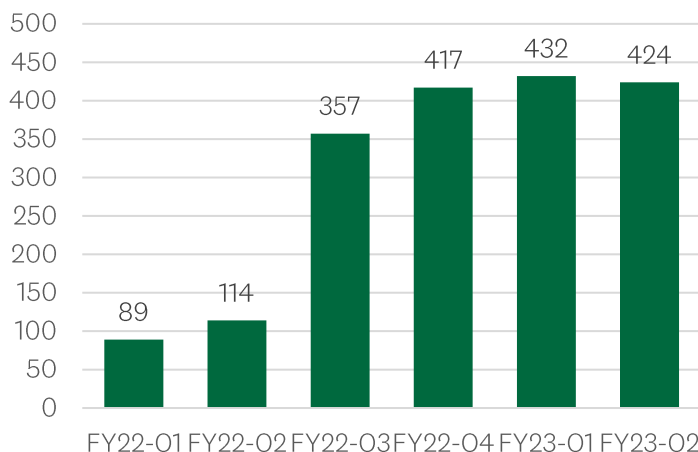


Finance & Admin Update

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

Chart of the Month

Agiloft Procurement Contract Volumes (FY2022 and 2023 Comparison)



FY2022, Q1 – FY2023, Q2 Agiloft Contract Management System Counts

The Agiloft Contract Management System was fully implemented in January 2022. Since implementation, over 1800 procurement contracts with an average of more than 400 quarterly. We appreciate everyone's effort in learning the new system, and input in helping us continuously improve processes associated with this system.

DocuSign is Coming Soon for Agiloft Purchasing Contracts

DocuSign eSignature platform is document signing software that can legally and securely collect signatures online in minutes and will interface with the Agiloft Contract Management System. By using the DocuSign platform, Contract Managers will not need to shepherd documents through the signature process and neither the Vendor or authorized signers will have to download and open attachments and figure out how to sign it (whether electronically or in ink), resave it to their computer and reattach it to the email to route back to Agiloft. DocuSign will automate the routing of the contract for signature and deliver the fully executed contract to Agiloft.

As a signer, you will still receive an email, but there will not be any attachments. You will just have to click on the link in the DocuSign email and from there your web browser will open the document for you to review and sign right in the browser. That's it! No more downloading, signing, saving, and emailing.

For more information about signing with DocuSign, go to: [DocuSign eSignature: How To Sign a Document.](#)

Happy New Year & Best Wishes for 2023!!

Standard Mileage Rate Increases in 2023

The IRS announced an increase in the [standard mileage rates for 2023](#) for expenses incurred on or after January 1, 2023 for the remainder of the year. Dartmouth has adopted the standard mileage rates for the use of a personal vehicle as follows:

- 65.5 cents per mile for business miles driven
- 22 cents per mile for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

Next Gen JobX Implementation

Beginning the Week 1/16:

Monday, 1/16 – **All Student Supervisors** begin requesting access. Watch this video on: "[Requesting Access for Dartmouth Supervisors](#)" and go to: dartgo.org/studentjobs.

Tuesday, 1/17, 11:00 AM – Next Gen Show-n-Tell via Zoom

- Register at: dartgo.org/jan17

Thursday, 1/19, 11:00 AM – Next Gen Show-n-Tell via Zoom

- Register at: dartgo.org/jan19

Beginning the Week 1/23:

Monday, 1/23 – Begin creating jobs in JobX

Need Help?

Join one of our weekly **Next Gen Help Drop-in Sessions** via Zoom **beginning 1/24** at: dartgo.org/nextgenhelp

- Tuesdays, 1:00 – 2:00 PM
- Wednesdays, 9:00 – 10:00 AM
- Fridays, 10:00 – 11:00 AM

Upcoming Training through Zoom

Agiloft Contract Management System Training

- [Thursday, January 19, 1:00 – 2:30 PM](#)
- [Thursday, February 16, 1:00 – 2:30 PM](#)

Employee Time Management Supervisor Training

- [Monday, February 13, 3:00 – 3:45 PM](#)
- [Wednesday, February 15, 2:00 – 2:45 PM](#)

OnBase Unity Client Training

- [Wednesday, January 18, 9:00 – 10:00 AM](#)
- [Wednesday, February 8, 9:00 – 10:00 AM](#)

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

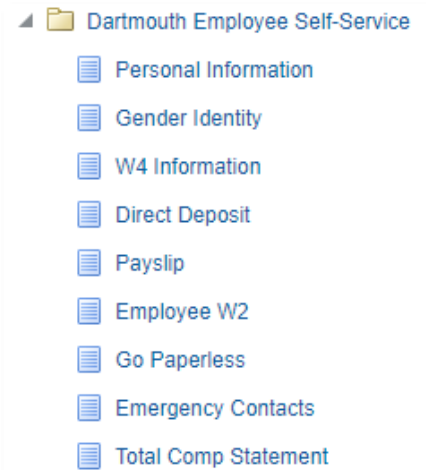
Go Paperless in 2023

Finance's mission is to "efficiently deliver high quality services and information, when and where they are needed" and maintain a culture of continuous improvement, with an eye toward reducing waste, and increasing efficiencies. With this in mind, we are consistently looking for ways to reduce the need for paper handling, from cash and checks to invoicing and statements.

Whether you receive paper checks, payslips, or W2's from Payroll or checks from Accounts Payable or need to reimburse Dartmouth for expenses charged to your PCard, corporate card, AP overpayments, or unused cash advance balances, we have an electronic solution for you!

Direct Deposit for Payments from Dartmouth - Set up Direct Deposit for All Payments (Payroll and AP)

1. Click on Dartmouth [Employee Self-Service](#) and select **Direct Deposit**.
2. Select **Add Deposit Payment** in the Employee Payment section. *Hint: Have your bank routing number and account number available – this information is on the bottom of your bank account checks.*
3. Complete the required fields.
4. **Preferred AP Account:** Enter **Yes** if you would like to select this account for direct deposit for other payments made to you through accounts payable (expense reimbursements, loans, etc.) or if you would like these payments to go to a different account, see [Setting Up Direct Deposit for Accounts Payable](#).
5. Click **Apply**.



Go Paperless for Payroll Payslips & W2

1. From the main menu, select **Go Paperless**.
2. In the Go Paperless Screen, you will need to actively update each of the document types that you no longer wish to receive in paper form. The annual Federal W2 Tax form has two selections that must be updated, the W2 and the W2C (which is only issued if a correction is made). The Employee Payslip has one selection.
3. Select one line at a time and click **Update**.
4. Select **No** in the Paper dropdown field if you wish to select the paperless option. Be sure that **Yes** is selected in the Online dropdown field. Then click **Apply**.
5. Repeat this process for each document type that you no longer wish to receive in paper form.
6. Each Document Type you update will have the word "Updated" on the line when you return to the main screen.
7. Once you've made all your changes, click **Next**.
8. Click **Submit** on the Review screen to complete the changes.
9. You will then receive a confirmation message. Click **Home** to return to the main menu.

Don't have a U.S. Bank Account for Payroll Direct Deposit?

No Problem! Sign up for the U.S. Bank Focus Card for your Payroll payments.

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: The 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. To learn more log into your account at U.S. Bank Focus.



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

Student Digital Payments

The payment method for all student payments submitted on the Payment Request and Student Prizes and Awards eForms and processed through Accounts Payable is defaulted to J.P. Morgan Chase digital payments. Unless the Payment Request or Student Prizes and Awards eForm indicates International Wire or Pick-up Check, the student will receive a notice from J.P. Morgan Chase to accept their payment electronically through either ACH or Zelle.

For more information on student digital payments, go to: [How to Pay Students](#) site, with a complete [FAQ for Student Digital Payments](#) and updated [Student Payments Guidelines](#). We encourage departments to let students know that students will receive an email notification from J.P. Morgan Chase when they have a payment issued.

Go Paperless with Payments to Dartmouth

Returning Funds to Dartmouth College

When returning funds to Dartmouth for personal or other unallowable expenses charged to a corporate card or procurement card (P-Card), or unused advances, it is important to return these funds as soon as possible. We make this easy by accepting debit and credit cards through our [Returning Funds to Dartmouth College](#) website.

Special guidance is provided depending on the purpose of the return.

Personal Expense charged to a Corporate Card

- **Invoice Number:** Enter the OIE number
- **Description:** Person expense for [corporate cardholder name]
- **Card Number:** Enter your personal card number
- **Expiration Date:** Enter the expiration date from your personal card
- **First Name:** First Name of the Cardholder
- **Last Name:** Last Name of the Cardholder
- **Zip Code:** this should be the zip code of the billing address on the card
- **Email Address:** enter your email address to obtain confirmation of your payment

Personal Expense charged to a PCard

- **Invoice Number:** Enter the PCard eForm OnBase number
- **Description:** Provide the Chart String where the PCard Transaction posted
- **Card Number:** Enter your personal card number
- **Expiration Date:** Enter the expiration date from your personal card
- **First Name:** First Name of the Cardholder
- **Last Name:** Last Name of the Cardholder
- **Zip Code:** this should be the zip code of the billing address on the card
- **Email Address:** enter your email address to obtain confirmation of your payment

Unused Advance Funds

- **Invoice Number:** Enter the Payables Advance OBCA Number
- **Description:** Provide the name of who was issued the advance
- **Card Number:** Enter your personal card number
- **Expiration Date:** Enter the expiration date from your personal card
- **First Name:** First Name of the Cardholder
- **Last Name:** Last Name of the Cardholder
- **Zip Code:** this should be the zip code of the billing address on the card
- **Email Address:** enter your email address to obtain confirmation of your payment

Receive Credit Card Payments Using our Central Merchant Account

The Finance Central Merchant Account has been set up to assist departments with accepting credit card payments from external organizations on an ad hoc basis. If your department or program provides a billable service less than 5 times per month or needs to accept registration payments for a one-time event, request to use our Central Merchant account. Go to our Merchant Account site for more information using our [Central Merchant Account](#).

Receive Electronic Payments from Vendors

Some vendors prefer to send funds electronically, which saves them time, money, and paper. If your vendor has decided to go with Electronic Payments (wire or ACH) instead of checks, contact [Institutional Accounting](#) for instructions and authorization. All ACH/EFT type transactions are processed differently and often require an authorization form to be completed or an online account established. Departments should **not** complete these forms but instead forward them to [Institutional Accounting](#).

Departments expecting a payment by wire transfer, ACH or EFT should send a notification to [Institutional Accounting](#) and provide the following information:

- Name of Sender – Individual person or company name or sending bank name
- Expected Amount – If the exact amount is not known, provide estimated dollar amount
- Expected Date – If this is known
- A copy of the Invoice
- Chart string(s) – including all 6 segments – for funds to be posted in GL

PCard eForm Update

Effective January 16, the “Vendor Name” and “Receipt Date” are required fields on the [PCard eForm](#). Populating these two fields will allow all OnBase users to search transactions by vendor and date of purchase and improve reporting capabilities.

The screenshot shows the PCard eForm interface. At the top, there are fields for 'Receipt #', 'Business Purpose', and 'Purchaser If Not Cardholder'. Below these are 'Vendor Name' and 'Receipt Date' fields, both marked with red arrows. The 'Receipt Date' field has a note: '(Used for PTAE0 Validation if entered)'. At the bottom, there is a table for 'Item Totals' with columns for '#', 'Chart Type', 'Chart String', 'Amount', and 'Dist %'. A green button labeled 'Add Additional String' is located at the bottom left of the form.