

VPF STATEMENT

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

Fiscal Year-end Closing Underway

MIT's fiscal year-end closing process is underway. We encourage you to review the [FY2015 year-end 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 helpful refresher for experienced administrators.

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



Purchase Order and Requisition Closeouts

As a reminder as we approach the end of the fiscal year, purchase order closeouts can be completed by using an Atlas-based web form. Up to ten purchase orders, including Standard (45xxx), Goods Receipt (65xxx), and Blanket (55xxx), can be closed directly through this web form. If you need a Contract (57xxx) PO closed, please [email VPF](#) and include the purchase order numbers.

SAP will update the status of POs that were closed out in the system before 10:30 pm. If a purchase order cannot be closed for any reason, a VPF Sourcing and Procurement representative will contact the submitter the following day.

To access the PO closeout form, go to Atlas, click the "Buying" tab, and under the "Look-ups" heading select "Close Purchase Orders."

To close any requisition or if you have questions or comments regarding this tool, please send an [email to pocloseout@mit.edu](mailto:pocloseout@mit.edu).

New Enhancement: Viewing and Printing Blanket Purchase Orders

A new feature makes it easier for community members to view and print blanket purchase orders (POs). Individuals with spend/commit authorization can now visit Atlas to view and download PDFs of blanket POs in addition to standard POs.

To access this new feature, go to [Atlas](#), click "Buying" and then "Find Purchase Orders." Enter the PO number and click "Search." Click on the "Display PDF" button at the top right. The PDF of the blanket order will open for viewing and/or download.



Coming Soon: Enhanced Vendor Registration Process

In light of the federal government's [Uniform Guidance requirements](#) and new Internal Revenue Service requirements, VPF has been working to enhance its process for registering new MIT vendors. Scheduled to be implemented this summer, the new process is intended to streamline the experience for MIT community members and ensure ongoing compliance. More details will be announced in the June VPF Statement.

Highlighting Training Resources for New Purchasers

Beginning this summer, individuals who are authorized for the first time to make purchases on behalf of MIT will receive an email highlighting training resources and contact information for receiving assistance from Sourcing and Procurement. The email is intended both to provide new purchasers with key information and access to support and to underscore the importance of responsible purchasing.

In conjunction with this effort, primary authorizers will receive on a monthly basis an email listing the individuals in their area who have received purchasing authorization. This email will also highlight training resources and helpful Sourcing and Procurement contacts.



Limited Deliveries on Campus on Commencement Day

In celebration of Commencement and to ease traffic concerns, delivery trucks will have no access to certain areas of campus and only restricted access to the remainder of campus on Commencement day, Friday, June 5. MIT has communicated this to its partner and preferred vendors and to other vendors that routinely deliver to campus. Members of the community are asked to plan accordingly. Please contact Susan Bolster, Supervisor of Mail Services, at 324-3577 or sbolster@mit.edu, with any questions.

VPF Training Opportunities

[Register now](#) for VPF training classes. These classes provide valuable information and guidance concerning VPF policies, procedures, and services.

All classes are held in [NE49-3100](#) (600 Technology Square, 3rd floor) in the Grand Cayman Conference Room. The instructors are members of the VPF staff who support DLCs in these areas.

Accounting Fundamentals	June 3, 8:30 am-12 pm
Fundamentals of Financial Mgmt.	November 17-18, 9 am-12 pm (daily)

In-Person eCat Training

VPF is offering in-person training for eCat's improved user interface. The sessions will take place in the Little Cayman Conference Room in [NE49](#), 11 am-12 pm, on the following dates:

- June 11
- July 9

Visit the [eCat homepage](#) for additional training opportunities, including video tutorials and a user guide.

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](#)

VPF and Information Systems and Technology (IS&T) are collaborating to put this new process in place by July.

Kuali Coeus 6.0 Upgrade

The Office of Sponsored Programs recently launched the Kuali Coeus 6.0 Upgrade. More information is available on the [Kuali Coeus website](#).



Due to high demand, OSP has expanded the offerings of the KC: Advanced Budget Topics training course through the month of June:

KC: Advanced Budget Topics

This course focuses on entering complex budgets and utilizing advanced functions available in Kuali Coeus. The session will address Modular Budgets, Sudden Salary Increase, Budget Period Boundaries, Cost Limits, Subawards, Cost Sharing, Under recovery, TDC versus MTDC, Fringe Rate differences within a Class, Proposal Hierarchy, Salary Cap, and more.

June 1, 9 am-12 pm (E17-121)

June 3, 9 am-12 pm (E17-121)

June 16, 9 am-12 pm (E17-121)

June 18, 1 pm-4 pm (E17-121)

[Register for KC: Advanced Budget Topics >>](#)

Whose Money Is It?

Help Us Solve a Mystery and Win \$25 in TechCash!

VPF sometimes receives wires and ACH payments without enough information to determine the rightful owner. We do our best to track down where the money 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.

- [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](#)

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

Jobs at VPF

VPF is recruiting for the following positions:

- [Senior Staff Accountant, Sponsored Accounting](#)
- [Senior Financial Analyst](#)
- [Staff Accountant, Travel](#)
- [Strategic Sourcing Analyst, Travel](#)
- [Senior Travel Assistant](#)

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 | May 2015

- eSDS Cutoff (Weekly):
May 26, Noon
- eSDS Cutoff (Monthly):
May 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 Planning & 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 Services — 452-4532 | [Web](#)
Travel Services — 253-8366 | [Email](#) | [Web](#)



Office of the Vice President for Finance
NE49-3rd-4th floors, 600 Technology Square | Cambridge, MA 02139 | [Web](#)