



GENERAL MANAGER, ERP

DEBRA WARE ANSWERS YOUR QUESTIONS ABOUT

ERP AND MUNIS

Here are FAQ about the Fort Worth ISD's new ERP system.

>> What is MUNIS and what is the ERP? Are they one and the same?

E= Enterprise (Organization-wide)

R= Resource (People, money, and things)

P= Planning (and control)

MUNIS is an enterprise software system to plan and control financial and human resources across the entire business (district).

>> Who will be affected by MUNIS?

All employees will eventually be affected by the MUNIS system when the Human Resources and Payroll Modules go online on January 1, 2009. However, on September 1, 2008, the employees impacted by the systems will be the employees who request and approve purchases for the district.

>> When does the new system go into effect?

Phase 1 of the MUNIS System is officially effective on September 1, 2008, which is the first day of the new budget year. However, we will make the system available to end-users for the purpose of entering requisitions on Wednesday August 27, 2008 following the Board's approval of the 2008-2009 Budget on Tuesday August 26, 2008. Please note that although end-users will be able to enter requisitions on Wednesday, August 27, 2008, no Purchase Orders will be approved or issued until September 1, 2008.

>> Who is training on it now?

Training on the MUNIS System began on Tuesday July 8, 2008.

>> Where do we find information about training sessions?

Information about training was distributed to principals for 3 consecutive weeks via the Principal's Packet Process in May and June and a flier was distributed via email and hard-copy to executive staff.

>> How can someone register for training?

Go to fortworth.avatarlms.com click on the course catalog menu to register for MUNIS End-User Training. If you are not able to log in then do the following...

Please e-mail **Gloria Cornejo**. (gloria.cornejo@fwisd.org)

She will need the following information:

- First name, last name
- e-mail address
- work number
- and department

(cont. on next page)



With this information she will e-mail you the log in and instructions on how to register for the classes.

*There will be make-up training sessions scheduled during the month of August dates yet to be determined.

>> If MUNIS goes into effect on August 27, what happens to the old systems?

What happens to work I was doing on August 27?

MUNIS goes into effect on August 27, 2008. See Attached End of Year Closing 07-08.pdf

>> Will we run parallel work systems until the MUNIS transition becomes final?

How will the old system be tied to the new system?

We will not be running a parallel work system. As MUNIS Modules come on-line corresponding menu items will disappear from the AS400 Menu. The old system will not be tied to the new. All departments and schools received memorandum from the Chief Financial Officer on June 16, 2008 which gave specific instructions as to when staff should close out 2007-2008 financial work.

>> Whom should one call if one has questions?

All calls should be directed to the **ERP department** at **817.871.3170**.

If your questions have not been answered here, please e-mail Debra.Ware@fwisd.org.