

# Administration and Finance

*Adam Jastrzebski  
Region 8 Treasurer  
120<sup>th</sup> R8 Committee Meeting March 2023*



# Administration of Section Finances

- Governed by IEEE rules, in particular “IEEE FINANCE OPERATIONS MANUAL (FOM)”  
<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/financial-ops-manual.pdf>
- GEO Unit should have annual budget for their activities which should be formally approved by appropriate body, e.g. Section ExCom. The budget can be revised during the year.
- The Treasurer is to monitor the budget spendings and to provide regular reports to ExCom.
- The Treasurer should keep records of all the transactions and keep all the receipts of purchases (usually in the electronic format).
- More than one person should oversee financial records.
- The Treasurer should not pay money to yourself/close relation without independent authorisation of another person (typically Section Chair).

# Banking

- IEEE would like all GEO Units and Conferences to use IEEE Concentration Banking (CB). The advantages include no monthly fees, low transaction costs and higher interest rates than traditional bank accounts.
- NextGen Expense Reimbursement system (Concur) can only be used with CB.
- Local bank accounts are also allowed. In this case, there should be at least two volunteer signatories (typically Chair and Treasurer) plus an IEEE Senior Director of Financial Services. If that is impossible or impractical due to local rules, then there should be an additional local signatory.

# Accounting Method

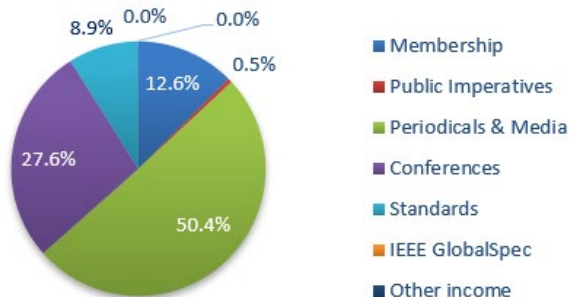
- Corporate IEEE uses accrual method of accounting, i.e. liabilities and loans from the previous year are transferred to the next year.
- However, accruals are not implemented in the annual IEEE reporting of the GEO Units, as only bank statements are considered, resulting in actual (cash) method of accounting.
- Region 8 uses accrual method in its accounting, which is more complex than a simple actual method, but gives a better measure of the costs of activities in a given year.

## IEEE Consolidated Statement of Activities

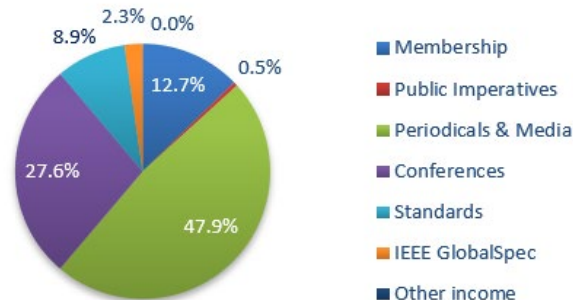
	2021	2020
<b>Revenues</b>		
Memberships	\$ 58,317,100	\$ 59,523,600
Periodicals and media	233,922,400	234,579,000
Conferences	127,989,100	129,029,800
Standards	41,504,400	41,491,500
Public imperatives	2,403,000	2,402,100
Other income	187,500	9,300
<b>Total revenues</b>	<b>464,323,500</b>	<b>467,035,300</b>
<b>Expenses</b>		
Program services:		
Memberships	82,590,000	80,553,100
Periodicals and media	158,382,600	171,836,100
Conferences	83,767,400	84,965,400
Standards	37,927,100	37,730,700
Public imperatives	10,482,700	11,241,500
<b>Total program services</b>	<b>373,149,800</b>	<b>386,326,800</b>
Supporting services:		
General and administrative	7,887,600	7,144,000
<b>Total expenses</b>	<b>381,037,400</b>	<b>393,470,800</b>

# The Statement of Activities: Line of Operations (“LoO”) Format

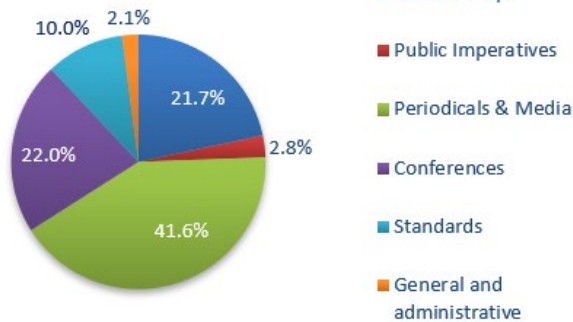
## % of Total Revenues 2021



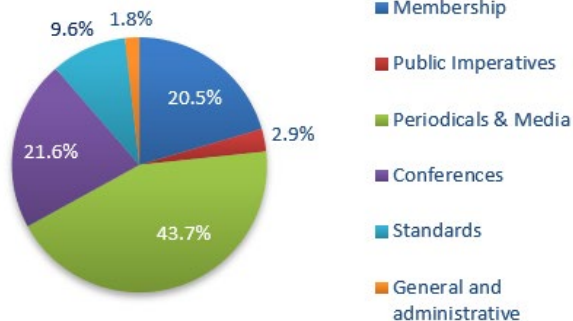
## % of Total Revenues 2020



## % of Total Expenses 2021



## % of Total Expenses 2020



# Flow of Funds

## MGA Funding

- MGA's share of Member Dues Revenue (~55%)
- Other Revenue (IEL, Conference Proceedings, Potentials Magazine)
- IEEE TV Advertising and Donations for Sections Congress in SC Year



## Member Dues to MGA (~55%)

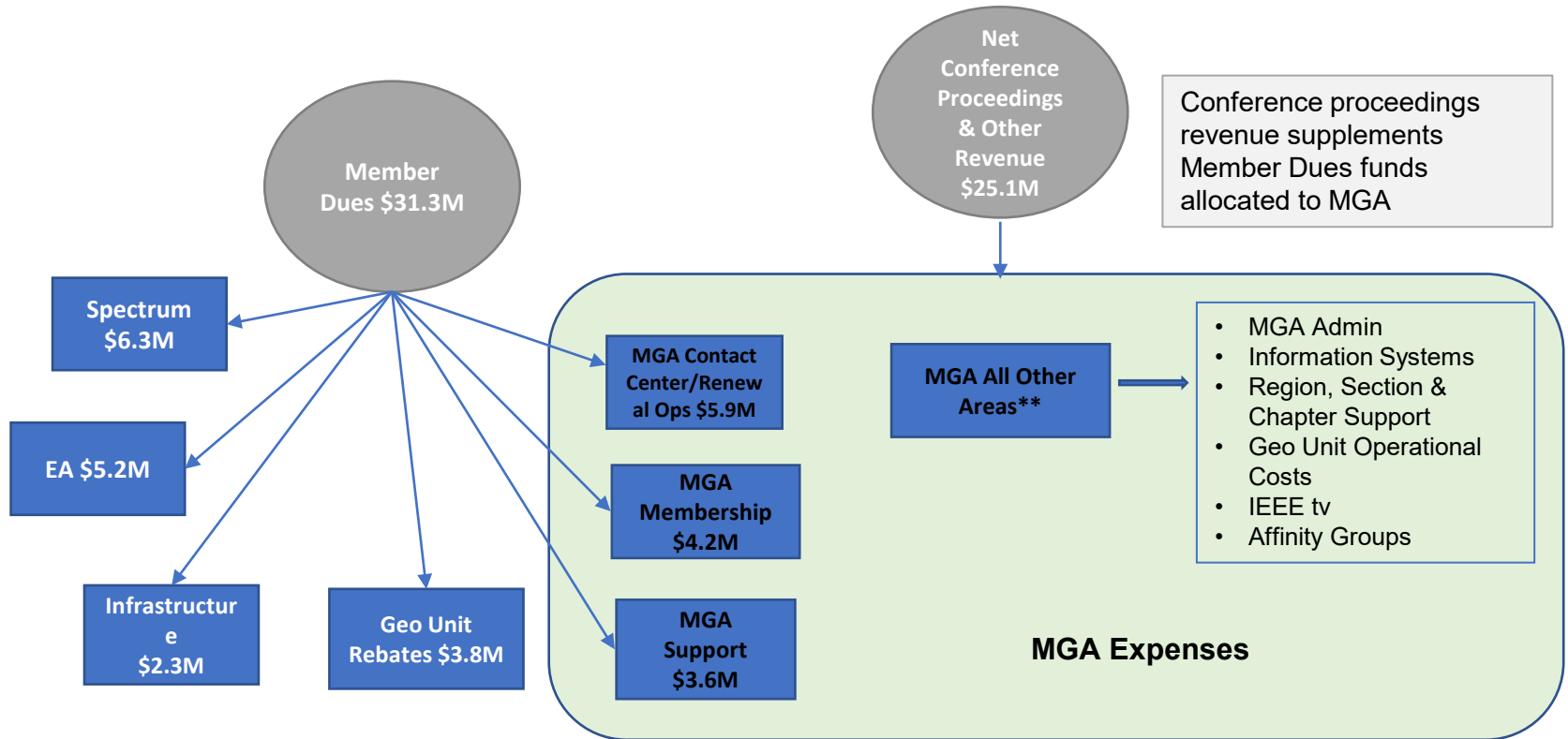
- 12% Dues Allocation for GEO Units
- Remainder of Member Dues funds balance of MGA budget



## 12% of Dues to GEO Units

- Only Regions, Sections and Student Branches receive Rebates

# MGA 2023 Member Dues Distribution





## Additional Sources of Funds

- Regions may have Section Support programs in place
- Societies may have programs to support Section/Chapter activities
- Workshops, Tutorials, Conferences
- Other IEEE GEO Unit Programs: IEEE-USA, Life Members
- External Sources (Industry support)
- Contributions & Region Assessments
- Reserves in line with IEEE Spending Rules

## Uses of Funds (if in approved budget)

- Local events
- Chapter Support
- Student Branch Support
- Affinity Group Support: WIE, YP
- Life Members, Sections Congress
- Scholarships, Grants, Awards, Distinguished Lecturers (see policy)
- Publication and Advertising expense
- Travel related to meetings and events



# Geo Unit Reserves & Spending Rules

- Reserve Balances as of 12/31/21:
  - Geo Units: \$26.6M (Sections) & \$9.5M (Regions) = \$36.1M
  - MGA: \$41.9M
- Spending Rules:
  - 1% Rule: 1% of Reserves on a 3-year average can be used for OU Projects
    - MGA uses its 1% for Sections Congress
    - TAB 3% rule for Societies rolls up to 1% for TAB
  - 50% Rule: each major OU can use 50% of prior year Operating Surplus in Current Year Forecast (certain conditions apply)

## Compliance & Audit Process

- All Compliance Documents -- including *Conflict of Interest/Principles of Business Conduct* form, and Meeting and Officer Reports -- are due by last day of February
- IEEE Policy and FOM require annual (internal or external) audit for GEO Units with  $\geq$  \$250K revenue, Regions, and some additional units chosen by Internal Audit Judgmental Selection
- External audit firm must be pre-approved by Internal Audit Staff
- Other internal audits are performed annually -- Audits are recommended in cases of Leadership Transition
- Bank Balances are confirmed independently by IEEE Audit Firm
- Controls over cash have been improved & audits are rated based on findings

# Financial Best Practices - 1

- GEO Unit Chairs and Treasurers receive a reminder from MGA regarding financial reporting due dates in mid-November
- Section Chair & Treasurer should periodically review the original monthly statements of account & compare them to recent financial report in NextGen
  - It is recommended that Treasurers review account activity and tag transactions each month
  - Good practice for all GEO unit leaders to review account activity
- A periodic review with Executive Committee should be standard procedure
- More than one person should oversee financial records

# Financial Best Practices - 2

- A new bank account (CB or Local Bank Account) should be established for any conference activity and closed when the conference has commenced
- Avoid writing and signing a check to yourself/close relation
- Demand and keep (itemized) receipts for all purchases
- Contracts equal to or greater than \$25K should be reviewed by the IEEE Legal & Compliance team through the NextGen Contract System (CMS)
  - For assistance with a conference or even contract, please contact Vita Feuerstein, MCE Contracts
  - For any questions about the CMS system, please contact Stacey Waters, MGA Project Manager or Patrick Smith, Legal & Compliance Contractor

# Some Important Rules

- A single award cannot exceed USD 2,000 unless approved by the IEEE Awards Board.
- Money cannot be spent on:
  - Electioneering of any kind for any IEEE or government office.
  - Commercial promotional activities.
  - Donations of a philanthropic nature, including scholarships, unless authorized in advance by the IEEE Board of Directors.
  - Personal or commercial loans of any kind for any purpose.
  - Lease or purchase of real estate, without prior authorization from the IEEE Board of Directors.
  - Investment of surplus funds in any investment vehicle other than the IEEE Investment Fund.

# Contract Rules as Implemented by R8 - 1

- The work/service should always be specified in an Agreement/Contract and/or Purchase Order (PO).
- Usually, PO is preceded by the Quotation from the supplier.
- Expenses should be pre-approved in the R8 Budget.
- For any expense not in the budget, a prior approval of R8 Director or OpCom needs to be sought.
- Below \$1k and for obvious cases, where the service is well defined by other means, the PO/Agreement is not necessary (for example, when purchasing access to a generally available internet service on the usual customer terms). The budget holder authorises the payment and the Treasurer executes it.



# Contract Rules as Implemented by R8 - 2

- For the work/services above \$1k and up to \$3k we should have a Quote and PO, but we could deal with that internally. The budget holder passes the Quote to the Treasurer who issues the PO. After work is done, the budget holder approves the Invoice, the Treasurer double checks it and executes the payment.
- For the work/service above \$3k and up to \$5k, the process is as above, but we use PO template approved by IEEE Compliance and Legal.
- For the work/service above \$5k and up to \$25k we need a contract approved by IEEE Compliance and Legal and signed by R8 Director. The Invoice payment follows the procedure as above.
- For the work/service above \$25k we need a contract approved and signed by IEEE Compliance and Legal. The Invoice payment follows the procedure as above.

# IEEE NextGen System

- **Went live in May 2021**
  - **Original Goal:** integrated cloud based system to streamline, simplify, save time, and allow for greater financial and contract visibility.
  - **NextGen Banking:** has replaced Concentration Banking (CBRS).
  - **However:** The current system is user unfriendly and is far too complex for volunteer treasurers.
  - **NextGen is being updated** => most probably QuickBooks front end for banking and budgeting
  - **Concur Expenses** integrated with NextGen. Special codes for R8 expenses requested and implemented in both, enabling R8 budget management.
- ⇒ **MGA finance staff helps with annual reporting by importing spreadsheet templates [into](#) NextGen**

# Logging into NextGen Expense (Concur)

***Always access Concur with your IEEE credentials via [iee.org/expense](http://iee.org/expense). Never attempt to access Concur directly through [concur.com](http://concur.com).***

## 1. Getting Started

- You need an IEEE Account (IEEE username/password) -- hit blue [Request button](#) if needed
- Log into your IEEE account with your IEEE username & password, then request to [have a Concur account created for you](#).
- Account creation takes approximately 24-36 hours. Once your account is created, you will receive an email with log in instructions.

## 2. Access Concur

- Click the orange “[Log In](#)” button for direct access to Concur, a username/password are NOT required due to integration with Single Sign On (SSO)

## 3. Experience the benefits of the [mobile app](#):

- Submit your reports anytime, anywhere

### Access

#### Step 1: How to Get Started

Request an IEEE Account  
(Skip if you have one)

Create Your Expense  
Reimbursement Account

#### Step 2: Access

Log In  
(May require IEEE Network login)

#### Step 3:

Download the App

# Payment Currencies Supported by Concur

## EUR Countries Supported by Concur

Austria	Ireland
Belgium	Italy
Finland	Luxembourg
France	Netherlands
Germany	Portugal
Greece	Spain

***in addition to USD, CAD, INR, and JPY***  
(otherwise, payment completed via Western Union)

# Concur & Western Union Payment Processing

## ➤ Concur or Western Union?

- The reimbursement currency in your Concur profile is based on your Country of Residence. If you reside in a Country where the local currency is **USD, EUR, CAD, JPY or INR** you must enter your banking information directly into Concur.
- All other currencies require the user to enroll in **Western Union**, this is a one-time enrollment
  - *Additional benefit of Western Union is more flexibility to choose your bank (e.g. use your US bank even if your main country of residence is perhaps the UK)*
  - *Payment cannot be completed until banking information is provided*
    - **Western Union Contact Information:**
      - Phone: 1-800-815-2460, option # 1
      - Email: [epayvendormanagement@westernunion.com](mailto:epayvendormanagement@westernunion.com)

## ➤ Security of Banking Information

- Personal information entered in the profile is secure and can only be managed by the user
- Concur and Western Union meet ISO, SSAE, and PCI Compliance standards, ensuring the utmost in security measures

# NextGen Expense Help Featuring “WalkMe”

SAP Concur Expense Approvals App Center Help

Hello, IEEE

Start a Report Upload Receipts 03 Required Approvals 00 Available Expenses 09 Open Reports

COMPANY NOTES

Concur Training Toolkit  
This link will provide information to utilise the Concur Expense System.

MY TASKS

03 Required Approvals → 00 Available Expenses → 09 Open Reports →

Mary M. | Volunteer Test  
USD 10.00 — Expense

Mary M. | Mary Murray  
USD 20.00 — Expense

Mary M. | Mary Murray  
USD 20.00 — Expense

You currently have no available expenses.

04:12 Non CB - Non Project - Volunteer  
CAD 5.00

04:08 Test Report for John Demo  
USD 10.00 Returned

04:08 test  
USD 5.00

04:08 Non CB - Non Project - Volunteer  
USD 10.00

NextGen Help

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USD 5.00

04:08 Non CB - Non Project - Volunteer  
USD 10.00

Any important messages from IEEE will be posted in this area.  
Please select the Read More button below to see all messages.  
In the event that you have any questions, please send an email to  
NextGenExpense@ieee.org for further assistance.

The Available Expenses button lists the number of items pending  
in your profile to be moved to an expense report for processing.  
Clicking here will take you directly to the “Available Expenses”  
section of your profile.

How can we help you?

Help Tasks

Type in your question...

My NextGen Experience

- Create Expense Report
- Upload Expense Receipts
- Approve Expense Reports
- View Expense Report Library

Additional Guidance

- Add Delegates
- Add/Modify Email Notifications

## Assistance from NextGen Help (WalkMe)

- Walkthroughs (step-by-step guided learning)
- Smart Tips (helpful hints)

# Expense Reports using Concur

## ➤ Creating an Expense Report

- Volunteers/Members select 4-tiered **Expense Report Purpose (ERP)** Levels & Expense Type, which generates the:
  - Approvers
  - IEEE financial accounting and CB Account/HOP # for NextGen Banking

## ➤ Approval Flow of Expense Report

- Approver(s) – Treasurer (at a minimum)
  - Best Practice is to have 2 Approvers per expense report purpose
  - *To change an approver of an ERP, please send an email to: [NextGenExpense@ieee.org](mailto:NextGenExpense@ieee.org)*
- Following approvals, Concur audit and payment processing begins

## ➤ Report is Ready for Payment

- Payment is made electronically directly to your bank account
- Standard Concur audit, IEEE review and payment processing typically takes **3-5 business days**

# Approver Responsibilities

- **Become Familiar with the Expense Report Purposes (ERP's) for your Region/Section**
  - Update as necessary by sending an email to: [NextGenExpense@ieee.org](mailto:NextGenExpense@ieee.org)
- **How to change the approver/approval flow of an ERP**
  - Send an email to: [NextGenExpense@ieee.org](mailto:NextGenExpense@ieee.org)
- **Provide Demo & Training to all Volunteers/Users who will submit an expense report**
  - Coordinate any training within your Region/Section, etc.
  - Supporting documentation/training can be found on [ieee.org/expense](http://ieee.org/expense)



# Tips, Tricks & Common Mistakes

## ➤ When Entering Transactions in a Foreign Currency

- Use the currency shown on the receipt, Concur converts the transaction to user's local currency
- Reimbursements are made in user's local currency, per your country of residence

## ➤ Receipt Options – easiest using mobile app SAP Concur.

- Email receipts to: [receipts@expenseit.com](mailto:receipts@expenseit.com) they will automatically upload into your Concur profile
- Integration with 3<sup>rd</sup> party applications (e.g., Uber, Lyft, etc.) result in electronic receipt creation
- A **missing receipt affidavit** can be applied if a receipt is lost/damaged

## ➤ Itemize the “Hotel” Expense Line

- Break out the room rate and the room tax per day. *Please note that Concur has a “soft” warning message (yellow triangle) reminding you that this needs to be done. The warning message remains on the report including after completing the itemization.*

## ➤ Transactions in excess of USD 25 require a receipt

- Credit Card Statements are not a valid substitute for receipts

## Tips, Tricks & Common Mistakes (continued)

- Expense Report Purpose (ERP) can be edited to be different for each transaction line, but then add a comment for approvers
- When entering expenses in Concur, you must use the currency in which the transaction was incurred
- Expenses must be recorded on the date the transaction occurred
  - Receipt date = Transaction date
- **Single Sign-On**
  - Log into Concur via the link on [ieee.org/expense](http://ieee.org/expense) and select the **orange** log in button, or
  - My NextGen Experience Portal
  - Username & Password are **not** required due to integration with IEEE Single Sign On Network

# Use NextGen Concur to Claim Expenses From This Meeting

- To setup and connect use the link <https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report>
- R8 has special Budget Codes in the format **XYZ0 Name**
- In Concur ERP Level 4 the above budget code is described as **(9.0X.XYZ) XYZ Name** for the current year, and **(9.10.XYZ) XYZ Name** for the previous year expenses.
- For travel expenses for this meeting, the R8 Budget Code is 1020 and the ERP Level 4 is **(9.01.102) 102 Cmte. Meeting Spring Travel R8:**

Expense Report Purpose Level 1	Expense Report Purpose Level 2	Expense Report Purpose Level 3	Expense Report Purpose Level 4
1 Regions	2 Eur. Mid. East Africa - Region	3 (R8) Eur. Mid. East Africa - R8	4 (9.01.102) 102 Cmte.Meeting



Adam Jastrzebski

Europe, Middle East, Africa - Region 8 - Treasurer

MY NEXTGEN EXPERIENCE

EXPAND

### My Account Balances


Your CB Account balances as of Mar 20, 2023. Balances include forecasted payments.

Account Name	Account Balance
800099-Europe, Middle East, Africa - Region 8	1,178,107.42 USD


### My Top Activities

All your most common tasks at the touch of a button


All Financial Expenses




Make Payments




Access Accounts




Access 1099 Form




Access Grants & Awards Form




Create Expense Reports



View Expense Report Library



Upload Expense Receipts




Approve Expense Reports

### Financial Reports

Run your detailed financial reports.



GEO Unit Income-Expense Details



IEEE Project Actuals vs. Budget (GeoUnits)

See All Reports



CT > Treasury > Cash Management > **Account Balances**: Coupa default view

Need Help? ? 📅 🔔 👤

**Filters** Entity Group Entity Currency Account Type Cash Pool Account

Bank Accounts and 1 more... Clear all filters

1 items filtered

#	Account	30/03/2022		01/04/2022			
		Transaction Currency	Group Currency	Transaction Currency	Group Currency	Transaction Currency	Group Currency
1	800099-Europe, Mi...	USD	1,149,047.69	USD	1,149,047.69	USD	1,149,047.69

Search

Account Type 2/3

- Bank Accounts
- Intercompany Accounts
- Special Accounts





# Treasury



Bookmarks



Search



Banking



Treasury



System

## ▼ Cash Management

Account Balances

Cash Flows

Cash Worksheet

Reconciliation

Reconciliation Result



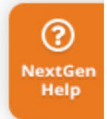
### Account Balances: Coupa default view

Need Help?

Account Type: Bank Accounts and 1 more...
Cash Pool: -
Account: -
Clear all filters

Calendar icon Dates
 € Conversion
 Bar chart icon Add Chart
 Group & Sort icon Group & Sort
 Columns icon Columns
 More icon More

30/03/2022		31/03/2022				01/04/2022			
Currency	Group Currency	Transaction Currency		Group Currency		Transaction Currency		Group Currency	
047.69	USD	USD	1,149,047.69	USD	1,149,047.69	USD	1,149,047.69	USD	1,149,047.69





CT > Treasury > Cash Management > **Cash Flows**

Need Help? ? [Calendar] [Bell] [Profile]



"Cash Flows and Balances" - Page view has been loaded

Filters

HOP: 800099-Europe, Middle East, Africa - Region 8

from: b-10 to: b

Ccy: < all > Cash Pool: < all > Payment Source: < all > Source Details: < all >

Account Type: < all > Account View: < multiple selection >

Category: < all > Document Reference: Name Payer/Payee: End-to-end Reference:

More Filters

Special Functions



Account	Value Date	Amount	Ccy.	Category	Expense/Revenue Type	Task	Transaction Code	Pay	Document Reference	Booking Key	exported	...
---------	------------	--------	------	----------	----------------------	------	------------------	-----	--------------------	-------------	----------	-----

- < multiple selection >
- < all >
- Account Category -
- Foundation
- MCE - Conferences
- N/A
- Region 1
- Region 10
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- SA - Standards
- Student Branch
- Accounts -









CT > Treasury > Cash Management > **Cash Flows**

Need Help? ? 📅 🔔 👤

🔍 [Search Bar] 🔄 📄 📧 📧 📧 📧

⊗ Filters

HOP: 800099-Europe, Middle East, Africa - Region 8 🔍 Ccy: < all > ☐ Account Type: < all > ☐ Category: [Blank]

from: 01/01/2022 📅 Cash Pool: < all > ☐ Account: Region 8 🔍 Payment Reference: [Blank]

to: 31/03/2022 📅 Payment Source: < all > ☐ Account View: < my accounts > ☐ Name Payer/Payee: [Blank]

Source Details: < all > ☐ End-to-end Reference: [Blank]

⊗ More Filters

**Press again to export the data into csv file.**



🔄 🔄 🔄 [Export Icon] < all > Dataset Display Limit

				Account	Value Date	Amount	Ccy.	Category	Expense/Revenue Type	Task
1				800099-Europe, Middle East, Africa - Region 8	01/01/2022	316.07	USD	Interest Paid		
2				800099-Europe, Middle East, Africa - Region 8	07/01/2022	-4.14	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.01.104 104 R8 Cmte.Meeting
3				800099-Europe, Middle East, Africa - Region 8	07/01/2022	-14.83	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.01.104 104 R8 Cmte.Meeting
4				800099-Europe, Middle East, Africa - Region 8	07/01/2022	-85.88	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.10.104 104 Comm Gen R8 Co
5				800099-Europe, Middle East, Africa - Region 8	07/01/2022	-83.62	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.10.104 104 Comm Gen R8 Comm Mtg Au





## Banking

### Payment Processing

- Payments
- Payment Templates **← 1**
- IC Payments
- Search Payments
- Sign Payments

## Cash Flows

Need Help?

Ccy. 
 Account Type

Cash Pool 
 Account

Payment Source 
 Account View

Source Details

Dataset Display Limit

	Value Date	Amount	Ccy.	Category	Expense/Revenue Type	Task
ast, Africa - Region 8	01/01/2022	316.07	USD	Interest Paid		
ast, Africa - Region 8	07/01/2022	-4.14	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.01.104 104 R8 Cmte.Meeting
ast, Africa - Region 8	07/01/2022	-14.83	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.01.104 104 R8 Cmte.Meeting
ast, Africa - Region 8	07/01/2022	-85.88	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.10.104 104 Comm Gen R8 Co
ast, Africa - Region 8	07/01/2022	-83.62	USD	Concur Activity	E-Travel Expenses - Volunteer	G-9.10.104 104 Comm Gen R8 Comm Mtg Au





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CT > Banking > Payment Processing > **Payment Templates**

Need Help?

Quick Search by ID

**Filters**

HOP: 800099-Europe, Middle East, Africa - Region 8 | Bank: < all > | CB Account: 800099-Europe, Middle East, Africa - Region 8 | Status: Open (unsent)

Template Name: | Ccy: < all > | Amount from: | Approval Pending: < all >

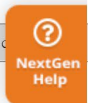
Account: < all > | Amount to: | Urgent Payment: < all >

**More Filters**

**Special Functions**

< all > Dataset Display Limit

							<input type="checkbox"/>	Status	Template Name	HOP	Account	CB Account	Beneficiary	Amount	Ccy.
1							<input type="checkbox"/>		800099-ACH Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD
2							<input type="checkbox"/>		800099-Check Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD
3							<input type="checkbox"/>		800099-Domestic Wire Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD
4							<input type="checkbox"/>		800099-International Wire Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD
5							<input type="checkbox"/>		IEEE R8 CB to R8 NatWest USD transfer	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	IEEE Region 8	100,000.00	USD





CT > Banking > Payment Processing > Payment Templates

Need Help? ? 📅 🔔 👤

Quick Search by ID  ↻

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- 
- 
- 
- 

Filters

HOP: 800099-Europe, Middle East, Africa - Region 8 🔍 Bank: < all > 🔍  CB Account: 800099-Europe, Middle East, Africa - Region 8 🔍  Status: Open (unset)

Template Name:  Ccy: < all >  Amount from:  Approval Pending: < all >

Account: < all > 🔍  Amount to:  Urgent Payment: < all >

More Filters

Special Functions

< all > Dataset Display Limit

									Status	Template Name	HOP	Account	CB Account	Beneficiary	Amount	Ccy.	
1									<input type="checkbox"/>	800099-ACH Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD	
2									<input type="checkbox"/>	800099-Check Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD	
3									<input type="checkbox"/>	800099-Domestic Wire Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD	
4									<input type="checkbox"/>	800099-International Wire Payment	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	REQUIRED	1.00	USD	
5									<input type="checkbox"/>	IEEE R8 CB to R8 NatWest USD transfer	800099-Europe, Middle East, Africa - Region 8		800099-Europe, Middle East, Africa - Region 8	IEEE Region 8	100,000.00	USD	

Number of

1 →

Create Payment

**Choose International Wire Payment**



Coupa Treasury - Outlook - Microsoft Edge

https://ieee-banking.ieee.org/ImPF/ZahlungsErfassung.asp?ClientID=1372&ComeFrom=vorlageVerwaltenGK.as...

### Enter Payment

**Basic Data**

HOP: 800099-Europe, Middle East, Africa - Region 8    Date Entered: 31/03/2022

Template: 800099-International Wire Payment    Entered by: 08596405

Transaction Type: < none >

**Remitter**

Account: < none >

CB Account: 800099-Europe, Middle East, Africa - Region 8

IEEE-800099-USD

R8 (USD)  
IEEE (HQ) (US)

**Beneficiary**

Name: REQUIRED

Street:

Postal/ZIP Code / City: REQUIRED    REQUIRED

Province/State: REQUIRED

Country/Region: CA - Canada

**Bank and Account Details**

IBAN:

SWIFT Code / BIC: REQUUSXX

Account Number: REQUIRED\*OR\*IBAN

Bank Code:

Branch Code:

Name: REQUIRED

Street:

Postal/ZIP Code / City:  \*Fill in city\*

Province/State:

Country/Region: CA - Canada

**Payment Details**

Amount:  1.00    USD

Payment Reference:

Fill in the form

Street

Postal/ZIP Code / City

Province/State

Country/Region

Bank and Account Details

IBAN

SWIFT Code / BIC

Account Number

Bank Code

Branch Code

Name

Street

Postal/ZIP Code / City  \*Fill in city\*

Province/State

Country/Region

Payment Details

Amount

Payment Reference

End-to-end Reference

Expense Regulation

Execution Date

Separate Transmission

Urgent Payment

Payment Instruction

Intermediary Bank

Additional Information (No Transfer to Bank)

1 2



Verify

**Banking**

- Payment Processing
  - Payments
  - Payment Templates
  - IC Payments** ← 1
  - Search Payments
  - Sign Payments

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**IC Payments: Coupa default view** Need Help?

Execution status Payer Account Receiver Account Value Date  
29/03/2022 - 07/04/2022 Clear all filters

€ Conversion Add Chart Group & Sort Columns **2** → New

Acco...	Receiver A...	Amount	Value Date	Payment Reference	Payment T...	Execution s...
		Transaction Curre...				

**IC Payments = Payment to another CB account**

NextGen Help

Need Help?



**Filters ±**

Entity Group	Entity	Execution status	Payer Account	Receiver Account	Value Date
-	-	All	-	-	18/03/2023 - 27/03/2023

Clear all filters

### New: IC Payment ✕

**\* Payment Type**

Payment **Fill-in the fields**

**\* Payer Account** **\* Receiver Account**

**\* Value Date** **\* Amount** **Transaction Code** **Category**

**Leave empty**

**Payment Reference**



## Training

How-tos for all your NextGen Activities.



Center for Leadership Excellence -  
MGA Geo Unit Training Tutorials &  
Information



NextGen Expenses

▶ 11:29



NextGen Banking - Access Accounts

▶ 6:51



NextGen Banking - Make a Payment

▶ 14:37



NextGen Banking - Tagging  
Transactions

▶ 7:42



NextGen Banking - Accessing  
Account Statement

▶ 5:49

[See All Training](#)

## QUESTIONS and Business Finance Solutions Support Staff for MGA – Contact Information



Lori Keller (732) 562-3801 [l.r.keller@ieee.org](mailto:l.r.keller@ieee.org)

Debbie Coto (732) 562-2662 [d.coto@ieee.org](mailto:d.coto@ieee.org)

Teresa Sacks (732) 562-3962 [t.sacks@ieee.org](mailto:t.sacks@ieee.org)

Lauren Jesch (732) 562-5321 [l.jesch@ieee.org](mailto:l.jesch@ieee.org)

Vicky Li (732) 562-5596 [v.li@ieee.org](mailto:v.li@ieee.org)

## Appendix – Links for Assistance

- Center for Leadership Excellence <https://iee-elearning.org/CLE/>
- IEEE Governing Documents <https://www.ieee.org/policies>  
Sections 11 and 16 of the Policies, and the Bylaws should be reviewed by Chairs & Treasurers
- IEEE Financial Operations Manual  
<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/financial-ops-manual.pdf>
- MGA Homepage <https://www.ieee.org/communities/geographic-activities.html>
- Contracts templates <https://legal.ieee.org/contracts/contract-templates>

THANK YOU