





Finance Information Forum

Spring 2022

Finance and Operations Vision

Dartmouth will deliver an administrative experience that enables the global aspirations of its faculty, students, and staff by providing real-time access to rational processes and accurate information from anywhere in the world.

April 22, 2022



Agenda

Reminders

- Cashless/Checkless Initiative
 - Student Digital Payments
 - Credit Card Repayments
 - U.S. Bank Card

Coming Soon

- OnBase EP5 Upgrade
- New System Access Form
- IRA to the Cloud
- NextGen for Students: JobX and TimesheetX

Student Prizes & Awards Season

Year-End Reminders





Reminders

Cashless/Checkless Initiatives

- Student Digital Payments
- Central Merchant Account
- Credit Card Repayments
- U.S. Bank Card





Cashless/Checkless Initiatives

Electronic payment processes from and to Dartmouth

- Paperless processing improves efficiency for all
- Reduces cash and check-handling
- Improves processing time
- More traceable
- Saves time and money



Student Digital Payments

In partnership with J.P. Morgan Chase, digital payments will be the default method for paying students for Payment Request and Student Prize & Award eForms

For Students:

- Simple one-time registration with J.P. Morgan to provide preferences for obtaining payment
- Option to have direct deposit to their U.S. bank via Zelle or ACH
- Payment notification from J.P. Morgan to accept payment
- Payment is issued either same or next day, depending on preferences
- Student may decline electronic payment and a check will be issued in 14 days from J.P. Morgan

For Departments:

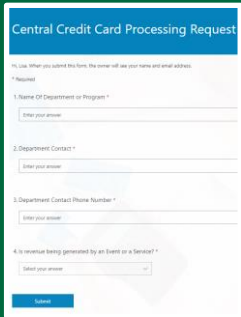
- No change to current process
- Check pick-up is still available, when necessary, but discouraged
- Wire transfers are still available and encouraged for students with foreign bank accounts
- Legal mailing address and citizenship still required for tax purposes
- Ask that you assist us in making students aware of the digital payment option

For more information go to How to Pay Students at:

dartmouth.edu/finance/purchasing/buying_paying/student_payments/index.php



Accept Credit Cards using the Central Merchant Account

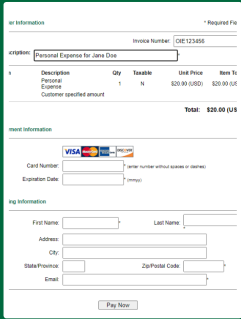


Submit a Central Credit Card Processing Request:

- Name of department
- Department Contact
- Chart string for Revenue
- Description of service or event




Approved



For Services Submit:

Invoice Generation Request

- Payee Name
- Payee Email Address
- Amount Due



For Events Submit:

Event Simple Checkout Request

Provides a **Buy Now** button for each item to be embedded on your event website

More information available at: [Central Merchant Account](#)



Credit Card Repayments

Returning Funds for Personal Expenses

Charged to a Corporate Card:

1. Click
2. Enter Amount Due & Security Code
3. Provide OIE Number, “Personal Expense for [cardholder name], Personal Card information to charge, email address

Charged to a Procurement Card

1. Click
2. Enter Amount Due & Security Code
3. Provide OB Number, Chart string where the PCard charge posted, Personal Card information to charge, email address

Order Information * Required Fields

Invoice Number:

Description:

Item	Description	Qty	Taxable	Unit Price	Item Total
1	Personal Expense Customer specified amount	1	N	\$20.00 (USD)	\$20.00 (USD)

Total: \$20.00 (USD)

Payment Information

Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Billing Information

First Name: Last Name:

Address:

City:

State/Province: Zip/Postal Code:

Email:



U.S. Bank Focus Card

This prepaid debit card for payroll payments and an alternative to receiving paper pay checks for Dartmouth All Employees; *Student Employees too!*

BENEFITS:

- Automatic Payroll Payments load to your card.
- Easily check your balance anytime in the U.S. Bank Focus Mobile App. Set up text alerts and stay up to date.
- Secure and protected: Your pay and your balance is protected if your card is lost or stolen.
- You can add money from other sources like direct deposit, cash, and tax refunds.
- Cash Back Rewards: A perk available to all Focus cardholders. You earn rewards simply by using your card at certain stores and restaurants, after activating the offers that you want.



For more information go to:

<https://www.dartmouth.edu/finance/employee-services/payroll/usbankfocuscard.php>



Coming Soon

- OnBase Unity Client EP5 Upgrade
- System Access Form
- IRA to the Cloud
- NextGen: JobX and TimesheetX





OnBase Unity Client EP5 Upgrade

Coming in May

- Minimal impact on look & feel
- Minimal impact on End-User functionality
- Backend Enhancements
- For PC users, the upgraded Client will be pushed to your computer
- For RDS, the new Client will be added automatically





System Access Form in Agiloft

Coming in May

The new System Access Form will streamline and systemize the process for requesting employee access for Financial and HR systems and setting signature authority for approving contracts, purchase requisitions, and invoices.

Benefits:

- System Access Visibility
- Automate Notifications
- Automate Workflow
- Automate Reporting
- Improve Efficiency
- Improve Experience

The screenshot displays the 'System Access' form interface. At the top, there are navigation buttons: New, Mass Edit, Delete, Actions, Views, Search, Email, and Print. Below this is a table with 20 records found. The table columns include: Status, Full Name, Net ID, Division, Department, Upper approval limit for invoices, Upper approval limit of purcha..., Access to Oracle eProcurement..., Upper approval limit for contract..., and Who will approve requisitions that exceed t... The table lists various employees such as Carl Gildemeister, Gwendolen Gensler, Lisa Wallace, and Jordana Jusidman, along with their respective departments and approval limits.

Below the table, there is a section for 'Approver training guide' with a list of systems and their approval status:

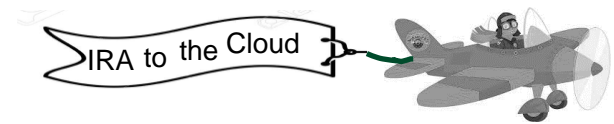
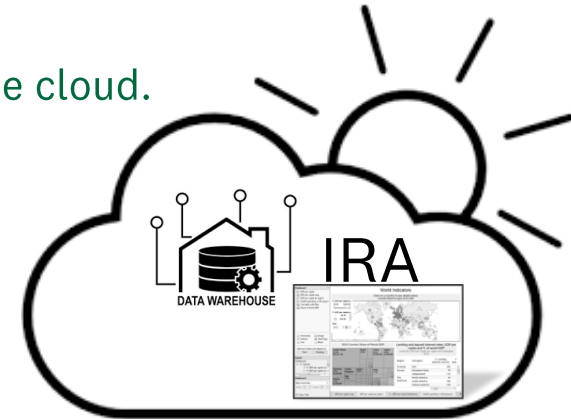
WebADI	Yes
SPUD	Yes
DORR	Yes
OnBase	Yes
GL in IRA	Yes
OGA in IRA	Yes
Ops Report in IRA	Yes
Work Order Reports in IRA	Yes
PROMPT	Yes



IRA to the Cloud

The data warehouse and the IRA reporting system are moving to the cloud.
So, what does that mean?

1. ITC might ask you to do some light testing.
2. There will be two URLs by which to access production data and reporting.
 - a) ira.dartmouth.edu (just like today)
 - b) ira-oac.dartmouth.edu (version of IRA in the cloud)
3. The New IRA
 - a) Will look pretty much like the old IRA
 - b) But will have additional capabilities



We will be running both IRA and IRA-in-the-cloud in parallel for several months until we are confident the cloud is working properly. We hope to have 90% of users using the cloud version by mid-June and being able to shut off the current (on-premises) version in mid-August.





Next Gen: New Student Employment System

Coming Fall 2022

Next generation of Student Employee Lifecycle Management!



- Automate Student Employment:
 - Job creation and posting
 - Online application processing
 - Hiring and terminating
 - Reporting



- New Student Timesheet
- Time entry via the web or mobile app
- Multiple student positions
- Employee active approval of hours
- Supervisor active approval of hours
- Improved Supervisor visibility



Student Prizes & Awards – Due June 10

- Name of Prize must be selected from the Name of Prize list
- Email rshelp@dartmouth.edu if:
 - Unable to meet June 10 deadline
 - Do not anticipate giving out awards this year
 - Prize/Award is not available in the Name of Prize list
 - There are changes to an existing award

Prize Information

Name of Prize (Select from list OR enter full name if new)*

- SAMUEL E. ARONOWITZ 1911 PRIZE FOR SOCIAL CHANGE
- CAMERON-GLICKENHAUS FAMILY FUND PRIZE FOR MOST PROMISING MINOR IN EDUCATION
- ZORA NEAL HURSTON PRIZE FOR EXCELLENCE IN THE SOCIAL SCIENCES
- PRAY MODERN LANGUAGE PRIZE IN GERMAN
- STEPHAN J. SCHLOSSMACHER MEMORIAL PRIZE
- GERMAN CONSULATE PRIZE
- WERNER HOFFMEISTER PRIZE FOR BEST HONORS THESIS ON GERMAN LITERATURE AND CULTURE
- SUSAN DEBEVOISE WRIGHT MMUF PRIZE GENDER STUDIES
- EXCELLENCE IN WOMEN'S, GENDER AND SEXUALITY STUDIES PRIZE
- WING-TSIT CHAN PRIZE
- WILLY GORRISSSEN PRIZE IN ASIAN STUDIES FOR OUTSTANDING SERVICE TO DAMELL AND AMES
- SALVADOR ALLENDE MEMORIAL PRIZE
- CLASS OF 1859 HISTORY PRIZE
- EDWIN F. JONES 1880 HISTORY PRIZE
- RICHARD B. MCCORNACK PRIZE FOR EXCELLENCE IN HISTORY
- LOUIS MORTON MEMORIAL PRIZE IN HISTORY
- CHARLES T. WOOD MEMORIAL PRIZE
- HISTORY LONDON RESEARCH PRIZE

Any prizes that require check pick-up need to be submitted by Monday, June 6th and must be picked up on Wednesday, June 8th.
Digital Payments Recommended.



Year-End Reminders

Things that can be done now:

- Review Financial Reports & Submit Corrections
- Submit all Cash and Check Deposits to Cashier's Office
- Submit any available Payments and Reimbursements
- Make any necessary Purchases or Orders now
 - items must arrive by June 30 to be applicable for Fiscal Year 2022
- Submit all Labor Distribution Changes for Fiscal Year 2022 or 2023 (no need to wait!)



Thank you!!!

