Are you Ready for Go-live?

Go-Live is Here!

by

FMIS Team

TODAY is the day we've all been waiting for! MUNIS is ALIVE! We hope that the past newsletters have answered questions you may have about implementation or the software, but from now on the newsletters will focus on hints and tips, how-to's, guides (on the MUNIS page) and providing access to online resources that have come with go-live.

So continue to enter your requisitions and PO's in Munis and look for issues and report them The FMIS Team is working diligently to create and update training materials, how-to's, and tips to make entering your information into Munis easy!
1. General Guidelines - IMPORTANT
As you're working in Munis, there are a few important guidelines you need to follow. First, make sure you're working in the LIVE system- not train. Second, please enter your legacy (AS/400) and emergency (paper) PO's BEFORE you begin to create new ones.

Also, please reach out if you have questions/ concerns about process, and please alert someone if you think you have found an issue with the software.

2. Helpful Hints
If you are entering information into the Live Munis database and run into an issue with the software, have a question about processes, or even just have a question, remember that the FMIS Team has your back! As mentioned in the previous newsletters, there are countless (well, more like three or four) different ways that you can reach out and get help on any Munis problem. Here are reminders of where you can get your Munis issues solved:

- Check the Blount County Government website under IT's "Tyler Munis FMIS Help" for all training documents and resources.
- Go to the County's IT Help Desk (found on the Blount County website), or click here; make sure the Summary box says "Tyler Munis."
- Through Friday, Feb. 1, our own Munis expert, Randy Arcebido, is available at the Courthouse in Room 433 for "Munis Assist." Bring in all your problems and let's get them fixed.
The FMIS Frequently Asked Questions page can be found here or on the Blount County Website; any question about FMIS will be answered by the IT Department as soon as possible!

3. Entering Legacy PO's
Since legacy PO's and emergency PO's should be entered first, here is an instruction set for the first thing you should be attempting in the Live system. If you'd like examples and more detail, click here, but here are the key points:

- Enter only the amount that is remaining on the legacy PO (not the original amount that the PO was opened for in AS/400)
- Reference old paper PO number in the description box “LEGACY PO2018-
0001

- Handwrite the NEW/Munis requisition number on the OLD PAPER PO
- Add the OLD PO that was closed in the AS/400 into TCM.

Emergency PO entering, found by clicking here, is relatively the same with the only variations concerning the fact that the PO was issued during the "dead period" and was never entered into the AS/400. Remember that all extra documentation can be found on the website.

4. Vendor Issues
If you're creating a PO or requisition and see problems with your vendor, there's a few things that you can try. First, try the wildcard search that was mentioned in the previous newsletter. However, if you find that several copies of the same vendor, please contact the Purchasing Department (x5740). More information can be found here, and other vendor issues can be resolved by attending Munis Assist in Rm 433 or by entering a Spiceworks ticket.

5. Resolving Rejections
Don't get upset if your requisitions are rejected. Munis is new to everyone, and some minor errors are bound to happen. If you do receive a rejection, you should also receive a notification telling you why. Try to fix the error if you can. Or call x5730 (Helpdesk) and tell us what you see - we'll fix it together.

Thanks for Reading!

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

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