Spring Finance Information Forum

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.*

April 21, 2021
Agenda

Recent Project Updates

- Vendor Portal
- OnBase Enhancements
- Policy Portal

Coming Soon

- EBS Upgrade & System Outage
- Contract Management System
- Central Merchant Account

Student Prize & Award Season

Year-End Reminders
Recent Updates

Vendor Portal
OnBase Enhancements
Policy Portal
Vendor Portal Project

• **PaymentWorks**
• Vendors
• Onboarding Progress
• Questions?
• Dartmouth’s new cloud-based vendor onboarding solution
• Replaces current vendor creation and change processes

Benefits to Dartmouth:
• Fraud protection, not holding banking information

Benefits to Vendors:
• Streamlined process for managing profile and contact info
• Securely enter and update banking information
• Ability to view payment status

Resources:
• FAQs Sites for Vendors & Departments
• Support@PaymentWorks.com, Finance Centers, Procurement
VENDORS

Any non-Dartmouth Entity getting paid by Dartmouth is expected to register within the portal.

- All vendors or individuals that receive payment through AP
- Any vendor that submits an invoice, or individual receives a taxable payment

Including:
- Non-profits
- Foreign entities
- Honorariums
- Gifts
- Study Participant payments

Does not include:
- Employees
- Foreign Individuals (non-IC)
- Reimbursements *(unless they want ACH)*
- Students
Finance Centers are managing the invitations for existing Dartmouth Vendors (14,000+)

Departments are to notify Laurie Noblet of any high priority vendors, specifically those who have requested ACH payments.
OnBase Enhancements

General Request eForm:

- “Date of Birth” & “Social Security #” moved above Request Explanation on HR/Payroll/Tax Reporting Submittal & Student Information Submittal Request Types

- New Request Types:
  - Communication Stipend
  - Credit Card Maintenance
  - Return/Voided Payments
  - Vendor Maintenance

- New Document Types:
  - Backup Documents (emails)
  - Checks

Payment Request eForm:

- “Currency” now required for International Wires
Policy Portal

Policies.Dartmouth.Edu

Provost Initiative to centralize all institutional policies

Links to policies are still available within the Finance Policy Library

If you have saved links to specific policies, you may need to update those links
Coming Soon

E-Business Suite Upgrade
Contract Management System
Central Merchant Account
Oracle Enterprise Business Suite (EBS) Upgrade

What? Dartmouth is undergoing an upgrade of our Oracle Enterprise Business Suite (EBS) to 12.2.10

Why? Oracle will no longer support our current version as of Dec 2021

When? Afternoon of Thursday, May 6 – Monday, May 10

Impact of the Upgrade:

➢ Wide-spread system outages (Oracle and many integrated systems)

➢ Alternative Transactional Processing Schedule

➢ Accelerated deadlines for Accounts Payable and PCard Sweep
  ➢ Friday, April 30 for PCard eForms
  ➢ Monday, May 3 for Payment Requests, Prize & Award, Library Acquisitions

➢ Final nightly feed of interface tables and satellite systems
  ➢ Accounts Payable, HRMS, iExpense, iProcurement, PCard, GL, OGA
  ➢ Advance, Banner, Computer Store, IRA, Utilities
Oracle Enterprise Business Suite (EBS)

COMMON MODULES:
• Employee Self-Service
  • Direct Deposit
  • Payslip
    • Employee, including Students
• Total Comp Statement
• W4 & W2
• iExpense
• iP Procurement
• GL Journal Entries (WebADI)
• Grant Journal Entries (SPUD)
• P-Card Transaction Maintenance
• MYLS

CENTRAL/HOST MODULES:
• Accounts Payable
• Cash Management
• Fixed Assets
• Oracle Grant Accounting (OGA)
• HRMS
• Payroll
WHAT SYSTEMS WILL BE IMPACTED?

Common Oracle Modules
- Employee Self-Service (Payslips, W2)
- iExpense
- iProcurement
- GL Journal Entries (WebADI)
- Grant Journal Entries (SPUD)
- MYLS
- P-Card Transaction Maintenance
- Central/Host Oracle Modules
- Accounts Payable
- Cash Management
- Fixed Assets
- Human Resource Management System (HRMS)
- Oracle Grant Accounting (OGA)
- Payroll (not Kronos)
- Stockroom

Integrated Systems
- IRA Financial Reports will be stale until after the upgrade.
- OnBase Unity Client & eForms for Finance, HR, Geisel, Arts & Sciences should not be used.
- Personnel Action Smart Form (PASF) will be unavailable.
- Any direct feeds to and from Oracle will be offline or stale.

WHAT SYSTEMS WILL NOT BE IMPACTED?
- Kronos Time Management & Timeclocks
- Planon Real Estate
- RAPPORT
- Single-Sign On (SSO)
- Global Protect
Oracle Enterprise Business Suite (EBS) Upgrade

- New look & feel w/customizable interface
- Minimal impact on End-User functionality

- Training & Guidance will be provided for new Procurement Features
- New WebADI/SPUD Templates
# Oracle Enterprise Business Suite Upgrade Calendar

## Alternative Transaction Processing Schedule

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<th>Sunday</th>
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<th>Wednesday</th>
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<tr>
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<td></td>
<td>• Future Labor Distribution Changes via MYLS eForm</td>
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<td>• PCard eForm for Sweep 5/7</td>
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<td>• Biweekly/Studen nt PA General Request eForm/PASF</td>
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<td></td>
<td>• Corrections, Journals, &amp; Transfers submitted via Corrections and Journal eForm</td>
<td>5:00 PM</td>
<td>EBS Upgrade – System Outage</td>
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<tr>
<td></td>
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<td>• iExpense Approvals</td>
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<td></td>
<td>• Purchase Requisitions in eProcurement</td>
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<td>EBS Upgrade – System Outage</td>
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Contract Management System

Objectives:

- Improve efficiency of processing through standardization and automation
- Improve transparency and reporting
- Reduce risk and exposure
Contract Management System

- Contract Request
- Automated Approval Workflow: Preliminary & Final Approval
- Access & Visibility
- Automated Reporting
- Finalizing:
  - Configuration
  - Training
  - Testing
Contract Management System Go-Live

May 3 Finalize
- Configuration
- Testing
- Resources

May 10 Training
- Contract Managers
- Procurement
- Campus Services

May 17 Early Adoption
- Rollout & Training
- Contract Requesters
- Approvers
- Department Admin

June 1 Go-Live
- Rollout & Training
- Live & Pre-recorded trainings
- Online Resources
Independent Consultants/Independent Contractors Questionnaire

- Decoupling the Questionnaire from the Agreement
  - Simplified single page form that is completed by IC
  - Allows evaluation of individual without an assigned agreement
  - Allows for Master Agreement evaluation
- Annual renewal
- Contract Request following evaluation
Independent Consultants/Independent Contractors Process

Verify
IC Completes Questionnaire
Procurement Review

Notify
Department notified of approval
New IC invited to PaymentWorks

Contracting
Contract Request
Agreement Created

PaymentWorks
Central Merchant Account

To address the need for ad hoc credit card acceptance:

- Programs that are providing low volume billable services
- Temporary registration or conference fees

Department responsible for:

- Transactional processing fees
- Program, advertising, website, etc

Finance responsible for:

- Monthly maintenance fees
- Invoice or Simple Checkout creation
- Reporting and reconciliation
Student Prizes & Awards – Due June 4

- Name of Prize must be selected from the Name of Prize list
- Email rshelp@dartmouth.edu if:
  - Unable to meet June 4 deadline
  - Do not anticipate giving out awards this year
  - Prize/Award is not available in the Name of Prize list
  - There are changes to an existing award
- Any prizes that require check pick-up need to be submitted by Monday, June 7th and must be picked up on Wed, June 9th
Year-End Reminders

Things that can be done now:

• Review Financial Reports & Submit Corrections
• Submit all Cash and Check Deposits to Cashier’s Office
• Submit any available Payments and Reimbursements
• Make any necessary Purchases or Orders now
  • items should arrive by June 30 to be applicable for Fiscal Year 2021
• Any Labor Distribution Changes for Fiscal Year 2021 or 2022 (no need to wait!)
Thank you!!!