Finance and Operations Vision

Dartmouth will deliver an administrative experience that enables the global aspirations of its faculty, students, and staff by providing real-time access to rational processes and accurate information from anywhere in the world.
Today’s Agenda

- Welcome
- Procurement Updates
- Payment Request Project
- Helping Our Customers
- Metrics
- Year-End Reminders
- Compliance and Ethics
Procurement Update
Payment Request Project

**Objectives:**
- Standardize Submission
- Decrease paper handling
- Automate Workflow
- Access Documents
  - Tracking & Reference

**Scope:**
- Invoices
- BER for Students & Guests
- Cash Advances
- MIPV
- Request for Payment

**Goals:**
- Efficient, User-friendly and Secure
- Increased Visibility and Access
- Centralized Financial Records & Retention

**Timeline:**
- Feb - May: *Awareness*
- Jun - Aug: *Development*
- Sep - Oct: *Acceptance*
- Oct - Nov: *Adoption*
Payment Request Project

Awareness and Understanding

- Communication
- Stakeholder Meetings
  - 17 Departments
- Customer Advisors
  - Input & Feedback
  - Test
  - Pilot
Work At Home Pilot

- Everyday about half of the staff are working from a home office
- Using Softphones, Skype and Blue Jeans for communication
- Customer Feedback has been neutral to positive
- Staff Feedback has been positive
Helping Our Customers

At Our March Meeting We Asked for Pain Points

- Problem:
  - GLOS Accounts Receivable Invoices Not Readable
- Solution:
  - Developed a report that provides better descriptions

- Problem:
  - Academic Skills wants an easier way to take payments from students
- Solution:
  - Don’t know you but are going to take
Metrics
### Key Dates to Year-End FY17

**Monday May 29**  
Memorial Day

**Tuesday May 30**  
Memorial Day Bi-weekly Sign-off 11AM

**Saturday June 24**  
Final PPE for PTO for FY17

**Friday June 30**  
End of FY17

**Monday July 3**  
Student Payroll Sign-off 12-NOON

**Tuesday July 4**  
Independence Day Observed

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Think about clearing iExpense transactions!
Compliance and Ethics

- **Email** - never send personally identifiable information (PII) through email in a way the person can be identified. Use a password protected file and send file and password in separate emails.
- **Ethics Hotline** - EthicsPoint receives anonymous complaints and concerns
  - 888-497-0516
- **Dartmouth’s Code of Ethical Business Conduct**
  - http://www.dartmouth.edu/~rmi/
Questions?

Thank you