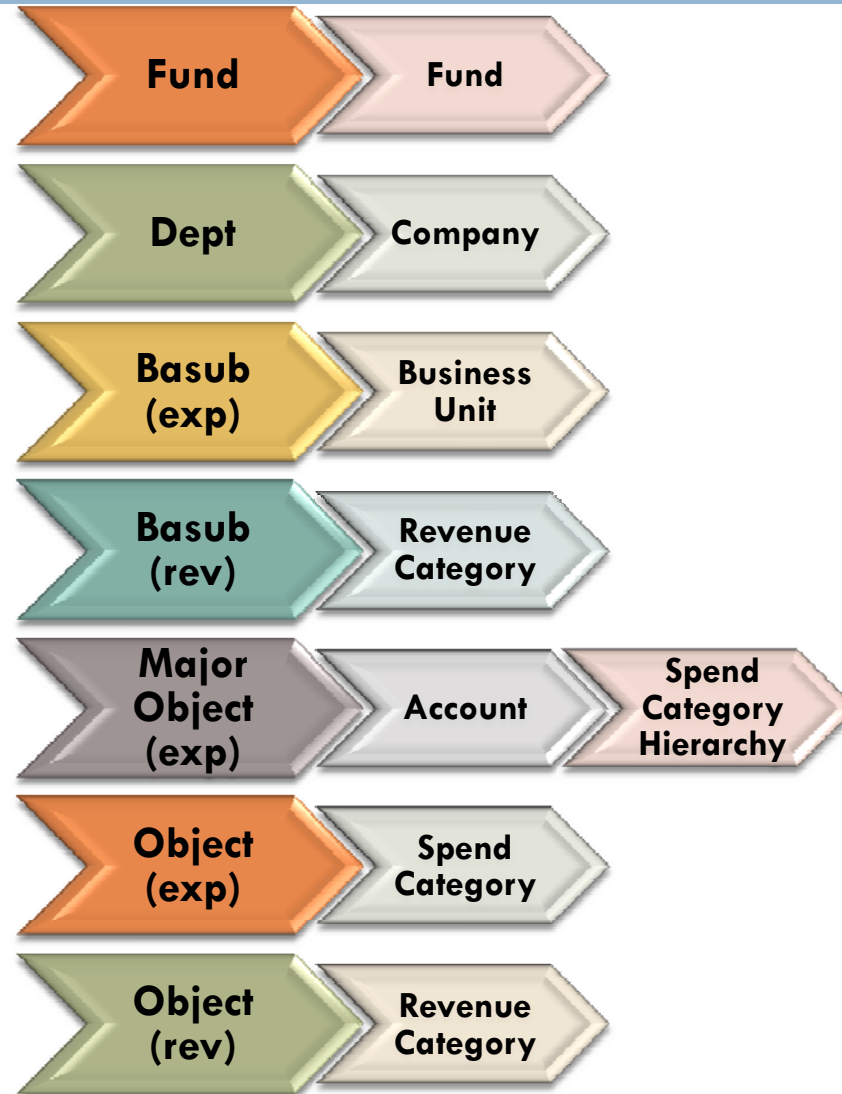
Terminology

- **Ad Hoc Bank Transaction** – formerly known as a Warrant

- **Integration** – the process of taking a system file generated by the users software and converting it to Workday. Ad Hoc Bank Transactions can be generated from here.

- **Worktags** - A named attribute that you can assign to events and objects to indicate their business purpose and. Replaces the BARS numbers
 - **Cost Center** - Worktag representing a line of business within a department. Independent of funds and programs
 - **Fund** – first three digits from Fund/Department number combination
 - **Business Unit** – formerly known as Basub

Moving from BARS to Worktags



Moving from Bars to Worktags

Row Labels	workday_cost_center	workday_fund	workday_business_unit	workday_spend_category	workday_revenue_category
686.006.0000.52260.49.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	49.000000 Miscellaneous [49.000000]	(null)
686.006.0000.52630.49.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	49.000000 Miscellaneous [49.000000]	(null)
686.007.0000.12110	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	(null)	(null)
686.011.0000.52210.11.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	11.000000 Salaries & Wages (District Pay)	(null)
686.011.0000.52210.40.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	40.000000 Other Services & Charges [40.000000]	(null)
686.011.0000.52210.41.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	41.000000 Professional Services [41.000000]	(null)
686.011.0000.52220.11.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	11.000000 Salaries & Wages (District Pay)	(null)
686.011.0000.52220.20.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	20.000000 Personnel Benefits (District Pa)	(null)
686.011.0000.52220.30.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	30.000000 Supplies (Districts) [30.000000]	(null)
686.011.0000.52220.41.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	41.000000 Professional Services [41.000000]	(null)
686.011.0000.52220.47.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	47.000000 Public Utility Services [47.000000]	(null)
686.011.0000.52220.49.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	49.000000 Miscellaneous [49.000000]	(null)
686.011.0000.52240.49.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	49.000000 Miscellaneous [49.000000]	(null)
686.011.0000.52250.46.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	46.000000 Insurance [46.000000]	(null)
686.011.0000.52250.47.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	47.000000 Public Utility Services [47.000000]	(null)
686.011.0000.52610.41.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	41.000000 Professional Services [41.000000]	(null)

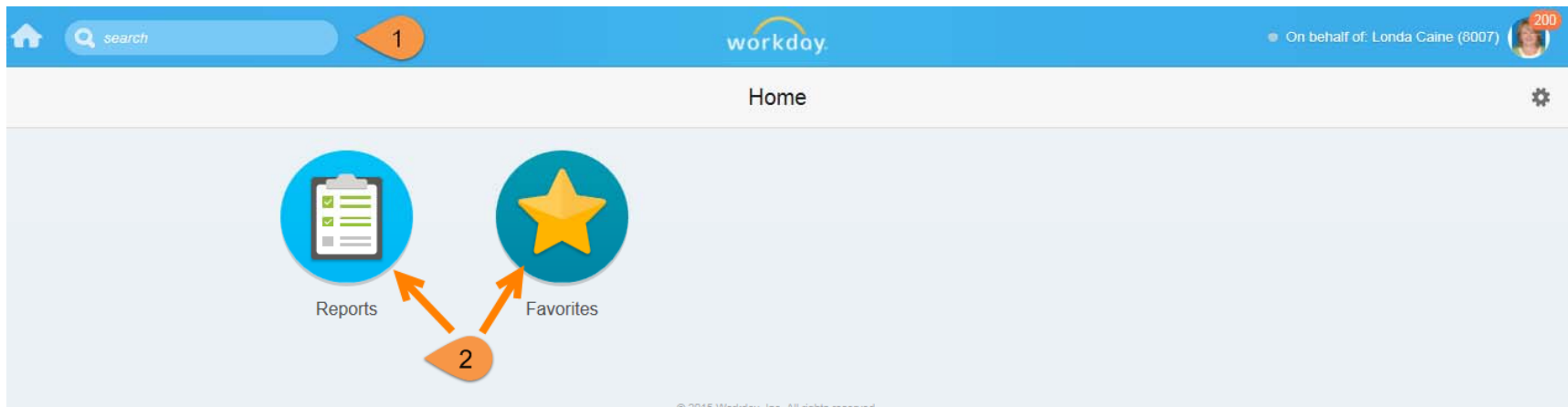


District Roles

- District Warrant Specialist
 - ▣ Import Warrant Issue Batches

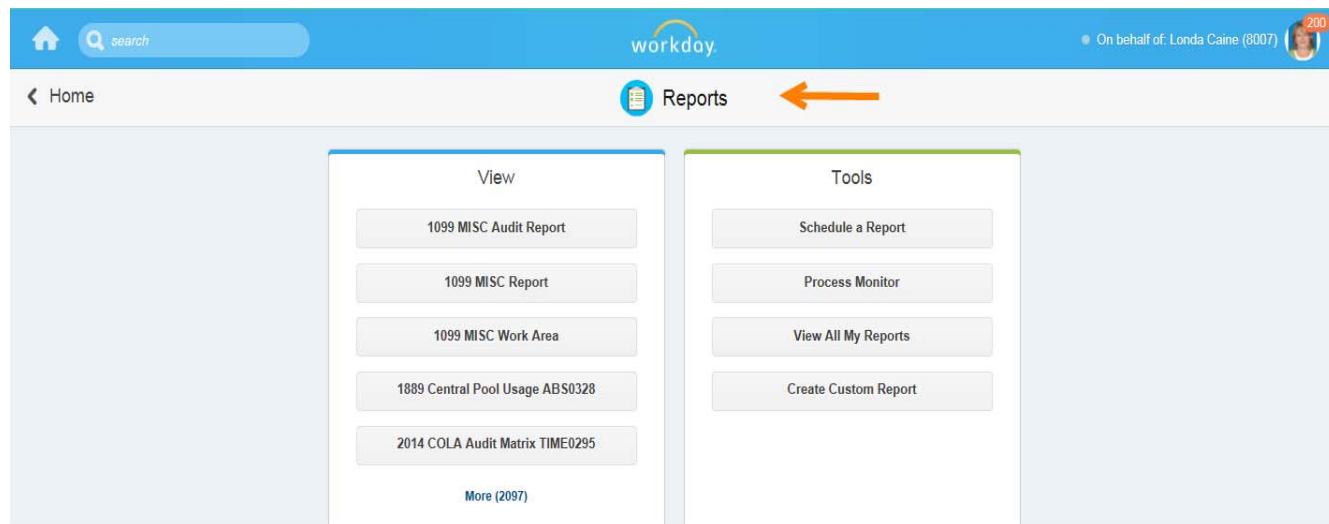
- Company Financial Analyst
 - ▣ View Only access to reports

Navigating Workday

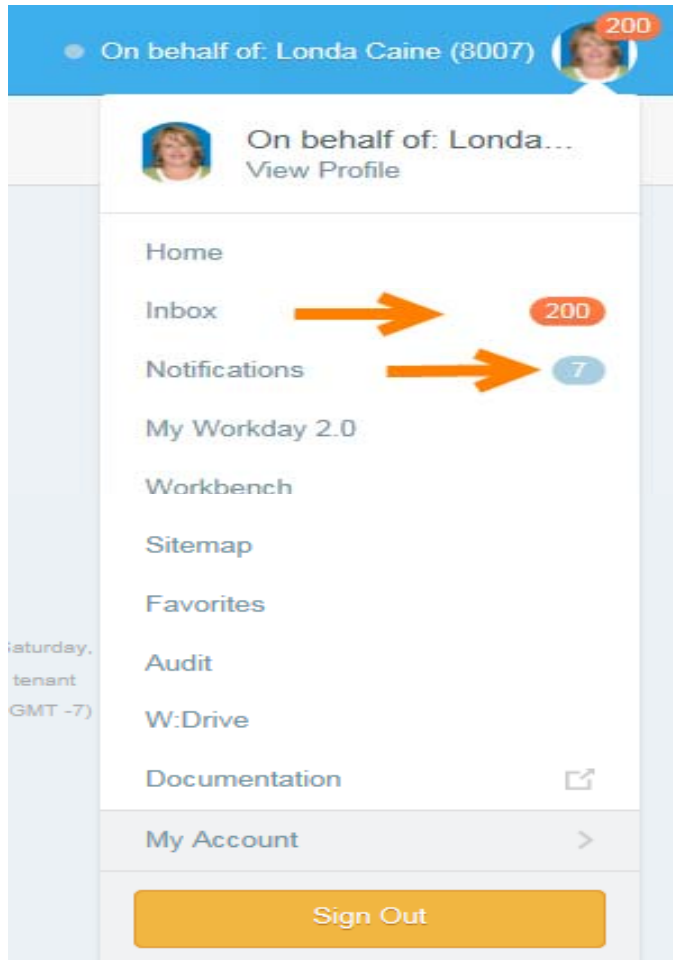


Navigating Workday

□ Worklet Functions



Navigating Workday



- Inbox
- Notifications
- My Account

Navigating Workday

workday

On behalf of: Londa Caine (8007)

Inbox

1 2

Actions 200 Archive 4426

Viewing: All Sort By: Newest

Supplier Super Kari submitted by Kari Leppell (100539) on 03/13/2015
17 hour(s) ago - Due 03/14/2015

Create Project: wd24 test3 on 03/13/2015 within Budget & Finance Projects
20 hour(s) ago

Business Process Definition Error for Asset Registration Event
21 hour(s) ago

Create Project: WD24 Test Proj on 03/01/2015 within Budget & Finance Projects
21 hour(s) ago

Create Project: WD24 Test on 03/13/2015 within Budget & Finance Projects
21 hour(s) ago

Ad Hoc Payment: CHARLIE SANOE MILLER on 03/10/2015 for \$13.36
2 day(s) ago - Effective 03/10/2015

Ad Hoc Payment: GARY CHARLES on 03/10/2015 for \$17.84

Review Supplier

17 hour(s) ago - Due 03/14/2015

Supplier Supplier Name *

Supplier ID S-406004 Approval Status Approval In Process

Proposed Supplier Status

Proposed Supplier Status *

Last Status Change On 03/13/2015 03:16:40 PM

Last Status Change By Kari Leppell (100539)

Reason

Reason Description

Supplier and Tax Details

DUNS Number

Supplier Category *

Supplier Group
 Suppliers S - U

Tax Authority Form Type

TIN Tvne | x 1 - EIN

Ad Hoc Bank Transactions

Find Ad Hoc Bank Transmittal

Import Ad Hoc Bank Transaction

Budget and Finance Contacts

- General Treasury Functions
 - pctreasury@co.pierce.wa.us
- General AP Functions
 - pcaccountspayable@co.pierce.wa.us
- Investments/Debt/Banking
 - Jim Block – starting 4/1 – 253.798.7457
- Warrants
 - Stephanie Raines – 253.798.7559
- Taxes
 - Katie Betrozoff – 253.798.7459
- Accounts Payable
 - Melissa Sturzen – 253.798.7588
- Other Comments
 - Stacey Scott – 253.798-7580