

Web Voucher System Prompts and Alerts

Purpose

Use this quick reference to resolve common system prompts and alert messages.

System Prompts and How to Resolve Them

Message	Reason	How to Resolve
Capital Equipment purchases may require completion of the Equipment Information Form	The object code you have entered indicates that this is a capital equipment purchase	Contact the Office for Sponsored Research (617-495-5501) for more information on how to complete this form
<p>If Federal funding for this transaction is:</p> <p>A. Between \$2,500 and \$25,000, complete a Vendor Justification Form (VJF)</p> <p>B. Greater than \$25,000, complete a VJF and Debarment Form (DF)</p> <p>C. Greater than \$50,000 and for equipment, complete VJF, DF, and Equipment Screening Form</p>	The account coding you have entered represents a sponsored research award and the dollar amount of the purchase is \$2,500 or over	Locate the appropriate forms on ABLER and complete. File form(s) with other supporting documents for this purchase
<p>Please enter at least one letter to narrow your search</p> <p>Over 100 records match your criteria, only the first 100 will be displayed.</p>	<p>If you do not enter any search criteria, the system will remind you to enter at least one character.</p> <p>On the other hand, if your search terms are too broad, only the first 100 results will be returned.</p>	<p>Modify your search criteria accordingly using the Advanced Search button.</p>

System Alerts and How to Resolve Them

Message	Reason	How to Resolve
Approver not found in Employee File	You have not entered a valid approver	Enter a valid approver, Lastname, Firstname



Message	Reason	How to Resolve
Cardholder not found in Employee File A valid Cardholder is required	You are trying to create an Amex Direct Pay or Credit but do not have a valid cardholder listed	Enter a valid cardholder, FIRSTNAME, LASTNAME
Supplier xxxx is not in the vendor file.	You have not entered a supplier; this is a required field	Enter a valid supplier, FIRST NAME LASTNAME
Business Purpose/Date can not be blank	You have left the Business Purpose field blank for a type of voucher that requires it	Enter a business purpose with the information required by reimbursement policy
Code Combination Contains "Budget Only" Segment at line 1	The account coding you chose contains a "budget only" segment	Re-enter account coding with valid "expense" segment
Header total amount does not equal the sum of the line amounts	Invoice amount entered in header does not equal invoice amount entered in coding line	Correct the invoice amount(s)
Invalid xxxx (Account Segment) at line x or Unable to generate new ccid for account: XXXX. Possible Cross-Validation Error.	The account coding or a specific segment value you chose is either invalid or failed cross-validation. If there is more than one line of coding, the message will specify which line this pertains to.	Change and re-enter the account segment that is invalid to create a valid combination
Invalid Object Code in line: 1. Object code must be "0510" for "Web Advance" tran_type.	You are trying to request a travel advance with an object code other than 0510	Change the object code to 0510 (Web Voucher Travel Advance)
Account field must contain only numeric characters 0-9 and decimals	You have entered a comma or dollar sign into an amount field	Remove any commas or dollar signs from the amount field
Supplier must be AMERICAN EXPRESS for this transaction type or Supplier Site must be DIRECT PAY for this transaction type	You are trying to create an Amex Direct Pay or Credit but do not have AMERICAN EXPRESS and DIRECT PAY in the Supplier and Supplier Site fields	Change the Supplier to AMERICAN EXPRESS; the Supplier Site will automatically default to DIRECT PAY



Message	Reason	How to Resolve
Supplier XXXX must not be an employee	The supplier you have selected is listed in the employee payroll system and cannot be paid using a web voucher for vendor payment.	Only nonemployee vendors can be paid a web voucher. If this is a reimbursement, or a payment to someone who left the University within the past six months, select Create Reimbursement from the main menu.
Supplier XXXX is not in the vendor file	The supplier was either entered incorrectly or has not been set up in Oracle	If entered incorrectly, choose the supplier from the List of Values. If not yet set up, call the Vendor Hotline (495-2000) and fax a Vendor Registration form to the vendor.
Supplier XXXX must be an employee	The supplier selected is not a valid Harvard employee	Only Harvard employees may request a travel advance. If the supplier was entered incorrectly, choose a valid employee from the list of values
The Cardholder Name exists in the Employee File but is not set up as an Amex Cardholder	You have selected an employee who is not a valid American Express cardholder	Only some Harvard employees are valid cardholders. If the supplier was entered incorrectly, choose a valid employee from the list of values
Vendor name not found in vendor file - Name may have been changed. A new Web Voucher will need to be processed.	The supplier information has been changed since this web voucher was created	Create new voucher with the updated supplier selected
You are not authorized to approve	You are not part of the approval group eligible to approve the account coding on this voucher	Reassign the web voucher to another approver
A valid supplier is required	You have not entered a supplier; this is a required field	Enter a valid supplier
Your session has exceeded system limits. Please sign in again	If you do not use the system for 30 minutes, you will be logged off automatically	To return to the system, enter your ID and password