

# FAD e-News

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Special Release 11 Issue

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## Release 11 Highlights

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Here are the major things that will impact you during this release:

### Financial Systems Outages

Core financial applications—General Ledger (GL), Accounts Payable (AP), Oracle Application Administration and Chart of Accounts Web Maintenance Application, Web Voucher, Budget Tool, STAR, PCard settlement, and Windstar—will be unavailable on Tuesday, October 10.

### Modified Financial Services

As a result, modified financial services will be provided by some departments in FAD during the upgrade.

### Some User Passwords Consolidated and Reset

User passwords for the GL, AP, Budget Tool, and Web Voucher

systems will be consolidated and reset.

### Data Freeze and Reporting Systems Outages

The Harvard Data Warehouse (HDW) will be refreshed for the last time before the upgrade on October 6. It will contain closed data for September and the first week of October. The HDW (as well as AWS2, HUDINI, and the ad hoc reporting environment) will remain up through October 12 to support September financial reporting but will not be refreshed with new data each night after October 6.

### Minor Applications Changes

About two dozen very minor changes will be evident in the applications. If you log onto the applications once they are up in Release 11, you may not even notice them.

For those interested, we've provided [descriptions and screen captures](#) later in this issue.

## Why Is This Upgrade Being Done? [back](#)

Harvard uses a version of the applications that is several years old and scheduled to be "de-supported" by Oracle in the coming months. Increasingly, the remedy recommended by Oracle for technical problems and bugs is to upgrade. Not doing so becomes unworkable over time.

In order to be ready for the HR Project, we need to upgrade the financial applications from version 10.7 NCA (now) to version 11 (in October) to version 11i (next year). The version of the HR applications Harvard intends to implement relies on the financials being at 11i so that everything can work in concert.

Many changes in Harvard's financial systems are being made "under the hood" during this upgrade. While the applications will look and feel almost identical to you, they are being reprogrammed to work in Release 11 (or higher) of the software, making next year's upgrade more achievable.

# What to Expect: The Timeline

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## Friday, October 6

At 6:00 p.m., the GL, AP, Application Administration, Web Voucher, Budget Tool, STAR, PCard, CoA Web Maintenance Application, and Windstar systems come down. Cut-off for ADI journal processing also occurs at 6:00 p.m.

After nightly processing has completed, the HDW will be refreshed. It will have all data entered in the financial systems through 10/6, including final September data. To allow for September financial reporting, AWS2, HUDINI, and ad hoc reporting environments will remain up until 6:00 p.m. on October 12 but will not be refreshed each night.

## Monday, October 9

Columbus Day (University holiday)

## Tuesday, October 10

Financial systems remain unavailable. HDW and related reporting systems remain up, with data last refreshed as of close of business on 10/6. Most FAD offices will be open and fully staffed, but some will offer limited services, as described in the next column.

## Wednesday, October 11

At 6:00 a.m., financial systems come up **in Release 11** and begin running on the regular schedule. Beginning at 9:00 a.m., ADI journals can be processed. ABLE will contain updated system documentation, with hotlinks from the "What's New?" message.

## Thursday, October 12

At 6:00 p.m., the HDW and related reporting systems will go down.

## Monday, October 16

At 6:00 a.m., the HDW and related reporting systems will come up **in Release 11**. The HDW will be refreshed with closed data for October 7 to October 13.

# Financial Services Available on Tuesday, October 10

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In general, departments in the Financial Administration will be open and fully staffed on October 10, but will operate without access to the Oracle-related financial systems listed earlier. As a result, the following modified services will be provided:

1. Appropriate purchases can be charged to the PCard, but the settlement system will be offline, providing one less day than usual for review and re-coding before the 10/13 sweep.
2. Harvard Travel Center reservation services will be available, as will emergency cash advances if authorized by the local unit financial dean (or equivalent) and the Director of Procurement (Bill Hoyt). Travel expenses can be charged to the American Express card, but no reimbursements or AmEx payments can be processed in STAR.
3. On Friday, October 6, Accounts Payable in Central will set the system "ahead" to pay all vendor invoices that are already approved and matched in the Web Voucher system with terms coming due from October 6 to Friday, October 13. Checks will be printed and processed for mailing that day.
4. Requesting emergency checks to vendors is strongly discouraged. According to University policy, this service is limited to student emergencies, mortgage checks, and gold purchases. However, emergency checks can be processed manually on October 10 if authorized by the local unit financial dean or equivalent (on

letterhead, with coding, authorizing signature, and original invoice provided) and delivered to the Director of Procurement. These manual payments will be recorded in the system when it comes back up.

5. Wires and bank drafts will be available from Cash Management according to the standard University policy. However, please note that the associated web voucher must be approved in the system with all paperwork to AP by 4:00 p.m. on 10/6.

# Resetting Passwords

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In the current version of Oracle, there are two tables containing user names and passwords: one for the GL, AP, and Budget Tool; and the other for Web Voucher. In version 11 of Oracle, there is one common table that stores user passwords for GL, AP, Budget Tool, and Web Voucher, meaning that your Web Voucher password will now be the same as your password for GL, AP, and Budget Tool. You will have one fewer password to remember.

*STAR, PCard, AWS2, HUDINI, and ad hoc user names and passwords are still maintained separately, which means they are not affected by this change.*

To implement this consolidation, we are resetting the passwords for regular and casual employees who are users of GL, AP, Budget Tool, and Web Voucher to the "default" of:

**First four letters of last name** followed by  
**2-digit day of birth** followed by  
**4-digit year of birth**

For example, the default password for Betty Wise, born on January 23, 1968, would be:

**WISE231968**

After logging onto any of these applications for the first time after the Release 11 upgrade, you will be notified that your password has expired and you will be asked by the system to update it.

After clicking "OK," you will be prompted to enter your "old" password (derived by using the default convention above); then to enter a new password that you create; then to re-enter your new password; and finally to click "OK."

This is a new prompt for any Web Voucher-only users, but will be familiar to those who use other Oracle applications. Your username remains the first eight digits of your Harvard I.D.

**Default passwords for those with short or punctuated last names**

Users whose last names contain fewer than four characters should add zeros to their name. For example, the default password for Simon Ng, born on November 04, 1960, would be:

**NG00041960**

Users whose last names contain spaces or any special characters (e.g., an apostrophe, a period, a hyphen) should ignore these characters. For example, the default password for Sally O'Connell, born on October 13, 1962, would be:

**OCON131962**

Another example would be a user named Mary St. George, born on April 22, 1952. Her password would be:

**STGE221952**

In this example, both the period and the space after it are omitted from her password.

**SPECIAL NOTE:** Contrary to our earlier communications, the passwords of users who are not

regular or casual employees of the University (consultants, temps, hospital affiliates) will not be reset. Passwords in use before the upgrade should still work for this special population.

## Creating Your New Password [back](#)

Passwords are the keys controlling the gateways to system access, which makes conscientious password creation essential for security. Successful passwords strike a balance between being easy for *you* to remember, but difficult for someone else to guess by knowing your name or a few facts about you. This is not a simple task!

Please take into account the following guidelines when creating your password.

### DO

- create passwords that are at least eight characters long
- throw in digits and/or symbols here and there
- employ themes: for example, use variations of the title of your favorite book
- use acronyms: for example, use the initial letters of the words in a phrase that has meaning for you

### DON'T

- use any part of your name, nickname, child's name, dog's name, etc.
- use dictionary words
- use your address
- use dates of birthdays, anniversaries, etc.
- reverse words (for example, drowssap for password)
- use double words (for example, samesame)

And once you've created your password, *never share it with*

*anyone*. If you must write it down, keep it locked away or carry it with you in a secure place.

For more information about password management, please visit the FAD's Risk Management and Audit Services web site:

[http://vpf-web.harvard.edu/audit/home/index\\_iapasswdbroch.html](http://vpf-web.harvard.edu/audit/home/index_iapasswdbroch.html)

## Release 11 Application Changes [back](#)



Please refer to the tables on the following pages for detailed information on Release 11-related changes to the applications.

**Please call the Helpdesk at 6-2001 if you have trouble resetting your password or have any other problem.** The Helpdesk staff and their counterparts in the Financial Administration and on the Harvard Data Warehouse team are prepared to assist you.

Application(s)	Feature or Screen	Description	Screen Shot
<ul style="list-style-type: none"> <li>• General Ledger</li> <li>• Accounts Payable</li> <li>• Oracle Application Administration</li> <li>• Budget Tool</li> </ul>	Navigator screen	<p>There are two minor cosmetic changes to the Navigator screen. Neither change affects how you access choices on the Navigator menu.</p> <ul style="list-style-type: none"> <li>• The "Top Ten List" box is now always visible on the right side of the Navigator screen. In the previous version of Oracle you had to go to the menu choice <b>Special/Top Ten List</b> to make the Top Ten List box appear on the screen.</li> <li>• A box with the word "Functions" now appears on the top left of the screen. We recommend you leave the box as the default choice "Functions." However, if you wish to use this feature, it allows you to toggle back and forth between "Functions" (which will display your menu choices as you are accustomed to seeing them now) and "Documents," which allows you to "bookmark" an Oracle form (e.g., a journal).</li> </ul>	
<ul style="list-style-type: none"> <li>• Fiscal Budget Tool</li> <li>• Sponsored Budget Tool</li> </ul>	Account Selection screen	<p>Two new choices on this screen give you greater control over the accounts returned by a query. On the top right of the screen you will see two new choices: "Display Disabled Accts" and "Display Zero Balances."</p>	<p>Click here for a screen capture of the <a href="#">new Account Selection screen</a></p>
<ul style="list-style-type: none"> <li>• Fiscal Budget Tool</li> <li>• Sponsored Budget Tool</li> </ul>	Display Disabled Accounts feature	<p>This feature lets you include or exclude CoA combinations (CCIDs) that contain a disabled segment value. By checking this box (the system default), you can choose to have disabled accounts included in your query results. You might want to do this to check your total actuals before you begin budgeting.</p> <ul style="list-style-type: none"> <li>• A disabled account is any CCID (Code Combination ID, or 33-digit CoA combination) that uses one or more disabled segments. You cannot post to a disabled account. When a query returns disabled accounts, the word "DISABLED" appears in the <b>Segment Description</b> field for the account on the Fiscal or Sponsored Budget Input screen.</li> <li>• You <b>cannot</b> enter new data or modify data for disabled accounts.</li> <li>• You can use the <b>Add Account</b> function to add a disabled account or to save keystrokes as follows: Once the Add Account screen is populated, you can replace invalid segments with valid ones rather than entering the 33-digit combination from scratch.</li> <li>• When you use the <b>Copy Column</b> function and there are enabled accounts AND disabled accounts on the Fiscal Budget Input screen, the Copy Column function does not copy any budget balances or actuals in a disabled account from one column to another. <b>Fiscal Budget Tool only:</b> If you <b>download</b> a budget with disabled accounts to Excel and then <b>upload</b> the budget to the General Ledger, make sure to delete the disabled accounts from the Excel worksheet <i>before</i> you upload. The upload will fail if it contains disabled accounts.</li> <li>• <b>NOTE:</b> If you decide NOT to display disabled accounts in your query, the totals you see may differ from those returned when the same query is run that included disabled accounts with actuals or budget balances.</li> </ul>	<p>Click here for a screen capture of the <a href="#">new Account Selection screen</a>, which includes the new "Display Disabled Accts" option.</p>

Application(s)	Feature or Screen	Description	Screen Shot
<ul style="list-style-type: none"> <li>Fiscal Budget Tool</li> <li>Sponsored Budget Tool</li> </ul>	Display Zero Balances feature	<p>This feature allows you to exclude CoA combinations that may exist but have no balances (i.e. "zero balances") for the columns (budget type and year) you choose to display on the Fiscal Budget Input screen. The default setting is NOT to show accounts with zero balances for the columns selected on the Column Definition screen.</p> <ul style="list-style-type: none"> <li>Leaving this choice as the default will reduce the number of accounts returned from your query and thus make it easier to review your budgets. There can be many 33-digit account combinations with zero budget balances if the accounts have actuals posted to them.</li> <li>You can <b>add accounts</b> that have zero balances.</li> <li>You can <b>change the budget data</b> in accounts that have zero balances (unless they are disabled or you do not have write access).</li> </ul>	Click for a screen capture of the <a href="#">new Account Selection screen</a> , which includes the new "Display Zero Balances" option.
Fiscal Budget Tool	Budget Reports feature	Several new screens and choices appear when you choose to run reports directly from the Fiscal Budget Tool. The choices you should now make after selecting <b>Standard Reports</b> on the Navigator screen follow.	
Fiscal Budget Tool	Submit a New Request screen	Leave the <b>Single Request</b> radio button selected (the system default). (The <b>Request Set</b> radio button is not functional for OLTP reports.)	Click for a screen capture of the <a href="#">new Submit a New Request screen</a> .
Fiscal Budget Tool	Submit Request screen	<p>These features provide you with additional control over when your budget reports run, and allow you to resubmit a previous report request.</p> <p>In the <b>Run this Request...</b> section, enter the following:</p> <ul style="list-style-type: none"> <li><b>Request Name:</b> pick a report using the List of Values (LoV) button</li> <li><b>Parameters:</b> same as previous versions of the Fiscal Budget Tool</li> <li><b>Language:</b> automatically populates with "American English" after parameters are selected</li> </ul> <p>In the <b>At these Times...</b> section, enter:</p> <ul style="list-style-type: none"> <li>"As Soon as Possible" (the system default) makes the most sense for Budget Tool users</li> </ul> <p>In the <b>Upon Completion...</b> section:</p> <ul style="list-style-type: none"> <li>Leave all the features as their default settings. Do NOT click the Completion Options... button.</li> </ul> <p><b>Copy a Prior Request...</b> button:</p> <ul style="list-style-type: none"> <li>Use this button to retrieve a request you have submitted before and want to resubmit using the same parameters.</li> </ul>	Click for a screen capture of the <a href="#">new Submit Request screen</a> .
<ul style="list-style-type: none"> <li>Fiscal Budget Tool</li> <li>General Ledger</li> </ul>	Requests screen	A button called "View Output" replaces the button "Report." When the Phase field shows "Completed" for your request, select that row and click "View Output" to see your request.	Click for a screen capture of the <a href="#">new Requests screen</a> .

Application(s)	Feature or Screen	Description	Screen Shot
General Ledger (Mass Budgeting and Mass Allocations)	Define MassBudgets and Define Mass Allocations screens	There is a new <b>AutoCopy</b> button on these screens, allowing you to populate the Define Formula screen with a mass budget or mass allocation formula that you previously created.	Click for a screen capture of the <a href="#">new Define MassBudgets screen</a> for an example of this new button.
General Ledger	Find Requests screen	You now have several choices that allow you to limit the requests that will display. The default is to leave "All My Requests" selected and to press the Find button.	Click for a screen capture of the <a href="#">new Find Requests screen</a> .
General Ledger	Batch screen	There is a new field called "Approval" on the Batch screen. It is not being used and defaults to "N/A."	
General Ledger	Define Recurring Journal Formula screen	The "AutoCopy Batch" button has been renamed "AutoCopy."	
General Ledger	Generate Recurring Journals screen	A new button named "Recurring Journal" allows you to jump to the "Define Recurring Journal Formula" screen. You can now quickly review the formula before generating a journal.	
General Ledger	Enter Journals screen	<p>There is a change in how the "Control Total" field is used. As in the current release, if you choose to enter a control total for a journal and the total does not match the amount in the body of the journal, a message telling you that there is a control total violation appears when you save your journal.</p> <p>Currently, journals with control total violations are selected for posting in the evening and the status field on the Journals screen changes to "Error1 – Showing a batch control total violation" when they fail to post. In Release 11, journals with control total violations are not selected for posting in the evening, so the status field on the Journals screen remains "Unposted."</p>	
Web Voucher	Main Menu (Welcome screen)	<p>Two new choices have been added. Please note that "Create Web Voucher" is no longer the first choice.</p> <ul style="list-style-type: none"> <li>• "Create Reimbursement" allows pilot users of the Web Voucher Expense Reporting system (WebEx) to process reimbursements through Web Voucher instead of STAR.</li> <li>• "Reprint Unapproved Web Voucher" lets users return to the confirmation screen for any unapproved voucher. This is primarily for WebEx users who need to print this screen as a cover page for their reimbursements.</li> </ul>	Click here for a screen capture of the <a href="#">new Main Menu screen</a> .

Application(s)	Feature or Screen	Description	Screen Shot
Web Voucher	General Preferences screen	The design of the List of Values (LoV) buttons has changed from  to  and a field to change the date format has been added. Note that choosing a different date format will not alter the way you must enter date searches. The processes for setting your default approver and default account coding have not changed.	Click here for a screen capture of the <a href="#">new General Preferences screen</a> .
Web Voucher	Create Web Voucher screen	A label has been added to the top of the voucher form, identifying the type of entry you are creating. The LoV buttons have been updated. There is now only one LoV button for looking up Chart of Account values (instead of a button for each segment). The icon for Apply Changes has changed.	Click here for a screen capture of <a href="#">the new Create Web Voucher screen</a> .
Web Voucher	<ul style="list-style-type: none"> <li>• Supplier Lookup screen</li> <li>• Approver Lookup screen</li> </ul>	The background colors and the shape of the buttons on the Supplier and Approver Lookup screens have changed.	Click here for a screen capture of the <a href="#">new Supplier/Approver Lookup screens</a> .
Web Voucher	Chart of Accounts Lookup screen	When you click on the Chart of Accounts LoV button on the Create Web Voucher screen, a new window now appears that allows you to look up values for any CoA segment. This new screen also lets you view all of the descriptions associated to your CoA values at once. This is the same feature that was on the approval and update default CoA coding screens.	Click here for a screen capture of the <a href="#">new Chart of Accounts Lookup screen</a> .
Web Voucher	Web Voucher Confirmation screen	The screen that confirms the submission of a web voucher now includes the date and time of the submission. A new option, "Create Reimbursement," has been added to the bottom of the screen for WebEx pilot users.	Click here for a screen capture of the <a href="#">new Web Voucher Confirmation screen</a> .
Web Voucher	<ul style="list-style-type: none"> <li>• Invoice Search by PO Number screen</li> <li>• Open Requisitions / Vouchers screen</li> <li>• Requisition / Voucher History screen</li> </ul>	Extra text has been added to each of these screens to clarify the search procedure. The "More Choices" buttons have been changed to say "Advanced Search."	Click here for a screen capture of <a href="#">the new Invoice Search by PO Number screen</a> .
Web Voucher	Saved Requisitions / Vouchers (Saved Carts) screen	The order in which the columns appear has changed. Two unused columns, "Need-By-Date" and "Reserved PO Number," have been added. The list is now sorted by date, with the most recent items appearing at the top of the list. When saving a voucher, whatever you entered in the header description field appears in the description column on this page.	Click here for a screen capture of the <a href="#">new Saved Requisitions screen</a> .
Web Voucher	Requisitions History	The order in which the results are displayed has changed; the most recent voucher is now on top.	Click here for a screen capture of the <a href="#">new Requisitions History screen</a> .

# About the e-News

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The Financial Administration publishes this semi-monthly electronic newsletter for users of Harvard University's financial systems, policies, and procedures. Generally, the e-News is published on or about the 12<sup>th</sup> and 26<sup>th</sup> of each month.

It contains:

- updates on projects underway to build or improve University financial systems;
- information about new University financial policies, procedures, and forms;
- reminders about upcoming deadlines and cut-over dates;
- tips and tricks for working more easily or productively.

We welcome questions and suggestions for improvement from readers. If your questions are of general interest, we will answer them in future issues.

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

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