

Finance & Admin Update

The latest news, updates, and announcements from Finance, Finance Centers, Campus Services, Human Resources, Information, Technology, & Consulting, Integrity & Compliance, Internal Controls Services, and Safety & Security

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Agiloft Contract Management Training
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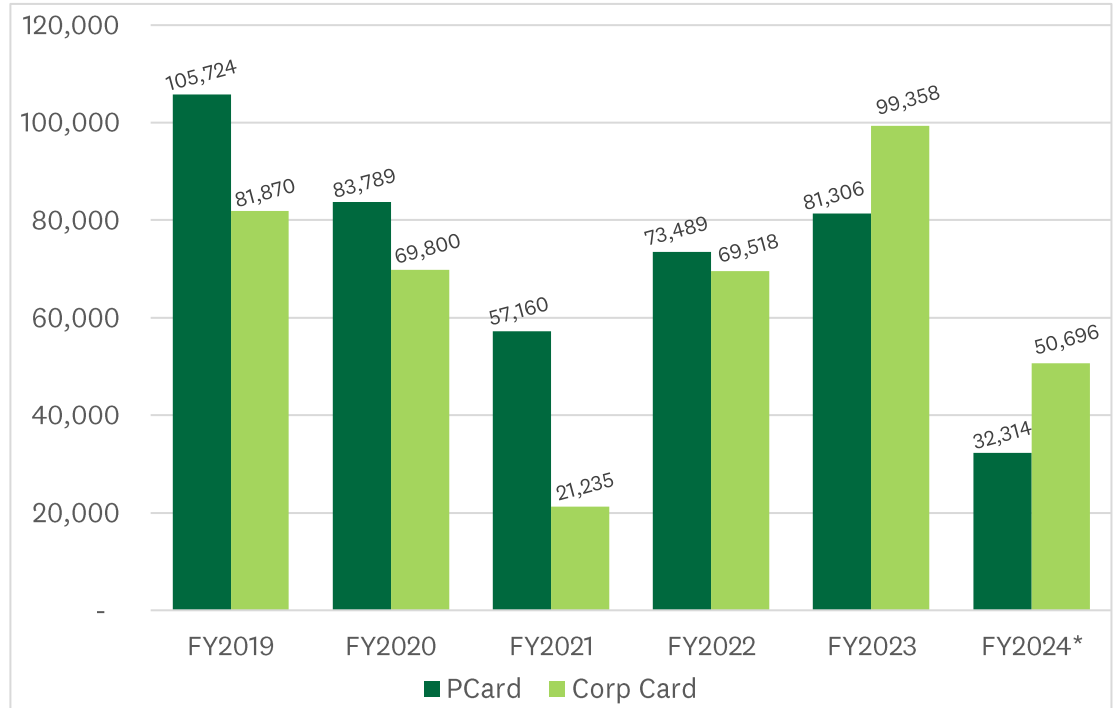
MLK Keynote Lecture: Advancing Democracy through Dialogue with
[Monday, January 22, 6:30PM](#)

OnBase Unity Client: Getting Started
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Chart of the Month

Corporate Card versus Procurement Card Transaction Counts

FY2019 – FY2024



Source: Corporate Card and Procurement Card Transaction Counts from July 1, 2018 – December 31, 2023
*FY2024 is the first half of the fiscal year

FY2023 was the first time the number of corporate card transactions exceeded the number of procurement card transactions. The difference was just over 18,000 purchases, and the difference will be even larger in FY24 if current trends continue. This shift away from using PCards is significant because the process of submitting expense reports for corporate card transactions is more involved, requiring each expense report to be approved and often audited. Additionally, if expense reports are not processed in a timely manner, purchases are not shown as expenses in GL or grant accounts, which makes projections of available funds inaccurate. See the “Corporate Cards and PCard Notifications and Reports” section on page 3 to see what Finance is doing to make sure you are aware of transactions that require attention.

Welcome our New Colleagues

- Karen Conboy, Treasury Analyst, Treasury Management
- Meagan Cote, Finance Specialist, Admin & Provost Finance Center
- Kathleen Viveiros, Director, Risk Management & Insurance
- Karen Wilson, Director, Benefits and Wellness

Institutional Diversity & Equity

MLK Keynote Lecture: Advancing Democracy through Dialogue with Professor Melvin Rogers

Monday, January 22, 6:30 pm at Cook Auditorium, Irving Institute, Murdough Building. Reception and book signing to follow. [Click here to RSVP to attend in person or virtually.](#)

Introducing **BIG THINK** +

Institutional Diversity & Equity has introduced BigThink+, a new micro-learning platform that offers expert-led lessons in diversity, equity, and inclusion.

Access BigThink+ at: bigthink.dartmouth.edu and login through the standard Dartmouth SSO login screen.

Need help? Watch this helpful [BigThink+ Tutorial](#) to guide you through accessing the system and navigating the resources and lessons, not to mention great tips and resources for facilitating and leading discussions for your team.

More information is available on the [Institutional Diversity & Equity BigThink+ webpage](#). Check it out!

How to Pay Research Participants

Payments to research subjects can raise issues that cut across regulatory, financial, and academic areas. The [Research Participant Payments Policy](#) has been updated and new guidance developed to better assist research areas on [How to Pay Research Participants](#) given various situations.

There are five available methods to pay/reward research participants, as indicated below. The most appropriate method depends on the type of project and goal of the payment/reward. Petty cash payments are no longer available as an option.

1. [Gift Cards and Certificates](#) - preferred for most studies.
2. [Virtual Incentives – reloadable card](#) – appropriate for large-scale studies where the confidentiality of participants must be maintained, and individual participants receive multiple payments over the course of the study.
3. [Drawing](#) – appropriate when study requires limited incentive.
4. [Other Items of Value \(e.g. hats, tangible gifts\)](#) – depends on the nature of the study.
5. [Electronic Payment to Participant/Accounts Payable payment](#) – Payment through accounts payable require the individual to register in Dartmouth's vendor portal.

If you have questions about the best method for your particular situation, please reach out to [Accounts Payable](#).

News from ITC

New DUO Universal Prompt on 1/23



On January 23rd, DUO will update the look of the Dartmouth single sign-on (SSO two-factor authentication prompt). You do not need to do anything for this update to be effective. Just be aware that the DUO interface will be different when you use it to access a Dartmouth system or the Global Protect VPN. Check out [ITC's Knowledge Base Article](#) for more information.

Dartmouth LLM Chat

Dartmouth Research Computing has released its own version of ChatGPT, known as Dartmouth LLM Chat. To check out this useful and cool new tool, go to: ai.dartmouth.edu/dartmouth-chat. To find out more information on what AI Tools Research Computing is working on with Dartmouth Library and others, check out the [AI Tools repository](#).



2024 IRS Standard Mileage Rates

Beginning on January 1, 2024, the IRS standard mileage rates for the use of a personal vehicles are as follows:

- 67 cents per mile driven for business use, an increase of 1.5 cents from 2023.
- 14 cents per mile driven in service of charitable organizations, remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.



Corporate Card and PCard Notifications and Reports

Finance regularly sends reports and notifications to cardholders, administrators, and fiscal officers regarding outstanding corporate card and PCard transactions. These communications remind cardholders of the timely submission requirements they agreed to when the card was issued to them. These requirements are necessary to ensure that the card remains active and helps with efficient processing of financial transactions.

Clean Up Reports

- Distributed monthly to fiscal officers and administrators.
- Summarizes pending transactions in OnBase Unity Client, iExpense, and PCard System.
- [Clean Up Report Guidance](#) provides an overview of each tab within the report workbook and next steps for moving transactions forward.

Unsettled Corporate Card Expenses and Personal Amounts Due Report

- Distributed monthly to fiscal officers and divisional/school contacts.
- Distributed after the 3rd business day of the month.
- Provides an aging, as of the prior month end date, of Corporate Card purchases that have not been submitted on an expense report and amounts for personal use of the corporate card. that must be reimbursed to Dartmouth.

Outstanding Corporate Card Expense Notifications

- Distributed monthly to the Cardholder and escalated to fiscal officers and department administrators for purchased that have not been submitted on an expense report which are more than 90 and 120 days old.
- Distributed after the 3rd business day of the month.
- Notifies cardholders of outstanding corporate card expenses that are pending more than 30, 60, 90, and 120 days.

Pending PCard Transactions Notifications

- Distributed weekly to cardholders, fiscal officers, and administrators.
- Expanded distribution list is directed by the Fiscal Officer.
- A summary of charges requiring submission on the PCard eForm before the sweep date.

Requesting Credit Card Limit Changes

When requesting credit card limit change on the Corporate Credit Card or Procurement Card for either a one-time single purchase or monthly credit limit (not to exceed \$4,999 for general retail business-related expenses), submit the General Request eForm, using the Credit Card Maintenance Request Type and provide the following information:

- Cardholder's name
- Last-four digits of the credit card number
- new credit limit amount
- indicate if it is for a:
 - one-time single purchase amount
 - on-going single purchase amount
 - monthly credit limit amount
- Reason for the change
- Route to the Divisional Fiscal Officer for Approval.

For more information and guidance go to the [Procurement Card](#) and [Corporate Card](#) websites.



New Account & Ordering

[WB Mason](#) is Dartmouth's preferred vendor for office supplies. To have an account set up, please contact [Procurement Services](#). You will receive a welcome email from W.B. Mason to guide you to finalize your setup and begin shopping.

When ordering, Dartmouth Building and Room locations are selectable – just enter your building and/or room in the search box. If you cannot find your room location listed, enter it in the special instructions field of your current order and W.B. Mason will add your location for future orders. You can also contact [Bonnie Leithead](#) for assistance.

See the [Vendor Account & Other Purchases](#) site for additional guidance for other vendors.

Agiloft Contract Management Training

- [Thursday, January 18, 1:30 – 3:15PM](#)
- [Thursday, February 15, 1:30 – 3:15PM](#)

OnBase Unity Client: Getting Started

- [Wednesday, January 24, 9:00 – 10:00AM](#)
- [Wednesday, February 21, 9:00 – 10:00AM](#)

Reporting Credit Card Fraud

When a fraudulent purchase has been identified by you on your Corporate Card or Purchasing Card (PCard), you should contact JP Morgan Chase immediately at 1-800-316-6056, which is also available on the back of your card.



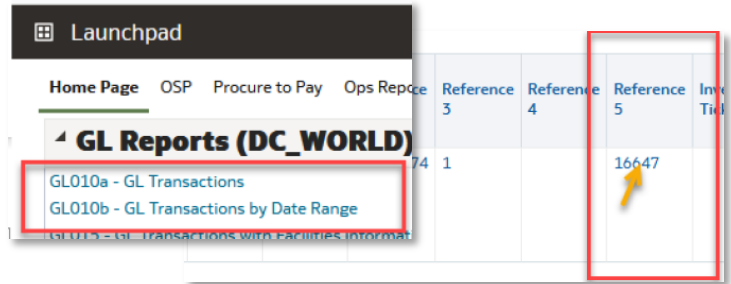
JP Morgan Chase Fraud Notifications

If you have a Dartmouth Corporate Card or Purchasing Card (PCard), be on the lookout for emails from “JPMorganChase FraudPrevention”. **These are NOT spam and should not be ignored.** Cardholder alerts notify you of suspicious activity on your account and allow you to quickly reply to validate transactions. To verify the email is legitimately from JP Morgan Chase, check the email address. The email address will be from: jpmorganchase.fraudprevention@jpmchase.com. If you have questions or concerns about the authenticity of a message, call JP Morgan Chase anytime at 1-800-316-6056, which is also available on the back of your card.

To enroll and manage cardholder fraud alerts, a simple way to strengthen your defenses and keep fraudsters at bay, sign up at: ccportal.jpmorgan.com. You will have two options to receive notifications through mobile SMS text messages and/or an email when there is suspected fraud on your account. Check out the [Dartmouth Credit Card Fraud Reporting](#) sites for more information and guidance.

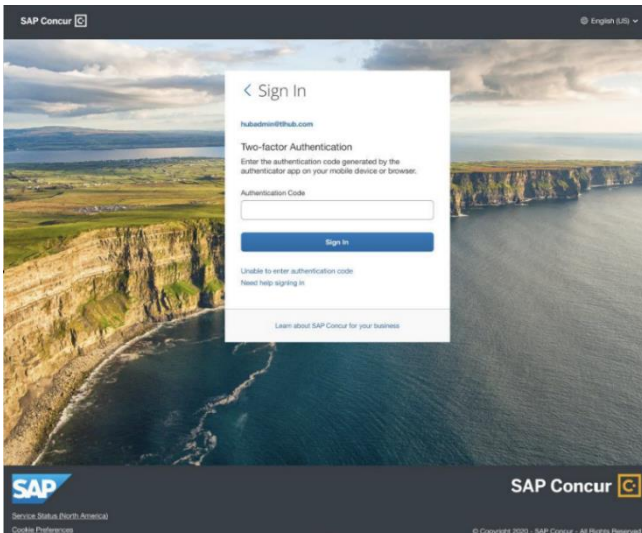
Invoice Payment Details in IRA

The GL Transactions report has been enhanced to now provide payment information for Accounts Payable Transactions. Click on the linked invoice number found in the Reference 5 column for Payables transaction to open a separate window which will show the payment detail.



AP Invoice Report										
Vendor Name	AP Inv Num	AP Inv Date	AP Inv Desc	AP Inv Amt	AP Inv Amt Paid	AP Payment Method Lookup Code	AP Check Number	AP Check Date	Payment Amount	AP Bank Account Name
Maple Street Catering LLC	16647	07/07/2023	August 11, 2023 event	1,500.00	1,500.00	PW-ACH	17204	07/12/2023	1,500.00	JPMC Payment Works ACH

Concur Travel Leaders Program Now Requires 2FA



Travel Leaders’ SAP Concur Travel Portal now requires 2-factor authentication (2FA) when signing into www.concursolutions.com on the web or on the mobile app. By setting up 2FA, you add an extra layer of security to your SAP Concur account sign in. Once 2FA has been set up, you will first enter your SAP Concur password. When prompted, you will provide a verification code that is dynamically generated by an authenticator app or sent to your phone.

If you do not have a phone or do not want to download an authenticator app to your mobile phone, you can use an authenticator app within your browser such as [Google Chrome](#) or [Microsoft Edge](#).

For additional guidance go to the Booking Travel section on the [Finance Travel webpage](#).