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e-Forms Overview

What are e-Forms?
- e-Forms replace paper forms and email requests
  - Online submission of financial request forms
  - Submitted directly to approver(s) and/or finance center
  - Discontinue using former paper and excel based forms
- e-Forms are accessed by the Finance Center for processing

Who uses e-Forms?
- Faculty, Staff or Students with a NetID can submit e-Forms

How do I access e-Forms?
- e-Forms are links on the Finance Center website:
  - http://www.dartmouth.edu/~fincenter/forms.html

March 1st, 2015
Submit your financial requests using the available e-Forms
Rollout Plan

Phase I

- **e-Forms Live Now**
  - Purchase Requests
  - P-Card (Receipts or Statements with Receipts)
  - Journal Entries
  - MYLS (Future Labor Schedule changes)
  - Wage Transfer (Retroactive Labor changes)
  - Prize and Award Voucher (Students Only)

Phase II

- **e-Form Enhancements**
  Currently undergoing the approval process

**Coming Soon**

- Payment Request Form (replaces RFP and MIPV)

**General Request Form**

- Payroll Requests
- Account Questions
- Ledger Maintenance
- Security Access Requests
- Other Requests

**Business Expense?**

Business Expense Forms (BER) are currently a pilot project using Oracle iExpense
Access & System Requirements

Submitter Access
- Have a NetID? You can submit an E-form!
  - e-Forms use Web Authentication

System Requirements
- A web browser is all you need!
  - Use your computer*, smartphone, or tablet

*Computers: e-Forms work best using the following browsers:
  - Internet Explorer 9 or 10
  - Google Chrome
  - Firefox 19-29
Process Flow

Throughout:
- **Submitters** access their saved or submitted e-Forms using email notification links
- **Approvers** access forms they were asked to approve using email notification links
- **Finance Centers** access e-Forms for processing
- **A&S Lead Administrators** may access e-Forms using chart strings with their ORG/Award responsibility using the Unity Client
On Every Form

**Form Format**  
Every form has the same header information

**Tip:** If you have an appointment or assignment for multiple areas, you need to select the department that you are submitting for using the Department pull down.
Form Basics

Required Fields
- Indicated by *
- Varies by form
- Examples include:
  - Vendor Name
  - Chart Type
  - Chart String
  - Amount or Distribution
  - Business Purpose

Ghost Text
- A field with gray text provides hints on information the form is seeking

Names
- Begin typing the Last Name and select from the list of available names

Submission
- Save Without Submitting
- Submit
- Close without Saving
Chart Strings & Nicknames

Chart Strings

- Each form will have a section to enter chart strings
  - Select **Chart Type** (GL String, PTAEO String, or any chart string Nicknames)
  - Enter the appropriate values
- Nicknames and P-Card Default* will auto-populate the chart string
- Natural Class is usually not required; the finance center will assign a natural class if the field is blank

Nicknames

- Nicknames for your chart strings are available through the eProcurement system profile
- *If you do not have access to the eProcurement system, please contact the ASFC to have your nicknames created*

*The P-Card e-Form has an option to select the P-Card default string for the cardholder selected*
Special Viewing Access

- Submitting a form for a chart string outside of your department/program?
  - A&S Lead Administrators have access to submitted forms for chart strings in their designated areas using the Unity Client.
  - If you are submitting a form and using a chart string that your administrator does not have access to, and the administrator needs to be able to access the form:
    
    Select the Department Administrator Additional Access check box.

- Two new fields appear:
  - Drop Down – select Security GL Org, PTAEO Award, or your Nickname.
  - Enter the ORG or Award value that your admin has access to.
Attach Supporting Documentation

- Attach supporting documentation
  - Select a Document Type from available list
  - Browse to your attachment
  - Upload
  - Select Done when all attachments uploaded

Include Comments

- Enter additional information for the Approver or Finance Center in the Comments box

Tip: Is your attachment many pages (e.g.: over 20)?
Scan your attachments at 200 dpi (resolution)
Approvals

Add an Approver

- e-Forms can be routed to single or multiple Approvers
  - Begin typing in the last name and select from the list
  - Select Add This Approver
- To add another approver, begin typing another name in the same box
  - Use the sequence drop down to change the sequence in which the approvers are notified and can offer approval (First, Second, etc.)
- When you submit your e-Form, the approver(s) you added will receive an email notification requesting their review and approval
- Following their approval, the e-Form will be routed to the finance center for processing

**Tip:** For Purchase Requests: Do not add an e-Form approver unless you need approval from a person outside of the eProcurement System workflow

**Unsure?** If you have questions on who should approve a form, contact the finance center for assistance
Submission Options

- **Return Later**
  - You will receive an email notification with a link to access your saved e-Form when you are ready to continue.

- **Submit**
  - If you added approver(s), the e-Form will be routed to them prior to the finance center.

- **Close Without Saving**
  - Cancel your request (no information is saved).
Email Notifications

- Submitters will receive an email notifying them when a request has been submitted to the finance center.
- Approvers will receive an email when they need to review and approve an e-Form.

- **Do not forward** the email notification to another person.
  - The email is specific to the NetID of the recipient and links in the email will not work for other individuals.
  - If you cannot locate your email, contact your finance center for the email to be re-sent.

**Tip:** Create rules in Outlook to automatically move e-Form notifications to the same designated folder for easy reference to your submissions.
How do I check the status of my e-Form?

- Use the link provided in your email notification to view your e-Form
  - The status of your form appear beneath the Request ID
    - Received
    - In Process
    - Waiting for Information
    - Complete
- A&S Lead Administrators can access your e-Form using the Unity Client*
- You can contact the finance center for assistance

*Admin Access: When the form includes a chart string that s/he has IRA access to OR when the department admin additional access checkbox has been selected and their IRA ORG/Award was entered
Providing Approval

How to Approve

- If you were selected as an approver for an e-Form, you will receive an email notification
  - Select the link in the email to view the e-Form
  - Sign in using your NetID and password
  - Review the form
  - Options for approval are shown at the bottom of your browser

Approve

- The e-Form will now be routed to the finance center for processing

Deny

- You will be prompted to enter a reason for the denial

Route to Other Approver

- You will need to Add the approver within the e-Form
- You may also remove yourself as approver, or change the sequence in which you approve (first, second, etc.) then select Route to other Approver
Questions or Issues regarding a saved or submitted e-Form?
Arts & Sciences Finance Center
6-2028 or asfc@Dartmouth.edu

Questions or Issues related to your computer, smartphone, or tablet and e-Forms?
Contact your computer consultant or the Computing Help Desk
e-Form Submission

A&S
BEST PRACTICES
P-Card e-Form

Same e-Form is used for submitting TWO ways:

1. **Statements with Receipts for Archiving**
   - Most Common Submission to ASFC
   - Submissions are on a monthly basis by the Pcard Designated Approver
   - Submissions are used for archiving and auditing

2. **Actual Receipt for Approval in PCard System**
   - Use this method when the ASFC needs to approve the charge in the PCard System
   - ASFC serves as backup when Designated Approvers are not available*

   **Fields to Complete**
   - Complete as many of the fields as possible
   - Be sure to include the receipt as an attachment

   *Designated Approvers will need to notify ASFC and request their cardholders to use the e-Form during the period of absence

   **Note:** A&S does not currently utilize the “Pcard Admin” box – this section is for Tuck/Thayer submissions
MyLS e-Form

Reason for Change
All labor schedule change requests require an explanation
- Complete Reason for Change field

Assignment Field
Currently, this field will only accept an assignment number for staff or faculty
- We have requested a form update to allow for student assignment number

Change Request for an Undergraduate?
- DO NOT use this form
- Contact your designated Student Hiring Manager for updating the Student Hiring System

Multiple Changes?
Submit an e-Form for each time period that requires a change
- This is necessary for audit and record keeping purposes
Wage Transfer e-Form

**Reason for Transfer**
All wage transfer requests require an explanation
- Complete Reason for Transfer field

**Assignment Field**
Currently, this field will only accept an assignment number for staff or faculty
- We have requested a form update to allow for student assignment number

**Wage Transfer for Student?**
Enter the assignment number in the Comments field, until the form can accept student assignment numbers

**Grant Requests (PTAEO)**
If the transfer request includes a PTAEO chart string, the form must be reviewed and approved by OSP
- Complete the additional questions for PTA requests

**Reminders:**
- Add your PI as an approver
- Attach required documentation and follow protocols as prescribed by OSP
Correction/Journal/Cost Transfer:

Transfer From
- Correction/Cost Transfer: Where the expense is currently sitting
- Support Transfer: Where the funding is coming from

Transfer To
- Correction/Cost Transfer: Where the expense need to be moved to
- Support Transfer: Where the funding is being sent to

Attachments
- IRA financial reports are requested for reallocation requests

Grant Requests (PTAEO)
- OSP requires that you upload the SPUD (Cost Transfer) excel document
- Refer to [OSP documentation](#) for more information and requirements

Comments
- Enter any helpful information for your request, regardless of type

Examples:
- Reallocate pcard charges due to funding availability
- Support for April 12, 2015 event: The History of Global Regulations

GL Corrections: Chart strings are NOT required - If you do not know both sides of the chart string, leave the fields for chart string blank
This one e-Form replaces requests made formerly via email or on paper for the following:

- Correction to a non payroll GL expense
  Example: Pcard charge from Amazon has incorrect natural class

- Journal (supporting funds from one GL to another)
  Example: Department A is providing round dollar funding to Department B in support of an event/lecture

- Cost Transfer (PTAEO reallocation or service center billing upload)
  Example: Hanover Inn billing needs to be moved off of a grant (PTAEO) to a GL
Correction to a non payroll GL expense
Example: Pcard charge from Amazon has incorrect natural class
  ▶ Complete the chart strings fields as shown
    Transfer From: where the charge is currently sitting
    Transfer To: where you want to charge to move to
  ▶ Attach the IRA report showing the charge you need to move
    Use Document Type “Financial Report”
  ▶ Complete the Reason for Transfer field
  ▶ Multiple lines? Skip the Chart String section and in comments ask us to “refer to attached report”
  ▶ DO NOT add yourself as an approver
  ▶ If you do not know both sides of the chart string (or have multiple corrections and are not entering strings):
    ▶ Leave the Chart Type and Chart String fields blank
    ▶ Check the “Dept Admin Additional Access” box and type in your ORG
    ▶ Include comments that ASFC can use to research the strings for you/Ask us to refer to the enclosed report
Journal (Support Funds) Best Practices

- Complete the chart strings fields as shown
  - Transfer From: where the charge is currently sitting
  - Transfer To: where you want to charge to move to

- Complete the Reason for Transfer field
  - Be sure to provide information on why you are requesting the transfer
    Example:
    - Funds to support FILM 35 Fall Term Class Visitor (and include visitor name and date of visit to class)

- DO NOT add yourself as an approver

- If you do not know both sides of the chart string:
  - Leave the Chart Type and Chart String fields blank
  - Check the "Dept Admin Additional Access" box and type in your ORG
  - Include comments that ASFC can use to research the strings for you
Cost Transfer Best Practices

- The Cost Transfer process is managed by the Office of Sponsored Projects:

  - OSP Cost Transfer Policy

  - OSP e-forms Process Document (Wage Transfers and Cost Transfers)
    [http://www.dartmouth.edu/~osp/onbasecostwagetransfers.pptx](http://www.dartmouth.edu/~osp/onbasecostwagetransfers.pptx)
e-Form Submission
Trouble Submitting?

E-Form submission is intended to be simple and fast, but errors can occur

- Check for error messages in Red Text in the body of the form
  - Correct the field(s) and submit again

- Try Save without Submitting, and ask the finance center to review your entry
  - We will review your form and let you know if we see the issue
  - We will need to know the form type (Journal, Wage Transfer, etc. AND the form ID number found in the header

- If you cannot even Save without Submitting, clear your browser’s cache and try again
  - Still having trouble? Contact the finance center. We will review your issues and seek resolution