



General Manager's Report Item 14:

Progress on Implementation of Tyler Technologies (Incode Financial Software)

Meeting Date: November 18, 2013

Staff contact: Suresh Prasad

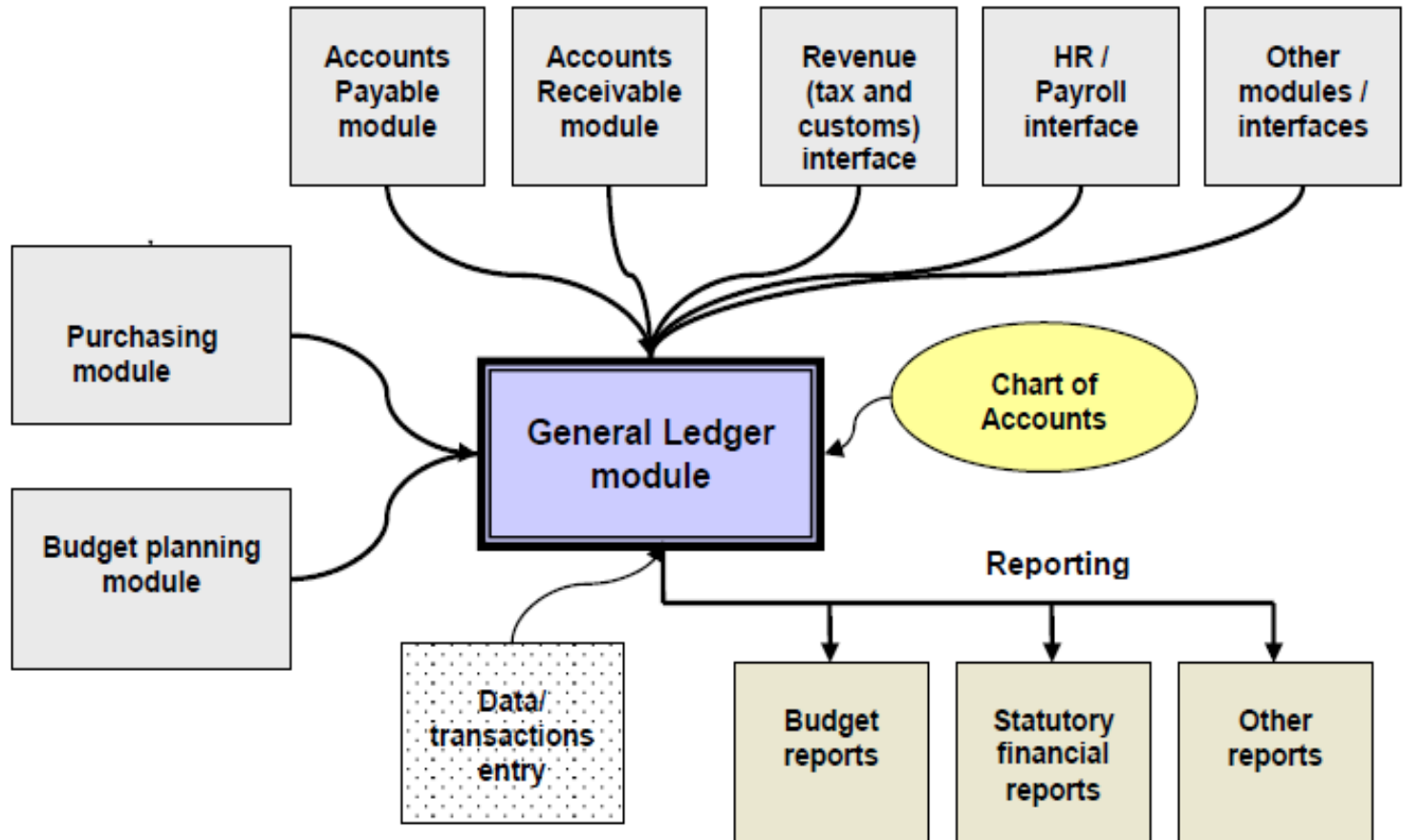
Background

- Since 1997, District had been using Creative Solutions Accounting (CSA) as financial software
- CSA did not meet District's needs and could not be upgraded
- Lack of real-time reportable data
- Entries manually posted or manually maintained outside of CSA
- Basic financial reports not available on time

Background

- Limitation on processing multiple periods to produce reports in real-time
- Limitation on storing historical data
- Inability of integrating financial information between modules
- Limitation on reporting capabilities
- Inability of sharing financial information with other departments

Integrated Financial Software



Process for New Software

- Staff began researching for alternatives with other fund accounting systems
- 3 possible vendors were identified
- Staff received demonstration from the 3 different vendors
- Tyler Technologies (Incode Financial) software selected by staff
- In October 2012, Board authorized not to exceed \$66,430 plus direct costs


Process for New Software

- Contract signed in November 2012
- Implementation work began on the new software in January 2013
- Live with new software in phases:
 - General ledger – Early June 2013
 - Payroll – Late June 2013
 - Employee Services Portal – July 2013

Tyler Technologies (Incode)

- Automated purchase order linked to accounts payable and general ledger
- Automated payroll linked to general ledger with leave accrual process
- Automated time entry for employees through employee services portal
- All divisions have access to real-time financial information
- Additional reporting functions are planned for later implementation

Tyler Technologies (Incode)

- 
- Ability to have multiple periods open at the same time
 - Ability to store information for indefinite time period
 - Reports easily available in multiple formats (i.e. Excel, PDF, etc)
 - Business processors automated to store information in central location
 - Decentralized process so that employees have direct access

Tyler Technologies (Incode)

File View Workspaces Tools Help

Favorites

- Notifications
- Processing
- Reporting
- Report Deliveries
- Internal Auditing
- Budget Management
- Excel Documents
- PDF Documents
- Word Documents
- Break Time Clocks
- Tools

Menu

- ▶ Common
- ▶ Cashiering
- ▶ Jury
- ▶ Court
- ▶ Accounts Payable
- ▶ Bank Reconciliation
- ▶ Fixed Assets
- ▶ General Ledger
 - ▶ Search
 - ▶ Tools
 - ▶ Administration
- ▶ Inventory
- ▶ Project Accounting
- ▶ Purchasing
- ▶ Personnel Management
- ▶ Contact
- ▶ Parcel
- ▶ Device
- ▶ Utility Billing

Tyler Technologies



Empowering people
 who serve the public

Global Search

Generator

2010 Budget



Bank Balance



Outstanding Purchase Orders

Drag a column header here to group by that column.

Delivery Date	Vendor Name	Description	Total
08/03/2010	Island Leasing	oil	139.20
05/03/2010	Easy Picker Golf Prod.	Paper	1230.00
04/15/2008	Easy Picker Golf Prod.	Range supplies	2835.50
02/13/2008	Easy Picker Golf Prod.	Range ball bags	260.24
06/24/2008	Insight Computer Forensics, LL	Registration Fee	375.00
06/20/2008	Carolina Rim & Wheel, Inc	Valve Stem	21.60

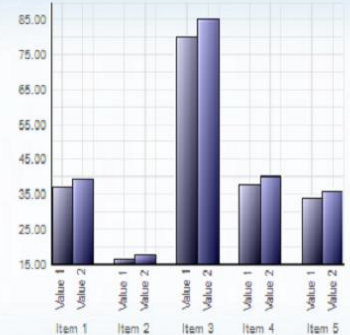
Pinned Reports

- Balance Sheet
- Budget Listing
- Cash Requirements Report
- Deduction History Report
- Department Head Report
- Open Payable Detail Report
- Payment Register
- State Quarterly Withholding Report
- Vendor Listing Report

Budget Report

Tyler Technologies		Total Budget	Period Activity	Fiscal Activity	Budget Remaining	% Remaining
Revenue						
100-300-3010	Real Property Taxes	823,261.00	132,902.02	132,902.02	690,358.98	83.86 %
100-300-3020	Sanitation Taxes	751,178.00	149,100.00	149,100.00	582,078.00	79.61 %
100-300-3030	Vehicle Taxes	210,467.00	20,034.11	20,034.11	190,432.89	90.48 %
100-300-3040	Real Property Taxes - Prior Year	7,500.00	308.39	308.39	7,191.61	95.89 %
100-300-3060	Penalties on Property Taxes	1,500.00	0.00	0.00	1,500.00	100.00 %
100-300-3070	Vehicle Taxes - Prior Year	0.00	39.47	39.47	-39.47	
100-310-3150	L.O.S.T. Revenue/Rebateable	2,740,787.00	0.00	0.00	2,740,787.00	100.00 %
100-320-3210	Business License - Inside	4,191,011.00	27,276.70	27,276.70	1,163,734.30	97.71 %
100-320-3211	Business License - Outside	1,136,483.00	67,338.54	67,338.54	1,069,144.46	94.07 %
100-320-3212	Business License - Masc - Insuranc	1,871,502.00	0.00	0.00	1,871,502.00	100.00 %
100-320-3213	Business License - Masc - Telecom	177,045.00	0.00	0.00	177,045.00	100.00 %
100-320-3214	Business License - Nws	183,577.00	41,984.82	41,984.82	141,592.18	77.13 %
100-320-3216	Business License Refunds	0.00	923.70	923.70	-923.70	
100-322-3225	Permits	868,401.00	15,569.50	15,569.50	852,831.50	98.21 %

Top 5 Vendors



Tyler Technologies (Incode)

File View Workspaces Tools Help

Reporting

Run Report New Report New Report Wizard Edit Selected Delete Selected Add To My Reports Manage Filters Print Screen Import Report Definition Export Report Definition Hide Categories Hide Filters Refresh View Refresh

Report Name	Report Summary	ReportType
ID Report	Fixed Asset ID Report	Master Report
Location Report	Fixed Asset Location Report	Master Report
Account Listing Report	Account Listing Report	Master Report
Audit Report	Audit Report	Master Report
Balance Sheet Report	Balance Sheet Report	Master Report
Budget Adjustment Register	Budget Adjustment Register	Master Report
Budget Report	Budget Report	Master Report
Chart of Accounts Report	Chart of Accounts Report	Master Report
Account Listing With Balances	Account Listing With Balances	Master Report
Balance Sheet	Balance Sheet	Master Report
Balance Sheet With Subtotals	Balance Sheet With Subtotals	Master Report
Budget Comparison Report	Budget Comparison Report	Master Report
Budget Listing	Budget Listing	Master Report
Budget Status Report	Status of the Budget	Master Report
Chart of Accounts	Chart of Accounts	Master Report
Department Head Report	Department Head Report	Master Report
Financial Statement	Financial Statement	Master Report
Projected Budget Comparison	Projected Budget Comparison	Master Report
Projected Budget Worksheet	Projected Budget Worksheet	Master Report
Proposed Budget Worksheet	Proposed Budget Worksheet	Master Report
Treasurers Cash Report	Treasurers Cash Report	Master Report
Trial Balance	Trial Balance	Master Report
Trial Balance with Subtotals	Trial Balance with Subtotals	Master Report
Detail Report	Detail Report	Master Report
Encumbrance Report	Encumbrance Report	Master Report
Expense Report	Expense Report	Master Report
Income Statement Report	Income Statement	Master Report
Journal Entry Register	Journal Entry Register	Master Report
Journal Entry Register (Portrait)	Journal Entry Register -Prints in Portrait layout.	Master Report
Receipt Report	Receipt Report	Master Report
Reserve Report	Reserve Report	Master Report
Revenue Report	Revenue Report	Master Report
Due To Due From Report	Due To/Due From	Master Report
Pooled Cash Report	Pooled Cash Report	Master Report
Trial Balance Report	Trial Balance Report	Master Report

Categories

- All
 - Accounts Payable
 - Bank Reconciliation
 - Building Projects
 - Business License
 - Cashiering
 - Common
 - Fixed Assets
 - General Ledger
 - Payroll
 - Project Accounting
 - Purchasing
 - Utility Billing

Filters

- <All Reports>
- Commissioner's Court
- My Reports

•Centralized reporting

Tyler Technologies (Incode)

Employee Self Service | Time Entry | Time Off Requests | Personal Information | Pay Information

Common Tasks

- [Time Entry](#)
- [Time Off Requests](#)
- [Change Password](#)

Views

- [Personal Information](#)
- [Pay Information](#)
- [Time Off](#)

Today

Pending Time Off Requests	0
Time Off Requests Needing Approval	0
Employee Time Needing Approval	1

- Employee Access to the Employee Self Service Window
- Common Tasks
- View Personal Information
- Approval statistics workload


Tyler Technologies (Incode)

B of A Money Market Pooled Cash Report - Report Viewer

Delete & Close | Print | Export

D

B of A Money Market Pooled Cash Report


 Monterey Peninsula Water Mgmt District
 For the Period Ending 7/31/2013

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
24-10-101500	B of A - Money Mrkt #1	401,561.44	(95,514.14)	306,047.30
26-10-101500	B of A - Money Mrkt #1	138,662.72	(96,105.16)	42,557.56
35-10-101500	B of A - Money Mrkt #1	99,220.48	(29,802.84)	69,417.64
TOTAL CLAIM ON CASH		<u>639,444.64</u>	<u>(221,422.14)</u>	<u>418,022.50</u>
<u>CASH IN BANK</u>				
98-10-101500	B of A Money Market	639,444.64	(221,422.14)	418,022.50
TOTAL CASH IN BANK		<u>639,444.64</u>	<u>(221,422.14)</u>	<u>418,022.50</u>
<u>DUE TO OTHER FUNDS</u>				
98-10-360000	Due From Other Funds	639,444.64	(221,422.14)	418,022.50
TOTAL DUE TO OTHER FUNDS		<u>639,444.64</u>	<u>(221,422.14)</u>	<u>418,022.50</u>
Claim on Cash	418,022.50	Claim on Cash	418,022.50	Cash in Bank
				418,022.50

Page 1 of 1 | 78%

Tyler Technologies (Incode)

Purchase Order - Report Viewer

Delete & Close | Print | Export

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
 5 Harris Ct., Bldg. G
 Monterey, CA 93940
 PH: (831) 658-5600
 FAX: (831) 644-9560

PURCHASE ORDER

PO Number: PO00088 **Date:** 11/08/2013
Requisition #: REQ00128 **Vendor #:** 04042

ISSUED TO: Cabela's Government Outfitters
 One Cabela Drive
 Sidney, NE 69160-

SHIP TO: Monterey Peninsula Water Manangement
 5 Harris Ct
 Monterey, CA 93940

ITEM	UNITS	DESCRIPTION	PART NO	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	2	Felt Sole Hip Wader - SIZE MEN'S 11	830088	35-04-785603		53.99	58.04
				24-04-785603			58.04
2	1	Vibram Wading Boot - SIZE MEN'S 12	831531	24-04-785603		116.99	72.36
				35-04-785603			72.35

Page 1 of 1 | 78%

Tyler Technologies (Incode)


Encumbrance Report - Report Viewer

Delete & Close | Print | Export

Encumbrance Report

By Account Number

Encumbrance Date Range: -



Monterey Peninsula Water Mgmt District

718000 - Staff Development & Training

24-02-718000 - Staff Development & Training **Encumbrance Balance: 205.97**

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item			Post Date	Amount
PO00084	GFOA Annual GAAP Update Training	U.S. Bank	Outstanding	11/05/2013	77.40
	GFOA Annual GAAP Update Training			11/05/2013	77.40
PO00089	Hyper-V Class	U.S. Bank	Outstanding	11/13/2013	128.57
	TechDays: Hyper-V Deep Dive – November 14-15, 2013			11/13/2013	128.57

26-02-718000 - Staff Development & Training **Encumbrance Balance: 129.33**

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item			Post Date	Amount
PO00084	GFOA Annual GAAP Update Training	U.S. Bank	Outstanding	11/05/2013	48.60
	GFOA Annual GAAP Update Training			11/05/2013	48.60
PO00089	Hyper-V Class	U.S. Bank	Outstanding	11/13/2013	80.73
	TechDays: Hyper-V Deep Dive – November 14-15, 2013			11/13/2013	80.73

26-05-718000 - Staff Development & Training **Encumbrance Balance: 1,200.00**

Type: Purchase Order

Page 1 of 11

100%

For More Information

- Staff reports and presentation materials can be found on the District's website at:

www.mpwmd.net

- PowerPoint presentations will be posted on the website the day after the meeting.