



**VISION CUTOVER
INSTRUCTIONS
AND
REQUIREMENTS FOR VTBUYS GO
LIVE**

**Issued by Financial Operations
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What is Happening?

On November 12, 2024, the State will be going live with an e-procurement system named VTBuys. VTBuys will be the system of record for all procurement activity.

- All contracts, requisitions, purchase orders, procurement related suppliers and procurement related invoices will be required to be entered into VTBuys.
- Purchase orders, suppliers and vouchers will be integrated from VTBuys into VISION.
- VISION will remain the system of record for all financial data.
- VISION procurement information prior to the go live date will remain in VISION as view only so that it can be reviewed and reported on.
- Existing active VISION contracts and procurement related suppliers will be migrated from VISION to VTBuys at go live.
- To ensure that correct data will be migrated to VTBuys there are several requirements that will need to be met by all departments.

Overview

What is VTBuys

VTBuys is a comprehensive e-procurement system that is replacing Vermont's existing manual processes.

It will be a one-stop shop for businesses to register as suppliers, submit all paperwork, sign up for bid notifications, and complete all of their transactions with the state. For state employees, it will mean consolidated data entry, a streamlined and tailorable RFP process, a user-friendly shopping experience, and integration with VISION and STARS. We anticipate that VTBuys will bring more suppliers, both local and regional, to bid for state work, which will in turn lead to a better range of options in purchasing.

What Is Required of Departments?

The most important requirement is for departments to closely follow all instructions and meet all deadlines to ensure the ability to migrate VISION procurement data timely and to ensure the information captured in VTBuys is correct. Any delay in meeting these deadlines in VISION will cause significant delays in migrating procurement data to VTBuys.

General Guidelines

System Availability

VISION Production is available to end users 24 hours a day, with the exception of planned or unplanned outages for system maintenance. From now through 3:00PM October 25, 2024, there is one planned system outage: Friday evening 10/11/24. On that date it is anticipated that the system will only be down for a few hours in the evening.

From 3:00PM October 25, 2024, through Saturday October 26,2024 VISION will be unavailable to users for cutover activities (as described throughout this document) from VISION to VTBuys.

Please be aware that unplanned circumstances can occur at any time that may change system availability. If the status of the system availability changes, we will let everyone know as soon as possible. Please be aware that Financial Operations Staff including VISION Support will be available only during normal working hours.

Requirements and Deadlines

Departments are responsible for reading this document thoroughly, being aware of all requirements and meeting all deadlines. It is imperative that the requirements and deadlines for all areas in this document are met to ensure an accurate migration of procurement data to VTBuys.

Department Contact – Availability on October 25

Finance requires each Business Unit to provide the individual(s) name, phone number and e-mail address of the contacts(s) who will be available to answer questions or process transactions until **3:00pm on October 25, 2024** – email this information to tanya.jarvis@vermont.gov by end of day October 21, 2024.

These contacts must have the knowledge and security to process and approve transactions in the Purchasing module. If Finance has a question about or cannot post a transaction that is required to be at the correct statuses to post by 3:00pm and Finance cannot get a hold of these contacts, the transaction will be deleted. Contracts in approved, open or on-hold status that are in need of intervention to be able to successfully migrate to VISION will be adjusted by Finance. Any deletions or changes to transactions or contracts will be reported to your department the week of October 28, 2024.

VISION Security and Approval Authority

VISION Security and Approval Authority

On October 25, 2024 at 3:00PM all users with non-grant PO module access will have their access level changed to PO Level 1 (View Only). At this time users will no longer be able to create or modify contracts, requisitions, non-grant related purchase orders, RFQ's or RFI's in the VISION system.

All other module access will remain unchanged.

Those users in departments approved for entering grant related PO's and/or vouchers will have new roles in their security profile that will allow this entry beginning on October 28, 2024.

Spending Authority and Encumbrances

Spending Authority

All purchase order related encumbrances in the VISION system as of October 25th must be liquidated. If your department needs to reduce the amount of spending authority available to be spent, you must enter an ORG budget journal.

Note: Requisitions entered in VTBuys that create purchase orders will need available spending authority to successfully budget check.

Encumbrances related to travel authorizations do not need to be liquidated for this purpose.

VISION Transactions

Requisitions

VISION Requisitions

All requisitions for purchases that will be vouchered prior to **October 25, 2024 3:00PM** are due in the Office of Purchasing and Contracting of the Department of Buildings and General Services as soon as possible.

Reminder: Requisitions must be approved and budget checked in the VISION system to be available to the Office of Purchasing and Contracting.

Requisitions will be processed if there are sufficient resources and time available to meet the October 25, 2024 deadline for purchase orders to be fully liquidated and closed in VISION.

All requisitions must be at a status of complete, budget checked and no longer appear on the VT Req Budgetary Activity Report by **3:00PM on October 25, 2024**. For VTBuys cutover cleanup purposes, run this report for “Remaining Amount” <> \$0 and Req Status <> Complete. (See the Purchasing Reporting Manual <https://finance.vermont.gov/vision-module-support/purchasing> for more information on how to run this report and what you will encounter if you have no outstanding requisitions.) Use the Requestor’s Workbench to close all requisitions that are returned by this report that are not at a status of complete.

VISION requisitions will not be migrated to VTBuys.

Helpful Hint: The Pre-Encumbrance returned on the VT_ORG_FUND_SUM_NW query for all funds must total \$0.

Help for Requisition Clean Up

If you need assistance in cleaning up your requisitions, please contact VISION Support at 828-6700, option 2, option 1 or Vision.FinHelpdesk@vermont.gov.

Future Requisitions

Requisitions will **not** be able to be entered into the VISION system after October 25, 2024. Requisitions will be able to be entered in the VTBuys system on November 12, 2024.

Purchase Orders

VISION Purchase Orders

All purchase orders, must be at a status of complete, valid budget check and no longer appear on the VT PO Budgetary Activity Report by **3:00PM October 25, 2024**. Purchase orders that appear on this report that are not at a status of complete must be closed through the Buyer’s Workbench.

VISION purchase orders will not be migrated to VTBuys. Any grant related purchase order will need to be reentered in VISION after October 28, 2024.

Please plan accordingly with your contractors – departments will be unable to enter purchase orders and contract payments from October 26 – November 11, 2024.

Contract adjustments may be entered in VTBuys starting November 12, 2024.

Help for Purchase Order Clean Up

If you need assistance in cleaning up your purchase orders, please contact VISION Support at 828-6700, option 2, option 1 or Vision.FinHelpdesk@vermont.gov.

Future Purchase Orders

Non-grant purchase orders will **not** be able to be entered into the VISION system after October 25, 2024. Procurement related purchase orders will be able to be entered in the VTBuys system on November 12, 2024.

The only purchase orders that can be entered into VISION after October 25, 2024 are for grants by users from approved departments.

Helpful Hint #1: The VT_MER_TA_OPEN_ENC query must be run in conjunction with the VT PO Budgetary Activity Report to reconcile to the encumbrance amount on your budget. The Encumbrance returned on the VT_ORG_FUND_SUM_NW query for all funds must total the amount of open Travel Authorizations returned on the VT_MER_TA_OPEN_ENC only.

Helpful Hint #2: Prior to completing a PO that is tied to a contract, validate that the PO amount matches the vouchered amount. If the amounts do not match, then process the appropriate change order against the PO prior to completing the PO to ensure the released amount on the contract is properly updated. If a PO was entered against a procurement contract and never vouchered, then **cancel** the PO prior to completing the PO to ensure the released amount on the contract is properly updated. These steps will avoid the need for a manual contract adjustment in VISION. (See the Purchasing 102 Manual <http://finance.vermont.gov/vision-module-support/purchasing> for information on how to process a change order, cancel, complete, and close a PO.)

Helpful Hint #3: Since VISION purchase orders will not be migrated to VTBuys you should not create a new purchase order in VISION unless you expect the purchase order to be used on a voucher by 3:00PM October 25, 2024 or if a vendor requires a purchase order to initiate the purchase.

Accounts Payable Vouchers

VISION PO Vouchers

All VISION **PO vouchers** must be entered, budget checked and approved by departments by 3:00PM **October 25, 2024**. The creation of non-grant PO vouchers will not be allowed after this date – this includes PO vouchers for personal service contract payments. **Please plan accordingly with your contractors – departments will be unable to enter contract payments from October 26 – November 11, 2024.**

Voucher post will be run throughout the day on October 25, 2024.

Vouchers (Non-PO)

There are no special requirements for non-PO vouchers in VISION.

Journal Vouchers

There are no special requirements for Journal Vouchers. These may be entered at any time.

Interfaced Vouchers

Non-PO backed voucher interfaces will not be impacted by these activities.

Contract Reporting Requirements

All departments must update the two new amount fields on the VT Performance Info tab in VISION for each contract in Active, On-Hold or Open status by **3:00PM on October 25, 2024**. The two amount fields are titled **Actual contract maximum** and **Actual amount paid**. For the Actual contract maximum field record the actual Maximum Limiting Amount (MLA) of the contract regardless of what VISION reports it as on the Contract tab. DO NOT make changes to the Maximum Amount on the Contract tab for this exercise. For the Actual amount paid record the actual amount that has been paid on the contract regardless of what VISION reports it as on the Contract tab.

A Query called VT_VENDOR_PAYMENT_REVIEW has been created to assist you with your review. Run this query for each supplier in your list with accounting dates that range between the contract dates. If your contract can be used by any department use % for the two Business Unit prompts. This will give you all payments to the supplier during the time period and will include the contract that was used, if any. If a payment used the wrong contract or no contract where one should have been, be sure to adjust the Actual amount paid field accordingly. Please also contact Financial Operations by 3:00PM October 25, 2024, to request a contract adjustment be entered in VISION. **Do not wait until 3:00PM as these will only be done if time allows.**

Beginning on November 12, 2024, all new contracts must be entered into and maintained in VTBuys and migrated VISION contracts will be maintained in VTBuys only. VTBuys contract information will not be interfaced into VISION. Existing contract information will remain in VISION as view only and as of 3PM October 25, 2024.

Timeline

Date Due	<u>What is Due</u>	<u>Section Where Addressed in Instructions</u>	<u>Page # of Section</u>
10/21/24	Department Contact identification for 10/25/24	Department Contact – Availability on October 25	5
10/25/24	Update VT Performance Info tab on VISION contracts	Contract Reporting Requirements	11
10/25/24	Last date to enter PO's	VISION Purchase Orders	8-9
10/25/24	Last date to enter PO Vouchers	VISION PO Vouchers	10
10/25/24	All Req's are completed	VISION Requisitions	8
10/25/24	All PO's are completed	VISION Purchase Orders	8-9
10/25/24 – 11/11/24	Departments may not enter Purchase Orders or PO vouchers to make contract payments	VISION Purchase Orders VISION PO Vouchers	9 10
11/12/24	VTBuys will be available for all procurement related transactions	What is Happening?	3