"Wrapping" it Up Before the Holidays
by FMIS Team

This is your last newsletter before both Christmas and New Years! Please take a moment to read this weeks issue - it's jam packed with information that should help take some of the stress out of your holidays and hopefully, make for a more positive Munis New Year!

First of all, make sure you read (or reread!) the information on the County web page Tyler Munis/FMIS Help regarding upcoming dates. The first date is coming as soon as Friday 12/21/18 - our cutoff for getting Requistions into the system.

Secondly - while you're there, check out the new document from Deena and the form from Katie outlining the procedures for closing out your old PO's in the old system, as we prepare to open them in the new.

And last of all, if you weren't able to attend today's meeting, here's some news! When we move to the new software on January 28th, 2019, it will be without any changes to current policies and procedures. This means every process you
pay - the change we want you to embrace, is the software itself!

There will be other changes to look forward to in the months that follow. But for now, please continue to get into train, login, test, and prepare for Munis. We'll be "live" in no time!

Merry Christmas!

1. Easy Scheduling
As the date of implementation approaches, deadlines for you and your department's PO's are being set. The following dates should guide you in scheduling activities as we approach our FMIS implementation in late January. Don't forget - vacation time for you and your staff as well as holidays may impact your ability to meet these deadlines.

All the deadline dates can be found by clicking here or navigating to the Blount County website's FMIS Help page, then following the link titled Munis Implementation Deadlines.

Next deadline: 12/21/18 - This is the last day to submit a new Requisition to Purchasing. Requisitions submitted to Purchasing by this date are guaranteed to be converted to PO's before 1/2/19.
Questions - Anytime, Anywhere
Featured Question: What is my login information?
Answer: Remember, if you have NEVER signed on, your username is "5179" followed by the first initial of your first name and then last name (for example, Santa Claus would be "5179sclaus"). Your default password is "NeedNew1".

Click here to be taken to the FMIS FAQ page where you can ask questions- ANY question about ANY thing related to FMIS, the implementation of FMIS, or even the future of FMIS. We recommend bookmarking this page for future use. Remember, there's no such thing as a bad question! Chances are, if you've thought about it - someone else has, too. We would love to hear from you!

3. Weekly Challenge
Even if you have already logged into your Munis account, you still have learning to go! We recommend you still push yourself to learn more about this new system! This week's training challenge is going to become a staple in your use of Munis: learning how to enter a requisition.

You can find more instructions on entering requisitions by clicking here or navigating to the Blount County FMIS Help page.
Thanks for Reading!

Remember to check your inbox for FMIS updates, how-to's, handy tips, and more in the next newsletter.

See you next week!