

# FINANCIAL MANAGEMENT

## MUNIS® WORK ORDERS, FLEET & FACILITIES

MUNIS® Work Orders, Fleet & Facilities is an enterprise-wide system designed to address the needs of a variety of different service organizations:

- Public Works Departments: road maintenance, capital projects, mowing, paving, snow plowing, etc.
- School District & Facilities Maintenance: responding to problem reports in buildings, generally via internal departmental requests
- Garage/Fleet: maintenance of autos, trucks, buses, and heavy equipment—primarily based on preventive maintenance
- Utility Districts: maintenance to existing water/sewer/power lines, construction to expand those lines, and construction associated with individual homes and businesses
- MIS: maintenance to existing technology assets or MIS equipment primarily based on repair service requests or preventative maintenance

While this system can be deployed in stand-alone mode, it is unique in its depth of integration with the MUNIS Financial, Human Resource and Revenue suites. As a result, there is no double entry of labor time, inventory usage, journal entries, or billings.

### Job Costing & Billing

- Cost Categories:
  - Labor: individuals or crews at their actual pay rates or a standard rate
  - Equipment used to complete a work order
  - Stock inventory/materials from MUNIS Inventory
  - Purchase of non-stock materials from a vendor
  - Purchase of outsourced services from a vendor
  - Overhead (one or more)
- Pre-Encumbering:
  - Service Requests are converted to Work Orders so proper budgeting takes place when work is requested rather than when work is completed

- Accounting Options:
  - Chargeback journal entries to requesting departments
  - Third party billing
  - Construction in progress entries
  - Asset capitalization when project is complete
  - Multiple postings per work order

### Asset Maintenance

- Links the Equipment/Facility file to the accounting fixed asset file
- Features site-defined preventive maintenance schedules by equipment class
- Displays maintenance history of all work orders for a given asset
- Displays usage/revenue history for all work orders in which an asset was costed or billed
- Update the accounting fixed asset file costs from construction work orders
- Map infrastructure assets with MUNIS MapLink

*...continued on reverse*

*Work order sources include preventive maintenance schedules, maintenance department inspections, departmental service requests, and citizen service requests.*

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### Integration

Features multiple points of integration with several other applications within the MUNIS suite of Financial Management software.

- Chargeback function can create periodic journal entries to MUNIS General Ledger
- Billing function creates MUNIS General Billing invoices
- Deposits with refund function that create MUNIS Accounts Payable invoices
- Inventory usage creates MUNIS Inventory transactions
- Fixed Assets updates for new construction or work-in-progress
- MUNIS Purchase Orders and Accounts Payable invoices can be charged and posted to a work order
- Employee and rate data are pulled directly from MUNIS Payroll and Human Resource tables
- Citizens can make service requests via Citizen Self Service
- Employee Self Service gives employees access to Time Entry screen to charge time to work orders
- Project Accounting master file is linked to work orders, with access to all work orders coded to the project
- Permits & Code Enforcement can create a work order to track time and materials of a planner or inspector
- Utility Billing service orders link for account related construction

### Other Features

- Post all costs under user-defined type and “activity” codes, providing the basis for activity-based reporting and budgeting
- Stores who requested the work, internal department ID or external customer ID, and whether the work is billable
- Reference projects in a work order. For example, a large or recurring activity can be established as a project, with multiple work orders processed against it.
- Offers a user-friendly assignment/scheduling function that assigns dates, workers, and equipment by work order
- Anticipate costs with estimating function
- Matches employee trades to jobs
- Has fleet-related warranty functionality
- Warranty Expiration Report – generates reports of expired asset warranties or those near expiration; allows user to define various asset and warranty criteria for report generation
- Map work orders using MUNIS MapLink
- Import from fuel dispensing systems like Gasboy and Petrovend, passing dated fill-up data and the odometer reading at the time. This information is used to activate new work orders related to preventive maintenance
- Ability to notify key people from the Work Order or Asset when certain events occur via Messenger or Email