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

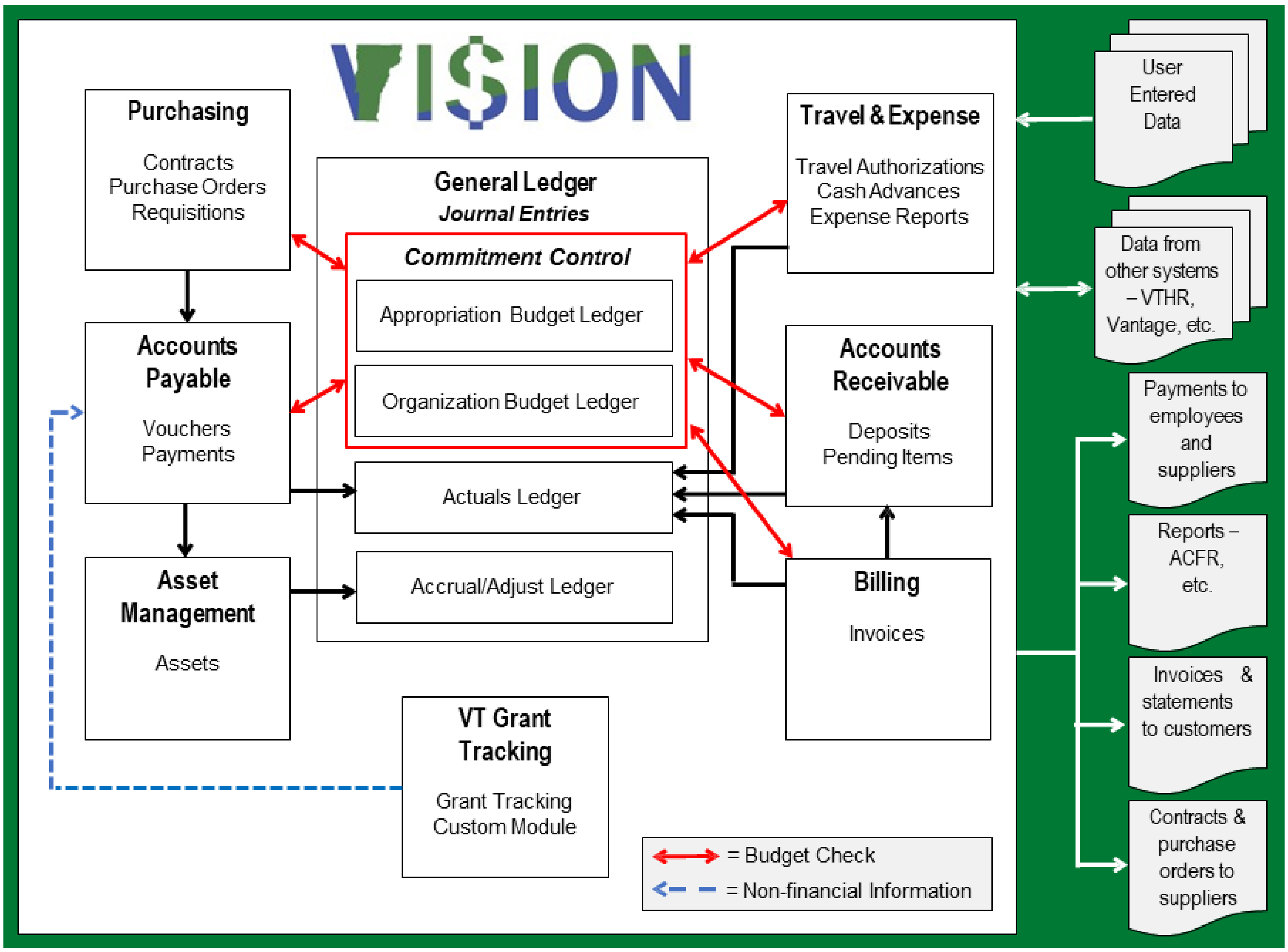
- Updated for PeopleTools 8.59 upgrade

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

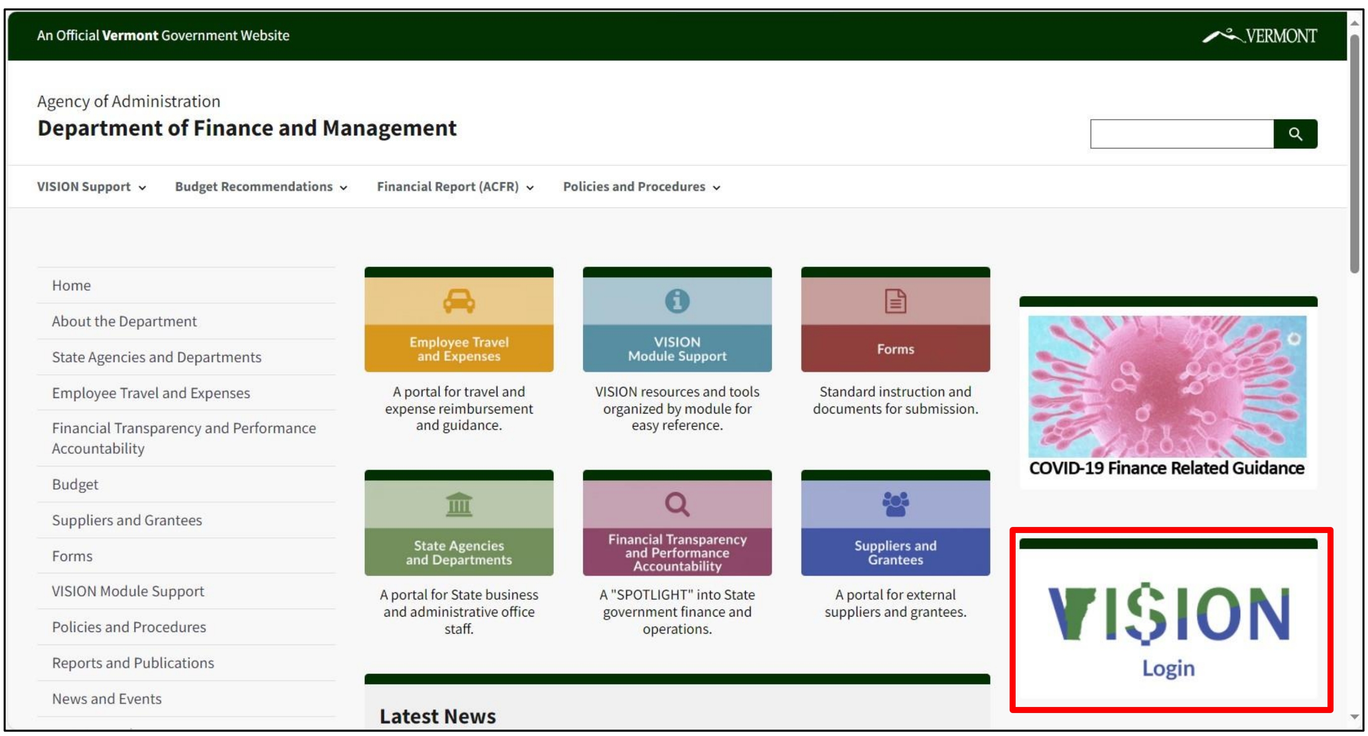
Call: (802) 828-6700, Option 2 or email VISION.FinHelpdesk@vermont.gov

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:

1. **User ID - Enter your VISION User ID or Employee ID number**
2. **Password - Enter Password:**

   New Password Requirements

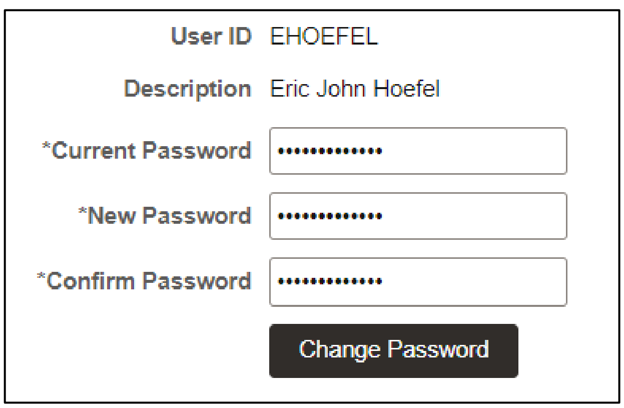
   - **Passwords are case sensitive**
   - **You can't use the same password more than once**
   - **Must be at least 8 characters long**
   - **Must contain at least one digit, one upper-case and one lower-case letter, and one special character - e.g.: !**
   - **Expires every 90 days**
   - **The login 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

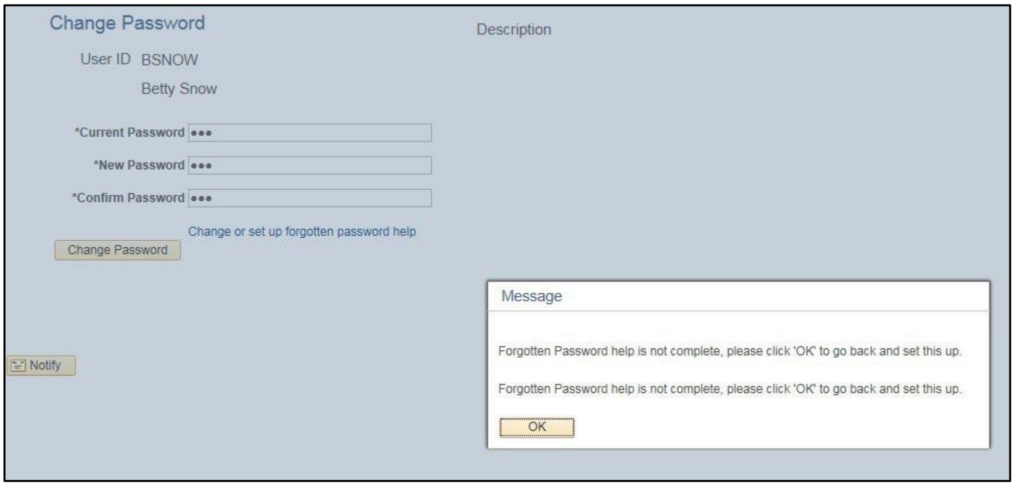
When you first sign into VISION 9.2 you will use the temporary password sent to you by the VISION Helpdesk:

You will be prompted to change your password:

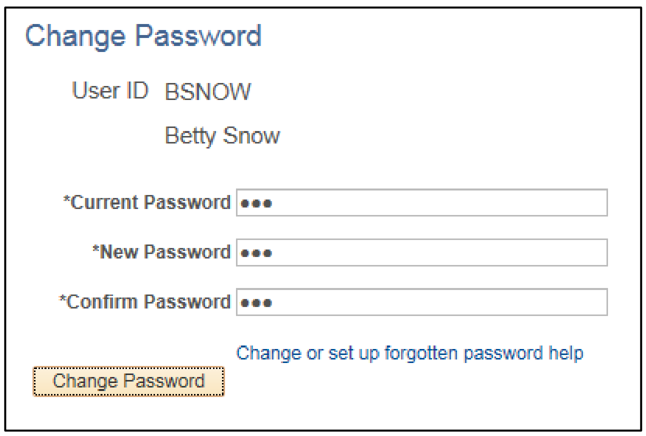
Click on **Click here to change your password**:



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**

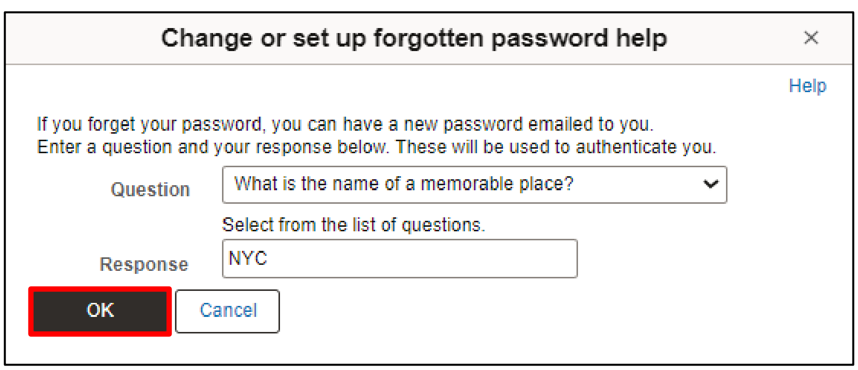


You will receive a message requiring you to set up Forgotten Password help, click **OK:**



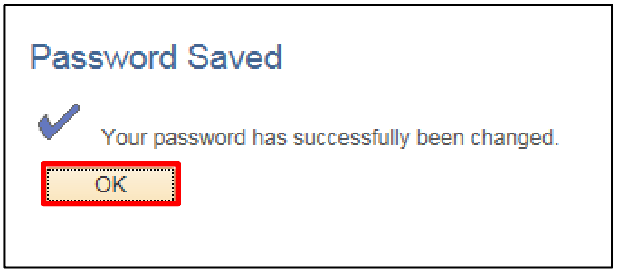
NOTE: The Current Password, New Password and Confirm Password fields have changed to show 3 dots, the information you entered to reset your password is still correct.

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



6. Select a security question and add your response
7. Click **OK**

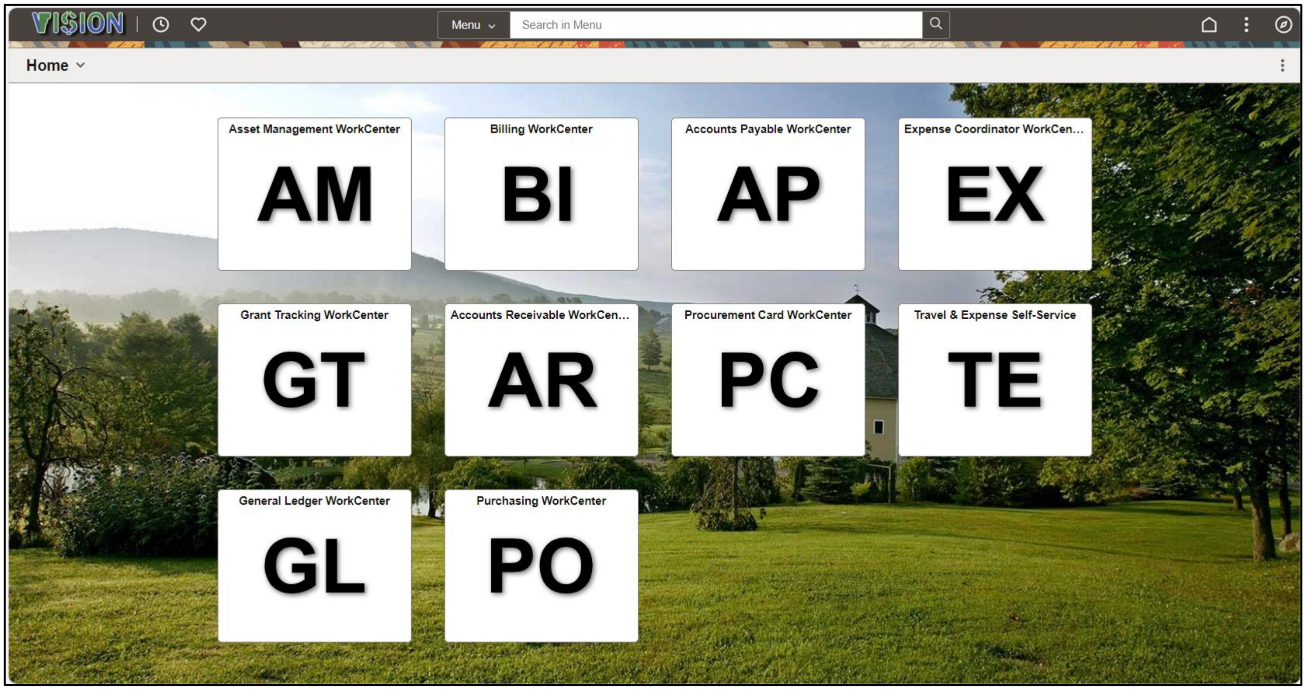
You will receive the following confirmation message:



8. Click **OK**

You will be brought to your Home Screen:

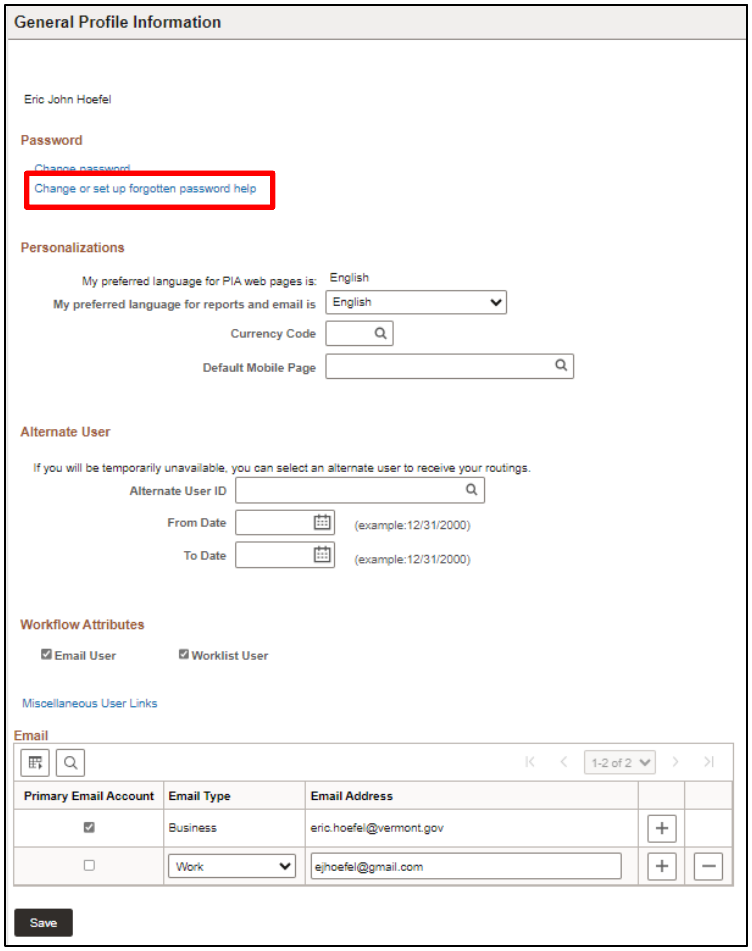
Note: You will see the tiles for the functionality you have access to in VISION. For example, if you are using VISION solely to enter expense reports you will only see the TE tile.



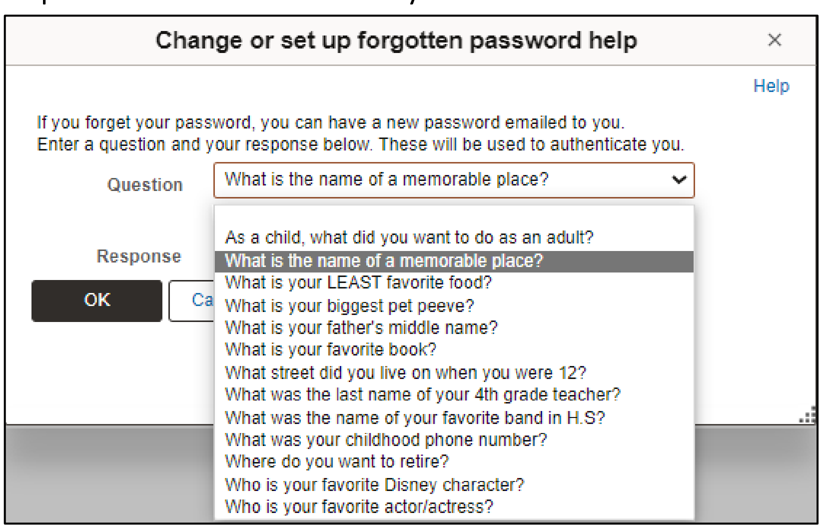
Change Forgotten Password Help

Navigation: NavBar icon > Menu > My System Profile

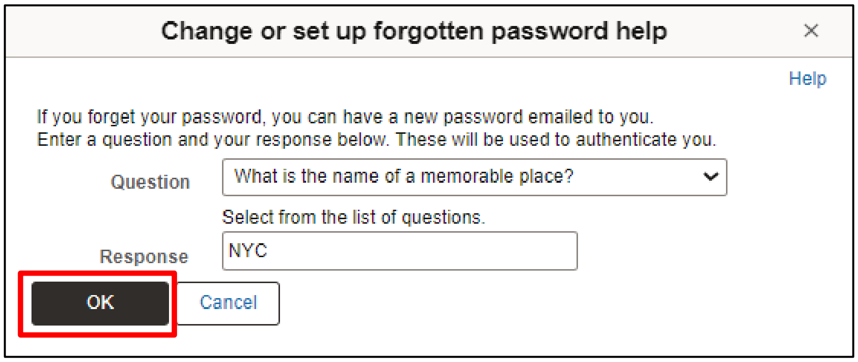
Click on the **Change or set up forgotten password help** link:



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:



Enter your response to the security question:

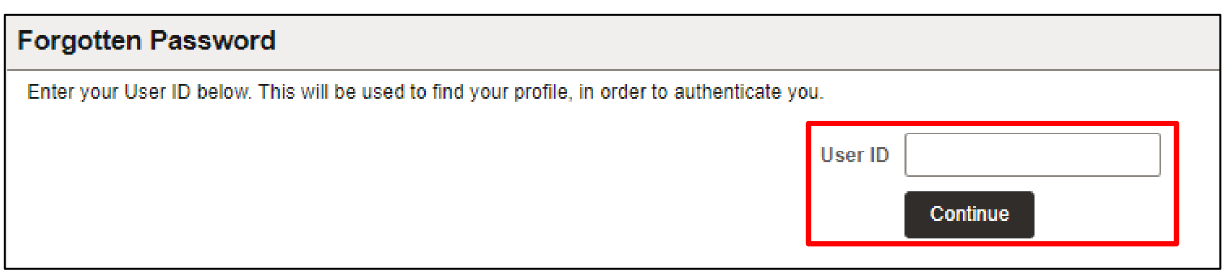


Click **OK**:

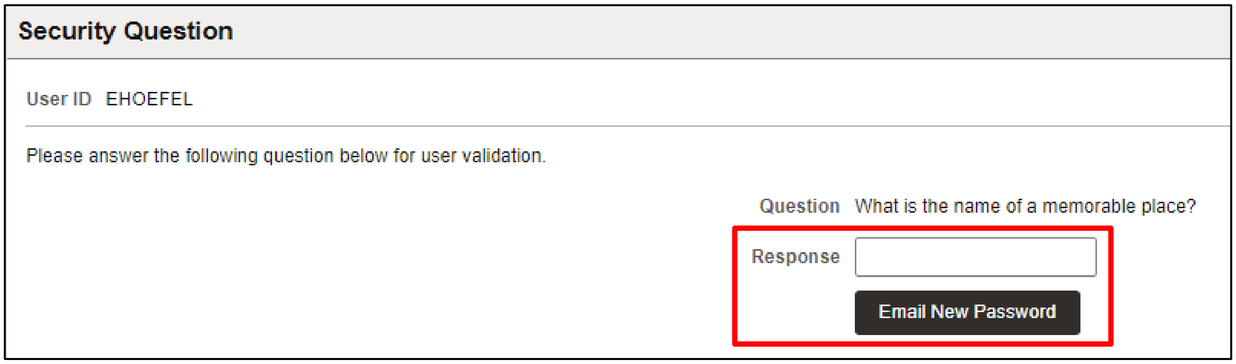
The forgotten password link should be used after the 2nd login attempt. After the 3rd attempt, your account will lock and the password that is emailed to you will not work. To unlock your account, you will need to contact VISION Support by email: vision.finhelpdesk@vermont.gov or call 802-828-6700 Option 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:

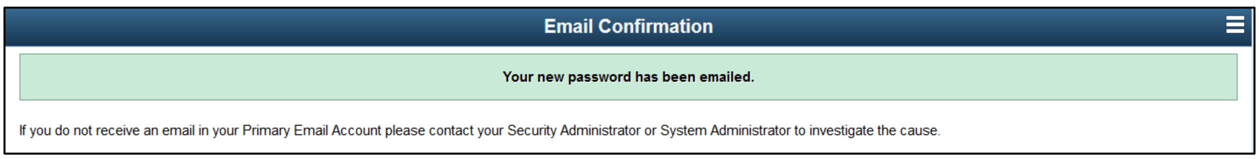
Enter your User ID and Click **Continue**:



Enter your security question response and click **Email New Password**:



You'll receive the following message:

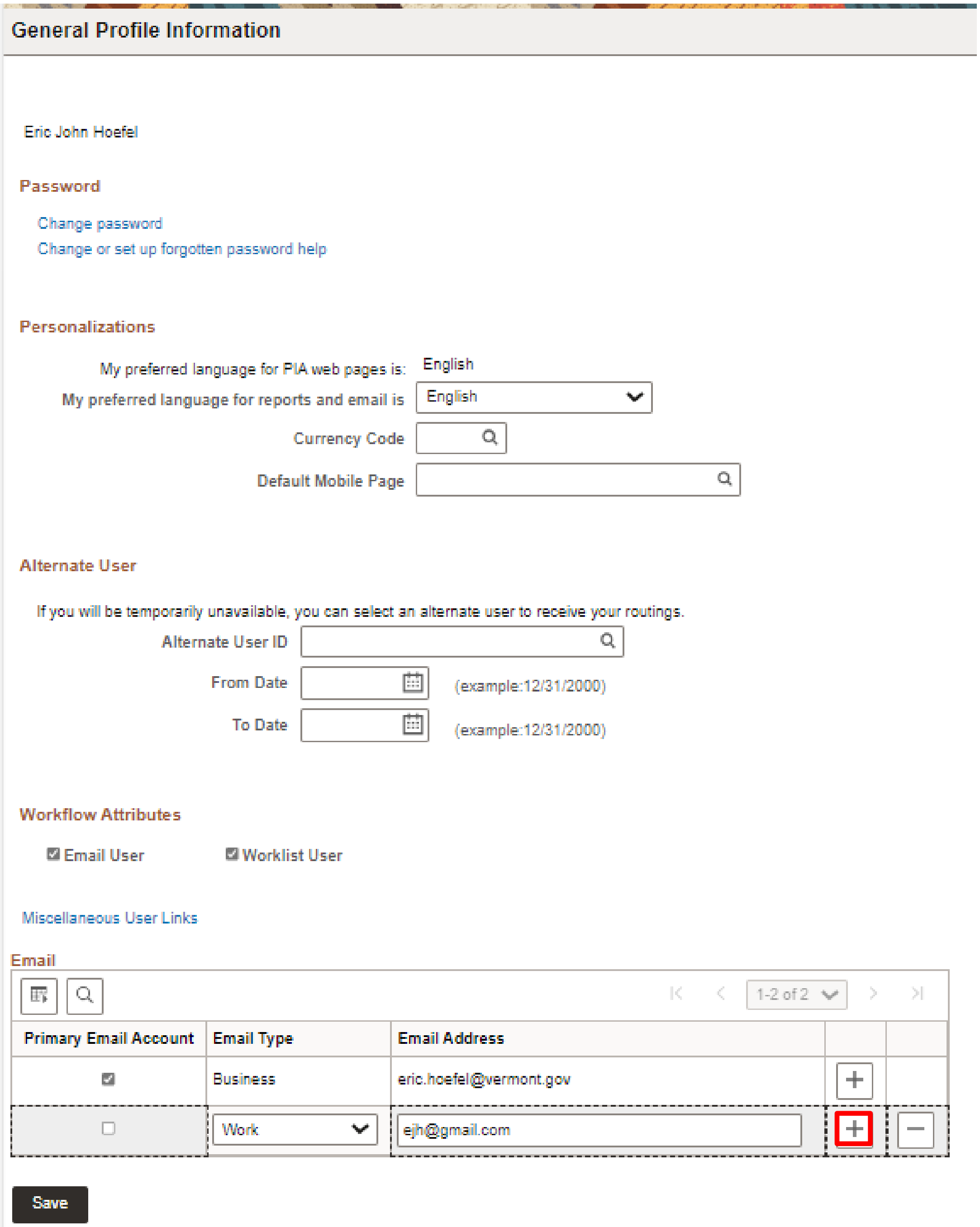


Note: The temporary password is case sensitive and must be entered in the password field exactly as it was emailed to you, we suggest that you copy and paste.

Adding an Email Address

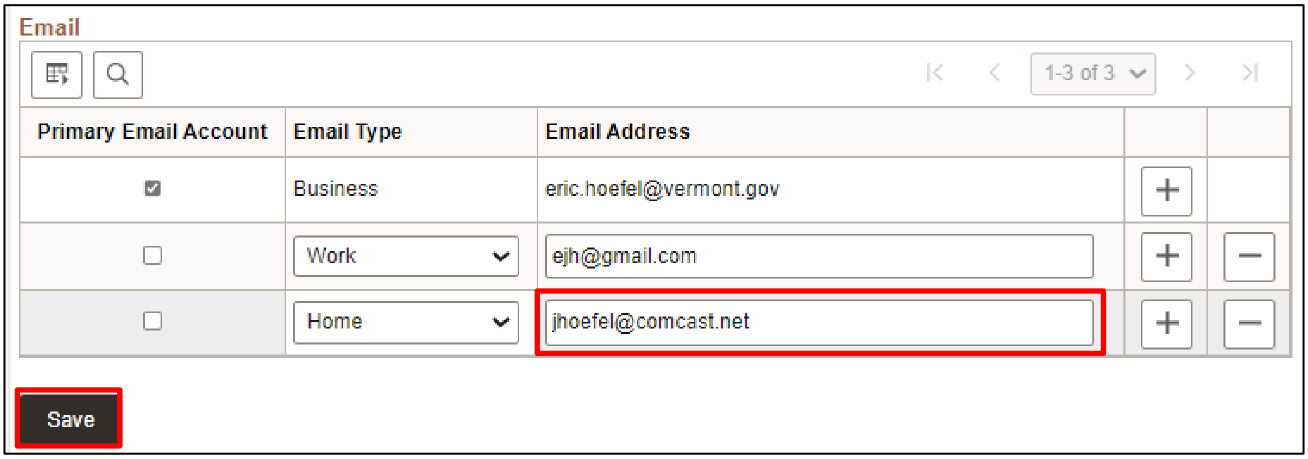
Navigation: **NavBar** icon > **Menu** icon > **My System Profile**

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.



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

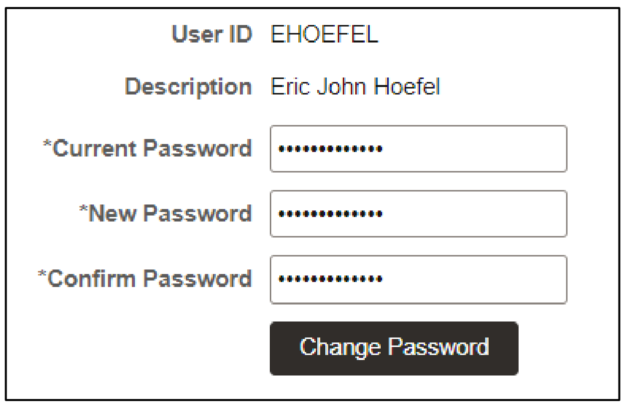
Select the **Primary Email Account** option, you can only have one primary email account. Choose type from the **Email Type** drop down list. Enter your email address into the **Email Address** field and click the **Save** button.



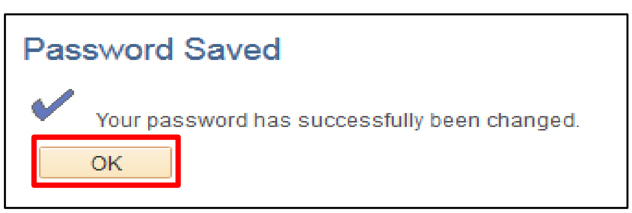
Resetting an expired password

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.



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



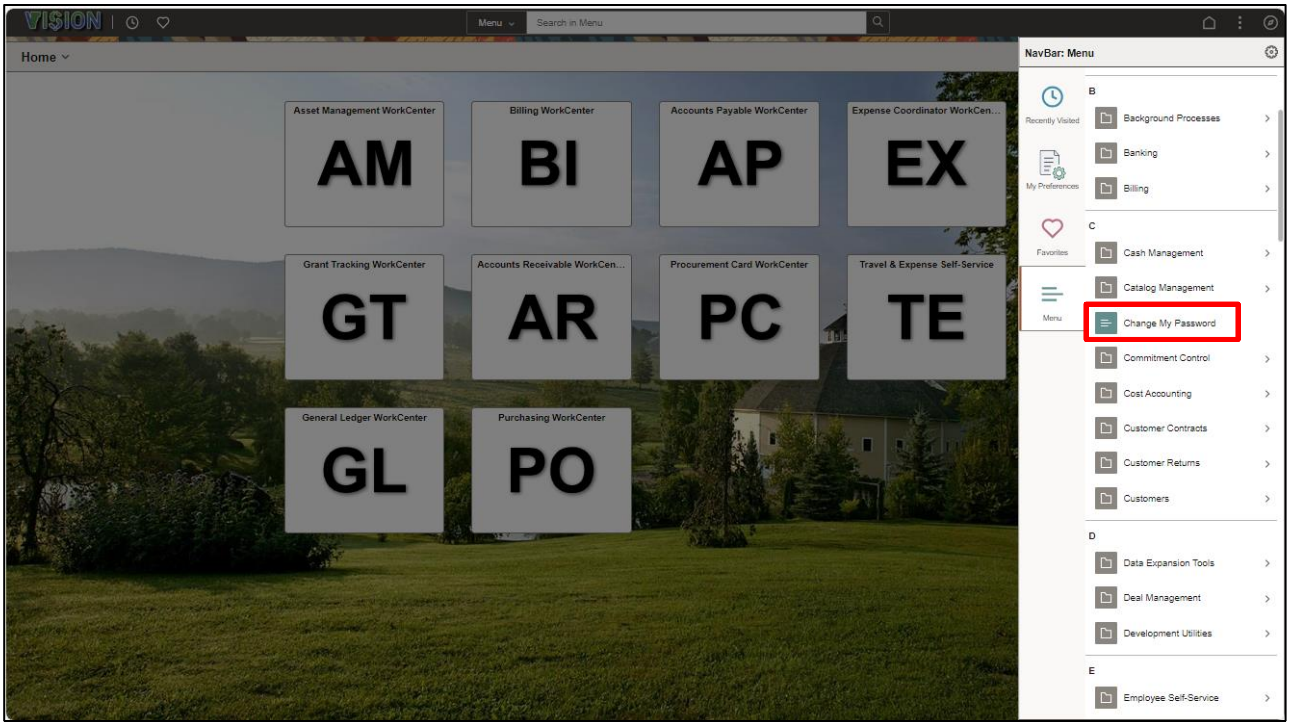
5. Click on **Okay**

What to do if you are having difficulty logging in:

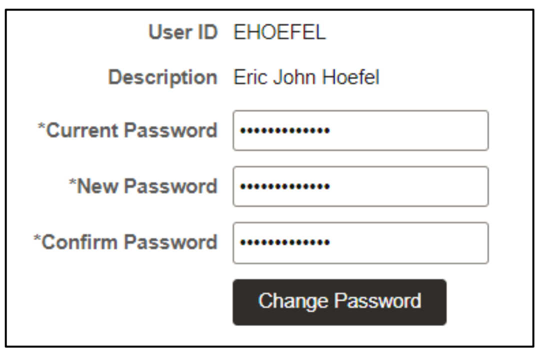
1. Verify you are on the VISON login page located on the Department of Finance and Management webpage – it has a green background.
2. Check your User ID. You can use either your Employee ID number or your VISION ID. Your VISION ID is the first letter of your first name followed by up to the first 7 characters 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:



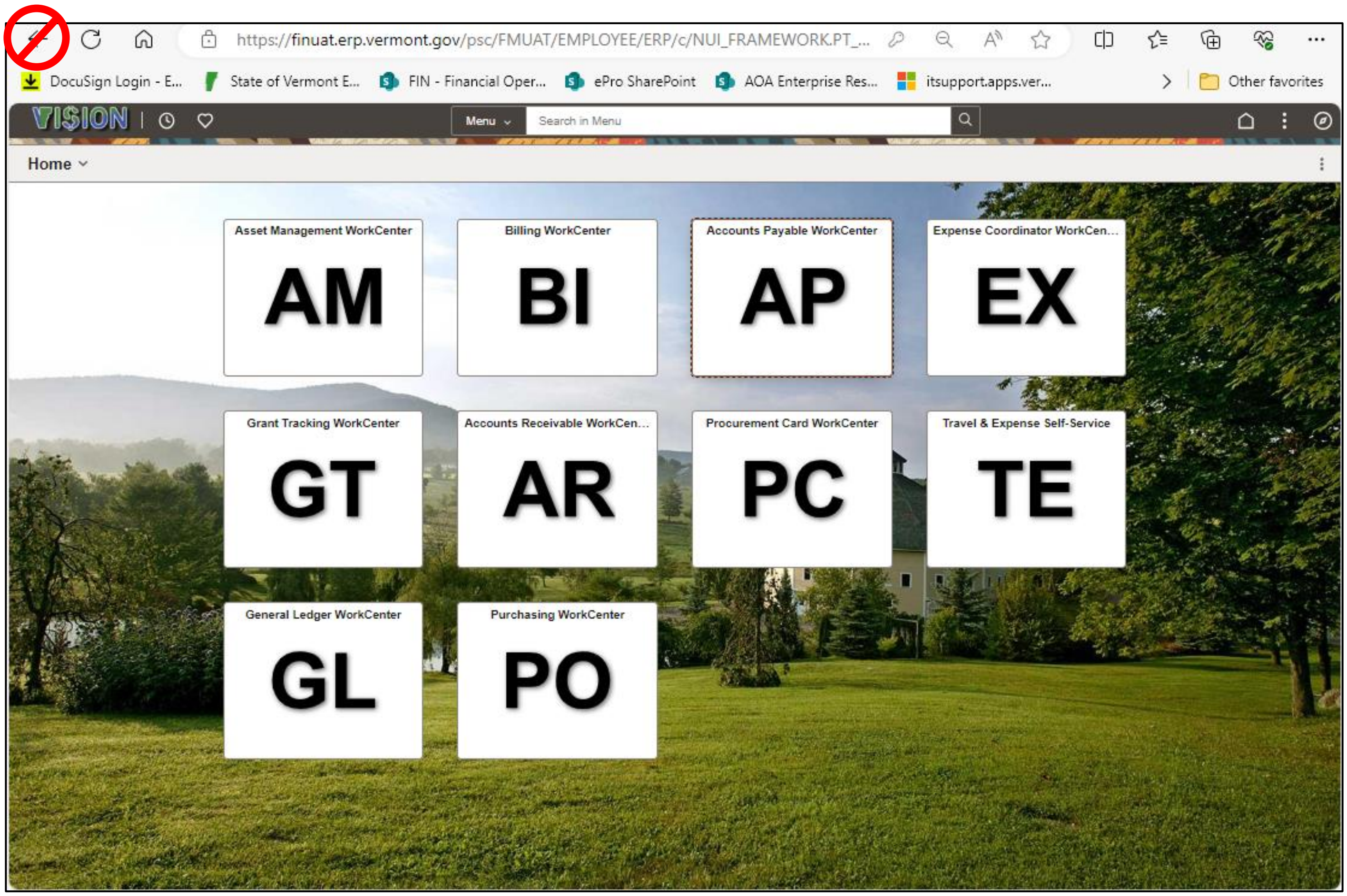
1. **Enter Current Password** – Enter your current password
2. **Enter New Password** (see new password requirements)
3. **Enter Confirm Password**. Reenter the new password
4. Click on the **Change Password** Button

5. Click **OK**

System Navigation

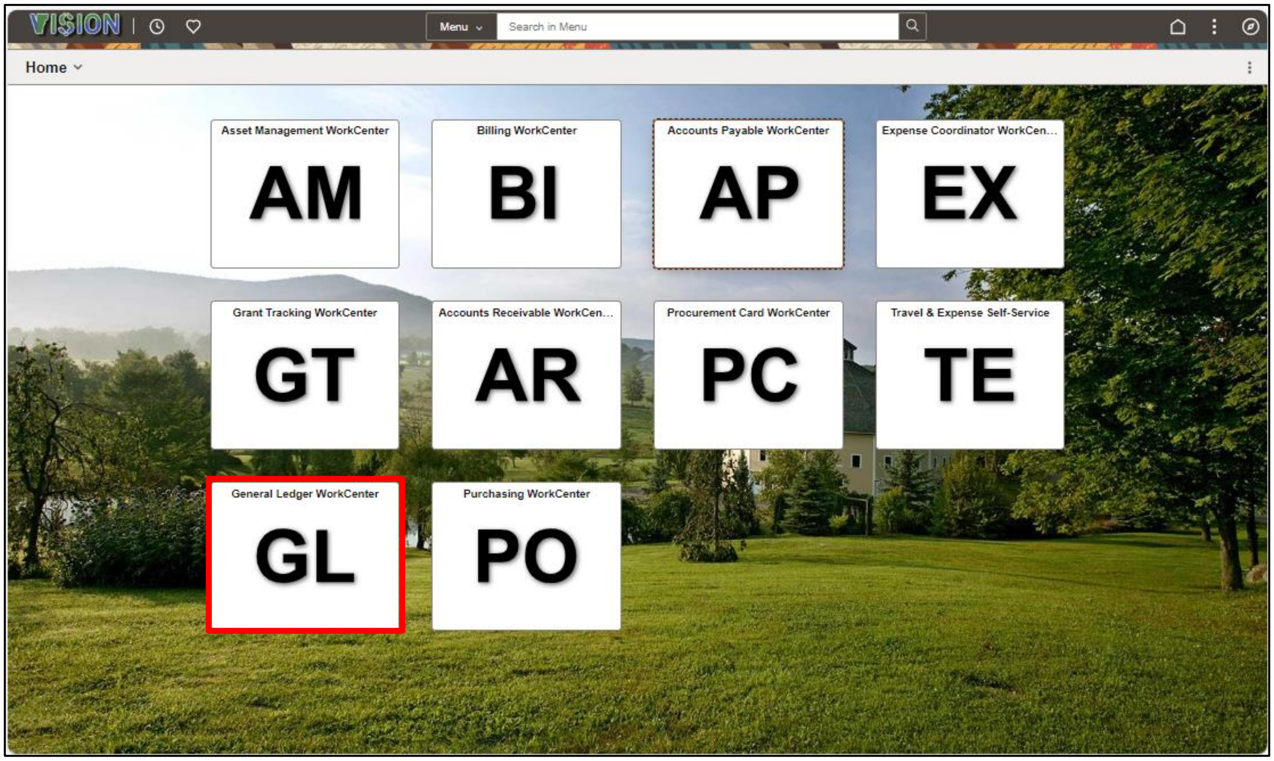
VISION Version 9.2 is a web-based application that uses many standard web browser features such as menus, drop down selection lists, icons, links, etc. The menu options you see will differ based on the security access appropriate for your job functions.

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.

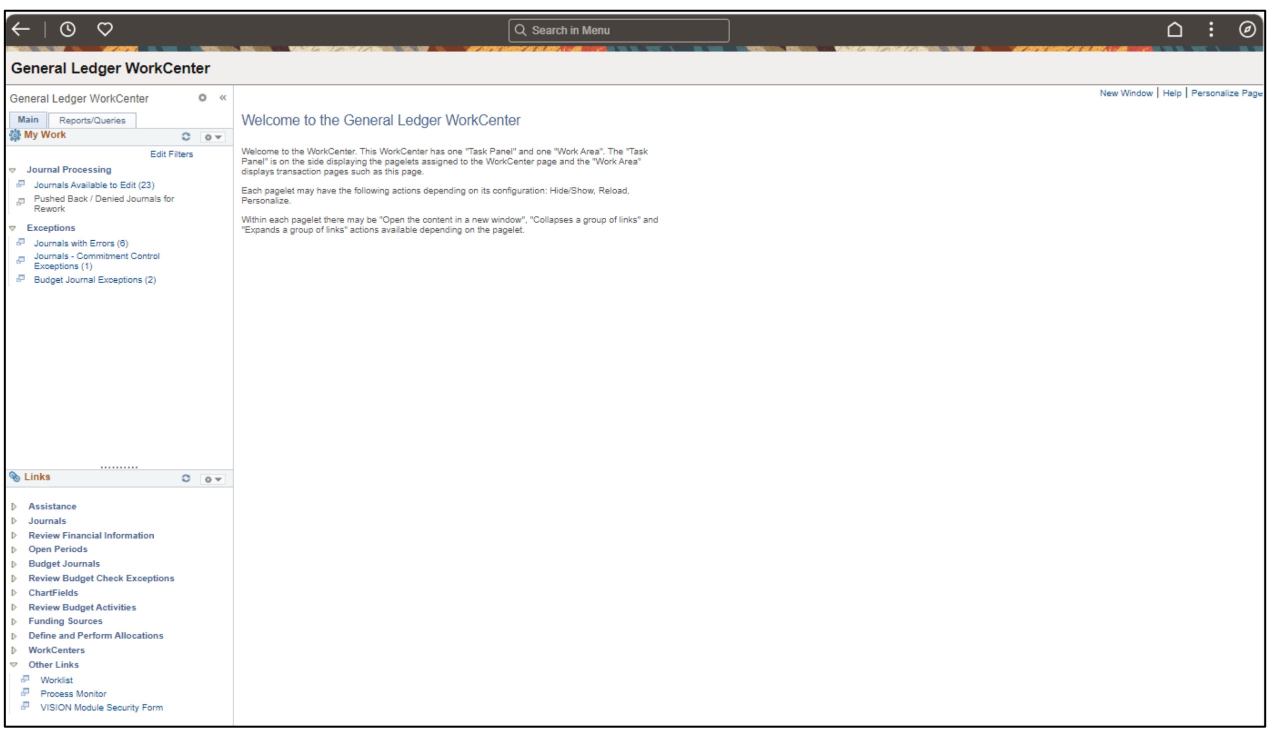


Using Tiles

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:

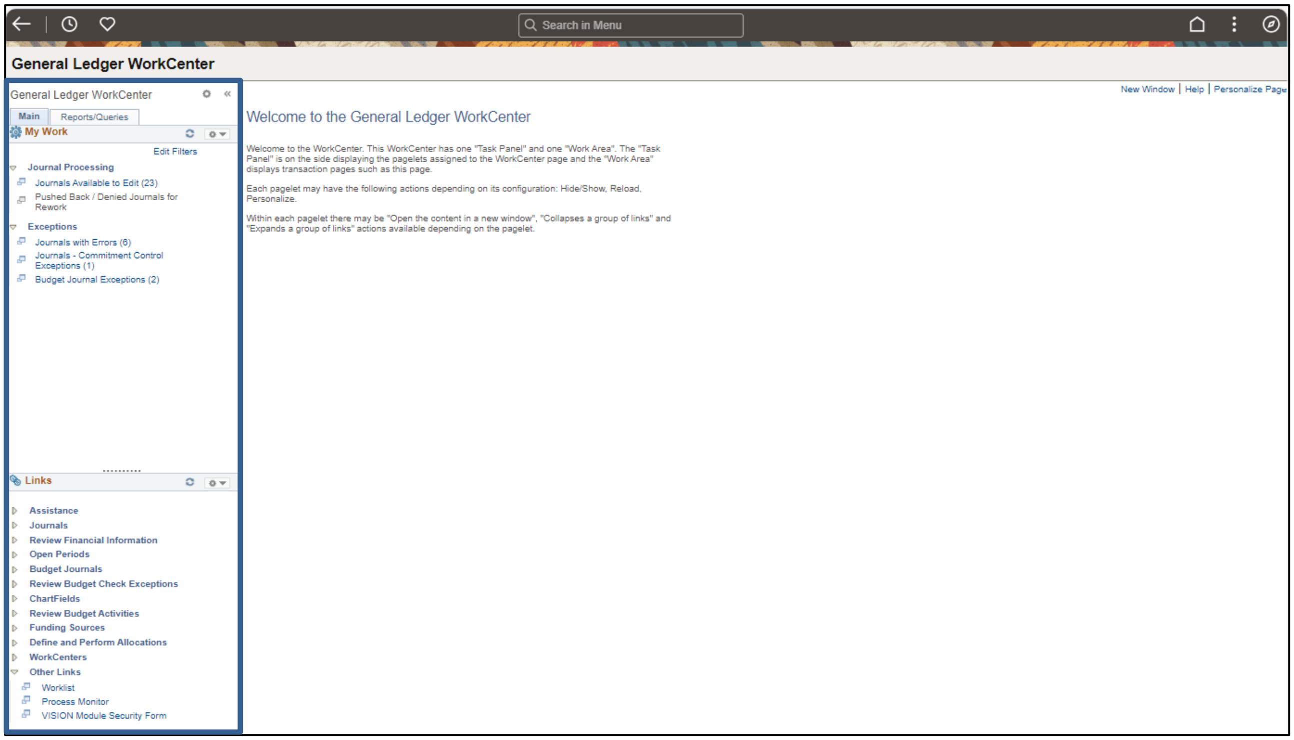


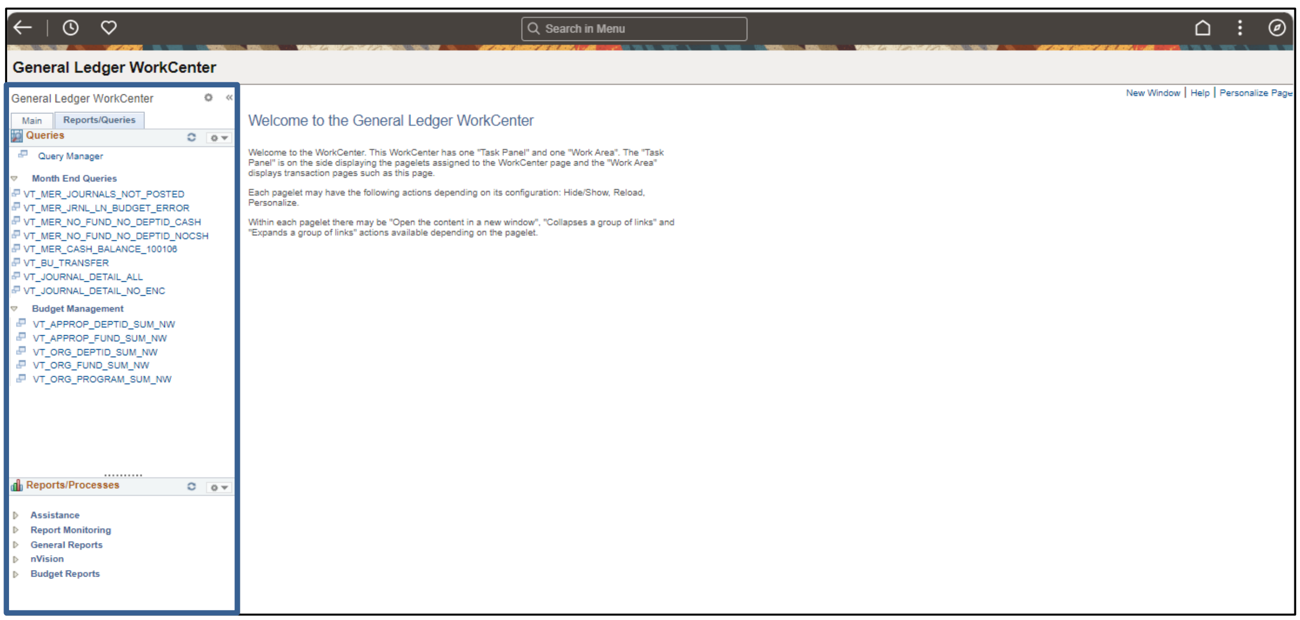
Clicking on a tile will take you to the associated module WorkCenter or page:



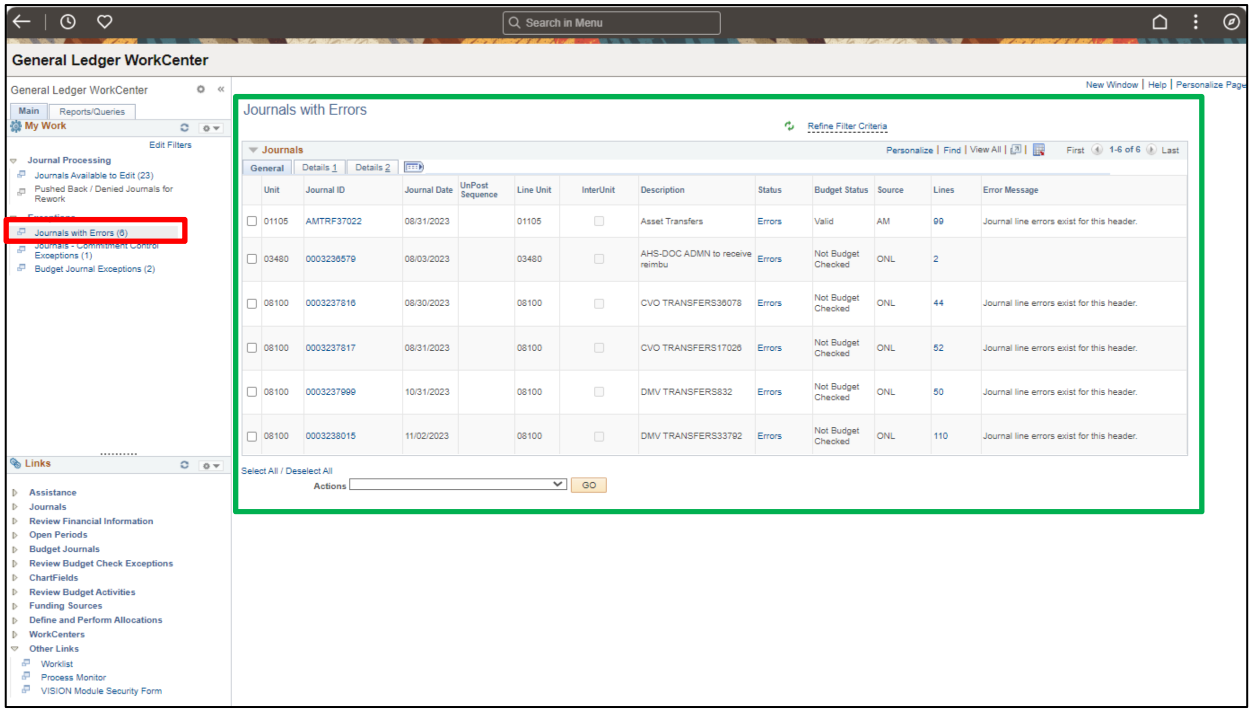
WorkCenters

Each WorkCenter includes four pagelets: My Work, Links, Queries, and Reports:

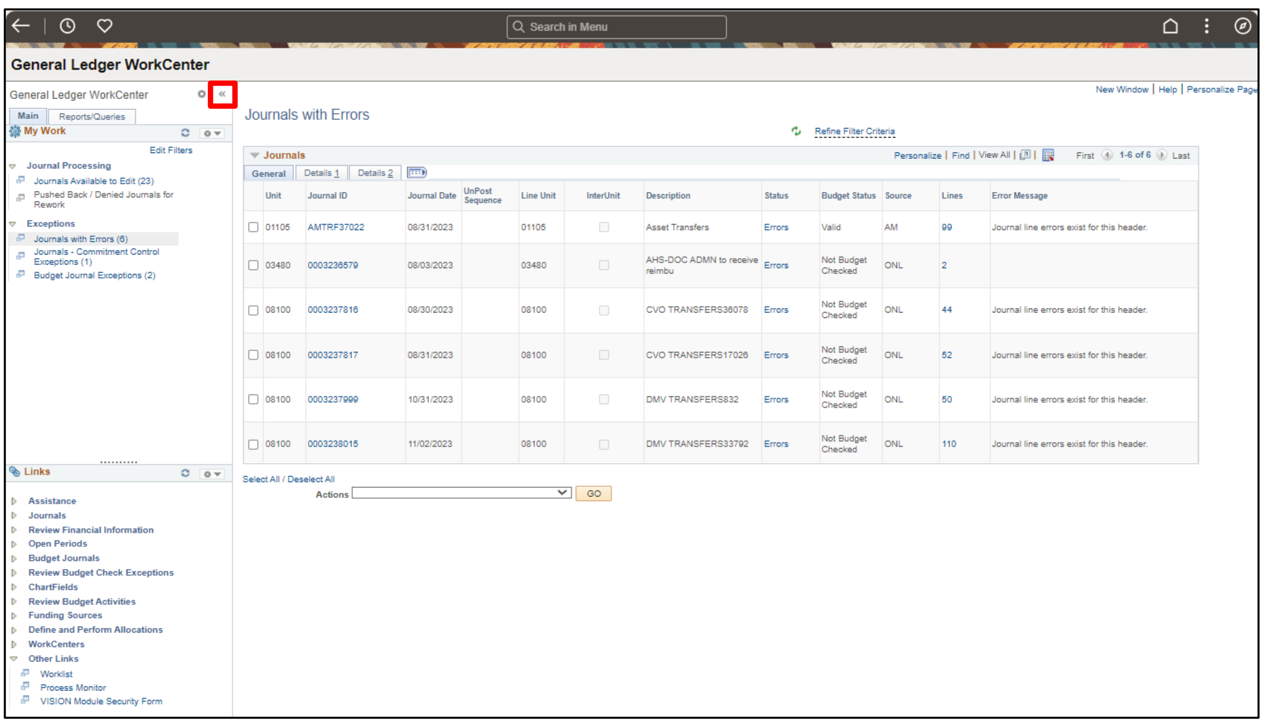


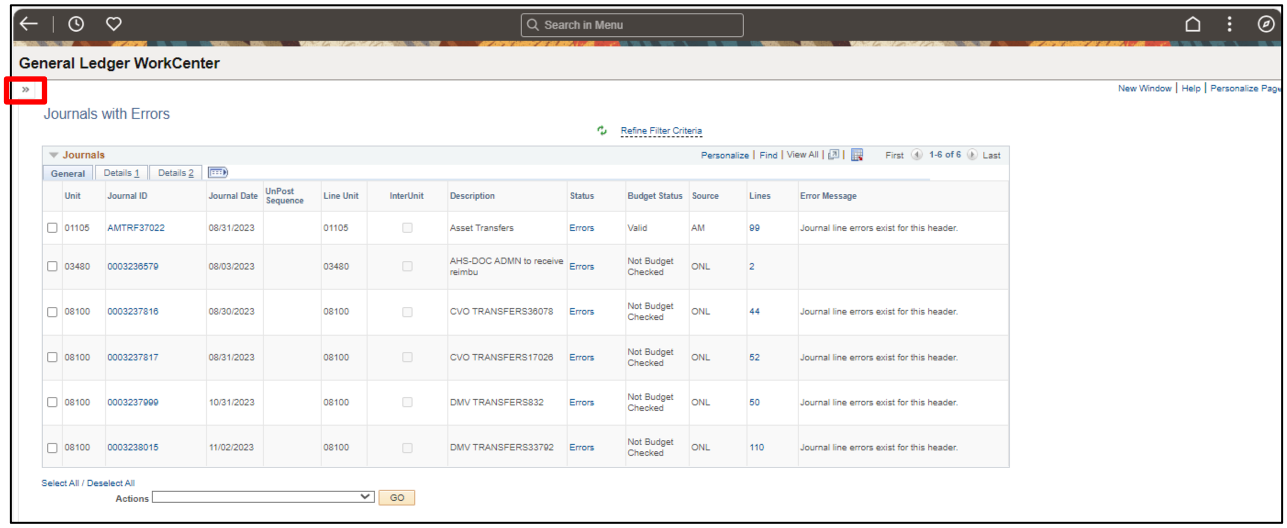


Links in the My Work pagelet will be blue and have an item count when there are items that require your attention. Clicking on an active link will open a list of work:

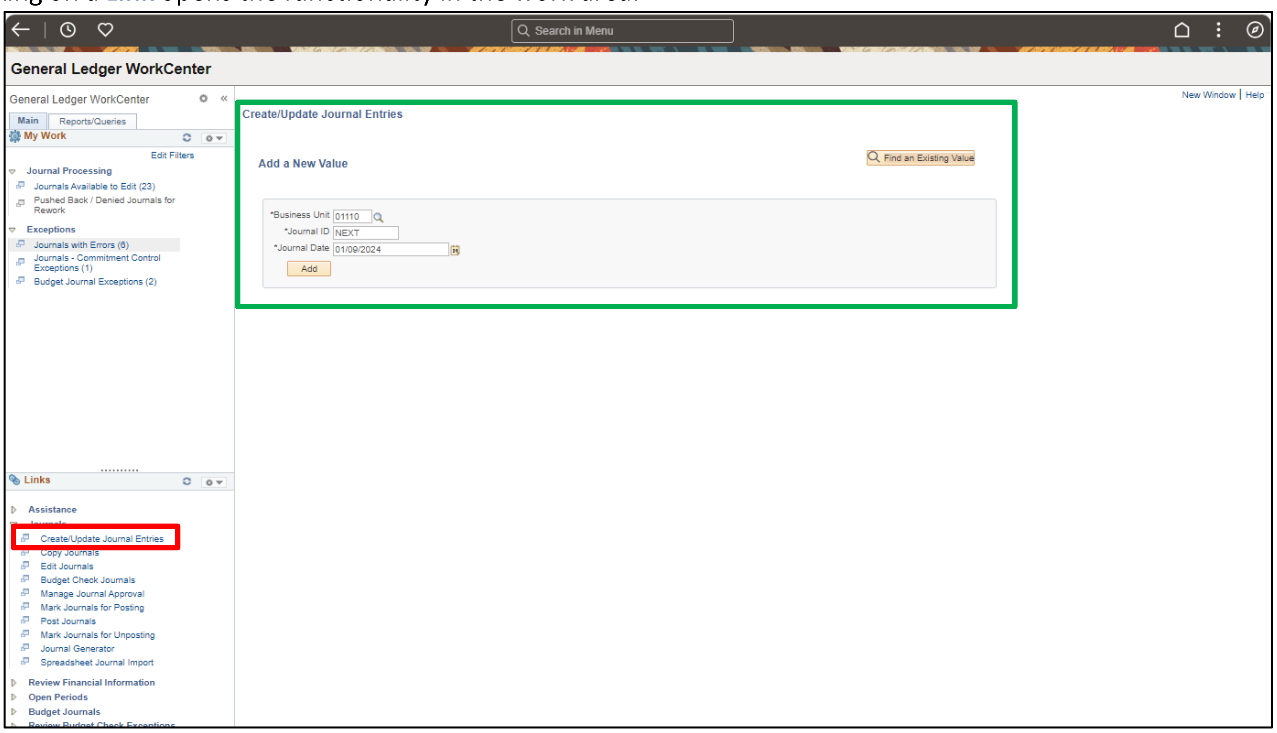


Clicking the **Double Arrow** icon minimizes the pagelet window, click again to expand:

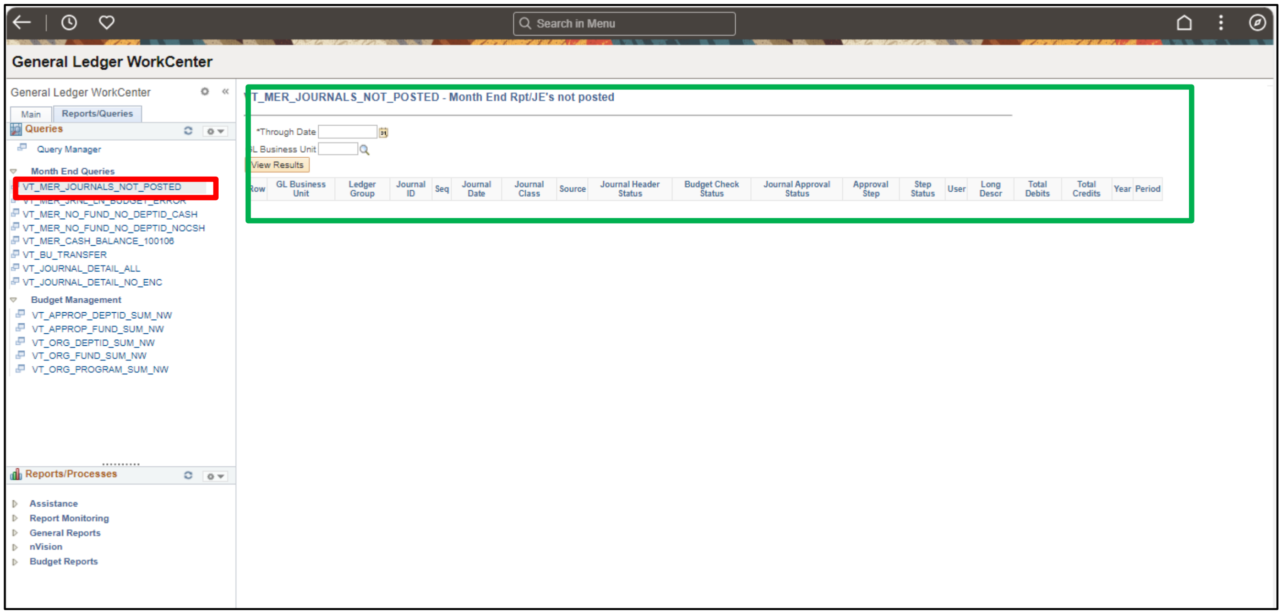




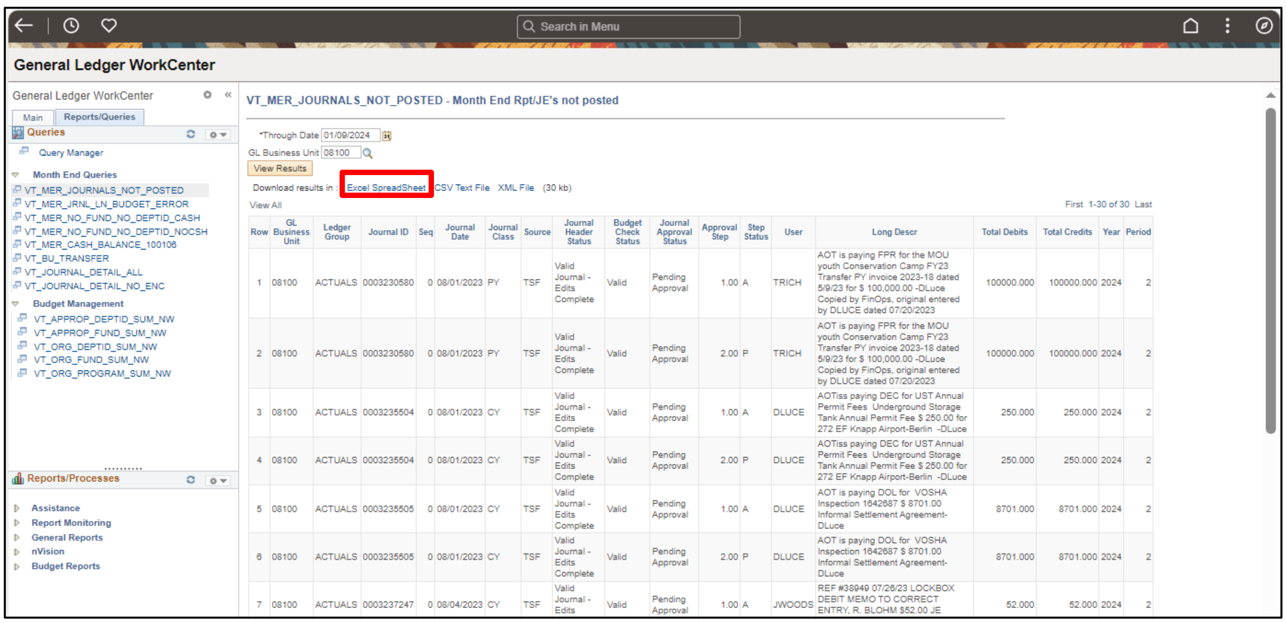
Clicking on a **Link** opens the functionality in the work area:



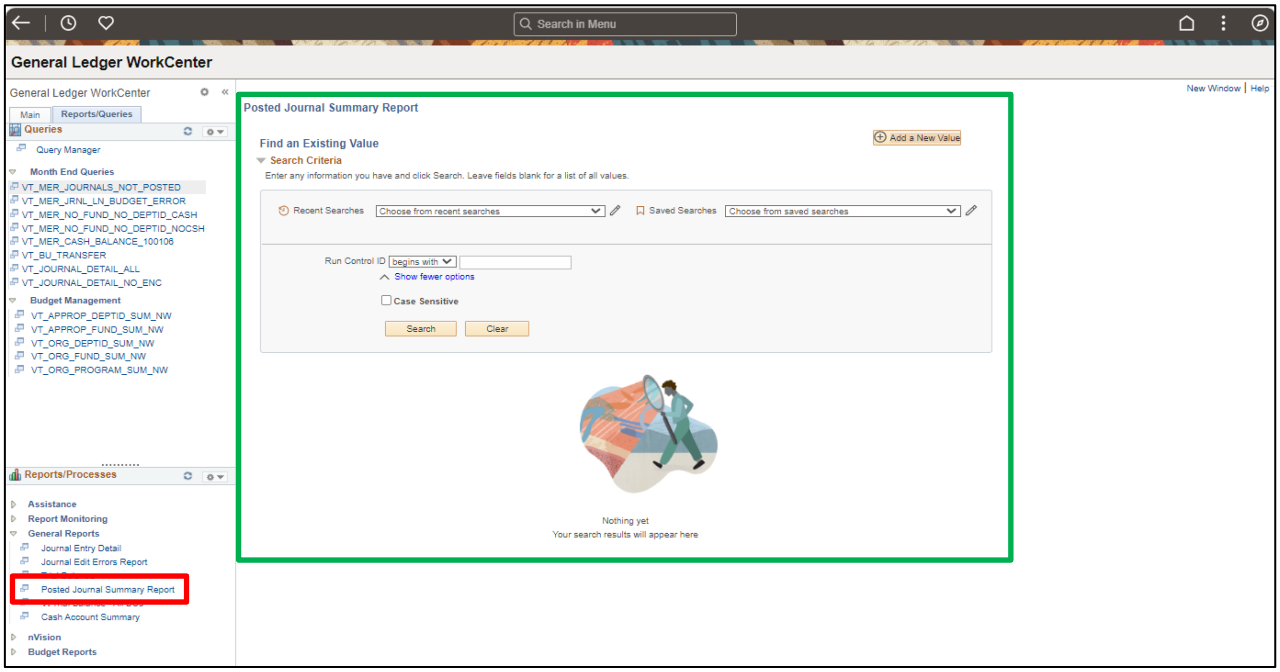
Clicking a **Query** link opens the query to run to HTML:



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

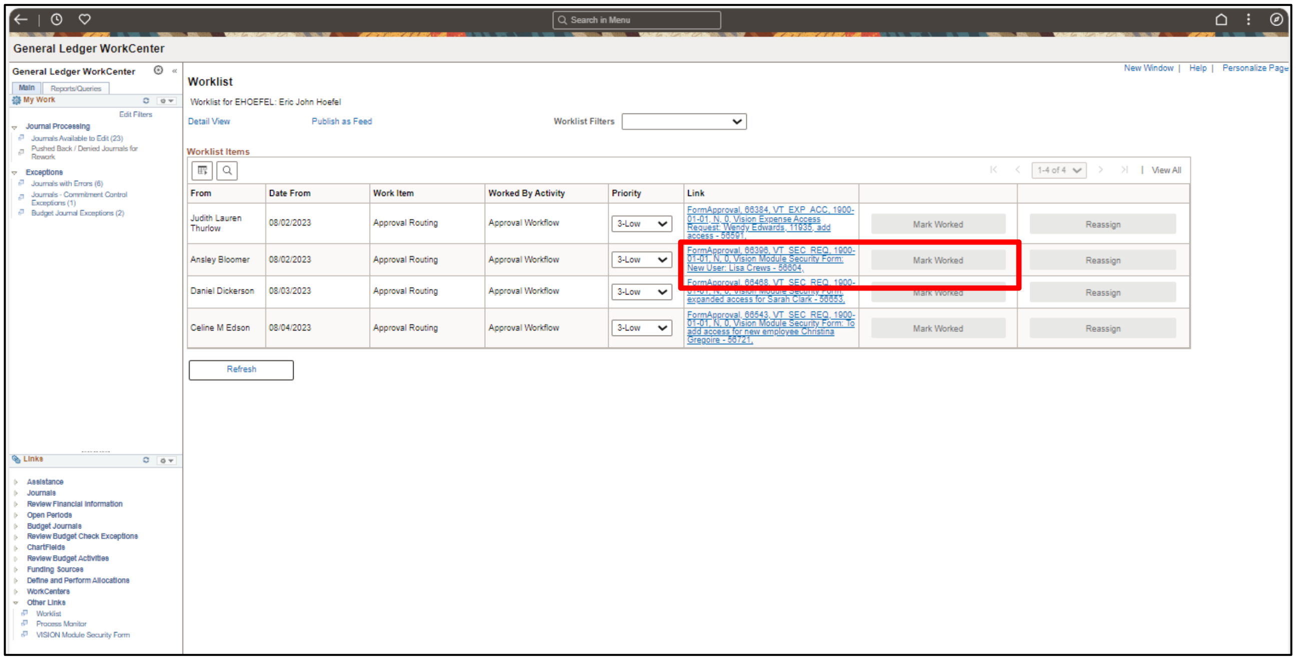


Clicking a Report link opens the report screen (see the reporting manual for additional instructions):



Managing your Worklist

Navigate to your Worklist by clicking the link in any WorkCenter or clicking **NavBar** icon > **Menu** icon > **Worklist**:



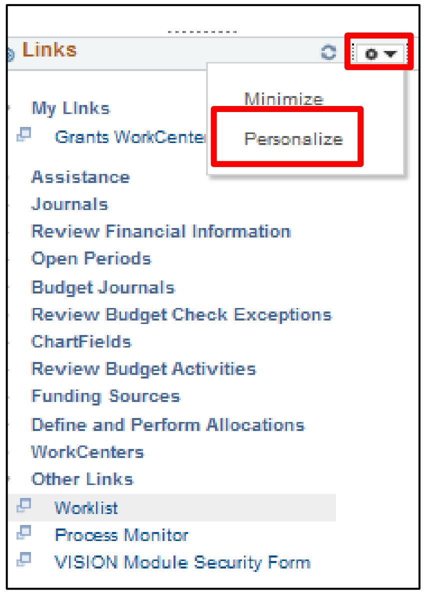
Click on the **link** to act on an approval request, any action removes the item from your Worklist. Or click on **Mark Worked** to remove notifications from your Worklist.

Personalizing WorkCenters

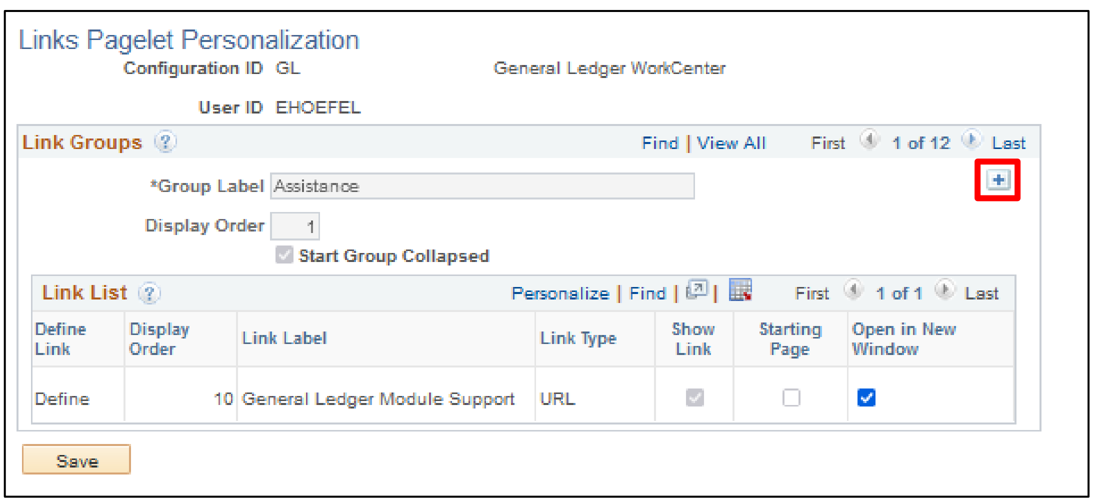
You can add links to functionality, queries, and reports (the My Work section cannot be personalized.)

Adding a link to web content to the Links pagelet

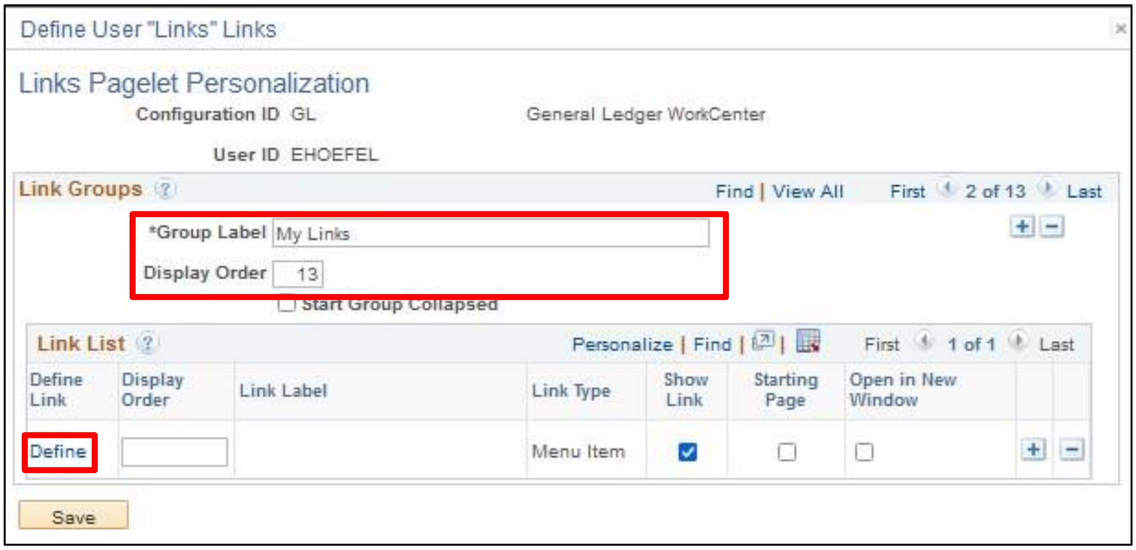
To add a link, click on the **Links Pagelet Settings** pull down menu and select **Personalize**:



The **Define User Links** window opens:

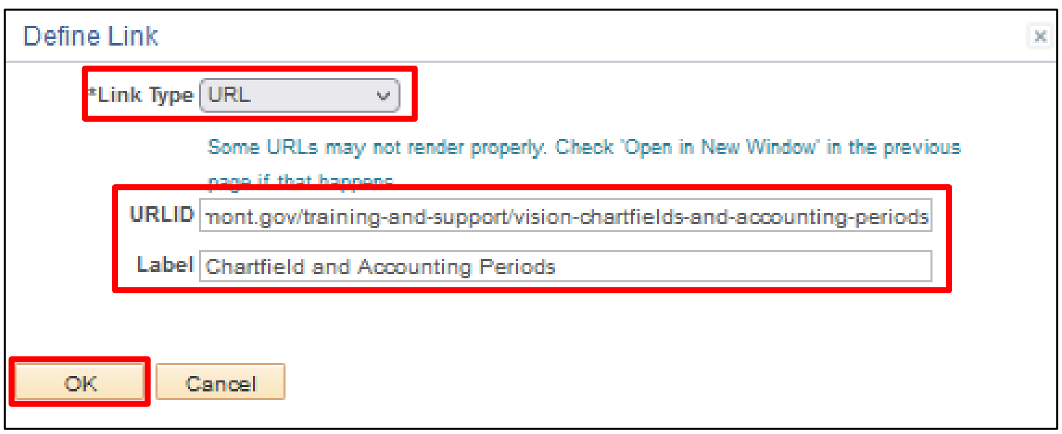


1. Click the **+** icon to add a new link group



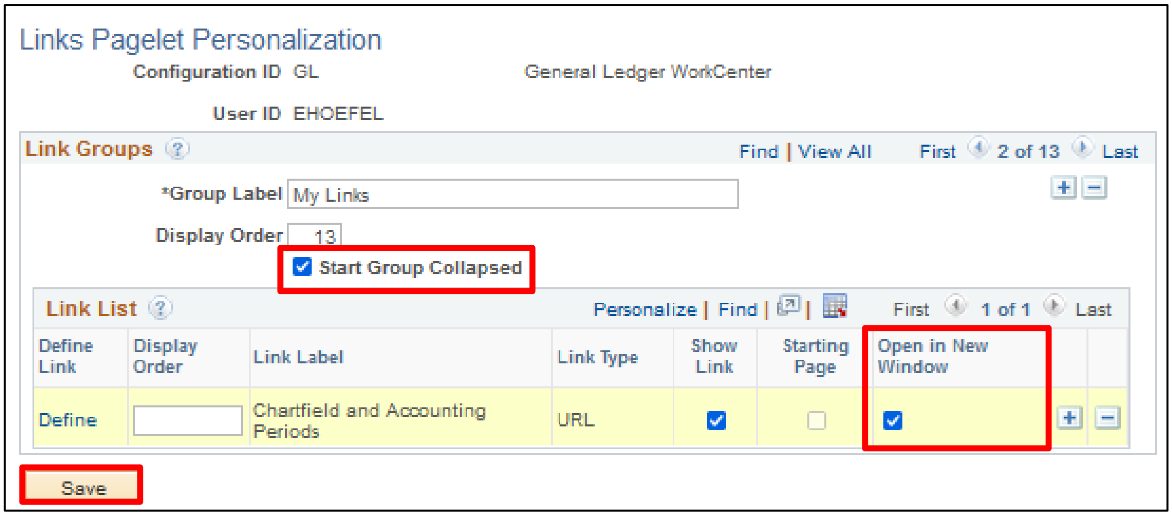
2. Enter a **Group Label** and the **Display Order** you want it in
3. Click **Define**

The **Define Link** window opens:



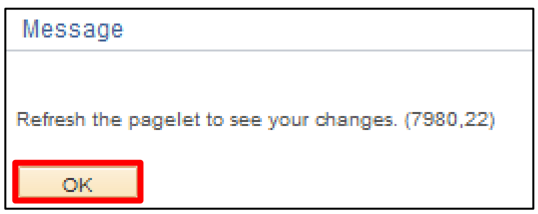
4. Select a **Link Type** from the drop-down menu
5. Insert the **URLID** you want to add and a descriptive **Label**
6. Click **OK**

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

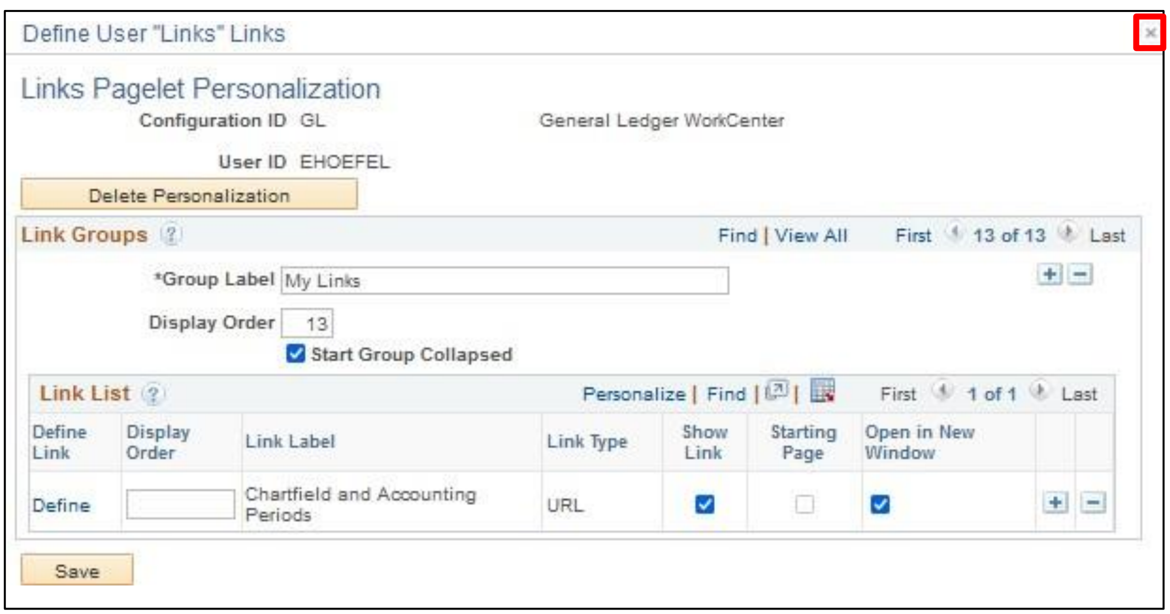


7. Select **Start Group Collapsed** to show only the group title in the Links pagelet
8. Select **Open in New Window** to open the link in a new browser (recommended for non-PeopleSoft pages)
9. Click **Save**

The following **Message** displays:

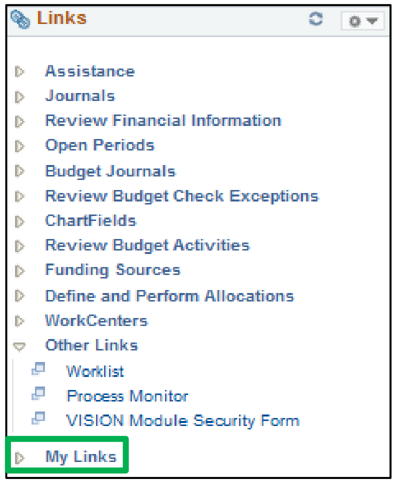


10. Click **OK**



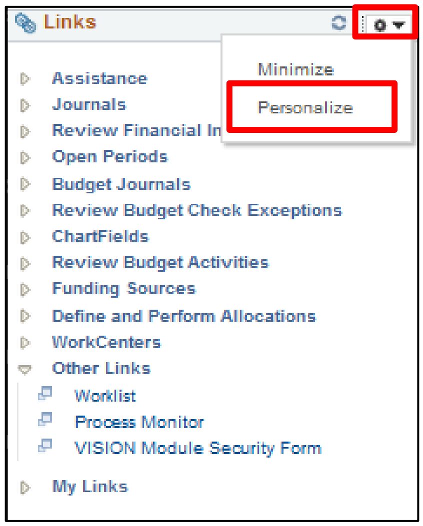
11. Click on the **X** to close the window

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

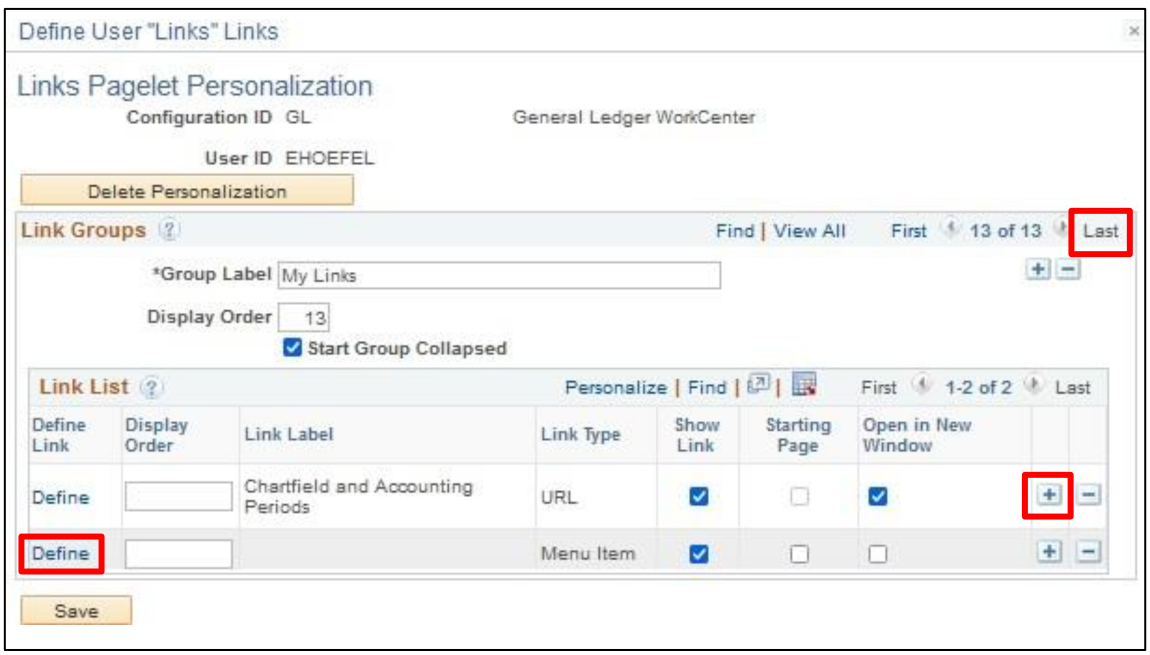


Adding a link to a PeopleSoft page to the Links pagelet

To add a link, click on the **Links Pagelet Settings** pull down menu and select **Personalize**:

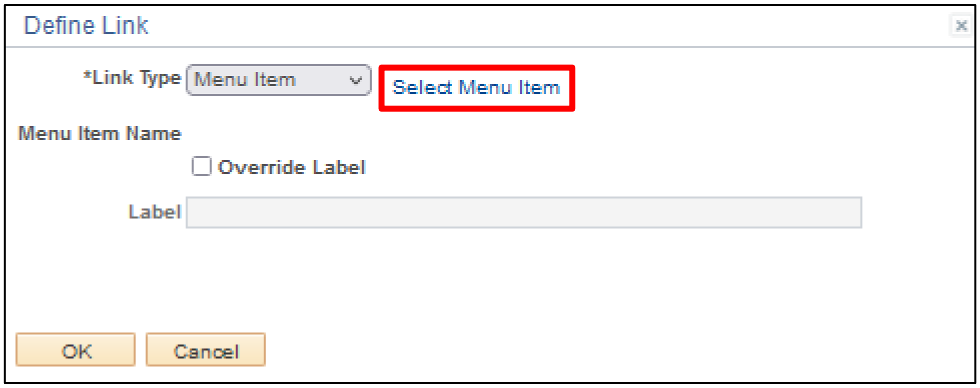


This opens the **Define User "Links" Links** window:



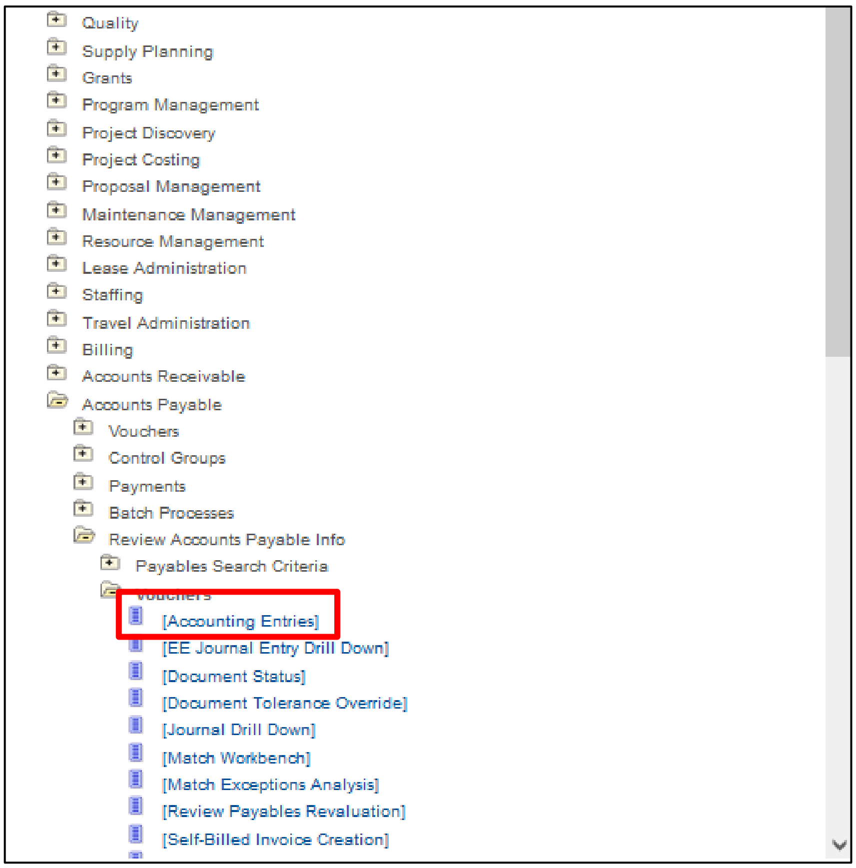
1. Click **Last** to bring up the My Links Group (or create a new group, see the preceding exercise)
2. Click the **+** icon to add a new link
3. Click **Define**

The **Define Link** window opens:



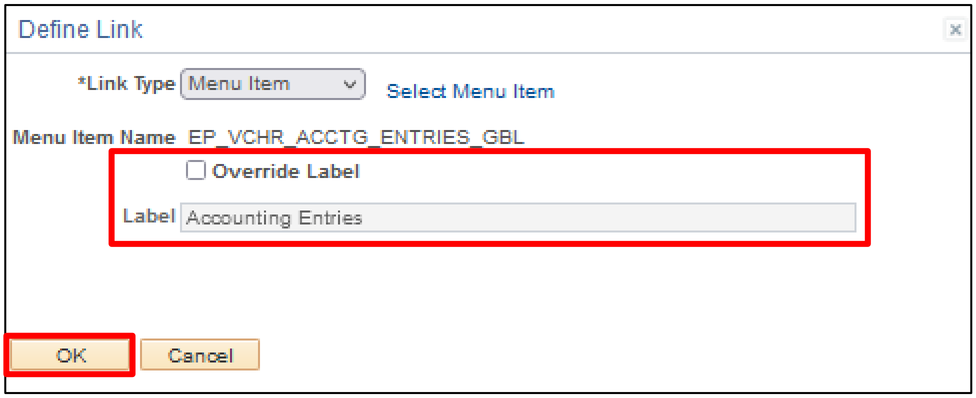
4. Click the **Select Menu Item** link

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



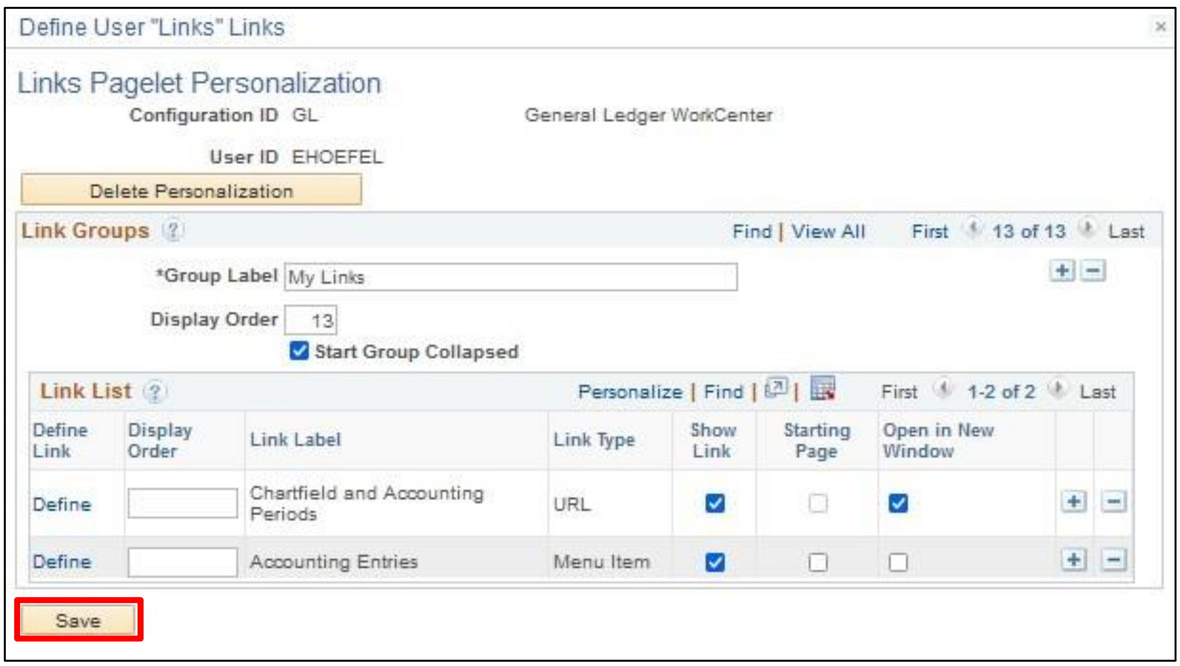
5. Click on the **page** you want to link to

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



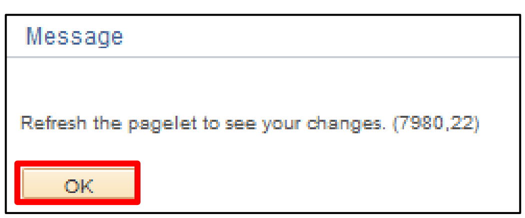
6. Click on the **Override Label** box if you want to edit the default label
7. Click **OK**

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



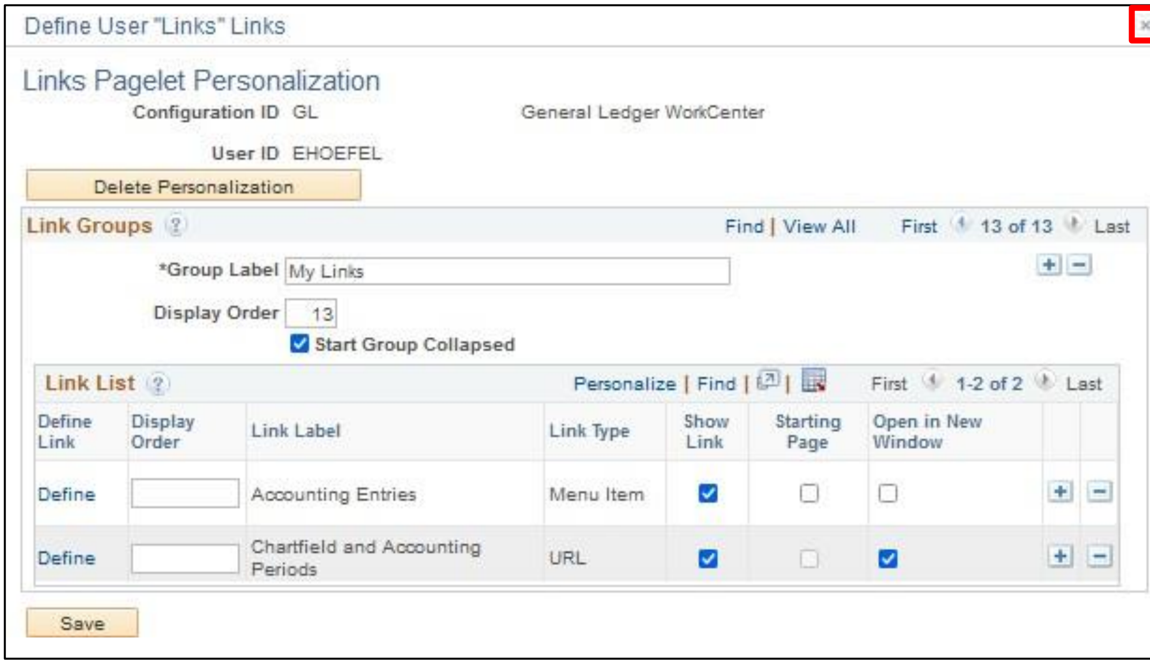
8. Click **Save**

The following **Message** opens:



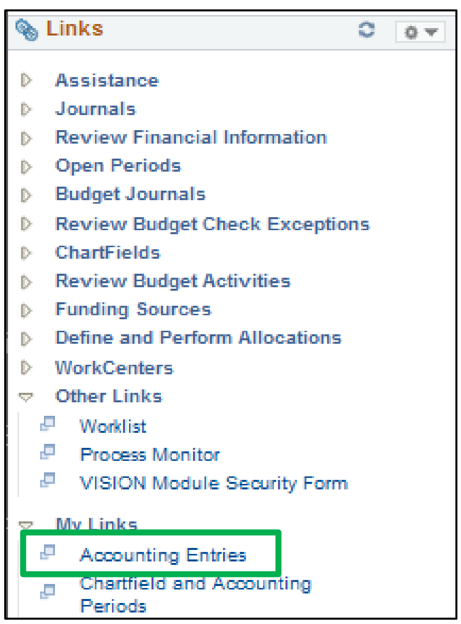
9. Click **OK**

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



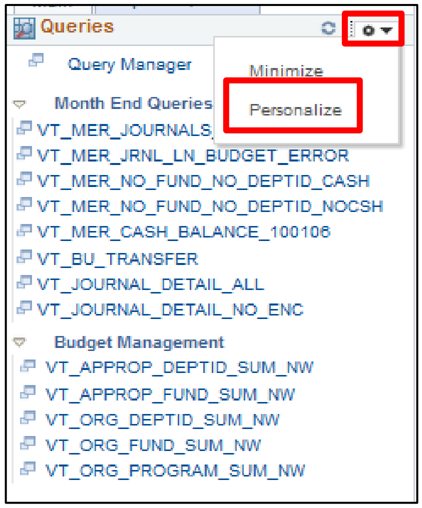
10. Click on the **X** to close the window

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

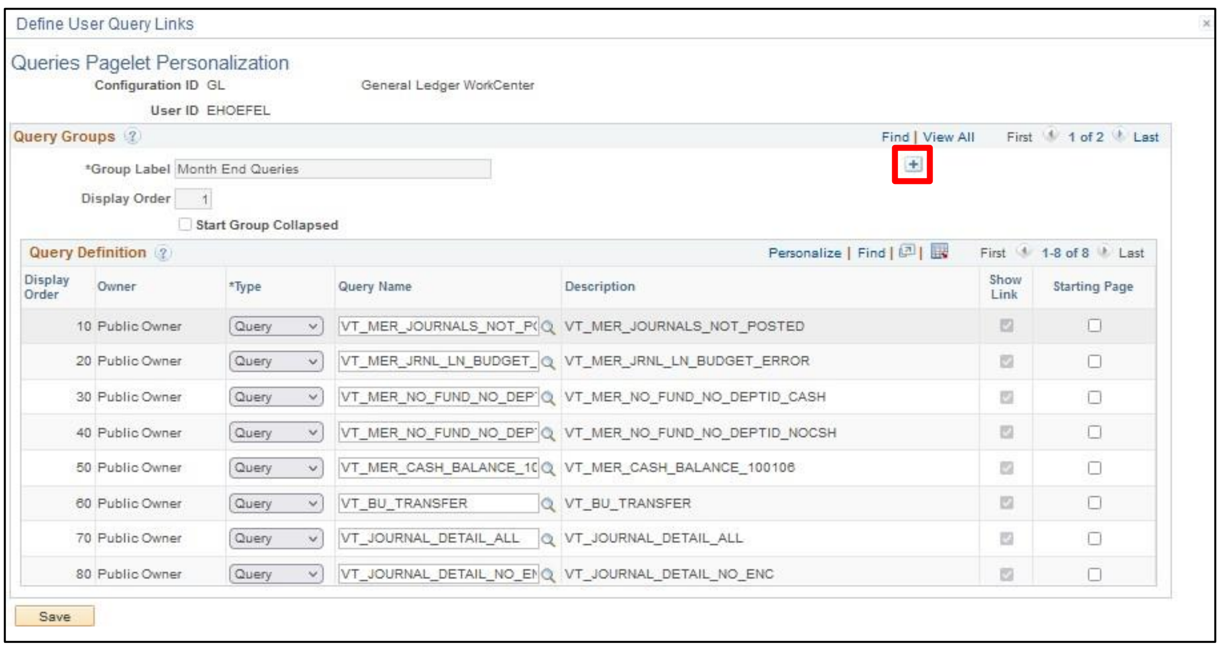


Adding a query to the Queries pagelet

To add a query, click on the **Queries Pagelet Settings** pull down menu and select **Personalize**:

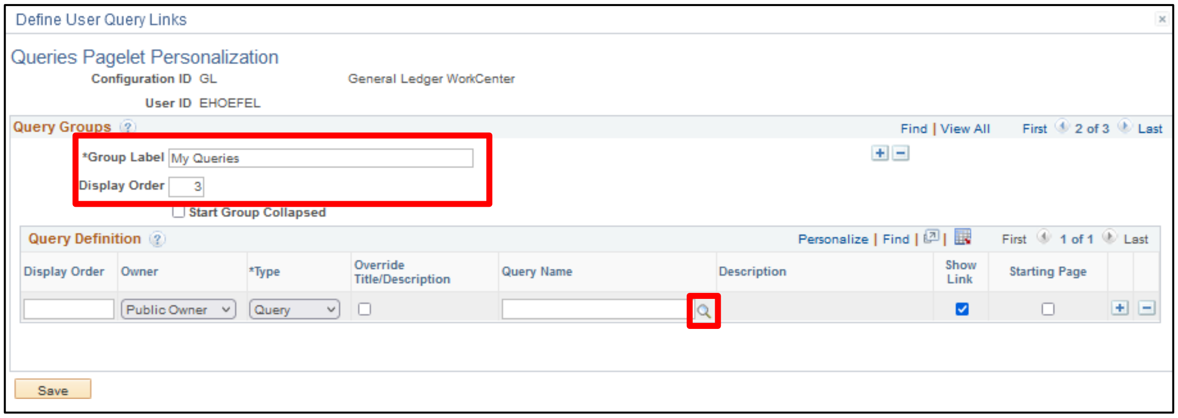


This opens the **Define User Query Links** window:



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

A new **Query Group** opens:

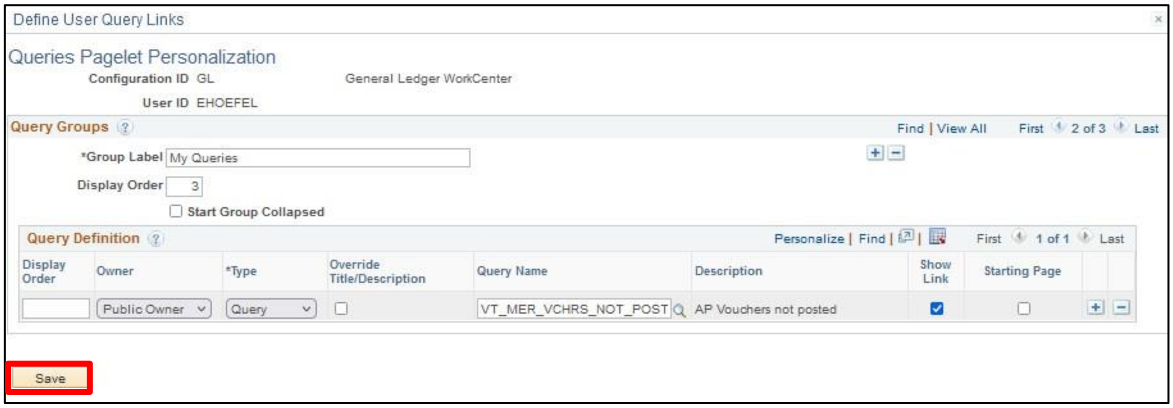


2. Enter a **Group Label**
3. Select the **Display Order**
4. Click on the **Look up** icon

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

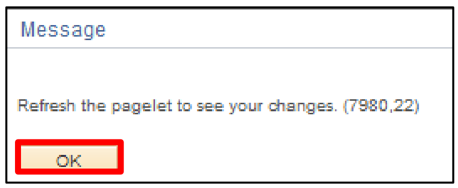
5. Enter search criteria
6. Click **Look Up**
7. Click on the query you want to add

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

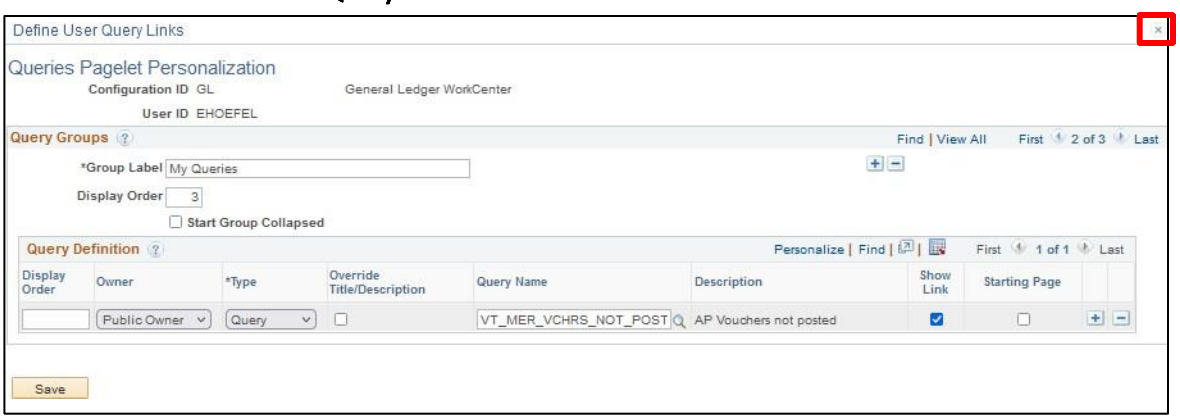


8. Click **Save**

The following **Message** opens:

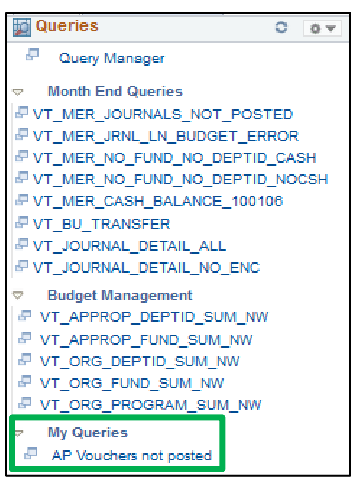


You are returned to the **Define User Query Links** window:



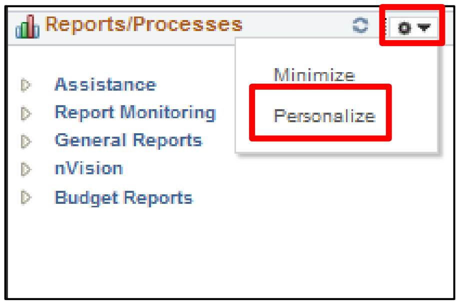
9. Click on the **X** to close the window

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

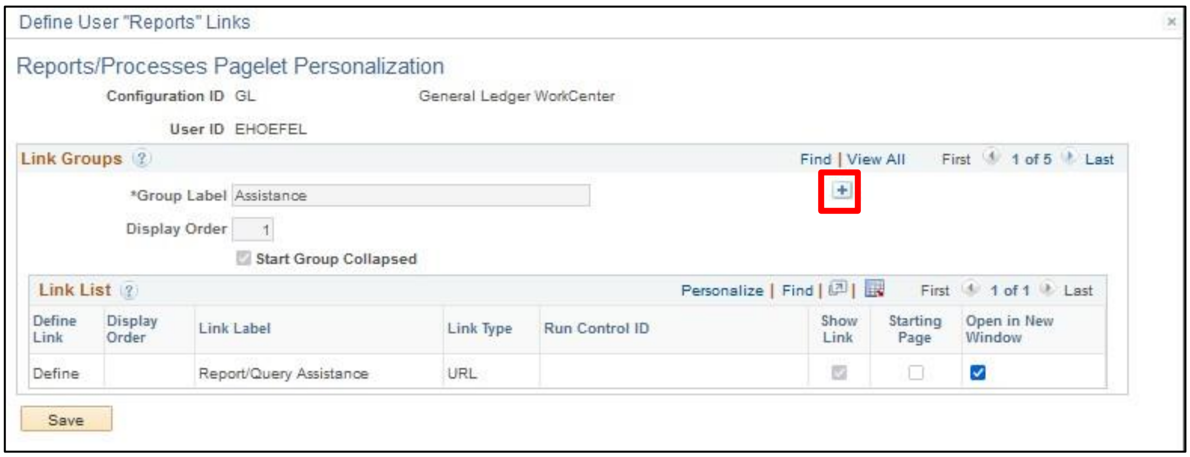


Adding a report to the Reports/Processes pagelet

To add a report, click on the **Reports/Processes Pagelet Settings** pull down menu and select **Personalize**:

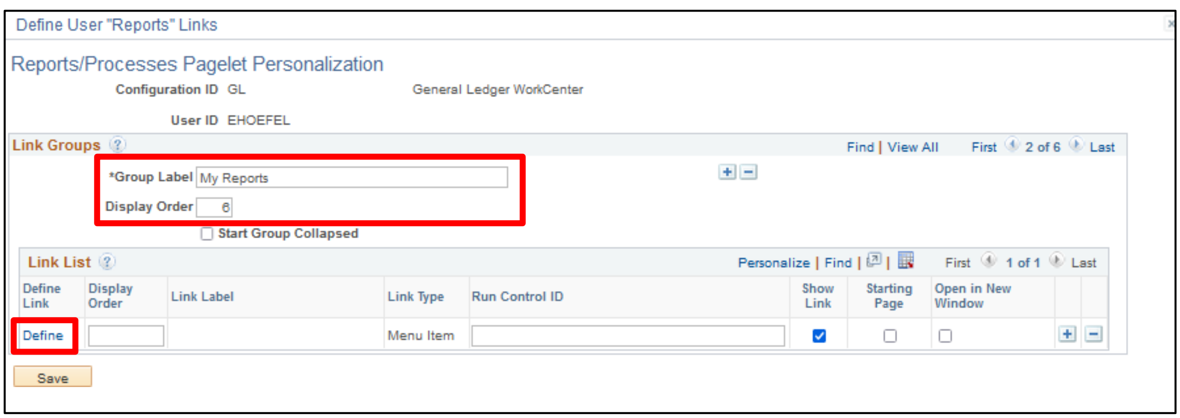


This opens the **Define User "Reports" Links** window:



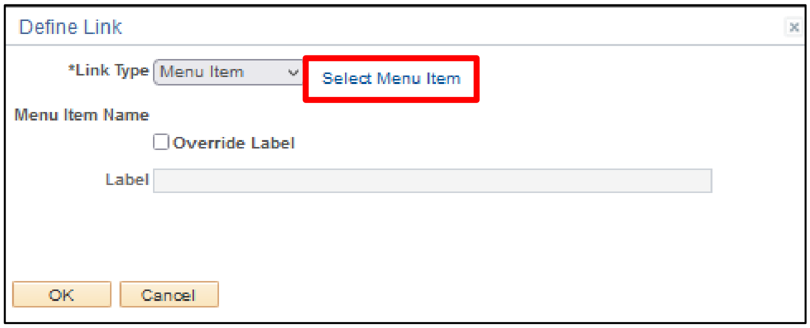
1. Click on the **+** icon to open a new Link Group

A new **Link Group** opens:



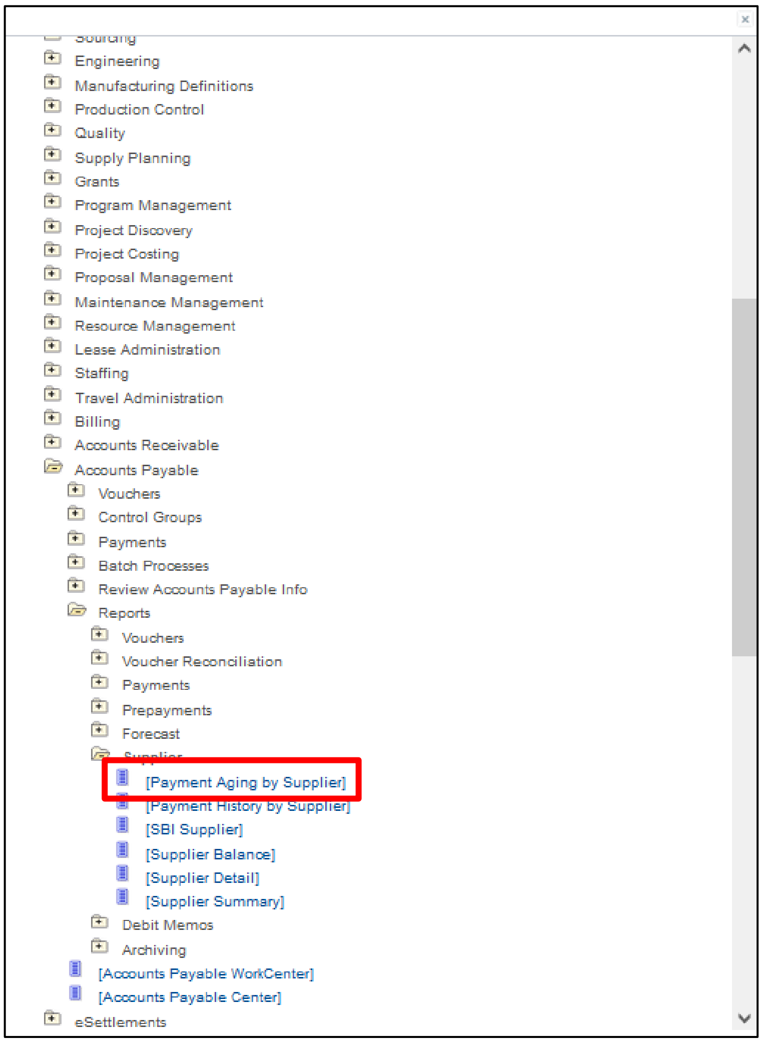
2. Enter a **Group Label**
3. Set the **Display Order**
4. Click on **Define**

The **Define Link** window opens:



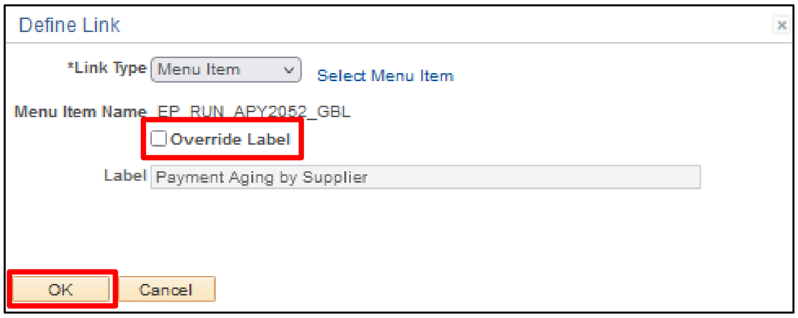
5. Click on **Select Menu Item**

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



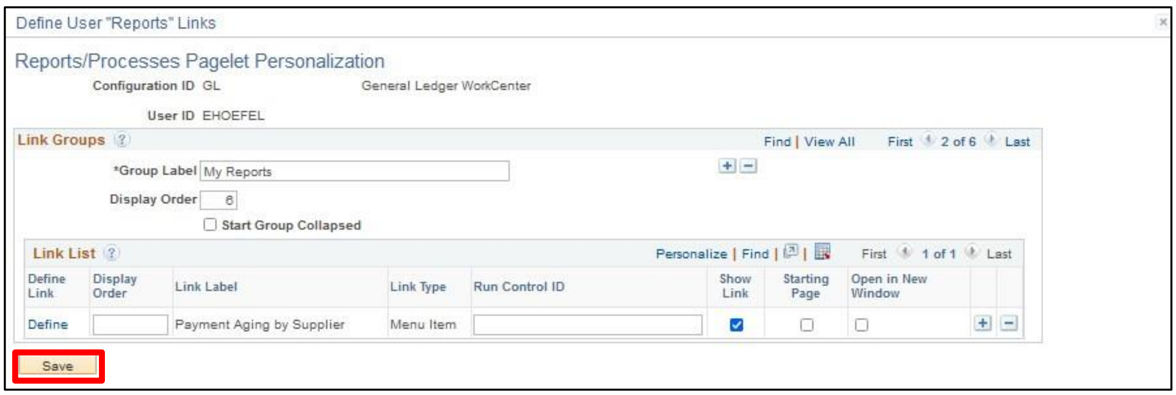
6. Click on the page you want to link to

The **Define Link** window opens:



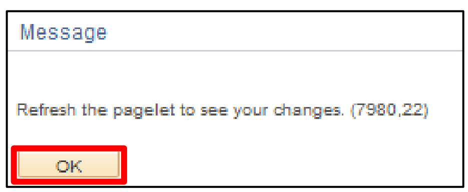
7. Click on the **Override Label** box if you want to edit the default label
8. Click **OK**

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



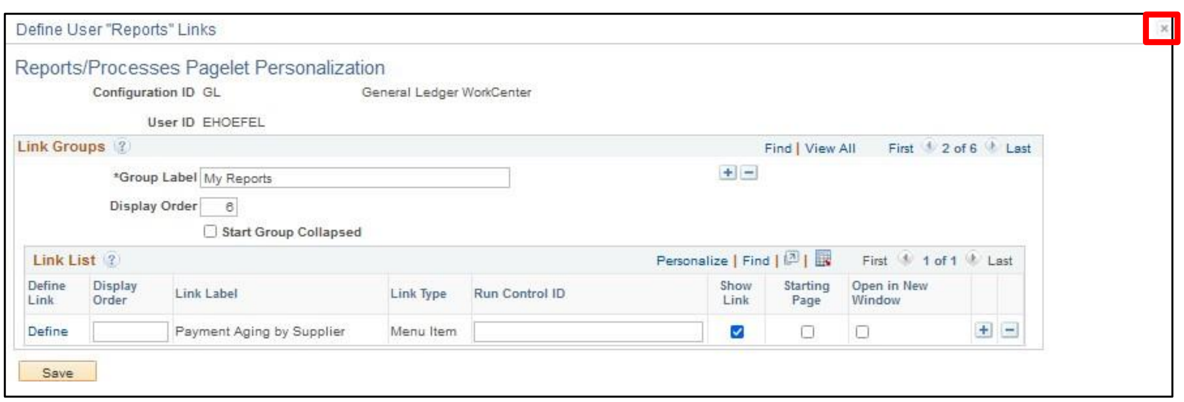
9. Click **Save**

The following **Message** displays:



10. Click **OK**

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

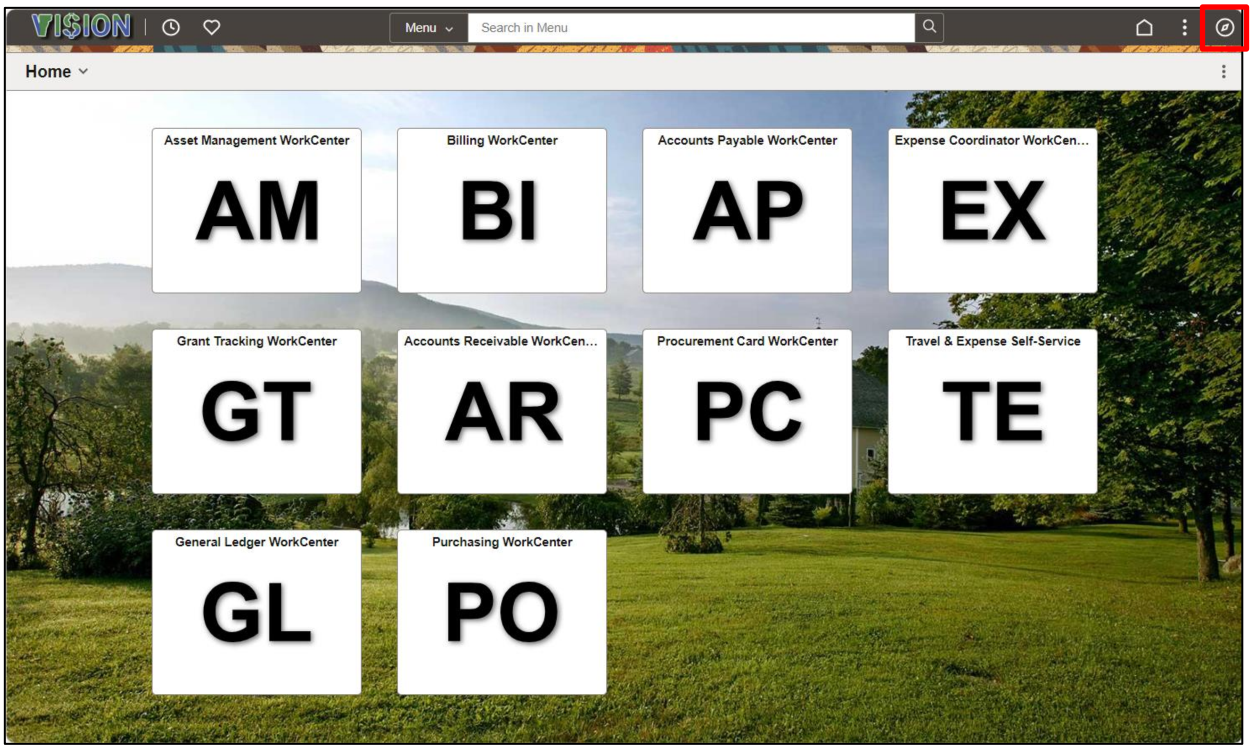


11. Click on the **X** to close the window

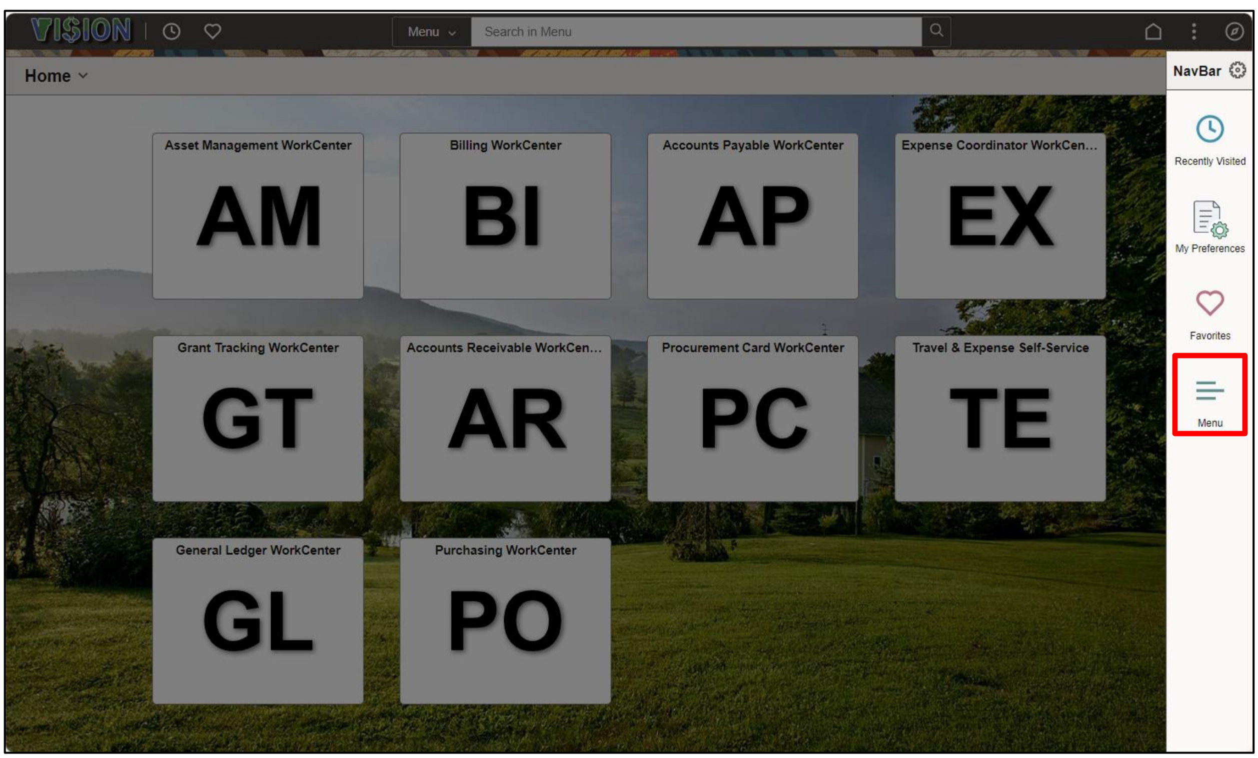
You have added a report to the **Reports/Processes Pagelet**:

Using the NavBar

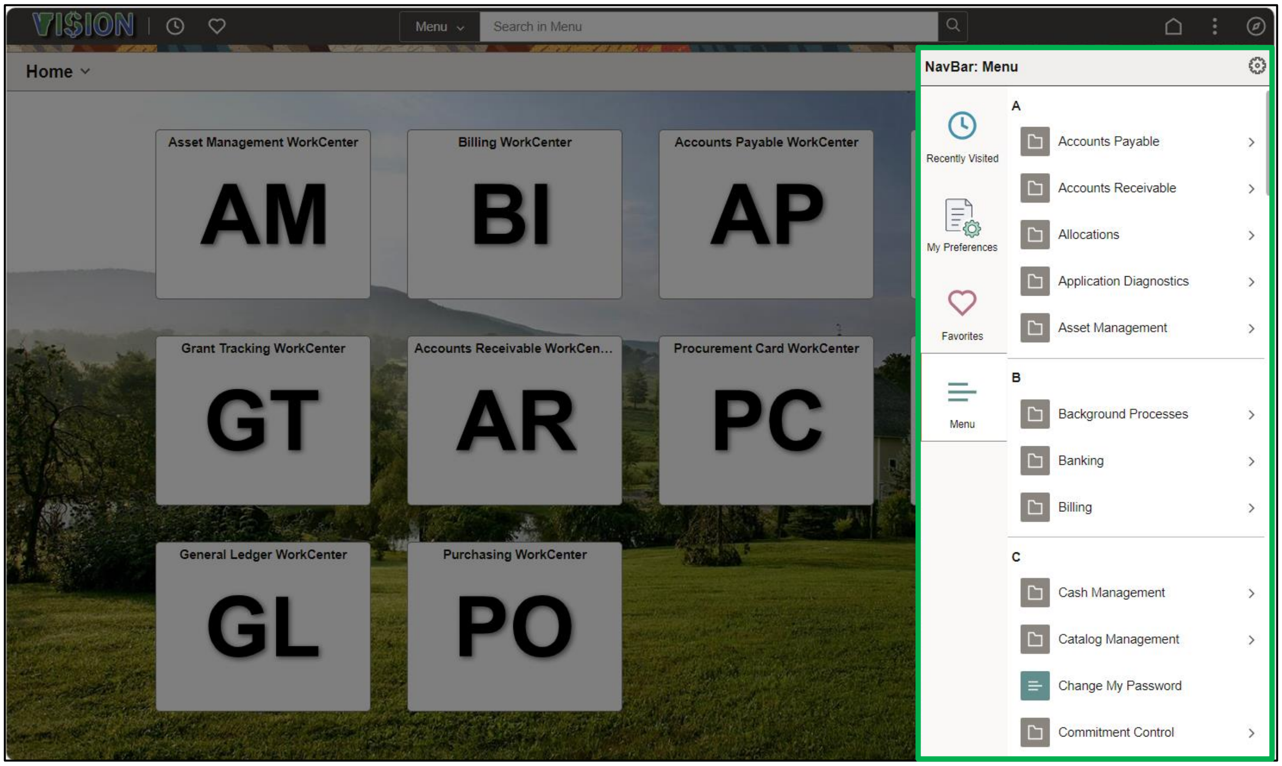
While WorkCenters have been designed to give you easy access to the VISION functionality you will need to accomplish most of your tasks you may also navigate by clicking the **NavBar** Icon:



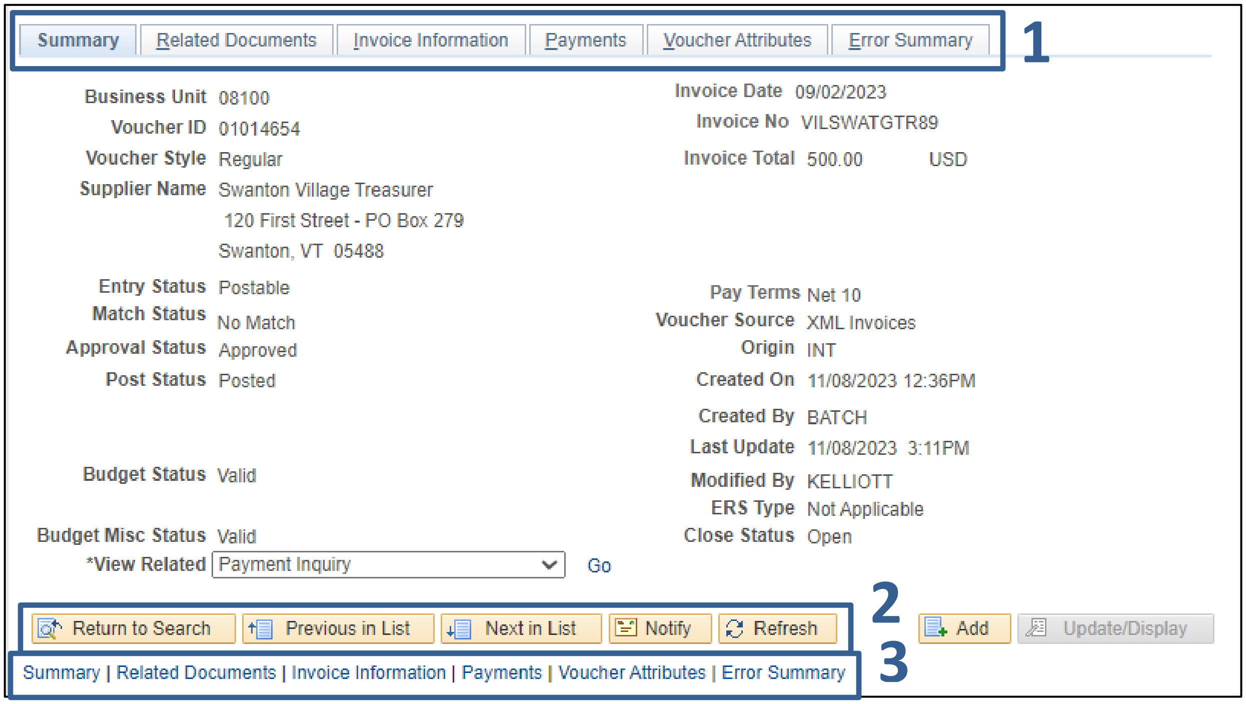
Click the **Menu** Icon:



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



Page Navigation

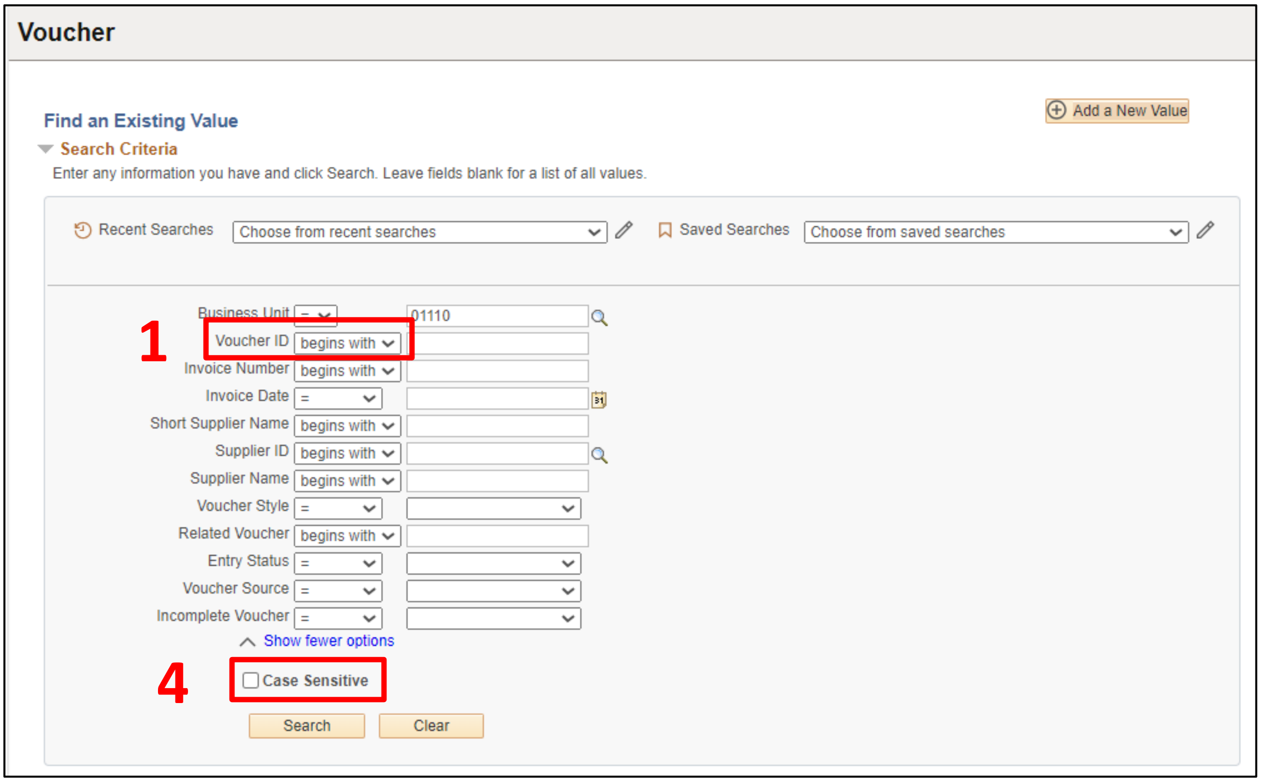


The above screenshot demonstrates several common navigation features:

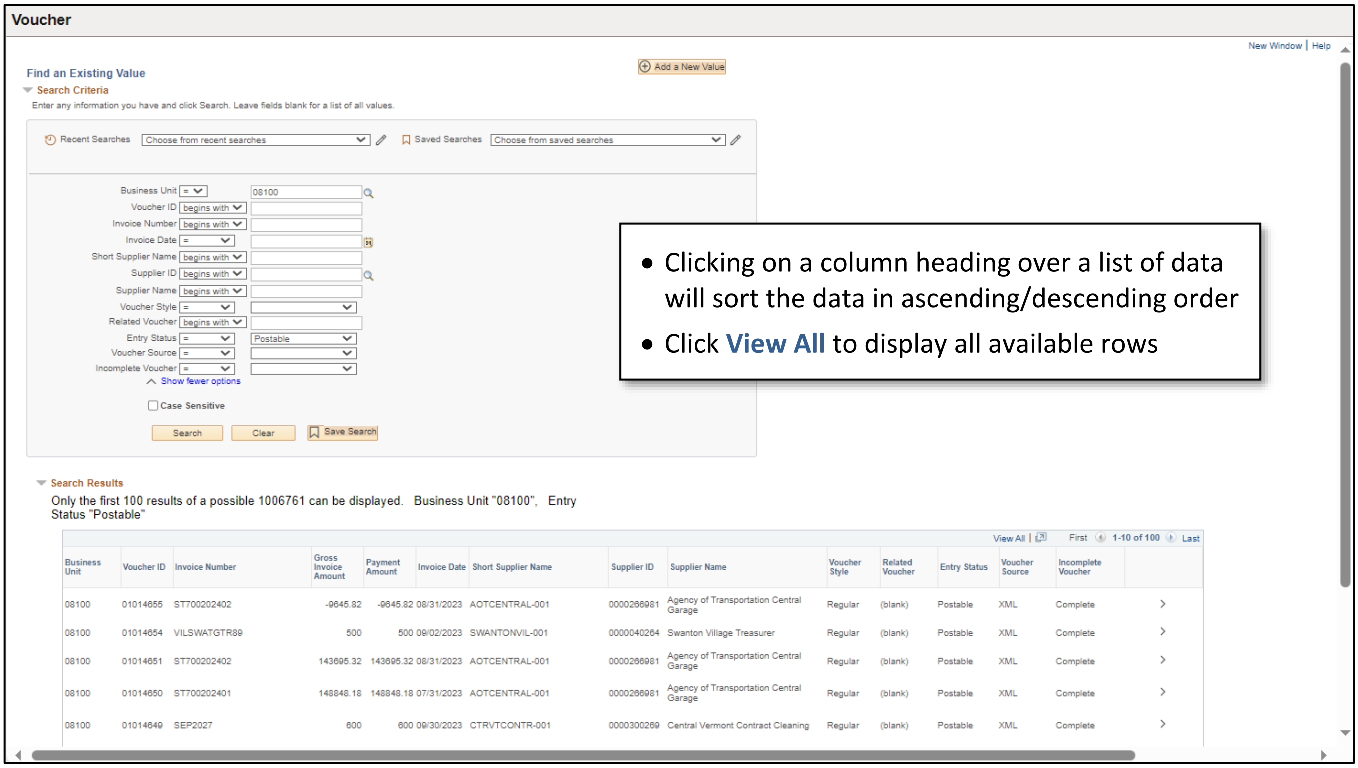
1. **Tabbed pages** – displayed as folder tabs
2. **Buttons** – action keys displayed as boxes displayed as boxes
3. **Links** – action keys displayed as blue text

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:



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)

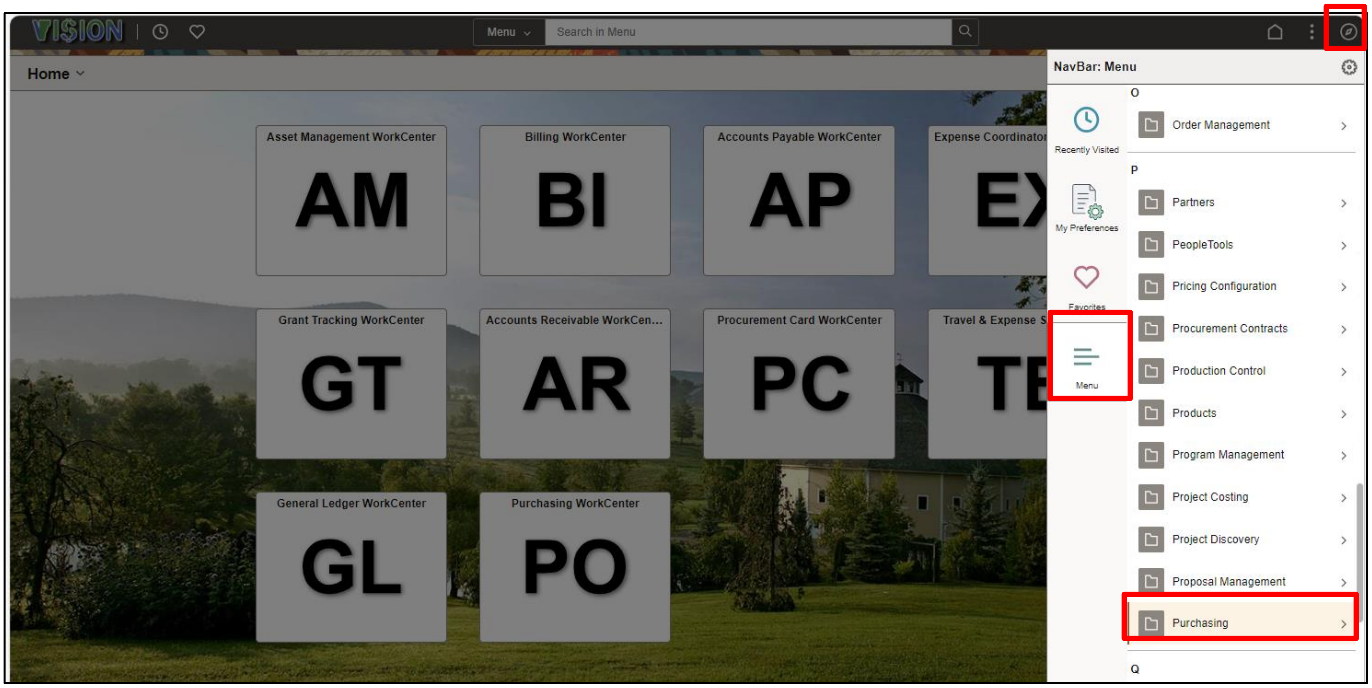


- Clicking on a column heading over a list of data will sort the data in ascending/descending order
- Click **View All** to display all available rows

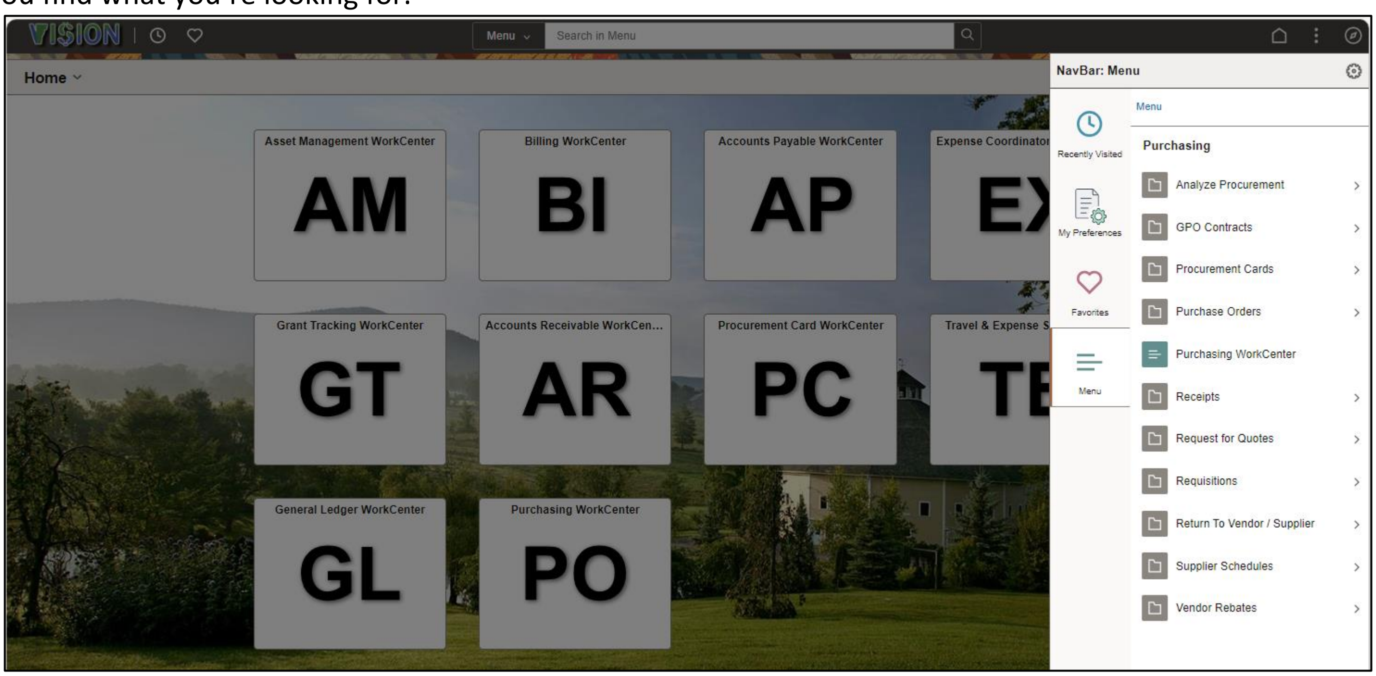
Links, Icons, Buttons, and Mandatory Fields

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.

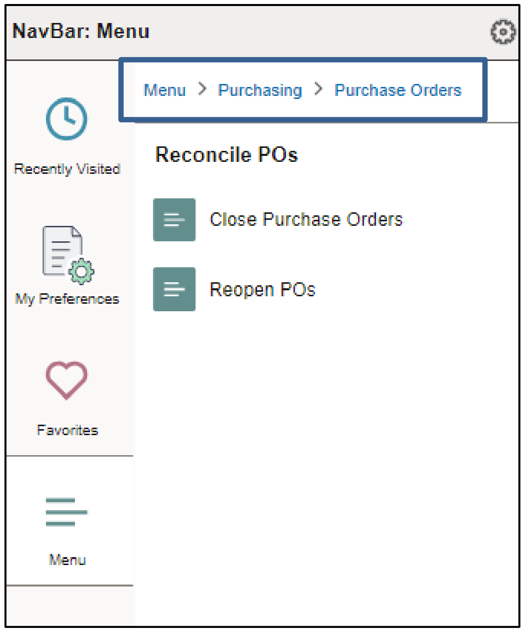
You can also navigate using the **NavBar** Tool by clicking the **NavBar** icon, then the **Menu** icon, scroll down, and then the **Purchasing** link:



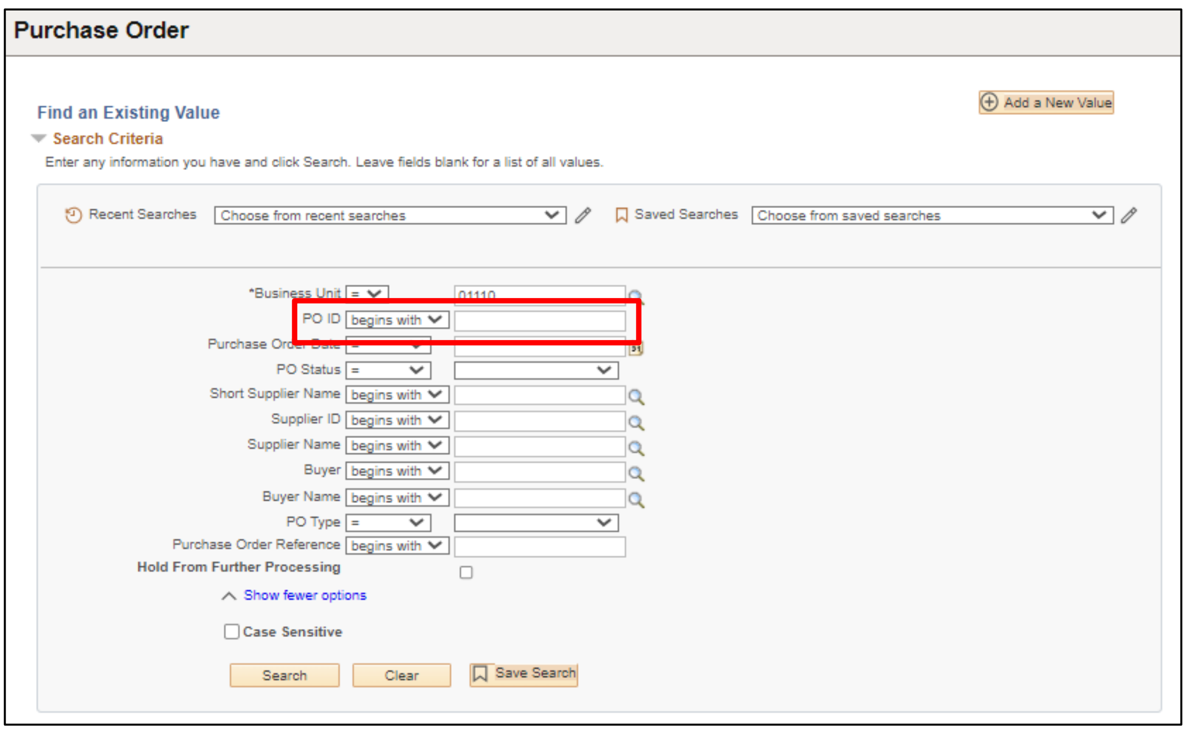
This brings up a menu of options within the Purchasing module, you can continue drilling down until you find what you're looking for.



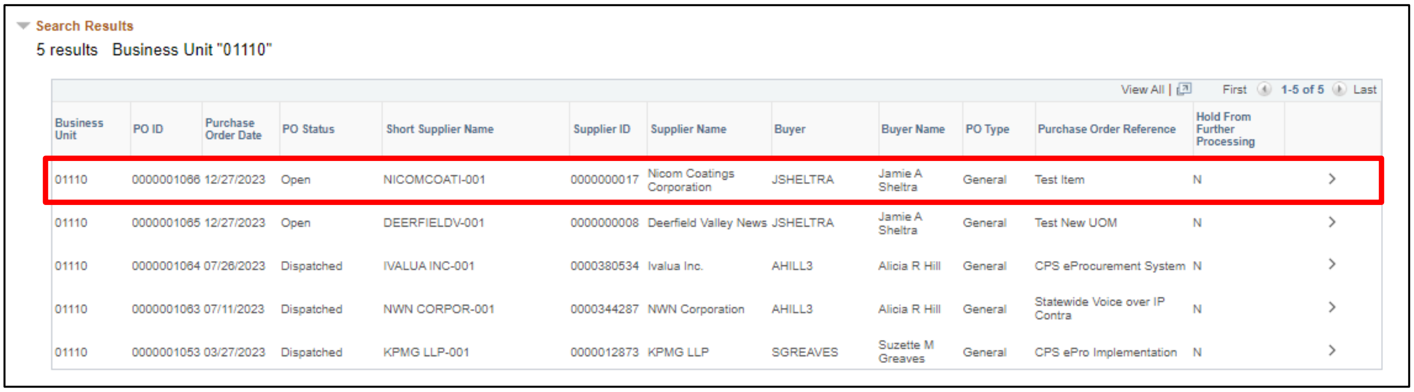
As you drill down, you will notice that a string of "breadcrumbs" appears at the top of the menu. You can navigate anywhere in the string by clicking on the link without having to go back to the start of the menu.



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



Click on a link to display a PO:



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

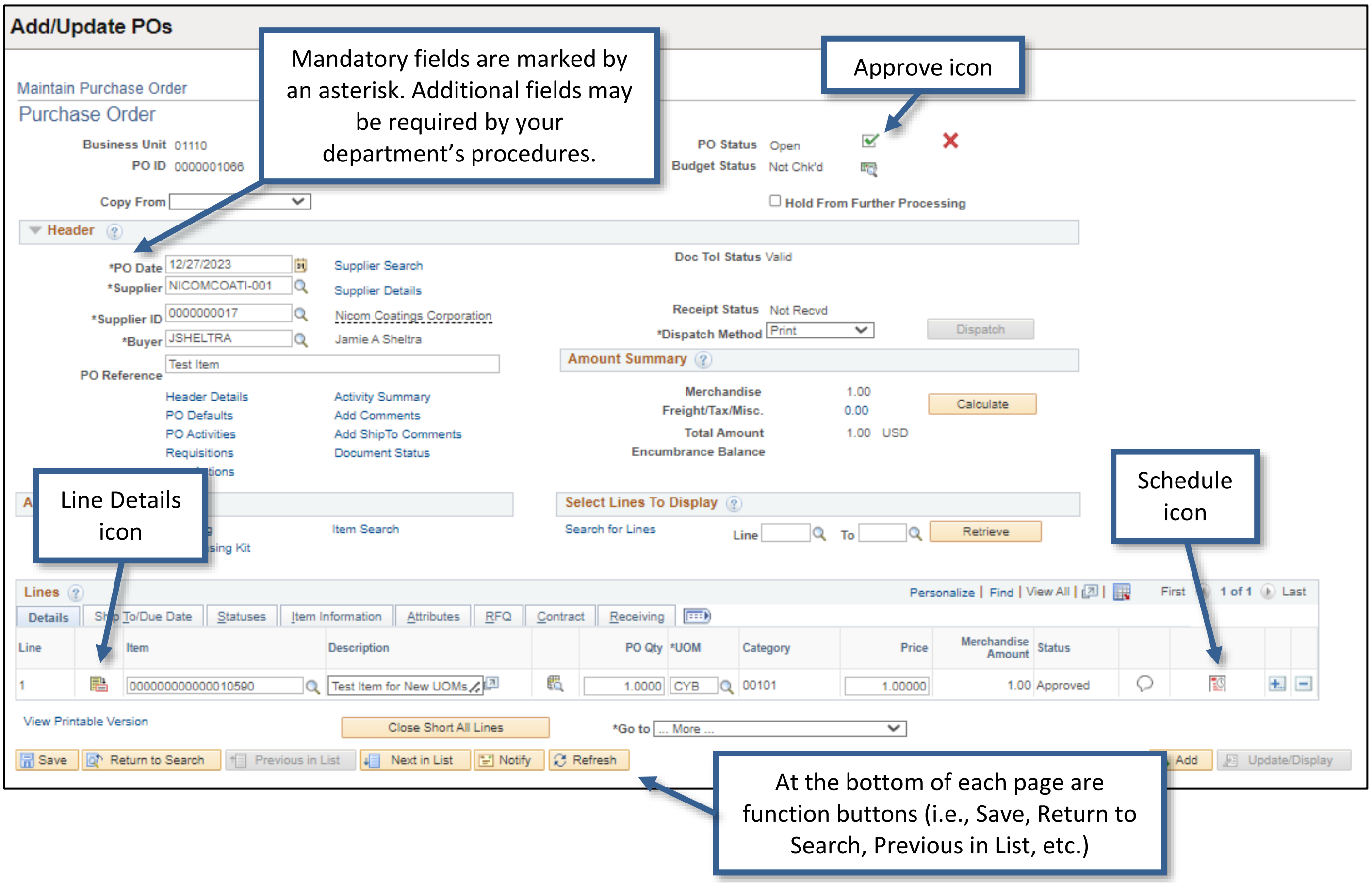


Chart of Accounts Overview

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

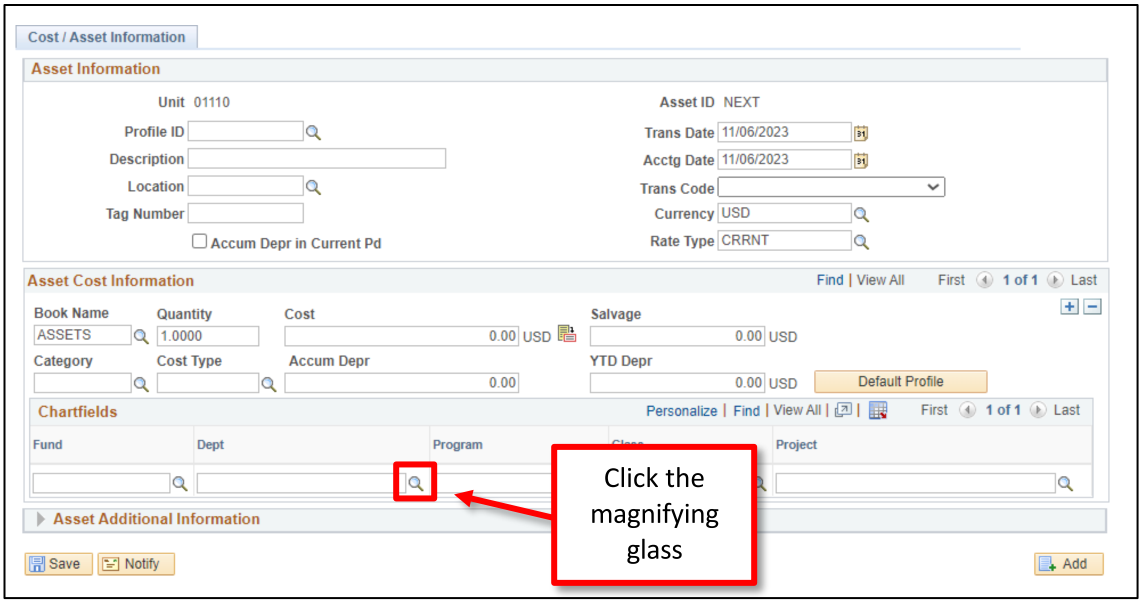
* Period 998 is an adjustment period used to capture all year end adjusting and correcting entries for the year just ended. A June 30th date is used on **most** period 998 transactions.

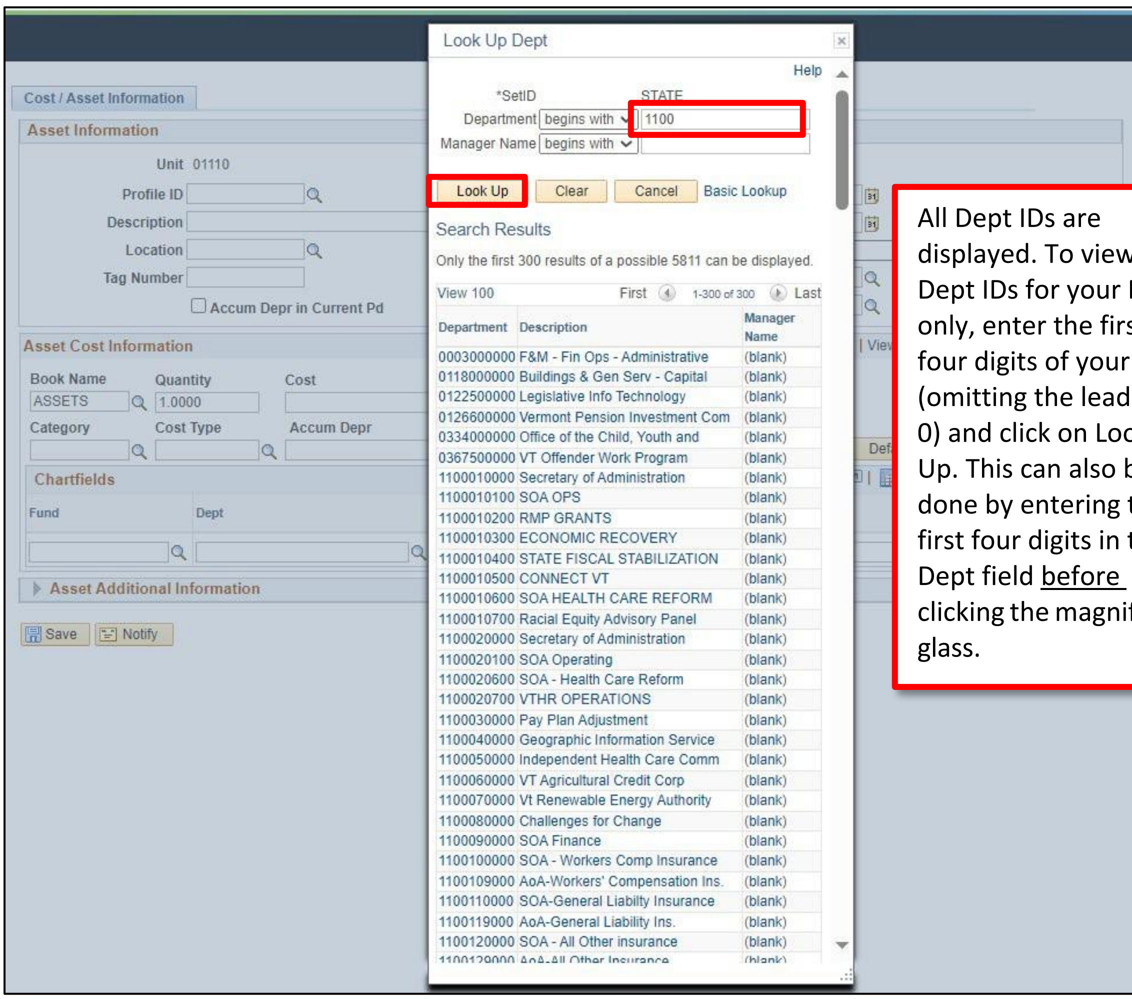
Budget Check Errors

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)





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.

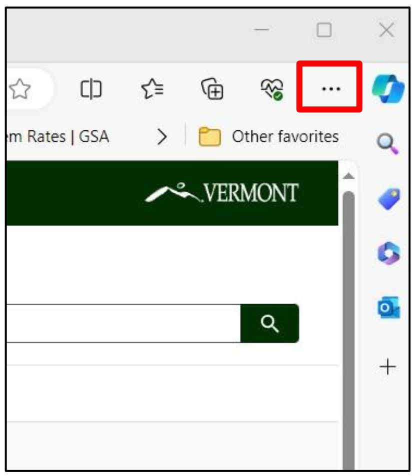
Note: A keyboard shortcut that works in most browsers is to click on Ctrl + Shift + Delete while the browser window is active. You can also set most browsers to clear the cache whenever you close the browser.

Microsoft Edge

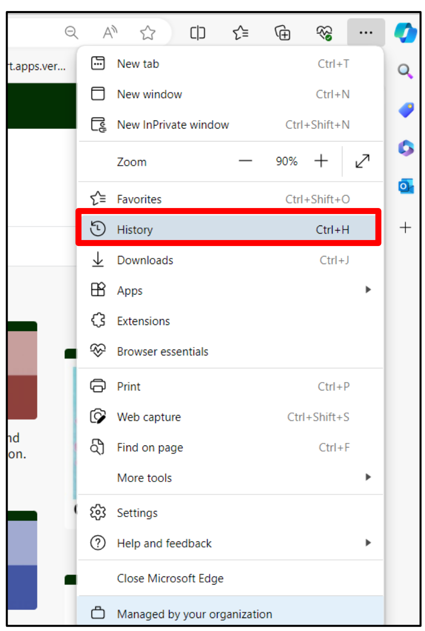
Note: *Any questions about your computer should be directed to your desktop support staff.*

Step 1 – Open **Edge**

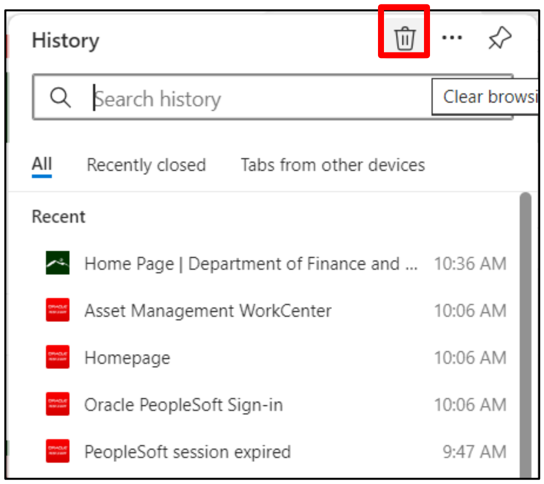
Step 2 – Click on the **Three horizontal dots**



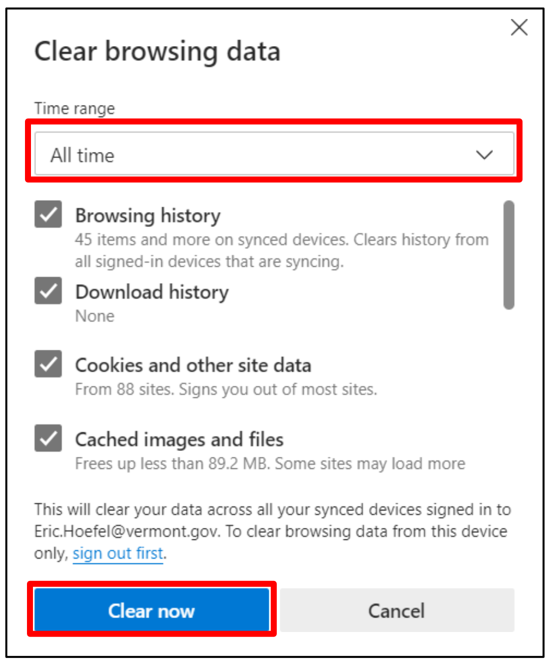
Step 3 – Click on **History**:



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



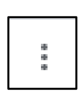
Step 5 – The Clear Browsing data window opens, Select **All Time** as the **Time range** and at a minimum**, Browsing history, Cookies and other site data, and Cached images and files** and click on **Clear now:**



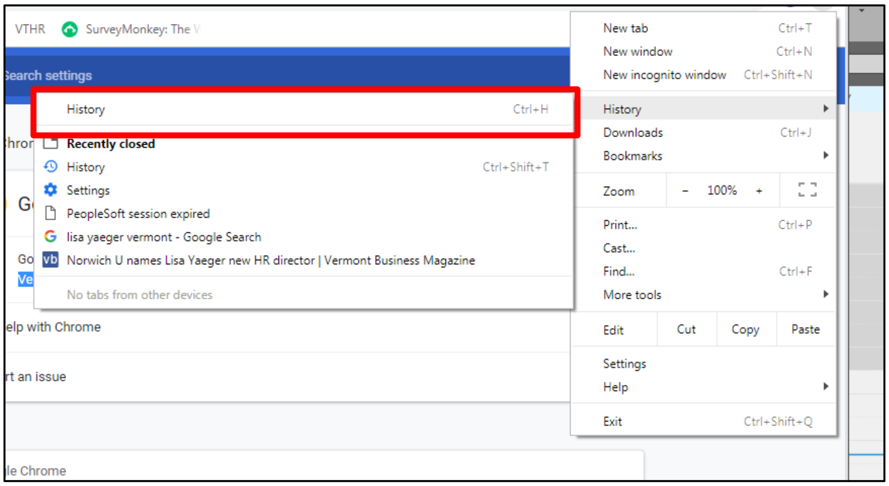
Google Chrome

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.*

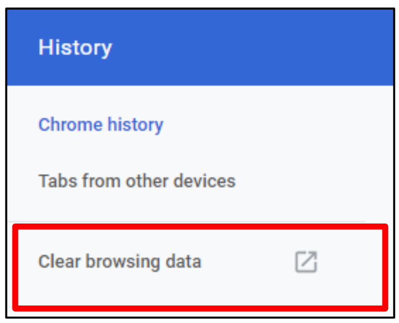
Step 1 – Click on the **three dots** in the upper-right corner:



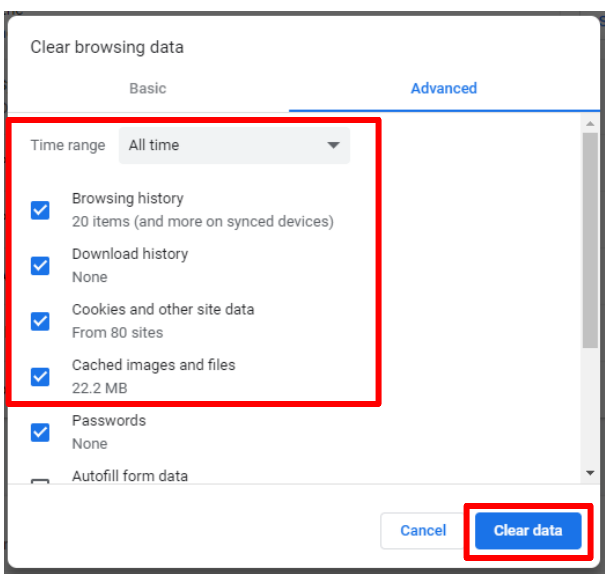
Step 2 – Hover over History and click on **History** in the pop-up window:



Step 3 – Click on **Clear browsing data**:



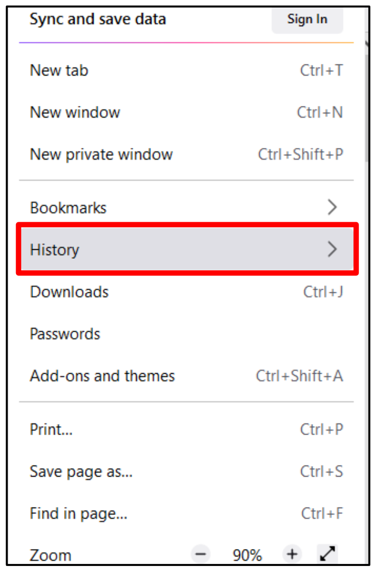
Step 4 – Select the data you want to clear (Browsing history; Download history; Cookies and other site data; and Cached images and files at minimum) and click **Clear Data**:



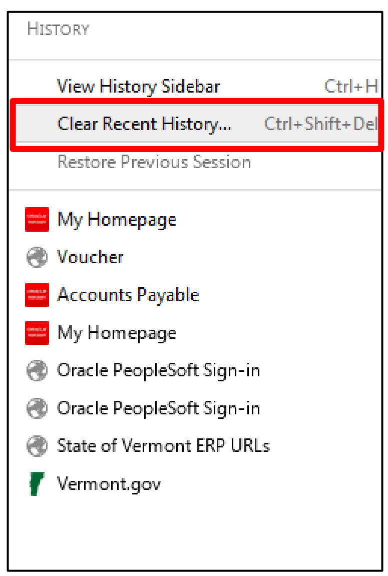
Mozilla Firefox

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

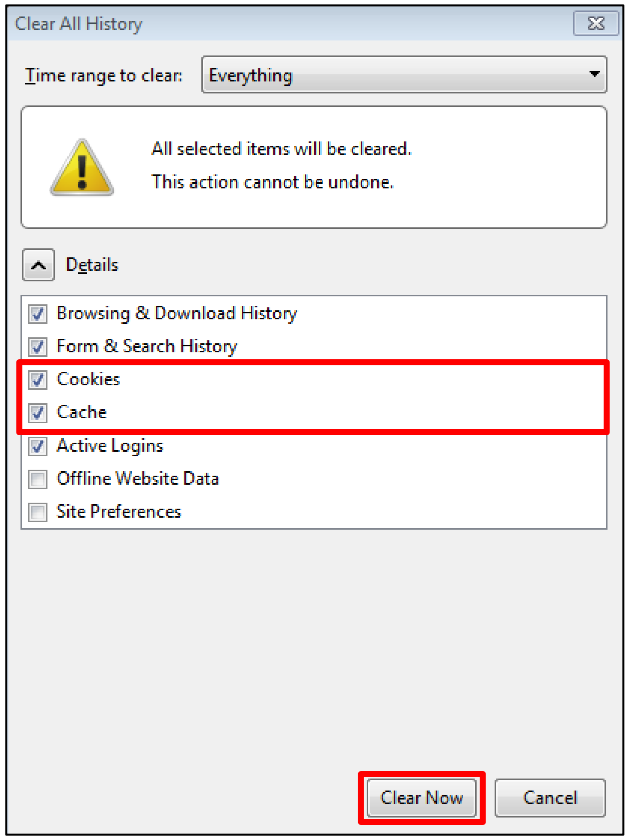
Step 2 – Click on **History**:



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



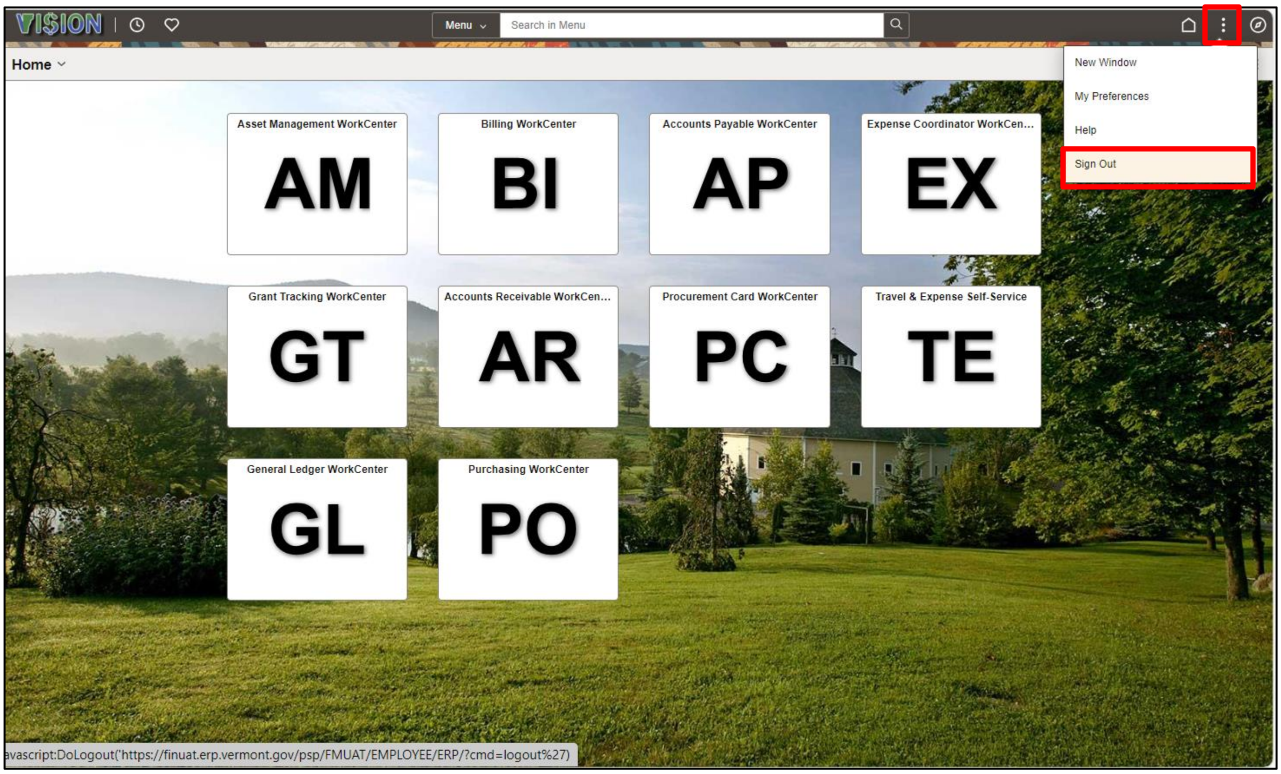
Step 4 – Select the data you want to clear (Cookies and Cache at minimum) and click on **Clear Now**:



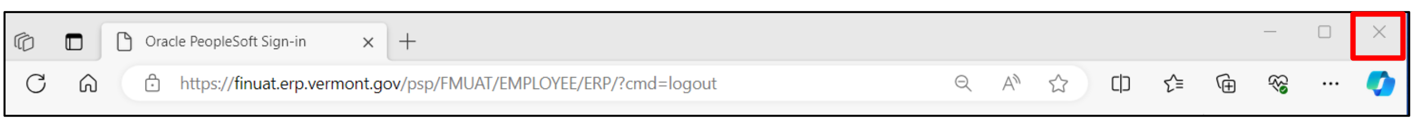
Following these steps will clear the internet files and most often removes any cause of error messages. If this does not resolve the issue, contact VISION Help Desk at 828-6700, option 2.

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