



Cutover Instructions

The upgrade from VISION 8.8 to VISION 9.2 is scheduled to begin the afternoon of January 31, 2019 with an anticipated VISION 9.2 go-live date of 2/5/19.

VISION Downtime:

VISION will be down for this upgrade starting at 12:00pm on Thursday, January 31 and will not be available again until Tuesday, February 5 at 7:30am. Users will not be able to log into any VISION environment during this time. No payments will be issued during this time.

If VISION is not able to be available at 7:30am on February 5, an email will be sent to all VISION Users and Expense Coordinators.

Payments Due on or before February 6, 2019:

All payments that are due on or before February 6, 2019 must have vouchers in the system that are approved and have a valid budget check status before the paycycles are run on January 31, 2019. (see paycycle schedule for January 31, 2019 below)

All cash advances and expense reimbursements that are needed on or before February 6, 2019 must be in the system and approved for payment prior to 7:30 am on January 31, 2019.

Critical Payments - Finance has reached out to departments who have been identified as having critical payments due during the VISION downtime and are working with them to develop an alternate payment plan for these payments.

If a department has a critical payment that must be paid while VISION is down, and the voucher cannot be in the system and approved and budget checked prior to the paycycles on January 31 and Finance has not made contact about this payment, notify Michelle White immediately at michelle.white@vermont.gov.

Paycycle Schedule on January 31, 2019:

<u>Type of Payment</u>	<u>Paycycle Start Time</u>
Expense Reimbursement and Cash Advances	7:30am
Check Payments	7:30am
Wire Payments	10:00am
ACH Payments	11:00am
Satellite Payments	as soon as vouchers are approved and budget checked but by 11:30am

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January Transaction Processing:

All Expense Transactions – all January expense transactions in the system (Travel Authorizations, Cash Advances and Expense Reports) must be in a Pending status or approved for payment prior to 11am January 31, 2019. Expense Coordinators must either make sure that all transactions have been fully approved or have been sent back. Transactions do not need to be deleted. Pending transactions can be resubmitted in 9.2 and the accounting date will be updated to be the date it was resubmitted.

Deposits – All deposits of General Fund, Education Fund or Transportation Fund revenue received prior to January 31, should be deposited to the bank and a deposit entered in VISION and ready to post prior to 11:45am on January 31, 2019.

HR Journals for pay date January 31, 2019 – Finance will create HR journals for the pay date 1/31/2019 as soon as possible on Monday, January 28 so that departments can address budget check. Please provide corrections to Michelle White by January 30.

All Other Transactions – We encourage departments to run the Month End Close queries (VT_MER) often between now and January 31 to ensure that January transactions already in the system are ready to post prior to January 31. This will limit the number of transactions in process that are converted from 8.8 to 9.2 and will make January month end close easier for departments.

January Month End Close:

Due to the VISION down time, Departments will have until February 13, 2019 to complete their month end close. Additional instructions will be sent to all VISION users prior to February 5 on how to finish processing certain 8.8 transactions converted to 9.2. As indicated above we encourage all departments to take steps to limit the number of transactions in process that need to be converted.

If you have any questions about the above timelines, please reach out to Ruthellen Doyon or Michelle White.