



Munis is on Fire — Stop, Drop, and Scroll!

by
FMIS Team

With the most recent training sessions being a success, Munis is only getting better. We want to thank those who attended our budget training sessions and everyone who has been working with Munis. Your productivity in getting help and your willingness to learn has helped the whole FMIS Team move forward, which we are extremely happy for.

We hope that all the resources provided for you are helping as you navigate through this still-new software. Just know that we are making great progress and this implementation is moving along great! If you'd like more updates, please attend our monthly Munis meetings starting this Thursday, March 21 at 10:00 AM.

1. Weekly Reminders

Here are the ways you can get help (plus easy links that will always be available in the previous published newsletters):

- Back by popular demand: Monthly meetings will return **March 21 at 10:00 AM in the Commission Room**. After this week, all meetings will be monthly on every third Thursday at 10:00 AM.
- 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 County website), or [click here](#); make sure the Summary box says "Tyler Munis."
- The 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. UPs and DOWNs of Munis

With the many features of Munis, there are of course going to be some bumps in the road when it comes to entering the loads of Blount County data.

However, we are making progress! For example, thanks to our hard-working FMIS Team, the PO Change Order Process is now fully available. Here are all of the features in question:

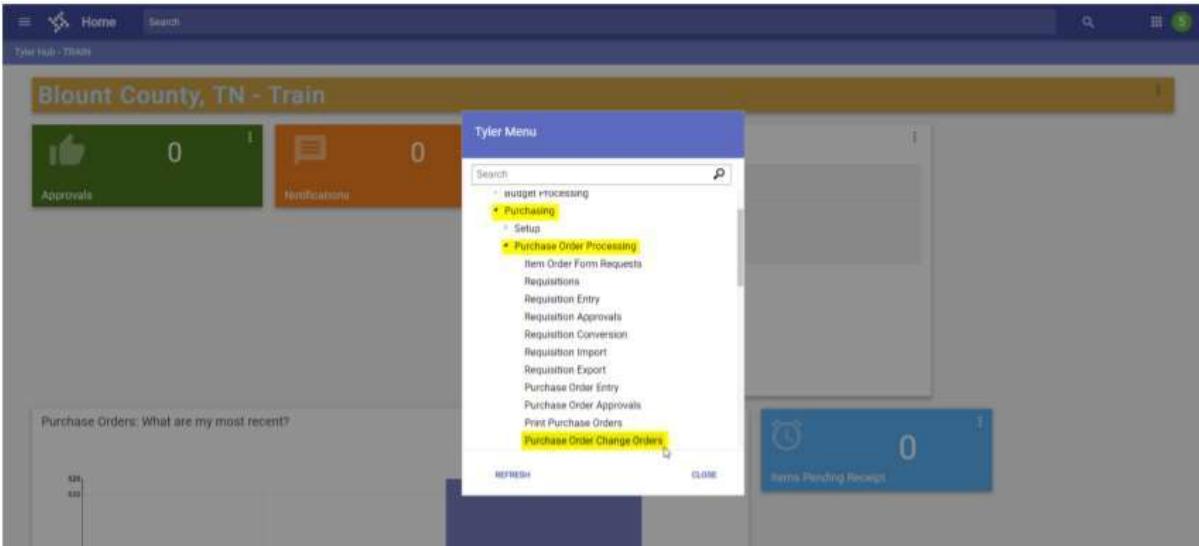
1. PO Change Order: UP
2. Cube Reporting: DOWN
3. Dashboard/ Cards: SERVICEABLE
4. Req. For Check: SERVICEABLE

Features labelled as "serviceable" are functional but have an issue that must be worked around, while "up" means it is fully functional and "down" means it is not usable. We will be sure to let you know when all of the above features are up and fully functional. Until then, feel free to contact IT with questions or for help.

3. PO Change Orders

One newly available feature of Munis is the PO Change Order process. In the past, it was classified as "serviceable," but we are happy to say that it is now

fully functional. If you'd like details about how to do a PO Change Order, [click here](#), and if you'd like to find your PO Change Order after you have submitted it, [click here](#). Be sure to follow the steps exactly and contact IT with questions or concerns.



PO Change Order Process

4. Featured FAQ

As the hard work that comes with implementation winds down, the FMIS Team has more time to update our FAQ page. If you've submitted a question without seeing it appear on the site, now would be a great time to check for it since we've been updating the page for your use.

Question: How can you tell if a "Request for Check" has been processed and how do you get a copy of the check?

Answer: If you go to Invoice Central you can do a search by your department (or many other fields) which will bring up a list of all invoices. Here, you'll see the status, and you should look for "PAID." If you click on that vendor you will be taken to Vendor Central. On the line with your invoice there is a blue paperclip, which will open TCM when you click it. All associated documentation can be seen on the left including AP Check. This will show you the File Copy of the check that was printed.



Vendor Central Vendor name

Back Refresh Advanced Search My Searches Vendor Performance Excel Email Notes Attach

MASSEY CONSTRUCTION INC
ACTIVE

Vendor Number: 1367
Entity: 1
Type: REGULAR
Performance:

INVOICES CHECKS PURCHASE ORDERS CONTRACTS

Time frame: 30 days

Invoice	Date	Status	Posted	Amount	Check	Check Date	Voucher	PO
c4692001	02/15/2019	PAID	Yes	3,080.00	230570	02/21/2019		20190412

Paid Invoice & File Copy Example

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

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