

DARTMOUTH

Office of the Controller

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TO: Fiscal Officers, Department Managers, and Administrators
FROM: Michael Barrett, Director of Financial Reporting
DATE: May 9, 2024
SUBJ.: Fiscal Year Close - June 30, 2024

The following schedule for closing the accounting records for the fiscal year ending June 30, 2024 (FY2024) establishes appropriate procedures and deadlines for the processing of accounting transactions. These deadlines must be met for the transactions to be properly recorded in FY2024 (as appropriate) and for Dartmouth's financial statements to be presented completely and accurately. **Finance Centers may have earlier deadlines than those described here.** These deadlines allow them to complete processing and meet the institutional schedule. Those dates will be communicated directly by the Finance Centers.

Please be sure to first contact your Fiscal Officer or Finance Center if you have questions regarding specific deadline dates or year-end instructions, or need assistance completing year end tasks for your area.

General questions concerning the fiscal year end close should be directed to Michael Barrett, Director of Financial Reporting (michael.p.barrett@dartmouth.edu) in the Controller's Office. Thank you in advance for your cooperation!

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1. IMPORTANT DATES FOR FY2024 CLOSE

<u>Date</u>	<u>Description</u>	<u>Responsibility</u>	<u>Deadline</u>
FRI, June 14	• Post final monthly Endowment Distribution for June	Institutional Accounting	5:00pm
THUR, June 20	• Final FY2024 posting of Biweekly Labor Distributions and Payroll Liabilities to GL and OGA for period ended June 15, 2024	Payroll	5:00pm
THUR, June 27	• Post June Recurring Journals	Financial Reporting	5:00pm
	• Final FY2024 posting of Monthly Labor Distributions and Payroll Liabilities to GL and OGA	Payroll	5:00pm
	• Final FY2024 posting of Student Labor Distributions and Payroll Liabilities to GL and OGA for period ended June 22, 2024	Payroll	5:00pm
FRI, June 28	• Cutoff for June 2024 billing information to Campus Billing and DartCard Services (Accounts Receivable) -electronic -all other input	Departments Departments	3:00pm Noon
	• Cutoff for FY2024 Inventory (Cost Management) transactions	Departments/Finance Centers	5:00pm
	• Cutoff for FY2024 iProcurement transactions	Departments/Finance Centers	5:00pm
	• Final FY2024 posting of Real Estate Office rent transactions	Real Estate Office	5:00pm
	• Post accrual for bi-weekly unpaid wages and fringes for June 30 to GL	Payroll	5:00pm
MON, July 1	• IRA Data Warehouse includes June 28 transactions; Reports can be generated		
	• Final FY2024 posting of Banner transactions	Campus Billing and DartCard Svcs	5:00pm
	• Final FY2024 posting of bank transactions for June 30	Institutional Accounting	5:00pm
	• Labor Distribution Encumbrances brought to zero	Payroll	5:00pm
WED, July 3	• Receipt of all FY2024 Accounts Payable Invoices, Requests for Payment and Miscellaneous Income Payment Vouchers to be included in First Close must be received by the Finance Centers or Accounts Payable Department	Departments	Noon
	• Manual WebADI Journal Entries for First June close uploaded	Departments	Noon
	• Final FY2024 posting of Student Labor Distributions and Payroll Liabilities for the period ended June 30, 2024 to GL and OGA	Payroll	5:00pm
	• Final FY2024 posting of gifts from Advance (except Annual Funds)	Advancement	6:00pm
	• Final FY2024 posting of UBS (utilities billing) transactions		4:00pm
	• Final FY2024 posting of Planon Facilities Work Order System		6:00pm
	• Post Mass Allocations. (Includes final CLP)	Financial Reporting	4:00pm
	• FIRST CLOSE Completed		
THUR, July 4	• Observance of 4th of July Holiday		
TUE, July 9	• Deadline for annual gifts to Gift Recording Office	Advancement	9:00am
WED, July 10	• Final FY2024 SPUD journals (cost transfers, etc.)		Noon
	• Final FY2024 OGA Close		4:15pm
	• Final FY2024 posting of annual gifts from Advance	Advancement	6:00pm
	• Final FY2024 posting of satellite and subsystems not already specified above		6:00pm

THUR, July 11	<ul style="list-style-type: none"> • Last day departmental staff may upload WebADI Journal Entries. if using Finance Center please coordinate timing with them to enable posting to GL by this date. 		Noon
	<ul style="list-style-type: none"> • Jun-24 period closed at 5 pm. (Beginning 7/11, WebADI journal entries for FY24 can only be uploaded during business hours (M-F, 8:30 am – 5 pm) 	Financial Reporting	5:00pm
FRI, July 12	<ul style="list-style-type: none"> • Reverse July 3 Mass Allocations (except CLP) 	Financial Reporting	5:00pm
	<ul style="list-style-type: none"> • Final FY2024 posting of Mass Allocations 	Financial Reporting	5:00pm
	<ul style="list-style-type: none"> • Manual WebADI Journal Entries for Second Close uploaded 	Fiscal Officers & designates	Noon
	• SECOND CLOSE Completed		
SAT, July 13	<ul style="list-style-type: none"> • FY2025 opened in General Ledger • FY2025 transactions (July 1 to July 12) from satellites/subsystems and Oracle financial modules posted to GL. 		
MON, July 15	<ul style="list-style-type: none"> • FY2024 Manual WebADI Journal Entries by Fiscal Officers Only • IRA Data Warehouse Second Close Reports available • FY2025 nightly posting of satellite and subsystem feeds begins 	Fiscal Officers & designates	5:00pm
July 16-18	<ul style="list-style-type: none"> • FY2024: Divisional Funding and Controller's Office Manual Journal Entries only 		5:00pm
FRI, July 19	<ul style="list-style-type: none"> • FY2024: Last day for Divisional Funding Manual Journal Entries by Fiscal Officers Only • FINAL FY2024 CLOSE 		Noon

2. PAYROLL

The following payrolls will be included with the **First Close** (July 3, 2024):

- monthly staff payroll paid on July 1, 2024 (for the period ended June 30, 2024)
- biweekly payroll paid on June 21, 2024 (for the period ended June 15, 2024)
- biweekly payroll paid on July 5, 2024 (for the period ending June 29, 2024)
- student payroll paid on June 28, 2024 (for the period ending June 22, 2024)

It is extremely important that all FY2024 payroll corrections and transfers be processed as early as possible during the month of June. **Please check with your Finance Center for deadlines to submit wage transfers to be posted to the GL for FY2024.**

3. ENDOWMENT DISTRIBUTION

The FINAL monthly endowment distribution for June will be posted to the GL no later than Friday, June 14, 2024. The distribution amounts will be included in IRA reports on Saturday, June 15, 2024.

Please contact Michael Barrett via e-mail if you have any questions regarding the endowment distribution.

4. GIFT RECORDING

Gifts dated and postmarked by June 30, 2024, or prior will be posted to the GL if the gifts are received and processed by the Gift Recording Office as follows:

- All gifts prior to the first close on Wednesday, July 3, 2024
- Annual fund gifts intended for FY2024 will continue to be processed through Tuesday, July 9. Receiving offices must deliver all annual fund checks to Gift Recording by 9:00 am on Tuesday, July 9, for them to be included in the final deposit, entered in Advance, and included in FY2024 reports.

If you have any questions about processing specific gifts, please contact the Gift Recording Office at 646-0098 or Gift.Recording.Office@Dartmouth.edu.

5. MANUAL WebADI JOURNAL ENTRIES

The Controller's Office will maintain both FY2024 and FY2025 accounting records during the month of July. Departments are responsible for reviewing their GL and PTAE0 strings to ensure that all FY2024 transactions have been recorded properly.

- **Wednesday, July 3, 2024 - FIRST CLOSE** - All manual WebADI journal entries must be uploaded by **12 noon** to ensure adequate time for review and posting. Every effort should be made to include as many transactions as possible in the first FY2024 close.
- **Thursday, July 11, 2024** - Last day for department journals, must be uploaded by **12 noon**. Beginning July 12, WebADI entries for FY2024 can only be uploaded during business hours (M-F, 8:30 am – 5 pm).
- **Friday, July 12, 2024 - SECOND CLOSE** - All manual journal entries from Fiscal Officers and Finance Centers Only must be uploaded by **12 noon** to ensure adequate time for review and posting. No journal entries affecting other departments or the professional schools should be submitted after the Second Close. Any journal entries that need to be posted after this time will need to be discussed with the appropriate Fiscal Officer for their approval and uploaded to the GL by the Fiscal Officer or their designate only.
- **July 15-17, 2024** - Open for Manual Journal Entries by Fiscal Officers and designates only
- **Thursday, July 18, 2024** - Manual journal entries from Fiscal Officers and designates for funding entries (transfers) only
- **Friday, July 19, 2024 - FINAL CLOSE** - - LAST day for manual journal entries from **Fiscal Officers and designates** for funding entries (transfers) only. All journal entries must be uploaded by **12 Noon**.

Manual journal entries uploaded during the year end close will be reviewed prior to being posted to the GL. Please be aware that if your manual journal entry triggers question(s) you must be available to answer the question(s) so that your journal can be posted. Any journal entries with questions resolved by 4:00 p.m. will be posted that day.

6. DEPOSITS

Please note, the Cashier's Office is no longer accepting cash. Money orders can be left in the Cashier's Office drop slot.

DEPOSITS

All deposits made after June 28, 2024 will be posted to FY2025 through either the CASHIERING_DC or Cash Management sources. If deposits made in FY2025 are for FY2024 revenue, departments are responsible for processing manual journal entries to post revenue and A/R in FY2024 as indicated in section 15 DEPARTMENTAL REVENUE below.

Direct Depositors must adhere to these same policies for deposits for June revenue posted in July.

Credit Card Deposits must adhere to these same policies for deposits for June revenue posted in July.

Departments with cash clearing accounts must distribute the deposits and bring the balance of their cash clearing account to zero as of June 30, 2024. These manual journal entries must be uploaded to the GL by Thursday, July 11.

Please note: See #9, Business Expense Reimbursement Forms and Payables Advances Settlement for additional information.

7. ACCOUNTS PAYABLE

It is extremely important that accounts payable documents are submitted in a timely manner for processing and that payments are reflected in the appropriate fiscal year. *Only OnBase Payment Request eForms for materials received or services rendered on or before June 30, 2024, can be treated as FY2024 expenses.* If you have received goods or services during FY2024 but have not received the invoice by mid-June, you should contact the vendor as soon as possible and have the invoice sent to invoice@dartmouth.edu for review and approval so that these invoices may be processed in a timely manner and recorded in the proper fiscal year.

The Finance Centers will process June (FY2024) invoices from July 1 through July 10, 2024. Invoices should be marked clearly with FY2024 or FY2025 based on when goods were received, or services rendered.

All FY2024 payment requests must be received in the Finance Center by Noon, Tuesday, July 2, 2024 to be included in the Second Close.

If you have questions concerning Accounts Payable dates or other information, please contact your Finance Center.

**REMEMBER* - goods and services received after June 30, 2024, are FY2025 expenses.*

Please note that non-resident payment requests and wire requests require additional processing time. It is the responsibility of the department submitting the payment request to allow for sufficient time to process the request and respond to questions.

8. PAYABLES ADVANCE SETTLEMENTS

Fiscal Officers and the appropriate administrators should ensure that all payable advances for FY2024 business expenses are settled by Noon on June 26, 2024. If settling by Check, the Check and a Misc Receipt must be at the Cashiers Office no later than Noon on Friday, June 28, 2024. If settling by Credit Card, the deadline is Wednesday June 26, 2024. Refer to this link for additional information regarding the paying back of advances:
https://www.dartmouth.edu/finance/tuition/other_payments/return_funds.php

9. P-CARD TRANSACTIONS

Procurement card transactions received into the system with a bank processing date prior to or on June 30, 2024, will be posted to the current fiscal year, FY2024, upon approval by the authorized person or Finance Center. To make sure these transactions post to FY2024, any unapproved transactions with the bank processing date of June 30th or prior will be automatically swept and posted to the current fiscal year, FY2024, on **Wednesday, July 10, 2024.**

Since not all vendors submit their credit card transactions in a timely manner, orders placed with a supplier after June 14, 2024, may not be received in the P-Card system in time for the transactions to be posted to the current fiscal year. If you have any questions please call Tammy Moffatt, Director of Procurement, (646-2846).

10. BUSINESS EXPENSE REIMBURSEMENTS

Any business-related expense occurring prior to July 1, 2024, should be recorded as an FY2024 expense.

a. iEXPENSE TRANSACTIONS (employees)

It is the responsibility of the cardholder/traveler to submit iExpense reports so that there is sufficient time for the report to be approved and audited, if selected. Since not all vendors submit their credit card transactions in a timely manner, expenses incurred after June 14, 2024 may not be received in the credit card system in time for the transactions to be posted to the current fiscal year. Corporate card transactions are not “swept” to the General Ledger – they must be submitted on an expense report through iExpense for the charges to hit a chart string or PTAE0 string.

Corporate card transactions received into the iExpense system with a bank processing date prior to or on June 30, 2024, should be posted to the current fiscal year, FY2024. All iExpense reports for FY2024 need to be submitted by the close of business (5 p.m.) on **Tuesday, July 2nd**. Any expense report not submitted in iExpense by this time may not make it through the approval and audit process in time to be posted to FY2024 and will instead post to FY2025. Note: **NO** iExpense reports can be processed for FY2025 transactions until Monday, July 15th. If you have any questions please call Tammy Moffatt, Director of Procurement, (646-2846).

b. PAYMENT REQUESTS (non-employees/students)

Payment Requests for FY2024 that are for non-employee or student business expenses should be submitted via an e-form no later than Friday, June 28, 2024.

11. FO&M WORK ORDER SYSTEM (Planon)

All invoices that have been received in June to be charged against work order numbers should be submitted to Work Control as you receive them, but no later than Friday, June 21, 2024. Please contact the vendor directly to request any outstanding invoices not received as of June 14, 2024. Corrections for transactions to work order numbers must be submitted to FOM by Friday, June 14, 2024 to allow adequate time to process through Planon and GL before the final close of the work order system. Labor charges through June 30, 2024, and all FY2024 invoices submitted for processing by July 1, 2024, will be charged to work orders and posted to the departmental chart strings through July 10th which is the last system feed for FY24.

12. PROCUREMENT / ePROCUREMENT TRANSACTIONS

If you are planning any purchases which you would like to have invoiced in FY2024, please contact the appropriate personnel in Procurement Services now, so that they can work with suppliers to fulfill your requests. Please realize that rush orders at year end add an additional burden on everyone and generally include additional freight charges or handling fees. Audit requirements specify that the cost of any goods or services must be received or rendered prior to June 30 to be reported in FY2024. If you have any questions please call Tammy Moffatt, Director of Procurement (646-2846).

13. INVENTORY TRANSACTIONS

Inventory transactions from Central Stores, the FOM Stockroom, the Borwell Stockroom, and the Remsen Stockroom will be posted to FY2024 for transactions received through June 30th. Transactions received after the 30th will be processed as FY2025 transactions. If you have any questions please call Dana Kennedy, Stockroom Manager (ext. 6-2813).

14. ACCOUNTS RECEIVABLE

The cutoff for FY2024 input to Dartmouth’s Accounts Receivable System for June billings will follow the usual month-end schedule. Electronic batch input must be submitted no later than 3:00 p.m. on Friday, June 28, 2024. All other input must

be submitted by 12:00 noon on June 28, 2024. If you have specific questions concerning the processing of items through the Accounts Receivable System, please email accounts.receivable@dartmouth.edu or contact Kathy Page (ext. 6-3291).

15. DEPARTMENTAL REVENUE

Payments not deposited or received before June 30, 2024, from sales of services or goods rendered by Dartmouth in FY2024 (and not billed through the Accounts Receivable System) must be recorded via manual journal entry as FY2024 accrued revenue (with appropriate documentation). **Please note that the minimum threshold for accrued revenue entries is \$2,500 per item.** This entry will be reversed in FY2025 to offset the credit to the departmental chart string when the deposit or payment is received and processed; the effect on FY2025 revenue will be zero. If such receivables are not recorded in FY2024, the income will be recorded in FY2025 when the deposit or payment is received. If you have questions about whether certain income items should be recorded in FY2024 or other questions on the processing of year-end receivables (outside the Accounts Receivable System), please contact your Fiscal Officer or your Financial Reporting analyst in the Controller's Office [Susan Mockus, Susan.Mockus@dartmouth.edu; Emily Lopez, Emily.Lopez@dartmouth.edu; Madeeha Ilyas, Madeeha.Ilyas@dartmouth.edu; or Gwendolen Gensler, Gwendolen.D.Gensler@dartmouth.edu]. When reviewing journals, the Financial Reporting department may request a written explanation, along with a Fiscal Officer's approval. Support for all accrued revenue items over \$100,000 will need to be provided to the Financial Reporting team for the year-end audit.

16. PREPAID & ACCRUED EXPENSES AND DEFERRED INCOME

Transactions posted to the accounting system during FY2024 that represent FY2025 revenue or expense items should be deferred (carried over) to FY2025. **Please note that the minimum threshold for deferral entries is \$2,500 per item.** REMEMBER: Revenue or expense items may only be deferred if they are true prepayments for activities that will occur in FY2025. These transactions **are not** transfers of unused budget dollars (which are generally prohibited). Expenses for FY2024 that do not post to FY2024 can be accrued. **The minimum threshold for accruing FY2024 expenses is also \$2,500.** When reviewing journals, the Financial Reporting department may request a written explanation, along with a Fiscal Officer's approval. If you have questions please contact your Fiscal Officer or your Financial Reporting analyst in the Controller's Office [Susan Mockus, Susan.Mockus@dartmouth.edu; Emily Lopez, Emily.Lopez@dartmouth.edu; or Madeeha Ilyas, Madeeha.Ilyas@dartmouth.edu; or Gwendolen Gensler, Gwendolen.D.Gensler@dartmouth.edu]. Support for all prepaid expenses, accrued expenses and deferred revenue items over \$100,000 will need to be provided to the Financial Reporting team for the year-end audit.

17. TRANSFERS AND TRANSACTING WITH RESTRICTED FUNDINGS

To facilitate year-end closing, the following transactions will be allowed, but only by divisional/school fiscal officers and only after July 12:

Journal Entry Process

- Fiscal officers will need to include the following standard wording in the journal name so that those doing Journal Entry review can easily identify these transactions. Remember that the Batch Name and/or Journal Name must begin with the name of the person doing the entry, and must include one of the following:
 - Reclass Spending
 - Replenish Funds to Cover Deficit
 - Utilize Restricted Income
 - Transfer to Designated (only after approval – see “Unrestricted Designated Funding values” below)
- To make the journal entry review process as efficient as possible:
 - Remember transfer entries must include the offset string in the “Additional Line Info 1” field in the WebADI template.
 - Do not combine transfer entries with other types of entries (corrections, etc).

Transacting with Restricted Funding Values (gifts and endowment distribution reserves)

- For restricted fundings in a surplus position, transfers into these fundings are not allowed. If there are expenses in these fundings that need to be paid for by another funding, those expenses should be moved out of the restricted funding using the string (including natural class) that the spending originally occurred on. This may be done with a manual journal entry (excluding compensation natural classes). (Journal Name should include “Reclass Spending”.)

- Restricted fundings in a deficit position must be brought into balance. To do this, credit the exact expense chart string (including natural class) in the deficit funding and debit the chart string (including expense natural class) in another funding with a sufficient surplus balance. (Journal Name must include "Reclass Spending"). Transfers into the deficit funding (using a transfer natural class) may not be made *except in highly unusual circumstances*. If you believe you have a situation that requires funds to be transferred in, please contact your journal entry reviewer *prior to uploading the entry*. In the rare cases where these transfers can be allowed, the offset string needs to be included and the Journal Name should include "Replenish Funds to Cover Deficit". In addition, for RFM 3 endowment fundings, the transfer in must use an activity on which the spending occurred.
- **Transfers into or out of RFM 4 fundings are not allowed.**

Unrestricted Designated Funding values (reserves)

- For College-Only and Auxiliary operations (Entities 20 and 21): Any requests to carry over budgeted funds into designated fundings will be made at the year-end closing meetings. Decisions on these requests will be made by the Provost, EVP and President with recommendations by the CFO, in most cases after the year-end closing meetings. The Journal Name should include "Transfer to Designated".

18. IRA DATA WAREHOUSE REPORTS

Thursday, July 4	IRA Data Warehouse First Close Reports available
Saturday, July 13	IRA Data Warehouse Second Close Reports available
Saturday, July 20	IRA Data Warehouse Final Close Reports available

Reports to be used to determine ending budget vs. actual results and funding balances:

- Use Ops report or budget vs. actual analysis and review with Budget and Planning Office
- Use RFM Funding Report for the following:
 - To identify all Category 2 Endowment Distribution and Gift fundings with unspent balances. All amounts for Category 2 fundings should be moved into Subvention, ideally using a specific Activity value. This can be done with a transfer and should happen as soon as possible.
 - To review spending in Category 3 and 4 Endowment Distribution and Gift fundings.
 - To identify all Endowment distribution and Gift fundings with a deficit balance. Any overdrawn fundings must be replenished as early as possible. See above for allowable transactions.
- Use GL Funding Balances report to identify all unrestricted designated and gift fundings with a deficit balance (funding ranges 160000-304999 and 535000-634999). Any overdrawn fundings must be replenished as early as possible. See above for allowable transactions.

19. EPBCS REPORTS

The EPBCS (Hyperion) reports used for closing meetings will be sent out from the Budget and Planning Office after the first close on July 3, 2024, and can be refreshed to be used at the School/Division closing meetings that will be scheduled starting July 22, 2024.

20. SPONSORED PROJECTS (GRANTS & CONTRACTS) EXPENSES

All sponsored activity to be recorded in FY2024 must be submitted by the dates established in this memo for each type of transaction. Cost share transactions on all sponsored projects should be reviewed and corrections made prior to June 30th due to the impact on departmental budgets. The last day for SPUD entries to be uploaded for sponsored project strings (PTAEOs) is July 10, 2024, by Noon. THE FINAL FY2024 CLOSE FOR OGA WILL BE WEDNESDAY, JULY 10, 2024. All balances as of June 30, 2024, after the final OGA close for on-going sponsored accounts will be carried over to FY2025 and subsequent activity will be recorded in FY2025. This carryover maintains the continuity of project accounting by providing a project-to-date balance which may span several fiscal years. If you have questions concerning year end activity, please contact your Sponsored Research Manager or Rebecca Clogston at rebecca.m.b.clogston@dartmouth.edu.

21. LISTING BY SOURCE OF LAST DATE OF POSTING TO THE GL IN FY2024:

All satellite and sub-systems will be “hard-closed” according to the schedule below. This means there will be no more FY2024 system transactions after the published final feed date for each system.

SYSTEM NAME	DESCRIPTION	LAST DATE
ADVANCE_DC	Gift Transactions (dated 6/30/2024 or prior)	July 3, 2024
ADVANCE_DC	Gift Transactions (Annual Funds Only)	July 10, 2024
Assets	Oracle Fixed Assets	July 10, 2024
Cash Management	Bank Transactions - Direct Deposits, Credit Cards	July 5, 2024
BANNER_DC	Banner Billing Transactions	July 5, 2024
CASHIERING_DC	Cashiers Office – Checks with June dates	July 3, 2024
CBORD_DC	Dartmouth ID Charges (meals)	July 10, 2024
COMPUTERSTORE_DC	Purchases from Computer Sales & Services	June 28, 2024
CONTROLLER_DC	Adjusting Journal Entries by Controller's Office	July 10, 2024
COSTTRANSFER_DC	Grant Cost Transfer Journal Entries	July 10, 2024
Cost Management	DC Inventory (Stockrooms) System	June 28, 2024
CTPAYER_DC	Participant Fees for research subjects	July 10, 2024
DAILYDARTMOUTH_DC	Student Newspaper Subscription/Advertising/Fees	July 10, 2024
DEPTRECLASSRECHG_DC	Departmental Reclassifications; Recharge Centers	July 10, 2024
DINING_DC	Dining Services manual billing	July 10, 2024
DPMS_DC	Dartmouth Printing and Mailing	July 10, 2024
EFS_DC	Endowment Distribution Transactions	June 14, 2024
ESG_DC	Security Gifts	July 10, 2024
EVENTSBILLING_DC	Room reservation billing	July 10, 2024
FWSALLOC_DC	Federal Work Study Allocation of student compensation	July 10, 2024
GSMSHAREDSVC_DC	Geisel Facilities Shared Services	July 10, 2024
HANOVERINN_DC	Rooms and Meals charges at Hanover Inn	July 10, 2024
IWMSMAINT_DC	FO&M Work Orders	July 10, 2024
IWMSREO_DC	Planon – Rental Housing Transactions	June 28, 2024
LIBRARY_DC	Library Charges for Sponsored Projects	July 10, 2024
LOANSYSTEM_DC	Student Loan Entries	July 10, 2024
Manual By Departments	Web ADI Journal Entry	July 11, 2024
Manual By Fiscal Officers/Fin Ctrs	Web ADI Journal Entry	July 19, 2024
MassAllocation – First Close	Monthly Mass Allocation entry (final CLP)	July 3, 2024
MassAllocation – Second Close	Monthly Mass Allocation entry	July 12, 2024
OLD (Labor Distribution)	Labor Distribution - Biweekly	June 27, 2024
OLD (Labor Distribution)	Labor Distribution - Monthly	June 27, 2024
OLD (Labor Distribution)	Labor Distribution - Student	July 3, 2024
OSPADJUST_DC	Office of Sponsored Projects Adjusting Entries	July 10, 2024
Payables	Accounts Payable Transactions	July 10, 2024
Payroll	Payroll transactions - Biweekly	June 27, 2024
Payroll	Payroll transactions - Monthly	June 27, 2024
Payroll	Payroll transactions - Student	July 3, 2024
PCARD_DC	Procurement Card transactions	July 10, 2024

PROCUREMENT_DC	Procurement Adjustments	July 10, 2024
Projects – Burden	Grants Accounting (OGA)	July 10, 2024
Projects - Miscellaneous Trans	Grants Accounting (OGA)	July 10, 2024
Purchasing	Receiving of Purchase Order Items	July 10, 2024
Receivables	Sponsored Projects Accounts Receivables	July 10, 2024
Recurring	Monthly Recurring Charges/Entries	June 27, 2024
SRVCTR_ASAPPARATUS_DC	Service Ctr A&S Apparatus Shop	July 10, 2024
SRVCTR_ASBIOMICROS_DC	Service Ctr A&S Biology Dept Microscopy Facility	July 10, 2024
SRVCTR_ASCRYS_DC	Service Ctr A&S Crystallography	July 10, 2024
SRVCTR_ASELECSHOP_DC	Service Ctr A&S Science Division Electronic Shop	July 10, 2024
SRVCTR_ASEM_DC	Service Ctr A&S Electron Microscope	July 10, 2024
SRVCTR_ASMRI_DC	Service Ctr A&S MRI Facility	July 10, 2024
SRVCTR_ASNMR_DC	Service Ctr A&S NMR Facility	July 10, 2024
SRVCTR_CCMR_DC	Service Ctr Prov Ctr Comp Med & Res	July 10, 2024
SRVCTR_DMSCECSCOMP_DC	Service Ctr DMS CECS Computing	July 10, 2024
SRVCTR_DMSCPDE_DC	Service Ctr DMS CPDE	July 10, 2024
SRVCTR_DMSDBSF_DC	Service Ctr Geisel Freezer Farm	July 10, 2024
SRVCTR_DMSINFMATIC_DC	Service Ctr DMS Informatics	July 10, 2024
SRVCTR_DMSNCCCSHARSVC_DC	Service Ctr DMS Norris Cotton Cancer Center	July 10, 2024
SRVCTR_ITSERVICES_DC	Service Ctr Prov ITC Services	July 10, 2024
THAYERSTUDENT_DC	Grant Funded Thayer Student Tuition and Fees	July 10, 2024
TRAVEL_DC	Travel Leaders travel transactions	July 10, 2024
UTILITIESBILLING_DC	Steam Utilities	July 3, 2024
UTILITIESBILLING_DC	Electric Utilities	July 3, 2024
UTILITIESBILLING_DC	Chiller Utilities	July 3, 2024
WorkOrderAdj_DC	Adjustments for Planon Related Transactions (WO)	July 10, 2024