

VPF STATEMENT

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

New Site, New Roles

We look forward to launching a redesigned VPF website on Monday, July 11. The new site is designed to be a helpful learning tool and resource to community members by providing the how-to of finance administration at MIT in an easy-to-follow format. The website will guide you through finance tasks step by step, point you to relevant policies, forms and resources, and connect you with VPF staff experts.

VPF's Communications Team is hosting a **website demo** for the MIT community on **Thursday, July 7**, from 3 to 4 pm, in the Bush Room ([10-105](#)). I hope that you'll stop by for a sneak preview and check out the site's new features.

I want to thank the website project team — Jennifer Burke, Jordan Lewis, Laurie Everett and Minerva Tirado — and the many VPF and community members who participated in the discovery, development and testing phases of the VPF website. We're excited to launch VPF's new presence on the web!

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Following the recent promotion of Danielle Khoury to Controller for MIT, I am pleased to announce that John Donnelly has been named Assistant Controller. He will join the Controllorship on July 25.

John has served as Assistant Director of Budget and Financial Analysis since 2007 and has worked at MIT since 1998. He brings extensive knowledge of the Institute and its finances and strong community connections to his new role. John will apply his considerable analytical skills and expertise to a wide range of projects, including quarterly financial reporting, production of the annual Report of the Treasurer and participation in various audit reports. Many of you who have had the pleasure of working with John through the annual budgeting process will now work with him on a different aspect of MIT's finances as he transitions from forecasting next year's financial statement to reporting this year's actual statement. John, whose career spans more than 25 years in higher education, is a CPA and a member of MIT's Leader-to-Leader class of 2012. Please join me in congratulating John on his new role at VPF.

Best,

Glen Shor
Vice President for Finance



Fiscal Year-end Closing

The end of the fiscal year is almost here! We encourage you to review the [closing schedule](#) and [tips](#) for ensuring a smooth year-end close.

Please contact vpf-cost-objects@mit.edu if you have any questions about the year-end closing process.

Abandoned Property Letters

In the coming weeks, the Financial Accounting and Reporting team will mail claim letters to members of the MIT community who have unclaimed property. Specific information related to the outstanding property will be provided within the claim letters. To learn more about unclaimed property, please read the FAQs on the [State of Massachusetts Unclaimed Property Division website](#).

Unclaimed property is an asset with no activity by the owner over an extended period of time, generally three years. Types of unclaimed property can include payroll checks, expense reimbursement checks, or rent deposits.

For specific questions regarding unclaimed property at MIT, please contact abandoned-property@mit.edu.

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

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

Transforming the Buying and Paying Experience

Getting ready for the pilot!

After many months of collaboration with a User Advisory Group comprising 38 individuals from across MIT, the new B2P system will be rolling out to a group of pilot DLCs beginning on August 29, 2016, followed by a larger pilot in October 2016. Throughout the pilot rollout, the project team will be working closely with DLCs to prepare for the transition and offer training opportunities.



The project will deliver a new and improved system for shopping, buying, and paying. The cloud-based system brings transactions to one central portal for requisitions, purchase orders, and invoice approvals, and includes a reporting dashboard that provides visibility into B2P transactions.

This August participating DLCs will pilot:

- A new customer-service model, with a central help desk dedicated to answering buying and paying-related questions
- Revised and more easily searchable policies, including an updated electronic record retention policy
- Simplified procedures, including a streamlined process for new supplier registration

The B2P system, customer service, and revised policies and procedures will be available to the entire MIT community for the full rollout in January 2017.

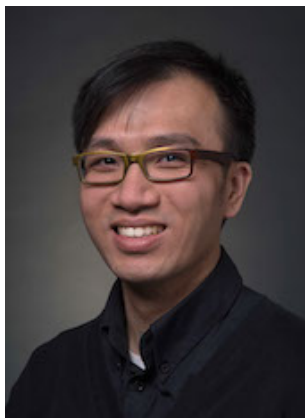
The team welcomes questions to the project email address, b2p@mit.edu.

VPF Point Person: Vietnam Le, Senior Staff Accountant, Property Office

For Vietnam Le, every day at MIT represents an opportunity to create a win-win for the Institute. As Senior Staff Accountant in VPF's Property Office, Vietnam helps MIT's labs and centers dispose of and repurpose furniture and lab equipment in an environmentally sustainable and fiscally responsible manner.

As labs upgrade or decommission equipment, Vietnam keeps tabs on the equipment needs of MIT's DLCs and finds a home for the used property. His job requires staying plugged in to all moves on campus, managing complex logistics, and having a good sense of timing. "Sometimes it just takes a bit of luck," says Vietnam. "When I know a lab is getting ready to make changes, there are times when I immediately know who can use their equipment and furniture. I love when it all lines up."

Vietnam is constantly on the move meeting with lab and department space planners, administrators, and researchers. "Most people don't equate being an accountant with the amount of walking I do on a daily basis," he says. Not only has Vietnam been in every lab on campus, he has been inside the MIT Nuclear Reactor Lab, the Wright Brothers Wind Tunnel, and MIT Haystack Observatory in Westford. Vietnam, much like the equipment and furniture he monitors, is always in motion.



Being an equipment matchmaker is not just about moving it from one MIT lab to another. Vietnam manages the sale of used equipment to brokers, and ensures the revenue from the sale goes back to the original department. He also arranges to donate furniture to Cambridge schools and local nonprofits. And when he can't find an immediate home for property, he stores it in MIT's Property Surplus warehouse on the west end of Vassar Street. Today the 8,500-square-foot warehouse is almost at capacity, so Vietnam spends some desk time on space planning and inventory management.

Vietnam grew up in Somerville and came to MIT in 2011 after working as an Inventory Coordinator at the Broad Institute. He began his career with Wyeth Pharmaceuticals after earning a BA from Suffolk University. Last month he completed an MBA program at Endicott College (with support from the MIT Tuition Assistance Plan) where his research in global finance took him to Mexico City, Athens, and Hong Kong.

Walking through the MIT campus for Vietnam brings back a singular event from his childhood that he thinks about every day. Born in a refugee camp in Malaysia, Vietnam arrived in the US with his parents and older sister when he was an infant. The family's immigration sponsor met them at Logan Airport and helped them transition to life in the US. During their first week here the sponsor gave them a tour of MIT, where the young family of four posed for a photo on the steps of 77 Massachusetts Avenue.

Last spring, a walk through campus created another lasting memory for Vietnam, one that quite literally stopped him in his tracks. During the height of the Syrian refugee crisis he saw a huge banner across Lobby 7 proclaiming "All Immigrants Welcome." He stopped and thought of his parents, who, in addition to raising two children, learned English and held down multiple jobs while taking classes, and launching their own careers. "It's a great feeling to be part of MIT and to be in a culture that is so welcoming. While I know the banner was about a current political situation, I couldn't help but think of my parents, Vietnamese refugees, and their journey here. I don't think they could have imagined that one day I would be working at MIT."

If your lab is moving, contact Vietnam Le at 258-8470 or vle@mit.edu early in the planning phase, to determine best way to dispose of or repurpose lab equipment and furniture.

— Laurie Everett

VPF policies, procedures, and services.

Introduction to Travel & Expense	July 20, 9-10:30 am NE49-3100
Introduction to Sourcing & Procurement	July 20, 10:45 am-12:45 pm NE49-3100

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](#)
- [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.

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](#)

HR/Payroll Key Dates, July 2016

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

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

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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