

Glossary

Purchasing

Department ID – A ten digit number which identifies your financial account with the university.

Fund Code – A five digit number identifying type of funds; generally either a revenue (from own revenues) or fee (being from the SGA) account.

Speed Type (Speed Key) – A six digit number that represents both a Department ID and a Fund Code for that department. Think: bank account routing number.

Account Codes – Codes established by the state to track types of revenue and expenses. NB: Account codes used in QuickBooks may not match codes used by the university.

Full Costing – A University charge applied to each business that allows you to operate on university property. It is equal to 7.9% of direct expenses, so only things like payroll and goods for resale, not taxes, BoSB dues or fines.

Vendor – A company which supplies parts or services to another company. Due to university policy, to buy from a vendor they have to be on the list of university approved vendors.

Invoices – An itemized list of goods shipped usually including the price and the terms of sale.

PO – Purchase Order: Often referring to a blanket order, where an amount of money is set aside from your account to cover multiple invoices from the same vendor. This can also represent a single approved purchase.

Acronyms

BoSB – Board of Student Business: group comprised of two representatives from each business and two consultants. All co-managers are welcome to attend BoSB meetings.

CSB – Center for Student Business.

CSB tax – 1% of all revenues contributed to the CSB to help cover the cost of computers, administrative supplies, etc.

CSD – Center for Student Development: department on campus that encompasses all student agencies and organizations, including RSO's and CSB. NB: This department is now called Student Engagement, though you may still find references to the CSD

COGS – Cost of Goods Sold: expense incurred when creating, manufacturing or selling a product. Calculated by using this formula:

$$\text{Beginning Inventory} + \text{Purchases} - \text{Ending Inventory} = \text{COGS}$$

IR – Inter Activity-Recharges – financial transactions between accounts managed by CSD: RSOs, SGA, etc.

- Inter Department Billing – financial transactions where one or more accounts are not managed by CSD: Academic departments, house councils, etc.

NASCO – North American Students of Co-operation: An organization representing student cooperative organizations throughout the continent.

RSO –Registered Student Organizations: an official campus club, group, organization, association, or gaggle.

SGA – Student Government Association: over 250 undergraduate officers working to protect students' rights and serve the campus.

SR – Signature Responsibility: The authority to sign a document for your business (purchase orders, room requests, etc). You must complete a training before receiving this authority.

VAWC – Valley Alliance of Worker Cooperatives

YCMP – Your Campus Meal Plan: Types of meal swipes that can be used at all dining locations on campus. Mainly for upper classmen to use

Strictly Business

Asset – Things that are resources owned by a company and which have future economic value that can be measured and can be expressed in a monetary value.

Bookkeeper – The co-manager who records the accounts or transactions of a business in Quickbooks and the general ledger.

Budget – An itemized forecast of an individual's or company's income and expenses expected for some period in the future.

Capital Equipment – Any equipment that is purchased for the business that is over \$1000.

Fiscal year – The year for financial reporting: UMass Amherst uses July 1-June 30.

Fixed Expense – Expense that stays the same between periods, such as monthly telephone charge or rental fee.

Gross Margin – (GM) or Gross profit, is how much profit you made off of selling your products alone. It only takes into account direct expenses of making the product. Uses the following formula:

$$\text{Total Income} - \text{COGS} = \text{GM}$$

Inventory – a business's merchandise, raw materials, and both finished and unfinished products that have not yet been sold. It is considered a liquid asset, since it can be easily converted to cash by being sold.

Marketing – Process of planning and executing the conception, pricing, promotion and distribution of ideas, goods and services to satisfy customers.

Net income – The revenue of a business minus cost of goods sold, expenses and taxes for an accounting period.

Variable Expenses – Are expenses that change or vary between periods, such as food and inventory purchases.

Miscellaneous Vocabulary

Auxiliary Services - Auxiliary Services runs all the dining services on campus, including YCMP, Dining Dollars, and UCard. In addition, they are in charge of scheduling all Campus Center Events, including booking rooms in the CC.

Cooperatives – A business owned and operated by the staff members who use it: a democratic organization whose earnings and assets belong to its members

Dining Dollars – A dollar for dollar debit system run by Auxiliary Services.

Donations – A gift or a grant received

Encumber – To designate a certain amount of the money in your account to be held aside for any reason

Environmental Health and Safety - Each food business is required to have an inspection by EHS prior to opening, during operations and before closing. They will look to make sure that there are no food handlings or safety issues within the business. In addition, there should be at least one person certified with ServSafe in a food business.

Pro-card – The Pro-card is a credit card issued through the University that is linked to a speed type (see above).

QuickBooks – QuickBooks is a software program designed to assist businesses with their financial bookkeeping procedures.

Rochdale Principles – Set of seven principles upon which cooperatives are based.

Summit – An online interface for the University's financial data.

UCard – Program run through Auxiliary Services linking students' University ID card to money deposited in the account to make purchases on campus.