

# VPF STATEMENT

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

## Reflecting on a Year of Progress

I very much enjoyed attending the 3rd annual *Collaborating for MIT's Future* poster session on October 14th and viewing the more than 45 posters highlighting innovations and collaborations across MIT's administrative units. Taken as a whole, these posters represent extraordinary progress to advance Institute administrative processes towards more seamless and user-friendly experiences.



VPF was pleased to showcase a number of its initiatives and partnerships at the session:

- Members of a project team from EVPT, IS&T and VPF presented an exhibit on the Atlas Service Center, a suite of integrated in-person services for the MIT community slated to open in [Building E17](#) in spring of 2017.
- The Roadmap to Better Catering poster highlighted savings of more than \$175,000 over a three-month period following the launch of the Preferred Catering program.
- We collaborated with Environment, Health & Safety (EHS) on Safety, Savings and Service, a poster illustrating new systems for procuring lab coats and process improvements that reduce costs and increase safety in gas cylinder acquisition and management.
- The Buy-to-Pay (B2P) Project, a collaboration with IS&T and a 38-member user advisory group, is already beginning to deliver a simpler process for buying and paying at MIT.
- The VPF Website poster offered a tour of the new website, which reflects VPF's commitment to providing modern and intuitive tools for all things finance at MIT.

If you weren't able to attend the event in person, you'll soon be able to view the posters on [AdminConnect](#). They're definitely worth a look!

Best,

## Supplier News

### Supplier Merger: MilliporeSigma

Two of MIT's preferred suppliers, EMD Millipore and Sigma-Aldrich have merged and formed a new company called MilliporeSigma.

DLCs that purchase chemistry and life sciences products from EMD Millipore should now search the Sigma-Aldrich catalog in [eCat](#) in order to take advantage of MIT's preferred pricing and free shipping. EMD Millipore item numbers can be found in the Sigma-Aldrich catalog, to make it easier to find products.

EMD Millipore and Sigma-Aldrich are currently merging their catalogs in [eCat](#). Once the merge is complete, the EMD Millipore catalog will be deleted.

If you have any questions about these suppliers or the merger, please contact VPF Sourcing and Procurement Senior Buyers [Cheryl Williams](#) or [Jim Bagley](#) or send an email to [procurement@mit.edu](mailto:procurement@mit.edu).

**Great sources for inexpensive, refurbished electronics**

## Sourcing Temporary Help

MIT's preferred staffing agencies **Professional Staffing Group (PSG)** and **Hollister Associates** can assist you with temporary staffing needs for your department, across multiple areas of expertise.

**Professional Staffing Group (PSG)** provides temporary staffing personnel for:

- Office Administration
- Accounting and Financial Services
- Healthcare/Nursing
- Creative and Marketing
- Higher Education
- Human Resources
- IT/Hardware Support
- Call Center Support



A woman-owned small business, **Hollister Associates** provides temporary staffing for:

- Technology
- Accounting and Finance
- Administrative
- Human Resources

For contact information and rates, go to [Supplier Search](#) and search for each agency under Supplier Name, or contact [Derek Welcome](#) in VPF Sourcing and Procurement at 617-258-5825.

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## Buy-to-Pay (B2P) Pilot Update

It's day 58 of the Buy-to-Pay (B2P) system pilot phase—and so far, so good!

After more than a year of collaboration with a 38-member User Advisory Group, VPF and IS&T have rolled out the new buying and paying system to the following five DLCs:



Two of MIT's preferred suppliers offer significant discounts on refurbished electronic equipment to MIT students, faculty, staff, and their families.

Sage Sustainable Electronics has deals on new and refurbished laptops, desktops, printers, and tablets, and new TVs at significant savings over retail prices. To purchase from [Sage Sustainable Electronics through MIT's Employee Purchase Program](#), see their MIT page and create an account with your MIT email address.

[Micros Northeast](#) also offers special discounts to MIT on refurbished laptops, including Hewlett-Packard, Lenovo, and Apple, and is our preferred supplier for Super Micro Computers.

For more information on both suppliers, log on to [Supplier Search](#) and then search for each under Supplier Name. An MIT certificate is required.

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## Online Portal Invoicing

All online portal invoicing and purchase order activity, whether for a sponsored award or other reason, should be submitted via VPF Sponsored Accounting. If you have an invoice to submit for your DLC to an online portal, please email it to Barbara Nickerson at [bnicker@mit.edu](mailto:bnicker@mit.edu). The simplified process will prevent dual log-ins that can cause complications with invoicing and collection.

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## New Process for ONR Grant Awards

VPF Sponsored Accounting reminds you that the Office of Naval Research (ONR)

- Alumni Association
- Resource Development
- MIT Sloan Finance
- Information Systems & Technology
- Office of the Vice President for Finance

Featuring fully electronic workflow, the B2P system is a central portal for buying and paying that allows community members to shop, request, approve, track orders, and report on purchasing.

Pilot users say the system is:

- Intuitive: “People learned it like *that!*”
- Simple: “The change order was very easy to do—you just open it up and change it. It’s very simple.”
- Transparent: “On the very bottom it has the approval trail, so you can see the person who has the requisition or invoice. I like that.”
- Convenient: “I downloaded the mobile app and it’s awesome—you can approve from your phone!”

The following DLCs will come on board in the coming weeks:

- Department of Aeronautics & Astronautics
- Department of Architecture
- Department of Brain & Cognitive Sciences
- Abdul Latif Jameel Poverty Action Lab
- Center for International Studies
- Kavli Institute for Astrophysics & Space Research
- Nuclear Reactor Laboratory
- MIT Sloan Technology Services
- SHASS Dean’s Office
- SHASS Literature Section

The project team is working to offer the new system to the entire MIT community in a phased approach from late 2016 through early 2017. The team will work closely with DLCs to prepare for the transition and offer training opportunities. Questions are welcome to the project email address, [b2p@mit.edu](mailto:b2p@mit.edu).

has a new Grant and Contract writing system that requires ONR to issue a new grant award number for all current awards. Once a new award number is set up, any funds remaining in the original award account must be fully expended. The new account will be placed in a restricted status until all funds in the old account are spent. DLCs should then contact the [Office of Sponsored Programs](#) and [VPF Sponsored Accounting](#) so the new fund account can be activated.

For more details on transitioning your accounts, see this [OSP presentation](#) on the account set-up process. Please contact [VPF Sponsored Accounting](#) with questions.

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### **New Contact Email for Sponsored Accounting**

VPF Sponsored Accounting has set up a new email for sponsored accounting questions from the community: [ask-sponsored@mit.edu](mailto:ask-sponsored@mit.edu).

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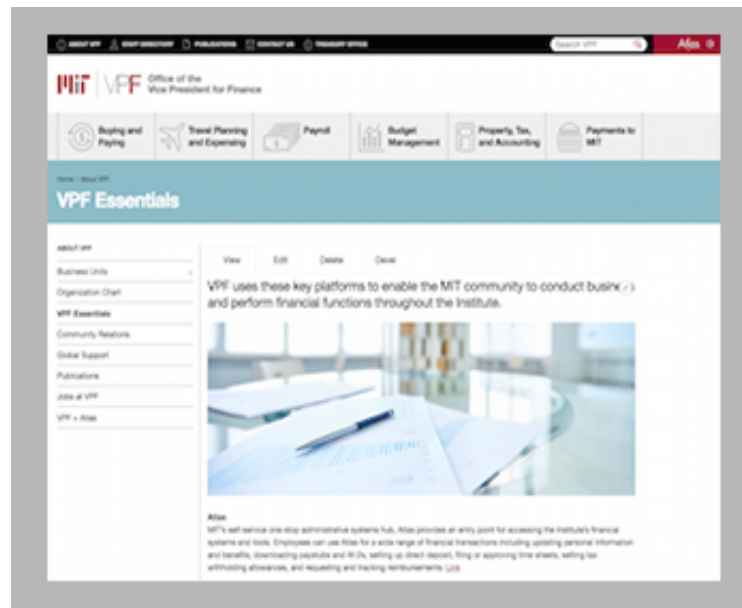
### **VPF Training Opportunities**

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.

<a href="#">Fundamentals of Financial Management</a>	December 15 and 16, 9 am-noon <a href="#">NE49-3100</a>
<a href="#">B2P Overview</a>	November 8, 9:30-11 am <a href="#">NE49-3100</a>

## An Essential Guide

VPF uses a collection of platforms to enable the MIT community to conduct business and perform financial functions throughout the Institute. Some of these platforms were created at MIT, while others are commercial products customized for Institute use. If you are new to MIT, or just need to sort out the difference between Cognos, Concur, and Coeus, check out the [VPF Essentials](#) page on the VPF website, where you will find a short list of the key platforms, a brief definition, and a link.



## Concur Travel Expense Drop-in Training Session

VPF Travel and Card Services staff are available to assist members of the community with their expense reports at drop-in sessions every Wednesday, 10-11 am, in the Little Cayman Conference Room, [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 here.](#)

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.

## Behind the Scenes at VPF: Publication of the Treasurer's Report

VFP publishes the *Report of the Treasurer* every year on the Friday after Labor Day. The Report is published on the [VPF website](#) and is followed by a brief story on MIT News, and then printed for distribution to the MIT Corporation in advance of its October meeting. A public document, the report officially states MIT's financial position at the close of the fiscal year and is the basis for other reports that follow.

There are many components to this annual report, and its production is a major activity on the 3rd floor of NE49 for much of the summer. The Report itself is a six-page letter from Israel Ruiz, MIT Executive Vice President and Treasurer, to the MIT Corporation, and details key financial highlights of the past year, including major activities and initiatives that affect MIT's financial picture. The letter is followed by MIT's *Consolidated Financial Statements*, a 38-page document complete with 37 tables, and a sign-off from independent auditor PricewaterhouseCoopers. Finally, the report includes a Five-Year Trend Analysis that provides a four-page overview of finances and data points on enrollment, tuition, financial aid, and research revenue.

Publication of this hefty report requires a total team effort by VPF's [Financial Accounting and Reporting](#)



## AdminConnect

Stay connected with [AdminConnect](#), an online resource for MIT administrators that includes:

[\(FAR\) unit](#), which falls under the leadership of Danielle Khoury, MIT's Controller.

“The process gets smoother and more efficient each year,” says Stephen Hoover, manager of financial reporting at VPF. He credits Stefane Desmond, assistant manager, and senior staff accountant Abdul Dirir for seeing the report across the finish line. They work closely with VPF's Jennifer Burke and Jordan Lewis, who manage the web and print production. “Careful content synchronization and overall teamwork are key factors in our continuously improving process,” says Hoover. “It's one of the biggest collaborative efforts we have, and everybody has a stake in it.”

Many partners outside of VPF contribute to this publication, including the Office of the Executive Vice President and Treasurer, the Office of the Recording Secretary, MITIMCo, and the Office of Treasury and Planning.

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### **VPF Point Person: Clarel AuGuste, Accounting Officer**

Every year, VPF publishes the *Report of Sponsored Research Activity*, aka “The Brown Book,” an MIT publication of record that tracks the Institute's annual research volume. The Brown Book is published in September (both hard copy and on the VPF website) to coincide with the publication of the *Treasurer's Report*. These days the person behind this enormous effort is VPF accounting officer Clarel AuGuste, who brings eight years of MIT accounting experience to the task.

Clarel began his career at MIT as a staff accountant and was responsible for bank statement reconciliations and supporting accounting functions for the general ledger and MIT's master data. Over the next six years, Clarel took on increasing levels of responsibility. He became VPF's go-to expert for many aspects of financial accounting, based on his approach to diagnosing a problem by understanding its root cause. His broad and deep knowledge of VPF accounting operations led to his most recent promotion to Accounting Officer in 2015.

Clarel's reputation for problem-solving led to an exciting assignment, as he recently traveled to Singapore with VPF colleague Jay DellaPorta to help modernize and then align the accounting structures for the Singapore-MIT Alliance for Research and Technology (SMART) program. Before leaving Cambridge, Clarel created a report in BrioQuery for his counterparts at Singapore University of Technology and Design (SUTD) to help automate a segment of their accounting operations. Clarel left behind robust reporting tools and improved systems for sharing information between MIT and SUTD, and he made strong connections with his colleagues there that make it easier for both organizations to work together on complex financial reports.

Growing up in the Hyde Park neighborhood of Boston, Clarel attended City on a Hill, a small charter high

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

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### **HR/Payroll Key Dates**

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

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### **Important Links**

- [Supplier Search](#)
- [eCat online ordering system](#)
- [Atlas](#)
- [Roles Database](#)
- [Ask VPF a question, offer feedback](#)
- [VPF Statement email list](#)



school, where his graduating class totaled 15. “At City on a Hill, I learned to use math to solve problems—not just to solve math problems, but to solve operational problems,” says Clarel. “As an undergraduate at Bentley University, I had a part-time job on the computer help desk, and through my job and my studies, I learned to approach every problem with an operational question first. Bottom line, I like to analyze and solve problems.”

Outside of MIT, Clarel can be found pursuing his latest athletic passion at the CrossFit Together gym, where he is training to become a certified CrossFit instructor and preparing for his next competition. “I’ve always been involved in sports—basketball, football, track and field, and of course, soccer. My dad played on the Haitian national football team (better known as “soccer” in the U.S.)—and even played against Brazilian legend Pelé and alongside Manno Sanon, one of Haiti’s national football stars—so it was inevitable that my brothers and I would play a lot of sports.”

Clarel is currently pursuing an MBA at Bentley, studying business analytics. He finds his work at VPF informs his studies and vice versa. He is thrilled to be enrolled in Bentley’s hybrid MBA program, taking some classes online and some on the Bentley campus, and appreciates the support from MIT’s Employee Tuition Assistance Plan to help defray the cost.

And when he’s not at work, in the gym, or in class, Clarel—a self-taught chef and former food blogger—can be found in the kitchen cooking up his own style of fusion cuisine, mixing flavors and ideas from across the globe. “I’m a griller,” he says, “I love to grill. Someday I hope to write a cookbook or have a television cooking show.”

— *Laurie Everett*

## Financial and Administrative Service Areas Within VPF

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

Merchant Services— 253-2758 | [Email](#)  
Property Office — 253-2776 | [Email](#)  
Sourcing & Procurement — 253-7241 | [Email](#)  
Sponsored Accounting — 253-3485 | [Email](#)  
Tax and Global Operations — 452-4532 | [Email](#)  
Travel and Card Services— 253-8366 | [Email](#)

### Office of the Vice President for Finance

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