

## **STONY BROOK FOUNDATION RESOURCES**

The [Stony Brook Foundation Resources Page](#) is your go-to for **all** the information you will need to open a new account, deposit funds into your account, spend money from your account and understand the Foundation's policies and procedures.

### **\*NEW to SBF! [Team Dynamics \(TDX\) Ticketing System](#)**

Users can now submit the following through TDX:

- **New Vendor Requests:** See "[New Vendor Setups](#)" within this document for instructions on how to create a vendor request through TDX.
- **Credit Card Applications, Credit Card Increase Requests and General Credit Card Inquiries:** See "[JPM Chase Credit Card Program](#)" within this document to apply for a card or request an increase through TDX
- **Payment Inquiries and Void/Reissue Checks:** See "[Payment Inquiries](#)" within this document for instructions on how to inquire about an *existing* payment for the following submissions:
  - AVID
  - CONCOURSE PAYMENTS
  - CONCUR TRAVEL REIMBURSEMENTS
  - INDEPENDENT CONTRACTOR PAYMENTS
  - PAYMENTS ON A PURCHASE ORDER
  - INTERNAL PAYMENTS TO SBU AND RF

### **NEW SBF ACCOUNTS**

[Setting up your NEW SBF Account](#) is where you will find the procedures, forms, and instructions for setting up current use, endowment, and grant accounts. *When setting up an account with the Stony Brook Foundation, Account Directors should partner as much as possible with their assigned Advancement Officer.*

If you have questions on setting up a new account or need further assistance on new account status, please contact:

- **Endowment Accounts** (begin with "3"): Cindy Tam [Cindy Tam](#) 632-3218
- **Current Use Accounts** (begin with "2"): John Byers [John Byers](#) 632-6618
- **Grant Accounts** (begin with "8"): Ruth Schilling [Ruth Schilling](#) 632-2109

If you would like to be **added as an account director or an account signatory** to a new or existing account, fill out an [Account Set-up Authorized Signatures Form](#) and submit via e-mail to [telnet\\_billing@stonybrook.edu](mailto:telnet_billing@stonybrook.edu) and cc [Carla Whittingham](#).

### **DEPOSITING MONEY INTO YOUR ACCOUNT/CHECKING ON PLEDGE PAYMENTS**

[Depositing money into your account](#) is where you will find the procedures, forms, and instructions for depositing funds into your account.

All gifts or grants (checks or cash) received by a staff member in Advancement should be forwarded within 24 hours via campus mail or in person to:

*Stony Brook Foundation Business Office, Room 270, Administration Building, Z= 1188*

A [Gift Deposit Form](#) must accompany **ALL** gifts.

See [SBF Gift Policies](#) for more information.

If you are **expecting a gift from a donor**, please notify the Accounts Receivable department providing as much detail as possible: [SBF\\_AR@stonybrookfoundation.org](mailto:SBF_AR@stonybrookfoundation.org).

This ensures that the Foundation can track the gift and allocate it to the proper fund in a timely manner.

If you have questions or need further assistance, or if you would like to know **if a pledge payment has been received** by the Stony Brook Foundation please contact:

- [John Byers](#) 632-6618
- And cc the Accounts Receivable Team: [SBF\\_AR@stonybrookfoundation.org](mailto:SBF_AR@stonybrookfoundation.org)

### **STOCK GIFTS**

If you are **expecting a stock gift** from a donor, or **checking on a stock gift** from a donor, please contact [David Smith](#) 632-4469

### **SPENDING MONEY FROM YOUR ACCOUNT**

[Spending money from your account](#) is where you will find the procedures, forms, and instructions for spending money from your account.

**If you are unsure what justification documentation needs to accompany your payment requests** download the [SBF Master Checklist for Back-up Documentation](#) which explains the documentation needed for all of your payments.

**\*Please use this [NYS Tax Exempt Certificate](#) with all your purchases\***

- **Concourse**
  - Concourse is an ACH payment solution through JPM Chase. Payees that have a payment ready for disbursement will be sent an e-mail notification from J.P. Morgan Chase requesting them to accept payment and providing an option to the payee to have the funds electronically deposited into their account
  - See [Concourse](#) on the SBF website for more information.
  - Share this helpful step-by-step guide to the Concourse payment platform with your vendors: [JPM Concourse Quick Start Guide for Vendors](#)
  - If you have a question regarding the status of a Concourse payment, please use the [TDX Payment Inquiry](#) feature to inquire about the payment.
- **AvidXchange:**
  - If you are paying a **vendor invoice or student reimbursement/award/stipend**, all requests must be made through [AvidXchange](#)
  - Student scholarships are not paid through Avid. See the section on [Student Scholarship Payments](#) below.
  - For new users to Avid, please fill out a [New Avid User Form](#) and e-mail to: [SBF\\_AVID\\_User@stonybrookfoundation.org](mailto:SBF_AVID_User@stonybrookfoundation.org)
  - If you need training in using Avid, please watch this video: [How to Submit Avid Transactions](#)
  - **\*NEW FIELDS RECENTLY ADDED TO THE AVID SUBMISSIONS SCREEN:**
    - **Payee Email:** Enter the payee's accounts receivable or billing department email so that the vendor has the option to receive payment through ACH.
    - **IFR/RF ACCT if applicable:** Indicate the IFR or RF account numbers so your payment is routed correctly.
    - **Foreign Vendor?** A "yes" or "no" dropdown screen to indicate payment to a foreign vendor.
  - If you need further Avid training support or need to reset your password, please contact [Tasnim Mazumder](#) 632-2447
  - If you have a question regarding the status of an Avid payment, please use the [TDX Payment Inquiry](#) feature to inquire about the payment.

- **New Vendor Setups**
  - *\*\*\*Prior to distributing a payment to any payee/vendor, the payee/vendor needs to be set up in our system. This procedure can take at least 5-7 business days, so please plan accordingly.*
  - **SBF is no longer accepting new vendor creation requests via e-mail. All requests must be submitted via the new TDX ticketing system. Please do the following:**
    - Navigate to the [SBF Team Dynamics \(TDX\) ticketing system](#)
    - Click on the “Make A Request” button
    - Click on the “Vendor Profiles” button
    - Select “New/Update Vendor”
    - Select the applicable button: W-9 (Domestic vendor) or W-8 (International vendor)
    - Complete the vendor information
    - Remember to attach the applicable W-9 or w-8 form before submitting
  
- **Purchase Orders:**
  - If you need to open a Purchase Order, or have questions regarding an existing Purchase Order, please e-mail: [SBF\\_PO@stonybrookfoundation.org](mailto:SBF_PO@stonybrookfoundation.org)
  - Please be aware, a **PO request for a new vendor** will require you to submit a new vendor creation request via the [SBF Team Dynamics \(TDX\) ticketing system](#)
  - Follow the directions above for **New Vendor Setups** to complete the vendor creation request
  - **\*Invoices received by departments that need to be paid by an existing PO should be emailed to [SBF AP@Stonybrookfoundation.org](mailto:SBF_AP@Stonybrookfoundation.org)**
  - If you have a question regarding the status of a PO invoice payment, please use the [TDX Payment Inquiry](#) feature to inquire about the payment.
  
- **Student Scholarship Payments**
  - All student payments/stipends *with the exception of scholarships* should be submitted through [AvidXchange](#)
  - Scholarship awards should be e-mailed to [Daniella.Steuer@stonybrook.edu](mailto:Daniella.Steuer@stonybrook.edu), [Antonina.Nadrowski@stonybrook.edu](mailto:Antonina.Nadrowski@stonybrook.edu) and [Nicholas.Prewett@stonybrook.edu](mailto:Nicholas.Prewett@stonybrook.edu)
  - For more information on Student Payments, please refer to [SBF Requisitions for Scholarships, Prizes or Awards](#)
  
- **Employee Travel Reimbursements (CONCUR):**
  - Employee travel reimbursements must be submitted through the [Concur](#) platform.
  - Please see the [SBF Concur website](#) and the [Stony Brook University Travel & Card Programs website](#) for guidance.
  - Please refer to the [SBF Travel Policy](#)
  - SBF Policy & Procedure questions can be directed to [SBF AP@stonybrookfoundation.org](mailto:SBF_AP@stonybrookfoundation.org)
  - For ALL technical and functionality support related to the CONCUR system, please email the CONCUR help desk at [sbu\\_travel\\_expense@stonybrook.edu](mailto:sbu_travel_expense@stonybrook.edu).
  - If you have a question regarding the status of a CONCUR payment, please use the [TDX Payment Inquiry](#) feature to inquire about the payment.
  
- **Employee Business & Entertainment Reimbursements:**
  - Reimbursements for business meals and entertainment **while not in travel status** must be submitted on a [SBF Requisition Form](#) and emailed to [SBF AP@stonybrookfoundation.org](mailto:SBF_AP@stonybrookfoundation.org)
  - Reimbursement for meal & entertainment expenses must include:
    - Original itemized receipt of all expenses
    - Justification/Detailed description – there must be a business connection to the expenditures
    - List of attendees
    - Agenda, Brochure, or Invitation
    - Proof of payment (cash “paid” or credit card receipt)

- Please see the [SBF Business Meal & Entertainment Policy](#) for more information.
- If you have a question regarding the status of an Employee Business & Entertainment Reimbursement payment, please use the [TDX Payment Inquiry](#) feature to inquire about the payment.

**\*\*SPECIAL NOTE REGARDING EMPLOYEE REIMBURSEMENTS\*\***

**As of June 1, 2024**, SBF only accepts reimbursements for travel expenses and business meal & entertainment expenses. Department purchases made by employees and students with their personal funds for supplies, equipment and all other goods and services **are not** eligible for reimbursement.

**Purchases for supplies, equipment, goods, and services must be paid by SBF JPM Chase Credit Card, purchase order or by submitting an invoice via AvidXchange.**

- **Independent Contractors and Honoraria:**

- **Before submitting a payment request to SBF for an independent contractor or an honorarium**, you must submit an [Independent Contractor and Honorarium Payment Form](#) to the Human Resources Dept at [Hrs\\_independent\\_contractors@stonybrook.edu](mailto:Hrs_independent_contractors@stonybrook.edu) for approval.
- Once approved, *HR will forward the form to SBF to proceed with payment.*
- Please be aware that this process can take up to 15 business days, so please plan accordingly.
- If you have a question regarding the status of a payment to an Independent Contractor, please use the [TDX Payment Inquiry](#) feature to inquire about the payment.

- **International Payees:**

Please see our [comprehensive tax status matrix and flow charts](#) to assist with making payments to payees with visas and to non-resident aliens.

- **Wires**

- If you wish to pay a supplier/independent contractor/individual by wire, please use the following wire confirmation forms and attach to your payment request or Avid submission:
  - **For independent contractors and individuals use [Individual/Independent Contractor Banking Verification Form](#)**
  - **For suppliers use [Business Banking Verification Form](#)**
- You must indicate in the required Avid field if the payment is to be made by wire.
- If you have a question regarding the status of a wire payment, please use the [TDX Payment Inquiry](#) feature to inquire about the payment.

- **JPM Chase Credit Card Program**

- All JPM Chase credit cardholders must reconcile their monthly charges via the [SBU Concur](#) platform.
- Please see the [SBF Concur website](#) and [Stony Brook University Travel & Card Programs website](#) for guidance.
- For ALL technical and functionality support related to the CONCUR system, please email the CONCUR help desk at [sbu\\_travel\\_expense@stonybrook.edu](mailto:sbu_travel_expense@stonybrook.edu).
- Inquiries regarding monthly statements and reconciliations can be directed to [Ruth.Schilling@stonybrookfoundation.org](mailto:Ruth.Schilling@stonybrookfoundation.org)
- **Through SBF's new [Team Dynamics \(TDX\)](#) platform, you may now apply for a JPM credit card, request permanent & temporary credit limit increases, cancel or replace your card, and make general credit card inquiries.**
  - Navigate to the [SBF Team Dynamics \(TDX\) ticketing system](#)
  - Click on "Make A Request"
  - Click on the "Spending Money From Your Account" button

- Click on the “Credit Card” button
- **Click on the applicable button on the right for the action you would like to perform.**
- When applying for a new credit card, please complete the entire form and ensure you include the name of the account director or an account signatory (even if this person is also your immediate supervisor) for the SBF Account ID you identified on the form.
- Always include the amount requested for the credit card increase and a justification for the increase.

*\*The timely submission of the monthly credit card reconciliations in Concur is **mandatory** so that SBF can process all transactions at the end of the month. Cardholders who submit their reconciliations past the end of the month and/or do not submit the proper receipts or documentation will be subject to suspension of their card privileges and may have their credit card revoked.*

- **Payment Inquiries**

**SBF will no longer accept payment inquiries or requests to void and reissue checks via email.**

All inquiries on existing payment submissions and existing PO payments must be made through the [SBF Team Dynamics \(TDX\) ticketing system](#):

- Navigate to the [SBF Team Dynamics \(TDX\) ticketing system](#)
- Click on the “Payment Inquiry” button
- Click on either “General Payment Inquiry” or “Request to Void and/or Reissue Missing or Lost Payment” button
- For General Payment Inquiries select the “Inquiries” button
- Complete the form and include as much detail as possible
- To Void or Reissue Payment select the “Void or Reissue Payment” button
- Complete the form and be as specific as possible

### **FUND TRANSFERS**

Please e-mail all fund transfer requests to [Cindy Tam](#) or [Kimberly Nguyen](#)

- A request must include:
  - The justification and any documentation to support the transfer request.
  - Include the dollar amount and the SBF account numbers that funds are coming from and going to.
  - The request **must be made by the account manager or an authorized signatory** on the account.
- For more information regarding fund transfers, please see this instruction document: [How to make a fund transfer](#)

### **CHECKING FUND BALANCES AND ACCOUNT ACTIVITY (SBU REPORTING)**

**The most efficient and comprehensive tool** for account managers, account assistants and report recipients to check their SBF account activity and fund balances is through [SBU Reporting](#), a University managed data warehouse of financial data compiled from PeopleSoft. Users of this system may enter specific report parameters and then download numerous reports to Excel so that they can work with the information. SBU Reporting provides information on not only SBF accounts, but also State, IFR, RF and FSA accounts. Access to view SBF Finance Reports on the SBU Reporting system (as a report recipient) can be granted by each department’s account director or account assistant. Please check with them about adding you as a report recipient before reaching out to SBF.

Assistance with any technical aspects of the SBU Reporting system should be directed to SBU Reporting. Please visit the [SBU Reporting main web page](#) for more information.

## **SBF POLICIES AND PROCEDURES**

For more information on Gift, Travel Expenses, Business Meals, Purchasing and other policies, please see: [SBF Policies & Procedures](#).

## **QUICK GUIDE TO SBF E-MAILS**

[SBF\\_AVID\\_User@stonybrookfoundation.org](mailto:SBF_AVID_User@stonybrookfoundation.org) For all questions and issues relating to becoming an AVID user and submitting & approving AVID payments.

[SBF\\_AP@stonybrookfoundation.org](mailto:SBF_AP@stonybrookfoundation.org) To submit paper requisitions that cannot be submitted through Avid or Concur. THIS EMAIL IS NO LONGER USED FOR PAYMENT INQUIRIES AND CHECK VOIDS/REISSUES. ALL INQUIRES/CHECK VOIDS & REISSUES MUST BE MADE THROUGH THE [TEAM DYNAMICS \(TDX\) TICKETING SYSTEM](#)

[SBF\\_AR@stonybrookfoundation.org](mailto:SBF_AR@stonybrookfoundation.org) For all questions relating to accounts receivable

[SBF\\_PO@stonybrookfoundation.org](mailto:SBF_PO@stonybrookfoundation.org) To request a new PO and all questions relating to purchase orders

**If you have questions about ANY OF THE ABOVE ITEMS or need FURTHER ASSISTANCE with anything in the Stony Brook Foundation, please contact:**

Kacy Bullard [Kacy.Bullard@stonybrookfoundation.org](mailto:Kacy.Bullard@stonybrookfoundation.org) 632-4011

Lois Arens [Lois.Arens@stonybrookfoundation.org](mailto:Lois.Arens@stonybrookfoundation.org) 632-4353

David Smith [David.Smith@stonybrookfoundation.org](mailto:David.Smith@stonybrookfoundation.org) 632- 4469

Stony Brook Foundation, Inc.  
270 Administration Building  
Zip = 1188  
(631) 632-6536