

## **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.

### **Team Dynamics (TDX) Ticketing System**

The **TDX Platform** processes all of the following:

[New Vendor Creation/Update Existing Vendor](#)

Payments that are linked to existing POs:

[Invoices for payments linked to existing POs](#) (Internal departments only)

[External Vendor PO Invoices submitted by vendor](#) (Vendors only)

[General Payment Inquiries](#)

[Request to Void and/or Reissue Missing or Lost Payment](#)

[Fund Transfers](#)

[Credit Card Services](#)

[General Payment Requisitions](#) (employee business meal reimbursements, student reimbursements)

[Payments to Independent Contractors](#) (Must be approved by HR via this link for all new vendors)

**\*\*Additional Payments for Independent Contractors** (Multiple payments for an existing contract)

[Employee Hardship](#)

[Student Emergency Loans](#)

[Update Account Delegates in E-RAS](#)

[Avid Support and New User Access](#) includes vendor mailing & email address changes, password reset, speed chart update, and adding a new account/department to the user's profile.

[Guidance on Spending SBF Funds](#)

The only services not being processed through TDX at this time:

- **Scholarship Payments** should be emailed to:  
[Daniella.Steuer@stonybrook.edu](mailto:Daniella.Steuer@stonybrook.edu), [Antonina.Nadrowski@stonybrook.edu](mailto:Antonina.Nadrowski@stonybrook.edu)
- **Purchase Order (PO) creation** should continue to be emailed to:  
[sbf\\_po@stonybrookfoundation.org](mailto:sbf_po@stonybrookfoundation.org)

### **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"): Tina Arora [Tina Arora](#) 632-4470

If you would like to **add an account director or an account signatory** to a new or existing department account, fill out an [Update ERAS Account Delegates](#) form on TDX. If the new director or signatory does not have a signature on file in the ERAS repository, use the [Signatures Page for ERAS Repository](#) to add new signatures and submit via e-mail to [telnet\\_billing@stonybrook.edu](mailto:telnet_billing@stonybrook.edu) and cc [Tina.Arora@stonybrookfoundation.org](mailto:Tina.Arora@stonybrookfoundation.org)

## 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 by providing as much detail as possible: 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

## 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 Backup 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: IPM 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.
- **AvidInvoice:**
  - If you are paying a **vendor invoice or student reimbursement/award/stipend**, all requests must be made through AvidInvoice.
  - Please refer to the Avid Invoice page on the SBF website for more information.
  - **Student scholarships are not paid through Avid.** See the section on Student Scholarship Payments below.

- If you are a new user to Avid, need to change your password or need support, please visit [Avid Support and New User Access](#) on TDX.
- If you need training in using Avid, please refer to the [AvidInvoice User Guide for Submitters and Approvers](#) and watch this video: [AvidInvoice User Training](#)
- 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.*
  - **All requests must be submitted via the TDX ticketing system here:** [New/Update Vendor](#)
- **Purchase Orders:**
  - If you need to open a 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 [New Vendor Creation in TDX](#).
  - **Campus Departments** who are making payment requests on existing POs please submit through [PO Payment - SBF Internal Departments ONLY](#)
  - **External Vendors** who are making payment requests on existing POs please submit through [PO Payment - External Vendors ONLY](#)
  - 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/Award Payments**
  - 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](#)
  - 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 through [General Requisitions](#) in the TDX system.
  - Reimbursement for meals & 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.

***\*\*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.\*\****

- **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 TDX 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 SBF policies, monthly statements and reconciliations can be directed to [Peggy.Riggs@stonybrookfoundation.org](mailto:Peggy.Riggs@stonybrookfoundation.org)
- Through SBF's [Team Dynamics \(TDX\)](#) platform, you may [initiate numerous credit card services](#) such as apply for a card/general services/temporary limit increase request/cancel your card.

*\*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.*

## **FUND TRANSFERS**

All fund transfers must be made through TDX here: [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.

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 & Gift Acceptance, Travel Expenses, Business Meals, and Procurement policies, please see [SBF's Policies & Procedures](#).

## QUICK GUIDE TO SBF E-MAILS AND TEAMDYNAMIX SERVICE LINKS

[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

[TDX Platform](#) To submit accounts payable requests, fund transfer requests and all payables inquiries.

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

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

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

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