

FAD e-News

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

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Web Voucher Expense Reimbursement Project Advances to Next Phase

As reported in earlier issues, a major project is underway to modify the Web Voucher system to support reimbursement processing, which is handled today by the System for Travel and Reimbursement (STAR) and the Non-Employee Reimbursement Form (NERF).

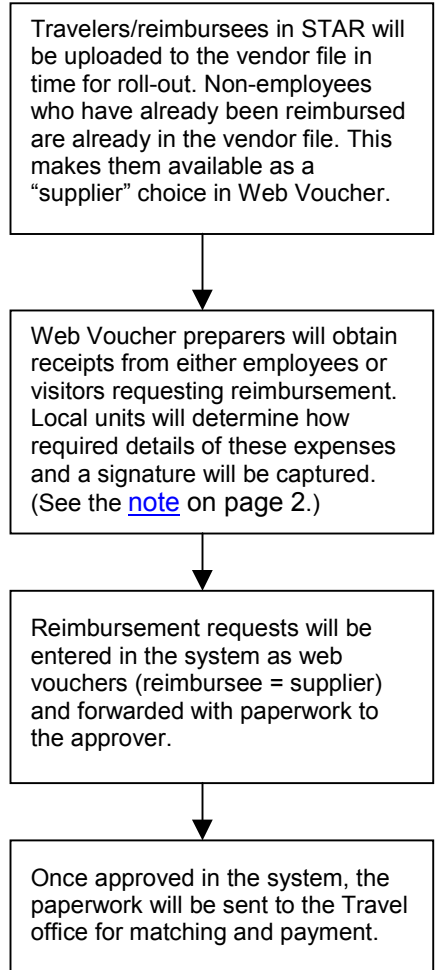
During June and July, end users representing a cross-section of the University began testing the Web Voucher Expense Reimbursement (WVER) prototype using both simple and complex reimbursement scenarios based on their experiences. Users also collaborated on a new, unified business process for both employee (faculty and staff) and non-employee reimbursements.

Redesigned processes, prototype testing results, a project timeline, and a demonstration of the system were presented at a meeting of the Financial Deans and the STAR Advisory Group on Friday, July 21st.

Based on the progress to date, the project will enter its "pilot" phase, which will run from August through November. In the pilot, a small number of users will have access to an early version of the WVER system to process real reimbursements in production.

This early version will not include American Express direct-pay or direct deposit functionality. The travelers supported by these pilot users will have to settle American Express bills in STAR or pay them from personal funds and get reimbursed.

How will the WVER process work? In general terms:



Note: Several business process options to capture needed detail and a signature have been developed by the team. They include a new Excel-based form, a new hard-copy form, and direct entry of the detailed expenses in Web Voucher with the reimbursee signing a printout from the system.

Two kinds of training will be provided to support the WVER roll-out.

Web Voucher Refresher: a 60-90 minute lecture-style course that explains in detail how the new process works, and provides a review of pertinent travel and reimbursement policies. This course is intended for current Web Voucher users and STAR approvers.

Processing Reimbursements Using Web Voucher: a 2½ hour hands-on course developed for STAR proxies who are not current Web Voucher users. The course will cover WV navigation, using lists of values, searching by example, and WVER business processes and policies.

Clicking the link below will open a PDF of an excerpt of the information presented at Friday's meeting. It includes people to call for more information, a project timeline, and screen shots of the prototype system.

[WVER presentation excerpt](#)

New Procedure for Paying Multiple Vendor Invoices [Back](#)

Effective immediately, Web Voucher preparers have the option of paying up to ten invoices from the same vendor at the same remit-to site on one web voucher.

Because the processing of these multiple invoice web vouchers in Accounts Payable is complex, AP asks that you prepare them *exactly* as outlined in the ABLE quick reference entitled *Instructions for Multiple Invoice Web Vouchers*. A copy is provided here for your convenience.

[Multiple invoice web vouchers](#)

Your multiple invoice packages will be pre-audited before they are processed to make sure that they conform to these preparation guidelines.

Packages that do not meet the requirements (20% of all submissions during the recent pilot of this process) will be returned to the preparer, thus delaying payment.

The most common error was packages containing invoices that did not match in number or dollars the information given on the package cover sheet (a printed Confirmation Screen from Web Voucher, as explained in the *Instructions for Multiple Invoice Web Vouchers* quick reference).

If you need further assistance with these procedures, contact the Helpdesk at 6-2001, or sign up for a Web Voucher clinic on July 28th, August 11th, September 5th, September 29th, or October 13th. Attendance is limited to ten so contact your local training registrar to enroll. Accounts Payable will also provide a short on-site training session for groups of ten or more upon request from local training liaisons.

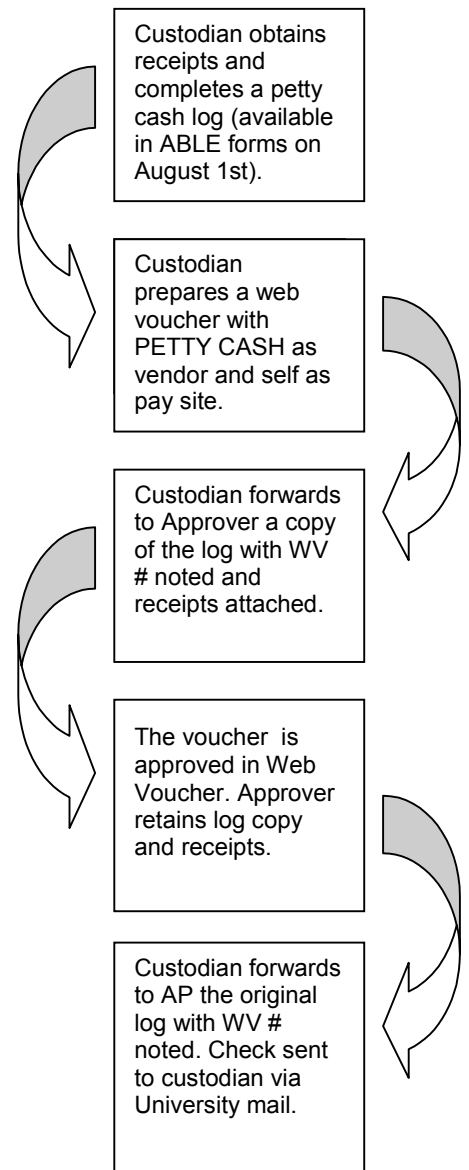
New Procedure for Petty Cash, Effective August 1 [Back](#)

Accounts Payable has designed a process, beginning August 1st, that

will accommodate requests to replenish petty cash accounts using Web Voucher.

STAR-only users may continue to use that system for petty cash replenishment until it is decommissioned next year. Alternatively, you may want to transfer responsibility for your departmental petty cash fund to a secondary custodian who is a Web Voucher user.

Here's a summary of how the process will work:



For more details and pertinent web voucher screen shots, refer to the *Instructions for Petty Cash Replenishment* quick reference by clicking the link below.

[Petty cash replenishment](#)

Opening or Changing the Custodian of a Petty Cash Fund

To open a petty cash fund, your Financial Dean, Vice President, or Director must send a letter on tub letterhead requesting a petty cash fund and providing a tub-org combination. The request should identify the primary and secondary custodians, their Harvard ID numbers, sample signatures and the name of the fund, if needed. The letter should be sent to Accounts Payable Customer Service, Holyoke Center 380.

Customer Service will request the new custodian site for the "PETTY CASH" vendor, and create a web voucher to generate the first check.

To change a petty cash custodian, your Financial Dean, Vice President, or Director must send a letter to AP Customer Service on tub letterhead requesting the change.

Customer Service will create a new custodian site for the "PETTY CASH" vendor, and deactivate the former custodian.

Please note that *ONLY* Accounts Payable Customer Service can establish a new petty cash custodian site or make changes to it.

Closing a Petty Cash Fund

Please send or bring the petty cash log for any disbursed funds along with any remaining cash to Accounts Payable Customer Service.

Customer Service will reconcile the fund and prepare a credit voucher to deposit the remaining cash and a journal to recognize the expenses.

Petty Cash Policies

A reminder that while the petty cash business process is changing, the University policies pertaining to its use still apply. In summary, they are:

- ✓ Use should be limited;
- ✓ Use PCard instead whenever possible;
- ✓ Purpose is to provide cash and simplify reimbursement for minor expenditures;
- ✓ Never use to fund operations (vendor payments, salaries, loans);
- ✓ Custodians are responsible for safeguarding funds and collecting receipts.

A Special Note for Users of Accounts Payable Feeder Systems

About thirty units at Harvard pay vendor invoices using local systems and feed the data to central AP.

If you own or use one of these feeder systems, please remember that vendor invoice numbers can only be used once.

If you need to include a credit memo in your batch, you should use its unique invoice number (some vendors uniquely number credit memos) or put the characters "CM" at the beginning of the invoice number to distinguish it from the original (some vendors use the same number).

Adding a "CM" prefix to the original invoice number will make it easier for the vendor to identify and correctly apply the payment, and our Oracle AP system will not kick it out as a duplicate.

Harvard Office Supplies Catalog Online at StaplesLink.com [Back](#)

Two trends that are shaking up industry around the world are the electronic ordering of goods and services over the Internet and business to business ("B2B") electronic commerce. New efficiencies and whole new ways of doing business are being created every day.

Procurement Management is working with all University vendor partners to promote electronic commerce. Staples, the University vendor partner for office supplies, is offering **StaplesLink.com**. This is a quick, efficient, and easy-to-use web site featuring Harvard's partnership pricing and "real time" availability. **For added convenience, you can use your Harvard PCard and avoid the nuisance of invoices.**

To sign up for StaplesLink.com, you must contact your Harvard Staples representative or complete and return the enrollment card in the new Staples Office Products and "Best Buys" Catalog 2000, which is currently being distributed to departments by the Harvard/Staples team. For more information, contact your Harvard/Staples representative at 1-800-617-1712.

If you work at:	Call:
Cambridge area schools & units	Andrea McInnis (extension 270)
Longwood area schools & units	Tricia Theodore (extension 148)
HBS & KSG	Joe Shea (extension 229)
Any Harvard department and need help	Harvard/Staples Team Leader Sue Christian (extension 235)

Accounts Receivable Project Update [Back](#)

Do you bill customers outside of Harvard? Do you prepare invoices and send them to Central Accounts Receivable for processing and mailing to customers? If so, then keep reading to get an update on the Accounts Receivable (AR) project, which will change the way you do these tasks in the future.

Harvard is implementing a new University-wide, Oracle-based AR system. The expected "roll-out" date is January 2001 – less than five months away!

As part of the Oracle Financials suite, AR is tightly integrated with the new general ledger and will operate using the 33-digit chart of accounts. (The current "legacy" system operates in the old 14-digit CoA, which requires data conversion).

Once implemented, you will be able to enter your invoices directly into the AR system, online and in real time. Invoices and statements will be printed by Central AR and sent to the customer. The project team has worked with end users to design invoice and statement formats.

The information in the new AR system will be copied nightly to the Data Warehouse, with a number of HUDINI and AWS2 reports being developed in addition to online lookup capability.

Along with the new system come new business policies (such as bad-debt write-offs) and processes (such as new customer set-up), which the AR team is currently in the midst of defining with the help of local representatives from across the University.

In addition to the work underway to design the new system, reports, business processes, and policies,

an effort to assess the training needs of AR users has begun. A web-based training needs survey was sent to 160 potential AR users University-wide. The survey has twenty questions and takes about ten minutes to complete.

So far, about forty-five users have responded, but we need input from a wider range of users to make sure that the training design is sound. If you will be a hands-on user of the new AR system, please tell us about yourself by filling out the survey at

<http://www.zoomerang.com/survey.zgi?735DYB3M64TE4QV1MCNQA8WW>

Billing departments throughout Harvard that currently use the services of Central AR need to begin planning for this new system now!

Regardless of the volume of invoices you push through Central AR, you will be affected in some way by the new system. If you are not aware of how this new system will impact you, we can help you get up to speed.

In the next column is a list of local unit representatives on the project team whom you can contact to find out more details.

If your school or department is not listed and you need information about the project, or you wish to sign up for an AR email distribution list to be kept informed going forward, please contact Lisa Malkasian, AR Project Leader, at

lisa_malkasian@harvard.edu

AR Project Local Unit Representatives	
OSR	Andrew Kim Margaret Carayannopoulos Gwen Miner (OTTL)
Harvard Medical School	Sharon Reine Mike Harty
Faculty Club	Kevin Cullen
UIS	Dave Murphy
UOS	David Kirby
Harvard College Library	Ellen Cohen
Benefits (Retiree Direct Billing)	Irina Josefson Rosemary Rudnicki
Faculty of Arts & Sciences	Gail Pisapio Marcey Homer Helen Flagg (OEB) Irene Coyle Cristina Brigham Charles Smith Larry Knowles (CFA) Andrew Kalford (Media Services) Lisa Ball Heather Connery (Chemistry) Robert Schiller (MCB)
UHS	Mac Howland
HUAM	Marsy Sumner

Non-consolidating Tubs

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In the last issue, we described a change in Radcliffe's status effective July 1, 2000. Going forward, Radcliffe will be consolidated with other Harvard tubs for external financial reporting purposes.

Therefore, income from Radcliffe should be recognized as a credit to expense rather than income by internal service providers. This is done so as not to "gross up" or overstate Harvard's income due to internal transfers and purchases.

Here is a list of the tubs that remain "non-consolidating" for financial reporting purposes. Harvard tubs should recognize fees and transfers from these units as income.

130	MAG^Harv Magazine
185	AGEN^Agencies
295	ART^American Repertory Theatre
595	HPR3^HPRE 3 rd Party

New Vendor Partner to Manage Harvard Travel Center

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In March of this year, the Deans' Travel Board concluded that it was time to find a vendor partner to manage the Harvard Travel Center, Harvard's in-house travel agency.

The decision to select a new agency was based on a steady decline in the level of service being provided by American Express Travel.

After careful review of four top contenders, the board selected WorldTravel Partners (WTP) by a vote of 11 to 3.

WTP will take over the management of the Harvard Travel Center on September 5, 2000. The phone number will remain 6-8000.

The new HTC will have nineteen dedicated agents (American Express currently provides ten), daily delivery service, on-line booking, and many more services. Of course, all of the negotiated Harvard travel discounts will still apply.

Watch the FAD e-News for more information on this new partnership.

No More Travel Authorization Forms...for Now

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Since May 26th of this year the Harvard Travel Center direct billing account has been turned off to prepare for year-end close.

Unfortunately, it became necessary to keep the account closed in order to prepare for the cutover to WTP. The account will reopen on September 5th.

The Travel Office in Holyoke realizes that many Harvard faculty and staff members rely on the direct billing/travel authorization option when acquiring airline tickets through the Harvard Travel Center, and can offer two alternatives for the short term.

First, American Express has committed to getting a corporate card to any Harvard employee who needs one within 48 hours. The American Corporate Card application is in the Forms area of ABL: (<http://able.harvard.edu/forms/amex.pdf>).

Airline tickets and other travel expenses can be charged to the card so that the traveler does not

have to put University business expenses on a personal credit card.

Second, the Harvard policy restricting reimbursement for airline tickets purchased with a personal credit card until *after* the trip will be relaxed during the interim period.

For more information, please call the Holyoke Travel Office at 5-7760 or visit our web site at:

<http://www.travel.harvard.edu>

New T-pass phone number

If you have any questions or would like to sign up for a T-pass, the new number is 495-8500 (AP Customer Service).

Running the Budget Variance Report

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Users who prepare fiscal budgets sometimes run the Budget Variance Report directly from Budget Tool (rather than from AWS2 or HUDINI) to get a nearly "real-time" verification of what they have just entered. If you do this, please note:

- On the *Submit Request* form in the Budget Tool, you should select OLD BUDGET VARIANCE REPORT (PDF) from the List of Values, not Budget Variance Report (PDF).
- Although the Budget Variance Report is included on the List of Values for reports, it does not run correctly from the Budget Tool.
- The Old Budget Variance Report does not include the format and performance improvements you will see when you run the Budget Variance Report in HUDINI or AWS2.

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- The version of the Budget Variance Report now available in HUDINI and AWS2 will be available in the Budget Tool in the next release. It was not released at the end of June, as originally planned, due to the higher priority placed on fixes and enhancements needed for fiscal year-end reporting.
- If you need to report on budget data posted the day before or earlier, please use the budget reports available in HUDINI or AWS2.

Please contact the Helpdesk at 6-2001 if you have any questions.

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.