



# VPF STATEMENT

News from the Office of the Vice President for Finance (VPF) | [Read this issue online](#) | [PDF version](#)

## In This Issue

With MIT's Cambridge centennial upon us, I've been excited to learn about the Institute's move from Boston to Cambridge and the evolution of our campus. I wonder if William Barton Rogers, MIT's founder, could have imagined the MIT of today—not only its physical landscape but also how the “polytechnic institution devoted to practical science” he envisioned continues to transform the world.

Along these lines, I look forward to participating in [Under the Dome: Come Explore MIT](#), the Institute's day-long open house on Saturday, April 23rd and one component of its Cambridge centennial celebration. Allen Marcum, the Institute's Director of Treasury and Planning, and I will make a presentation demonstrating how finance itself is an evolving aspect of MIT, and the role that finance plays in supporting education and research. Our presentation, Show Me the Money, will be in [Building 2](#), Room 105, from 12:30 to 1:00 pm, and again from 2:00 to 2:30 pm. We hope to see you there.



While the campus is growing and busier than ever, MIT is also at work around the globe—with research and service projects underway in [114 countries](#), from Afghanistan to Zimbabwe. These international engagements mean that members of our community are constantly on the go, traveling on MIT business in increasing numbers each year.

In that spirit, we are pleased to feature VPF's Pam O'Neil, Senior Strategic Sourcing Analyst with our Sourcing and Procurement team, in this issue. Pam is MIT's liaison to the travel and catering industries, negotiating with airlines, hotels and transportation companies for the best deals in order to help members of our community get from point A to point B safely and economically. Learn more about Pam and her work at VPF, and her personal travels around the globe, in the story below.

Best,

Glen Shor

## New Online Resource for Airgas Customers

The new Airgas at MIT website ([airgas.mit.edu](http://airgas.mit.edu)) provides timely and useful information and tools to users of Airgas at MIT.

Through this online resource you can:

- Request cylinder pickups
- Report cylinder moves
- Access safety information
- Learn who to contact with questions

Use the website to save time and money —and make your lab safer!

If you have questions about the new website or about Airgas service at MIT, please contact Jim Bagley, Senior Buyer in Sourcing and Procurement, 617-324-8162 or [jbagley@mit.edu](mailto:jbagley@mit.edu).

## IRS Warns of Increase in Email and Telephone Scams

Tax season inevitably brings a flurry of IRS-related phone and email scams. The IRS reports that this year has so far seen a

## Mobile Apps for Travelers

Would you like to take a picture of your travel receipts and have them automatically go to your Concur profile? How about getting immediate updates such as flight delays/cancellations and alternate flights with available seats while you're traveling? These are two of the things you can do using the Concur Mobile and TripIt Pro apps.

With Concur Mobile, you can book travel, manage your itinerary, and do your expense report with receipt images. (Save your paper receipt in case of an audit.) In addition to itinerary management, TripIt provides alerts and updates, alternate flights, and gate information. Are you eligible for a refund? TripIt will alert you. If you choose, your itinerary changes can be automatically communicated to your designated colleagues and/or family.



Concur Mobile and TripIt Pro are available to MIT travelers at no charge. To download Concur Mobile, go to your Profile Settings in Concur on your desktop or laptop. Click on Profile/Profile Settings/Mobile Registration. Send the link and the company code to your smartphone and download Concur Mobile. From Concur Mobile you can download TripIt Pro.

Contact Andrea Siegel at [amsiegel@mit.edu](mailto:amsiegel@mit.edu) or 617-324-5289 if you have questions or need assistance.

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## Fiscal Year-end Closing Schedule

MIT's fiscal year-end closing process is underway. We encourage you to review the [closing schedule](#) and [tips](#) for ensuring a smooth year-end close.

In addition, VPF has developed a [short online demonstration](#) to provide guidance to MIT community members involved in the closing process. While especially helpful to those who are new to the process, it is also a valuable refresher for experienced administrators.

Watch the [Year-end Closing Demonstration >>](#)

Please contact [vpf-cost-objects@mit.edu](mailto:vpf-cost-objects@mit.edu) if you have any questions about the year-end closing process.

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## eCat Suppliers

400 percent increase in phishing and malware incidents. To learn more, review the "[Dirty Dozen Tax Scams](#)" on the IRS website.

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## Late Salary Change Application Updated

The VPF HR/Payroll team recently released updates to the Late Salary Change application. These changes improve search functionality and allow for more timely routing of requests for review and processing.

**Changes with WBS cost objects:** There is a new column in the results list that indicates if the request includes a WBS which may require more detail review. This new field has also been added as an additional search criterion to make it easier for you to search for pending items that impact research projects. The value for the search is Y or N.

**Req ID:** A search box to enter the Request ID number has been added to find a specific request for review more easily.

**New status:** A status called "Waiting" has been added. This new status is used by VPF to indicate that a request has been initially reviewed but requires additional information before it can be approved.

**GL account for summer session:** Last year HR/Payroll added functionality to the Summer Session application to request late salary distribution changes directly in that tool. With this upgrade the Late Salary Change application will not allow a request to be submitted if it includes a GL account that is considered



In order to take full advantage of preferred supplier benefits, some suppliers currently listed as a hosted catalog on eCat have been moved to the Fisher punchout catalog.

As of April 1, 2016, you are able to order from the following suppliers through the Fisher punchout on eCat:

- R&D Systems
- BD Biosciences
- Pierce Biotechnology
- Gilson

These suppliers' hosted catalogs will remain on eCat until April 30, 2016.

This change will not affect the availability of any items; you will be able to order all the same items as you do today. To find items from these suppliers, you will be able to search the Fisher punchout catalog for items using various search terms, including the item number from the supplier or the item number from Fisher.

Because Fisher is an MIT Preferred supplier, all items will have the same or lower price than today—excluding special quotes—and shipping will be included for all items.

We hope and expect that you will find this modification and the accompanying supplier benefits to be a helpful and positive change. For questions about this change, please contact [David Petricone](#) in Sourcing and Procurement. For questions about price and item availability in the Fisher punchout catalog, please email [Rachael Galanek](#) or [MIT Customer Service](#) at Fisher Scientific.

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## VPF Point Person: Pam O'Neil, Senior Strategic Sourcing Analyst

An adventurous traveler and seasoned travel professional, Pam O'Neil brings extensive experience to her role as Senior Strategic Sourcing Analyst at VPF, and serves as the liaison between MIT and the travel and catering industries.

Pam came to MIT in 2015 after more than 20 years as director of travel services for an international law firm—meeting travel needs of 1,000 lawyers in the US and six countries. This work prepared her well for the complexities and range of travel undertaken by the MIT community, but for Pam, comparisons to the corporate world and MIT are striking. “The decentralized nature of MIT requires someone in my role to be flexible and responsive,” says Pam. “At the same time I work hard to address safety concerns and budget constraints for a community on the go.”

Pam is passionate about the safety of MIT's travelers, and works closely with the MIT Security and Emergency Management Office and the Office of Insurance on policies that help ensure everyone's safety. “Today there is a deeper awareness on the part of organizations that they need



Summer Session. This change should eliminate any confusion about which application you should use for a Summer Session distribution change.

Please contact the HR/Payroll Service Center at 617-253-4255 or [payroll@mit.edu](mailto:payroll@mit.edu) if you have any questions regarding these changes.

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## Accounts Payable Reminder

When completing an Electronic Request for Payment (eRFP) for a taxable payment to an individual, you must state if the payee is a U.S. citizen for tax purposes. If the payee is not a U.S. citizen or resident alien, you are required to enter the Visa type and country of citizenship. It is important that the citizenship of the payee is correct so that Accounts Payable can ensure the proper tax form is sent to the payee.

Please contact [Accounts Payable](#) with any questions.

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## Faculty Summer Session Appointments

VPF is preparing for the 2016 Summer Session Appointment process. Stay tuned for an email from Chris Durham, HR/Payroll Manager, and Donna Behmer, Assistant Provost for Special Projects, for key dates and important details. If you have any questions, please contact Chris Durham at 617-324-1137 or [cdurham@mit.edu](mailto:cdurham@mit.edu).

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## Whose Money Is It? Help Us Solve a Mystery and Win \$25 in TechCash!



reliable systems to locate people traveling on company business in case of an emergency. We have a responsibility to adhere to a Duty of Care policy which means we need to be able to reach any member of the community traveling for MIT and offer assistance in a crisis,” says Pam.

Closer to home, sourcing hotels for a campus meeting or conference is more complex than some realize. Checking in with Pam before embarking on this task is always a good idea, as she can make sure a DLC is not taking on unnecessary financial risk. For example, blocking rooms at a local hotel for a big conference—even if individual guests are going to pay for their rooms—can put the DLC at financial risk if those blocked rooms are not used. Pam and the Sourcing and Procurement team have a new system in place that will help raise the community’s awareness of the potential risks, and offer a better understanding of the contractual obligations when block booking hotel rooms. More importantly, Pam can advise DLCs on ways to eliminate that risk altogether.

On the catering side, Pam supports the MIT community to select vendors to cater a brown bag lunch for 20, feed thousands of alumni during Tech Reunions week, welcome students and their families for Freshman Convocation, and everything in between. She works to support the community’s increasing emphasis on sustainability, and seeks vendors who supply local, fresh food, biodegradable utensils, and create minimal waste.

Pam takes at least three major trips each year, and most recently journeyed to Panama, where she learned about growing coffee beans from a plantation owner. She counts a cooking tour of Italy and a heli hiking adventure in the Canadian Rockies among her most memorable adventures, and is getting ready for a hike to the bottom of the Grand Canyon and planning a trip with her husband to Australia and New Zealand.

“My focus on travel has changed in recent years, from going and seeing, to learning and exploring,” says Pam, who cites “helicopters” as her favorite mode of transportation. “I have way too many things on my bucket list.”

*Did you know? The MIT community can take advantage of MIT’s negotiated rates for personal travel, too. Check out Boston and Cambridge hotel rates, car rentals, and more at [SmartBuy](#).*

*Pam is available to assist DLCs with catering and travel sourcing for MIT business. She can be reached at [poneil@mit.edu](mailto:poneil@mit.edu) or 617-253-2756.*

## Transforming the Buying and Paying Experience

A new system for shopping, buying, and paying for goods and services is coming soon to the MIT community.

Buy-to-Pay (B2P) is a VPF and IS&T initiative that aims to simplify and improve the buying and paying experience for MIT community members. The redesign encompasses policies, processes, and a new cloud-based tool that brings transactions to one central portal for:

- Requisitions and Purchase Orders



VPF sometimes receives wires and ACH payments missing sufficient information to determine the rightful owner. We do our best to track down where the payment belongs, but sometimes we're stumped.

Please help us figure out whose money we have! Check out our [list of unidentified payments](#) and [contact us](#) if you can help. If you assist in solving a mystery payment, you will be entered in a drawing for \$25 TechCash.

## VPF Training Opportunities

Register for VPF training classes by visiting the [MIT Learning Center on Atlas](#). These classes provide valuable information and guidance concerning VPF policies, procedures, and services.

Fundamentals of Finance & Accounting	June 8 8:30 am- 12 pm <a href="#">NW23-043</a>
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## More Ways to Learn

VPF staff members are available to provide customized training to members of the MIT community. [Request a customized training session.](#)

MIT training resources for administrators are just a click away.

- [VPF online and in-person courses](#)
- [Environment, Health & Safety training](#)
- [Learning and development offered by Human Resources](#)
- [IS&T training](#)
- [Office of Sponsored Programs training](#)

- Invoice approvals
- RFPs
- P-Card charges
- A reporting dashboard to support the above processes

The B2P team has spent the past months working closely with a User Advisory Group comprising 38 individuals from across MIT and has provided presentations to many committees and DLCs to gather community feedback. The team is pleased that the project has garnered such a positive response, especially for:

- Visibility into these processes through electronic routing and approvals
- Flexible and transparent split billing capabilities
- Extensive search and filter capabilities for past transactions
- Customizable online and email notification preferences
- A new record retention policy focused on electronic record storage
- Enhanced VPF customer service and support

The B2P team welcomes questions, comments, and requests to present to the project email address, [b2p@mit.edu](mailto:b2p@mit.edu).

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## Delivery of Large and Heavy Items

MIT Mail Services receives packages of all shapes and sizes. Please note the following guidelines pertaining to the delivery of large and heavy items:

- Mail Services delivers items of standard size (no larger than 6 feet in any direction).
- Larger items may require movers or riggers for delivery to your office or lab. Therefore, if you are expecting to receive an exceptionally large or heavy item (e.g., a laser table or glove box), please be aware that Procurement may need to arrange for a third party for final delivery and additional charges will be incurred.
- In addition, truck heights cannot exceed 13'4" and truck lengths cannot exceed 43' at Stata (32 Vassar). Larger trucks will be re-directed to 400 Main Street.



Procurement is working closely with Mail Services to ensure all deliveries are expedited safely and efficiently.

If you have any questions regarding deliveries to the Institute, please contact Susan Bolster, Supervisor, Mail Services, at [sbolster@mit.edu](mailto:sbolster@mit.edu) or [procurement@mit.edu](mailto:procurement@mit.edu).

- [Join the MIT Yammer Network for training updates](#)
- [SkillSoft](#)

[Lynda.com](#) is another great option for training. MIT community members have access to more than 1,000 online courses.

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## AdminConnect

Stay connected with AdminConnect, an online resource for MIT administrators that includes:

- [Administrative news](#)
- ["How To" articles](#)
- [Initiative overviews](#)
- [Guide to offices](#)
- [Administrative directories and committee listings](#)

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## HR/Payroll Key Dates, April 2016

- HR Employee Transactions: April 20
- eSDS Cutoff (Weekly): April 25, 5 pm
- eSDS Cutoff (Monthly): April 28, 5 pm

For complete details regarding the timing of HR/Payroll monthly closings and important dates, visit the [online schedule](#).

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## Important Links

- [SmartBuy: Buy from MIT's preferred and partner vendors](#)
- [eCat online ordering system](#)

- [Atlas](#)
- [Roles Database](#)
- [Ask VPF a question, offer feedback](#)
- [VPF Statement email list](#)

## Financial and Administrative Service Areas Within VPF

Accounts Payable — 253-2750 | [Email](#) | [Web](#)  
Accounts Receivable — 253-2758 | [Email](#) | [Web](#)  
Budget & Financial Analysis — 253-2766 | [Email](#) | [Web](#)  
Cashier Services — 253-5426 | [Email](#) | [Web](#)  
Financial Accounting and Reporting — 253-2760 | [Web](#)  
HR/Payroll Services— 253-4255 | [Email](#) | [Web](#)  
Journal Vouchers — 253-4035 | [Email](#) | [Web](#)

Merchant Services— 253-2758 | [Email](#) | [Web](#)  
Property Accounting— 253-2776 | [Email](#) | [Web](#)  
Sourcing & Procurement — 253-7241 | [Email](#) | [Web](#)  
Sponsored Accounting — 258-8483 | [Email](#) | [Web](#)  
Tax and Global Operations — 452-4532 | [Web](#)  
Travel Services— 253-8366 | [Email](#) | [Web](#)



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