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/provost-dean/). Please note that each area is unique and if we have addressed alternative processing for any of the financial processes described below, then continue to follow the process provided to your department.

Procure-to-Pay

- Purchase Orders
  - Procurement policies can be seen at www.dartmouth.edu/~control/policies/index.html.
  - The requestor should complete the requisition form available at the forms link above or send email request, contract, invoice, and any other material, such as quotes, to the PDCFC.
  - 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.
  - Please note, requisition requests should be submitted prior to the order being placed with any vendor.

- Accounts Payable
  - All original invoices, MIPV's, and RFP's should be sent to the PDCFC. 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 a PDCFC team member.
  - Accounts Payable chart string corrections should be sent to the PDCFC for processing.
  - 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
  - The purchaser is required to scan the receipt with business purpose and chart string within a couple days of purchase to Provost.Dean.of.the.College.PCards@dartmouth.edu.
  - A P-Card Receipt Documentation form is available at: www.dartmouth.edu/~fincenter/forms.html.
  - If departments already have a similar documentation form in place, it may be used in lieu of the PDCFC form.
  - The PDCFC maintains the "System of Record" for all P-Card documentation and monthly statements.

Business Expense Reimbursement (BER)

- The full Travel and Business Expense Reimbursement policy is available at: 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.
- 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 PDCBERs@dartmouth.edu.
  - The PDCFC staff complete the form and send it back to the preparer for review.
  - The completed form is forwarded to the traveler for approval, to the traveler’s approver for approval, then back to the PDCFC. The electronic approval chain must stay intact.
  - The PDCFC enters the form into the accounts payable system and a check is generated to the individual.
- The PDCFC maintains the "System of Record" for all BER documentation.

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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)
  - Send all payroll authorization requests to the PDCFC.
  - The PDCFC processes and forwards to the divisional fiscal officer for final approval.
  - Labor Distribution Changes and Wage Transfers may be completed by departments or departments may contact the PDCFC for assistance.
  - Payroll maintains the "System of Record" for all original Payroll Transaction documentation.

- **Timesheet Processing**
  - All Non-Exempt and Student Timesheets are to be submitted to the PDCFC (Parkhurst, suite 006), **no later than 9:00 am** on the Monday following the close of the Pay Period.
  - If submitting during non-business hours, please use the locked dropbox just outside the door of 006 Parkhurst.
  - Please remember that both Non-Exempt and Student Timesheets should have original signature of the employee and supervisor. If original signature is unattainable at the time that the timesheet is submitted, attach an email from the employee that details the time, pay period, and they certify that the time being submitted for that pay period is appropriate and correct.
  - Timekeepers should verify all fields are completed and accurate.
    - For Non-Exempt, please verify Name, Pay Period, Assignment Number, time, and chart strings used in the Over-ride sections are provided and accurate and that original signatures are present.
    - For Students Timesheets, please verify Name, Student ID, Pay Period, Department Contact and Number, time, JobNet and chart string are accurately provided and that both the student employee and supervisor's signatures are present.

- **DORR Personnel Actions**
  - There is no change in the submission of personnel actions since the Provost and Dean of the College Divisions are already largely centralized.
  - The PDCFC staff will be available to enter actions into DORR.
  - DORR is the "System of Record" for all DORR Personnel Actions.

WebADI and Transaction Corrections

- All requests for corrections/reallocations/transfers (including **source corrections**) should be submitted to the PDCFC for processing.
- **WebADI’s** are processed by the PDCFC. Department Fiscal Officers may still process **WebADI’s**, if they wish and copies of completed journal entries (after smiley faces appear…) are sent to the PDCFC.

Reporting and Analysis

- Standard monthly financial reports are generated and made available as requested.
- PDCFC staff will provide analysis support and ad hoc reporting as requested.

Recordkeeping

- The PDCFC 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 PDCFC, departments need only retain the originals for 90 days.

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