



## **VISION 101**

This guide walks you through VISION 9.2 introducing logging in and out, WorkCenters, navigation steps, icons and links.  
All users should complete this guide first.

State of Vermont  
Department of Finance & Management  
VISION 9.2

**December 2018**

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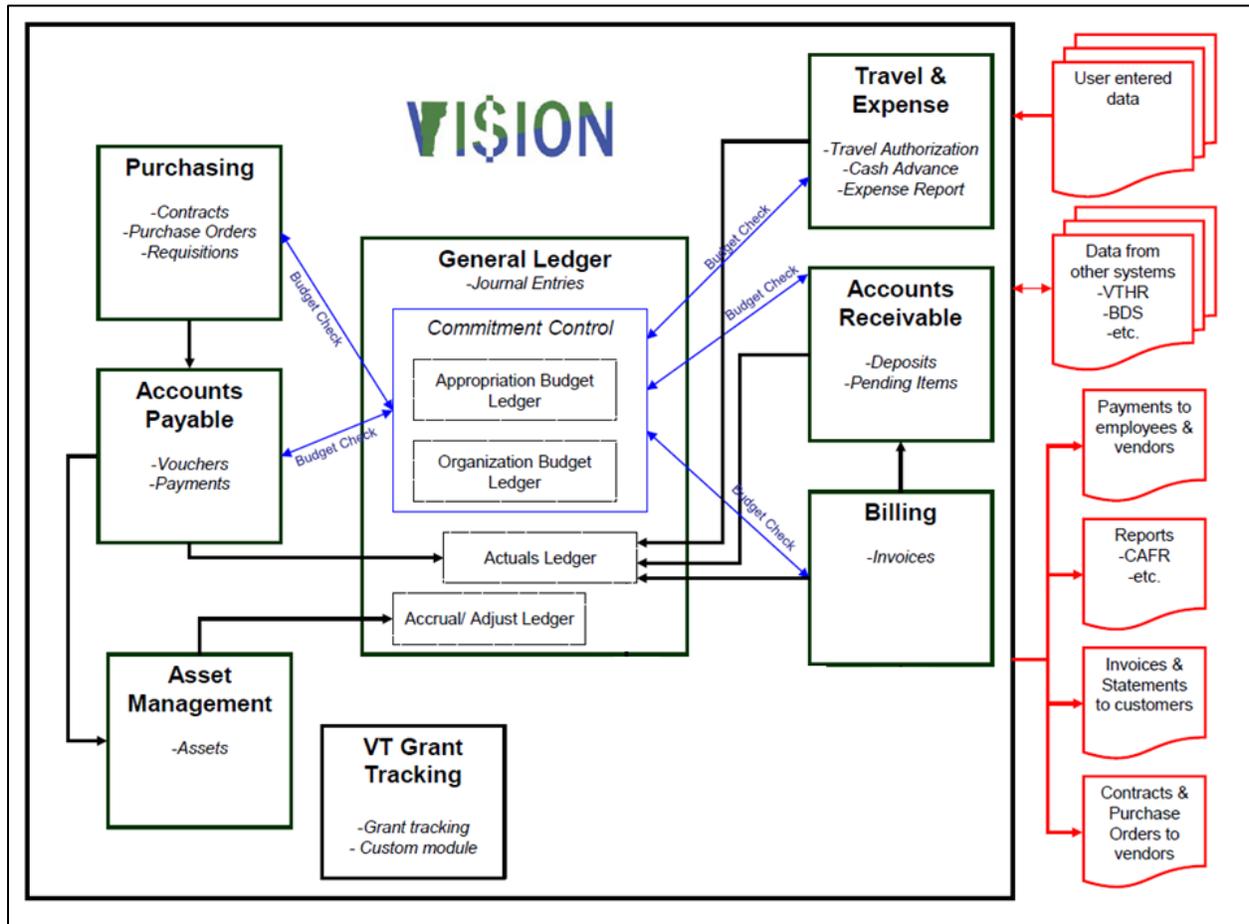
## Revisions to Manual

### December 2018

- Manual written

## System Overview

**VISION-Financials** is an Oracle/PeopleSoft enterprise financial management system utilizing the following modules: General Ledger, Accounts Payable, Purchasing, Accounts Receivable, Billing, Asset Management, Travel & Expense, and VT Grant Tracking (*VT custom module*). The system is managed by the Dept of Finance & Management in conjunction with the Agency of Digital Services' PeopleSoft Technical Unit.



**System Availability** -VISION Financials Production is available 24 hours a day, seven days a week.

A “**Sandbox**” environment is available. “**Sandbox**” will be refreshed daily. The purpose of “sandbox” is to be able to do production-like things without impacting Production. You may use this environment to train, test the impact of adjustments, etc. **Do Not Use** “sandbox” for reporting.

### VISION Support

Available from 7:45am to 4:30pm

Call: (802) 828-6700, Option 2 or email [VISION.FinHelpdesk@vermont.gov](mailto:VISION.FinHelpdesk@vermont.gov)

## Logging into VISION 9.2

VISION Financial Production login link can be found at the [Department of Finance & Management webpage](#).

- New users will need to work with their Department Business Manager to obtain a User ID and temporary password.
- Login information should never be shared with anyone.
- Users will be required set up the I Forgot My Password help the first time they log in to VISION 9.2. See the [Set up Forgotten Password Help and Email](#) section of this manual for instructions.
- The system will lock an account after three unsuccessful login attempts, a temporary password will be mailed to you but the I Forgot My Password help will not work until you contact VISION support at [VISION.Finhelpdesk@vermont.gov](mailto:VISION.Finhelpdesk@vermont.gov) to have your account unlocked.

Click on the VISION Login link:

The screenshot shows the Vermont Official State Website for the Department of Finance and Management. The page features a navigation menu on the left with items like Home, About the Department, and VISION Financial System. The main content area has a grid of service tiles: Employee Travel and Expenses, VISION Module Support, Forms, State Agencies and Departments, Financial Transparency and Performance Accountability, and Vendors and Grantees. On the right side, there are three prominent login buttons: 'VISION Login' (highlighted with a red box), 'VANTAGE Login', and 'Town Payment Reports'. At the bottom, there are sections for 'Latest News' and 'Upcoming Events' with specific dates and titles.

The VISION Financials Production login page is displayed:

VERMONT Department of Finance & Management State of Vermont VISION

[Back to Finance Home](#)

User ID

Password

Sign In

[Forgot My Password](#)

Enable Accessibility Mode

Need Time Entry or Employee Self Service?  
[Go to VTHR Login](#)

VISION Financials Production is available daily from 6:00AM to 9:00PM.  
VISION.FINHelpdesk@vermont.gov  
802-828-6700 Option 2

1. User ID - Enter your VISION User ID or Employee ID number

2. Password - Enter Password:

#### New Password Requirements

- Passwords are case sensitive
- You can't use the same password more than once
- Must be at least 8 characters long
- Must contain at least one digit, one upper-case and one lower-case letter, and one special character - e.g.: !
- Expires every 90 days
- The login screen will display a notification each day for 10 days prior to the password expiring

3. Click on the **Sign In** button

## First Time Sign In

When you first sign in to VISION 9.2 you will use your last password from VISION 8.8 on January 31<sup>st</sup>, 2019:

Department of Finance & Management  
State of Vermont

VERMONT VISION

[Back to Finance Home](#)

User ID  
BSNOW

Password  
\*\*\*\*\*

[Sign In](#)

[Forgot My Password](#)

Enable Accessibility Mode

Need Time Entry or Employee Self Service?  
[Go to VTHR Login](#)

VISION Financials Production is available daily from 6:00AM to 9:00PM.  
VISION FINHelpdesk@vermont.gov  
802-328-6700 Option 2

You will be prompted to change your password:

Department of Finance & Management  
State of Vermont

VERMONT VISION

Your password has expired.  
[Click here to change your password.](#)

Click on [Click here to change your password:](#)

Change Password

User ID BSNOW  
Betty Snow

\*Current Password \*\*\*\*\*

\*New Password \*\*\*\*\*

\*Confirm Password \*\*\*\*\*

[Change or set up forgotten password help](#)

[Change Password](#)

1. **Current Password** - Enter your current VISION 8.8 password
2. **New Password** - Enter new password (see [new password requirements](#))
3. **Confirm Password** - Enter your new password again to confirm

#### 4. Click **Change Password**

The screenshot shows a 'Change Password' form with the following fields: 'User ID' (BSNOW), 'Betty Snow', '\*Current Password' (masked with three dots), '\*New Password' (masked with three dots), and '\*Confirm Password' (masked with three dots). A link 'Change or set up forgotten password help' is visible. A 'Change Password' button is highlighted. A 'Message' box is overlaid on the right, containing the text: 'Forgotten Password help is not complete, please click 'OK' to go back and set this up.' and 'Forgotten Password help is not complete, please click 'OK' to go back and set this up.' with an 'OK' button.

You will receive a message requiring you to set up Forgotten Password help, click **OK**:

A close-up of the 'Change Password' form. The 'Change Password' button is highlighted with a dashed border. The 'Change or set up forgotten password help' link is also visible.

**NOTE: The Current Password, New Password and Confirm Password fields have changed to show 3 dots, the information you entered to reset your password is still correct.**

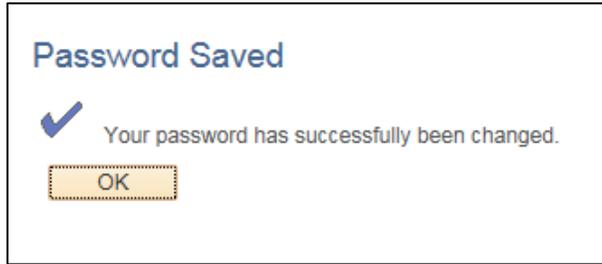
#### 5. Click on the **Change or set up forgotten password help** link:

The dialog box is titled 'Change or set up forgotten password help'. It contains the text: 'If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.' Below this, there is a 'Question' dropdown menu with the selected option 'What is the name of a memorable place?'. A note says 'Select from the list of questions.' Below that is a 'Response' text input field with 'New York City' entered. At the bottom are 'OK' and 'Cancel' buttons.

#### 6. Select a security question and add your response

#### 7. Click **OK**

You will receive the following confirmation message:



8. Click **OK**

You will be brought to your Home Screen:



## Change Forgotten Password Help

Navigation: **NavBar** icon > **Navigator** > **My System Profile**

Click on the **Change or set up forgotten password help** link:

The screenshot shows the 'General Profile Information' page for Roger Allen Smith. The 'Change or set up forgotten password help' link is highlighted with a red box. Below it, the 'Alternate User' section has a red box around the 'Alternate User ID' field. The page includes sections for Personalizations, Alternate User, Workflow Attributes, and Miscellaneous User Links.

Click the **Question** drop box to see a list of available options. There are 13 questions to choose from. Choose the question that works best for you:

The screenshot shows the 'Change or set up forgotten password help' dialog box. The 'Question' drop box is open, showing a list of 13 security questions. The first question, 'What is the name of a memorable place?', is highlighted with a blue background. The dialog box also includes a 'Response' field and 'OK' and 'Cancel' buttons.

Enter your response to the security question:

Change or set up forgotten password help

Help

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question: What is the name of a memorable place?  
Select from the list of questions.

Response:

OK Cancel

Click **OK**:

Change or set up forgotten password help

Help

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question: What is the name of a memorable place?  
Select from the list of questions.

Response: New York City

OK Cancel

The forgotten password link should be used after the 2nd login attempt. After the 3rd attempt, your account will lock and the password that is emailed to you will not work. To unlock your account, you will need to contact VISION Support by email: [vision.finhelppdesk@vermont.gov](mailto:vision.finhelppdesk@vermont.gov) or call 802-828-6700 Option 2.

After completing these steps, you will be able to click on the **I Forgot My Password** link on the login page to have new password emailed to your business email address:

User ID

Password

Sign In

**I Forgot My Password**

Enable Accessibility Mode

Need Time Entry or Employee Self Service?  
[Go to VTHR Login](#)

Enter your User ID and Click **Continue**:

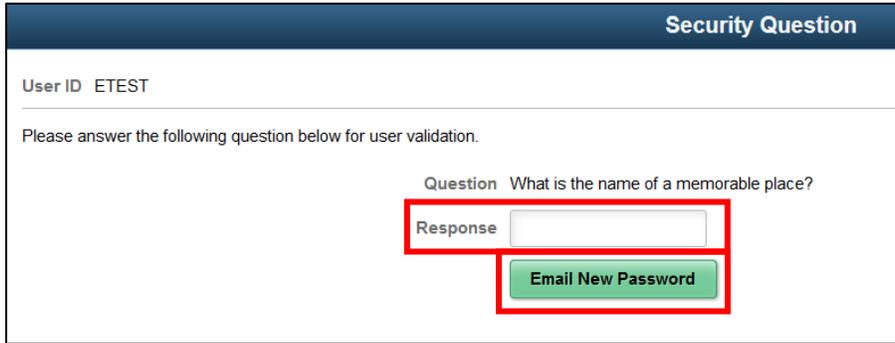
**Forgotten Password**

If you have forgotten your password, or your password has expired,  
Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID

Continue

Enter your security question response and click [Email New Password](#):



The screenshot shows a web form titled "Security Question". At the top, it displays "User ID ETEST". Below this, it asks the user to answer a question for validation. The question is "What is the name of a memorable place?". There is a text input field labeled "Response" and a green button labeled "Email New Password". Both the input field and the button are highlighted with red boxes.

You'll receive the following message:



The screenshot shows an "Email Confirmation" message. The message text is "Your new password has been emailed." Below this, there is a smaller line of text: "If you do not receive an email in your Primary Email Account please contact your Security Administrator or System Administrator to investigate the cause." The message is displayed in a light green box.

The temporary password is case sensitive and must be entered in the password field exactly as it was emailed to you, we suggest that you copy and paste.

## Adding an Email Address

Navigation: **NavBar** icon > **Navigator** icon > **My System Profile**

You cannot change your “Business” Email, this is the email address the system uses to send a new password when using the “I forgot my password” link. You can enter a different primary email account where all other system-generated email messages will be sent.

To add an email address to VISION, Click the **Plus** button.

The screenshot shows the 'General Profile Information' page. The 'Miscellaneous User Links' section contains a table with the following data:

Primary Email Account	Email Type	Email Address	
<input checked="" type="checkbox"/>	Business	vision.exptechw@vermont.gov	<input style="border: 2px solid red;" type="button" value="+"/>

The 'IM Information' section has the following fields:

Protocol	XMPP Domain	UserID	Password
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="password"/>

You will receive the following warning message, click **OK**:

Message

Please be advised that password reset emails will only be sent to the Business email address listed. (23700,1)

Please be advised that password reset emails will only be sent to the Business email address listed.

Select the **Primary Email Account** option, you can only have one primary email account. Choose type from the **Email Type** drop down list. Enter your email address into the **Email Address** field and click the **Save** button.

Miscellaneous User Links

**Email** Personalize | Find | | First 1-2 of 2 Last

Primary Email Account	Email Type	Email Address		
<input type="checkbox"/>	Business	vision.exptestwf@vermont.gov		
<input checked="" type="checkbox"/>	Home	ejhoefel@verizon.com		

**IM Information** Personalize | Find | | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Save

## Resetting an expired password

If your password has expired, you will be prompted to change your password:



Click the link “[Click here to change your password](#)”. If the window doesn’t direct you to the change password page, close the window and try logging in again.

### Change Password

User ID T CLOUD  
Tim Cloud

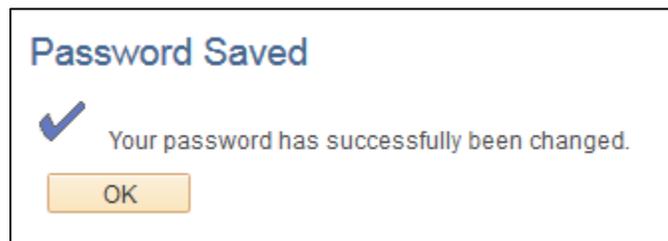
\*Current Password

\*New Password

\*Confirm Password

[Change or set up forgotten password help](#)

1. **Enter Current Password** – Enter the password you used on the login screen.
2. **Enter New Password** (see [new password requirements](#))
3. **Enter Confirm Password.** Reenter the new password.
4. **Click on the Change Password button**

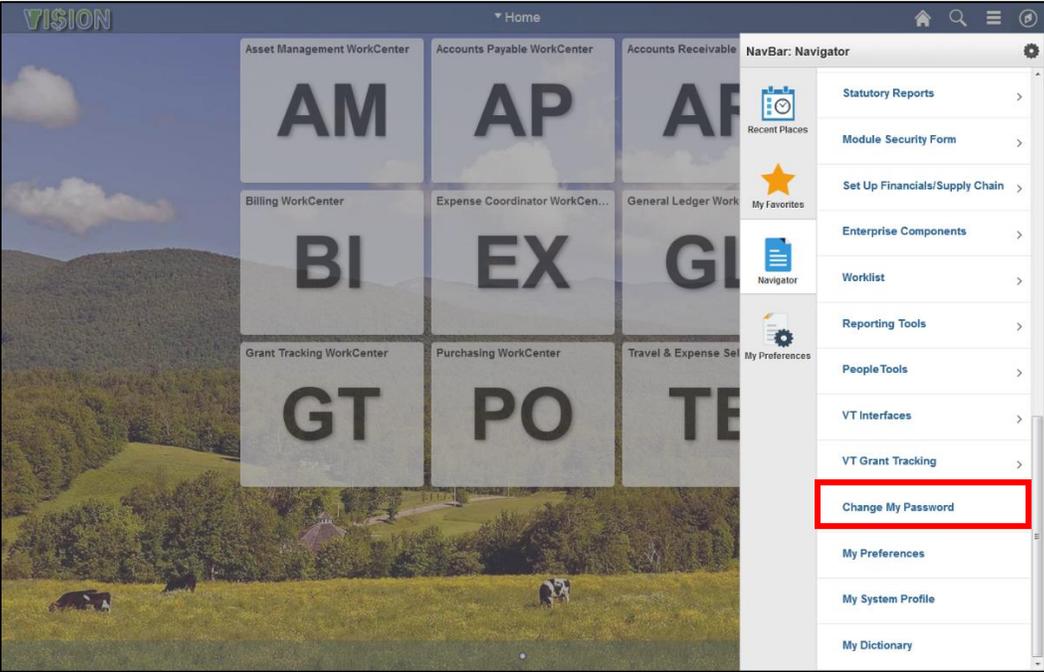


**What to do if you are having difficulty logging in:**

1. Verify you are on the VISON login page located on the Department of Finance and Management webpage – it has a white background.
2. Check your User ID. You can use either your Employee ID number or your VISION ID. Your VISION ID is the first letter of your first name followed by up to the first 7 characters of your last name in UPPERCASE. Some users' VISION ID may also have a number at the end.
3. Clear Cache. See the Clearing Your Browser Cache section of this manual for detailed instructions.
4. Contact VISION Support by email: [vision.finhelpdesk@vermont.gov](mailto:vision.finhelpdesk@vermont.gov) or call 802-828-6700 Option 2

# Change Password

Passwords can be changed by going to **My System Profile** or by clicking the **Change My Password** link in the **Navigator Menu**:



The **Change Password** page will be displayed:

**Change Password**

User ID JSMITH  
John Smith

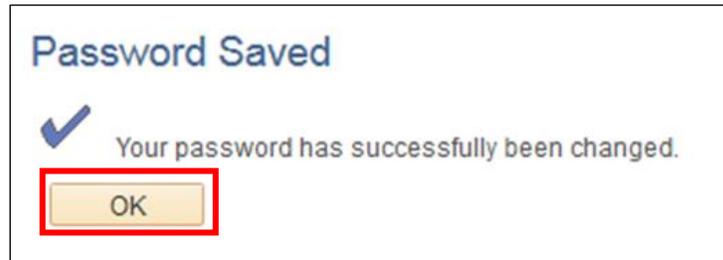
\*Current Password

\*New Password

\*Confirm Password

[Change or set up forgotten password help](#)

1. **Enter Current Password** – Enter the password you used on the login screen.
2. **Enter New Password** (see [new password requirements](#))
3. **Enter Confirm Password.** Reenter the new password
4. Click on the **Change Password** Button

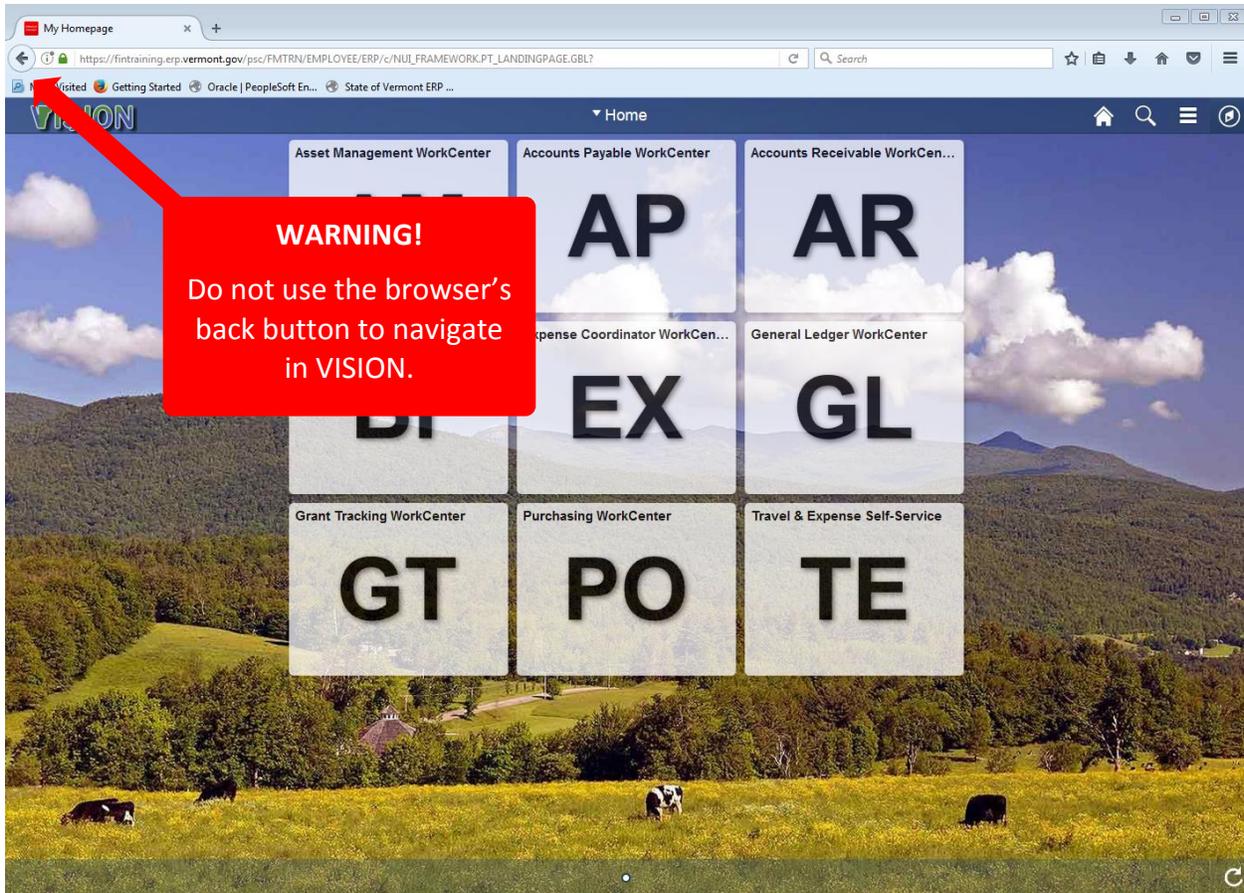


5. Click **OK**

## System Navigation

VISION Version 9.2 is a web-based application that uses many standard web browser features such as menus, drop down selection lists, icons, links, etc. The menu options you see will differ based on the security access appropriate for your job functions.

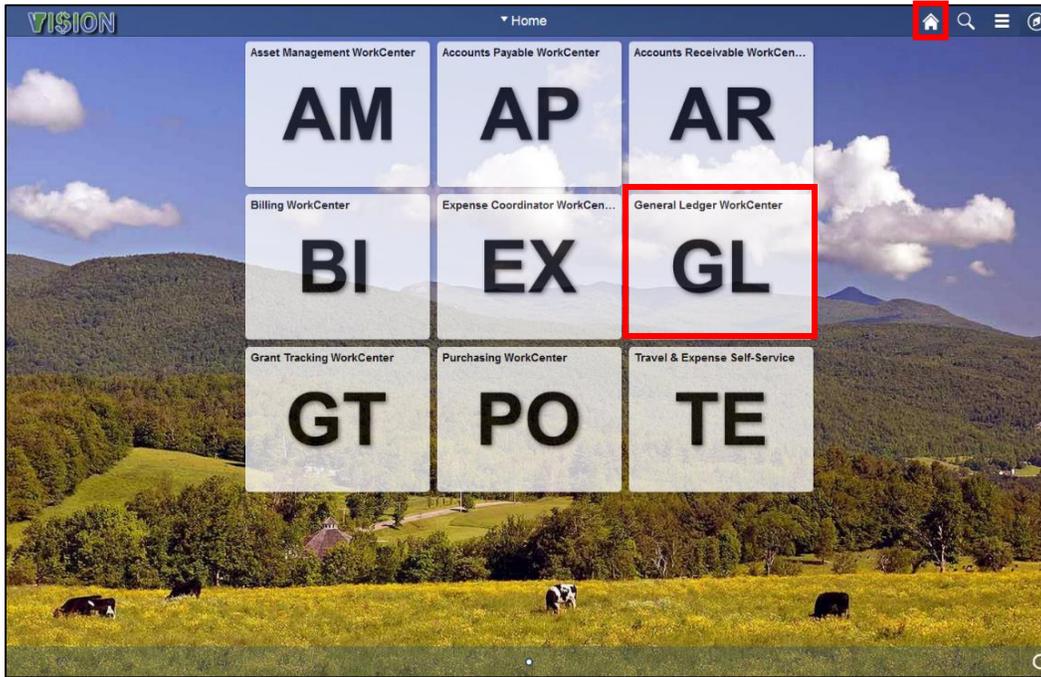
All Navigation should occur using the application menus and links and not by using the web browser back button. Using the web browser to navigate can cause the system to error and you will lose any unsaved data.



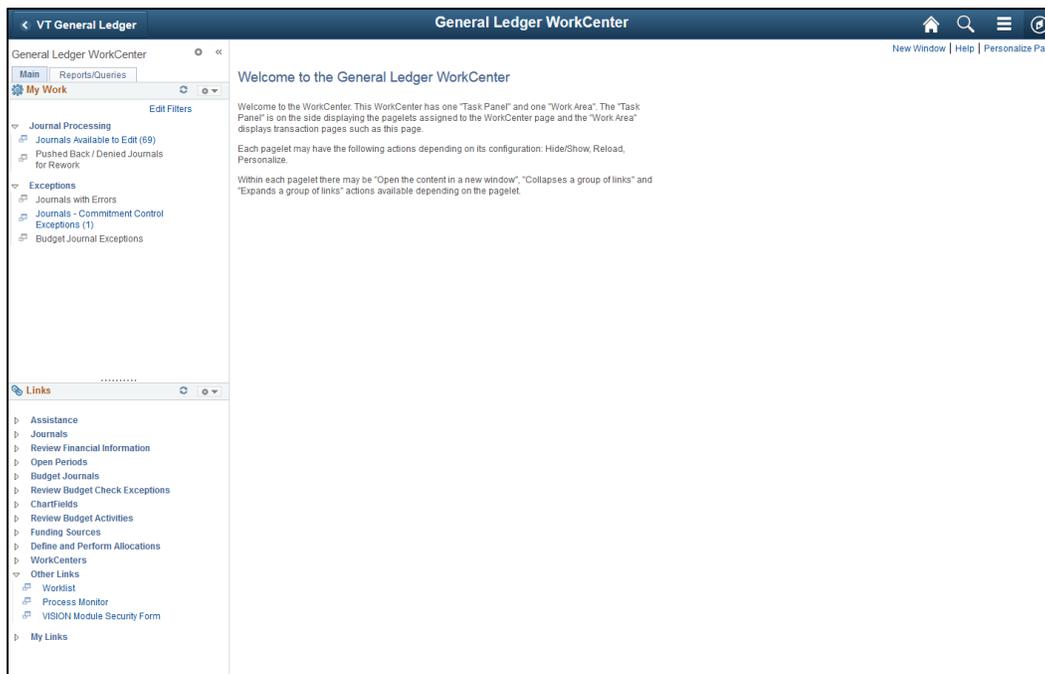
The screenshot shows a web browser window displaying the VISION ERP system home page. The browser's address bar shows the URL: [https://fintraining.erp.vermont.gov/psc/FMTRN/EMPLOYEE/ERP/c/NUL\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?](https://fintraining.erp.vermont.gov/psc/FMTRN/EMPLOYEE/ERP/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?). The page features a grid of workcenter tiles with large letters representing their abbreviations: AP (Accounts Payable), AR (Accounts Receivable), EX (Expense Coordinator), GL (General Ledger), PO (Purchasing), and TE (Travel & Expense Self-Service). A red warning box is overlaid on the page, pointing to the browser's back button. The warning text reads: "WARNING! Do not use the browser's back button to navigate in VISION." The background of the page is a scenic landscape with green hills and a field of yellow flowers.

## Using Tiles

When you first sign in to VISION you will see your Home Screen. The Tiles you see will depend upon your VISION access. You can always return to the Home Screen by clicking the **Home** icon:

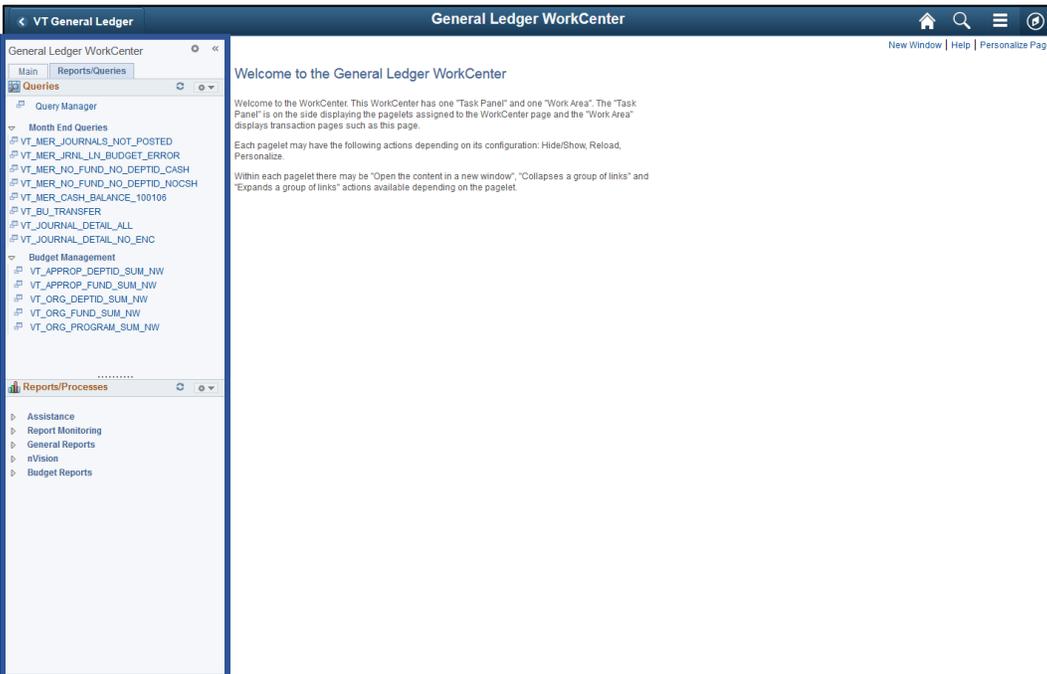
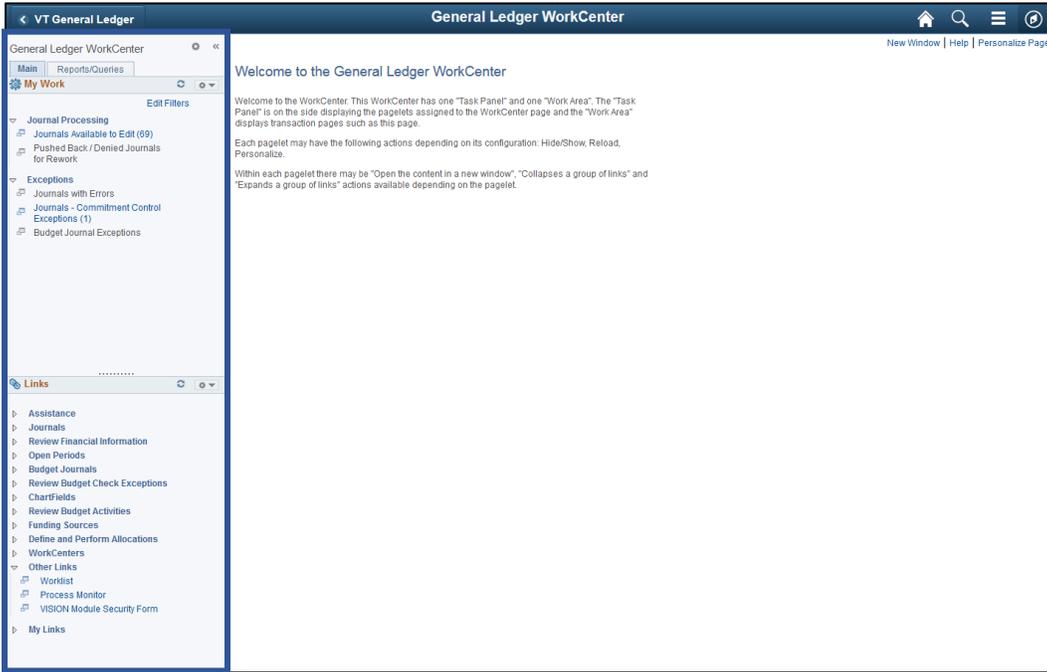


Clicking on a tile will take you to the associated module WorkCenter or page:

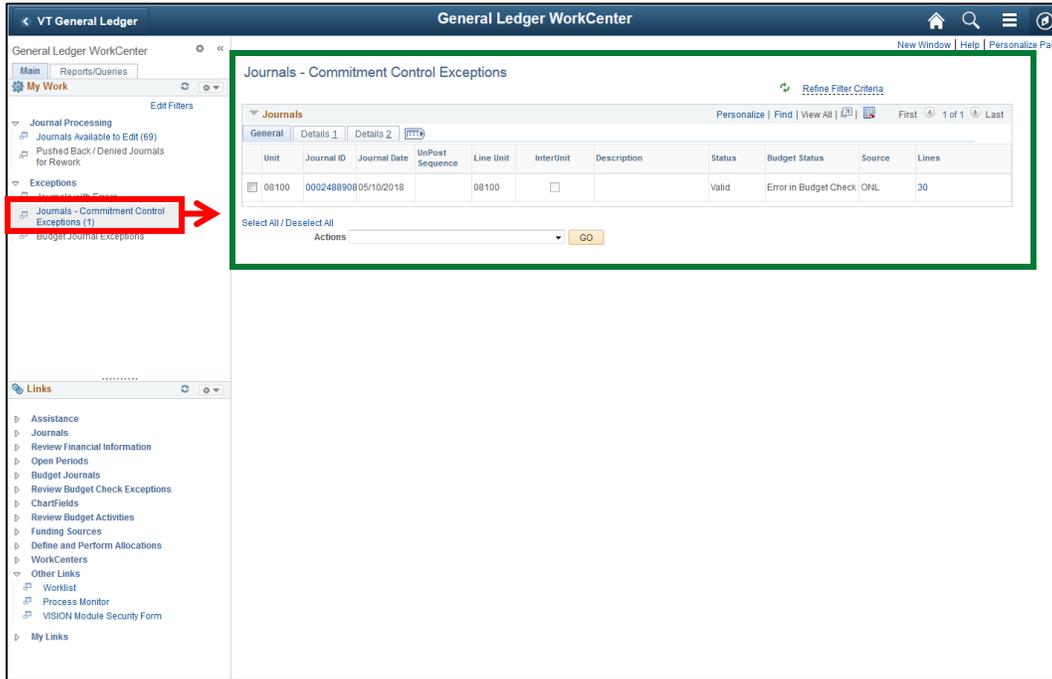


# WorkCenters

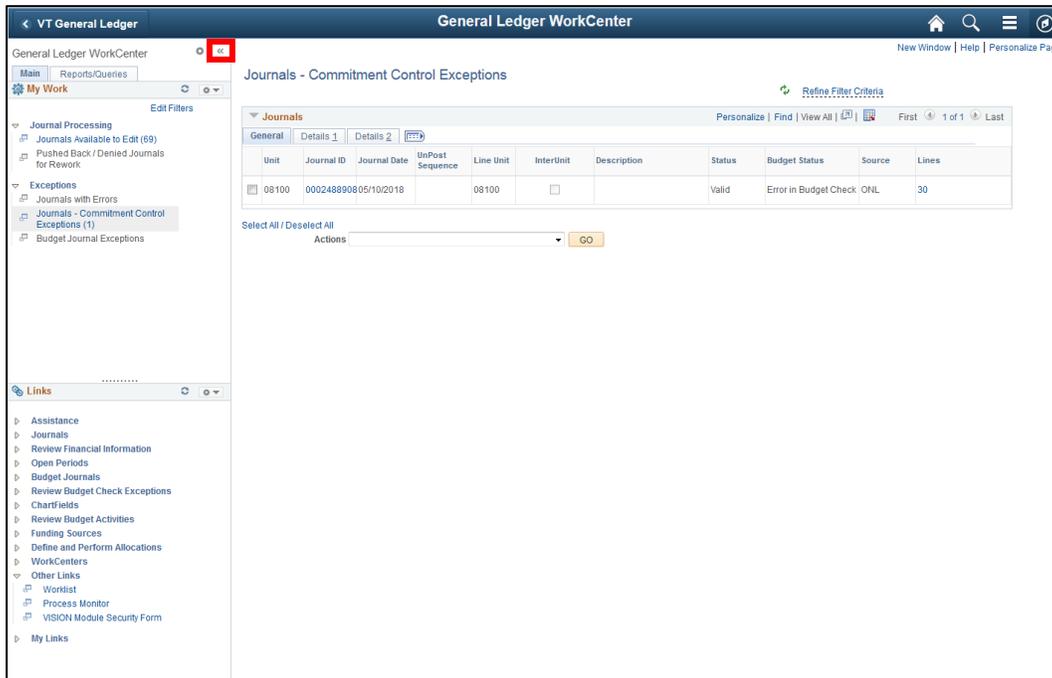
Each WorkCenter includes four pagelets: My Work, Links, Queries, and Reports:

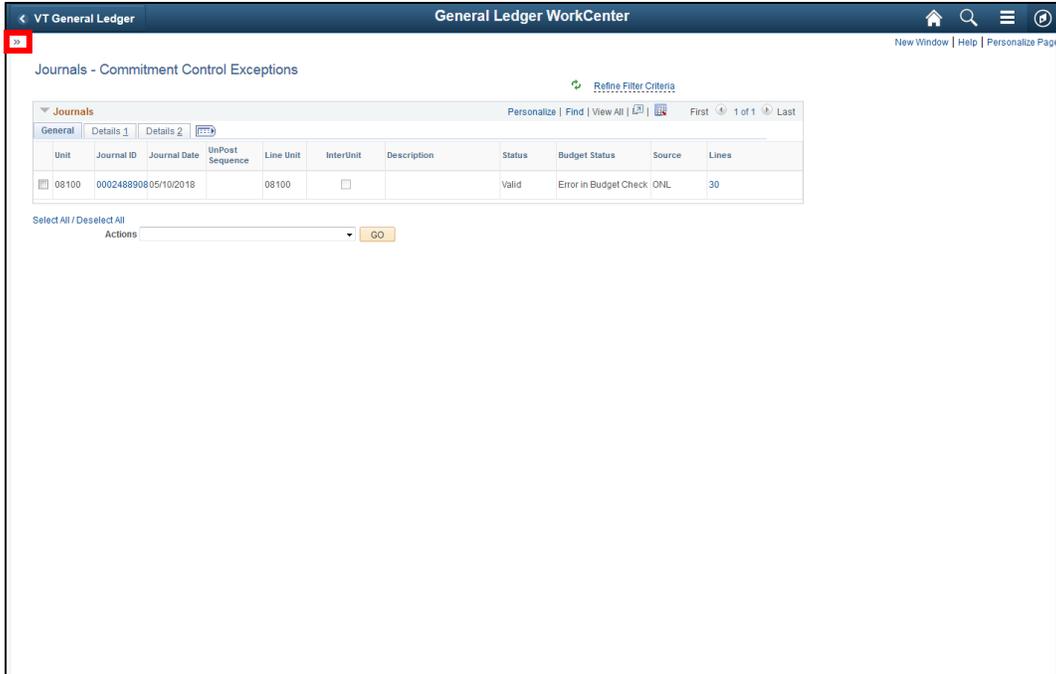


Links in the My Work pagelet will be blue and have an item count when there are items that require your attention. Clicking on an active link will open a list of work:

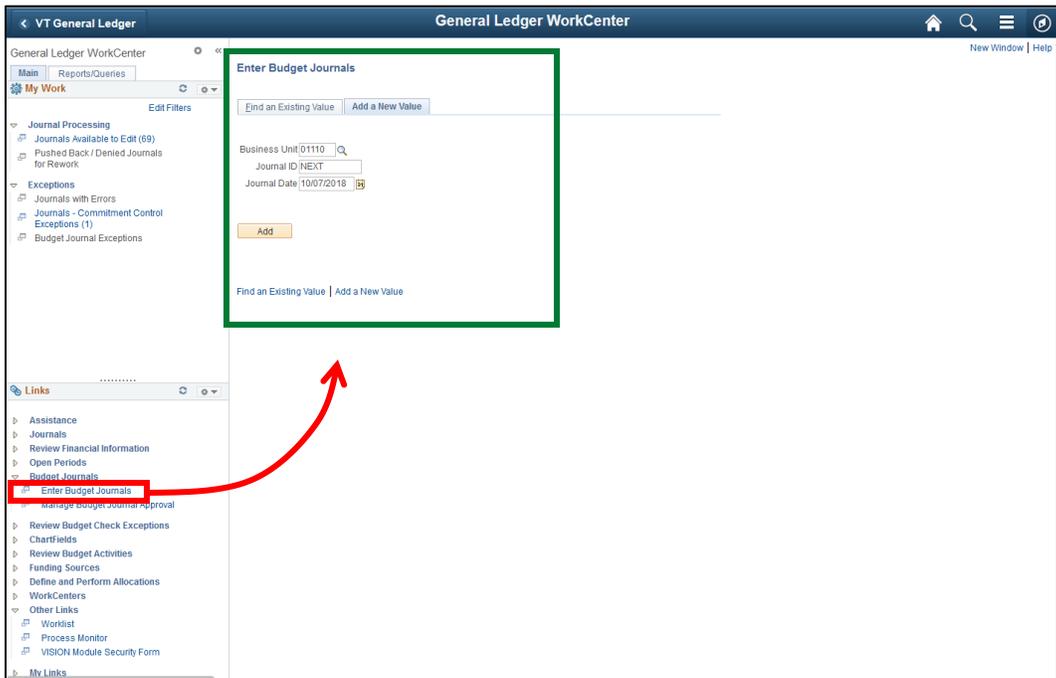


Clicking the **Double Arrow** icon minimizes the pagelet window, click again to expand:





Clicking on a **Link** opens the functionality in the work area:



Clicking a **Query** link opens the query to run to HTML:

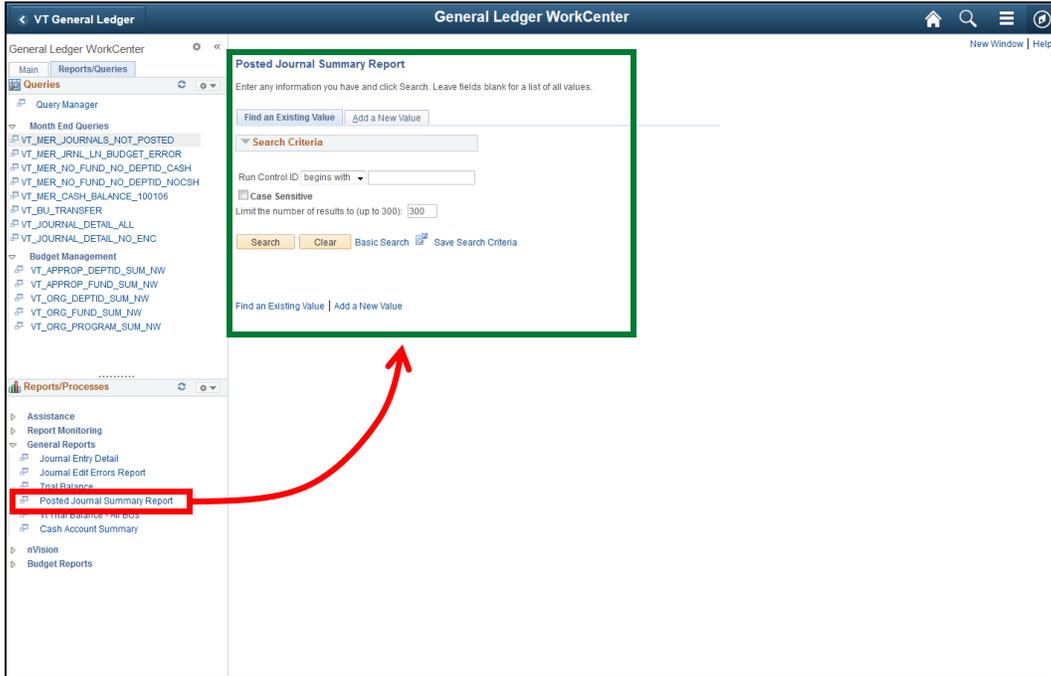
The screenshot shows the 'General Ledger WorkCenter' interface. On the left, a navigation pane lists various queries under 'Month End Queries'. The query 'VT\_MER\_JOURNALS\_NOT\_POSTED' is highlighted with a red arrow. The main area shows the query configuration for 'VT\_MER\_JOURNALS\_NOT\_POSTED - Month End Rpt/JE's not posted'. It includes fields for 'Through Date' (set to 10/07/2018) and 'GL Business Unit' (set to 08100). Below these fields is a 'View Results' button and a table header with columns: GL Business Unit, Ledger Group, Journal ID, Seq, Journal Date, Journal Class, Journal Source, Journal Header Status, Budget Check Status, User, Long Descr, Total Debits, Total Credits, Year, and Period.

After running the query, click the **Excel Spreadsheet** link to download to Excel:

The screenshot shows the results of the 'VT\_MER\_JOURNALS\_NOT\_POSTED' query. The 'Through Date' is 10/07/2018 and 'GL Business Unit' is 08100. Below the 'View Results' button, there are download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (33 kb)'. The 'Excel Spreadsheet' option is highlighted with a red box. Below the download options is a table with the following data:

GL Business Unit	Ledger Group	Journal ID	Seq	Journal Date	Journal Class	Journal Source	Journal Header Status	Budget Check Status	User	Long Descr	Total Debits	Total Credits	Year	Period
1 08100	ACTUALS	0002471529	0	05/01/2018	TSF	Valid Journal - Edits Complete	Not Budget Checked	JSHELTRA		AOT receiving reimb from Dept. of Public Safety for MOU for creation of the Statewide Property Parcel Mapping SPPM Internal-8605.99 SPPM Vendors-86737.80 (Copied by Frings-Orig entered by DLUCE dated 4/4/18)	7343.790	7343.790	2018	11
2 08100	ACTUALS	0002484467	0	05/02/2018	TSF	Valid Journal - Edits Complete	Not Budget Checked	CURIE		AOT receiving reimbursement for Capital Commuters Program ROE per 19 VSA 11e. CURIE	160.000	160.000	2018	11
3 08100	ACTUALS	0002488908	0	05/10/2018	ONL	Valid Journal - Edits Complete	Error in Budget Check	VP1			265743.440	265743.440	2018	11
4 08100	ACTUALS	0002490063	0	05/15/2018	TSF	Valid Journal - Edits Complete	Not Budget Checked	DUTTON	32806-REFR-MACARTHER-DEBIT MEMO TO CORRECT ENTRY-2488267-05/03/2018-DU		76.000	76.000	2018	11
5 08100	ACTUALS	0002490047	0	05/15/2018	TSF	Valid Journal - Edits Complete	Not Budget Checked	DUTTON	32809-REFR-MEDITERRANEAN MIX-EURO RESTAURANT--DEBIT MEMO TO CORRECT ENTRY-2488269-05/03/2018-DU		16.000	16.000	2018	11
6 08100	ACTUALS	0002490048	0	05/15/2018	TSF	Valid Journal - Edits Complete	Not Budget Checked	DUTTON	32806-REFR-SANTAGO-DEBIT MEMO TO CORRECT ENTRY-2488265-05/03/2018-DU		51.000	51.000	2018	11
7 08100	ACTUALS	0002490107	0	05/15/2018	ONL	Valid Journal - Edits Complete	Not Budget Checked	CURIE		To correct direct journal 8100H44308 dated 4/30/18. Correcting program in vision. CURIE	619309.180	619309.180	2018	11
8 08100	ACTUALS	0002490099	0	05/15/2018	TSF	Valid Journal - Edits Complete	Not Budget Checked	DLUCE		AOT is paying VT Court Administrator's Office for MU0183 RPT06 March for \$ 9,756.36 -DML	9756.360	9756.360	2018	11
9 08100	ACTUALS	0002490106	0	05/15/2018	TSF	Valid Journal - Edits Complete	Not Budget Checked	DLUCE		AOT is paying ANR for Permit 7394-9015A for 680.00 -DML	680.000	680.000	2018	11

Clicking a Report link opens the report screen (see the reporting manual for additional instructions):



## Managing your Worklist

Navigate to your Worklist by clicking the link in any WorkCenter or clicking **NavBar** icon > **Navigator** icon > **Worklist**:

**1** Click **Mark Worked** to remove notifications from your Worklist

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Joanne Chadwick	09/27/2018	Transaction Approved	Approval Workflow	3-Low	<a href="#">Credit Invoice 145 VTCredit Invoice Approval 2018-01-11 N.O. BUSINESS UNIT 02140 INVOICE 75843 RDC A.O.R.</a>	Mark Worked	Reassign
Joanne Chadwick	09/27/2018	Transaction Approved	Approval Workflow	3-Low	<a href="#">Credit Invoice 141 VTCredit Invoice Approval 2018-01-11 N.O. BUSINESS UNIT 02140 INVOICE 75844 RDC A.O.R.</a>	Mark Worked	Reassign
Joanne Chadwick	09/27/2018	Transaction Approved	Approval Workflow	3-Low	<a href="#">Credit Invoice 142 VTCredit Invoice Approval 2018-01-11 N.O. BUSINESS UNIT 02140 INVOICE 75845 RDC A.O.R.</a>	Mark Worked	Reassign
Joanne Chadwick	09/27/2018	Transaction Approved	Approval Workflow	3-Low	<a href="#">Credit Invoice 143 VTCredit Invoice Approval 2018-01-11 N.O. BUSINESS UNIT 02140 INVOICE 75846 RDC A.O.R.</a>	Mark Worked	Reassign
Joanne Chadwick	09/27/2018	Transaction Approved	Approval Workflow	3-Low	<a href="#">Credit Invoice 144 VTCredit Invoice Approval 2018-01-11 N.O. BUSINESS UNIT 02140 INVOICE 75847 RDC A.O.R.</a>	Mark Worked	Reassign
Hallenbeck, Richard M	08/31/2018	Approval Roulling	Approval Workflow	1-High	<a href="#">GL Journal Approval 51 Trial Approval 1901-01-14 N.O. BUSINESS UNIT 02140 JOURNAL ID 0002491140 JOURNAL DATE 2018-08-31 BUSINESS UNIT LN 02140 RDC RAUA</a>	Mark Worked	Reassign

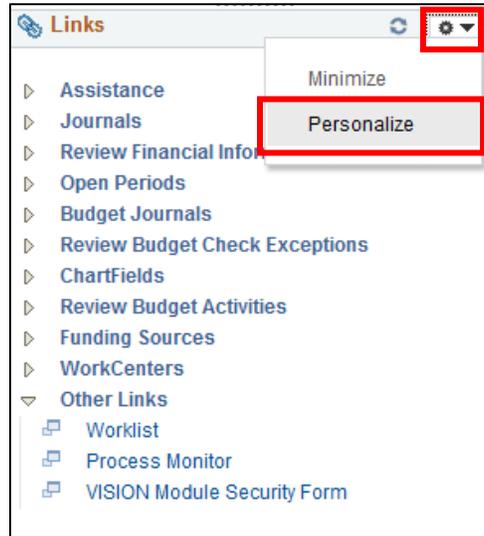
**2** Click the link to act on an approval request, any action removes the item from your Worklist.

## Personalizing WorkCenters

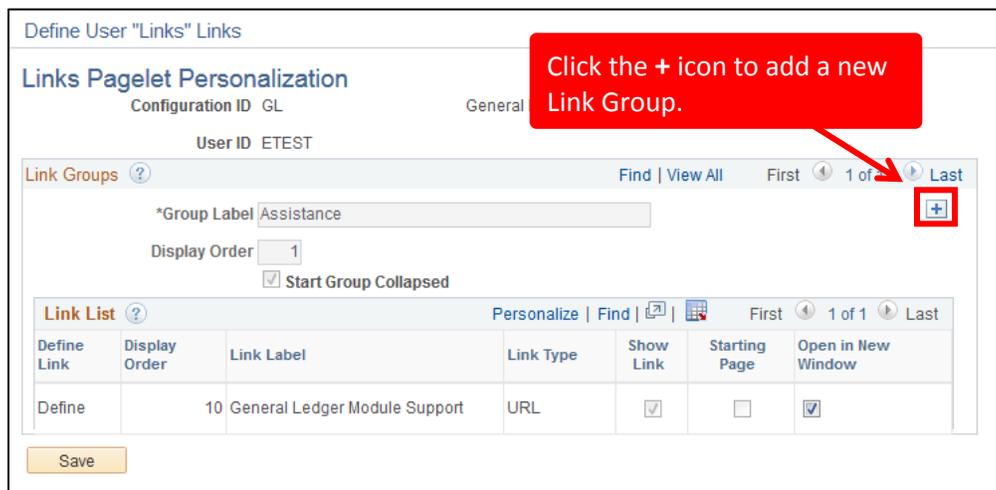
You can add links to functionality, queries, and reports (the My Work section cannot be personalized.)

### Adding a link to web content to the Links pagelet

To add a link, click on the **Links Pagelet Settings** pull down menu and select **Personalize**:



This opens the Define User "Links" Links box:



Define User "Links" Links

### Links Pagelet Personalization

Configuration ID GL      General Ledger WorkCenter

User ID ETEST

Link Groups ? Find | View All First 2 of 12 Last

\*Group Label My Links

Display Order 13

Start Group Collap

Define

Save

2 Click Define

1 Enter a group label and the order you want this group displayed in. In this case your new links group will appear at the end of the list.

Define Link

\*Link Type URL

Some URLs may not render properly. Check 'Open in New Window' in the previous page if that happens.

URLID <https://finance.vermont.gov/training-and-support/vision-chartfields-and-accou>

Label Chartfields & Accounting Periods

OK

2 Click OK

1 Select **URL** from the Link Type drop down menu, paste the desired URL into the **URLID** box, and enter a label that will appear in the pagelet.

Define User "Links" Links

### Links Pagelet Personalization

Configuration ID GL      General Ledger WorkCenter

User ID ETEST

Link Groups ?

\*Group Label My Links

Display Order 13

Start Group Collapsed

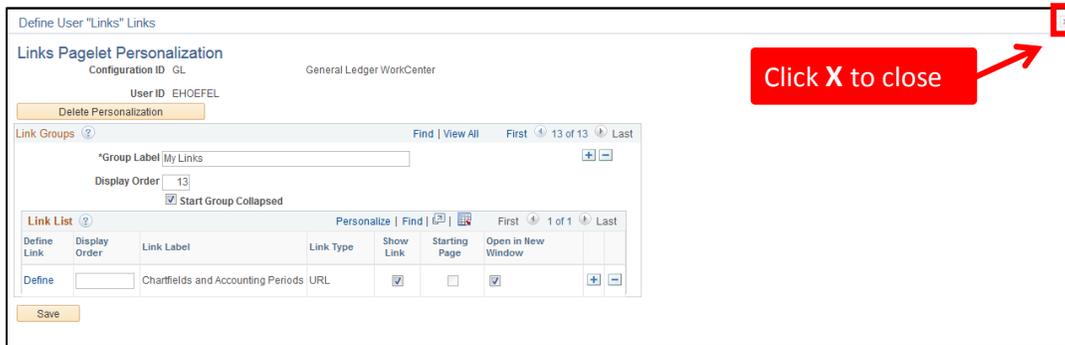
Link List ? Personalize | Find | 1 of 1 Last

Define Link	Display Order	Link Label	Link Type	Show Link	Starting Page	Open in New Window
Define		Chartfields & Accounting Periods	URL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

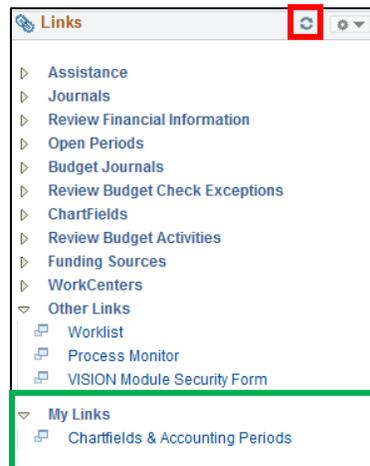
Save

1 Select **Start Group Collapsed** to show only the group title in the pagelet. Select **Open in New Window** to open the link in a new browser window (recommended for non-PeopleSoft pages.)

2 Click Save

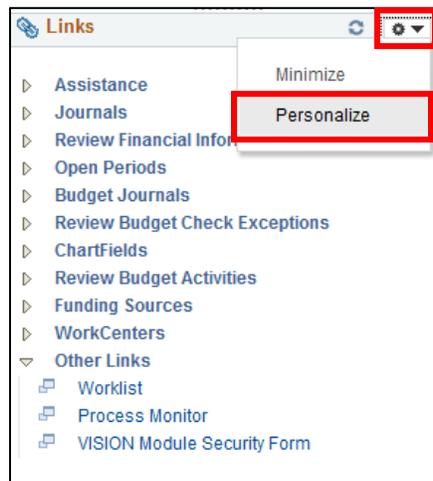


Click the **Refresh Pagelet** icon, you have added a link to web content:

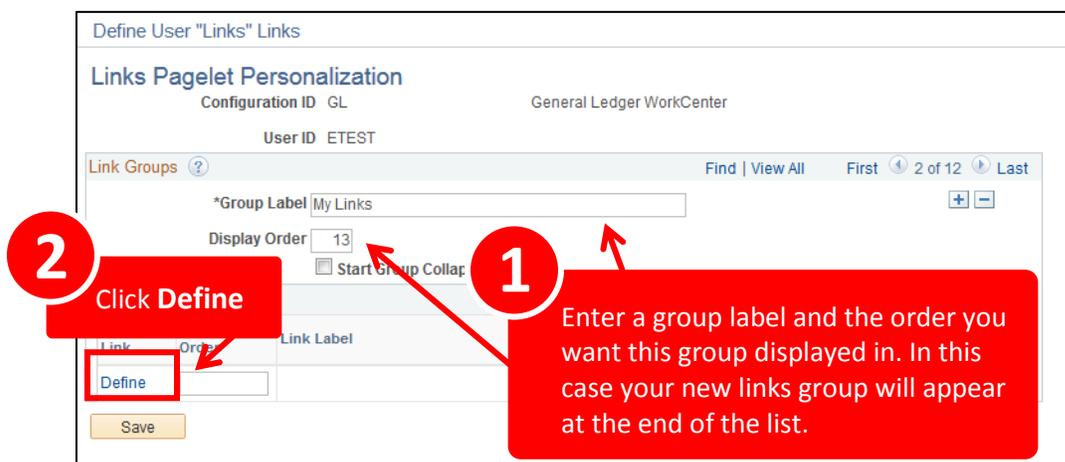
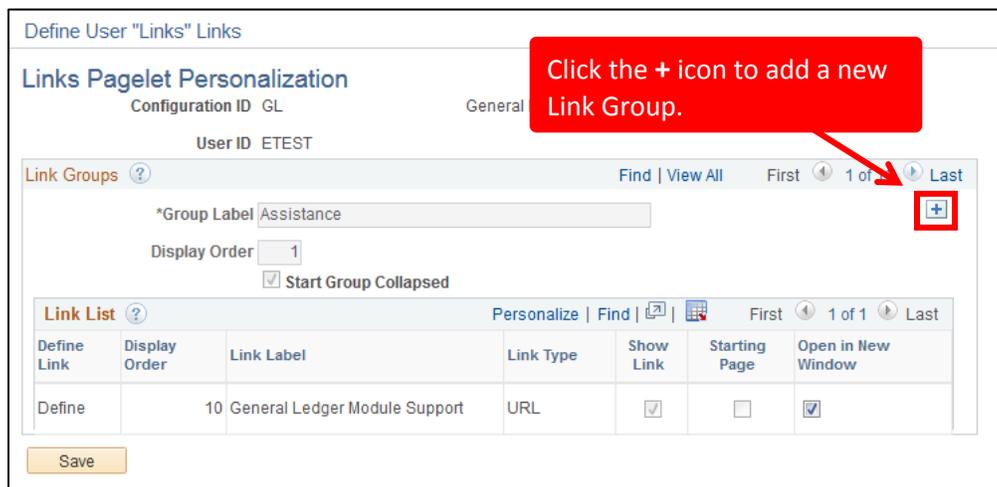


## Adding a link to a PeopleSoft page to the Links pagelet

To add a link, click on the **Links Pagelet Settings** pull down menu and select **Personalize**:



This opens the Define User "Links" Links box:



If you have already created a My Links group, you can add a new link to the existing group:

Define User "Links" Links

### Links Pagelet Personalization

Configuration ID GL  
User ID ETEST

Delete Personalization

Link Groups Find | View All First 12 of 12 **Last**

\*Group Label My Links

Display Order 13

Start Group Collapsed

Define Link	Display Order	Link Label	Link Type	Show Link	Starting Page	Open in New Window	
Define		Chartfields & Accounting Periods	URL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>+</b>

Save

**1** Go to the My Links group by clicking on **Last**.

**2** Click the **+** icon to add a new Link.

Define User "Links" Links

### Links Pagelet Personalization

Configuration ID GL  
General Ledger WorkCenter

User ID ETEST

Delete Personalization

Link Groups Find | View All First 12 of 12 Last

\*Group Label My Links

Display Order 13

Start Group Collapsed

Define Link	Display Order	Link Label	Link Type	Show Link	Starting Page	Open in New Window	
Define		Chartfields & Accounting Periods	URL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>+</b>
<b>Define</b>			Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>+</b>

Save

Click **Define**

Define Link

\*Link Type Menu Item **Select Menu Item**

Menu Item Name

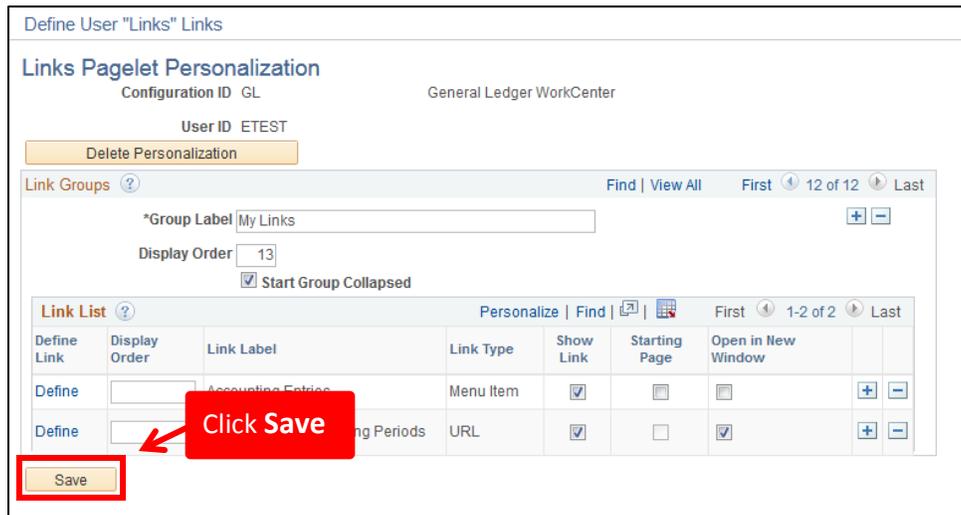
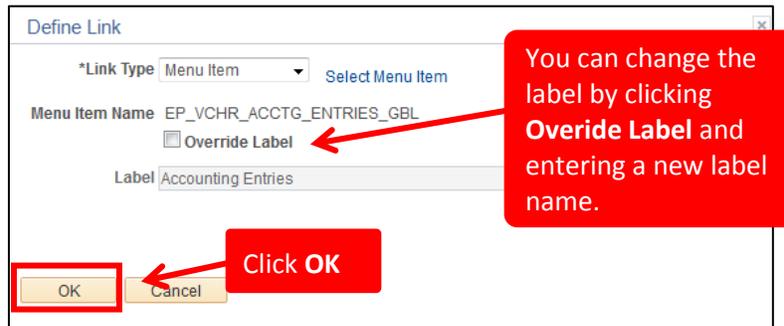
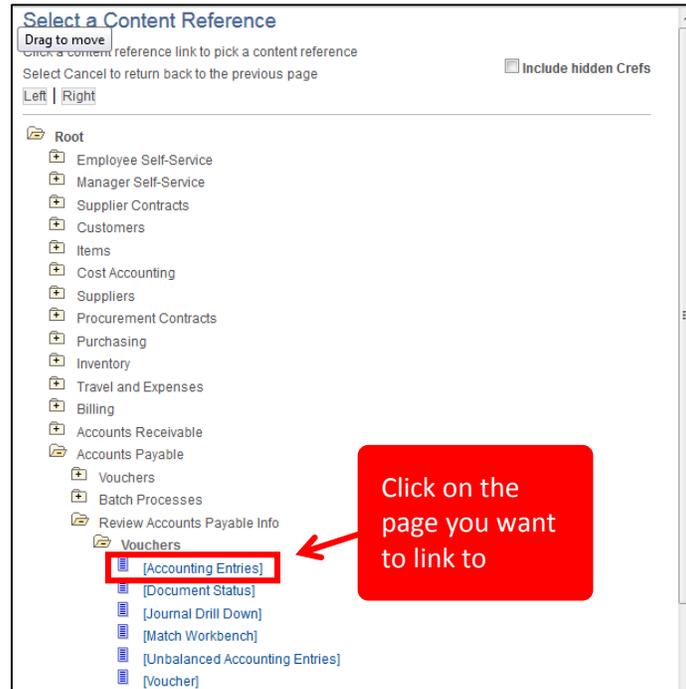
Override Label

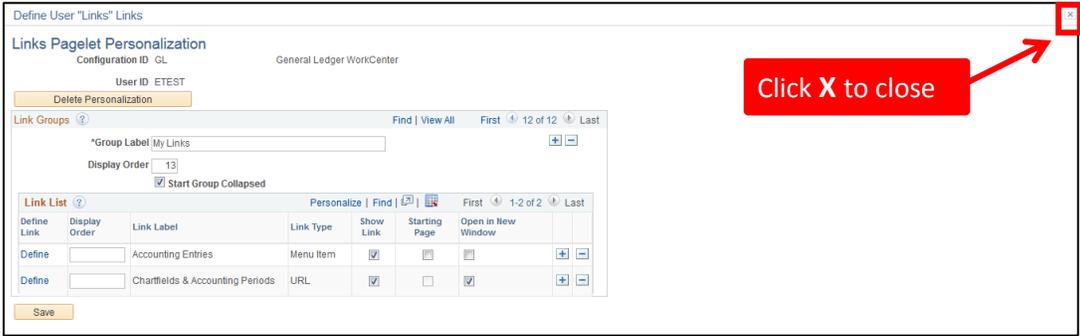
Label

OK Cancel

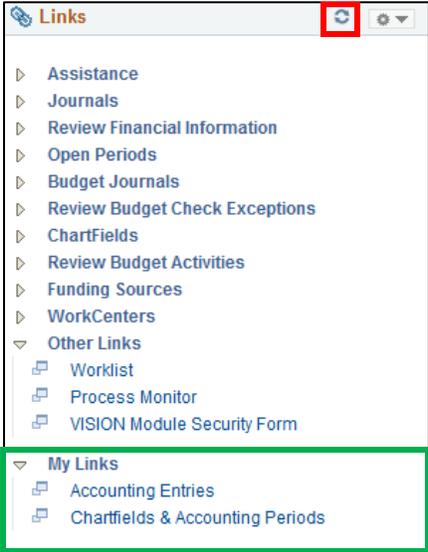
Click **Select Menu Item**

Scroll to the module and page you want to add:



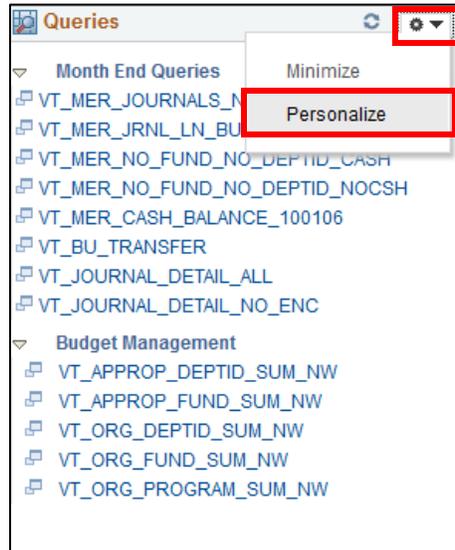


Click the **Refresh Pagelet** icon, you have added a link to a PeopleSoft page:

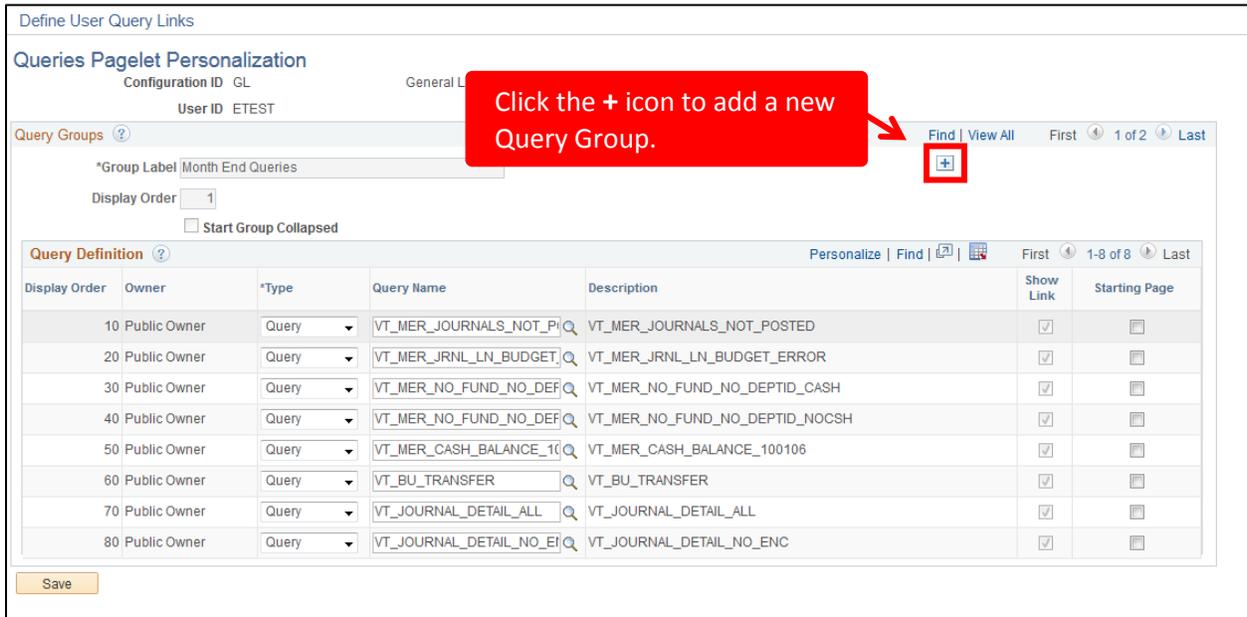


## Adding a query to the Queries pagelet

To add a query, click on the **Queries Pagelet Settings** pull down menu and select **Personalize**:



This opens the Define User Query Links box:



Define User Query Links

Queries Pagelet Personalization  
Configuration ID GL      General Ledger WorkCenter

User ID ETEST

Query Groups ?

\*Group Label My Queries

Display Order 3

Start Group Collapsed

Query Definition ?

Display Order	Owner	*Type	Override Title/Description	Query Name	Description	Personalize	Find	Show Link	Starting Page
	Public Owner	Query							

Save

**1** Enter a group label and the order you want this group displayed in. In this case your new query group will appear at the end of the list.

**2** Click the Look Up icon

Look Up Query Name

Search by: Query Name begins with VT\_MER

Look Up    Cancel    Advanced Lookup

Search Results

Only the first 300 results of a possible 3,001 can be displayed

View 100

Query Name	Description
1099C_CUST_DATA	Input to 1099C
ADB_LEDGER	Ledger ADB D
ADB_MTD	Month to date averages

Enter "VT\_MER" in the Search by box and click Look Up to get a list of public queries.

Look Up Query Name

Search by: Query Name begins with VT\_MER

Look Up    Cancel    Advanced Lookup

Search Results

View 100      First    1-33 of 33    Last

Query Name	Description
VT_MER_ASSETS_NO_ACCTG_ENTRIES	Assets with no Acctg Entries
VT_MER_ASSETS_NO_DEPTID	Assets w/no DeptID
VT_MER_ASSETS_POSTED_NOT_JG	assets posted not JG
VT_MER_ASSET_NOT_ADDED	Vchr over \$4,999 - Asset?
VT_MER_ASSET_NO_FUND_NO_DEPTID	ISF Assets w/No Fund
VT_MER_ASSET_REVIEW	use to review new added assets
VT_MER_BI_COMPLETED_NOT_JG	Invoices posted not JG
VT_MER_BI_NOT_COMPLETED	Billing Invoices not posted
VT_MER_CASH_ADVANCE_LIST	List of paid cash advances
VT_MER_CASH_ADV_NOT_JG	Cash Adv posted not journaled
VT_MER_CASH_ADV_NOT_POSTED	Cash Advance not posted
VT_MER_CASH_BALANCE_100106	returns 100106 bal for a BU
VT_MER_DEPOSITS_NOT_POSTED	Dep. not Dir Jrls & not posted
VT_MER_DJ_NOT_POSTED_TO_GL	Mnth End Rpt/PO's not posted
VT_MER_EXP_RPT_NOT_JG	Exp Rpt not JG
VT_MER_EXP_RPT_NOT_POSTED	Expns not posted
VT_MER_GROUPS_NOT_POSTED	Pending Groups not posted
VT_MER_GROUPS_POSTED_NOT_JG	Groups posted not JG
VT_MER_JOURNALS_NOT_POSTED	Month End Rpt/Reqs not posted
VT_MER_JRNL_LN_BUDGET_ERROR	Journal Line Budget Error
VT_MER_NO_FUND_NO_DEPTID_CASH	acct bal
VT_MER_NO_FUND_NO_DEPTID_NOCSH	acct bal
VT_MER_OPEN_AP	Open AP
VT_MER_OPEN_CASH_ADVANCE	Open Cash Advance Balances
VT_MER_PO_NOT_FINISHED	Mnth End Rpt/PO's not posted
VT_MER_PO_NOT_STATUS_C	PO's not at Complete status
VT_MER_REQ_NOT_FINISHED	Mnth End Rpt/ Reqs not posted
VT_MER_REQ_NOT_STATUS_C	Reqs not at Complete status
VT_MER_TAUTH_NOT_APPROVED	TA's not approved
VT_MER_VCHRS_OPEN_ENG	Open Vouchers not posted
VT_MER_VCHRS_NOT_POSTED	AP Vouchers not posted
VT_MER_VCHR_POSTED_NOT_JG	Posted vchrs not jmr generated
VT_MER_WORKSHEETS_NOT_POSTED	Open MT Worksheet Items

Click on the Query Name you want to link to.

Define User Query Links

Queries Pagelet Personalization  
Configuration ID: GL    General Ledger WorkCenter  
User ID: ETEST

Delete Personalization

Query Groups ?  
\*Group Label: My Queries  
Display Order: 3  
 Start Group Collapsed

Query Definition ?  
Personalize | Find | | | First 1 of 1 Last

Display Order	Owner	*Type	Override Title/Description	Query Name	Description	Show Link	Starting Page
	Public Owner			VT_MER_VCHRS_NOT_POST	AP Vouchers not posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

**Click Save**

Message

Refresh the pagelet to see your changes. (7980,22)

OK

**Click OK**

Define User Query Links

Queries Pagelet Personalization  
Configuration ID: GL    General Ledger WorkCenter  
User ID: ETEST

Delete Personalization

Query Groups ?  
\*Group Label: My Queries  
Display Order: 3  
 Start Group Collapsed

Query Definition ?  
Personalize | Find | | | First 1 of 1 Last

Display Order	Owner	*Type	Override Title/Description	Query Name	Description	Show Link	Starting Page
	Public Owner	Query		VT_MER_VCHRS_NOT_POST	AP Vouchers not posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

**Click X to close**

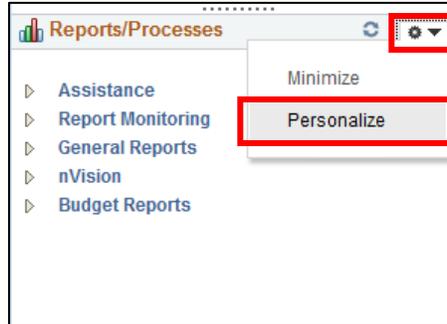
Click the **Refresh Pagelet** icon, you have added a query:

Queries

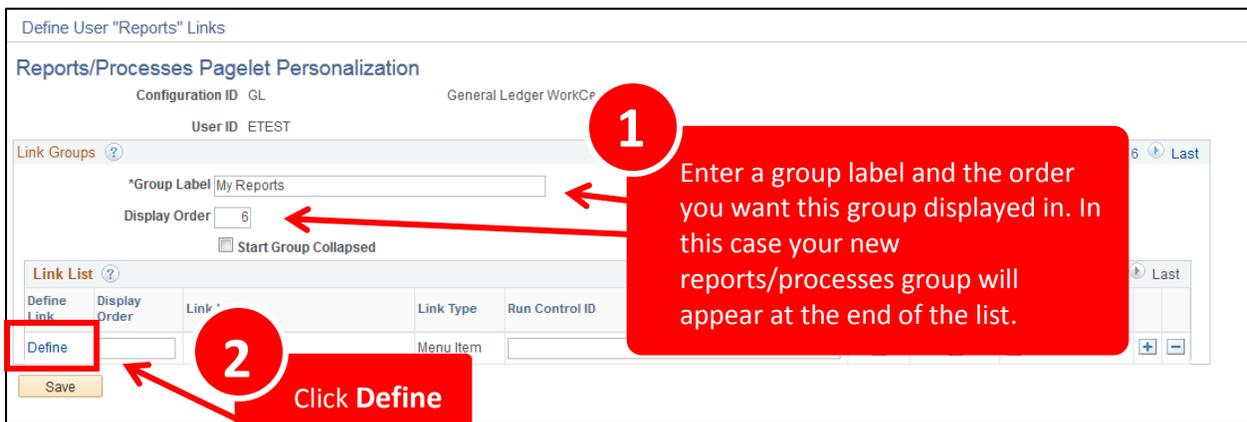
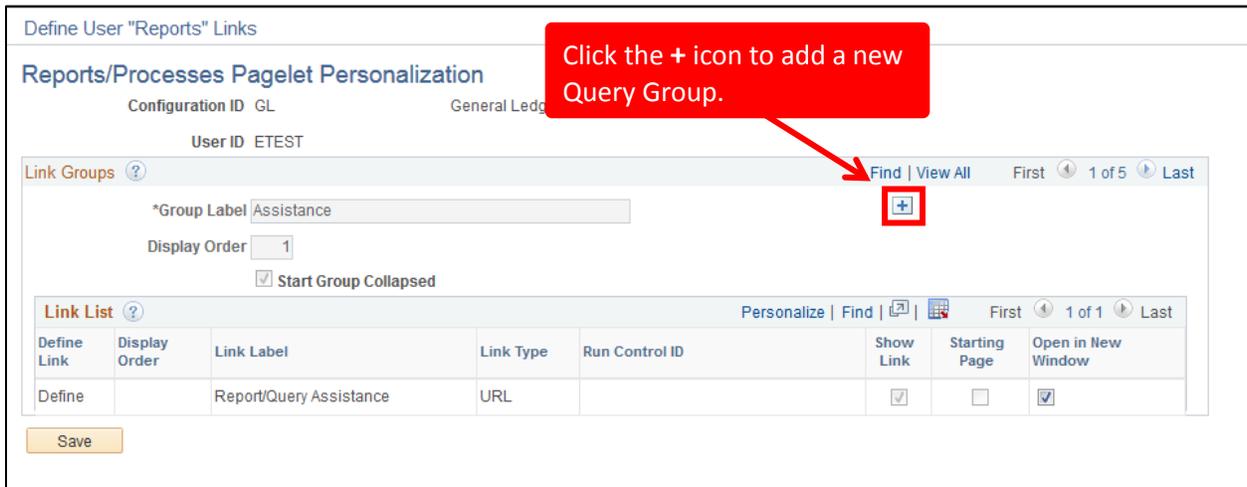
- ▼ Month End Queries
  - VT\_MER\_JOURNALS\_NOT\_POSTED
  - VT\_MER\_JRNL\_LN\_BUDGET\_ERROR
  - VT\_MER\_NO\_FUND\_NO\_DEPTID\_CASH
  - VT\_MER\_NO\_FUND\_NO\_DEPTID\_NOCSH
  - VT\_MER\_CASH\_BALANCE\_100106
  - VT\_BU\_TRANSFER
  - VT\_JOURNAL\_DETAIL\_ALL
  - VT\_JOURNAL\_DETAIL\_NO\_ENC
- ▼ Budget Management
  - VT\_APPROP\_DEPTID\_SUM\_NW
  - VT\_APPROP\_FUND\_SUM\_NW
  - VT\_ORG\_DEPTID\_SUM\_NW
  - VT\_ORG\_FUND\_SUM\_NW
  - VT\_ORG\_PROGRAM\_SUM\_NW
- ▼ My Queries
  - AP Vouchers not posted

## Adding a report to the Reports/Processes pagelet

To add a report, click on the **Reports/Processes Pagelet Settings** pull down menu and select **Personalize**:



This opens the Define User "Reports" Links box:



Define Link

\*Link Type  [Select Menu Item](#)

Menu Item Name

Override Label

Label

OK Cancel

Click **Select Menu Item**

Select a Content Reference

Click a content reference link to pick a content reference  
Select Cancel to return back to the previous page

Include hidden Crefs

[Left](#) | [Right](#)

- Root
  - Employee Self-Service
  - Manager Self-Service
  - Supplier Contracts
  - Customers
  - Items
  - Cost Accounting
  - Suppliers
  - Procurement Contracts
  - Purchasing
  - Inventory
  - Travel and Expenses
  - Billing
  - Accounts Receivable
  - Accounts Payable
    - Vouchers
    - Batch Processes
    - Review Accounts Payable Info
    - Reports
      - Vouchers
      - Voucher Reconciliation
      - Payments
      - Supplier
        - [Payment History by Supplier]**
        - [Supplier Balance]
        - [Supplier Detail]
        - [Supplier Summary]
      - [Accounts Payable WorkCenter]

Click on the report you want to link to

**Define Link**

\*Link Type  [Select Menu Item](#)

Menu Item Name EP\_RUN\_APY2000\_GBL

**Override Label**

Label

**Click OK**

You can change the label by clicking **Override Label** and entering a new label name.

Define User "Reports" Links

**Reports/Processes Pagelet Personalization**

Configuration ID GL General Ledger WorkCenter

User ID ETEST

Link Groups [Find](#) | [View All](#) | First 2 of 6 Last

\*Group Label

Display Order

Start Group Collapsed

Link List [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Define Link	Display Order	Link Type	Run Control ID	Show Link	Starting Page	Open in New Window
Define		Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Click Save**

**Message**

Refresh the pagelet to see your changes. (7980,22)

**Click OK**

Define User "Reports" Links

**Reports/Processes Pagelet Personalization**

Configuration ID GL General Ledger WorkCenter

User ID ETEST

Link Groups [Find](#) | [View All](#) | First 2 of 6 Last

\*Group Label

Display Order

Start Group Collapsed

Link List [Personalize](#) | [Find](#) | [View All](#) | First 1-3 of 3 Last

Define Link	Display Order	Link Label	Link Type	Run Control ID	Show Link	Starting Page	Open in New Window
Define	10	Process Monitor	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Define	20	Report Manager	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Define	30	Query Viewer	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

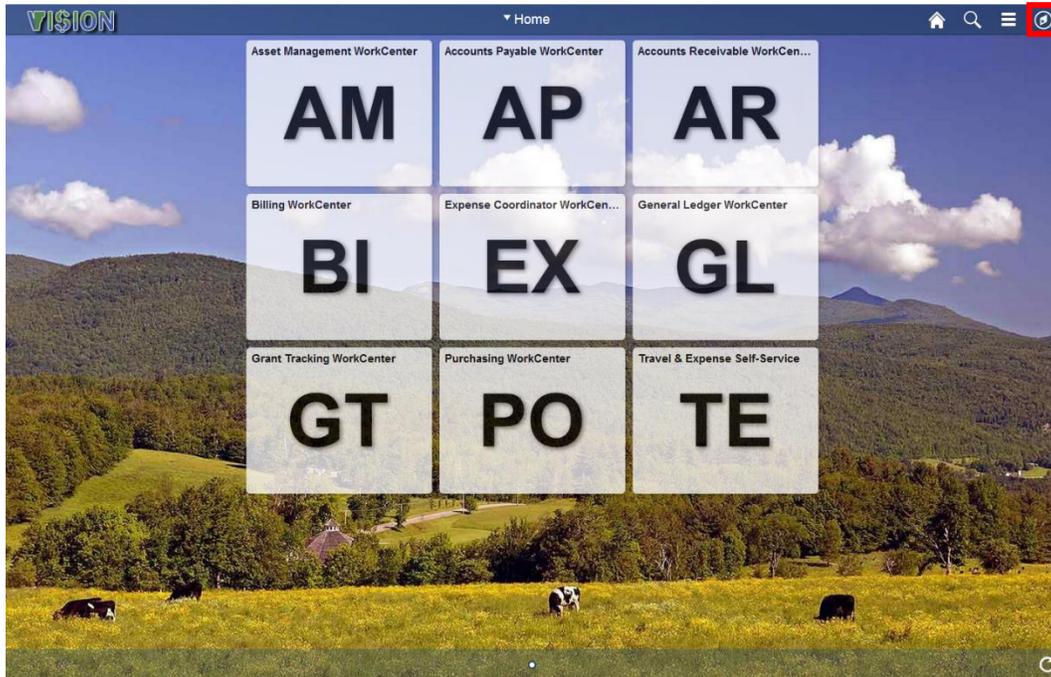
**Click X to close**

Click the **Refresh Pagelet** icon, you have added a report:

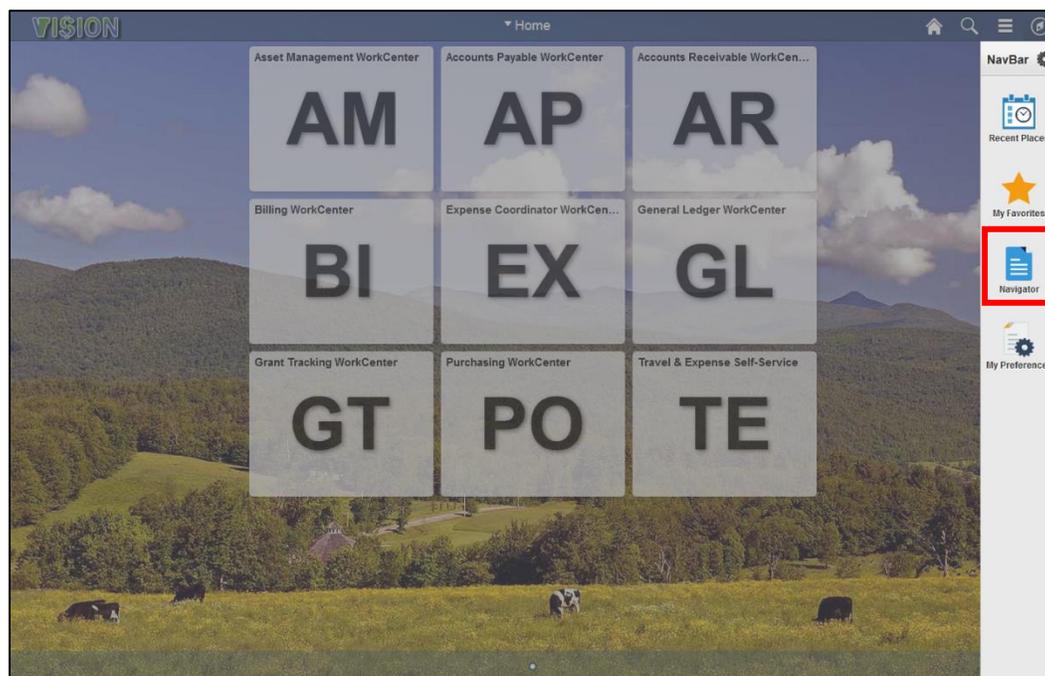


## Using the NavBar

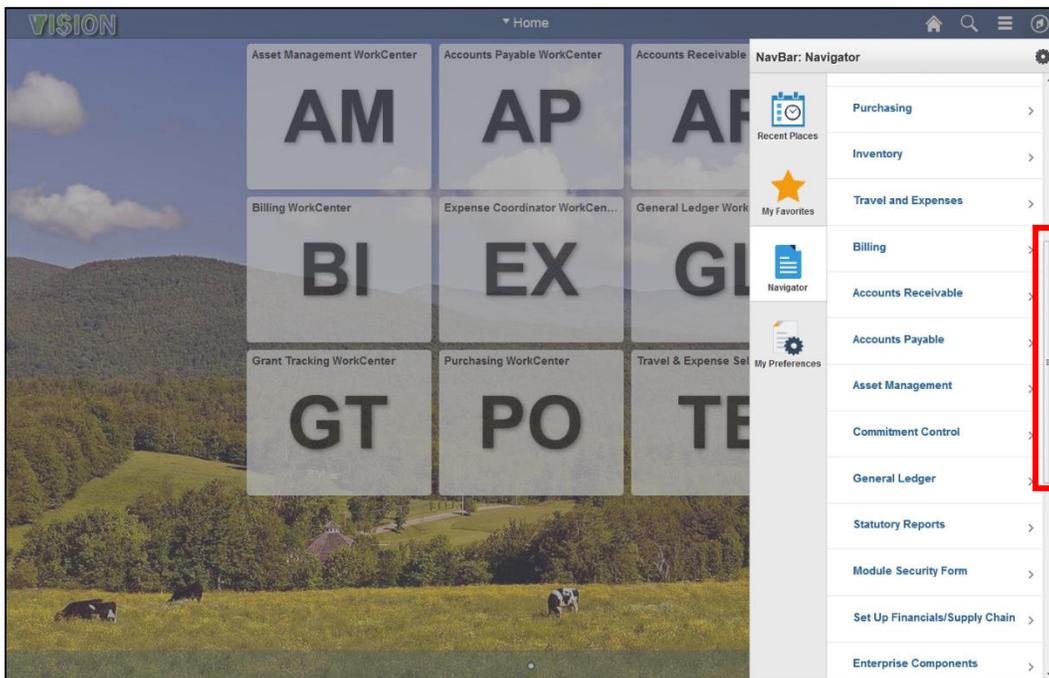
While WorkCenters have been designed to give you easy access to the VISION functionality you will need to accomplish most of your tasks you may also navigate by clicking the **NavBar** Icon:



Click the **Navigator** Icon:



Scroll and drill down to the functionality you want and click on the link:



## Page Navigation

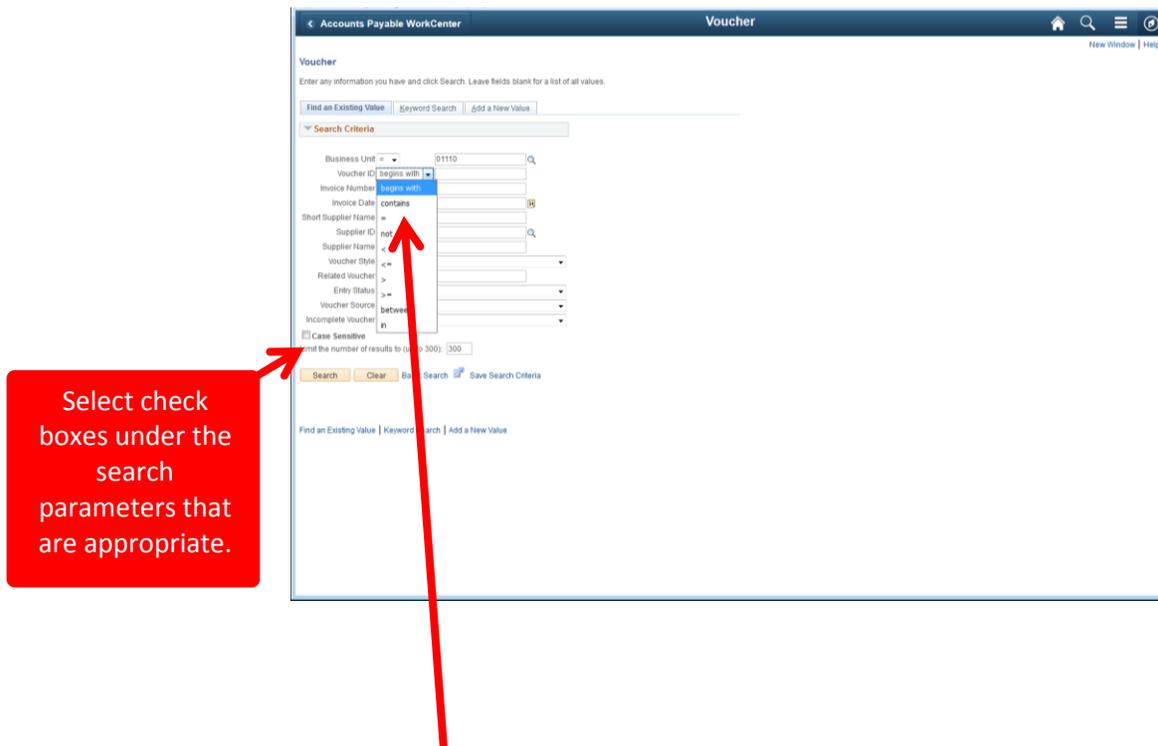
The screenshot shows a web application interface for 'Requisitions'. At the top, there is a navigation bar with a '< Home' tab and a 'Requisitions' title. Below the title, there is a search instruction: 'Use the following search to look for an existing Requisition.' Three blue arrows labeled '1' point to the 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' buttons. Below this is a 'Search Criteria' section with several search fields: 'Business Unit' (dropdown), 'Requisition ID' (dropdown), 'Requisition Name' (dropdown), 'Requisition Status' (dropdown), 'Origin' (dropdown), 'Requester' (dropdown), and 'Requester Name' (dropdown). Each dropdown is followed by a search input field with a magnifying glass icon. Below the search criteria, there are checkboxes for 'Hold From Further Processing', 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300): 300'. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A blue arrow labeled '2' points to the 'Save Search Criteria' button. At the bottom of the page, there is a navigation bar with links: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. A blue arrow labeled '3' points to the 'Search' button.

The above screenshot demonstrates several common navigation features.

1. Tabbed pages – displayed as folder tabs
2. Links – displayed as blue text
3. Buttons – action keys displayed as boxes

## Search Features

As you select different modules and activities, often a search screen is presented to find an existing value or to enter a new value. When using “Find an Existing Value”, use all search options available to return the desired results. Below are some search tips.



- In the drop-down box, select **contains** to avoid needing to enter leading zeros.
- Enter as much information as you KNOW is accurate. This will return results that match known criteria but will not exclude possible matches.
- Do not enter information that is not KNOWN as it may exclude match results that are desired.
- Look at the possible **check boxes** on the search screen and select if they are appropriate for your search (some will be highlighted in module manuals).

**Accounts Payable WorkCenter** Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

**Search Criteria**

Business Unit: 01110  
 Voucher ID contains: 0  
 Invoice Number begins with:  
 Invoice Date:  
 Short Supplier Name begins with:  
 Supplier ID begins with:  
 Supplier Name begins with:  
 Voucher Style:  
 Related Voucher begins with:  
 Entry Status:  
 Voucher Source:  
 Incomplete Voucher:

Case Sensitive  
 Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

**Search Results**  
 View All | 1 results are displayed. | First | 1-100 of 300 | Last

Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
01110	00007671	090518 COMMENT	600	600	08/03/2018	RUTOPTICAL-001	0000001234	Rutland Optical Inc.	Regular	(blank)	Postable	Online	Complete
01110	00007670	ADJ CLOSE 090418	-20	-20	08/05/2018	HIGHGATEAP-001	0000007818	Highgate Apartments	Adjustment	(blank)	Postable	Online	Complete
01110	00007669	REG CLOSE 090418	35	35	08/05/2018	HIGHGATEAP-001	0000007818	Highgate Apartments	Regular	(blank)	Postable	Online	Complete
01110	00007667	DISCOUNT 083118 TR	100	100	08/31/2018	CLARKCOMMJ-001	0000003536	Clark Communication Electronics	Regular	(blank)	Postable	Online	Complete
01110	00007666	ADJUSTMENT 083118 TR	-15	-15	08/01/2018	UNICEL-001	0000009883	Unicel	Adjustment	00003724	Postable	Online	Complete
01110	00007665	CHANGE VOUCHER 8/30/2018	250	250	07/27/2018	RUTCITYTRE-001	0000040495	Rutland City Treasurer	Regular	(blank)	Postable	Online	Complete
01110	00007664	CF-12A 08292018	1000	1000	08/29/2018	WBMASONCOI-001	0000283240	W.B. Mason Co., Inc.	Regular	(blank)	Recycle	Online	Complete
01110	00007663	82918-10	50	50	07/26/2018	MCRATRUCK-001	0000005102	McRae Truck & Auto	Regular	(blank)	Postable	Online	Complete
01110	00007662	82918-09	50	50	07/26/2018	MCRATRUCK-001	0000005102	McRae Truck & Auto	Regular	(blank)	Postable	Online	Complete
01110	00007661	82918-08	0	0	07/28/2018	MCRATRUCK-001	0000005102	McRae Truck & Auto	Regular	(blank)	Postable	Online	Complete
01110	00007660	82918-07	50	50	07/28/2018	MCRATRUCK-001	0000005102	McRae Truck & Auto	Regular	(blank)	Postable	Online	Complete
01110	00007659	82918-06	50	50	07/28/2018	MCRATRUCK-001	0000005102	McRae Truck & Auto	Regular	(blank)	Postable	Online	Complete

- Searches will return a maximum of 300 rows
- Clicking on a column heading over a list of data will sort the data in ascending/descending order
- Click "View All" to display all available rows.

## Links, Icons, Buttons, and Mandatory Fields

The most effective way to navigate in PeopleSoft 9.2 is to use WorkCenters. WorkCenters provide links to the functionality you will need within a module without having to drill down through a menu.

You can also navigate using the **NavBar** Tool by clicking the **NavBar** icon, then the **Navigator** icon, and then the **Purchasing** link:

**VISION** Home

Asset Management WorkCenter | Accounts Payable WorkCenter | Accounts Receivable WorkCenter | Bill

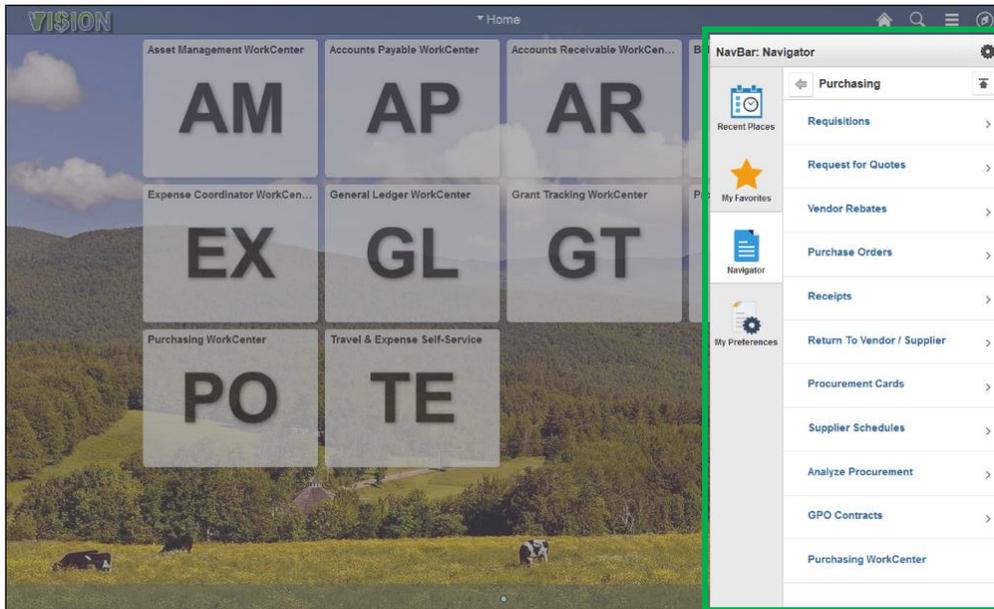
Expense Coordinator WorkCenter | General Ledger WorkCenter | Grant Tracking WorkCenter | Proc

Purchasing WorkCenter | Travel & Expense Self-Service

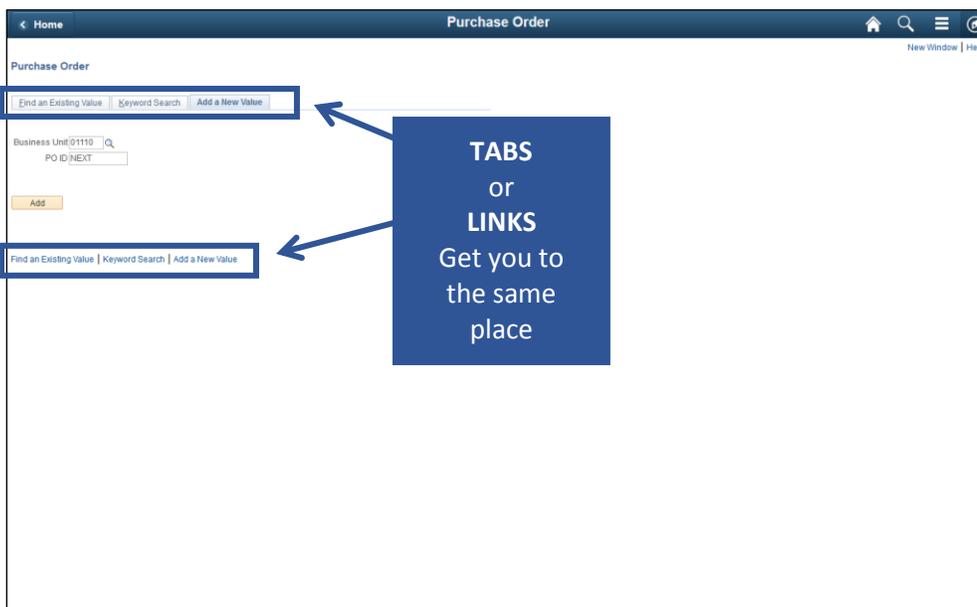
**NavBar: Navigator**

- Suppliers >
- Recent Places
- Procurement Contracts >
- My Favorites
- Purchasing >**
- Inventory >
- Sourcing >
- Engineering >
- My Preferences
- Manufacturing Definitions >
- Production Control >
- Quality >
- Supply Planning >
- Grants >
- Program Management >

This brings up a menu of options within the Purchasing module, you can continue drilling down until you find what you're looking for.



You can use either **tabs** or **links** to navigate within a page:

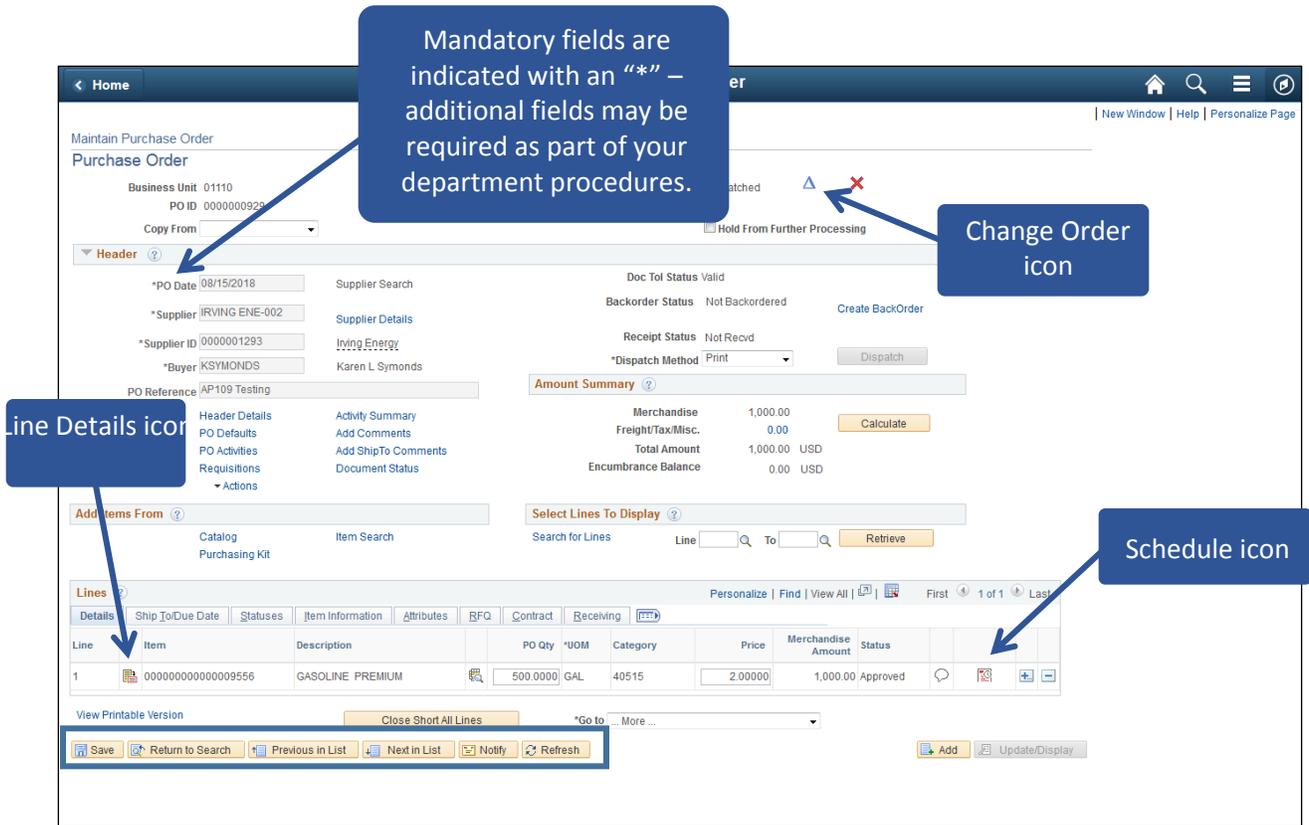


Leave **PO ID**: blank to see all POs for a business unit:

The screenshot shows the 'Purchase Order' search page. The 'Search Criteria' section has several fields. The 'PO ID begins with' field is highlighted with a red box and is currently empty. Other fields include Business Unit, PO Status, Short Supplier Name, Supplier ID, Supplier Name, Buyer, Buyer Name, and PO Type. There are also checkboxes for 'Hold From Further Processing' and 'Case Sensitive', and a limit of 300 results.

The screenshot shows the same search interface, but now with search results displayed. A red callout box with the text 'Click to display PO' points to the 'Business Unit' column header in the results table. The table contains 11 rows of data.

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
01110	000000032	08/25/2018	Dispatched	CERRYROAD-001	0000084643	CherryRoad Technologies Inc	KSYMONDS Karen L Symonds	Services	cpntact for po-25		N
01110	000000031	08/24/2018	Open	SIERRA-CED-001	0000362548	Sierra-Cedar, Inc.	KSYMONDS Karen L Symonds	Services	PO-101		N
01110	000000029	08/15/2018	Dispatched	IRVING ENE-002	0000001293	Irving Energy	KSYMONDS Karen L Symonds	General	AP109 Testing		N
01110	000000028	08/13/2018	Approved	IRVING ENE-002	0000001293	Irving Energy	KSYMONDS Karen L Symonds	General	AP109 Testing		N
01110	000000027	08/10/2018	Dispatched	J.A. RUSSO-001	0000362458	J.A. Russo Paving, Inc.	KSYMONDS Karen L Symonds	General	(blank)		N
01110	000000026	07/31/2018	Dispatched	OFFICEMAX-001	0000000932	Office Max	KSYMONDS Karen L Symonds	Product	(blank)		N
01110	000000025	04/27/2018	Dispatched	WBMASONCOI-001	0000263240	W.B. Mason Co., Inc.	CTOUCHET Caitlin Ann Touchette	Product	Office Supplies		N
01110	000000024	04/25/2018	Dispatched	CELCO PAR-001	0000019682	Celco Partnership	CTOUCHET Caitlin Ann Touchette	Services	CPS VERIZON SERVICE & EQUIPMEN		N
01110	000000023	04/25/2018	Dispatched	VCH/OVP-001	0000041408	Vermont Correctional Industries/Vermont	CTOUCHET Caitlin Ann Touchette	Product	CPS-PRINTED ENVELOPES		N
01110	000000021	03/29/2018	Dispatched	WBMASONCOI-001	0000263240	W.B. Mason Co., Inc.	CTOUCHET Caitlin Ann Touchette	Product	Office Supplies		N
01110	000000020	03/28/2018	Dispatched	WBMASONCOI-001	0000263240	W.B. Mason Co., Inc.	CTOUCHET Caitlin Ann Touchette	Product	Office Supplies		N



This screenshot contains some examples of links, icons and buttons.

At the bottom of each page there are function buttons (i.e. Save, Return to Search, Previous in List, Next in List, Refresh, OK, Cancel).

## Chart of Accounts Overview

Oracle/PeopleSoft stores chart of account information in segmented fields called **chartfields**. The State of Vermont will be utilizing the following seven (7) chartfields; Business Unit (required), Account (required), DeptID (required), Fund (required), Program (optional), Project/Grant (optional) and Class (optional). The chartfield values are used throughout the entire system, meaning the values entered on a voucher to pay a bill would be the same values that ultimately are recorded in the general ledger. Each of the chartfields will be discussed in detail below. The policies and procedures governing updates and changes to the chartfield values will also be addressed in this section.

### Chartfield Summary

Chartfield Name	Business Unit	Account	Fund	Dept ID	Program	Class	Project	Affiliate
Length	5	6	5	10	5	5	≤ 15	5
Use	Who	What	How	Who	What	Why	Why	Who
Required or Optional?	Required	Required	Required	Required	Optional	Optional	Both	Both

## Accounting Periods and Budget Periods

The State of Vermont fiscal year starts July 1st and ends June 30th. Accounting period refers to a month/date range in the fiscal year.

Accounting Period	Date Range	Fiscal Year / Budget Period
1	July 1-31, 2018	2019
2	August 1-31, 2018	2019
3	September 1-30, 2018	2019
4	October 1-31, 2018	2019
5	November 1-30, 2018	2019
6	December 1-31, 2018	2019
7	January 1-31, 2019	2019
8	February 1-28, 2019	2019
9	March 1-31, 2019	2019
10	April 1-30, 2019	2019
11	May 1-31, 2019	2019
12	June 1-30, 2019	2019
998*	June 30, 2019	2019
1	July 1-31, 2019	2020

\* Period 998 is an adjustment period used to capture all year end adjusting and correcting entries for the year just ended. A June 30th date is used on **most** period 998 transactions.

## Chartfield Definitions

### Business Unit - *required*:

Broadly defined as an operating unit (department, office, or board) established statutorily or administratively. Business units can be individual departments or divisions that need to segregate their financial data for accounting purposes or operational centers that segregate their operations for management purposes, including security.

In VISION, a business unit is a component of security and thus can define a level of control that is significant and appropriate to the module you use. For example, General Ledger business units are typically departments; Payables business units define rules for paying bills and security access to charge expenditures; Receivables business units define rules for receiving payments. Each business unit shares the same configuration in a specific module; this configuration governs processing and accounting rules. You can share business units across any combination of modules or define them within just one module. If your entire organization keeps only one set of books, you can use one business unit across all modules. Departments with many operating units may use multiple business units for one or all the sub-modules (i.e. multiple business units for Accounts Payable or Purchasing) and still have only one General Ledger business unit.

Following are important concepts to remember regarding Business Units:

- Business Units are 5 numeric characters long.
- Business Units are logically grouped in ranges to facilitate tree building and maintenance, as well as to allow spacing for future Business Unit additions.
- Transactions are stored by Business Unit. Users only have security access to the Business Unit(s) for their department/agency. Your Business Unit value can default in where it is required based on your Operator Preferences.
- The first two digits were aligned in the following manner:

General Government	01
Protection Persons, etc.	02
Human Services	03
Employment and Training (Labor)	04
General Education	05
Natural Resources	06
Commerce and Development	07
Transportation	08
Component Units	09

**Account - required:**

Account chartfield classifies the nature of operational transactions. It holds the detail coding values for assets, liabilities, equity, revenues, and expense/expenditure transactions.

The Account field is 6 numeric characters long. Accounts are numbered according to the following convention:

<b>Account Type</b>	<b>Numbering Scheme</b>
Assets	1XXXXX
Liabilities	2XXXXX
Fund Equity	3XXXXX
Revenues	4XXXXX
Expenses	5XXXXX
Expenses (AHS Grant Exp)	6XXXXX
Other Financing Sources	70XXXX
Other Financing Uses	72XXXX

**Fund – required:**

Fund chartfield maintains the fiscal and accounting entities in which financial resources and the use of those resources are grouped according to statute, regulation, or current accounting standards.

**Fund Chartfield Numbering Scheme:**

- The fund chartfield is five digits long (all numeric)
- Funds are shared across the State (i.e. they will be stored under a SetID = STATE)

**Commonly used funds across State Government:**

<b>Fund Number</b>	<b>Fund Name</b>
10000	General Fund
20105	Transportation Fund
20205	Education Fund
20405	Global Commitment Fund
21%	Special Funds
22%	Federal Funds

3%	Bond Funds
4%	Permanent Funds
5%	Internal Service & Enterprise Funds
60%	Pension Trust Funds
63%	Agency Funds
64%	Agency Funds

**Department (Dept ID) – required:**

The DeptID Chartfield contains the operational unit subdivisions.

**Chartfield Numbering Scheme:**

- DeptID’s are 10 characters long and numeric.
- The first four digits are the same as the **LAST** four of the GL Business Unit number, except for BGS capital constructions dept ID’s.

**Program:** (required for some departments)

Program Chartfield maintains a description and a set of objectives toward which activities and resources are directed.

- The program chartfield is five digits long.
- Under Set ID = STATE so they can be shared across business units.

**Class:**

The Class Chartfield will be used to track activities relating to programs and across program lines based on departmental, administrative, or legislative needs.

- The class chartfield is five digits long.
- Under Set ID = STATE so they can be shared across business units.

**Project:**

The Project Chartfield captures and controls project or grant information to which funding sources are applied.

- Project ID’s are up to fifteen characters long and can have any combination of numbers and/or letters.
- Under Set ID = Business Unit so they **cannot** be shared among business units. The same project cannot be located under different Set ID’s.
- Can be used to only **track** expenditures, or;

- Can be used to **control** expenditures by defining a budget specific to the project with the use of a funding source.

The Finance and Management website has a listing of all Business units and Chartfields located on the following link:

<http://finance.vermont.gov/training-and-support/vision-chartfields-and-accounting-periods>

## Budget Check Errors

This table of budget check errors may be encountered in any module where budget checking is processed.

Description	Explanation
Exceeds Budget Tolerance	There is not enough spending authority in the budget to post the transaction.
No Budget Exists	There is no organization budget OR appropriation and organization budget set up for the fund and DeptID combination used on the transaction.
Budget is Closed	The transaction is trying to post to a closed prior year budget.
Budget Date is Out of Bounds	The accounting date on the transaction is either in a future period or prior fiscal year that is closed.
Spending Authority Over Budget	A credit transaction to an expense account will cause the spending authority to exceed the original budgeted amount; i.e. there are not enough expenditure's in the current year to offset the credit.
Budget Date is Outside Specified Dates	The transaction is trying to post to a budget that is no longer available to be posted to.

## DeptID Search/Selection (Example)

The screenshot shows the 'Asset ExpressAdd' form. The 'Chartfields' section contains a table with columns: Fund, Dept, Program, Class, and Project. The 'Dept' field has a magnifying glass icon over it, which is highlighted by a red box and a red arrow pointing to a red callout box.

Click the magnifying glass

The screenshot shows the 'Asset ExpressAdd' form with a 'Look Up Dept' dialog box open. The dialog box displays a list of departments with columns for Department, Description, and Manager Name. A blue callout box on the right provides instructions on how to use the dialog box.

All DeptIDs are displayed. To view DeptIDs for your BU only, enter the first four digits of your BU (without the leading 0) before clicking on the magnifying glass.

## Clearing your Browser Cache

VISION is a web-based application that requires periodic maintenance to assist in the efficient running of the system. Clearing the computer's cache (also called deleting temporary Internet Explorer files) is a frequently used maintenance tool.

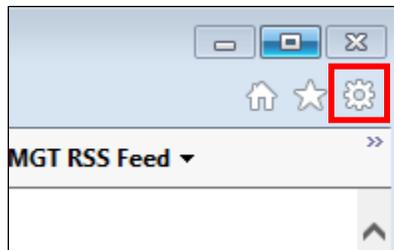
Your use of the web determines how often the cache should be cleared. A good practice is to clear cache at least once a week to avoid error messages such as "Page Cannot Be Displayed" when trying to log in or "invalid URL" when navigating. If you receive either of these messages, follow these steps before calling VISION Support.

### Internet Explorer

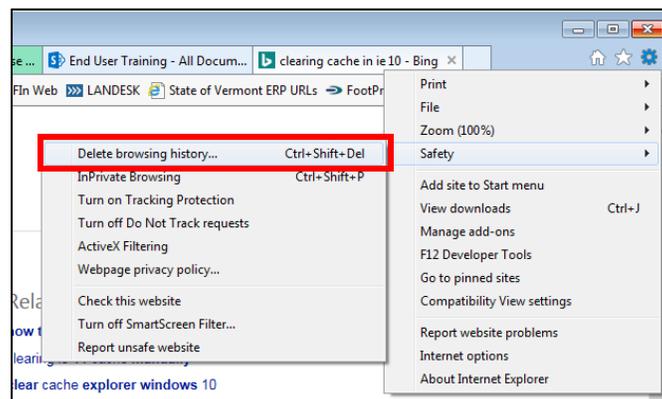
Note: The following step-by-step instructions are for Internet Explorer 11. The version of Internet Explorer on your computer may look different, but the concept is the same. Any questions about your computer should be directed to your desktop support staff.

Step 1 – Open Internet Explorer

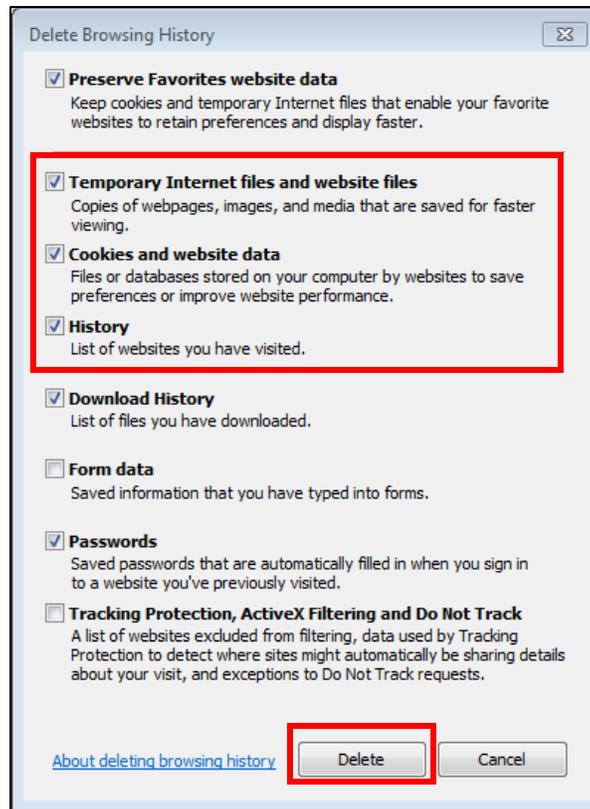
Step 2 – Click on the **Gear** icon



Step 3 – Hover on **Safety** then click on **Delete Browsing History**:



Step 4 – Select the data you want to delete (Temporary Internet Files; Cookies and website data; and History at minimum) and click **Delete**:



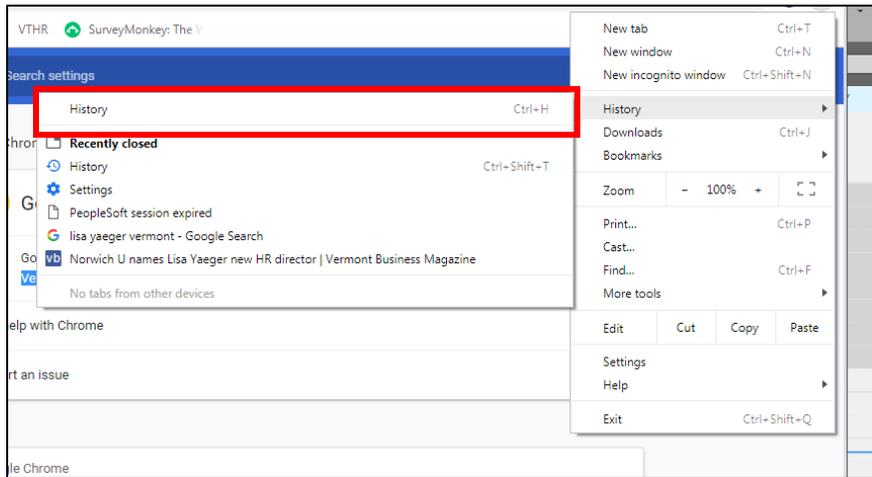
## Google Chrome

Note: The following step-by-step instructions are for Chrome version 69.0.3497.100. The version of Chrome on your computer may look different, but the concept is the same. Any questions about your computer should be directed to your desktop support staff.

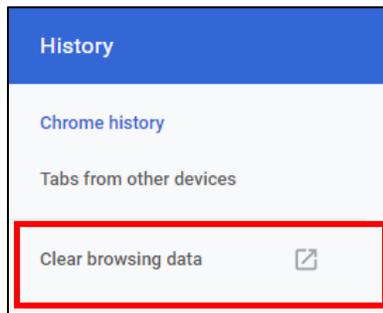
Step 1 – Click on the **three dots** in the upper-right corner:



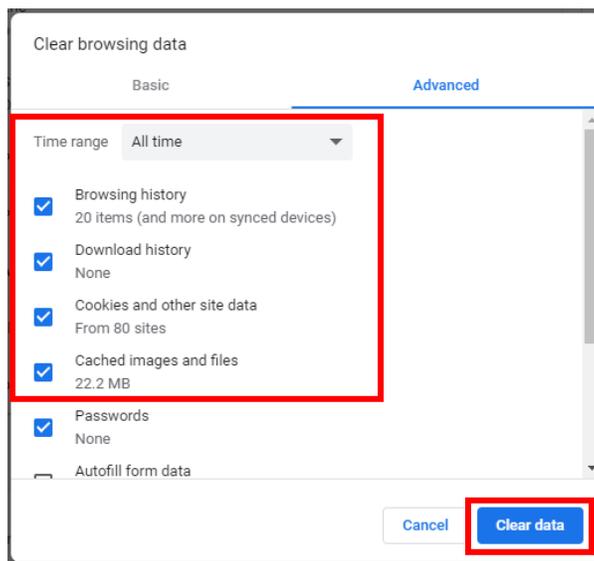
Step 2 – Hover over History and click on **History** in the pop-up window:



Step 3 – Click on **Clear browsing data**:



Step 4 – Select the data you want to clear (Browsing history; Download history; Cookies and other site data; and Cached images and files at minimum) and click **Clear Data**:

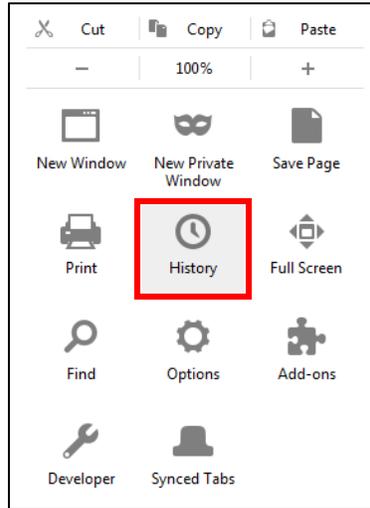


## Mozilla Firefox

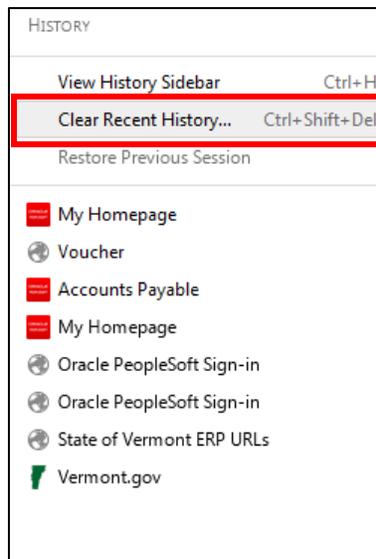
Step 1 – Click on the **three-bar icon** in the upper-right corner:



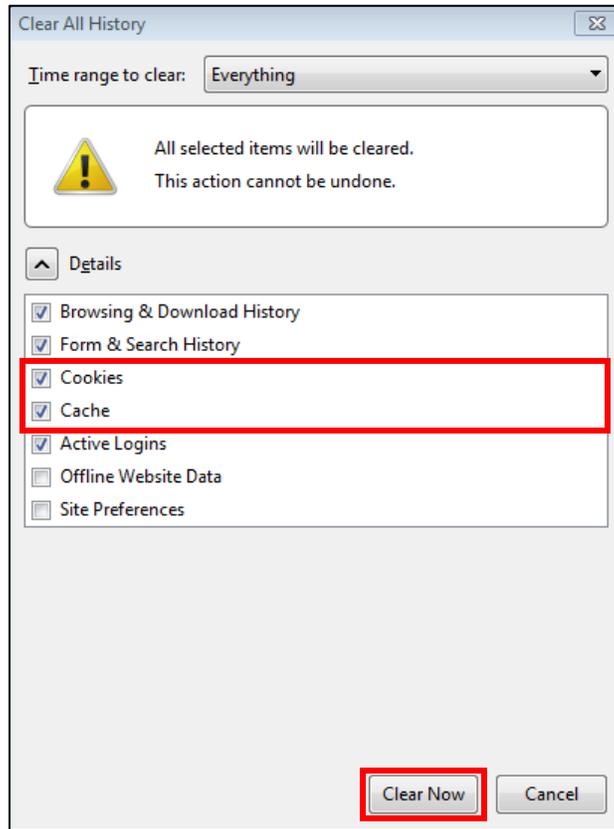
Step 2 – Click on **History**:



Step 3 – Click on **Clear Recent History**:



Step 4 – Select the data you want to clear (Cookies and Cache at minimum) and click on **Clear Now**:

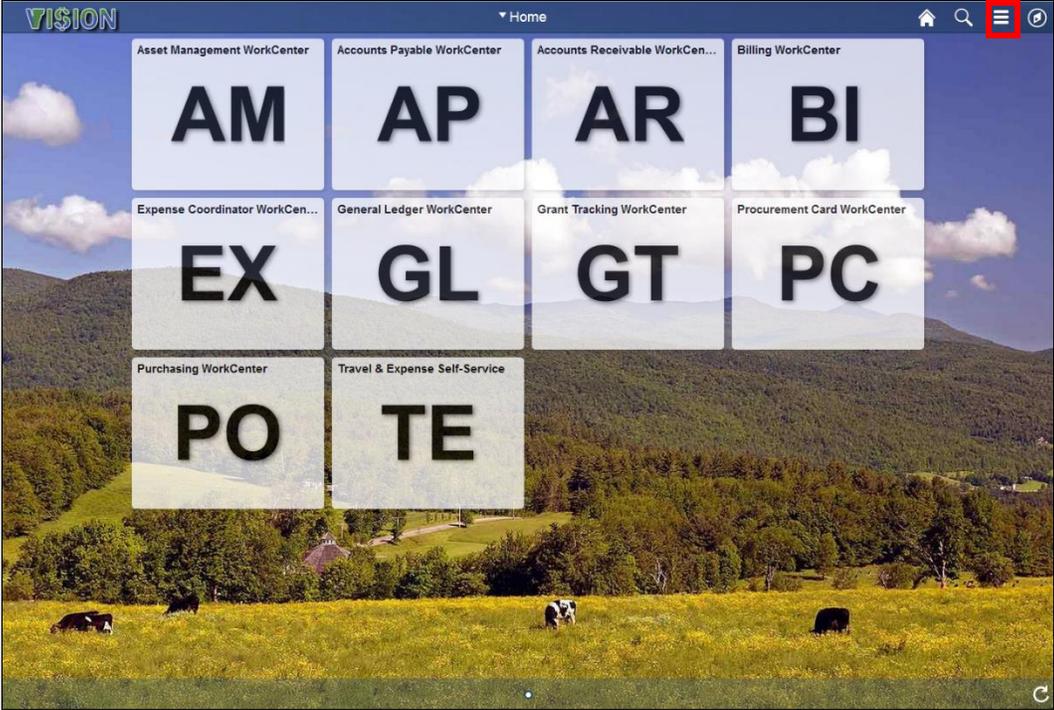


A keyboard shortcut that works in most browsers is **Ctrl + Shift + Delete**.

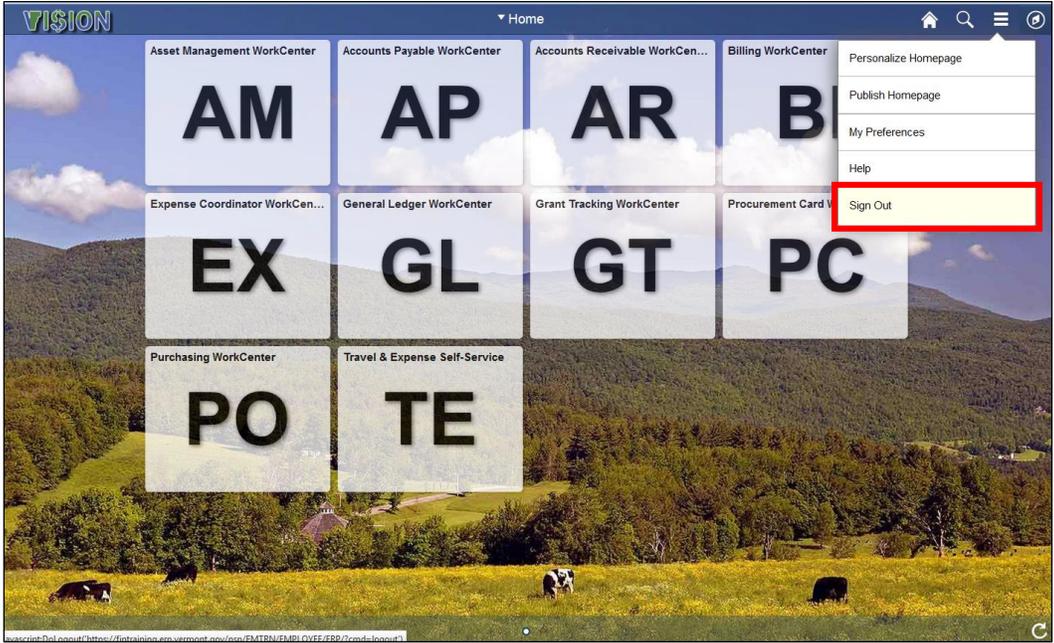
Following these steps will clear the internet files and most often removes any cause of error messages. If this does not resolve the issue, contact VISION Help Desk at 828-6700, option 2.

# Logging Out

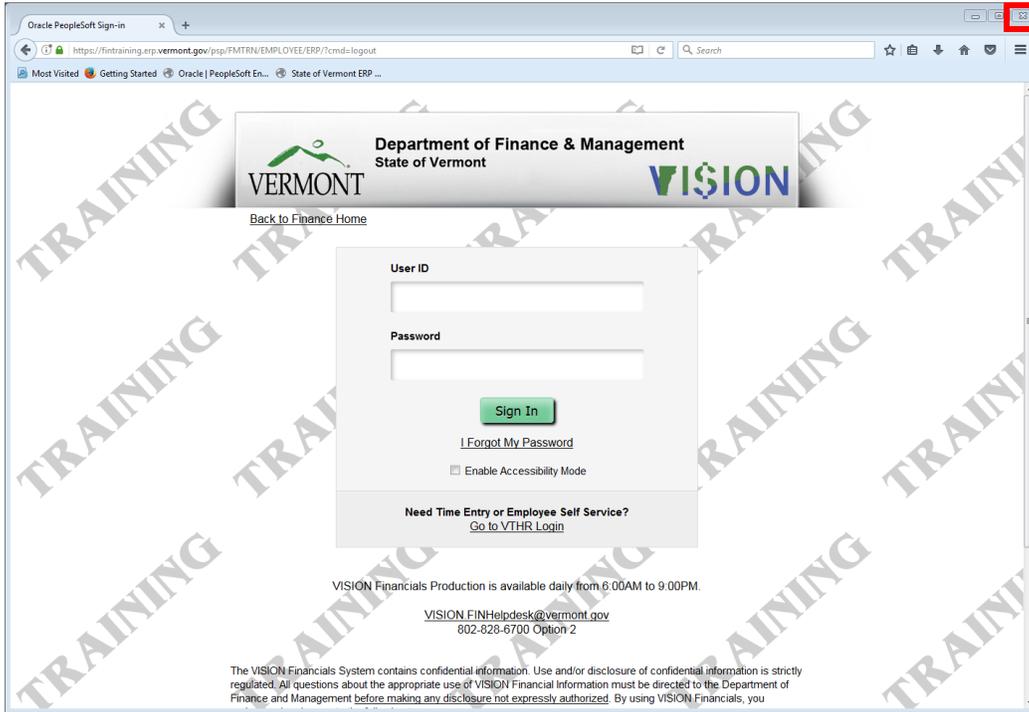
Before logging out, be sure that all your work is saved or processed. Click on the **Actions List** icon:



Click **Sign Out**:



Exit from the browser:



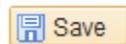
Following these steps ensures that your login has completely disconnected from the PeopleSoft applications and servers.

## Icons and Buttons Glossary

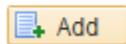
-  Change Order - To initiate the change order process on PO
-  Calendar – Opens a calendar
-  Line Details/Schedule Details – To view/update the line/schedule details of a PO. Whether its line or schedule details is determined by the page the icon is accessed from.
-  Line Comments – To enter/view comments relating to a specific line of a transaction
-  Schedule – To access the schedule information of a PO
-  Add Rows – To insert additional rows in a transaction
-  Delete Rows – To delete rows from a transaction
-  Distributions/Chartfields – To access the distribution information in a PO
-  Help – Click for Help within a page
-  Budget Check – Run a budget check for a transaction
-  Item Search – Used to find items for a PO
-  Download – Download to an Excel spreadsheet
-  Ship To Address – To view the existing Ship To Address or to enter a One-Time Address
-  Cancel – To cancel a transaction
-  Spell Check Comments – To spell check comments in transactions
-  Look Up – To view previously defined values for a field
-  Requisitions – To view the requisition that a PO came from, if applicable
-  Processing Circle (a.k.a. the spinning wheel of doom)



To refresh a transaction on your page



To save a transaction



To add a new transaction



To update/display a transaction



This button is not currently used by SOV



To dispatch a PO



Return to the search functionality of the page

 Next in List

Move to the next item in the list

 Previous in List

Move to the previous item in the list

Process

Process a transaction such as a journal

Submit

Submit – Submit a transaction for approval

Calculate

This button is not currently used by SOV