

# 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](mailto: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

**VT Travel and Expenses**

Worklist for AGRACE: Ava Grace

Detail View

Worklist Filters

Feed

Personalize | Fin

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_201811051321000004763
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TRAVEL_AUTH_ID:000004763
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_139.STATE_201811051321000004763
Colin Davidson	11/08/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_141.STATE_201811081321000004763
Colin Davidson	11/08/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_143.STATE_201811081321000004763
Colin Davidson	11/16/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_176.STATE_201811161321000004763

**Approve Expense Report - Expense Details**

Colin Davidson

Business Purpose Training

Description RCN Exam

Reference

Accounting Date 11/16/2018

Budget Status Not Budget Checked

Budget Options

Budget Checking is required before the Expense Report

Report 0000519325 Submitted for Approval

Created 11/16/2018 Colin Davidson

Last Updated 11/16/2018 Colin Davidson

Authorization ID 000004769

Accounting Template STANDARD

View Analytics

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
<b>Amount Due to Employee</b>	<b>63.86 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>

Click on Budget Options to budget check if necessary.

Commitment Control

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 Transaction

Budget Check

Go to Transaction Exceptions

Go to Activity Log

Click on Budget Check then OK.

**Approval History**

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator (Pooled)

Payment

Action

Submitted

Sent Back For Revision

Resubmitted

Comments

Approve

Send Back

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

**Expense Line**

Expense Line Items

Date	Expense Type
11/12/2018	IN MILES - FULL
11/12/2018	IN BREAKFAST

**Save Confirmation**

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
<b>Amount Due to Employee</b>	<b>63.86 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

✓ This report will be approved.

Click OK to confirm the approval.

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

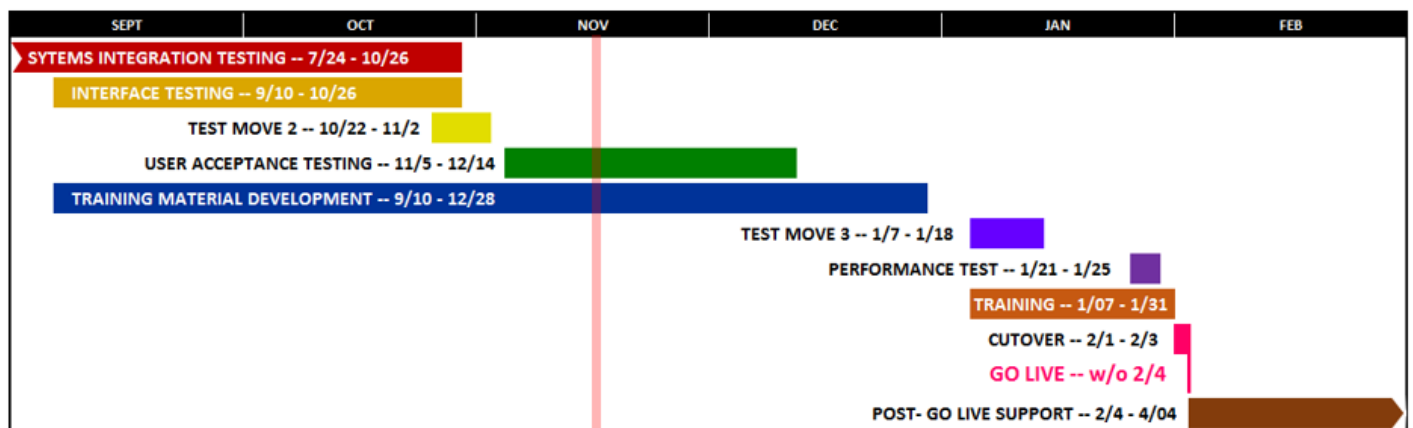


out. To give you an opportunity to ask questions and receive one-on-one help, we'll schedule open lab sessions in our 109 State Street training room where project team members will be available to help. Look for webinar and open lab session schedules in the December issue of *Insights* and on our VISION 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**

