

# **INTERNAL CONTROL NEWS**

## **DECEMBER 2010**

The purpose of this quarterly newsletter is to provide departments with articles on good business practices, internal controls, and responsibilities. Through articles intended to promote educational and professional development opportunities for employees, this newsletter seeks to raise awareness across state government on the importance of internal controls. We hope that by providing this array of information, we can keep you informed of internal control related activities, and help you implement and maintain effective controls in your areas of operation.

### **PeopleSoft Expansion – Time & Labor Project Update**



Imagine a world where we can all submit our time sheets after the pay period has closed. How nice would it be to get your travel expenses approved and know in which pay check they will be paid? Each day this new world is getting closer and closer to becoming a reality.

A team with representatives from the Departments of Finance & Management, Human Resources, and Information & Innovation are in the process of reviewing implementation partner proposals. These proposals are to upgrade the Human Capital Management (HCM) system and to implement new features that will change the way time and employee expense reimbursements are captured. These vendors will be in Montpelier during the month of December to pitch their proposal. A formal project start date in early 2011 is likely. From start to finish, the project will take 18 to 24 months.

As we move forward, department involvement will be important. It will be important that each of your needs are understood and met and that you are well prepared for any changes. In the coming weeks and months more information will become available – stay tuned!

### **News from the Payroll Division**

#### **❖ Employee Self Service Address**

As year-end approaches the Payroll Division would like to make sure that all employees review their current address in the [Employee Self Service](#) system to make sure it reflects the proper home address. The home address in the E.S.S. system should be the employee's legal address (where they live and receive personal mail). Verifying that your address is correct will ensure that your W-2 reaches you when they are mailed in January, 2011.



If you need to update your mailing address please send your requests to the Payroll Division at [Vision-payroll@state.vt.us](mailto:Vision-payroll@state.vt.us).

## ❖ **New Law Eliminates Advance Earned Income Credit after 2010**

The Education Jobs Act of 2010 repeals Internal Revenue Code §3507, which allows low and moderate income employees to receive advance payments of the earned income tax credit (EIC) through their paycheck, for tax years beginning after December 31, 2010. The elimination of the advance EIC should result in changes to several payroll-related forms in 2011.

## ❖ **Paper Payroll Savings Bond Program to be Discontinued**

The U. S. Department of the Treasury has announced they will no longer be issuing paper savings bonds through payroll savings plans as of January 1, 2011. This change will reduce the costs associated with the U. S. Savings Bond Program and supports the Treasury's long-term plan to issue all securities electronically. In preparation for this change the Payroll Division will discontinue processing deductions for U.S. Savings Bonds on or before the December 16, 2010 payroll.

While paper payroll savings bonds will no longer be available, you still have the opportunity to invest in savings bonds and other Treasury securities through **TreasuryDirect**. This is a free secure web-based system which allows you to purchase, manage, and redeem electronic (paperless) savings bonds online 24/7. Using TreasuryDirect, you can also purchase Treasury marketable securities (bills, notes, bonds, and TIPS) to expand your savings portfolio. To learn more about electronic savings through TreasuryDirect, and to take a guided tour of the system, you may visit [www.treasurydirect.gov](http://www.treasurydirect.gov)

# Grant and Contract Reporting

Acts 68 and 146 of the 2009-2010 legislative session, known as the "Challenges for Change" bills, created new reporting requirements for grants and contracts issued by the State of Vermont. In addition, effective October 1, 2010, the Federal Funds Accountability and Transparency Act (FFATA) established new federal grant and contract reporting requirements for grants and contracts issued with federal funds.

The Performance Grants and Contracts Challenge requires the State to increase the number of grants and contracts that contain performance measures as a means of achieving efficiencies while maintaining or improving services. The first phase of tracking this challenge was implemented in October 2010 when a new performance contracts page went live in the VISION system. This new page allows the State to track and report on all contracts and amendments issued after 7/1/2010 as to whether or not they contain performance measures. Phase 2 of this challenge will be to develop and implement a similar method for tracking grants. Development of this functionality is underway and is expected to be implemented by July 1, 2011.

When the federal American Recovery and Reinvestment Act of 2009 (ARRA) was implemented, the State chose to centralize ARRA reporting for all agencies and departments. This will not be the case for FFATA reporting and departments are responsible for complying with the federal regulations established by FFATA, including reporting grant and contract award information to the federal website each month. To help departments comply with these federal regulations, the Agency of Administration has created a cross-departmental workgroup to develop statewide guidelines. These guidelines will be issued within the next month or two.

# News from VISION Finance Support



## ❖ Revised VISION Manuals

The VISION Finance Support Staff has made updates to several of the VISION Training Manuals. New versions of the manuals are posted on the Finance and Management website in the [VISION Manuals](#) section. A list of the manuals and changes are as follows:

- **Accounts Payable Manual:** Looking up Vendors has been revised, how to detect Duplicate Vouchers earlier in voucher entry and VISION Procedure #8: Void Check has been added.
- **Accounts Receivable Processing Manual:** Exercise added on Entering Customer Deposit/Worksheet to Apply Payment on Account
- **Contracts Manual:** Information on how to enter Performance Info into Contracts, Information on new query called VT\_PERF\_CONTRACTS.
- **Direct Journal Deposits Manual:** VISION Procedure #8: Void Check has been added.
- **General Ledger Manual:** Exercise added on Entering Year End Accrual and Reversal Journal Entries for the ACCRL/ADJ Ledger including information on what to do if July is closed. (For Internal Service Funds, Enterprise Funds, and Fiduciary Funds only); new exercise on copying and reversing a journal entry.
- **VISION 101:** Added information on clearing cache in Internet Explorer 8.

## ❖ VISION Passwords...Oh My!

When you forget your VISION password, you can have one emailed to you automatically. You need to set up your *System Profile* in VISION Production before you will be able to use this function. For instructions on how to do this, please see the [Guide to My System Profile](#) located on the [VISION System](#) page of the Finance and Management website.

ORACLE  
PEOPLESOFT ENTERPRISE  
VISION Financials - Production

User ID:   
Password:

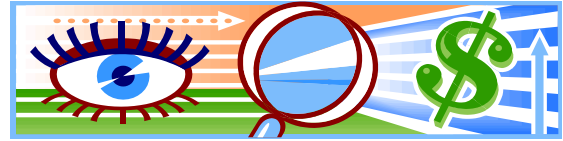
Your User ID and/or Password are invalid.

[I Forgot My Password](#)

After every 90 days it is required that you change your password. Before changing your password, be sure that your System Profile has been set up. Sometimes new passwords can be troublesome. After the second attempt signing into VISION and you are still receiving the error message: **"Your User Id and/or Password are invalid"**, you can click on the link **"I Forgot My Password"** where a new password will be e-mailed to you. This link only works if you have filled out your System Profile, and you have not tried signing in more than two times. On the third attempt your account is automatically locked. To have your account unlocked you will need to contact VISION Finance Support at 802-828-0407, Option 2, Option 2 or send an e-mail to [VISION-helpdesk-FIN@state.vt.us](mailto:VISION-helpdesk-FIN@state.vt.us).

On the [VISION System](#) page of the F&M website you can also find documents for: [Forgotten Password Step by Step Guide](#) as well as [VISION Password Requirements](#).

## ❖ When Your Voucher Has Not Paid...



When vouchers are not picked up in a Pay Cycle, here is a list of things you can look for:

1. Is the location code being used on the voucher active/effective date? *Instructions to Look up Vendors start at page 13 of the Accounts Payable Manual.*
2. Is the Voucher Approved? *Navigation on page 157 of the Accounts Payable Manual*
3. Is the Voucher successfully Budget checked? *Navigation on page 157 of the Accounts Payable Manual.*
4. Is the Voucher on hold?
5. Is the Vendor address active? *Vendor information starts at page 13 of the Accounts Payable Manual*
6. What is the Schedule due date?
7. Check for a credit to the vendor by running the following query (*payments will not be made to a vendor until all credits have been used*):
  - VT\_PYMTS\_IN\_QUEUE\_FOR\_VNDR

This link will take you to the [Voucher Has Not Paid](#) document on the [FAQ](#) page of the Finance & Management website which includes screen shots to the questions above.

If you checked out all your options and still cannot find why your voucher has not paid, please contact VISION Finance Support at 802-828-0407, Option 2, Option 2 or send an e-mail to [VISION-helpdesk-FIN@state.vt.us](mailto:VISION-helpdesk-FIN@state.vt.us).

## Staff Happenings



- **Mary Graves** has been hired as the Director of Payroll. Mary has many years of finance and payroll experience, most recently at Blue Cross Blue Shield of Vermont as General Accounting Manager. While at BCBS, Mary was a key team member responsible for implementation of their fully integrated time reporting system.
- **Matt Riven** has been hired as the Director of Budget & Management Operations. Matt began his state service as a Budget Analyst in the Dept of Finance & Management (F&M) and most recently worked as a Financial Director III for the Agency of Human Services.
- **Melanie Rutledge**, former VISION Financial Analyst I, has left F&M to accept a Financial Administrator III position in the Dept for Children & Families.
- **Jen Baranski**, former Help Desk Specialist II, has left F&M to take a position in the private sector.

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### ARTICLE INDEX

An index page has been added to the [F&M website](#) to help readers search for previously published newsletter articles by topic or title.

**N  
E  
W**

**Internal Control News** is published quarterly by the Dept of Finance & Management. Please contact [Kevin Gilman](#) with comments or suggestions.