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From: Chris Fulmer, CPA CFE  
 Director of Finance and Accounting  
 ERP Project Co-Manager

Melanie Kabban  
 HR Senior Analyst  
 ERP Project Co-Manager

To: Principals, Assistant Principals, Department Heads, and Selected Support Staff

Subject: New Financial and Human Resources/Payroll & Benefits Management Information ERP System

Dear Colleagues:

As many of you are aware, the Financial Services and Human Resources Departments, along with the Technology Department, will be implementing a new enterprise resource planning (ERP) system called MUNIS over the next 24 months. MUNIS is a business solution offered by Tyler Technologies, Inc., the largest software company in the nation solely focused on providing integrated software and technology services to the public sector – cities, counties, states and school districts.

By July 2016, MUNIS will replace HTE for all financial transactions including procurement, accounts payable, budgeting, grants accounting, financial and budget reports and all other general ledger transactions. By April 2017, MUNIS will also replace our current payroll system and provide us with an integrated human resources system. After full implementation, MUNIS will serve as the single integrated business solution to perform all human resources and financial processes. For more information about the ERP implementation, visit the SCPS web site. Click on the Financial Services link to access the Enterprise Resource Planning (ERP) Project link.

We will roll out the MUNIS system in three main phases. The implementation schedule is presented below:

Phase	Deliverables and Scope of Work	Implementation Timeline
<b>Phase I</b>	Financials – Budgeting, Purchasing, Accounts Payable, Grants Accounting, Financial Forms and Reporting	July 2015 – July 2016
<b>Phase II</b>	Human Resource Management, Payroll, Employee Time-Management, HR Forms and Reporting	April 2016 – April 2017
<b>Phase III</b>	Performance Based Budgeting	August 2016 – April 2017

**MUNIS SYSTEM HIGHLIGHTS**

The MUNIS Financial Management suite of applications is designed specifically for the public sector and can handle every aspect of our accounting, budgeting and procurement needs. When fully implemented, MUNIS will provide us with the financial planning and reporting functionality that our current systems cannot.

Key MUNIS Financials features include:

- Web-based access to MUNIS applications and your data
- Abridged, user-friendly views and access to data via a Role-Tailored Dashboard
- Flexible, complete local, state and federal reporting that can be customized to your unique requirements and to address legislative changes
- Forecasting and analysis for successful strategic and financial planning
- Advanced role-based security and detailed audit trails
- Easy and quick access to up-to-date, real time data
- Data centralization across the organization
- Reduction of redundant data entry
- Real-time visibility into budget compliance, deviations and variances
- Compliance with Governmental Accounting, Auditing, and Financial Reporting (GAAFR) and Generally Accepted Accounting Principles (GAAP) Standards

**ESTIMATED IMPLEMENTATION SCHEDULE FOR PHASE I – FINANCIALS**

<b>Key Milestones for Phase I – Financials</b>	<b>Estimated Implementation Timeline</b>
Chart of Accounts	7/6/15 – 10/2/15
Business Process Consulting	8/3/15 – 12/4/15
Standard Analysis	9/14/15 – 11/6/15
Data Conversion & Validation	12/4/15 – 4/21/16
Build Set Up Tables	11/9/15 – 12/18/15
Process Training – Accounting	12/14/15 – 4/29/16
Process Training – Procure to Pay	12/14/15 – 4/29/16
Testing	11/9/15 – 4/29/16
SCPS Trains End Users	5/2/16 – 6/10/16
Live Processing on MUNIS	7/1/16

**REQUIRED STAFF PARTICIPATION FOR PHASE I - FINANCIALS**

**Project Executive Sponsors:** Participate in project briefings and status meetings as needed; fully support all staff engagement in project implementation; encourage the upcoming change and communicate to staff the importance of a successful implementation; attend demonstrations and training for division-level oversight functionality; lead the change management process.

**Project Co-Managers:** Participate in process/policy change discussions to identify risks and communicate other considerations; encourage the upcoming change and serve as change agents for the project leadership team to address any resistance to the new system; liaise between the project team and executive staff to bring forth any major concerns.

**Project Leadership Team:** The Project Leadership Team includes staff members from Financial Services, Human Resources, and Technology Services. Their role is to successfully implement the new system by analyzing current business processes, evaluating best business practices, designing new processes, configuring the new system, validating data conversion, resolving issues, and extensively training new users of the system before it goes live.

**School Principals and Department Heads (Budget Owners):** Fully support all staff engagement in the project implementation; attend and participate in process discussions when requested and ensure your school and department requirements are addressed; encourage the upcoming change and consider this implementation a strategic objective priority; attend demonstrations and training for department-level oversight functionality.

**School Bookkeepers and Department Administrative Assistants (End Users):** Participate in project discussions related to business processes and communicate the impact of any proposed changes on staff; embrace the upcoming change and fully support the implementation team; commit to learning the MUNIS system by attending all training sessions as required for your specific SCPS role.

**Financial Services Staff (Core Users):** Attend and participate in all project meetings as needed related to business processes, data conversion and validation, system set-up/ testing, and end user training; commit significant time to the project and actively work to identify and solve problems; communicate the impact of all changes to the implementation team.

**RECURRING PROJECT MEETINGS**

<b>Meeting Type</b>	<b>Audience</b>	<b>Frequency</b>	<b>Objective</b>
Project Status Leadership Meetings	SCPS Project Sponsors and Cabinet Members	Quarterly, or more frequently as needed	Provide overall project direction, executive sponsorship, and support in the adoption of new technology and business processes. Lead the change management process.
Tyler Implementation Status Meetings	SCPS and Tyler Project Managers	Weekly; then 30 days before the Go-Live, daily briefings	Establish an effective channel of communications with the Tyler project team to ensure coordination of all tasks and completion of all activities.
Project Team Meetings	SCPS Project Managers, Project Team Leaders, Core Users	Monthly, or more frequently as needed	Provide detailed information regarding project task status, schedules, progress, and risks. Ensure task assignments and deadlines are clear and attained.