

Year-End is Coming

Fiscal Year-End is right around the corner and March 31st marks the end of 3rd Quarter. This is a great time to start planning for year-end activities! Review accounts, submit payments, corrections, journals, and finalize purchases.

Finance Job Posting:

The APFC is seeking a [Finance Center Specialist](#).

Business Purpose Reminder

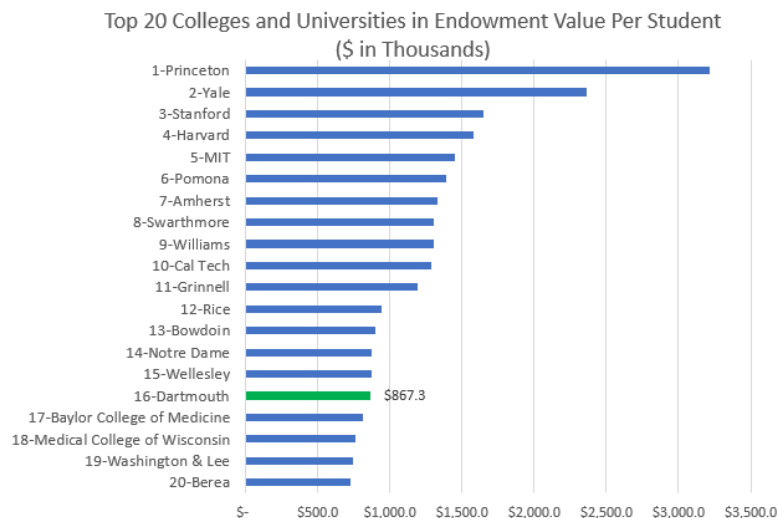
A “Business Purpose” is required when submitting business or travel expenses and on a PCard purchase.

- There is no need to include information that is collected elsewhere on forms or receipts – e.g. location of travel, dates, items purchased, etc.

Examples

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	Lab supplies	Lab supplies and chemicals: beakers, centrifuge tubes, Trypsin/EDTA .25% 100ml, Ready Gel 4-15% Tris-HCl 50uL
Supplies	Office supplies	Office supplies including: staplers, pens, post-it notes, paper, and pads for office supply closet
Entertainment	Event with alumni donors	Event at Sue Smith’s house in Boston, MA for 26 alumni donors, including(names of donors)

New Chart of the Month



Dartmouth ranks 16th in the NACUBO listing of 2018 Endowment Value Per Student FTE. This is one overall indicator of institutional wealth. This ranking reflects the generosity of those who have contributed funds to Dartmouth, as well as, prudent investment portfolio management and distribution over long time periods. Dartmouth’s Endowments provide an important source of funding for many meaningful activities on campus, including professorships, facilities, the arts and financial aid.

For more details: [US-Educational-Endowments-Report-FY18](#)

Have a Chart of the Month Idea? Send your idea to: Financial.Services@groups.dartmouth.edu

PCard Transaction Maintenance coming soon

The *PCard Transaction Maintenance* screen will be updated the week of March 25th to capture the OnBase PCard eForm Request Number and Business Purpose. The Business Purpose will be a required field.

As a reminder, the Business Purpose should be precise and no more than 120 characters. There is no need to provide details that can be found on the receipt.

Additional Transaction Details	
2nd Embossed Line	OnBase Req No
<input type="text"/>	<input type="text" value="567834"/>
Traveler Name	Ticket Number
<input type="text"/>	<input type="text"/>
Business Purpose	<input type="button" value="Details"/>
<input type="text" value="Supplies for Office"/>	

Helpful Hints for Corrections, Journals, and Cost Transfers

Use the Corrections, Journals, and Cost Transfer Request eForm located on the Finance Forms page at: <https://www.dartmouth.edu/~fincenter/forms.html>



	Correcting Expenses or Transferring Costs (Expense)	Transferring Funds (Income)
Transfer From: # Chart Type 1 <input type="text" value="--Select--"/> <input type="button" value="v"/> <input type="button" value="Add Additional String"/>	Moved Off (<i>Credit Entry</i>)	Moved Off (<i>Debit Entry</i>)
Transfer To: # Chart Type 1 <input type="text" value="--Select--"/> <input type="button" value="v"/> <input type="button" value="Add Additional String"/>	Moved Onto (<i>Debit Entry</i>)	Moved Onto (<i>Credit Entry</i>)

Additional Helpful Hint:

When submitting a correction, always attach the IRA corrections or transactions report. This assists the Finance Centers in the verification and identification of source systems (e.g. Accounts Payable, Computer Store, etc).

Reminders from Student Employment

Need Student(s) Help for Spring Term?

- Students are looking & applying for jobs right now. Use [Jobnet](#) to post and update your position if you want students to apply. If you need to update your position, [contact us](#).
- **Spring Term Job Fair** is Tuesday, March 26 from 3:30pm - 4:30pm in Paganucci Lounge ('53 Commons). [Registration is due by Friday, March 22.](#) [Register online](#) now!

I-9 Drop-In Sessions

Need an I-9? Finance staff will be available afterhours in the Baker/Berry Library main hall (across from the Circulation Desk)
Wed, April 3 – 3:30 – 6:00PM
Thurs, April 4 – 4:00 – 6:30PM
Tues, April 9 – 3:30 – 6:00PM

Terminate Students who no longer work for you:

- **Please end work assignments for those students who are not returning to work for you within the PA Smart Form (using the correct termination date).** [Kronos access licenses are limited.](#) As we transition to the next term, we need your help to make licenses available to students who are expected to work.

Best Practice: Hire and terminate students in the PA Smart Form *“real time”*. Access to Kronos and your job are available when they need it and won't be when they don't. **(Safeguard yourself and your budget!)**



Not sure who is in Kronos for your job?

Create a “Student Transaction Downloadable Report” in the PA Smart Form. (Instructions are available on page 10 of this [pdf](#).)

FAQ about students who are graduating:

Q: My student employee completed his/her courses and graduated this Term. Can s/he still work for us next term?

A: Depending on federal eligibility, a student employee may continue to work for Dartmouth College for one term following the completion of their coursework. Contact [SEO](#) or your [Finance Center](#) for additional information.