

City of Tulsa

Munis Core Financials Important Changes

Module	Key Changes	Description	Benefits
Accounts Payable	Vendor invoices will not be paid upon entry. Invoices will be schedule for payment based on their due dates.	Invoices will be sent through the Munis Workflow for Departmental approval so the approvals can be captured in Munis.	Workflow approvals will expedite the processing of invoices in the system. Invoices will no longer get lost on their way to Accounts Payable for approval.
Accounts Payable	Vendor Payments. Invoices will not be paid immediately upon entry even if fully approved.	Payment to vendors will be based on invoice due date instead of processing date.	All departments will be affected. If an invoice is approved before the due date it will be paid when that due date is approached. If an invoice is approved after the due date it will be paid with the next check/EFT run. This is a business best practice that the City was unable to utilize because the Legacy system did not allow it.
Accounts Payable	Payments Requests will be phased-out and replaced by an on-line payment request process.	Departments will be able to process online payment requests and obtain approval through workflows.	The City will create a more efficient payment process by entering the payment requests information once, instead of twice.
Budget	Departments will use the Munis Budget Module to submit annual budget requests and process budget amendments throughout the year. 2019 budget submissions will be submitted using the new Munis Budget module.	Departments will no longer enter their budget requests in Excel spreadsheets. Annual budget requests and amendments will be submitted using the Munis module and workflows.	The new budget system allows for a more efficient processing of budget requests and amendments. It provides departments with a tool to prepare their annual budget by providing a more comprehensive look at their previous year's budget and current expenditures. Departments can make changes before submitting their final budgets to the Finance Department for review and submission to the Mayor.
General Ledger	New chart of accounts numbering system for fund,subfund, department, division, section, and object code numbers	Under the previous system, coding to the financial system was referred to as fund-account-center. In MUNIS the coding in the financial system will be referred to as Org-Object. The Org will contain the fund/section information and the Object is the term previously used for account number.	Reporting will be easier and more flexible under this chart of accounts structure.
INV	New Inventory Module	An inventory system that will streamline the purchasing process all the way to the warehouses.	This module will provide the departments currently managing inventory for Water and Sewer and Streets with more detail, as well as on-time and accurate information of the inventory counts and users.
Munis	Access to the Finance system will be expanded to allow approvers and workflow in the system.	Access to the system will be role-based. Audit trails will give the departments transparency in their approval process.	Expanded use of the Financial system will allow users access to documentation they have approved and provide a more efficient way to manage documentation at the City.
P-Cards	All coding and approvals of P-Card transactions will be carried out in Munis instead of using the vendor website to code the expenditures.	All departments paying with P-Cards. Coordinators or P-Card holders will code transactions directly in Munis, liquidate a PO if necessary, and attach a copy of the invoice to the transaction record. Approvals will be in workflow. AP will no longer handle volumes of paper invoices, as a review can be completed in Munis.	Blanket Purchase orders will be liquidated more frequently than once a month. P-Card transactions requires the invoices to be attached to the transaction record. P-Cards transactions will be reflected in the vendor activity providing a more accurate vendor expense. No more bundling of invoices into envelopes to be sent to AP for scanning, therefore saving supplies.
Project Ledger	The new module will manage the accounting for capital projects and grants accounting.	Previously the accounting for capital projects and grants was part of the General Ledger structure and managed through the General Ledger.	The new module will provide departments with more information about the projects including the revenue associated with each project. Tracking of the projects will start from the inception of the project or grants. Budget will manage the Project Ledger, creating projects and associated strings.
Purchasing	Purchase Orders and Requisitions from INFOR will not be converted to Munis. Starting December 11, 2017, departments will be responsible for entering requisitions for Purchase Orders that had balances in INFOR as well as requisitions that had not been converted to a PO.	Departments will be required to enter valid open requisitions and requisitions for open POs that are still needed.	This process will allow departments to better manage Purchase Order balances.
Purchasing	The City is implementing a new Contract module as part of the Munis Financial system.	The new module will allow the City to track contract information in the financial system, including revenue-producing contracts.	Financial information of most contracts will be available through the Munis Contract Module. In the past, to obtain information about a City contract, employees had to use the IBM Content Manager. A copy of the contracts will still be available in Tyler Content Manager. Contract information such as due date, contract balances etc., will be available through the Munis Contract Module for departments administering the contract.
Purchasing	Purchasing will manage contracts using a new contract module.	Contracts will be classified in a more granular way. Contracts will be pre-encumbered at the time the contract is being processed and fully encumbered after the Mayor's signature.	The contract module will allow departments to have better control and more up-to-date information about the contracts the departments are currently administering.

City of Tulsa

Munis Core Financials Important Changes

Module	Key Changes	Description	Benefits
Purchasing	Encumbrance of funds timing will change to allow departments to have more up-to-date information about their budget.	Requisitions and Contracts will pre-encumber funds at the time of entry. Final encumbrance of funds will occur when purchase orders and contracts are posted.	This process will assist the departments to manage funding more efficiently.
Purchasing	The encumbrances form will no longer be necessary.	AP will no longer set up contract encumbrances. Funds will be pre-encumbered (set-aside) at the time a requisition or contract is entered. The encumbrance is formalized when a purchase requisition is approved by Purchasing or a contract is posted after the Mayor's signature.	Departments will be able to manage funds more accurately since the availability of funds will reflect any requisition or contracts in process.
Purchasing	Payment exception list has been revised to include changes to "what is an exception."	Due to the changes in the processes for Accounts Payable and Purchasing, the exception list has been revised. The new list will be available online on December 11, 2017.	The new policy for exception payments provide a narrowing list of payment exceptions.
Reporting	On-Demand reports for financial information will be available for reporting periods ending November 30, 2017. On-Demand reports will be available for the last payroll processed through INFOR (12-29-2017). Staff will be able to access these reports at least through June 30, 2018.	On-Demand reports will no longer be available for information process through the Munis system. Reports will be available through the Munis reporting system.	Departments will be able to access reports through the Munis dashboard.
Reporting	Reporting in Munis through the use of canned reports, datacubes and SSRS will replace most Excel spreadsheets.	Most of the reporting will be processed through Finance and Human Resources departments rather than through IT. The use of Monarch will end.	Increased efficiency and information. More time for data analysis.
Training	Training for the Munis system will be provided throughout the year.	Training will be available online and in-person classes throughout the year.	Continuous training will allow employees to learn the Munis system on a continuous basis.
Tyler Content Manager (TCM)	The City will be using Tyler Content Management. Documentation processed through the City Clerk office will be hosted in the Tyler Content Manager. Documents signed by the Mayor after December 4, 2018 will be available on December 11, in the new Tyler Content Management Self Service System.	The new content management system will expand its use to host data from Permitting and Licensing, Utilities Billing and Human Resources.	The City will have a centralized place to hold documentation and it will allow Munis and Energov users to access documentation from transactions processed through these systems. Documents processed through the City Clerk's Office will be available through TCM Self Service.
Tyler Content Manager (TCM)	New RFA web-based forms	As part of the changes to the content management system, a new RFA form was developed by the City to accommodate the metadata changes in the new system.	New RFA's have spell-check in most fields. They have been updated to work in conjunction with new ERP systems workflows and terminology.
Various	Workflows in Munis will allow for electronic approval and notifications of: -Requisitions -Contracts -Accounts Payable and Account Receivable Invoices - P-Card Transactions -Budget Requests and Amendments -Journal Entries	Electronic approval will eliminate the need of paper-based approvals for these processes. Legal documents to be signed by the Mayor will continue using the current process, but important information from the contract/agreement will be captured in the Munis Contract Module and will go through an electronic approval process.	Improve efficiency and speed up the approval process.
HR/Payroll	Key changes will be announced soon		