



CITY OF MANHATTAN BEACH CITY HALL

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TO: Honorable Mayor and Members of the City Council

FROM: Terry Hackelman, Information Technology Director and Steve Charelian, Finance Director

MEETING: City Council Regular Meeting, July 6, 2021

SUBJECT: Agenda Item No. 16 – Enterprise Project Implementation Quarterly Update of: 1) Munis Enterprise Resource Planning (ERP), and 2) EnerGov Land Management System (LMS) Solutions; Demonstration of Munis Financials Module.

DATE: July 6, 2021 (Provided During the Meeting)

SUPPLEMENTAL ATTACHMENT

- PowerPoint Presentation

A serene beach scene at dusk or dawn. The sky is a deep, dark blue, and the ocean is calm with gentle waves lapping at the shore. In the distance, a long pier extends into the water, topped with a small pavilion. The overall mood is peaceful and quiet.

Munis Financials

MUNIS FINANCIALS SYSTEM

- Munis “Financials” was implemented on January 4, 2021
 - New Chart of Accounts
 - Module and Security Setup
 - General Ledger, Budget, Revenues, Purchasing, Accounts Payable, Capital Assets
 - Data Conversions and Imports:
 - Budget and Actuals financial data (FY 2017 through FY 2020)
 - Invoices and Checks (FY 2017 through FY 2020)
 - Vendors
 - Contracts and Purchase Orders
 - Purchase Cards
 - Projects
 - Capital Assets
 - Accounts Receivable Customers
 - Cashiering Charge Codes



KEY EFFICIENCIES (I.E. THE “GAME CHANGERS”)

- Integrations with Energov and Cashiering
 - Eliminated duplicate entry in permitting system and cashiering system

Tyler Cashiering

Home

New Modify Browse Report Recent Enter Tender Cancel Research Open Transfer Balance Sorting Close Batch Image Cash Letter Reports Dashboard Setup Workstation Preferences About Logs Help

Enter payment for Invoice EnerGov

Customer Customer Number Invoice Customer Number Invoice Number INV-00007782 Invoice Start Date

Invoice EnerGov

<input checked="" type="checkbox"/>	Year	Number	Project Name	Balance	Due	Payment
<input checked="" type="checkbox"/>	2021	INV-00007782		250.00	250.00	250.00
Due		07/08/2021	Invoice Date	06/08/2021		
Project Name			Case Number	CODE-21-00577		
Description	Billed	Interest	Fee	Balance	Due	Payment
Administrative Citation	250.00	0.00	250.00	250.00	250.00	250.00
Total	250.00	0.00	250.00	250.00	250.00	250.00

KEY EFFICIENCIES (I.E. THE “GAME CHANGERS”)

- “Hub” pages provide data in a searchable and user-friendly format


The screenshot displays the 'MB Landing Page' of the Munis Financials System. The interface includes a search bar, a user profile icon labeled 'LB', and a navigation menu. A central dashboard area features three prominent colored boxes: a green box for 'Approvals' with a count of 1, an orange box for 'Notifications' with a count of 0, and a green box for 'Alerts' with a count of 0. Below these boxes, the 'Tyler Menu' is visible, containing a search bar and a list of categories such as 'Financials', 'Human Capital Management', 'General Revenues', 'Property Revenues', 'Asset Maintenance', 'Other Applications', 'Departmental Functions', 'System Administration', and 'Help'. To the right of the menu is a 'Favorites' list with items like 'Recent Activity', 'Financials', 'Projects', 'Revenue Services', 'Budget', 'Contracts', 'Accounts Payable', 'Expenditure Central', 'Invoice Entry', 'Purchase Card Statements', 'Vendor Central', and 'Vendor Inquiry'. Further right is the 'City of Manhattan Beach' logo and a 'City Links' section with links to 'Insite Page', 'Munis Reference Documents', 'Finance Forms', and 'Administrative Instructions'.

KEY EFFICIENCIES (I.E. THE “GAME CHANGERS”)

- Electronic Workflows routes items for review and approval

Approvals

All Process Codes ▾ All Dates ▾

API: Invoices pending approval XXX 

Select All Refresh (0/1)

<input type="checkbox"/>	API: Invoices pending approval XXX \$1,905.00 - Data Center Secure Rack Servic	7/6/2021
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Created
Tue Jul 6 2021

Reason
Not available

Invoice Header

Vendor Number:
11542

Vendor Name:
EQUINIX INC



KEY EFFICIENCIES (I.E. THE “GAME CHANGERS”)

- Attachments allow for paperless processing

Invoice Entry [City of Manhattan Beach, CA]

Back Search Browse Update Delete Email Schedule **(1) Attach** Change Lines PO Inquiry View Address Journal Info Sales Tax Additional Info Notes Invoice Audits Duplicate Void Release Invoice

Invoice

Year * 2021
 PO * ... Receiving Open amount 10,645.00
 Contract 920210059 ...
 Vendor * 11542 ... EQUINIX INC
 Address 1 ... EQUINIX INC
 Terms ...
 Document * 6618 +1
 Invoice * 100210315019 +1
 Gross * 1,905.00 Taxable invoice
 Description Data Center Secure Rack Servic
 Status Pending Approval Department ITADM ...
 Work order ...
 Work order task 0 ...
 Allocation 0 ...
 Requisition ...
 Liq method Line
 Discount date ... Disc basis .00
 Discount % .000 Disc amt .00
 Warrant ...
 Net amount 1,905.00
 Invoice date * 07/01/2021
 Payment method Normal
 Received date * 07/01/2021
 Check/Wire +1
 Due date * 07/31/2021

[ACCOUNTS](#) [LINE ITEMS](#)

Line	Org	Object	Proj	PO	Inv amount	Sales Tax	Use Tax	1099	A	Description
1	60519250	52801			1,905.00	0.00	0.00		N	Data Center Secure Rack Servic



KEY EFFICIENCIES (I.E. THE “GAME CHANGERS”)

- Module “drill-down” and “drill-across”
 - Hyperlinks connect Accounts, transactions, vendors, contracts, etc.
 - Easier search capabilities


The screenshot displays the Vendor Central interface for the vendor ADAMSON POLICE PRODUCTS. The interface includes a navigation bar with options like Back, Refresh, Advanced Search, My Searches, Vendor, Performance, Excel, Email, Notes, Totals, and Attach. The main content area shows the vendor name and a list of transactions under the INVOICES tab. A table lists three invoices with columns for Invoice, Date, Status, Posted, Amount, Check, Check Date, Voucher, and PO.

Invoice	Date	Status	Posted	Amount	Check	Check Date	Voucher	PO
INV355513	06/11/2021	PAID	Yes	8,115.59	545848	06/24/2021		
INV344506	01/21/2021	PAID	Yes	3,224.92	544449	02/04/2021		
INV338023	10/22/2020	PAID	Yes	1,758.15	543832	11/12/2020	00000000	99-



KEY EFFICIENCIES (I.E. THE “GAME CHANGERS”)

- Better Reporting Functionality
 - Download/Export data to PDF and Excel with one click
 - “Cubes” Reports provide formatted pivot tables

EXPENDITURES						
Fiscal Year / Period	2021					
	Original Budget	Revised Budget	Actual	Encumbrances	Available Budget	
						
10 - City Council						
100 - General Fund						
51101 - Salaries & Allowances	\$60,664	\$60,664	\$56,881	-	\$3,783	
51103 - Part Time Employee Salaries	-	-	-	-	-	
51201 - Group Medical Insurance	8,046	8,046	14,007	-	(5,961)	
51202 - Medicare	750	750	765	-	(15)	
51211 - PERS Regular Contributions	1,922	1,922	2,029	-	(107)	
51213 - PERS Regular Net Pension Liab	2,228	2,228	1,974	-	254	
52101 - Contract Services	1,320	1,320	3,819	-	(2,499)	
52201 - Departmental Supplies	29,650	29,650	2,923	-	26,727	
52202 - Office Supplies	-	-	437	-	(437)	
52203 - Printing	600	600	281	-	319	
52204 - Postage	226	226	159	-	67	
52206 - Advertising	2,750	2,750	48,899	-	(46,149)	
52301 - Training/Conferences/Meetings	30,100	30,100	491	-	29,609	

Department

- 11 - Managemen...
- 00 - Undefined
- 1 - UNKNOWN
- 12 - Finance
- 13 - Human Reso...
- 14 - Parks and Re...
- 15 - Police
- 16 - Fire
- 17 - Community ...

KEY EFFICIENCIES (I.E. THE “GAME CHANGERS”)

- Better Budget tracking

MB Budget - Minor Programs Search

Minor Program Filter: 1 option selected Filter

Approvals 1

Revised Budget \$1.8M

Spent (Actual) \$1.6M

Available \$149,602

Budget Summary by Minor Program = 700

Description	Minor Pr...	Revised	Spent (Memo)	Encumbrance	Requisition	Available	Is Over Budget
Public Wo...	700	\$1,847,855....	\$1,677,312....	\$20,940.00	\$0.00	\$149,602.20	

