TO: Fiscal Officers, Department Managers, and Administrators

FROM: Michael Barrett, Director of Financial Reporting

DATE: May 5, 2023

SUBJ.: Fiscal Year Close - June 30, 2023

The following schedule for closing the accounting records for the fiscal year ending June 30, 2023 (FY2023) establishes appropriate procedures and deadlines for the processing of accounting transactions. These deadlines must be met for the transactions to be properly recorded in FY2023 (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 2023 (FY2023) CLOSING SCHEDULE

1. IMPORTANT DATES FOR FY2023 CLOSE

Date	Description	Responsibility	Deadline
TUES, June 13	• Post final monthly Endowment Distribution for June	Accounting	5:00pm
THUR, June 22	• Post June Recurring Journals	Financial Reporting	5:00pm
	• Final FY2023 posting of Biweekly Labor Distributions and Payroll Liabilities to GL and OGA for period ended June 17, 2023	Payroll	5:00pm
THUR, June 29	• Post June Recurring Journals	Financial Reporting	5:00pm
	• Final FY2023 posting of Monthly Labor Distributions and Payroll Liabilities to GL and OGA	Payroll	5:00pm
	• Final FY2023 posting of Student Labor Distributions and Payroll Liabilities to GL and OGA for period ended June 24, 2023	Payroll	5:00pm
FRI, June 30	• Cutoff for FY2023 Petty Cash Reimbursements to Cashier's Office	Departments	Noon
	• Cutoff for FY2023 Cash Settlement of Business Expense Reimbursements, Cash Advances, and other FY2023 Cash Disbursements to Cashier's Office **(Finance Centers may have earlier deadlines)**	Departments	Noon
	• Cutoff for June 2023 billing information to Campus Billing and DartCard Services (Accounts Receivable) -electronic -all other input	Departments Departments	3:00pm Noon
	• Cutoff for FY2023 Inventory (Cost Management) transactions	Departments/Finance Centers	5:00pm
	• Cutoff for FY2023 iProcurement transactions	Departments/Finance Centers	5:00pm
	• Final FY2023 posting of Real Estate Office rent transactions	Real Estate Office	5:00pm
	• Post accrual for bi-weekly unpaid wages and fringes for June 18 - 30 to GL	Payroll	5:00pm
SAT, July 1	• IRA Data Warehouse includes June 30 transactions; Reports can be generated		
M-T, July 3-4	• Observance of 4th of July Holiday		
WED, July 5	• Final FY2023 posting of Banner transactions	Campus Billing and DartCard Svcs	5:00pm
	• Final FY2023 posting of bank transactions for June 30	Accounting	5:00pm
	• Labor Distribution Encumbrances brought to zero	Payroll	5:00pm
	• Receipt of all FY2023 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
THURS, July 6	• Manual WebADI Journal Entries for First June close uploaded	Departments	Noon
	• Final FY2023 posting of gifts from Advance (except Annual Funds)	Advancement	6:00pm
	• Final FY2023 posting of UBS (utilities billing) transactions		4:00pm
	• Final FY2023 posting of Planon (formerly FAMIS) Work Order System		6:00pm
	• Post Mass Allocations. (Includes final CLP)	Financial Reporting	4:00pm

• FIRST CLOSE Completed

FRI, July 7	• Deadline for annual gifts to Gift Recording Office	Advancement	9:00am
SAT, July 8	• FY2024 opened in General Ledger		
	• FY2024 transactions (July 1 to July 7) from satellites/subsystems and Oracle financial modules posted to GL and OGA.		
MON, July 10	• Final FY2023 SPUD journals (cost transfers, etc.)		Noon
	• Final FY2023 OGA Close		4:15pm
	• Final FY2023 posting of annual gifts from Advance	Advancement	6:00pm
	• Final FY2023 posting of satellite and subsystems not already specified above		6:00pm
TUE, 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-23 period closed at 5 pm. (Beginning 7/11, WebADI journal entries for FY23 can only be uploaded during business hours (M-F, 8:30 am – 5 pm)	Financial Reporting	5:00pm
WED, July 12	• Reverse July 6 Mass Allocations (except CLP)	Financial Reporting	5:00pm
	• Final FY2023 posting of Mass Allocations	Financial Reporting	5:00pm
	• Manual WebADI Journal Entries for Second Close uploaded	Fiscal Officers & designates	Noon
	• SECOND CLOSE Completed		
THUR, July 13	• FY2023 Manual WebADI Journal Entries by Fiscal Officers Only	Fiscal Officers & designates	5:00pm
	• IRA Data Warehouse Second Close Reports available		
FRI, July 14	• FY2023 Manual WebADI Journal Entries by Fiscal Officers Only	Fiscal Officers & designates	5:00pm
MON, July 17	• FY2023: Divisional Funding and Controller's Office Manual Journal Entries only		5:00pm
TUE, July 18	• FY2023: Divisional Funding Manual Journal Entries by Fiscal Officers Only		Noon
WED, July 19	• FY2023: Last day for Divisional Funding Manual Journal Entries by Fiscal Officers Only		Noon
	• FINAL FY2023 CLOSE		

2. PAYROLL

The following payrolls will be included with the **First Close** (July 6, 2023):

- ▪ monthly staff payroll paid on June 30, 2023 (for the period ended June 30, 2023)
- ▪ student payroll paid on June 30, 2023 (for the period ended June 24, 2023)
- ▪ bi-weekly payroll paid on June 23, 2023 (for the period ending June 17, 2023)
- ▪ accrual for bi-weekly unpaid wages and fringes for 13 days for the nonexempt and union staff for June 18-30 (except for grants, Dartmouth Dining Services employees, and student employees)

It is extremely important that all FY2023 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 FY2023.**

3. ENDOWMENT DISTRIBUTION

The FINAL monthly endowment distribution for June will be posted to the GL no later than Tuesday, June 13, 2023. The distribution amounts will be included in IRA reports on Wednesday, June 14, 2023.

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, 2023 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 Thursday, July 6, 2023
- ▪ Annual fund gifts intended for FY2023 will continue to be processed through Monday, July 10. Receiving offices must deliver all annual fund checks to Gift Recording by 9:00 am on Monday, July 10, for them to be included in the final deposit, entered in Advance, and included in FY2023 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 FY2023 and FY2024 accounting records during the month of July. Departments are responsible for reviewing their GL and PTAEO strings to ensure that all FY2023 transactions have been recorded properly.

- • **Thursday, July 6,** 2023 - 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 FY2023 close.
- ▪ **Tuesday, July 11 -** Last day for department journals, must be uploaded by **12 noon**. Beginning July 12, WebADI entries for FY2023 can only be uploaded during business hours (M-F, 8:30 am – 5 pm).
- ▪ **Wednesday, July 12, 2023 - 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.
- ▪ **July 13-17, 2023** - Open for Manual Journal Entries by Fiscal Officers and designates only
- ▪ **Tuesday, July 18, 2023** - Manual journal entries from Fiscal Officers and designates for funding entries (transfers) only
- • **Wednesday, July 19, 2023 - 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. DEPOSITS

Please note, the Cashier's Office is no longer accepting cash.

DEPOSITS
All deposits made after June 30, 2023 will be posted to FY2024 through either the CASHIERING_DC or Cash Management sources. If deposits made in FY2024 are for FY2023 revenue, departments are responsible for processing manual journal entries to post revenue and A/R in FY2023 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, 2023. These manual journal entries must be uploaded to the GL by Tuesday, July 11.

Please note: no **CASH** settlements of FY2023 Business Expense Reimbursements or other FY2023 expenses will be allowed after June 30, 2023. For non-cash settlements of FY2023 items, see #9, Business Expense Reimbursement Forms and Payables Advances Settlement.

7. PETTY CASH SETTLEMENTS

In order to have petty cash expenses properly recorded in FY2023, custodians of petty cash funds must bring fund reconciliations and requests for reimbursement to the Cashier's Office by **Noon on Friday, June 30, 2023**. Any petty cash fund that has been significantly depleted in FY2023 should be replenished by June 30, 2023.

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 OnBase Payment Request eforms for materials received or services rendered on or before June 30, 2023, can be treated as FY2023 expenses.* If you have received goods or services during FY2023 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 (FY2023) invoices from July 1 through July 10, 2023. Invoices should be marked clearly with FY2023 or FY2024 based on when goods were received, or services rendered.

All FY2023 payment requests must be received in the Finance Center by Noon, Wednesday, July 5, 2023 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, 2023, are FY2024 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. PAYABLES ADVANCE SETTLEMENTS

Fiscal Officers and the appropriate administrators should ensure that all payables advances for FY2023 business expenses are settled by Noon on June 30, 2023. No **cash** settlements of FY2023 business expenses will be allowed after June 30, 2023. However, Finance Centers will process FY2023 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. Refer to this link for additional information regarding the pay back of advances: https://www.dartmouth.edu/finance/tuition/other_payments/return_funds.php

10. P-CARD TRANSACTIONS

Procurement card transactions received into the system with a bank processing date prior to or on June 30, 2023, will be posted to the current fiscal year, FY2023, upon approval by the authorized person or Finance Center. To make sure these transactions post to FY2023, any unapproved transactions with the bank processing date of June 30th or prior will be automatically swept and posted to the current fiscal year, FY2023, on *Wednesday, July 5, 2023*.

Since not all vendors submit their credit card transactions in a timely manner, orders placed with a supplier after June 16, 2023, 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, 2023, should be recorded as an FY2023 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 16, 2023 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, 2023 should be posted to the current fiscal year, FY2023. All iExpense reports for FY2023 need to be submitted by the close of business (5 p.m.) on **Wednesday, July 5th**. 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 FY2023 and will instead post to FY2024. Note: **NO** iExpense reports can be processed for FY2024 transactions until Tuesday, 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 FY2023 that are for non-employee or student business expenses should be submitted via an e-form no later than Friday, June 30, 2023. **If submitting them to a Finance Center, please check on their deadlines as they may differ.**

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

All invoices that have been received in June to be charged against work order numbers should be submitted to Work Control as you receive them, but no later than Friday, June 23, 2023. Please contact the vendor directly to request any outstanding invoices not received as of June 15, 2023. Corrections for transactions to work order numbers must be submitted to FOM by Thursday, June 15, 2023 to allow adequate time to process through Planon and GL before the final close of the work order system. Labor charges through June 30, 2023 and all FY2023 invoices submitted for processing by July 1, 2023 will be charged to work orders and posted to the departmental chart strings through July 10th which is the last system feed for FY23.

13. PROCUREMENT / ePROCUREMENT TRANSACTIONS

If you are planning any purchases which you would like to have invoiced in FY2023, 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 FY2023. 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 FY2023 for transactions received through June 30th. Transactions received after the 30th will be processed as FY2024 transactions. If you have any questions please call Dana Kennedy, Stockroom Manager (ext. 6-2813).

15. ACCOUNTS RECEIVABLE

The cut-off for FY2023 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 Friday, June 30, 2023. All other input must be submitted by 12:00 noon on June 30, 2023. 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, 2023 from sales of services or goods rendered by Dartmouth in FY2023 (and not billed through the Accounts Receivable System) must be recorded via manual journal entry as FY2023 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 FY2024 to offset the credit to the departmental chart string when the deposit or payment is received and processed - the effect on FY2024 revenue will be zero. If such receivables are not recorded in FY2023, the income will be recorded in FY2024 when the deposit or payment is received. If you have questions if certain income items should be recorded in FY2023 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 FY2023 that represent FY2024 revenue or expense items should be deferred (carried over) to FY2024. **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 FY2024. These transactions *are not* transfers of unused budget dollars (which are generally prohibited). Expenses for FY2023 that do not post to FY2023 can be accrued. **The minimum threshold for accruing FY2023 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 12:

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:
  - Reclass Spending
  - Replenish Funds to Cover Deficit
  - 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

Friday, July 7   IRA Data Warehouse First Close Reports available

Thursday, July 13   IRA Data Warehouse Second Close Reports available

Thursday, 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 6, 2023 and can be refreshed to be used at the Division closing meetings that will be scheduled starting July 20, 2023.

21. SPONSORED PROJECTS (GRANTS & CONTRACTS) EXPENSES

All sponsored activity to be recorded in FY2023 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 10, 2023. THE FINAL FY2023 CLOSE FOR OGA WILL BE MONDAY, JULY 10, 2023. All balances as of June 30, 2023 after the final OGA close for on-going sponsored accounts will be carried over to FY2024 and subsequent activity will be recorded in FY2024. 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 FY2023:

All satellite and sub-systems will be "hard-closed" according to the schedule below. This means there will be no more FY2023 system transactions after the published final feed date for each system

SYSTEM NAME	DESCRIPTION	LAST DATE
ADVANCE_DC	Gift Transactions (dated 6/30/2023 or prior)	July 6, 2023
ADVANCE_DC	Gift Transactions (Annual Funds Only)	July 10, 2023
Assets	Oracle Fixed Assets	July 10, 2023
Cash Management	Bank Transactions - Direct Deposits, Credit Cards	July 5, 2023
BANNER_DC	Banner Billing Transactions	July 5, 2023
CASHIERING_DC	Cashiers Office – Checks with June dates	July 6, 2023
CBORD_DC	Dartmouth ID Charges (meals)	July 10, 2023
COMPUTERSTORE_DC	Purchases from Computer Sales & Services	June 30, 2023
CONTROLLER_DC	Adjusting Journal Entries by Controller's Office	July 10, 2023
COSTTRANSFER_DC	Grant Cost Transfer Journal Entries	July 10, 2023
Cost Management	DC Inventory (Stockrooms) System	June 30, 2023
CTPAYER_DC	Participant Fees for research subjects	July 10, 2023
DAILYDARTMOUTH_DC	Student Newspaper Subscription/Advertising/Fees	July 10, 2023
DEPTRECLASSRECHG_DC	Departmental Reclassifications; Recharge Centers	July 10, 2023
DINING_DC	Dining Services manual billing	July 10, 2023
DPMS_DC	Dartmouth Printing and Mailing	July 10, 2023
EFS_DC	Endowment Distribution Transactions	June 16, 2023
ESG_DC	Security Gifts	July 10, 2023
EVENTSBILLING_DC	Room reservation billing	July 10, 2023
FWSALLOC_DC	Federal Work Study Allocation of Labor	July 10, 2023
GSMSHAREDSVC_DC	Geisel Facilities Shared Services	July 10, 2023
HANOVERINN_DC	Rooms and Meals charges at Hanover Inn	July 10, 2023
IWMSMAINT_DC	FOM Work Orders	July 10, 2023
IWMSREO_DC	Planon – Rental Housing Transactions	June 30, 2023
LIBRARY_DC	Library Charges for Sponsored Projects	July 10, 2023
LOANSYSTEM_DC	Student Loan Entries	July 10, 2023
Manual By Departments	Web ADI Journal Entry	July 11, 2023
Manual By Fiscal Officers/Fin Ctrs	Web ADI Journal Entry	July 19, 2023
MassAllocation – First Close	Monthly Mass Allocation entry (final CLP)	July 6, 2023
MassAllocation – Second Close	Monthly Mass Allocation entry	July 12, 2023
OLD (Labor Distribution)	Labor Distribution - Biweekly	June 29, 2023

OLD (Labor Distribution)	Labor Distribution - Monthly	June 29, 2023
OLD (Labor Distribution)	Labor Distribution - Student	June 22, 2023
OSPADJUST_DC	Office of Sponsored Projects Adjusting Entries	July 10, 2023
Payables	Accounts Payable Transactions	July 10, 2023
Payroll	Payroll transactions - Biweekly	June 29, 2023
Payroll	Payroll transactions - Monthly	June 29, 2023
Payroll	Payroll transactions - Student	June 22, 2023
PCARD_DC	Procurement Card transactions	July 10, 2023
PROCUREMENT_DC	Procurement Adjustments	July 10, 2023
Projects – Burden	Grants Accounting (OGA)	July 10, 2023
Projects - Miscellaneous Trans	Grants Accounting (OGA)	July 10, 2023
Purchasing	Receiving of Purchase Order Items	July 10, 2023
Receivables	Sponsored Projects Accounts Receivables	July 10, 2023
Recurring	Monthly Recurring Charges/Entries	June 29, 2023
SRVCTR_ASAPPARATUS_DC	Service Ctr A&S Apparatus Shop	July 10, 2023
SRVCTR_ASBIOMICROS_DC	Service Ctr A&S Biology Dept Microscopy Facility	July 10, 2023
SRVCTR_ASCRYS_DC	Service Ctr A&S Crystallography	July 10, 2023
SRVCTR_ASELECSHOP_DC	Service Ctr A&S Science Division Electronic Shop	July 10, 2023
SRVCTR_ASEM_DC	Service Ctr A&S Electron Microscope	July 10, 2023
SRVCTR_ASMRI_DC	Service Ctr A&S MRI Facility	July 10, 2023
SRVCTR_ASNMR_DC	Service Ctr A&S NMR Facility	July 10, 2023
SRVCTR_CCMR_DC	Service Ctr Prov Ctr Comp Med & Res	July 10, 2023
SRVCTR_DMSCECSCOMP_DC	Service Ctr DMS CECS Computing	July 10, 2023
SRVCTR_DMSCPDE_DC	Service Ctr DMS CPDE	July 10, 2023
SRVCTR_DMSDBSF_DC	Service Ctr Geisel Freezer Farm	July 10, 2023
SRVCTR_DMSINFMATIC_DC	Service Ctr DMS Informatics	July 10, 2023
SRVCTR_DMSNCCCSHARSVC_DC	Service Ctr DMS Norris Cotton Cancer Center	July 10, 2023
SRVCTR_ITSERVICES_DC	Service Ctr Prov ITC Services	July 10, 2023
THAYERSTUDENT_DC	Grant Funded Thayer Student Tuition and Fees	July 10, 2023
TRAVEL_DC	Travel Leaders travel transactions	July 10, 2023
UTILITIESBILLING_DC	Steam Utilities	July 6, 2023
UTILITIESBILLING_DC	Electric Utilities	July 6, 2023
UTILITIESBILLING_DC	Chiller Utilities	July 6, 2023
WorkOrderAdj_DC	Adjustments for Planon Related Transactions (WO)	July 10, 2023