Finance and Operations Vision

*Dartmouth will deliver an administrative experience that enables the global aspirations of its faculty, students, and staff by providing real-time access to rational processes and accurate information from anywhere in the world.*
May 1, 2018 Agenda

- Welcome
- Customer Satisfaction Survey
- Payment Request Project Check In
- Requesting Corrections
- Review of Finance Center Website
- Updates
- Account Review Guidelines
- Finance Operational Excellence Showcase
- Questions
Payment Request Project

How is it Going?

Training session May 3, 1:30 to 3:00
Requesting a Correction

Why do we ask for the transaction report or the Corrections View transaction report?

- Some corrections are journals, some accounts payable, some go to the cashier and some go to the Computer Store

- Attach to OnBase Corrections Request either
  - Transaction report from Finance Center
  - Corrections View Transaction report from IRA
## Corrections - Here's Why

<table>
<thead>
<tr>
<th>JE Source Short Name</th>
<th>Ref 1</th>
<th>Ref 2</th>
<th>Ref 3</th>
<th>Ref 4</th>
<th>Ref 5</th>
<th>JE Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pcard</td>
<td>PCARD_DC</td>
<td>Vendor</td>
<td>Cardholder</td>
<td>System Approver</td>
<td>Item Description</td>
<td>Last 6 Card Number, Card Holder, Description</td>
</tr>
<tr>
<td>Invoice/Payment</td>
<td>Payable</td>
<td>Vendor</td>
<td></td>
<td></td>
<td></td>
<td>Invoice Number Description</td>
</tr>
<tr>
<td>Computer Store</td>
<td>COMPUTERSTOR_E_DC</td>
<td>Order number</td>
<td>Stock Number</td>
<td>Purchaser</td>
<td></td>
<td>Order Number, Item description</td>
</tr>
<tr>
<td>Classroom Technology Services</td>
<td>EVENTSBILLING_DC</td>
<td>Request number</td>
<td>Description of charge</td>
<td></td>
<td></td>
<td>Request ID and Description</td>
</tr>
<tr>
<td>Travel Leaders</td>
<td>TRAVEL_DC</td>
<td>Vendor</td>
<td>Purchase Date, Traveler</td>
<td>Chart String, Trip Name</td>
<td></td>
<td>Travel Date, Traveler, Destination</td>
</tr>
<tr>
<td>iExpense</td>
<td>Payee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expense Number, Business Purpose</td>
</tr>
<tr>
<td>Transfers</td>
<td>Manual</td>
<td>Offset Chartstring</td>
<td>Offset Chartstring</td>
<td></td>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>Inventory</td>
<td>stockroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date, Stockroom, item description</td>
</tr>
</tbody>
</table>
Finance Center Website
http://www.dartmouth.edu/~fincenter/

- Announcements
- Documents
  http://www.dartmouth.edu/~fincenter/finance_center_docs.html
  - Payment Request eForm Info
  - Hints
  - Unity Client
  - Procure to Pay information
Updates and Reminders

Memorial Day Payroll Schedule

• Biweekly NON-Union approvals due Friday May 25\(^\text{th}\) by 11:00am

• Union approvals due by Sunday May 27\(^\text{th}\) by 9:00am (schedule changes for this week are due by 5/21)
Updates and Reminders

- Year End Reminders
  - Check OnBase Pending Queues
  - PCards
- Thayer Finance Center Transition
- Use Corp Card to rent locally thru Enterprise
- Gifts and Gift Cards/Certificates
Operational Excellence Showcase

- Finance Division showcase of continuous improvement projects
- May 9, 2018 from 10:30 to 11:30 in the Hanover Inn lower level
Account Review Guidelines

- Risk Based Regular Review of Financial Transactions
Compliance and Ethics

- **Email** - never send personally identifiable information (PII) through email in a way the person can be identified. Use a password protected file and send file and password in separate emails.

- **Ethics Hotline** - EthicsPoint receives anonymous complaints and concerns
  - 888-497-0516

- Dartmouth’s Code of Ethical Business Conduct
  - [http://www.dartmouth.edu/~rmi/](http://www.dartmouth.edu/~rmi/)

- Whistleblower Protection
Questions?

Thank you