

Outside District -AP Training



March 24, 2015

Agenda

- Overview
- Terminology
- Navigating Workday
- Creating an Ad Hoc Payment
- Creating an Ad Hoc Payment with Integration
- Viewing the District Payment Transmittal
- Finding the Ad Hoc Payment
- Viewing the Ad Hoc Payee

Process overview

- **Create Ad Hoc Payment**

OR

- **Launch/Schedule Integration**

THEN

- View/Print **Payment Transmittal** for Approval
Signatures

THEN

- Email or Fax **Signed Payment Transmittal** to
County Accounts Payable

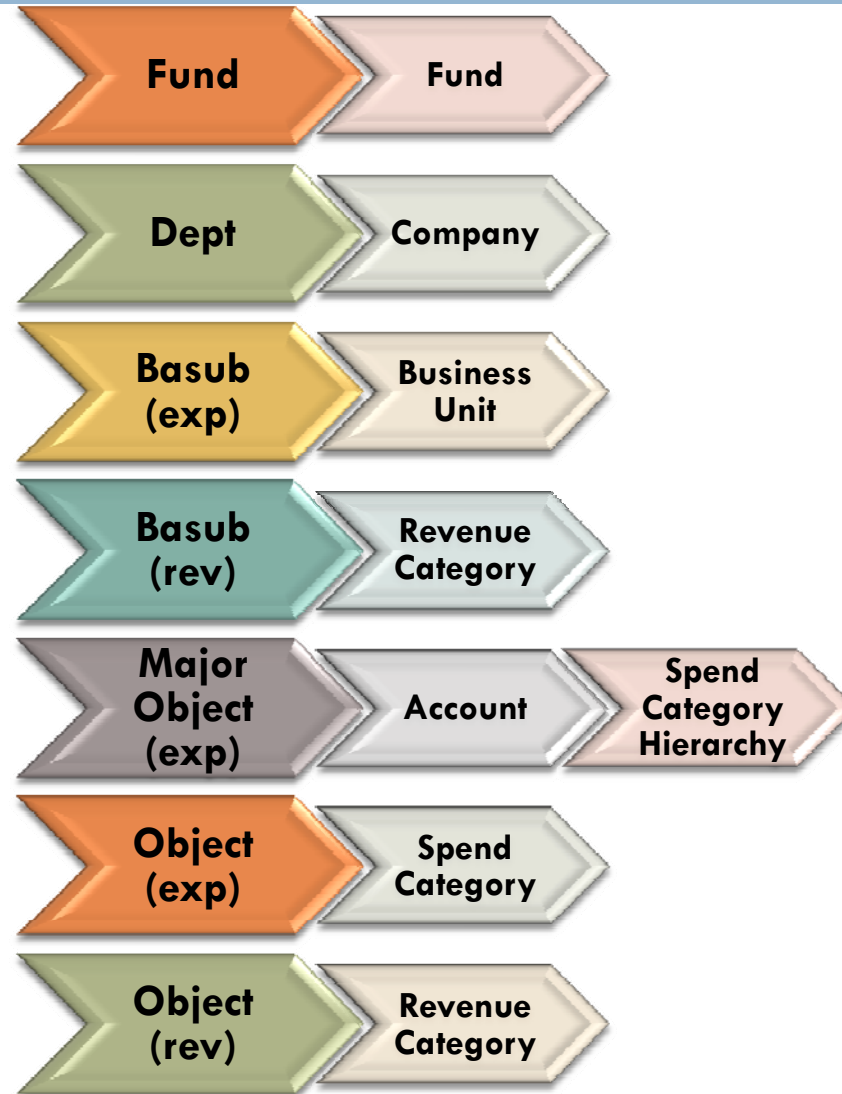
Terminology

- **Ad Hoc Payment** – formerly known as a **Voucher Batch**
- **District Payment Transmittal** – formerly known as **District Batch Transmittal**
- **Integration** – the process of taking a system file generated by the users software and converting it to Workday. Ad Hoc Payments may be created from here.
- **Worktags** - A named attribute that you can assign to events and objects to indicate their business purpose. 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

District Roles

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

Moving from BARS to Worktags

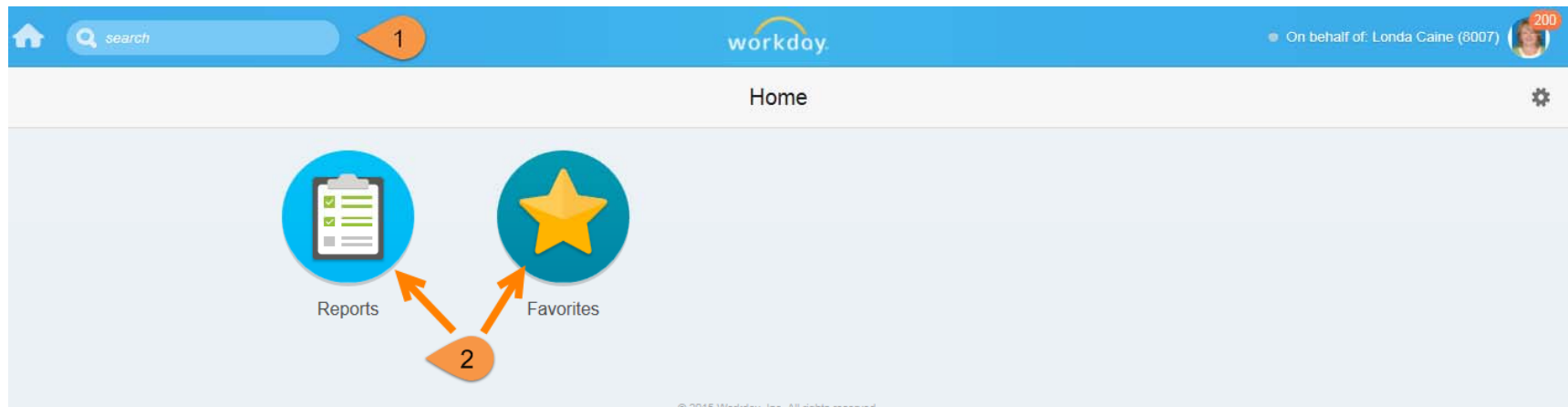


Bars to Worktags

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)

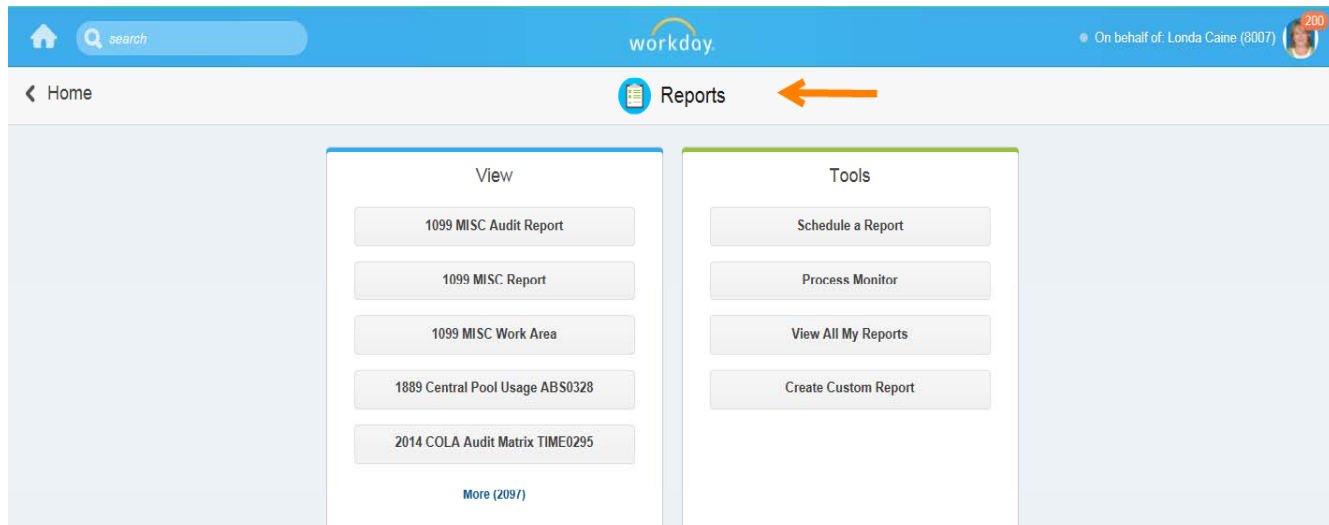
Navigating Workday

- Search Box
- Worklet

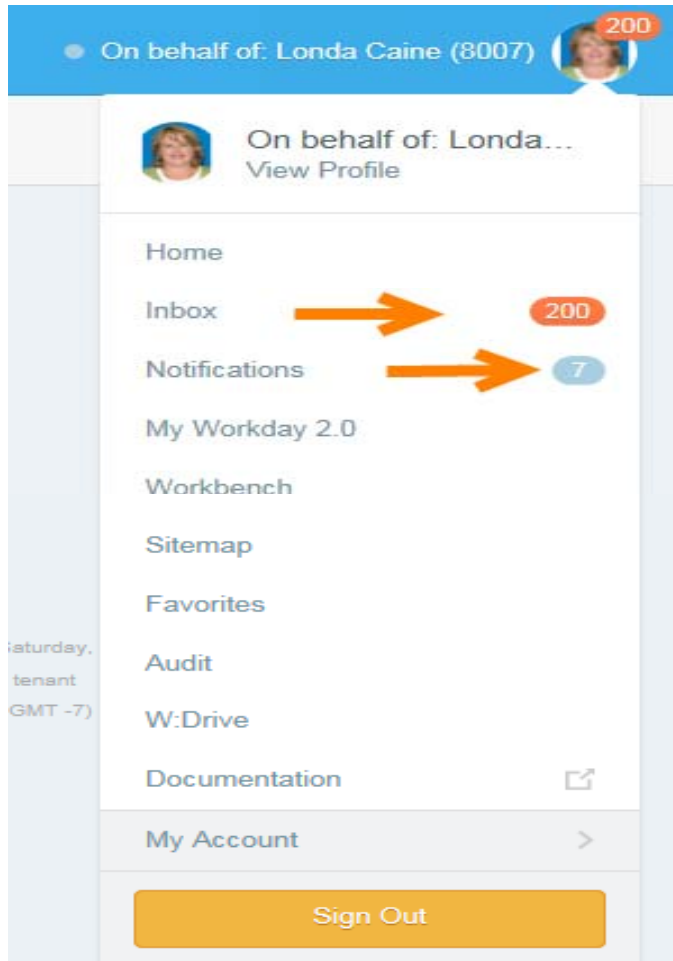


Navigating Workday

□ Worklet Functions



Navigating Workday



- Inbox
 - Action
 - Archive

Navigating Workday

Inbox

The screenshot displays the Workday user interface. At the top, there is a navigation bar with a home icon, a search bar, the Workday logo, and the user's name 'On behalf of: Londa Caine (8007)'. Below this is a header for the 'Inbox' section, featuring two numbered callouts (1 and 2) pointing to the 'Actions' and 'Review Supplier' panels respectively.

Actions Panel (Callout 1): This panel shows a list of tasks. The first task is highlighted: 'Supplier Super Kari submitted by Kari Leppell (100539) on 03/13/2015' with a due date of '17 hour(s) ago - Due 03/14/2015'. Other tasks include 'Create Project: wd24 test3 on 03/13/2015 within Budget & Finance Projects', 'Business Process Definition Error for Asset Registration Event', 'Create Project: WD24 Test Proj on 03/01/2015 within Budget & Finance Projects', 'Create Project: WD24 Test on 03/13/2015 within Budget & Finance Projects', and two 'Ad Hoc Payment' entries for CHARLIE SANOE MILLER and GARY CHARLES.

Review Supplier Panel (Callout 2): This panel provides details for a specific supplier review. It shows the supplier name 'Super Kari', ID 'S-406004', and approval status 'Approval In Process'. The 'Proposed Supplier Status' is set to 'Active'. The last status change occurred on '03/13/2015 03:16:40 PM' by 'Kari Leppell (100539)'. There are fields for 'Reason' and 'Reason Description'. Under 'Supplier and Tax Details', the 'Supplier Category' is 'Non-Government' and the 'Supplier Group' is 'Suppliers S - U'. At the bottom of this panel, there are buttons for 'Approve', 'Send Back', and 'More', along with a 'TIN Type' field.

Ad Hoc Payments- Manual

Ad Hoc Payments- Integration

View District Payment Transmittal

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