

Organizational Assessment of Munis ERP System

Common Council Special Meeting

January 10, 2019



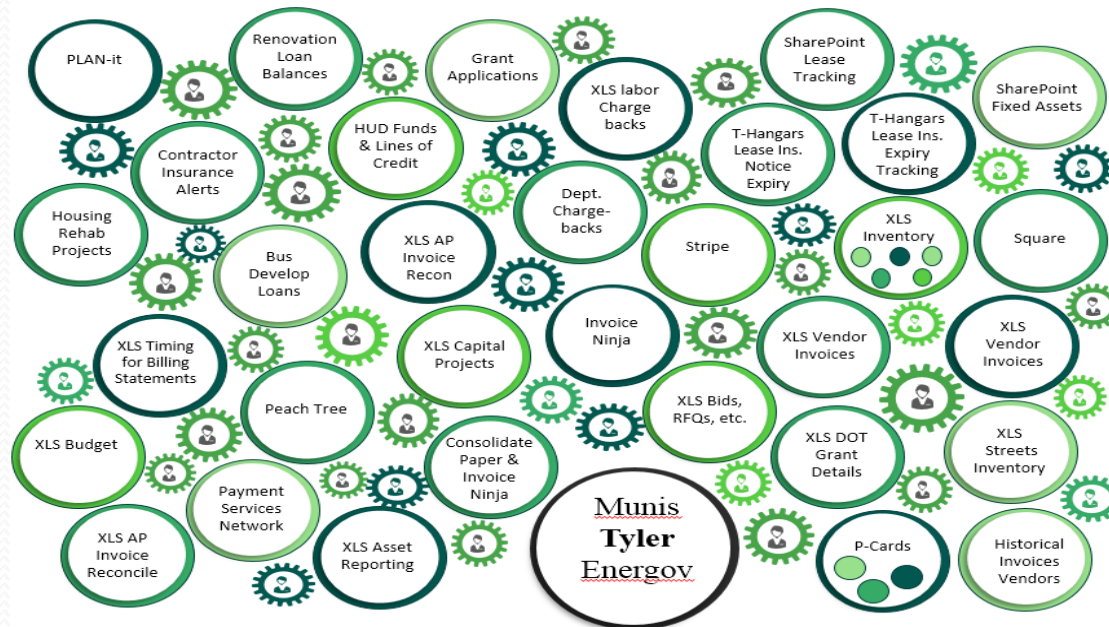
System Issues

- City's Core Enterprise Resource Planning (ERP) System:
 - Munis implemented 18 years ago
 - Limited upgrades performed over the past 10 yrs
 - Numerous modules purchased & being paid for are either underutilized or not utilized resulting in:
 - ✓ Inability to access needed information
 - ✓ Lack of reporting capabilities
 - ✓ Overly complex and inconsistent chart of accounts
 - ✓ Lack of tools & training to track & manage activities

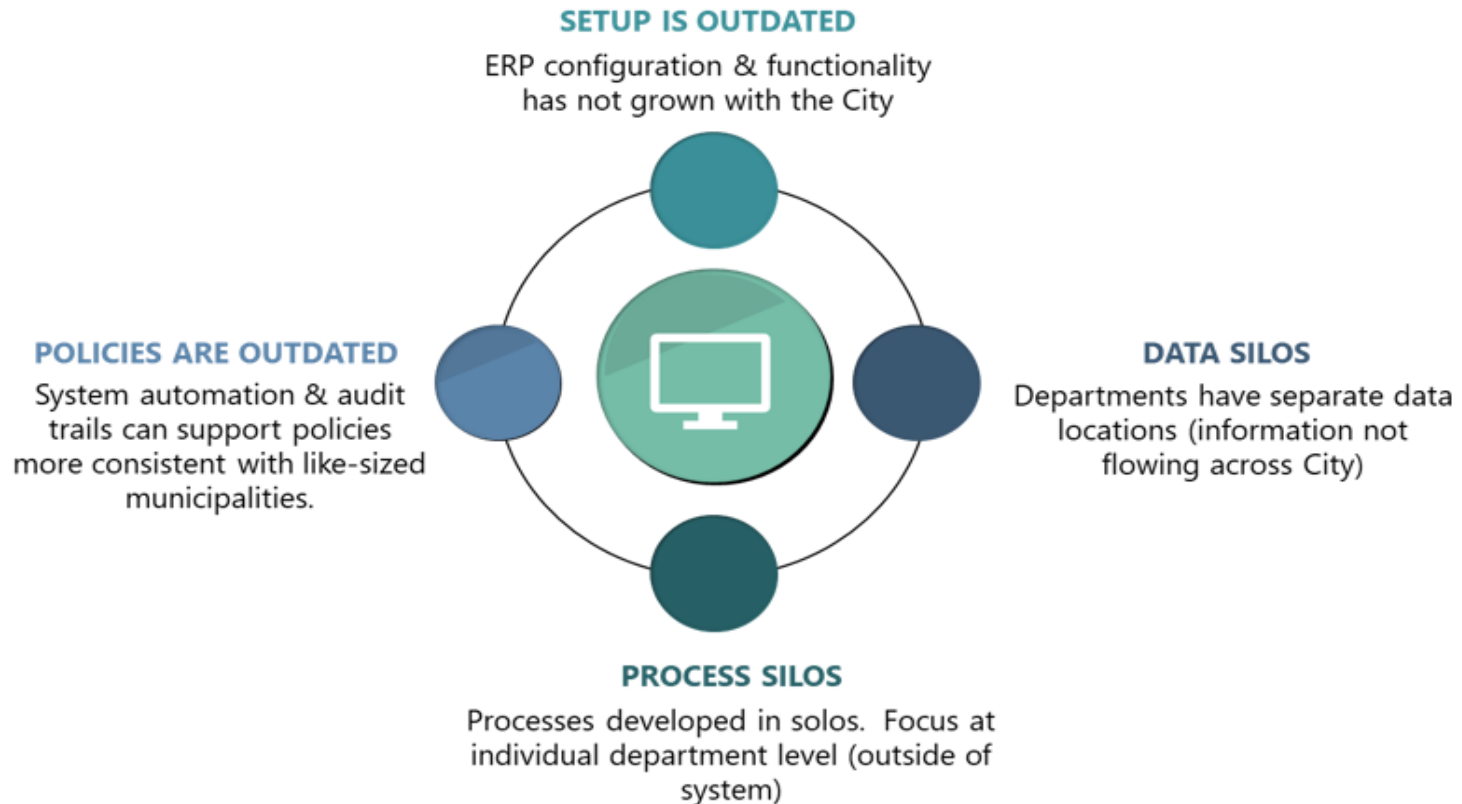
Current State of System

- Multiple Data & Process Silos
- Revenue transactions occur outside of the ERP System
- Over 50 separate systems & spreadsheets

Disconnected Siloed Manual Tracking



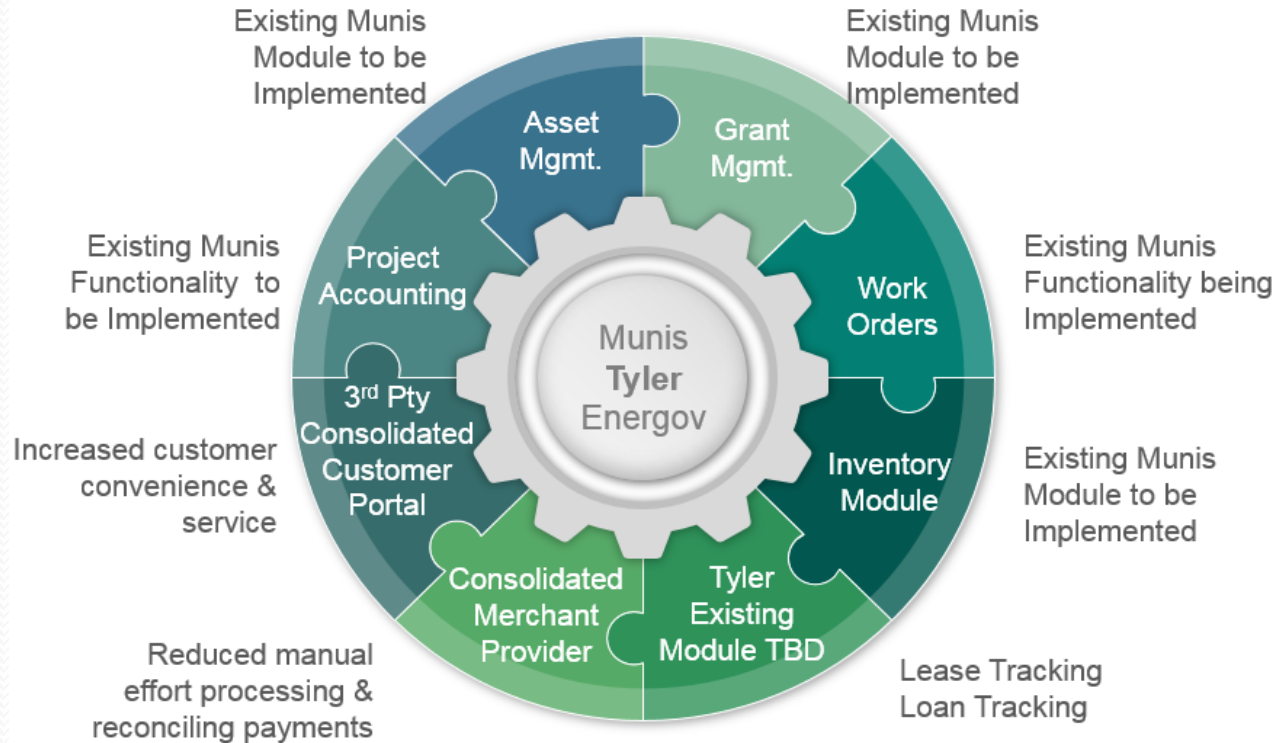
Causes of Current State



Goal of System Re-implementation

Integrated Use of Enterprise System

Existing systems utilized for processes wherever possible. Integration implemented in external systems.



Note: Some manual processing may be retained in small, manageable amounts, such as with the reconciliation of payments from 3rd party sources

ERP Action Plan (pg 62)

➤ Phase 1 – 12 months

➤ Priority One solutions – core system setup solutions

- Most complex phase addressing initial setup shortcomings and over a decade of maintenance misses.

- \$317,508

- *This phase lays the foundation for the remaining project phases*

- ❑ Chart of accounts conversion
- ❑ Implementation of pooled cash functionality
- ❑ Selection and implementation of a third-party online customer portal
- ❑ Fixed assets: re-configuration & policy and process modifications
- ❑ Accounts payable policy and process modifications
- ❑ Purchasing: re-configuration & policy and process modifications
- ❑ Contract management: implementation & policy and process modifications

ERP Action Plan (pg 62)

➤ Phase 2 – 9 months

➤ Builds on/enhances the benefits of Phase 1

➤ \$144,975

➤ The activities in this phase ensure long term benefits from the chart redesign and close two major process gaps within the City

- ❑ Project accounting implementation & policy and process modification
- ❑ Grant management implementation & policy and process modification
- ❑ Lease tracking: solution assessment and implementation
- ❑ Loan tracking: solution assessment and implementation
- ❑ Dashboard and inquiry training for La Crosse personnel
- ❑ Dashboard and inquiry “quick sheet” procedure documentation

ERP Action Plan (pg 62)

➤ Phase 3 – 6 months

➤ Incorporates external systems integrations & advanced reporting tools

➤ \$53,795

- ❑ External process and system integrations
- ❑ AP Tyler Forms modification
- ❑ Munis Cubes installation and training.

Future Consideration.....

➤ Phase 4 – *Included for future consideration:*

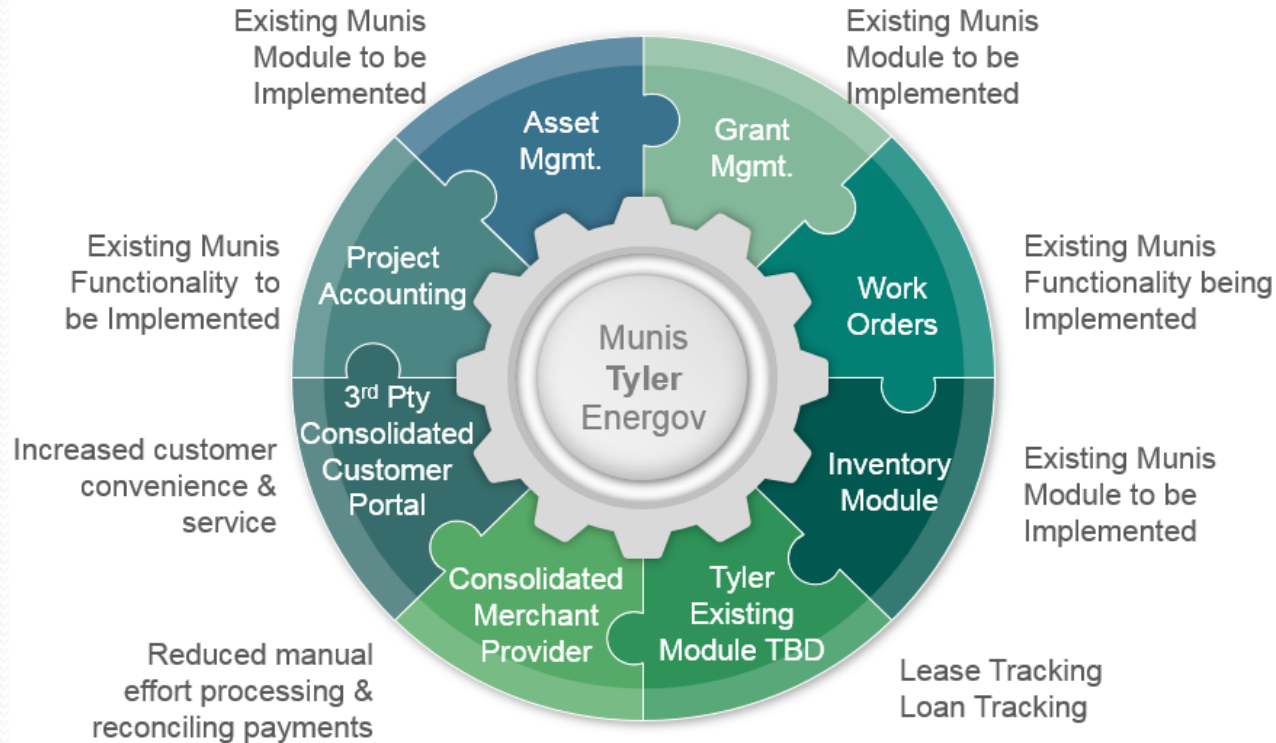
- Evaluate/consider an integrated payroll system vs. stand-alone current payroll system
 - *Cost to implement an integrated (Munis) payroll system*
 - \$239,593
 - ❑ Munis HR/Payroll Implementation
 - ❑ HR/Payroll process and policy modification

Included as a placeholder for future discussion as initial Phases near completion.....

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