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An electronic newsletter for users
of Harvard University financial
systems, policies, and procedures.

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Financial Administration
Communications
fad_communications@harvard.edu
496-2001

FAD e-News

How to Download Reports from AWS2 and HUDINI to Excel

During reporting clinics, the question most frequently asked by end users is how to download report results to Excel.

Most people want to do this to eliminate unneeded data or to re-format the report. Here are the steps to download a report:

1. Run the report that you want to download using the Output Format **Comma Separated** (in AWS2) or **Comma Delimited** (in HUDINI).
2. After running the report, click the **View** icon on the *Report Status* screen in AWS2 or the **View Report** button on the *View Requests* screen in HUDINI.
3. A new browser window opens and the message "You have started to download a file of type txt/csv" appears. Click **Save File...**
4. In the **Save As...** window, change the file name to one that makes sense to you and ends in **.txt** (for example, change "FNDWRR.EXE" to "March '00 Expenses.txt").
5. In the *Save In* field, choose where you want to save the file. Click **Save**.
6. Launch Microsoft Excel as you would normally.

7. Choose **File → Open...** and locate the folder in which you saved the report file.
8. Choose **All Files (*.*)** in the *Files of Type* field and double-click on your report file. Excel automatically opens the Text Import Wizard.
9. In Step 1 of the Text Import Wizard, select **Delimited** and click **Next>**.
10. In Step 2 of the Text Import Wizard, deselect **Tab**, select **Comma** and click **Next>**.
11. In Step 3 of the Text Import Wizard, scroll down and to the right until you find columns that contain Chart of Account values. Highlight each column with Chart of Account values and change the Column Data format from **General** to **Text**.
12. Make sure that you have changed all of the CoA value columns and then click **Finish** to complete downloading the report into Excel.

Purchase Order Numbers for Staples and VWR Purchases Now in PCard [Back](#)

Last month, we discussed locally provided purchase order numbers being made available in the PCard settlement system for cross-reference to Federal Express charges, and also mentioned the ongoing effort to bring similar

functionality for office and lab supply purchases.

A recent agreement with two of Harvard's largest vendor partners, together with an update to the PCard settlement system, allows you to associate PCard transactions with locally generated purchase order numbers.

Staples Business Advantage (office supplies) and VWR Scientific Products (laboratory supplies) have agreed to accept **purchase order numbers** (PON's) on PCard purchases and to pass this information electronically to the PCard settlement system.

The PON should be provided by the purchaser to the vendor at the time the order is placed.

(Please note: This primarily benefits departments that maintain local purchase order systems for internal tracking. Departments that do not use local purchase order numbers are not required to supply them when ordering.)

For Staples, the number will appear in the **Cost Center field** on the packing slips marked "Payment method: MasterCard." The priced packing slip substitutes for the vendor invoice.

For VWR, the PON will appear in the **PON field** on both the packing slip and the invoice, which is marked "00 due, paid on credit card."

For each transaction, the PONs will also appear in the PCard settlement system on the **View** and **Edit** screens. To place orders with PONs using the PCard for payment, contact the Harvard teams at:

Staples 1-877-826-7756

VWR Scientific 495-5080

Upcoming FAD Training Classes & Clinics

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Contact your local training registrar to find out times and locations, and to sign up for the clinics and classes shown below. Course descriptions and prerequisites are in the OHR Center for Training & Development brochure.

Clinics:

(Bring work and your production system user name and password. Special reporting and GL journal clinics are being provided to support users during the 1st and 2nd FY00 closings.)

AWS2/HUDINI Clinics: June 16; July 10, 11, 17, 18; August 4; September 22; October 6, 20

STAR/Web Voucher Clinics: June 23; July 28; August 11; September 15, 29; October 13

General Ledger Journal Clinics: July 10, 11

Instructor-led Training:

Using STAR: June 15, 29; July 11, 19, 27; August 9, 17, 22; September 13, 21, 26; October 5, 12, 17

Processing Invoices Using Web Voucher: June 22, 27; July 20, 27; August 1, 8, 17, 22; September 6, 14, 19, 27; October 3, 12, 18

Entering & Querying Journals in GL: June 14, 27; July 25; August 23; September 13; October 17

Recurring Journals and Automating Queries in the GL: June 20, October 12

Using Oracle ADI to Upload Journals (for authorized users only): September 21

Fiscal Budget Tool: June 26

AWS2: June 13, 22; July 25; August 8, 24; September 5, 20, 28; October 3, 11

HUDINI: June 20; July 26; August 16; September 14, 28; October 10

Sponsored Chart of Accounts: October 10, 11

Sponsored Budget Tool I – Preparation, Policy and Process: October 17 a.m.

Sponsored Budget Tool II: Direct Input Method: October 17 p.m.

Sponsored Budget Tool: Spreadsheet Upload Method: October 18

Special Harvard Data Warehouse (HDW) Offerings:

Students are registered for HDW offerings by permission of the instructors. Ask your training registrar to put you on the waitlist for InfoMaker. A member of the HDW team will call you to discuss your learning and reporting needs and what class(es) are right for you. Courses include:

InfoMaker & the HDW: June 22; September 7, 20 (note: \$500 fee)

Analyzing Financial Data in the HDW: June 28; September 12, 27

Analyzing Procurement Data in the HDW: October 3

Analyzing Payroll Data in the HDW: October 11

Analyzing Sponsored Data in the HDW: October 19

ABLE online courses:

Harvard University Travel and Reimbursement Policies (in the STAR area)

Understanding Harvard's Chart of Accounts (in the Chart of Accounts area)

Improving ABLE [Back](#)

ABLE (<http://able.harvard.edu>) was built during Project ADAPT to provide a unified source of online support for staff working with Harvard's diverse set of financial systems, policies, and procedures.

ABLE's "What's New?" message alerts you to changes in central systems or processes that occur after you are trained—a serious communication problem faced by many large organizations.

While some users have told us they find ABLE useful and can easily find what they need to support themselves on the job, others have said about ABLE:

- Don't use it, not aware it exists
- Too much content, I'm overwhelmed!
- Can't find what I need
- Can't follow the logic of how it's organized

Using the feedback and suggestions for improvement the end user community has provided, we are making a number of changes in May and June that will:

- ✓ Make the search engine work better
- ✓ Remove content that's extraneous for most people
- ✓ Remove "layers" to let you get to content quicker
- ✓ Improve how things are labeled and titled
- ✓ Reposition the "What's New?" link so it's easier to spot, and add an archive of past "What's New?" messages so you can catch up if you haven't browsed ABLE for a while
- ✓ Update the glossary
- ✓ Add more hotlinks within the site to allow you to jump, rather than navigate, to related content

Please log onto ABLE using your web browser from anywhere on the Harvard intranet and let us know what you think of these changes, or give us any additional suggestions you may have.

From the Whom to Call section on the top navigation bar of ABLE, click on **ABLE Feedback** to launch an email, or write to us at: fad_training@harvard.edu

Longer term, we need volunteers from the end user community to work with us to identify and prioritize further improvements to ABLE. A redesign or reorganization of content may ultimately be needed to make ABLE a resource that really works for most of the people most of the time.

You could participate in a focus group, a design review session, or a special project (such as reviewing how we've "tagged" ABLE content which determines in part how the search engine does or doesn't find it).

If you have an interest in helping yourself or others get better online support, please contact:

Mary Ann O'Brien, 6-7437
fad_training@harvard.edu or

John Beeler, 5-9995
john_beeler@harvard.edu

Web Voucher News

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Don't forget to approve your web vouchers!

Once again it is the end of the fiscal and academic year. It is a very busy time across all parts of the University. An increasing number of invoices are received in Accounts Payable *without Web Voucher approval*, causing AP to return them

and delaying the payment process altogether.

This can be hassle, particularly if you want an expense to "hit" during a particular fiscal year or month.

Here are other problems that cause vendor invoices to be sent back or payments to be delayed:

1. No web voucher number written on the invoice
2. Web voucher number doesn't exist or match what's in the system
3. Invoice is a duplicate
4. Amount on invoice doesn't match what's in the system
5. Multiple invoices are associated with one web voucher (not possible yet, see below)
6. Vendor site has been deactivated since web voucher was created

Petty Cash transitioning to Web Voucher

Later this summer, departments will be able to process Web Vouchers to request replenishment checks for petty cash accounts. Accounts Payable is currently finalizing the finer points of the process. Look for details and exact roll-out dates in the coming issues of the FAD e-News!

Multiple invoice processing on Web Voucher

In response to feedback from end users, Accounts Payable is working to design a process that will allow departments to process multiple invoices for the same vendor on the same web voucher. Testing is in the works and a pilot group will be selected for limited testing in July and August.

Questions Web Voucher users ask frequently

In an earlier issue, we discussed how to manage notifications and research vendor payment status in Web Voucher.

Once you have mastered these basic tasks, you may find that you need answers to more detailed or out-of-the-ordinary questions about your vouchers and vendor payments, such as:

- What is the number of the web voucher I prepared yesterday?
- What account coding was web voucher #xxxxx charged to?
- Where is web voucher #xxxxx in the review and approval process?
- What is the check number of the payment for my web voucher?
- When is it scheduled to be paid?

Instructions for how to research these questions online are provided in ABLE. Using the "Search" feature located on the top navigation bar in ABLE, type in "Frequently Asked Questions."

The search will return two sets of FAQ's—one on web vouchers and the other on invoices and payments—to guide you through retrieving this information from the Web Voucher system.

WVER Project [Back](#)

Progress continued in May and early June on the project to replace the System for Travel and Reimbursement (STAR) with a modified Web Voucher system that will handle employee reimbursements and, later, direct payment of American Express on behalf of travelers.

Working sessions with the project team and a group of end user representatives were held in May, as well as one meeting with the WVER Advisory Group, a larger body made up of end user and departmental representatives.

The group reviewed an early prototype of the system and grappled with issues relating to the reimbursement and travel advance processes.

End user testing of the prototype system using scenarios drawn from their experience with processing travel expenses and reimbursements at Harvard, is scheduled to begin in mid-June and will continue for 4 to 6 weeks.

If all goes well, a pilot production system will be deployed to a small number of end users in August.

<i>WVER End User Reps</i>	<i>Local Unit</i>
Anne Alence	HMS
Bette Ford	HBS
Carol Margosian	HLS
Chris Nicholson	FAS
Gretchen O'Connor	HIID
Kristen Lindemann	FAS/College
Mayumi Cutler	KSG
Shelly Coulter	KSG
<i>WVER Project Team</i>	<i>Role</i>
Priscilla Campbell	FAD Functional Lead
John Bostwick	FAD Travel, User Support
Eva Belanger	Project Administrator
Mary O'Brien	Project Manager
Kellie Lucy	Product Manager

About this e-News

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Please send comments, questions, or suggestions for improvement by email to us at:

fad_communications@harvard.edu

If of general interest, we will attempt to answer your questions about University financial systems, policies, or procedures in future editions.