Financial Process Highlights

Below are highlights of some of the Financial Processes that affect your departments. More detailed procedures are available on our website (http://www.dartmouth.edu/~fincenter/admin-provost/).

Procure-to-Pay

- **Purchase Orders**
  - Procurement policies can be reviewed at [www.dartmouth.edu/~control/policies/index.html](http://www.dartmouth.edu/~control/policies/index.html).
  - The requestor should complete the Purchase Request e-form available at: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html) and upload contract, invoice, and any other material, such as quotes, to the APFC.
  - All new vendors must submit complete the New Vendor Form. All new Payees (individuals, independent contractors, and vendors) must complete and submit the W-9 in order to be added to the payables system.
  - Independent Contractors must complete the Independent Contractor form for each new contact.
  - The Sole Source form is required for all payments of more than $10,000, with the exception of unique performers, lecturers, and artists.
  - New Vendor, Independent Contractor, Sole Source, and other forms are available at [http://www.dartmouth.edu/~control/forms/index.html](http://www.dartmouth.edu/~control/forms/index.html).
  - Please note, requisition requests should be submitted prior to the order being placed with any vendor.

- **Accounts Payable**
  - You may use the General Request e-form or send original invoices, MIPV's, and RFP's to the APFC. Please be sure to note chart strings and obtain signatures as appropriate.
  - All new Payees must complete and submit the W-9 in order to be added to the payables system.
  - If expedited payments or other special handling is required, please discuss this with an APFC team member.
  - Accounts Payable chart string corrections should be sent using the Corrections, Journals, and Cost Transfer e-form available at: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).
  - Accounts Payable maintains the "System of Record" for all Payable's documentation.

- **P-Cards**
  - Individual cardholders are responsible for the purchase of items in accordance with P-Card policy. The P-Card policy can be reviewed at: [http://www.dartmouth.edu/~control/policies/procurement-card-policy.html](http://www.dartmouth.edu/~control/policies/procurement-card-policy.html).
  - The purchaser is required to submit the receipt with business purpose and chart string within a couple days of purchase through the P-Card e-form available at: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).
  - The "System of Record" for all P-Card documentation is the Finance Center within the OnBase Unity Client.

Business Expense Reimbursement (BER)

- The full Business Expense Reimbursement policy is available at: [www.dartmouth.edu/~control/policies/index.html](http://www.dartmouth.edu/~control/policies/index.html).
  - The BER process is completely electronic. The latest version of the Excel-based BER form is available online at: [www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).
  - The BER form is for the reimbursement of both travel and non-travel expenses.
  - Complete the first page/tab of the BER form with the requested information.
  - E-mail the form along with scanned receipts to [Staff.BusinessExpense.Reimbursement.Internal@dartmouth.edu](mailto:Staff.BusinessExpense.Reimbursement.Internal@dartmouth.edu).
The APFC staff complete the form and route it to the payee’s approver for approval with a copy to the payee, and submitter. The approved form is returned to the APFC.

- The APFC enters the form into the accounts payable system and payment is generated to the individual.

- The APFC maintains the "System of Record" for all BER documentation.

**Deposits of checks and cash**

- Deposits will continue to be processed and submitted to the Cashier's Office as before.
- The Cashier's Office maintains the "System of Record" for all Cashier-related documentation.

**Personnel/Payroll**

- **Payroll Transactions** (new hires, terminations, or changes due to position review)
  - All payroll authorization requests to the APFC should be submitted through the General Request e-form available at [www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).
  - The APFC processes and forwards to the divisional fiscal officer for final approval.
  - Labor Distribution Changes and Wage Transfers should be submitted by the department using the MYLS e-form for Future Labor Distribution Changes or the Wage Transfer e-form for Labor that has already been paid and posted to your account. These forms are available at [www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).
  - Payroll maintains the "System of Record" for all original Payroll Transaction documentation.

- **Kronos Processing**
  - All Non-Exempt and Student hours must be recorded by the close of the Pay Period (Saturdays at 11:59pm).
  - Supervisors, Timekeepers, and System Approvers will receive Time Detail Report.
  - Finance Centers will review and sign-off on all timecards by 12:00-noon.
  - Kronos Report changes should be submitted using the General Request e-form available at [www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).

- **DORR Personnel Actions**
  - The APFC staff will be available to enter actions into DORR.
  - DORR is the "System of Record" for all DORR Personnel Actions

- **I-9’s, W-4’s, and Direct Deposit**
  - All new employees are required to complete the I-9 **within three days** of employment. The APFC has staff available to assist in the completion and processing of the I-9.
  - W-4’s and Direct Deposit for both Payroll and payables reimbursements can be complete through Employee Self-Service available at: [http://employee.dartmouth.edu](http://employee.dartmouth.edu)

**WebADI and Transaction Corrections**

- All requests for corrections/reallocations/transfers (including **source corrections**) should be submitted to the APFC through the Corrections, Journals, and Cost Transfer e-form available at: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).
- WebADI’s are processed by the APFC. Department Fiscal Officers may still process WebADI’s.

**Reporting and Analysis**

- Standard monthly financial reports are generated and made available as requested.
- APFC staff will provide analysis support and ad hoc reporting as requested. These may be submitted through our General Request e-form available at [www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).

**Recordkeeping**

- The APFC will serve as the official "System of Record" for receipts and financial documentation for BER’s, P-Cards.
- Once receipts, invoices and other information are forwarded to the APFC, departments need only retain the originals for 90 days.

02/01/16