Your "Gift" From the FMIS Team

by
FMIS Team

This week’s Tuesday meeting was replaced by Christmas, so let this newsletter installment serve as your gift from the Munis Team! Check out important deadline reminders and anything else you may need from the meeting - you can, as always, ask questions, learn Munis processes, and engage in head-start training right from your desk! We hope that your return to work after the holiday can be as stress-free as the break, and the best way to do that is to prepare for the new FMIS system! So take a moment to read over this week’s newsletter and interact with the resources provided for you to do great in training.
1. Testing 1, 2, 3.
The FMIS Team has begun going through a variety of processes with the Purchasing Department in the hopes of finding needed adjustments before we begin training and visiting your areas. We are also testing workflow and permissions as they apply directly to your departments. We are creating requisitions for different departments and following them through the workflow to see them approved. Feel free to try the same and let us know if you run into problems. Keith, Russ, and Brian, Avero employees helping us stay on track, have also joined our efforts, and they may reach out to you looking for account information.

2. Deadline Reminder
While the steps you must take to effectively use Munis are pretty simple, it's important that you get PO's closed or request to keep them open in time! It will only take a few seconds to check out all the deadlines- we think you'll find it's worth your time!

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: 1/2/19 - You’ll receive your first report from Accounting showing YOUR open PO's and balances in the current AS/400 system. Take this opportunity to close open PO's and make note of the new PO's you'll need to
recreate in the new system.

If you need to keep a PO open past the Jan. 9, 2019, deadline, click here to visit a form to request that it stay open.

3. FMIS Frequently Asked Questions - Anytime, Anywhere

 Featured Question: I forgot my password. What do I do to reset it?

 Answer: Contact the Blount County IT Help Desk by clicking here. Make your ticket header "Tyler Munis."

 However, 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".

 If you'd like to ask a question or become next week's featured question, 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!

 4. Weekly Challenge

 Have you already logged in to your Munis account? Do you want to get a head-start on training? This week’s challenge will show you a handy tool for you to teach yourself while also coming from a trustworthy source: Tyler University!

 You can find more instructions on how to use Tyler University 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!

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