

April 26, 2013

Presented to Existing District Portal Users

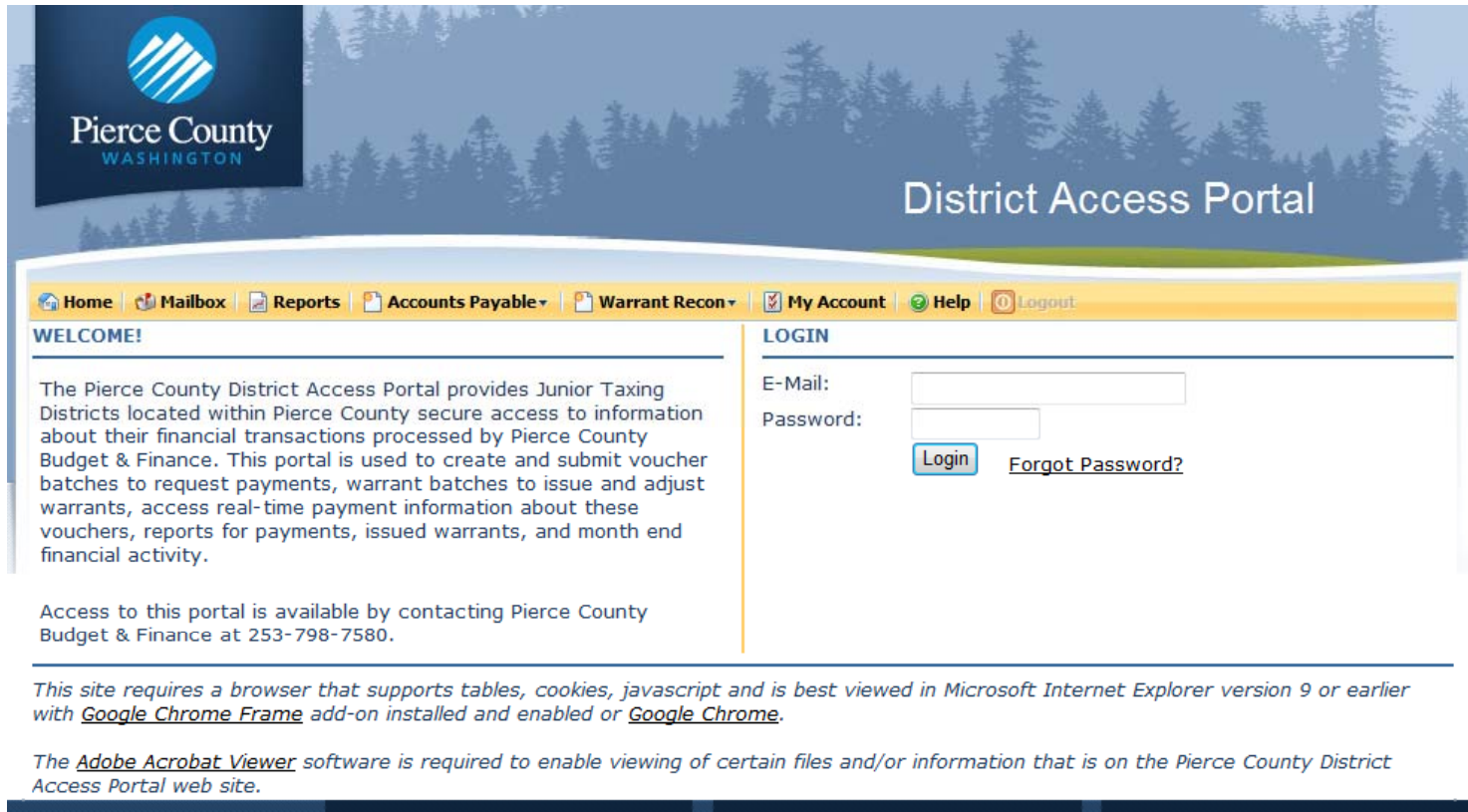
DISTRICT PORTAL ENHANCEMENT



Agenda

- **Overview of Changes**
- **New Report Options**
- **Implementation Strategy**

Overview of Changes

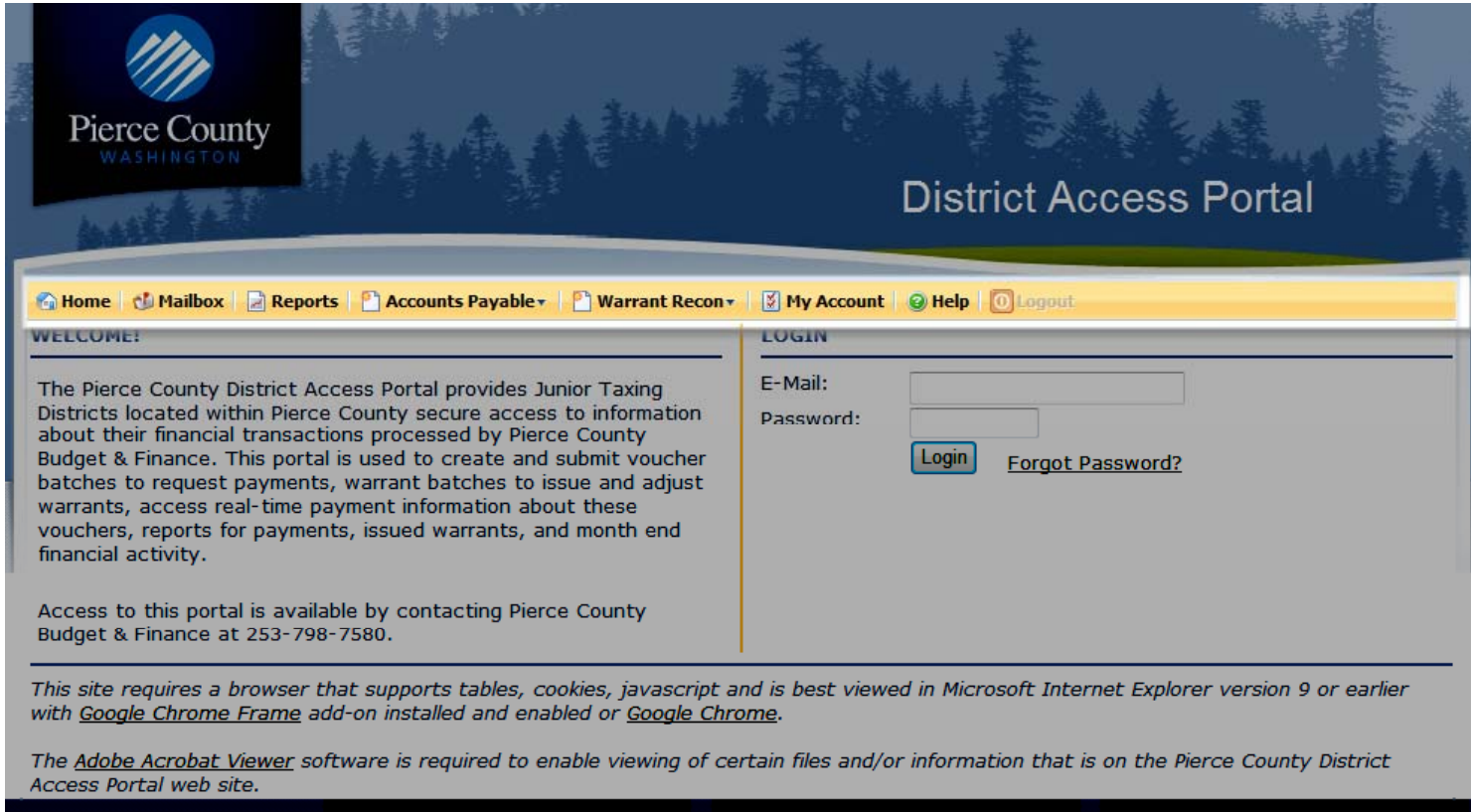


The screenshot shows the District Access Portal interface. At the top left is the Pierce County Washington logo. The main header area features a forest background with the text "District Access Portal". Below this is a navigation bar with links for Home, Mailbox, Reports, Accounts Payable, Warrant Recon, My Account, Help, and Logout. The main content area is divided into two columns. The left column, titled "WELCOME!", contains a paragraph describing the portal's purpose for Junior Taxing Districts and contact information for Pierce County Budget & Finance. The right column, titled "LOGIN", contains input fields for E-Mail and Password, a Login button, and a link for "Forgot Password?". At the bottom of the page, there are two lines of small text providing browser requirements and software requirements for viewing certain files.

➤ Appearance

- Design has been updated to match Pierce County's recent web site redesign

Overview of Changes

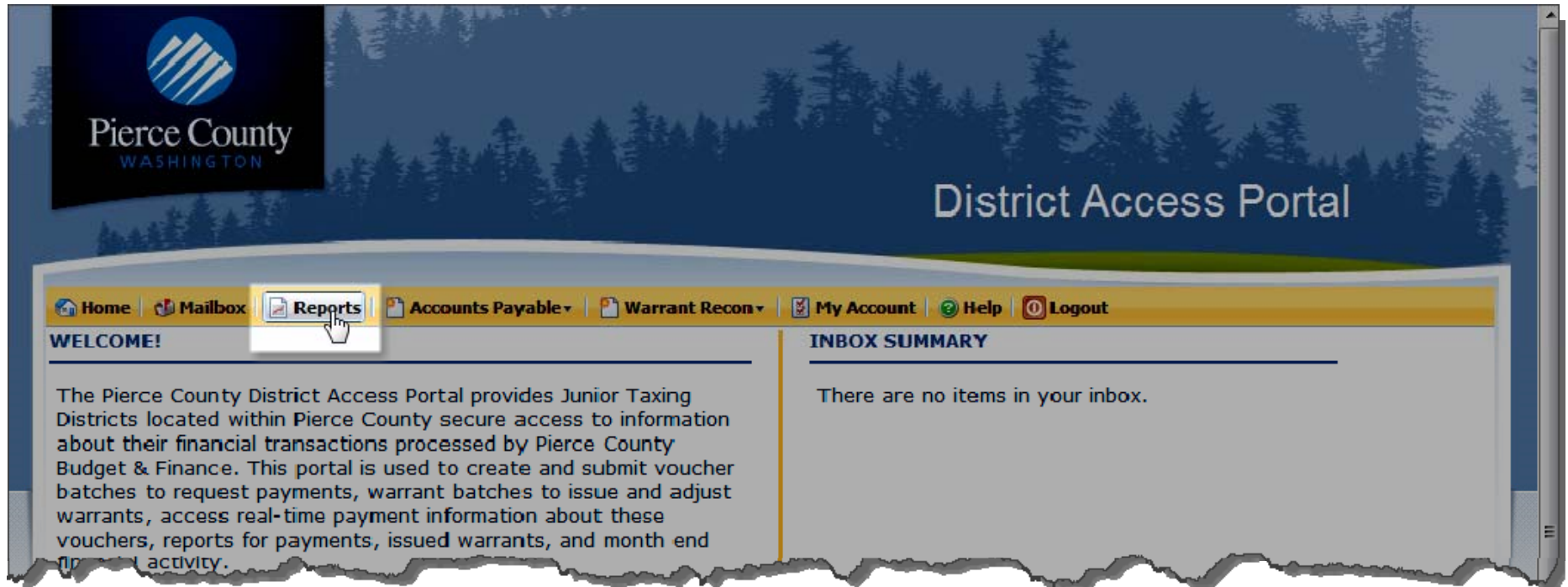


The screenshot shows the Pierce County District Access Portal. At the top left is the Pierce County Washington logo. The main header reads "District Access Portal". Below this is a navigation bar with links: Home, Mailbox, Reports, Accounts Payable, Warrant Recon, My Account, Help, and Logout. The page is divided into two columns. The left column has a "WELCOME!" section with a paragraph describing the portal's purpose for Junior Taxing Districts, followed by contact information for Pierce County Budget & Finance. The right column has a "LOGIN" section with input fields for "E-Mail:" and "Password:", a "Login" button, and a "Forgot Password?" link. At the bottom, there are two lines of browser requirements text.

➤ Navigation

- Module-based Menu
- Introduced earlier in 2013

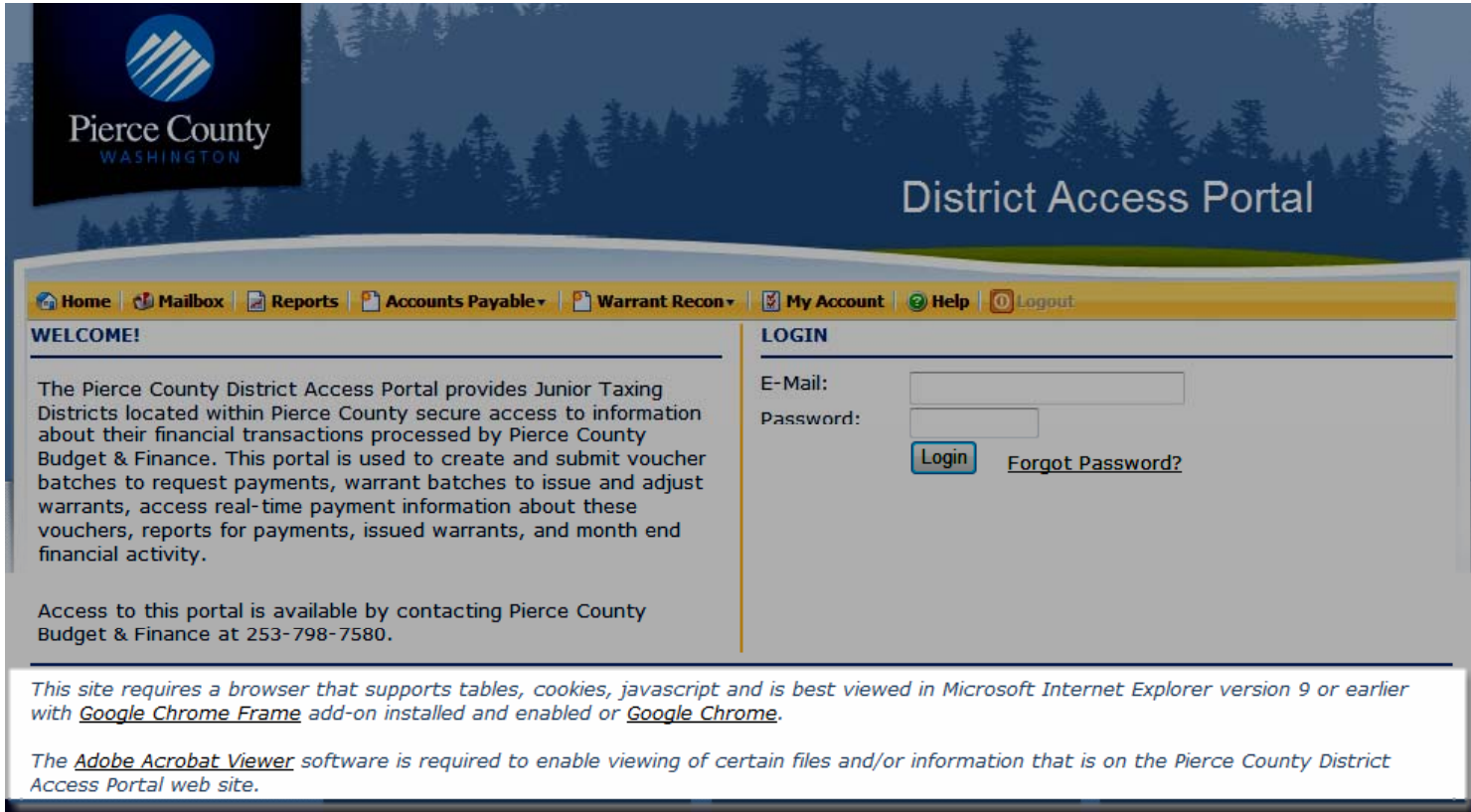
Overview of Changes



➤ Reports

- New Menu/Report Launcher introduced earlier in 2013
- Additional Reports & Output formats available

Overview of Changes



The screenshot shows the Pierce County District Access Portal. At the top left is the Pierce County Washington logo. The main heading is "District Access Portal". Below this is a navigation bar with links: Home, Mailbox, Reports, Accounts Payable, Warrant Recon, My Account, Help, and Logout. The page is divided into two main sections: "WELCOME!" and "LOGIN".

WELCOME!

The Pierce County District Access Portal provides Junior Taxing Districts located within Pierce County secure access to information about their financial transactions processed by Pierce County Budget & Finance. This portal is used to create and submit voucher batches to request payments, warrant batches to issue and adjust warrants, access real-time payment information about these vouchers, reports for payments, issued warrants, and month end financial activity.

Access to this portal is available by contacting Pierce County Budget & Finance at 253-798-7580.

LOGIN

E-Mail:

Password:

[Forgot Password?](#)

This site requires a browser that supports tables, cookies, javascript and is best viewed in Microsoft Internet Explorer version 9 or earlier with [Google Chrome Frame](#) add-on installed and enabled or [Google Chrome](#).

The [Adobe Acrobat Viewer](#) software is required to enable viewing of certain files and/or information that is on the Pierce County District Access Portal web site.

➤ System Requirements

- IE 9 or higher (Chrome Frame recommended)
- Google Chrome is Now Supported

Overview of Changes

➤ Email Notification

- *PCAccountsPayable@co.pierce.wa.us*
AP specific communication
- *PCTreasury@co.pierce.wa.us*
General Portal communication

➤ New Contacts Page

- Available from the Help Menu

CONTACT INFORMATION

Accounts Payable	pcaccountspayable@cc.pierce.wa.us	253 798-7588
Warrant Recon	pctreasury@co.pierce.wa.us	253 798-7559
District Access Portal - Help Desk	mcrawfo@co.pierce.wa.us kkeith@co.pierce.wa.us	253 798-6870 253 798-3122

Pierce County Budget & Finance District User Request Form

District Name: _____ Date: _____

Mailing Address: _____ Phone: _____

_____ Fax: _____

Authorized by: _____

Action	User Name	Email Address	Phone	Access Options
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Accounts Payable/Vouchers <input type="checkbox"/> Warrant Issue/Void <input type="checkbox"/> Reporting – Financial/Taxes <input type="checkbox"/> Reporting – Impact Fees <input type="checkbox"/> Reporting – Investments/Debt
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Accounts Payable/Vouchers <input type="checkbox"/> Warrant Issue/Void <input type="checkbox"/> Reporting – Financial/Taxes <input type="checkbox"/> Reporting – Impact Fees <input type="checkbox"/> Reporting – Investments/Debt
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Accounts Payable/Vouchers <input type="checkbox"/> Warrant Issue/Void <input type="checkbox"/> Reporting – Financial/Taxes <input type="checkbox"/> Reporting – Impact Fees <input type="checkbox"/> Reporting – Investments/Debt
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Accounts Payable/Vouchers <input type="checkbox"/> Warrant Issue/Void <input type="checkbox"/> Reporting – Financial/Taxes <input type="checkbox"/> Reporting – Impact Fees <input type="checkbox"/> Reporting – Investments/Debt
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete				<input type="checkbox"/> Accounts Payable/Vouchers <input type="checkbox"/> Warrant Issue/Void <input type="checkbox"/> Reporting – Financial/Taxes <input type="checkbox"/> Reporting – Impact Fees <input type="checkbox"/> Reporting – Investments/Debt

Fax form to:
253-798-6699

OR

Email form to:
PCTREASURY@CO.PIERCE.WA.US

NOTE:

Please be sure to mark the following emails as safe to eliminate them from appearing as spam:

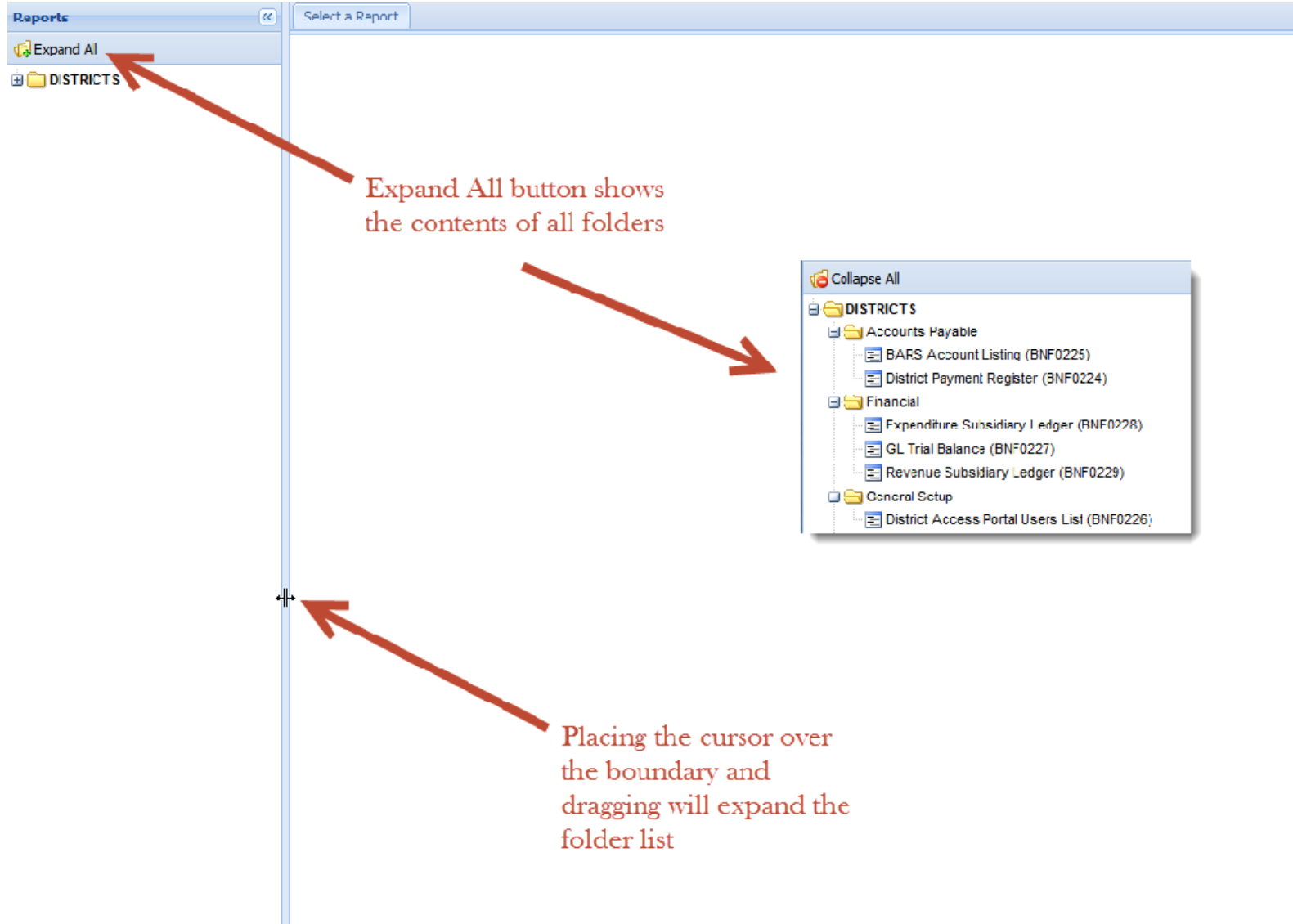
- pctreasury@co.pierce.wa.us
- pcaccountspayable@co.pierce.wa.us



REPORTING FEATURES

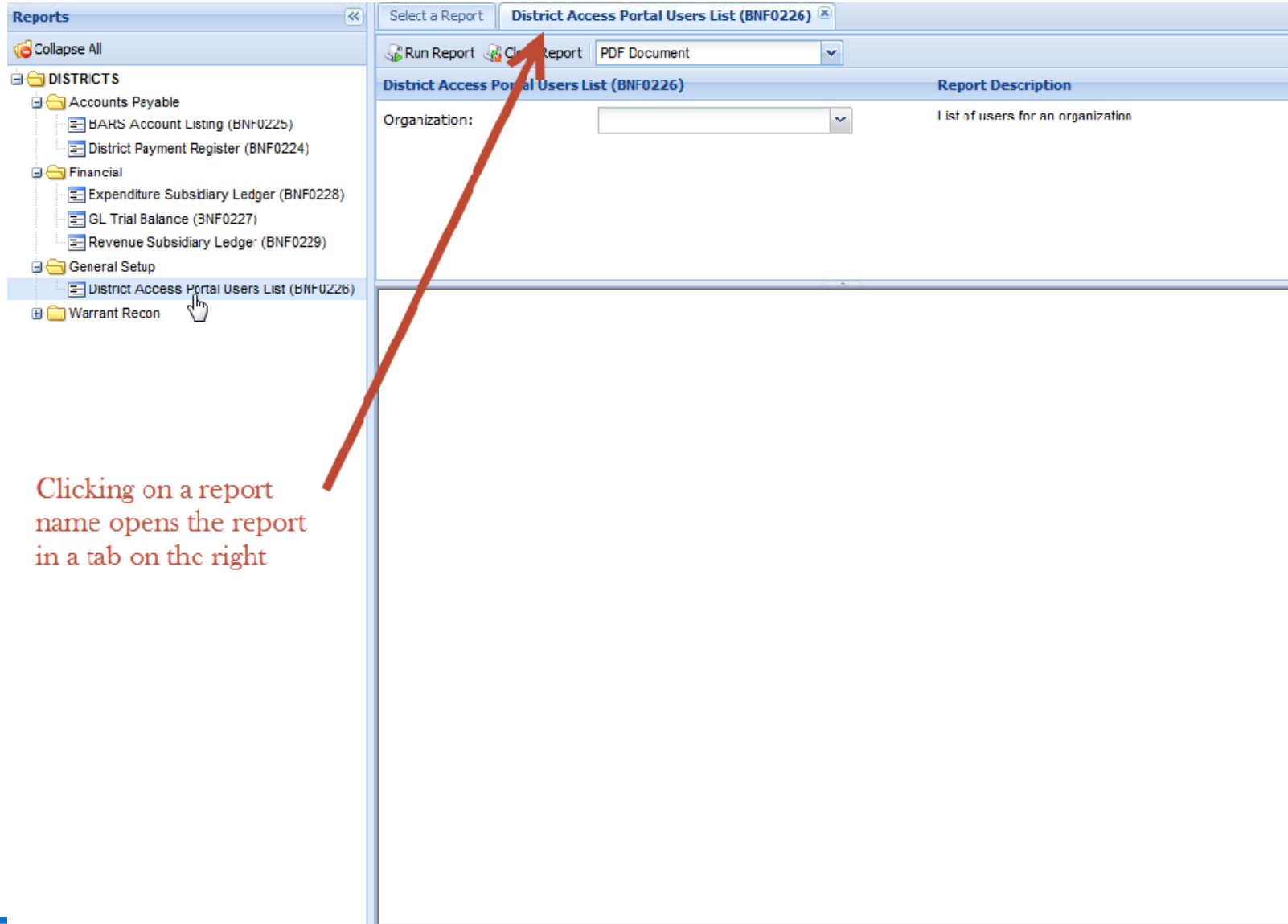


Navigation Features



The screenshot shows a web application interface for reports. On the left, a sidebar titled "Reports" contains an "Expand All" button and a "DISTRICTS" folder icon. A red arrow points from the "Expand All" button to a text box that reads: "Expand All button shows the contents of all folders". Another red arrow points from this text box to a pop-up window titled "Collapse All" which displays a tree view of the "DISTRICTS" folder. The tree view includes sub-folders like "Accounts Payable", "Financial", and "General Setup", each with a list of reports such as "BARS Account Listing (BNF0225)", "District Payment Register (BNF0224)", "Expenditure Subsidiary Ledger (BNF0228)", "GL Trial Balance (BNF0227)", "Revenue Subsidiary Ledger (BNF0229)", and "District Access Portal Users List (BNF0226)". A third red arrow points from a vertical boundary line in the sidebar to a text box that reads: "Placing the cursor over the boundary and dragging will expand the folder list".

Navigation Features



Reports

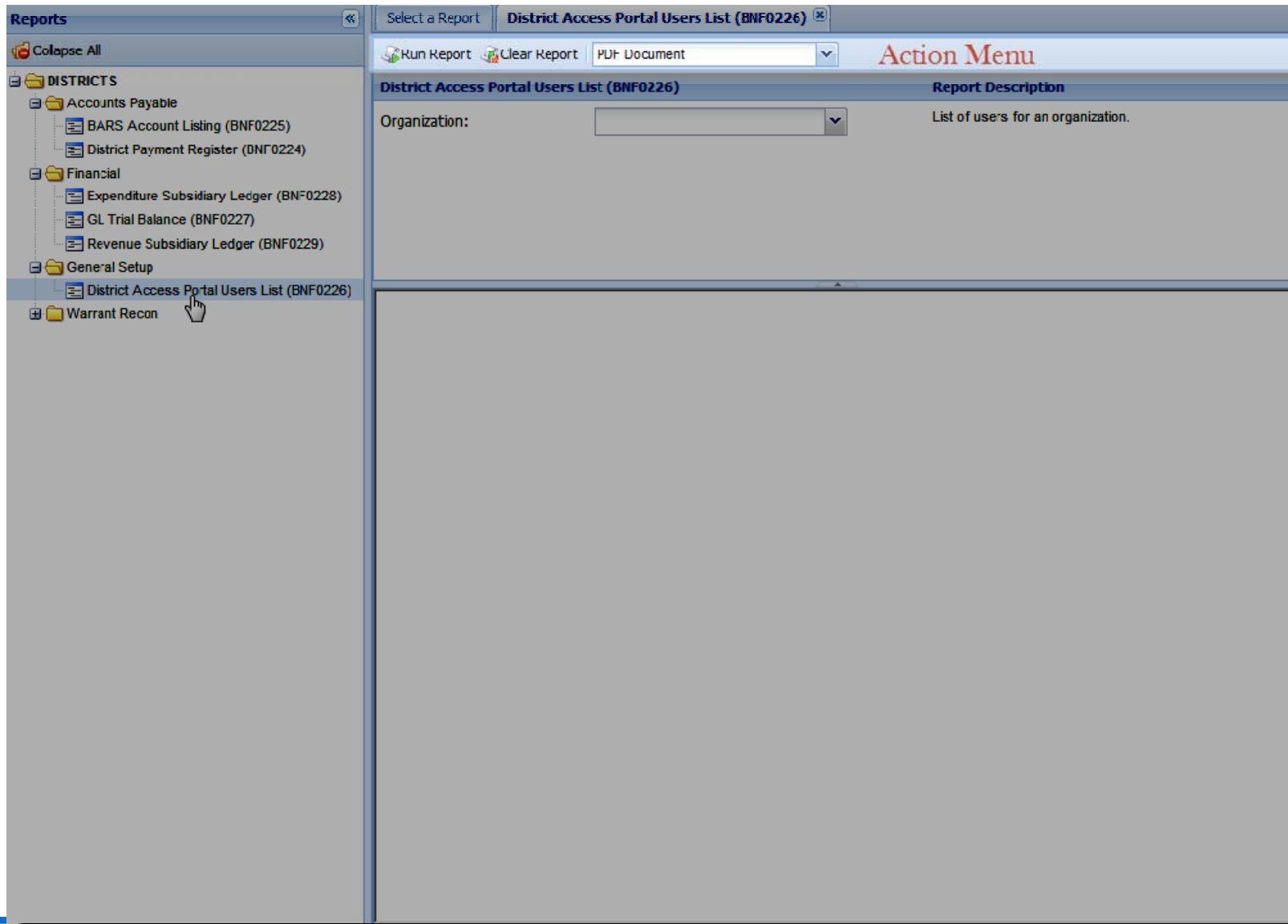
Select a Report **District Access Portal Users List (BNF0226)**

Run Report Clear Report PDF Document

District Access Portal Users List (BNF0226)	Report Description
Organization: <input type="text"/>	List of users for an organization

Clicking on a report name opens the report in a tab on the right

Report Features



The screenshot shows a software interface for selecting and running reports. On the left is a tree view of report categories. The main area on the right shows the selected report's configuration and description.

Reports

- Collapse All
- DISTRICTS
 - Accounts Payable
 - BARS Account Listing (BNF0225)
 - District Payment Register (DNF0224)
 - Financial
 - Expenditure Subsidiary Ledger (BNF0228)
 - GL Trial Balance (BNF0227)
 - Revenue Subsidiary Ledger (BNF0229)
 - General Setup
 - District Access Portal Users List (BNF0226)
 - Warrant Recon

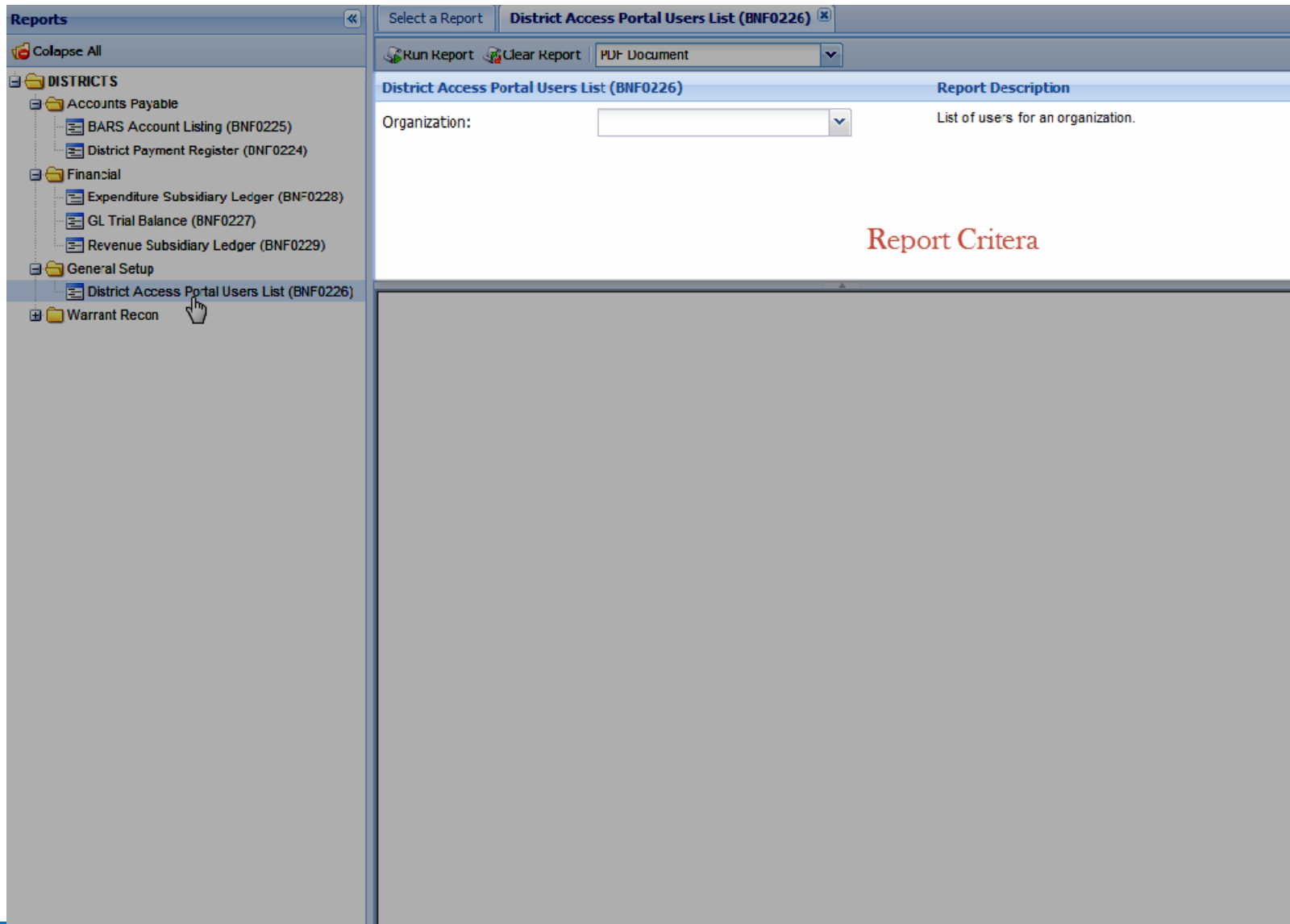
Select a Report: **District Access Portal Users List (BNF0226)**

Run Report Clear Report PDF Document

Action Menu

District Access Portal Users List (BNF0226)	Report Description
Organization: <input type="text"/>	List of users for an organization.

Report Features



The screenshot shows a software interface for selecting and running reports. On the left is a tree view of report categories under 'DISTRICTS', including 'Accounts Payable', 'Financial', 'General Setup', and 'Warrant Recon'. The 'District Access Portal Users List (BNF0226)' report is selected. The main area shows the report title, a 'Run Report' button, a 'Clear Report' button, and a 'PUF Document' dropdown menu. Below this is a table with two columns: 'District Access Portal Users List (BNF0226)' and 'Report Description'. The table contains one row with 'Organization:' and a dropdown menu in the first column, and 'List of users for an organization.' in the second column. The text 'Report Criteria' is displayed in red in the center of the main area.

District Access Portal Users List (BNF0226)	Report Description
Organization: <input type="text"/>	List of users for an organization.

Report Criteria

Report Features

Reports

Collapse All

- DISTRICTS**
 - Accounts Payable
 - BARS Account Listing (BNF0225)
 - District Payment Register (DNF0224)
 - Financial
 - Expenditure Subsidiary Ledger (BNF0228)
 - GL Trial Balance (BNF0227)
 - Revenue Subsidiary Ledger (BNF0229)
 - General Setup
 - District Access Portal Users List (BNF0226)**
 - Warrant Recon

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

Run Report Clear Report PUF Document

District Access Portal Users List (BNF0226) **Report Description**

Organization: List of users for an organization.

Find

Budget & Finance

District Access Portal User List

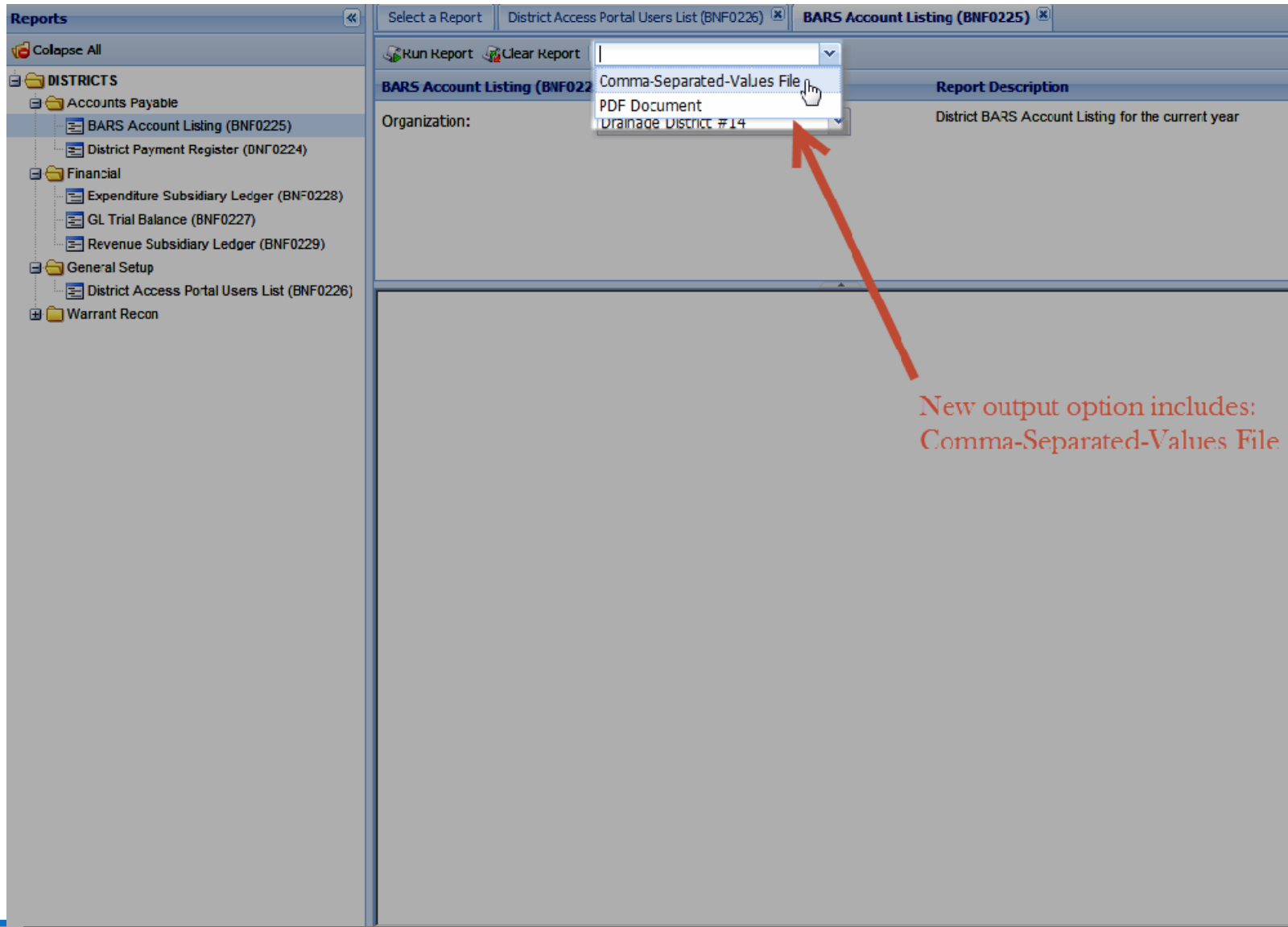
District Name	User Name	Phone
Drainage District #14 9403 - 24th Ave E Tacoma, WA 98445	<small>11/01/2012</small> <small>11/01/2012</small> <small>11/01/2012</small>	<small>253.435.1234</small> <small>253.435.1234</small> <small>253.435.1234</small>

Report Display

4/25/2013

14

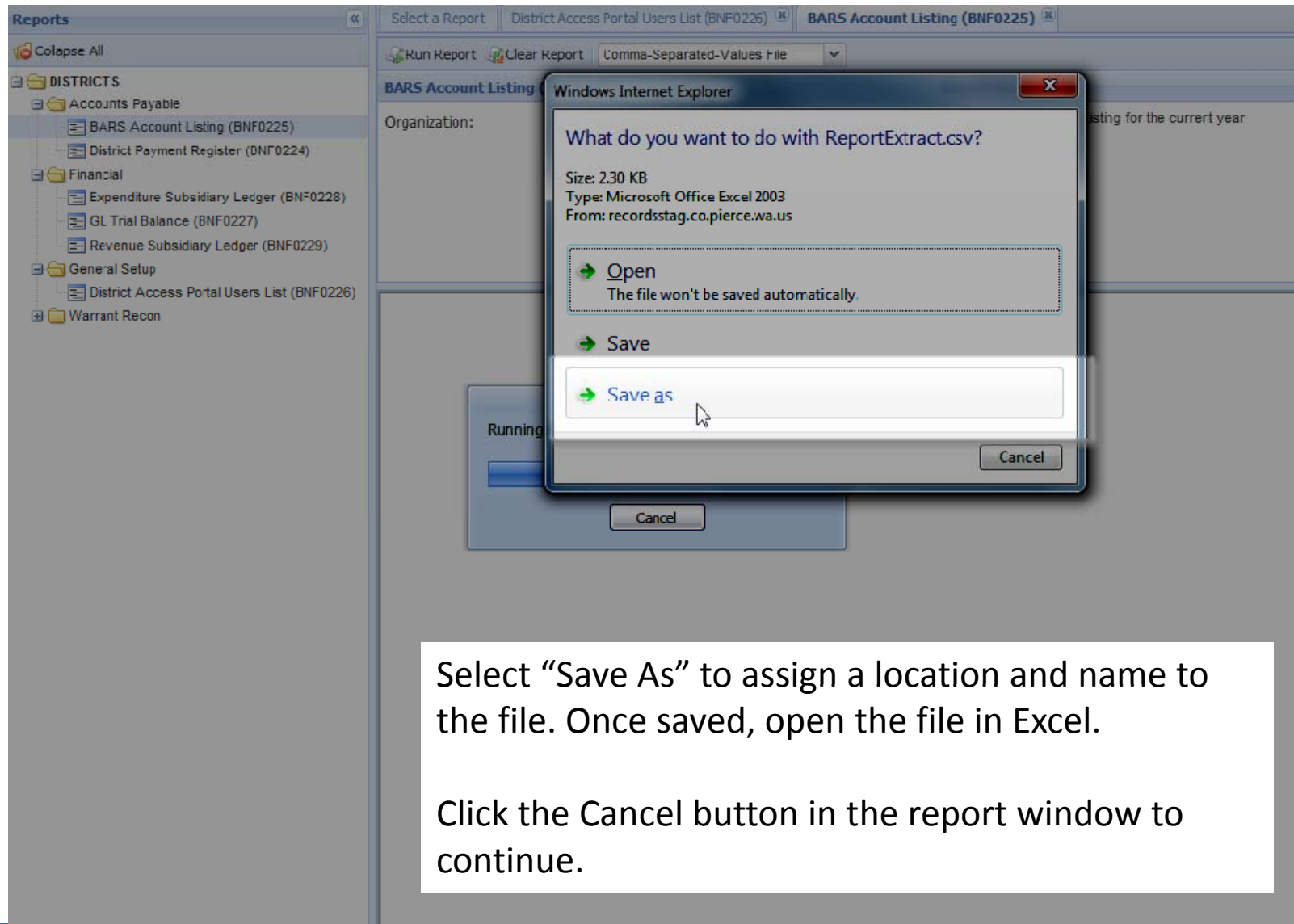
Report Output Options



The screenshot displays a software interface for generating reports. On the left, a tree view under 'Reports' shows a hierarchy: DISTRICTS > Accounts Payable > BARS Account Listing (BNF0225). The main area is titled 'BARS Account Listing (BNF0225)'. It features a 'Run Report' button and a dropdown menu for output format. The dropdown menu is open, showing three options: 'Comma-Separated-Values File', 'PDF Document', and 'Drainage District #14'. A red arrow points to the 'Comma-Separated-Values File' option. Below the dropdown is an 'Organization:' field. To the right, the 'Report Description' section states 'District BARS Account Listing for the current year'.

New output option includes:
Comma-Separated-Values File

Report Output Options



The screenshot shows a web-based report generation interface. On the left, a tree view under 'Reports' shows categories like 'DISTRICTS', 'Accounts Payable', 'Financial', 'General Setup', and 'Warrant Recon'. The 'BARS Account Listing (BNF0225)' report is selected. The main area shows a 'Run Report' button and a dropdown menu set to 'Comma-Separated-Values File'. A 'Windows Internet Explorer' dialog box is open, asking 'What do you want to do with ReportExtract.csv?'. The dialog provides file details: 'Size: 2.30 KB', 'Type: Microsoft Office Excel 2003', and 'From: recordsstag.co.pierce.wa.us'. It offers three options: 'Open' (with a warning 'The file won't be saved automatically.'), 'Save', and 'Save as'. A mouse cursor is pointing at the 'Save as' option. Below the dialog, a 'Running' progress indicator is visible with a 'Cancel' button.

Select "Save As" to assign a location and name to the file. Once saved, open the file in Excel.

Click the Cancel button in the report window to continue.

Report Output Options

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	bars_year	bars_account	annual_budget	actual_ytd	remaining_amt	district_name	status	bars_name	category	fund_num	dept_num	prog_num	basub_num	major_obj	minor_obj
2	2013	680.014.0000.31110.00.0001	0	0	0	Drainage District #14	Active	REAL & PERSONAL PROPERTY -- REFUND REAL PERSONAL PROPERTY	2013 REVENUE	680	14	0	31110	0	1
3	2013	680.014.0000.31770.00.0435	0	0	0	Drainage District #14	Active	OTHER OPERATING ASSESSMENTS -- CURRENT YEARS	2013 REVENUE	680	14	0	31770	0	435
4	2013	680.014.0000.31770.00.0436	0	-157.89	157.89	Drainage District #14	Active	OTHER OPERATING ASSESSMENTS -- DELINQUENT YEARS	2013 REVENUE	680	14	0	31770	0	436
5	2013	680.014.0000.36111.00.0000	0	0	0	Drainage District #14	Active	INVESTMENT INTEREST	2013 REVENUE	680	14	0	36111	0	0
6	2013	680.014.0000.36111.00.0001	0	0	0	Drainage District #14	Active	INVESTMENT INTEREST -- REFUND REAL PERSONAL PROPERTY	2013 REVENUE	680	14	0	36111	0	1
7	2013	680.014.0000.36119.00.0000	0	0	0	Drainage District #14	Active	INVESTMENT SERVICE FEES	2013 REVENUE	680	14	0	36119	0	0
8	2013	680.014.0000.36131.00.0000	0	0	0	Drainage District #14	Active	REALIZED INV GAINS (LOSSES)	2013 REVENUE	680	14	0	36131	0	0
9	2013	680.014.0000.36150.00.0435	0	0	0	Drainage District #14	Active	INT & PENALTIES OF SPEC ASSESS -- CURRENT YEARS	2013 REVENUE	680	14	0	36150	0	435
10	2013	680.014.0000.36150.00.0436	0	-30.63	30.63	Drainage District #14	Active	INT & PENALTIES OF SPEC ASSESS -- DELINQUENT YEARS	2013 REVENUE	680	14	0	36150	0	436
11	2013	680.014.0000.36320.00.0435	0	0	0	Drainage District #14	Active	PEN.&INT. ON OPERATING ASSESS. -- CURRENT YEARS	2013 REVENUE	680	14	0	36320	0	435
12	2013	680.014.0000.36320.00.0436	0	0	0	Drainage District #14	Active	PEN.&INT. ON OPERATING ASSESS. -- DELINQUENT YEARS	2013 REVENUE	680	14	0	36320	0	436
13	2013	680.014.0000.36820.00.0435	0	0	0	Drainage District #14	Active	OPERATING ASSESSMENTS -- CURRENT YEARS	2013 REVENUE	680	14	0	36820	0	435
14	2013	680.014.0000.36820.00.0436	0	0	0	Drainage District #14	Active	OPERATING ASSESSMENTS -- DELINQUENT YEARS	2013 REVENUE	680	14	0	36820	0	436
15	2013	680.014.0000.53150.00.0000	0	1267.86	-1267.86	Drainage District #14	Active	DRAINAGE	2013 EXPENDITURE	680	14	0	53150	0	0
16															



REPORT SAMPLES



BARS Account Listing



Budget & Finance
District BARS Account Listing

District Name: Drainage District #14

2013 REVENUE ACCOUNTS

BARS Account	Account Description	BARS Status	Annual Budget	YTD Actual	Remaining Balance
680.014.0000.31110.00.0001	REAL & PERSONAL PROPERTY – REFUND REAL PERSONAL	Active	\$0.00	\$0.00	\$0.00
680.014.0000.31770.00.0435	OTHER OPERATING ASSESSMENTS – CURRENT YEARS	Active	\$0.00	\$0.00	\$0.00
680.014.0000.31770.00.0436	OTHER OPERATING ASSESSMENTS – DELINQUENT YEARS	Active	\$0.00	(\$157.89)	\$157.89
680.014.0000.36111.00.0000	INVESTMENT INTEREST	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36111.00.0001	INVESTMENT INTEREST -- REFUND REAL PERSONAL	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36119.00.0000	INVESTMENT SERVICE FEES	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36131.00.0000	REALIZED INV GAINS (LOSSES)	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36150.00.0435	INT & PENALTIES OF SPEC ASSESS -- CURRENT YEARS	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36150.00.0436	INT & PENALTIES OF SPEC ASSESS -- DELINQUENT YEARS	Active	\$0.00	(\$30.63)	\$30.63
680.014.0000.36320.00.0435	PEN.&INT. ON OPERATING ASSESS. -- CURRENT YEARS	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36320.00.0436	PEN.&INT. ON OPERATING ASSESS. -- DELINQUENT YEARS	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36820.00.0435	OPERATING ASSESSMENTS -- CURRENT YEARS	Active	\$0.00	\$0.00	\$0.00
680.014.0000.36820.00.0436	OPERATING ASSESSMENTS -- DELINQUENT YEARS	Active	\$0.00	\$0.00	\$0.00

District Payment Register



Budget & Finance
District Payment Register

District Name: DRAINAGE DISTRICT # 14

Payment Date Range: 02/01/2013 - 04/22/2013

Warrant Number	Payment Date	Payment Status/Date	PC Voucher Id	District Ref #	Payee Name/BARS Account	Payment Amount
1042958	2/19/2013	Issued 2/19/2013	1308058	13-06	██████████ 680.014.0000.53150.00.000	\$442.62
1042959	2/19/2013	Redeemed 2/22/2013	1308059	13-06	██████████ 680.014.0000.53150.00.000	\$330.10
1042960	2/19/2013	Issued 2/19/2013	1308060	13-06	██████████ 680.014.0000.53150.00.000	\$495.14



Monthly Subsidiary Ledger



Budget & Finance
Monthly Subsidiary Ledger
**** Expenditures ****

Drainage District #14
Effective Month/Year: February 2013

Basub	Object	Description	Annual Budget	Current Month	Current Year To Date	Current Balance	% Budget Used
680014 DRAINAGE DISTRICT # 14							
53150	000000	GENERAL LEDGER OBJECT	\$0.00	\$1,267.06	\$1,267.06	(\$1,267.06)	0%
		53150 DRAINAGE TOTAL	\$0.00	\$1,267.86	\$1,267.86	(\$1,267.86)	0%
		680014 FUND TOTAL	\$0.00	\$1,267.86	\$1,267.86	(\$1,267.86)	0%
		TOTAL	\$0.00	\$1,267.86	\$1,267.86	(\$1,267.86)	0%

GL Trial Balance



Budget & Finance
GL Trial Balance

Drainage District #14
Effective Year: 2012 Effective Month: 2

Ledger Number	Description	Debit Balance	Credit Balance
680014	DRAINAGE DISTRICT # 14		
11110	CASH ON HAND AND DEPOSITS	\$37,176.48	\$0.00
11810	INVESTMENTS	\$0.00	\$0.00
12310	ASSESSMENTS REC - CURRENT	\$19,042.86	\$0.00
12320	ASSESSMENTS REC - DELINQUENT	\$0.00	\$0.00
21110	WARRANT ISSUES	\$0.00	\$1,893.00
21120	WARRANT REDEMPTIONS	\$1,727.95	\$0.00
21130	VOIDED WARRANTS	\$0.00	\$0.00
21140	CANCELLED WARRANTS	\$0.00	\$0.00
21340	VOUCHERS PAYABLE	\$0.00	\$0.00
23341	DEFERRED ASSESSMENTS CURRENT	\$0.00	\$19,042.86
23342	DEFERRED ASSESSMENTS DELINQ	\$0.00	\$0.00
23700	CUSTODIAL ACCOUNTS	\$0.00	\$37,011.43
	TOTAL 680014 DRAINAGE DISTRICT # 14	\$57,947.29	\$57,947.29

District Access Portal User List



Budget & Finance District Access Portal User List

District Name	User Name	Phone
Drainage District #14 9403 - 24th Ave E Tacoma, WA 98445	Clark, Michael	(253) 786-4218
	Wilson, Bruce (Warren Contact)	(253) 886-2714
	Williams, Mike	(253) 887-4142



WHAT'S NEXT??



➤ April 29

- New District Portal

➤ April Month End Reports

- Reports distributed as usual
- Online Reports Available
 - Subsidiary Ledgers (Rev/Exp)
 - GL Balance Reports

➤ June 3

- District Portal Upgrade
- Additional Online Reports Available
 - Subsidiary Activity (Rev/Exp)
 - Cash Activity (Receipts/Disbursements)
 - GL Activity
 - Investment/Debt Reports
 - Tax Collection Reports
- More Districts Added

➤ May Month-End Reports

- Reports distributed as usual
- All reports available online

➤ June Month-End Reports

- All reports available online
- Discontinue paper report distribution



QUESTIONS?

