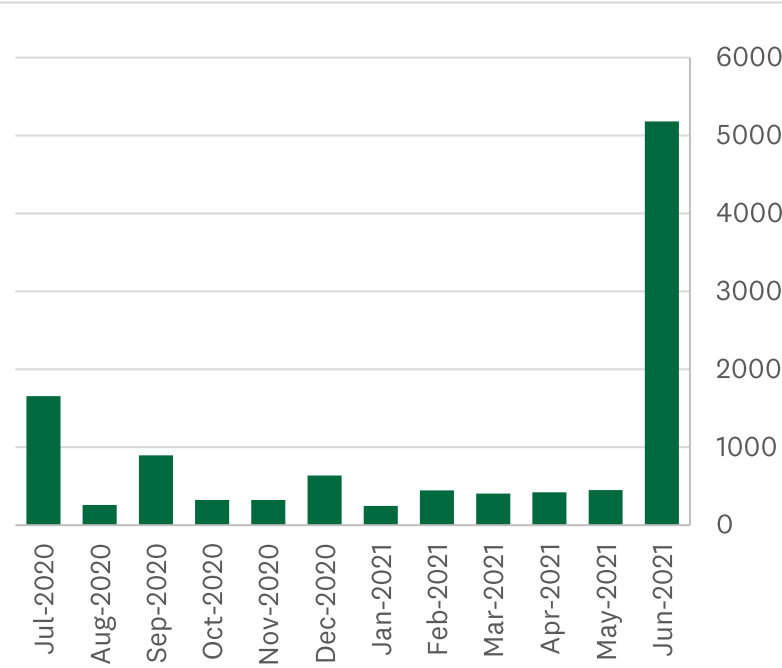


Finance & Admin Update

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

Chart of the Month

Journal Entry Lines – Fiscal Year 2021



Source: Financial Reporting – July 2021

Transaction levels at Dartmouth always increase in June, but journal entry levels in the final month of the fiscal year spike dramatically. In Fiscal Year 2021, of the 11,247 journal entry lines processed, 5,180 (46%) took place during the month of June.

There are many things you can do to reduce the need for journal entries and assist in distributing journal entries throughout the year.

- 1) Directly allocate expenses to the appropriate chart account, verifying the funding source is appropriate for the expense.
- 2) If collaborating with another area on event or activity, either provide the appropriate chart string allocate expenses or distribute expenses across the various sources.
- 3) Review financial reports monthly to verify transactions are posting as expected and appropriately. If there are errors, submit corrections immediately.

Reviewing financial reports regularly helps ensure accuracy in transactional processing, financial reporting and forecasting for the department, division, and the institution. Your consistent and thorough review is necessary and appreciated.

Welcome our New Team Members

- [Michael Ela](#), Compensation Analyst, Compensation
- [Heather Johnson](#), HRIS Analyst, HR Information Systems
- [Pamela Tiberi](#), Financial Account Specialist, Campus Billing & DartCard Services
- [Tiffany Wothers](#), Benefits Analyst, Benefits

Farewell and Thank You to Mike Wagner

Michael (Mike) Wagner will be leaving Dartmouth at the end of August and assuming his new position at Williams College as Vice President for Finance and Operations and College Treasurer. Mike has provided 20 years of steadfast and supportive financial leadership for Dartmouth. He joined Dartmouth in 2001 working first as Controller and then as Chief Financial Officer at Geisel. He was appointed Vice President for Finance in 2010 and was named CFO in 2014. We will miss his leadership and guidance but know he will provide the same exceptional level of service at Williams College.

The search for the new Chief Financial Officer will begin at the end of summer. In the interim, Dianne Ingalls, Controller and Assistant VP for Finance, and Scott Frew, Assistant VP for Finance and Treasury Management, will serve as co-Interim Vice President for Finance. Rick Mills will serve as Chief Financial Officer in addition to his role as Executive Vice President.

Time to Transition off Internet Explorer

As of August 17, 2021, Microsoft will no longer support Internet Explorer 11 for use with Microsoft 365 apps and services (including browser versions of Outlook, Word, Excel, etc.). ITC recommends that users move to fully supported browser versions of Edge, Safari, Chrome, and Firefox. This is in anticipation that Internet Explorer will naturally age out of support with relevant Windows operating systems. For information to help with the transition:

- [Set Default Web Browser](#)
- [How to move Browser Bookmarks](#)
- [How to access your Internet Options without IE](#)

If you are using Firefox to access java modules in Oracle, like PCard Transaction Maintenance, it is recommended you [download the Firefox ESR version](#).

LinkedIn Learning at Dartmouth

LinkedIn Learning offers thousands of learning opportunities for business, creative, and technology skills. Check out LinkedIn Learning at lil.dartmouth.edu to assist in achieve your personal and professional goals.

Return to Campus and GoToConnect

As the community plans and prepares to return to campus, ITC is looking to work with faculty and staff now and before the students return this Fall. Once students return, ITC will need to redirect focus on our students return to campus needs.

Check out the [Returning to Campus? Here's what you need to know](#) resource for checklists that departments and individuals can consider before and during their return to campus.

As a reminder, GoToConnect is the software-based phone service through your computer or cell phone that we have been using while working remotely. You can continue to use GoToConnect while working on campus, with all the same great benefits. Unlike the physical desk phones, GoToConnect allows you to:

1. Easily call people using their name rather than having to know the phone number;
2. Block numbers from calling your number (via the cell phone app);
3. Send and receive text messages to/from your Dartmouth number.

Are you and your phone changing locations?

With the return to campus, there has been a lot of reshuffling and resizing of office space. If you or others in your department are changing offices and have a physical phone, it is important to take your phone with you and [submit a ticket to ITC](#) with your phone number and new office location. This is for 911 emergency purposes.

Have Unused Desk Phone?

If you or your office have any unused polycom or the old Cisco desk phones ITC will pick them up for redeployment or recycling or you can drop them off at

Unused Desk Phone Drop-off Points

- **Computer Sales & Service** – McNutt Hall, Ground-level, down the ramp on the right-side of the building.
- **Finance Offices** – 7 Lebanon St, Suite 302

[Request a Pick-Up](#) at your location by submitting a ticket to ITC.

For more information go to: [Return to Campus: Phone](#).

Finance On-Campus Operations Update

Coming in September, Finance and Finance Centers will be adjusting their hours to accommodate the reopening to campus operations. While several areas will continue to work remotely with minimal on-campus activity, the 7 Lebanon Street, Suite 302 will be staffed and open Monday - Friday, 10:00AM - 3:00PM.

AP Check, Credit Card & Vehicle Registration pick up

7 Lebanon, Ste 302: Monday - Friday, 10:00AM- 3:00PM
Departments are encouraged to confirm in OnBase that checks have been issued through the Payment Request eForm before attempting to pick up. Emails will no longer be sent to notify the department that checks are ready for pick up. Checks will continue to be printed on Wednesday only and available after 10:00AM the following Wednesday.

Employee Payroll Check pick up

7 Lebanon, Ste 309: Monday - Friday, 10:00AM - 2:00PM

Campus Billing & DartCard Service

Campus Billing & DartCard Services, including the Cashier's Office will remain closed to the public. Finance is exploring cashless options for distributing cash advances when necessary. The Campus Billing & DartCard Services Office will be opening for student-facing transactions and ID distribution in the near future out of Room 103.

Finance Center Operations

Admin & Provost Finance Center will be primarily remote, but will have office hours: Monday - Thursday, 10:00AM - 3:00PM. APFC is available via email and phone: Monday - Friday, 8:00AM - 4:00PM.

Arts & Sciences Finance Center will have office hours: Tuesday - Thursday, 8:00AM - 4:00PM. ASFC is available via email and phone: Monday - Friday, 8:00AM - 4:00PM.

Geisel Finance Center will continue to be fully remote, but available via email and phone: Monday - Friday, 8:00AM - 4:00PM.

On campus operations are contingent institutional guidance of on campus operation levels and staff and community safety.

International Travel Exception Requirements

Effective August 1st, the [Travel Registry](#) and [Travel Exception Requirements](#) have been updated with international locations that present lower risk and for which the Travel Exception Request is not required. While all travel contains some level of risk, travel to some locations poses additional levels of risk so registration and/or an approved Travel Exception Request from the Office of the Provost is required. See the [Travel Exceptions](#) page on the Global Dartmouth site form more information.