

Issue 13

February 4, 2013

DID YOU KNOW?

This and That

We are pleased to announce a rather smooth year end process for our districts. All W2s and 1099s printed successfully thanks to the work of your team and ours. Electronic files need to be out the door by February 28, and then we will begin the processes of the upgrade to 10.3v and fiscal year end.

We have met with or are scheduled to meet with all districts to discuss the upgrade process. A new function of MUNIS allows districts to clean up old data that has not made it through previous conversion processes. If you have not been contacted yet, please rest assured that we have every district on our list and plan to work together for a smooth upgrade process.

Last month I mentioned the "little bit of snow" - enough already!

Safe Travels!

*Kathleen Hamilton
Program Director
for Technology Services*

- ⇒ **Journal Fix Utility** — Do you have a journal or cash receipt in the correct year and period but the effective date is incorrect? MUNIS will allow you to change the date through a system update to the last day of the month. MUNIS recommends running this in TRAIN first and also requires all users to be out of the system. Please contact our Helpdesk if you need assistance with this process.
- ⇒ **ORS Reporting** — The DEFINE screen was updated this week to correct the issue with "saving the deduction codes." The hours should also be populating correctly. However, we are still working with Tyler on correcting the rate of pay for some instances.
- ⇒ **Election Choices** — ORS election choices for each district are available on the ORS Web Reporting site. The election choices for employees are effective the first full payroll in February. Be sure to update your employee deduction records with the proper election choice.
- ⇒ **Employee Expense Module** — Are you using the new Employee Expense Module? If any users are having difficulty *promoting claims*, be sure to check the roles assigned to the user. There is an *expense claims master* check box under the GL Role Programs. Please contact our Helpdesk if you need assistance locating this functionality.
- ⇒ **Calendar Year End** — Be sure to monitor the *Year End Checklist*. You must have a login and password for the Social Security Administration in order to upload your electronic W2 files. You will also need access to the FIRE (Filing Information Returns Electronically) website for the electronic filing of 1099s. It takes approximately two weeks to receive login and password approval. Both reports are due by February 28, 2013.
- ⇒ **Helpdesk** — To better serve you, it is important that when calling our Helpdesk, you use **231-767-0414**. By using this number, all calls are routed to the proper support team member. Speaking of Helpdesk, be sure to wish Jennifer Sleeper the best as she transitions to a new department here at MAISD. We will all miss her assistance and know that she will do a great job for Instructional Services. Good luck, Jennifer!

Important Training Dates

- ◆ Functional Leaders —February 7, 2013
- ◆ Accounts Payable Users—February 14, 2013 (NEW GROUP)
- ◆ HR Users—February 21, 2013

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