Report to

Agenda Item: Discussion & Possible Action: MiViewPoint & MiAp Workflow
Meeting Date: 1.8.24
Referring Body: APC
Committee Contact: Chris Voll
Staff Contact: Lisa Kerstner
Report Prepared by: Lisa Kerstner

OBJECTIVE(S): Mi ViewPoint and Mi AP Workflow modules for Civic Systems helps with efficiencies in time, accuracy, cost and would allow us to give the auditors a login so staff would not have to spend time physically pulling invoices or other materials at yearend. Mi ViewPoint Allows Department Heads to view the accounts, activities, journals, vendor/invoice lookup, invoice import, along with utility and payroll lookups. MiAP Workflow allows invoices to be attached into the program, have the correct staff give an account number and approve the invoice. The Account Clerk can view where the invoices are and if need to remind the person she is waiting for the invoices to be approved for processing. If the invoice will make the account number go over budget a warning will occur to make sure the person putting in the account number talks to the department head, who will then talk to the Finance Director/Treasurer. This is a web-based program which would allow Police Chief to have access to his department's finances, to view current data. The system would be able to be accessed from anywhere, this would allow Fire Chief, Brad and Mark to get the invoices faster, allowing staff to code and approve invoices in a timely manner. If someone is on vacation, we can choose to have another person approve the invoices while they are gone.

HISTORY/BACKGROUND: Currently invoices are handed out with no way to keep track of what was handed out or given back for processing. In the past invoices have been found in stacks of paper on staff's desks and we have accrued late fees. There is no way to track if invoices are being returned for processing. Account numbers are being put on a paper voucher (we would save money on the paper and ink) and sometimes it is the incorrect account number or there are no funds available in that account number (holding dept heads accountable). If people take vacation invoices sit in the mailbox or on the desk until they return. The Police department runs on a different server so they cannot see the updated finances for their account numbers, the Finance Director gives Police Chief a report after reconciling the month.

PROPOSAL: Approve the Service Agreement for MiViewPoint & MiAP Workflow.

Financial Consideration/Action:

FUNDING SOURCE:

Account Number/Title: #100-51400-485-000 – Computer Supplies, Expenses & Support
2024 Adopted Budget: $ 72,500.00
Spent to Date: $ 0.00
Remaining Budget: $ 72,500.00
Requested Amount: $ 11,400.00 – 1ˢᵗ year ($1,800 annually)
Remainder of Budgeted Amount, if approved:

ATTACHMENTS: Service Agreement for MiViewPoint & MiAP Workflow