APFC Best Practices

Contact Information:
Hinman Box 6126
Main Phone # - 646-1310
General Email: Admin.and.Provost.Finance.Center@Dartmouth.edu
Finance Forms: https://www.dartmouth.edu/~fincenter/forms.html

Types of Services

1. Pcard receipts
2. iExpense – request to prepare for employee
3. Purchase Order Requests
4. Reimbursements – Students and Non-Employees
5. Paying Invoices and Internal Generated Payments (formerly MIPV and RFP)
6. Payroll Authorizations
7. Kronos
8. Payroll Supplemental Payments
9. Journal Entries/Source System Corrections
10. Cash Advances
11. Cash/Checks
12. Reporting
13. Student Prizes and Awards
14. Signature Authority

Services and Processes:

1. **Pcard receipts**
   i. Use PCard eForm to submit P-Card receipts
   ii. Keep original receipts until verified they are legible
   iii. Do not submit receipts under $75 but do complete an eForm with business purpose and chart string
      i. Exception for WB Mason: if office supplies and default chart string, no submission is necessary

2. **iExpense – request to prepare for employee**
   i. Use Expense Report Request eForm to request the Finance Center to prepare the iExpense Expense Report
   ii. Attach only required receipts and other documents (cash advance voucher, detailed expense worksheet, etc.)
   iii. Do not submit receipts under $75, unless for entertainment, lodging, and relocation, but do provide itemization of these expenses
   iv. Keep original required receipts until verified they are legible

3. **Purchase Order Requests**
   i. Submit using Purchase Request eForm. A Purchase Order Request must be submitted before purchase of the good or service is made
   ii. The Purchase Order Policy is available at:
      https://www.dartmouth.edu/~control/departments/procurement/po.html
   iii. Be sure to include routing instructions (does the PO need to be faxed to vendor, etc.)
4. **Reimbursements – Students and Non-Employees**
   i. Submit using [Payment Request eForm](mailto:Payment Request eForm)
   ii. If Student or Guest doesn’t pull up in Payee Name field, check New Payee/Address and enter Student ID, Student Name and Address
   iii. Do not include receipts under $75 unless business purpose is entertainment
   iv. Single travel natural class, **8148-TRAVEL DOMESTIC** Non-Emp or Student or **8118-TRAVEL FOREIGN** Non-Emp or Student. Unless reimbursement is for local expenses
   v. Attach pdf file of receipts
   vi. Any additional information, please add to comments field

5. **Paying Invoices and Internal Generated Payments (formerly MIPV and RFP)**
   i. All invoices that need to be processed for check or international wire payment, should be emailed to invoice@dartmouth.edu or a [Payment Request eForm](mailto:Payment Request eForm) must be created
   ii. Honorariums, Fellowship/Scholarship payments or other payments to students or non-employees should be processed through the [Payment Request eForm](mailto:Payment Request eForm) as an Other Payment

6. **Payroll Authorizations**
   i. Submit through [General Request eForm](mailto:General Request eForm). Select ‘HR/Payroll’ as request type and social security number and date of birth will be encrypted
   ii. Provide all pertinent information. APFC will get some information from DORR
   iii. HELPFUL HINT: When submitting a PA, use the PASF template, include on the Finance Center forms page below the [General Request eForm](mailto:General Request eForm)
   iv. Submit PA’s as far in advance as possible, and no later than 5 days prior to effective date

7. **Kronos**
   i. Reports are generated weekly and sent to department
   ii. Department supervisors review reports and notify the Finance Center if there are errors in an employee’s time
   iii. Submit edits for Kronos reports on the [General Request eForm](mailto:General Request eForm)

8. **Payroll Supplemental Payments**
   i. **Quick Pays**: Off-cycle check payments - only for compliance processing
      i. Advance: SEIU Vacation, Financial Burden
      ii. Admin Error: Kronos
      iii. Admin Error: Benefit
      iv. Termination: 72 Hour
      v. Estate/Beneficiary
   ii. **Next Payroll Cycle**: Discretionary Payments
      i. One Time Bonus
      ii. Taxable Business Expense Reimbursement
      iii. Pay In Lieu of Notice (PILN)
      iv. Termination Vacation
      v. Lay Off Lump Sum

9. **Journal Entries/Source System Corrections**
   i. Submit through [Corrections, Journals, and Cost Transfers eForm](mailto:Corrections, Journals, and Cost Transfers eForm).
ii. If GL correction, attach the IRA Transactions “Corrections View” Financial Report which provides the necessary detail for the transaction(s) to be moved
iii. If PTAE0 correction, please attach the required documentation, SPUD Reclass or Cost
   i. Transfer
iv. Transfer From: the account where the transaction currently exists
v. Transfer To: the account where you want the transaction moved to

10. Cash Advances
   i. Submit through the Payment Request eForm by selecting the Cash Advance
   ii. Only one chart string and approver is allowed on the request
   iii. Settlement Date should be within 10 business days of the end date
   iv. Employees should limit Cash Advance requests to when traveling with groups of students, otherwise should consider obtaining a College-paid Corporate Card

11. Cash/Checks
   i. Take directly to the Cashier’s office
      i. Departments must always deposit cash and checks preferably on the same business day as receipt, but no later than 2 business days after receipt
   ii. Do not send cash through Hinman mail

12. Reporting
   i. Submit through General Request eForm or your assigned analyst to request a report

13. Retroactive Wage Transfer
   i. Submit through Wage Transfer eForm

14. Future Dated Labor Schedule changes
   i. Submit through MyLS eForm (MyLS – My Labor Schedule)

15. Student Prizes and Awards
   i. Submit through Student Prizes and Awards eForm

16. Signature Authority
   i. The Policy thus identifies which Dartmouth College employees are authorized to enter into transactions with external parties on behalf of Dartmouth and to submit requisitions for purchases through Dartmouth's internal procurement system