

VISION to VTBuys Overview

This overview covers how the implementation of the VTBuys e-procurement system in November 2024 will affect VISION going forward. All VISION manuals and documentation will be updated to reflect the changes in time for the transition.

VISION Access

All VISION users with PO access will be reset to PO Level 1 - view-only access. VISION users will be able to view historical data for pre-VTBuys contracts, requisitions and purchase orders. In addition, these users will only be able to view VTBuys-generated POs. There will be an exception for agencies/departments that use POs for grant tracking purposes. See Finance & Management Policy #13 for more information.

Suppliers

- All procurement-related supplier management will occur in VTBuys.
 - Suppliers will enter/maintain their own supplier information in VTBuys. Once submitted, the data will be reviewed by a SOV VISION Approver and approved/denied as needed.
 - Select VTBuys support staff will be authorized to enter supplier information in VTBuys on the supplier's behalf if necessary.
 - Approved procurement supplier information will be imported from VTBuys into VISION, once approved, via interface to create a VISION supplier record.
- All non-procurement-related supplier management will continue to be requested and created in VISION using the existing Supplier Add/Update Request form process, and it is strictly prohibited to enter non-procurement supplier information in VTBuys.

Contracts

- All future Contracts will be entered and maintained within VTBuys only.
- Any active contracts in VISION at the time of implementation will be imported to VTBuys along with two years of activity history. Once all active contracts are imported to VTBuys, they will be set to a status of closed in VISION.
- Any history for active contracts further back than two years can be viewed in VISION.
- All history for non-active contracts at the time of the VTBuys implementation will continue to reside in VISION.

Requisitions

- All new requisitions will be created in VTBuys. VTBuys requisition information will not interface to VISION.
- VISION budgets will no longer include a pre-encumbrance associated with requisitions.
- Historic information for pre-VTBuys requisitions will be available to view in VISION.

Purchase Orders

- All new POs will be created and maintained in VTBuys.
- Agencies and departments that have been granted approval by Finance & Management can continue to use POs to track grant spending in VISION, See Finance & Management Policy #13 for more information.
- POs will be imported from VTBuys and create companion POs as view-only in VISION for the purposes of importing and viewing accounting information, to allow PO vouchers to be created (via interface from VTBuys) and to impact budgets.
- PO changes/closures/cancellations will be made in VTBuys and interface into VISION.
- POs will have a valid budget check, and budgets will be encumbered once the PO is successfully interfaced to VISION.

PO Rollover

- A revised PO rollover process has not been determined at this time.

Invoices

- PO-related invoices will be entered and approved in VTBuys.
- Approved invoices in VTBuys will be interfaced into VISION daily to generate vouchers. Non-PO-related vouchers will continue to be entered in VISION.

Vouchers

- Prior to a procurement-related voucher being created in VISION, the associated VTBuys invoice will go through a matching process in VTBuys. VTBuys requires a unique PO for every transaction and invoices are matched to POs in VTBuys.
- PO vouchers will no longer be Matched in VISION.
- Procurement-related vouchers will be created in VISION via interface from VTBuys when an invoice is approved in VTBuys.
- Any interfaced VTBuys invoice that errors during the interface process will not create a voucher in VISION and an error message will be sent back to VTBuys. The invoice error must be resolved in VTBuys prior to being re-interfaced to VISION.
- Procurement-related vouchers that successfully create in VISION will immediately be in a posted status and will not be editable.
- Users will not be able to manually enter a procurement-related voucher in VISION.
- Journal vouchers will continue to be entered in VISION. Journal Vouchers that include a related voucher ID that is connected to a VTBuys invoice will be interfaced into to VTBuys where it can be viewed via a link on the invoice.
- Procurement related adjustments will be entered as Credit Notes in VTBuys and interfaced into VISION to create negative dollar vouchers. Credit Notes that successfully interface to VISION will immediately be in a posted status and will not be editable. Non-procurement adjustments will still be entered as Adjustment vouchers in VISION.

Payments

- All payment processing will continue to be completed in VISION
- Procurement-related payments associated with a VTBuys invoice will be interfaced to VTBuys daily

Chartfields

- Chartfields will continue to be maintained in VISION and imported into VTBuys via daily interface.

Reporting

- Procurement and spend reports will be available in VTBuys.
- All financial reports will be available in VISION
- Pre-VTBuys purchasing data will be available in VISION.
- All VISION related 1099 reporting will continue to be completed in VISION