Purchasing Guide:

Main methods of purchasing/reimbursements, must be submitted within 60 days of transaction:

1. B2P – charged directly to your account, do not need to pay upfront
2. RFPs – Request for Payments, no sales tax reimbursed, out of pocket
3. Travel reports - All travel must be submitted in Concur

-No Alcohol
-No first class travel
-All items purchased in B2P must be marked 'received' once you get the item
-Travel and RFPs with transaction dates over 60 days will not be approved

Department Policy requires Itemized Receipts for all purchases.

Common errors that people make when purchasing:

1. Leaving justification section "blank" when creating a requisition - **ALL** requisitions must have a justification, otherwise it'll not get approved.
2. For P-card and RFPs - Not indicating whether a meeting involved non-MIT affiliated people or all MIT affiliated. This will help us determine the correct G/L code to use when posting the charge

Buy to Pay (B2P)

Access the B2P system

Go to B2P to access requisitions, purchase orders, invoices, and reports. Any member of the MIT community with a Kerberos ID can access the system at https://buying.mit.edu.

Set your notification preferences and default settings

Go to [Your Name] in the upper right and select Settings.

- Under Notifications, select the online and email notifications you would like to receive, then click Save at the bottom of the screen.
- Under Address Book, choose your default mailing address.
- Under Billing Accounts, choose the default cost object you want to use for purchases.

Review training materials

The following online courses provide detailed information on how to use the B2P system. Each course takes approximately 10–30 minutes to complete (specific times noted below).

- B2P: Basics
  Provides a general introduction to the MIT Buy-to-Pay (B2P) system for users new

to B2P.
Completion time: approximately 30 minutes

Complete B2P Basics before taking the following courses:

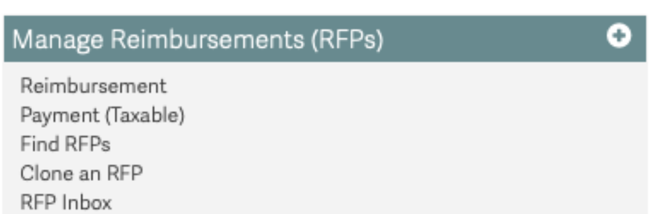
- B2P: Shopping & Creating a Requisition
  Introduces you to shopping and creating a requisition in B2P.
  Completion time: approximately 30 minutes
- B2P: Tracking & Changing an Order
  Provides an overview of tracking and making changes to requisitions or orders in B2P.
  Completion time: approximately 30 minutes
- B2P: Tracking Invoices & Payment
  Provides an overview of how suppliers can submit invoices on B2P POs, as well as how to track invoice and payment status.
  Completion time: approximately 20 minutes
- B2P: Views
  Covers features of B2P Views.
  Completion time: approximately 10 minutes

B2P Quickcards are another handy, printable reference for B2P users. Start with the quickcards under B2P Basics, then move on to topics useful to the work you do, whether it's submitting orders or approving requisitions and invoices.

Request for Payment (RFP)

RFPs are completed via the Atlas website (https://atlas.mit.edu).

From the Atlas home page, there is a customizable menu on the left. If you do not see an item called "Manage Reimbursements (RFPs)" then you will need to add it. Click the edit button and the **Build Your Menu** screen will appear.



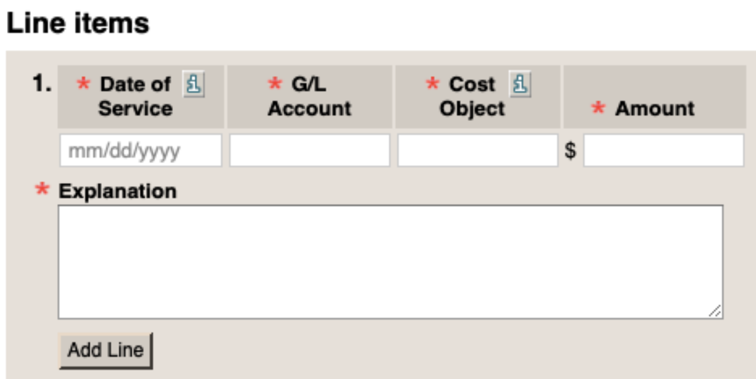
Look for the "Manage Reimbursements (RFPs)" box, click and drag it into the Menu on the left. Click Save & Exit at the top of the menu.

Now click on the Manage Reimbursements menu item and several options will appear to the right. Choose Reimbursement. (Note: If you are reimbursing a food expense, first complete the Meetings & Meals form – see below).

You will need to search for your name which should already be in the MIT directory.

On the next screen you will enter the details of the reimbursement. Next to Name this RFP, enter your name.

Below this you will need to enter the individual charges to be reimbursed.



You should use one line item per receipt (unless you are using multiple cost objects to split up a single receipt). If the person being reimbursed has submitted two or more receipts, for example, a receipt for food and a separate receipt for beverages, click the Add Line button. If you are using multiple accounts for one receipt, click the Add Line and enter the same information, but change the Cost Objects and Amount.

For the Date of Service field, enter the date of the purchase that is listed on the receipt.

For the G/L (General Ledger) Account field, you will need to enter the six digit GL code that corresponds to what was purchased. See the end of this document for a list of commonly used GL codes.

For the Cost Object, enter the 7 digit account number that you were given that has the source of funds for the reimbursement.

The amount should be the total amount on the receipt, EXCEPT sales tax for <u>non-food</u> related purchases.

Most Common GLs Guide

420226 MATERIALS & SERVICES

- This GL is used for items that don't fall under any specific category. Always opt for a more specific GL if appropriate.

420258 OFFICE SUPPLIES

- Used for office furnishings under $1,000.
- Items like folders, paper clips, markers, pens are categorized as office supplies.
- When charged to sponsored research, best practice is to be split proportionately among accounts. Ideally, office supplies should be charged to discretionary account(s).
- **Please note**: If an item that is an office supply is used in a lab it would fall under lab supplies. Always keep in mind the purpose of purchasing a supply.

421827 EQUIPMENT/MINOR

- Equipment and furnishings between $1,000 and $4,999. Not capitalized. (Includes laptops and computers.)

421900 COMPUTER SUPPLIES & PERIPHERALS

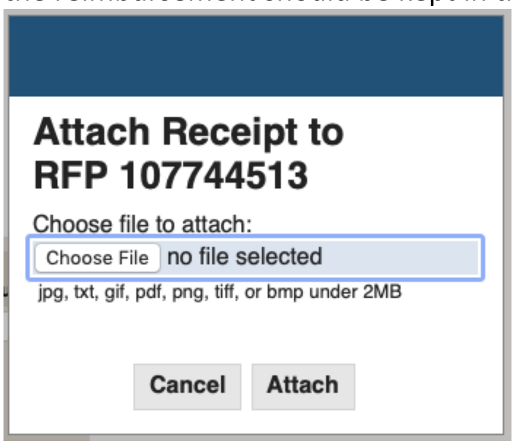
- Used for computer supplies and computer equipment costing less than $1,000.
- Items like keyboards, adapters, monitors fall under this GL.

If you are reimbursing someone for something that is NOT 421000, or you are reimbursing them for several charges, and one of them is not 421000, enter a detailed explanation in the box for the non-421000 item(s).

- What was the reason for the purchase?
- Who is it for?
- Why was it purchased?
- Why is it appropriate to charge to this account?

Enter the appropriate G/L account. A list of common G/Ls and a cost object lookup can be found here on the VPF site: http://vpf.mit.edu/site/financial_accounting_reporting/resources

When you have filled out all of the Line Items, skip "Note to Central Office." All of the details for the reimbursement should be kept in the Meetings and Meals form or the explanation box.



Click the Save & Continue button, and a pop-up window will appear for you to attach the receipt(s) or form.

Receipts MUST be itemized. Non-itemized receipts will not be reimbursed. If the place you bought something from does not provide an itemized receipt, you will need to create one yourself. If the person lost the itemized receipt, they will need to attain a new copy from the place of purchase. If you have an email or electronic copy of a receipt, that is generally preferred. All receipts should be legible. Please do not attach images that are upside-down or sideways. Taking a photo of a receipt with your phone is fine, but if you can use an app that coverts the image to document format, that's even better (iOS has a built-in feature to do this – see end of this document). The max file size for a receipt is 2 MB, which is smaller than the png or jpeg images many phones produce, in which case compressing these images or converting them into a document with a smaller file size is necessary.

After you attach the first receipt, if you need to attach more, click the Attach Receipt button in the upper-left corner.

After you have attached your receipts and the RFP is complete, click the Send To button at the bottom. This will bring up a new search box, and you should look for the name of the approver who will approve your RFP.

If there are extenuating circumstances, for example, you are submitting a receipt from many months ago, you can include an explanation for the delay here and the person approving your submission will read it.

Concur 2.0 – Guide for Submitters

To expense your travel card charges and claim out-of-pocket reimbursement for a business trip, you will need to create an expense report. The report submission process involves the following four basic steps.

1. Create a Report

2. Complete the Report

3. Attach Your Receipts

4. Submit the Report

Additional considerations:

- What if the traveler owes MIT money?
- Using a Guest Profile

For assistance:

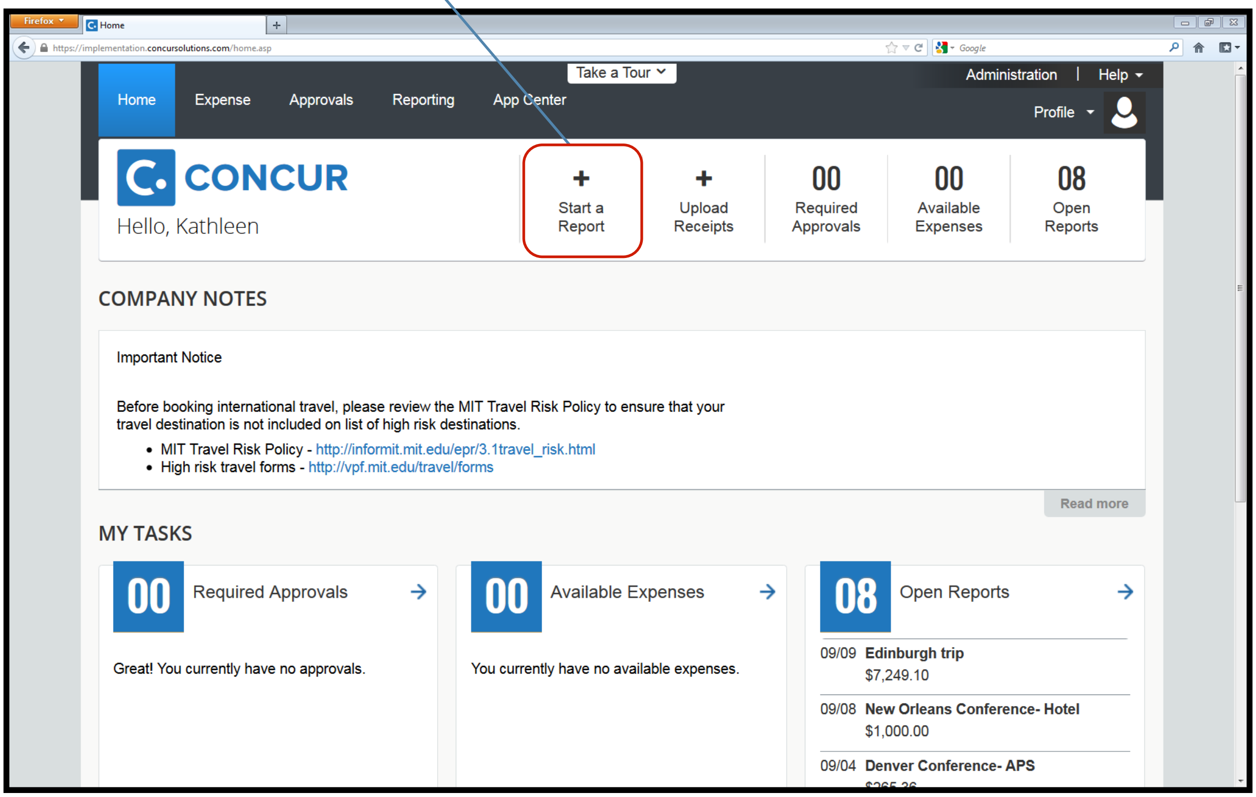
Travel Services, Office of the Vice President for Finance

travelsupport@mit.edu

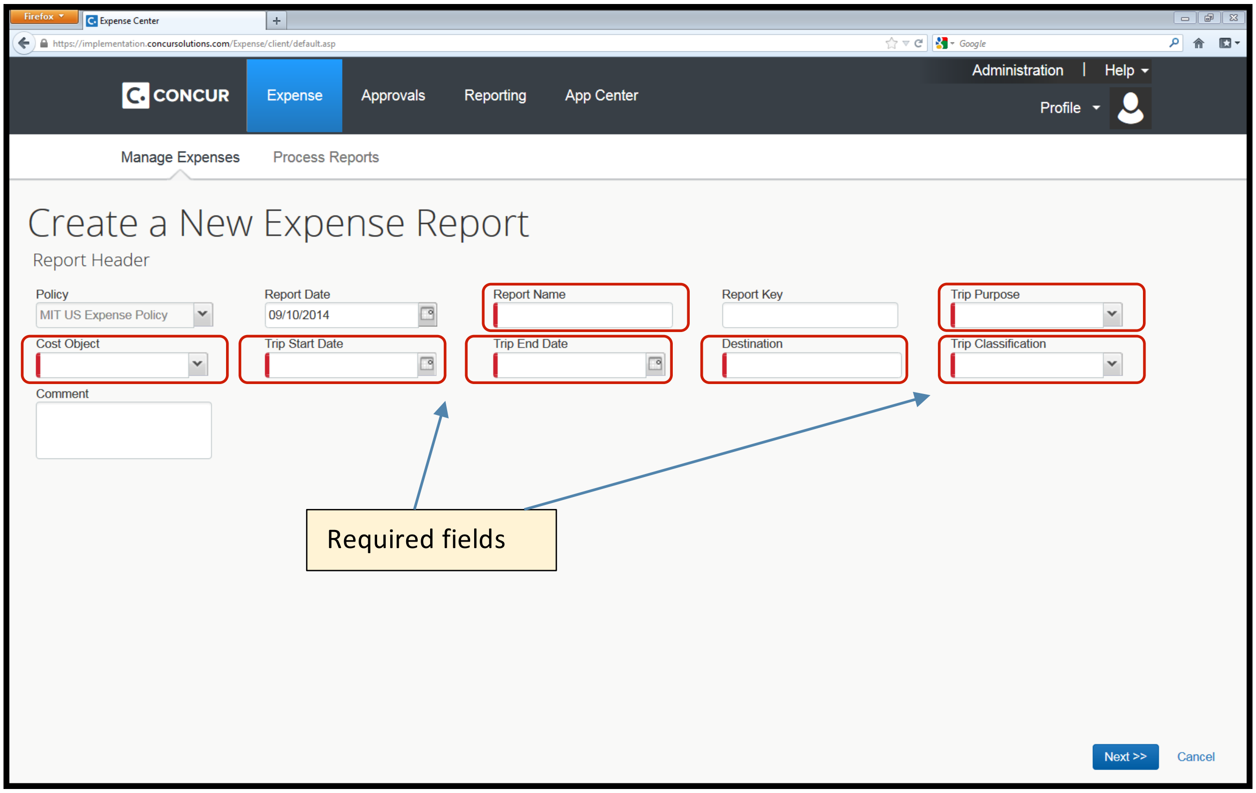
617-253-8366

1. Create a Report

To create your report, click **Start a Report**.



This will bring you to the report header. You will need to fill out all the fields that have a red tab on the left-hand side before you can click **Next**.



Report Name: This is an open field. Please enter a combination of the trip purpose, destination and any other helpful, identifying text.

Trip Purpose: This is a drop-down menu. Select the most appropriate trip purpose. Some of the options map to the unallowable GL (general ledger) account and cannot be used with a sponsored cost object. These are fundraising, president travel, prospective student visit, resource development, and retreat. Two options are taxable: house hunting and relocation. All the other options are allowable and non-taxable.

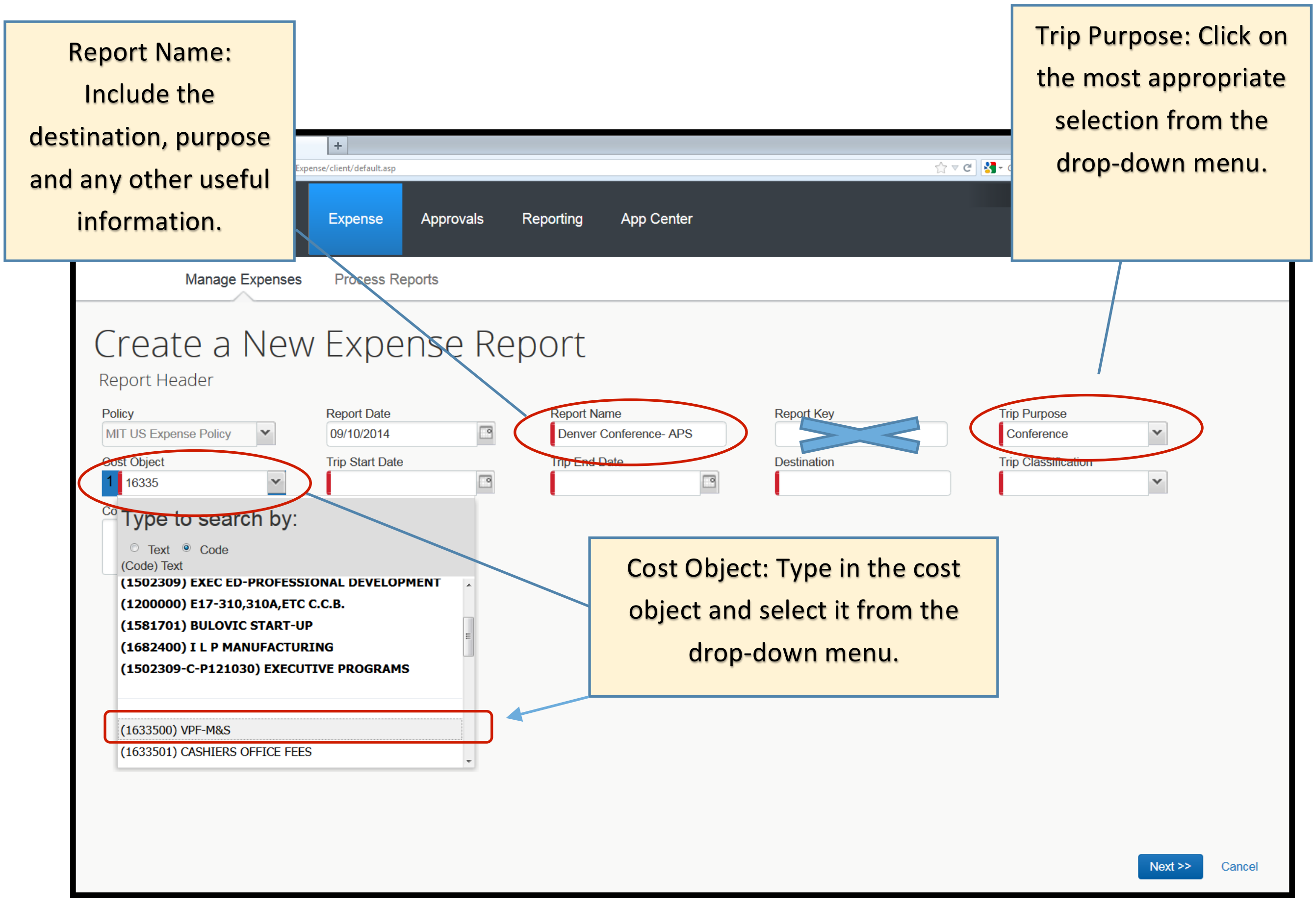
Cost Object: Type in the appropriate cost object for your trip and then select it from the drop-down menu. If you need the report to be charged to more than one cost object, you may allocate it accordingly once you are in the body of the report.

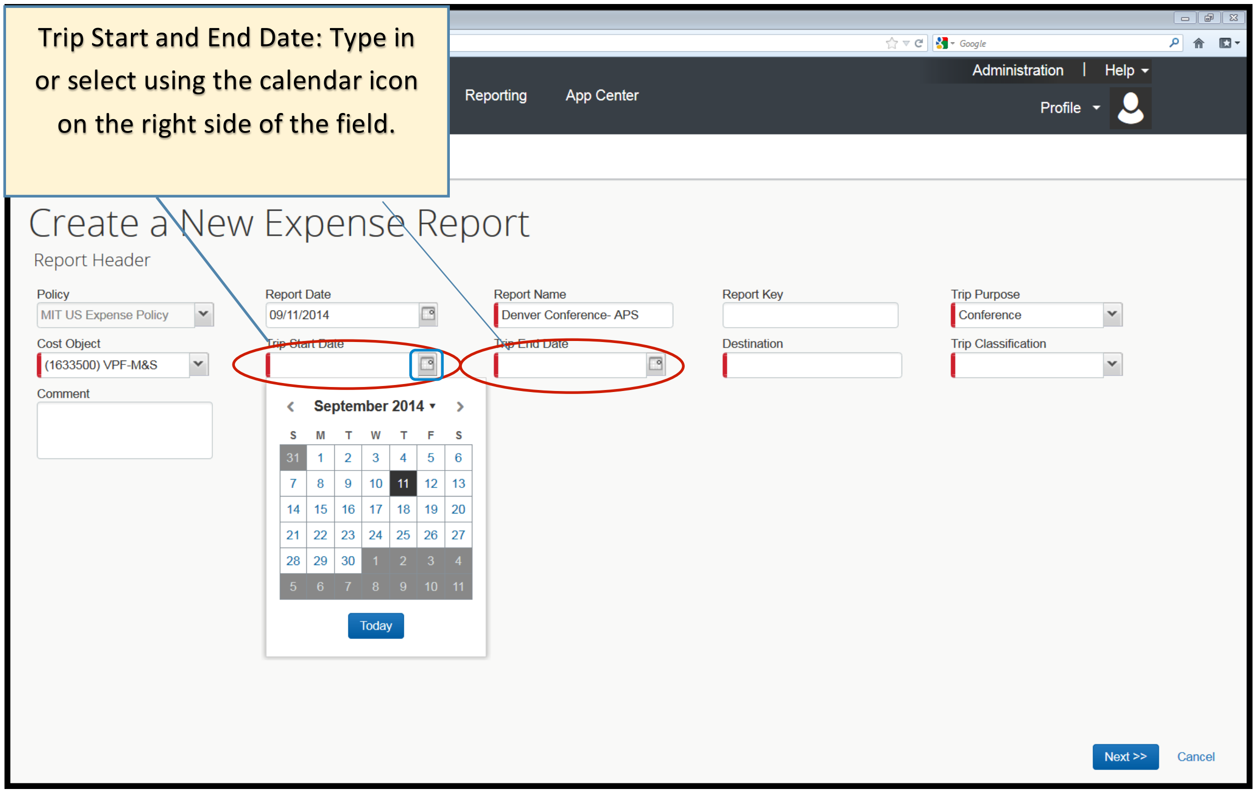
Trip Start and End Dates: You can type the date in the format of 09/10/2014 or click on the calendar icon and select your start and end dates. These should be the departure and return dates from Boston or the city the traveler is based in.

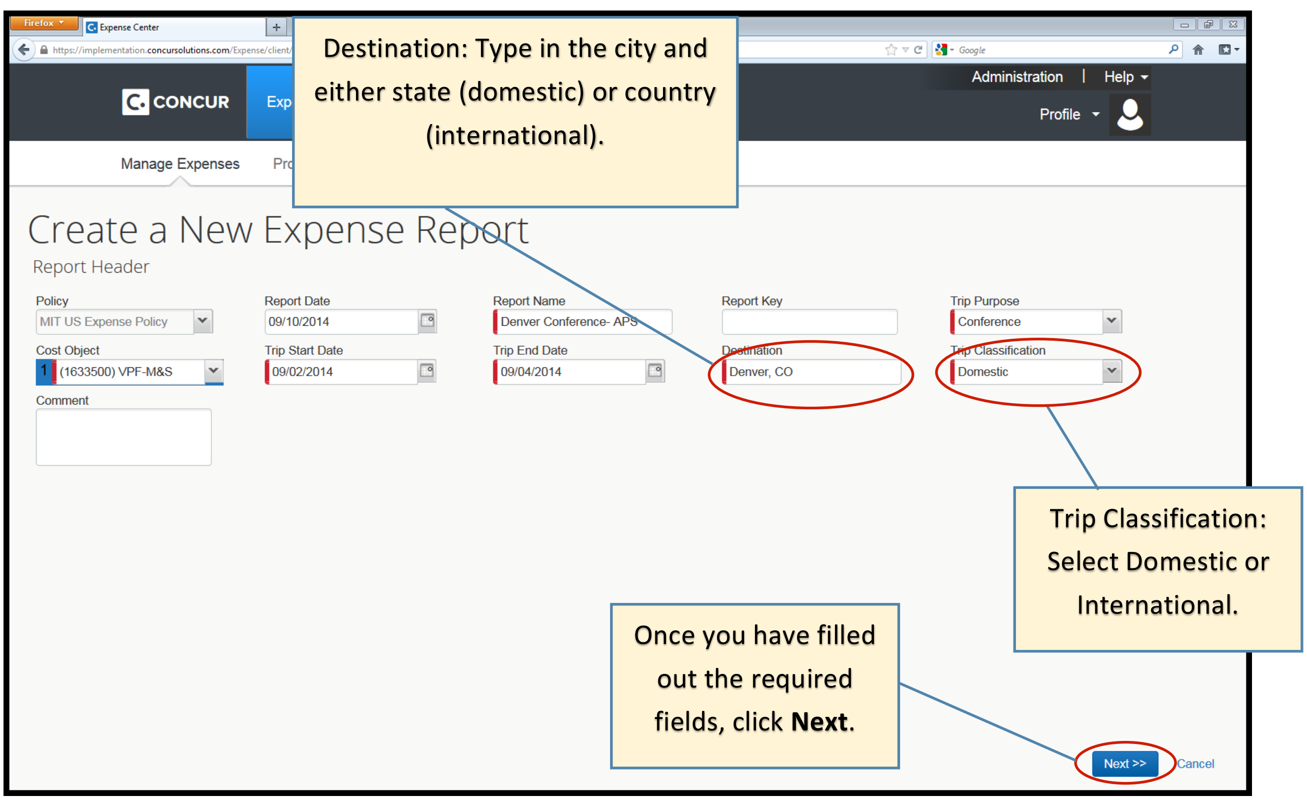
Destination: Type in the city and either state (domestic) or country (international). If multiple cities were included, type them in the format: Dallas/San Francisco/Portland.

Trip Classification: Select domestic or international. If a trip has a domestic stop in addition to an international destination, select **international**.

Comment Field: Although this is not a required field, it is a good place to enter any additional information that should be in the record or that will help your approver or MIT Travel Services review the report.


Report Name: Include the destination, purpose and any other useful information.
Trip Purpose: Click on the most appropriate selection from the drop-down menu.
Cost Object: Type in the cost object and select it from the drop-down menu.
Expense
Approvals
Reporting
App Center
Manage Expenses
Process Reports
Create a New Expense Report
Report Header
Policy
MIT US Expense Policy
Report Date
09/10/2014
Report Name
Denver Conference- APS
Report Key
Trip Purpose
Conference
Cost Object
16335
Trip Start Date
Trip End Date
Destination
Trip Classification
Type to search by:
Text
Code
(Code) Text
(1502309) EXEC ED-PROFESSIONAL DEVELOPMENT
(1200000) E17-310,310A,ETC C.C.B.
(1581701) BULOVIC START-UP
(1682400) I L P MANUFACTURING
(1502309-C-P121030) EXECUTIVE PROGRAMS
(1633500) VPF-M&S
(1633501) CASHIERS OFFICE FEES
Next >>
Cancel

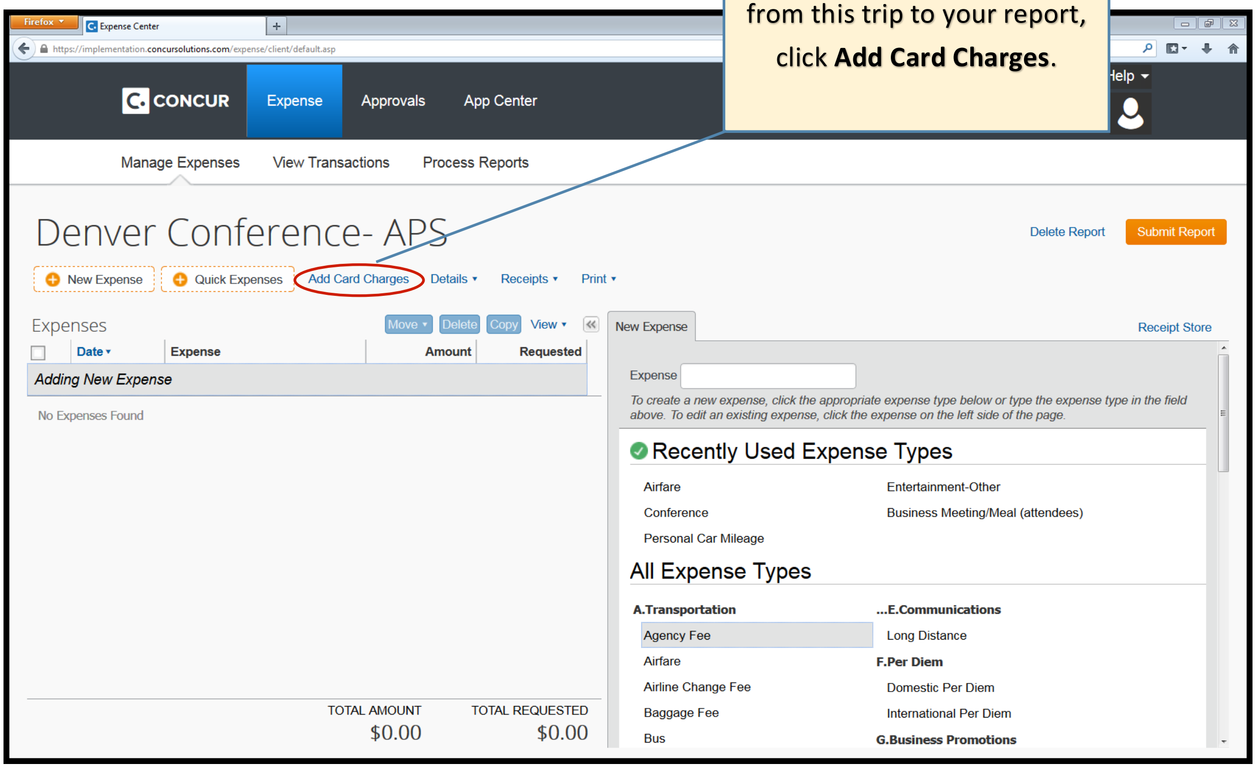

Trip Start and End Date: Type in or select using the calendar icon on the right side of the field.
Reporting
App Center
Administration | Help
Profile
Create a New Expense Report
Report Header
Policy
MIT US Expense Policy
Report Date
09/11/2014
Report Name
Denver Conference- APS
Report Key
Trip Purpose
Conference
Cost Object
(1633500) VPF-M&S
Trip Start Date
Trip End Date
Destination
Trip Classification
Comment
September 2014
Today
Next >>
Cancel


Destination: Type in the city and either state (domestic) or country (international).
CONCUR
Administration | Help
Profile
Manage Expenses
Create a New Expense Report
Report Header
Policy
MIT US Expense Policy
Report Date
09/10/2014
Report Name
Denver Conference- APS
Report Key
Trip Purpose
Conference
Cost Object
(1633500) VPF-M&S
Trip Start Date
09/02/2014
Trip End Date
09/04/2014
Destination
Denver, CO
Trip Classification
Domestic
Comment
Trip Classification: Select Domestic or International.
Once you have filled out the required fields, click Next.
Next >>
Cancel

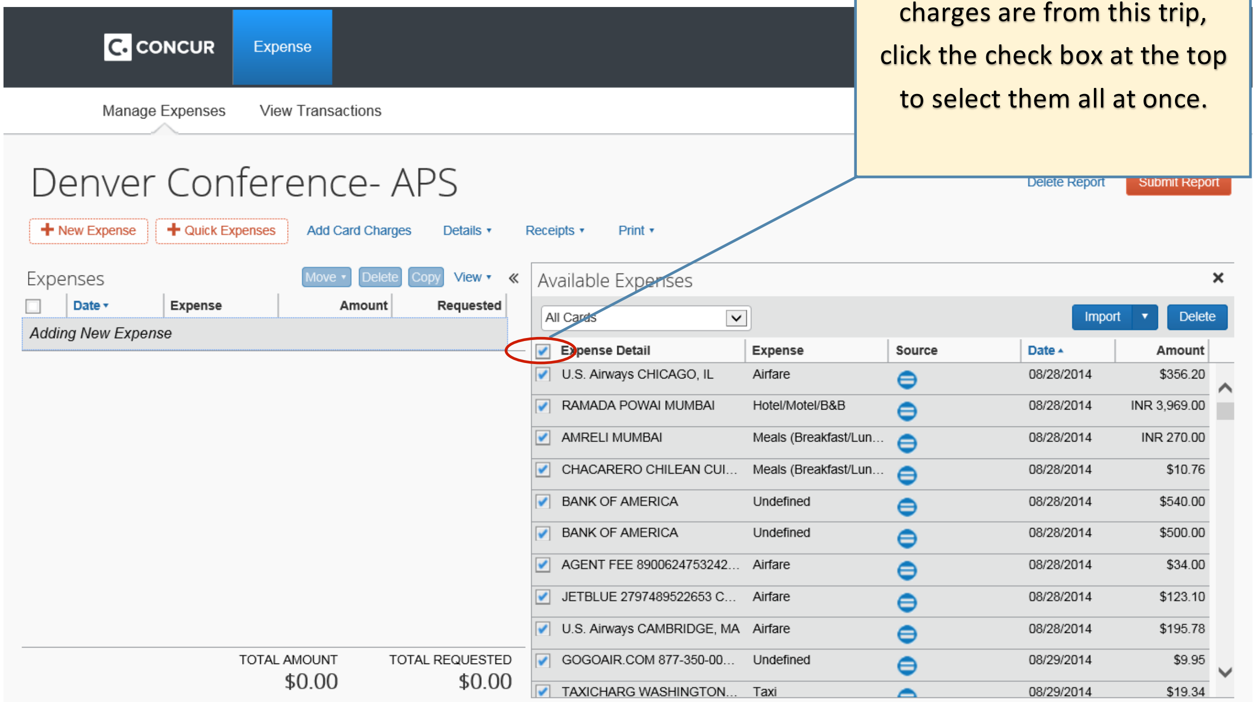
2. Complete the Report

This will bring you to the body of your expense report. This is where you will **import** any travel card charges from your trip, **add** any out-of-pocket expenses, **edit/itemize/allocate** those expenses as needed, then attach receipts and **submit** your report.

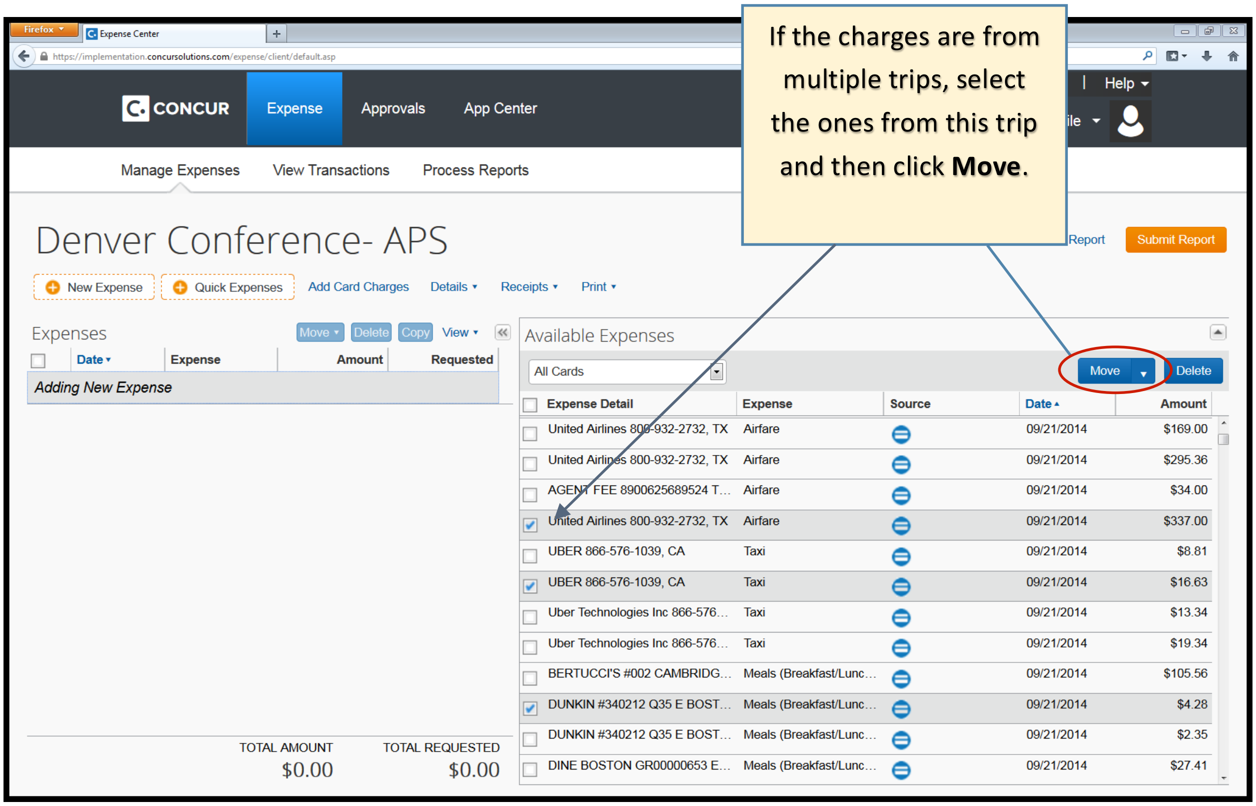
To add travel card charges from this trip to your report, click **Add Card Charges**.



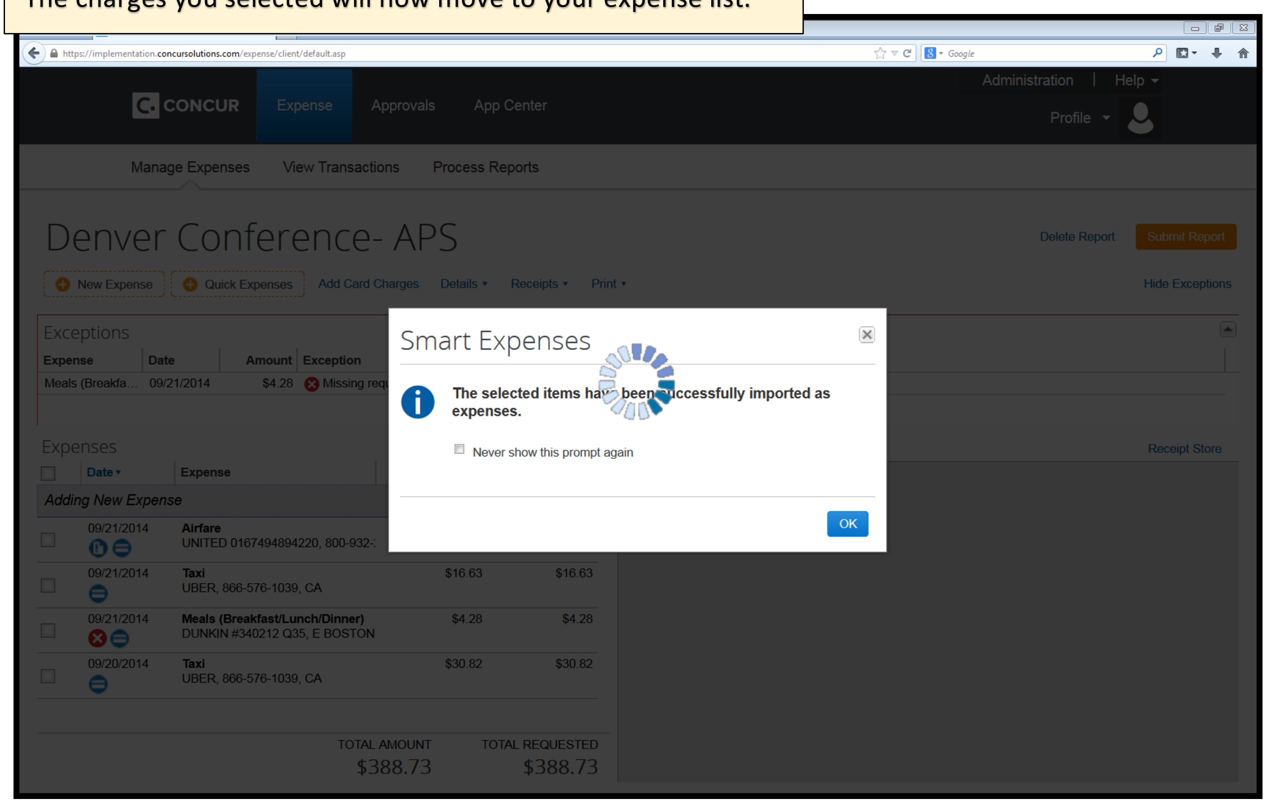
Your available travel card charges will appear. If all the charges are from this trip, click the check box at the top to select them all at once.



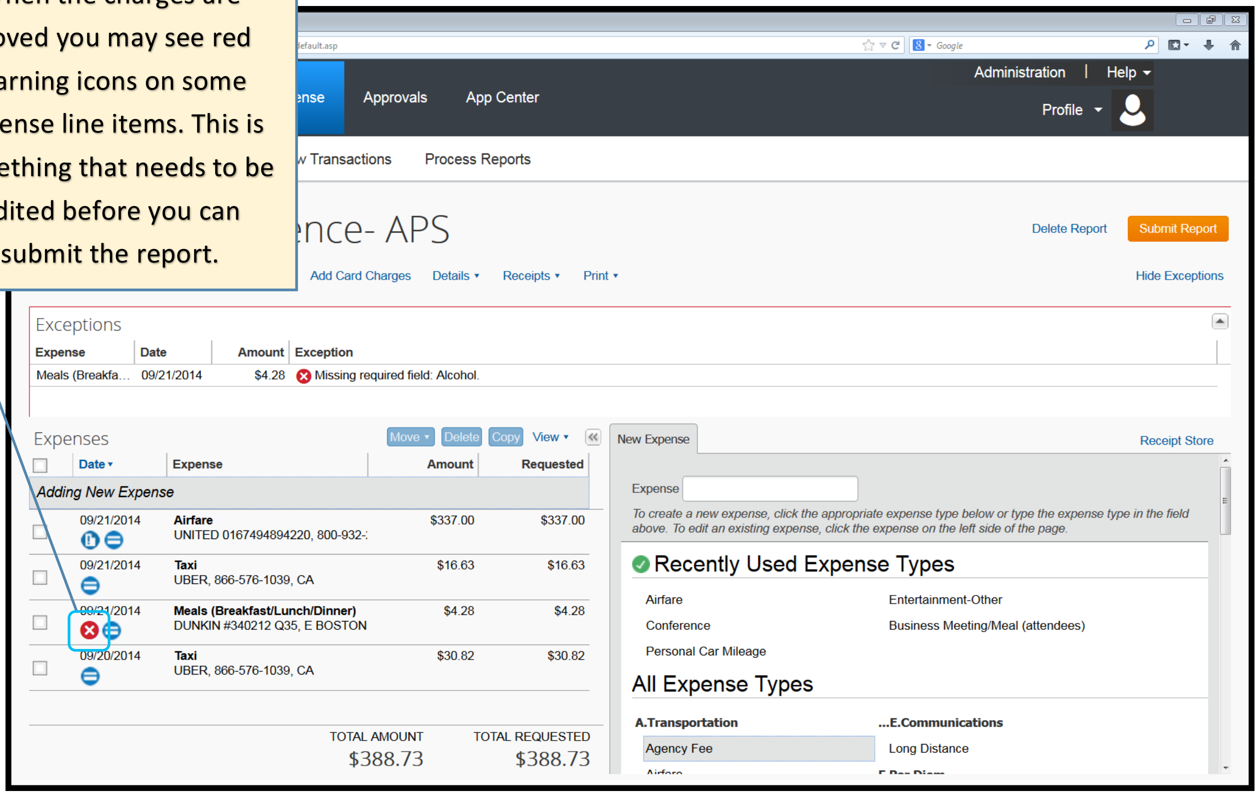
If the charges are from multiple trips, select the ones from this trip and then click **Move**.



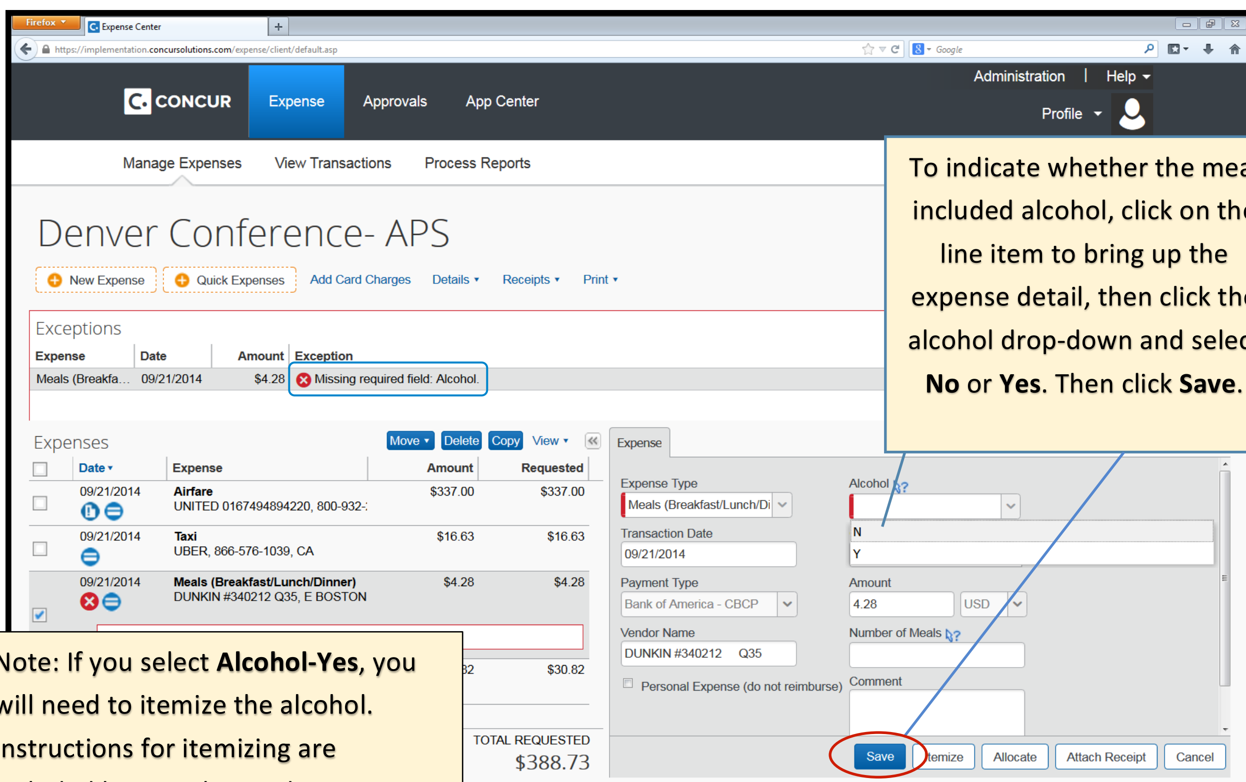
The charges you selected will now move to your expense list.



When the charges are moved you may see red warning icons on some expense line items. This is something that needs to be edited before you can submit the report.



In this example the warning says “Missing required field: Alcohol.” You will need to confirm whether the meal included any alcohol and save the expense to remove the warning message.



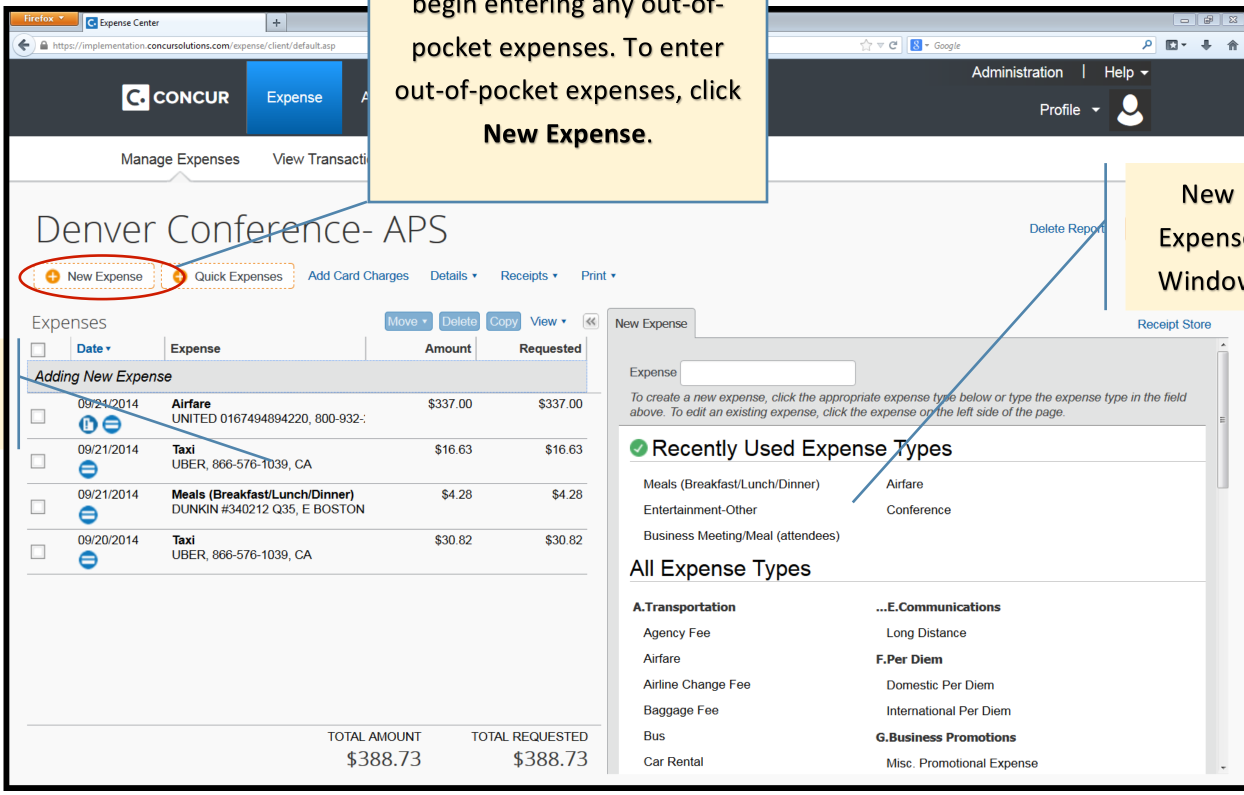
To indicate whether the meal included alcohol, click on the line item to bring up the expense detail, then click the alcohol drop-down and select **No** or **Yes**. Then click **Save**.

Note: If you select **Alcohol-Yes**, you will need to itemize the alcohol. Instructions for itemizing are included later in this guide.

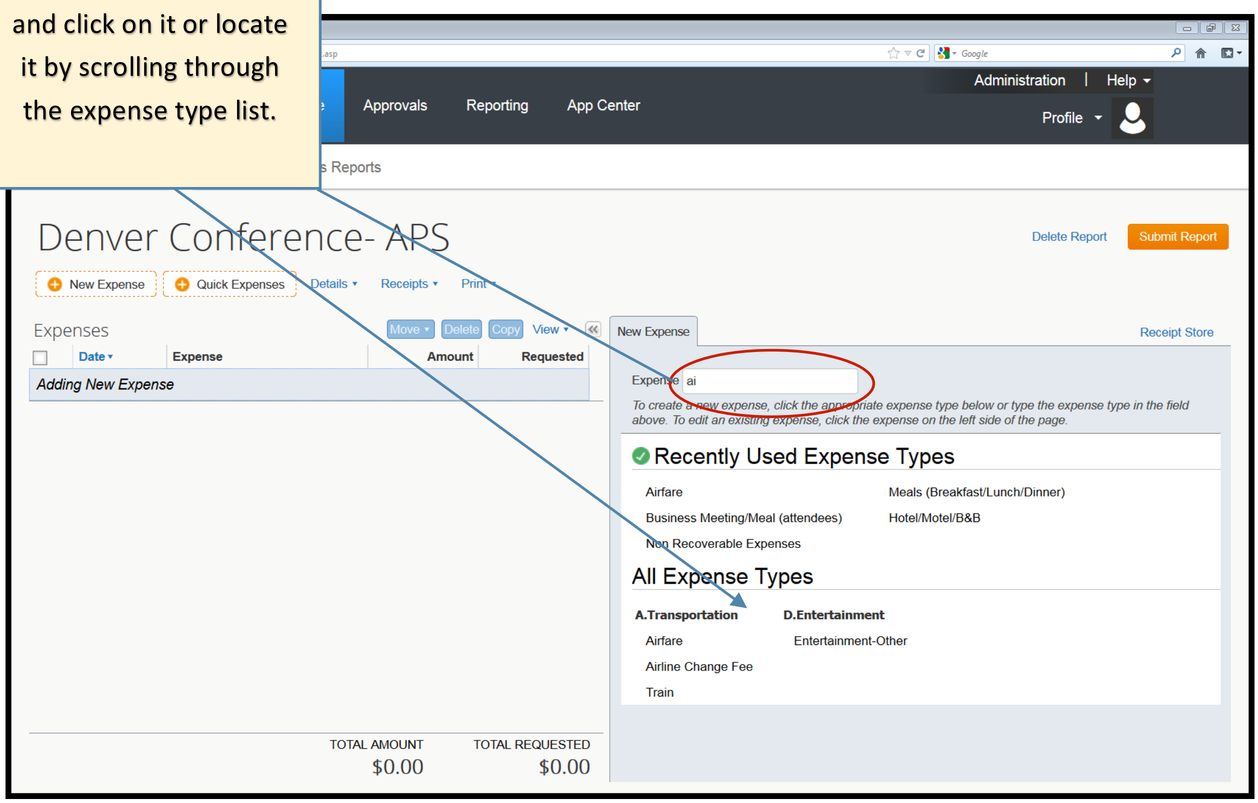
Once you have moved your travel card charges, you can begin entering any out-of-pocket expenses. To enter out-of-pocket expenses, click **New Expense.**

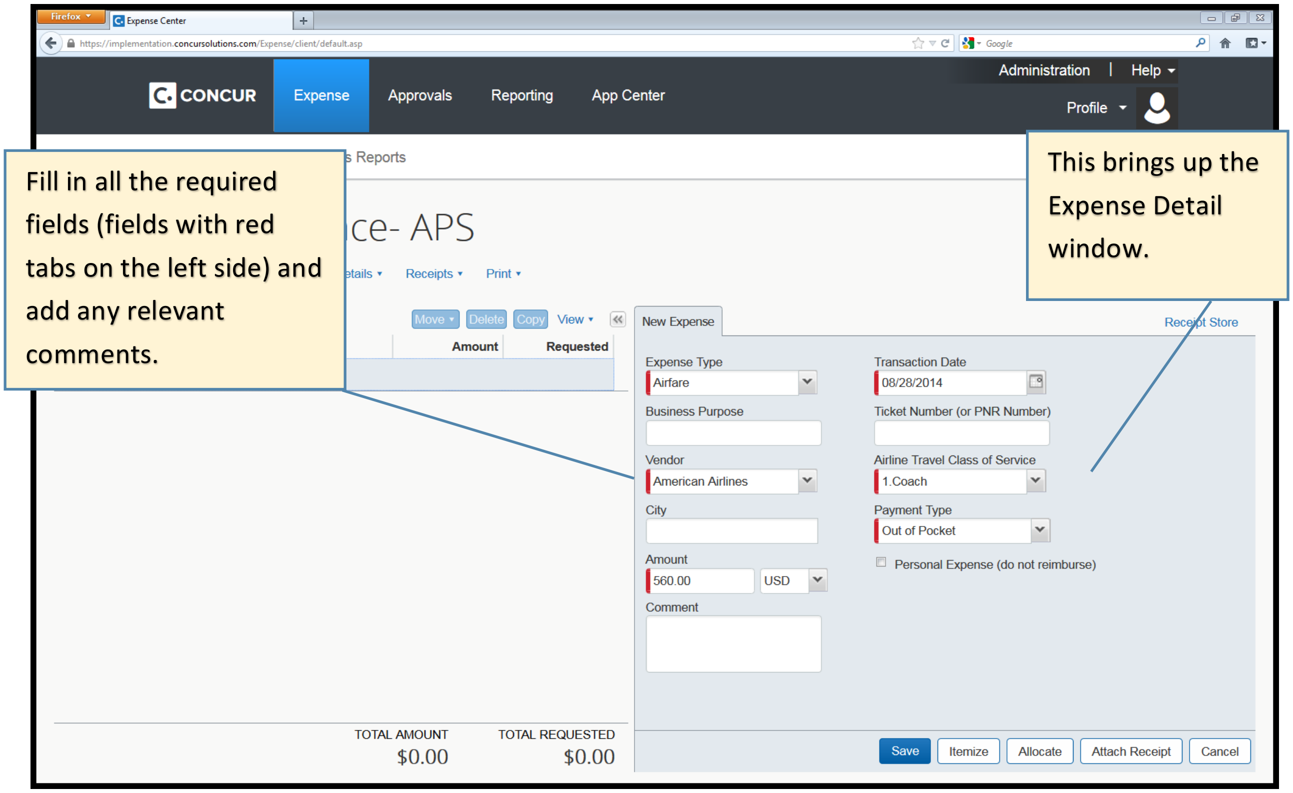
Expense List

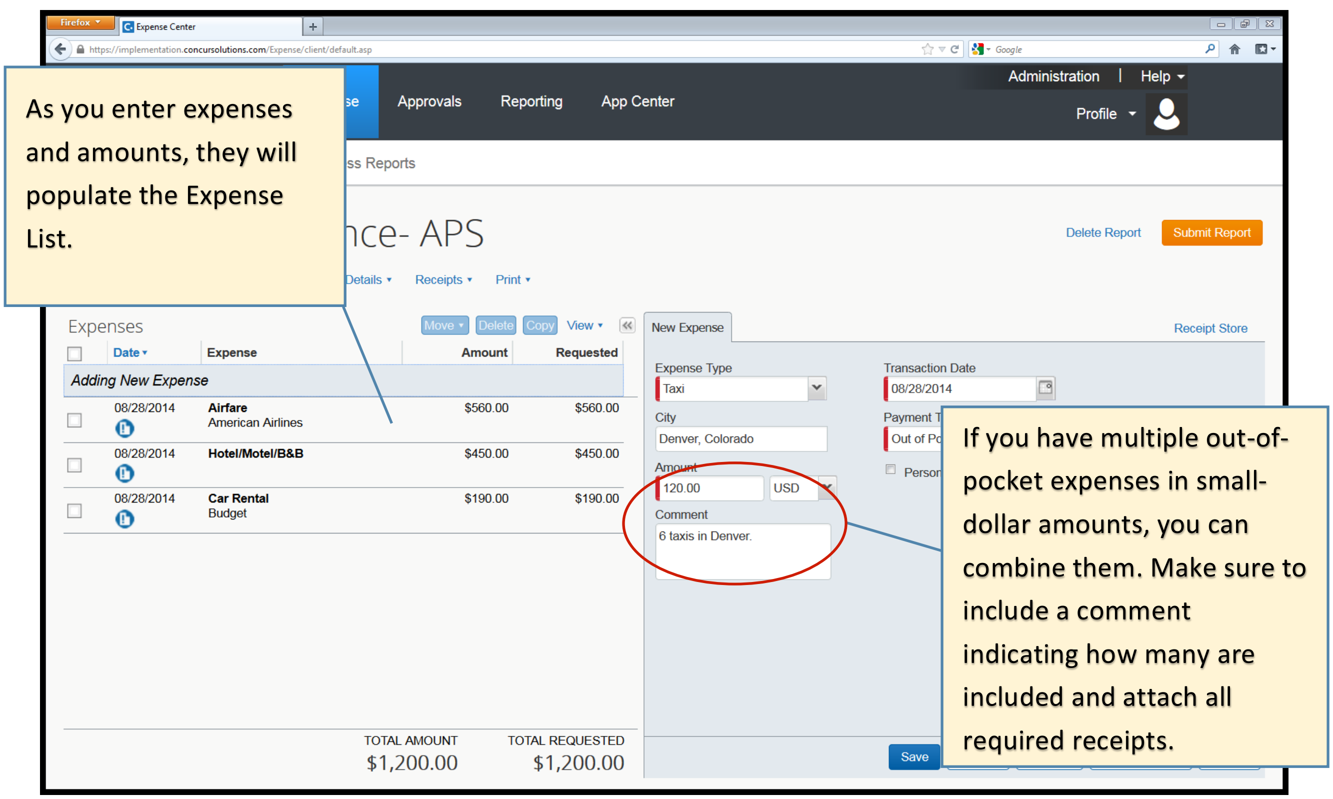
New Expense Window



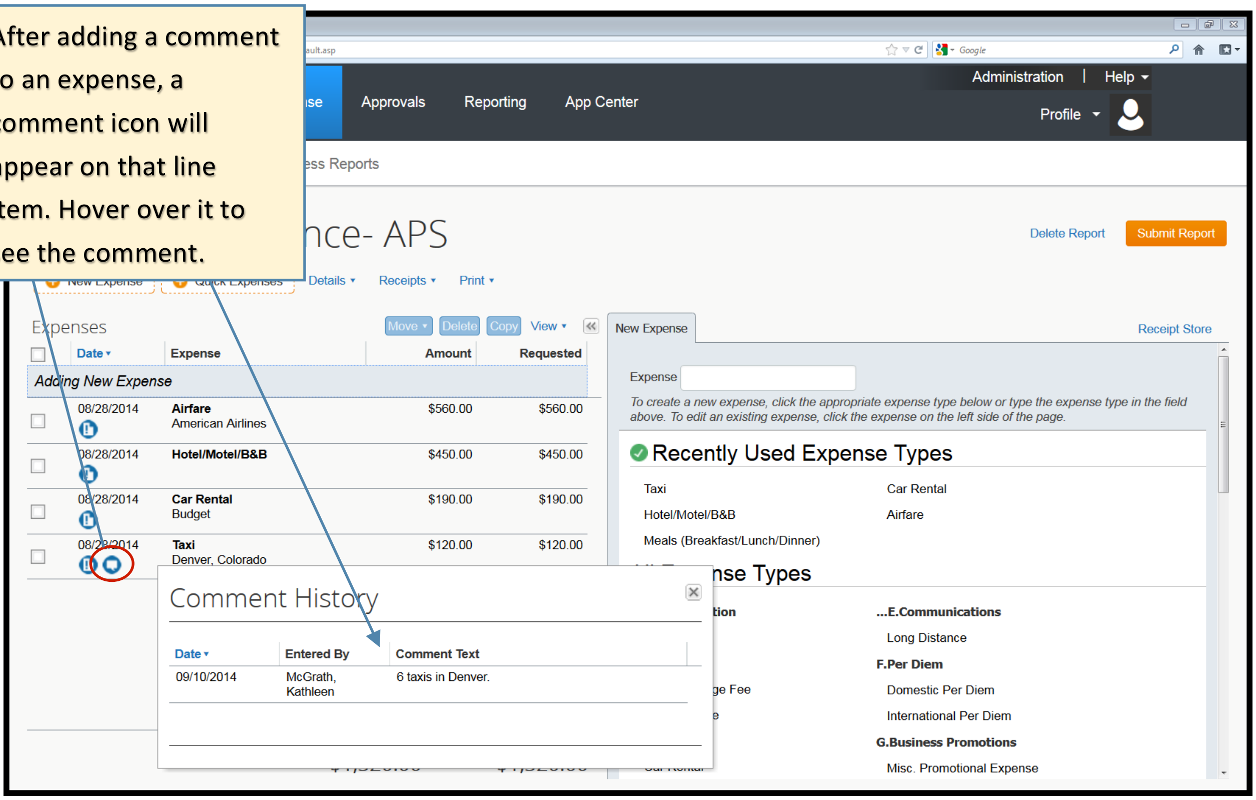
Type in the expense type and click on it or locate it by scrolling through the expense type list.




Fill in all the required fields (fields with red tabs on the left side) and add any relevant comments.
This brings up the Expense Detail window.
CONCUR
Expense
Approvals
Reporting
App Center
Administration
Help
Profile
New Expense
Receipt Store
Expense Type
Airfare
Transaction Date
08/28/2014
Business Purpose
Ticket Number (or PNR Number)
Vendor
American Airlines
Airline Travel Class of Service
1.Coach
City
Payment Type
Out of Pocket
Amount
560.00
USD
Personal Expense (do not reimburse)
Comment
TOTAL AMOUNT
$0.00
TOTAL REQUESTED
$0.00
Save
Itemize
Allocate
Attach Receipt
Cancel

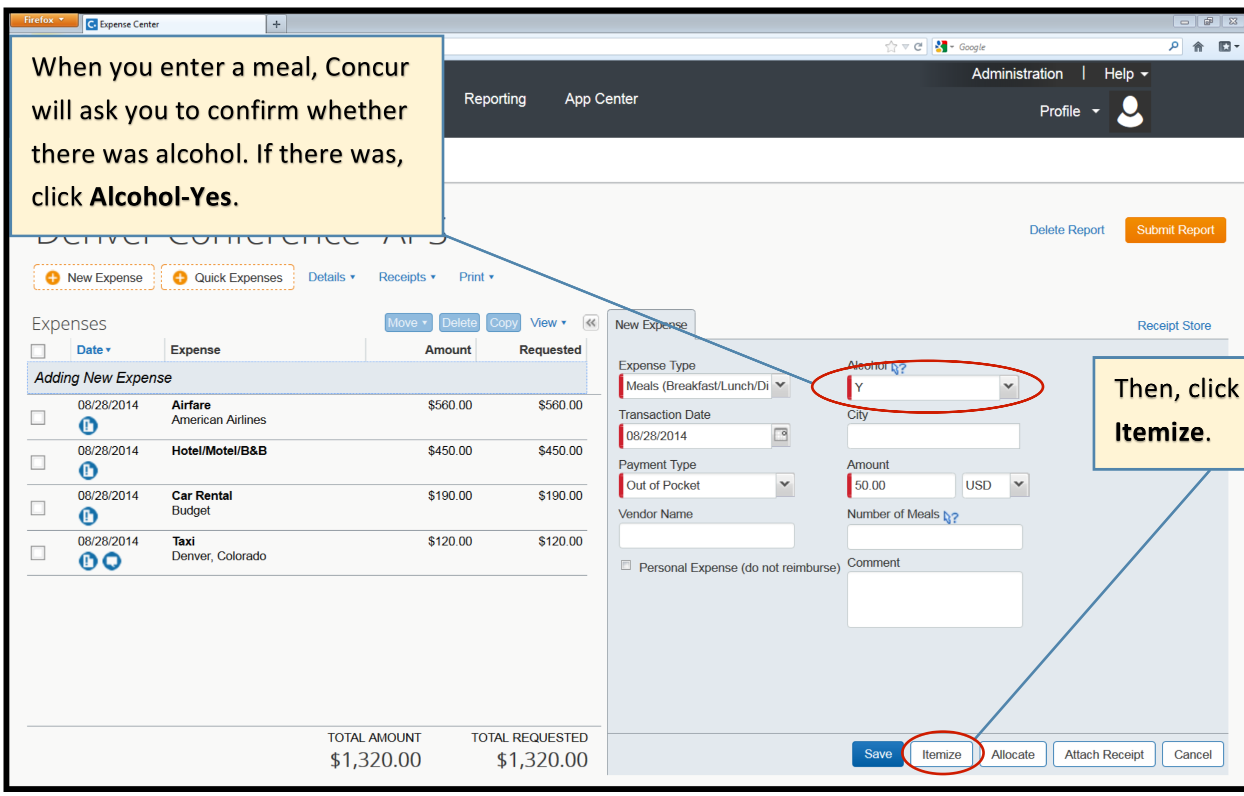

As you enter expenses and amounts, they will populate the Expense List.
If you have multiple out-of-pocket expenses in small-dollar amounts, you can combine them. Make sure to include a comment indicating how many are included and attach all required receipts.
Approvals
Reporting
App Center
Administration
Help
Profile
Delete Report
Submit Report
Expenses
Date
Expense
Amount
Requested
Adding New Expense
08/28/2014
Airfare
American Airlines
$560.00
$560.00
08/28/2014
Hotel/Motel/B&B
$450.00
$450.00
08/28/2014
Car Rental
Budget
$190.00
$190.00
New Expense
Receipt Store
Expense Type
Taxi
Transaction Date
08/28/2014
City
Denver, Colorado
Amount
120.00
USD
Comment
6 taxis in Denver.
TOTAL AMOUNT
$1,200.00
TOTAL REQUESTED
$1,200.00
Save

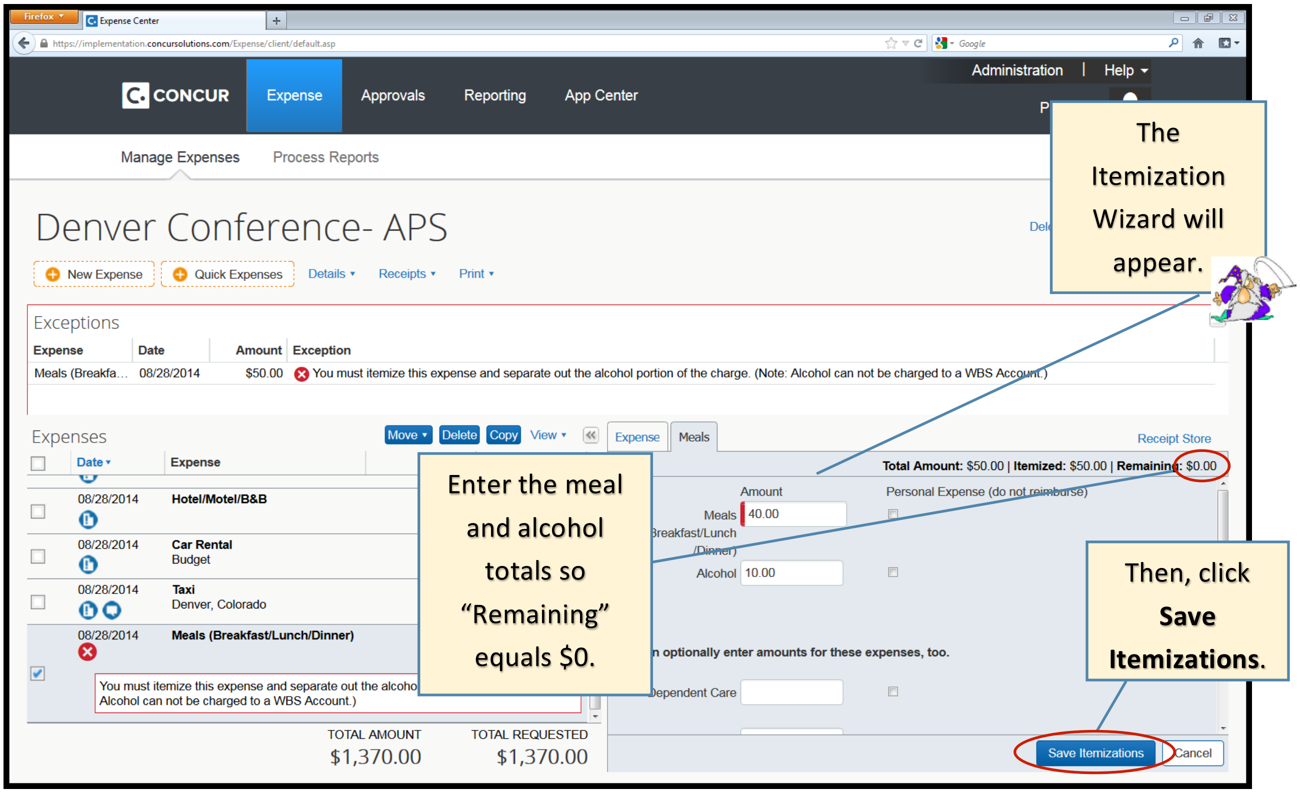
After adding a comment to an expense, a comment icon will appear on that line item. Hover over it to see the comment.

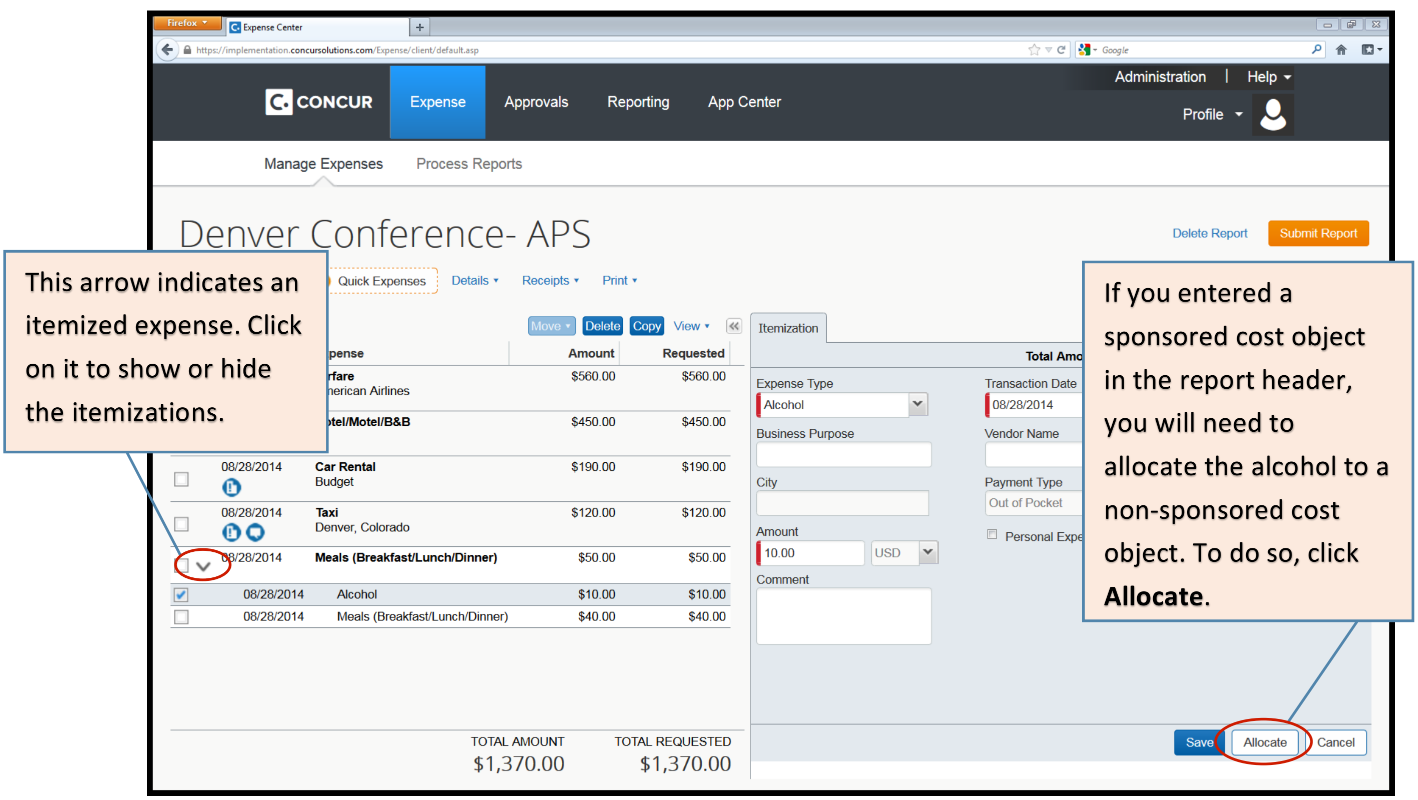


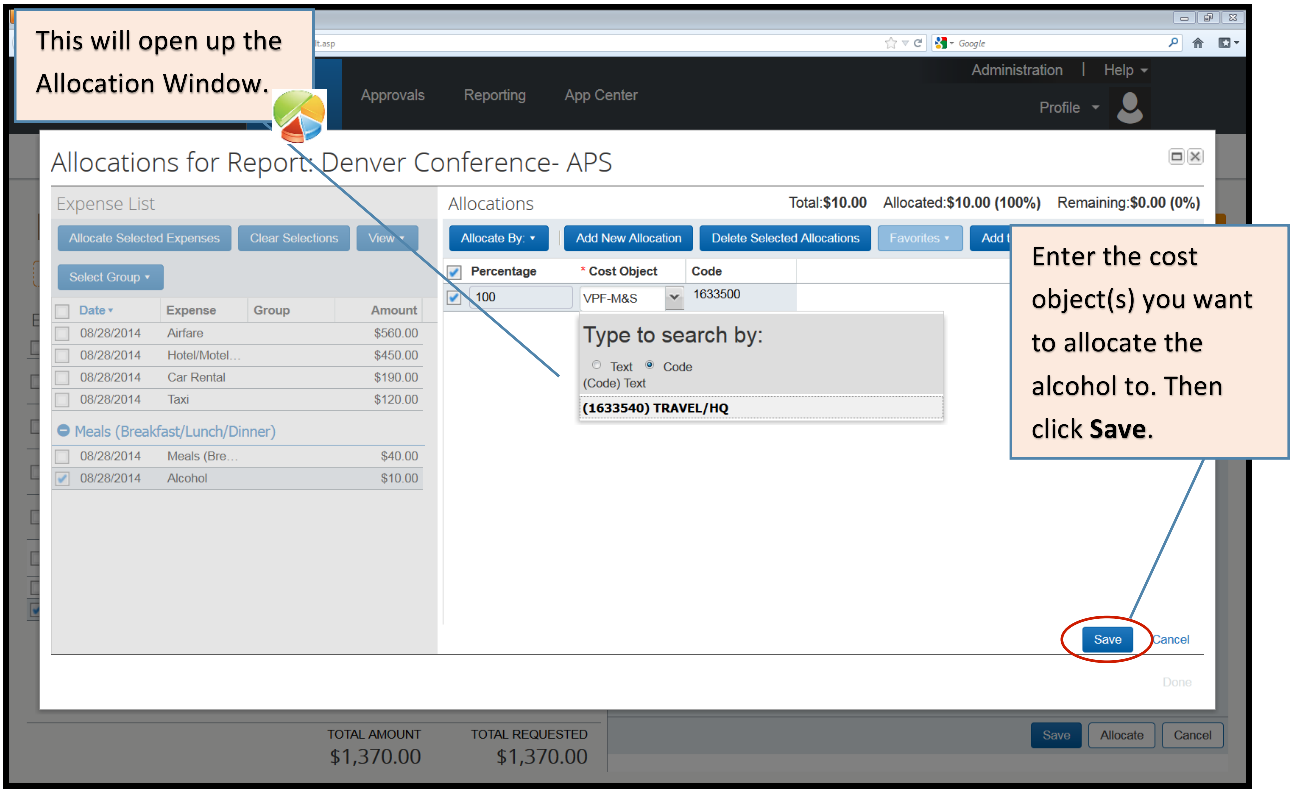
When you enter a meal, Concur will ask you to confirm whether there was alcohol. If there was, click **Alcohol-Yes**.

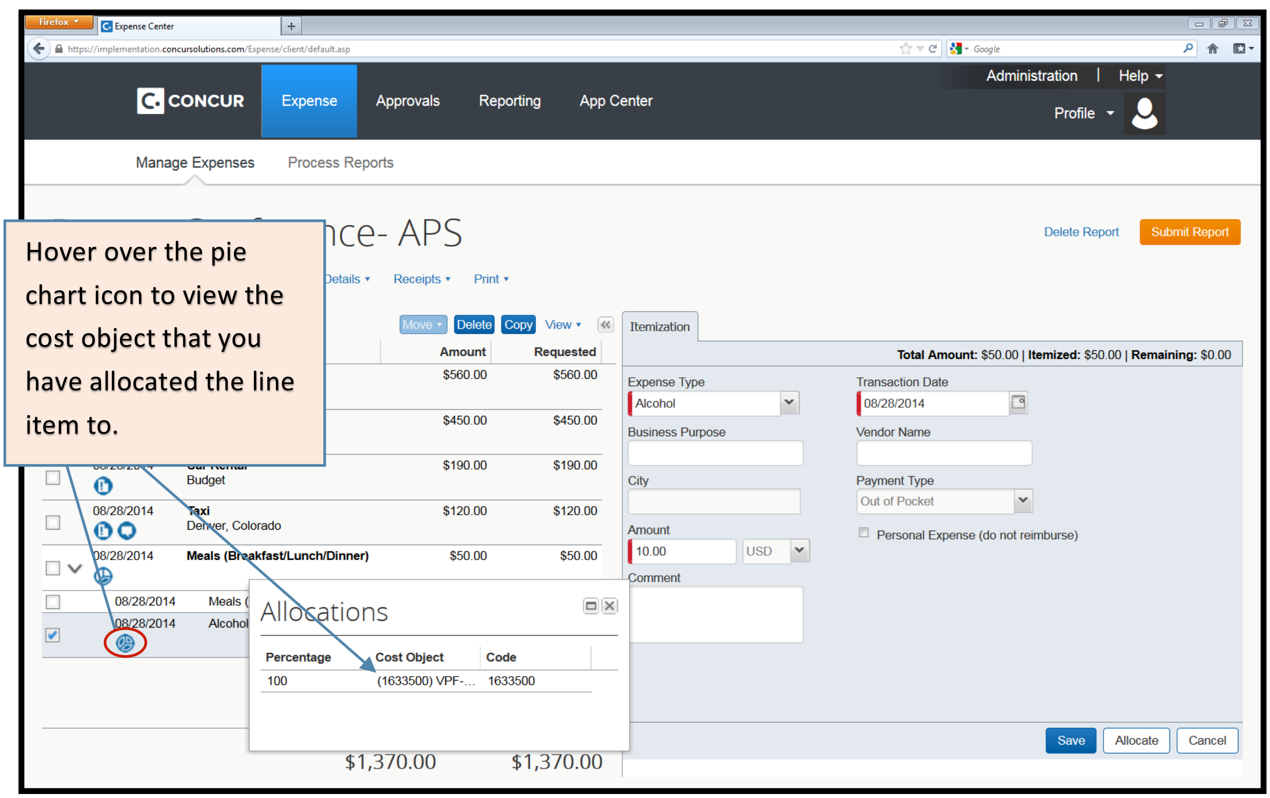
Then, click **Itemize**.




The Itemization Wizard will appear.
Enter the meal and alcohol totals so "Remaining" equals $0.
Then, click Save Itemizations.
Denver Conference- APS
Exceptions
You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)
Total Amount: $50.00 | Itemized: $50.00 | Remaining: $0.00
Meals 40.00
Alcohol 10.00
Save Itemizations
Cancel
TOTAL AMOUNT $1,370.00
TOTAL REQUESTED $1,370.00

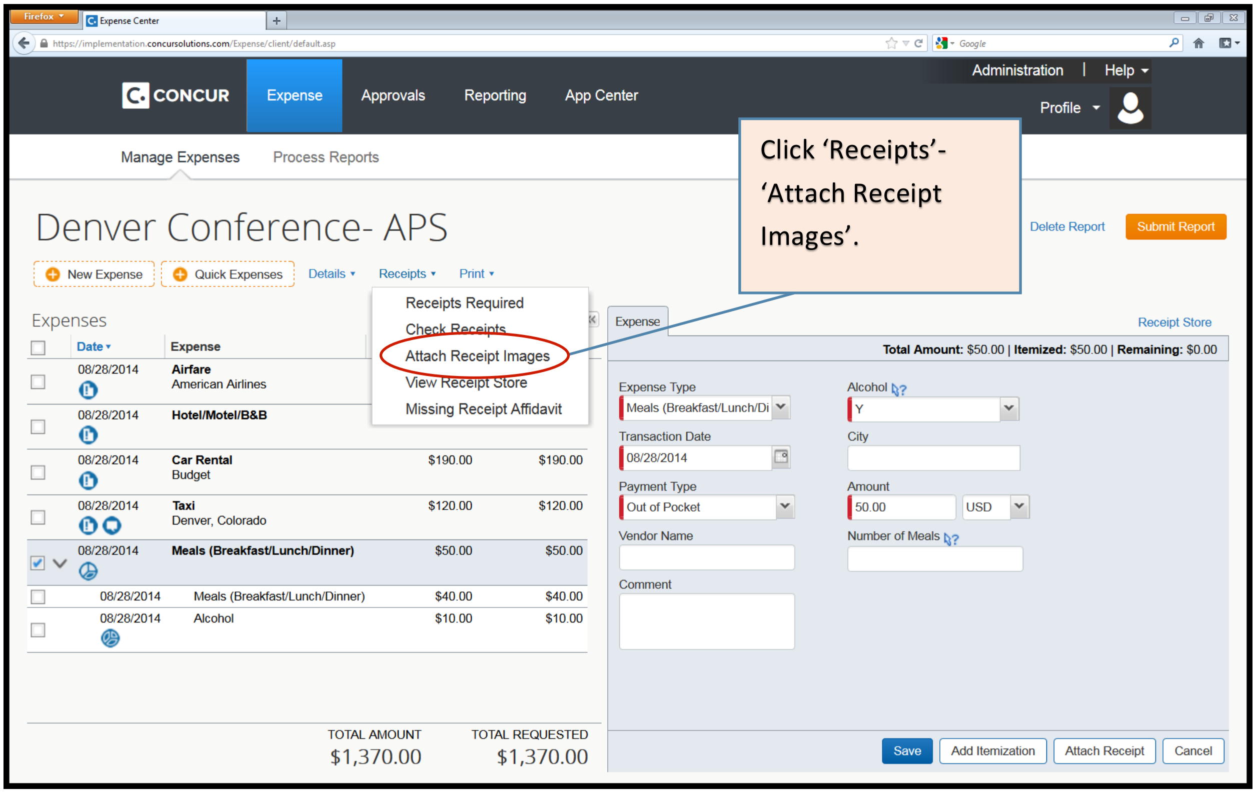

This arrow indicates an itemized expense. Click on it to show or hide the itemizations.
If you entered a sponsored cost object in the report header, you will need to allocate the alcohol to a non-sponsored cost object. To do so, click Allocate.
Denver Conference- APS
Delete Report
Submit Report
Itemization
Expense Type Alcohol
Transaction Date 08/28/2014
Payment Type Out of Pocket
Amount 10.00 USD
08/28/2014 Meals (Breakfast/Lunch/Dinner) $50.00 $50.00
08/28/2014 Alcohol $10.00 $10.00
08/28/2014 Meals (Breakfast/Lunch/Dinner) $40.00 $40.00
Save
Allocate
Cancel
TOTAL AMOUNT $1,370.00
TOTAL REQUESTED $1,370.00


This will open up the Allocation Window.
Allocations for Report: Denver Conference- APS
Expense List
Allocations
Total:$10.00 Allocated:$10.00 (100%) Remaining:$0.00 (0%)
Allocate Selected Expenses
Clear Selections
Allocate By:
Add New Allocation
Delete Selected Allocations
Percentage
Cost Object
Code
100
VPF-M&S
1633500
Type to search by:
Text
Code
(Code) Text
(1633540) TRAVEL/HQ
Date
Expense
Group
Amount
08/28/2014 Airfare $560.00
08/28/2014 Hotel/Motel… $450.00
08/28/2014 Car Rental $190.00
08/28/2014 Taxi $120.00
Meals (Breakfast/Lunch/Dinner)
08/28/2014 Meals (Bre… $40.00
08/28/2014 Alcohol $10.00
Enter the cost object(s) you want to allocate the alcohol to. Then click **Save**.
Save
Cancel
TOTAL AMOUNT
$1,370.00
TOTAL REQUESTED
$1,370.00

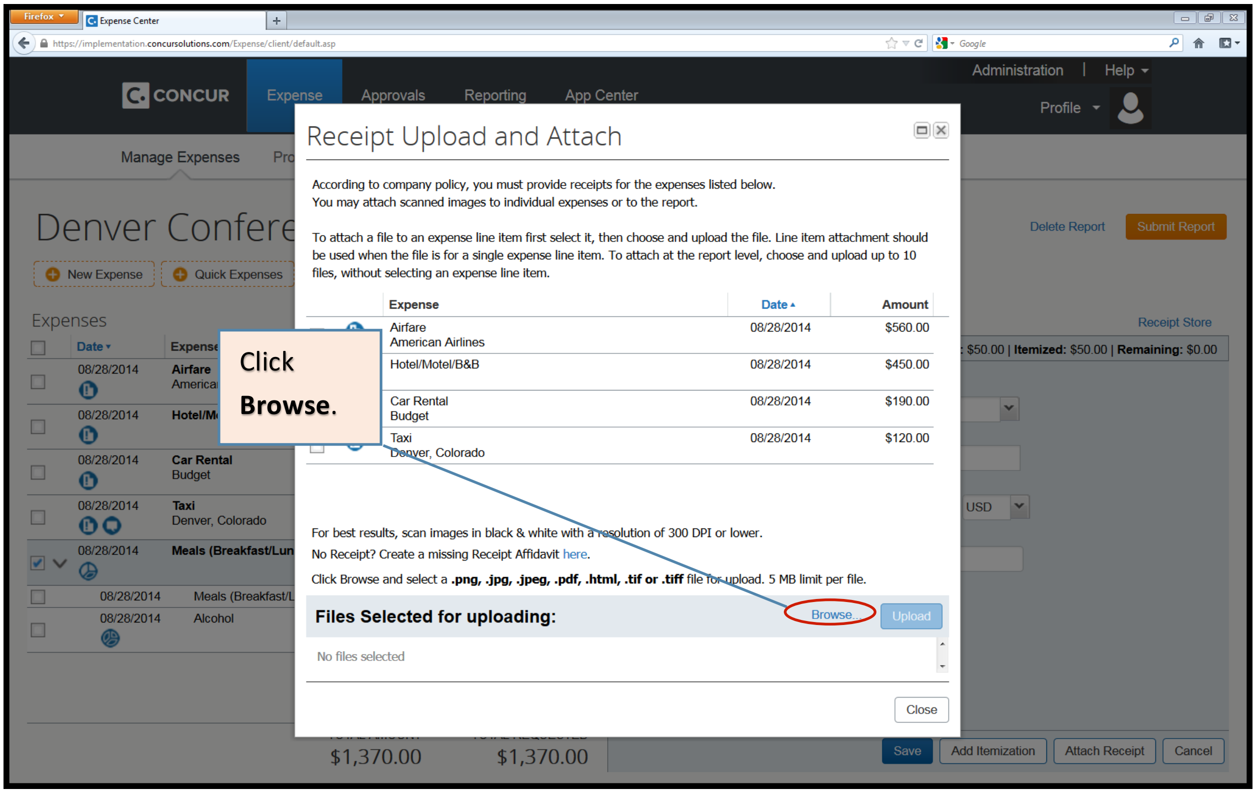

CONCUR
Expense
Approvals
Reporting
App Center
Administration
Help
Profile
Manage Expenses
Process Reports
Hover over the pie chart icon to view the cost object that you have allocated the line item to.
Delete Report
Submit Report
Itemization
Total Amount: $50.00 | Itemized: $50.00 | Remaining: $0.00
Expense Type
Alcohol
Transaction Date
08/28/2014
Business Purpose
Vendor Name
City
Payment Type
Out of Pocket
Amount
10.00
USD
Personal Expense (do not reimburse)
Comment
Allocations
Percentage
Cost Object
Code
100
(1633500) VPF-…
1633500
Save
Allocate
Cancel
$1,370.00
$1,370.00

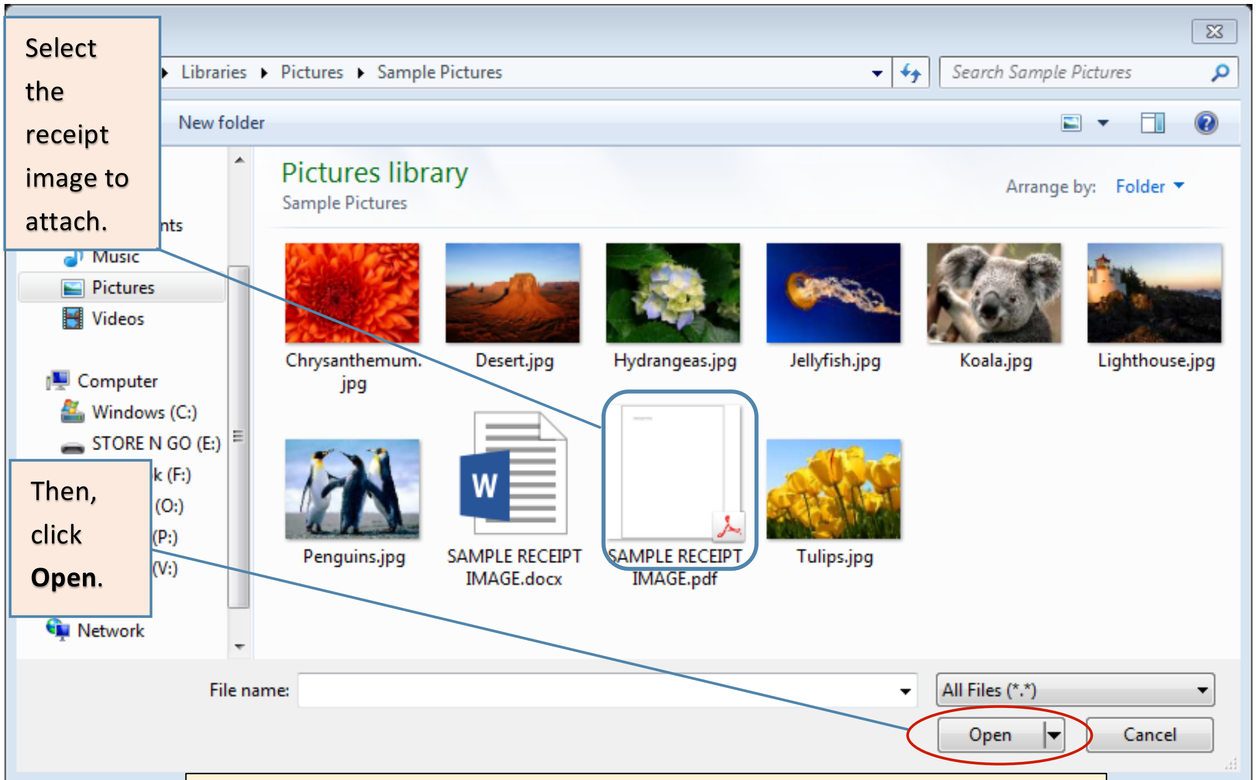
3. Attach Your Receipts

Once you have finished editing, itemizing and allocating your expenses, you can attach your receipts. To do so, click Receipts>Attach Receipt Images. You can also attach receipts to an individual line item if needed.

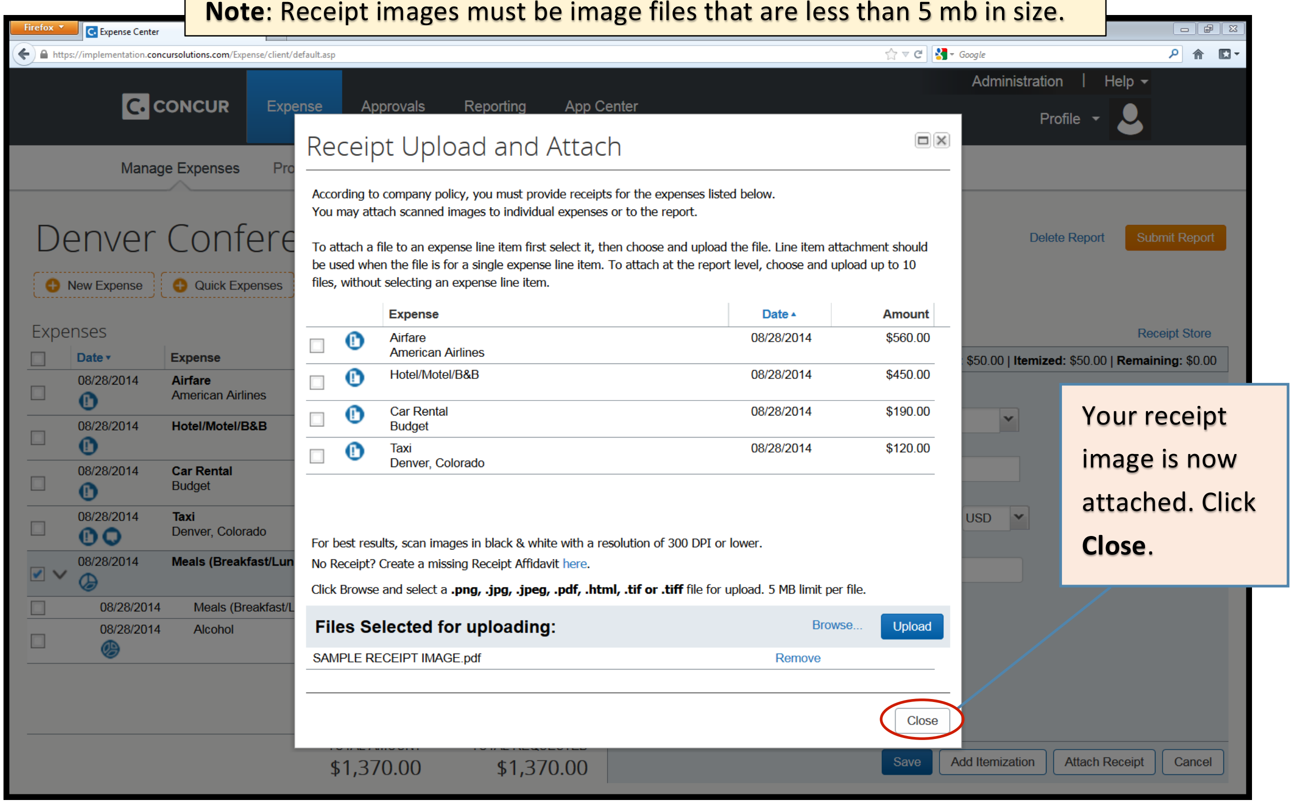


This will open up the Receipt Upload window. The expenses that require receipts are listed within that window. To attach receipt images, click **Browse**, locate the receipt image(s) you need, and then click **Upload**.

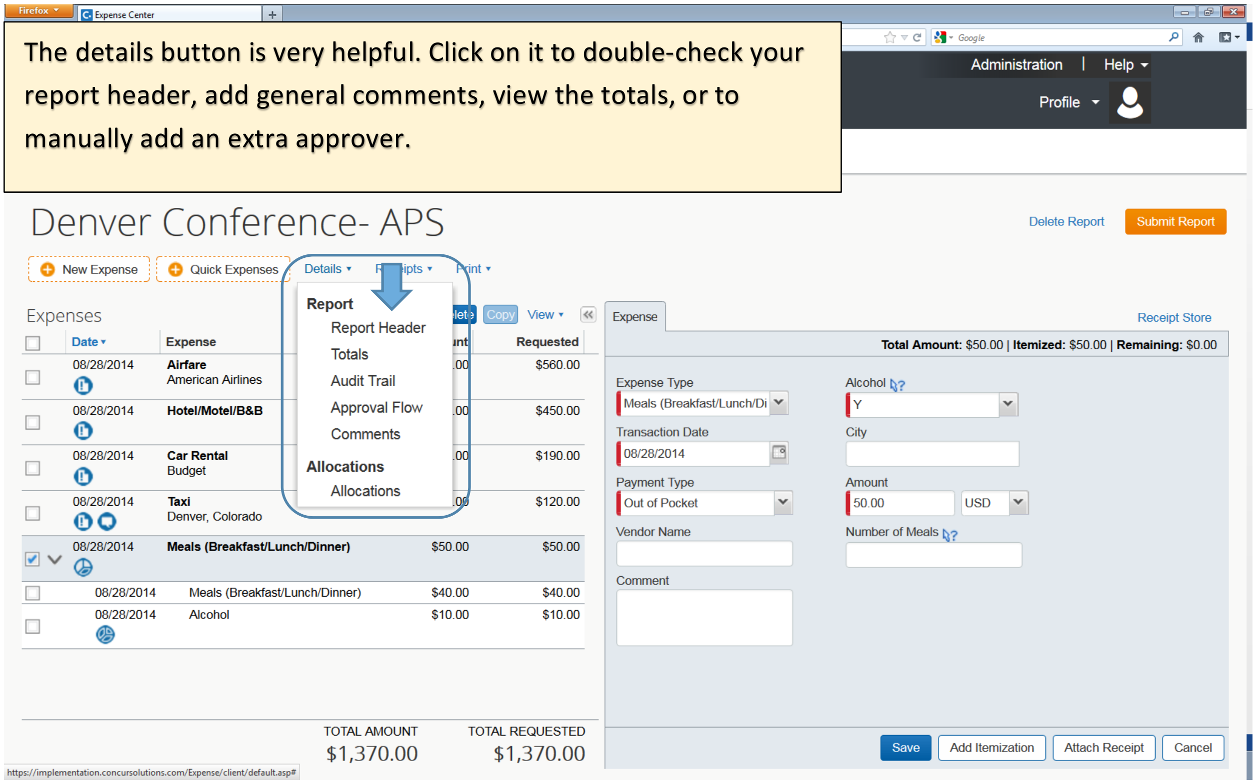




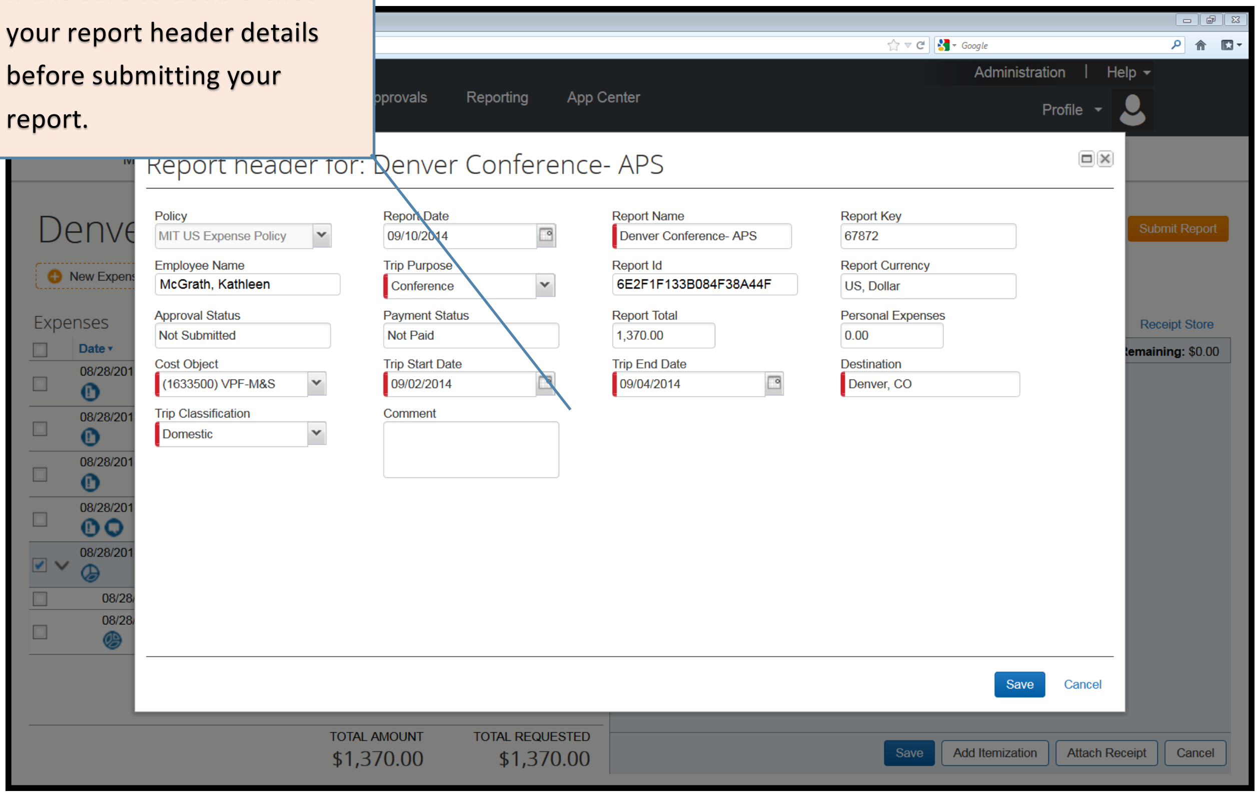
Note: Receipt images must be image files that are less than 5 mb in size.



You’re almost ready to submit! Just a few more steps.

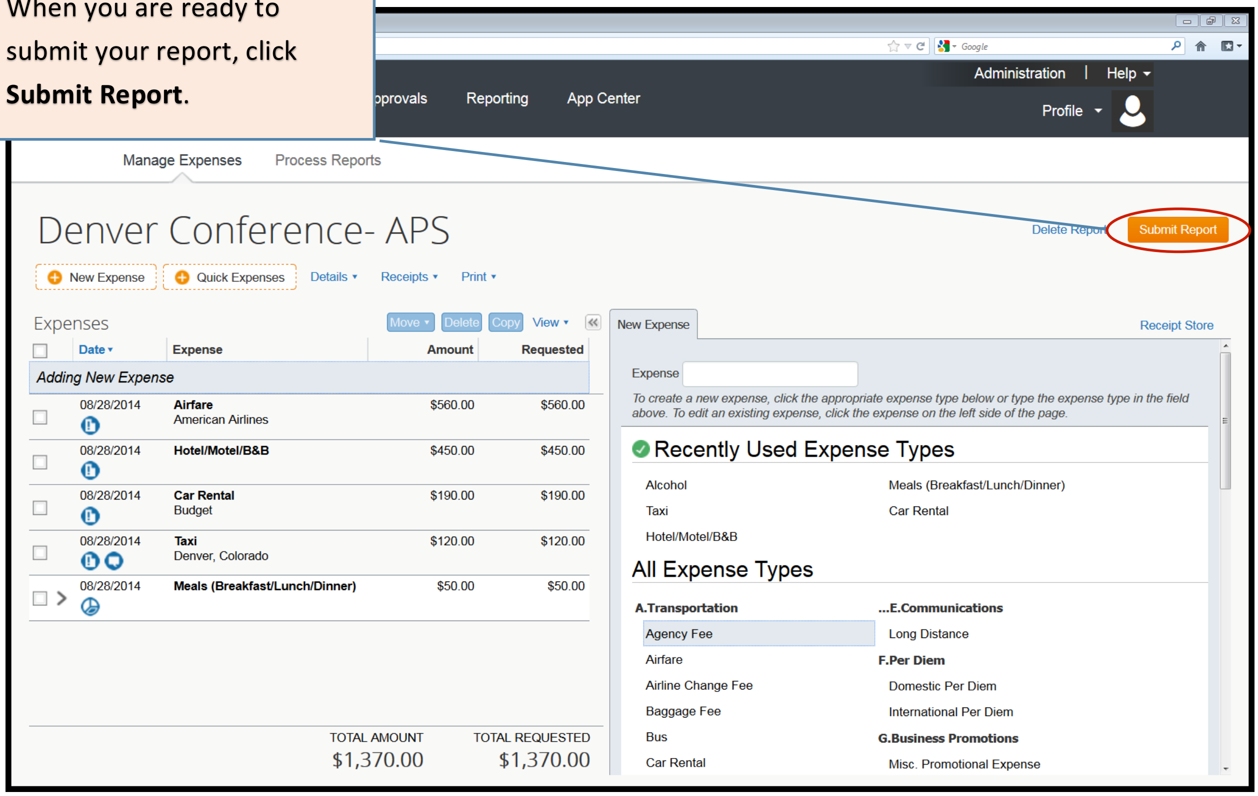


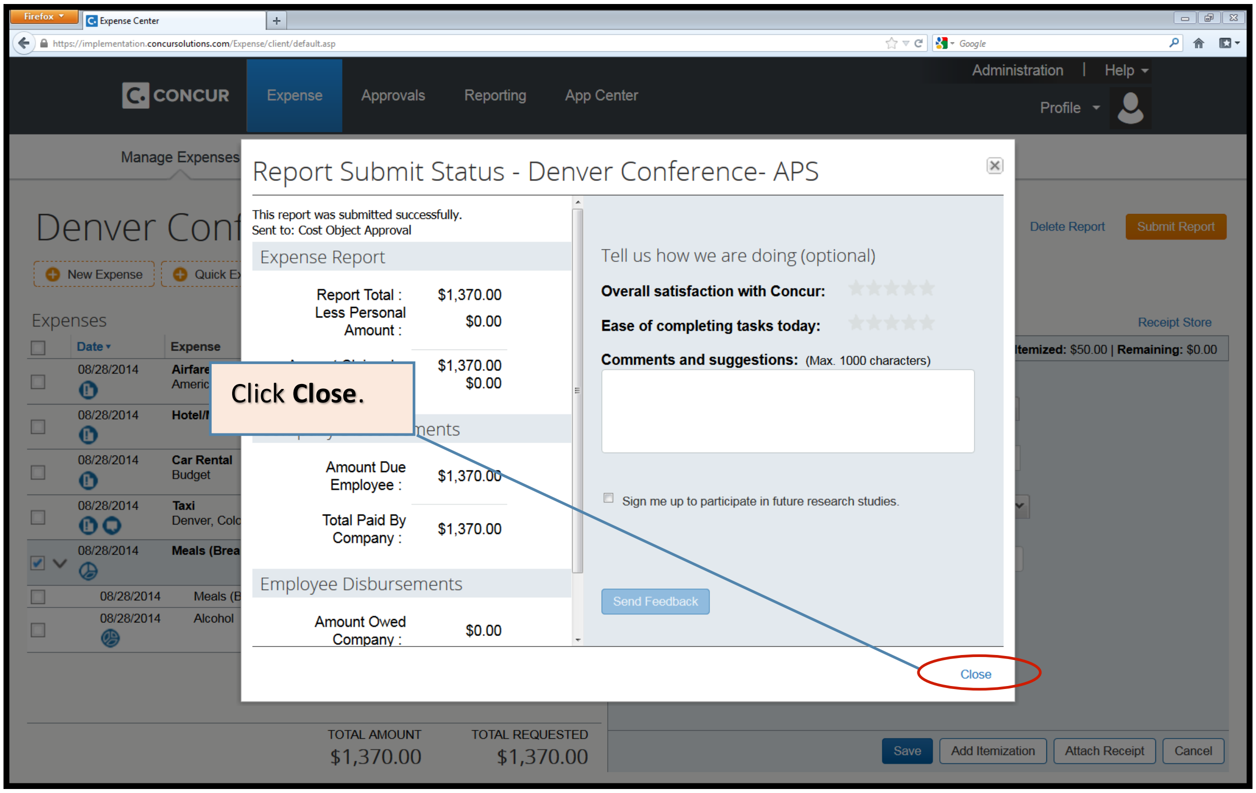
Make sure to double-check your report header details before submitting your report.

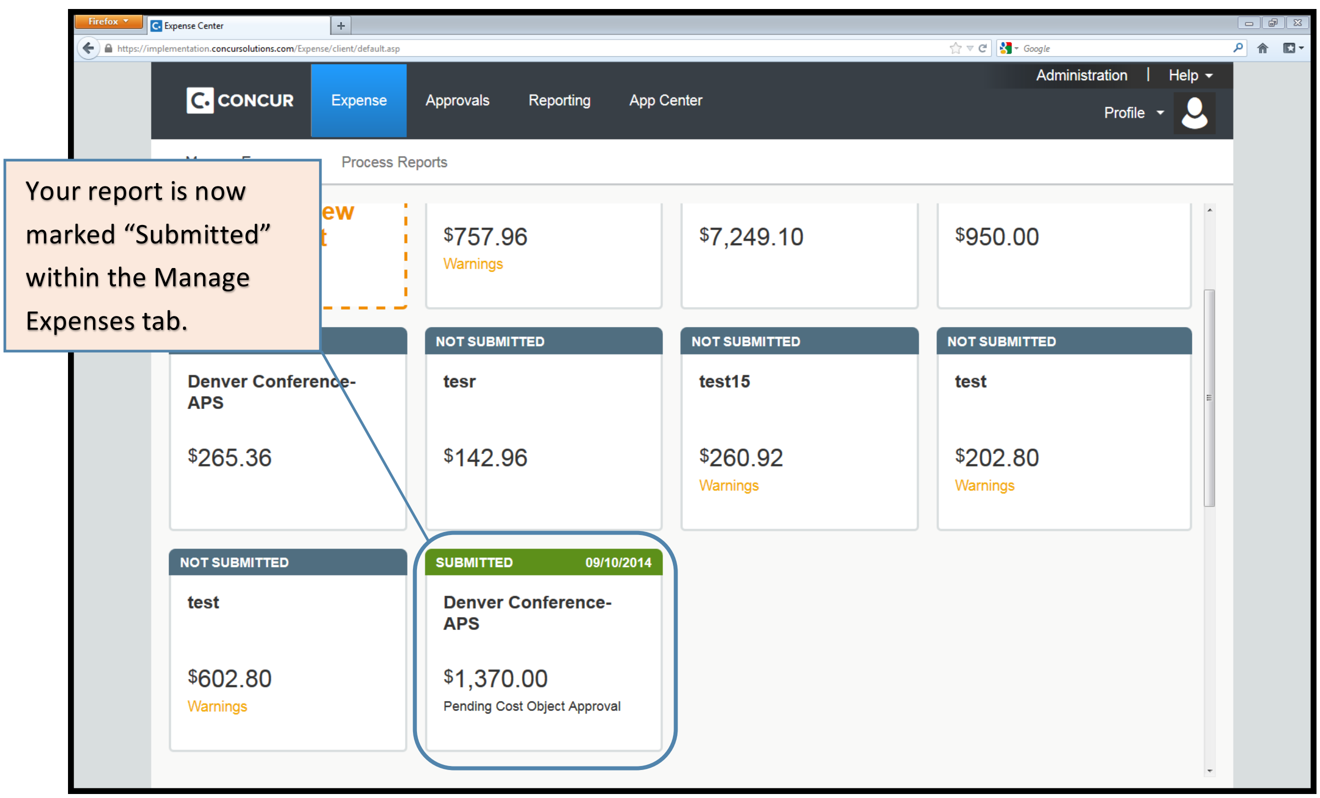


4. Submit Report

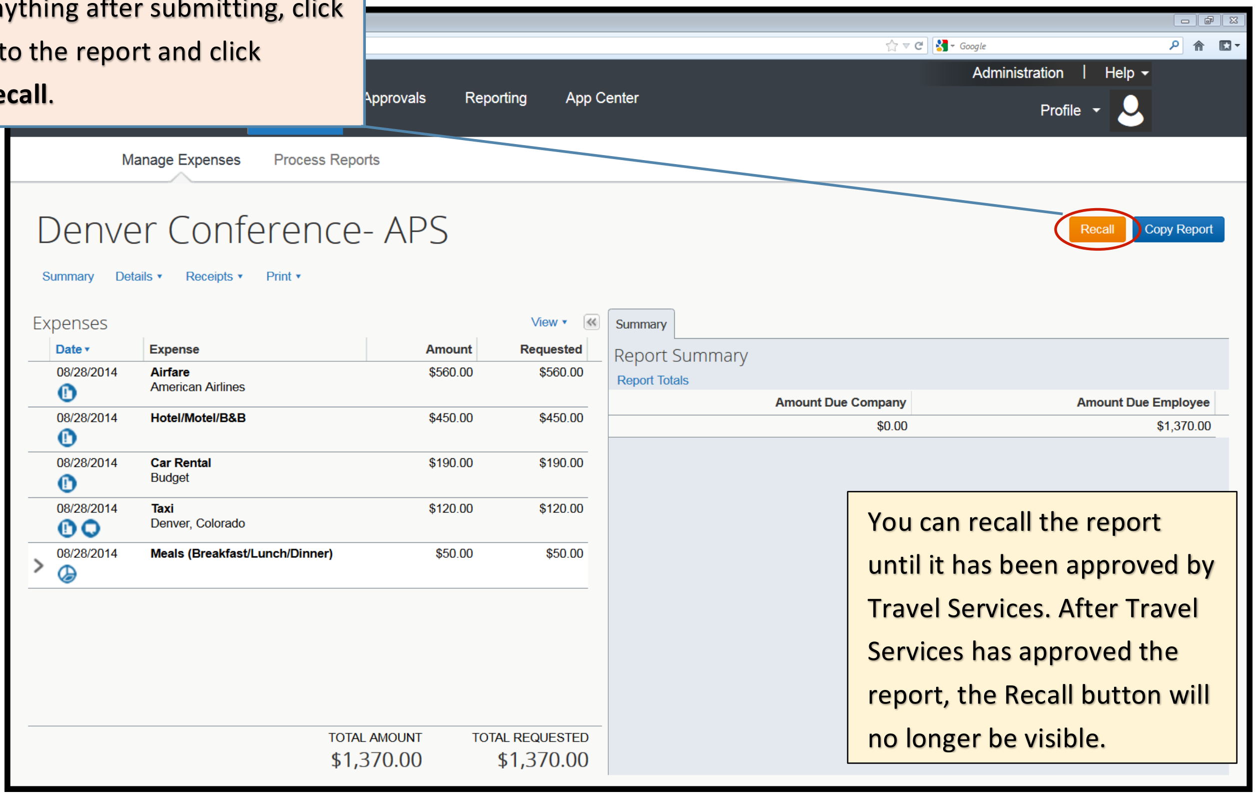
When you are ready to submit your report, click **Submit Report**.




Report Submit Status - Denver Conference- APS
This report was submitted successfully.
Sent to: Cost Object Approval
Expense Report
Report Total : $1,370.00
Less Personal Amount : $0.00
Amount Due Employee : $1,370.00
Total Paid By Company : $1,370.00
Employee Disbursements
Amount Owed Company : $0.00
Tell us how we are doing (optional)
Overall satisfaction with Concur:
Ease of completing tasks today:
Comments and suggestions: (Max. 1000 characters)
Sign me up to participate in future research studies.
Send Feedback
Close
Click Close.


Your report is now marked "Submitted" within the Manage Expenses tab.
Process Reports
$757.96
Warnings
$7,249.10
$950.00
Denver Conference-APS
$265.36
NOT SUBMITTED
tesr
$142.96
NOT SUBMITTED
test15
$260.92
Warnings
NOT SUBMITTED
test
$202.80
Warnings
NOT SUBMITTED
test
$602.80
Warnings
SUBMITTED 09/10/2014
Denver Conference-APS
$1,370.00
Pending Cost Object Approval

If you forgot to add an expense or need to change anything after submitting, click into the report and click **Recall**.



You can recall the report until it has been approved by Travel Services. After Travel Services has approved the report, the Recall button will no longer be visible.

Additional Considerations

What if the traveler owes MIT money?

In this case, the proper procedure is as follows:

- The submitter should note in the Report Header that a check for payment is on its way.

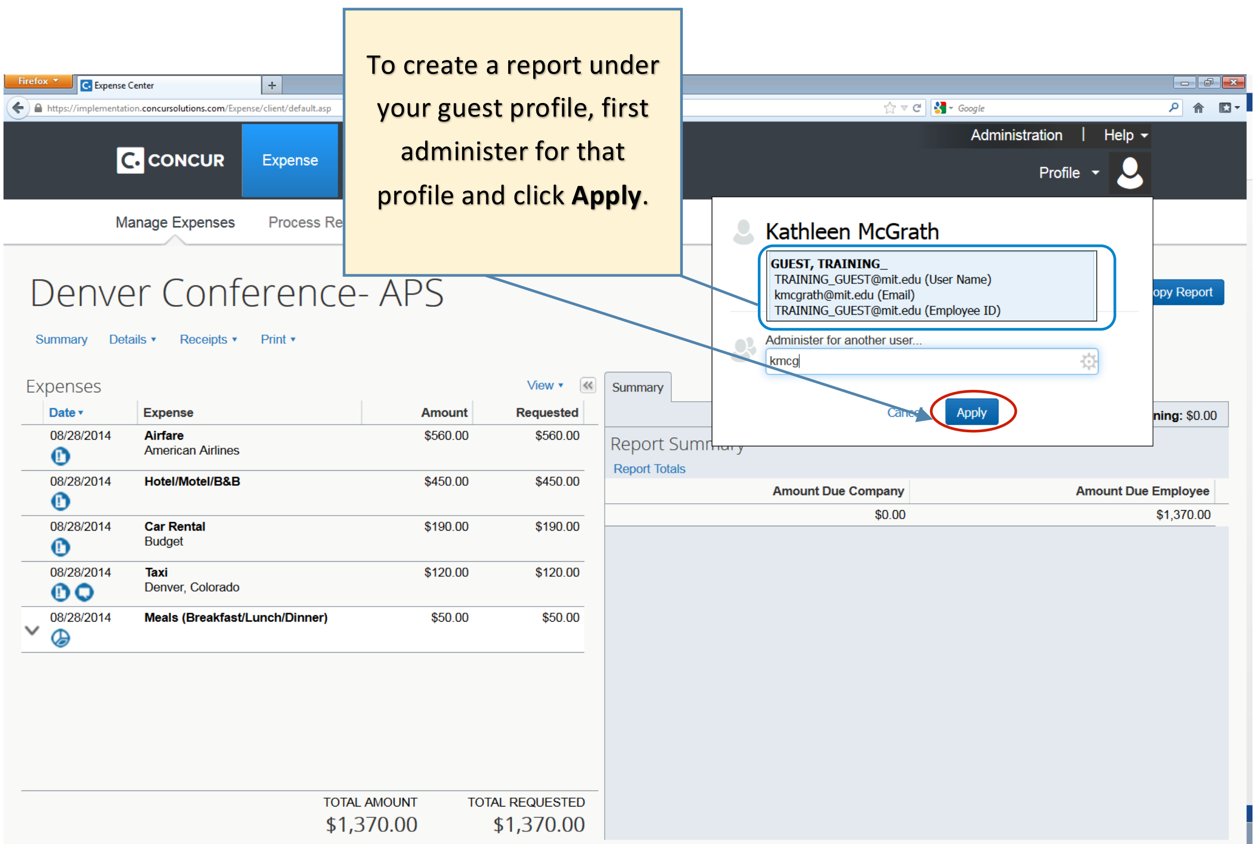
- The check should be payable to MIT. The check and a printout of the MIT Detailed Report (under Print/Email button within the report) should be sent to Travel Services, NE49-4037.

Using a Guest Profile

- Guest profiles are used to reimburse individuals who do not have an account on file with HR/Payroll.

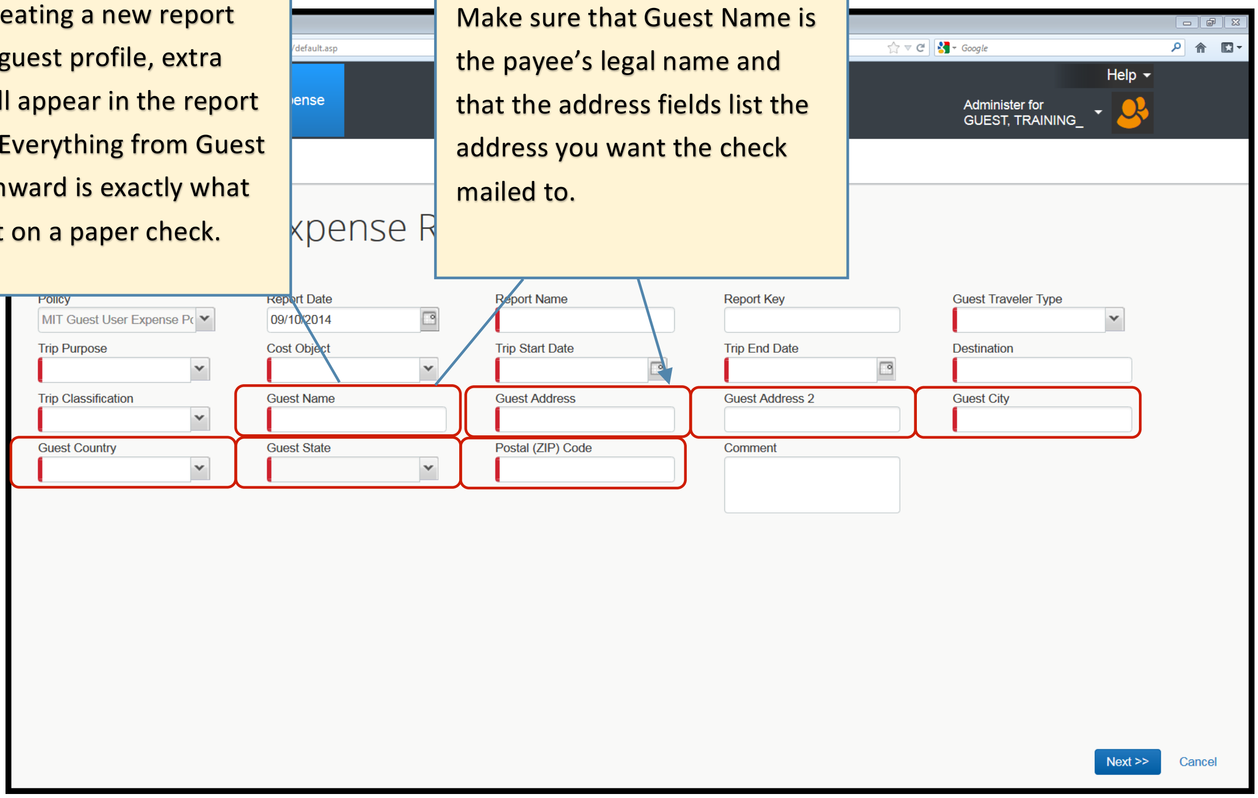
- A guest profile may also be linked to your department's Travel Card. In this circumstance, you would use your guest profile to reconcile your department card charges and reimburse visitors and others who are not set up to receive a direct deposit from MIT.

- An expense report done in a guest profile creates a paper check. Due to this, the report header includes extra fields where you need to input the payee's name and address. NOTE: If you are sending the check to an MIT address, make sure to include 77 Massachusetts Avenue and then the MIT building and room number.

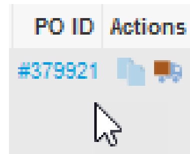


When creating a new report under a guest profile, extra fields will appear in the report header. Everything from Guest Name onward is exactly what will print on a paper check.

Make sure that Guest Name is the payee's legal name and that the address fields list the address you want the check mailed to.



Financial Record Retention in B2P



Available in B2P Spend History

The Receiving feature of the B2P system allows you to:

- Mark items or services as “Partially Received” or “Received”
- Note quantity of items or dollar amount of services received
- Note date received
- Upload attachments (if desired; not required)

Using B2P Receiving functionality to mark quantity and date received for items or services <u>is record of receipt</u>, and is a sufficient substitute for a paper or scanned packing slip or other record of receipt. When you Receive an item or service in B2P, you are creating an original electronic record through which you are confirming:

✓ The recorded quantity of items has been physically received on the date recorded, and the items are in good working order
✓ The recorded amount of services has been rendered satisfactorily by the date recorded

Because this electronic record of receipt is created and stored in B2P, VPF is responsible for maintaining the financial record once you have completed and saved the receipt details. **Note that if you choose not to make use of B2P Receiving as described above, you must retain the packing slip or other record of receipt per the Financial Record retention policy: http://vpf.mit.edu/8-00-financial-record-retention-for-dlcs.**

Example 1: Receiving an Order You Placed

When an order you placed is fulfilled (items are received or services are rendered), you can mark it Received through your Activity page.

1. Go to your name at the top right and click **Activity.**
2. Click **Advanced** to search for the B2P PO.

3. Click the Receive  icon to enter the Receiving screen.

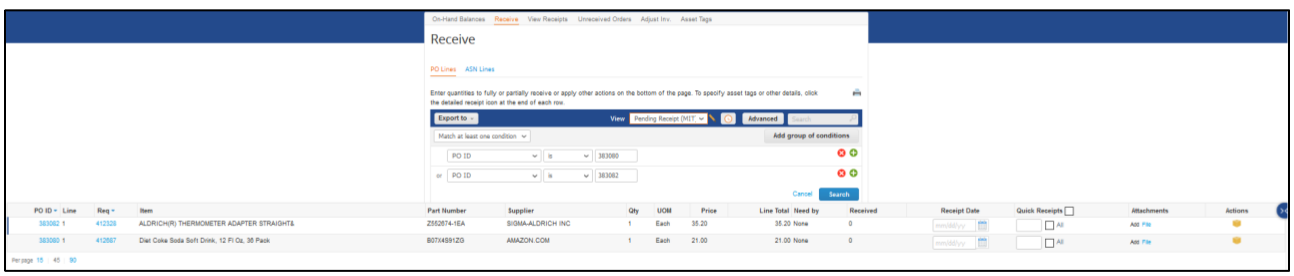
4. Select the date of receipt, mark the quantity or amount received (or select Receive All), upload packing slip if required, and click Save. If you want to attach a document you need to upload the file when receiving the line.
    - The receipt is saved and accessible via the **Activity > Receipts** tab.
    - If you mistakenly Receive an order, you can **Void** the receipt by going to **Activity > Receipts**, locating the receipt, and clicking Void under Actions.

Example 2: Receiving an Order Someone Else Placed

A graduate student has ordered materials through a catalog in B2P. When the order is shipped to the lab, the lab manager unpacks the box and finds the ordered items along with a packing slip with the B2P PO number on it.

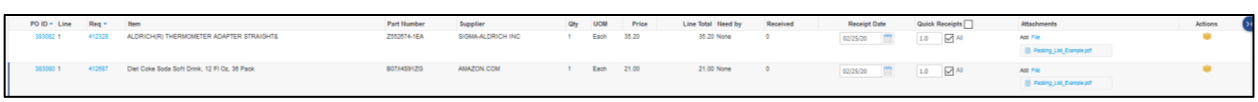
Because the lab manager receives items that other people order, she has been granted the **B2P Central Receiving** role. This authorization allows her to view and receive orders for others.

1. Go to the **Inventory > Receive** tab and click **Advanced** to search for the B2P PO.
    - To Receive multiple orders at once, change the filter to **Match at least one condition** and click the icon to search for other POs.
    - To create a saved, custom filter by cost object, PI name, or other criteria, go to the **View** dropdown and select **Create View**.



2. For each PO, enter a receipt date and quantity or amount received, or check All, and upload document if required.

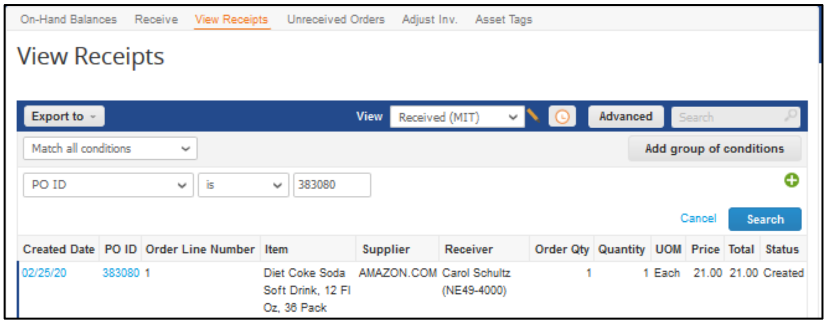
3. Scroll down and click **Save**.



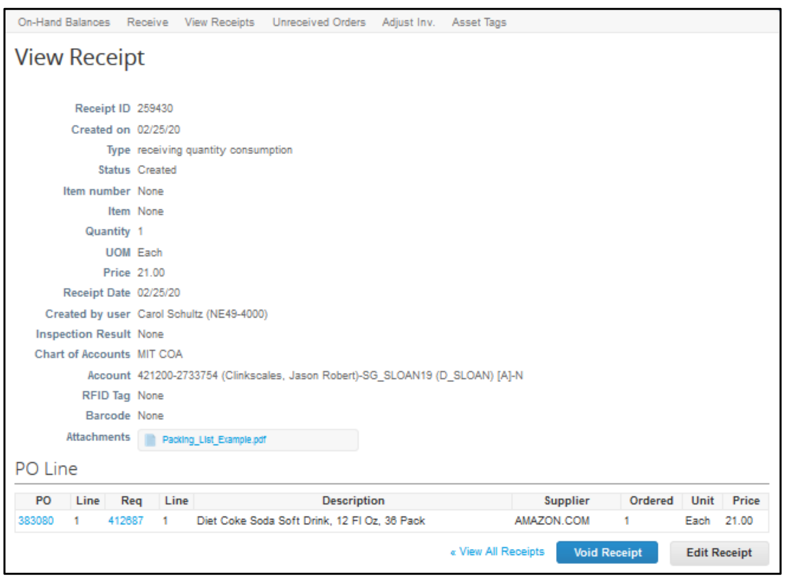
- The receipts are saved and accessible via the **Detailed Receipt** icon under Actions.

Recording Receipt in B2P

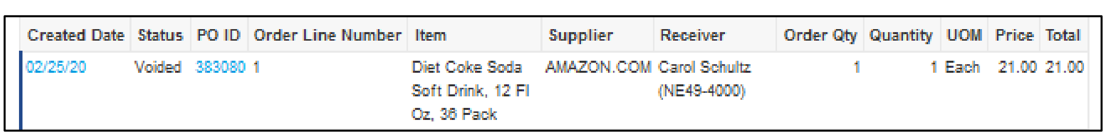
- If you mistakenly Receive an order, you can **Void** the receipt by going to Inventory > View Receipts tab, and locate the receipt by clicking **Advanced** to search for the B2P PO



- Click on the **Created Date,** and then **Void Receipt** at the bottom of the receipt details. Screenshot #



- The status of the receipt will change from Created to Voided.



Created Date	Status	PO ID	Order Line Number	Item	Supplier	Receiver	Order Qty	Quantity	UOM	Price	Total
02/25/20	Voided	383080	1	Diet Coke Soda Soft Drink, 12 Fl Oz, 36 Pack	AMAZON.COM	Carol Schultz (NE49-4000)	1	1	Each	21.00	21.00