

## Available Web Voucher Screen Options

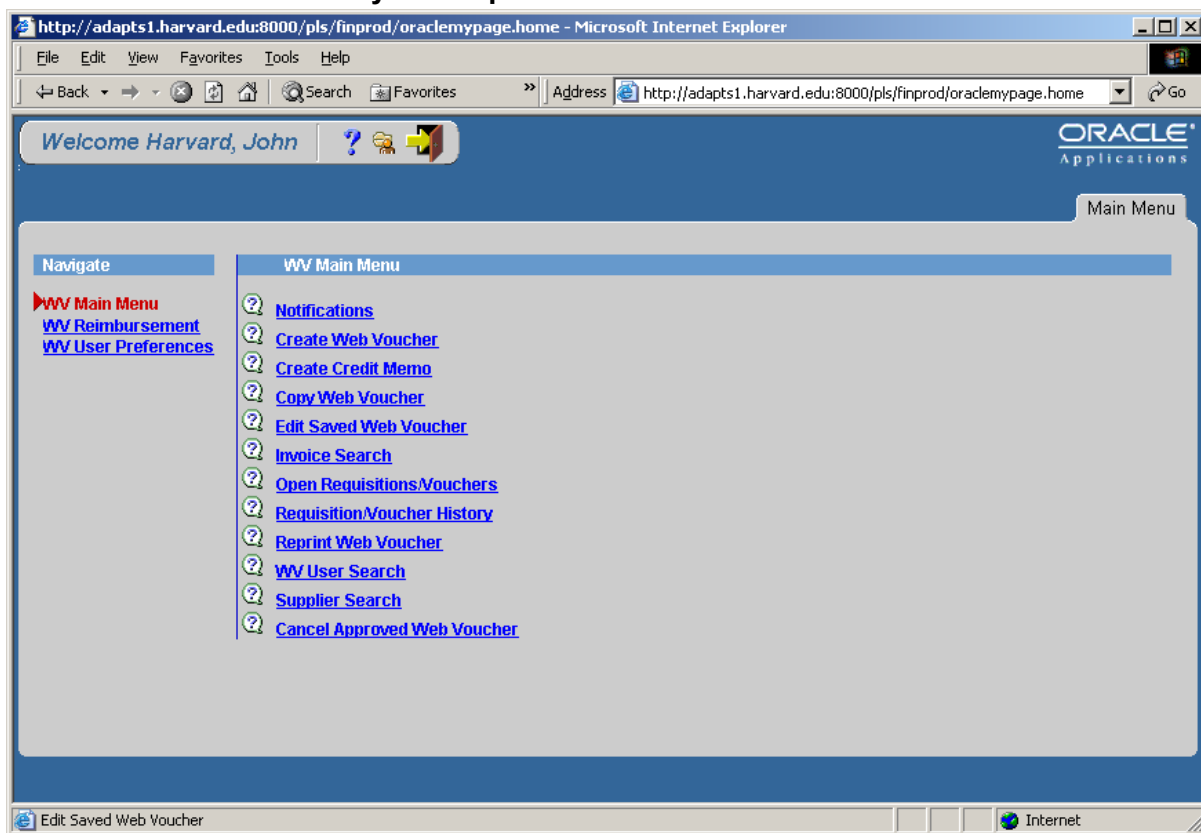
### Purpose

Use this quick reference for an overview of the Web Voucher screen options.

### Prerequisites

- You have all the documentation needed to create a web voucher.
- You have a Web Voucher logon ID and password.

### Web Voucher – Vendor Payment Options



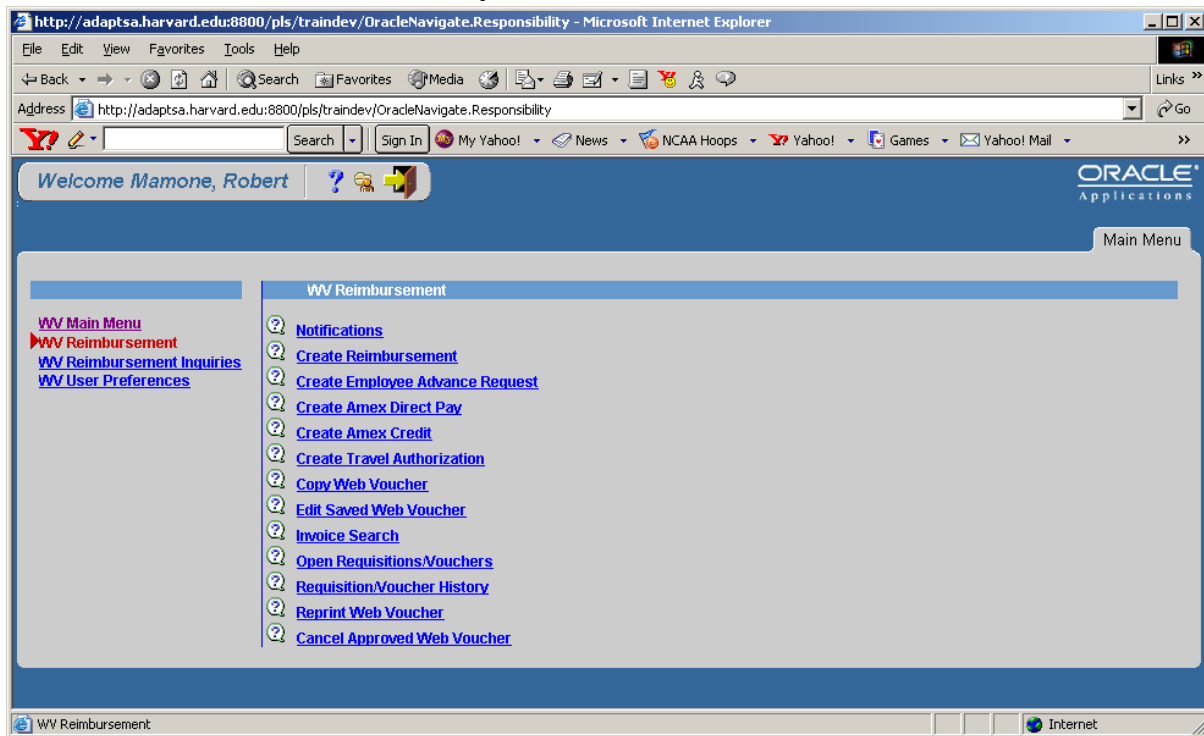
1. For Web Voucher vendor payments, start the task using the menu path ➔ **WV Main Menu**.

Options Available to You	Function
Notifications	Lets you view web vouchers submitted for your review and/or approval, or review messages about the location of web vouchers that you have created.



Options Available to You	Function
Create Web Voucher	Lets you create and submit vendor payments.
Create Credit Memo	Lets you process a credit from a vendor (use only if you cannot get the vendor to issue you a refund).
Copy Web Voucher	Creates a new web voucher that duplicates the information from an existing voucher. You can then edit the new voucher as needed before submitting it.
Edit Saved Web Voucher	Lets you access and edit unfinished web voucher vendor payments.
Invoice Search	Lets you view payment details (e.g. payment number and date, cleared date, and remit-to address) for invoices matched by Accounts Payable. You can search by invoice number, web voucher number, invoice date, or vendor name.
Open Requisitions/Vouchers	Lets you search for a voucher by number, items in the line description, preparer, creation date, or account coding. Also lets you view voucher information and approval history.
Requisition/Voucher History	Lets you search for a voucher by number, name of the preparer, approver, or creation date. Also lets you view cancelled lines and approval history.
Reprint Web Voucher	Lets you reprint the confirmation screen that appears after submitting a voucher.
WV User Search	Lets you search for any Web Voucher user.
Supplier Search	Lets you search for any supplier (vendor or reimbursee) and open the appropriate web voucher (vendor payment, credit memo, reimbursement, or Amex payment) directly from the supplier list.
Cancel Approved Web Voucher	Lets you cancel an approved web voucher.

## Web Voucher – Reimbursement Options



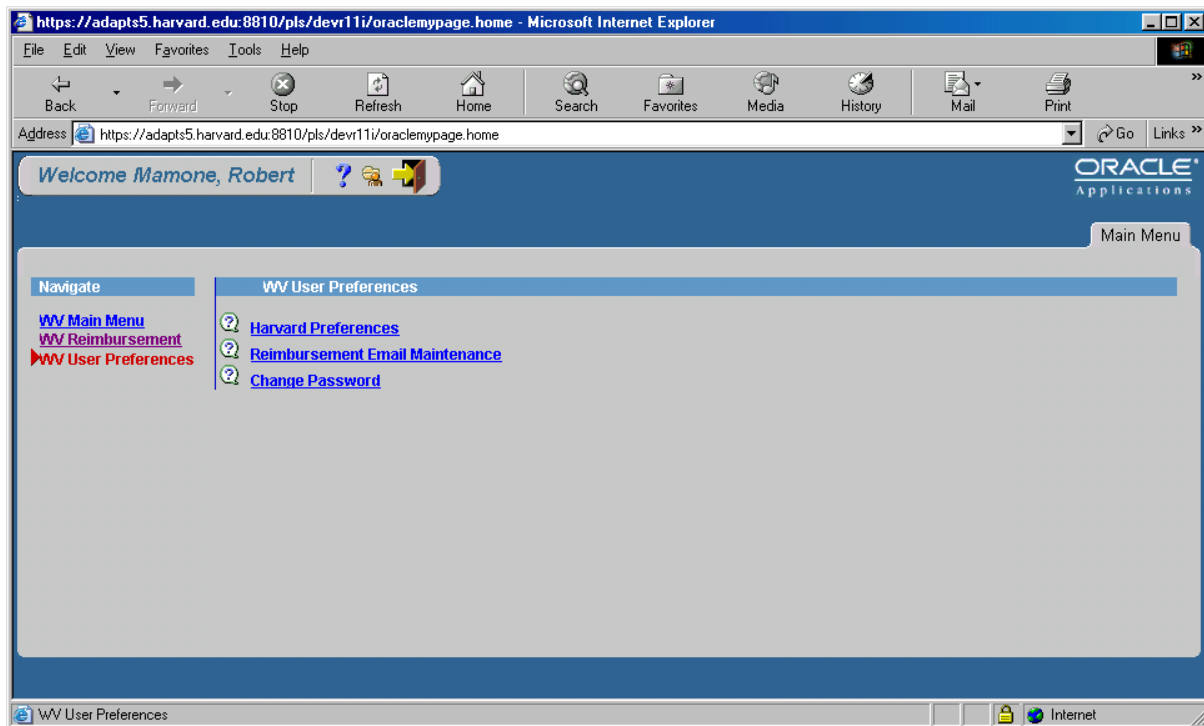
2. For Web Voucher reimbursements, start the task using the menu path → **WV Reimbursement**.

Options Available to You	Function
Notifications	Lets you view web vouchers submitted for your review and/or approval, or to review messages about the location of web vouchers that you have created.
Create Reimbursement	Lets you create a reimbursement to an individual for expenses they incurred on behalf of the University.
Create Employee Advance Request	Lets you request travel advances for University employees to pay for incidental, out-of-pocket expenses.
Create Amex Direct Pay	Lets you pay American Express on behalf of a cardholder for work-related charges on their corporate card.



<b>Options Available to You</b>	<b>Function</b>
Create Amex Credit	Lets you assign a work-related credit on a cardholder's corporate Amex card back to a Harvard account.
Create Travel Authorization	Lets you create an employee travel authorization.
Copy Web Voucher	Creates a new web voucher that duplicates the information from an existing voucher. You can then edit the new voucher as needed before submitting it.
Edit Saved Web Voucher	Lets you access and edit unfinished web voucher reimbursements.
Invoice Search	Lets you view payment details (e.g. payment number and date, cleared date, and remit-to address) for invoices matched by Accounts Payable. You can search by invoice number, web voucher number, invoice date, or vendor name.
Open Requisitions/Vouchers	Lets you search for a voucher by number, items in the line description, preparer, creation date, or account coding. Also lets you view voucher information and approval history.
Requisition/Voucher History	Lets you search for a voucher by number, the name of the preparer, approver, or creation date. Also lets you view cancelled lines and approval history.
Reprint Web Voucher	Lets you reprint the confirmation screen that appears after submitting a voucher.
Cancel Approved Web Voucher	Lets you cancel an approved web voucher.

## WV User Preferences



3. To set or change your Web Voucher preferences, start the task using the menu path → **WV User Preferences**.

Options Available to You	Function
Harvard Preferences	<ul style="list-style-type: none"> <li>Lets you set or change your default approver and account coding</li> <li>Lets you create an “Approver Unavailable” message for preparers and direct them to an alternative approver in your absence</li> </ul>
Reimbursement Email Maintenance	<ul style="list-style-type: none"> <li>Lets you view an employee’s email address and history of email changes.</li> <li>Lets you add or change an employee’s email address</li> </ul>
Change Password	Lets you change your Web Voucher password