



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-1543      **Version:** 1  
**Type:** Other Staff Recommendations      **Status:** Agenda Ready  
**File created:** 9/1/2020      **In control:** Baldwin County Commission Regular  
**On agenda:** 9/15/2020      **Final action:**  
**Title:** Payment of Bills During the Accounting System Conversion

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 9/15/2020  
**Item Status:** New  
**From:** Cian Harrison, Clerk Treasurer  
**Submitted by:** Cian Harrison, Clerk Treasurer

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### **ITEM TITLE**

Payment of Bills During the Accounting System Conversion

### **STAFF RECOMMENDATION**

For discussion only.

The Baldwin County Commission's accounting software will be converted from JD Edwards Enterprise One (E1) to Tyler Technology's Munis at the beginning of the new fiscal year, October 1, 2020. In order to convert data, both accounting systems will be down September 26<sup>th</sup> through October 4<sup>th</sup> (with the exception of processing payroll). Munis will go live on October 5<sup>th</sup>.

The Finance/Accounting Department Staff has reviewed all accounting processes and has determined the best timing for Payment of Bills prior to the accounting system conversion is Friday, September 25<sup>th</sup>. Commission approval is required for Payment of Bills, however, the two Commission Meetings closest to this date are September 15<sup>th</sup> and October 6<sup>th</sup>.

This agenda item is to provide information and allow for discussion on how to accomplish Payment of Bills through the accounting system conversion.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** 08/04/2020

**Background:** At its regularly scheduled meeting on June 4, 2019, the Commission approved and

authorized the Chairman to sign all documents related to the purchase and installation of Tyler software and related services through a Sourcewell contract, formerly known as National Joint Powers Alliance, for the amount of \$1,140,220.00 with an additional estimated travel cost of \$97,270.00. Invoicing for all fees is set forth in the Investment Summary per Tyler Technologies' Invoicing and Payment Policy attached in the License and Services Agreement. (Contract was effective upon full execution.)

09/03/2019 - The Commission approved the acquisition of the optional Project and Grant Accounting module. This module will also provide additional resources for other departments associated with Grant management. Resolution #2019-40 provides for funding for the purchase of the Project and Grants Accounting module.

12/03/2019 - The Commission approved the acquisition of the optional Contract Management module. This module will also be beneficial to multiple department to track contracts related to operation of the Baldwin County Commission.

08/04/2020 - The Commission approved the conversion of unused hours to be used to allow for Tyler's staff to assist County staff to provide a more timely "go live" date. The unused hours was accomplished by staff working diligently to maintain the work in-house without the need of Tyler staff assistance. The Commission also approved the upgrade from the Genus 1 Mag Strip Reader time clock in the original agreement to the Touchscreen 7 Mag Stripe Reader time clock. The model included in the original agreement would become "end of life" before installation of the hardware.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

If the proof of publication affidavit is not attached, list the reason: N/A

**FOLLOW UP IMPLEMENTATION**

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed):  
N/A

Additional instructions/notes: N/A