

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.