Empowering people who serve the public*

Tyler Implementation Kick-Off

Bruce Williams

Project Manager



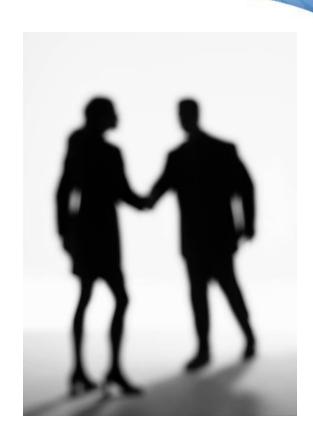
Introductions

- Executive Sponsor
 - Christopher Padgett, Assistant City Manager
 - Role and Message
- Sales Account Executive
 - Michel Krissel, Senior Account Executive
 - Role and Message
- Greenville Project Manager
 - Jon Hoggard, Systems Analyst IV
 - Role and Message
- Tyler Project Manager
 - Bruce Williams, Project Manager
 - Role and Message



Why We're Here Today

- ✓ Transition from Sales to Implementation
- ✓ Introduce the Project Teams
- ✓ Present an overview of the Project Process
- ✓ Discuss Expectations
- ✓ Start the Work!





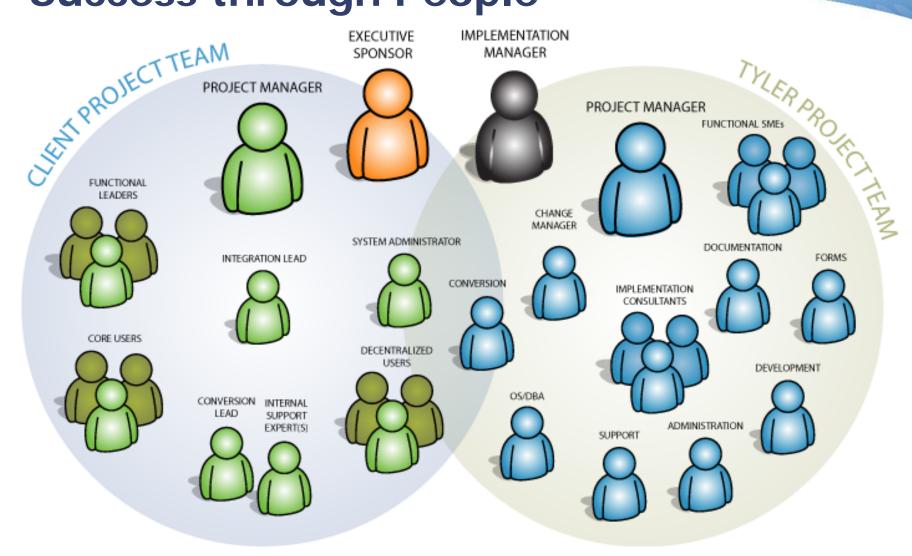
Project Inspiration

"Some see things as they are and say whyI dream things that never were and say why not."

- George Bernard Shaw



Success through People





Success through People

TOTAL Project Team: Tyler Staff and City of Greenville

We are ONE project team with the same goals:

- On time, on budget implementations
- Successful user transition to the new system
- Happy, referenceable clients

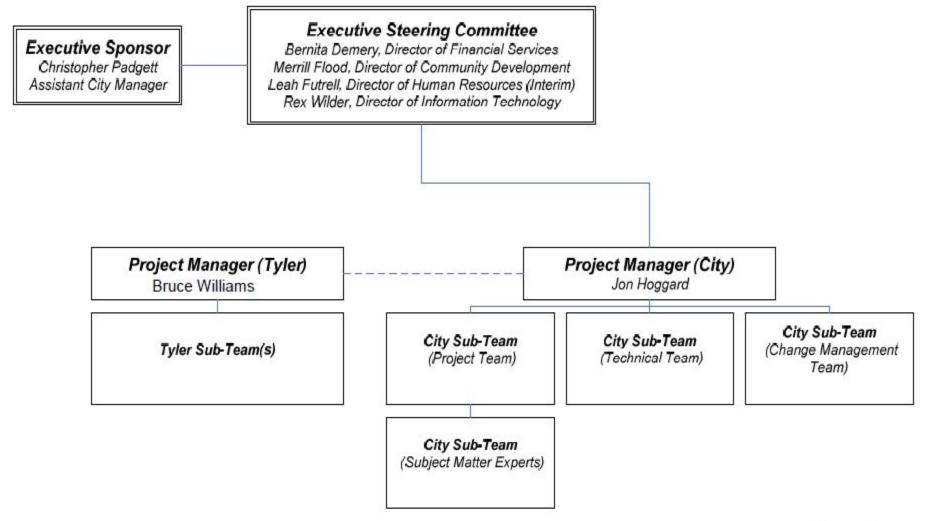


Tyler Project Team

Tyler Project Manager	Bruce Williams
Sales Executive	Michael Krissel
Tyler Financials Implementation Consultant	John Finch John Findley Kathy Pelletier Stephanie Pelletier
VP, Support	CJ McCarron
Conversion Manager	Robyn Smart-Oliver
Tyler Forms Manager	Joanne Lord
Regional Project Supervisor	Penny Parsons, PMP
Regional Implementation Manager	Ginger Hain, PMP Becky Terry, PMP
Revenue Products Implementation Manager	Sean Gaudreau, PMP
VP, Implementation	Chris Webster



City of Greenville Project Governance





Project Sponsor	Christopher Padgett Assistant City Manager
Project Manager	Jon Hoggard Systems Analyst IV
Executive Team Member	Bernita Demery Director of Financial Services
Executive Team Member	Merrill Flood Director of Community Development
Executive Team Member	Leah Futrell Director of Human Resources
Executive Team Member	Christopher Padgett Assistant City Manager
Executive Team Member	Rex Wilder Director of Information Technology



Functional Lead - Purchasing, Bid Management	Angelene Brinkley
Functional Lead – Accounting, Budget, Financial Conditioning, Performance Measurement, Treasury Management	Kimberly Branch
Functional Lead - Human Resources Management, Payroll	Jeff Dozier
Functional Lead – Inventory, Work Order Management, Fleet, and Facilities Management	Kenneth Jackson
Functional Lead – Benefits Administration, Employee Self Service	Frank Salvato
Functional Lead –Cash Receipts, Accounts Receivable, Capital Asset Management, Fixed Assets, Project and Grand Accounting	Tronette Greene
Functional Lead – Contract Management	Donna Raynor
Functional Lead - Land Management	Tim Corley
Functional Lead - Risk Management	Linda McCarthy



Subject Matter Expert (Core User) – Treasury Management, Cash Management, Debt Management, Investment Management	Tami Harrell
Subject Matter Expert (Core User) – General Ledger	Shawna Wooten
Subject Matter Expert (Core User) – Purchasing & Requisitions	Willie Moye Wanda House
Subject Matter Expert (Core User) – Inventory	Wendy Ross Kevin Heifferon Dean Foy Steve Warner Rob Hudson
Subject Matter Expert (Core User) – Bid Management	Angelene Brinkley
Subject Matter Expert (Core User) – Accounting and Budgeting, Financial Conditioning, Performance Measurement	Shawna Wooten Gwen Turnage
Subject Matter Expert (Core User) – Workflow Finance	Katherine Lilley Michael Hill
Subject Matter Expert (Core User) – Employee Expense Reimbursement	Tami Harrell



Subject Matter Expert (Core User) – Human Resources Management, Payroll, Time Entry	Cecilia Cutler Sharon Warner Betty Moseley Carolyn Horton Terry Basden Fran Bland
Subject Matter Expert (Core User) – CAFR (GASB34) Report Writer	Choyou Gardner
Subject Matter Expert (Core User) - Payroll	Dora Burton
Subject Matter Expert (Core User) – Workflow Human Resources	Frank Salvato Cecilia Cutler Michael Hill
Subject Matter Expert (Core User) – Professional Development	Bob Kasey Cecilia Cutler
Subject Matter Expert (Core User) – Work Order Management, Fleet & Facilities Management	Wendy Ross Kevin Heifferon Dean Foy Steve Warner Rob Hudson Shawna Wooten
Subject Matter Expert (Core User) – Benefits Administration, Employee Self Service	Frank Salvato



Subject Matter Expert (Core User) – Capital Asset Management, Fixed Assets, Project & Grant Accounting	Tronette Green
Subject Matter Expert (Core User) – Contract Management	Polly Jones Wanda House
Subject Matter Expert (Core User) – Land Management	Brian Thompson Judy Johnson
Subject Matter Expert (Core User) – Master Address, Central Property File	Brian Thompson Robert A. Jones
Subject Matter Expert (Core User) – Position Budgeting, Recruitment Management, Workforce Compensation	Jeff Dozier
Subject Matter Expert (Core User) – NC Sales Tax Reimbursement	Shawna Wooten
Subject Matter Expert (Core User) – Accounts Payable, Bank Reconciliation	Tami Harrell
Subject Matter Expert (Core User) – Accounts Receivable, Miscellaneous Billing	Robert A. Jones
Subject Matter Expert (Core User) – Parking Ticket Billing	Debra Hodges
Subject Matter Expert (Core User) – Workflow Revenue	Robert A. Jones Michael Hill



Subject Matter Expert (Core User) – Tyler Cashiering	Robert A. Jones Rene DeShong
Subject Matter Expert (Core User) – Minority Women and Business Enterprises (M/WBE)	Denisha Harris
Subject Matter Expert (Core User) – Procurement Card Processing	Katherine Lilley
Subject Matter Expert (Core User) –Loan Management	Linda Mims
Subject Matter Expert (Core User) – Chart of Accounts	Kimberly Branch
Subject Matter Expert (Core User) – System Administration & Security	Gail Owens Peggy Wooten
Subject Matter Expert (Core User) – BMI Asset Track Interface	Tronette Greene Willie Moye
Subject Matter Expert (Core User) – Tyler Reporting Services, Tyler Forms Processing	Renee W. Jones
Subject Matter Expert (Core User) - Munis Office	Choyou Gardner
Subject Matter Expert (Core User) – TCM SE, Tyler GoDocs	Nancy Gossett
Subject Matter Expert (Core User) – Role Tailored Dashboard	Bernita Demery



Technical Team Member – IT Infrastructure Manager	Rob Hudson
Technical Team Member – GIS Administrator	Judy Johnson
Technical Team Member – Database Administrator	Renee W. Jones
Technical Team Member – System Analyst II	Gail Owens
Technical Team Member – Network Analyst III	Kyle Pitchford
Technical Team Member – Server / Security Analyst	Jeremy Stokes
Technical Team Member – Applications Development Manager	Janni Wood
Technical Team Member – Systems Analyst I	Peggy Wooten



Change Management Team Member – Systems Analyst IV	Jon Hoggard
Change Management Team Member – Senior Financial Services Manager	Kimberly Branch
Change Management Team Member – Purchasing Manger	Angelene Brinkley
Change Management Team Member – Director of Human Resources	Leah Futrell
Change Management Team Member – Chief Building Inspector	Les Everett
Change Management Team Member – Police Captain	Robert Williams
Change Management Team Member – Public Works Operations Manager	Kenneth Jackson
Change Management Team Member – Benefits Manager	Frank Salvato
Change Management Team Member – Accounting Specialist	Tronette Greene



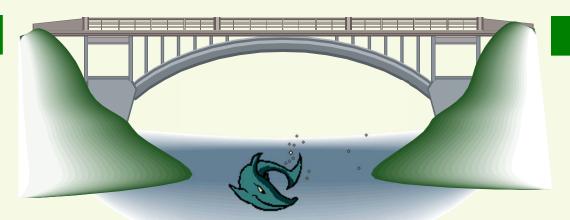
Change Management Team Member – Executive Assistant to City Manager	Donna Raynor
Change Management Team Member – Civil Engineer II	Tim Corley
Change Management Team Member – Safety / Risk Manager	Linda McCarthy
Change Management Team Member – Administrative Assistant	Laura Davenport
Change Management Team Member – Director of Financial Services	Bernita Demery
Change Management Team Member – Human Resources Manager	Jeff Dozier
Change Management Team Member – Interim Chief of Fire/Rescue	Eric Griffin
Change Management Team Member – Applications Development Manager	Janni Wood



Transition: Where are we going? The Bridge of Transition

Transition Period

Current State



Future State

Processes, organizational structure, technology, people, and organizational culture

New processes, organizational structure, technology, people, and organizational culture



Targeted Live Dates

Phase	Start Date	Goal Live Date
Phase I Financials	June 2014	July 2015
Phase II PR/HR	July 2015	April 2016
Phase III Extended Financial Applications	July 2015	April 2016



Targeted Live Dates

Phase	Start Date	Goal Live Date
Phase IV Revenue Applications	April 2016	October 2016
Phase V Work Orders, Fleet & Facilities Management	April 2016	October 2016



Modules Included

Phase I - Financials

- Chart of Accounts
- Fixed Assets
- General Ledger
- General Billing

Budget

- Inventory
- Accounts Payable
- NC Sales Tax Reimbursement
- Accounts Receivable
 - Project and Grant Accounting
- Bid Management
- Purchase Orders
- BMI Asset Track Interface
- Requisitions
- BMI CollectIT Interface
- Tyler Reporting Services

Phase II - Payroll/HR

- Payroll with Employee Self Service
- Human Resources Management
- Risk Management
- Professional Development



Modules Included

Phase III – Extended Financial

- Cash Management
- CAFR Builder (GASB 34)
- Business and Vendor Self Service
- Employee Expense Reimbursement
- Performance Based Budgeting

Phase IV - Revenue

- Parking Tickets
- Central Property File
- Tyler Cashiering
- Citizen Self Service



Modules Included

Phase V – Work Orders, Fleet, and Facilities Management

- Work Orders
- Fleet
- Facilities Management

Cross Phase

- Munis Office
- TCM SF
- System Admin & Security
- Role Tailored Dashboard
- Tyler Forms Processing
- Tyler GoDocs
- Payroll Tax Table Updates
- Workflow



Rationale for Phased Approach

Resource Leveling

- Reduces demands on staff
- Reduces turnover
- Reduces logistical demands

Greater Project Control

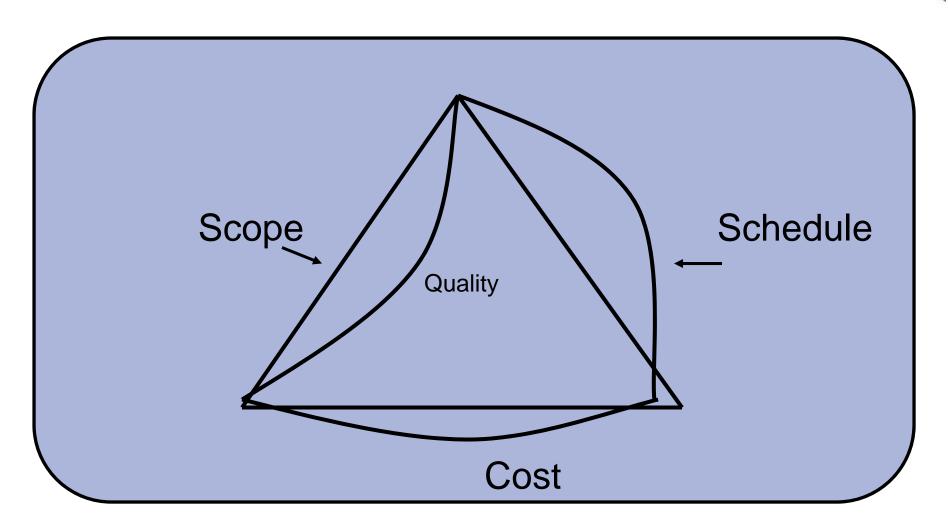
- Increased communication
- Reduces competing priorities
- Task not delayed

Lower Project Risk

- Predictable, repeatable process
- Organization less stressed
- 90% of projects are phased



The Triple Constraint





The Implementation Process

An Overview



Project Management Institute (PMI®)

- Widely adopted leader in the science of project management
- Leading membership association for the project management profession
- Developed a defined, repeatable, scalable process for successful implementations

We tailored PMI's process specifically to Tyler products and services.





Benefits of Using PMI Methodology

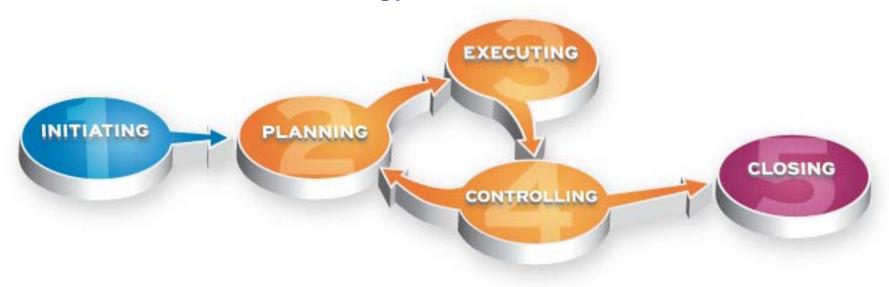
A well defined project management process can:

- Ensure project completed on schedule
- Deliver objectives on budget
- Manage scope
 - Reduce risk of project failure
 - Improve quality
 - Improve communications





PMI's Proven Methodology



Process is repeated for each project phase





Project Kick-off:

Project is authorized and launched.

- Formal transition from sales to implementation
- Authorization by executive sponsor
- Set expectations
- All participants see the implementation roadmap







WBS 2.0 – Project Planning:

Project objectives are defined; best course of action is selected.

Collaborative management plans are developed for:

- Schedule
- Change
- Communication
- Quality
- Risk
- Resource
- Education







Executing the Plan:

People and other resources are coordinated to implement the project plan.

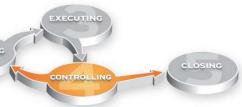




Quality Plan Control Points:

Project progress is monitored; deviations from project plan are addressed.

- Static environment test
- To-be processes validation
- Conversion verification
- Interface testing
- Integration testing
- Pre-live process testing
- Post-live process testing
- Stress testing

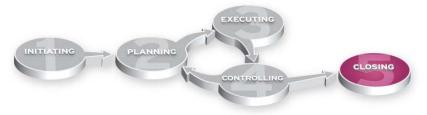






Phase & Project Closing:

Formal completion is accepted; phase or project is officially closed.





The Project Roadmap - WBS



- Work Breakdown Structure (WBS) this
 is a fundamental project management
 technique for defining and organizing the
 total scope of a project, using a
 hierarchical tree structure.
- The WBS is reflected in the Project Plan outline for consistency and ease of comparison.



Work Breakdown Structure

Custom Conversion Go-Live Consulting (BPC) Management Configuration option) /Interfaces 111 191 1.10.1 Cross-Dept Modification & Project or Phase COA Design or Munis System Conversion Forms Kits and Hardware Go-Live Planning Process Interface Verification Tes Specification Facilitation Business Process Modification & Forms Data Files Design Recom Set-up Training Mgmt Plan Installation Analysis Crosswalks Development Checklist mendations Development Desktop Mid Modification Perform Live Project SharePoint Installation Dashboard Processing Conversion Custom Report Policy Test (BPC Procedure Forms Design & Interface Configuration raining / Testing Munis Review 1.1.4 1.7.4 Security and Permissions Set-Modification & Forms Proofing Interface /Schedule Training Reporting Training/ Testing Project Status Updates Approvals and Notifications Set Parallel Testing End User Training Final Conversion (Payroll and UB up Tyler Content Post Live Training Configuration Support Account Management Key Dates 1.10.8 Jser Competen Stress Testing



Work Breakdown Structure

Color Key:

- O Initiating Beginning of project
- 1 Planning Beginning of phase
- 2 Executing During Analysis/Configuration
- 3 Executing Implementation
- 4 Executing Just before going live
- 5 Executing/Closing Live and post live
- 9 Controlling On-going activities





WBS: Project Management (1.1.0) Planning

- Done at the beginning of each phase
- Plans to be completed together:
 - Scope
 - Schedule Review
 - Resource Requirements
 - Communication
 - Education
 - Risk
 - Testing
 - Change Management



WBS: Analysis and Configuration (1.4.0)

Analysis

- Guided discussion about current processes and desired business changes
- As Is and To Be Knowledge Transfer
- Begins with Chart of Accounts
- Analysis of software options
- Formulate desired processes
- Determine course of training



WBS: Education (1.5.0) System Admin and Setup

- System Admin Training
 - IT and Functional Leaders
 - Overview of workflow, security, dashboards
 - Introduction to system administration functions within software



WBS: Education (1.5.0) Setup and Processing Training

- Set Up Training
 - Module dependent
 - Codes and tables used in processing
- Processing Training
 - Core user training
 - Training for super users
 - Classroom setting
 - Uses analysis decisions to determine training content
 - Any outstanding process decisions are finalized
 - Users are expected to practice what they have learned



WBS: Education (1.5.0) End User Training

- Train the Trainer Performed by Tyler
- End User Training Normally performed by Client
- Structured, process driven training for specified decentralized topics
 - Ex. Time and Attendance Entry, Requisition Entry, Reporting, Budget Entry
- Performed close to go-live for maximum retention

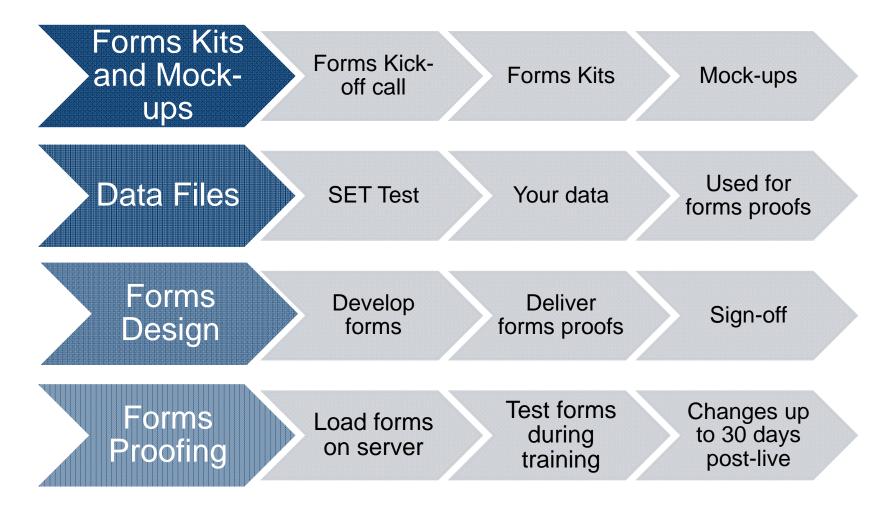


WBS: Conversions (1.6.0)

During Discuss Conversion Contracted Module available Analysis **Options Analysis** legacy data **Submit** Provide Data and Provide file crosswalks Legacy Crosswalks maps Data (old to new) **Programming** Converted Error Training and Proofing Reports **Database** Data Proof in Final Pre-Live Train; Load At Go-Live Conversion in Live



WBS: Tyler Forms (1.7.0)





WBS: Tyler Forms (1.7.0)



TYLER TOWN

PO BOX 25596

PO BOX 12345 ATTN: A/P 370 US ROUTE ONE

ATS INDUSTRIAL SUPPLY

SALT LAKE CITY UT 84125

FALMOUTH, ME 04154

MAILING ADDRESS 2 MAILING ADDRESS 3

314

HZDOR

Sample Ply 3

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20600040-00

Delivery must be made within doors of specified destination.

doors of specifi

370 US ROUTE ONE

FALMOUTH, ME 04154

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Vendor Phone Number Ve		Vendo	r Fax Number	Requisition Numb	er	Delivery Reference		
111-111-1111		222-222-2222		92060061		cavanaugh csb 235		
Date Ordered Vendor Nur		mber Date Required		Freight Method/Terms			Department/Location	
07/24/2007 6115		1	08/27/2007	test net 30 from req		PURCHASING & CONTRACTS		
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WBS: Testing (1.10.0) Static Environment Test

- Sample client data keyed in Training Database based on analysis decisions
- Processes are verified in each software module
- Validates analysis decisions (To-Be decisions)
- Critical stop



WBS: Testing (1.10.0)

- Static Environment Test
- Integration/Unit
- Parallel (Payroll and Utility Billing)
- Standard Interface
- User Acceptance
- User Competency
- Stress



WBS: Go-Live (1.11.0)

Go-Live Planning

- Live planning begins very early in the process
- Go-live planning session scheduled at least 60 days prior to go-live
- Plan includes:
 - Cutover plan
 - Final conversion data plan
 - Go-Live task assignments
 - Communications
 - Training needs
 - Plan for held data



WBS: Go-Live (1.11.0)

Go-Live

- All the hard work pays off Live data is entered into your new system
- On-site implementation support
- Final conversions
- Held transactions entered in Live



WBS: Go-Live (1.11.0)

Post Live

- Remaining post live conversions
- Reconciliation
- Reporting Review
- Process fine tuning
- Workflow fine tuning
- Review lessons learned
- Transition to Tyler Support Account Manager



Transition

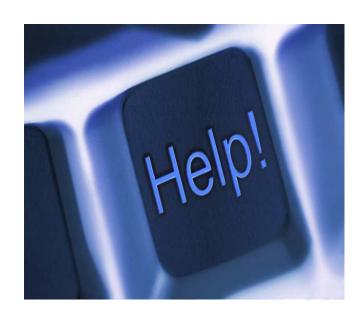
51

We look forward to helping you attain success





Tyler - Tyler Support Continued and ongoing support



- Assigned SAM (Support Account Manager)
 - Provides guidance on post-live processes (W2/1099, Year End)
 - Acts as liaison to support
- Knowledgebase
 - Provides module specific process documentation, videos and eLearning sessions
 - Provides an SSRS reports library including
 Tyler and client created reports
- Tyler Community
 - o Interaction with other clients
 - Discussion boards with review and response from multiple Tyler Departments and other clients



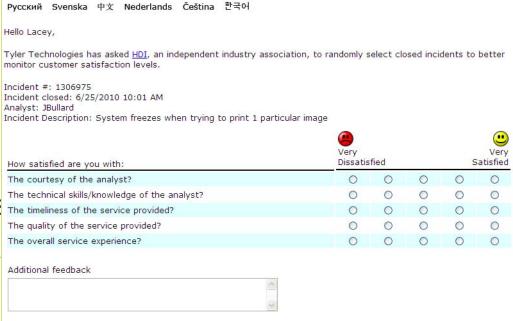
On-going Client Support

- Toll-free, unlimited phone access to live support staff
- Defined and documen procedure
- Help Desk Institute (H
 - Best practices
 - Certified staff
 - Ongoing customer satis



English (US) (UK) Deutsch Français





If you have further questions/issues, you may contact Courts and Justice Support directly at 800-966-6999.

Español (Mexicano) (Chileno) (España) Italiano 日本語 Polski Português



Please have the support center contact me.

On-going Client Support

Extensive Client Website:

- Online, transparent support portal
- Incident access levels administrators, super users and personal – maintained by local administrator(s)
- User email subscriptions for communications and time-saving tips
- Accessible 24 x 7







Empowering **people**who serve the public

Search x

Chris Kinney I Logou

WATCH US EMPOWER

Home Solutions & Products News & Events About Us Client Support Investors Careers Contact Us

TOOLS

- Munis Support Home
- **▶** Tyler Community
- ► Munis KnowledgeBase
- Live Support
- ▶ Online Support Incidents
- ▶ Online Education
- Tax Form Ordering



Home > Client Support > Munis Support

Munis Support

Welcome to Munis support. Where would you like to go today?

- · Tyler Community
- Munis KnowledgeBase
- Live Support (GoToAssist)
- Online Support Incidents (formerly Tyler Client Portal)
- · Online Education
- · Tax Form Ordering



Call us toll free at:

1-800-772-2260 Press 3 for support

Support Documentation

Munis Technical Support

Office location:

Tyler Technologies - Munis One Cole Haan Drive Yarmouth, ME 04096



On-going Client Support

Also...

- Remote live support via GoToAssist™
- Release management with defined life cycle policy
- Online education
- Local user groups
- Annual user conference
- Extensive Knowledgebase
- Online user forum Tyler Community



Client KnowledgeBase



KnowledgeBase

Select a Product Suite, Module, Topic, Release, and/or Keyword(s) below, then click "Search" ■ KnowledgeBase Help Accounts Payable AP Invoice Processing All Recent Searches AP Training Exercises 2005 MUNIS Financials AR/Payment Entry MUNIS General Revenues Central Programs N/A Bid Management MUNIS Financials>... MUNIS HR/Payroll Crystal Reports-Actual Report Version 6 Budget MUNIS Financials>... MUNIS Other Contract Management Data Management Version 7 MUNIS Property Revenues Crystal Reports Enhancements Version 8 Employee Expense File Layouts Version 9



Module: Accounts Payable Positive Pay File

How to Create a Positive Pay File MUNIS Version 8

Objective

This document provides step-by-step instructions on how to create a positive pay file to send to your bank after you print checks or create electronic fund transfers (EFT).

It is intended for a MUNIS user who is familiar with the Accounts Payable Cash Disbursements menu programs to select items to be paid, create automated checks and/or generate EFT media and post the cash disbursements journal to the general ledger. Creating a positive pay file to send to the financial institution is the next step in the cash disbursements process.

Overview

"Positive pay" can be used to help prevent check alteration fraud. A Positive Pay file lists all the checks, wire transfers, and electronic funds transfers written in a specified warrant/check run. The file typically includes a record of the check date, check number, check amount, and payee name for each payment. When a check, wire or EFT reaches the bank for payment, the bank compares the transaction to the positive pay file. Any discrepancies are flagged and the payment does not clear until you, as the bank customer, have been notified and have verified the authenticity of the check.

MUNIS will create this positive pay file in a variety of formats. To find a format that matches your financial institution's specifications please go to the Munis Knowledgebase website.

Prerequisites

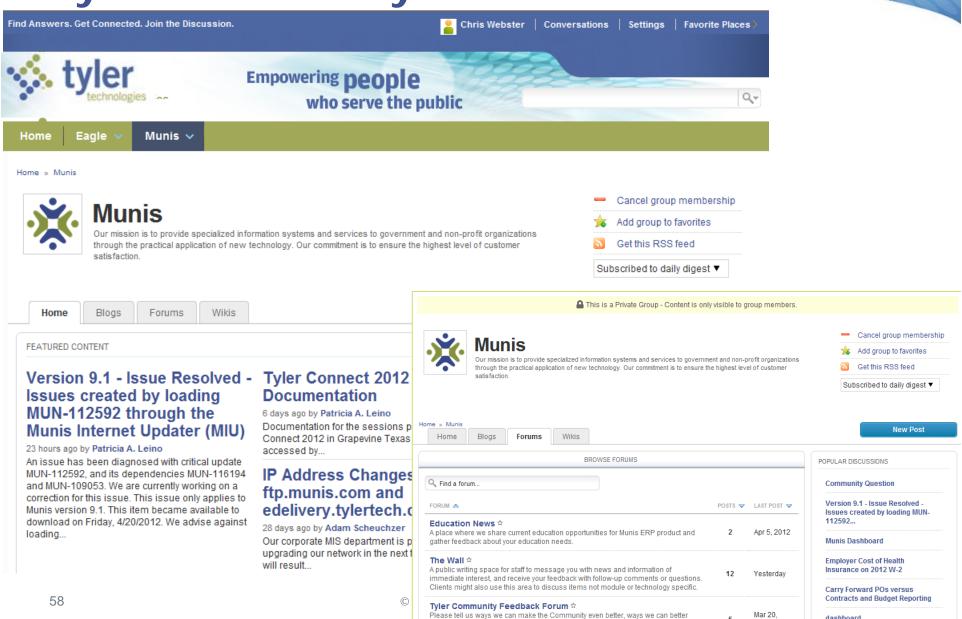
Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your MUNIS System Administrator or Department Manager to have them updated or added into the MUNIS system.

Permissions to the Accounts Payable Cash Disbursements Check Reconciliation Program

57

© Tyler Techn

Tyler Community



dashboard

Thank you!

We look forward to working with you.





A&P

Questions

