Summit – Category Headings

- Expenses (HR Payroll)

Payroll is mostly self-explanatory. It is organized alphabetically by co-manager.

- Expenses (Accounts Payable, Procard)

This category is anything you’ve purchased with a PO or Procard, or anything from a vendor outside of the University. Originally organized by Account Code, it may be more useful to sort by Vendor ID or Amount.

- Expenses and Transfers Out (External)

As much as this category is called External, it really refers to transactions applied within UMass, outside of Student Affairs. For example: UCard Fees, Phone Charge, Student Farm, MICROS.

- Expenses and Transfer Out (Other Sources)

These are the transactions within Student Affairs such as printing at CD&C, BoSB dues, and credit card fees. Full costing is also accrued here, but the description will read AO_Bus_CFSs_not_SATF_CFS because, why just write ‘full costing’ when you could come up with something much longer and more confusing.

- Revenue and Transfers In

Ok, here’s where it gets weird. First I would sort by Line Description, so you can organize transactions by source (hopefully). Here is how a source might match a description:
• **Cash** – A cash transaction is often described simply by the date on the deposit slip, but sometimes with a modifier such as the business name, or the day of the week. e.g. 4/22/2015, FRIDAY 4/22/2015, CD&C 4/22/2015

• **Credit Cards** – All credit card transactions are described as *Cash Management*.

• **UCard and YCMP** – These transactions only show up in Summit as an aggregation of usually a month of transactions. However the start and end dates of each transaction are not recorded.

• **Recharges** – Whether for *Catering* or *RSO/Departmental Sales* these transactions should show up under the name of the organization.