

insights

NOVEMBER, 2018

VOLUME 1, ISSUE 9

Your window into the VISION Upgrade to v9.2 Project

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VISION
Upgrade to v9.2

I cannot say whether things will get better if we change; what I can say is they must change if they are to get better.

- Georg C. Lichtenberg

What's New in Expenses

For many users entering, and/or approving expenses are the only times they use VISION. Many of them only access the system once or twice a year so each time they log-in to VISION can seem like starting over again.

To help make it as easy as possible to enter and approve expenses a number of changes will be implemented with the v9.2 upgrade: All information, including accounting details will be on



one page, no more clicking on the “Details” link; When creating an expense report, you will be notified if

you have an outstanding cash advance or travel authorization; You will be able to attach receipts to an expense report; Expense reports returned for revisions will update the accounting and budget dates reducing the need for

blackout periods and duplicate report entry at month-end. See pages 2 and 3 for more information.

Message from the Sponsors

Of the approximately 8,000 VISION users, nearly 7,000 only use the State’s financial system to enter and/or approve expenses and many of these expense-only users may access VISION only a few times a year. One of the primary goals of the upgrade project is to make it easier for these infrequent users to complete the tasks needed to be reimbursed for expenses.

We believe the project team has delivered this in a variety of ways. First, they have made navigation easier by adding a Travel & Expense Self Service tile to the home page that takes them to the VT Travel and Expenses page with links to all the functions they will need, including a worklist for expense approvers. Second, reminders will pop up if a user has approved cash advances or travel authorizations that have not

yet been applied to an expense report. Third, all the information will be entered on one screen, users will no longer need to open a separate “detail” page to complete an expense line. Finally, users will be able to attach receipts directly to the appropriate expense line, eliminating the need to route paper receipts to approvers.

The expense module affects by far the most VISION users who are often the most infrequent users. We are pleased with how the expense functionality is turning out and think you will be as well.

- Adam Greshin, Commissioner - Department of Finance and Management

- Brad Ferland, Deputy Secretary - Agency of Administration

<http://finance.vermont.gov/vision-v9.2-project-home>

VISION.Upgrade@vermont.gov

Entering an Expense Report

Expense-only users will click on the Travel & Expense tile on the Home page to access the functions they need.

The page defaults to Create/Modify an Expense Report.

All of the information you need to complete is on one page.

Add an attachment such as a convention flyer.

Click the rotating arrow to review/modify accounting details.

You can "split" a receipt if it covers more than one expense line.

Attach a receipt by clicking on the paper clip icon.

Approving an Expense Report

For expense approvers, the page defaults to their Worklist.

Click on an expense report link to view it.

From	Date From	Work Item	Worked By Activity	Priority	Link
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval_168_STATE_2018052222110 TRAVEL_AUTH_ID:000004763 RDC-RA_0.A
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_139_STATE_201805281100 SHEET_ID:0000519317 RDC-RA_0.A
Colin Davidson	11/08/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_141_STATE_201805281100 SHEET_ID:0000519318 RDC-RA_0.A
Colin Davidson	11/08/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_143_STATE_201805281100 SHEET_ID:0000519321 RDC-RA_0.A
Colin Davidson	11/08/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_165_STATE_201805281100 SHEET_ID:0000519322 RDC-RA_0.A
Colin Davidson	11/16/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_178_STATE_201805281100 SHEET_ID:0000519326 RDC-RA_0.A

Click on Budget Options to budget check if necessary.

Report: 0000519325 Submitted for Approval
 Created: 11/16/2018 Colin Davidson
 Last Updated: 11/16/2018 Colin Davidson
 Authorization ID: 000004759
 Accounting Template: STANDARD

Accounting Date: 11/16/2018
 Budget Status: Not Budget Checked **Budget Options** View Analytics

Budget Checking is required before the Expense Report

Totals				
Employee Expenses (2 Lines)	63.86 USD	Non-Reimbursable Expenses	0.00 USD	
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	
Amount Due to Employee	63.86 USD	Amount Due to Supplier	0.00 USD	

Click on Budget Check then OK.

Commitment Control Details

Source Transaction Type: Expense Sheet
 Budget Checking Header Status: Valid
 Commitment Control Amount Type: Encumbrance
 Commitment Control Tran ID: 0025590675
 Commitment Control Tran Date: 11/19/2018
 Override Tran

Budget Check | Go to Transaction Exceptions | Go to Activity Log

OK | Cancel

Once successfully budget checked, the Approve button is available, click to approve the report.

Submitted: Colin Davidson
 EX Module Supervisor: Ava Grace
 Expense Coordinator (Pooled): Ava Grace
 Payment: Ava Grace

Action	Name	Date/Time	Comments
Submitted	Colin Davidson	11/16/2018 9:16:50AM	
Sent Back For Revision	Ava Grace	11/16/2018 10:19:29AM	
Resubmitted	Colin Davidson	11/16/2018 9:21:38AM	

Approve | Send Back

Click OK to confirm the approval.

Approve Expense Report
 Submit Confirmation
 Colin Davidson
 Report ID: 0000519325

Totals				
Employee Expenses (2 Lines)	63.86 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits 0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits 0.00 USD
Amount Due to Employee	63.86 USD	Amount Due to Supplier	0.00 USD	

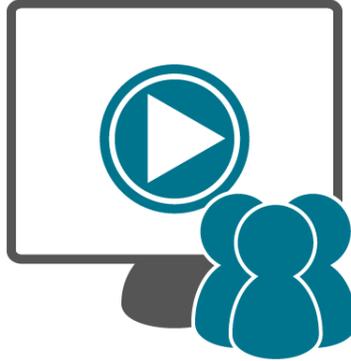
✓ This report will be approved.

OK | Cancel

Training Update

As of mid-November the project team is continuing to work through updating the State's VISION support materials. With approximately 50% of the materials updated we are on track to have the 21 manuals and job aids ready to go by the start of January. In addition to the manuals and job aids, we will be producing webinars to cover expenses and new functionality in other modules. Some of these will be presented live but all will be recorded and available for viewing at your convenience.

We will also be providing a sandbox environment during the month of January so that you can use the updated manuals to go in to the new system and try it

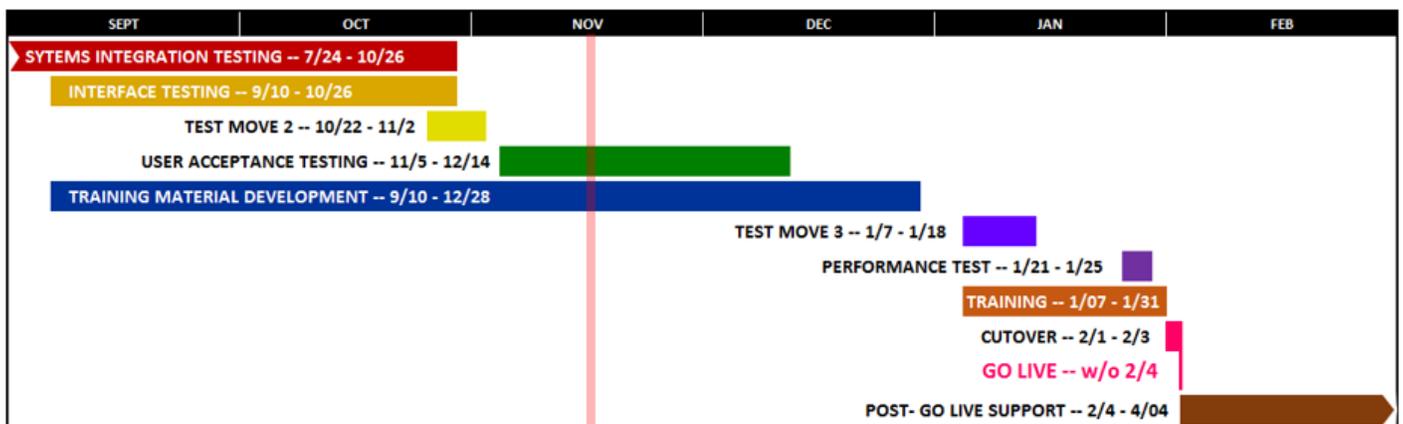


out. To give you an opportunity to ask questions and receive one-on-one help, we'll schedule open lab sessions in our 109 State Street training room where project team members will be available to help. Look for webinar and open lab session schedules in the December issue of *Insights* and on our VISION Upgrade to v9.2 project web sight at <http://finance.vermont.gov/vision-v9.2-project-home>.

While change is always challenging frequent users should find most of the changes self-evident and fairly easy to pick up. For more complex and/or wide-reaching changes, the project team is confident that you will have the information you need to succeed.

Project Status Update

As of the publishing date, the project remains on track to go live the first weekend of February, 2019. Systems integration testing and the second test move are complete, User acceptance testing is underway, 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**

