

Inside this Issue

- 1 [So Far, So Good...](#)
- 1 [Staples Opens Harvard Square Retail Store](#)
- 2 [Printer Cartridge Best Buy](#)
- 2 [Three New Financial Policies Approved](#)
- 3 [Results of Financial Systems User Survey](#)
- 3 [Accounts Receivable Conversion Schedule Announced](#)
- 4 [About this e-News](#)

FAD e-News

So Far, So Good... Release 11 Partially Completed [back](#)

As planned, University financial systems – General Ledger (GL), Accounts Payable (AP), Oracle Application Administration, CoA Web Maintenance Application, Web Voucher, Budget Tool, STAR, PCard settlement, and Windstar – were upgraded to Release (version) 11.0.3 of Oracle over the extended Columbus Day weekend.

User passwords for the GL, AP, Budget Tool, and Web Voucher systems were consolidated and reset. The Helpdesk received some calls from users who were having trouble with their reset passwords (which were explained in detail in the October 2 FAD e-News). Other users did not realize that creating a new password in Web Voucher changes your password for GL and vice versa.

Some users encountered a "URL not found" message when they tried to use a web browser "bookmark" they had created previously to get to application log in screens quickly. During the upgrade, the URLs (or web addresses) of the application log in screens changed.

For this reason, it is recommended that users navigate to or bookmark the Financial Applications homepage at: <http://vpf-web.harvard.edu/applications/>

The links between this homepage and the log in screens of the applications are maintained centrally.

Reminder: The Harvard Data Warehouse (HDW) was refreshed for the last time before the upgrade on October 6. It now contains 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 6 p.m. on October 12 to support September financial reporting, but will **not** be refreshed with new data each night.

At 6 a.m. on Monday, October 16, the HDW and related reporting systems come up **in Release 11**. The HDW will be refreshed with closed data for October 7 through October 13.

Staples Opens Harvard Square Retail Store [back](#)

Many Harvard administrators are finding it convenient to order office supplies through Harvard's Staples Business Advantage partnership.

The new Harvard Square Staples store offers University customers another option. Now, when you need a last-minute report cover or paper for your printer, you can find it in the new Staples store at 57 John F. Kennedy Street (formerly the location of the Swatch store in the Galeria mall).

Your Harvard PCard is welcome and can be used to purchase departmental office supplies so you can avoid processing an invoice or a reimbursement.

Before shopping at the new Staples store, however, you should register your PCard to receive Harvard's contract pricing and state sales tax exemption.

This is a one-time registration. Because it takes ten business days for the card to be enrolled in the Staples system, you'll want to register your PCard well in advance. Here's how:

- Fill out the Harvard Purchasing Card registration form (available at the store or through your Staples sales representative) and fax it to Staples at 201-488-9051 (attn: Danielle Siek).
- When you purchase office supplies, the contract price will not appear on the store receipt, but a credit for the difference between the retail store price and Harvard's discounted price will appear on your PCard statement and in the settlement system.
- Staples will give you a small label with a code number (0844978007) to stick on your PCard. This will flag PCard purchases made at the Staples retail store as qualifying for the Harvard discount and sales tax exemption.

If you do not have a Harvard PCard, contact your school's Purchasing Card administrator, call the PCard Helpdesk at 496-CARD, or e-mail: pcard@harvard.edu to get an application.

Staples also offers a Convenience Card – a Visa card that can only be used at Staples and that entitles the user to Harvard's discounts and sales tax exemption.

To get a Staples Convenience Card:

- Fill out the Convenience Card application (available from your Staples sales rep or by calling 800-617-1712, extension 270 or 459).

- Staples will send you a Convenience Card in about three to four weeks.
- The tax-exempt number will be on record and you won't have to fill out any other forms.

Harvard's contract pricing will be available at all retail stores within a 40 mile radius of Harvard Square through the PCard and Convenience Card cards only. Harvard pricing will not apply to cash, check, or purchase order transactions at the stores.

Your Staples Business Advantage Sales Team: 1-800-617-1712

Cambridge	Andrea McInnis, x270
Longwood	Tricia Theodore, x148
HBS, KSG	Joe Shea, x229
Harvard Account Mgr.	Bill Steinhauser, x459

Avoid Printer Cartridge Cost Increases with the New Lexmark Printer Cartridge Program [back](#)

Hewlett Packard has just announced a 30% price increase on their printer cartridges. This has a significant impact on the University, since printer cartridges are the second largest cost item in our office supplies budget.

But help is on the way!

Through Harvard's vendor partnership with Staples, a company called Lexmark is offering brand

new cartridges to Harvard departments. The program features:

- substantial cost savings
- 100% new components – no used parts
- lifetime warranty on cartridges
- full line of printer cartridges
- independent testing lab verification of quality and performance
- lowest defect rate in the industry
- a guarantee not to void your printer service warranty

Take a look at the prices on pages 18-19 of your new Staples *Office Products Catalog 2000*, which is available through your Staples Business Advantage sales team member.

New Financial Policies Approved [back](#)

Three new policies and procedures, recently approved by the Financial Deans and directors, are now in effect:

Policy: Long Term Operating Advances and Foreign Bank Accounts

Summary: All foreign bank accounts must be tied directly to a Long Term Operating Advance (LTOA) that has been authorized by a Financial Dean or equivalent.

Policy: Wire Transfer Processing

Summary: Clarifies when Harvard will issue wire transfers in lieu of Accounts Payable checks. This is not allowed for U.S. dollar transactions under \$1,000. Funds can be wired for:

1. funding of foreign bank accounts relating to LTOAs;
2. central processing on behalf of the University;
3. payment to foreign individuals or vendors in countries with inadequate postal and/or bank

systems or where check theft is a serious problem;

- 4. large dollar payments where immediate availability of funds is required, such as a real estate transaction.

Policy: Individual Independent Contractor/Consultant – Classification and Procedures

Summary: Local units are responsible for properly classifying workers as either employees or independent contractors and for maintaining appropriate documentation that supports the classification and nature of work being performed.

This policy details procedures for classifying independent contractors. This policy does **not** pertain to:

- 1. faculty teaching appointments;
- 2. contracts with entities (e.g., corporations and partnerships) established for a valid business purpose.

The full text of these policies will be available soon at:

<http://vpf-web.harvard.edu/documents/>

Results of Financial Systems User Survey

[back](#)

In August, the Financial Administration training group launched a web-based survey to learn more about your training needs and communication preferences, post-ADAPT. With our thanks to the 85 survey respondents, here are some preliminary results:

- ❖ **Users:** 70% of you described yourselves as a departmental administrator, financial assistant, staff assistant, or secretary.
- ❖ **Tools:** over 80% of you use STAR, Web Voucher, and AWS2. About two-thirds use GL,

HUDINI, or PCard. One-third uses the Budget Tool.

- ❖ **Communication preferences:** 86% said they would like to be kept informed of changes to University financial systems via email. The FAD e-News was the next preferred method, followed by the login screen of the applications themselves, downloadable training materials, and the ABLE "What's New?" message. Other methods were generally not preferred.
- ❖ **Learning needs:** you reported a need or desire to learn more about taking your expertise of University financial systems to the "next level." For example, some of you want:
 - ❖ the capabilities of HUDINI now that you are comfortable using AWS2;
 - ❖ balance sheet and non-operating object codes now that you are coding expense transactions without too much difficulty;
 - ❖ advanced GL features.

We will put together more detailed findings from the survey in the coming weeks. In the meantime, we encourage you to tell us about your needs and preferences by filling out the survey at:

<http://www.zoomerang.com/survey.zgi?4B7J68D8H2GJCC50HJTBKF5S>

We need about 225 responses to make our findings statistically reliable and representative of the diverse end user community.

Accounts Receivable Conversion Schedule Announced

[back](#)

As described in previous issues, central Accounts Receivable (AR) will be going "live" with a new Oracle system on January 2, 2001. In order to prepare for the cut over, Accounts Receivable will need to close out its current system effective November 30.

All invoices to be processed in the legacy system must be received by AR no later than 5 p.m. on Friday, November 17 to allow sufficient time for AR to enter them into the system.

If you anticipate a large volume of invoices for that period, please submit them as soon as possible.

Here is a more detailed schedule for departments with feeder systems:

November 17: Last day central AR will accept and manually enter invoices from local units for entry into Legacy (old) AR. *Note that invoice feeds into Legacy AR will continue until November 30.*

November 27 - December 15: Central and key departmental staff will be trained. Specific dates and times to be announced.

December 1: Central AR will complete entry of all receipts received in November, try to close as many open items as possible, then close the November accounting period in the Legacy AR system. Last feed to GL from Legacy AR.

December 4 - 7: Project team will extract, review, and prepare open items and customers from Legacy AR, and set up Receivables module in production.

October 12, 2000

December 9 - 10: Project team will load open items and customers into new Receivables system.

December 11 - 22: Project team will manually enter open invoices into new Receivables system.

December 25 - January 1: University-wide holiday week.

January 2: Begin to use new Receivables system in production.

January 10 - February 28: Balance of local AR users trained.

About this e-News

[back](#)

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 the 12th and 26th 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:

fad_communications@harvard.edu