



# Harvard University

## How To Get Started

# FedEx. Benefits



- Reduce the processing time associated with FedEx Invoices
- Integration with Oracle provides a single interface to create the **domestic express shipment** and pay for it without having to spend time referring back to invoices with multiple shipments
- Leverage additional savings on rates of 2% to domestic express shipments made through the application
- Additional savings of invoice processing including paper are eliminated

# FedEx. **Functions**



- [Quick Rate Quotes](#) (similar to FedEx)
- [Create Shipping Label](#)
- [Track Shipment](#) (similar to FedEx)
- [Cancel Shipment](#)
- [Reprint Shipping Label](#) (similar to FedEx)
- [Edit Saved Po](#) (To change coding or description)
- [Maintain Address Book](#) (similar to FedEx)
- [Account Code List](#) (same as WV)

# FedEx. Limitations



## Create Shipping Label

- Does not perform detailed address check
- Can't ship multiple packages
- Assumes shipping date is current date
- Does not bill third party
- Does not schedule a pick up
- Does not do email notifications
- Does not ship International
- Does not ship Ground

## Cancel Shipment

**\*WARNING\*** If you cancel the shipment after it was delivered this does cancel the PO creating a mis-match in the system

# **FedEx.** The process



- **Creating a label is the same as creating a PO**
- **Users in this system have authority to approve shipments that will post to the GL**
- **FedEx will send an invoice file that will “match” our PO file.**
- **If it matches - payment is sent to FedEx**
- **If it doesn't match**
  - **residential vs non-residential**
  - **incorrect weight**
  - **\$10 tolerance – will go through automatically**

Note: Shipments over \$100 will be “kicked out” of the system

# FedEx. Steps



- Contact your local Authorized Requestor for security access to the Oracle / FedEx Application  
([http://able.harvard.edu/other/fin\\_auth\\_requestors.pdf](http://able.harvard.edu/other/fin_auth_requestors.pdf).)
- Take the online training available on Eureka  
(<http://eureka.harvard.edu/Eureka/jobaids.cfm>)
- Start shipping
- Questions:
  - For security or access related questions contact Ruth LaCroix of Client Services at [appadmin@camail.harvard.edu](mailto:appadmin@camail.harvard.edu)
  - For functionality questions or feedback contact the Help Desk at 6-2001

# FedEx. FAQs



- **Do I need to have Oracle access in order to use this application?**

Yes you must have Oracle access. Contact your authorized requester that currently authorizes access to Harvard Oracle Financial Applications

- **How do I get access to use this application?**

By contacting your local Authorized Requester. Each school or unit has an Authorized Requestor responsible for granting system access. You can find your local Authorized Requestor here [http://able.harvard.edu/other/fin\\_auth\\_requestors.pdf](http://able.harvard.edu/other/fin_auth_requestors.pdf)

- **What reports can financial managers run to audit shipments?** Oracle General Ledger Detailed Listing report.

- **Can my existing FedEx.com address book be automatically imported into the Harvard Oracle application?** No. The data in the Harvard FedEx application is a separate database. Once the addresses are input you have the option to save them.

- **Can we import addresses from an excel file for bulk shipments?** No. The Harvard FedEx application can only accept data for single shipments. Each order must be entered separately.

- **Where does the business purpose text show up?** On the Detailed Listing

- **Is there a dollar limit for shipments?** Shipments over \$100 are kicked out of the system.

- **Can I enter another name as the requester?** For example, Prof. Smith asked me to ship this package; can I put his name in as the requester? Yes, the name can be changed.

# FedEx. FAQs



- There is no sender information on the receipt page, where can I find out who shipped the package?** The Purchase order contains both the sender and Preparer/Approver.
- Can we have the requester information in the tracking web page too?** No. The tracking page includes the Sender.
- Is it possible to get a global access so that I can see all the shipments made in the FedEx system by my group?** Not in the FedEx application. It is possible to look in Web Voucher to see any PO's that were created by their group.
- Can students use this system to ship?** Yes. If they have access to Oracle.
- How can I see if my quote was the actual charge?** Will I be notified if there is a change? A \$10 tolerance is allowed in the application. As long as it is within the \$10 they will not be notified. How can we get a payment history other than the GL? Financial reports are available through CREW.
- Can an end user who ships for multiple tubs still use the system?** Yes, by creating different 33 codes for each TUB and have a responsibility that allows the different TUBs.
- What is on the GL? Is it enough to reconcile?** The information contained on the GL is the same information that is captured by the current process in Web Voucher.