

2016

Districts - Warrants



Change History

Version	Date	Change Description
WD26.02	8/31/2016	Ad Hoc Bank Transactions replaced by Ad Hoc Payments for all district issued warrants and pre-Workday converted warrants. Sections changed: <ul style="list-style-type: none">• Ad Hoc Payments (new)• Find Payments (new)• HOW TO: Districts – Ad Hoc Payment – Integration 314 (new)
WD26.01	4/1/2016	Version 26 updates to User Interface
WD24.01	4/1/2015	Original

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Terminology

Ad Hoc Payment – 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 Payments can be generated from here.

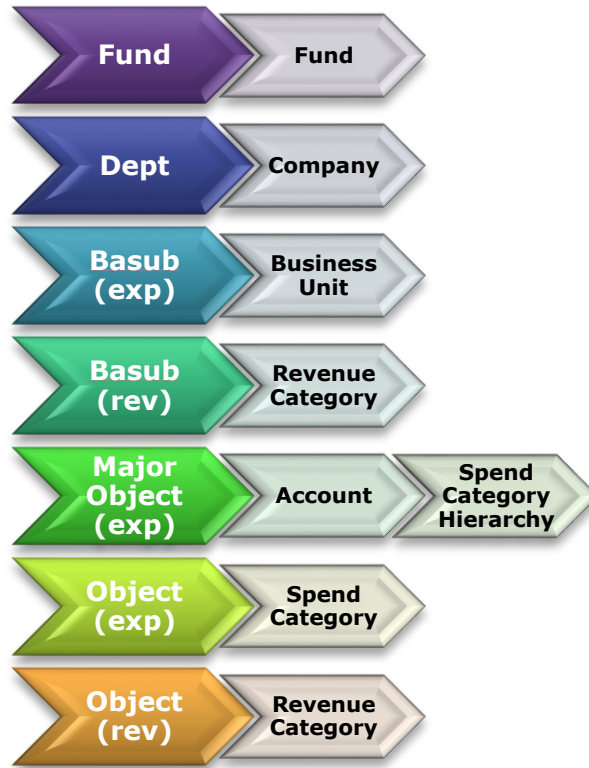
Worktags - A named attribute that you can assign to events and objects to indicate their business purpose and. Replaces the BARS numbers

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

Getting from BARS to Worktags

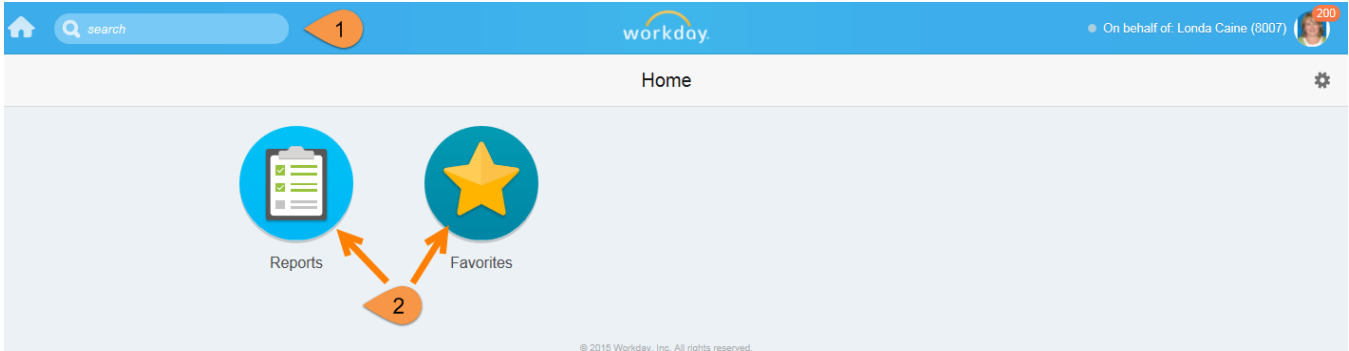


Row Labels	workday_cost_center	workday_fund	workday_business_unit	workday_spend_category
686.006.0000.52260.49.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	49.000000 Miscellaneous [49.000000]
686.006.0000.52630.49.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	49.000000 Miscellaneous [49.000000]
686.011.0000.23700	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	(null)
686.011.0000.51110.11.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	11.000000 Salaries & Wages (District F
686.011.0000.51170.00.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	(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 F
686.011.0000.52210.40.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	40.000000 Other Services & Charges [4
686.011.0000.52210.41.0000	Fire District General	686-00 Fire District Expense Fund	5200000 Public Safety - Other	41.000000 Professional Services [41.00

Navigating Workday

Homepage

The page you land on when you log into Workday is your Homepage. Here is where you will find your search box, inbox, and worklets

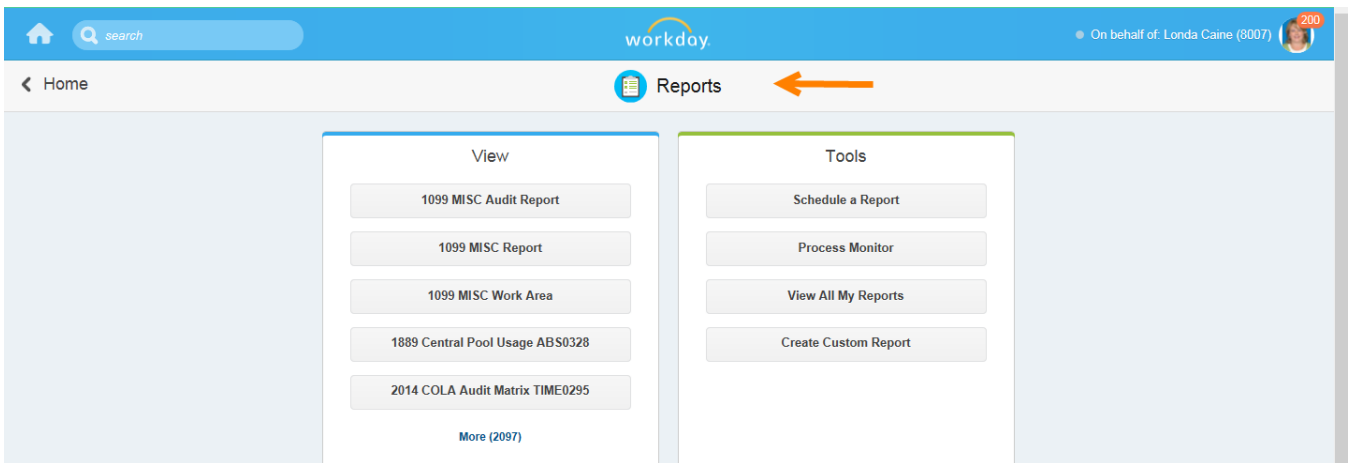


1.) Search Box

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 up will come a list of tasks associated with those words. Partial spellings may also be used in the search bar ('Cr Ad Hoc')

2.) Worklet

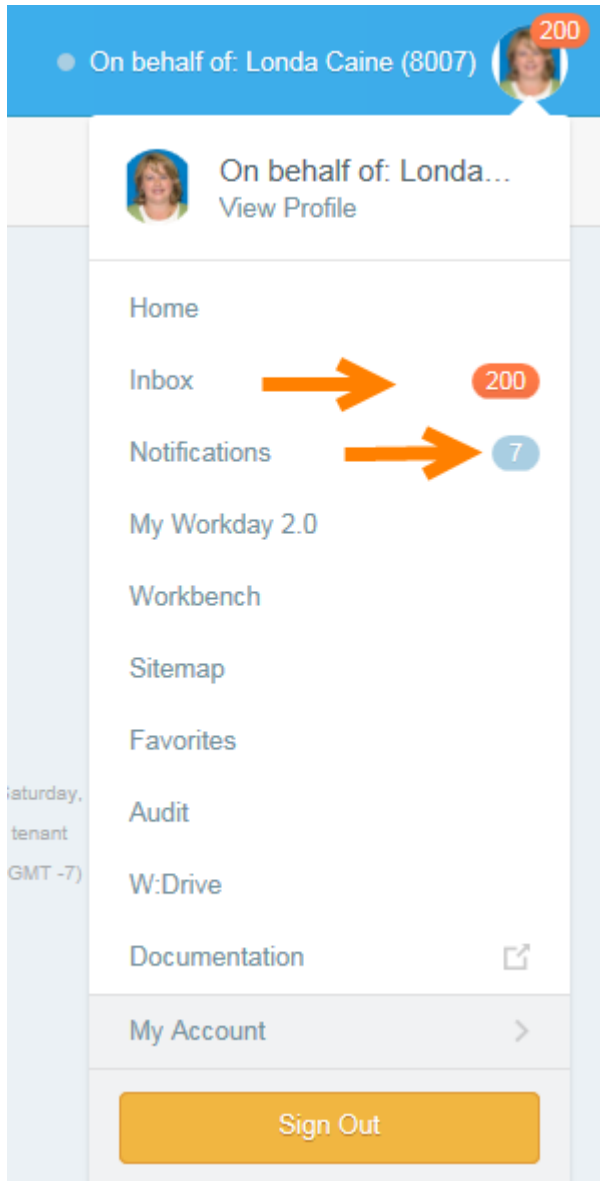
The Worklet icons will let you quickly access your tasks and reports, and can be customized to your specifications. See the back of this book for instructions on how to customize.



Navigating Workday (continued)

Inbox

The Inbox can be accessed by clicking on your picture, next to your name in the blue header field. From here, you can see that there are 100 items in this Inbox, and 7 notifications. To see those, click on the word.



Notifications

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

Navigating Workday (continued)

Inbox

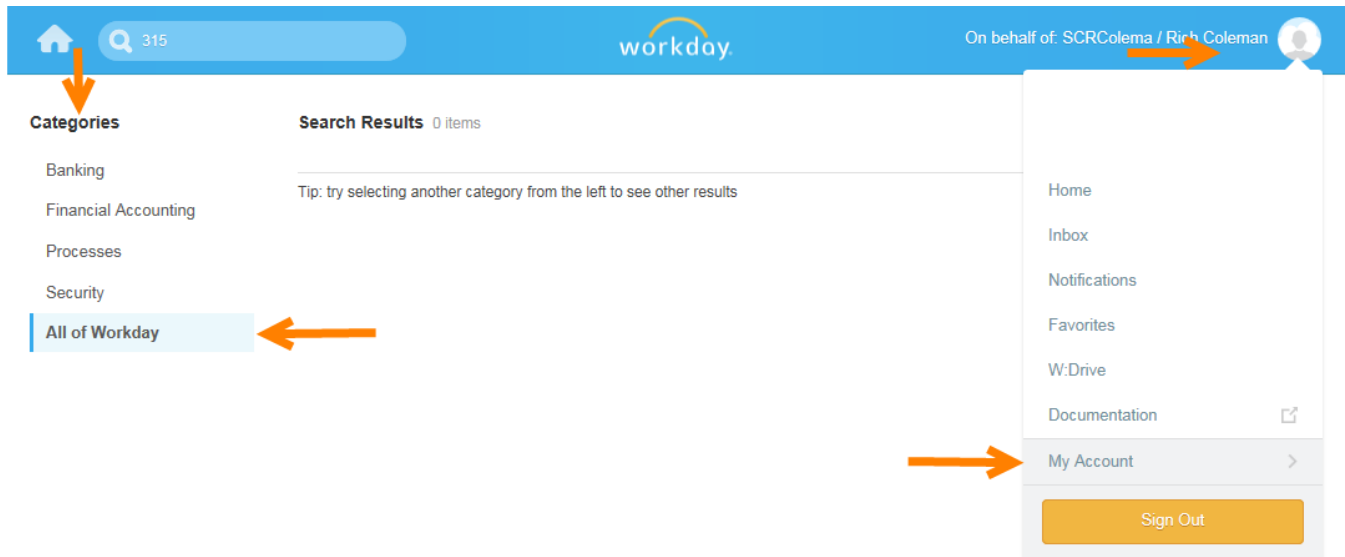
- 1.) **Actions** – Items in the Action tab require you to take some action on it.
- 2.) **Archive** – Past Action items will be placed into the Archive tab once the task is complete

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 the 'Inbox' header with a printer icon. Two orange callout boxes labeled '1' and '2' point to the 'Actions' and 'Archive' tabs, respectively. The 'Actions' tab is active, showing a list of items. The first item, 'Supplier Super Kari submitted by Kari Leppell (100539) on 03/13/2015', is highlighted. To the right, the 'Review Supplier' form is open, showing details for 'Super Kari' (Supplier ID: S-406004) with an 'Approval In Process' status. The 'Proposed Supplier Status' is set to 'Active'. The 'Supplier and Tax Details' section includes fields for DUNS Number, Supplier Category (Non-Government), Supplier Group (Suppliers S - U), and Tax Authority Form Type. At the bottom of the form, there are buttons for 'Approve', 'Send Back', and 'More'.

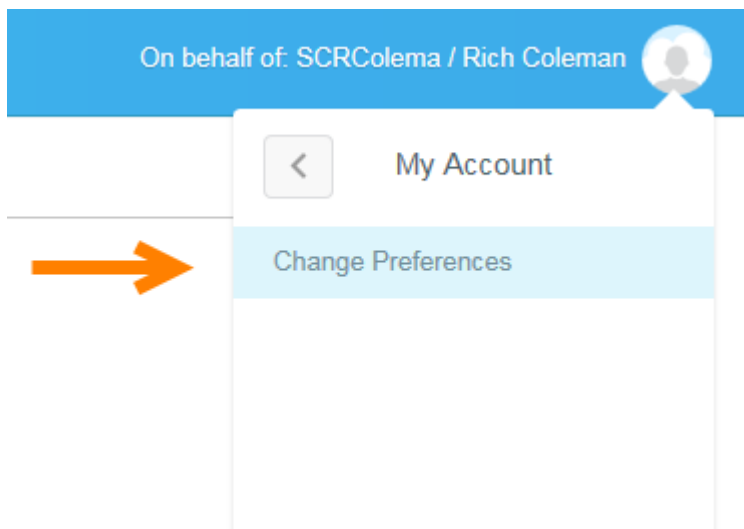
Navigating Workday (continued)

Searching Categories

In order to search all of Workday when looking for a report or task, you must make sure your search preferences are set correctly. To set, access your inbox, then select 'My Account'



Select 'Change Preferences'



Navigating Workday (continued)

In the Change Preferences screen, go to 'Search Preferences', click on the drop down menu, and select 'All of Workday'.

Change Preferences SCRColema / Rich Coleman

Global Preferences

Default Locale English (United States) - en_US

Preferred Locale

Default Display Language English

Preferred Display Language

Default Timezone Pacific Time (San Francisco)

Default Currency (empty)

Preferred Currency

Search Preferences

Preferred Search Category

Account Preferences

Mobile Carrier

Preferred Home Page

Workflow Preferences

Email Address for Business Processes (empty)

Inbox Preferences

Search dropdown menu:

- Banking
- Financial Accounting
- Processes
- Security
- All of Workday

Ad Hoc Payments

Ad Hoc Payments were formerly known as Warrants. They may be generated manually, or via Integration with Outside District systems.

The following pages are 'How To' instructions on the following

- Manually Creating an Ad Hoc Payment

- Using Integration to create an Ad Hoc Payment

- Finding your Ad Hoc Payments

Workday will not allow Districts to do a Void. If a void is needed, please contact Stephanie Raines at Pierce County Budget and Finance.

Process

One or two manual warrant issues to record:

- Create Ad Hoc Payment - Manually
- Attach supporting authorization
- Submit

OR file of warrant issues:

- Review prior integrations/report for prior duplicate load
- Launch/Schedule Integration
- Attach supporting authorization
- Submit

HOW TO: Create Ad Hoc Payment - Manually

1. Type 'Create Ad Hoc Payment' in search box
2. Enter Payment Information
 - a. Company: defaults to initiator's company
 - b. Bank Account: County Claims
 - c. Payee:
 - i. Select existing Ad Hoc Payee or
 - ii. Enter New Ad Hoc Payee
 - d. Currency: defaults to USD
 - e. Payment Date: current date
 - f. Payment Type: External Warrant
 - g. Control Total Amount: the total payment amount
 - i. This amount will be verified against the total Invoice Line total amount
 - h. Memo: Prints on Payment
 - i. External Reference: Prints on Payment
3. Enter Payment Line Information
 - a. Company: defaults to initiator's company
 - b. Item Description: optional description field for Payment Line
 - c. Spend Category: required
 - d. Quantity & Unit Cost
 - i. these need to be entered together to auto-calculate the extended amount
 - ii. or extended amount needs to be entered
 - e. Worktags:
 - i. Cost Center
 - ii. Fund – will default in based on Cost Center chosen
 - iii. Business Unit - will default in based on Cost Center chosen
4. Payee Address Tab
 - a. Select Add
 - b. Enter Address
 - c. Select Use For
 - i. Remit To must be selected in order to use for Payment Processing
5. Attachments: Optional
 - a. Add attachment by selecting Paperclip Icon or by dragging and dropping files into indicated area
6. Select Submit

See image on next page

HOW TO: Create Ad Hoc Payment – Manually (cont'd)

Create Ad Hoc Payment

Ad Hoc Payment Information

Company * X Bethel SD #403

Bank Account * X Bethel SD #403
xxxxx085

Payee

New Ad Hoc Payee Bethel SD #403 - 078249 Company + Control Number

Currency * X USD

Currency Rate Type (empty)

Currency Conversion Rate 0

Eliminate Foreign Exchange Gain or Loss

Tax Option select one

Ship-To Address

Default Tax Code

Payment Date * 08 / 03 / 2016

Payment Type * X External Warrant

Handling Code

Payment Details

Total Payment Amount 0

Control Total Amount 1,319.96

Tax Amount 0.00

Freight Amount 0.00

Other Charges 0.00

Memo 075821 Warrant Number

Addenda 078249 Control Number

External Reference 078249 Control Number

Tax Authority Form Type select one

TIN Type

Tax ID

Tax Payment

Lines Tax Payee Address Settlement Bank Account Alternate Name Attachments

Lines 1 items

Order	*Company	Item	Item Description	Spend Category	Tax
+	X Bethel SD #403			X District General Expenditures [99.000000]	Tax Applicability X Nontaxable

Lines Tax Payee Address Sett

Lines 1 items

Quantity	Unit Cost	Extended Amount	*Cost Center	*Fund	*Business Unit
0	0.00	1,319.96	X School District General Fund	X 660-00 School District General Fund	X 5100000 General Government - Other

HOW TO: Find Payments

To Find and View Ad Hoc Payments

1. In Search Box, type 'Find Payments'
2. Narrow criteria using combination of Search Fields
 - a. Company
 - b. Payment Categories: Ad Hoc Payment
 - c. Payee
 - d. Payment Statuses: Draft, In Progress, Awaiting Settlement, Complete, or Canceled
 - e. Payment Date On or After/Before: Date Integration was uploaded or Ad Hoc Payment entered
 - f. Memo
 - g. External Reference/District Control #
 - h. Created by Worker
3. Select OK

The screenshot shows the 'Find Payments' search interface in a web browser. The browser address bar displays the URL: https://wd5-impl.workday.com/piercecountywa_preview/d/task/142251782.html. The page title is 'Find Payments FIN0340'. A search bar at the top contains the text 'Find Payment'. Below the search bar, a list of search criteria is displayed, including Company, Bank Accounts, Payment Categories, Payment Payee, Payment Types, Payment Statuses, Supplier Status, Customer Status, Payment Date On or After, Payment Date On or Before, Transaction Reference, Memo, Transaction Date, External Reference/District Control #, Settlement Run Number, Settlement Run Name, and Settlement Run Date On or After. The 'Memo' and 'External Reference/District Control #' fields are highlighted in yellow.

HOW TO: Find Payments (cont'd)

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

View Ad Hoc Bank Transaction

Ad Hoc Bank Transaction Status: Approved

Ad Hoc Bank Transaction Information

Company: Clover Park SD #400
 Display Account Set: Master Account Set
 Bank Account: Clover Park SD #400 xxxx101
 Currency: USD
 Date: 03/24/2015
 Memo: test
 Withdrawal: Yes

Ad Hoc Bank Transaction Details

Transaction Amount: 50.00
 Purpose: District Issue
 Reference: 21234123
 Journal Source: Ad-hoc Bank Transaction

Ad Hoc Bank Transaction Lines

Attachments Business Process

Ad Hoc Bank Transaction Lines

Company	Revenue/Spend Category	Ledger Account	Amount	Memo	Cost Center	*Fund	Business Unit	Additional Worktags
Clover Park SD #400		211100:Warrant Issues	50.00	t		001-00 Current Expense Fund		

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

Payee Address Alternate Names Attachments Business Process

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	

HOW TO: Districts – Ad Hoc Payment – Integration 314

1. Prior to importing file, run report Warrant Import Verification to verify file has not already been imported into Workday.
 - a. Report will be called **District Warrant Import Validation FIN0569, or Find Ad Hoc Payment FIN0569**

NOTE: There is no validation to prevent you from entering duplicate warrants into system. If duplicates are imported, you must contact Budget and Finance
2. Search for Launch / Schedule Integration
3. Enter Integration Data
 - a. Integration: INT314_District_Warrant_Payments
 - i. All Integration Systems →
INT314_District_Warrant_Payments
 - b. Organization – leave empty
 - c. Run Frequency – leave default of Run Now
 - d. Run as Current User checkbox – leave unselected
4. Select OK button

Launch / Schedule Integration

Integration * INT314_District_Warrant_Impc

Organization search

Run Frequency * Run Now

Run as Current User

OK Cancel

HOW TO: Districts-Ad Hoc Payment-Integration 314 (cont'd)

5. Review Schedule an Integration information

- a. Request Name – leave default
- b. Integration Criteria will have detail of integration name listed
- c. Select OK button

Workday interface showing the 'Schedule an Integration' page. The 'Request Name' field is highlighted with an orange box and a callout bubble that says 'leave the default'. The 'Integration System' is 'INT314_District_Warrant_Import' and the 'Run Frequency' is 'Run Now'. Below the form are 'OK' and 'Cancel' buttons.

6. Select Attach Document

7. Attach Document page add file and attachment

- a. IMPORT PAYMENT FILE:
 - i. Select Attach button
 - ii. Browse for file
 - iii. Locate file and Open/Attach
 - iv. File Name: Leave as Defaulted
 - v. Immutable: Leave as Defaulted
 - vi. Update Document Tag to be Warrants only

Workday interface showing the 'Attach Document' page. The 'Document Tag' dropdown menu is open, showing 'Attachments', 'Retrieved', and 'Warrants'. The 'Warrants' option is highlighted with a red box. An orange arrow points to the dropdown menu. Below the table are 'Completed', 'In Progress', and 'Cancel' buttons.

HOW TO: Districts – Ad Hoc Payment – Integration 314 (cont'd)

b. ATTACHMENT/DISCTRICT AUTHORIZATION

- i. Select + sign and add another row
- ii. Select Attach button
- iii. Browse for file
- iv. Locate file and Open/Attach
 - a. File Name: Leave as Defaulted
 - b. Immutable: Leave as Defaulted
 - c. Update Document Tag to be Attachments only



Attach Document Document Attachment for Integration: INT314_District_Warrant_Import - 03/24/2015 17:13:23.161 ...

Overall Process Integration: INT314_District_Warrant_Import - 03/24/2015 17:13:23.161

Overall Status In Progress

Comment

Document ID 2 items

Document ID	*File Name	Comment	Expiration Date	Created by	Immutable	Document Tag
 Attach	<input type="text"/>	<input type="text"/>	04/03/2015 05:16:09.145 PM		<input type="checkbox"/>	<input type="text" value="search"/> Attachments Retrieved Warrants
 Attach	<input type="text"/>	<input type="text"/>	04/03/2015 05:13:28.668 PM		<input checked="" type="checkbox"/>	Attachments Retrieved Warrants

Completed In Progress Cancel

8. Select Completed

- a. Completed will import file contents, add attachment and submit in BP to completed status.
- b. Each warrant on file will become an Ad Hoc Payment. The attachment will be put on each Ad Hoc Payment

HOW TO: Districts – Ad Hoc Payment – Integration 314 (cont'd)

9. The Integration Status and Details can be reviewed right after Submitting by selecting the Transaction Link or at a later time by reviewing it in the Archive section of your Inbox

- a. Integration Header: displays Process name, Status, and Number of Critical Errors
 - i. Status MUST be reviewed to ensure Integration was completed Successfully
 1. **Failed**: Integration failed completely and no file was uploaded
 2. **Completed with Errors**: Integration completed but not all Warrants were uploaded successfully
 3. **Completed**: Integration completed and all Warrants were uploaded successfully

View Background Process [INT314_District_Warrant_Import](#) ...

Process: INT314_District_Warrant_Import
 Request Name: INT314_District_Warrant_Import
 Status: **Completed With Errors**
 Current Processing Time (hour:minute:second): 00:01:02
 Number of Errors: 1

Integration Details | Process Info | Output Files (0) | **Messages (2)** | Child Processes (2)

Integration Process
 Parent Event: Integration: INT314_District_Warrant_Import - 03/24/2015 16:35:55.240

Integration Event: INT314_District_Warrant_Import - 03/24/2015 16:35:55.240 (Completed With Errors)
 Event Type: Integration Event
 Integration System: INT314_District_Warrant_Import
 Initiated By: Greg Hart
 Initiated at: 03/24/2015 04:35:55.240 PM
 Ran As: INT314_User /
 Response Message: Integration Failed. com.capeclear.mediation.MediationException: Error no matching mvel route found for message in route id=Format. See the consolidated report for further details
 Integration Messages: 03/24/2015 16:37:47.330 Info - Launch Request. Log files and Consolidated Report.
 03/24/2015 16:37:47.398 Error - Integration Failed. com.capeclear.mediation.MediationException: Error no matching mvel route found for message in route id=Format. See the consolidated report for further details

Consolidated Report and Logs
 4 items

Date and Time Created	Repository Documents for Integration Messages	Document Tag
03/24/2015 04:37 PM	request-386c8e5cdc0b1027ba70acc09d355224.log	Cloud Request
03/24/2015 04:37 PM	server-386c8e5cdc0b1027ba70acc09d355224.log	Log File
03/24/2015 04:37 PM	profile-386c8e5cdc0b1027ba70acc09d355224.log	Log File
03/24/2015 04:37 PM	consolidated-report-386c8e5cdc0b1027ba70acc09d355224.xml	Consolidated Report

Child Processes 2 items

Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
03/24/2015 04:37 PM			Integration Event Trigger	Completed	00:00:02	Greg Hart	0
03/24/2015 04:37 PM	Integration	INT314_District_Warrant_Import	Integration ESB Invocation	Completed With Errors	00:00:17	Greg Hart	1

Integration Event Parameters

Value

HOW TO: Districts – Ad Hoc Payment – Integration 314 (cont'd)

View Background Process [INT314_District_Warrant_Import](#) ...

Process: INT314_District_Warrant_Import
Request Name: INT314_District_Warrant_Import
Status: Completed With Errors
Current Processing Time (hour:min:sec): 00:01:52
Number of Errors: 1

Integration Details | Process Info | Output Files (0) | **Messages (2)** | Child Processes (2)

Process Messages 2 Items

Date and Time	Severity	Message	Background Process
03/24/2015 04:37:47.339 PM	Info	Launch Request, Log files and Consolidated Report.	Integration ESB Invocation (INT314_District_Warrant_Import - 03/24/2015 18:35:55.240 (Completed With Errors))
03/24/2015 04:37:47.398 PM	Error	Integration Failed. com.capeclear.mediation.MediationException: Error no matching mvel route found for message in route id=Format. See the consolidated report for further details	Integration ESB Invocation (INT314_District_Warrant_Import - 03/24/2015 18:35:55.240 (Completed With Errors))

- b. Integration Details Tab: Displays Integration Process Details and all Messages
- c. Process Info Tab: Displays Process Type and Times
- d. Output Files Tab: Contains an Excel File which includes the individual Warrants with Payment Dates, Amounts, References and Statuses
- e. Messages Tab: Contains all the Information Messages and Error Messages with the ability to drill into the details
- f. Child Processes Tab: Displays the corresponding integration processes

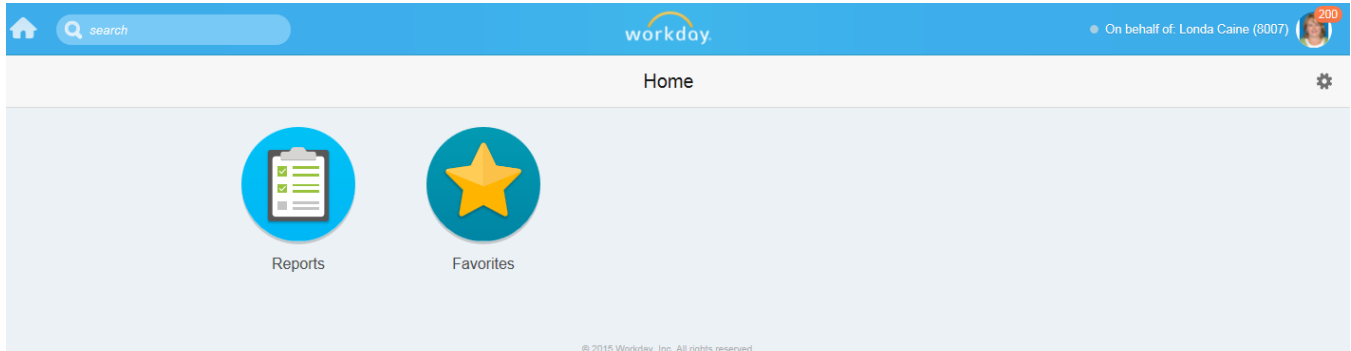
Note: Values set from file:

1. Company = from file
2. Bank Account = defaults from Company
3. Purpose = defaults with integration
4. Warrant Amount = from file
5. Date = Payment Date from file
6. Memo = Warrant Number from File
7. Reference = Control Number
8. Deposit: Yes = Defaults
9. Ledger Account: 211100 = Defaults
10. Fund = from file

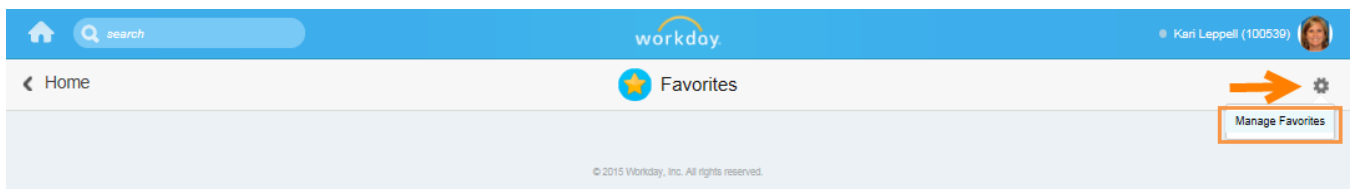
Configuring Worklets

For tasks you will do on a regular basis, you may wish to add a worklet to your homepage. In the 'Favorites' worklet you can choose to add a variety of tasks, reports, custom reports and business objects.

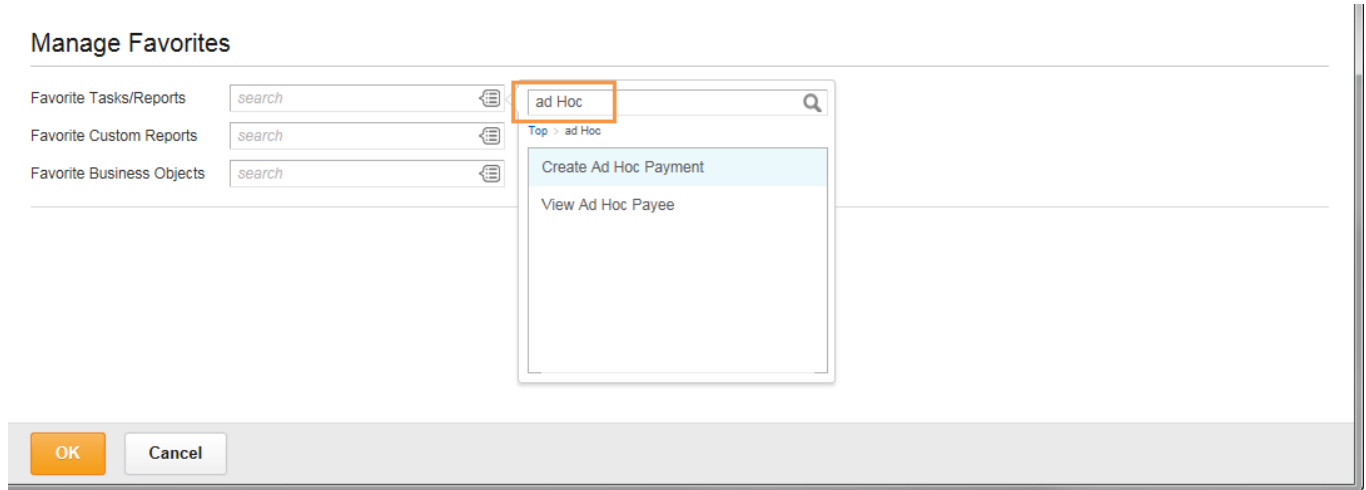
To add a worklet, on your homepage select the cog icon.



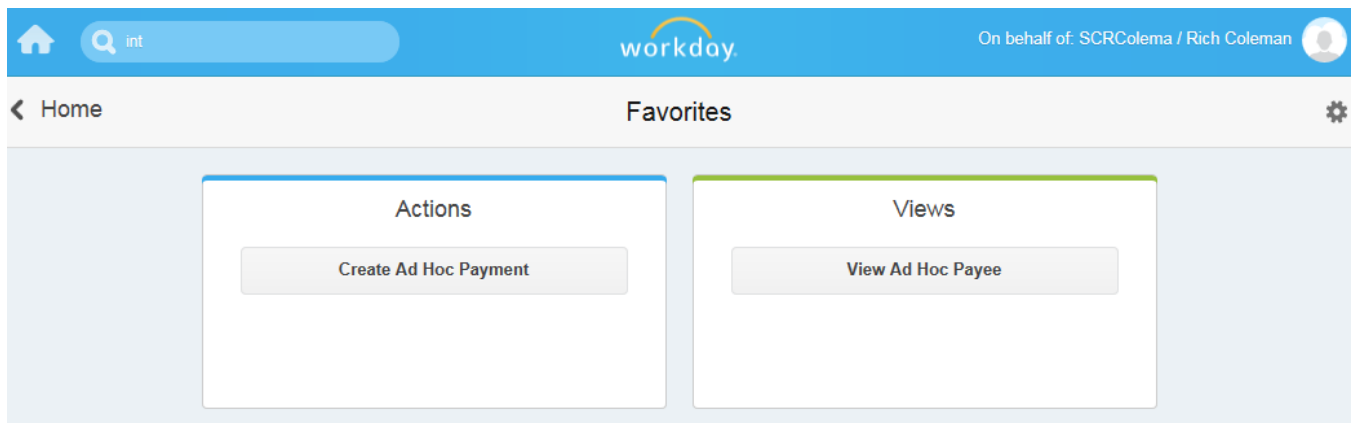
After adding the Favorites worklet, click on the worklet to open it, then go to the wheel icon on the far right, and select 'Manage Favorites'.



Manage Favorites enables you to select from list of tasks, reports, custom reports and business objects to add to your worklet. To narrow your choices, type 'Ad Hoc' in the search bar to see available options. Click on each option to add to your worklet.



From this screen, you can click straight into many of the tasks you will be doing on a daily basis



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