Celebrate Munis with Your FMIS Team!

by
FMIS Team

Welcome to the second week of LIVE Munis! We are happy to say that the implementation was a success, and the amount of POs and requisitions entered into Munis was impressive. Our Munis lunch went well, and we were happy that so many attended and brought their Munis questions! As we continue our daily use of Munis, we will continue to learn more about the software's full capabilities by hearing issues you've found and exploring the live version of Munis.

Even though Go-Live went smoothly- the journey is not over yet! Remember to keep checking the website under "Tyler Munis FMIS Help" for new how-tos
daily, and keep searching for ways you can help improve the system through your questions!

Lastly, TODAY is the last day to stop by Rm 433 for Munis help! So bring any issues you may have and your FMIS Team will be happy to help you work through it. Let’s fix it together!

1. General Guidelines - IMPORTANT
Please remember to check that you are using the LIVE system of Munis, not train. Continue entering old POs from the legacy system and emergency POs from the dead period.

Also, it’s important that you ask questions or report to the IT Department when you think you have found an error. The FMIS Team appreciates your effort and cooperation!

2. Helpful Hints
Reporting errors or issues that you have with Munis is perhaps the most important part of Go-Live. Your questions and problems have never been more important, so remember that there are multiple ways that you can find answers or ask about issues.

- 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."
- 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!
- TODAY is the LAST DAY for Munis Assist in Courthouse Rm 433! Stop by with your questions, and we will help you solve them!

3. Remote Munis Access
If you’d like to continue practicing or working in Munis from home, the setup will only take two or three minutes of your time. All you have to do is go to https://secure.tylertech.com, sign in, and install a program called f5. You
only have to go through this short process the first time, and then you'll be able to use Munis anytime, anywhere! The full instruction set can be found on the website, or click here for an easy shortcut.

If you are having issues connecting, please contact IT as soon as possible.

3. Approving Requisitions
There are two separate ways that the approver in each department can approve a Requisition that has just been released. The first method involves manually navigating to approvals, and the second involves using the approvals "card" (cards/dashboard setup can be found here). By default, approvers will be notified by email. However, high-frequency users who will be checking their dashboard daily may contact the IT Dept. to have the delivery method changed to their dashboard. Check out the full How to Approve Requisitions here.

If your approvals do not show up in Munis, please contact Munis help by any of the above mentioned methods.

4. Budget Transfers
Both budget transfers and budget amendments have commonly been confused in previous Munis meetings, but the difference is simple. Budget transfers will move funds between object codes within the same department, while budget amendments move money between funds. The Budget Transfers How-to can be found here, and keep checking your newsletters and the website for a Budget Amendment How-to!
5. Attaching and Printing Documents
Some processes - such as entering legacy POs and emergency/paper POs - require attaching or printing documents in Munis. Munis uses Tyler Content Manager (TCM) to store documents associated with processes. Remember, you have the ability to attach or print from any screen that shows the blue paperclip. The full how-to can be found here, and make sure that your PO or requisition has all needed documents attached!

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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You are receiving this email as part of a training initiative for the new Financial Management Information System, Munis.

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