





Resource/System Name:	Description:	How to Access:
VPF Website	This website is a useful tool to look up policy and procedures in the areas of A/P, A/R, Travel, JVs and Payroll.	http://vpf.mit.edu/
 SAP	View detailed and comprehensive financial history of specific cost objects	
 Atlas	Online hub for majority of administrative systems & tools at MIT	https://atlas.mit.edu/atlas/Main.action?tab=home&sapSystemId=PS1&sub=fullCatalog
MIT Learning Center	Resource for signing up for MIT training courses	https://atlas.mit.edu
eSDS	System used to make % changes to personnel distribution on cost objects	“Salary Distribution System (eSDS)” link under “Salary Distribution” heading on Atlas home page
RFPs	Electronic “request-for-payment” tool used for small \$ amounts	“RFP Inbox” link under “Financial Inboxes” heading on Atlas home page
Journal Vouchers (JVs)	To track a wide range of transactions and to assign costs and revenues to appropriate accounts	In Atlas , open the JV application and select the “My JVs” tab.
eDACCA inbox and search	Displays historical payroll data	https://adminappsts.mit.edu/edacca/InboxAction.action;jsessionid=B39578A595C7264803B3F2C83D55F5 or through eDACCA Salary Distribution Inbox on Atlas home page

<p>Roles Database</p> 	<p>Displays information on who has authorizations on cost objects</p>	<p>https://rolesweb.mit.edu/cost_object_info.html</p>
	<p>Electronic catalog for purchasing goods & services from MIT preferred vendors</p>	<p>https://mit.coupahost.com/user/home</p>
<p>Create, Look up & Approve Requisitions</p>	<p>Create new requisition, approve and view status and history of requisitions</p>	<p>https://mit.coupahost.com/user/home</p>
<p>Look up & Approve POs & Invoices</p>	<p>View information regarding specific purchase orders and invoices to approve</p>	<p>https://mit.coupahost.com/user/home</p>
	<p>Online travel tool for booking and trip expense reporting</p>	<p>https://www.concursolutions.com/home.asp</p>
<p>VPR Website</p>	<p>This website is a useful tool to look up research policy compliance & procedures in the areas of RAS, OSATT, VPF, Export control Postdoc services & Foreign Engagement</p>	<p>https://research.mit.edu/</p>
<p>Visual Compliance</p>	<p>Restricted Party Screening Tool</p>	<p>https://www.visualcompliance.com/usr</p>
<p>MIT Research Administration Services</p>	<p>This website is a useful tool to look up updated rates, compliance, policies and forms commonly needed for Sponsored Research activities</p>	<p>https://ras.mit.edu/</p>

<p>KualiCoeus</p> 	<p>Web-based proposal preparation and routing; historical proposal & award information</p>	<p>https://kcoeus.mit.edu/kc-prod/kc-krad/landingPage?formKey=352fd280-53d0-4854-ba41-1a63d4983543&cacheKey=kx4n7rcv15qtsj99okht</p>
<p>RAS Service Tracker (OST)</p>	<p>For DLC Administrative staff to request and track post-award services from the Office of Sponsored Programs for awards with existing accounts in Kuali Coeus</p>	<p>https://ost.mit.edu/ost/dashboard#/dashboard</p>
<p>RCR training</p>	<p>Mandatory responsible research conduct training course for all personnel working on NSF projects</p>	<p>https://research.mit.edu/integrity-and-compliance/responsible-conduct-research/rcr-training-reports</p>
<p>COUHES training</p>	<p>Provides listing of who is required to complete Human Subjects/Animal protocol training</p>	<p>https://couhes.mit.edu/</p>

CSAIL-specific

Resource/System Name:	Description:	How to Access:
Peeps	Resource for looking up faculty and student appointments. Tool to complete RA Forms and submit RA appointments by each term	https://peeps.csail.mit.edu/
MIT Receipts Capture	Tool to upload receipts and approve for Pcard charges	https://receipts.mit.edu/index2.html
Fiscally	Reporting tool to look up account balances and transactions	https://fiscally.csail.mit.edu/access.html
GSuite	Google drive to share documents, reports, etc.	http://kb.mit.edu/confluence/display/istcontrib/G-Suite+for+Education+Landing+Page
Wrike	Pre-award management tool	https://login.wrike.com/login/
ServiceNow	Ticketing system for HR and Fiscal matters	
CSAIL Horde Email Log-in for webmail (Out of Office)	Method for checking email from a remote location, as well as recording automated out of office message	https://webmail.csail.mit.edu/horde/
Vacation Calendar	Location for fiscal staff to record when they will be out of the office	https://teamup.com/ksvukvdi7etvbdizr3