



*We may be Live, but the journey's not over yet!*

# 4 Tips for the Road to Munis

by  
FMIS Team

**The road to a better financial management system** seems long, but faster, easier purchasing makes it all worth it. Even after go-live, the FMIS Team is finding new features to make Munis the best financial software that Blount County has ever seen! However, it's extremely important that you keep finding issues and asking questions so that we can make this a better implementation.

Our team has been collecting questions and creating resources to answer those questions: most of which can be answered right here in this newsletter. As always, keep asking questions, practicing in the system, and checking the

website for new Munis resources. Thanks for all your hard work and remember that we are in it together!

### **1. Your AAA of Munis**

Remember that if you're on the Munis road and "break down" with an issue, your FMIS Team is only one call (or ticket) away! Here are the ways you can get help:

- Check the Blount County Government website under IT's "Tyler Munis FMIS Help" for a helpful resource related to your issue.
- 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!

### **2. Tyler Content Manager**

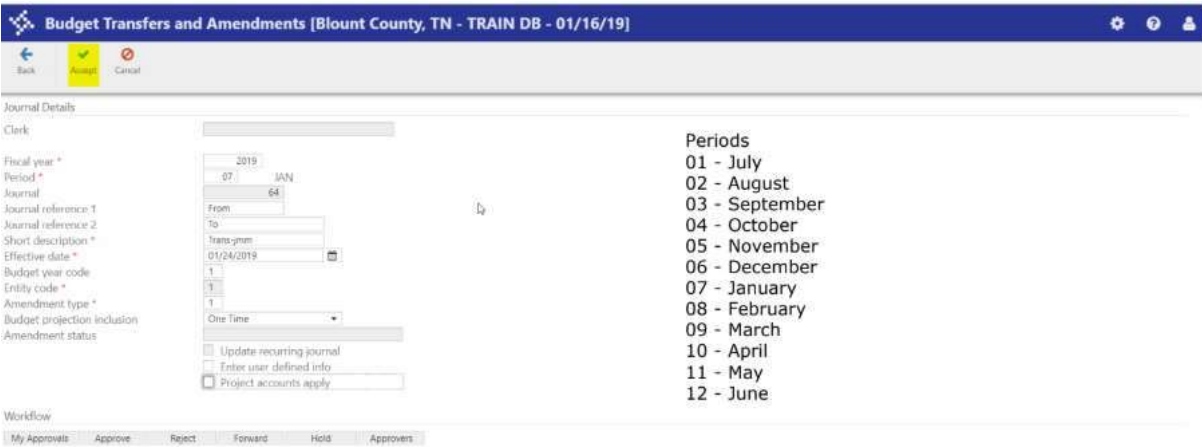
If you're trying to do a request for check and can't add documents under the request for check area, try adding them to the generic attachments section. The rest of your process should go just as you normally would; if you need reminders on the steps you should take then [click here](#) or visit the website's FMIS Help page under "How to Do a Request for Check." The FMIS Team is working for you to be able to sort your attachments under request for check, but until then generic should be just fine.

Additionally, if you're having issues with TCM opening for you without an error, please first ensure that you have pop-up blocker disabled before entering a Spiceworks ticket. Ad-blocker often prevents TCM from opening.

### **3. Entering Periods**

If the system asks that you enter the period of your PO, requisition, budget transfer, etc, please enter the month that you are currently in (or the month that you are entering the PO). The period numbers follow the fiscal year, starting with July as 01 and ending with June as 12. The full period list can be seen below or found in Blount County's "[How to Do a Budget Transfer](#)."





Period Example in "How to Do a Budget Transfer"

#### 4. PO Change Orders

Many users are having issues finding their new PO once the change order has already been approved. After approval, your PO number will look the same as it did before, but it will have -01 added on to the end to indicate that it is the new version of the PO.

Old PO #: 20190204

New PO #: 20190204-01

## Thanks for Reading!

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

Happy Munis-ing!

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