County of El Dorado

FENIX Executive Sponsors

330 Fair Lane
Placerville, CA 95667-4197

August 30, 2016

TO: Members, Honorable Board of Supervisors

FROM: FENIX Executive Sponsors and Project Manager

SUBJECT: AUGUST 30, 2016 BOARD OF SUPERVISORS UPDATE

This is to provide you with an update on the implementation efforts of FENIX through August 30, 2016.

UPDATES

Since the last update, the team has focused on finalizing modification specifications and conducting interviews for our Tyler Technologies project manager. Our team has scheduled client follow-up interviews with other Tyler customers regarding one of the project manager candidates and will be providing a recommendation to the Executive Sponsors to finalize a project manager in accordance with the contract amendment.

Work has continued with securing a payroll interface that will meet the needs of the County. Contract and cost negotiations have been ongoing with KRONOS and a more detailed update will be provided to the Board on September 27, 2016.

Attached for your review is an updated copy of Exhibit 11 of the contract identifying the current status of each of the modifications.

CRITICAL ISSUES

To reiterate from last month's Board update, one significant challenge that has the potential to impact the cost of implementation relates to the current inconsistencies, especially in regards to the management of payroll rules and special compensations, across the Labor MOUs and the Personnel Rules. To address this issue, the Auditor's Office/Payroll Manager, Human Resources and the FENIX team are working on developing a list of inconsistencies that need to be addressed, and have made significant progress since the last update to the Board.

PROJECT TIMELINE

Module	Scheduled Go-Live Date	Target Go-Live Date
Finance	October 2017	October 2017
HR/Payroll	January 2018	January 2018

The next FENIX update is scheduled to be provided on September 27, 2016.

If you have any questions or need additional information, please let Don Ashton know.

Attachment

c. Jim Mitrisin, Clerk of the Board

Exhibit 11

EL DORADO COUNTY, CA - Modification Responses

HR ITEMS

Tyler Key	Product Area	Description	EDC Priority	Release	Cost
MUN-224451	Salary and Benefit Projections	1. Prevent users from posting into a GL budget projection level that is locked (current level > level they want to post into) and levels they do not have permission to post to based on Budget module role permission on levels. The posting will apply to reverses as well. . 2. Additional role security needed to limit the ability of the projection users to change to another projection. This will remove the "Change" option from the projection if permission is set that way. Projections can then be assigned by a super user to certain users. **EDC Comment:** This will use the user attribute vs. adding new location security? 1/27/2016 Tyler Response: Correct, this will be a role permission.	Must	11.4	$12,100
MUN-224455	Personnel Actions Security and Workflow	1. Would like for action workflow to not restart once it gets to a certain approver. 2. Also create history for deleted actions with workflow. 3. Development includes additional role permissions: "Delete active PA's", "Update active PA's without workflow restart", "Edit pending actions". 4. Setting to create action history upon a delete where there is workflow. Mass delete function to clean up rejected actions based on find set of records which will create history if setting enabled.	Must	11.4	$22,000
MUN-224447	ESS Actions Template	ESS Actions will allow for a template to be created to include free form text. This will allow the employee to initiate a personnel action from ESS by describing what the issue is and HR staff can then complete the action once it has been submitted. **EDC Comment:** The description is missing the request to link the template to the reason code or update the reason code on the PA 1/27/16 Tyler Response: Action codes can be created granularly so reason codes are not necessary. $5,500 to add comments to ESS actions. Quote to create a table on the action code where reason codes can be associated with specific templates and the ESS work to accommodate is $8,800. This quote has been changed from $5,500 to $14,300 to include both enhancements. **2/22/16 EDC Comment:** Pass on the link to reason code	Nice to Have	11.3	~~$14,300~~ ~~$5,500~~ Done for free

MUN-225706	Pending Actions Reporting	Provide a sorting option when posting actions to view pending actions by program as opposed to individual changes. This will allow EDC to prepare for payroll based on the changes in certain areas of the application, e.g. employee pay and deduction changes. **EDC Comment:** Does this mean no connection will be added between the detail links and the action code? 1/27/16 Tyler Response: The $7,700 quote does not include a limitation set on the action code to restrict areas that can be changed on the action. This quote is for a sorting/reporting option to identify changes in specific areas only. Category permissions can be set up on the role that would restrict the user from accessing certain areas of payroll/HR from an action. While this does not make an association with the action code, it does prevent users from accessing certain areas of the application. Quote to add a table to the action code to define the areas that can be accessed via Details is $6,600. Total quote for both the reporting and action code limitations, $14,300.	Should Have	11.4	$14,300
MUN-230901	Employee Inquiry Missing deductions	Missing deduction in Employee Inquiry allows for searching of deductions that the user shouldn't have access to. This allows the user to deduce which employees might have a certain deduction which they shouldn't have permission to.	New	11.3	$0
				HR Items TOTAL COST	$53,900

PAYROLL ITEMS

Tyler Key	Product Area	Description	EDC Priority	Release	Cost
MUN-205346	Accrual Limits	A modification will be added to provide the ability to define a separate accrual limit, enforcing earnings per period as well as a cumulative limit. These limits are determined by years of service and/or bargaining unit. **EDC Comment:** Request in 11.3. 3/3/2016 EDC This mod necessary only if EDC purchases a timekeeping system. 3/7/16 Tyler Response: 3/3/2016 EDC This mod necessary only if EDC purchases a timekeeping system. MUST BE DECIDED BY MAY 1, 2016 TO MEET 11.3 DELIVERY VERSION. IF DECIDED AFTER THIS DATE, DELIVERY VERSION WILL BE 11.4.	Must	11.4 11.3 - IF decided by May 1, 2016.	$16,500
~~MUN-205348~~	~~ESS Rollup Groups~~	A modification will be added to automatically default the object code defined on the pay type within ESS. The object code will default and be visible to the employee but they will not have the ability to change it. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod. - **Kronos**	Must	11.4	$16,500
~~MUN-209428~~	~~ESS Time Entry Rollup Groups~~	A modification will be made to define GL/PL Roles to be used when defining ESS Rollup Groups. This will allow for GL account and PL string permissions to be enforced and used during ESS Time Entry. Restrictions can be enforced by segments and/or ranges, which will share the same functionality currently being used to establish GL/PL account restrictions. If the object code on the pay type is being used to override the GL account in ESS, the list of available accounts will be narrowed down further based on the appropriate object codes. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod. - **Kronos**	Should	11.4	$44,000
~~MUN-224443~~	~~ESS Time Entry~~	A modification will be made to lock down the current pay period in ESS Time Entry to prevent users from entering time beyond the pay period range. Employees will be allowed to submit future accrual requests. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod. - **Kronos**	Must	11.4	$16,500
~~MUN-224446~~	~~ESS Time Entry~~	A modification will be made to provide a notification back to an employee if a supervisor changes their time. This will only be used in the event an employee is absent and can't make the edits themselves. Notifications will be sent via email to the employee and will contain the time they submitted and the update time showing a clear picture of the edits that were made. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod. - **Kronos**	Should	11.4	$44,000
MUN-224452	Employee Accruals	For employees reaching an anniversary date mid-period a modification will be made to show accruals actually earned. This is currently in place for projected, so we would expand this functionality for actuals.	Must	11.4	$3,300
~~MUN-225707~~	~~Employee Job/Salary Effective Dates~~	There were concerns that the effective date was being updated on additional pays when the base pay record was updated. Clarification was provided regarding the Effective Date field within Employee Job/Salary. The system uses this date to stamp the last time the date was calculated. - *No mod necessary.*	Must	NA	NA

MUN-199733	Time Entry & Pay Calculation	When an employee enters more than their scheduled hours, the hourly rate needs to be decreased and appropriately allocated to the GL/PL accounts. New functionality introduced in Version 11.1.5 allows for a new calculation code 66 which uses period pay. In addition, a new setting also allows for the allocation to take place by percent. A concern was brought up regarding the allocations for additional pays. A modification will be completed to allow for additional pays to follow the same allocation defined on the base pay. This will be addressed under *MUN-199733.* **EDC Comment:** We discussed that it would work for 66 or 64. Id this still correct? Plus 64/66 Calc Code should prorate with start and end day based on work days for new hires and terms? 1/27/2016 Tyler response: Yes, this will work for both calculation codes 64 and 66. Both calculation codes will prorate with start and end date based on new hires and terms.	Must	Currently Available	$0
MUN-199733	Pay Allocations	A modification will be made to allow additional pays to follow the same allocation defined on the base pay. The County is currenQuoted tly setup to use Category A, however, we suggest exploring using Category B. **EDC Comment:** Cat A is required for many hourly base pays. We will look into Cat B for all period base pays since it will work with a 40 FLSA rule. This is a government code requirement. 1/27/2016 Tyler response: OK. **EDC Comment:** Request in 11.3. This is required by government code. 3/7/16 Tyler Response: 3/3/2016 EDC This mod necessary only if EDC purchases a timekeeping system. MUST BE DECIDED BY MAY 1, 2016 TO MEET 11.3 DELIVERY VERSION. IF DECIDED AFTER THIS DATE, DELIVERY VERSION WILL BE 11.4.	Must	11.4 11.3 - IF decided by May 1, 2016.	$11,000

~~***MUN-199737***~~	~~ESS Time Entry – Overtime/ Comp Time~~	The County is requesting that employees have the ability to choose between Paid OT and Comp time. With existing pay code and OT setup, employees will have the ability to make this request, however ESS will NOT perform verification in ESS to determine whether or not employee is eligible for overtime during that period and this is not being considered as part of the proposed solution. Determining whether the employee is eligible for OT will happen at the point time is moved into the payroll. - *No modification necessary* *During the Analysis phase Tyler will walk through the necessary setup requirements with El Dorado County's data and demonstrate the proposed functionality.* **EDC Comment:** Crystal was going to look into new options. The options discussed at the summit did not meet requirements. Needs to work with PERS Sch hrs mod (224454) and additional pays allocation mod (199733) Option 1 Discussed - Use two pay codes and the employee selects per period OT/CE – we need daily not per period Option 2 Discussed (Ross) - Exception base entry. Base Pay will default a schedule. Additional Pays setup for CE/OT for employees to enter request. FLSA Pays setup to add base with OT/CE pays to find FLSA .5/1.5. EDC can't use schedule - since we need to allocate time we cannot set schedule. This allows employees to add time under the pay base and not use the additional pays for CE/OT 1/27/2016 Tyler response: The provided documentation titled *Employee Comp Time OT Choice in ESS* explains how this requirement can be accomplished with existing functionality. Munis does not provide on the fly validation that determines OT vs. Comp eligibility at the time an employee enters their time. For this type of validation during time entry, a third party time tracking system would be proposed. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod. - **Kronos**	Should	11.2	$0
MUN-199738	Employee Pay	In order to get additional pay such as Tahoe Differential, employees need to work 50% or more of their scheduled hours. A new calculation code will be added to the system that will pay based on scheduled hours.	Should	11.4	$7,700

MUN-217084	Retro Processing	Retro processing is taking place in the next calendar year for the previous calendar year. The limit for the current year is impacted by the retro amount for the prior year. A modification will be made to the retro program to allow for retro pay types to be associated with the original pays. When processing retro, the defined retro pay types will not enforce limits. **EDC Comment:** Which pay code would be sent to PERS? 1/27/2016 Tyler response: There will only be one pay code in this scenario, but you don't send a retro "pay code" to PERS. You process retro in a separate payroll so you can use the same pay codes and then PERS can code them alimits retro records. **EDC Comment:** We are looking at doing manual retro vs the program since the retro programs do not look at what was paid. Will the limit rules only be ignored if using the retro program or can it be a flag in the payroll for retros? 2/5/16 Tyler response: Currently there is no flag in the payroll to ignore pay type limits, however as part of this modification, we would add an option to ignore pay type limits as part of the payroll generate process.	Must	11.4	$11,000
MUN-219152	FLSA Overtime Calculations	The FLSA Blended calculations were adjusted to use the dates for the basis pays when adding Category A amounts into the blended rate totals prior to the blended rate calculation. This fix has been delivered. An additional change is going to be made to apply the same logic for Category B as part of this issue.	Must	11.1.5	$0
MUN-224441	Time Entry & Time Entry Import	When adding a record into batch time entry, a warning is displayed when a pay code is entered without a corresponding employee job/salary record. During an import, a warning is not displayed. Explained that the behavior between a manual add 11.4and the import should behave the same way. If not, then this is a defect. The County is going to verify. A new control file setting will be added to restrict employees from entering or importing pay codes that don't exist within employee job/salary or have been end dated or are inactive. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod.	Must	11.4	$9,900
~~***MUN-224444***~~	~~ESS Time Entry~~	When entering time associated with a PL string, the default GL Organization code on the PL String needs to be used, while the object code needs to default from the pay code. This work is currently being developed under *MUN-191725*. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod. – **Kronos**	Must	11.1.5	$0

~~MUN-224454~~	~~FLSA Overtime Calculation~~	This requirement will be addressed with Linked Overtime Table functionality that is currently available in Version 11.2. This will allow for single pay codes to be valid for some overtime tables and not others. – *No modification necessary* *During the Analysis phase Tyler will walk through use cases with El Dorado County's data, to verify that all requirements are addressed with proposed existing functionality.* **EDC Comment:** Crystal was going to test setup for this option. It needs to work with 199733 and 199737. 1/27/2016 Tyler response: Documentation provided titled *Linked Overtime Table Functionality* outlines the setup and functionality associated with linked overtime table functionality. **EDC Comment:** This mod is to cap reporting to PERS at class hours like 80. MUNIS handles this with the exception if sick or vac was used and the employee worked over 80 including the vac/sick pay. I can resend the excel spreadsheet with this example. 3/8/2016 Tyler has provided documentation for setup scenarios to support/address the EDC-provided spreadsheet examples.	Must	11.2	$0
MUN-224456	Retro	A modification will be made to retain the dates of the original payroll when processing retro so PERS can calculate correctly. Retro processes needed do to late evaluations that span months or even years will need to be calculated manually and will not be part of this modification. CalPERS payroll contribution file program modifications are being made under *MUN-213257*. **EDC Comment:** Can you explain this modification in more detail? Is this to process a retro and a non-retro payroll together? Our understanding is that the dates come into to PERS as entered into the Payroll which would mean that if we had a payroll for retor the dates entered would go to PERS. This is a State Requirement. 1/27/2016 Tyler response: This is not to process retro and non-retro payrolls together. This would allow you to process a retroactive salary increase using the retro program in Munis and retain the original dates the salary was paid for CalPERS reporting – as required. **EDC Comment:** This is a CA State Requirement 3/8/2016 Tyler response: The retro dates are currently keyed manually in the Munis CalPERS Report Period Records before the creation of the CalPERS XML file to meet CA state requirements. The enhancement is in response to EDC's specific request to automate this functionality.	Must	11.4	$3,300
~~***MUN-224442***~~	~~ESS Time Entry~~	When a 9/80 work schedule is established, there needs to be the ability to surface the "split" day in ESS. Functionality was added in 11.2 to allow for FLSA calendars to be defined. In Version 11.3, 9/80 logic will have the ability to be used along with FLSA calendars. This modification will allow for the employee's "split" shift day to be highlighted in ESS. Exception reporting will be used to identify employees that didn't enter their split day. **EDC Comment:** Looking at using a 3rd Party solution. Leave as a possible Mod. - **Kronos**	Must	11.4	$5,500

~~***MUN-224445***~~	~~Deductions~~	It was requested that range changes carry down to the employee deduction record when a change to the deduction is performed. Explained that any calculation code that references 'FROM DEDUCTION MASTER' directly references the information on the deduction master record. For these calculation codes, updates to the deduction master record would be reflected on the employee deduction record. Explained the process of imports for mass updating and the ability to create templates that can be easily exported and imported. – *No modification necessary*	Nice to Have	NA	NA
~~***MUN-224450***~~	~~Pay Codes~~	Negotiations may require that certain pay codes are mass updated. This typically happens with the rate or frequency and sometimes with the factor. Explained that with a pay calculation code 60, a mass recalculate can be performed on the pay master and that change will automatically update all Employee Job/Salary records. For pays having a calculation code 90, the export/import process can be used to update the factor. There were some issues the County may have encountered with the import and it was explained that the import should function the same as adding a record, therefore if there are discrepancies those would need to be reported as defects. – *No modification necessary*	Nice to Have	NA	NA
MUN-225149	Salary & Benefit Projections	A modification will be made to Categories A and B to populate the reference salary with base salary hours. For Categories 2, 3, 4, and 6 the reference salaries will be exported and then imported into S&B Projections.		11.4	$7,700
Missing Item	LGCR SSRS	Patience is going to look into the Missing Multi Position Flag. 1/27/2016 Tyler response: per our conversation, a custom SSRS report would be provided to assist in acquiring the data the reporting agency requires to be submitted in a reporting agency provided Excel template. Due to the specific needs for El Dorado County, this report is provided as a billable deliverable which is then owned – and can be modified as needs change – by you. **EDC Comment:** This is a CA State Requirement 3/8/2016 Tyler response: The current CA state requirement involves an Excel template created by and provided by the CA State Controller's Office, which Munis is not able to create. As we are not able to programmatically recreate the report, it does not fall under our state requirement obligations. We have provided the SSRS report to assist client's with the task of acquiring the data for the Excel template, since we cannot create the report itself. The SSRS report allows client's to customize the data extraction from Munis to fit their variety of needs and additionally export the data to Excel. Once the data is in Excel, the data can be copied and pasted into the pre-formatted Excel template provided by the State Controller's Office. When the client wishes to have Munis customize the report on their behalf, the service is billable.		11.3	$6,375
				PR Items "base" COST	$39,375
				PR Items WITH TK system	$27,500

				PR Items WITHOUT TK system	$136,400

Summary of PR/HR Tech Summit Enhancement Requests WITH Timekeeping System	
HR Items	$53,900
PR Items	$66,875
TOTAL:	**$120,775**

Summary of PR/HR Tech Summit Enhancement Requests WITHOUT Timekeeping System	
~~HR Items~~	~~$53,900~~
~~PR Items~~	~~$175,775~~
~~TOTAL:~~	~~**$229,675**~~

AR ITEMS

Tyler Key	Product Area	Description	EDC Priority	Release	Cost
MUN-200093	Tyler Cashiering	Provide improved deposit tracking capability in Tyler Cashiering. Create a default deposit number by user. Specifically, El Dorado uses Department numbers as the desired deposit number. Create automated solution to populate and lockdown the deposit reference field to avoid potential mis-keying of deposit reference.	3	3.3	$4,400
MUN-200092	Refund Processing	Provide ability to change the one time vendor at time of refund(s). Add dropdown list of one-time vendors (only) next to the current one-time vendor checkbox in Refund Processing.	This is an important mod	11.2.5	$2,200
MUN-200091	General Billing Invoicing	Provide ability to mass update the invoice date, due dates, and GL year/period for a set of invoices (as opposed to one by one) during workflow review of a batch of invoices. Provide update capability on the batch header screen with prompt to mass change all invoices in the batch.	This is an important mod	11.3	$4,400
MUN-200090	General Billing Maintenance	Create a new workflow process related to GB Invoice Maintenance to allow for decentralized adjustment processing. Workflow control must be based on department code, charge code and/or amount of change.	1	11.3	$14,300
MUN-199365	General Billing Invoicing	Restrict ability to edit cash accounts during GB invoice entry. Create AR Role Permission for fully restrict any access to GL account entry/edit during the invoice creation.	This is an important mod	11.3	$3,300
MUN-220525	General Billing Invoicing	Provide ability to prevent deleting of approved General Billing invoices. Introduce a new GB Role Permission to "Allow deletion of approved invoices".		11.2.5	$3,300
MUN-220526	Refund Processing	Extend AP Role Permissions governing invoice department restrictions to the department dropdown field in Refund Processing.		11.2.5	$2,200
	GB, AR	8-13-15 EDC Comment: Audit Files – Missing Mod Request 8/18/15 Tyler response: Please clarify. No additional information has been received following 7/23/15 Tyler email to Amanda stating: Item under the Misc column to include reporting on audits in general (which would be addressed with a custom SSRS report as we mentioned during the Tech Summit). We'll consider this one resolved under that item, unless you want this separate from the overall request for audit reporting. Let me know. 8-21-2015 EDC response: When would they be available and what programs will the reports cover? 8/28/15 Tyler response: EDC can create SSRS reports themselves at no charge or can work with our Professional Services team to design the desired report(s) at a billable rate dependent upon the complexity, design/analysis process and the number of reports.	1		
				AR Items TOTAL COST	**$34,100**

GL ITEMS

Tyler Key	Product Area	Description	EDC Priority	Release	Cost
MUN-183614	GL	Adopted budget adjustment to show 'revised original' – *This mod has been defined and EDC has given a verbal agreement. A custom report could be written to extract this data without the modification prior to 11.3.* 8-13-15 EDC Comment: Need more information on what will be included in 11.3 WF audit update. **EDC comment moved to MUN-206957 on 8/21/2015** 8/18/15 Tyler response: Please clarify. There is no audit update associated with this modification. 8-21-2015 EDC response: Listed above is an 11.3 custom report. Does this mean the budget amendment for the adopted budget will post for the GL and the reports will be created? Will 11.4 have the PL budget journal? 8/28/2015 Tyler Response: The defined modification is for the budget amendment to be posted. Additional reporting would be an additional enhancement request, whether that was to Development or to Tyler Reporting Services. Note – the delivery of this was changed to 11.4.	1	11.4	$9,900
MUN-203708	GL	Long accounts and outputs in reports – *EDC will investigate utilizing the Report Template functionality. These reports only show the long account for long account users. No mod necessary.* 8-13-15 EDC Comment: Waiting on dev to let us know if errors are corrected to review program. 8/18/15 Tyler response: Notified EDC of fix available on MIU on 8/17.	NA	Currently available	$0
MUN-203710	GL	GL outputs on inquiry screens and journal – *Tyler will look at the reporting programs and ensure the titles are consistent. Tyler will also ensure that all available fields are available for export to excel.*		11.2	$0
MUN-206957	GL	Journal Field Audit – *For 11.3 enhanced audit functionality would be added to journals in proof that have been released to workflow.* 8-21-15 EDC Comment: Need more information on what will be included in 11.3 WF audit update. 8/28/2015 Tyler response: Any field that can	1	11.4	$11,000

		be updated on a journal would be available for viewing in the audit file.			
MUN-207685	GL	GL Credit memo actual – *A new setting would be added to not include transactions in proof in the available budget check.*	1	11.3	$5,500
MUN-207690	GL	Journal Archiving – In conjunction with 206957 a capability to access the new audit records, query them, and the ability to view the workflow history and comments would be given.	1	**11.3**	$5,500
MUN-207692	GL	Decentralized Functionality - GL Security and WF – *The discussed solution will break out the ability to update and post the journals of others to separate permissions, to check the account access permissions prior to allowing an amount to be update, and to give more robust find capability.* 8-13-15 EDC Comment: Missing info on delete access linked to all account access in journal 8/18/15 Tyler response: Please clarify. This modification separates the 'all account access' permission from update and post. Is there an additional request for a separate delete permission? 8-21-15 EDC response: Update, Delete, and Post were discussed at the Tech Summit. Update and Post permissions were going to split. Update would be allowed if the user had the account access, and delete would be allowed if the user has access to all accounts on the journal. 8/28/2015 Tyler response: Correct. If a user can update a journal and has account access to every account on a journal then delete of the journal would be allowed. If there were lines to which the user does not have access then they could not delete the journal.	1	11.3	$11,000
MUN-207694	PL	PL Revenue Allocation Report –*Tyler would look at ordering transactions by source code and including as much reference information as possible.* 8-13-15 EDC Comment: Need more information on billing rate. The Employee Detail reports in PL only show hours. We need cost and hours. 8/18/15 Tyler response: A: **Billing rate** was not discussed in great detail during the Technical Summit and can't be quoted at this time. The path of action post Technical Summit was for EDC to receive WO	1	11.3	$11,000

		and PL training to assist in how the road report may be accomplished. B: **Employee, cost and hours** are currently available within Project Inquiry Employee Detail and Excel export is available in this form. 8-21-2015 EDC Comment: Can you tell us the report to run to see the cost per employee? We only see the cost per segments in the PL. 8/28/2015 Tyler response: In this case the report is Excel. The information would be pushed to Excel where it can be resorted and summed as desired. 9-4-2015 EDC Comment: Please clarify that the detail cost by employee is available but not viewable in the PL. We need additional info on what will be included on this report (WO). 9/10/15 Tyler response: Please clarify. A. Have you reviewed the Project Inquiry Employee Detail form (that can be exported to Excel and re-sorted by employee) and are looking for something other than Employee, Hours and Amount information there? If so, what data is missing? Please provide a sample Munis report or screenshot with the desired fields circled. B. There are currently no plans to add WO data to the Revenue Allocation report. 9-11-2015 EDC Comment: We see it now. It shows pays but not the benefits. I attached a screen shot. 9/15/15 Tyler response: We will add benefit information to the revenue allocation report and the employee inquiry form as part of this modification.			
MUN-207695	Budget	Budget Detail Across Levels – *The suggested solution would be to allow the audited changes of the comment and justification fields to be surfaced if anything is changed from one level to the next. This would allow the past and current notes to be easily retrievable.*	2	11.4	$8,800
MUN-207722	Budget	Revenue entry for budget – *An option will be added to allow expense accounts to always be set positive and revenue accounts be negative OR to let the entered value remain. EDC would choose the first option.*	3	11.3	$11,000
MUN-210043	Budget	Next Year Budget Entry PL String Detail – *No mod necessary.*	2	Currently available	$0
MUN-214053	GL/CAFR	GL CAFR export program – *an option will be given to export the sub-fund code in place of*	2	11.3	$3,300

		the fund code.			
MUN-216364	CAFR	CAFR Budget Export – *Originally submitted to Bill Sedletzeck. This specific change is not currently on the radar for the CAFR project. The product is going to be reworked in the future and will allow for customizable reporting and for the budget report to be based on a budgetary basis with reconciliation. No timeline can be given at this point.*	2	TBD	
MUN-	PL	PL Security – Project segment security to be added to Journals, Journal Inquiry, and Budget Amendments. Project security added to Overhead and Revenue Allocation.	1	11.2	$0
MUN-	GL	Journal outside period access – journals entered in a prior period, approved through workflow, then users can't post due to post-current-only restrictions.	1	11.3	$0
MUN-	GL	8-13-15 EDC Comment: Missing Mod Request: Recurring Journals security based on accounts 8/18/15 Tyler response: Modification would be to have the GL Journal permissions apply to Recurring Journals as well.	2	11.3	$5500
MUN-	GL	8-13-15 EDC Comment: Missing Mod Request: Enable flag on GJI business rules to indicate if changes at this step should restart workflow. Changes that would restart workflow workflow are those that would re-route journals through workflow. 8/18/15 Tyler response: Modification would be to add WF business rule option to process type **GLJ** to define whether to restart workflow for edits made during the approval process at the current rule.	1	11.3	$5500
				GL Items TOTAL COST	**$88,000**

PURCHASING ITEMS

Tyler Key	*Product Area*	*Description*	*EDC Priority*	*Release*	*Cost*
MUN-183617	P-Cards	P-Card status and approvals needs to be moved to the transaction level and P-Card conversions also need to be performed at the transaction level. This will allow those transactions that have been approved to be converted to invoices while those transactions that have not been approved can remain unconverted.	1	11.3	$27,500
MUN-183617	P-Cards	Ability to itemize a single transaction into the actual goods that were purchased on that transaction. Also ability to have status and	1		

		conversion functionality driven down to the item line – No modifications are being proposed for this. With the above modification the County can place the transaction on hold with an appropriate note while reconciling the transaction.			
MUN-183617	P-Cards	Ability to have one transaction create multiple invoices. Often times multiple invoices will be received from a vendor and vendor will be paid via the single swipe of a credit card for all invoices. This modification would allow an invoice number to be noted on the GL account line within the P-Card reconciliation program. The transaction can be allocated to as many GL accounts and therefore to as many invoice numbers as necessary. Conversion would split the transaction into as many invoices as are noted on the transaction.	1	**11.3**	$22,000
MUN-183617	P-Cards	Single P-Card transaction to liquidate multiple PO lines. No modifications are being proposed at this time 8-13-15 EDC Comment: How do other clients correct POs if Pcards are used on a multi line PO? 8/18/15 Tyler response: All sites that currently utilize POs with P-Cards are liquidating Blanket POs where there is only a single line item. 8-21-15 EDC Comment: If we have one line on a PO with multiple accounting lines. Will the PCard program liquidate the multiple accounting lines from the one PCard transaction? 8/28/15 Tyler response: Yes, multiple allocations can be used on a pcard transaction to liquidate a single PO line, as long as all allocations exist on the PO line.	1		
MUN-183617	P-Cards	Ability to integrate P-Card transactions to Employee Expense Reimbursements. No modifications are being proposed at this time 8-13-15 EDC Comment: How do other clients use WF if amounts are not part on the claim total? 8/18/15 Tyler response: P-Card transactions can be added as informational only expenses to the employee reimbursement claim. Alternatively, once the P-Card transaction has been converted to an invoice the invoice can also be noted as a related expense on the employee reimbursement claim. 8-21-15 EDC response: Our internal policies (approvals) are based on the claim total and the informational is not included in the claim total. Hotels and airfare are commonly paid by Pcards and can be large dollar amounts. What are other options can be used to record the total travel cost for WF? We looked at REQ but we have the limit to one PO line for Pcards. 8/28/15 Tyler response: Tyler development is willing to do a modification to include informational and related expenses in the claim total. Additionally, workflow will have the ability to route based on the new claim total.	1	11.3	$5,500
MUN-183617	P-Cards	General Journals created from P-Card transactions to have journal reference fields populated	1	11.3	$3,300
MUN-207691	Accounts Payable	Ability to void an invoice in proof. This will reverse updates to the GL, PO, and Contract. Voided invoice will be posted with no associated GL impact. Invoice will reside in posting tables for future audit purposes.	1	**11.3**	$5,500
MUN-207693	Accounts Payable	The current 'Add own invoices' permissions needs to range based by department code.	1	11.3	$4,400
MUN-207693	Accounts Payable	New permission to indicate when an invoice can be deleted per the invoices status. At a minimum to include: Prior to release. Released. Approved. Posted. Voided.	1	11.3	$4,400

MUN-207693	Accounts Payable	Enable flag on API business rules to indicate if changes at this step should restart workflow. Changes that would restart workflow workflow are those that would re-route invoices through workflow.	1	**11.3**	$3,300
MUN-207694	Accounts Payable	New role permission to indicate who can update an invoice while in workflow	1	**11.3**	$4,400
MUN-207688	Accounts Payable	AP Invoice Entry will be modified to prompt the user for a 'Change Reason' whenever a released invoice is updated. Any changes performed under this update will be logged under this change reason.	1	**11.3**	$5,500
MUN-183616	Accounts Payable	If a vendor is inactive: 1). When an inactive vendor is selected in invoice entry then add the inactive reason to the pop up that currently displays 2). When the current approver views the invoice in invoice entry redisplay the pop-up with the vendor inactive reason 3). Display the vendor's status and status reason in dashboard 4). Ability to generate API workflow business rules based on vendor reason code – **No modifications are being proposed for this part of the request.**	1	11.4	$3,300
MUN-210173	Contracts	Give the ability in the contract type to indicate if a subtype is required.	2	11.3	$3,300
MUN-216389	Contracts	Contracts to create a change order if start/stop retainage is modified	1	11.3	$4,400
MUN-216389	Accounts Payable	Split Retainage override permissions in 1099, Contract, and General	1	11.3	$4,400
MUN-216389	Accounts Payable	Display the actual invoice net amount less any retainage applied on all invoice screens	1	11.3	$1,100
MUN-216389	Accounts Payable	Ability to define retainage control account by the type of retainage. 1099, Contract, General, and AP Withholding.	1	11.3	$8,800
MUN-218133	Accounts Payable	Functionality will be provided to unstale a check 8-13-15 EDC Comment: Can Tyler still add a check number total to the pdf? 8/18/15 Tyler response: No. As discussed during the Technical Summit we will not quote adding a check number total on either the screen or the canned report but instead will quote an alternative option to address the business scenario of stale checks for jury pay where check amounts are all the same. 8/21/15 – Our notes show that pdf and excel output was discussed. If an excel output option was available for checks selected prior to stale to ensure we have the correct checks (proactive). We can do the total in Excel. 8/28/15 Tyler response: Additionally Tyler development will add functionality to allow stale check data to be exported to excel. Check sums can be performed within the excel export. No change in quoted amount.		11.3.5	$5,500
MUN-	Contracts	New permission to indicate when a contract can be deleted. Prior to release. Released. Approved.		11.3	$4,400

MUN-	Contracts	**Ability to roll an unposted contract** **9-11-2015 EDC Comment: We need this ability for unposted invoices too.** **9/15/15 Tyler response: No modifications will be proposed to roll AP invoices at year end. We recommend that you follow one of the suggested procedures discussed during the Technical Summit.**		**11.3**	**$3,300**
MUN-	Accounts Payable	Ability to not override the next generated document number		11.3.5	$4,400
MUN-	Accounts Payable	Recurring invoices will be modified to default the status from the default status in AP settings. New role permission to indicate what roles can override the defaulted status on recurring invoices		11.3.5	$4,400
~~MUN-~~	~~Accounts Payable~~	El Dorado County is requesting a simpler file layout for importing invoices. Site can use custom invoice imports for this. No modifications are being proposed			
MUN-	Requisitions/ Purchase Orders	A new role permission will be added to not allow updates of approved requisitions, purchase orders, and purchase order change orders. Additionally, a new option will be added to reject approved purchase order and purchase order change orders. If an approved requisition, purchase order, or purchase order change order needs to be updated it will first need to be rejected and then re-opened and edited. 8-13-15 EDC Comment: This needs to include updates to approved invoices 8/18/15 Tyler response: This is addressed under MUN-207693 above and edits have been made for that description to explicitly state 'approved'.		11.3	$16,500
MUN-	Requisitions/ Inventory	A new role permission to not allow edits of pick tickets that were created from requisitions. A warehouse worker would only be allowed to cancel, delete, or decrease quantities		11.3	$6,600
~~MUN-~~	~~Accounts Payable~~	Add the ability to display totals by Tax Code on the Sales/Use Tax report. 8-21-15 EDC response: this is an agreed upon item in MUN-176276 due in 11.1 8/28/15 Tyler response: The accepted spec for the MUN-176276 modification only references grouping and totaling on Tax Group, but does not include Tax Code. Additional quoted modification is to total and report by code. 9-4-15 EDC response: After reviewing the report and entering additional invoices, we can make due without the totals by tax code, but do need at a minimum totals (taxable amount) by tax groups as outlined in prior communication in 6/2014. We have also found a defect when the nontaxable amount is updated in "modify invoices" the use tax report is not updated. We have attached the detail. We have an additional question on how tax amounts can be corrected after the check is printed and/or cleared at the bank. The "modify invoices" program does not allow us to edit the header amounts after the check is printed. 9/10/15 Tyler response: The report currently totals tax amounts by tax group. We can add totals of the taxable amount at no charge, deliverable early 2016 in 11.1.5. There is no way to modify the tax after the invoice has been paid. 9-11-15 EDC response: We will just need the 11.1.15 update.		11.3.5	$4,400

~~MUN-~~	~~Accounts Payable (apply to all)~~	**8-13-15 EDC Comment: Missing Mod Request: Remove approve option on the Workflow Web Part** 8/18/15 Tyler response: This modification will not be quoted. MUN-221731 will address standardizing system restart-on-edit behavior from any/all points of workflow access. **8-21-15 EDC response: We wanted the option to remove the ability to select multiple invoices in the WF web part and approve all.** 8/28/15 Tyler response: This modification will not be quoted. Tyler Dashboard web parts are intended to provide general functionality for mass use, not specific to one client site.	1		
MUN-	Accounts Payable	8-13-15 EDC Comment: Missing Mod Request: Add batch type to "My Approvers" browse option (web part) 8/18/15 Tyler response: This modification will not be quoted. The web part is intended to provide a summary of the transaction for approval and customizations for individual needs results in too much information. Tyler recommends drill down to the transaction for all details or preventing use of the web part. 8-21-15 EDC response: Can it be added to the "My Approvers" browse option? We need the ability to see the Batch Type "Warrant" to see rush invoices. We can't use the check request since it does not liquidate POs or Contracts. Volume is too large to open each invoice to find the batch type. 8/28/15 Tyler response: The 'Warrant' field can be added to the invoice entry browse screen.	2	11.3	$1,100
MUN-	Accounts Payable	8-13-15 EDC Comment: Missing Mod Request: Voided Invoices cannot be deleted in Modify Invoice Program. Improved Audit. 8/18/15 Tyler response: Please clarify. EDC has reported the inability to delete a voided invoice in Modify Invoices as a program fix to be addressed under MUN-215223. Are you now asking for the system to prevent deleting a voided invoice? 8-21-15 EDC response: It's our understanding that the system should have allowed the voided invoice to be deleted. The open incident is a work ticket/fix to allow voids to be deleted. Voids were allowed to be deleted in other versions of MUNIS. The message when trying to delete says voids are allowed to be deleted. It currently closes the program and support says this is a defect. We want to prevent this. 8/28/15 Tyler response: The inability to delete a voided invoice in Modify Invoices is a program fix to be addressed under MUN-215223. The delete should be allowed. The desired functionality to prevent deleting a voided invoice can be addressed under MUN-207693 above and edits have been made for that description to explicitly state 'voided'.	1		
				Purchasing Items Total Cost	**$161,700**

Summary of Tech Summit Enhancement Requests	
AR Items	34,100
GL Items	88,000

Purchasing Items	161,700
TOTAL:	**$283,800**

WO ITEMS

Tyler Key	*Product Area*	*Description*	*EDC Priority*	*Release*	*Cost*
MUN-216365	Work Orders	Provide additional selections for the Requesting Department and Billing Type in the Work Order Work Flow Business rules for Work Order Approvals and Work Order Completion.	1	11.3	$7,700
MUN-216366	Work Orders	Provide functionality to allow Work Orders to use the Work Order defined rate for an employee instead of the Payroll rate when pushing time from Payroll.	1	11.3	$5,500
MUN-216367	Work Orders	Provide selections in the Work Order User Role settings for maintaining cost types to be None, Estimated, Actual, or Both.	1	11.3	$15,500
MUN-231544	Work Orders	Provide warning prior to closing or posting a Work Order when pending AP or TE records exists.	Nice to Have	11.3	$0
~~MUN-~~	~~ESS~~	**EDC Comment:** ESS Lookup for Wo and Task **EDC Comment:** In Spreadsheet for future release 11.3/11.4. We would like to see it in 11.3 1/22/2016 Tyler response: The current schedule includes this change in 11.3. 3/1/2016 Tyler response: This has slipped to 11.3.5, but is now firm in that schedule.		11.3.5	$0
MUN-237799	Work Orders	**EDC Comment:** Employees select wrong WO/Task and need a way to make labor corrections. Can't remove actual from WO, want to show correction. **EDC Comment:** The reverse chargeback reverses all WOs posted in that Journal. We need a way to correct WOs. 1/22/2016 Tyler response: Pending EDC response to emailed request to schedule a call. 3/1/2016 Tyler response: The Work Order reversal process will be updated to allow selection of specific work orders. The current process only allows reversing the entire set of work orders for one posting where the update will enable a selection that could be one or more as needed to correct incorrect detail cost entries (labor or otherwise). In addition the audit history of cost detail additions/updates/deletions will be improved to capture additional data and a comment to enhance the information available.		11.3	$5,500
MUN-	Work Orders	**EDC Comment:** Need a report on post that shows budget warning on the WO and account detail **EDC Comment:** In Spreadsheet the over budget is noted to be addressed under MUN-203531.			
MUN-	Work Orders	WOs to charge rate on mileage used (one time use mileage billing) to be accomplished using newly added functionality titled "equipment rental".	Nice to Have	11.2	$0

MUN-	Professional Services*	**1 – Work Order Department Fleet Cost Allocation** Provide a program to calculate monthly mileage cost for Department assigned Fleet vehicles, by determining the Starting and Ending Odometer readings to find the monthly usage total and multiplying the difference by the chargeable rate. The resulting calculation will be used with department specific GL Accounts to generate an unposted GL GEN journal. Mileage readings, along with rate information will be stored in a new table to allow for historical reporting.		11.2.5 or 11.3	$14,025
MUN-	Professional Services*	**2 – Project Ledger Road Report Labor Charges** Provide a program to generate Project Ledger only unposted journals – *for a selected group of projects* – that capture a Billing charge based on a predetermined Billing Rate times Actual Hours for an employee. A variance amount will also be calculated and stored for historical reporting; this is the difference between Actual Labor charges and State approved billable labor rate. Billing Rates will be set up by Fiscal Year for a Job Class and Location Code combination. Position Number, Job Class, Location, Employee number, Actual hours, Actual labor rate, billable hourly rate, variance, and PL string will be stored in a new table to allow for historical reporting. *The journals created from this program will be distinguishable within the OH allocation process from API and manual PL journals.* **EDC Comment**: Can we setup a call to discuss this item in detail? 1/13/2016 Tyler response: Pending EDC response to emailed request to schedule a call. 2/8/2016 Tyler note: Description above has been updated to reflect the agreed upon language as discussed in phone call on 2/5/2016. 3/1/2015 Tyler note: Description above has been updated (in *italics*) to include the requirements outlined in our email chain from Feb 24 and 25.		11.2.5 or 11.3	$15,300
				TOTAL	$63,525

***Professional Services modifications are estimates according to the current working understanding of El Dorado County requirements. Since these are custom programs they can be additionally customized as desired by EDC, but those could result in a higher cost. Tyler Professional Services currently bills $1,275 per day, with 50% billed at acceptance and 50% on delivery.**