Web Voucher Exceptions and Nonstandard Processes

Purpose

Use this quick reference for an overview of the various Web Voucher exceptions and non-standard processes.

Prerequisites

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

Exceptions and Nonstandard Processes

1. Use the following table to determine which form to print and what steps to take. All forms are available at http://able.harvard.edu using the menu path **ABLE Home➔ Forms**.

Process	Form to Use	How to Process
Enclosures A document must be returned to the vendor with payment **Examples:** 1. Registration forms 2. Applications	Web Voucher Enclosure Request Form	1. Determine if an enclosure **must** be sent. **Note:** If you can pay using the PCard, please do so. This will eliminate the need for an enclosure. If the enclosure is used to supply the vendor with basic invoice information that will appear on the check stub, the stub should be sufficient. 2. Prepare and approve the web voucher. 3. Complete the form and attach it to the front of the invoice. Forward it to Accounts Payable along with the original enclosure and a copy of the enclosure.
Credit Memo A negative invoice sent by a vendor after payment has been made for goods or services the local unit was dissatisfied with	None	1. See if you can get the vendor to send you a refund check instead of a credit memo. 2. If you can't get a refund check, then use **Create Credit Memo** from the web voucher main menu to have the credit applied to an account of your choosing. **Note:** Consult the **Web Voucher Screen Guides** quick reference for instructions on completing a credit memo.
Short Pay Invoice The amount you wish to pay is intentionally less than the stated invoice amount	None	1. Prepare and approve the web voucher. 2. Clearly mark the invoice with the adjusted amount to be paid and forward it to AP.

Process	Form to Use	How to Process
Emergency Check Service Accommodates situations that require emergency processing of a check. (Service is limited to student emergencies, mortgage checks, and gold purchases.)	Non-Standard Check Processing Form	1. Prepare and approve the web voucher. 2. Complete the form, attach it to the front of the invoice, and forward it to AP. 3. Requests submitted to and approved by AP before 12 p.m. will be available for pickup from the AP customer service desk after 4 p.m. on the same day. **Note:** All requests will be reviewed to ensure they meet the criteria listed on the back of the Non-Standard Check Processing form.
Special Handling Check Service Accommodates situations that require the local unit to distribute the check to the vendor/payee directly.	Non-Standard Check Processing Form	1. Prepare and approve the web voucher. 2. Complete the form, attach it to the front of the invoice, and forward it to AP. 3. Requests submitted to and approved by AP will be available for local units to claim at the AP customer service desk. **Note:** All requests will be reviewed to ensure they meet the criteria listed on the back of the Non-Standard Check Processing form. Allow **three business days** for this type of request.
Change Invoice Payment Terms Accommodates situations where acceleration of payment is requested	Non-Standard Check Processing Form	1. If the invoice **has not** been forwarded to AP, complete the form, attach it to the front of the invoice, and forward it to AP. 2. If the invoice **has** been forwarded to AP, the financial dean or approved designee sends a memo to AP explaining or requesting a change of payment terms. **Note:** This is a change in payment terms on a particular invoice. This will not effect a change in the vendor payment terms.
Void Check Vendor is unable to process check and has returned it	Check Redeposit Form	1. Complete the form, attach it to the uncashed check, and forward to AP. **Note:** Write **VOID** across the check before forwarding to AP.
Void and Stop Check Vendor has not received payment although check has been issued	Check Inquiry Form	1. Complete the form and forward to AP.

Process	Form to Use	How to Process
Bank Drafts Substitutes for a check when payment is required in a foreign currency	Bank Draft Authorization Form	1. Determine if the vendor **must** have payment in a foreign currency. 2. Prepare a web voucher for the US dollar amount of the payment. Refer to the directions for calculating exchange rates at the end of this document. 3. Complete the Bank Draft Authorization form, write the web voucher number on it and attach it to your invoice. 4. Write a note to your approver on the web voucher alerting him or her to send the bank draft form and invoice to Cash Management (Holyoke Center, Room #451) after approving the web voucher. 5. Cash Management will work with AP to ensure that the bank draft is created and payment made. **Note:** The Bank Draft Authorization form requires an approval signature.
Wire Transfers: $US An online transfer of payment to the vendor	US$ Wire Transfer Authorization Form	1. Determine if the vendor **must** have payment by wire transfer. 2. Prepare a web voucher for the amount of the wire transfer. 3. Complete the US$ Wire Transfer Authorization form, write the web voucher number on it and attach it to your invoice. 4. Write a note to your approver on the web voucher alerting him or her to send the wire transfer form and invoice to Cash Management (Holyoke Center, Room #451) after approving the web voucher. 5. Cash Management will work with AP to schedule the wire transfer. **Note:** The US$ Wire Transfer Authorization form requires an approval signature. For more information, see: http://vpf-web.harvard.edu/documents/wiretransfer.html

Process	Form to Use	How to Process
Wire Transfers: Foreign Currency An online transfer of payment to the vendor	Foreign Currency Wire Transfer Authorization Form	1. Determine if vendor **must** have payment by wire transfer. 2. Prepare a web voucher for the US dollar amount of the wire transfer. Refer to the directions for calculating exchange rates at the end of this table. 3. Complete the Foreign Currency Wire Transfer Authorization form, write the web voucher number on it and attach it to your invoice. 4. Write a note to your approver alerting him or her to send the wire transfer form and invoice to Cash Management (Holyoke Center, Room #451) after approving the web voucher. 5. Cash Management will work with AP to schedule the wire transfer. **Note:** The Foreign Currency Wire Transfer Authorization Form requires an approval signature. For more information, see: http://vpf-web.harvard.edu/documents/wiretransfer.html

Calculating Exchange Rates (www.travel.harvard.edu)

Start the task using the menu path **Travel Center ➔ Travel Office ➔ Currency Exchange Rates.** This will bring you to an online currency converter.

Determine the amount to be paid in U.S. dollars and inflate that amount by 10%. To get the new, "inflated" total, multiply the amount by "1.10." This inflated amount will accommodate any fluctuations in exchange rates that may occur after the web voucher is prepared and before the bank draft is created.

Use the currency converter to convert the U.S. dollar amount.

The final amount will be adjusted to the exchange rate on the date the bank draft is created and your department will only be charged the actual cost of the bank draft.