

OFFICE OF
THE COMMISSIONER

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GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

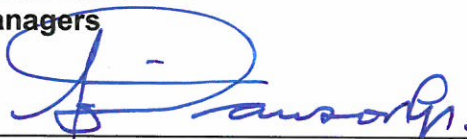
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DEPARTMENT OF FINANCE

MEMORANDUM

TO: Department/Agencies Heads
Fiscal Officers
Managers


FROM: Angel E. Dawson, Jr., Commissioner

CC: John P. deJongh, Jr., Governor
Nathan Simmonds, Chief of Staff

DATE: October 8, 2014

SUBJECT: ERP System Upgrade

The Tyler Munis Enterprise Resource Planning (ERP) System will be upgraded to Munis version 9.4 on Wednesday, November 12th, 2014. As a result, the ERP system will be unavailable as of Friday, November 7th, 2014 at 5:01pm through Tuesday, November 11 (Veterans Day). The system will be back online on Wednesday, November 12th, 2014, at 8:00am.

The upgraded version, which requires a complete overhaul in hardware and operating system, has been implemented in a test environment and is available for review at the Department of Finance, MIS Training Room. New PC client software is recommended for seamless connectivity with Munis 9.4. Technical installation and configuration sessions will be offered on Wednesday, October 15th, 2014 at our training rooms on St. Thomas and St. Croix.

Attached herewith is a detailed schedule of implementation events that requires your attention.

Please feel free to contact our MIS Division, (340) 774-4750, ext. 2121 or helpdesk@dof.gov.vi for further information, if warranted.

We look forward to your participation in this effort as we advance the Virgin Islands Systems Integrated Operations Network (VISION) ERP system.

**Department of Finance
Munis ERP System Upgrade**

Munis 9.4 (Windows SQL version) Implementation

Schedule dates and events

	Event	Audience	Date	Venue
Outcome	GVI ERP Migration to Munis Ver. 9.4 in the Windows Environment	All ERP Users and ESS User community	Wednesday, November 12, 2014	
	Munis PC Client Installation and Configuration - Technical session to orient departments and agencies IT staff with PC setup for Munis 9.4	Department and Agencies MIS staff	Wednesday, October 15, 2014	OMB, DOP, DOF
	Module Centric Dashboard Training Preparation for module ownership departments/agencies	Module Owners Only - DOF, DOP DPP, OMB	One all-day session per dept (8:30am to 4:30pm) DPP: Tue., Oct. 14; DOF: Wed., Oct. 15; DOP: Thr., Oct. 16; OMB: Fri., Oct. 17	DOF, DOP, DPP, OMB
	Munis 9.4 Dashboard for Executives and Managers - Introduction of the Tyler Dashbord - an executive management tool. (This is not functional training. It is intended for department and agencies executive and management team members only). Sessions are arranged by Munis modules (ex. Financials users, HR/Payroll users, Revenues users, etc.), and are broken down into half day sessions of up to 20 users (on St. Thomas) and 12 on St. Croix.	Department/Agency Executives and Managers only	(Two two-hour sessions per day) Mon. October 20, to Fri. Oct 24	DOF Training Rooms (St. Thomas and St. Croix)