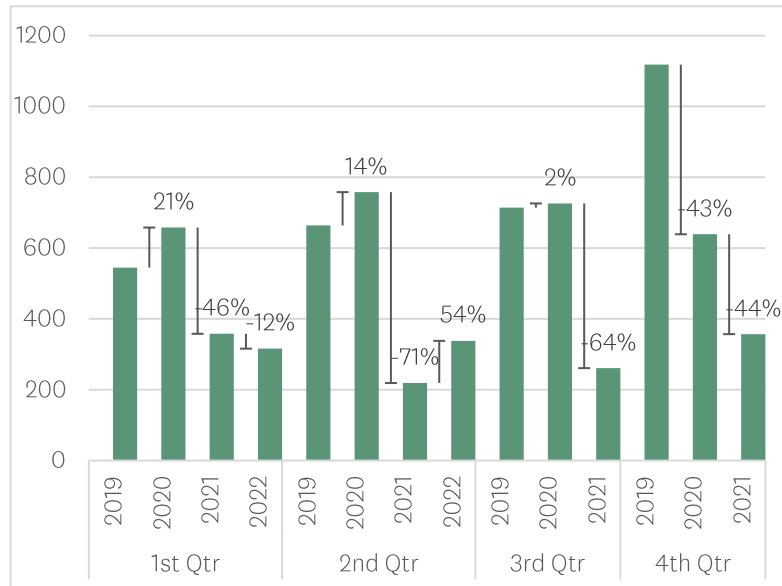


Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, Risk & Internal Controls, and Safety & Security

Chart of the Month

Corrections and Journals Request eForms Fiscal Years 2019 – 2022



Source: OnBase Unity Client, Corrections, Journals, and Cost Transfer eForm, December 2021

Transaction volumes increase substantially during 4th quarter and particularly corrections and transfers. We have seen substantial improvement at reducing our need for corrections, but this takes continued regular account review and submission of adjustments.

Suggestions for reducing the need to journal:

- Allocate transactions to the appropriate account, even if collaborating with other departments and sharing costs
- Review chart strings transactions prior to processing
- Plan and allocate transactions to the appropriate restricted or sponsored funds with the original transaction
- Do not unnecessarily journal for overspending a natural class budget when in the appropriate category

If you do see an error or need to reallocate funds, don't wait. Managing your accounts regularly helps reduce pressure and volume at year-end for everyone.

Go to [Account Review Guidelines](#) for more information on reviewing and verifying transactions.

Oracle Processing has a New Name!!

For Financial System Access form submission, inquiries, or issues, email Financial.System.Access@dartmouth.edu instead of the "Oracle Processing" email.

Upcoming Dates

End of Fiscal Year 2022, 3rd Quarter

Thursday, 3/31 (*Month-End Close, Tuesday, 4/5*)

Year-End is coming quickly. It's time to review accounts, check balances, balance sheet accounts, make corrections, and place orders and purchases for year-end activities.

Spring Finance Information Forum

Friday, 4/22, 11:00AM

The [Finance Information Forums](#) are designed to provide updates on projects, processes, policies, and upcoming dates, deadlines, and reminders. [Click here to register.](#)

Welcome our New Team Members!

Michael Lessard, *Lead Warehouse Operator*

Donna Megliola, *Senior HR Consultant, Emp & Labor Relations*

Angela O'Connor, *Loan & Accounts Receivable Collection Specialist, Campus Billing & DartCard Services*

Lisa Roche, *Assistant Director, Risk Mgmt & Insurance*

James Souza, *Senior Compensation Analyst, Compensation*



Safety & Security joins our Update

We are thrilled to announce Safety and Security has agreed to provide regular contributions to provide news, updates, and tips on security, safety, and emergency procedures. Check out the [Safety & Security](#) website for information on the many services they provide.

Safety and Security would like to highlight two newer members of the team. **Brad Sargent** recently started in his new position as Lieutenant of Investigations, prior to serving as Sergeant for a few months. Prior to Dartmouth, Brad had a 23-year career in law enforcement.

Anthony Pittelli is now an Investigative Sergeant after serving a year as Patrol Staff. Prior to Dartmouth, Anthony was a deputy/detective in South Florida and is fluent in Spanish.

Student Digital Payments

Dartmouth has partnered with J.P. Morgan to provide a digital payment method for non-payroll payments to students. Student payments will be completed as they are currently, and students will receive a notice from JP Morgan to accept their payment electronically.

We will begin piloting this new process the week of March 21st. Students will be contacted if they are selected for the pilot.

In preparation of digital payment for students, guidance is now available on the [How to Pay Students](#) site, with a complete [FAQ for Student Digital Payments](#), and updated [Student Payments Guidelines](#).

Procurement Policy Reminders

Approved Driver Policy for Rental Cars

The Enterprise/National benefits extend to the entire Dartmouth community, including faculty, staff, students, alumni, parents, and visitors. Business travelers who use the program benefit from the best rates and are not subject to fees such as underage fees, energy recovery, additional driver fees, and collision/damage insurance.

Business travelers need to be Approved Drivers to be able to drive a car on Dartmouth business, including rental cars. For more information, we encourage you to review the [Approved Drivers Approval Process](#).

Click here for additional information on [Dartmouth's Rental Program](#).

Approved Food Providers and Food Truck Guidelines

To ensure the health and safety of the Dartmouth community and guests, policies have been put into place to provide departments and food providers, including caterers and food truck providers, guidance.

- The [Approved Food Provider Guidelines for Departments](#) provide guidance for employees that have responsibilities for purchasing prepared food related to College sponsored events.
- The [Approved Food Provider Guidelines for Food Providers](#) provide guidance to food providers seeking business at Dartmouth sponsored events.
- The [Approved Food Truck Provider Guidelines](#) provide guidance for employees and students who have responsibilities for food truck events sponsored by Dartmouth and provide guidance to Food Truck providers.

If you are planning an event that will involve purchasing prepared food, please review the above policies and encourage your vendors to as well.

U.S. Bank Focus Card

The U.S. Bank Focus Card for Payroll payments is now available for all Dartmouth employees.



Benefits:

- Your pay will be automatically loaded to your card.
- Easily check your balance anytime in the U.S. Bank Focus Mobile App.
- Your pay is secure and 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 program is a perk available to all Focus cardholders. You can earn rewards simply by using your card at certain stores and restaurants, after activating the offers that you want.

Check out our [U.S. Bank Focus Card for Payroll Payments](#) site for more information.

PCI DSS Training

If you participate in the acceptance of credit card payments and have access to the files, system, or service that retains sensitive cardholder data in paper or electronic format, you should have received an email invitation to participate in PCI DSS (Payment Card Industry Data Security Standard) training.

This is an online training module that has been selected by the Information Security Group to help Dartmouth keep staff in compliance with PCI Data Security Standards. Please allow approximately 30 minutes to complete the training. For more information regarding PCI compliance, you can go to this URL: <https://www.pcicomplianceguide.org/faq/>. Please also review the [Merchant Services and PCI Compliance](#) Policy for additional guidance.

Live Finance & Admin Training via Zoom

Agiloft Contract Management Training

Live Agiloft Contract Management System training continue to be offered. The live training provides an overview of procurement policies, contracting basics, and instructions for requesting and viewing contracts in the Agiloft Contract Management System.

[Training videos](#) (including the End-User training, Power-User training, and more) are also available on demand.

Registration is required. Click on the dates below to register through Zoom.

- [Register for Tuesday, March 22, 1:00 - 2:30pm](#)
- [Register for Wednesday, April 6, 10:00 - 11:30am](#)
- [Register for Monday, April 18 from 1:00 - 2:30pm](#)

Note: use your netid@dartmouth.edu in the email fields.

OnBase Unity Client Training

The OnBase Unity Client is the system that manages the workflow and records of many Finance processes. Through the submission of the Finance eForms, Dartmouth employees have access to their records to track processing and review records for account review and reference. This training will provide an overview of how to navigate the Unity Client, tips and tricks for effective querying, and how to personalize your experience.

Registration is required. Click on the dates below to register through Zoom.

- [Register for Thursday, March 17, 1:00 - 2:00pm](#)
- [Register for Wednesday, March 30, 9:00 - 10:00am](#)
- [Register for Thursday, April 14, 1:00 - 2:00pm](#)

Note: use your netid@dartmouth.edu in the email fields.