e-Forms for Submitters

ARTS & SCIENCES FINANCE CENTER

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### e-Forms Overview

#### What are e-Forms?
- **e-Forms replace paper forms and email requests**
  - Online submission of financial request forms
  - Submitted directly to approver(s) and/or finance center
- e-Forms are accessed by the Finance Center for processing

#### Who uses e-Forms?
- Faculty, Staff or Students with a NetID can submit e-Forms

#### How do I access e-Forms?
- e-Forms are links on the Finance Center website:
  - [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html)

**March 1st, 2015**
Submit your financial requests using the available e-Forms
Rollout Plan

**Phase I**

**e-Forms Live Now**
- Purchase Requests
- P-Card (Receipts or Statements with Receipts)
- Journal Entries
- MYLS (Future Labor Schedule changes)
- Wage Transfer (Retroactive Labor changes)

**Phase II**

**e-Form Enhancements**
- Currently undergoing the approval process

**Coming Soon**
- Payment Request Form (replaces RFP and MIPV)
- Prize and Award Voucher
- General Request Form
  - Payroll Requests
  - Account Questions
  - Ledger Maintenance
  - Security Access Requests
  - Other Requests

**Business Expense?**
- Business Expense Forms (BER) are currently a pilot project using Oracle iExpense
Access & System Requirements

Submitter Access
- Have a NetID? You can submit an E-form!
  - e-Forms use Web Authentication

System Requirements
- A web browser is all you need!
  - Use your computer*, smartphone, or tablet

*Dartmouth Web Authentication

*Computers: e-Forms work best using the following browsers:
- Internet Explorer 9 or 10
- Google Chrome
- Firefox 19-29
Process Flow

Throughout:
- **Submitters** access their saved or submitted e-Forms using email notification links
- **Approvers** access forms they were asked to approve using email notification links
- **Finance Centers** access e-Forms for processing
- **A&S Lead Administrators** may access e-Forms using chart strings with their ORG/Award responsibility using the Unity Client
On Every Form

**Form Format**  
Every form has the same header information

*Tip:* If you have an appointment or assignment for multiple areas, you need to select the department that you are submitting for using the Department pull down.
Form Basics

Required Fields
- Indicated by *
- Varies by form
- Examples include:
  - Vendor Name
  - Chart Type
  - Chart String
  - Amount or Distribution
  - Business Purpose

Ghost Text
- A field with gray text provides hints on information the form is seeking

Names
- Begin typing the Last Name and select from the list of available names

Submission
- Save Without Submitting
- Submit
- Close without Saving
Chart Strings & Nicknames

Chart Strings
- Each form will have a section to enter chart strings
  - Select **Chart Type** (GL String, PTAEO String, or any chart string Nicknames)
  - Enter the appropriate values
- Nicknames and P-Card Default* will auto-populate the chart string
- Natural Class is usually not required; the finance center will assign a natural class if the field is blank

Nicknames
- Nicknames for your chart strings are available through the eProcurement system profile
- If you do not have access to the eProcurement system, please contact the ASFC to have your nicknames created

*The P-Card e-Form has an option to select the P-Card default string for the cardholder selected
Admin Additional Access

Special Viewing Access

▶ Submitting a form for a chart string outside of your department/program?
  ▶ A&S Lead Administrators have access to submitted forms for chart strings in their designated areas using the Unity Client
  ▶ If you are submitting a form and using a chart string that your administrator does not have access to, and the administrator needs to be able to access the form:
    Select the Department Administrator Additional Access check box

▶ Two new fields appear:
  ▶ Drop Down – select Security GL Org, PTAEO Award, or your Nickname
  ▶ Enter the appropriate value
Attachments and Comments

Attach Supporting Documentation

- Attach supporting documentation
  - Select a Document Type from available list
  - Browse to your attachment
  - Upload
  - Select Done when all attachments uploaded

Include Comments

- Enter additional information for the Approver or Finance Center in the Comments box

Tip: Is your attachment many pages (e.g.: over 20)?
  Scan your attachments at 200 dpi (resolution)
Approvals

Add an Approver

- e-Forms can be routed to single or multiple Approvers
  - Begin typing in the last name and select from the list
  - Select Add This Approver
- To add another approver, begin typing another name in the same box
  - Use the sequence drop down to change the sequence in which the approvers are notified and can offer approval (First, Second, etc.)
- When you submit your e-Form, the approver(s) you added will receive an email notification requesting their review and approval
- Following their approval, the e-Form will be routed to the finance center for processing

**Tip:** For Purchase Requests: Do not add an e-Form approver unless you need approval from a person outside of the eProcurement System workflow

**Unsure?** If you have questions on who should approve a form, contact the finance center for assistance

- Forms do not always require an Approver
- Do not add yourself as an Approver
Submission Options

- **Save Without Submitting**
- **Submit**
- **Close Without Saving**

- **Return Later**
  - You will receive an email notification with a link to access your saved e-Form when you are ready to continue

- **Submit**
  - If you added approver(s), the e-Form will be routed to them prior to the finance center

- **Cancel your request**
  (no information is saved)
Email Notifications

- Submitters will receive an email notifying them when a request has been submitted to the finance center.
- Approvers will receive an email when they need to review and approve an e-Form.

- **Do not forward** the email notification to another person.
- The email is specific to the NetID of the recipient and links in the email will not work for other individuals.
- If you cannot locate your email, contact your finance center for the email to be re-sent.

**Tip:** Create rules in Outlook to automatically move e-Form notifications to the same designated folder for easy reference to your submissions.
How do I check the status of my e-Form?

- Use the link provided in your email notification to view your e-Form
  - The status of your form appear beneath the Request ID
    - Received
    - In Process
    - Waiting for Information
    - Complete
- A&S Lead Administrators can access your e-Form using the Unity Client*
- You can contact the finance center for assistance

*Admin Access: When the form includes a chart string that s/he has IRA access to OR when the department admin additional access checkbox has been selected and their IRA ORG/Award was entered
Providing Approval

How to Approve

- If you were selected as an approver for an e-Form, you will receive an email notification
  - Select the link in the email to view the e-Form
  - Sign in using your NetID and password
  - Review the form
  - Options for approval are shown at the bottom of your browser

Approve

- The e-Form will now be routed to the finance center for processing

Deny

- You will be prompted to enter a reason for the denial

Route to Other Approver

- You will need to Add the approver within the e-Form
- You may also remove yourself as approver, or change the sequence in which you approve (first, second, etc.) then select Route to other Approver
Questions or Issues regarding a saved or submitted e-Form?
Arts & Sciences Finance Center
6-2028 or asfc@Dartmouth.edu

Questions or Issues related to your computer, smartphone, or tablet and e-Forms?
Contact your computer consultant or the Computing Help Desk
P-Card e-Form

Same e-Form is used for submitting TWO ways:

1. **Statements with Receipts for Archiving**  
   *Most Common Submission to ASFC*  
   ► Submissions are on a monthly basis by the Pcard Designated Approver  
   ► Submissions are used for archiving and auditing

2. **Actual Receipt for Approval in PCard System**  
   *Use this method when the ASFC needs to approve the charge in the PCard System*  
   ► ASFC serves as backup when Designated Approvers are not available*

**Fields to Complete**  
As many of the fields as possible  
Be sure to include the receipt as an attachment

*Designated Approvers will need to notify ASFC and request their cardholders to use the e-Form during the period of absence

**Business Purpose**  
MON YEAR Statement (e.g.: NOV 2014 Statement)

**Receipt Date**

**Billing Date on Statement**

**Chart String**

**Pcard Default**

**Amount**  
Leave blank and select 100% Distribution
Wage Transfer e-Form

Reason for Transfer
All wage transfer requests require an explanation
- Complete Reason for Transfer field

Assignment Field
Currently, this field will only accept an assignment number for staff or faculty
- We have requested a form update to allow for student assignment number

Wage Transfer for Student?
- Enter the assignment number in the Comments field, until the form has been corrected

Grant Requests (PTAEO)
If the transfer request includes a PTAEO chart string, the form must be reviewed and approved by OSP
- Complete the additional questions for PTA requests

Reminders:
- Add your PI as an approver
- Attach required documentation as prescribed by OSP
Correction/Journal/Cost Transfer e-Form

**Transfer From**
- Correction/Cost Transfer: Where the expense is currently sitting
- Support Transfer: Where the funding is coming from

**Transfer To**
- Correction/Cost Transfer: Where the expense need to be moved to
- Support Transfer: Where the funding is being sent to

**Attachments**
- IRA financial report

**Comments**
- Enter any helpful information for your request, regardless of type

Examples:
- Reallocate pcard charges due to funding availability
- Support for April 12, 2015 event: The History of Global Regulations

**Grant Requests (PTAEO)**
- OSP requires that you upload the SPUD (Cost Transfer) excel document
- Refer to OSP documentation for more information/requirements