

insights

DECEMBER, 2018

VOLUME 1, ISSUE 10

Your window into the VISION Upgrade to v9.2 Project

In this issue:

- VISION 9.2 Password Requirements
- Sponsor Message
- Browser Compatibility
- Forgotten Password Help
- Training Plan
- Project Timeline



**Before everything else,
getting ready is the secret
to success**

- Henry Ford

New Password Requirements in VISION v9.2

With the VISION v9.2 go-live we will be bringing password requirements up to current standards to improve the security of the State's primary financial system.

In VISION 8.8 there were only two requirements:

- The Password must be at least eight characters in length
- Must contain at least one digit

In VISION 9.2 the requirements are:

- The Password must be at least eight characters in length
- Must contain at least one digit
- Must contain at least one upper-case letter
- Must contain at least one lower-case letter
- Must contain one special character (e.g., "!")

As with VISION 8.8, passwords will expire every 90 days and you will receive a message on the log-in screen every day for the ten days prior to the password expiring.

Message from the Sponsors

As we reach the homestretch for the VISION Upgrade to v9.2 Project it's time to think about training and preparation to help you get ready. The project team will be rolling out numerous training opportunities during January to support you – see pages three and four in this newsletter for more information.

While this is an upgrade to our existing VISION 8.8 system and much of it will be very familiar to frequent users, there are changes and new functionality that you need to be aware of. We recommend that you take advantage of the sandbox environment, open labs, and webinars that will be available. In addition, the project team has updated the

thorough documentation of business processes you have come to expect and added additional documentation where needed.

While any change is disorienting at first, we are sure that this period will be minimized, and you will learn to accomplish your tasks in VISION 9.2 quickly. Before you know it, you will be as proficient as you were in the old system.

– Adam Greshin, Commissioner - Department of Finance and Management

– Brad Ferland, Deputy Secretary - Agency of Administration

Browser Compatibility

Back in the May, 2018 issue of Insights we shared information about browser compatibility with VISION 9.2. Since then we have run tests using the current releases of the most popular browsers supported by the State:

BROWSER	PEOPLESFT SUPPORTED RELEASES	STATE OF VERMONT RELEASES TESTED
Apple Safari	8.x, 9.x	9.3.5 (iPad only)
Google Chrome	43.x, 58.x	70.0.3538.110
Microsoft Internet Explorer	11.x	11.785.16299.0
Microsoft Edge	25.10586, 39.14986	41.16299.15.0
Mozilla Firefox	38.x, 42.x, 52.x, 53.x	52.9.0

In general, there were no significant issues except for the following:

Apple Safari (iPad only): Safari default setting is to block pop-ups, this will need to be set to allow them.


Microsoft Edge: When loading WorkCenters, the page goes blank with no indication it is loading in the background then loads all at once.



Checking release number:

Safari – **Safari** > About Safari

Chrome –  > Help > About Google Chrome

Microsoft IE –  > About Internet Explorer

Microsoft Edge –  > Settings + scroll down to About this App

Firefox –  >  > About Firefox

Forgotten Password Help

When you first sign in to VISION 9.2, you will be directed to set up the Forgotten Password Help feature. This has always been available but users were not required to set it up. We are doing this so that all VISION users will be able to reset their passwords without VISION Support due to the 24/7 availability of the VISION 9.2. Additionally, not having the VISION Support Team resetting passwords will improve overall system security. In the future, the VISION Support Team will only unlock accounts.

Note: VISION accounts lock out after the third failed log-in attempt. Once your account is locked, the auto-password reset feature will no longer work. Be sure to use Forgotten Password Help before your third attempt to sign in to VISION.

VISION v9.2 Training Plan

The VISION v9.2 upgrade training plan follows a four-pronged approach:

1. A VISION 9.2 sandbox environment will be available starting January 2nd. A sandbox environment lets you try various business process scenarios with no worries about messing up the system. It will be re-freshed periodically.
2. All VISION 8.8 manuals will be updated to reflect the changes in the new system. Additional manuals will be developed as necessary.
3. Four open lab sessions will be held in January giving you the opportunity to sit with system experts while you try working in the new system.
4. Live webinars will be held in January covering new functionality, these will also be available as recorded webinars. Additional recorded-only webinars will be available for viewing at your own convenience covering functions such as expenses.

Live Webinar and Open Lab Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
		1 New Years Day	2 VISION 9.2 Sandbox Environment Available	3	4 VISION 101	5
6	7 Open Lab 1 to 3	8 WorkCenter Overview	9 Create and Maintain Voucher Templates/Enter a new Voucher Using a Template	10 Voucher Workflow & Approve a Voucher	11 Enter an Amortization Voucher & Create Amortization Schedules	12
13	14 Open Lab 9 to 11	15 Matching	16 Collector's Workbench	17 Payment Predictor	18 Interface Voucher Processing	19
20	21 MLK Day	22 Deposit Spreadsheet Upload	23 Recurring Journal Entry	24 Journal Workflow & Approve a Journal	25 Open Lab 9 to 11	26
27	28 Open Lab 1 to 3	29	30	31	GO LIVE WEEKEND	

All Open Labs held in the VISION training room at 109 State Street.

All Webinar sessions begin at 10 am and will vary in length.

See page 4 for more training information...

Training Plan *continued from page 3*

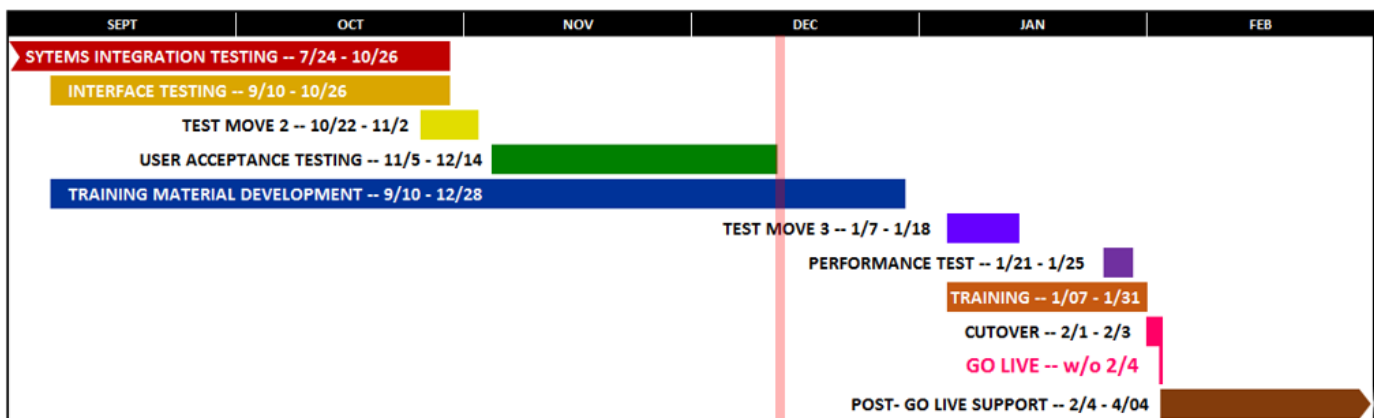
Additional webinars that will be available in recorded format only:

- ◆ Adding Attachments - All Modules
- ◆ Worklists - All Modules
- ◆ Entering Bills with an Excel Spreadsheet - BI
- ◆ Credit Bill Workflow – BI
- ◆ Travel Authorizations – EX
- ◆ Cash Advances – EX
- ◆ Expense Reports – EX
- ◆ Approving Expenses – EX
- ◆ Edit Error Correction – GL
- ◆ Reviewing Funding Source & Activities – KK
- ◆ Submitting a ChartField Request Form – GL
- ◆ Submitting an Add Supplier or Update Supplier Request Form – AP
- ◆ Submitting a VISION Operator Access Request Form – All Modules
- ◆ Submitting a VISION Expense Access request Form - EX

Check the project training page at <https://finance.vermont.gov/9.2-training-and-support> for up-to-date information.

Project Status Update

As of the publishing date, the project remains on track to go live the first weekend of February, 2019. User acceptance testing is nearing completion, and the team continues to work on training materials development. Scope, schedule, and budget all remain in an “at risk” status as the project team continues to work out the project planning details to get us to the February go live.



**IN
SCOPE**



**ON
SCHEDULE**



**WITHIN
BUDGET**

