07/16/21

FINANCIAL INFO

VICE PRESIDENT OF FINANCE (VPF) WEBSITE: **https://vpf.mit.edu**

The "VPF Website" is mentioned throughout this guide, so save this link! This site is an excellent resource for MIT's best policies and practices, financial forms, and a host of other helpful information. The first category, "Buying and Paying", covers everything listed below. The second category, "Travel Planning and Expensing", covers the Concur system and the procedures for reporting expenses related to travel.

Documentation and Receipts

You are required to give ChemE Finance backup documentation of every financial transaction. Documentation may be in the form of an original itemized receipt or a packing slip.

Food: You need an itemized receipt showing exactly what food was purchased in stores and restaurants. If you forgot to ask for an itemized restaurant receipt, you can usually get one by calling them. You cannot be reimbursed for alcohol on a sponsored account!

Communicating with ChemE Finance

If a faculty or lab member asks you a question and you need immediate assistance from ChemE Finance, remember you can always call them instead of sending an email. This is often the best way to resolve an issue and allows for follow-up questions.

Concur Travel Reports: See instructions beginning on page 8.

Gifts: If purchasing a gift for over $500, contact Robert Fadel to discuss it first.

G/L Account Numbers: **https://vpf.mit.edu/frequently-used-g-l-accounts**

Material Group Numbers (commodity or services): Most MIT ordering systems have a drop-down menu listing Material Group number options (used by Procurement for reporting purposes).

Ordering Information: See page 5 for instructions.

ProCard (Procurement Card) Management

This tax-exempt Bank of America Visa card is administered by Kim Harmon (**kharmon@mit**).

- Go to the VPF website and type "Procard" in the box. Be sure to read MIT's Procard policies and familiarize yourself with restrictions.
- Your limit will start at 3K/month; contact Robert Fadel for a credit limit increase.

- The billing cycle runs from the 5th to the 5th of each month.
- You will receive an email notification when there has been a ProCard charge.
- ChemE Finance needs cost object and backup documentation within 21 days of the transaction.
- You must provide an itemized receipt for food purchases. Most faculty allow for an additional tip (up to 15% max), but check with them first.
- You have 60 days to dispute a charge with a vendor. If the merchant does not rectify the issue immediately, let Robert Fadel know.

It is important that you provide receipts to ChemE Finance **within 21 days of the charge**. If you cannot find a receipt and must use an affidavit, you can always redirect the charge later if you find the missing receipt. The biggest problems with receipts seem to be:

(1) Faculty Procard Notifications. Write to Kim Harmon (kharmon@mit.edu) and request that you receive the email notification(s) each time your faculty use their card. Explain to your faculty that this is necessary so you know to ask for receipts, and offer to forward these emails to the faculty if they wish to continue to receive them.

(2) Federal Express. FedEx will not accept a blanket PO, but invoices are available online for 120 days and can be retrieved ~1 week after package is received by going to: Support > View/Pay Bills. Call 800-463-3339 with questions or to update your Procard information.

(3) Amazon. All Amazon orders should go through Coupa. To prevent confusion, delete your Procard number from all other Amazon accounts. You can find all recent invoices and packing slips through Coupa > Amazon (you will have to set up a new password for the account).

(4) Adobe Cloud. Discontinue using your Procard for this! The department has an Adobe Cloud license as of September 2020. Jim or John can give you the details; be sure each lab uses this license going forward to stop all monthly charges.

(5) Verizon Wireless. Verizon will not let you set up a blanket PO. Contact Scott Charpentier and request all invoices be sent to you via email (scott.charpentier@verizonwireless.com).

(6) Cintas and Other Revolving Charges. If faculty/lab uses a vendor that charges weekly or monthly, ask that the invoices be sent directly to you. If a vendor allows it, a blanket PO is the best option. You can set up a blanket PO with Cintas by contacting Jillian Joyce at 978-244-6719. We will discuss the best way to handle other revolving charges in the future.

(7) ProCard Receipts. You can write the account number directly on your receipts and PDF's by going into Adobe > Fill and Sign > create a text box, and add "Faculty Name, Account xxxxxx". When you are ready to save your receipt, Quynh Dao suggests you keep it short and simple, starting with the date or faculty name, Vendor, and total amount; for example: 05_25_20_FacultyName_ACSmembership_$133.70

Request for Payment (RFP): Used for miscellaneous reimbursements (**not** travel related).

- For training, go to the VPF Website, type "RFP" into the box next to the magnifying glass.
- First, scan a copy of the receipt(s) and save it on your desktop.
- Go to Atlas > Purchasing > Manage Reimbursements > Reimbursement.
- Type payee name and create a title that that makes sense to you (payee name – item).
- G/L account (if you need more options, go to VPF, type "GL" into the box next to the magnifying glass).
- When reimbursing for food bought for a meeting, include the purpose of the meeting, list the attendees, and confirm that the receipt is itemized (to prove no alcohol was purchased).
- Attach the receipt and type in your ChemE Finance approver's name. Before exiting, write down the RFP number or print out the page.
- If there is a glitch in the system, an RFP might bounce back to your RFP Inbox without you knowing it. I suggest you set up a "task reminder" to check your inbox every few weeks.

Roles Database

- To see your cost object authorizations: **https://rolesweb.mit.edu/**
- For more information on roles: **https://vpf.mit.edu/request-or-assign-roles-authorizations**

SAP/Gui: Use this program to find account balances and see expenses. Call IS&T at 3-1101 and they will be able to set this up for you (make sure you are at your computer).

- 010 SAP > ZMIT > Reports > Summary Statements.
- Cost Objects (unknown type): Type in cost object and click green checkmark on top left.
- On the very top of this new screen, click the print icon, then click the green checkmark.
- Click "Print Preview" to see account balance (next to Funds Available).
- To see individual charges, click "Detailed Trans Report" instead of Summary Statement.
- Click the orange section under "Commitment" column to see commitments and related PO.
- To print report, click print > output device > WLOC > adobe PDF.

Shipping Department: UPS picks up and delivers to the Shipping Department daily. The shipping address for Building 66 is 32 Vassar Street (253-4744).

Student/Lab Member Funding

Each semester, the Student Office will contact you and your faculty for funding details. You will be asked to provide the following information for all students in your faculty's lab: cost object, percentage of appointment on said cost object (100% if there is just one), type of appointment (TA, RA, Fellowship). The data is collected in a Google Sheet which is linked in the email. The document auto-saves so you just need to enter the data and then you can close out the browser. If the cost object provided expires mid-semester, your faculty's discretionary account will be used until the cost object is renewed. The finance team will fix any account changes later. If there will be no funding for an individual for the semester, it helps if you can include a note as to why. If your faculty is a co-advisor with a faculty from another department, please contact the external faculty member (and their AA if they have one) to collect their funding information as well. If no funding information is provided, the student will be placed on your faculty's discretionary account.

TA = Teaching Assistant. Student Office already has account number.
RA = Research Assistant. Need account number and percentage.
FE = Fellowship. Student Office already has account number; just add percentage.
IG = Graduate Instructor. Student Office already has account number; just add percentage.
PS = Practice School. Student Office already has account number; just add percentage.

Tax Exempt Forms

For a copy of MIT's tax-exempt forms ST-2 and ST-5, go to the VPF website, and type "tax exempt forms" into the box next to the magnifying glass.

ORDERING INFORMATION

- Training and MIT's financial policies can be found at: **https://vpf.mit.edu/buying-and-paying**

- Lab members should purchase chemicals and lab products since they know what is needed, and they are responsible for sending ChemE Finance (or you) the proper backup documentation.

- Storage, Refrigeration, and Hazardous Materials: Contact Brian Smith (253-6238) before ordering hazardous materials or if you receive an item that needs to be refrigerated.

Important Info on Packing Slips (Updated July 2021):

Always save a PDF image of your packing slips no matter who you ordered from.

If a packing slip is missing from an order, you can usually get a copy via email by calling the vendor directly (you will need to provide the PO number).

To Attach a Packing Slip to Your Coupa Orders

- Go into Coupa, scroll down to "Recent Activity" and click "View All".
- On right-hand side, click the truck icon.
- Type in receipt date for each item, and "Add File".
- When you have included all packing slips, click "All", scroll down and "Submit".
- When you go back to Coupa > View All, you will see the truck icon is gone. If you cannot see all of your orders, you need to unclick the PO number you last worked on (look for it just under the "Export to" tab).

To Attach a Packing Slip to POs Created by Others:

- You first must have "B2P Central Receiving" authorization (a ROLES-related authorization link to all of your ROLES cost objects). Email a request to business-help@mit.edu, th , then follow the same steps as above.

TO ORDER FROM COUPA E-Cat: **https://mit.coupahost.com/user/home**

- Go to the Coupa link above and choose vendor (look at the various company icons). In this example, we'll use Staples: Add items > Review and checkout > Submit order.

- Next screen (Review Cart): Created by (add your name); On behalf of (leave blank).

- Ship To: This should already be set to your shipping address and your room number.

- Scroll down to Cart Items. Under billing, add account number into each "MIT COA" box (click magnifying glass, type in cost object), submit for approval. If for some reason the cost object number does not come up, type it in the "Comments" section. You will receive email updates on the status of your order.

- Since you will order from Staples frequently, create individual lists for your faculty and yourself so you can quickly reorder their supplies (Your Lists > Create New List).

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Miscellaneous Vendor Information

- **Airgas Orders:** Lab members will order these to be delivered to Room 66-0069.

- **Amazon Orders:** You can order Amazon products through Coupa; be sure to delete any personal accounts that show up so items are not delivered to your home!

- **Apple Orders:** For questions about your order, call 800-800-2775 (they will ask the last four digits of your work phone number for verification). Kevin Black at kblack@apple.com is a good contact if you have questions about ordering Apple products. Keep in mind that Apple does not normally accept returns.

- **VWR Orders:** There is a VWR store in the basement of building 56. Purchasers will need a paper requisition (Cindy has these), and should forward their "Order Confirmation" to you so you will have the proper backup documentation when the charge hits the account.

TO ORDER FROM AN EXTERNAL VENDOR

- First ask the vendor for a "written quote".

- If the quote is over $10K, you will need at least one competing quote and attach a "Selection of Source" form: https://vpf.mit.edu/selection-of-source-form

- Coupa, under the house icon, click "write".

- Type description of what you plan to purchase.

- Supplier: Start typing the name of the company. If the company name does not come up, read the comments under "Vendor Note" **(in red)** below.

- Commodity: Scroll through or type "food" "office supplies" "lab equipment", etc. For computer supplies, click Hardware.

- Need by: Add ~four days to current date.

- If item is to be to a different location than yours, use "deliver to new address".
- Requisition Type: Standard (Blanket is for one year).
- Account Number: To split between accounts: List accounts > all > add percentage. To undo, hit split option.
- Comments: Submit, actions-Withdraw (before final approval).
- Add to Cart > Review Cart.
- **Vendor Note**: If the company name did not come up in the previous screen, type in New Supplier. Then under Notes to Buyer, type "New Vendor" and add vendor name, address, and phone number.
- Attachments (Important): Click attachments, and attach the vendor quote and "Selection of Source" form.
- Scroll down to Cart Items and add cost object numbers (same as Internal vendor), submit.
- If you need to stop working on a PO before completing, you can go back to it later https://mit.coupahost.com/, see "Recent Orders".
- Preferred Suppliers List: **https://vpf.mit.edu/suppliers**

Requisition Approval

Sometimes a Requisition sits in the system and hasn't been approved. Go to Coupa, click "Approvers", and add the name of anyone on the list so they can approve the Req.

To Find a Purchase Order in the System

- Coupa, next to the house icon, click Orders
- Type the PO number into the box on the top right-hand corner

To Cancel a Purchase Order

- If you wish to cancel an order or shipment, contact the supplier directly requesting cancellation.
- After confirming the cancellation with the supplier, cancel the purchase order in the B2P system. Open the PO and click Request Change, then click Request PO Cancellation. The cancellation will go through the same steps as a PO Change Request to ensure all approvers are aware of the change.

Missing Items, Closing a PO

If you place an order and will not receive one of the items (for whatever reason), the system will do a "soft close" on the PO. This means they think it might be finished, but if another invoice came in they could still pay it. The PO will show the full amount, but the invoiced amount will be different. For example, if you created a PO for $200 but were only billed for $100, it would say "invoiced $100" and "Un-invoiced $100." In this case, you can close the PO because you know you will not be charged anymore. To do this, just send an email to pocloseout@mit.edu with the PO number and request they close the PO. Once you close out a PO, it cannot be reopened.

Invoices

- If you receive an invoice from the supplier, send it to invoices@mit.coupahost.com.
- If you receive an invoice with an additional shipping charge, do not worry – Accounts Payable deals with this all the time, so do not try to adjust the PO!
- In the case of a contract, after creating the PO with the quote attached, you will also need to submit an invoice to Accounts Payable to get it uploaded, approved and paid (per Rebecca Chao, Procurement). The PO will not be paid until you do this.
- Alternatively, the company can send the invoice directly to MIT by going to: http://vpf.mit.edu/submit-an-invoice
- Attach a single PDF invoice that includes the invoice date, PO number, and any payment instructions. Leave the body of the email blank. Put notes in subject line.
- To see if an invoice was paid, click on the PO and scroll down to “received, invoiced” (on right hand side about half-way down document). If you click on the amount paid you can see the check number under Payment Information. If the amount paid is zero, you should ask for the invoice directly from the supplier and send to: invoices@mit.coupahost.com.

CONCUR TRAVEL REPORTS

Email: **travelsupport@mit.edu** (for general questions)

Concur Site: **https://web.mit.edu/concur**

Helpful Info: **https://vpf.mit.edu/travel-planning-and-expensing**

- If you have questions, write to travelsupport@mit.edu and refer to the Report Key number in heading. Paul Anderson (3-2753) is also very helpful.

- To make travel arrangements: https://vpf.mit.edu/your-partner-travel (Travel Collaborative).

- You must submit a Concur report within 30 days of the end of the trip!

- Some sponsors want all receipts; your ChemE Finance contact can find out for you.

- Travel reports first go to the Travel Office for approval and cannot be "called back" during this time. Then it goes to your ChemE approver - you will be able to call it back to make changes.

- You might not be notified when a report has been returned to you, so I suggest you keep an eye on your Concur account until the status changes to "extracted for payment".

- Reimbursement checks are processed and mailed from Oregon.

- To start a report, go to the Concur website above, click profile, "act as" (you can choose a faculty person or "YourLastName DCE"). If you bypass these options, the reimbursement will be deposited into your personal checking account and you will have to reimburse the traveler.

- Faculty and staff reimbursements are via direct deposit.

- Students, visitors and guests are paid by check (you will need their home address).

- Hotel Charge for Visitor: Some faculty book the room with their travel card. If visitor paid for airfare and faculty paid for hotel, you will have to do two separate Concur reports – One for the visitor's airfare expenses (YourLastName DCE), and the other for the travel card charge for the hotel under the faculty's account.

- Taxi Receipts: You do not need a receipt if taxi is under $40, but some faculty want an accounting (with receipts) for all charges.

- Food Receipts: No receipt is needed if for a meal under $75 (I use $74/day maximum). A receipt is necessary for anything over $75, even if the meal was split between several people.

- Airfare upgrades (from Coach) are only allowed on discretionary accounts! You will have to deduct the difference between economy and business/first class if the travel is charged to a sponsored account. You should use Expedia to figure out the difference in price. For dates, go forward two months (using same days of the week), and use that cheaper amount for the Airfare. Then create a new entry, "Airfare Upgrade Fee", put the difference in price there, and charge the difference to a discretionary account.

- To add documentation that does not fit into a specific category, click on "receipts" on the top of the report (left-hand side) and add.

- If you delete a receipt from a report, it will go back to "Available Receipts".

- If someone is missing a receipt, go to https://vpf.mit.edu/, type "Missing Receipt", and the traveler can fill out the relevant information for you.

- Benefit to Project: I usually use "For dissemination of information". If charging to a discretionary account use "Non-Sponsored Activity".

If you use your personal Travel Card:

- If you paid for part of a trip using your own Travel Card, and your faculty member paid for part of the trip with their travel card, you need to submit two separate reports.

- You cannot move a charge from one faculty members Concur account to another faculty member's Concur account.

- If you paid for a guest's expenses, you can use your own MIT address in the report header (instead of the guest's address) if they are not receiving a refund.

Before submitting the report:

- Go to the "details" section, and change the date of the report to today's date.
- In the comments section, type: "All sponsor's requirements have been met".
- To manually route the report to a ChemE approver: Expenses, View Reports, Click the report, Details, Approval Flow, type name under Cost Object Approver.
- All original copies should go to ChemE Finance.

To split costs between several cost objects:

- Main page, click: Details > Allocations, All > Allocate selected expenses > Percent

If someone charges something to Travel Card by mistake

- Move the charge to a new Concur Report and mark it as "Personal (Do Not Reimburse)".
- In the Comments section, write that a reimbursement check will be sent to Travel.

- Ask user to make the check out to "MIT", with the Report Key number in the memo area, and send it to Travel (NE49-4037).

If a sponsor is reimbursing for part of the trip, but the charges are on the Travel Card:

- Put through the travel report with original receipts as normal.
- Ask sponsor to send a check made out to MIT (send directly to you).
- Write the report Key number in memo space and send to Travel, NE49-4037.
- If the sponsor wants to pay by wire: https://vpf.mit.edu/index.php/pay-by-wire-transfer.