

PDP 2022/2023

Economy Officers Training

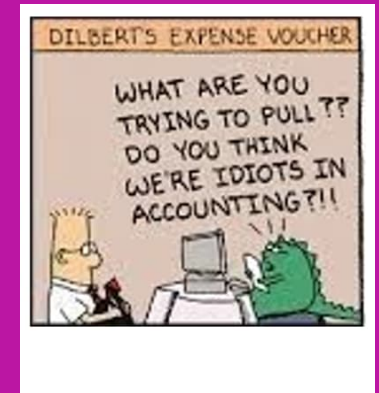
Eeva-Mari Virtanen

AC ARTS, Former PdP Project Controller

4th October 2022



Aalto University
School of Engineering



Economy Officers

1-0-1 to Aalto University Finances



PdP Economy Officers

i.e.

Your team has a budget – Aalto University money – You are to keep track of it.

Rules of spending: project related, trackable, transparent, according to Aalto financial guidelines.

Way to spend:

Buy the necessary thing → Prove the purchase [valid receipt] → Get paid

Where the money comes from ?

Aalto University Foundation → School of Engineering → Department of Mechanical Engineering

→ Product Development [Cost Unit] T21205 → PdP [project] 400497

PdP Economy Officers

1-0-1 to Aalto University Finances

Things to remember:

You are representing Aalto University Foundation

- **Foundation bookkeeping is public → possible to audit at any point
→ Transparency in purchases; Aalto finance rules.**

Your COST UNIT: T21205 & PROJECT: 400497 (Product Development Project)

PdP as a sponsor financed (business type) project

→ VAT; ALWAYS have a receipt showing the VAT

Business and pleasure apart

→ Separate receipts if you purchase personal stuff

Team budget

Budget / team: Max. 10 000€

- To be spent on the project relevant matters (sponsor visits, prototype materials)
- *Generally frowned upon at Aalto:* entertainment, buying food / refreshments unless for University's guests / for an event.
 - Moderation

As a REFERENCE, think as prototyping 50% / travel 50% (PdP Gala)

This may vary according to situation / your specific team requirements.

Ways to buy for project: #1

Ask seller to invoice Aalto

Invoicing address:

Business ID (VAT): FI22283574 (Aalto-korkeakoulusäätiö)
EDI code (e-invoicing address): 003722283574
Online invoicing operator: OpusCapita Solutions Oy
Operator EDI code: E204503

The following invoicing reference must be included in all purchase orders:

Reference: COST CENTER-PROJECT-CONTACT PERSON
(e.g. in PdP T21205-400497-Team name/Economy officer)

Aalto accepts **ONLY e-invoices** from domestic suppliers

Foreign suppliers may send invoice in pdf format [in this case, forward invoice to Project Controller

Firstname.lastname@aalto.fi

Invoicing address in the invoice

Needs to state Aalto University

e.g.

Aalto University Foundation sr
PO BOX 11000
FI-00076 AALTO, FINLAND

(official postal address, no matter when the invoice arrives electronically)

or

Aalto-yliopisto
PL 96081
01051 LASKUT

(Old address for paper invoices. NOT in use anymore)

Delivery address in the invoice

e.g.

Aalto Design Factory
Your name
Betonimiehenkuja 5 C
FI-02150 ESPOO, FINLAND

Ways to buy for project: #2

Aalto credit card - Let the PdP Staff (Albin) help

- Albin has an Aalto credit card
- If you need to buy something with credit card (bigger purchases etc.) ask Albin for help.
- If you need to buy something from Amazon, ask Albin for help since Albin has Aalto Amazon Business IDs (Also George & Shreyasi at DF)
- If you need to order something from Verkkokauppa, ask George. (Has a customer ID there – invoicing)

Ways to buy for project: #3

Purchase yourself → Claim in NEO

- Save receipt (!)
- Claim cost against the receipt in NEO, Aalto travel and expense management system
- All Aalto students can create an account in NEO (In the Old Days the Economy Officer has dealt the finances for the whole team)
- Essential that the claimant has made the purchase
OR
there's a bank transfer receipt proving that claimant has transferred the sum to the purchaser.



Receipts, proofs, lists

More is More – Transparency

Each claim must be verified with a seller's receipt.

Info required:

[The Whole Actual Receipt as a pdf copy \[preferably\]](#)

What bought?

When bought?

From where?

(Delivered to where?)

What did it cost?

Applied VAT?

List of participants

If an event, refreshments / food is served; travel - a list needed, who is present



The importance of

Value Added Tax

Domestic purchase

VAT is deducted/compensated. A proper receipt needs to be included.

i.e. only the 0% price eats up your budget

Price: 21,56€(incl. VAT)
Receipt proof
Cost to project 17,39€



Purchase for the project from abroad

Rechnung

By providing Aalto Business ID
– 0% VAT invoice
→ LESS COST FOR THE PROJECT
– Reverse VAT process

Bezahlt	
Zahlungsreferenznummer 1EJR4PJJa8LuvXZFJqvxh	
Verkauft von Shen Zhen Shi Ao Li Te Fu Dian Zi Ke Ji You Xian	
Xian Gong Si	
IBAN Nr. DE327572678	
Rechnungsdatum	
/Lieferdatum	01 Juli 2021
Rechnungsnummer	
INV-DE-170136771-2021-1592	
Zahlbetrag	
105,87 €	

Um unseren Kundenservice zu kontaktieren, besuchen Sie www.amazon.de/contact-us

Geschäftsadresse	Lieferadresse	Verkauft von
Design Factory	Aalto Design Factory	Shen Zhen Shi Ao Li Te Fu Dian Zi Ke Ji You Xian
Betonimiehenkuja 5C	Betonimiehenkuja 5C	Gong Si
Espoo, Finland, 02150	Espoo, Finland, 02150	Chunhuasijiyuan 12 building 7 unit 4B
	FI	Longhuaxinqiu minzhi street
USH-IDNr. FI22283574		Shenzhen, Guangdong, 518131
		CN
		USH-IDNr. DE327572678

Bestellinformationen	
Bestelldatum	30 Juni 2021
Bestellnummer	302-6280354-2416348
Auftraggeber	Aalto Design Factory

Rechnungsdetails					
Beschreibung	Menge	Stückpreis (ohne USt.)	USt. %	Stückpreis (inkl. USt.)	Zwischensumme (inkl. USt.)
ALITOVE WS2812B LED Streifen Neonschild Licht 2m 5V adressierbar RGB	3	35,29 €	0% (1)	35,29 €	105,87 €
Regenbogen LED Lichter für DIY LEDs Neon-Buchstaben Barschilder Kunst					
Wanddekoration Beleuchtung					
ASIN: B07WHT2V9K					
Versandkosten		5,69 €		5,69 €	5,69 €
Aktionsrabatt		-5,69 €		-5,69 €	-5,69 €
Gesamtpreis					105,87 €

Travel

From PdP Teaching Team's point of view:

Plan your travel well ahead and discuss it with the teaching team either face to face or via email. We would like to know the purpose of travel, how does it contribute to your project, where, when, and participants.

PS: Keep the travel expenses as budget friendly as possible!

Remember the rule of thumb: max 5000 Eur for all the travel expenses throughout the project.

From AALTO point of view:

The Finnish tax authorities have clarified the guidelines for reimbursement of study-related travel expenses.

→ reimbursement of study-related travel expenses is treated as taxable income (tax authorities) **UNLESS** these are covered with a travel grant

→ **Plan ahead! Prepare to apply for a travel grant if traveling!**

Types of travel and how to act

Domestic short distance travel (local ADF Team):

EXCEPTION TO THE TRAVEL GRANT RULE

- You **all** get in a **one car** and drive to visit the sponsor nearby
- You take **a public transport to the vicinity** to pick up a packet from post / have a meeting with the sponsor
- You take a **car / bus to pick up an urgently needed prototype part** from supplier
- You need to transport the prototype for testing / for sponsor to see etc.

→ Regarded as representing Aalto University while completing the project. This means the costs can be paid tax-free from the project without a previously applied travel grant.

If driving, KM compensation is 0,25€/km (2021)

Types of travel and how to act

Domestic long distance travel (local ADF Team) :

You visit the sponsor facilities further ahead; stay overnight or longer.

→ Plan ahead! You **must apply for a travel grant**. Eetu approves the application.

Long distance travel abroad (local ADF Team) :

You travel abroad for project reasons (e.g. visit sponsor / meet the global team)

→ Plan ahead! You **must apply for a travel grant**. Eetu approves the application

Long distance travel (GlobalTeam) to Finland :

e.g. Global Team arrives to PdP Gala.

→ Plan ahead! Travelers **must apply for a travel grant**. Eetu approves the application. You may fill the application on behalf of the global team participants.

Travel Grant How to apply

The student applies for the travel grant personally, for each travel separately and before the travel takes place.

The application is ongoing for the time being.

<https://www.aalto.fi/en/services/students-travel-grant-travel-arrangements-and-reimbursing-other-expenses>

Instructions for travel grant application

1. Apply for the grant at least four weeks before your planned trip. If you travel with a group of more than 10 people, submit your application at least six weeks before the trip.
2. Estimate the cost of the trip. Travel is by public transport, economy / basic class or student fare considering overall economy and safety. You can search for flight and hotel prices in Aalto's Neo travel and expense management system. Accommodation prices (such as Airbnb) can also be searched outside Neo.
3. Fill in the application form carefully. You can find the application form below. If any details are missing, the form will be sent back to the student for updating.
4. Seek approval for the trip and the travel grant from the head of the department or degree program. The application can be signed in writing, electronically, or it can be approved by email.
5. Submit the form after it's been signed or approved by the head of the department or degree program. Send it to travelgrants@aalto.fi
6. You will receive the grant decision within two weeks of submitting the application.

Travel Grant Application Form

One for each traveler

If several people have same destination, one (email) approval is sufficient for all of them.

If Global Team members travel, YOU may fill the grant application on behalf of them.



AALTO KORKEAKOULUSÄÄTIÖ		A!	
VAT FI22283574			
Aallon Matkatiimi varaa apurahalla rahoitettavat matkat.			
Aalto's Travel team will book all travel funded by the travel grant.		29.9.2021	Tallenna tiedosto omalle koneelle ennen muokkaamista. Download this file to your computer before making changes.
MATKASUUNNITELMA JA MATKA-APURAHAHAKEMUS			
TRAVEL PLAN AND TRAVEL GRANT APPLICATION			
<small>* pakollinen kenttä / mandatory field</small>			
* Matkustajan nimi / Traveller's name:			Sukunimi + Etunimi / Last + first name
* Matkustajan henkilötunnus / Traveller's Finnish ID code			OR date of birth if you don't have Finnish ID code
* Matkustajan osoite / Traveller's address:			Osoite + postitoimipaikka / Address + city
* Matkan kohde ja ajankohta / Travel destination and time			
Perustelu apurahalle / Argument for the grant			
Matka / Trip:	Suunniteltu matka (majoitus, juna, lento jne), päivä ja kellonaika / Planned trip (accommodation, train, flight etc), date and time	Arvioidut kulut / Estimate costs	
Matkaliput / Travel tickets			
Matkaliput / Travel tickets			
Matkaliput / Travel tickets			
Majoitus / Accommodation			
Majoitus / Accommodation			
* Arvioidut kulut yhteensä / Estimated costs total			
Maksetaan yhteensä / Total: (Apurahan määrä / Scholarship total)		0,00 €	Matkatiimi täyttää kentän / travel team fills out the field
* Projektin numero ja nimi / Project number and name:			
* Koulu / School:			
* Matkan aihe ja syy / Details and reason of the trip:			Selite hyväksyjälle / Info to approver.
Ilmoita tässä myös matkan vastuopettajan/henkilön nimi, sekä jos kyseessä on ryhmämatka / Write here the name of the responsible teacher/person, and indicate if you are travelling with a group			
1. Hyväksytty / Approved Yksikkö / Department			Puoltajan allekirjoitus / Signature of the endorser
2. Hyväksytty / Approved Matkustuspäalvelut / Travel Services			Matkatiimin hyväksyjän allekirjoitus / Signature of the travel team approver

In the case you are arranging flights for your global team members (non-Aalto students), for the final Gala for example, and additional document “Aalto personal data / Visitor”, available in Mycourses, needs to be filled; the info that is usually needed for flight booking.

Personal data (Please use block letters)

Last name		First names	
Preferred name if different than above (aalto.fi address is generated based on the preferred name.)			
Last name		First name	
Finnish national ID (Please provide Date of Birth (DD.MM.YYYY) if you do not have Finnish national ID)			
Home address in a country of permanent residence			
Postal code and city			Country
Street address in Finland during the visit (if permanently residing outside Finland)			
Postal code and city			
Home telephone number in international format (e.g. +358...) (Please prefer mobile phone.)			
E-mail address (different than aalto.fi)			
Gender			
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other			
Home country		Nationality	Dual citizenship

Please fill out if you are currently a student at Aalto University

Student number

The personal data I provide will be registered in the HR information system of Aalto University. The data may be transferred to other Aalto University information systems (e.g. relating to user account administration, building access control or for academic visitors, the ACRIS research information system). The contact information I provide may be used by the IT account administrators in order to contact me.

(First: Fill up the excel document “Travel Grant Application Form” in Mycourses / Aalto website. One for each traveler. Aalto travel team can book the flights after the travel grant has been approved.)

Info for Travel Team for booking the tickets:

- Travel description and purpose.
- Dates of the travel and flights details
- All passengers’ personal information:
 - Full name as stated in passport
 - Passport number (if from outside EU)
 - Gender (Booking system still asks ms/mr)
 - Nationality
 - Email address
 - Phone number
 - If check-in luggage is needed or not

Send the personal data forms and travel details to PdP office:

they will be forwarded to Aalto travel services, to buy travel insurances and flights for all passengers.

Notes:

→ The flights can be booked by Aalto Travel Team through the Aalto's external travel agency

→ You can book the flights yourself (not prohibited in 2022 – consult the travel team – AND only after the grant has been approved) → submit a cost claim in NEO. Within one (1) month, student fare, all receipts attached. Pls. Note Aalto travel team cannot in this case assist in cancellations, delays, etc.

When/If travelling abroad.

→ For accommodation in the destination country, you can either book it by yourself, and submit a cost claim in NEO or come to the PDP office. Travel team can book hotels.

Create account in NEO

Aalto Travel & Expense management system

Open the profile creation form via this link (you need your Aalto ID and password):

<https://sharepoint.aalto.fi/sites/Workflow/Students/Lists/Payment%20Profile/NewForm.aspx>

Step 1 Accept the terms and fill out the requested information. All details are mandatory due to Finnish taxation and bookkeeping rules.

- accept the terms and conditions
- country of residence
- bank information: country and bank account number (in IBAN format)

Click "Save".

The system checks your details and you will receive an email with a link to Step 2 form.

Step 2 Follow the link in the email notification you received. Fill in additional information:

- all first names as written in our passport
- name of Aalto school
- address

Click "Save and submit".

It takes an hour for the system to create a NEO profile for you.

Create your expense report in NEO

Log in to NEO from the aalto.fi pages Tools or by typing neo.aalto.fi in your browser.

Please note that you can access Neo from anywhere but if you are not in Aalto network (Aalto workstations, VPN or VDI) multifactor authentication (MFA) is used. More information on multifactor authentication can be found here: <https://www.aalto.fi/en/services/how-to-use-mfa>

Instructions on how to use VDI: <https://www.aalto.fi/en/services/vdiaaltofi-how-to-use-aalto-virtual-desktop-infrastructure>

Instructions on how to setup VPN connection to Aalto: <https://www.aalto.fi/en/services/remote-connection-to-aaltos-network-vpn>

Before you start making your expense report in NEO, make sure you have the following at hand:

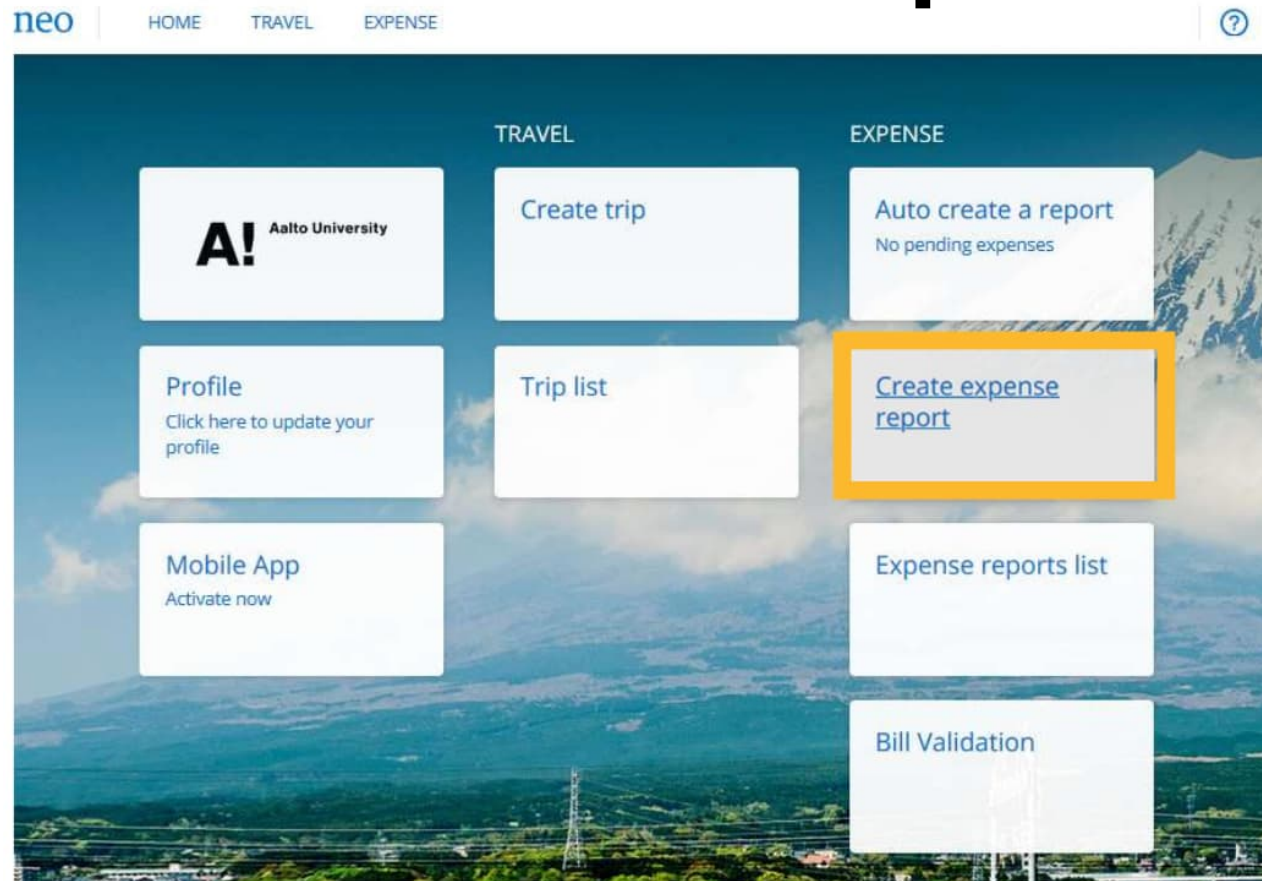
- Project number and cost center
- Receipts from your purchases

Please note:

Please note the following when making your expense report:

- Only report those expenses you have paid and that your teacher/course responsible person has approved.
- Attachments have to be in PDF or picture format (.jpg, .png, ..).
- The maximum size of an attachment is 3MB
- Do not attach documents with sensitive information to your expense claim (e.g. bank account details).
- The processing of the expense report takes approximately 2-3 weeks.
- If some information is missing, the claim will be returned to you and the payment will be delayed.

Step 1: Select “Create expense report”



Step 2: Fill in the expense report header form

- **Name Non-travel: Goods/Services mmyy**
Travel: Reason Destination mmyy
- **Reason for expense**
Describe the purchased materials or services in detail
- **Project code Type in the project number or search with the project name. The project related fields below the project code are automatically populated. Double click the project code if the cost center is not automatically filled in straight away.**
- **Report Type**
Select Expense report for materials and Travel Expense report for travel related expenses
- **I have my Superiors Permission**
Select “Yes”, you always need your course responsible person’s prior approval for purchases
- **Click Confirm after you have filled in the information**

The screenshot shows a web form titled "Create expense report". The form contains several input fields, each with a close button (X) on the right side. The fields are: Name (Materials for coursXYSD 0421), Reason for expense (Materials and supplies for the course XYSD), Distribution (Project Code: 60444101 UNITE! ARTS LES, Cost Center: A80001 Learning services ARTS, Project Type: EU: Other EU funding, Department: A800 School services, ARTS, School: School of ARTS, Report Type: Expense report / Kululasku), Object Code (empty), I have my Superiors Permission (Yes), Assignment Travel (No), and Leisure Travel part of Trip (No). At the bottom of the form, there is a green button labeled "Charge more accounts" and a "Reset" link. A blue button labeled "Confirm" is highlighted with a yellow border.

Step 3: Add your expense lines

The screenshot displays the Neo expense management interface. At the top, there are navigation tabs for 'HOME', 'TRAVEL', and 'EXPENSE'. The user is logged in as 'Mr Vernon Bear'. The main header shows a folder icon and the text 'Materials for courseXYSD 0421'. Below this, there are icons for settings, a 'List' dropdown, and a '+ Add expense' button, which is highlighted with a yellow box. The main content area is a table with columns for 'N#', 'Expense', 'Taxes', and 'Amounts'. The table is currently empty, with a large, faint receipt icon in the center. On the right side, there is a sidebar with an 'Expense Box' containing 'Received', 'Rejected', and 'Deleted' options, and a 'Summary' section showing '#340511' and 'Mr Vernon Bear'.

Step 4: Additional attachments

Travel: Name list; travelers + destination / name of company visited

Refreshment expense: Name and purpose of the event, list of participants and their organizations

Select expense type



Favorites



Step 5: Submit your expense report

neo | HOME TRAVEL EXPENSE | ? | Mr Vernon Bear

Materials for course XYSD 0421 | Actions | List | Add expense

N#	Expense	Taxes	Amounts
1	Student - Material 60444101 UNITEI ARTS LES - A80001 Learning services ARTS - Tax benefit EU: Other EU funding - A800 School services, ARTS - School of ARTS - Expense report / Kululasku - N/A - Yes - No - No April 25, 2021 Finland Aalto No receipt	VAT	0.97 EUR Authorized 5.00 EUR Reported 5.00 EUR
2	Attachment Required 60444101 UNITEI ARTS LES - A80001 Learning services ARTS - Tax benefit EU: Other EU funding - A800 School services, ARTS - School of ARTS - Expense report / Kululasku - N/A - Yes - No - No April 25, 2021 Finland Image receipt	VAT	0.00 EUR Authorized 0.00 EUR Reported 0.00 EUR

Expense Box
Received
Rejected
Deleted

Summary #340511 Mr Vernon Bear

Approval and History Draft

Anomalies

Compliance Issues

Reported amount 5.00 EUR
Reimbursable amount 5.00 EUR

View PDF

Submit

On the A4 paper write down:

- Team name
- Name of the team's Economy Officer / claimant
- The purchase description
- The date of the purchase
- Total price

PdP Team SpaceX
Full name: Elon Musk
Purchase: Electronic parts

Date: 11.05.2018
Total price 21.55€





Final Details for Order #302-6280354-2416348

[Print this page for your records.](#)

Order Placed: 30 June 2021
order number: 302-6280354-2416348
Order Total: EUR 169,73

Dispatched on 1 July 2021

Items Ordered

3 of: **ALITOVE WS2812B LED Strip Neon Sign Light 2 m 5 V Addressable RGB** EUR 35,29
Rainbow LED Lights for DIY LEDs Neon Letters Bar Signs Art Wall Decoration

Lighting

Sold by: ALITOVE-EU ([seller profile](#)) | Product question? [Ask Seller](#)
 Business Price

Condition: New

2 of: **Lammomo RGBIC LED Strip 5 m, 24 V Dreamcolor Dimmable LED Strip with** EUR 33,61
Remote Control, Waterproof Flexible Silicone Light Strip, Magic Colour Neon Light
Tube for Indoor Outdoor Decoration (Uncuttable)

Sold by: sinappyeu ([seller profile](#))

Condition: New

Shipping Address:

Aalto Design Factory
 Betonimiehenkuja 5C
 Espoo, Finland 02150
 Finland

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

MasterCard/EuroCard | Last digits: 6171

Invoice Address:

Aalto Design Factory
 Betonimiehenkuja 5C
 Espoo, Finland 02150
 Finland

Item(s) Subtotal: EUR 173,09

Postage & Packing: EUR 9,49

Total Before VAT: EUR 182,58

VAT: EUR 0,00

Total: EUR 182,58

Promotion Applied: -EUR 12,85

Grand Total: EUR 169,73

Credit Card transactions

MasterCard ending in 6171: 1 July 2021: EUR 169,73

To view the status of your order, return to [Order Summary](#).

Please note: this is not a VAT invoice.

Rechnung

Bezahlt

Zahlungsreferenznummer 1EJR4PJa8LuvXZFJqpvh
 Verkauf von Shen Zhen Shi Ao Li Te Fu Dian Zi Ke Ji You Xian
 Gong Si
 USI-IDNr. DE327572678

Rechnungsdatum
 /Lieferdatum 01 Juli 2021
 Rechnungsnummer INV-DE-170136771-2021-1592
 Zahlungsbetrag 105,87 €

AALTO DESIGN FACTORY
 BETONIMIEHENKUJA 5C
 ESPOO, FINLAND, 02150
 FI

Um unseren Kundenservice zu kontaktieren, besuchen Sie www.amazon.de/contact-us

Geschäftsadresse

Design Factory
 Betonimiehenkuja 5C
 Espoo, Finland, 02150
 FI

USI-IDNr. FI22283574

Lieferadresse

Aalto Design Factory
 Betonimiehenkuja 5C
 Espoo, Finland, 02150
 FI

Verkauft von

Shen Zhen Shi Ao Li Te Fu Dian Zi Ke Ji You Xian
 Gong Si
 Chunhuasijiyuan 12 building 7 unit 4B
 Longhuaxinqu minzhi street
 Shenzhen, Guangdong, 518131
 CN

USI-IDNr. DE327572678

Bestellinformationen

Bestelldatum 30 Juni 2021
 Bestellnummer 302-6280354-2416348
 Auftraggeber Aalto Design Factory

Rechnungsdetails

Beschreibung	Menge	Stückpreis (ohne USt.)	USt. %	Stückpreis (inkl. USt.)	Zwischensumme (inkl. USt.)
ALITOVE WS2812B LED Streifen Neonschild Licht 2m 5V adressierbar RGB Regenbogen LED Lichter für DIY LEDs Neon-Buchstaben Barschilder Kunst Wanddekoration Beleuchtung ASIN: B07WHT2V9K	3	35,29 €	0% ⁽¹⁾	35,29 €	105,87 €
Versandkosten				5,69 €	5,69 €
Aktionsrabatt				-5,69 €	-5,69 €

Gesamtpreis

105,87 €

Account transactions

Visa Electron purch.

From account:	
Card number:	
Remitter:	
Beneficiary:	Amazon *Mktplce EU-UK
Amount:	25,35- EUR
Payment date:	01.09.2016
Reference number:	
Message:	EUR 25,35 AMAZON.CO.UK
Entry date:	01.09.2016
Value date:	01.09.2016
Archive ID:	160901258875BD9083

Attachments if driving

Example:

You had to visit KONE factory in Hyvinkää, with your teammates, as part of your PDP project, and driving your own car is the best option due to lack of convenient public transportation.

The itinerary is: **Design Factory – KONE – Design Factory.**

Step 1: Agree on the visit with the teaching staff

This could be done by simply sending an email or discussing verbally with the teaching staff, explaining the purpose of the visit in relation with your project.

Step 2: Prepare own car odometer pictures and google mapsitinerary

1. Take a picture from your car's odometer at the start of your trip (ADF), and at the end once you are back (to ADF).

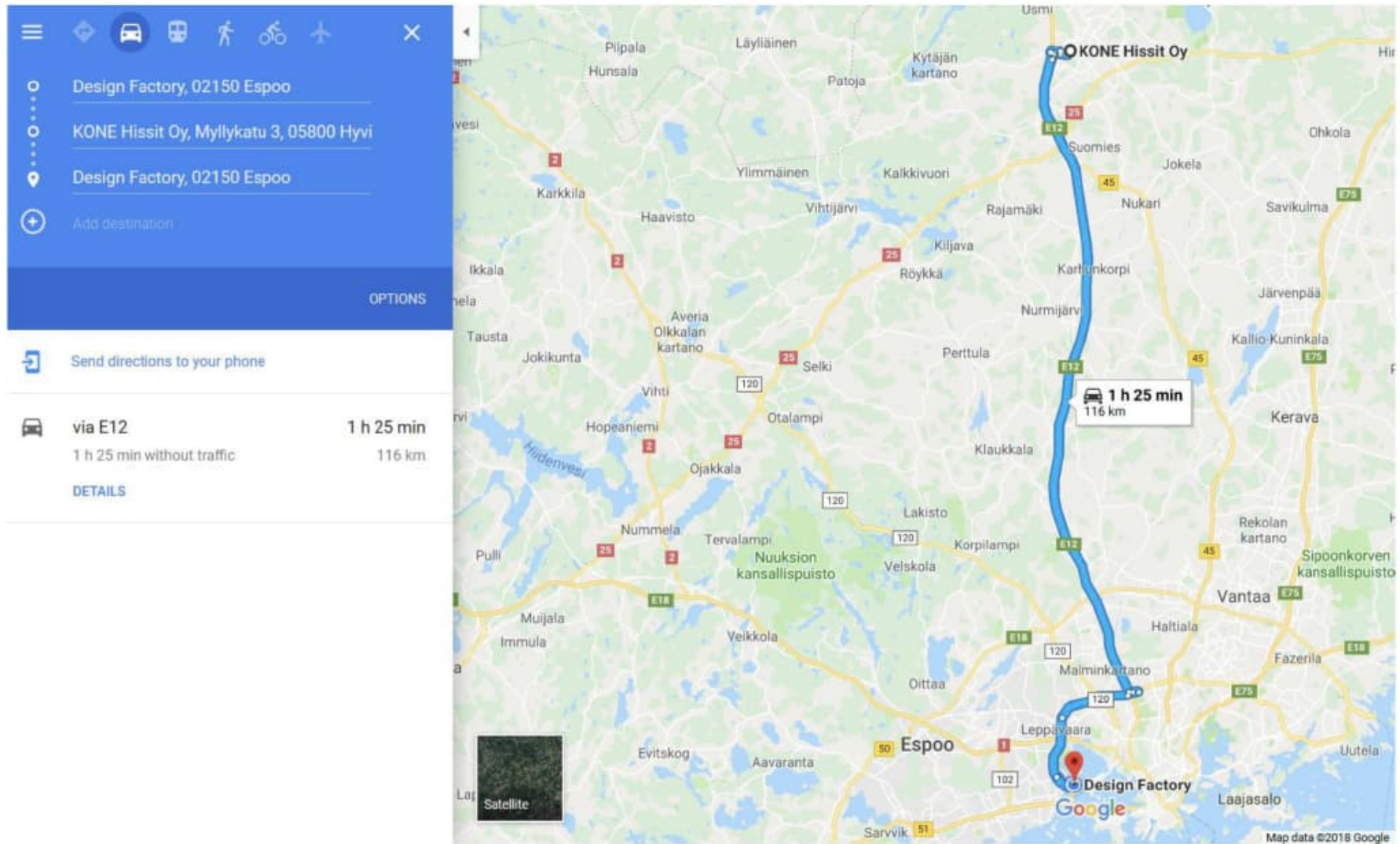


Take a picture at the start of your trip



Take a picture at the end of your trip

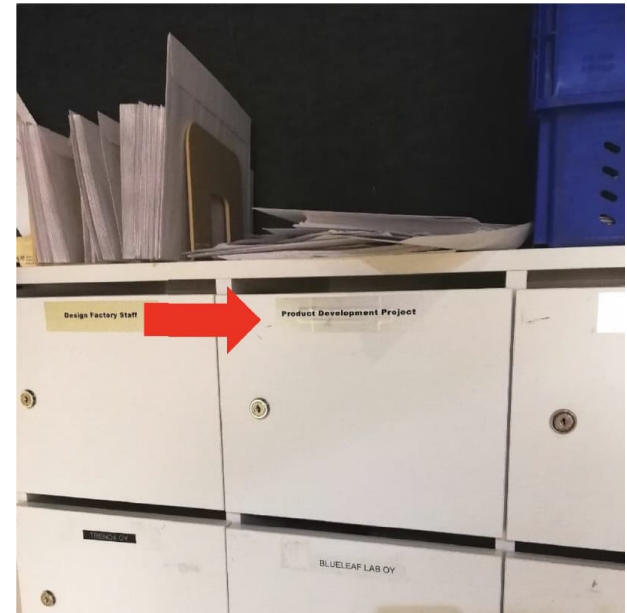
2. Take a screenshot of the itinerary (DF – KONE – DF) from google maps



A

Important:

1. **Submit your monthly cost claims in NEO by 15th of next month at the latest.**
2. **Update the costs in the budget excel sheet and submit it via Mycourses by 15th each month.**
3. **After been scanned and submitted in NEO, put the A4 paper receipts in the PDP mail box.**



**In case of any inquiries don't hesitate
to contact the PdP team**

**Enjoy the experience, stay safe,
learn a lot and have fun!**