First Newsletter of the New Year!

Big IT Secrets Every Employee Needs to Know

by
FMIS Team

For those of you unable to attend our first meeting of the new year, you may be wondering about the latest Munis updates. However, as luck would have it, this issue will have all the content that the FMIS Team has been working on, so you can feel at ease in the new system. The New Year comes with new technology, and you'll love it more if you use the resources provided! So login to Munis. Try the weekly training challenge. And make sure you've understood the deadlines for converting to the new system. Consider it your New Year’s resolution- one you're sure to accomplish!

Happy New Year! And Happy Munis-ing!
1. Testing 1, 2, 3.
The FMIS Team has been working with departments to test and train in Munis, and although the sessions have gone well, users that are training for the first time often run into difficulties when trying to submit a requisition or while practicing other key processes in the system. If this happens to you, not to worry! Just submit your issue to the Blount County IT Department, and a member from the FMIS Team will be with you to help you ASAP! All you have to do is:

1. Go to the County's IT Help Desk (found on the Blount County website), or click here to go directly to the portal.
2. Fill out the ticket; but make sure the Summary box says "Tyler Munis."
3. Submit the ticket and check your email for replies to the issue or status updates!

2. Deadline Reminder
Next deadline: 1/9/19 TODAY: IF you haven't received an invoice by today, you won't be able to get your bills paid until January 28th. If you have questions or problems, please see Deena Finley in Accounting!
**Second Notice: You'll receive a report from Accounting showing YOUR open PO's and balances in the current AS/400 system. Don't forget to keep a copy of this latest report - you may need it as a reference later.
All of the deadline dates can be found by clicking here or viewing the previous newsletter here.

3. FMIS Frequently Asked Questions - Anytime, Anywhere
Featured Question: When do we go live with Tyler Munis?
Answer: The official go-live date will be Monday, Jan. 28th, 2019. However, the AS/400 retirement party will be Monday, Jan. 14th. Between these dates Tyler experts will be in Room 433 from Tuesday, January 22nd through February 1st, so bring your laptop and come down if you need help or want an second opinion on anything Munis. 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.

4. Weekly Challenge
Once you login to your Munis account (and if you haven't yet, then you should!), you'll likely see a blank page with only a simple menu. If you like personalizing things, this easy "challenge" is just right for you! The goal is to personalize your Munis Dashboard (aka the Tyler Hub) with "cards," or mini-reports and reminders that only display what you choose.

For example, if you are in Information Technology, you may want to create a card for invoices on your dashboard; if you're in Blount County School Department, you may want an Approval card to show the status of your latest PO.

You can find more instructions on how to add cards to your dashboard by clicking here or navigating to the Blount County FMIS Help page.
Example of Personalized Tyler Hub

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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