APFC Best Practices

Contact Information:
Hinman Box 6126
Main Phone # - 646-1310
General Email: Admin.and.Provost.Finance.Center@Dartmouth.edu
OnBase Forms: https://www.dartmouth.edu/~fincenter/forms.html

Types of Requests:
1. P-card receipts
2. iExpense – request to prepare
3. Business Expense Reimbursements (BER) – request to prepare
4. Business Expense Reimbursements (BER) – request to revise a prepared BER
5. Business Expense Reimbursements (BER) – approval/request to reimburse
6. Purchase Requests – initiate a requisition and capture approvals
7. Paying an Invoice
8. Payroll Authorizations (PA) – create in PA Smart Form & enter into HRMS after approval
9. Kronos
10. Corrections, Journals and Cost Transfers
11. Cash/Checks
12. Reporting Requests
13. Retroactive Wage Transfers
15. Student Prizes and Awards
16. Signature Authority

Services and Processes:

1. **Pcard receipts**
   a. Use PCard OnBase e-Form to submit P-Card receipts.
   b. Keep original receipts until verified they are legible.
   c. Do not submit receipts under $75 but do complete a form with business purpose and chart string.
      i. Exception for WB Mason: if office supplies and default chart string, no submission is necessary.

2. **iExpense – request to prepare for employee**
   a. Use Expense Report Request OnBase e-Form to request the Finance Center to prepare the iExpense Expense Report.
   b. Attach only required receipts and other documents (cash advance voucher, detailed expense worksheet, etc.).
c. Do not submit receipts under $75, unless for entertainment, lodging, and relocation, but do provide itemization of these expenses.
d. Keep original required receipts until verified they are legible.

3. BER – to be prepared for non-employees
   a. Subject line of e-mail should include BER, name of the person and date: Example "BER Jones, J 5/6/16" can also include additional info
   b. Include in the e-mail message:
      i. Expected total of reimbursement
      ii. Any additional routing information (someone else to contact if you will be out of the office, etc.)
   c. PLEASE – include any additional items to be reimbursed in the BER form, NOT in the e-mail.
   d. Attach BER form, pdf file of receipts and other documents (cash advance voucher, detailed expense worksheet, etc.).
      i. Do not include receipts under $75 unless business purpose is entertainment, or relocation.
   e. Mail to staff.business.expense.reimbursement.internal@dartmouth.edu

4. BER – to be revised
   a. Subject line of e-mail should include REVISED, BER, name of the person and date
   b. Include in the e-mail message any proposed changes or questions related to the BER

5. BER – approval
   a. Please forward the original message
   b. Subject line of e-mail – keep the same as original e-mail from APFC
   c. Copy the Preparer on their approval message
   d. Include in the e-mail message:
      i. "Approved" or "I Approve"

6. Purchase Requests
   a. Submit using Purchase Request OnBase e-Form.
      i. Be sure to include routing instructions (does the PO need to be faxed to vendor, etc.).
      ii. If requesting creation of the purchase order from an invoice scan the invoice and attach to the OnBase Purchase Request form.

7. Paying Invoices
   a. All Invoices
      i. All invoices that need to be processed for check payment, must be sent to the Finance Center via email (preferred), Hinman mail or courier.
         1. Do not send the original if the scanned invoice was sent.
         2. We do not process invoices attached to requisitions in iProcurement nor do we process invoices submitted thru OnBase with the exception of Prize and Award Voucher forms.
ii. When the invoice is received through mail: sign, provide string or PO and scan to us

iii. When the invoice is received electronically:
   1. Forward the invoice from vendor and indicate the following information in the email:
      a. Vendor
      b. Invoice Date or Invoice Number
      c. Amount
      d. Chart String or PO# (if not provided on vendor invoice)
      e. Indicate approval: “I approve this invoice.”

iv. Approval is required for all invoices over $24,999 (even if on a PO)

b. PO Invoices
   i. Do not require signature approvals unless the invoice amount is over $24,999
   ii. Do not require account strings written on them
   iii. Do not require requisition numbers written on them
   iv. Do not attach copies of eProcurement documents (W9s, Sole Source, IC forms, copy of purchase requisition)
   v. Provide PO number - if known, if not known - indicate "PO already created"
   vi. Indicate if goods/services can be received in

c. Non-PO Invoices
   i. Authorized approval signatures and chart string required
   ii. If invoice total is $5,000 or more and is being expensed to a PTAEO, then OSP must approve prior to submitting to Finance Center

8. Payroll Authorizations
   a. Submit through General Request OnBase e-Form. Select ‘HR/Payroll’ as request type and social security number and date of birth will be encrypted.
   b. Provide all pertinent information. APFC will get some information from DORR.
   c. HELPFUL HINT: When submitting a PA, use the PASF template.
   d. Submit PA’s as far in advance as possible, and no later than 5 days prior to effective date.

9. Kronos
   a. Reports are generated weekly and sent to department
   b. Submit edits for Kronos reports on the General Request OnBase e-Form

10. Payroll Supplemental Payments
    a. Quick Pays: Off-cycle check payments - only for compliance processing
       i. Advance: SEIU Vacation, Financial Burden
       ii. Admin Error: Kronos
       iii. Admin Error: Benefit
       iv. Late PASF
       v. Termination: 72 Hour
       vi. Estate/Beneficiary
b. **Next Payroll Cycle:** Discretionary Payments
   i. Signing Bonus
   ii. Performance Bonus
   iii. Incentive Bonus
   iv. Taxable Business Expense Reimbursement
   v. Pay In Lieu of Notice (PILN)
   vi. Termination Vacation
   vii. Lay Off Lump Sum

11. **Journal Entries/Source System Corrections**
   a. Submit through Corrections, Journals, and Cost Transfers OnBase e-Form.
   b. If GL correction, attach the IRA Transactions “Corrections View” Financial Report which provides the necessary detail for the transaction(s) to be moved.
   c. If PTAEO correction, please attach the required documentation, SPUD Reclass or Cost Transfer.
   d. Transfer From: the account where the transaction currently exists.
   e. Transfer To: the account where you want the transaction moved to.

12. **Cash/Checks**
   a. Take directly to the Cashier’s office
      i. Departments must always deposit cash and checks preferably on the same business day as receipt, but no later than 2 business days after receipt
   b. Do not send cash through Hinman mail

13. **Reporting**
   a. Submit through General Request OnBase e-Form or your assigned analyst to request a report.

14. **Retroactive Wage Transfer**
   a. Submit through Wage Transfer OnBase e-Form

15. **Future Dated Labor Schedule changes**
   a. Submit through MyLS OnBase eForm (MyLS – My Labor Schedule)

16. **Student Prizes and Awards**
   a. Submit through Student Prizes and Awards OnBase eForm
   b. Note Deadline for submission in Red Print

17. **Signature Authority**
   a. The Policy thus identifies which Dartmouth College employees are authorized to enter into transactions with external parties on behalf of Dartmouth and to submit requisitions for purchases through Dartmouth’s internal procurement system
   b. [http://www.dartmouth.edu/~control/policies/signature-authority.html](http://www.dartmouth.edu/~control/policies/signature-authority.html)