

## Approve or Reassign Vouchers

### Purpose

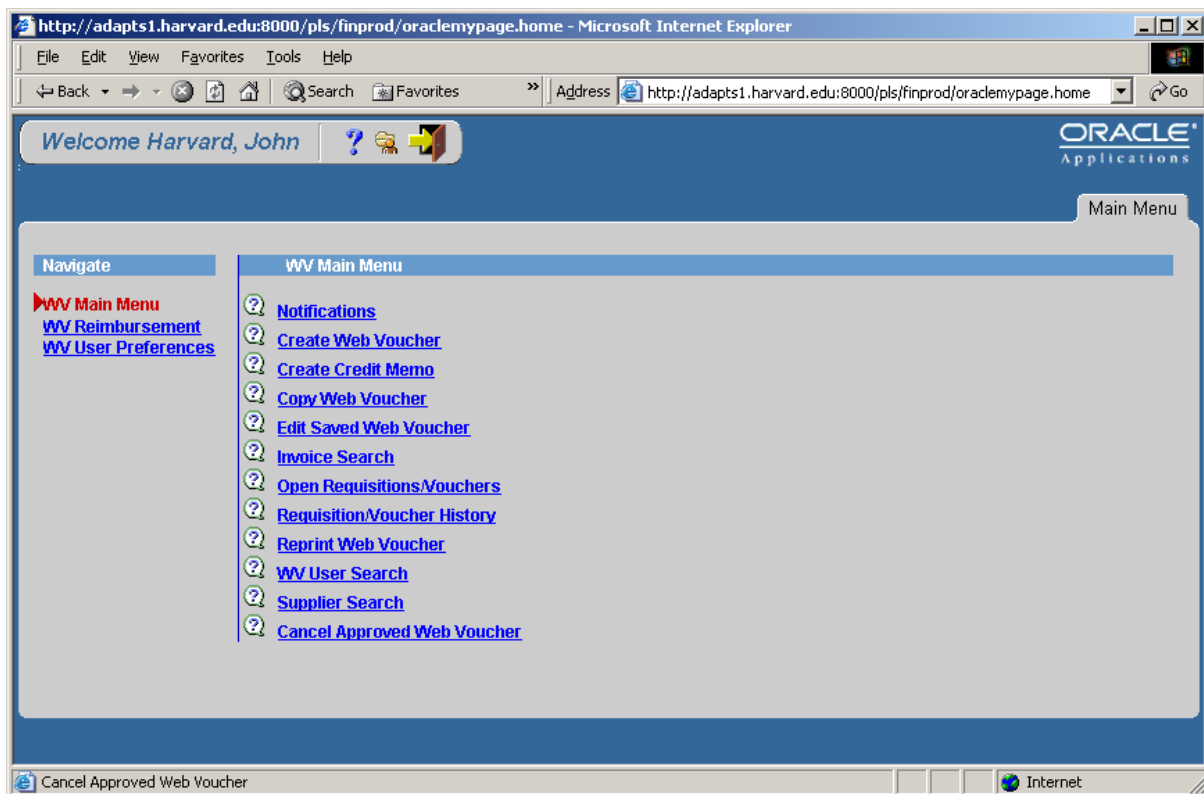
Use this procedure to approve, reject, or reassign a web voucher.

### Prerequisites

- You have a Web Voucher logon ID and password, and have been set up as a Web Voucher approver.
- You have received both an electronic notification of a voucher needing your approval and the required paperwork to review/approve it (for **vendor payments**, an invoice with the web voucher number, or for **reimbursements**, a confirmation page printout with appropriate expense receipts attached).

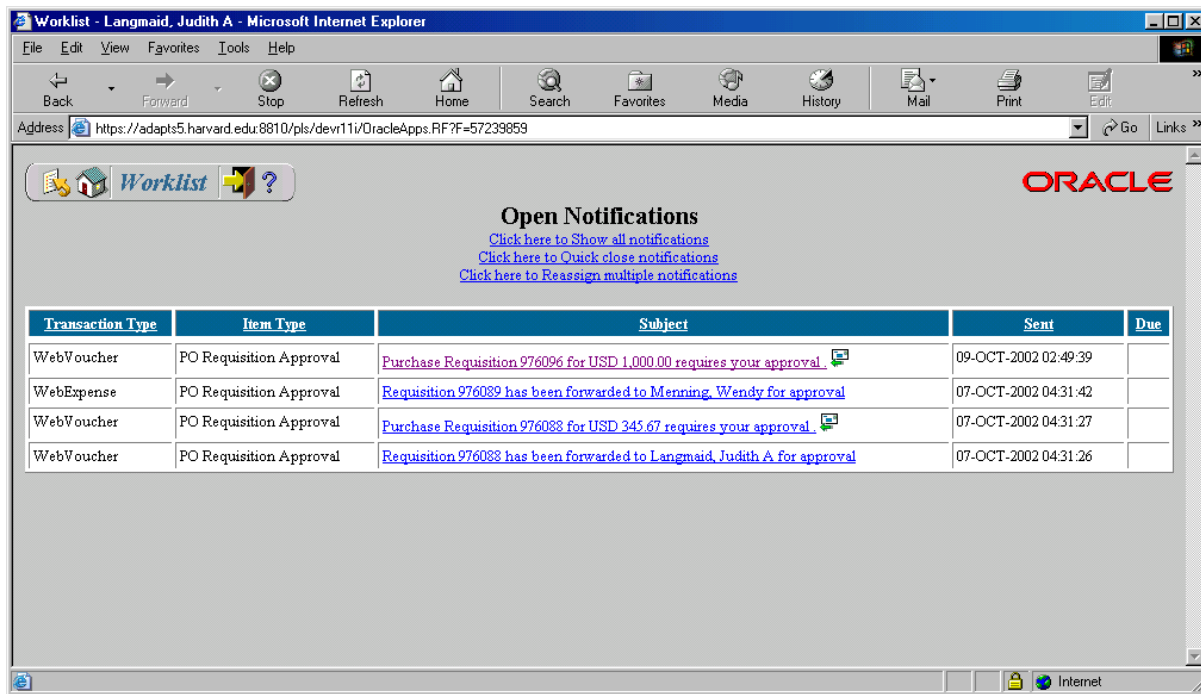
### Procedure

#### Web Voucher Main Menu



1. Click **Notifications** to view and respond to Web Voucher notifications.

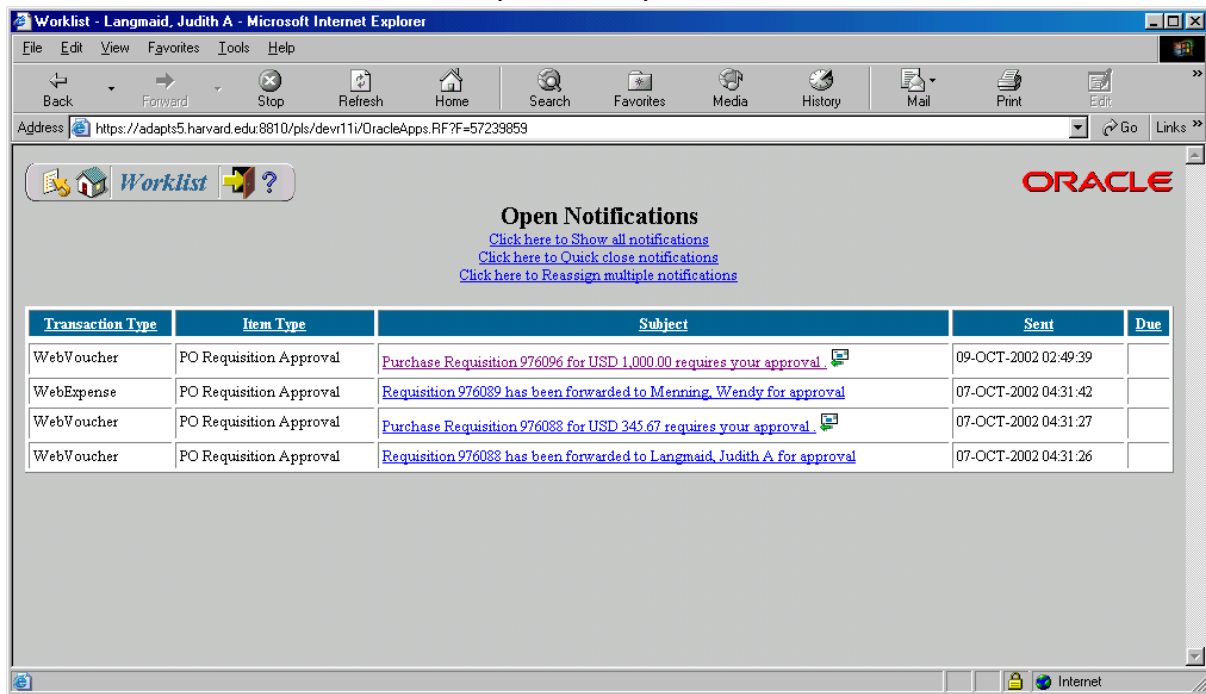
**Web Voucher Notifications Screen**



2. Perform one of the following:

If You Want To	Then
Change the way notifications are sorted	Click on the column heading you want to sort. <b>Note:</b> You can press Ctrl + F to use the find feature to search for a particular voucher.
Toggle between showing all notifications and only those that are open	Click on <i>Click here to Show all notifications</i> .
Delete a number of notifications at once	Click on <i>Click here to Quick close notifications</i> . <b>Note:</b> When a list of the notifications normally remaining for 5 business days appears, select those to delete by clicking the box(es) in the <i>Select</i> column.
If you want to reassign multiple notifications	Click on <i>Click here to Reassign multiple notifications</i> . <b>Note:</b> When a list of the notifications requiring your approval appears, select those to reassign by clicking the box(es) in the <i>Select</i> column.

**Web Voucher Notifications Screen (continued)**

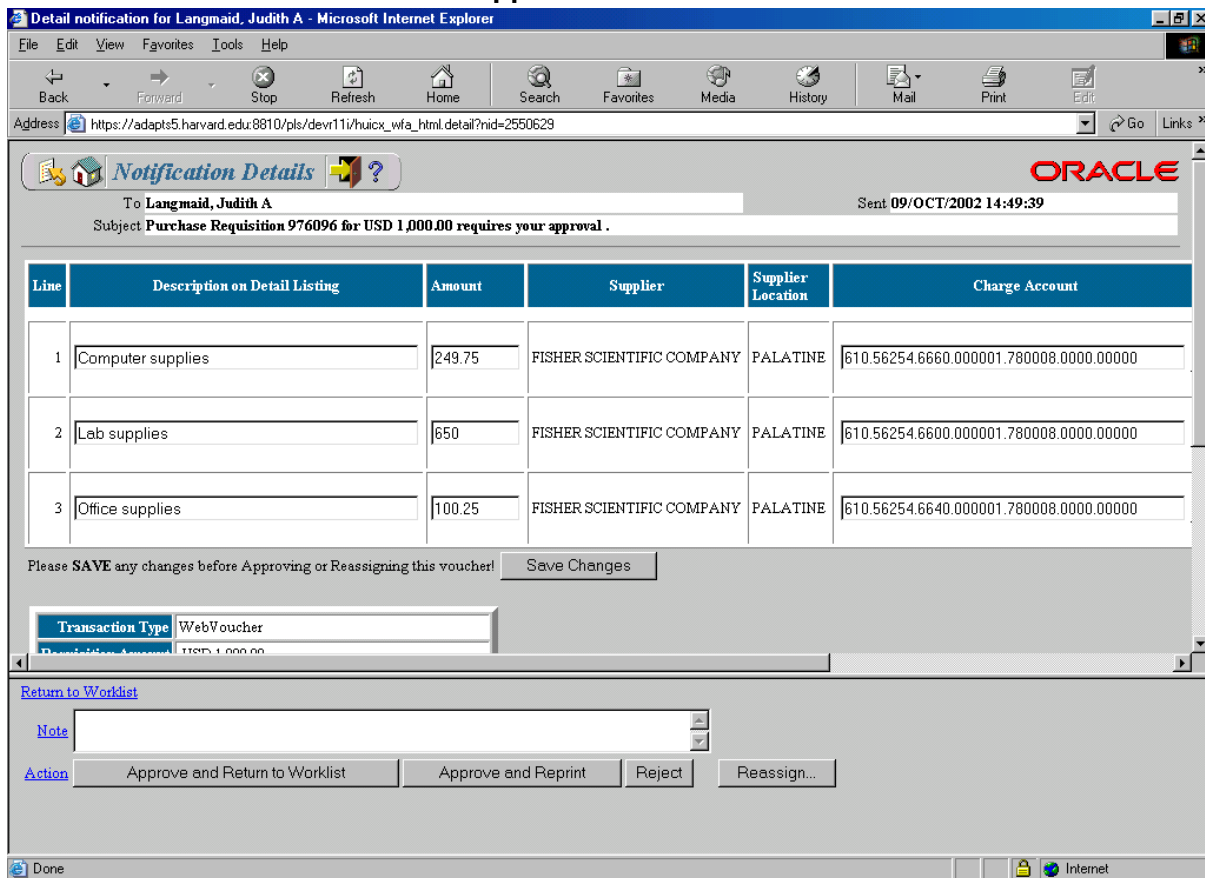


**3.** Review the following fields:

This Field	Shows
Transaction Type	What type of voucher the notification is for (e.g., <i>WebVoucher</i> for vendor payments, <i>WebExpense</i> for reimbursements, or <i>WebAdvance</i> for advances)
Item Type	PO Requisition Approval <b>Note:</b> This will always be the item type.
Subject	Subject of the notification
Sent	Date and time notification was sent
Due	This field is not used

**4.** Select the voucher you want to view or take an action on by clicking on it in the *Subject* column.

### Detailed Voucher Notification for Approval



**Notification Details** **ORACLE**

To: Langmaid, Judith A Sent 09/OCT/2002 14:49:39

Subject: Purchase Requisition 976096 for USD 1,000.00 requires your approval.

Line	Description on Detail Listing	Amount	Supplier	Supplier Location	Charge Account
1	Computer supplies	249.75	FISHER SCIENTIFIC COMPANY	PALATINE	610.56254.6660.000001.780008.0000.00000
2	Lab supplies	650	FISHER SCIENTIFIC COMPANY	PALATINE	610.56254.6660.000001.780008.0000.00000
3	Office supplies	100.25	FISHER SCIENTIFIC COMPANY	PALATINE	610.56254.6640.000001.780008.0000.00000

Please **SAVE** any changes before Approving or Reassigning this voucher! Save Changes

Transaction Type: WebVoucher  
 Amount: USD 1,000.00

[Return to Worklist](#)

Note:

Action: Approve and Return to Worklist Approve and Reprint Reject Reassign...

**5. Review the following fields:**

This Field	Shows
Line	The line number
Description on Detail Listing	The description assigned to this expense
Amount	The amount to be charged for this line
Supplier	The vendor or reimbursee who will receive the payment
Supplier Location	The site the payment will be sent to (the complete address appears further down on this screen)
Charge Account	The Chart of Account (CoA) coding that this charge will be applied to

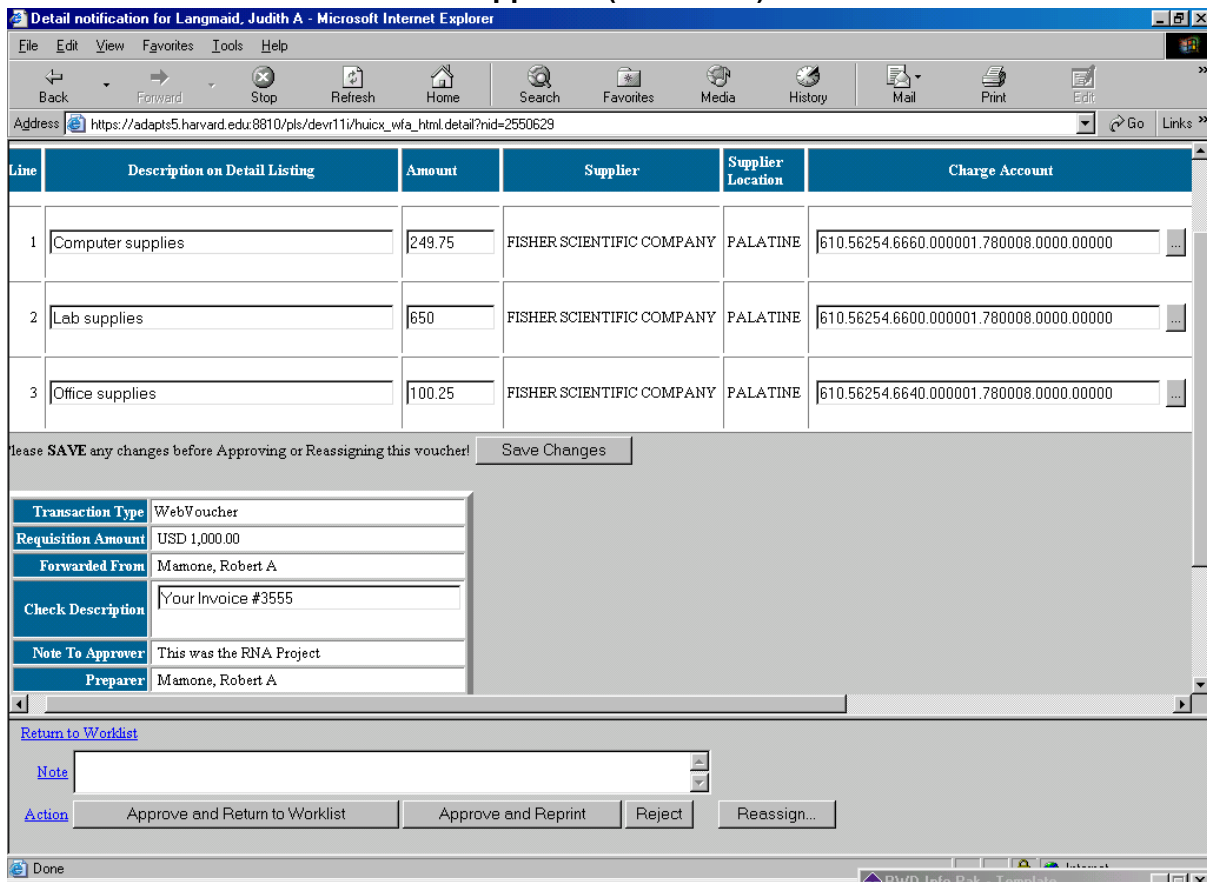


<b>This Field</b>	<b>Shows</b>
Transaction Type	What type of voucher the notification is for (e.g. <i>WebVoucher</i> for vendor payments, <i>WebExpense</i> for reimbursements, or <i>WebAdvance</i> for advances)
Requisition Amount	The total amount of the web voucher
Forwarded From	Name of the person who forwarded the voucher to you for review or approval
Check Description (on a <i>WebVoucher</i> approval)	A note that the preparer wants to appear on the check stub of a vendor payment
Business Purpose/Date (on a <i>WebExpense</i> approval)	The Who, What, Where, When, and Why of a reimbursement, Amex payment, Amex credit, or travel advance request
Note to Approver	A note from the person who forwarded the voucher for review or approval
Preparer	The person who prepared the web voucher
Requestor	The person who requested the web voucher (will be the same as the preparer)
Sent	The date and time the notification was sent
Notification	The notification number (for central admin use only)
Vendor Address	The complete remit-to address
Card Holder Name/HUID	The name and Harvard ID number of the person whose Corporate Amex Card is to be credited (only for Amex Direct Pay and Amex Credit web vouchers)



Not all fields appear for all types of web vouchers.

**Detailed Voucher Notification for Approval (continued)**



Line	Description on Detail Listing	Amount	Supplier	Supplier Location	Charge Account
1	Computer supplies	249.75	FISHER SCIENTIFIC COMPANY	PALATINE	610.56254.6660.000001.780008.0000.00000
2	Lab supplies	650	FISHER SCIENTIFIC COMPANY	PALATINE	610.56254.6600.000001.780008.0000.00000
3	Office supplies	100.25	FISHER SCIENTIFIC COMPANY	PALATINE	610.56254.6640.000001.780008.0000.00000

Please **SAVE** any changes before Approving or Reassigning this voucher!

Transaction Type	WebVoucher
Requisition Amount	USD 1,000.00
Forwarded From	Mamone, Robert A
Check Description	Your Invoice #3555
Note To Approver	This was the RNA Project
Preparer	Mamone, Robert A

[Return to Worklist](#)

Note:

Action:




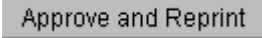
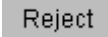

6. As required, review or modify one (or more) of the following fields:

This Field	Shows
Description on Detail Listing	A complete description of the goods or service purchased <b>Note:</b> If the vendor is a foreign national, this must include the country where the work was performed. Some purchases will also require a business purpose.  If the general travel object codes (7650 or 7670) were used, the Travel Office requires that the description for each line also include a note identifying the expenses as airfare, ground transportation, lodging, business meals, or other expenses.
Amount	The amount to be paid for this expense
Charge Account	The CoA coding that this charge will be applied to

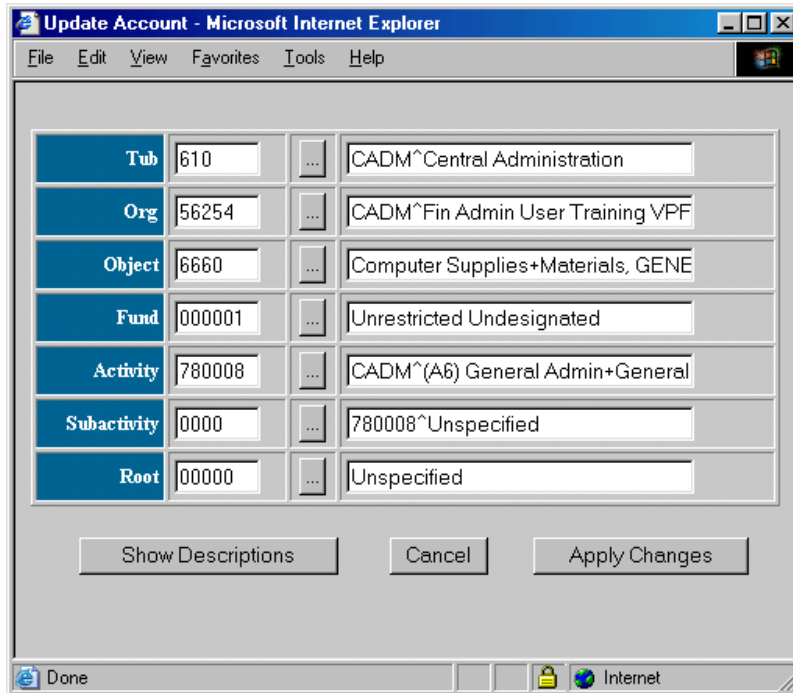


<b>This Field</b>	<b>Shows</b>
Check Description (on a <i>WebVoucher</i> approval)	A message that will appear on the invoice payment stub
Business Purpose/Date (on a <i>WebExpense</i> approval)	The Who, What, Where, When, and Why of a reimbursement, Amex payment, Amex credit, or travel advance request

**7.** Perform one of the following:

<b>If You Want To</b>	<b>Then</b>	<b>Go To</b>
View CoA segment descriptions, search for values, or update	Click  to open the <i>Update Charge Account</i> screen.	<a href="#">Step 8</a>
Cancel or copy a line		<a href="#">Step 10</a>
Approve the web voucher	Click  .	<a href="#">Step 2</a>
Approve the voucher and print a new cover sheet	Click  .	N/A
Reject the web voucher	Click  to reject the web voucher and return to the worklist.	N/A
Reassign the web voucher	Click  .	<a href="#">Step 11</a>
Cancel an approved web voucher	Exit from this screen and go to the <i>Web Voucher Main Menu</i> .	<a href="#">Step 13</a>
Notify preparers that you will be out of the office and unavailable to approve submitted vouchers	Exit from this Screen and go to the <i>Web Voucher Main Menu</i> .	<a href="#">Step 16</a>


## Update Account



<b>Tub</b>	610	...	CADM^Central Administration
<b>Org</b>	56254	...	CADM^Fin Admin User Training VPF
<b>Object</b>	6660	...	Computer Supplies+Materials, GENE
<b>Fund</b>	000001	...	Unrestricted Undesignated
<b>Activity</b>	780008	...	CADM^(A6) General Admin+General
<b>Subactivity</b>	0000	...	780008^Unspecified
<b>Root</b>	00000	...	Unspecified

Buttons: Show Descriptions, Cancel, Apply Changes



You can search for individual CoA values using ranges or the description by clicking  to the right of a value.

8. As required, review or modify one (or more) of the following fields to update the CoA values:

In This Field	Enter
Tub	The 3-digit tub value to which you want to apply this expense
Org	The 5-digit org value
Object	The 4-digit object value
Fund	The 6-digit fund value
Activity	The 6-digit activity value
Subactivity	The 4-digit subactivity value
Root	The 5-digit root value







Cross-validation rules are in effect to ensure that your changes result in a valid account code combination.

### Update Account (continued)

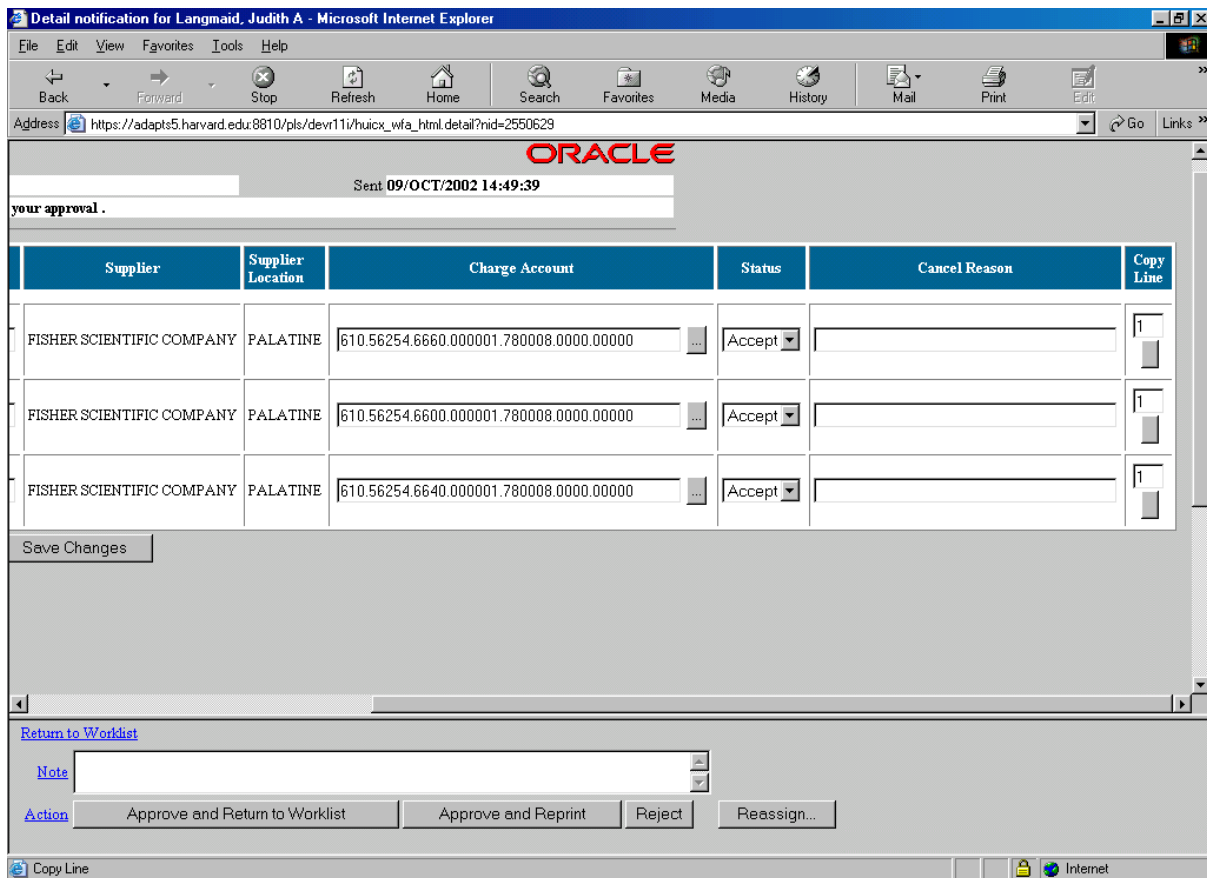
<b>Tub</b>	610	...	CADM^Central Administration
<b>Org</b>	56254	...	CADM^Fin Admin User Training VPF
<b>Object</b>	6660	...	Computer Supplies+Materials, GENE
<b>Fund</b>	000001	...	Unrestricted Undesignated
<b>Activity</b>	780008	...	CADM^(A6) General Admin+General
<b>Subactivity</b>	0000	...	780008^Unspecified
<b>Root</b>	00000	...	Unspecified

Buttons: Show Descriptions, Cancel, Apply Changes


**9.** Perform any of the following:

If You Want To	Then
View the changes before accepting	Click  to refresh the screen.
Cancel the changes you made	Click  and the coding will revert to their original values.
Update with changes	<ol style="list-style-type: none"> <li>1. Click  .</li> <li>2. Click  .</li> </ol>


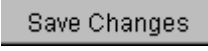
**Detail Notification**



10. To copy or cancel lines on the web voucher before approving it, perform one of the following:

If You Want To	Then	Go To
Copy a line	Click  in the appropriate <i>Copy Line</i> column.  <b>Note:</b> The system will create an additional line containing default values taken from the copied line.	<a href="#">Step 6</a>



If You Want To	Then	Go To
Cancel a line	<ol style="list-style-type: none"> <li>1. Click  to select "Cancel" in the <i>Status</i> field next to each line you want to cancel.</li> <li>2. Enter a reason for canceling in the <i>Cancel Reason</i> field.</li> <li>3. Click  to update the lines.</li> </ol>	Step 7

### Reassign Web Voucher

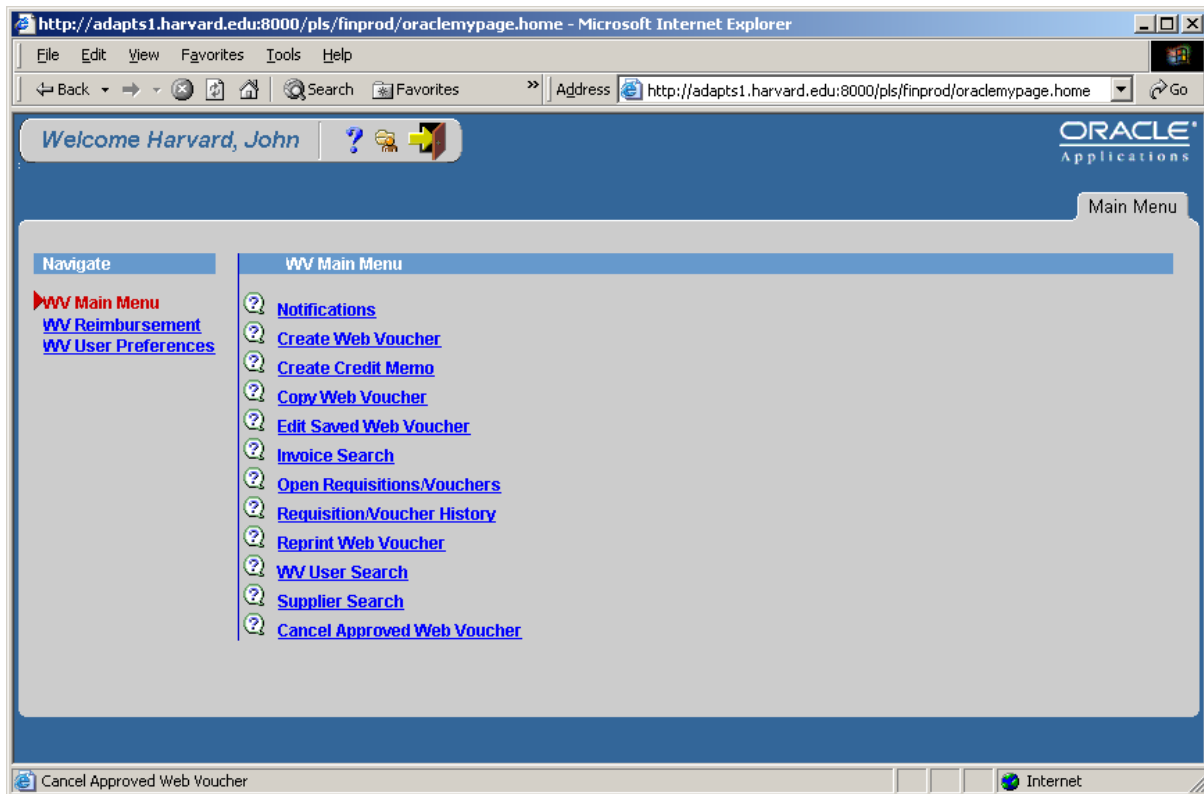
11. To reassign a web voucher, complete the following fields:

Field Name	R/O/C	Description
Reassign to	R	<ol style="list-style-type: none"> <li>1. Click <input type="button" value="..."/> to the right of the <i>Reassign to</i> field to open a List of Values window.</li> <li>2. Enter the last name of the person you want to reassign this voucher to and click <input type="button" value="Search"/>.</li> <li>3. Select the appropriate recipient by clicking on their name.</li> </ol>
Comments	O	An optional note to the person to whom you are reassigning the web voucher

12. Perform one of the following:

If You Want To	Then	Go To
Reassign to the selected recipient	Click <input type="button" value="Reassign"/> and return to the notifications worklist.	N/A
Cancel the reassignment	Click <input type="button" value="Cancel"/> .	Step 7

## Web Voucher Main Menu



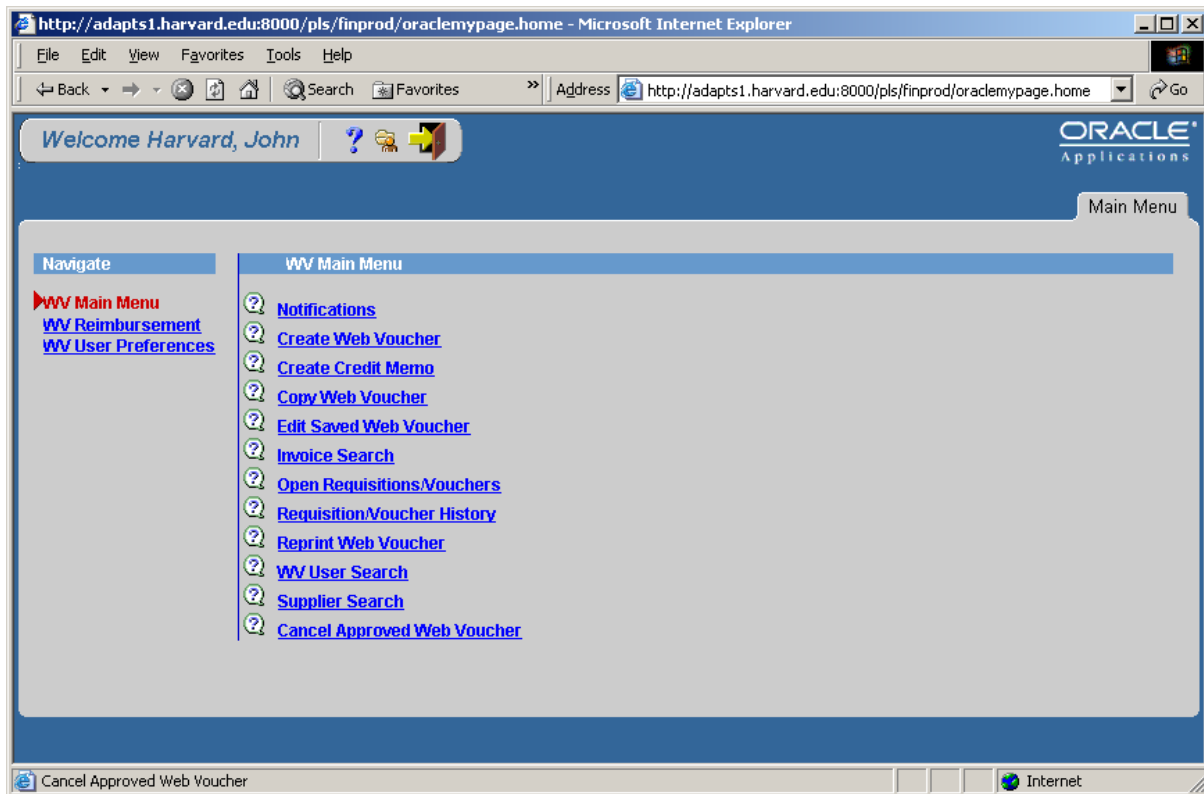
13. Click **Cancel Approved Web Voucher** to start this process.



Any type of web voucher can be cancelled this way, but there are two important restrictions on using this feature.

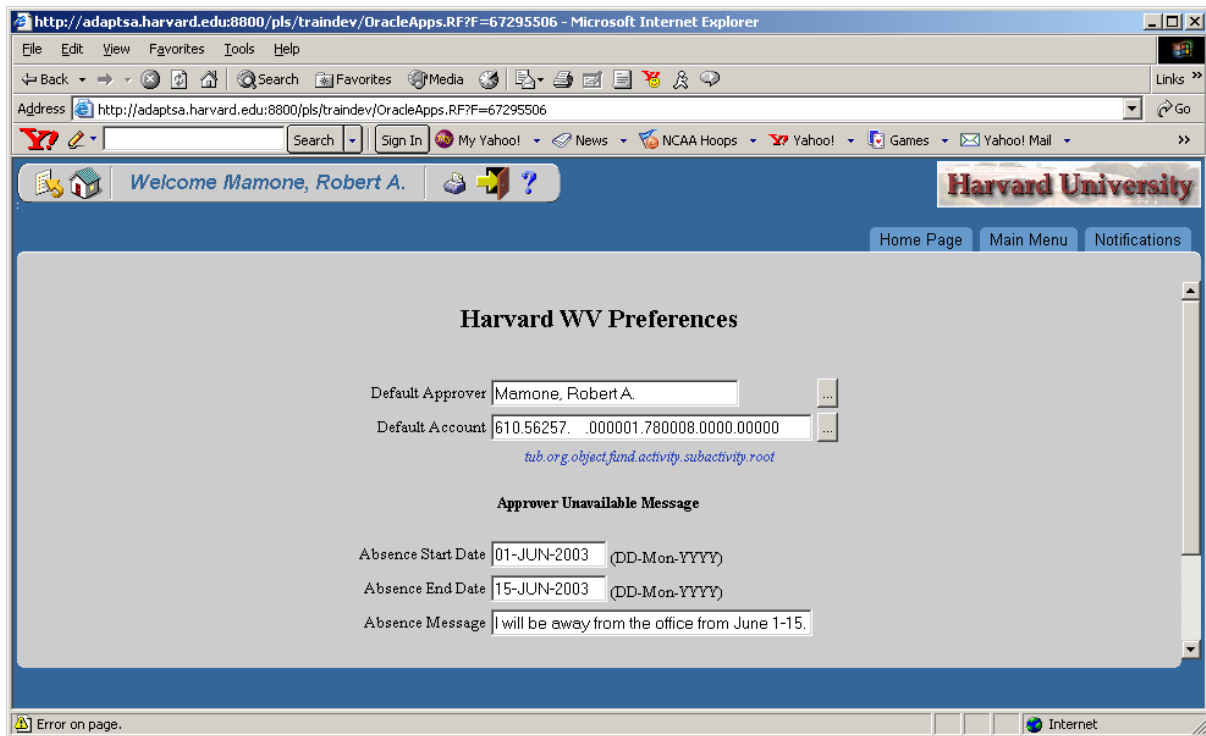
- 13.1 First, the approver requesting the cancellation online must be the same person who approved the web voucher.
- 13.2 Second, if the cancellation is for a vendor payment, the cancellation must be done early enough in the process to ensure that the web voucher has not been “Quick-Matched” with an invoice for payment by Central Accounts Payable.
14. Search for the web voucher by number.
15. When the web voucher is located, confirm that it is the correct web voucher and delete it.

## Web Voucher Main Menu



16. Click **WV User Preferences** → **Harvard Preferences** to start this process.

**Harvard WV Preferences**



17. Complete the following fields:

In This Field	Enter
Absence Start Date	The start date of your absence.
Absence End Date	The end date of your absence.
Absence Message	A message that you can use to direct preparers to send their web vouchers to an alternate approver during your absence.