

INTERNAL CONTROL NEWS

DECEMBER 2011

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.

Get Ready – Preparing to Launch: ERP Expansion Project Readiness Coordinator Network



The **Readiness Coordinator Network (RCN)** is on the launching pad! The RCN is a critical change management resource for the State's Oracle/PeopleSoft ERP Expansion Project. The software and business process changes are far reaching and success depends on communicating and providing supportive tools. Over the next few months, more specific information about business process changes will become available. Expect training to begin next fall.

Get ready to know your Readiness Coordinator! The RCN will serve as a communication channel to all employees. Each employee, via his or her department, will have a Readiness Coordinator. For the next few months, the Readiness Coordinators will be identifying themselves as project

liaisons to their departments. Expect to hear from them in department or division meetings, department newsletters, etc. The goal is for every employee to feel informed and have a familiar person to ask questions of; this is all in preparation for change.

Readiness Coordinators, who are respected leaders and good communicators, are chosen by department heads. They are not necessarily a timekeeper or someone involved in human resource functions. Specific expertise in these areas is not required.

December is a milestone month for the ERP Expansion Project. By the New Year, requirements gathering and fit/gap analysis will be complete. As we enter the Upgrade & Integration phase in January the needs for configuration and software design is well outlined. The project continues on schedule!

For more information about the project, please visit the website at:

<http://aoa.vermont.gov/erp>

Did You Know?

Each person employed by a state *agency, department, office, board, or commission* works for an organization that is a part of a larger organization, **Vermont State Government**. Internal controls are people-dependent and as collective members of VT State Government, all employees have a role in supporting the statewide system of internal control.

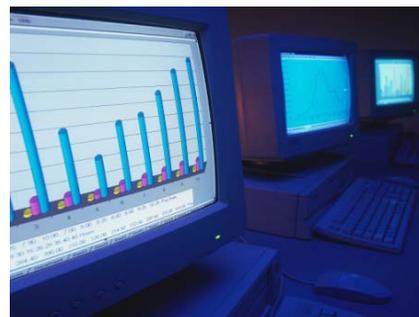
As the central payroll and accounting (VISION) organization for VT State Government, here are some note-worthy Department of Finance & Management statistics that all state organizations participate in, contribute towards, and share responsibility for:

Payroll

- ❖ ~9,050 ...**Employees paid** each bi-weekly pay period
- ❖ ~2,500 ...**Travel-expense** forms processed each bi-weekly pay period
- ❖ **10,930** ...**IRS W-2** forms issued for calendar year 2010

VISION

- ❖ **458,081** ...**Vouchers** processed during FY 2011
- ❖ **41,765** ...**Deposits** processed during FY 2011
- ❖ **3,000+** ...**Vendors** (new) added from July 1 – October 31, 2011 (~750 vendors/month)
- ❖ **4,193** ...**IRS 1099-MISC** forms issued for calendar year 2010
- ❖ **17,000+** ...**Grant awards** (federal) issued to 1,600+ subrecipients since FY 2004
- ❖ ~**350** ...**Customer contacts** per month to the VISION Help Desk (phone, email, etc.)
- ❖ **200** ...**Employees trained** in VISION classes last year



Travel & Expense Module

The Oracle/PeopleSoft **Travel and Expense Module** is currently being implemented in conjunction with the State's ERP Expansion Project. This module will be the means for reimbursing employees for all travel and other reimbursable expenses thus replacing today's process. The current manually intensive paper based process that we utilize today for just travel will be replaced with this web-based system that will increase efficiency by streamlining the data entry, approval, processing and payment of employee reimbursable expenses.



This new module is being added to VISION, the PeopleSoft Financials Application. This project is expected to be completed during the first quarter of calendar year 2013. Examples of functionality in this new module include:

- Web-based expense report entry by employees or designees
- Electronic workflow routing for expense approvals
- Email notification back to employee of approvals
- Employees can track expense transaction status online from time of submission to payment
- Integrated business rules for policy enforcement
- Creation and approval of Travel Authorizations
- Creation of Cash Advances with delivered integration to Travel Authorization and Expense Reimbursements
- Improved reporting and visibility of expenses
- Integrated with Payroll Module to allow expense reimbursements to occur through Payroll

The Department of Finance and Management is very excited about the efficiency and controls this new module will introduce to the employee expense reimbursement process. We are confident that many of the challenges experienced with today's process will be resolved in this effort.

More information about this project is available at <http://aoa.vermont.gov/erp>. Pay attention to project specific communications and this newsletter for more information about this and other modules.



VISION FAQ

Question: What's the best way to search for a vendor in VISION?

Answer:

1. Navigate to: **Vendors > Vendor Information > Add/Update > Vendor**
2. Change **Persistence** to: **"not ="** and **"One Time"**
3. Change **Name 1** to: **"contains"** and enter the most **uncommon** word in the vendor name you are searching for;
 - *Example...if looking up S.D. Ireland Company enter **"Ireland"**.*
4. Click **Search** (see *VISION screenshot below*)

Find an Existing Value

Maximum number of rows to return (up to 300):

SetID:

Vendor ID:

Persistence:

Short Vendor Name:

Our Customer Number:

Name 1:

Include History Case Sensitive

[Basic Search](#)

- Refer to the “**Looking Up Vendors**” exercise in the [VISION Accounts Payable](#) training manual for additional information.

Staff Happenings



- **Aimee Pope** is a new Budget Analyst in the Budget & Management Division with responsibilities for the Department for Children & Families and the statewide budget impact of Tropical Storm Irene. Aimee brings 13 years of State experience, having held a variety of positions at the Agency of Transportation.
- **Renea Bordeau**, former Statewide Financial Reporting Analyst II, has left the Dept. of Finance & Management to accept a financial management position with the Agency of Transportation.

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