Hello
Welcome to the second edition of the Arts and Sciences Finance Center (ASFC) Newsletter. This publication will outline operational and financial procedures and policies that may impact your area.

The ASFC is committed to providing exceptional services to the faculty, staff, and students of the College. We are responsible for a variety of purchasing, payroll, personnel and budget transactions for the College, working closely with central administrative offices to ensure compliance with College policies and procedures, as well as local, state, and federal regulations. We encourage you to visit our website:

Arts & Sciences
Finance Center

Notable Dates

Dec 2015  Budget
Worksheets Due

Dec 2015  Faculty Funding
Reports Go Live

Jan 2015  E-Forms Go Live

E-Forms System

The College is continuing to move forward with electronic document management by implementing the E-Forms System in the Arts & Sciences division during Winter Term.

WHAT IT IS

The E-Forms Workflow System is a web based series of request forms, providing automated and improved workflow and notification. Faculty, Staff and Students will submit requests, using the appropriate form, to their Finance Center. E-Forms can be submitted via computer, tablet, or mobile phone. E-Forms will be found on finance center websites, and will replace previous paper forms.

ROLLOUT

Initially, four forms will be available:
- MYLS (Future Labor Change Request)
- Pcard
- Purchase Request
- Wage Transfers (Retroactive)

Additional e-forms will become available over time.

USERS

All College employees and students can submit an e-form to their finance center. Users will receive email confirmation of their form submissions, which will enable them to access and monitor their requests. Department/Program Administrators will be able to monitor requests submitted by faculty and staff within their organization (requires installation of the OnBase Unity Client).

TRAINING

Particular care has been taken to ensure that completing and submitting an e-form is easy and straightforward. A handout will be available in January for faculty and staff on best practices for e-form submission.

The ASFC will be inviting department/program administrators to training sessions specifically for the OnBase Unity Client. Administrators will need to submit an IT Help Desk Ticket for installation of the OnBase Unity Client. Please reference “OnBase Unity Client Installation A&S Division” in your request.
By Popular Request!

Here is a handy reference guide for business meals (including travel, local, entertainment, and relocation). This guide also notes documentation requirements and the natural class segment to use.

### Definitions:

<table>
<thead>
<tr>
<th></th>
<th>Meals taken with students, donors, colleagues, or individuals from companies, during which specific business discussions or activities took place</th>
</tr>
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<tbody>
<tr>
<td><strong>Business Meal</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Local Meal</strong></td>
<td>Non-travel business meals (see above definition)</td>
</tr>
<tr>
<td><strong>Travel Meal</strong></td>
<td>Business meals (see above definition) taken while traveling away from Dartmouth College</td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td>OMB Definition: Costs for amusement, recreation (diversion), or social activities and any costs directly associated with those activities (such as meals, tickets to a show or sporting event, lodging, rentals, transportation, and gratuities)</td>
</tr>
</tbody>
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### Payment/Meal | BUSINESS MEALS |                      |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Local (8151)</td>
<td>Travel (8144/8141)</td>
</tr>
<tr>
<td><strong>PCARD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under $50</td>
<td>- Detailed Receipt</td>
<td>- Must be delivery/pickup</td>
</tr>
<tr>
<td>$50+</td>
<td>- Detailed Receipt</td>
<td>- Must be delivery/pickup</td>
</tr>
<tr>
<td><strong>Per Diem</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under $50</td>
<td>- No Receipts</td>
<td>- Attendees</td>
</tr>
<tr>
<td>$50+</td>
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<td><strong>BER</strong></td>
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<tr>
<td></td>
<td>- N/A</td>
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</tr>
</tbody>
</table>

### Additional Guidance:
- Procurement Cards cannot be used for meals in restaurants or for travel meals; no sit-down or in-house service is allowed
- All meal expenses, regardless if local, travel or entertainment, require a business purpose
- Attendee lists may be generalized if more than 2 individuals (e.g.: “Dartmouth faculty members and visiting professor, discussion following lecture”)
- Local and entertainment meals would only be reimbursed for individuals if it is part of a group/business meal (thus the attendees are required)
- For individual Travel Meals, detailed receipts are not required and we do not need to confirm with traveler expenses related to the purchase of alcohol
- Meals with Receipts: when separating the cost of alcohol it is not necessary to allocate a percentage of tax or tip unless those are broken out on the receipt
- When travel involves multiple cities in one day a single per diem rate can be selected
Faculty Directory

Q: How and when is the Faculty Directory updated?
The ASFC supplies a listing of Instructors, Lecturers, and Professors, along with department affiliations, to Web Services for directory maintenance on an annual basis. Departments are welcome to continue including all faculty and research ranks on their department website, which is managed independently.

Beginning with this academic year, twice a term, the ASFC will supply a list of faculty additions and updates for faculty directory maintenance to Web Services for publishing in the Directory. These listings will detail faculty rank, department(s) appointment for the current teaching year, joint appointment, named chair, degrees, and institutions attended.

Q: When is a faculty member's profile active?
A faculty profile will be generated for all new Instructors, Lecturers, and Professors once their contact information is available in the DND. However, the faculty profile will only be activated after the faculty member contacts Web Services for editing privileges, as outlined in the next question.

Q: What items can be edited by faculty?
Editing privileges are as follows:
- Title
- Degree(s)
- Area(s) of expertise
- Social media links
- Alternate phone number

Only one individual can own editing rights to a faculty profile at a time, but this access privilege can be assigned to a delegate.

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Q: What role do faculty play?
Faculty are an integral part in the activating and updating of their profiles, once the profile has been activated. They have direct access to edit and update their profile pages by accessing the faculty directory website and selecting “Manage your profile” located to the lower left sidebar. This will generate an e-mail message to Web Support requesting access to their profile. Web Services assigns ownership to the faculty profile and the faculty member has access to edit their content.

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Expecting an incoming wire transfer of funds?
Be sure to let Institutional Accounting know if you are expecting an incoming wire transfer. It is very common for the wire details to be vague and difficult to ascertain where the funds need to be placed in the ledger. This means that your funds may not be transferred to your chart string in a timely manner.

When you are expecting an incoming wire of funds, email Institutional Accounting with the following information:

1. Originator of Funds
2. Expected Amount
3. Chart String to Credit
4. Any invoice number or other identifying information

Information for Student Employers

- Developing Student Positions
- Setting a Student Wage
- Advertising
- Interviewing & Hiring
- Supervision
- Electronic Timesheets

Student Employment Office (SEO)
BUSINESS EXPENSE POLICY
The Business Expense Policy was updated in September with changes to the Per Diem (meals) reimbursement rates. You can review the updated policy on the Controller’s Office website.

E FORMS TRAINING
Unity Client Training for Department & Program Administrators will be scheduled for January. A handout will be available in January for faculty and staff for best practices on submission.

FACULTY FUNDING REPORTS
The Dean of Faculty Office rolled out the Faculty Funding Reports to eligible faculty on November 19th. Monthly pdf reports on Burke Awards, FRPDF, IRR, Named Chair, Startup, and SRR accounts are emailed to faculty who “opt-in” by activating their delivery profile in IRA. More information is found on the ASFC website: Arts & Sciences Finance Center

FY16 BUDGET
Budget templates were circulated to Department and Program Administrators by the Fiscal Office the week of November 14. Budget templates are due back to the Fiscal Office on December 15.

FREQUENTLY ASKED QUESTIONS
We would like to include frequently asked questions by our customers for the next newsletter. If you would like to submit questions or suggestions, please email ASFC’s main email with the subject line: "Newsletter Questions."

Q&A: Best Practices for Budget Reporting

Q: How do I check my departmental budget?
A: Department Administrators should utilize IRA to run the GL Budget Balance Available Report.
You may need to filter out natural classes related to staff payroll (exception: non-exempt overtime and student payroll) as A&S department/program budgets are typically responsible for covering those costs. This report is best exported in the Excel format.

Be sure to share your report with your Chair. You can use this report to check your budget availability and begin projections for the remainder of the academic/fiscal year.
Having Trouble? Contact the ASFC to schedule an appointment with an Analyst.

www.dartmouth.edu/~fincenter/arts-sciences/ asfc@dartmouth.edu
Overview of Services

The ASFC provides support to the Arts & Sciences departments, programs, institutes, staff, faculty and students. We are responsible for a variety of personnel, payroll, purchasing, and accounting transactions for the Arts & Sciences division of the College.

PERSONNEL & PAYROLL
Our office liaises with the Office of Human Resources for the staff hiring process, in particular the entry into the DORR system for hiring approval. We also assist with Faculty Leaves. Have a new hire? Our office processes Payroll Authorizations, and payroll forms such as the I-9, W-4, and the Personal Info Change form. Need to move payroll charges to a different account? We process wage transfers (LADC and MYLS). Need to submit a timesheet? The ASFC processes both biweekly and student timesheets for the Arts & Sciences division.

PURCHASE & REIMBURSEMENT
Need something for your area? Our office will assist you with a purchase request and the eProcurement system. We are responsible for processing invoices for payment, reimbursements to individuals, and assist with vendor forms. We also review and archive procurement card (pcard) expense documentation for the division and provide documentation on file when cards are audited.

FINANCIAL SYSTEM ACCESS, ACCOUNTING & REPORTING
The ASFC processes all requests for an individual to have access to the financial systems.

In addition, we process requests for changes to the general ledger (chart string segments to be created, disabled, or modified). We manage Dean of Faculty accounts and provide balances for those commitments. Need to move a general ledger charge from one string to another? We can process a correction or journal entry for you. We can also provide assistance with interpreting your IRA reports.

GENERAL
We encourage you to contact us when you have a question and we look forward to assisting you with your financial transactions.

Policy Spotlight

Brush up on Dartmouth’s

Restricted Funds Management (RFM)

- Review the Tutorial
- Category Table
- RFM Policies

…found on the Controller’s Office Website

www.dartmouth.edu/~fincenter/arts-sciences/ asfc@dartmouth.edu