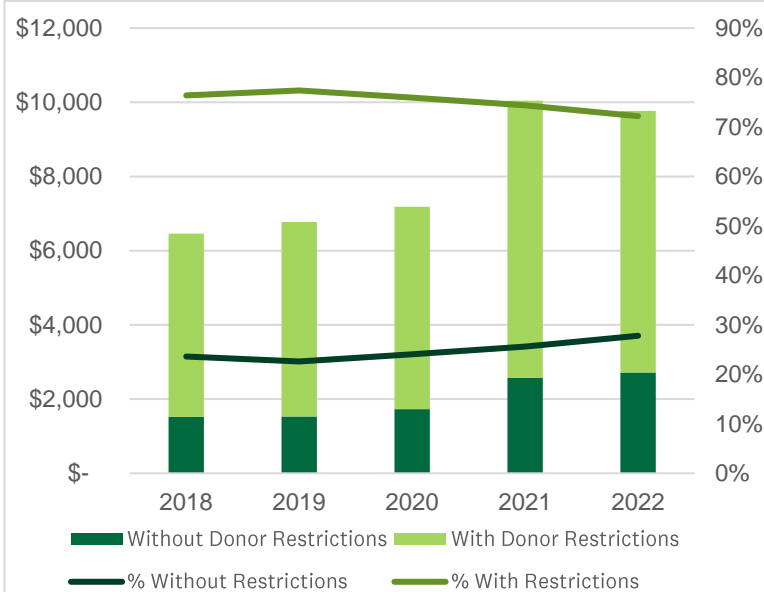


Finance & Admin Update

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

Chart of the Month

Net Assets by Donor Restriction (in millions of dollars and percent of total)



Fiscal Year 2018 – 2022 [Dartmouth College Financial Statements](#)

Dartmouth's [2022 Financial Statements](#), released earlier this month, are available on the Finance website. The Financial Statements provide a detailed snapshot of Dartmouth's financial health, as well as insight into financial performance, operations, and cashflow. They provide a comparative overview and information on Dartmouth's assets, liabilities, endowments, investments, revenue, and expenses.

Fiscal Year 2022 saw a slight reduction in total net assets with market fluctuations, however we also saw an increase in the flexibility with our net assets without donor restriction increasing to 28% of total net assets. This is a growth of 5% over the past 4 years. Net assets without donor restriction include all resources that are not subject to donor restrictions and therefore may be used for any purpose in furtherance of Dartmouth's mission. Net assets with donor restrictions carry restrictions on how the funds may be used by the donor and are typically designated for a specific program or purpose.



Safety and Security Celebrates 75 Years of Service!!

Congratulations to the Department of Safety and Security as they celebrate 75 years of commitment to keeping our Dartmouth campus and community safe!

Welcome New Finance & Admin Colleagues!

Jennifer McCoy, Senior Compensation Analyst
Tatiana Londoño, Compensation Analyst

Dartmouth's United Way Campaign has begun!

[Dartmouth's United Way Campaign](#) is underway!! When the Dartmouth community unites to support its neighbors, incredible things happen.

LIVE UNITED



Granite United Way

Power of Community Kick-off Event

November 16, 11:30 – 1:30,

Grand Ballroom, Hanover Inn

Connect with local non-profits and colleagues, learn about volunteering opportunities, enjoy chili and cider, enter for raffles, and more.

Dartmouth makes it easy to give via a one-time donation or payroll deduction, and you can easily designate your gift to any specific non-profit agency, program, or focus area. [Click here to access the Ways to Give site](#). NOTE: The last date to request payroll deduction is Wednesday, December 14, 2022 (deductions begin in January, 2023).

Interested in volunteering? Use your [Volunteer Time Off Benefit](#) and join us at the **Make an Impact: Volunteer Workshop**, December 7, 12:00PM at South Fairbanks or Zoom, [Register today](#).

Upcoming Dates – Mark your Calendars

Accelerated Thanksgiving Payroll

Thursday, 11/17, 4:00PM - All Biweekly hours recorded

Friday, 11/18, 7:00AM – Supervisor Time Detail Reports sent

Friday, 11/18, 11:00AM – Corrections & Approval Complete

See page 2 for more Thanksgiving deadlines and details.

Identity Management Upgrade: December 1 – 4

Dartmouth is upgrading the identity and access management System from Thursday, December 1 – Sunday, December 4! Any new employee or changes to existing employee profiles in HRMS records will not be reflected until the replacement is complete. If you have an urgent issue during this time, please submit a ticket at [services.dartmouth.edu](#).

Fall Finance Information Forum: November 30

Wednesday, November 30, 10:00AM via Zoom. Join us for the most recent updates on policies, processes, and projects. Click [HERE](#) to register to receive the meeting invitation.

SEO Supervisor Roundtable: December 1

Thursday, December 1, 11:00AM via Zoom. Join us for this session to discuss COVID Lost Time, preparing for the new student Employment System, and more. Click [HERE](#) to register to receive the meeting invitation.

Invoice Requirements Reminder

Dartmouth encourages all vendors to submit invoices to invoice@dartmouth.edu. This ensures all invoices are pulled directly into OnBase for processing and records retention and allows for the Finance Centers to efficiently create the Payment Request eForm and route it to the appropriate department submitter for a chart string and approval.

The Finance Centers are experiencing unprecedented volume of transactions and with higher volumes of transactions, are seeing a large volume of invoice requests with incomplete fields or missing information, which is slowing down processing.

Invoice Requirements and Best Practices for Vendors:

Each invoice should be a separate attachment. It is ok to have multiple invoices attached in a single email.

Clearly identify:

- Bill To: **Dartmouth College** (must be on the invoice)
- Invoice Number (a unique number for each invoice)
- Invoice Date
- Invoice Amount Due
- PO Number (if available)
- Contract Number (if available)
- WO Number (if working with Campus Services or FO&M)
- Description of product or service
- Department Contact
- Department

Do not send:

- Multiple invoices within a single attachment
- Payment inquiries or correspondence
- Credit Card Receipts
- Solicitations and Advertisements

Duplicate Invoices

If you receive an invoice from a vendor, please check the email header to ensure they have not submitted it to invoice@dartmouth.edu, before creating a Payment Request eForm for the invoice.

When vendors submit invoices to invoice@dartmouth.edu and the department creates a Payment Request eForm for the same invoice, two requests for payment are created in the system. This then requires research by the Finance Center to determine if the invoices are truly duplicate, how two invoices were created in the system, and which one should be deleted. This slows down processing generally and may slow down issuance of payment to the vendor.

Spotting and Removing Pre-itemization

As a reminder, be on the lookout for pre-itemized expenses. iExpense attempts to assist users by pre-itemizing some expenses as a Personal Expense. These are indicated within the system as checkmark in the Pre-itemized column of the Corporate Card Transactions screen. For additional guidance, go to this [“Pre-Itemization Removal in iExpense”](#) video.

To correct this when an expense should not be itemized as “Personal”:

1. Click the “Details” box on the end of the transaction line
2. Click “Itemize” on the Line Detail page
3. Click “Remove Itemization” in the lower-right corner



Accelerated Thanksgiving Deadlines

Biweekly Non-Union Employees Record all hours for 11/6 -11/19	Thursday, 11/17, 4:00PM
Time Detail Report Sent to Supervisors	Friday, 11/18, 7:00AM
Biweekly Non-Union Supervisors Complete Corrections and Approvals	Friday, 11/18, 11:00AM
Finance Center Non-Union Approval Complete	Friday, 11/18, 4:00PM
Union Payroll Supervisors Complete Weekly Union Approvals	Sunday, 11/20, 9:00AM
Finance Center Approval Complete	Monday, 11/21, 9:45AM
All PCard eForms submitted	Friday, 11/18
All Payment Request eForms submitted	Friday, 11/18
Last AP Run: check printing/mailing/ACH	Wednesday, 11/23

Recording the Thanksgiving Holiday

All Regular Non-Exempt employees NOT working will need to: Record the Holiday Pay “Hol” for Thursday, November 24th and Friday, November 25th.

+	×	Thu 11/24	Hol	7.5
+	×	Fri 11/25	Hol	7.5

Upcoming Training through Zoom

Agiloft Contract Management System Training

- [Thursday, November 17, 1:00 – 2:30 PM](#)
- [Thursday, December 15, 1:00 – 2:30 PM](#)

OnBase Unity Client Training

- [Wednesday, December 7, 9:00 – 10:00 AM](#)

Click on the dates to register and use netid@dartmouth.edu in the email field.

Coming Soon: Updated Property, Plant and Equipment Policies

We are pleased to announce that the updated Property, Plant, and Equipment Policies (PP&E), Appendices, and Forms will be coming very soon.

These updated documents align the policy name with the policy content, define common terminology, clarify roles and responsibilities, and provide processing guidelines.

Please review these policies if you request, submit, approve, or upload Oracle purchase requisitions or procure goods through any other method, if you are a central, departmental, or divisional staff person with procurement or financial responsibilities, or if you are a departmental property manager/custodian.

The PP&E policy team will host information forums within the next few weeks. Look for dates and registration details in the Vox Daily and on the Finance Division website. Contact [Art Hanchett](#), [Emily Lopez](#), or [Susan Mockus](#) with any questions or to request a policy review session.

See below for a list of affected policies, appendices, and forms.

- **Property, Plant and Equipment Policy (ID 024-0001)**

Previously: Capitalization Equipment Threshold Policy. This is the main policy that clarifies organizational responsibilities by role, provides a definition of property by type, and specifies the proper treatment for costs incurred for the procurement of equipment and other assets, including, fabricated equipment, new construction, renovations, improvements, and maintenance projects.

- **Constructed and Fabricated Asset Policy (ID 024-0006)**

Previously: Capitalization Policy (024-0006) and Fabricated Equipment Policy (024-0009). This policy aids project managers and others in distinguishing between capital and non-capital costs, determining the proper accounting treatment for those costs, and in specifying the process to set up capital or fabricated projects.

- **Moveable Equipment Inventory Policy (ID 024-0011)**

This policy outlines the requirements for the tracking and physical inventorying of moveable equipment/assets with an acquisition cost of \$5,000 or more and a useful life greater than one year.

- **Property Disposition Policy (ID 024-0008)**

Previously: Disposal Policy. This policy clarifies organizational responsibilities by role, provides requirements by disposition type (donation, sale, trade-in, recycle, scrap or salvage), and defines the proper methods of cost recovery.

- **Computer Transfer Policy (ID 024-0007)**

This policy provides guidance for the sale, donation, or transfer of Dartmouth-owned computers or hardware to or from Dartmouth faculty, staff, fellows, students, visitors, and external entities.

Updated Appendices

- Appendix A Definitions
- Appendix B Useful Life and Depreciation
- Appendix C Additional Guidance for Specific Types of Equipment
- Appendix D Procurement Decision Tree
- Appendix E Property Plant and Equipment Thresholds
- Appendix F Constructed Asset
- Appendix G Trade in and Credit Processing
- Appendix H Capital Projects Natural Class Guidance
- Appendix I Corrections to Chart String or PTAE0

Updated Forms

- CIP Account Setup Form
- Componentization Template
- Disposal Request Form
- Equipment/Asset Transfer Request Form
- Equipment Off Campus Request Form
- Equipment Onboarding Form
- Intent to Fabricate Request Form
- Materials Management Disposal Request Form
- Vehicle and Equipment Transfer Form