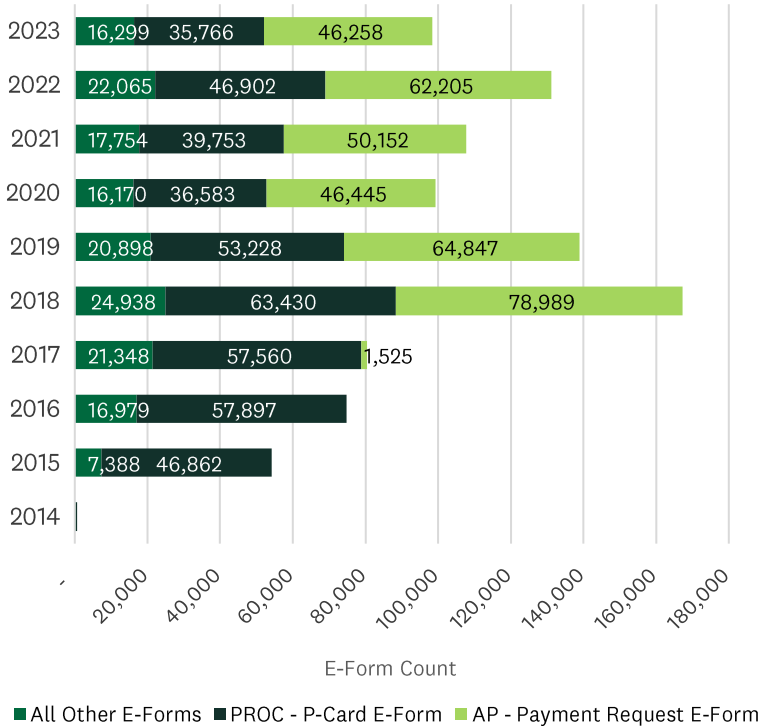


Chart of the Month:

Finance E-Form Counts



OnBase Unity Client count by calendar year 2014 – September 15, 2023 Finance is marking its 10th year utilizing OnBase and e-Forms to manage a significant portion of the institution's financial transactional records in the OnBase Unity Client. The transformation toward digital workflows and record management began in 2014 with the introduction of Purchase Request and PCard e-Forms. Over the following years, we continued transitioning more financial processes to e-Forms to enhance efficiency and maintain consistency in transactional processing.

In 2018, we rolled out the Payment Request e-Form, which rapidly became our highest-volume e-Form, representing 47% of our annual volume. As we approach the fourth quarter of the 2023 calendar year, it appears that our overall processing volumes are on track to return to pre-pandemic levels, estimated at around 145,000 e-Forms annually.

Welcome Newest F&A Team Member

Jenna Murphy, Finance Specialist, Arts & Sciences Finance Ctr

Fall 2023 Learning & Development Catalog

The HR Learning and Development Fall 2023 Course Catalog is now available! We are offering workshops on a variety of topics such as communication, delegation, and building trust. To view the full course catalog and register for workshops visit <http://dartgo.org/tanddmain>.

Travel Meals and Incidental Expense Gratuities

Leaving a tip or gratuity for Business or Travel Meals and Incidental Expenses is reimbursable. According to the [business expense policy](#) when per diem is not chosen, actual and reasonable costs will be reimbursed. This includes reasonable tips of not more than 20%.

We have received some questions about whether it is okay to round the tip amount. To clarify, it is acceptable to have a tip amount slightly over 20% due to rounding the tip amount or total bill using the tip to the nearest dollar. The expense including the tip will be reimbursed in such cases. Please ensure tips are reasonable and in-line with the overall costs.

New Anticipated Pay Date for Payments

The Payment Request e-Form now includes a new field indicating the Anticipated Pay Date for Dartmouth payments. This field will automatically populate after the payment has been processed through Accounts Payable, aiding departments in responding to vendor payment date inquiries based on vendor terms.

Please remember that the payment method is displayed in the Legal Payee Name section, and vendor invoice [payment terms](#) are as follows:

Payment Method	Payment Terms
Virtual Card (SUA)	Pay upon receipt
ACH	Net 30 days
Check	Net 45 days
International Wire	Pay upon receipt

Non-invoice payments to students, staff, and other individuals are paid upon receipt.

Join our Monthly OnBase Roundtable

Come ready to share and learn together. Our next meeting is:

Wednesday, October 4,
9:00 – 10:00AM

Register to have meetings added to your calendar!

Legal Payee Name* Business Purpose (will display on check)

GL/OGA Description (if different from Business Purpose)

Pay To SUA **Payment Method How payment will be issued.**

Payment Type Invoice Payment Amount Anticipated Pay Date 10/1/2023 **When payment will be issued.**

PaymentWorks vs. Sprintax for New Vendors

[PaymentWorks](#) is the system for vendor registration.

[Sprintax](#) is used to determine if an individual is a tax resident and what taxes should be withheld for non-residents.

- **Foreign Entities** need to sign up through PaymentWorks, but currently do not have to use Sprintax.
- **Non-Resident individuals** do not need to register with PaymentWorks, but if they are receiving a taxable payment (e.g., honorarium or income from services), they will be invited to register in Sprintax. *Note: If the Finance Center or Accounts Payable are unaware of the residency status of an individual, the individual will receive an invitation to PaymentWorks.*

Payee Type	Services performed within the US	Services performed outside the US
U.S. Individual	PaymentWorks	PaymentWorks
U.S. Entity	PaymentWorks	PaymentWorks
Non-Resident Individual	Sprintax	Name, Address, Payment Method (banking information if wire)
Foreign Entity/ Business	PaymentWorks	PaymentWorks

Sprintax Registration: After the Sprintax invitation is sent, the non-resident individual has one week to register before payment is issued. If the non-resident individual does not complete the Sprintax registration, taxes will be withheld at a 30% fixed rate, regardless of the payee's residency or their tax status. **This rule applies to non-resident students too.** If they want a lower tax rate, they must complete Sprintax registration and provide all the needed information and documents within the week of receiving the Sprintax invitation.

Reminder: An [Honorarium Acceptance Form](#) is required for all honorarium payments. This form ensures the individual is aware they are receiving taxable income and provides information for Payment Request eForm submitters, Finance Centers, and Finance for vendor onboarding and wire information for Non-Resident individuals. For more information, please see [Hiring Independent Contractors and Guests](#).

Managing OnBase Access to Documents

OnBase allows employees handling financial transactions in their department to see financial records. This visibility is available to those who have been granted Department Admin permissions for certain GL Org or OGA Award values. Access to Finance eForms depends on the match between their permissions and the orgs or awards that appear in the Chart String or Department Administrator Additional Access sections of the e-Form.

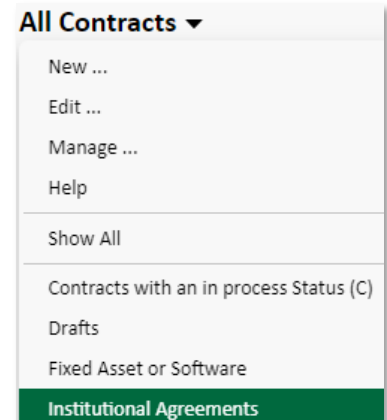
The Department Administrator Additional Access section is designed to allow for an alternative org or award to be entered that is different from the org or award in the Chart String section. This value is typically auto-populated with an org or award if the submitter of the e-Form has Department Admin permission. This ensures that the Department Admin always has access to the e-Form if the chart strings provided on the form are outside the Department Admin's access.

If the approver of an e-Form has Department Admin permissions and needs to have access to the e-Form following the approval, they should verify that they have access to one of the orgs or awards in the chart string section or the Department Admin Additional Access section. If not, they may update the Department Admin Additional Access org or award prior to approving the e-Form.

Institutional Agreements in Agiloft CMS

Institutional Agreements have been redesignated in the [Agiloft Contract Management System](#) as "PIA" and "CIA", to denote "Procurement Institutional Agreements" and "Campus Services Institutional Agreements" to reinforce that Institutional Agreements do not need to be a Master Agreement.

All Dartmouth employees have access to view Institutional Agreements through the Contracts table. Institutional Agreements are available on the Department Admin dashboard, or by navigating to the "All Contracts" table, click the dropdown menu next to "All Contracts" title, and select "Institutional Agreements."



Reminder: A separate Statement of Work (SOW) is required when engaging with any vendor that has a Master Agreements on record.

Agiloft Contract Management System Training

- [Thursday, September 21, 1:30 – 3:00PM](#)
- [Thursday, October 19, 1:30 – 3:00PM](#)

Use the date links above to sign-up for the above sessions and your netid@dartmouth.edu to have the meeting invite sent to you.

Department Administrator Additional Access

Security GL Org

GL Org

Enter your GL Org or OGA Award

Check box if chart strings above are outside your Department

Enter your Department's Chart String Org or Award

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