Today’s Topics:

- Review of APFC Metrics
- OnBase System Updates
- Process Improvement
- Helpful Hints
- Process Reminders
- Dartmouth Compliance and Ethics
- Other Resources
- Your Feedback
## Transaction Counts

<table>
<thead>
<tr>
<th>Category</th>
<th>FY16 Total</th>
<th>FY17-Q1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kronos Timecards</td>
<td>42,158</td>
<td>8,585</td>
</tr>
<tr>
<td>PASF Creation</td>
<td>2,189</td>
<td>528</td>
</tr>
<tr>
<td>HRMS PA Entry</td>
<td>3,038</td>
<td>782</td>
</tr>
<tr>
<td>Wage Transfers</td>
<td>370</td>
<td>148</td>
</tr>
<tr>
<td>MYLS Entry</td>
<td>298</td>
<td>135</td>
</tr>
<tr>
<td><strong>A/P Line Entry</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BER</td>
<td>4,790</td>
<td>460</td>
</tr>
<tr>
<td>iExpense Expense Report *new FY16-Q4</td>
<td>833</td>
<td>965</td>
</tr>
<tr>
<td>Invoice</td>
<td>59,069</td>
<td>12,064</td>
</tr>
<tr>
<td><strong>Procurement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Requests</td>
<td>5,558</td>
<td>1,388</td>
</tr>
<tr>
<td>P-Card Transactions</td>
<td>56,494</td>
<td>9,559</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Entries and Corrections</td>
<td>32,138</td>
<td>9,099</td>
</tr>
<tr>
<td>iExpense Audit *new FY16-Q4</td>
<td>930</td>
<td>650</td>
</tr>
</tbody>
</table>
Volumes by Quarter

Procure-to-Pay Transactions

- A/P BER Creation
- A/P OIE Creation Lines
- A/P OIE Audit
- Procurement Purchase Requests

Payroll Transactions

- Payroll MYLS Entry
- Payroll Wage Transfers
- Payroll PASF Creation
- Payroll HRMS PA Entry

High-Volume Transactions

- A/P Invoice Lines
- Other Journal Entries and Corrections
- Payroll Kronos Timecards
- Procurement P-Card Transactions
<table>
<thead>
<tr>
<th>Category</th>
<th>Process Step</th>
<th>Responsible Entity</th>
<th>Performance Measure</th>
<th>How to Track</th>
<th>FY16 Q1 Status</th>
<th>FY16 Q2 Status</th>
<th>FY16 Q3 Status</th>
<th>FY16 Q4 Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR/Payroll</td>
<td>Initiate PA (either new hire or change)</td>
<td>Division/Department</td>
<td>Notify Finance Center no later than 5 business days before the effective date.</td>
<td>PA Smart Form</td>
<td>37.30%</td>
<td>35.20%</td>
<td>39.00%</td>
<td>45.60%</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>Initiate PA (either new hire or change)</td>
<td>Division/Department</td>
<td>For temporary hires, no later than 2 business days before the effective date</td>
<td>PA Smart Form</td>
<td>26.40%</td>
<td>31.00%</td>
<td>27.50%</td>
<td>29.90%</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>Enter PA information into PA Smart Form</td>
<td>Finance Center</td>
<td>Enter PA information into PA Smart Form within 1 business day of receiving information</td>
<td>PA Smart Form</td>
<td>83.70%</td>
<td>84.00%</td>
<td>78.90%</td>
<td>85.20%</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>Approve PA</td>
<td>Division/Department</td>
<td>Approve PA in Smart Form system within 1 business day of receiving notification from Finance Center</td>
<td>PA Smart Form</td>
<td>81.20%</td>
<td>78.90%</td>
<td>72.30%</td>
<td>71.80%</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>Enter New Hire PA information in HRMS</td>
<td>Finance Center</td>
<td>Enter PA information into HRMS within 1 business day of receiving approved PA from the Division/Department</td>
<td>PA Smart Form</td>
<td>59.40%</td>
<td>50.40%</td>
<td>52.10%</td>
<td>52.50%</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>Enter termination or change PA information in HRMS</td>
<td>Finance Center</td>
<td>Enter PA information into HRMS within 3 business days of receiving approved PA from the Division/Department</td>
<td>PA Smart Form</td>
<td>42.00%</td>
<td>36.00%</td>
<td>48.70%</td>
<td>42.50%</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>MYLS - Enter the labor distribution change into HRMS</td>
<td>Finance Center</td>
<td>Enter within 2 business days of receiving request</td>
<td>OB-Report</td>
<td>2.66</td>
<td>2.45</td>
<td>3.88</td>
<td>2.09</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>Wage Transfers - Enter the labor distribution change into HRMS</td>
<td>Finance Center</td>
<td>Enter within 2 business days of receiving request</td>
<td>OB-Report</td>
<td>3.74</td>
<td>5.76</td>
<td>4.83</td>
<td>4.30</td>
</tr>
<tr>
<td>iExpense</td>
<td>Receive information from Division/Department</td>
<td>Division/Department</td>
<td>Receive necessary business expense information no later than 60 days of event</td>
<td>Manual analysis (last date of travel not captured)</td>
<td>93.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement</td>
<td>Submit receipts</td>
<td>Division/Department</td>
<td>Submit receipts with necessary information in timely manner</td>
<td>IRA Pcard Report</td>
<td>2.37%</td>
<td>2.96%</td>
<td>1.07%</td>
<td>1.63%</td>
</tr>
<tr>
<td>Procurement</td>
<td>Place order</td>
<td>Finance Center</td>
<td>Place order within 2 business days from receiving completed order</td>
<td>OB-Report/Procurement Report</td>
<td>2.00</td>
<td>1.78</td>
<td>1.81</td>
<td>1.62</td>
</tr>
<tr>
<td>Accounting</td>
<td>Processing corrections</td>
<td>Finance Center</td>
<td>Process within 5 business days</td>
<td>OB-Report</td>
<td>5.24</td>
<td>4.60</td>
<td>3.04</td>
<td>1.33</td>
</tr>
</tbody>
</table>
OnBase Project Update

- Payment Request eForm
  - Replacing:
    - Business Expense Reimbursement (BER) for non-staff
    - Miscellaneous Income Payment Voucher (MIPV)
    - Request for Payment (RFP)
    - Invoice Scanning to email

- Customer Working Group
  - High-volume
  - Unique processes
  - Unique systems
Process Improvement

- Consistently evaluating activities in an ongoing effort to improve processes and services.

Evaluate activities that are:
- High-volume
- Time-consuming
- High-cost

Ask:
- Why do we do this?
- How can we do it different/better?
- What do we need to do to make a change?
Productivity Helpful Hints

- Benefits of Going Paperless
  - All documents readily available and searchable
  - If you use cloud storage, like Microsoft OneDrive, documents are accessible from anywhere
  - Saves Time, Resources, and Space
    - Drag and drop filing
      - Steps to printing: Choose Printer -> Go to Printer -> Bring paper to desk -> Decide what to do with it -> Put it in your “File Pile” -> Someday make a file, put it in your cabinet -> Never use it again, because it is easier to find it in your email or on your computer (just sayin’)
    - Reduce usage of paper, file folders, printer ink, pens
    - No file drawers required - All files contained on your computer or in the cloud
Productivity Helpful Hints

- Going Paperless (con’t)
  - Step 1: Set your default printer to “PDF”
    - Next time you print it requires you to determine if you really need this in “Hard Copy”
  - Step 2: Learn to use OneNote
    - Instead of taking out a notepad -> Open OneNote
    - OneNote allows you to create files, tab, add attachments, images, and symbols
    - Edit on the fly (“Wow – I can read my notes!!”)
    - Make your to do list and prioritize
Outlook – Helpful Hints:

- You do not have to save a document you are working on, in order to email it.
  - Simply go to File -> Share -> Email -> Send as Attachment

- Email - Instead of cc-ing yourself on email
  - Make sure your message is ‘Popped Out’
  - Go to Options -> select “Send email to” and select the file where you would like a copy saved
Process Reminders

- Expense Reports/BERs
  - Submit for reimbursement within 60 days of expense
  - Provide a list of guests for private meals
  - Hotels/Car rentals zero balance receipt
  - No receipts required under $75, unless lodging/relocation/entertainment
  - Reimbursements to the College go directly to the Cashier
  - Create Nicknames using My Allocations in iExpense Preferences
Process Reminders

▶ P-Card Receipts
  ▶ Submit OnBase e-Form within 5 business days except WB Mason if Office Supply and default P-Card chart string
  ▶ No receipts required under $75

▶ Procurement
  ▶ New Vendor require New Vendor and W-9 forms and maintenance
  ▶ Signature Authority – print name if your signature is not clear
Did you know?

- **Hanover Inn** – Direct charging Meals prevents prepared meals tax
- **Departmental Meal Card** – Direct charge purchases from any on-campus vendor that accepts Dash
- **Athletics Ticket Sales** – Direct charge to chart strings
- **Central Stores** – check pricing (Batteries are CHEAP!)
Did you know?

- Tax-Exemption Certificates in 19 states

<table>
<thead>
<tr>
<th>Colorado</th>
<th>Connecticut</th>
<th>Florida</th>
<th>Illinois</th>
<th>Kansas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maine</td>
<td>Massachusetts</td>
<td>Michigan</td>
<td>Minnesota</td>
<td>Mississippi</td>
</tr>
<tr>
<td>Missouri</td>
<td>New Jersey</td>
<td>New York</td>
<td>North Dakota</td>
<td>Ohio</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Tennessee</td>
<td>Texas</td>
<td>Vermont</td>
<td></td>
</tr>
</tbody>
</table>
“Dartmouth College is committed to responsibility and integrity, and values an environment where open, honest communications are the expectation, not the exception. We encourage you to speak with your supervisor, management or other campus officials in instances where you believe violations of law, policies or standards have occurred.”

EthicsPoint - an independent third-party serves as the point of intake for receiving complaints and concerns.

- 888-497-0516

To Review Dartmouth’s Code of Ethical Business Conduct

- http://www.dartmouth.edu/~rmi/
Other Resources

APFC: http://www.dartmouth.edu/~fincenter/admin-provost/
Finance Centers: http://www.dartmouth.edu/~fincenter
Controllers: http://www.dartmouth.edu/~control/forms/index.html

Training and Guides:
iExpense: http://www.dartmouth.edu/~control/iexpense/
Kronos: http://www.dartmouth.edu/~control/training/kronos.html
OnBase: http://www.dartmouth.edu/~fincenter/finance_center_docs.html
Procure-to-Pay: http://www.dartmouth.edu/~control/departments/procurement/procure_to_pay_guide/
## 2016-2017 Holidays

### 2016
- **Thanksgiving Day**
  - Thursday, November 24, 2016
- **Day After Thanksgiving**
  - Friday, November 25, 2016
- **Day Before Christmas**
  - Friday, December 23, 2016
- **Christmas Day**
  - Monday, December 26, 2016

### 2017
- **New Year’s Day**
  - Monday, January 2, 2017
- **Memorial Day**
  - Monday, May 29, 2017
- **Independence Day**
  - Tuesday, July 4, 2017
- **Labor Day**
  - Monday, September 4, 2017
- **Thanksgiving Day**
  - Thursday, November 23, 2017
- **Day After Thanksgiving**
  - Friday, November 24, 2017
- **Christmas Day**
  - Monday, December 25, 2017
- **Day After Christmas**
  - Tuesday, December 26, 2017
Your Feedback
Thank you