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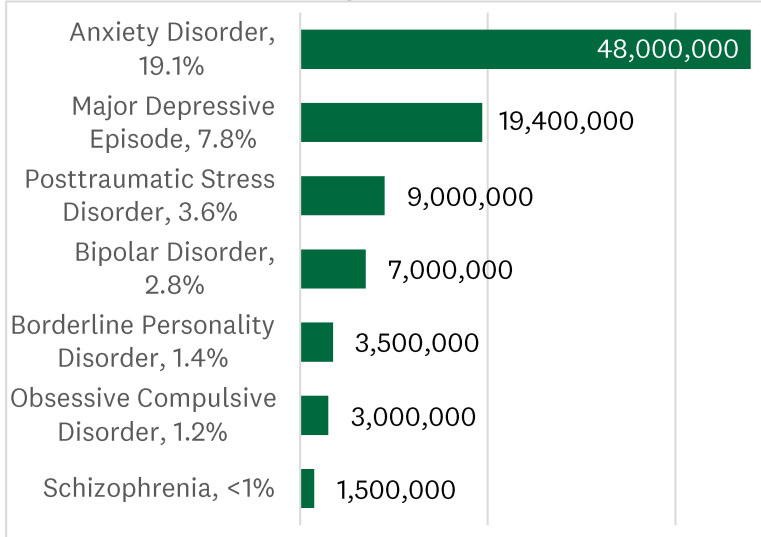
Announcements and updates from Finance, Campus Services, Human Resources, Risk & Internal Controls, and Safety & Security

Chart of the Month
May is Mental Health Awareness Month
Annual Prevalence of Mental Health Conditions Among U.S. Adults

Condition	Number
Anxiety Disorder, 19.1%	48,000,000
Major Depressive Episode, 7.8%	19,400,000
Posttraumatic Stress Disorder, 3.6%	9,000,000
Bipolar Disorder, 2.8%	7,000,000
Borderline Personality Disorder, 1.4%	3,500,000
Obsessive Compulsive Disorder, 1.2%	3,000,000
Schizophrenia, <1%	1,500,000

National Alliance on Mental Illness (NAMI), 2020

Each year millions of Americans face the challenges of living with mental health issues. According to NAMI, 21% or 1 in 5 U.S. adults experienced mental health issues in 2020. If you have not experienced it yourself, it is likely you have been directly or indirectly impacted by someone suffering from mental health issues.

Mental Health Awareness Month is intended to raise awareness, educate, and develop understanding on issues of mental health, and strategies for managing and attaining mental health and wellness. Additionally, awareness of the prevalence and the realities of mental health issues help to normalize and reduce the stigma associated with mental health issues.

Dartmouth Mental Health Awareness Resources
Wellness@Dartmouth offers many programs and resources to support your mental well-being, including the Faculty/Employee Assistance Program, Cigna telehealth options, free guided relaxation activities, webinars, and more!

Wellness at Dartmouth Survey
Dartmouth wants your feedback! A confidential survey was launched on May 10, with the goal of getting your feedback about current wellness offerings and learning about well-being needs of faculty and staff. *Note: This is a different survey than the recently launched survey from the Ad-hoc Council on Work-Life Issues.* Click here to complete the Wellness at Dartmouth Program Survey today! This short anonymous survey only takes about 8 minutes to complete!

Finance & Admin Newest Members

Welcome

Hector Rivera, Director of Internal Controls
Ryan Kelly, Senior Financial Analyst, Financial Planning & Budget

Upcoming Dates and Deadlines

PCard eForms for May 20 Sweep Due: Wednesday, May 18th
All PCard transaction due to sweep by Friday, May 20th must be submitted no later than Wednesday, May 18th to give the Finance Center sufficient time to clear transactions prior to the OnBase Unity Client System Outage (see below).

OnBase Unity Client Upgrade and System Outage Friday, May 20th – All-day System Outage
The OnBase Unity Client is being upgraded on Friday, May 20. This will require that the Unity Client, Finance eForms, as well as any other OnBase campus solutions be offline. For more information go to page 2.

F&A Spring Professional Development Session
Friday, May 20th, 1:30 – 4:00PM
Finance & Administration offices will be closed the afternoon of Friday, May 20th for professional development.

IRA Oracle Analytics Cloud Available: Monday, May 30th
IRA Financial Reports, Launchpad and Reports Catalog are moving to the cloud. If you use, modify, and/or create Catalog Reports, the final Catalog migration is May 16th. See page 2 for more information.

Graduating Student Prizes & Awards Due: Friday, June 10th
The 2022 Commencement Student Prizes and Awards season is here, and all recipient names are due by June 10th.

Updated 2022 Year-End Schedule: available on page 4

Spring Into Well-being Week: May 23 – 27th
A variety of resources, webinars, and virtual mini sessions on topics such as sleep, relaxation, mindfulness, strength training, financial well-being, and creating a wellness vision, will be offered to help support you on your well-being journey! Go to: Spring Into Well-being Week to learn more.

Unwind your Mind: Friday, 5/27 – 2:00 – 5:00PM
Join us on the Dartmouth Green. All Students, Staff, and Faculty are welcome to a day dedicated to mental health awareness, community care, peer to peer support and suicide prevention. Go to: Dartgo.org/Unwind-your-Mind for more information and to sign up for alerts.

ALL STUDENTS, FACULTY, AND STAFF WELCOME
UNWIND YOUR MIND
A DAY DEDICATED TO MENTAL HEALTH AWARENESS, SUICIDE PREVENTION, COMMUNITY CARE, AND PEER TO PEER SUPPORT
FRIDAY, MAY 27TH
2PM - 5PM
JOIN US ON THE GREEN FOR FUN, FOOD, AND MENTAL HEALTH RESOURCES
KNOW MORE AT DARTGO.ORG/UNWIND-YOUR-MIND

OnBase Unity Client Upgrade

Friday, May 20th, Finance eForms, the OnBase Unity Client and all other OnBase applications will be unavailable for the entire day due to a system upgrade. Please plan accordingly!

What is changing?

The user experiences will be basically unchanged. Very minor adjustments have been made to visual icons. The most significant changes are to processes that are not visible to end-users.

Following the Upgrade

The new OnBase Unity Client will be updated automatically for most users. This is done through a push to PC computers through Dartmouth's System Center Configuration Manager (SCCM). For those using Microsoft's Remote Desktop Services (RDS), the new Unity Client will be replaced and available.

If you have questions or experience an error with launching the Unity Client, go to the OnBase Unity Client EP5 Upgrade or the OnBase Unity Client EP5 Upgrade FAQ articles for additional guidance.

Records Management System (RMS) Online

Due to this upgrade, RMS Online will not be available on Friday, May 20th. As a result, Wednesday, May 18th will be the last day for Records Management Center deliveries/pickups until Monday, May 23rd. If you anticipate an urgent need for records during this timeframe, please contact the Records Management team.

Free COVID Tests – Express Scripts

Effective January 15, 2022, Dartmouth is covering the cost of 8 over the counter (OTC) COVID-19 tests per covered individual per month. The tests are covered by the prescription plan through Express Scripts. Please note that these home tests are not covered by Cigna. Claims are capped at $12 per test.

If you have any questions about the coverage, please contact Express Scripts at 877-788-5766 or visit https://express-scripts.com/#/login for more information.

Health Care Flexible Spending Account

Did you know? You may have money in a Health Care Flexible Spending Account managed by Sentinel Benefits that you can use to pay for certain health care expenses not covered by your health plan.

Due to COVID-19 provisions adopted by Dartmouth College, balances in a health care flexible account have been carried over. Go to www.sentinelgroup.com or call 888-762-6088 to find out more information.

Agiloft Contract Management Training via Zoom

Click on the date to register:

- Wednesday, June 8 from 1:00 - 2:30pm
- Wednesday, July 13 from 1:00 – 2:30pm

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

IRA Moving to the Cloud

IRA is moving to the cloud and will become available Monday, May 30th. The current IRA that is on-prem, meaning on our own servers, is still available through August, but the goal is to get 90% of users using the new IRA Oracle Analytics Cloud (OAC) platform by mid-June.

What is changing?

Overall, the user experience and functionality is essentially the same. There will be a new website link that will be made available on Finance's System website on May 30th. Other than that, there is a slightly different look and feel with a black and gray color palette and a different font. Otherwise, functionality is the same.

Notice for Catalog Users

If you create or edit IRA Catalog reports, please know that after Monday, May 16th, any changes to the on-prem Catalog reports will not automatically be carried to the IRA OAC. We encourage you to hold on creating new Catalog reports until you can do so within the IRA OAC.
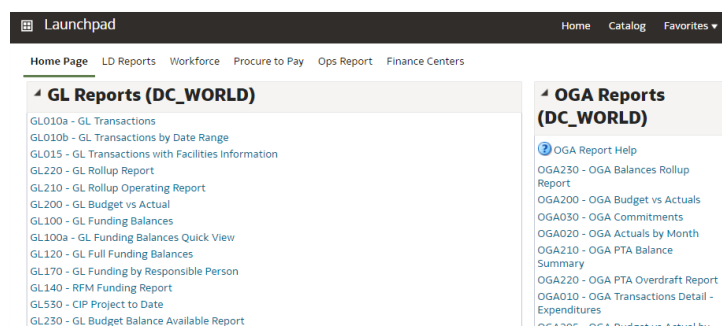
Sprintax for Account Payable Payments

Non-resident vendors, individuals, and students who are not yet set up in Sprintax, and who are receiving taxable payments through Accounts Payable will begin receiving invitations through Sprintax. By registering through Sprintax, this may help identify available exemptions which can save the payee and Dartmouth money, if done before payments are made. When submitting a Payment Request for a non-resident, we ask that you provide an email address so they can be invited to the Sprintax platform.

If a payee has registered through PaymentWorks, we will attempt to gather the required information through that process, however, we may still need to reach out to the payee for additional information required by Sprintax.

iExpense Preitemization Reminder

As travel and meals begin to ramp up we want to remind employees to check for automatic preitemizations on corporate card charges which result in Personal expenses that should be claimed as business expenses. This tends to happen with service fees, tips and taxes included in corporate card charges to restaurants, rideshare charges, Dartmouth Coach, Square charges, and others. If a transaction has been pre-itemized, it is indicated with a green checkmark in the "Pre-itemized" column when selecting your corporate card transactions for the expense report.

New System Access Form in Agiloft

Monday, June 6, Finance will launch the new System Access Form within the Agiloft system. The new process will streamline and automate the process for requesting employee access for Financial and HR systems and setting signature authority for approving contracts, purchase requisitions, and invoices. The system is designed to provide system access visibility, notifications, workflow, and reporting to improve efficiency and user experience as they move through the system access process.

Features:

- Automated approved routing, notifications, and reporting
- Clear indication of required fields and missing fields
- Copy prior system access profile to a new employee
- Detailed guidance for each system and access level
- Visibility to see the status of system access

Do you need to hire a graduating Dartmouth student for the summer?

If yes, please follow the three steps below for each person you're hiring, BEFORE they start their post-graduation work:

1. Create a hiring transaction with an effective start date between June 12, 2022 and July 9, 2022 (even if they already work for you) for each student employee graduating in June 2022.
2. Create a termination transaction with an effective date of September 30, 2022 or sooner for each student employee graduating in June 2022.
3. Instruct each of your graduated Dartmouth student employees (even those with Direct Deposit) to email Dartmouth.Payroll@dartmouth.edu to update their Payroll Mailing address so their checks/paystubs don't get sent to their student Hinman Box. (Every student Hinman mailbox is CLOSED after the student graduates and Hinman will not accept or hold their mail for pick-up.)
4. The graduated student employee is required to continue to record each shift in Kronos every time they work.

The Policy:

Pending federal employment eligibility, a Dartmouth student employee may continue to work for Dartmouth College for one term following the completion of their coursework.

Employment termination date must be no later than the dates noted below.

- Spring Term Graduates may work until September 30
- Summer Term Graduates may work until December 31
- Fall Term Graduates may work until March 31
- Winter Term Graduates may work until June 30

This practice allows students who worked before graduation to continue working for one full term past graduation. This opportunity is not available to students who have withdrawn from the college.

If a department has a business need to continue employment beyond the termination date noted above, the department must hire the individual using the standard Dartmouth College process through DORR.

2022 Finance Center Fiscal Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline
Cash Receipts		
Cash Deposits by 12:00PM	Cashier's Office	Thu, 6/30/2022
Journal Entries, Corrections, and Transfers (including AP Corrections)		
Financial Report Review for Corrections of transactions prior 5/31	Corrections and Journal eForm	NOW
Financial Report Review for Corrections of transactions prior 6/30	Corrections and Journal eForm	Wed, 7/6/22
Payables		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Wed, 7/6/22
Note: *new vendors and/or new contract for FY22*	Payment Request eForm	Thu, 6/30/22
Note: Clearly mark all Payment Requests either FY22 or FY23 to ensure it is applied to the correct fiscal year		
Student Prizes and Awards by 12:00pm	Student Prize & Awards eForm	Wed, 7/6/22
Payroll		
FY2022 Labor Reports Review for Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll MYLS eForm for Future Payroll	Mon, 6/13/22
FY2023 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2022 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, 6/10/22
FY2022 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, 6/17/22
FY2022 Last Day Biweekly PTO	Kronos	Sat, 6/18/22
PCard		
FY2022 Purchases Completed	PCard	Fri, 6/17/22
All FY2022 PCard Receipts	PCard eForm	Wed, 7/6/22
Purchase Order/Requisitions		
Purchase Requests		Wed, 6/29/22
Note: Goods or Services must be delivered by June 30th to be applied to FY2022		Thu, 6/30/22
Reimbursements/iExpense Reports and Corporate Card		
All Travel/Business Expense Payment Requests or Expense Reports with Cash Advances		Wed, 6/22/22
Dartmouth Students/Visitors Reimbursements		Wed, 7/6/22
Dartmouth Employee - Self Service*		Wed, 7/6/22
*Note: iExpense Expense Reports Approvals must be received by		Wed, 7/6/22
Dartmouth Employees - Finance Center creation of Expense Report for expense after 7/1/2022	Expense Report eForm	Wed, 7/13/22
Accelerated Payroll		
Biweekly Student Payroll, May 30th	**Responsible Person**	**Date**
Record all hours for 5/15 – 5/28	All Student Employees	Thu, 5/26/22
Time Detail Reports Run	Finance Center	Fri, 5/27/22 7:00am
Student Hours Reviewed	Student Supervisors	Fri, 5/27/22 11:00am
Finance Center Approval Complete	Finance Center	Fri, 5/27/22 4:00pm
Biweekly Payroll, July 4th	**Responsible Person**	**Date**
Record all hours for 6/19 - 7/2	All Biweekly Non-Union	Thu, 6/30/22
Time Detail Reports Run	Finance Center	Fri, 7/1/22 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, 7/1/22 11:00am
Finance Center Approval (Non-Union) Complete	Finance Center (Non-Union)	Fri, 7/1/22 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, 7/3/22 9:00am
Finance Center Union Approval Complete	Finance Center	Sun, 7/3/22 4:00pm

JUNE/JULY 2022 (FY 22) Year End Close Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13 Final Endowment Distribution	14	15	16 *Post student payroll (PE 6/11, checks dated 6/17)	17	18
19	20	21	22	23 *Post bi-weekly payroll for pay period ended 6/18, checks dated 6/24 * Post June Recurring Journals	24 *Post accrual for bi-weekly unpaid wages and fringes for June 19,20,21,22,23,24,25,26,27,28,29&30 *Nightly feed of ALL Satellite and Subsystems	25
26	27 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	28 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	29 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	30 *LAST DAY for CASH receipts to be processed for FY2022 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	1 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries *Post monthly payroll (PE 6/30, checks dated 7/1) *Post student payroll (PE 6/25, checks dated 7/1)	2
3	4 **4th of July Holiday**	5 **1st Close** *Nightly feed of Satellite and Subsystems *Post June Mass Allocation Journals	6 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	7 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	8 *Post Manual Journal Entries *LAST FY22 nightly feed of Satellite and Subsystems *LAST DAY to process SPUD Journal Entries *OGA Final Close for FY22	9 **Open New Year FY2023 in GL**
10	11 *Post Manual Journal Entries (LAST day for departments. Entries due by Noon) *Begin FY23 Nightly Posting of Satellite & Subsystem Feeds	12 **2nd Close** *Fiscal Officers only able to upload manual journal entries until Noon *Reverse June Mass Allocations Posted on 7/5 *Post final June Mass Allocations	13 *FY22 Open for Manual Journal Entries by Fiscal Officers Only	14 *FY22 Open for Manual Journal Entries by Fiscal Officers Only	15 *FY22 Open for Manual Journal Entries by Fiscal Officers Only	16
17	18 *FY22 Open for FUNDING Journals by Fiscal Officers Only	19 **FINAL FY 2022 CLOSE** *LAST DAY for FY22 FUNDING Journals by Fiscal Officers Only; all entries due by Noon	20	21	22	23
24	25	26	27	28	29	30

DARTMOUTH

Office of the Controller

7 Lebanon Street, Suite 302
Hanover, New Hampshire 03755
603-646-3011

TO: Fiscal Officers, Department Managers, and Administrators

FROM: Michael Barrett, Director of Financial Reporting

DATE: May 6, 2022

SUBJ.:   Fiscal Year Close - June 30, 2022

The following schedule for closing the accounting records for the fiscal year ending June 30, 2022 (FY2022) establishes appropriate procedures and deadlines for the processing of accounting transactions. These deadlines must be met for the transactions to be properly recorded in FY2022 (as appropriate) and for Dartmouth's financial statements to be presented completely and accurately. **Finance Centers may have earlier deadlines than those described here**. These deadlines allow them to complete processing and meet the institutional schedule. Those dates will be communicated directly by the Finance Centers.

Please be sure to first contact your Fiscal Officer or Finance Center if you have questions regarding specific deadline dates or yearend instructions or need assistance completing year end tasks for your area.

General questions concerning the fiscal year end close should be directed to Michael Barrett, Director of Financial Reporting (michael.p.barrett@dartmouth.edu) in the Controller's Office. Thank you in advance for your cooperation!

INDEX TO FISCAL 2022 (FY2022) CLOSING SCHEDULE

1. IMPORTANT DATES FOR FY2022 CLOSE

Date	Description	Responsibility	Deadline
MON, June 13	• Post final monthly Endowment Distribution for June	Accounting	5:00pm
THUR, June 16	• FY2022 posting of Student Labor Distributions and Payroll Liabilities for the period ended June 11, 2022 to GL and OGA	Payroll	5:00pm
THUR, June 23	• Post June Recurring Journals	Financial Reporting	5:00pm
	• Final FY2022 posting of Biweekly Labor Distributions and Payroll Liabilities to GL and OGA for period ended June 18, 2022	Payroll	5:00pm
FRI, June 24	• Post accrual for bi-weekly unpaid wages and fringes for June 19 - 30 to GL	Payroll	5:00pm
THUR, June 30	• Cutoff for FY2022 Cash Receipts to Cashier's Office	Departments	Noon
	• Cutoff for FY2022 Petty Cash Reimbursements to Cashier's Office	Departments	Noon
	• Cutoff for FY2022 Cash Settlement of Business Expense Reimbursements, Cash Advances, and other FY2022 Cash Disbursements to Cashier's Office **(Finance Centers may have earlier deadlines)**	Departments	Noon
	• Cutoff for June 2022 billing information to Campus Billing and DartCard Services (Accounts Receivable) -electronic	Departments	3:00pm
	-all other input	Departments	Noon
	• Cutoff for FY2022 Inventory (Cost Management) transactions	Departments/Finance Centers	5:00pm
	• Cutoff for FY2022 iProcurement transactions	Departments/Finance Centers	5:00pm
	• Final FY2022 posting of Real Estate Office rent transactions	Real Estate Office	5:00pm
FRI, July 1	• Final FY2022 posting of Banner transactions	Campus Billing and DartCard Svcs	5:00pm
	• Final FY2022 posting of bank transactions for June 30	Accounting	5:00pm
	• Final FY2022 posting of Monthly Labor Distributions and Payroll Liabilities to GL and OGA	Payroll	5:00pm
MON, July 4	• Observance of 4th of July Holiday		
TUES, July 5	• Labor Distribution Encumbrances brought to zero	Payroll	5:00pm
	• Receipt of all FY2022 Accounts Payable Invoices, Requests for Payment and Miscellaneous Income Payment Vouchers to be included in First Close must be received by the Finance Centers or Accounts Payable Department	Departments	Noon
	• Manual WebADI Journal Entries for First June close uploaded	Departments	Noon
	• Final FY2022 posting of Student Labor Distributions and Payroll Liabilities for the period ended June 25, 2022 to GL and OGA	Payroll	5:00pm
	• Final wage transfer posting to GL		4:00pm
	• Final FY2022 posting of gifts from Advance (except Annual Funds)	Advancement	6:00pm
	• Final FY2022 posting of UBS (utilities billing) transactions		4:00pm
	• Post Mass Allocations. (Includes final CLP)	Financial Reporting	4:00pm
	• **FIRST CLOSE Completed**		

THUR, July 7	• Deadline for annual gifts to Gift Recording Office	Advancement	9:00am
FRI, July 8	• Final FY2022 SPUD journals (cost transfers, etc.)		Noon
	• Final FY2022 OGA Close		4:15pm
	• Final FY2022 posting of annual gifts from Advance	Advancement	6:00pm
	• Final FY2022 posting of satellite and subsystems not already specified above		6:00pm
SAT, July 9	• FY2023 opened in General Ledger		
	• FY2023 transactions (July 1 to July 8) from satellites/subsystems and Oracle financial modules posted to GL and OGA.		
MON, July 11	• Last day departmental staff may upload WebADI Journal Entries. if using Finance Center please coordinate timing with them to enable posting to GL by this date.		Noon
	• Jun-22 period closed at 5 pm. (Beginning 7/9, WebADI journal entries for FY22 can only be uploaded during business hours (M-F, 8:30 am – 5 pm)	Financial Reporting	5:00pm
TUE, July 12	• Reverse July 5 Mass Allocations (except CLP)	Financial Reporting	5:00pm
	• Final FY2022 posting of Mass Allocations	Financial Reporting	5:00pm
	• Manual WebADI Journal Entries for Second Close uploaded	Fiscal Officers & designates	Noon
	• **SECOND CLOSE Completed**		
WED, July 13	• FY2022 Manual WebADI Journal Entries by Fiscal Officers Only	Fiscal Officers & designates	5:00pm
	• IRA Data Warehouse Second Close Reports available		
THUR, July 14	• FY2022 Manual WebADI Journal Entries by Fiscal Officers Only	Fiscal Officers & designates	5:00pm
FRI, July 15	• FY2022: Divisional Funding and Controller's Office Manual Journal Entries only		5:00pm
MON, July 18	• FY2022: Divisional Funding Manual Journal Entries by Fiscal Officers Only		Noon
TUE, July 19	• FY2022: Last day for Divisional Funding Manual Journal Entries by Fiscal Officers Only		Noon
	• **FINAL FY2022 CLOSE**		

2. PAYROLL

The following payrolls will be included with the **First Close** (July 5, 2022):

- ▪ monthly staff payroll paid on July 1, 2022 (for the period ended June 30, 2022)
- ▪ bi-weekly payroll paid on June 24, 2022 (for the period ended June 18, 2022)
- ▪ student payroll paid on June 17, 2022 (for the period ending June 11, 2022)
- ▪ student payroll paid on July 1, 2022 (for the period ending June 25, 2022)
- ▪ accrual for bi-weekly unpaid wages and fringes for 12 days for the nonexempt and union staff for June 19-30 (except for grants, Dartmouth Dining Services employees, and student employees)

It is extremely important that all FY2022 payroll corrections and transfers be processed as early as possible during the month of June. **Please check with your Finance Center for deadlines to submit wage transfers to be posted to the GL for FY2022.**

3. ENDOWMENT DISTRIBUTION

The FINAL monthly endowment distribution for June will be posted to the GL no later than Monday, June 13, 2022. The distribution amounts will be included in IRA reports on Tuesday, June 14, 2022.

Please contact Michael Barrett via e-mail if you have any questions regarding the endowment distribution.

4. GIFT RECORDING

Gifts dated and postmarked by June 30, 2022 or prior will be posted to the GL if the gifts are received and processed by the Gift Recording Office as follows:

- ▪ All gifts prior to the first close on Tuesday, July 5, 2022
- ▪ Annual fund gifts intended for FY2022 will continue to be processed through Friday, July 8. Receiving offices must deliver all annual fund checks to Gift Recording by 9:00 am on Thursday, July 7, for them to be included in the final deposit, entered in Advance, and included in FY2022 reports.

If you have any questions about processing specific gifts, please contact the Gift Recording Office at 646-0098 or Gift.Recording.Office@Dartmouth.edu.

5. MANUAL WebADI JOURNAL ENTRIES

The Controller's Office will maintain both FY2022 and FY2023 accounting records during the month of July. Departments are responsible for reviewing their GL and PTAEO strings to ensure that all FY2022 transactions have been recorded properly.

- • **Tuesday, July 5, 2022 - FIRST CLOSE** - All manual WebADI journal entries must be uploaded by **12 noon** to ensure adequate time for review and posting. Every effort should be made to include as many transactions as possible in the first FY2022 close.
- ▪ **Monday, July 11 -** Last day for department journals, must be uploaded by **12 noon**. Beginning July 12, WebADI entries for FY2022 can only be uploaded during business hours (M-F, 8:30 am – 5 pm).
- ▪ **Tuesday, July 12, 2022 - SECOND CLOSE** - All manual journal entries from Fiscal Officers and Finance Centers Only must be uploaded by **12 noon** to ensure adequate time for review and posting. No journal entries affecting other departments or the professional schools should be submitted after the Second Close. Any journal entries that need to be posted after this time will need to be discussed with the appropriate Fiscal Officer for their approval and uploaded to the GL by the Fiscal Officer or their designate only.
- ▪ **Wednesday, July 13, 2022** - Open for Manual Journal Entries by Fiscal Officers and designates only
- ▪ **Thursday, July 14, 2022** - Open for Manual Journal Entries by Fiscal Officers and designates only
- ▪ **Friday, July 15, 2022** - Open for Manual Journal Entries by Fiscal Officers and designates only
- • **Monday, July 18, 2022** - Manual journal entries from Fiscal Officers and designates for funding entries (transfers) only

• **Tuesday, July 19, 2022 - FINAL CLOSE** - - LAST day for manual journal entries from **Fiscal Officers and designates** for funding entries (transfers) only. All journal entries must be uploaded by **12 Noon.**

Manual journal entries uploaded during the year end close will be reviewed prior to being posted to the GL. Please be aware that if your manual journal entry triggers question(s) you must be available to answer the question(s) so that your journal can be posted. Any journal entry questions resolved by 4:00 p.m. will be posted that day.

6. CASH RECEIPTS AND CHECKS FOR DEPOSIT

CASH RECEIPTS
All FY2022 cash (currency and coin) received by departments must be dropped in the Cashier's Office drop slot in McNutt Hall **no later than Noon on Wednesday, June 30, 2022**, to be recorded as FY2022 income. The deposit must be accompanied by a Miscellaneous Receipt Form. Any *cash* received and deposited on or after July 1, 2022 will be recorded as FY2023 receipts.

DEPOSITS
All deposits made after June 30, 2022 will be posted to FY2023 through either the CASHIERING_DC or Cash Management sources. If deposits made in FY2023 are for FY2022 revenue, departments are responsible for processing manual journal entries to post revenue and A/R in FY2022 as indicated in section 16 DEPARTMENTAL REVENUE below.

Direct Depositors must adhere to these same policies for deposits for June revenue posted in July.

Credit Card Deposits must adhere to these same policies for deposits for June revenue posted in July.

Departments with cash clearing accounts must distribute the deposits and bring the balance of their cash clearing account to zero as of June 30, 2022. These manual journal entries must be uploaded to the GL by Monday, July 11.

Please note: no **CASH** settlements of FY2022 Business Expense Reimbursements or other FY2022 expenses will be allowed after June 30, 2022. For non-cash settlements of FY2022 items, see #9, Business Expense Reimbursement Forms and Cash Advance Settlements.

7. PETTY CASH SETTLEMENTS

In order to have petty cash expenses properly recorded in FY2022, custodians of petty cash funds must bring fund reconciliations and requests for reimbursement to the Cashier's Office by **Noon on Thursday, June 30, 2022**. Any petty cash fund that has been significantly depleted in FY2022 should be replenished by June 30, 2022.

8. ACCOUNTS PAYABLE

It is extremely important that accounts payable documents are submitted in a timely manner for processing and that payments are reflected in the appropriate fiscal year. *Only Invoices or Requests for Payment ("RFP") submitted through an OnBase eform for <u>materials received</u> or <u>services rendered</u> on or before June 30, 2022, can be treated as FY2022 expenses.* If you have received goods or services during FY2022 but have not received the invoice by mid-June, you should contact the vendor as soon as possible and have the invoice sent to invoice@dartmouth.edu for review and approval so that these invoices may be processed in a timely manner and recorded in the proper fiscal year.

The Finance Centers will process June (FY2022) invoices from July 1 through July 6, 2022. Invoices should be marked clearly with FY2022 or FY2023 based on when goods were received, or services rendered.

All FY2022 payment requests must be received in the Finance Center by Noon, Wednesday, July 6, 2022 to be included in the Second Close.
If you have questions concerning Accounts Payable dates or other information, please contact your Finance Center.

REMEMBER - goods and services received after June 30, 2022, are FY2023 expenses.

Please note that non-resident payment requests and wire requests require additional processing time. It is the responsibility of the department submitting the payment request to allow for sufficient time to process the request and respond to questions.

9. CASH ADVANCE SETTLEMENTS

Fiscal Officers and the appropriate administrators should ensure that all cash advances for FY2022 business expenses are settled by Noon. on June 30, 2022. No **cash** settlements of FY2022 business expenses will be allowed after June 30, 2022. However, Finance Centers will process FY2022 business expenses after June 30th for payment by check**. Please check with your Finance Center for their submission deadlines** so they can meet the final Accounts Payable posting deadline of July 6th.

10. P-CARD TRANSACTIONS

Procurement card transactions received into the system with a bank processing date prior to or on June 30, 2022, will be posted to the current fiscal year, FY2022, upon approval by the authorized person or Finance Center. To make sure these transactions post to FY2022, any unapproved transactions with the bank processing date of June 30th or prior will be automatically swept and posted to the current fiscal year, FY2022, on Wednesday, July 6, 2022.

Since not all vendors submit their credit card transactions in a timely manner, orders placed with a supplier after June 15, 2022, may not be received in the P-Card system in time for the transactions to be posted to the current fiscal year. If you have any questions please call Tammy Moffatt, Director of Procurement, (646-2846).

11. BUSINESS EXPENSE REIMBURSEMENTS

Any business-related expense occurring prior to July 1, 2022, should be recorded as an FY2022 expense.

a. iEXPENSE TRANSACTIONS (employees)

It is the responsibility of the cardholder/traveler to submit iExpense reports so that there is sufficient time for the report to be approved and audited, if selected. Since not all vendors submit their credit card transactions in a timely manner, expenses incurred after June 15, 2022 may not be received in the credit card system in time for the transactions to be posted to the current fiscal year. Corporate card transactions are not "swept" to the General Ledger – they must be submitted on an expense report through iExpense for the charges to hit a chart string or PTAEO string.

Corporate card transactions received into the iExpense system with a bank processing date prior to or on June 30, 2022 should be posted to the current fiscal year, FY2022. All iExpense reports for FY2022 need to be submitted by the close of business (5 p.m.) on Wednesday July 6th. Any expense report not submitted in iExpense by this time may not make it through the approval and audit process in time to be posted to FY2022 and will instead post to FY2023. Note: **NO** iExpense reports can be processed for FY2023 transactions until Monday, July 11th.   If you have any questions please call Tammy Moffatt, Director of Procurement, (646-2846).

b. PAYMENT REQUESTS (non-employees/students)

Payment Requests for FY2022 that are for non-employee or student business expenses should be submitted via an e-form no later than Thursday, June 30, 2022. **If submitting them to a Finance Center, please check on their deadlines as they may differ.**

12. FO&M WORK ORDER SYSTEM (FAMIS SYSTEM)

All invoices that have been received in June to be charged against "WO" or "SWO" numbers should be submitted to Work Control as you receive them, but no later than Friday, June 24, 2022. Please contact the vendor directly to request any outstanding invoices not received as of June 15, 2022. Corrections for transactions to "WO" or "SWO" numbers must be submitted to FOM by Wednesday, June 15, 2022 to allow adequate time to process through FAMIS and GL before the final close of the work order system. Labor charges through June 30, 2022 and all FY2022 invoices submitted for processing by July 1, 2022 will be charged to work orders and posted to the departmental chart strings through July 8th which is the last system feed for FY22. Please note this represents a change from previous years and work orders will continue to be processed until July 8th.

13. PROCUREMENT / ePROCUREMENT TRANSACTIONS

If you are planning any purchases which you would like to have invoiced in FY2022, please contact the appropriate personnel in Procurement Services now, so that they can work with suppliers to fulfill your requests. Please realize that rush orders at year end add an additional burden on everyone and generally include additional freight charges or handling fees. Audit requirements specify that the cost of any goods or services must be received or rendered prior to June 30 to be reported in FY2022. If you have any questions please call Tammy Moffatt, Director of Procurement (646-2846).

14. INVENTORY TRANSACTIONS

Inventory transactions from Central Stores, the FOM Stockroom, the Borwell Stockroom, and the Remsen Stockroom will be posted to FY2022 for transactions received through June 30th. Transactions received after the 30th will be processed as FY2023 transactions. If you have any questions please call Dana Kennedy, Stockroom Manager (ext. 6-2813).

15. ACCOUNTS RECEIVABLE

The cut-off for FY2022 input to Dartmouth's Accounts Receivable System for June billings will follow the usual month-end schedule. Electronic batch input must be submitted no later than 3:00 p.m. on Thursday, June 30, 2022. All other input must be submitted by 12:00 noon on June 30, 2022. If you have specific questions concerning the processing of items through the Accounts Receivable System, please email accounts.receivable@dartmouth.edu or contact Kathy Page (ext. 6-3291).

16. DEPARTMENTAL REVENUE

Payments not deposited or received before June 30, 2022 from sales of services or goods rendered by Dartmouth in FY2022 (and not billed through the Accounts Receivable System) must be recorded via manual journal entry as FY2022 accrued revenue (with appropriate documentation). **Please note that the minimum threshold for accrued revenue entries is $2,500 per item.** This entry will be reversed in FY2023 to offset the credit to the departmental chart string when the deposit or payment is received and processed - the effect on FY2023 revenue will be zero. If such receivables are not recorded in FY2022, the income will be recorded in FY2023 when the deposit or payment is received. If you have questions on whether or not certain income items should be recorded in FY2022 or other questions on the processing of year-end receivables (outside the Accounts Receivable System), please contact your Fiscal Officer or your Financial Reporting analyst in the Controller's Office [Gwendolen Gensler, Gwendolen.D.Gensler@dartmouth.edu; Susan Mockus, Susan.Mockus@dartmouth.edu; Emily Lopez, Emily.Lopez@dartmouth.edu; or Madeeha Ilyas, Madeeha.Ilyas@dartmouth.edu]. When reviewing journals the Financial Reporting department may request a written explanation, along with a Fiscal Officer's approval. Support for all accrued revenue items over $100,000 will need to be provided to the Financial Reporting team for the year-end audit.

17. PREPAID & ACCRUED EXPENSES AND DEFERRED INCOME

Transactions posted to the accounting system during FY2022 that represent FY2023 revenue or expense items should be deferred (carried over) to FY2023. **Please note that the minimum threshold for deferral entries is $2,500 per item.** REMEMBER: Revenue or expense items may only be deferred if they are true prepayments for activities that will occur in FY2023. These transactions *are not* transfers of unused budget dollars (which are generally prohibited).
Expenses for FY2022 that do not post to FY2022 can be accrued. **The minimum threshold for accruing FY2022 expenses is also $2,500**. When reviewing journals the Financial Reporting department may request a written explanation, along with a Fiscal Officer's approval. If you have questions please contact your Fiscal Officer or your Financial Reporting analyst in the Controller's Office [Gwendolen Gensler, Gwendolen.D.Gensler@dartmouth.edu; Susan Mockus, Susan.Mockus@dartmouth.edu; Emily Lopez, Emily.Lopez@dartmouth.edu; or Madeeha Ilyas, Madeeha.Ilyas@dartmouth.edu]. Support for all prepaid expenses, accrued expenses and deferred revenue items over $100,000 will need to be provided to the Financial Reporting team for the year-end audit.

18. TRANSFERS AND TRANSACTING WITH RESTRICTED FUNDINGS

To facilitate year-end closing, the following transactions will be allowed, but only by divisional/school fiscal officers and only after July 11:

Journal Entry Process
- Fiscal officers will need to include the following standard wording in the journal name so that those doing Journal Entry review can easily identify these transactions. Remember that the Batch Name and/or Journal Name must begin with the name of the person doing the entry, and must include one of the following:
  - o Reclass Spending
  - o Replenish Funds to Cover Deficit
  - o Utilize Restricted Income
  - o Transfer to Designated (only after approval – see "Unrestricted Designated Funding values" below)
- To make the journal entry review process as efficient as possible:
  - o Remember transfer entries must include the offset string in the "Additional Line Info 1" field in the webADI template.
  - o Do not combine transfer entries with other types of entries (corrections, etc).

Transacting with Restricted Funding Values (gifts and endowment distribution reserves)
- For restricted fundings in a surplus position, transfers into these fundings are not allowed. If there are expenses in these fundings that need to be paid for by another funding, those expenses should be moved out of the restricted funding using the string (including natural class) that the spending originally occurred on. This may be done with a manual journal entry (excluding compensation natural classes). (Journal Name should include "Reclass Spending".)
- Restricted fundings in a deficit position must be brought into balance. To do this, credit the exact expense chart string (including natural class) in the deficit funding and debit the chart string (including expense natural class) in another funding with a sufficient surplus balance. (Journal Name must include "Reclass Spending"). Transfers into the deficit funding (using a transfer natural class) may not be used *except for highly unusual circumstances.* If you believe you have a situation that requires funds to be transferred in, please contact your journal entry reviewer *prior to uploading the entry*.   In the rare cases where these transfers can be allowed, the offset string needs to be included and the Journal Name should include "Replenish Funds to Cover Deficit". In addition, for RFM 3 endowment fundings, the transfer in must use an activity on which the spending occurred.
- **Transfers into or out of RFM 4 fundings are not allowed**.

Unrestricted Designated Funding values (reserves)
- For College-Only and Auxiliary operations (Entities 20 and 21): Any requests to carry over budgeted funds into designated fundings will be made at the year-end closing meetings. Decisions on these requests will be made by the Provost, EVP and President with recommendations by the CFO, in most cases after the year-end closing meetings. The Journal Name should include "Transfer to Designated".

19. IRA DATA WAREHOUSE REPORTS

Wednesday, July 6   IRA Data Warehouse First Close Reports available

Wednesday, July 13   IRA Data Warehouse Second Close Reports available

Wednesday, July 20   IRA Data Warehouse Final Close Reports available

Reports to be used to determine ending budget vs. actual results and funding balances:
- Use Ops report or budget vs. actual analysis and review with Budget and Planning Office
- Use RFM Funding Report for the following:

- o To identify all Category 2 Endowment Distribution and Gift fundings with unspent balances. All amounts for Category 2 fundings should be moved into Subvention, ideally using a specific Activity value. This can be done with a transfer and should happen as soon as possible.
  - o To review spending in Category 3 and 4 Endowment Distribution and Gift fundings.
  - o To identify all Endowment distribution and Gift fundings with a deficit balance. Any overdrawn fundings must be replenished as early as possible. See above for allowable transactions.
- Use GL Funding Balances report to identify all unrestricted designated and gift fundings with a deficit balance (funding ranges 160000-304999 and 535000-634999). Any overdrawn fundings must be replenished as early as possible. See above for allowable transactions.

20. PBCS REPORTS

The PBCS (Hyperion) reports used for closing meetings will be sent out from the Budget and Planning Office after the first close on July 5, 2022 and can be refreshed to be used at the Division closing meetings that will be scheduled starting July 20, 2022.

21. SPONSORED PROJECTS (GRANTS & CONTRACTS) EXPENSES

All sponsored activity to be recorded in FY2022 must be submitted by the dates established in this memo for each type of transaction. Cost share transactions on all sponsored projects should be reviewed and corrections made prior to June 30th due to the impact on departmental budgets. The last day for SPUD entries to be uploaded for sponsored project strings (PTAEOs) is July 8, 2022. THE FINAL FY2022 CLOSE FOR OGA WILL BE FRIDAY, JULY 8, 2022. All balances as of June 30, 2022 after the final OGA close for on-going sponsored accounts will be carried over to FY2023 and subsequent activity will be recorded in FY2023. This carry-over maintains the continuity of project accounting by providing a project-to-date balance which may span several fiscal years. If you have questions concerning year end activity, please contact your Sponsored Research Manager or Rebecca Clogston at rebecca.m.b.clogston@dartmouth.edu.

22. LISTING BY SOURCE OF LAST DATE OF POSTING TO THE GL IN FY2022:

All satellite and sub-systems will be "hard-closed" according to the schedule below. This means there will be no more FY2022 system transactions after the published final feed date for each system

SYSTEM NAME	DESCRIPTION	LAST DATE
ADVANCE_DC	Gift Transactions (dated 6/30/2022 or prior)	July 2, 2022
ADVANCE_DC	Gift Transactions (Annual Funds Only)	July 8, 2022
Assets	Oracle Fixed Assets	July 9, 2022
Cash Management	Bank Transactions - Direct Deposits, Credit Cards	July 1, 2022
BANNER_DC	Banner Billing Transactions	July 1, 2022
CASHIERING_DC	Cashiers Office - Cash, Petty Cash, etc.	June 30, 2022
CASHIERING_DC	Cashiers Office – Checks with June dates	June 30, 2022
CBORD_DC	Dartmouth ID Charges (meals)	July 8, 2022
COMPUTERSTORE_DC	Purchases from Computer Sales & Services	June 30, 2022
CONTROLLER_DC	Adjusting Journal Entries by Controller's Office	July 8, 2022
COSTTRANSFER_DC	Grant Cost Transfer Journal Entries	July 8, 2022
Cost Management	DC Inventory (Stockrooms) System	June 30, 2022
CTPAYER_DC	Participant Fees for research subjects	July 8 2022
DAILYDARTMOUTH_DC	Student Newspaper Subscription/Advertising/Fees	July 8, 2022
DEPTRECLASSRECHG_DC	Departmental Reclassifications; Recharge Centers	July 8, 2022
DINING_DC	Dining Services manual billing	July 8, 2022
DPMS_DC	Dartmouth Printing and Mailing	July 8, 2022
EFS_DC	Endowment Distribution Transactions	June 14, 2022
ESG_DC	Security Gifts	July 8, 2022
EVENTSBILLING_DC	Room reservation billing	July 8, 2022
FAMIS_DC	FOM Work Orders	July 8, 2022
FWSALLOC_DC	Federal Work Study Allocation of Labor	July 8, 2022
GSMSHAREDSVC_DC	Geisel Facilities Shared Services	July 8, 2022
HANOVERINN_DC	Rooms and Meals charges at Hanover Inn	July 8, 2022
IWMSREO_DC	Planon – Rental Housing Transactions	June 30, 2022
LIBRARY_DC	Library Charges for Sponsored Projects	July 8, 2022
LOANSYSTEM_DC	Student Loan Entries	July 8, 2022
Manual By Departments	Web ADI Journal Entry	July 11, 2022
Manual By Fiscal Officers/Fin Ctrs	Web ADI Journal Entry	July 19, 2022
MassAllocation – First Close	Monthly Mass Allocation entry (final CLP)	July 5, 2022
MassAllocation – Second Close	Monthly Mass Allocation entry	July 12, 2022
OLD (Labor Distribution)	Labor Distribution - Biweekly	June 24, 2022
OLD (Labor Distribution)	Labor Distribution - Monthly	July 1, 2022
OLD (Labor Distribution)	Labor Distribution - Student	July 1, 2022
OSPADJUST_DC	Office of Sponsored Projects Adjusting Entries	July 8, 2022
Payables	Accounts Payable Transactions	July 8, 2022

Payroll	Payroll transactions - Biweekly	June 25, 2022
Payroll	Payroll transactions - Monthly	July 1, 2022
Payroll	Payroll transactions - Student	July 1, 2022
PCARD_DC	Procurement Card transactions	July 8, 2022
PROCUREMENT_DC	Procurement Adjustments	July 8, 2022
Projects – Burden	Grants Accounting (OGA)	July 8, 2022
Projects - Miscellaneous Trans	Grants Accounting (OGA)	July 8, 2022
Purchasing	Receiving of Purchase Order Items	July 8, 2022
Receivables	Sponsored Projects Accounts Receivables	July 8, 2022
Recurring	Monthly Recurring Charges/Entries	June 27, 2022
SRVCTR_ASAPPARATUS_DC	Service Ctr A&S Apparatus Shop	July 8, 2022
SRVCTR_ASBIOMICROS_DC	Service Ctr A&S Biology Dept Microscopy Facility	July 8, 2022
SRVCTR_ASCRYS_DC	Service Ctr A&S Crystallography	July 8, 2022
SRVCTR_ASELECSHOP_DC	Service Ctr A&S Science Division Electronic Shop	July 8, 2022
SRVCTR_ASEM_DC	Service Ctr A&S Electron Microscope	July 8, 2022
SRVCTR_ASMRI_DC	Service Ctr A&S MRI Facility	July 8, 2022
SRVCTR_ASNMR_DC	Service Ctr A&S NMR Facility	July 8, 2022
SRVCTR_CCMR_DC	Service Ctr Prov Ctr Comp Med & Res	July 8, 2022
SRVCTR_DMSCECSCOMP_DC	Service Ctr DMS CECS Computing	July 8, 2022
SRVCTR_DMSCPDE_DC	Service Ctr DMS CPDE	July 8, 2022
SRVCTR_DMSDBSF_DC	Service Ctr Geisel Freezer Farm	July 8, 2022
SRVCTR_DMSINFMATIC_DC	Service Ctr DMS Informatics	July 8, 2022
SRVCTR_DMSNCCCSHARSVC_DC	Service Ctr DMS Norris Cotton Cancer Center	July 8, 2022
SRVCTR_ITSERVICES_DC	Service Ctr Prov ITC Services	July 8, 2022
THAYERSTUDENT_DC	Grant Funded Thayer Student Tuition and Fees	July 8, 2022
TRAVEL_DC	Travel Leaders travel transactions	July 8, 2022
UTILITIESBILLING_DC	Steam Utilities	July 5, 2022
UTILITIESBILLING_DC	Electric Utilities	July 5, 2022
UTILITIESBILLING_DC	Chiller Utilities	July 5, 2022
WorkOrderAdj_DC	Adjustments for FAMIS Related Transactions (WO)	July 8, 2022