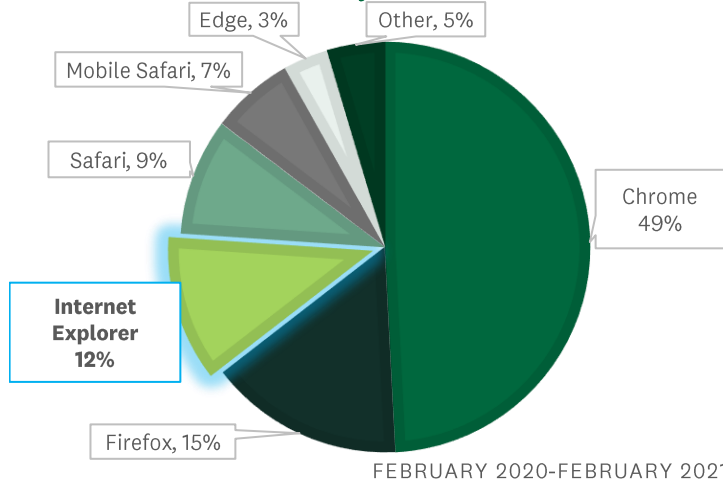


# Finance & Admin Update

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

## Chart of the Month

### Finance Website Visits by Web Browser



Source: Site Improve Website Visitor Data Analytics

In August 2021, [Microsoft will be de-supporting Internet Explorer](#). This means, they will no longer be ensuring the application settings, security, and functionality work in the everchanging internet work environment.

In analyzing data from the Finance website visitor traffic, we can see that 12% of visitors to the website are using Internet Explorer. Finance, in collaboration with ITC, is working to develop guidance to transition individuals from Internet Explorer to other [Web Browser options](#). If you have not yet made the switch to another browser, we encourage you to start familiarizing yourself with either Chrome, Firefox, Safari, or Edge. Alternative guidance has also been prepared for those who use Internet Explorer to access [Internet Security Setting for WebADI](#).

## PaymentWorks Vendor Portal

Starting March 1, 2021, all new vendors, including Independent Contractors, will register through the new Vendor Portal. With the rollout, Department Administrators will no longer need to gather new supplier classification forms, tax forms, and insurance certificates. When a new vendor is identified, they will be invited by the Finance Center or Procurement Services Office to register in the PaymentWorks Vendor Portal. More information is available at:

- [Frequently Asked Questions for Vendors](#)
- [Frequently Asked Questions for Departments \(SSO required\)](#)

Please notify [Procurement](#) of any existing vendors who have specifically requested to receive ACH payments in the past and we will prioritize their invitation.

## Welcome our Procurement Sourcing Managers

Procurement is pleased to announce the recent hire of Cameron O'Brien and Jeffrey Spada to the Procurement Team.

Cameron will be responsible for all aspects of sourcing lab/scientific supplies and equipment, audio visual, import/export of items, and grant related purchases.

Jeff will be responsible for all aspects of sourcing facilities supplies and equipment, and IT related purchases.

Both come with exceptional experience for these positions and will be strong assets to our community.


## Improving Inclusivity in Hiring

The Talent Acquisition, Compensation, HRIS, and HR Operations teams have spent the past year working in collaboration with our position management and applicant tracking system vendor, PeopleAdmin, to leverage capabilities within DORR to support a more inclusive search process. These changes include updates to fields on action forms, enhanced communication, workflow adjustments, more informative candidate dispositions, among many other functionalities. The updates allow for a focus on building a diverse applicant pool, streamlined approach to evaluation of candidates reducing opportunities for bias, and an overall better candidate experience.

All updates are currently live in the DORR system and resources are available to support the learning of those involved in the DORR Hiring process:

- [DORR Demonstration Recording](#)
- [DORR Training Manual](#)
- [Manager Toolkit – Recruitment](#)

## Phishing Tournament Begins – Register Today!

 Dartmouth ITC is launching a Phishing tournament in order to raise awareness to educate the community about the dangers of online Phishing. Through this tournament, we hope to reduce phishing incidents on campus and reward those who take the initiative by participating! Learn more and register to participate at: [gophish.dartmouth.edu](http://gophish.dartmouth.edu). This is brought to you through a collaboration of [Dartmouth ITC](#) and [DALI Lab](#)

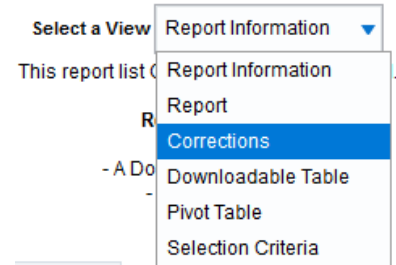


## Journal Entries & Source System Corrections Reminder

Journal entries and corrections should be submitted through the [Corrections, Journals, and Cost Transfer eForms](#) for all Source System corrections, such as Cashier or Payables, manual journal entries or cost transfers. When submitting for a correction to a transaction that has posted to the incorrect chart string account, it is necessary to provide the IRA Transactions “Corrections” Financial Report.

To access this report:

- Go to [Institutional Reporting & Analysis \(IRA\)](#)
- Click on GL Transactions and use the Filter Selections to target your transaction for correction
- Click “Apply”
- Next in the **Select a View** drop down, select “Corrections”
- Select to export to Excel
- In the Excel, add the transfer to account where the transaction should be moved
- Once complete, upload this to the [Correction, Journal, and Cost Transfer eForm](#)
  - Note: It only is necessary to complete the “Reason for Transfers” field on the eForm, when providing the GL Transactions “Corrections” Financial Report



Click here to learn more about [Corrections & Cost Transfers](#)

## Dartmouth Credit Card Reminders

With the increase of the purchasing limit from \$2,499 to \$4,999 of operational retail type purchases on the Procurement Card (PCard) and Corporate Card, we have had numerous questions about the general usage of credit cards and other topics that are not changing, so we thought it would be helpful to provide some high-level reminders.

### CORPORATE CARD

The Corporate Card is the appropriate card to use for charging travel expenses related to College business and low dollar (under \$4,999) retail type items. All Dartmouth College full-time employees are eligible to apply for a Corporate Card and is appropriate for anyone that travels or incurs travel or entertainment type expenses for the College more than a couple times per year.

The Corporate Card may be used, like the Procurement Card, for general low-dollar operational expenses, as long as, [Procurement Card Policy](#) guidelines are followed. Corporate Card transactions are approved and allocated through [iExpense Expense Reporting](#).

### PROCUREMENT CARD (PCard)

The Procurement Card is designed to be used when purchasing low dollar (under \$4,999) retail type items.

The Procurement Card should not be used for the purchase of alcohol or travel (except for the purchase of some bus tickets). PCard transactions are submitted through the [PCard eForm](#) and allocated in the PCard Transaction Maintenance system.

**Receipts for purchases less than \$75 are not required and are discouraged** for both the Corporate Card and Procurement Card, **unless** for the purchases for varsity sports, gifts, relocation, entertainment, or lodging.

[Subscribe to the Finance & Admin Update](#)