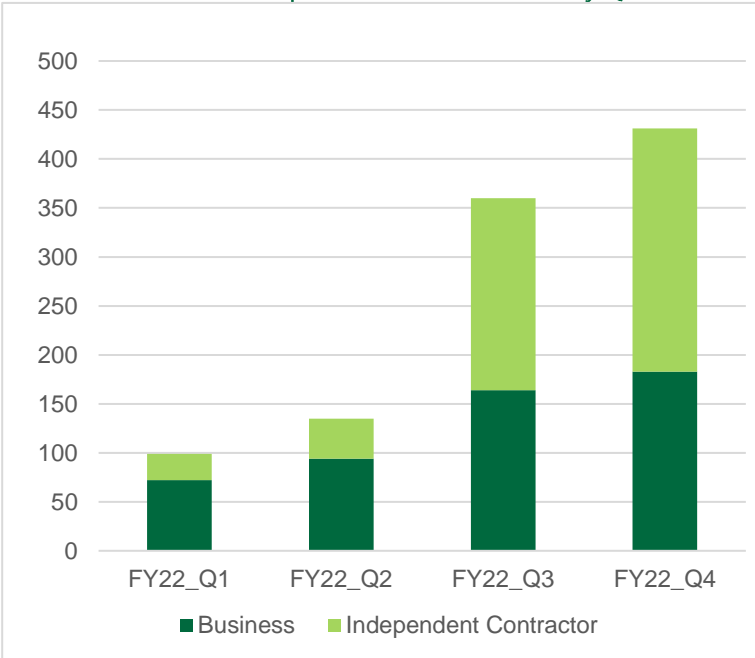


Finance & Admin Update

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

Chart of the Month

Fiscal Year 2022 Contract Volume
Business vs. Independent Contractors by Quarter



Agiloft Contract Management System (July 1, 2021 – June 30, 2022)

Use of the new Contract Management System (CMS) increased dramatically in Q3 and Q4 of FY22, with independent contractors accounting for more of the activity than contracts with businesses. The implementation of CMS has helped improve the consistency of Dartmouth's contracting processes and has helped to ensure that appropriate terms and approvals are in place for these arrangements. Having CMS in place also allows us to measure the volume, effort, and the time it takes to move contracts through the procurement process.

Finance will use this information, in collaboration with input from the business units, to identify opportunities to improve Finance processes, for example, to reduce transaction times for low-risk transactions. We are formalizing this review as a part of a broader model Post-Implementation Analysis. This Post-Implementation Analysis will become a regular part of the future systems implementations.

We have already identified some potential improvements and will be reaching out to users and providing forums for input as we go through this process. In the meantime, if you have suggestions or observations on the Contract Management System and processes around contracting that you think would help with this effort, please contact Procurement.Services@dartmouth.edu.

Happy Academic & Fiscal New Year!

We want to take a moment to thank you for all your efforts over the last several months. The end of the academic and fiscal year is intense, and it takes all of us working together to make it successful. Whether you were responsible for coordinating final exams and grades for those graduating, managing events for students, alumni, faculty, or staff, setting up and taking down hundreds of tables and chairs, cleaning dorms, reviewing, and finalizing transactions and accounts, or keeping our campus safe, it is all an incredible effort! Thank you for all that you do. We are so grateful and proud to have you as a colleague.

Help Shape DEI Priorities at Dartmouth

Many students, staff, and faculty participated in IDE's community engagement sessions and many themes emerged from these discussions. These themes have been consolidated into the [Dartmouth Community Engagement Theme Report](#).

IDE is requesting that the community to review the above report and then complete the [Community Engagement Theme Survey](#) by July 22. The survey takes less than 5 minutes and will assist in shaping the priorities of the new strategic DEI plan. We encourage you to do this today!

Calling all Student Supervisors

Thank you to those who were able to join one of our recent zoom sessions sharing an overview of the new Student Employment system. If you were unable to join (or would like to review the information or share it with others who would benefit, please:

- [Watch the recorded session online](#)
- [Review or download the presentation slides \(pdf\)](#)

We welcome your feedback and questions! Please complete our [survey](#) by July 20, 2022.

The deployment of the JobX module and training on JobX and TimesheetX for student supervisors will occur in October and November. Training and deployment of JobX and TimesheetX to students will begin during the interim period in December.

Finance Office Hours Update

Effective August 1, Finance Offices located at 7 Lebanon Street, Suite 302 are available onsite Wednesdays only from 10:00AM - 3:00PM for AP Check pick-ups, Corporate Credit Card and Procurement Card (PCard) pick-ups, and Automotive Registration pick-ups. The hours for the Payroll window remain unchanged.

Student Digital Payment Reminder

Student addresses are still required for payments, even if payment will be processed digitally. Addresses are necessary to provide to J.P. Morgan Chase, in case a student does not claim their payment and a check needs to be issued. Addresses are also necessary for issuing 1099s.

IRS Increases Standard Mileage Rate

The IRS announced an increase in the optional standard mileage rates for 2022 (effective for expenses paid or incurred on or after July 1, 2022, for the remainder of the year). Dartmouth has adopted the optional standard mileage rates for the use of a car (also vans, pickups or panel trucks) as follows:

Rates July 1 - December 31, 2022:

- 62.5 cents per mile for business miles driven
- 22 cents per mile for medical or moving purposes*
- 14 cents per mile in service of charitable organizations**

Rates January 1 - June 30, 2022:

- 58.5 cents per mile for business miles driven
- 18 cents per mile for medical or moving purposes*
- 14 cents per mile in service of charitable organizations**

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas, and oil.

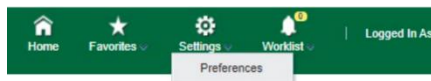
*The rate for medical and moving purposes is based on the variable costs, such as gas and oil.

**The charitable rate is set by law.

Create Chart String Nicknames for OnBase

Did you know you can create nicknames within iExpense that you can use in Finance eForms immediately?! To do this:

1. Login to Oracle and go to iExpense.
2. Click on Settings at the top of the screen and select Preferences.



3. Within Expense Preferences, select My Allocations. Nicknames can be created for both PTAE0 (Grants) and GL Accounts
4. Click "Add Another Row"
5. Enter an Allocation Name that makes sense to you
6. Enter each segment of the PTAE0 and GL Account
*Note "Project Expenditure Organization" is the Organization Name, not Organization number
7. Click "Apply"



This information is also available on the Finance website at: [Creating Nicknames for iExpense and Finance eForms.](#)

Upcoming Training through Zoom

Employee Time Management Supervisor Training

- [Friday, August 5, 11:00 - 12:00 PM](#)
- [Wednesday, August 17, 3:00 - 4:00 PM](#)

Agiloft Contract Management System Training

- [Thursday, August 18, 1:00 - 2:30 PM](#)
- [Thursday, September 15, 1:00 - 2:30 PM](#)
- [Thursday, October 20, 1:00 - 2:30 PM](#)

OnBase Unity Client Training

- [Wednesday, August 10, 9:00 - 10:00 AM](#)
- [Wednesday, October 5, 9:00 - 10:00 AM](#)

Click on the dates to register and use netid@dartmouth.edu in the email field.

Make the Move to IRA Cloud

Finance is strongly encouraging all IRA users to use the new [IRA Oracle Analytics Cloud \(OAC\)](#) exclusively for financial reporting. IRA-OAC is more stable, dependable, and faster than the legacy IRA. IRA-OAC also leverages artificial intelligence and machine learning services that enhance and improve the performance of the system.

The legacy IRA platform will continue to be available through mid-August, so if you run into issues accessing or using IRA-OAC, please report your issue and know you may use the IRA on-prem until the issue has been addressed. If you have questions or need to report an issue, please contact Financial.Reports@dartmouth.edu. There are still some ongoing system adjustments, and it may be necessary to restart the system from time to time. ITC will attempt to reach-out to end-users that are logged into the system prior to a restart occurring.

Please note that not all business units have signed off on the IRA-OAC for production. Each business unit will announce their release as they become available.



iExpense Preitemization Check

Before submitting your expense report, please check "Reimbursement to You". If the value is negative, money is owed to Dartmouth. If that is not correct, edit your report as necessary!

| Expense Report Total | | 68.16 USD |
|---|--|------------|
| Corporate Card Business Expenses | | 68.16 |
| Corporate Card Personal Expenses | | 0.00 |
| Corporate Card Itemized Personal Expenses | | 2.84 |
| Company Paying to Credit Card Issuer | | 71.00 USD |
| Cash and Other Business Expenses | | 0.00 |
| Corporate Card Personal Expenses | | 0.00 |
| Corporate Card Itemized Personal Expenses | | (2.84) |
| Reimbursement to You | | (2.84) USD |



Prolong your Laptop's Battery Life

To prolong your laptop's battery life, do these 4 simple tips:

1. Keep it cool
2. Don't leave it fully charged
3. Perform shallow discharges (50% recommended)
4. Fully discharge once a month

For more information, check out this article: [4 Simple Tips to Keep your Laptop Battery Healthy.](#)

Business Purpose Reminder

A "Business Purpose" is necessary when submitting many transactions. We encourage concise business purposes of less than 50 characters.

| Not Sufficient | Sufficient | Too Much Information |
|----------------------|---|--|
| Business trip | Trip to NACUBO Conference | Trip to NACUBO Conference in Washington DC on April 12 – April 16. Topics discussed included higher education finance. |
| Lunch | Lunch meeting with visiting professor, Sam Smith | Lunch at Canoe Club with Professor Sam Smith, Visiting Professor from the University of California at Berkeley. |
| Lunch with colleague | Lunch with Sue Smith to plan symposium presentation | Lunch at Molly's with Sue Smith to discuss our presentation at the World Health Symposium on new methods for combating diabetes. |
| Dinner | Dinner meeting with Bio 101 class (20 attendees) | Pizza dinner for Bio 101 class meeting in Silsby 104 with 20 students...(names of students) |
| Supplies | Office supplies | Office supplies: staplers, pens, post-it notes, and paper for supply closet |
| Entertainment | Event with alumni donors | Event at Sue Smith's house in Boston, MA for 26 alumni donors, including(names of donors) |

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