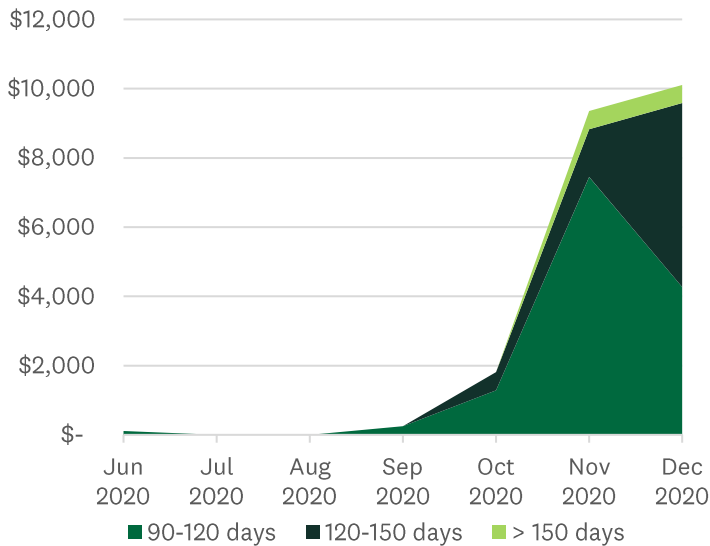


Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, and Risk & Internal Control

Chart of the Month

Unsettled Corporate Card Charges



Source: Financial Services Quality/Compliance Reports

Although corporate card spend is still much lower than in previous years, we still observe plenty of charges that remain unsettled (not yet submitted on an expense report). Over the past 6 months, the number of unsettled transactions has increased significantly. Please make sure these charges are being settled in a timely manner.

Institutional Policy Portal

Dartmouth is moving to a centralized policy portal for all institutional policies. The Policy Portal will centralize institutional policies from offices such as Human Resources, Finance, Title IX, Information, Technology and Consulting, and more. The Portal will provide a single location to search for all institutional policies.

Institutional policies will be available on various business unit websites however, the website address (URL) will be changing to the new Policy Portal address. If you have saved, bookmarked, or linked to an institutional policy on your department website, be on the lookout for additional communications about the Portal's launch, as these links will be changing. If you have any questions about the new Portal, please email policies@dartmouth.edu.

Reminder: Virtual Independent Contractors

If you are hiring an individual for a virtual event or performance, it is important to have the individual vetted as an Independent Consultant or Independent Contractor and have an agreement put in place. Please review the [Independent Contractors](#) site for requirements.

Procurement Buyer Update

Paul Rivers has retired, and we are actively looking for a replacement but until then please put Denise Moses as the Buyer on requisitions that would have previously had Paul's name on them.

2021 Martin Luther King Jr. Celebration

Hope and Action 2021: January 16 - January 31

Join the Dartmouth community in celebrating the legacy of Rev. Dr. Martin Luther King, Jr. This year's celebration theme is "Hope and Action," and will be explored through engaging, powerful, and relevant virtual programming and presentations being held throughout the week.

For information and links to all MLK Celebration programming, please visit www.dartmouth.edu/mlk.

Are you a Lone Pine or a Big Green?

The college updated the COVID testing frequency for employees working on-site. Employees are categorized as Lone Pine or Big Green testers, each with their own testing frequency. Please review the [Employee COVID-19 Resources](#) page if you work on-site or will begin working on-site this year to learn the details.

2021 Standard Mileage Rate Decrease

The IRS announced a decrease in the optional standard mileage rates for 2021 (effective for expenses paid or incurred on or after January 1). The College has adopted the optional standard mileage rates for the use of a car (including vans, pickups, or panel trucks) as follows:

- 56 cents per mile for business miles driven
- 16 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

Vendor Payment Terms Update

Dartmouth Vendors are now being invited into the [PaymentWorks Vendor Portal](#) to create and manage their profiles for doing business with Dartmouth. Vendor Payment Terms are being updated to encourage vendors to use electronic payment methods. Below are the updated Payment Terms we are offering Vendors:

- SUA – Pay Upon Receipt
- ACH – Net 45
- Check – Net 90

Go to the [Vendor Guide](#) and click on [Payments](#) for more information on Payment Terms.

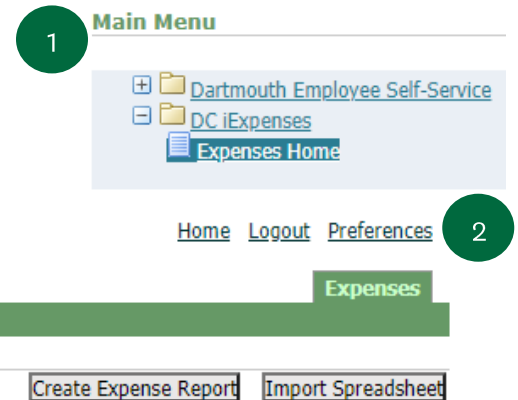
OnBase Quick Tip: Creating Chart String Nicknames for iExpense & Finance eForms

It is often difficult to remember all the various GL chart and PTAE0 strings and it is not always handy to have list of these account numbers. In iExpense, we can name a chart or PTAE0 string to something meaningful to you and you can use those names when completing Expense Reports in iExpense or when completing a Finance eForm.

Here is how:

- Go to [iExpense](#).
 - Note: You must be a Dartmouth employee to access iExpense and Web Authentication is required.
- Click on Preferences in the upper right-hand corner
- Within Expense Preferences, select My Allocations
 - Nicknames can be created for both PTAE0 (Grants) and GL Accounts
 - Click "Add Another Row"
 - Enter an Allocation Name that makes sense to you
 - Enter each segment of the PTAE0 and GL Account
 - Note "Project Expenditure Organization" is the Organization Name, not Organization number
- Click Apply

Oracle Applications Home Page



Dartmouth Expense Reports

Expenses Preferences: My Allocations
 Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry. Cancel Revert Save Apply

My PTAE0 Allocations

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization	Split Criteria	Duplicate	Remove
1	My PTAE0							

Add Another Row

My GL Account Allocations

Line	Allocation Name	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	Split Criteria	Duplicate	Remove
1	My GL Account	College Only	Admin and Provost Finance Center	Subvention	Finance Center Admin	Default			

- The new Allocation Name will be available within iExpense or in your Finance eForms immediately.

Create Expense Report: Expense Allocations
 Use the fields below to update expense allocations for selected expense lines.
 * Indicates required field

TIP You can only update expense lines with project-enabled expense lines.

Select Expense Lines: Update Allocations Revert

My Allocations: My PTAE0 Apply

Select All | Select | Expand All | Collapse All

Chart Strings

Chart Type*

- GL String
- GL String
- PTAE0
- Work Order
- Accounts Receivable
- APFC
- F&A Prof Dev
- EVP
- My PTAE0**