



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

February 2024

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Revisions to Manual

February 2024

- Updated for PeopleTools 8.60 upgrade

November 2023

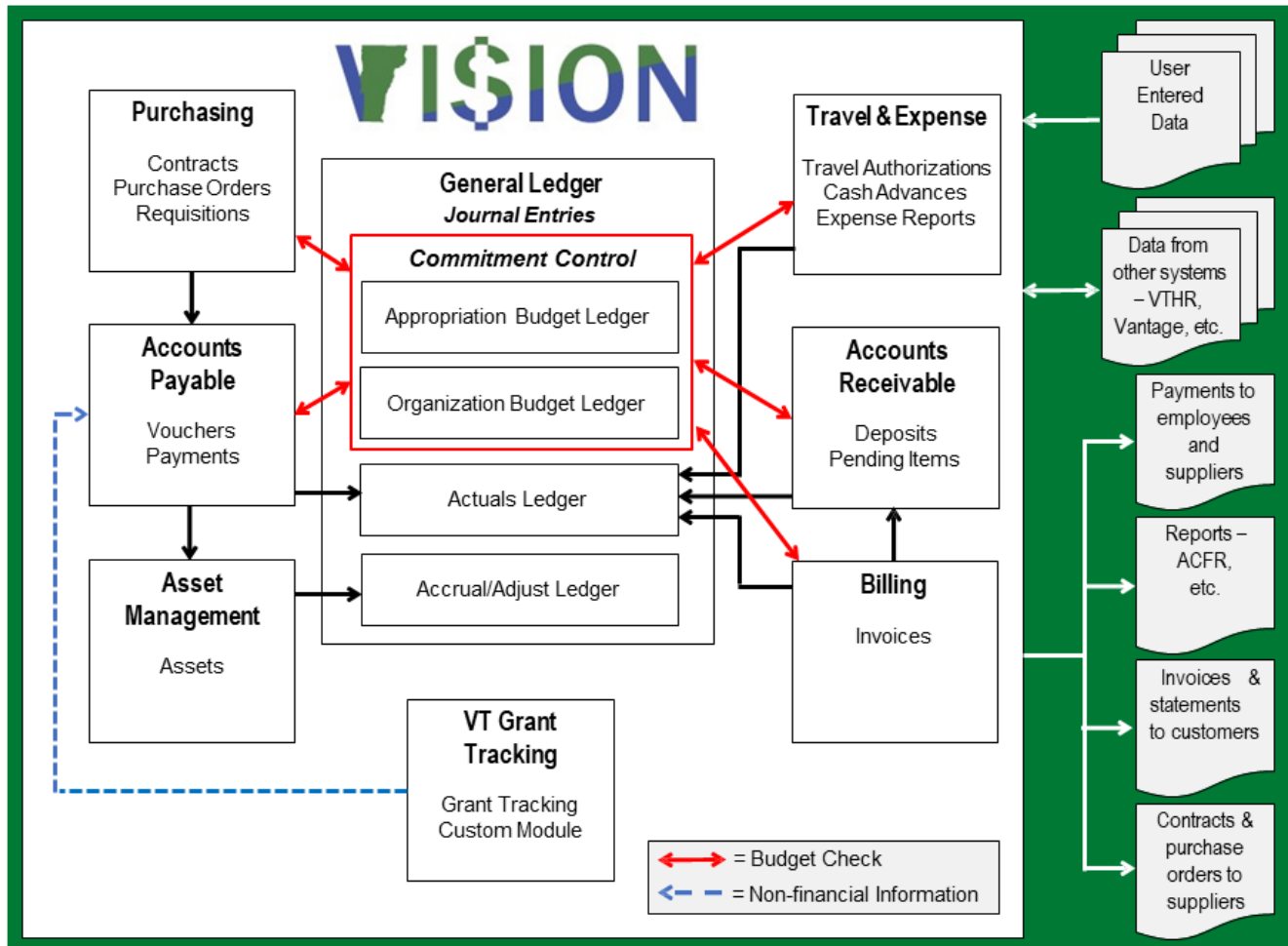
- Updated for PeopleTools 8.59 upgrade

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

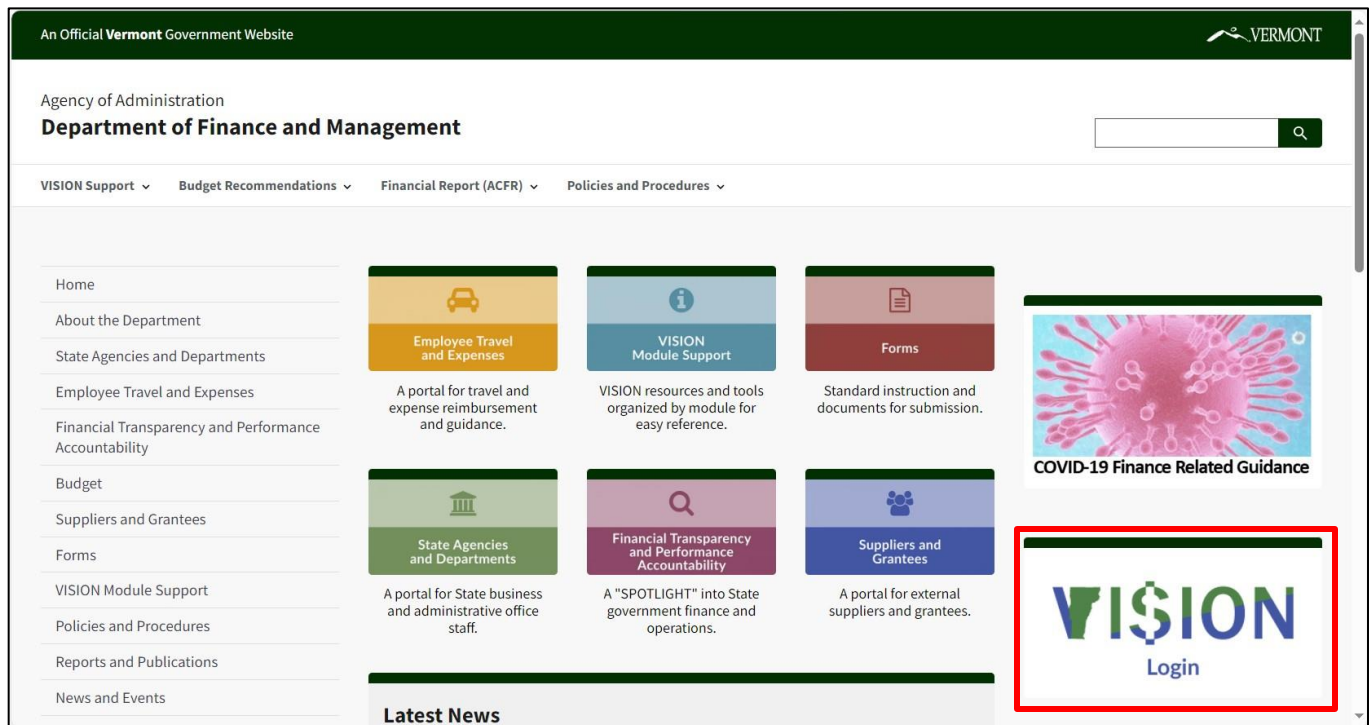
Call: (802) 828-6700, Option 2 or email VISION.FinHelpdesk@vermont.gov

Logging into VISION

VISION Financial Production login link can be found on 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 <mailto:VISION.Finhelpdesk@vermont.gov> to have your account unlocked.

Click on the VISION Login link:



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

[I Forgot My Password](#)

Need Time Entry or Employee Self Service?

[Go to VTHR Login](#)

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

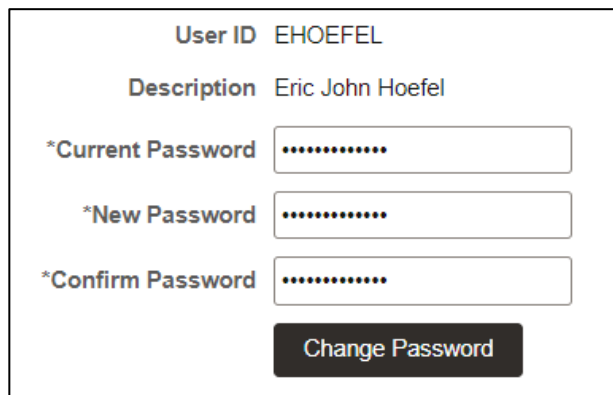
When you first sign into VISION 9.2 you will use the temporary password sent to you by the VISION Helpdesk:



You will be prompted to change your password:



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



1. **Current Password** - Enter the temporary 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). There is a 'Change Password' button and a link 'Change or set up forgotten password help'. A 'Message' dialog 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 an 'OK' button.

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

This screenshot shows the 'Change Password' form with the 'Change Password' button highlighted with a dashed border. The form includes the same fields as the previous screenshot: 'User ID' (BSNOW), 'Betty Snow', '*Current Password' (masked with three dots), '*New Password' (masked with three dots), and '*Confirm Password' (masked with three dots). The link 'Change or set up forgotten password help' 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.

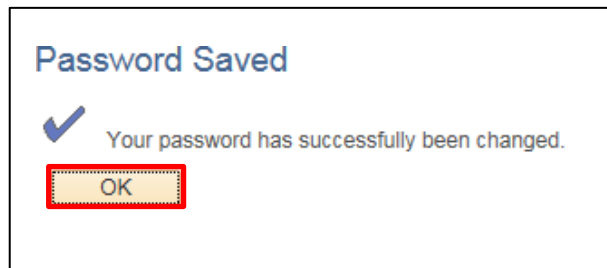
5. Click on the **Change or set up forgotten password help** link:

The screenshot shows a dialog box 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.' There is a 'Question' dropdown menu with the selected option 'What is the name of a memorable place?'. Below it is a 'Response' text field with the value 'NYC'. At the bottom, there are 'OK' and 'Cancel' buttons. A 'Help' link is visible in the top right corner.

6. Select a security question and add your response

7. Click **OK**

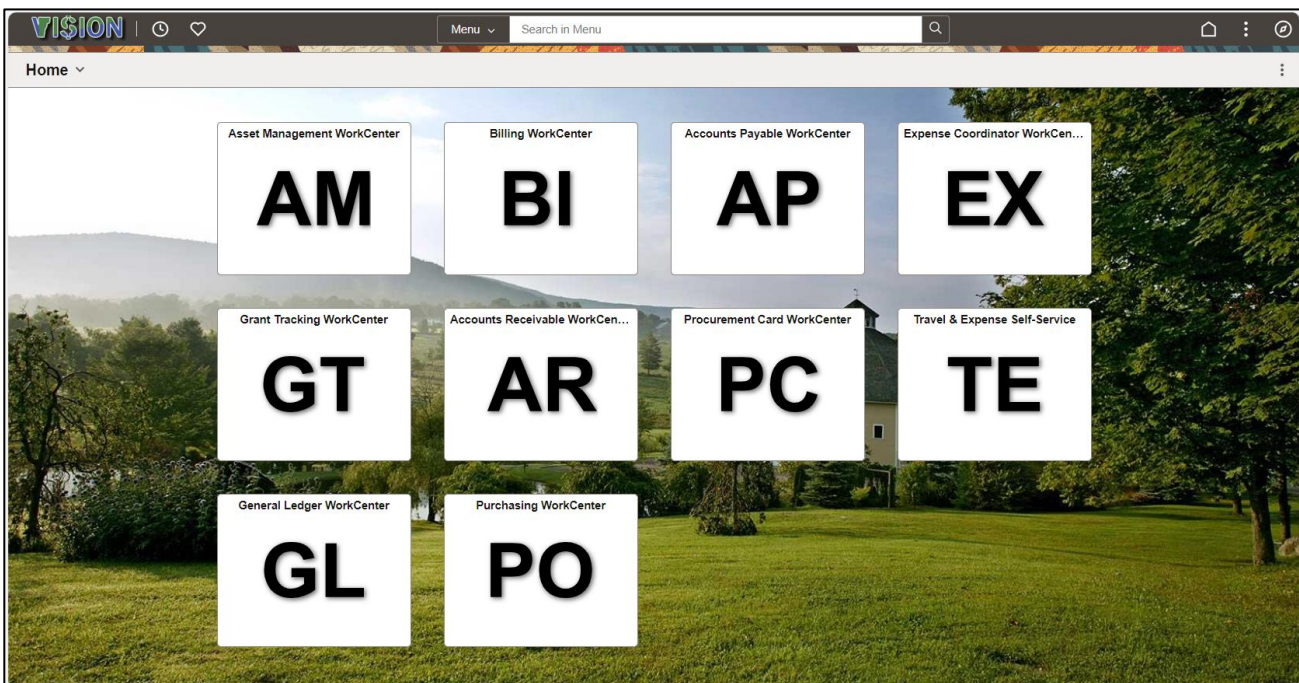
You will receive the following confirmation message:



8. Click **OK**

You will be brought to your Home Screen:

Note: You will see the tiles for the functionality you have access to in VISION. For example, if you are using VISION solely to enter expense reports you will only see the TE tile.



Change Forgotten Password Help

Navigation: [NavBar](#) icon > [Menu](#) > [My System Profile](#)

Click on the [Change or set up forgotten password help](#) link:

General Profile Information

Eric John Hoefel

Password

[Change password](#)

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

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: [Q]

Default Mobile Page: [Q]

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: [Q]

From Date: [Q] (example: 12/31/2000)

To Date: [Q] (example: 12/31/2000)

Workflow Attributes

☒ Email User ☒ Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	eric.hoefel@vermont.gov	+	
<input type="checkbox"/>	Work	ejhoefel@gmail.com	+	-

Save

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:

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.

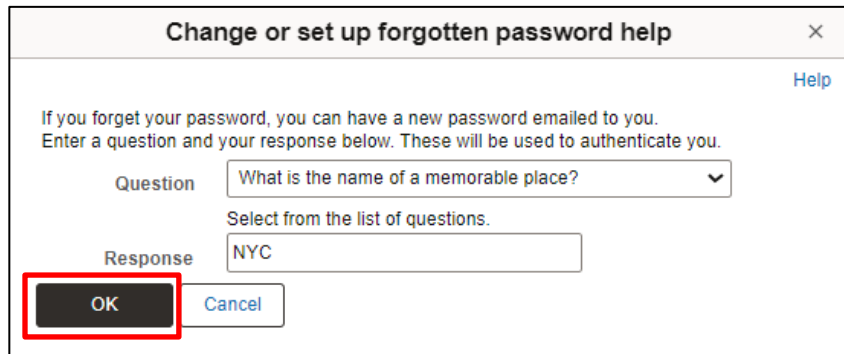
Question: What is the name of a memorable place?

Response: [Text Box]

OK Cancel

- As a child, what did you want to do as an adult?
- What is the name of a memorable place?
- What is your LEAST favorite food?
- What is your biggest pet peeve?
- What is your father's middle name?
- What is your favorite book?
- What street did you live on when you were 12?
- What was the last name of your 4th grade teacher?
- What was the name of your favorite band in H.S?
- What was your childhood phone number?
- Where do you want to retire?
- Who is your favorite Disney character?
- Who is your favorite actor/actress?

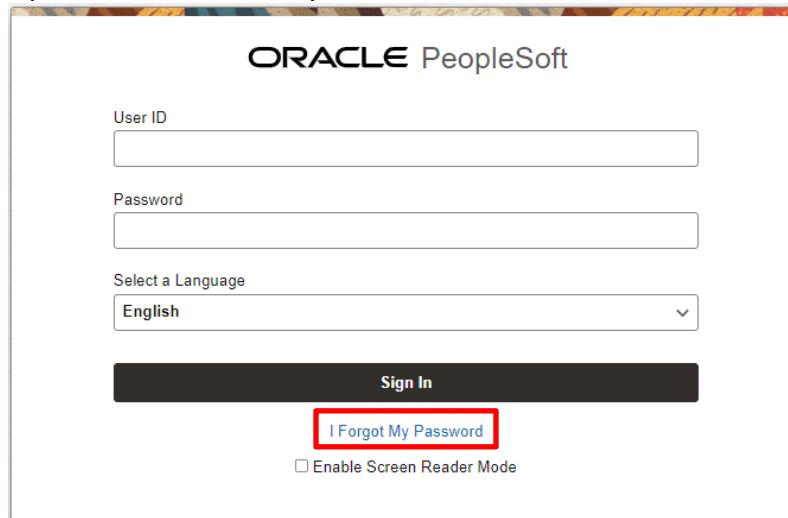
Enter your response to the security question:



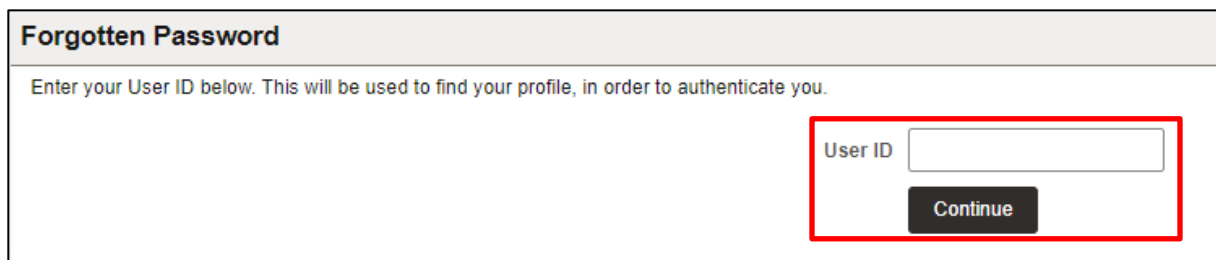
Click **OK**:

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.finhelpdesk@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:



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



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

Security Question	
User ID EHOEFEL	
Please answer the following question below for user validation.	
Question	What is the name of a memorable place?
Response	<input type="text"/>
<input type="button" value="Email New Password"/>	

You'll receive the following message:

Email Confirmation
Your new password has been emailed.
If you do not receive an email in your Primary Email Account please contact your Security Administrator or System Administrator to investigate the cause.

Note: 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 > **Menu** 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.

General Profile Information

Eric John Hoefel

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

Personalizations
My preferred language for PIA web pages is: English
My preferred language for reports and email is: English
Currency Code
Default Mobile Page

Alternate User
If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate User ID
From Date
To Date

Workflow Attributes
☒ Email User ☒ Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	eric.hoefel@vermont.gov	+	
<input type="checkbox"/>	Work	<input type="text" value="ejh@gmail.com"/>	+	-

Save

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

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.

Email

<

<

1-3 of 3

>

>

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	eric.hoefel@vermont.gov	<div>+</div>	
<input type="checkbox"/>	Work	<div>ejh@gmail.com</div>	<div>+</div>	<div>-</div>
<input type="checkbox"/>	Home	<div>jhoefel@comcast.net</div>	<div>+</div>	<div>-</div>

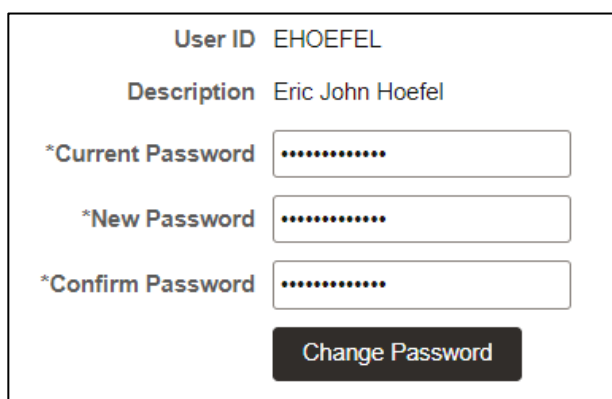
Save

Resetting an expired password

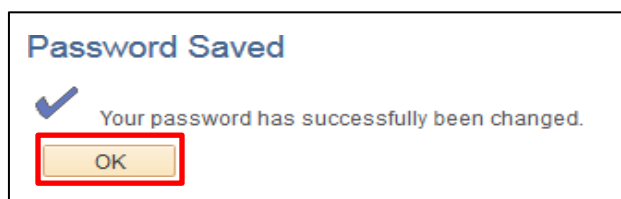
If your password has expired, you will be prompted to change your password:



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.

A screenshot of a "Change Password" form. At the top, it displays "User ID EHOEFEL" and "Description Eric John Hoefel". Below this are three input fields: "*Current Password", "*New Password", and "*Confirm Password", each containing a series of dots. At the bottom right is a dark button labeled "Change Password".

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



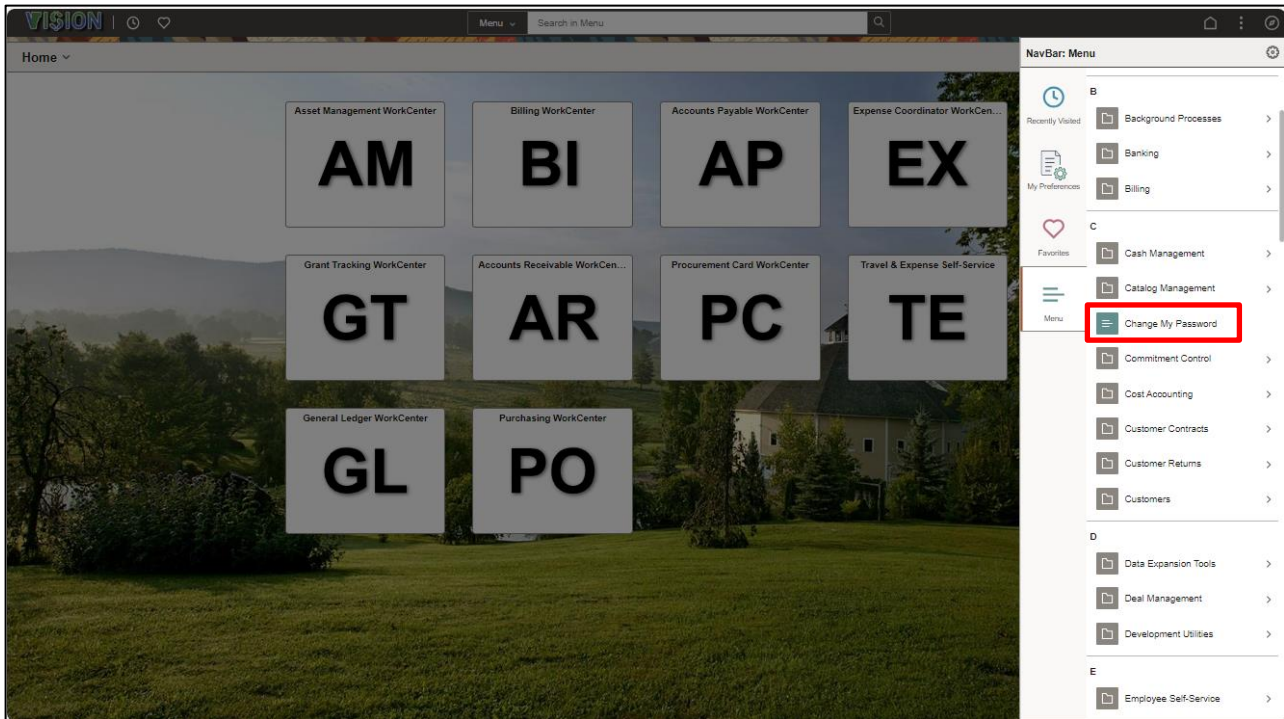
5. Click on [Okay](#)

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 green 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 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 [Menu](#):



The [Change Password](#) page will be displayed:

User ID EHOEFEL
Description Eric John Hoefel

*Current Password

*New Password

*Confirm Password

[Change Password](#)

1. [Enter Current Password](#) – Enter your current password
2. [Enter New Password](#) (see [new password requirements](#))
3. [Enter Confirm Password](#). Reenter the new password
4. Click on the [Change Password](#) Button

Password Saved

✓ Your password has successfully been changed.

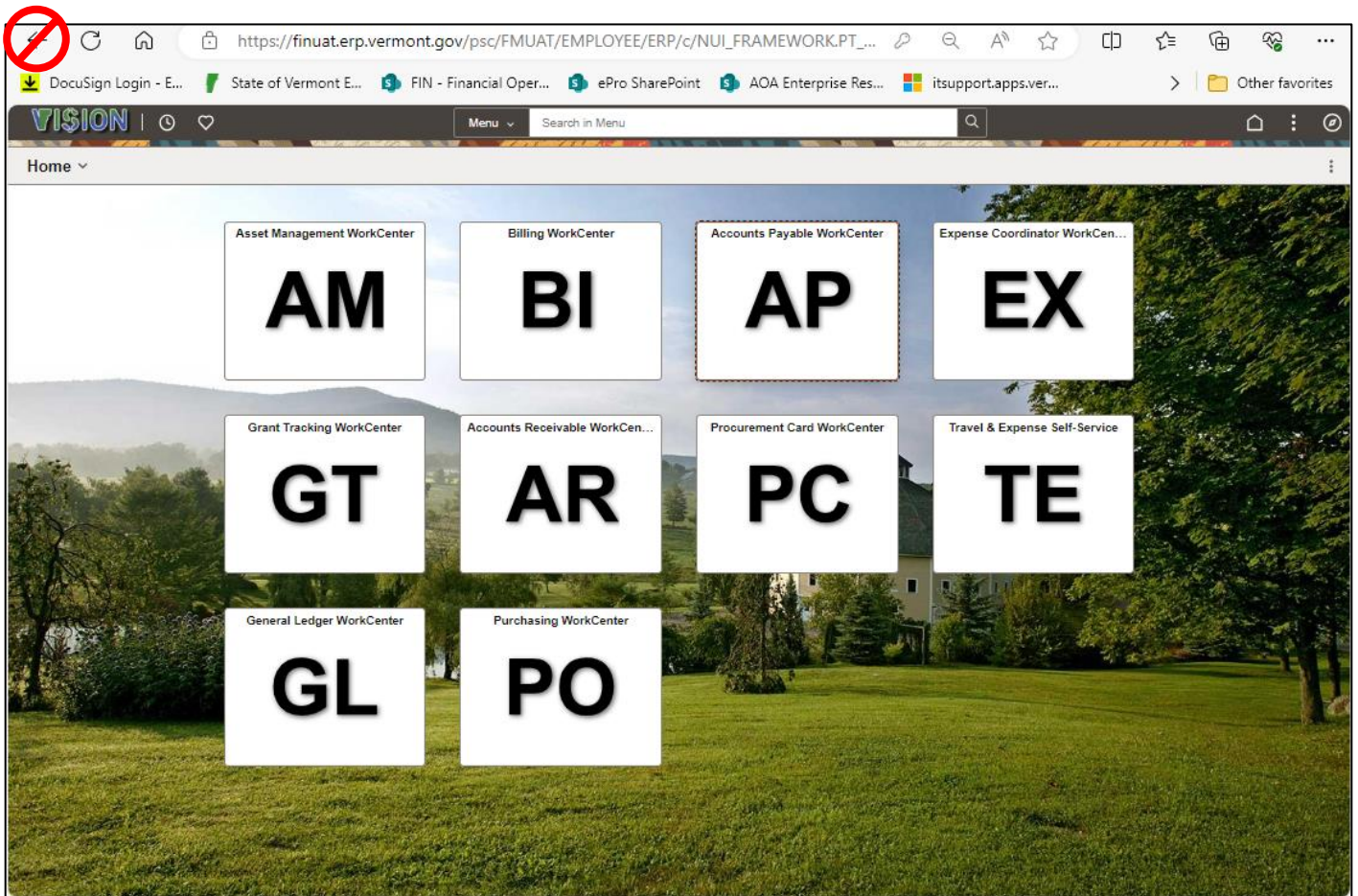
[OK](#)

5. Click [OK](#)

System Navigation

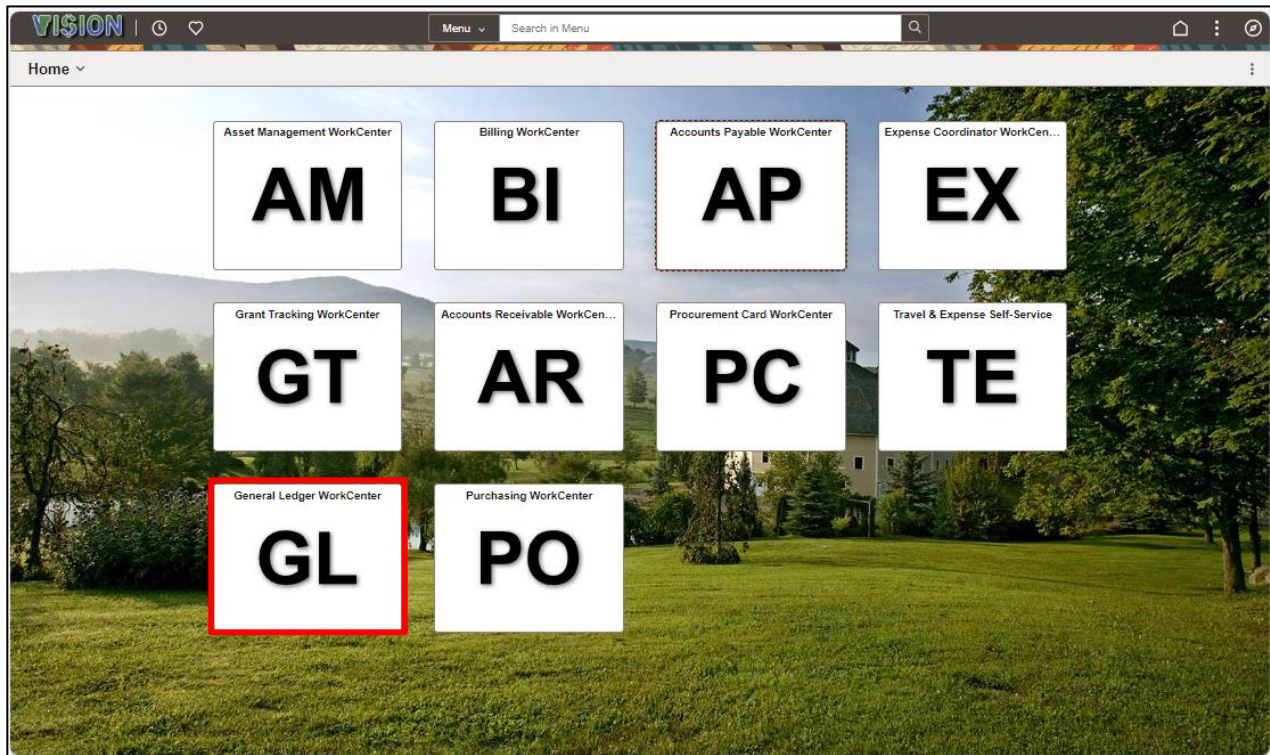
VISION Version 9.2 is a web-based application that uses many standard web browser features such as menus, drop down selection lists, icons, links, etc. The menu options you see will differ based on the security access appropriate for your job functions.

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.

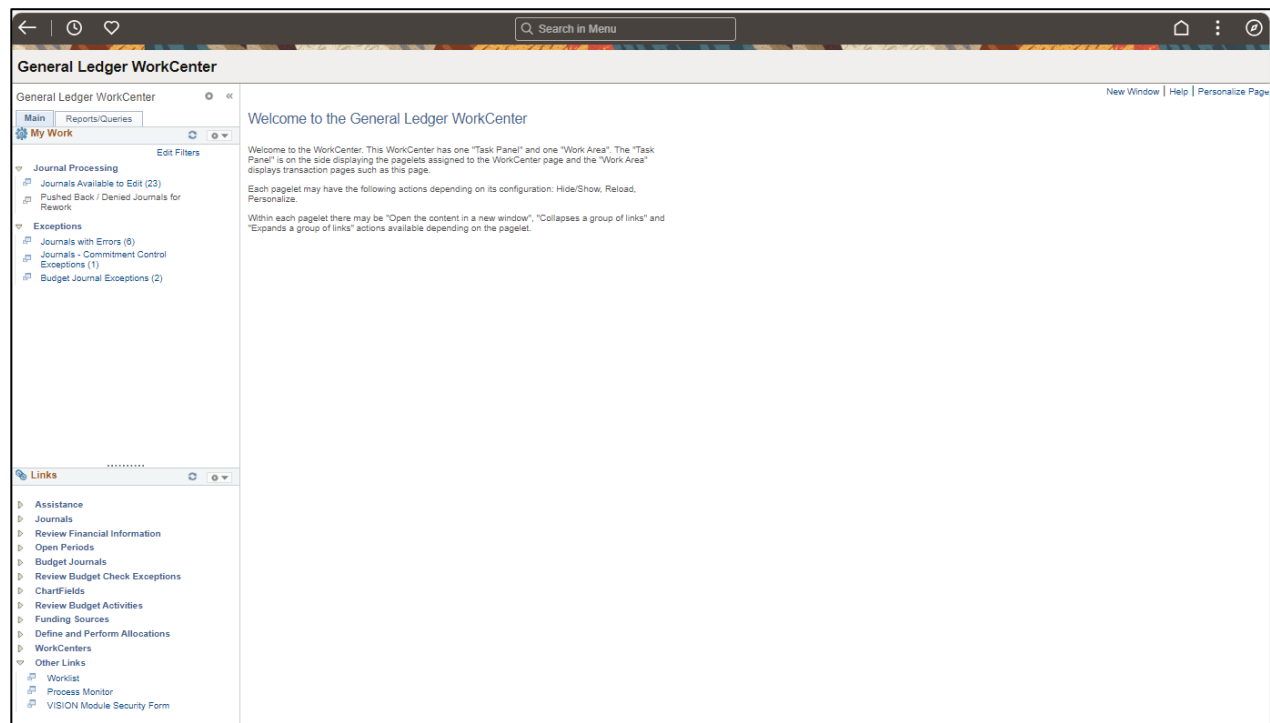


Using Tiles

When you first sign into 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:

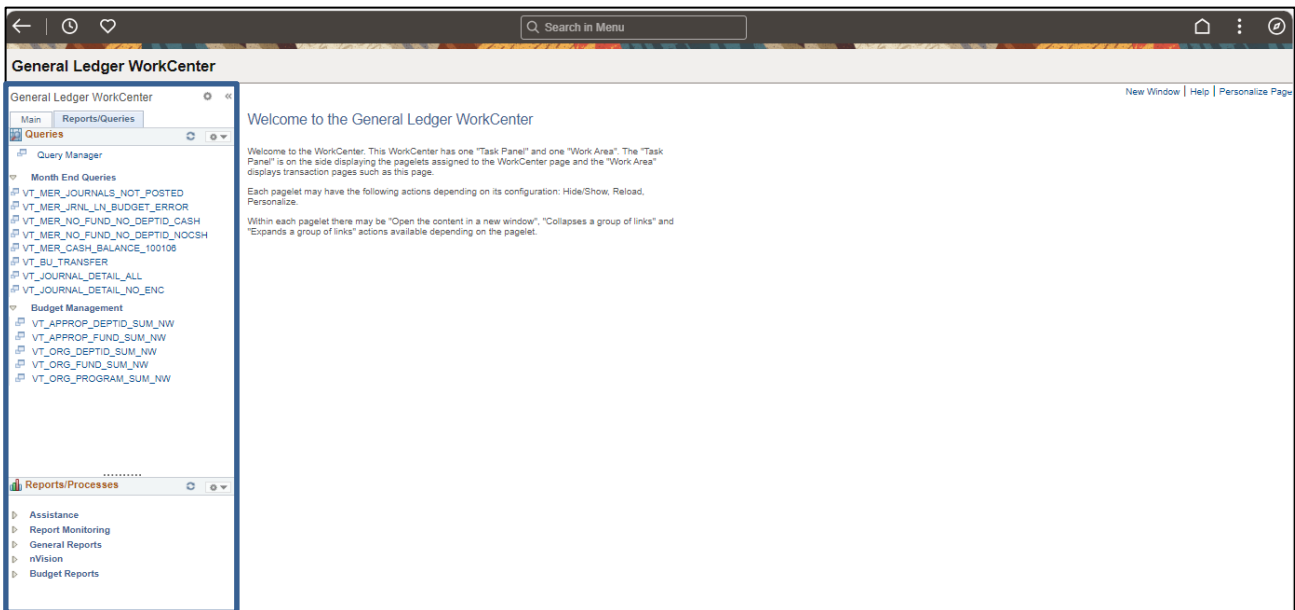
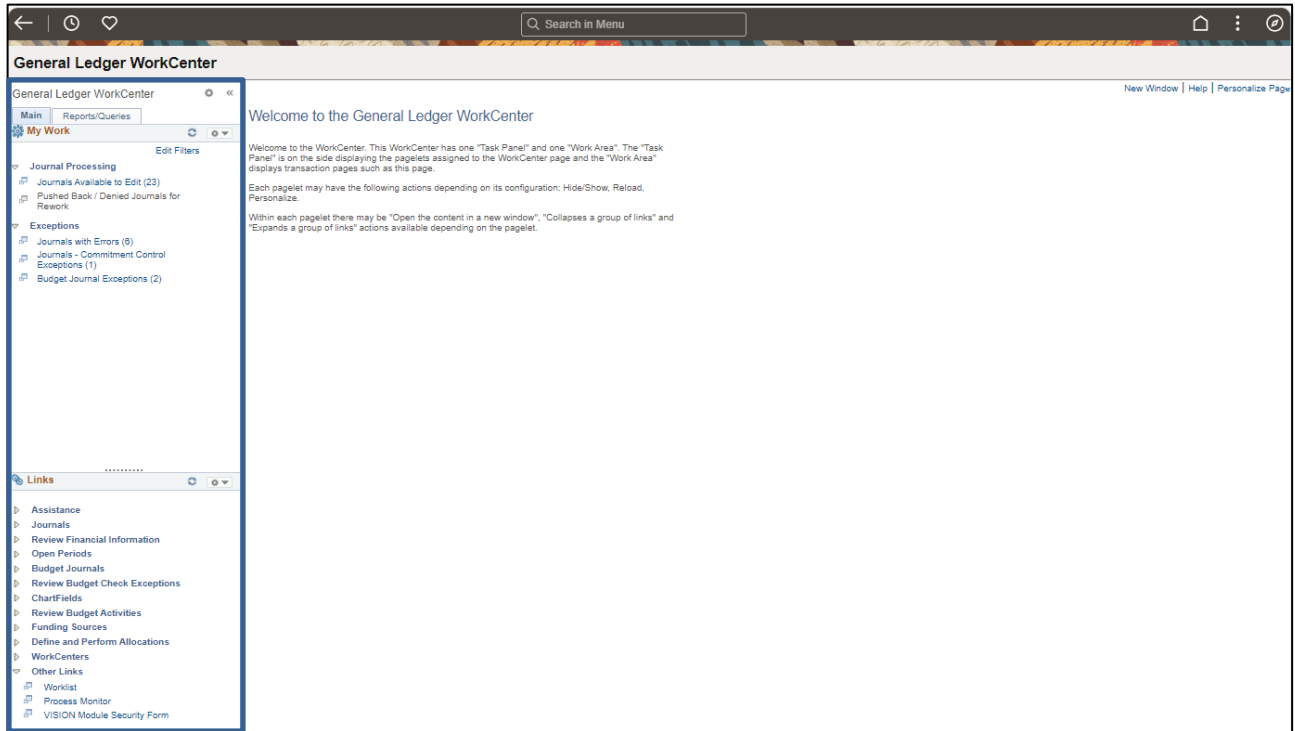


Clicking on a tile will take you to the associated module WorkCenter or page:



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:

Search in Menu

General Ledger WorkCenter

New Window | Help | Personalize Page

Main | Reports/Queries

My Work

Edit Filters

Journal Processing

Journals Available to Edit (23)

Pushed Back / Denied Journals for Reversal

Exceptions

Journals with Errors (6)

Journals - Consistent Control Exceptions (1)

Budget Journal Exceptions (2)

Links

Assistance

Journals

Review Financial Information

Open Periods

Budget Journals

Review Budget Check Exceptions

ChartFields

Review Budget Activities

Funding Sources

Define and Perform Allocations

WorkCenters

Other Links

Worklist

Process Monitor

VISION Module Security Form

Journals with Errors

Refine Filter Criteria

Personalize | Find | View All | [2] | First 1-6 of 6 Last

Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Error Message
<input type="checkbox"/>	01105	AMTRF37022	08/31/2023	01105		Asset Transfers	Errors	Valid	AM	99	Journal line errors exist for this header.
<input type="checkbox"/>	03480	0003236579	08/03/2023	03480		AHS-DGC ADMN to receive reimb	Errors	Not Budget Checked	ONL	2	
<input type="checkbox"/>	08100	0003237816	08/30/2023	08100		CVO TRANSFERS35078	Errors	Not Budget Checked	ONL	44	Journal line errors exist for this header.
<input type="checkbox"/>	08100	0003237817	08/31/2023	08100		CVO TRANSFERS17026	Errors	Not Budget Checked	ONL	52	Journal line errors exist for this header.
<input type="checkbox"/>	08100	0003237909	10/31/2023	08100		DMV TRANSFERS832	Errors	Not Budget Checked	ONL	50	Journal line errors exist for this header.
<input type="checkbox"/>	08100	0003238015	11/02/2023	08100		DMV TRANSFERS33792	Errors	Not Budget Checked	ONL	110	Journal line errors exist for this header.

Select All / Deselect All
Actions

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

General Ledger WorkCenter

Main | Reports/Queries

My Work

Edit Filters

Journal Processing

Journals Available to Edit (23)

Pushed Back / Denied Journals for Rework

Exceptions

Journals with Errors (8)

Journals - Commitment Control Exceptions (1)

Budget Journal Exceptions (2)

Links

Assistance

Journals

Review Financial Information

Open Periods

Budget Journals

Review Budget Check Exceptions

CharFields

Review Budget Activities

Funding Sources

Define and Perform Allocations

WorkCenters

Other Links

Worklist

Process Monitor

VISION Module Security Form

Search in Menu

New Window | Help | Personalize Page

Journals with Errors

Refine Filter Criteria

Journals

Personalize | Find | View All | [Grid Icon] First 1-6 of 6 Last

Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Error Message
<input type="checkbox"/>	01105 AMTRF37022	08/31/2023		01105	<input type="checkbox"/>	Asset Transfers	Errors	Valid	AM	99	Journal line errors exist for this header.
<input type="checkbox"/>	03480 0003238579	08/03/2023		03480	<input type="checkbox"/>	AHS-DGC ADMIN to receive reimburs	Errors	Not Budget Checked	ONL	2	
<input type="checkbox"/>	08100 0003237816	08/30/2023		08100	<input type="checkbox"/>	CVO TRANSFERS36078	Errors	Not Budget Checked	ONL	44	Journal line errors exist for this header.
<input type="checkbox"/>	08100 0003237817	08/31/2023		08100	<input type="checkbox"/>	CVO TRANSFERS17026	Errors	Not Budget Checked	ONL	52	Journal line errors exist for this header.
<input type="checkbox"/>	08100 0003237990	10/31/2023		08100	<input type="checkbox"/>	DMV TRANSFERS632	Errors	Not Budget Checked	ONL	50	Journal line errors exist for this header.
<input type="checkbox"/>	08100 0003238015	11/02/2023		08100	<input type="checkbox"/>	DMV TRANSFERS33792	Errors	Not Budget Checked	ONL	110	Journal line errors exist for this header.

Select All / Deselect All
Actions GO

General Ledger WorkCenter

Search in Menu

Journal ID

Journals with Errors

Refine Filter Criteria

Personalize | Find | View All | 1-6 of 6 | First | Last

Unit	Journal ID	Journal Date	UpPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Error Message
01105	AMTRF37022	08/31/2023		01105		Asset Transfers	Errors	Valid	AM	99	Journal line errors exist for this header.
03480	0003239579	08/03/2023		03480		AHS-DOC ADMIN to receive reimb	Errors	Not Budget Checked	ONL	2	
08100	0003237816	08/30/2023		08100		CVO TRANSFERS36078	Errors	Not Budget Checked	ONL	44	Journal line errors exist for this header.
08100	0003237817	08/31/2023		08100		CVO TRANSFERS17026	Errors	Not Budget Checked	ONL	52	Journal line errors exist for this header.
08100	0003237999	10/31/2023		08100		DMV TRANSFERS832	Errors	Not Budget Checked	ONL	90	Journal line errors exist for this header.
08100	0003238015	11/02/2023		08100		DMV TRANSFERS33792	Errors	Not Budget Checked	ONL	110	Journal line errors exist for this header.

Select All / Deselect All

Actions

Clicking on a [Link](#) opens the functionality in the work area:

General Ledger WorkCenter

Search in Menu

General Ledger WorkCenter

Main | Reports/Queries

My Work

Edit Filters

Journal Processing

Journals Available to Edit (23)

Pushed Back / Denied Journals for Rework

Exceptions

Journals with Errors (8)

Journals - Commitment Control Exceptions (1)

Budget Journal Exceptions (2)

Links

Assistance

Create/Update Journal Entries

Logby Journals

Edit Journals

Budget Check Journals

Manage Journal Approval

Mark Journals for Posting

Post Journals

Mark Journals for Unposting

Journal Generator

Spreadsheet Journal Import

Review Financial Information

Open Periods

Budget Journals

Review Budget Check Exceptions

Create/Update Journal Entries

Add a New Value

Find an Existing Value

*Business Unit 01110

*Journal ID NEXT

*Journal Date 01/08/2024

Add

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

General Ledger WorkCenter

Main Reports/Queries

Queries

Query Manager

Month End Queries

VT_MER_JOURNALS_NOT_POSTED

VT_MER_JRNLN_UN_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

Reports/Processes

Assistance

Report Monitoring

General Reports

nVision

Budget Reports

VT_MER_JOURNALS_NOT_POSTED - Month End Rpt/JE's not posted

*Through Date: 01/09/2024

GL Business Unit: 08100

View Results

Row	GL Business Unit	Ledger Group	Journal ID	Seq	Journal Date	Journal Class	Source	Journal Header Status	Budget Check Status	Journal Approval Status	Approval Step	Step Status	User	Long Descr	Total Debits	Total Credits	Year	Period
-----	------------------	--------------	------------	-----	--------------	---------------	--------	-----------------------	---------------------	-------------------------	---------------	-------------	------	------------	--------------	---------------	------	--------

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

General Ledger WorkCenter

Main Reports/Queries

Queries

Query Manager

Month End Queries

VT_MER_JOURNALS_NOT_POSTED

VT_MER_JRNLN_UN_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

Reports/Processes

Assistance

Report Monitoring

General Reports

nVision

Budget Reports

VT_MER_JOURNALS_NOT_POSTED - Month End Rpt/JE's not posted

*Through Date: 01/09/2024

GL Business Unit: 08100

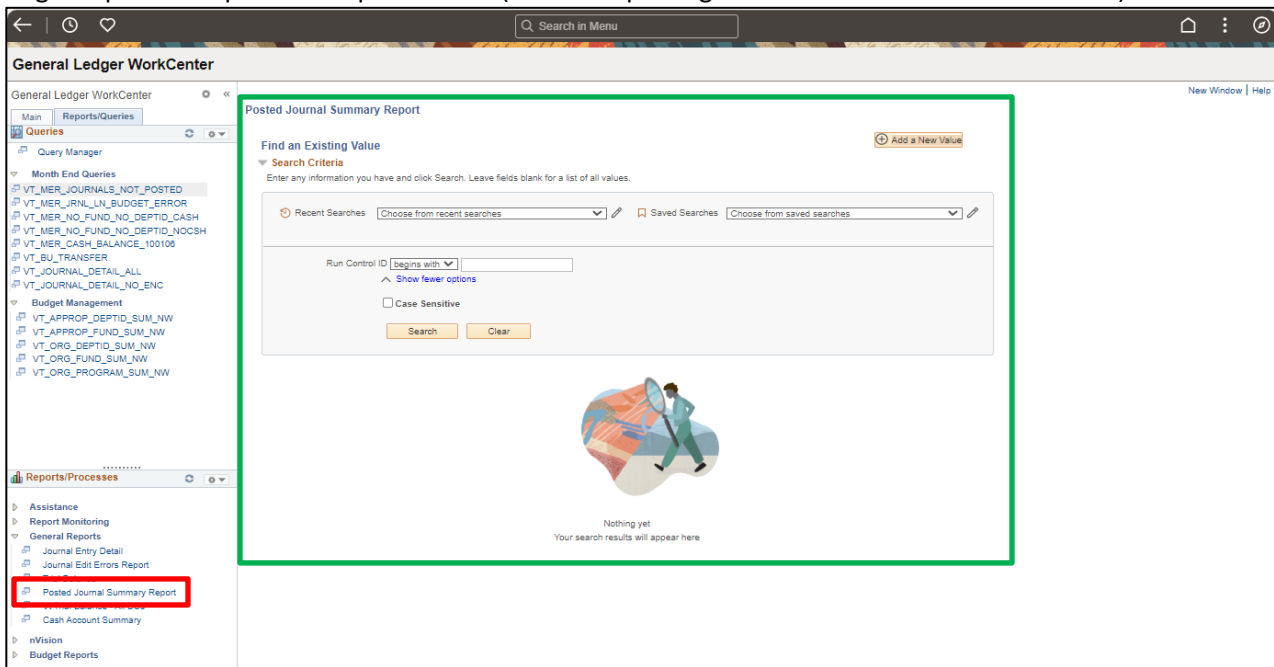
View Results

Download results in: **Excel Spreadsheet** CSV Text File XML File (30 kb)

View All

Row	GL Business Unit	Ledger Group	Journal ID	Seq	Journal Date	Journal Class	Source	Journal Header Status	Budget Check Status	Journal Approval Status	Approval Step	Step Status	User	Long Descr	Total Debits	Total Credits	Year	Period
1	08100	ACTUALS	0003230580	0	08/01/2023	PY	TSF	Valid Journal - Edits Complete	Valid	Pending Approval	1.00	A	TRICH	AOT is paying FPR for the MOU youth Conservation Camp FY23 Transfer PY invoice 2023-18 dated 5/9/23 for \$ 100,000.00 -DLuce Copied by FinOps, original entered by DLuce dated 07/20/2023	100000.000	100000.000	2024	2
2	08100	ACTUALS	0003230580	0	08/01/2023	PY	TSF	Valid Journal - Edits Complete	Valid	Pending Approval	2.00	P	TRICH	AOT is paying FPR for the MOU youth Conservation Camp FY23 Transfer PY invoice 2023-18 dated 5/9/23 for \$ 100,000.00 -DLuce Copied by FinOps, original entered by DLuce dated 07/20/2023	100000.000	100000.000	2024	2
3	08100	ACTUALS	0003235504	0	08/01/2023	CY	TSF	Valid Journal - Edits Complete	Valid	Pending Approval	1.00	A	DLUCE	AOT is paying DEC for UST Annual Permit Fees Underground Storage Tank Annual Permit Fee \$ 250.00 for 272 EF Knapp Airport-Berlin -DLuce	250.000	250.000	2024	2
4	08100	ACTUALS	0003235504	0	08/01/2023	CY	TSF	Valid Journal - Edits Complete	Valid	Pending Approval	2.00	P	DLUCE	AOT is paying DEC for UST Annual Permit Fees Underground Storage Tank Annual Permit Fee \$ 250.00 for 272 EF Knapp Airport-Berlin -DLuce	250.000	250.000	2024	2
5	08100	ACTUALS	0003235505	0	08/01/2023	CY	TSF	Valid Journal - Edits Complete	Valid	Pending Approval	1.00	A	DLUCE	AOT is paying DOL for VIOSHA Inspection 1642887 \$ 8701.00 Informal Settlement Agreement-DLuce	8701.000	8701.000	2024	2
6	08100	ACTUALS	0003235505	0	08/01/2023	CY	TSF	Valid Journal - Edits Complete	Valid	Pending Approval	2.00	P	DLUCE	AOT is paying DOL for VIOSHA Inspection 1642887 \$ 8701.00 Informal Settlement Agreement-DLuce	8701.000	8701.000	2024	2
7	08100	ACTUALS	0003237247	0	08/04/2023	CY	TSF	Valid Journal - Edits	Valid	Pending Approval	1.00	A	JWOODS	REF #38049 07/26/23 LOCKBOX DEBIT MEMO TO CORRECT ENTRY, R. BLOHM \$52.00 JE	52.000	52.000	2024	2

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 >

Menu icon > **Worklist**:

General Ledger WorkCenter

Worklist for EHOEFEL, Eric John Hoefel

Detail View Publish as Feed Worklist Filters

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link		
Judith Lauren Thurlow	08/02/2023	Approval Routing	Approval Workflow	3-Low	FormApproval 60384 VT EXP ACC 1900-01-01 N & Vision Expense Access Request User: Edmonia 11820 Add Approval - 55741	Mark Worked	Reassign
Anslay Bloomer	08/02/2023	Approval Routing	Approval Workflow	3-Low	FormApproval 60326 VT SEC REQ 1900-01-01 N & Vision Module Security Form New User Lisa Crows - 55904	Mark Worked	Reassign
Daniel Dickerson	08/03/2023	Approval Routing	Approval Workflow	3-Low	FormApproval 60468 VT SEC REQ 1900-01-01 N & Vision Expense Access Request User: Edmonia 11820 Add Approval - 55741	Mark Worked	Reassign
Celine M Edson	08/04/2023	Approval Routing	Approval Workflow	3-Low	FormApproval 60543 VT SEC REQ 1900-01-01 N & Vision Module Security Form To add access to new employee activities - 55741	Mark Worked	Reassign

Refresh

Links

- Assistance
- Journals
 - Review Financial Information
 - Open Periods
 - Budget Journals
 - Review Budget Check Exceptions
 - Chartfields
 - Review Budget Activities
 - Funding Sources
 - Define and Perform Allocations
- WorkCenters
 - Other Links
 - Worklist
 - Process Monitor
 - VISION Module Security Form

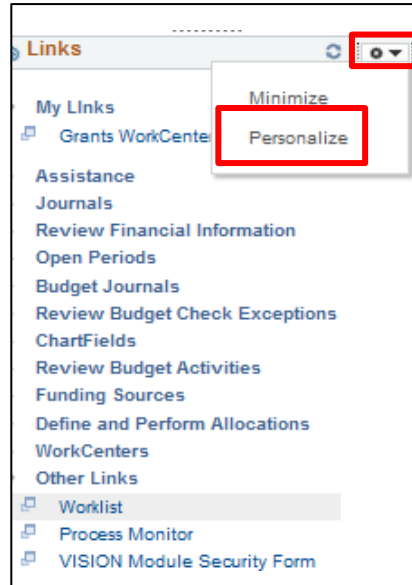
Click on the **link** to act on an approval request, any action removes the item from your Worklist. Or click on **Mark Worked** to remove notifications from your Worklist.

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**:



The **Define User Links** window opens:

A screenshot of the 'Links Pagelet Personalization' window. The window shows the 'Link Groups' section with a search bar, a 'Find' button, and a 'View All' button. The 'Link List' section is also visible, showing a table with columns for 'Define Link', 'Display Order', 'Link Label', 'Link Type', 'Show Link', 'Starting Page', and 'Open in New Window'. A red box highlights the '+' icon in the top right corner of the 'Link Groups' section, indicating where to click to add a new link group.

Define Link	Display Order	Link Label	Link Type	Show Link	Starting Page	Open in New Window
Define	10	General Ledger Module Support	URL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Click the + icon to add a new link group

Define User "Links" Links

Links Pagelet Personalization

Configuration ID GL General Ledger WorkCenter

User ID EHOEFEL

Link Groups 2 Find View All First 2 of 13 Last

*Group Label My Links

Display Order 13

☐ Start Group Collapsed

Link List 2 Personalize Find 1 of 1 First Last

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

Save

2. Enter a **Group Label** and the **Display Order** you want it in
3. Click **Define**

The **Define Link** window opens:

Define Link

*Link Type URL

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

URLID mont.gov/training-and-support/vision-chartfields-and-accounting-periods

Label Chartfield and Accounting Periods

OK Cancel

4. Select a **Link Type** from the drop-down menu
5. Insert the **URLID** you want to add and a descriptive **Label**
6. Click **OK**

You are returned to the **Links Pagelet Personalization** window:

Links Pagelet Personalization
Configuration ID GL General Ledger WorkCenter
User ID EHOEFEL

Link Groups ? Find | View All First 2 of 13 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		Chartfield and Accounting Periods	URL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

7. Select **Start Group Collapsed** to show only the group title in the Links pagelet
8. Select **Open in New Window** to open the link in a new browser (recommended for non-PeopleSoft pages)
9. Click **Save**

The following **Message** displays:

Message

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

OK

10. Click **OK**

Define User Links

Links Pagelet Personalization
Configuration ID GL General Ledger WorkCenter
User ID EHOEFEL

Delete Personalization

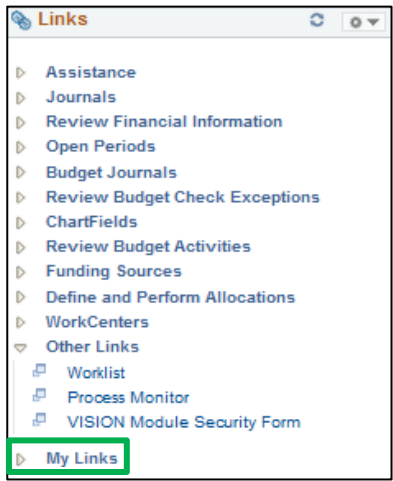
Link Groups ? Find | View All First 13 of 13 Last
*Group Label My Links
Display Order 13
☒ **Start Group Collapsed**

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

Save

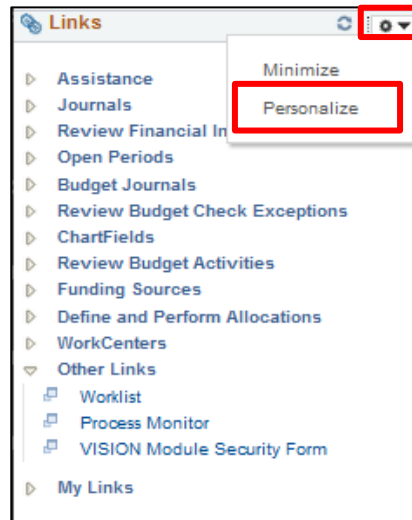
11. Click on the **X** to close the window

Click the **Refresh Pagelet** icon, you have added a link to web content. You have added a new Links Group to your Links Pagelet:



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**:

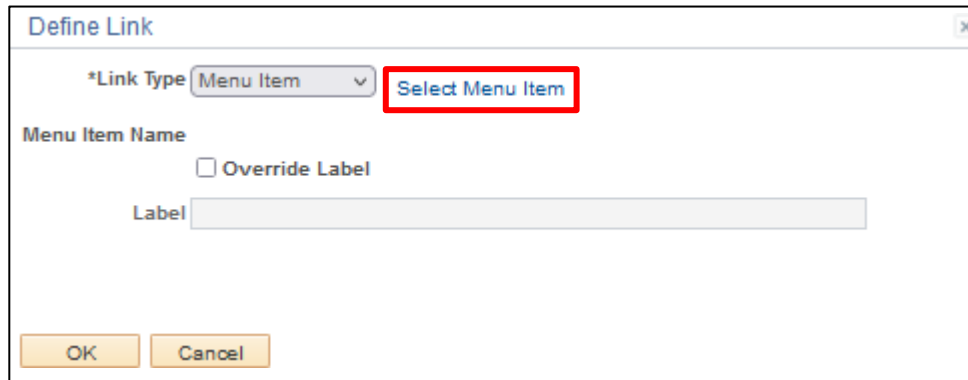


This opens the **Define User "Links" Links** window:

A screenshot of the 'Define User "Links" Links' window. The window title is 'Define User "Links" Links'. The main heading is 'Links Pagelet Personalization'. Below this, there are fields for 'Configuration ID' (GL), 'General Ledger WorkCenter', and 'User ID' (EHOEFEL). There is a 'Delete Personalization' button. Below this is a 'Link Groups' section with a 'Find | View All' button, 'First 13 of 13', and a 'Last' button (highlighted with a red rectangle). There is a text field for '*Group Label' (My Links) and a 'Display Order' field (13). There is a checkbox for 'Start Group Collapsed' (checked). Below this is a 'Link List' section with a 'Personalize | Find' button, 'First 1-2 of 2', and 'Last' buttons. There is a table with columns: Define Link, Display Order, Link Label, Link Type, Show Link, Starting Page, Open in New Window, and a '+'/- button. The table has two rows: one for 'Chartfield and Accounting Periods' (URL, Show Link checked, Starting Page unchecked, Open in New Window checked, '+' button highlighted with a red rectangle) and one for 'Menu Item' (Menu Item, Show Link checked, Starting Page unchecked, Open in New Window unchecked, '+' button). There is a 'Save' button at the bottom.

1. Click **Last** to bring up the My Links Group (or create a new group, see the preceding exercise)
2. Click the **+** icon to add a new link
3. Click **Define**

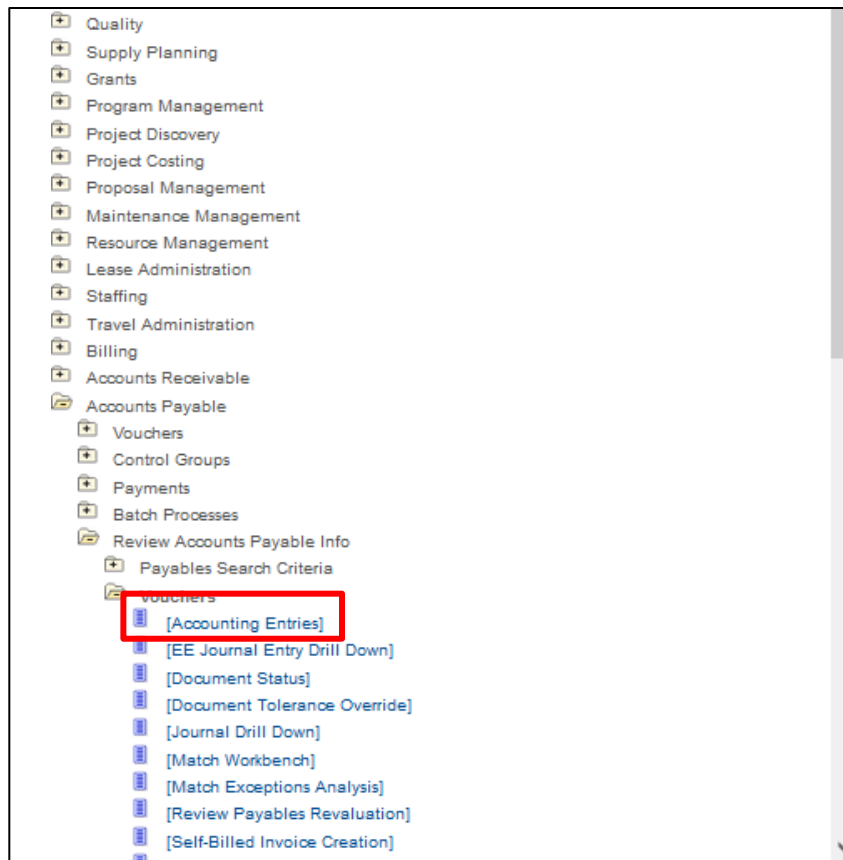
The **Define Link** window opens:



The **Define Link** window is a dialog box with a title bar. It contains a dropdown menu for ***Link Type** set to **Menu Item**. To the right of the dropdown is a button labeled **Select Menu Item**, which is highlighted with a red rectangle. Below the dropdown is a section for **Menu Item Name** with an ☐ **Override Label** checkbox. Underneath is a **Label** text input field. At the bottom are **OK** and **Cancel** buttons.

4. Click the **Select Menu Item** link

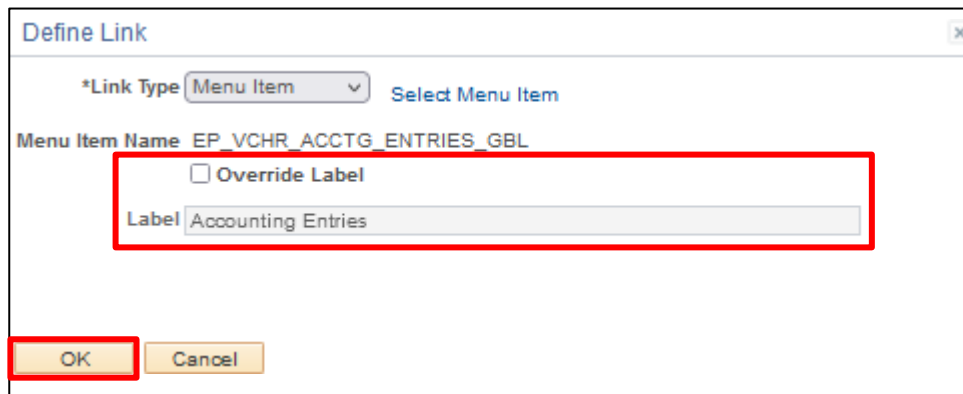
The **Select a Content Reference** window opens:



The **Select a Content Reference** window displays a hierarchical tree of content references. The tree includes categories like Quality, Supply Planning, Grants, Program Management, Project Discovery, Project Costing, Proposal Management, Maintenance Management, Resource Management, Lease Administration, Staffing, Travel Administration, Billing, Accounts Receivable, Accounts Payable, Vouchers, Control Groups, Payments, Batch Processes, Review Accounts Payable Info, Payables Search Criteria, and a sub-category for vouchers. The **[Accounting Entries]** item under the vouchers category is highlighted with a red rectangle. Other items listed include [EE Journal Entry Drill Down], [Document Status], [Document Tolerance Override], [Journal Drill Down], [Match Workbench], [Match Exceptions Analysis], [Review Payables Revaluation], and [Self-Billed Invoice Creation].

5. Click on the **page** you want to link to

You are returned to the **Define Link** page:

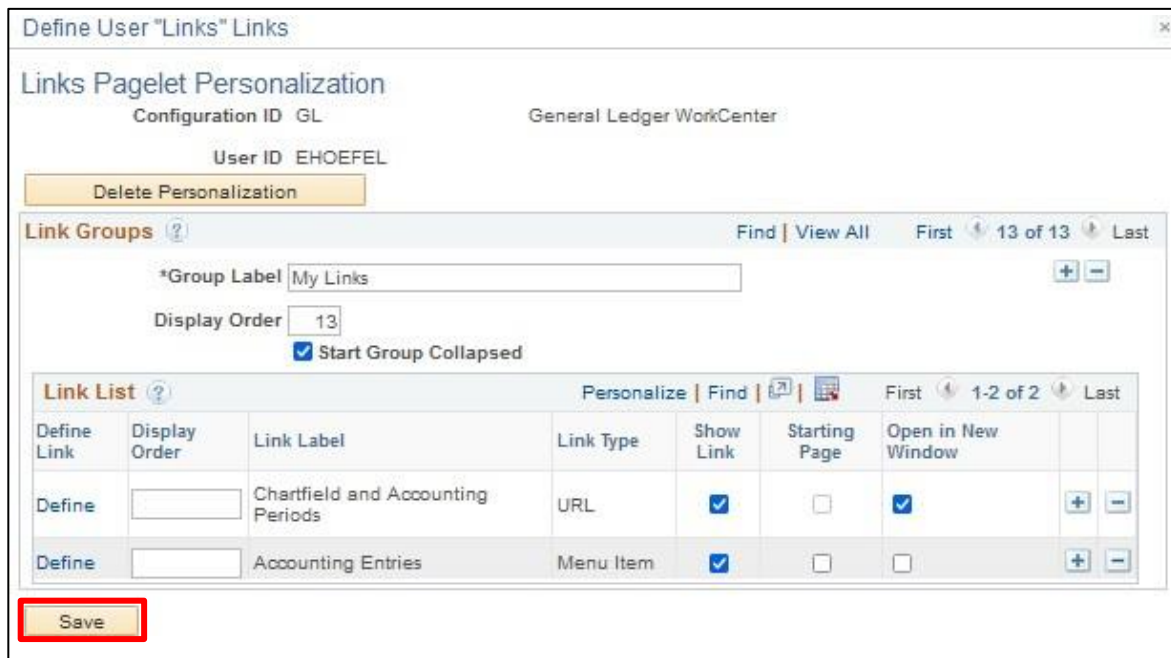


The 'Define Link' dialog box is shown. It has a title bar 'Define Link' with a close button. Inside, there is a dropdown menu for '*Link Type' set to 'Menu Item' and a 'Select Menu Item' link. Below that is the 'Menu Item Name' field with the value 'EP_VCHR_ACCTG_ENTRIES_GBL'. A red rectangle highlights the 'Override Label' checkbox (which is unchecked) and the 'Label' text field containing 'Accounting Entries'. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red rectangle.

6. Click on the **Override Label** box if you want to edit the default label

7. Click **OK**

You are returned to the **Define User "Links" Links** window:

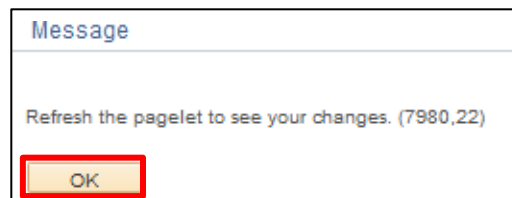


The 'Define User "Links" Links' window is shown. It has a title bar 'Define User "Links" Links' with a close button. The main area is titled 'Links Pagelet Personalization'. It shows 'Configuration ID' as 'GL' and 'General Ledger WorkCenter'. Below that, 'User ID' is 'EHOEFEL'. There is a 'Delete Personalization' button. A 'Link Groups' section shows '*Group Label' as 'My Links' and 'Display Order' as '13'. There is a 'Start Group Collapsed' checkbox which is checked. Below this is a 'Link List' table. The table has columns: 'Define Link', 'Display Order', 'Link Label', 'Link Type', 'Show Link', 'Starting Page', 'Open in New Window', and navigation buttons. The table contains two rows: one for 'Chartfield and Accounting Periods' (URL type) and one for 'Accounting Entries' (Menu Item type). The 'Show Link' checkbox is checked for both. The 'Open in New Window' checkbox is checked for the first row and unchecked for the second. At the bottom, there is a 'Save' button highlighted with a red rectangle.

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

8. Click **Save**

The following **Message** opens:



The 'Message' dialog box is shown. It has a title bar 'Message'. The message text says 'Refresh the pagelet to see your changes. (7980,22)'. At the bottom, there is an 'OK' button highlighted with a red rectangle.

9. Click **OK**

You are returned to the **Define User "Links" Links** window:

Define User "Links" Links

Links Pagelet Personalization

Configuration ID GL General Ledger WorkCenter

User ID EHOEFEL

Delete Personalization

Link Groups ? Find View All First 13 of 13 Last

*Group Label My Links

Display Order 13

☒ Start Group Collapsed

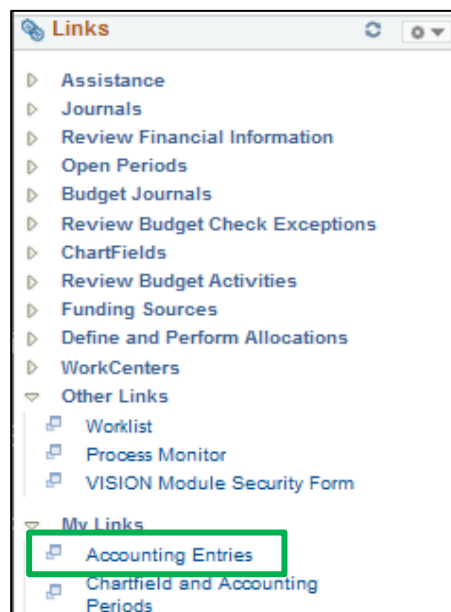
Link List ? Personalize Find First 1-2 of 2 Last

Define Link	Display Order	Link Label	Link Type	Show Link	Starting Page	Open in New Window
Define		Accounting Entries	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Define		Chartfield and Accounting Periods	URL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

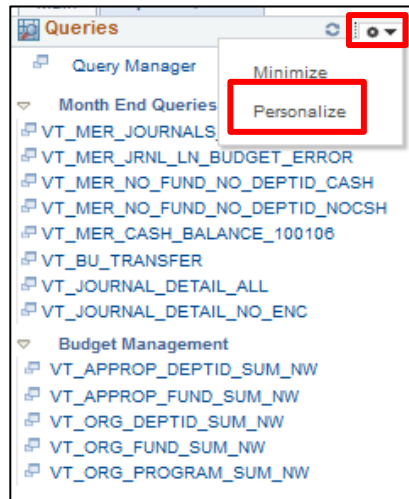
10. Click on the **X** to close the window

The new link appears in the **Links Pagelet**:



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** window:

A screenshot of the 'Define User Query Links' window. The window title is 'Define User Query Links'. The main content area is titled 'Queries Pagelet Personalization'. It shows the configuration for the 'Month End Queries' group. The 'Query Definition' table lists 8 queries, each with a 'Show Link' checkbox checked. The 'Personalize' button is highlighted with a red box. The 'Save' button is at the bottom left.

Display Order	Owner	*Type	Query Name	Description	Show Link	Starting Page
10	Public Owner	Query	VT_MER_JOURNALS_NOT_POSTED	VT_MER_JOURNALS_NOT_POSTED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Public Owner	Query	VT_MER_JRNL_LN_BUDGET_ERROR	VT_MER_JRNL_LN_BUDGET_ERROR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	Public Owner	Query	VT_MER_NO_FUND_NO_DEPTID_CASH	VT_MER_NO_FUND_NO_DEPTID_CASH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	Public Owner	Query	VT_MER_NO_FUND_NO_DEPTID_NOCASH	VT_MER_NO_FUND_NO_DEPTID_NOCASH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50	Public Owner	Query	VT_MER_CASH_BALANCE_100106	VT_MER_CASH_BALANCE_100106	<input checked="" type="checkbox"/>	<input type="checkbox"/>
60	Public Owner	Query	VT_BU_TRANSFER	VT_BU_TRANSFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
70	Public Owner	Query	VT_JOURNAL_DETAIL_ALL	VT_JOURNAL_DETAIL_ALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
80	Public Owner	Query	VT_JOURNAL_DETAIL_NO_ENC	VT_JOURNAL_DETAIL_NO_ENC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Click on the **+** icon to open a new Query Group

A new **Query Group** opens:

Define User Query Links

Queries Pagelet Personalization

Configuration ID GL General Ledger WorkCenter

User ID EHOEFEL

Query Groups ? Find | View All First 2 of 3 Last

*Group Label My Queries

Display Order 3

☐ Start Group Collapsed

Query Definition ? Personalize | Find | 1 of 1 Last

Display Order	Owner	*Type	Override Title/Description	Query Name	Description	Show Link	Starting Page
	Public Owner	Query				<input checked="" type="checkbox"/>	

Save

2. Enter a **Group Label**
3. Select the **Display Order**
4. Click on the **Look up** icon

The **Look Up Query Name** window opens:

Look Up Query Name

Search by: Query Name begins with VT_MER

Look Up Cancel Advanced Lookup

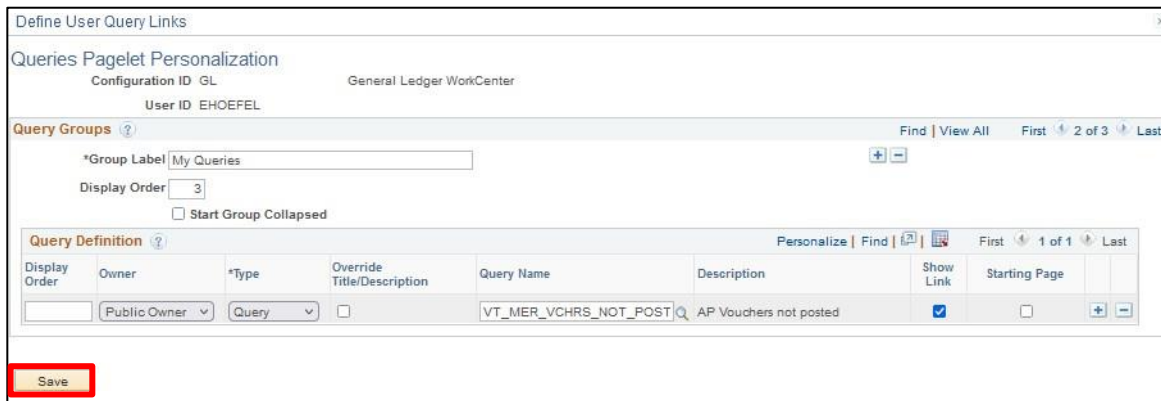
Search Results

View 100 First 1-37 of 37 Last

Query Name	Description
VT_MER_ASSETS_NO_ACCTG_ENTRIES	Assets with no Acctg Entries
VT_MER_ASSETS_NO_DEPTID	Assets w/no Dept ID
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_ADV_POSTED_NOT_PD	Open Cash Advance
VT_MER_CASH_BALANCE_100106	returns 100106 bal for a BU
VT_MER_DEPOSITS_NOT_POSTED	Dep. not Dir Jrnls & not posted
VT_MER_DJ_NOT_POSTED_TO_GL	MnthEndRpt/DrtJrnls NotPosted
VT_MER_EXP_RPT_NOT_JG	Exp Rpt posted not journaled
VT_MER_EXP_RPT_NOT_POSTED	Expense Reports not posted
VT_MER_GROUPS_NOT_POSTED	Pending items not yet posted
VT_MER_GROUPS_POSTED_NOT_JG	Groups posted not jg
VT_MER_JOURNALS_NOT_POSTED	Month End Rpt/JE's not posted
VT_MER_JRNL_LN_BUDGET_ERROR	Journal line bud error
VT_MER_LEASE_LOG	Exp detail for Leases
VT_MER_NO_FUND_NO_DEPTID_CASH	acct bal with no fund/deptid
VT_MER_NO_FUND_NO_DEPTID_NOCASH	acct bal with no fund/deptid
VT_MER_OPEN_AP	Open AP as of Month End Date
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	Req's not at Complete status
VT_MER_TAUTH_NOT_APPROVED	TA's not approved
VT_MER_TA_OPEN_ENC	List of open Travel Auths/ENC
VT_MER_TA_OPEN_ENC_ALL_CF	List of open TA's w/Chartfield
VT_MER_VCHRS_NOT_POSTED	AP Vouchers not posted
VT_MER_VCHR_BUILD_NOT_COMPLETE	voucher build not complete

5. Enter search criteria
6. Click **Look Up**
7. Click on the query you want to add

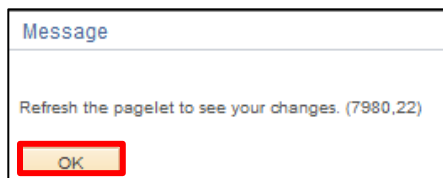
You are returned to the **Define User Query Links** window:



The 'Define User Query Links' window shows the 'Queries Pagelet Personalization' section. It includes fields for 'Configuration ID' (GL), 'User ID' (EHOEFEL), and 'General Ledger WorkCenter'. Below these are 'Query Groups' and 'Query Definition' sections. The 'Query Definition' section contains a table with columns: Display Order, Owner, *Type, Override Title/Description, Query Name, Description, Show Link, and Starting Page. A single row is visible with the following values: (blank), Public Owner, Query, (blank), VT_MER_VCHRS_NOT_POST, AP Vouchers not posted, (checked), and (blank). A 'Save' button is highlighted with a red box at the bottom left.

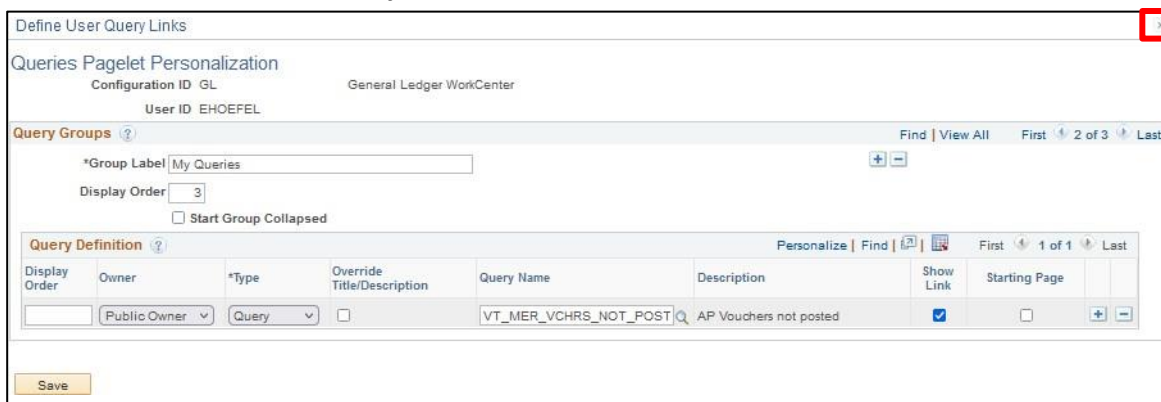
8. Click **Save**

The following **Message** opens:



A 'Message' dialog box with the text 'Refresh the pagelet to see your changes. (7980,22)'. An 'OK' button is highlighted with a red box at the bottom.

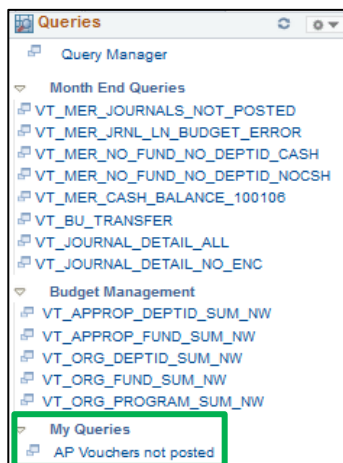
You are returned to the **Define User Query Links** window:



The 'Define User Query Links' window is shown again, identical to the previous one. A red box highlights the 'X' close button in the top right corner of the window title bar.

9. Click on the **X** to close the window

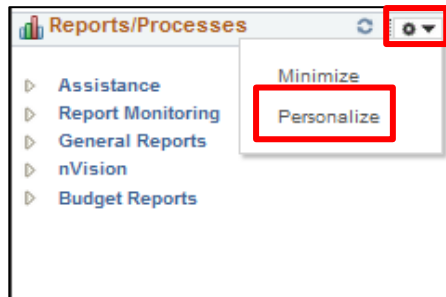
The new link appears in the **Queries Pagelet**:



The 'Queries' pagelet shows a tree view of query categories. Under 'Month End Queries', there are several query links. Under 'Budget Management', there are several query links. A new category 'My Queries' is highlighted with a green box, and it contains a single query link '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** window:

A screenshot of the 'Define User "Reports" Links' window. The window title is 'Define User "Reports" Links'. The main heading is 'Reports/Processes Pagelet Personalization'. Below this, it shows 'Configuration ID GL' and 'General Ledger WorkCenter'. The 'User ID' is 'EHOEFEL'. There are two main sections: 'Link Groups' and 'Link List'. In the 'Link Groups' section, there is a text input field for '*Group Label' containing 'Assistance', a 'Display Order' field with '1', and a checkbox for 'Start Group Collapsed' which is checked. To the right of the 'Link Groups' section is a '+ -' icon. In the 'Link List' section, there is a table with columns: Define Link, Display Order, Link Label, Link Type, Run Control ID, Show Link, Starting Page, and Open in New Window. The table has one row with 'Define' in the first column, an empty 'Display Order' field, 'Report/Query Assistance' in the 'Link Label' column, 'URL' in the 'Link Type' column, an empty 'Run Control ID' field, a checked 'Show Link' checkbox, an empty 'Starting Page' field, and a checked 'Open in New Window' checkbox. At the bottom left is a 'Save' button.

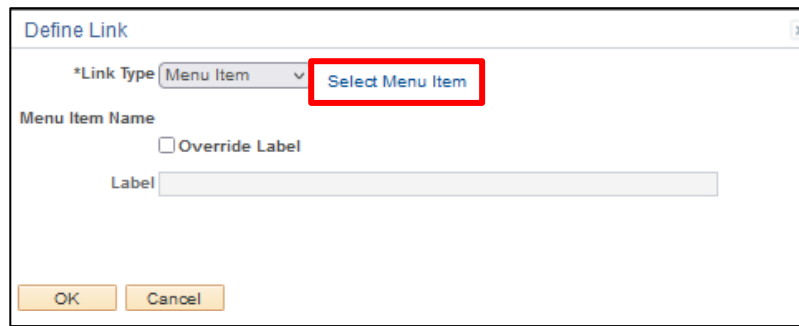
1. Click on the **+** icon to open a new Link Group

A new **Link Group** opens:

A screenshot of the 'Define User "Reports" Links' window, showing a new 'Link Group' being created. The '*Group Label' field now contains 'My Reports' and the 'Display Order' field contains '8'. The 'Start Group Collapsed' checkbox is unchecked. The '+ -' icon is still present. In the 'Link List' section, the 'Define Link' field now contains 'Define'. The 'Link Label' field is empty, the 'Link Type' is 'Menu Item', and the 'Run Control ID' field is empty. The 'Show Link' checkbox is checked, the 'Starting Page' field is empty, and the 'Open in New Window' checkbox is unchecked. The 'Save' button is at the bottom left.

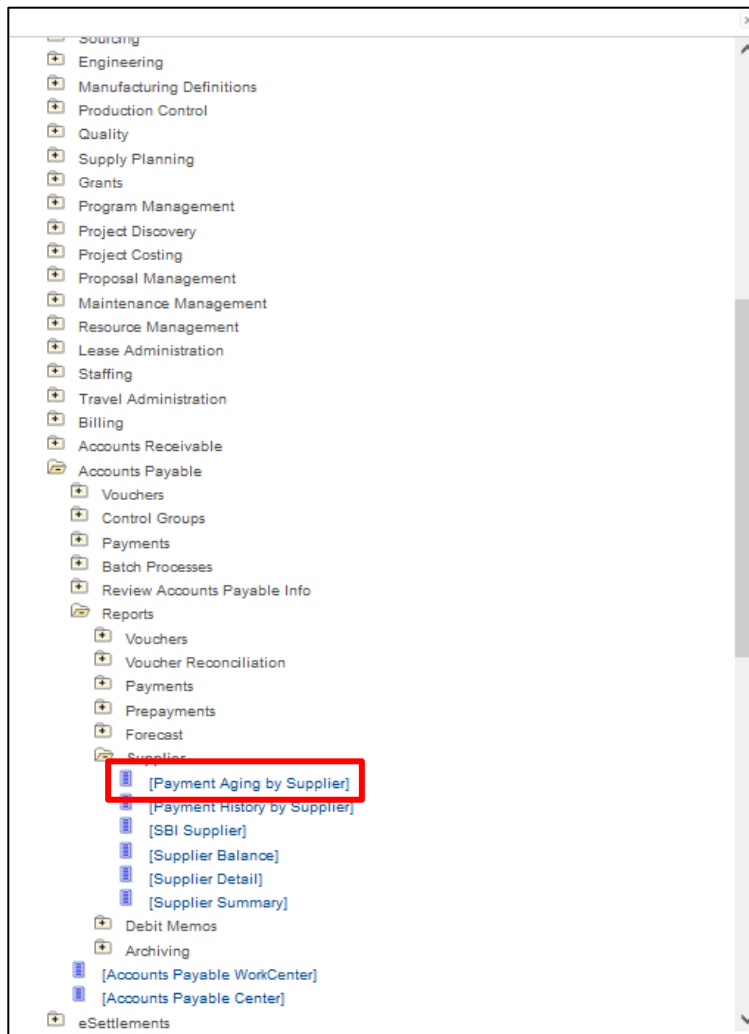
2. Enter a **Group Label**
3. Set the **Display Order**
4. Click on **Define**

The **Define Link** window opens:



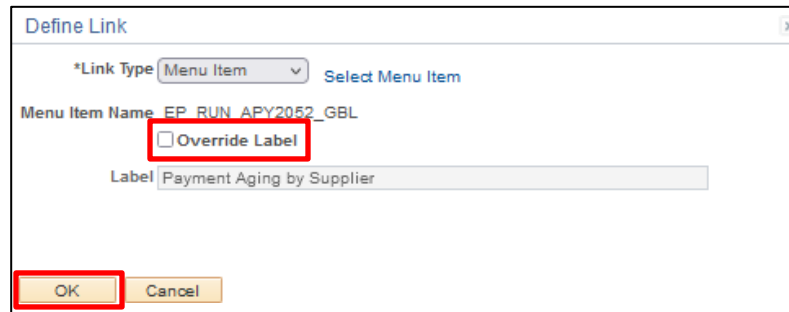
5. Click on **Select Menu Item**

The **Select a Content Reference** window opens:



6. Click on the page you want to link to

The **Define Link** window opens:

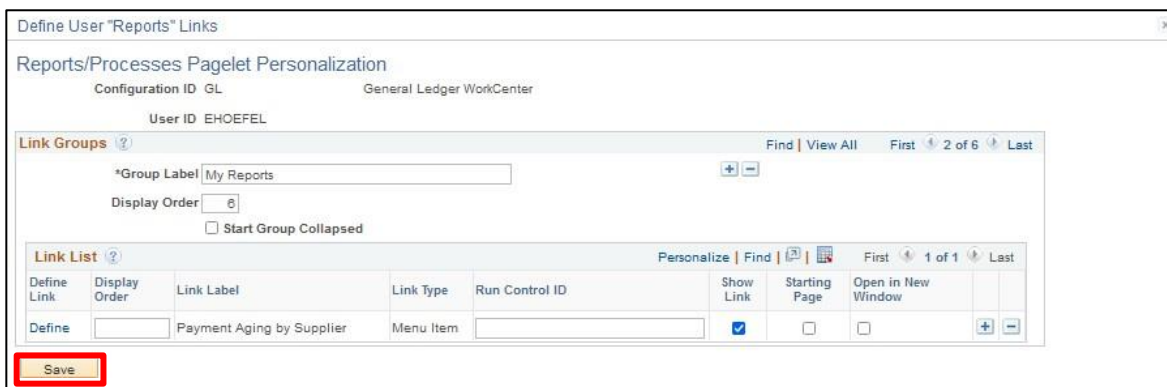


The 'Define Link' window is shown. It has a title bar 'Define Link' with a close button. Inside, there is a dropdown for '*Link Type' set to 'Menu Item' with a 'Select Menu Item' link. Below is 'Menu Item Name' with the value 'EP_RUN_APY2052_GBL'. A checkbox labeled 'Override Label' is highlighted with a red box. Below that is a text field for 'Label' with the value 'Payment Aging by Supplier'. At the bottom, 'OK' and 'Cancel' buttons are present, with 'OK' highlighted by a red box.

7. Click on the **Override Label** box if you want to edit the default label

8. Click **OK**

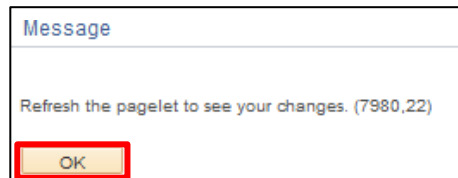
You are returned to the **Define User "Links" Links** window:



The 'Define User "Reports" Links' window is shown. It has a title bar 'Define User "Reports" Links' with a close button. The main area is titled 'Reports/Processes Pagelet Personalization'. It shows 'Configuration ID GL' and 'General Ledger WorkCenter'. Below is 'User ID EHOEFEL'. There is a 'Link Groups' section with a text field for '*Group Label' set to 'My Reports' and a 'Display Order' of 8. A checkbox 'Start Group Collapsed' is present. Below is a 'Link List' table. The table has columns: Define Link, Display Order, Link Label, Link Type, Run Control ID, Show Link, Starting Page, Open in New Window. The first row is 'Define', '8', 'Payment Aging by Supplier', 'Menu Item', and the 'Show Link' checkbox is checked. At the bottom left, a 'Save' button is highlighted with a red box.

9. Click **Save**

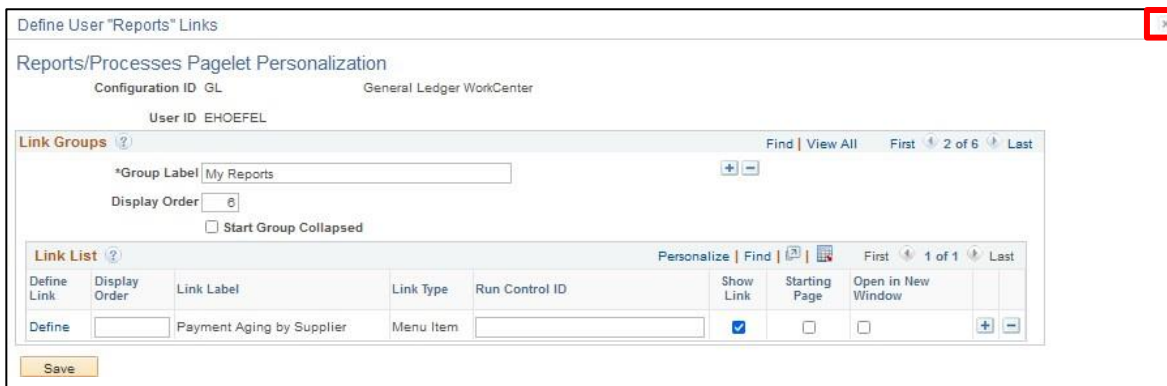
The following **Message** displays:



A 'Message' dialog box is shown. It has a title bar 'Message'. The message text says 'Refresh the pagelet to see your changes. (7980,22)'. At the bottom, an 'OK' button is highlighted with a red box.

10. Click **OK**

You are returned to the **Define User "Links" Links** window:



The 'Define User "Reports" Links' window is shown again. It is identical to the previous screenshot, but the close button (X) in the top right corner of the window title bar is highlighted with a red box.

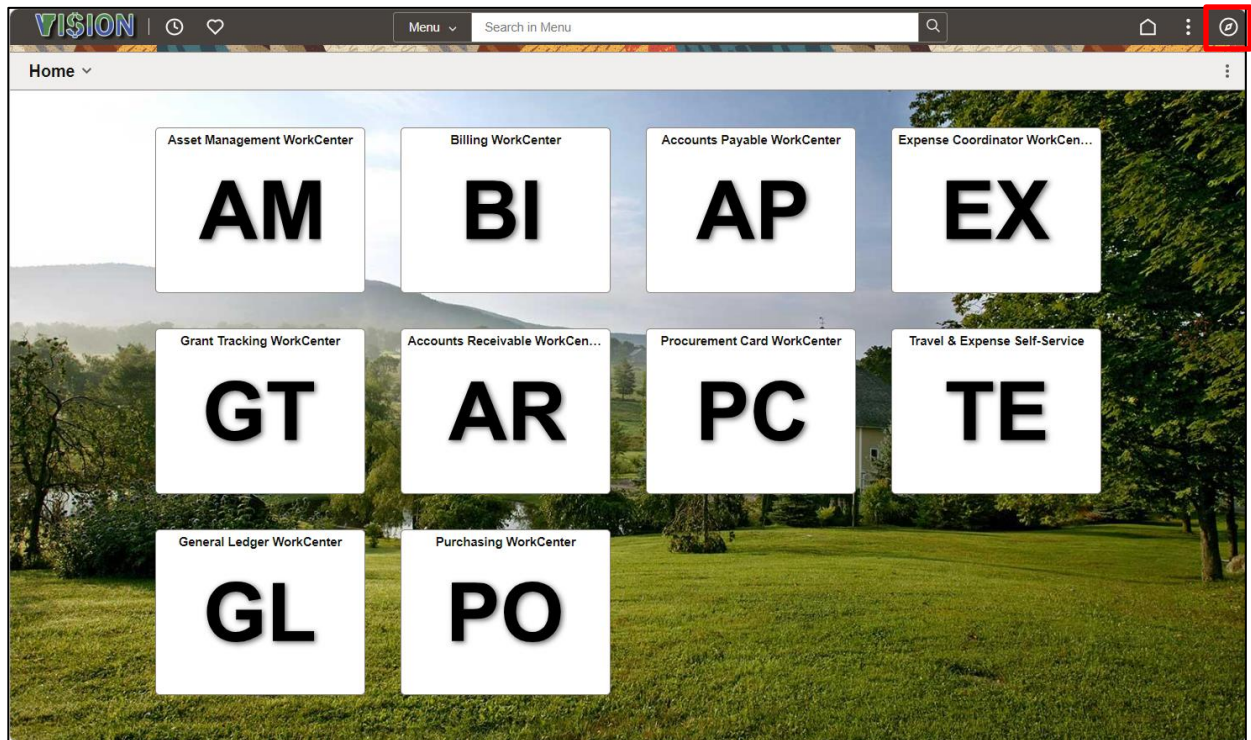
11. Click on the **X** to close the window

You have added a report to the **Reports/Processes Pagelet**:

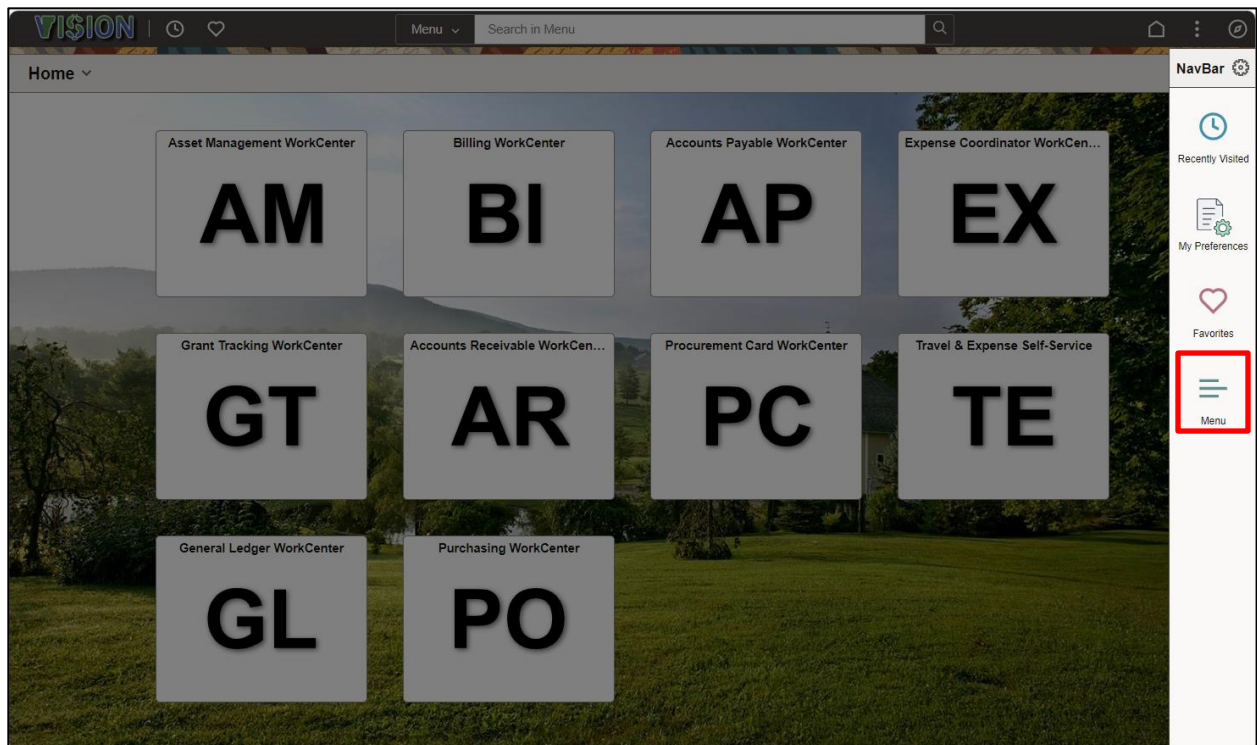


Using the NavBar

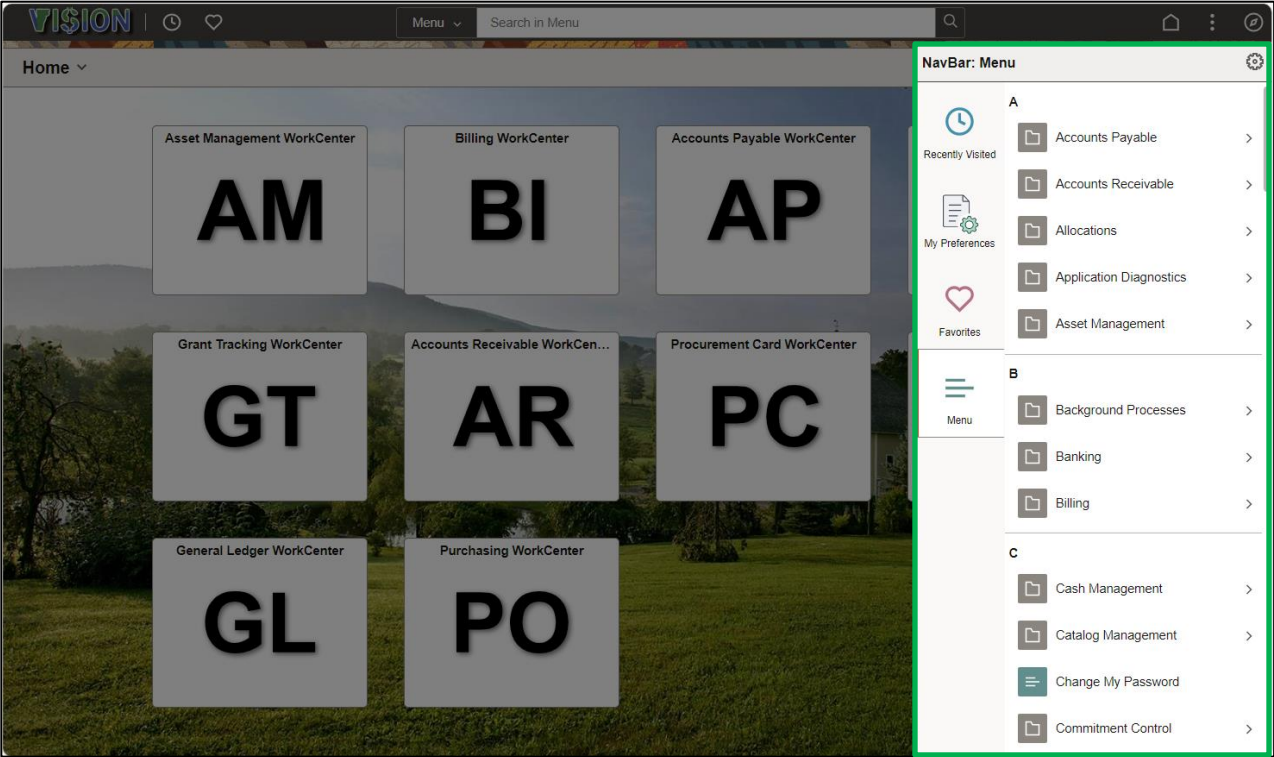
While WorkCenters have been designed to give you easy access to the VISION functionality you will need to accomplish most of your tasks you may also navigate by clicking the [NavBar](#) Icon:



Click the [Menu](#) Icon:



The **NavBar Menu** opens, sorted alphabetically. Scroll and drill down to the functionality you want and click on the link:



Page Navigation

1

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	08100	Invoice Date	09/02/2023		
Voucher ID	01014654	Invoice No	VILSWATGTR89		
Voucher Style	Regular	Invoice Total	500.00	USD	
Supplier Name	Swanton Village Treasurer 120 First Street - PO Box 279 Swanton, VT 05488				
Entry Status	Postable	Pay Terms	Net 10		
Match Status	No Match	Voucher Source	XML Invoices		
Approval Status	Approved	Origin	INT		
Post Status	Posted	Created On	11/08/2023 12:36PM		
		Created By	BATCH		
		Last Update	11/08/2023 3:11PM		
		Modified By	KELLIOTT		
		ERS Type	Not Applicable		
		Close Status	Open		
Budget Status	Valid				
Budget Misc Status	Valid				
*View Related	Payment Inquiry				
	Go				

2

Return to Search Previous in List Next in List Notify Refresh Add Update/Display

3

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

The above screenshot demonstrates several common navigation features:

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

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:

The screenshot shows the 'Voucher' search interface. At the top, there's a 'Find an Existing Value' section with a '+ Add a New Value' button. Below this is the 'Search Criteria' section with instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', both with dropdown menus and edit icons. The main search area contains various fields: 'Business Unit' (dropdown), 'Voucher ID' (dropdown with 'begins with' selected), 'Invoice Number' (dropdown), 'Invoice Date' (dropdown), 'Short Supplier Name' (dropdown), 'Supplier ID' (dropdown), 'Supplier Name' (dropdown), 'Voucher Style' (dropdown), 'Related Voucher' (dropdown), 'Entry Status' (dropdown), 'Voucher Source' (dropdown), and 'Incomplete Voucher' (dropdown). A 'Show fewer options' link is below the dropdowns. At the bottom, there's a 'Case Sensitive' checkbox and 'Search' and 'Clear' buttons. Red annotations include a '1' next to the 'Voucher ID' dropdown and a '4' next to the 'Case Sensitive' checkbox.

1. In the drop-down box, select **contains** to avoid needing to enter leading zeros.
2. Enter as much information as you KNOW is accurate. This will return results that match known criteria but will not exclude possible matches.
3. Do not enter information that is not KNOWN as it may exclude match results that are desired.
4. 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)

Voucher

New Window | Help

Find an Existing Value

[Add a New Value](#)

Search Criteria

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

Recent Searches: [Choose from recent searches](#) | Saved Searches: [Choose from saved searches](#)

Business Unit:

Voucher ID:

Invoice Number:

Invoice Date:

Short Supplier Name:

Supplier ID:

Supplier Name:

Voucher Style:

Related Voucher:

Entry Status:

Voucher Source:

Incomplete Voucher:

[Show fewer options](#)

☐ Case Sensitive

[Search](#) [Clear](#) [Save Search](#)

- 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

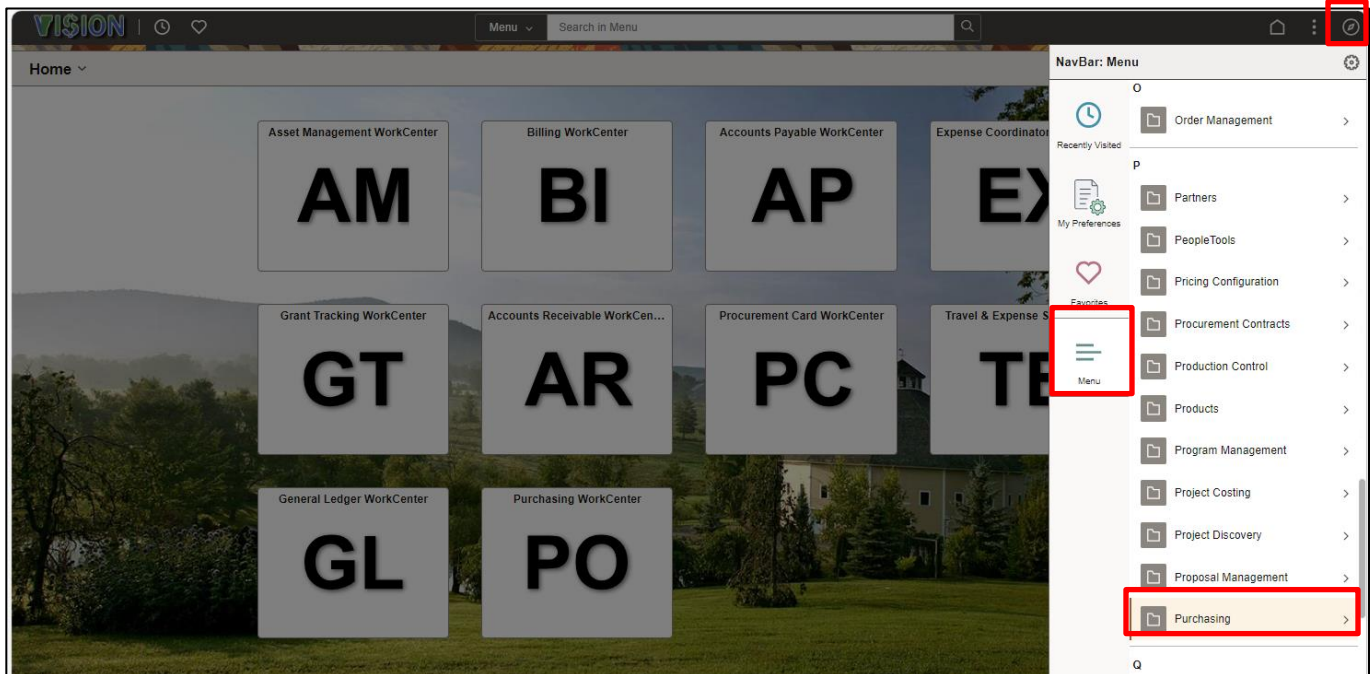
Search Results

Only the first 100 results of a possible 1006761 can be displayed. Business Unit "08100", Entry Status "Postable"

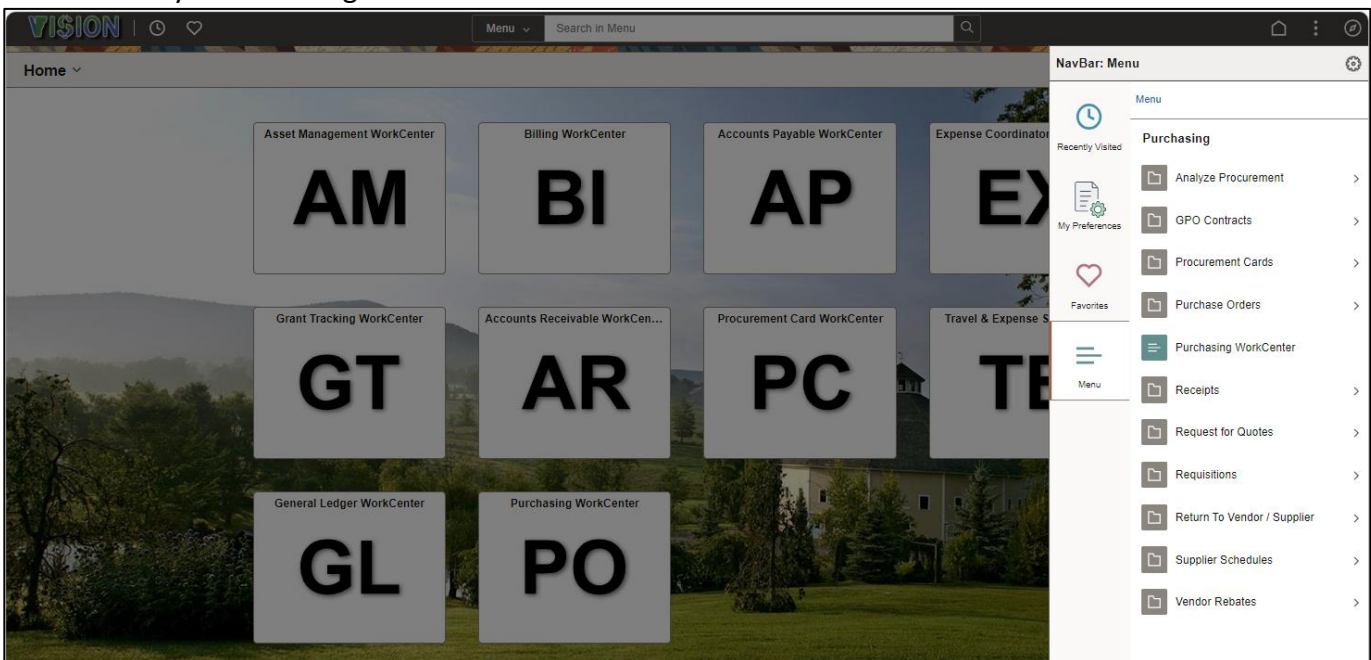
View All 25												
First 1-10 of 100 Last												
Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Incomplete Voucher
08100	01014655	ST700202402	-9645.82	-9645.82	08/31/2023	AOTCENTRAL-001	0000269981	Agency of Transportation Central Garage	Regular	(blank)	Postable	Complete
08100	01014654	VILSWATGTR89	500	500	09/02/2023	SWANTONVIL-001	000040284	Swanton Village Treasurer	Regular	(blank)	Postable	Complete
08100	01014651	ST700202402	143695.32	143695.32	08/31/2023	AOTCENTRAL-001	0000269981	Agency of Transportation Central Garage	Regular	(blank)	Postable	Complete
08100	01014650	ST700202401	148848.18	148848.18	07/31/2023	AOTCENTRAL-001	0000269981	Agency of Transportation Central Garage	Regular	(blank)	Postable	Complete
08100	01014649	SEP2027	600	600	09/30/2023	CTRVTCNTR-001	0000300269	Central Vermont Contract Cleaning	Regular	(blank)	Postable	Complete

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 **Menu** icon, scroll down, and then the **Purchasing** link:

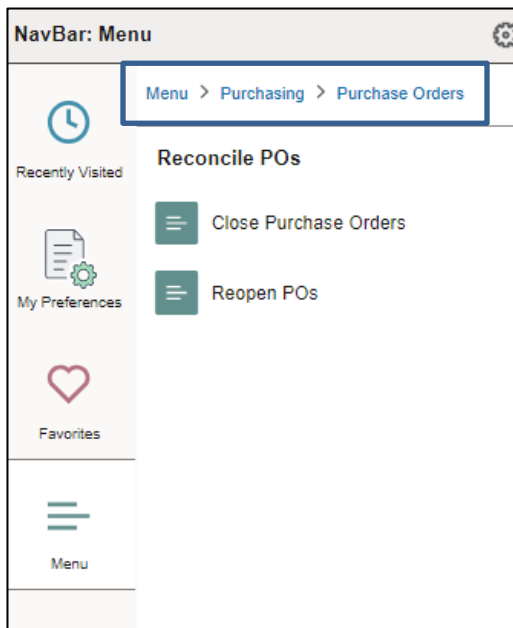


This brings up a menu of options within the Purchasing module, you can continue drilling down until you find what you're looking for.



As you drill down, you will notice that a string of “breadcrumbs” appears at the top of the menu. You

can navigate anywhere in the string by clicking on the link without having to go back to the start of the menu.



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

A screenshot of a "Purchase Order" search form. At the top, it says "Purchase Order" in a header bar. Below the header, there's a "Find an Existing Value" section with an "Add a New Value" button. Under "Search Criteria", there's a note: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two dropdown menus for "Recent Searches" and "Saved Searches". The main search area contains several fields: "*Business Unit" (dropdown, value "01110"), "PO ID" (dropdown, value "begins with", highlighted with a red box), "Purchase Order Date" (dropdown, value "begins with"), "PO Status" (dropdown, value "begins with"), "Short Supplier Name" (dropdown, value "begins with"), "Supplier ID" (dropdown, value "begins with"), "Supplier Name" (dropdown, value "begins with"), "Buyer" (dropdown, value "begins with"), "Buyer Name" (dropdown, value "begins with"), "PO Type" (dropdown, value "begins with"), and "Purchase Order Reference" (dropdown, value "begins with"). There's also a "Hold From Further Processing" checkbox. At the bottom, there are "Search", "Clear", and "Save Search" buttons.

Click on a link to display a PO:

▼ Search Results
5 results Business Unit "01110"

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	0000001086	12/27/2023	Open	NICOMCOATI-001	0000000017	Nicom Coatings Corporation	JSHELTRA	Jamie A Sheltra	General	Test Item	N	>
01110	0000001085	12/27/2023	Open	DEERFIELDV-001	0000000008	Deerfield Valley News	JSHELTRA	Jamie A Sheltra	General	Test New UOM	N	>
01110	0000001084	07/26/2023	Dispatched	IVALUA INC-001	0000380534	Ivalua Inc.	AHILL3	Alicia R Hill	General	CPS eProcurement System	N	>
01110	0000001083	07/11/2023	Dispatched	NWN CORPOR-001	0000344287	NWN Corporation	AHILL3	Alicia R Hill	General	Statewide Voice over IP Contra	N	>
01110	0000001053	03/27/2023	Dispatched	KPMG LLP-001	0000012873	KPMG LLP	SGREAVES	Suzette M Greaves	General	CPS ePro Implementation	N	>

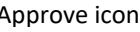


This screenshot contains some examples of links, icons, and buttons:

Add/Update POs





Maintain Purchase Order
Purchase Order

Business Unit 01110
PO ID 0000001086

Copy From


PO Status Open  
Budget Status Not Chk'd  ☐ Hold From Further Processing

▼ Header ?


*PO Date 12/27/2023  Supplier Search
*Supplier NICOMCOATI-001  Supplier Details
*Supplier ID 0000000017  Nicom Coatings Corporation
*Buyer JSHELTRA  Jamie A Sheltra

PO Reference Test Item



Doc Tol Status Valid

Receipt Status Not Recvd
*Dispatch Method  Dispatch


Amount Summary ?




Merchandise	1.00	
Freight/Tax/Misc.	0.00	
Total Amount	1.00	USD
Encumbrance Balance		









Select Lines To Display ?

Search for Lines Line To  Retrieve 

Lines ?

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving 

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	
1	0000000000000010590	Test Item for New UOMs 	1.0000	CYB	00101	1.00000	1.00	Approved	 

View Printable Version  Save  Return to Search  Previous in List  Next in List  Notify  Refresh  Add  Update/Display

At the bottom of each page are function buttons (i.e., Save, Return to Search, Previous in List, etc.)

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 and Definitions

	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?	Always	Always	Always	Always	Optional	Optional	Both	Both

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 are 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:

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:

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>

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
0	Carry Forward	2024
1	JUL 1-31, 2023	2024
2	AUG 1-31, 2023	2024
3	SEP 1-30, 2023	2024
4	OCT 1-31, 2023	2024
5	NOV 1-30, 2023	2024
6	DEC 1-31, 2023	2024
7	JAN 1-31, 2024	2024
8	FEB 1-29, 2024	2024
9	MAR 1-31, 2024	2024
10	APR 1-30, 2024	2024
11	MAY 1-31, 2024	2024
12	JUN 1-30, 2024	2024
998*	JUN 30, 2024	2024
1	JUL 1-31, 2024	2025

* 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.

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 expenditures 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)

Cost / Asset Information

Asset Information

Unit 01110 Asset ID NEXT

Profile ID Trans Date 11/06/2023

Description Acctg Date 11/06/2023

Location Trans Code

Tag Number Currency USD

☐ Accum Depr in Current Pd Rate Type CRRNT

Asset Cost Information Find | View All First 1 of 1 Last

Book Name Quantity Cost Salvage

ASSETS 1.0000 0.00 USD 0.00 USD

Category Cost Type Accum Depr YTD Depr

 0.00 0.00 USD Default Profile

Chartfields Personalize | Find | View All | First 1 of 1 Last

Fund Dept Program Class Project

▶ **Asset Additional Information**

Save Notify Add

Click the magnifying glass

Look Up Dept

*SetID STATE

Department begins with 1100

Manager Name begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 5811 can be displayed.

View 100 First 1-300 of 300 Last

Department	Description	Manager Name
0003000000	F&M - Fin Ops - Administrative	(blank)
0118000000	Buildings & Gen Serv - Capital	(blank)
0122500000	Legislative Info Technology	(blank)
0126600000	Vermont Pension Investment Com	(blank)
0334000000	Office of the Child, Youth and	(blank)
0367500000	VT Offender Work Program	(blank)
1100010000	Secretary of Administration	(blank)
1100010100	SOA OPS	(blank)
1100010200	RMP GRANTS	(blank)
1100010300	ECONOMIC RECOVERY	(blank)
1100010400	STATE FISCAL STABILIZATION	(blank)
1100010500	CONNECT VT	(blank)
1100010600	SOA HEALTH CARE REFORM	(blank)
1100010700	Racial Equity Advisory Panel	(blank)
1100020000	Secretary of Administration	(blank)
1100020100	SOA Operating	(blank)
1100020600	SOA - Health Care Reform	(blank)
1100020700	VTHR OPERATIONS	(blank)
1100030000	Pay Plan Adjustment	(blank)
1100040000	Geographic Information Service	(blank)
1100050000	Independent Health Care Comm	(blank)
1100060000	VT Agricultural Credit Corp	(blank)
1100070000	Vt Renewable Energy Authority	(blank)
1100080000	Challenges for Change	(blank)
1100090000	SOA Finance	(blank)
1100100000	SOA - Workers Comp Insurance	(blank)
1100109000	AoA-Workers' Compensation Ins.	(blank)
1100110000	SOA-General Liability Insurance	(blank)
1100119000	AoA-General Liability Ins.	(blank)
1100120000	SOA - All Other insurance	(blank)
1100120000	SOA - All Other insurance	(blank)

All Dept IDs are displayed. To view Dept IDs for your BU only, enter the first four digits of your BU (omitting the leading 0) and click on Look Up. This can also be done by entering the first four digits in the Dept field before clicking 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.

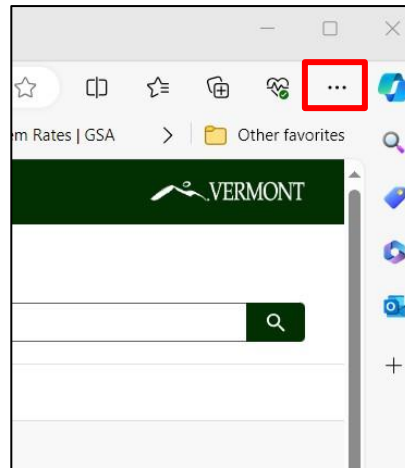
Note: A keyboard shortcut that works in most browsers is to click on **Ctrl + Shift + Delete** while the browser window is active. You can also set most browsers to clear the cache whenever you close the browser.

Microsoft Edge

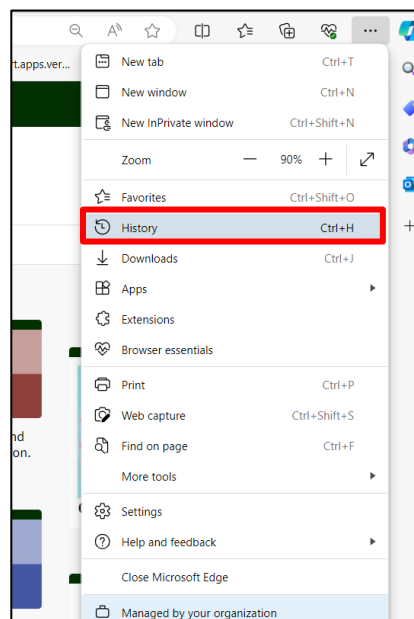
Note: Any questions about your computer should be directed to your desktop support staff.

Step 1 – Open Edge

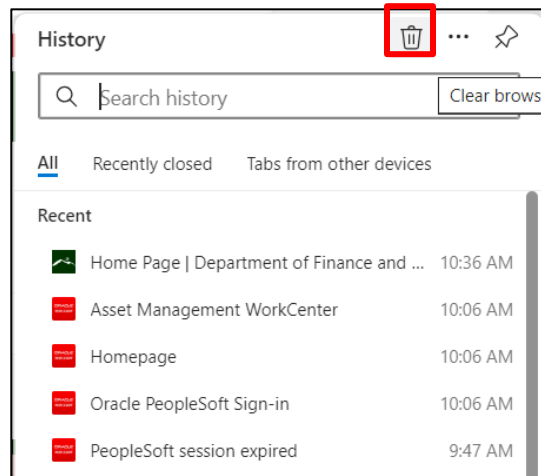
Step 2 – Click on the **Three horizontal dots**



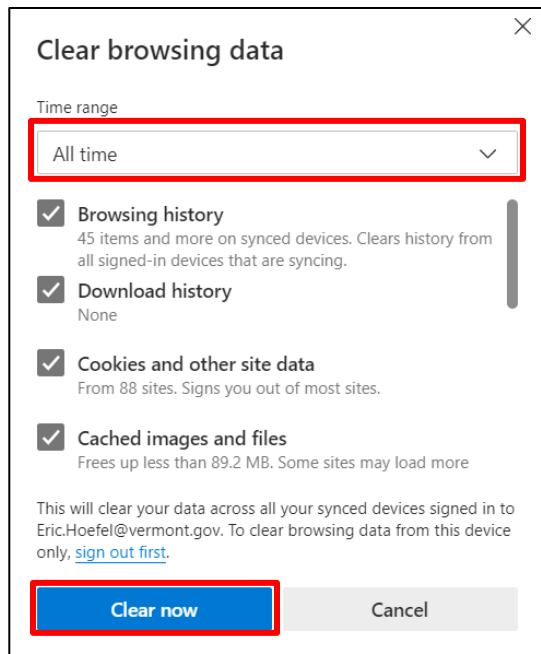
Step 3 – Click on **History**:



Step 4 – The History window opens, click on **Clear browsing data:**



Step 5 – The Clear Browsing data window opens, Select **All Time** as the **Time range** and at a minimum, **Browsing history**, **Cookies and other site data**, and **Cached images and files** and click on **Clear now:**



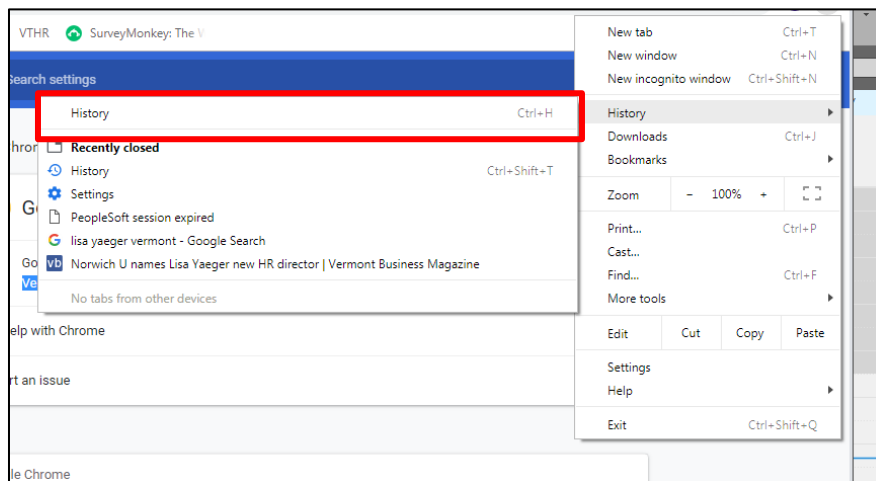
Google Chrome

Note: 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.

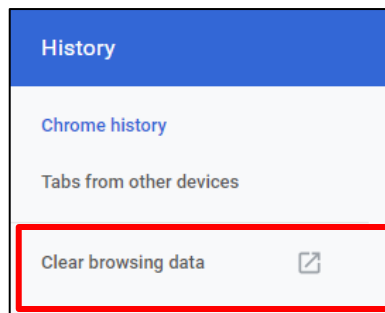
Step 1 – Click on the **three dots** in the upper-right corner:



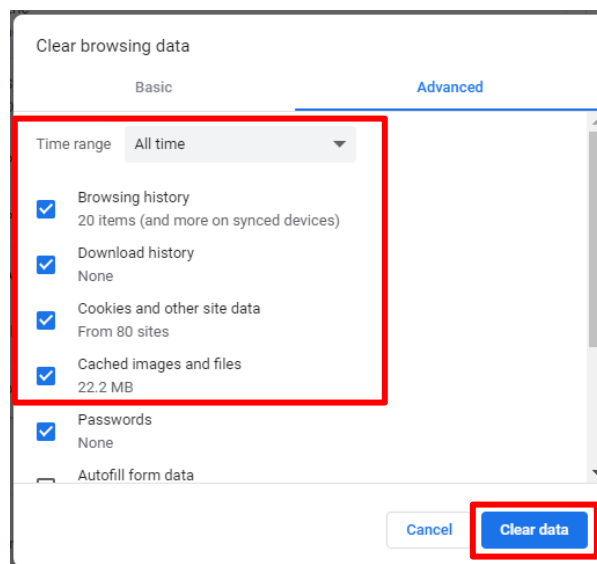
Step 2 – Hover over History and click on **History** in the pop-up window:



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**:

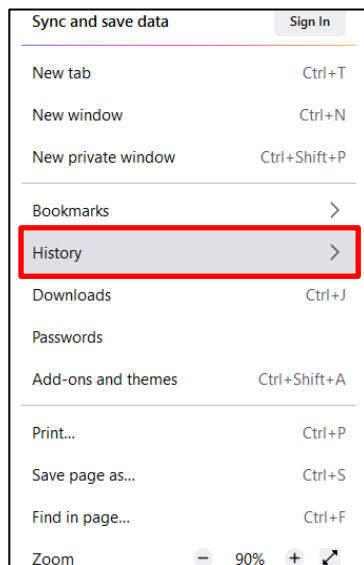


Mozilla Firefox

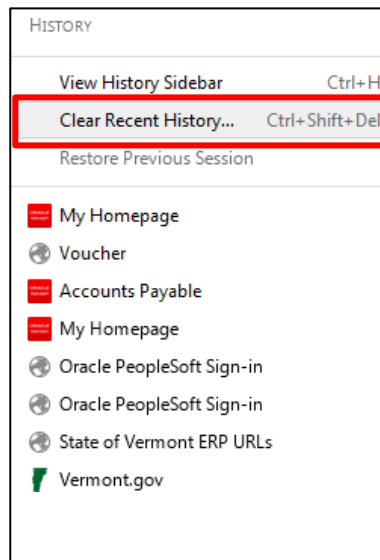
Step 1 – Click on the **three-bar icon** in the upper-right corner:



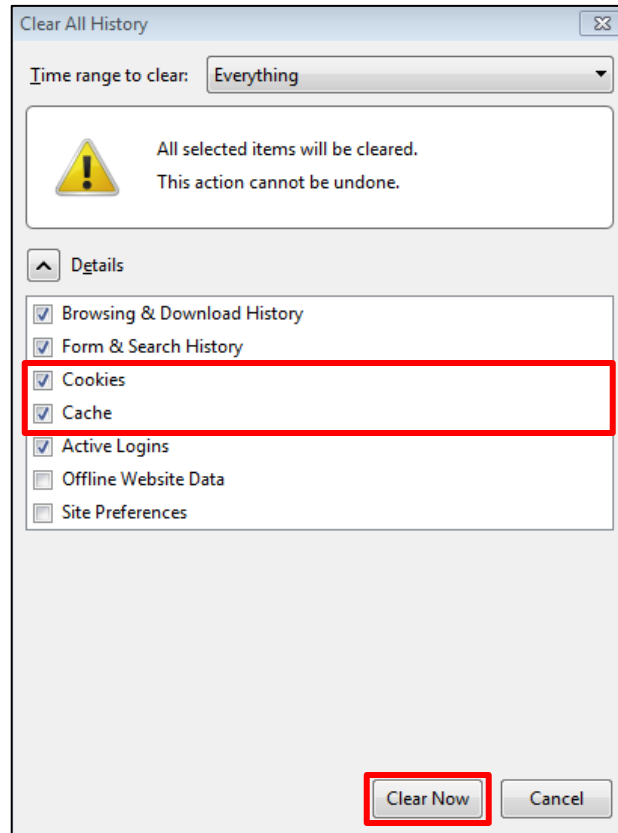
Step 2 – Click on **History**:



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



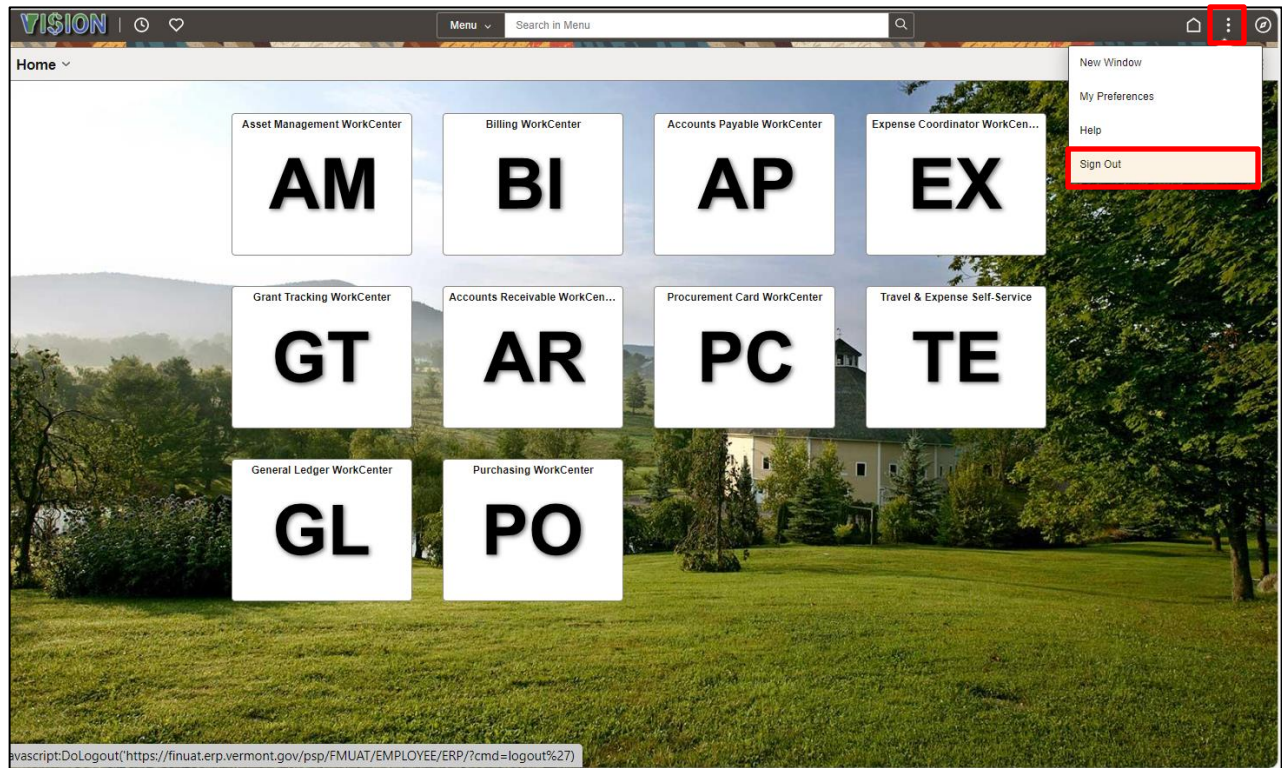
Step 4 – Select the data you want to clear (Cookies and Cache at minimum) and click on **Clear Now**:



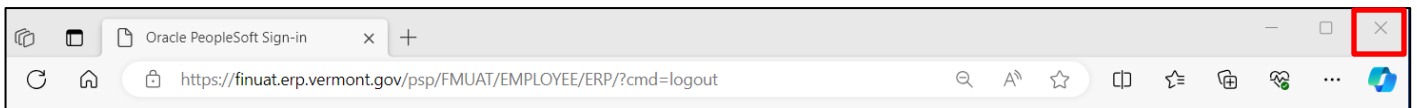
Following these steps will clear the internet files and most often removes any cause of error messages. If this does not resolve the issue, contact VISION Help Desk at 828-6700, option 2.

Logging Out

Before logging out, be sure that all your work is saved or processed. Click on the [Actions List](#) Icon then 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
	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
	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)
 Refresh	To refresh a transaction on your page
 Save	To save a transaction
 Add	To add a new transaction
 Update/Display	To update/display a transaction
 Notify	This button is not currently used in VISION
 Dispatch	To dispatch a PO
 Return to Search	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 in VISION