

Districts - AP



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TERMINOLOGY

Ad Hoc Payments: In order to have warrants issued, you need to create an Ad Hoc Payment. They may be generated by Manual Entry, or via Integration if importing from an external system.

Integration: Districts using a County approved external financial system can import invoices into Workday. A Workday integration is the process of taking a system file, generated by the user's software, and converting it to Workday.

Spend Category: A classification in procurement and resource management that provides a logical grouping to search and report on acquired items and services.

FREQUENTLY USED SPEND CATEGORIES

Spend Category Object	Ledger Account
District General Expenditures [99.000000]	500000:Expenditures - Other
Other School Cash Decreases [49.007800]	500000:Expenditures - Other
Extra Hire (District Payroll) [11.000200]	501100:Salaries & Wages
Judges Pro-Tem (District Payroll) [11.000300]	501100:Salaries & Wages
Overtime, Special Pay (District Payroll) [12.000000]	501100:Salaries & Wages
Regular Salaries (District Payroll) [11.000100]	501100:Salaries & Wages
Salaries & Wages (District Payroll) [11.000000]	501100:Salaries & Wages
Salaries & Wages Districts [10.000000]	501100:Salaries & Wages
Deferred Comp Plan (District Payroll) [20.001200]	502000:Personnel Benefits-Districts
Federal Withholding (District Payroll) 20.001100]	502000:Personnel Benefits-Districts
Personnel Benefits (District Payroll) [20.000000]	502000:Personnel Benefits-Districts
Retirement (District Payroll) [20.000400]	502000:Personnel Benefits-Districts
Severance Reserve (District Payroll) [20.000800]	502000:Personnel Benefits-Districts
Workers Compensation (District Payroll) [20.000100]	502010:Benefits - Workers Compensation
Medical Insurance (District Payroll) [20.000200]	502020:Benefits - Medical Insurance
FICA (District Payroll) [20.000300]	502030:Benefits - Fica
Life Insurance (District Payroll) [20.000600]	502060:Benefits - Life Insurance
Dental Insurance (District Payroll) [20.000700]	502070:Benefits - Dental Insurance
LEFF Med Serv (District Payroll) [20.000900]	502080:Benefits - Leoff Medical Service
Supplies (District Use) [31.000000]	503100:Supplies - Other
Supplies (Districts) [30.000000]	503100:Supplies - Other
Uniforms-District Use [32.000100]	503200:Fuel Consumed
Other District Services & Charges [40.000000]	504000:Other Services & Charges
Outside District Communication [42.000000]	504200:Communication

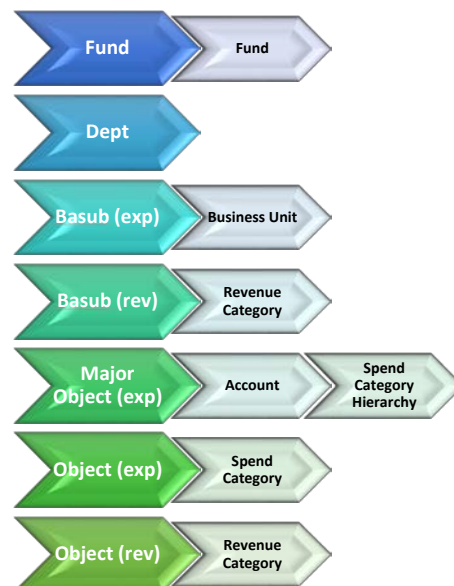
Terminology

Worktags: Named attributes assigned to transactions to indicate their business purpose. Worktags replace BARS and include Cost Center, Fund and Business Unit.

FREQUENTLY USED WORKTAGS

- **Cost Center:** Input the type of Outside District, e.g., (**Fire District, Drainage District, Water District**, etc.) and press **Enter** for results, then select the correct one. Frequently used Cost Centers include:
 - Drainage District
 - Fire District General
 - Library District
 - Park District
 - School District General
 - Sewer District General
 - Water District General
 - Weed District
- **Fund:** automatically populates based on the Cost Center entered
- **Business Unit:** Input the type of Outside District, e.g., (**Fire, Drainage, Water**, etc.) and press **Enter** for results, then select the correct one. Frequently used Business Units include:
 - 55350P0 Diking/Drainage
 - 53400P0 Water Utilities
 - 52214P0 Fire Department Support Staff
 - 52245P0 Training Obtained by Employees

GETTING FROM BARS TO WORKTAGS



NAVIGATING WORKDAY

HOMEPAGE

Your Homepage is the default landing page when you log into Workday. This is where you will find your Search box, Worklets, and Worker Profile.

1. Search box

Any function you need to complete in Workday can be accessed through the search box. Simply type the task you need to complete, e.g., ('Create Ad Hoc Payment'), and search results will display.

Partial spellings may also be used in the search bar e.g., ('Cr Ad Hoc')

A screenshot of the "District Reports" page in Workday. The page has a blue header with a back arrow and the text "District Reports". Below the header is a table with two columns: "Report Name" and "Brief Description".

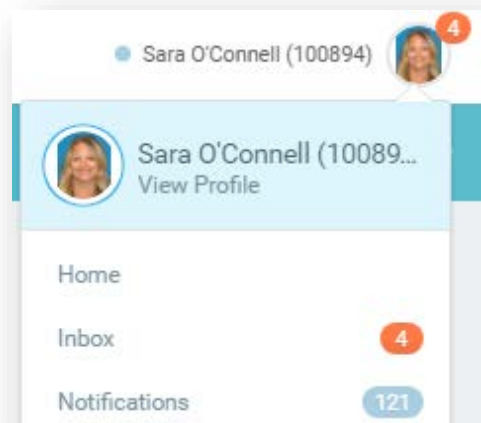
Report Name	Brief Description
District Expenditure Budget to Actuals FIN0596	Year to Date and Current Period actuals for Expenditure accounts showing budget, estimate, encumbrances and calculated balances. Replaces Legacy Financial Summary and FIN526R1.
District Expenditures FIN0595	Year to Date and Current Period actuals for Expenditure accounts showing budget, estimate, encumbrances and calculated balances. Replaces Legacy Financial Summary and FIN526R1.
District Revenues FIN0594	Year to Date and Current Period actuals for Expenditure accounts showing budget, estimate, encumbrances and calculated balances. Replaces Legacy Financial Summary and FIN526R1.
District User Listing FIN0620	List of users associated with selected Service Center

2. Worklets

The Worklet icons allow you to quickly access your tasks and reports, and can be customized to your specifications. See the Managing Worklets section for instructions on how to customize.

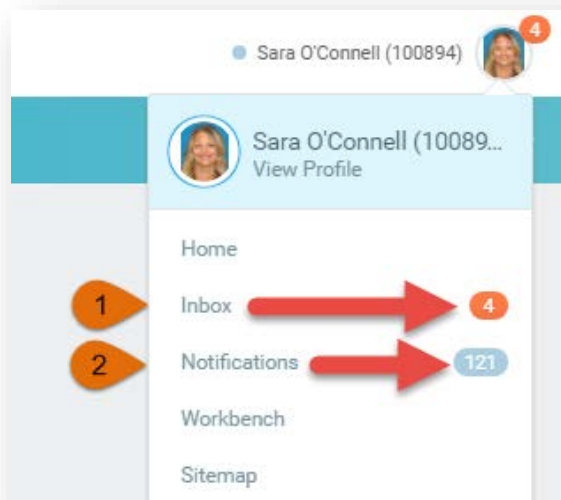
3. Worker Profile

Displays your name and allows you to access your Inbox, profile, and menus.



INBOX

The Inbox can be accessed from your Worker Profile by clicking on your picture, next to your name in the blue header field. The Inbox is an activity stream that allows you to view Actions that require you to take some action on them. Items are listed chronologically with the most recent first.



1. Inbox

Items will appear in your **Inbox** to let you know that items require action on your part.

2. Notifications

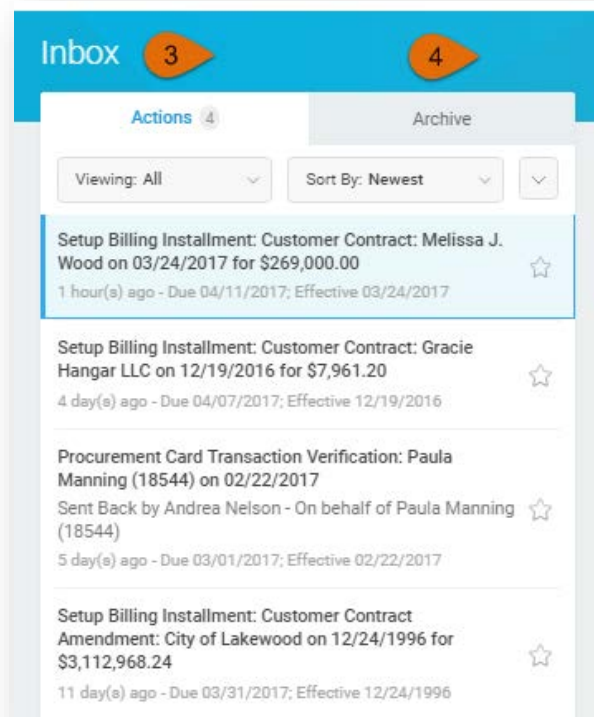
Items will appear in your **Notifications** to let you know an action has been taken. Items here do not require action on your part.

3. Actions

Items in the **Action** tab require you to take some action on it. Items are listed chronologically, with the most recent first.

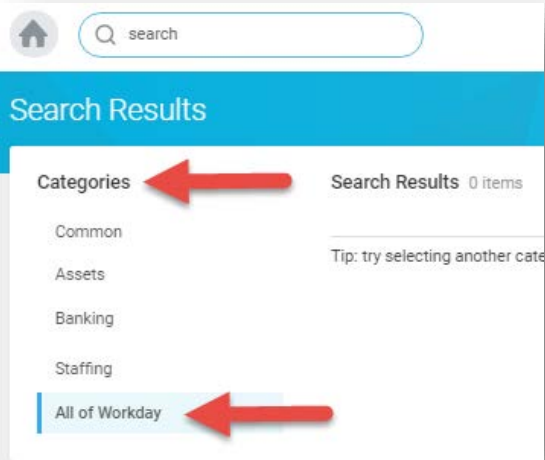
4. Archive

Past Action items will be placed into the **Archive** tab once the task is complete.



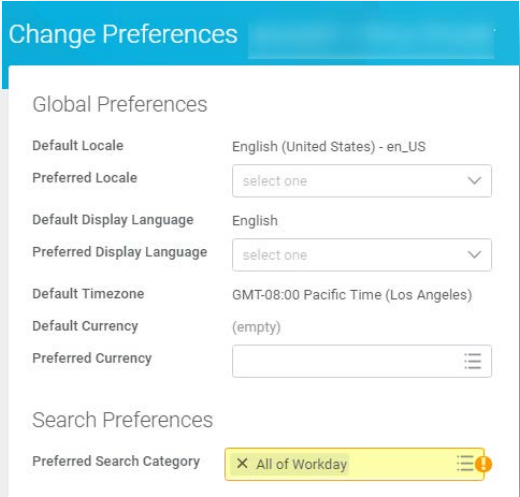
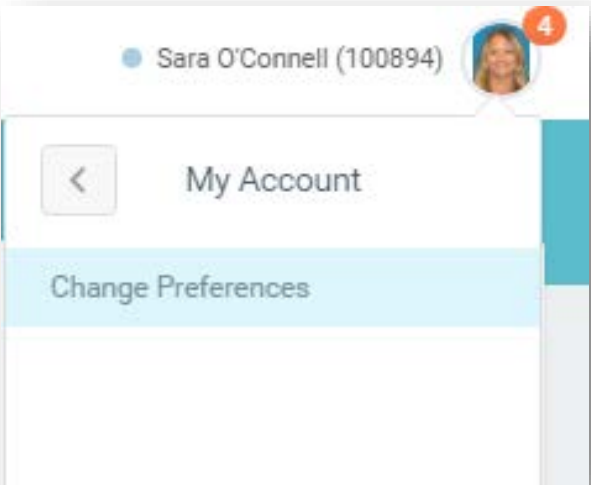
SEARCHING CATEGORIES

If Search does not return the results you expect, first check the category chosen. There is a category named **All of Workday** you can choose that yields all possible results.



To Change Preferences:

- 1. Access your inbox, then select **My Account**
- 2. Select **Change Preferences**
- 3. Go to **Preferred Search Category**
- 4. Click on the drop down menu, and select **All of Workday**



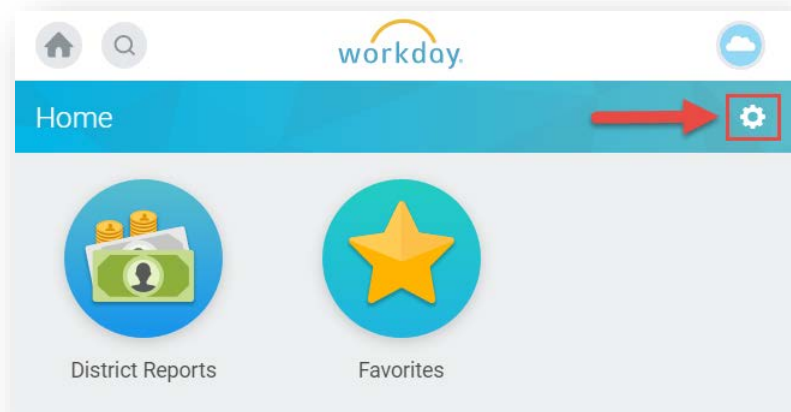
MANAGING WORKLETS

Worklets appear on your Homepage and enable you to quickly manage and access your common tasks and reports. The **District Reports** Worklet will default for all district users, but an additional **Favorites** Worklet may be added.

In the **Favorites** Worklet you can choose to add a variety of tasks, reports, custom reports and business objects.

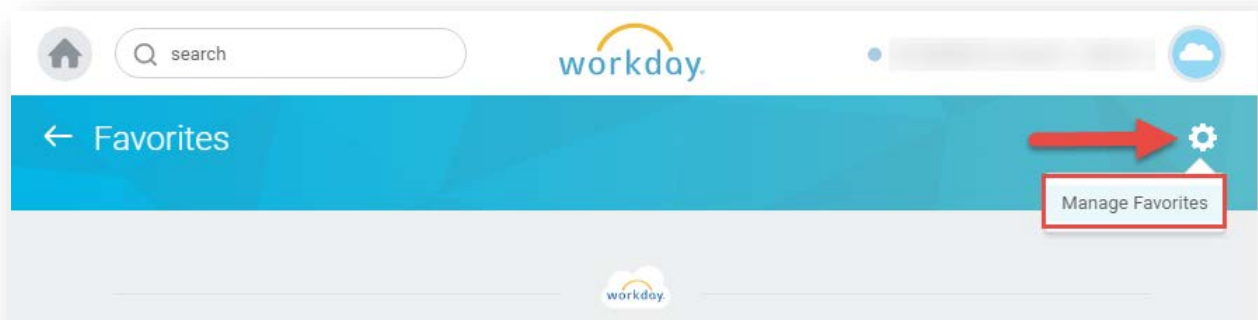
To add a Worklet:

1. Click the **gear icon** on your Homepage
2. Click on the **+** sign to add another row
3. Select **Favorites** from the drop down menu
4. Select **OK**
5. Select **Done**

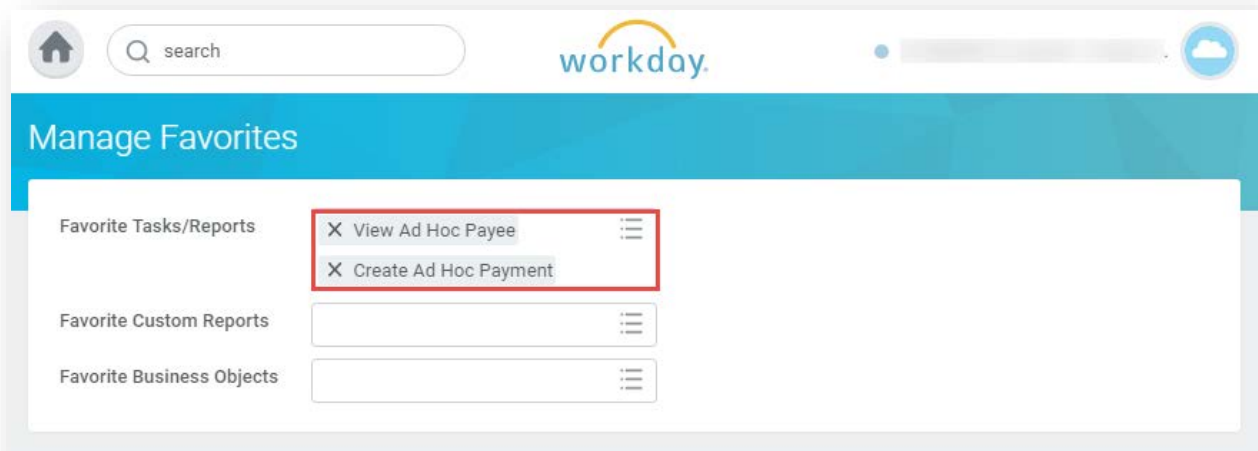


To add Tasks and Reports to your Favorites:

1. Click on the **Favorites** Worklet to open it
2. Click the **gear icon** on the far right and select **Manage Favorites**
3. 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 words 'ad hoc' and 'payments'.
 - a. You may select multiple tasks and reports to add



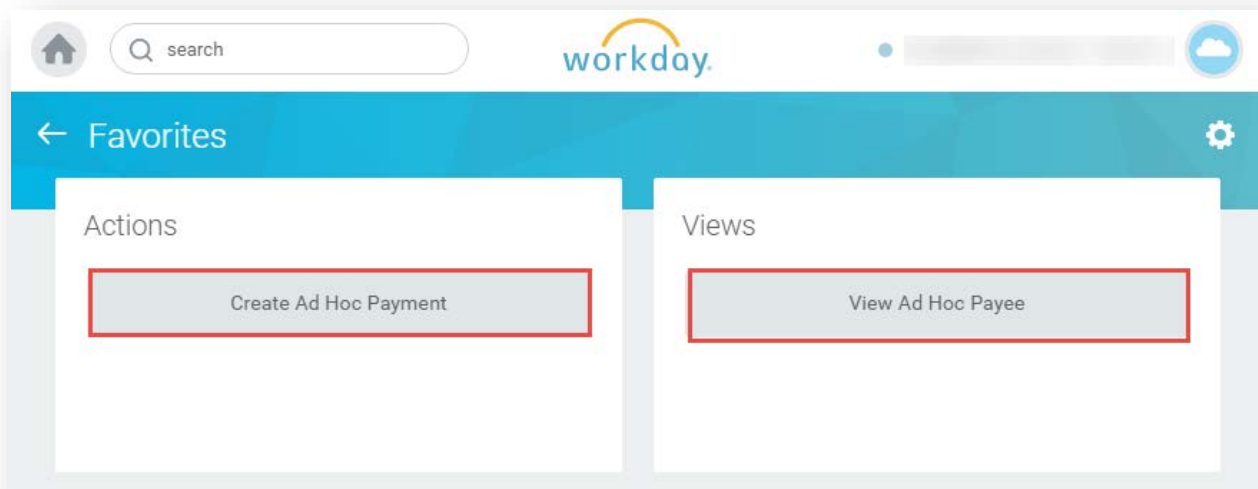
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Your Favorite tasks and reports will be in two groups:

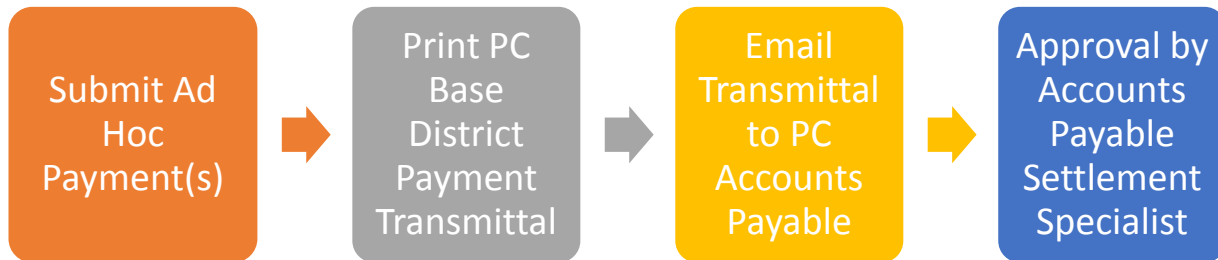
1. **Actions** – Click on the items in this list to go directly to that function
2. **Views** – Click on items in this list to be brought to the report screens

Refer to the **Reports** section of this manual for additional reports you may want to add to your **Favorites** Worklet.



ACCOUNTS PAYABLE

In order to have warrants issued, you need to create an **Ad Hoc Payment**. Ad Hoc Payments may begin in either of two ways, via **Manual Entry** or **Integration**.



MANUAL ENTRY

- Use this process when you have **one or two manual warrants** to record and you are not importing invoices from an external system.
- Use the **Create Ad Hoc Payment** task to manually enter payment details.
- **Submit**
- Print **PC Base District Payment Transmittal** for Approval Signatures
- **Email to:**
PCACCOUNTSPAYABLE@co.pierce.wa.us
- **Approval** by Accounts Payable Settlement Specialist

INTEGRATION

A Workday Integration is the process of taking a system file generated by the user's software and converting it to Workday.

- Use this process when you have a **file of warrants** to record
- Review prior integrations to prevent duplicate entry
- Use the **Launch/Schedule Integration** task to load payment details
- **Import File/Attach Document**
- **Submit**
- Print **PC Base District Payment Transmittal** for Approval Signatures
- **Email to:**
PCACCOUNTSPAYABLE@co.pierce.wa.us
- **Approval** by Accounts Payable Settlement Specialist

HOW TO: CREATE AD HOC PAYMENT (MANUAL ENTRY)

1. Type **Create Ad Hoc Payment** in Search box
2. Enter Ad Hoc Payment Information as follows:

Company	Defaults to initiator's company
Bank Account	PC Claims Clearing xxxxx607
Payee	Payee (if you are selecting an existing Ad Hoc Payee) <i>OR</i> New Ad Hoc Payee (if you are entering a Payee not on the list)
Currency	Defaults to USD
Payment Date	Current date
Payment Type	Warrant
Control Total Amount	Total payment amount (this amount will be verified against the total Invoice Line total amount)
Memo	Optional (this field prints on the payment)
External Reference	Optional (this field prints on the payment)

3. **Lines** tab - Enter Payment Line Information as follows:

Company	Defaults to initiator's company
Item Description	Optional (description of item)
Spend Category	See list of frequently used Spend Categories in Terminology section (this is a required field)
Quantity & Unit Cost	Enter Quantity & Unit Cost together to auto-calculate the extended amount <i>OR</i> enter an extended amount
Worktags	<p>Required worktags:</p> <ul style="list-style-type: none"> • Cost Center – see list of frequently used Cost Centers in Terminology section • Fund - will default based on Cost Center chosen • Business Unit – see list of frequently used Business Units in Terminology section

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Accounts Payable

4. Click on **Payee Address** tab
 - a. If you selected an existing **Payee**, verify address is correct
 - b. If you selected **New Ad Hoc Payee**:
 - i. Enter the following information:

Address Line 1	Remit To Address
Address Line 2	Remit To Address
City	Remit To City
State	Remit To State
Postal Code	Remit To Postal Code
Type	Business
Use For	Remit To must be selected in order to use for Payment processing

5. Click on **Attachments** tab (Optional)
 - a. Add attachment by selecting Paperclip Icon or by dragging and dropping files into indicated area
6. Click **Submit**

Next Steps

- Print **PC Base District Payment Transmittal** for Approval Signatures
- Email to: PCACCOUNTSPAYABLE@co.pierce.wa.us
- Approval by Accounts Payable Settlement Specialist

HOW TO: CREATE AD HOC PAYMENT (INTEGRATION)

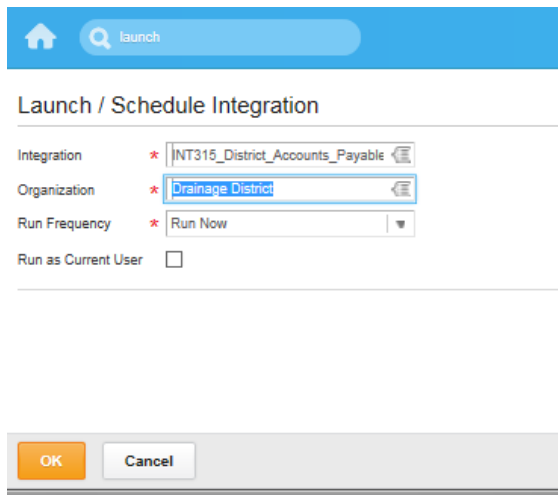
1. Prior to importing a file, review the **Archive** section of your **Inbox** (which displays the last 30 days of activity) to ensure the file was not previously submitted

NOTE: There is no validation to prevent you from importing duplicate Payment Batches into Workday. If duplicates are imported, you must contact the Finance Department.

2. Type **Launch/Schedule Integration** in Search box
3. Enter Integration Data:

Integration	Type INT315_District_Accounts_Payable
Organization	Choose Company
Run Frequency	Leave default Run Now

4. Select **OK**



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Accounts Payable

5. Review Schedule Integration information
 - a. Request Name: Leave as Defaulted
 - b. Integration Criteria will have detail of integration name listed
 - c. Select **OK**

Schedule an Integration ⓘ

Request Name * INT315_District_Accounts_Payable

Integration System INT315_District_Accounts_Payable

Organization Drainage District

Run Frequency Run Now

Integration Criteria

Provider	Field	Value Type	Value
INT315_District_Accounts_Payable			

OK Cancel

6. Import file by selecting **Attach Document**
 - a. Select **Attach** button
 - b. Locate file and Open/Attach
 - c. File Name: Leave as Defaulted
 - d. Immutable: Leave as Defaulted
 - e. Update Document Tag to be **Payments** only

NOTE: Any time before Step 7, the Integration can be canceled using the Overall Process Related Actions → Business Process → Cancel. Once the “Completed” button has been selected, the Integration cannot be Canceled.

7. Select **Completed**
 - a. Completed will import file contents and submit in BP to completed status.
 - b. Each warrant on file will become an Ad Hoc Payment.

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8. The Integration Status **MUST** be reviewed after submitting to ensure Integration was completed successfully.
 - a. Select the Transaction Link *OR* review it in the **Archive** section of your **Inbox**
 - **Failed:** Integration failed completely and no file was uploaded
 - **Completed with Errors:** Integration completed but not all Warrants were uploaded successfully
 - **Completed:** Integration completed and all Warrants were uploaded successfully
 - a. Integration Details Tab: Displays Integration Process Details and all Messages
 - b. Process Info Tab: Displays Process Type and Times
 - c. Output Files Tab: Contains an Excel File which includes the individual Payment's Payees, Amounts and Statuses
 - d. Messages Tab: Contains all the Information Messages and Error Messages with the ability to drill into the details
 - e. Notification Tab: Displays any notifications and recipients
 - f. Child Processes Tab: Displays the corresponding integration processes

The screenshot displays a software interface for managing integration events. On the left, a list of events is shown, with the top event highlighted in a red box: "Integration: INT315_District_Accounts_Payable - 03/24/2015 07:27:42.570" (Failed). The main view area shows details for this event, including its status as "Failed" and a "Consolidated Report and Logs" table. Below this, a "Child Processes" table lists the integration event trigger and the failed ESB invocation.

Consolidated Report and Logs

Date and Time Created	Repository Documents for Integration Messages	Document Tag
03/24/2015 07:29 AM	request-386c8e5cdc0b10279c82c2854b00c729.log	Cloud Request
03/24/2015 07:29 AM	server-386c8e5cdc0b10279c82c2854b00c729.log	Log File
03/24/2015 07:29 AM	profile-386c8e5cdc0b10279c82c2854b00c729.log	Log File
03/24/2015 07:29 AM	consolidated-report-386c8e5cdc0b10279c82c2854b00c729.xml	Consolidated Report

Child Processes

Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
03/24/2015 07:29 AM			Integration Event Trigger	Completed	00:00:00	Karen Keith	0
03/24/2015 07:29 AM	Integration	INT315_District_Accounts_Payable	Integration ESB Invocation	Failed	00:00:15	Karen Keith	1

Event Info

Request Name: INT315_District_Accounts_Payable
 Status: Failed
 Percent Complete: 100.00%
 Total Processing Time (hour:min:sec): 00:01:34

Accounts Payable

Note: Values set from file

- **Company** = from file
- **Bank Account** = defaults from Company
- **Payee** = from file
- **Payment Date** = Date integration ran/import
- **Payment Type** = defaults from Bank Account
- **Memo** = Invoice details if included in file
- **External Reference** = District voucher number from file
- **Payment Lines** = BARS mapping to worktags from file
- **Payee Address** = Payee details from file

Next Steps

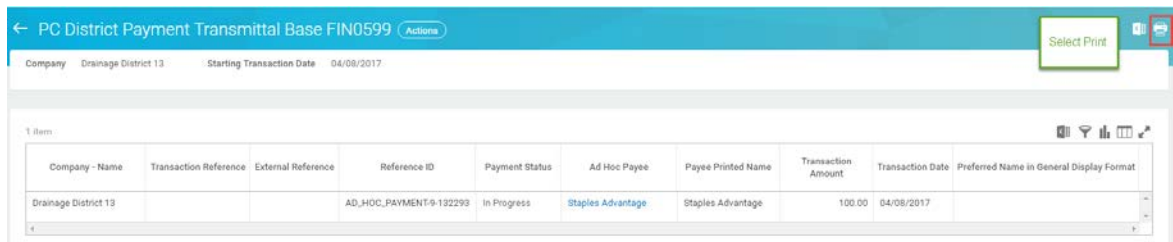
- Print **PC Base District Payment Transmittal** for Approval Signatures
- Email to: PCACCOUNTSPAYABLE@co.pierce.wa.us
- Approval by Accounts Payable Settlement Specialist

HOW TO: PRINT DISTRICT PAYMENT TRANSMITTAL

1. In Search Box type **PC Base District Payment Transmittal**

Company	Enter District Name
Starting Transaction Date/Ending Transaction Date	Date the payments were entered
Worker	User who entered the Ad Hoc Payments or loaded the Integration file

2. Select **OK**
3. Review Results
4. Select **Print**



5. Transmittal Register will display in the **Notifications** section of your **Inbox** after processing



6. Obtain **Approval Signatures** on District Payment Submittal
7. **Email** to: PCACCOUNTSPAYABLE@co.pierce.wa.us

Next Steps

- Approval by Pierce County Accounts Payable Settlement Specialist

SEARCHING AND REPORTING

FIND PAYMENTS

To Find and View Ad Hoc Payments

1. In Search Box, type **Find Payments**
2. Narrow criteria using combination of Search Fields
 - Company
 - Payment Categories: Ad Hoc Payment
 - Payee
 - Payment Statuses: Draft, In Progress, Awaiting Settlement, Complete, or Canceled
 - Payment Date On or After/Before: Date Integration was uploaded or Ad Hoc Payment entered
 - Created by Worker
3. Select **OK**

The screenshot shows a search interface titled "Find Payments FIN0340". It features a list of search criteria on the left and corresponding input fields on the right. The "Company" field is highlighted in yellow. The input fields include text boxes for "Bank Accounts", "Financial Institution", "Payment Categories", "Payment Payee", "Payment Types", "Payment Statuses", "Supplier Status", "Customer Status", "Currency", "Transaction Reference", "Memo", "External Reference/District Control #", "Settlement Run Number", "Settlement Run Name", and "Settlement Run Date On or Before". Date fields for "Payment Date On or After", "Payment Date On or Before", "Transaction Date", "Settlement Run Date On or After", and "Settlement Run Date On or Before" include calendar icons. At the bottom, there are "OK" and "Cancel" buttons.

(Continued on next page)

At the returned list, click on the the magnifying glass for the payment you wish to view.

Find Payments

Additional Criteria
Payment Categories: Ad Hoc Payment

Payments 3 items

Payment	Payment Category	Company for Reporting Transaction	Status	Payee / Payor	Transaction Date	Payment Memo	Bank Account	Payment Type	Settlement Run	Payment Group	Reference	Payment Amount	Currency	Reconcil Status
	Ad Hoc Payment	Drainage District 14	In Progress	ABC Donuts	03/23/2015		County Claims xxx0044	Warrant				0.00	USD	Unreconciled
	Ad Hoc Payment	Drainage District 14	In Progress	Jane Doe	03/23/2015		County Claims xxx0044	Warrant				0.00	USD	Unreconciled
	Ad Hoc Payment	Drainage District 14	In Progress	John Doe	03/23/2015		County Claims xxx0044	Warrant				0.00	USD	Unreconciled

This will open the Ad Hoc Payment to display the details of the transaction

View Ad Hoc Payment

Ad Hoc Payment | Status: In Progress

Ad Hoc Payment Information

Company: Drainage District 14

Payee: ABC Donuts

Currency: USD

Ship-To Address: (empty)

Default Tax Code: (empty)

Payment Date: 03/23/2015

Reconciliation Status: Unreconciled

Payment Details

Transaction Reference: (empty)

Intercompany Payment Amount: 5.00

Memo: (empty)

Addenda: (empty)

External Reference: (empty)

Tax Authority Form Type: (empty)

TIN Type: (empty)

Tax ID: (empty)

Tax Payment: No

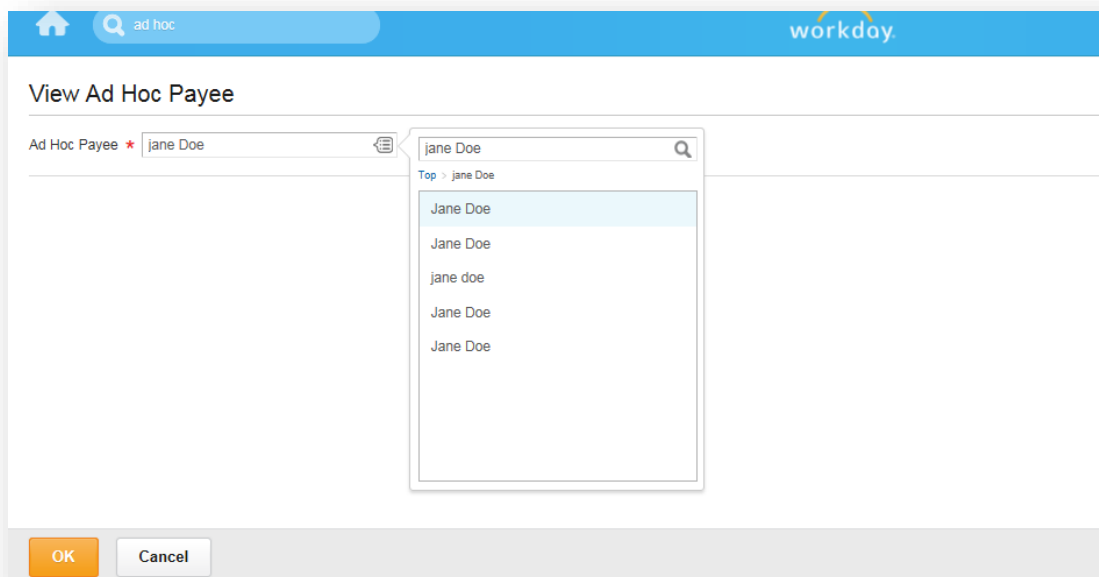
Lines

Company	Item	Spend Category	Tax	Quantity	Unit Cost	Extended Amount	Memo	*Cost Center	*Fund	*Business Unit	Additional Worktags
Drainage District 14		Supplies (District Use) [31.000000]	Tax Applicability Tax Code	0	0.00	5.00		Budget Administration	001-00 Current Expense Fund	5100000 General Government - Other	

VIEW AD HOC PAYEE

To View Ad Hoc Payee

1. In Search Box type **View Ad Hoc Payee**
2. Enter the name you wish to search
3. Select the appropriate name from the returned list
4. Select **OK**
5. Review Results



The screenshot on the next page shows the information that is available on the Ad Hoc Payee selected.

View Ad Hoc Payee 🔍

Ad Hoc Payee 🔍 Ad Hoc Payee Name Jane Doe

Ad Hoc Payee Details

Tax Authority Form Type (empty)

TIN Type (empty)

Tax ID (empty)

Tax Document Date (empty)

Payee Address

Alternate Names

Effective Date 03/17/2015

Country [United States of America](#)

Address Line 1 Jane's Address

Address Line 2 (empty)

City Tacoma

State [Washington](#)

Postal Code 98403

County (empty)

Enter Western Script Yes

Usage

Type Business

Primary Yes

Use For Billing

Remit To

Shipping

Visibility Public

Comments (empty)

Searching and Reporting

REPORTS

Workday Report	Description
District Expenditure Budget to Actuals FIN0596	For use by Districts that have loaded Budgets in Workday
District Expenditures FIN0595	For all Districts
District Revenue Budget to Actuals FIN0597	For use by Districts that have loaded Budgets into Workday
District Revenues FIN0594	For all Districts
Financial Detail Activity FIN0353	Remove Revenue from Ledger Account Summary field
Financial Detail Activity FIN0353	Remove Expenditure from Ledger Account Summary field
Find Ad Hoc Bank Transaction FIN0338	Select Payment Status of Completed and Reconciliation Status of Unreconciled
Find Payments FIN0340	Select Payment Status of Completed and enter Date Range
Find Payments FIN0340	Select Payment Status of Completed and Reconciliation Status of Unreconciled
Trial Balance	For all Districts

RESOURCES

WEBSITE

www.piercecountywa.org/districts

EMAIL

General Treasury Functions.....pctreasury@co.pierce.wa.us

General AP Functions.....pcaccountspayable@co.pierce.wa.us

PHONE

Accessing Workday.....IT Service Desk 253.798.7286

Accounts Payable.....Beth Pall-Brogan 253.798.7588

Investments/Debt/Banking.....Jim Block 253.798.7457

Property Taxes.....Katie Betrozoff 253.798.7459

Warrants.....Stephanie Raines 253.798.7559