STUDENT ACTIVITIES &
STUDENT ORGANIZATIONS

The Advisor's Guide to Student Organization Finances

University of Miami

Last Updated: August 28, 2024

This booklet includes a brief introduction on your role as an advisor through the financial lens, as well as step-by-step instructions on: How to Create a Purchase Order, How to Pay a Vendor, How to Create a Supplier Invoice, How to Approve Ad-Hoc Payments and more!

workday.

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Your Role as an Advisor

What your position does for Student Organizations

By accepting this position, you begin the task of becoming a mentor for a group of students who share a common goal or interest. These students are in need of someone who oversees their advancements in order to make sure they have the resources to succeed and grow.

This guideline will dive specifically into the organization's financials. As an advisor you will have access to the SAFAC and Non-SAFAC Program IDs (accounts), the ability to approve and deny student spending and purchasing, hire outside suppliers and more! All of these things are vital for student organizations, but cannot be done by student leaders alone. It's important to stay up-to-date with the financial system as an advisor, since your access to Workday will be how your organization utilizes their funding to better themselves and the objectives of the group as a whole.

The Definitions of Advisor Roles in Workday

Program Manager- *"This role approves business process related to his/her assigned Program and has access to reports and other information about the Program in Workday."* This is the main position that advisors are granted in Workday, and creates the ability to track and review student reimbursements.

Cost Center Manager- *"Ability to initiate as well as approve certain HCM (Human Capital Management) and Finance business processes for workers in their Cost Center(s) or Cost Center Hierarchy."* This is the second level approver role when reviewing reimbursements.

Program Reviewer- *"This role replaces the "Responsible Person" in FRS and is able to view financial information about assigned Program(s)."* In order to see current balances of the SAFAC and Non-SAFAC accounts, advisors need to have viewing access to the various programs tied to the organization.

Department Procurement Data Entry Specialist- *"This role can both initiate PCard (purchase card) transaction submissions and purchase requisitions on behalf of other employees in an assigned organization. This role can also initiate a check request (formerly eCheck) to reimburse for expenses related to University activities, including travel to campus."*

Workday.miami.edu

All financial actions for the advisors are run through the Workday system. In order to gain access to your organization's accounts and be assigned the roles listed on this page, please email:

saso@miami.edu

There are online trainings available specific to each Workday role found at ulearn.miami.edu. For guidance on which trainings to complete, please reference the following link:

https://workday-hr.it.miami.edu/training/workday-finance/training-catalog/index.html

WalkMe Smart Walk-Thrus

A tech guide to assist you in completing Workday processes

Workday has a plugin you can install that will guide you through many Workday processes. Once installed, you can click on the "help me" orange button at the top of Workday or the robot face (ActionBot) all the way at the bottom right of the Workday homepage for assistance. The information for downloading this plugin and ActionBot can be found at https://workday-info.miami.edu/training/walkme-for-workday/index.html

Amazon Business

Making purchases on Amazon through Workday

The University has partnered with Amazon to provide a business account for University related purchases. This is the required method for making any University related Amazon purchases as a UM employee. The information for how to register and utilize this is located at https://purchasing.miami.edu/suppliers/amazon/

Corporate Cards

How to obtain a purchase card or travel card for your organization

In an effort to reduce the total amount of cards held by departments, the Corporate Cards office will require specific verbiage when applying for a travel card or purchase card. Under the justification area listed in the form, please include the following explanation:

Funds will be used in accordance with what has been reviewed and approved by Student Activity Fee Allocation Committee in the Department of Student Activities & Student Organizations within the Division of Student Affairs. Card being requested to support my role as a faculty/staff advisor to one of the 300 recognized student organizations.

The applicant's supervisor will need to sign the form as all University employees primary assigned cost center is their department. Any questions relating to this can be forwarded to sasofinance@miami.edu

Please note, purchase and travel cards are not automatically approved. Once an application is submitted they are reviewed by Supply Chain leadership before issuing.

How to Create a Purchase Order

A direct payment from University Programs

For more information on purchase orders, please visit: https://controller.miami.edu/web-new-01-departments/accounts-payable/vendor-po-payments/index.html

1. Click the “Purchases” button on the Workday home page (credit card icon), then click “Request Non-Catalog Items”. You can also get to this step by typing “create requisition” in the Workday search bar at the top. Select the appropriate categorization of the order from the drop-down menu for “requisition type” (goods, services, etc.). Ensure the address listed is correct, then click “okay” (please note that goods must be shipped to the University of Miami campus if processed through a Purchase Order).

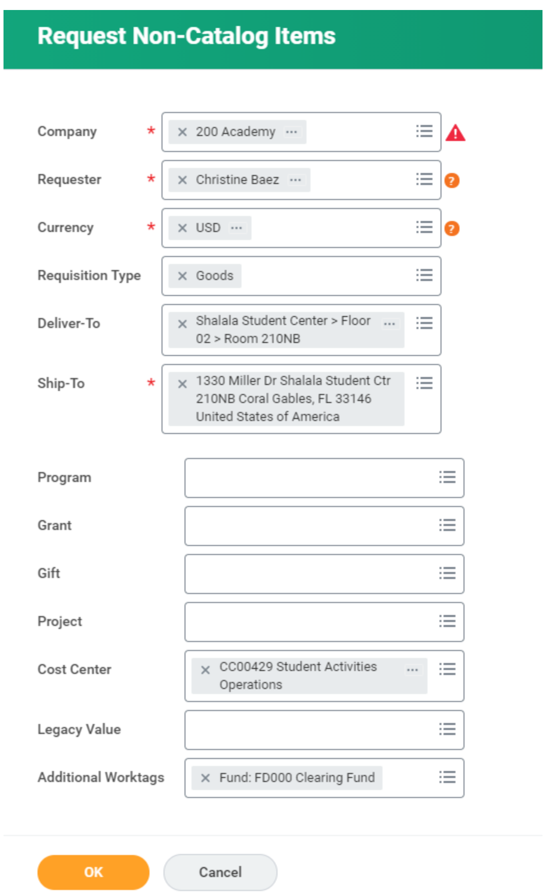
BEFORE YOU BEGIN:

*Acquire a quote from either the supplier or student

*Know which Program ID (account) funds are to be taken from

* Add the supplier in Workday if they are not already: https://www.youtube.com/embed/pR-kmeqFp0E

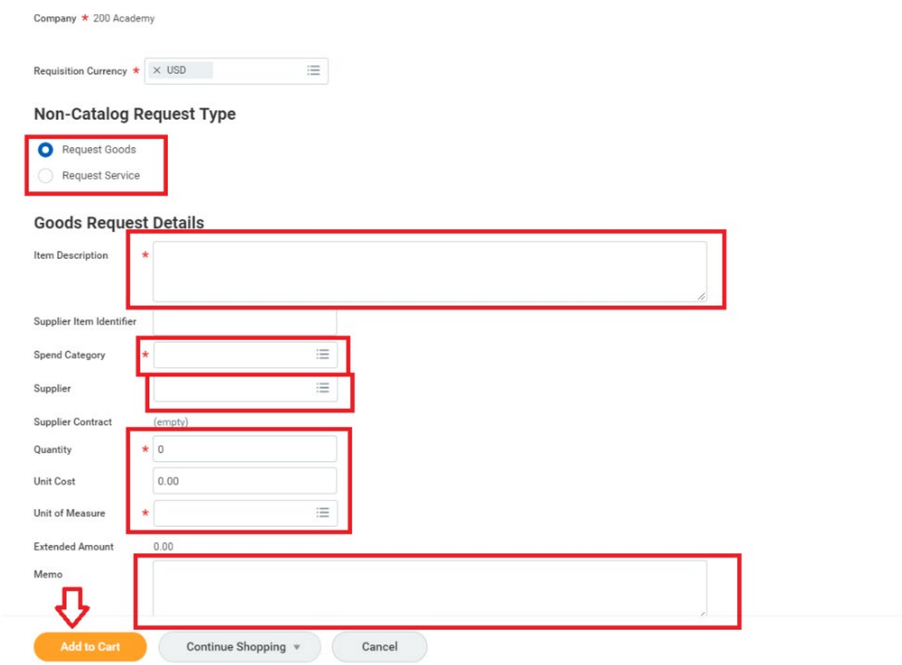
*What a vendor will be asked when onboarding them: https://purchasing.miami.edu/_assets/pdf/supplier-registration-steps2.pdf



Tip: if you are using only one Program ID (account) for the order, you can list it on this page in the “program” box so it auto populates for you later on. If not, you have the chance to enter it later on in the process. Then click the orange “OK” button at the bottom to take you to the next page.

- For information on other purchasing options instead of requesting non-catalog items, please visit Miami.edu/purchasing, click on the “Training Resource” tab, and view the different “Creating Goods Requisitions” tutorials.

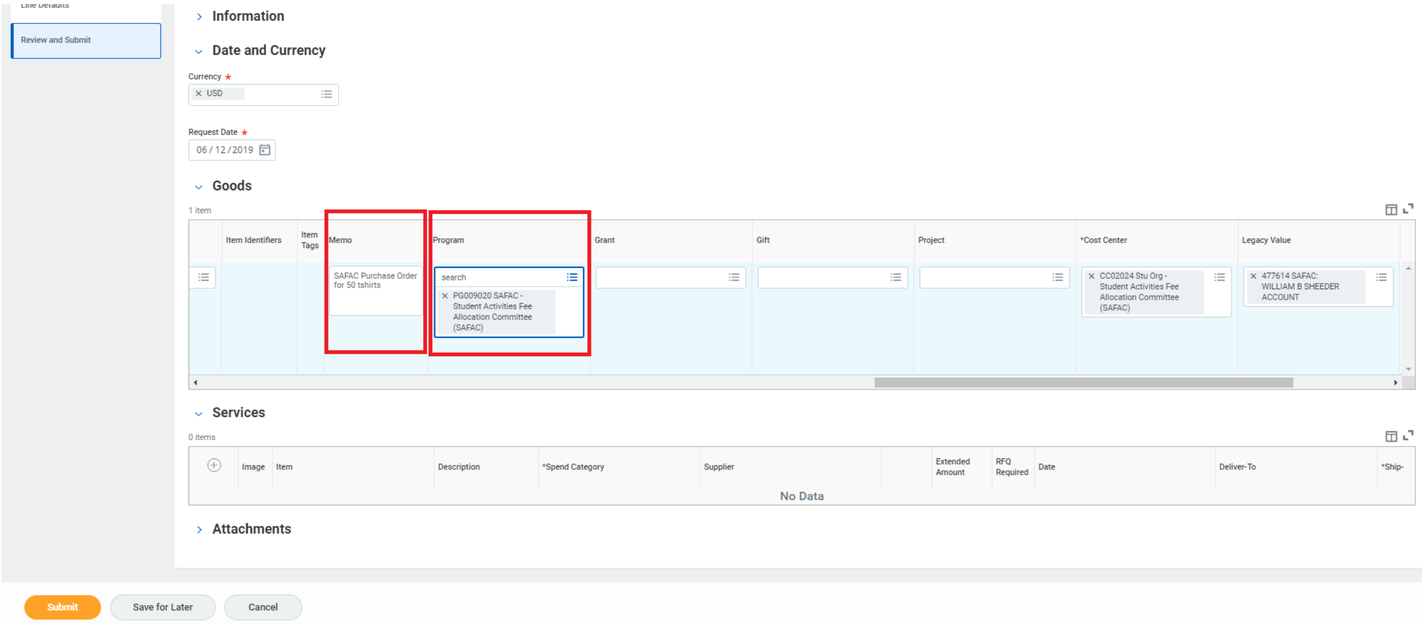
2. Please fill out the following information:
    - Item Description should be a one line note about the nature of the item or service, while the Memo should state "(*Organization Name*) Purchase Order" for the requested items.
    - Use the **Common Spend Categories in Workday** (found at https://www.purchasing.miami.edu/_assets/pdf/spend-categories.pdf) to specify the type of good/service requested for the Spend Category.
    - Identify the Supplier/Vendor providing the service.
    - List the quantity, unit cost and the unit of measure found on the invoice.



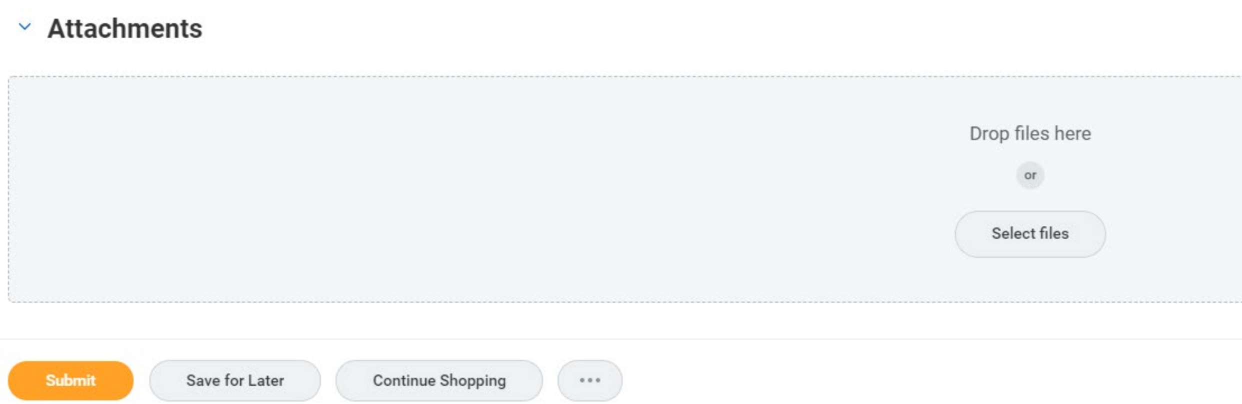
Once finished, click the shopping cart on the top right-hand corner of the screen and click "checkout".

3. Unless the invoice states that there is a deadline, there is no need for a Supplier memo. Internal Memos are only needed if the students have already received the item/service, but the vendor is awaiting payment (Example: "Students have already received items. I am creating Purchase Order on behalf of Jane Doe to pay the vendor"). After this, you can scroll down until you see the "goods" or "services" line (depending on the type of requisition you selected).
4. The screen will already have populated fields – **do not change these unless there is an error!** Scroll to the right to fill out the Memo, which should specify the **organization, event, date, event name, and the items.**

5. Under “Program”, you can type out the organization’s name and click the correct account to charge from the drop down, or type the Program ID if you have it already (this number begins with PG).



6. After reviewing that the dollar amount and all information is correct, scroll down and click on where it says “Attachments”. The click on “select files” and quote as provided by the student or supplier. You should also attach backup documentation, such as a flyer, email, etc.



IMPORTANT: Know in advance which Program ID (account) will be used for this purchase. It is important to know whether the funds are being charged to the SAFAC or the Non-SAFAC account! They are separate from one another, and the SAFAC account is only to be used for items submitted to SAFAC by the organization, and approved by SAFAC. An organization’s SAFAC approved budget can be found on their Engage portal. Please visit Miami.edu/safac for resources regarding SAFAC guidelines and funding.

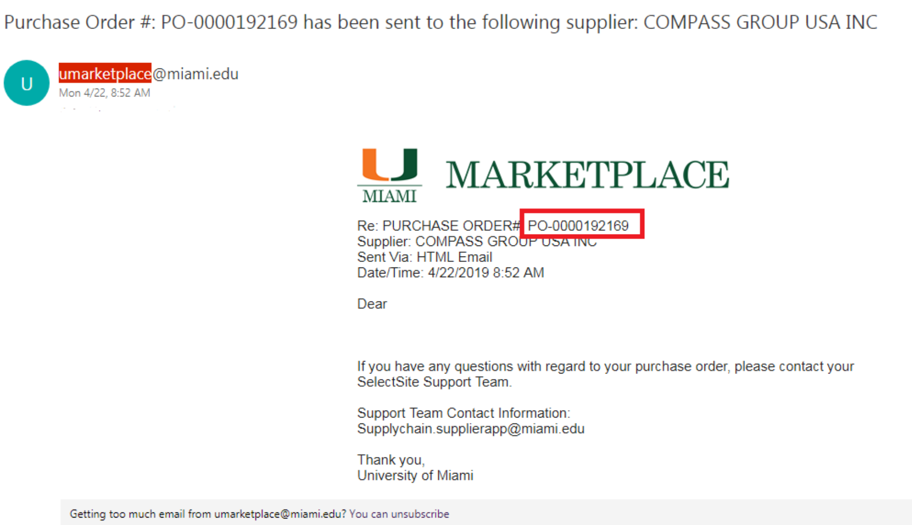
7. After the requisition has been reviewed, click “submit”. Be sure to record the requisition number (RE-0000XXXXXX) in order to track the progress of this request in Workday.
8. Once your purchase requisition has been approved, a purchase order (PO) will be created. This PO# will be emailed to you, typically by umarketplace@miami.edu. You can also look up the requisition in Workday by the RE# to check the status and see the PO# (if it is approved).

   IMPORTANT: There is a second part to this process once you receive the PO number by email. Please see “How to Pay Vendors from PO’s” for instructions on the second step.

How to Pay Vendors from PO’s

After the PO has been approved, process the payment

BEFORE YOU PROCEED – Make sure you have your Purchase Order #: PO-0000XXXXX from earlier. It’s typically found in an email sent from umarketplace@miami.edu once your PO is approved. Also, make sure you have an INVOICE from the vendor. The address must be on it, and it cannot say “quote” or “receipt” because the form will be denied.



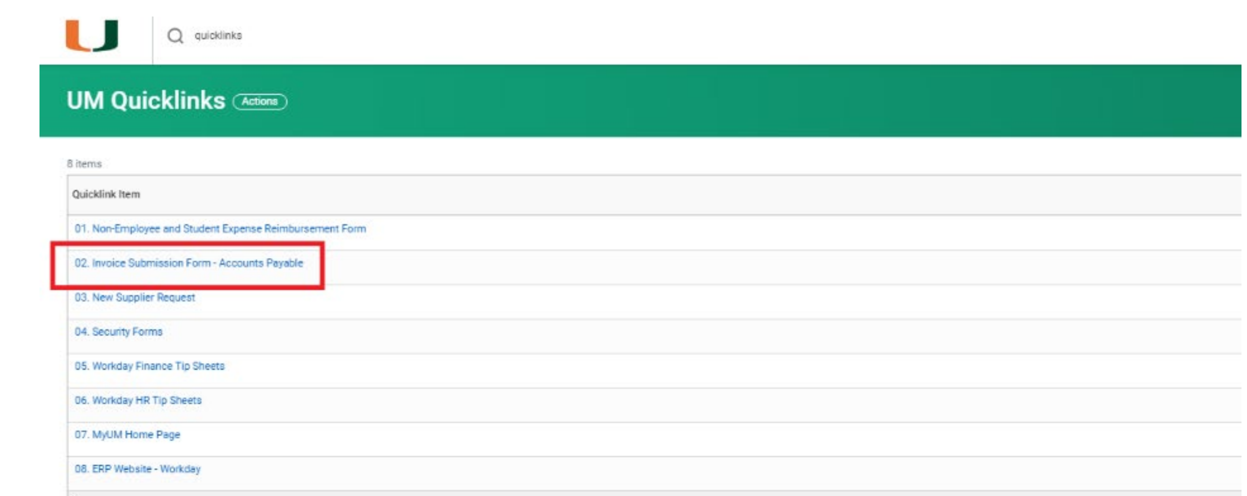
IMPORTANT:

Don’t forget to have your Workday notifications updated! You need to be notified that your PO has been approved and is ready to process.

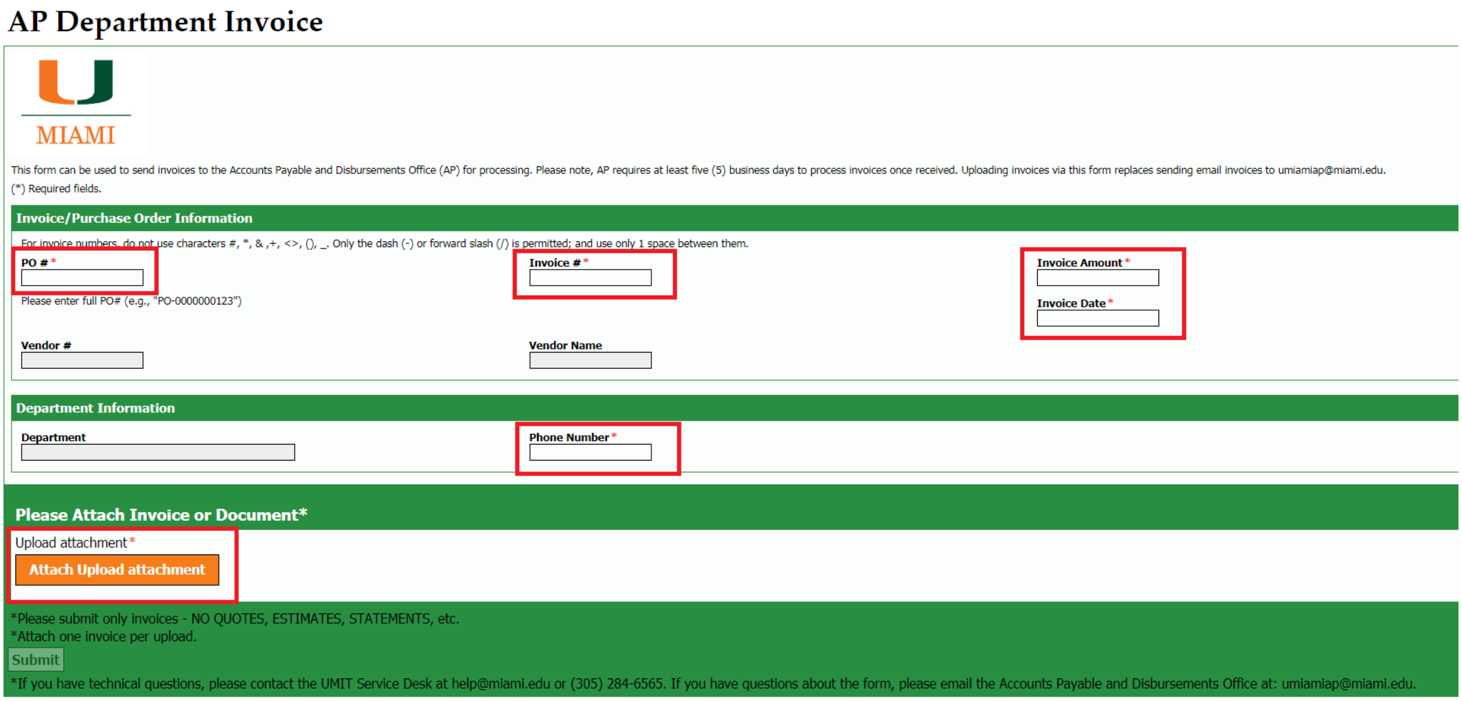
This can be done by clicking the cloud on the top right hand corner of the home screen, then navigating through “My Account” and “Change Preferences”.

After scrolling down, we recommend making your business processes all “immediate email”. You can change the other processes as well.

1. Search “quicklinks” in the top search bar in Workday. Click the link that says “02. Invoice Submission Form-Accounts Payable”.



2. Once you have obtained all the information, fill out the AP Department Invoice in order to cut the check to the vendor. Don't forget to upload the invoice as well! Click submit when done.



AP Department Invoice

MIAMI

This form can be used to send invoices to the Accounts Payable and Disbursements Office (AP) for processing. Please note, AP requires at least five (5) business days to process invoices once received. Uploading invoices via this form replaces sending email invoices to umiamiap@miami.edu.

(*) Required fields.

Invoice/Purchase Order Information

For invoice numbers, do not use characters #, *, & ,+, <>, (), _. Only the dash (-) or forward slash (/) is permitted; and use only 1 space between them.

PO # *

Please enter full PO# (e.g., "PO-0000000123")

Invoice # *

Invoice Amount *

Invoice Date *

Vendor #

Vendor Name

Department Information

Department

Phone Number *

Please Attach Invoice or Document*

Upload attachment *

Attach Upload attachment

*Please submit only invoices - NO QUOTES, ESTIMATES, STATEMENTS, etc.
*Attach one invoice per upload.

Submit

*If you have technical questions, please contact the UMIT Service Desk at help@miami.edu or (305) 284-6565. If you have questions about the form, please email the Accounts Payable and Disbursements Office at: umiamiap@miami.edu.

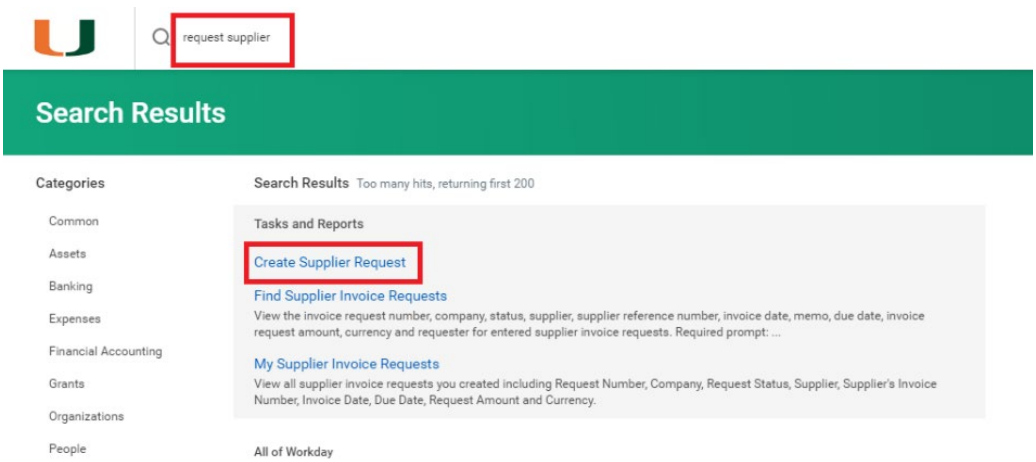
Things to note:

- This step cuts the check for the vendor.
- This form cannot be completed without approval of the Purchase Order. Stay on the lookout for email notifications that your order has been processed.
- Only **invoices** are acceptable documents to upload – anything that says "quote" or "receipt" will not be processed. You or a student can reach out to the vendor to obtain the correct document.
- Some vendors may have performed/sent their items before payment. Please still pay them! This step pays them from the Program ID (account) selected.
- If this step is not completed by the end of the fiscal year (May 31st), the supplier may experience a delay in payment.

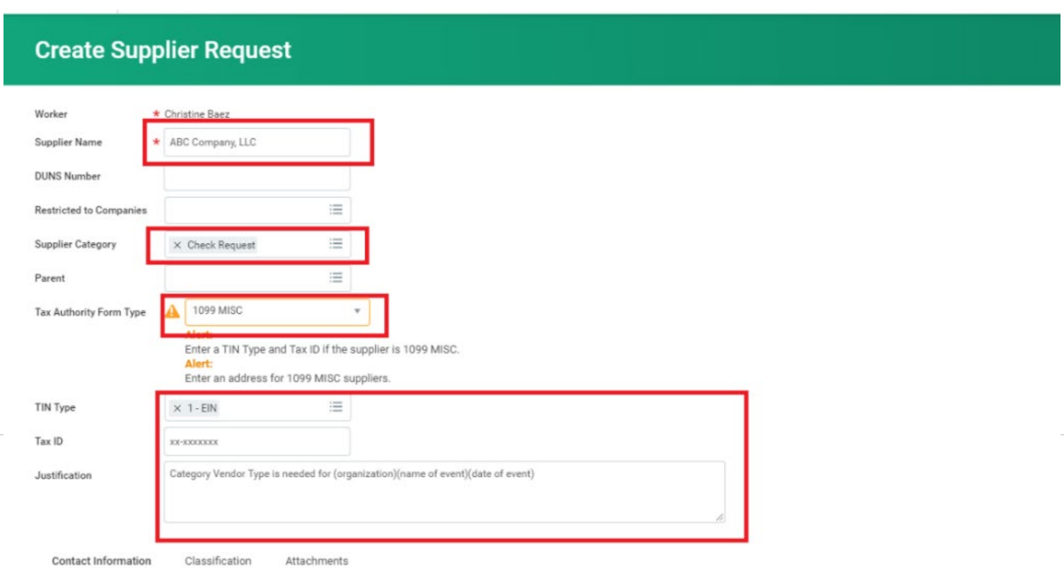
How to Create a Supplier Request

One time performances, speakers, new suppliers

1. In the search bar on the top left hand side, type "request supplier", and under Tasks and Reports click "create supplier request".



2. Fill out the following information:
   - Supplier name as found on Line 1 of the W9
   - Supplier Category is "check request"
   - Tax Authority Form Type is 1099 MISC
     - *Please note, in the Workday system this will pop up as an alert! This will not EFFECT the process of creating a supplier request.*
   - TIN Type depends on the Company/Individual
     - This will be found on the W9 under "Taxpayer Identification Number (TIN)"
   - Fill out the Tax ID (taken from the W9)
   - Justification will be the reason the company/individual is added into the system (see example below).



BEFORE YOU BEGIN:

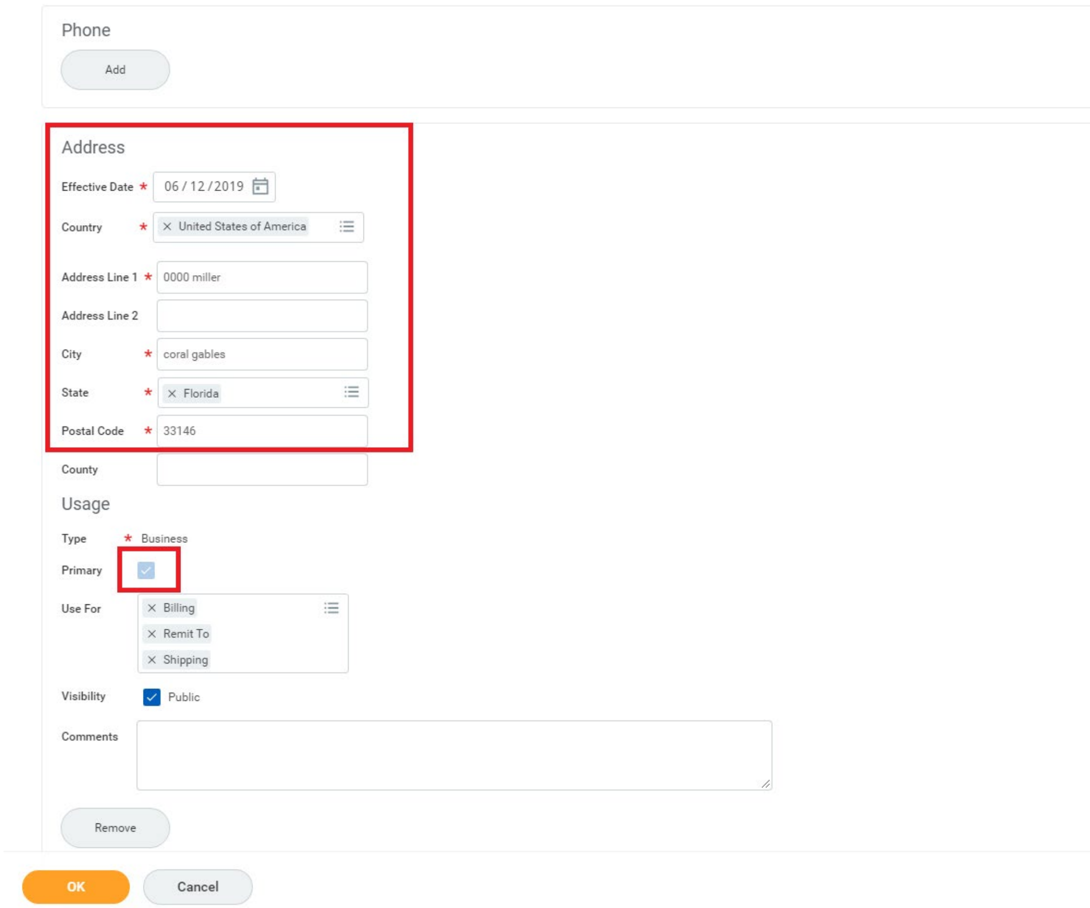
*Check to see if the supplier is in Workday (please see page 23). If so, you do not need to complete this step.

*If not, request a completed W9 form from the company or individual and proceed with these steps (you will need to upload the W9).

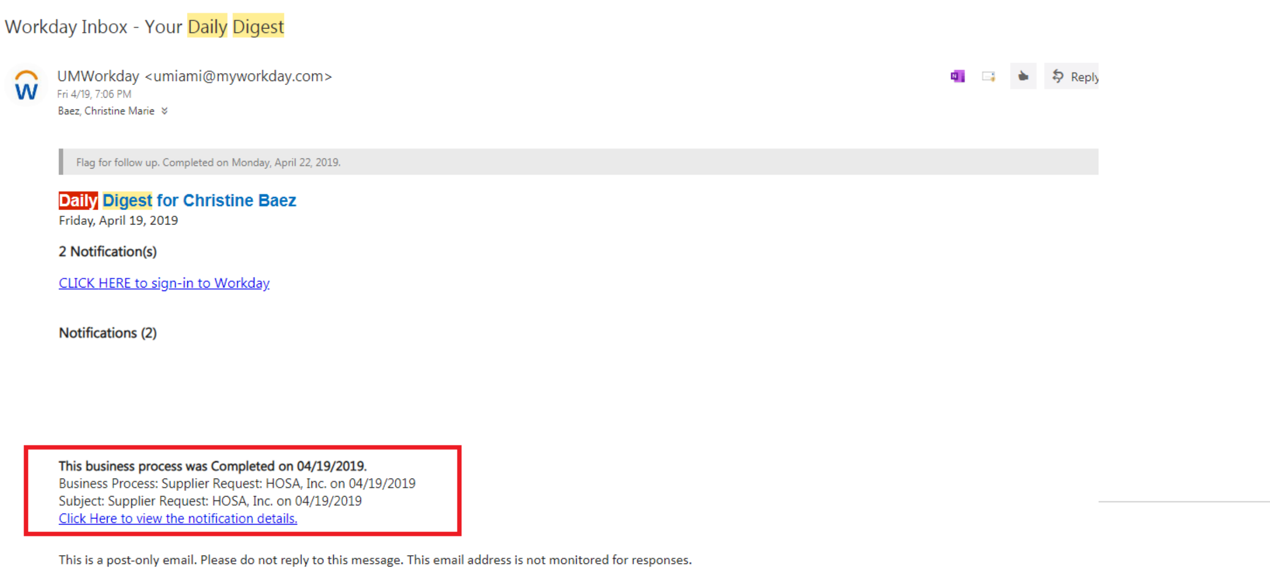
*Please note that the address on the W9 is where they will receive the check

*If the supplier will be used on multiple occasions, they will need to be vendorized with UM. To do this go to Workday -> UM Quicklinks -> New Supplier Request. More information can be found at Miami.edu/purchasing.

3. After continuing, please enter the address as shown on the W9 form. Adding the address allows UM to send/verify the check to the company/individuals' address after they complete their service.
    - **PLEASE CLICK PRIMARY BOX** and upload the W9 under the attachments tab.



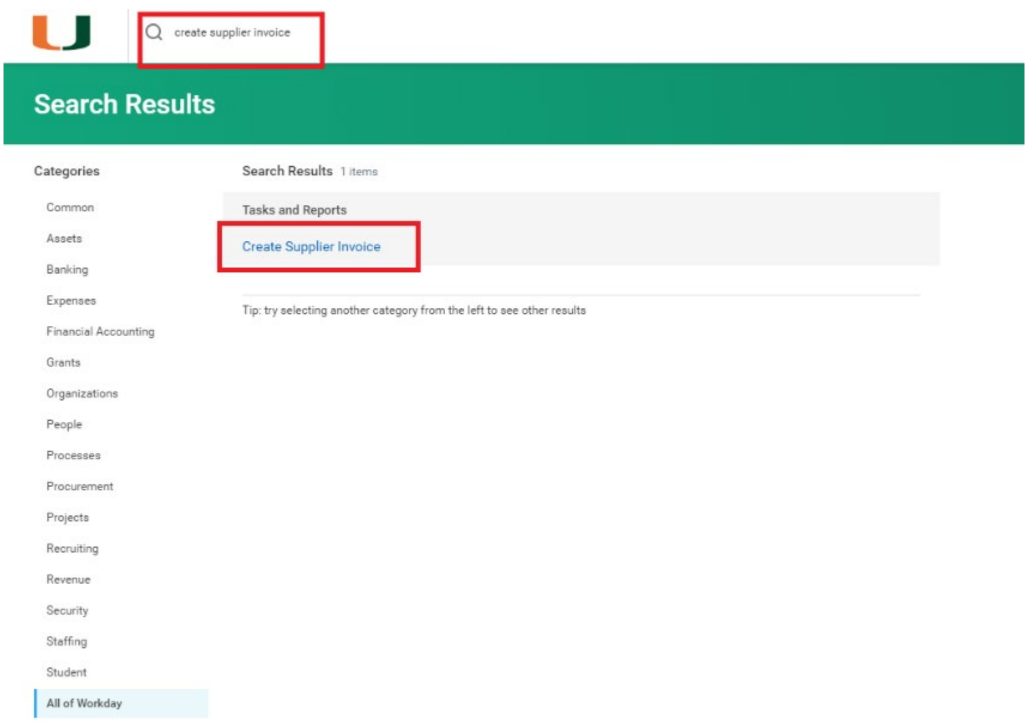
4. After you have submitted the request, Workday ERP (umiami@myworkday.com) will send an e-mail once the vendor has been added into the Workday System. This e-mail usually arrives in the evening between 6-7PM and is typically sent in the Workday Daily Digest. It can also be found in your Workday notifications.



How to Create a Supplier Invoice / eCheck

Continuation of Supplier Request to pay the supplier

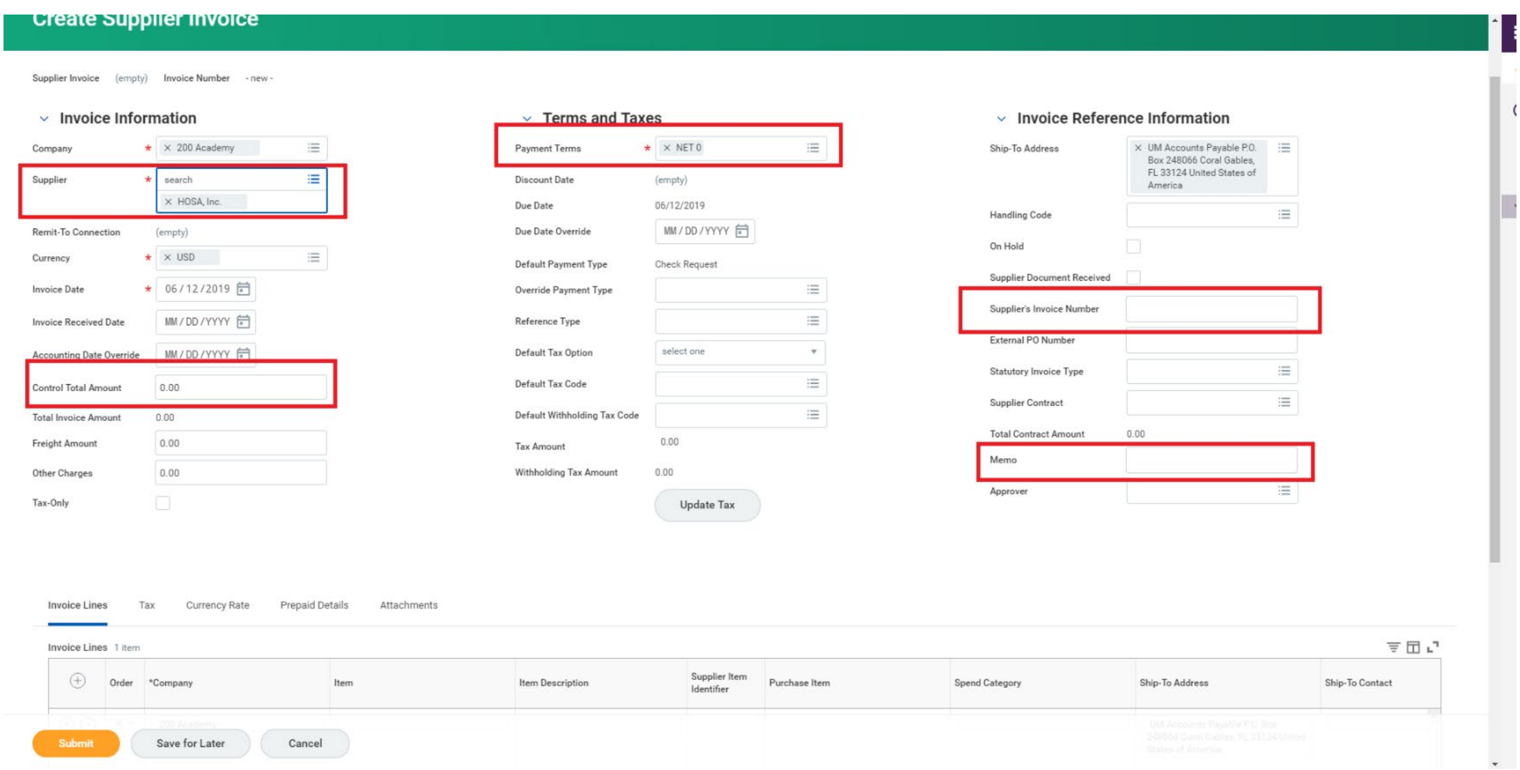
1. In the search tab, type “Create Supplier Invoice” and click the command under Tasks and Reports.



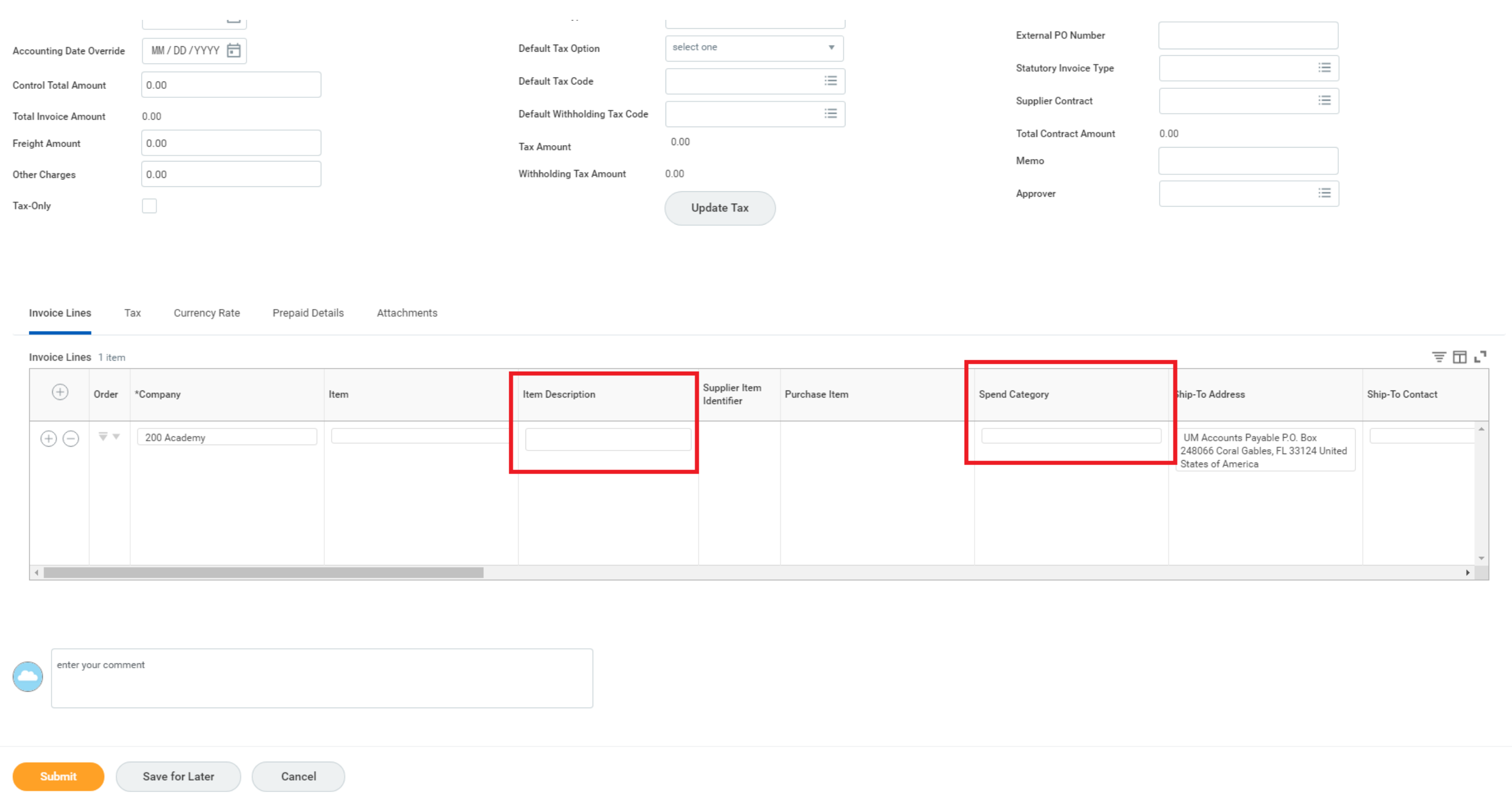
2. Fill out the following information:
   - Supplier: name of the payee
   - Control Total Amount: total dollar amount on invoice
   - Payment Type: Net 0
   - Supplier Invoice Number: Invoice Number or Reference Number
     i. If there is no invoice/reference number, type the first three letters of the supplier name in upper case letters, along with the date, without spaces and in the following format: MMDDYYYY. EX: “INT11072017”
   - Memo: This will be printed out on the check stub – write description of invoice
   - Handling code: Accounts Payable no longer allows the option to hold the check for pickup on campus. DO NOT check the “on hold” box and DO NOT select an item from the “Handling Code” drop-down menu.

Remember…

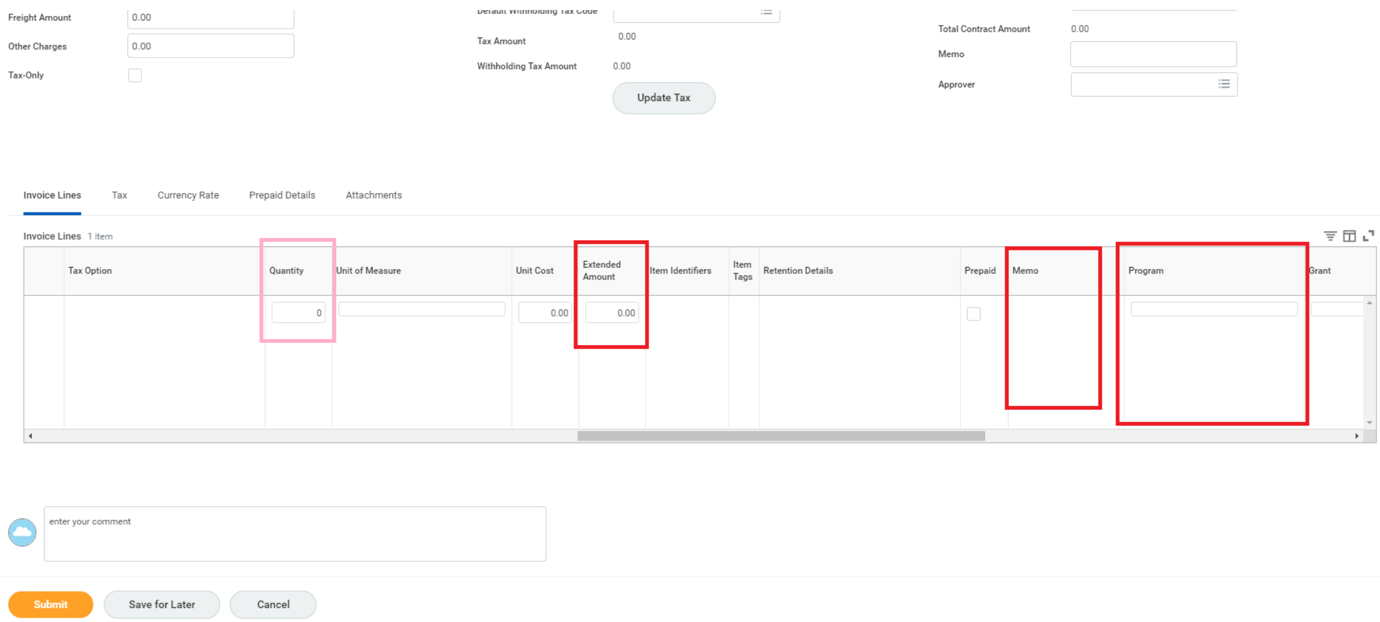
Workday will send an e-mail (Workday Daily Digest) once the vendor has been added into the Workday system. An eCheck will not be sent without this notification. Once you have received this notification, you can take this next step and create a supplier invoice to initiate payment to the vendor.



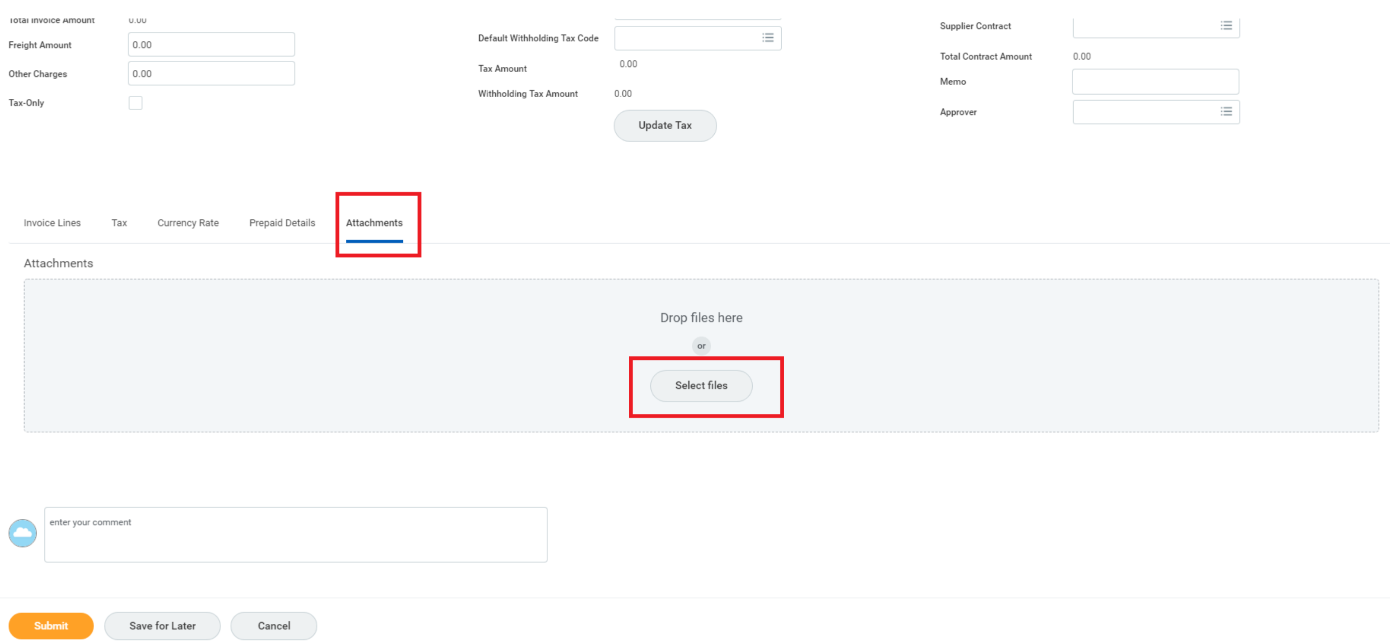
3. Scroll down and continue to fill the following:
    - Item description: type in the description of the item you are purchasing. If there is more than 1 item on an invoice you will click the "+" in the gray corner circle
    - Spend category: code number for the item you are purchasing. Will always start with SC (https://www.purchasing.miami.edu/_assets/pdf/spend-categories.pdf).



4. Move the cursor to the right and continue with this information:
    - Quantity: the number of items
    - Unit cost: cost of the individual line item
    - Extended amount: should match the total dollar amount on invoice. Be sure to go line by line on the invoice.
    - Memo: write a brief description of the item you are purchasing and the date of the event
    - Program: account number! Please be sure you are using the correct account.



5. **Add attachments** – if this is an event for an organization, performer, speaker, please be sure to add flyers! There needs to be documentation that the event is held through UM.



How to Review and Approve Ad-Hoc Payments

Student submissions for reimbursement from organization Program IDs (accounts)

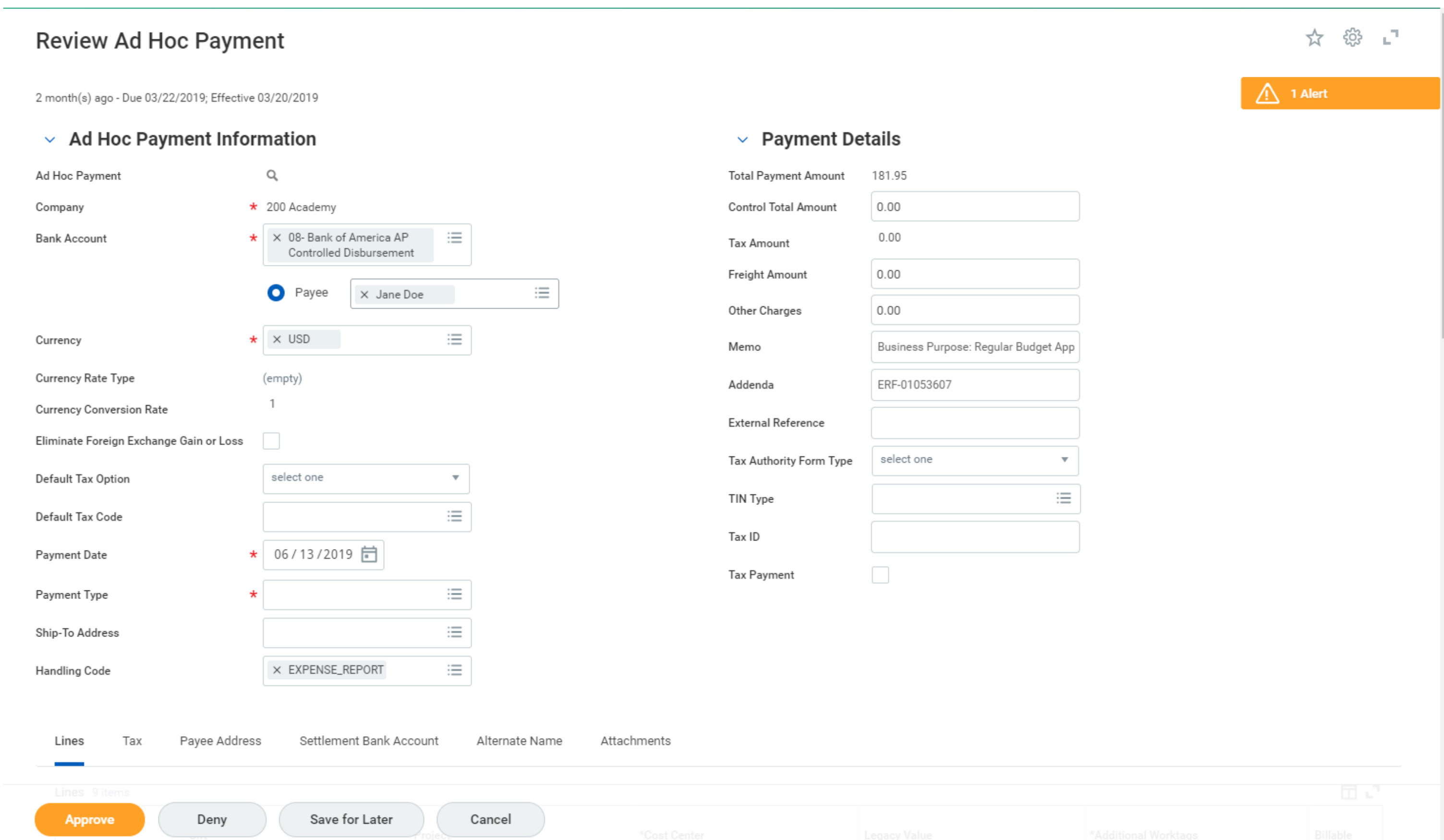
1. When a student has submitted a reimbursement request (student used their own funds on behalf of the student organization and needs to be reimbursed), if they correctly put the program number (SAFAC or Non-SAFAC) you should be notified via email that there is a pending Ad-Hoc. You may follow the link, or click your inbox in Workday (workday.miami.edu) to open the "Review Ad Hoc Payment" action.
2. This page will give you an overview of all the information that was submitted by the student. Most boxes will be auto-populated, but they can be edited by clicking the boxes.

Reminder:

Students (most likely the treasurer) will fill out the reimbursement form online at:

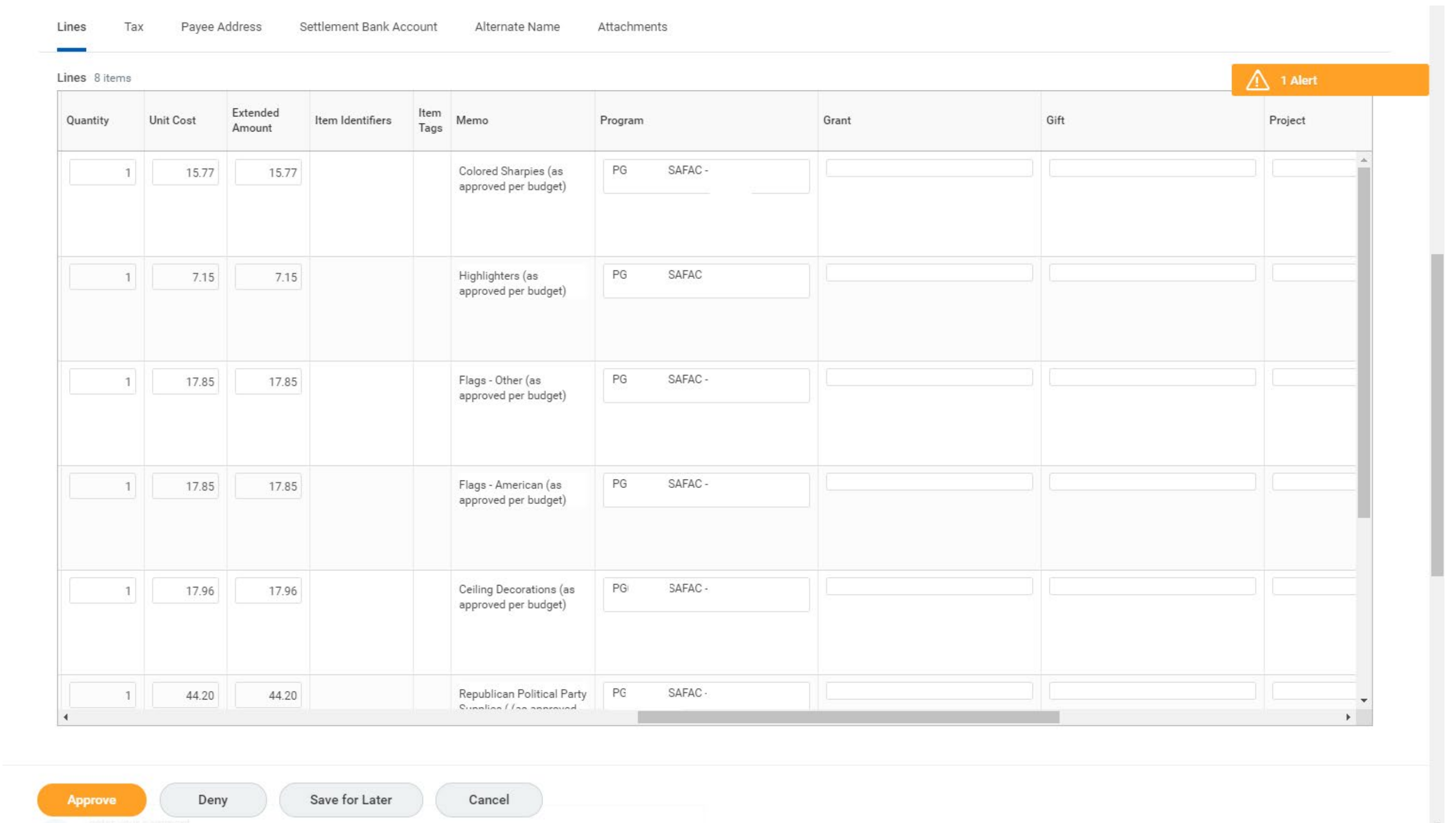
www.miami.edu/expenseform

Be sure to remind them to be thorough and as descriptive as possible!



Although information will already be filled, it's very important to look over everything as many students make mistakes when filling out the form. Know whether the funds are to be taken from SAFAC or Non-SAFAC. Click through the different tabs for student address, and that all the attachments are relevant and present.

3. By scrolling down, you get to see the individual line items that have been requested for reimbursement. Again, most things will have already been auto-populated, but PLEASE double check to make sure the requests are with the right items, use the correct program #, as well as the spend category.



Lines | Tax | Payee Address | Settlement Bank Account | Alternate Name | Attachments

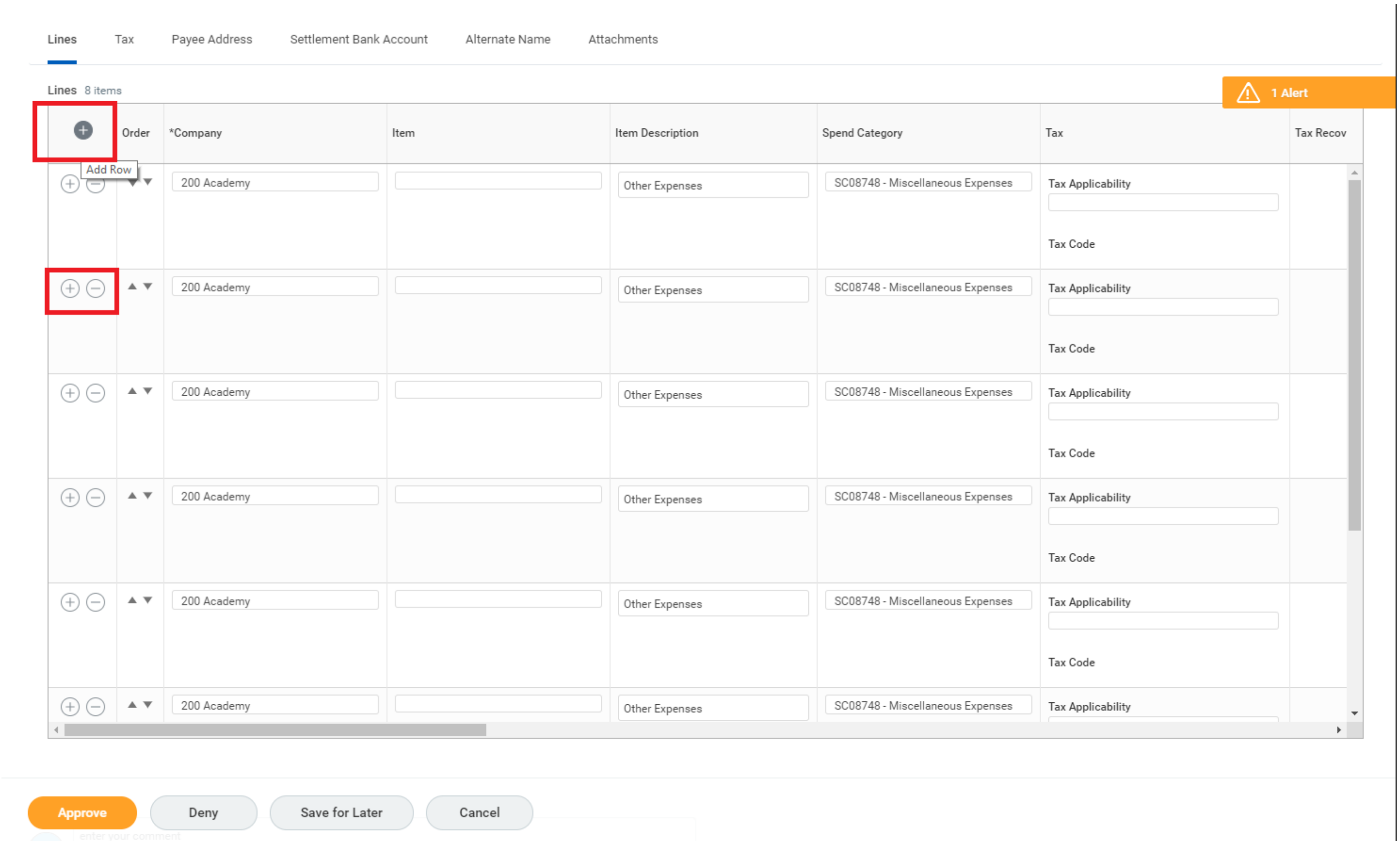
Lines 8 items

1 Alert

Quantity	Unit Cost	Extended Amount	Item Identifiers	Item Tags	Memo	Program	Grant	Gift	Project
1	15.77	15.77			Colored Sharpies (as approved per budget)	PG SAFAC -			
1	7.15	7.15			Highlighters (as approved per budget)	PG SAFAC			
1	17.85	17.85			Flags - Other (as approved per budget)	PG SAFAC -			
1	17.85	17.85			Flags - American (as approved per budget)	PG SAFAC -			
1	17.96	17.96			Ceiling Decorations (as approved per budget)	PG SAFAC -			
1	44.20	44.20			Republican Political Party	PG SAFAC -			

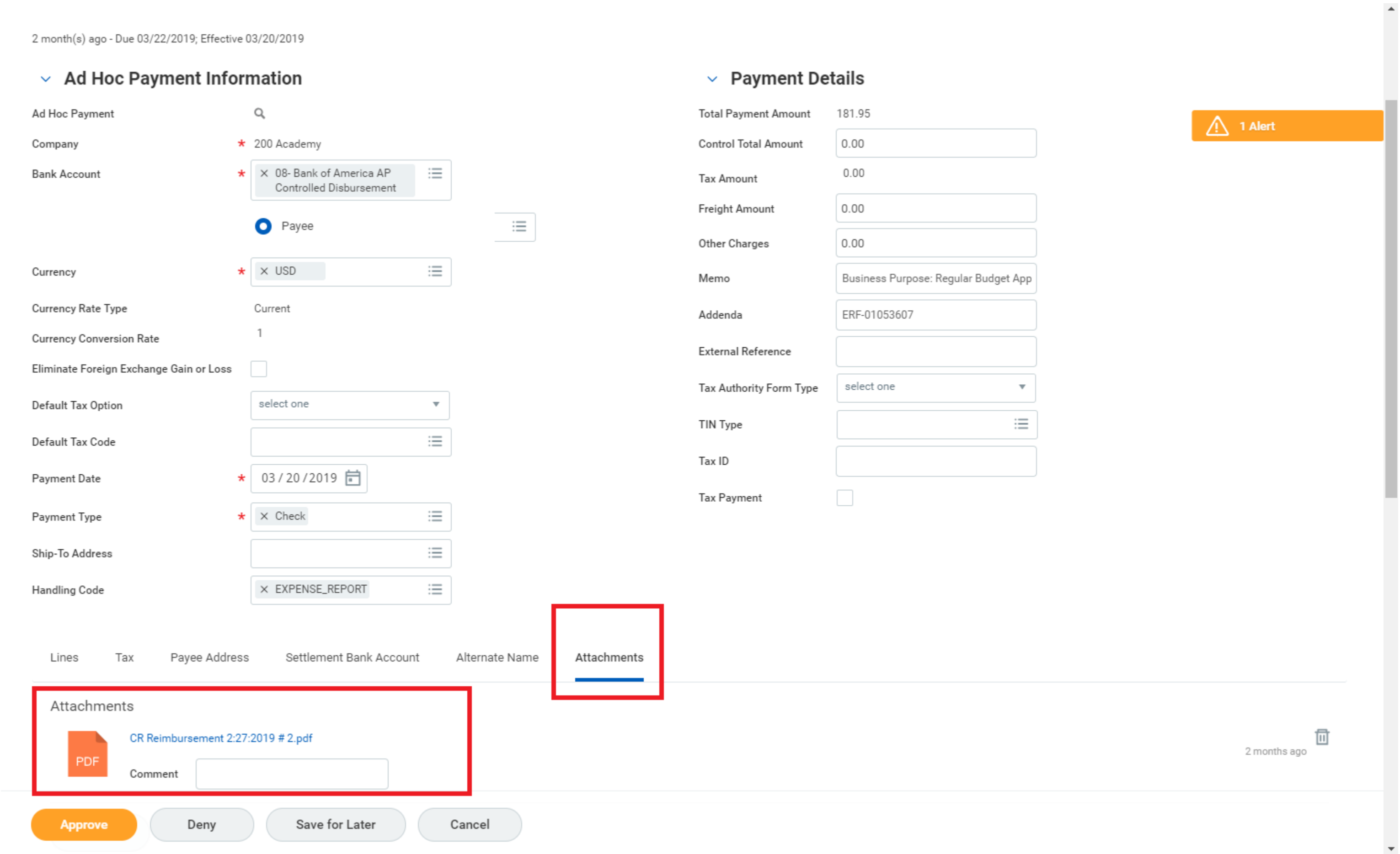
Approve | Deny | Save for Later | Cancel

Note: Some students will attempt to reimburse from SAFAC and Non-SAFAC under the same form, but they only have the ability to select one Program ID (account) when submitting. Be cautious, as the program that they submitted under the form will auto-populate all the items. **You have the ability to change the program manually if needed, or add more line items to split the charge between multiple accounts using the + in the circle on the left hand side of the line items.



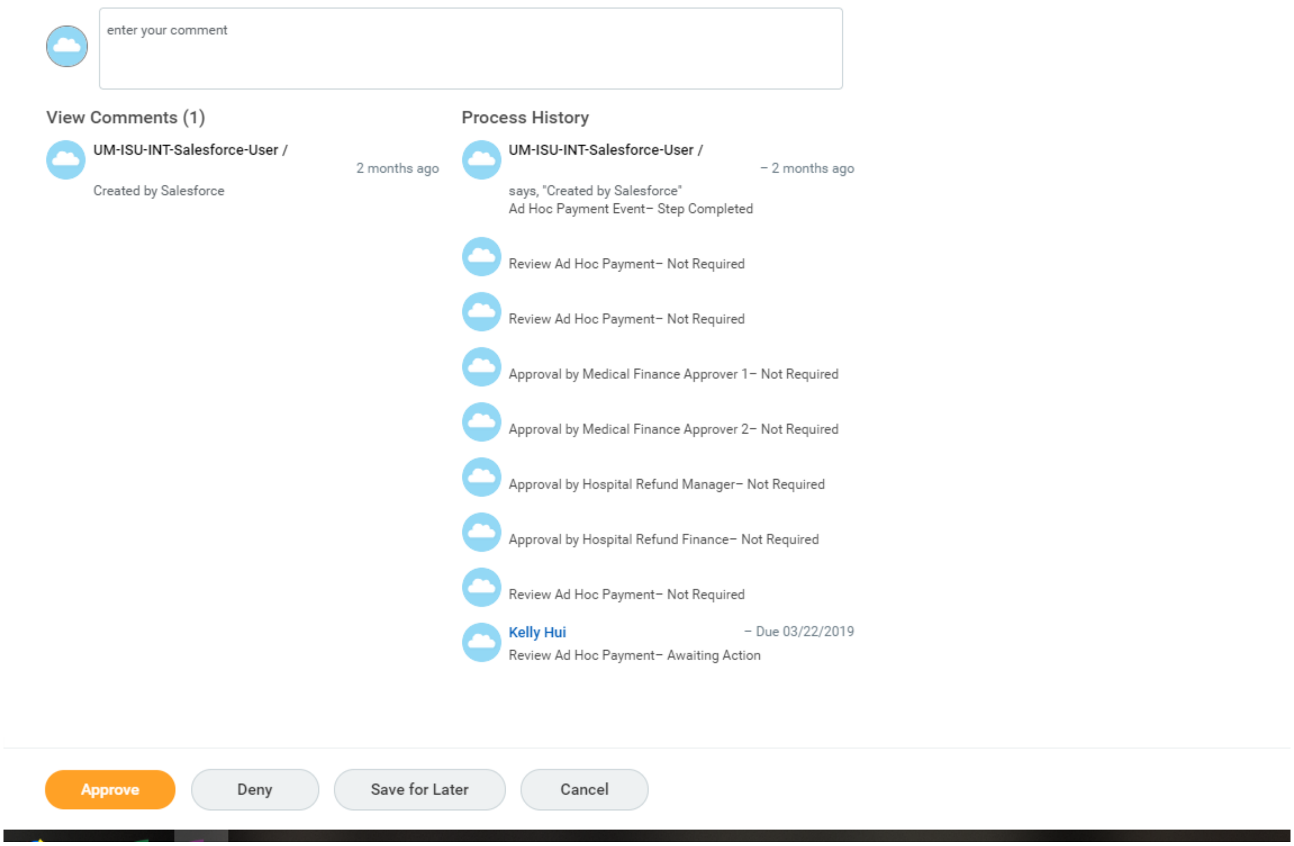
4. Please click on the attachment tab and make sure the student has all of the proper documentation necessary. They need the following attachments in order to have their reimbursement approved:
    - Itemized receipt (showing the breakdown of each item on the receipt) showing the method of payment (shows the last four digits of credit card, shows a balance of $0, etc.) as well as the total amount paid.
    - Documentation for the event that the items were bought for showing the date of event (event flyer, email invite, Facebook event invitation etc.)
    - Any flight receipt needs to show the student's name, payment method, total price of flight, travel class, location, and date.
    - Reimbursement for mileage must include gas receipts or a screenshot of a map from the University of Miami to the destination showing the number of miles for the trip

    NOTE: These are required by Check Disbursements, so no exception will be made. Any reimbursement that does not have these will be sent back until the proper documentation is uploaded. Please reach out to the student for any missing documentation to upload on their behalf.

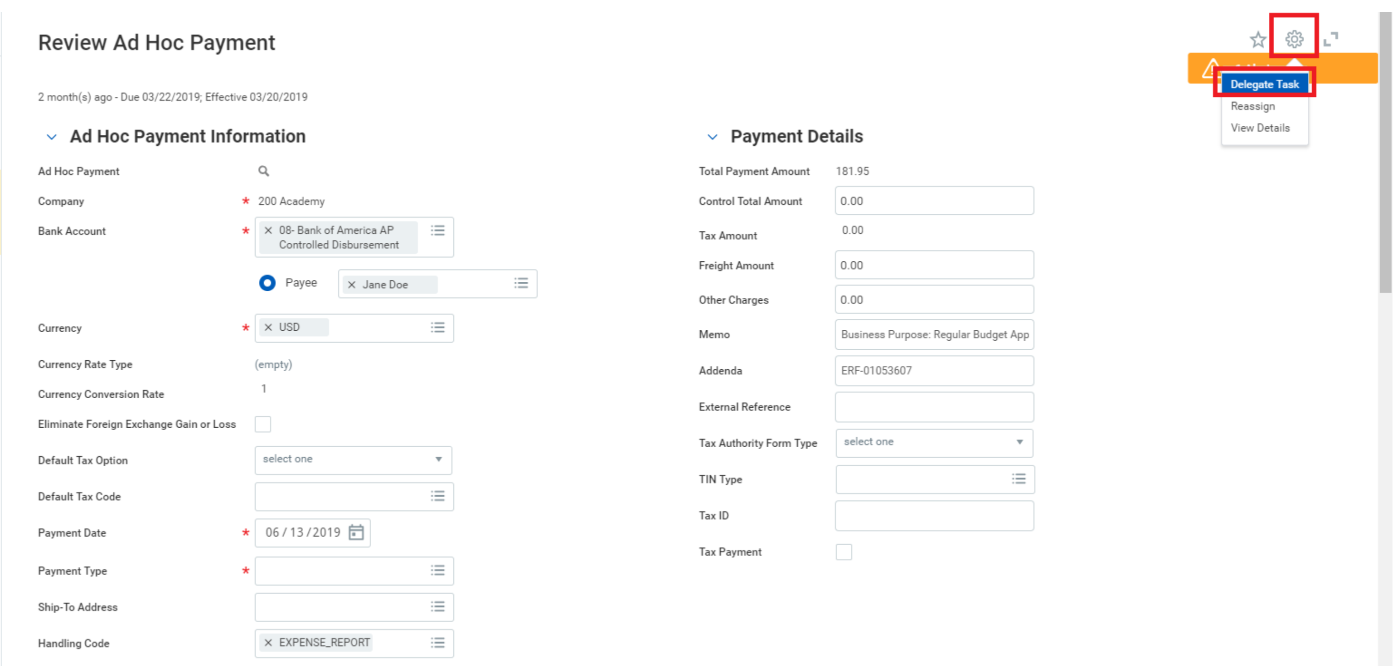


5. Before hitting the orange "approve" button at the bottom of the screen, scroll down to the bottom of the page to view the comments. If for any reason the request gets sent back down the line, the reasoning will be noted in the comments. The most common send back is due to lack of documentation. **Please make sure any and all relevant documents are uploaded!** Once the reimbursement is sent back it has to be approved again by everyone in the approval chain.
6. As the Program Manager and the Cost Center Manager, you are the first person it goes to, and **you will see it twice for approval since you hold two roles**. After this it will go to Student Activities and Student Organizations (SASO) and then Check Disbursements as the final approver. If all documentation and information is correct, Check Disbursements will approve and mail the check to the student based on the address they provided in their reimbursement.

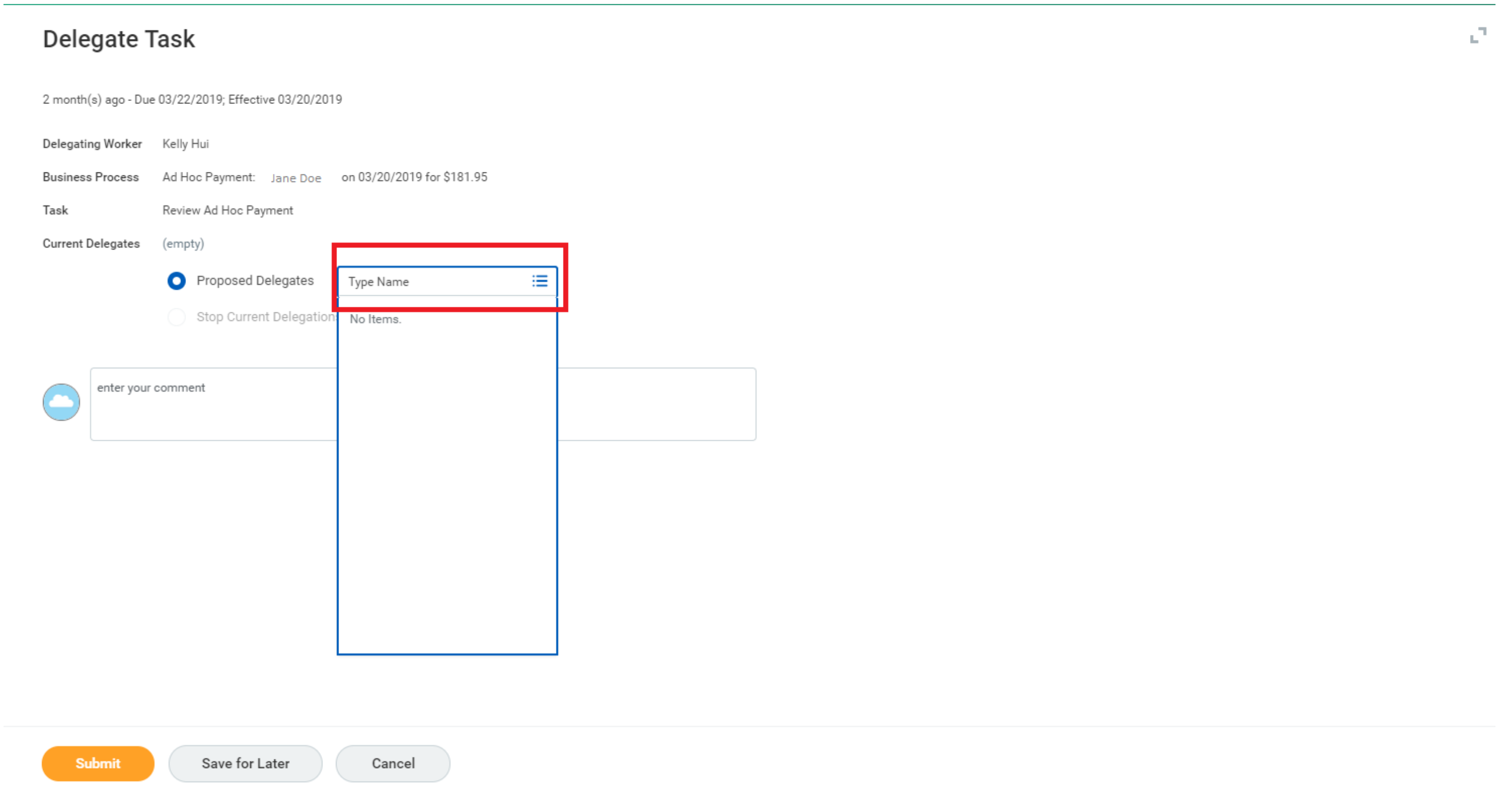
NOTE: Students do **NOT** have access to their reimbursement after they submit it, and **WILL NOT** be notified if their reimbursement gets denied, sent back, or approved.



7. If there is a time where you are out of the office or need to delegate the reimbursement to a colleague to review and approve, click the cog in the top right corner of the reimbursement, and then click "delegate task".



8. Where it says “Proposed Delegates” you type the name of the colleague in the box and hit enter. Workday will search for them and accept the name if it is spelled correctly. Then click “submit”. The user who it was delegated to will receive an email and see the reimbursement in their inbox when they log into Workday.



How to Check an Account Balance

Track revenues and expenses in your organization's SAFAC and Non-SAFAC Program IDs (accounts)

There are different reports that can be used in order to track the organization's spending. For a full list of reports by role and tips, visit: https://workday-hr.it.miami.edu/resources/reports/index.html

The report we recommend is called: **"FIN-ACC-Balance Forward/Balance Available by Worktag"**.

1. To get started you open Workday and type this report name in the search bar at the top. If you start to type it out you will see that Workday generates different suggestions in a drop down menu. This way you don't have to type out the full report name.

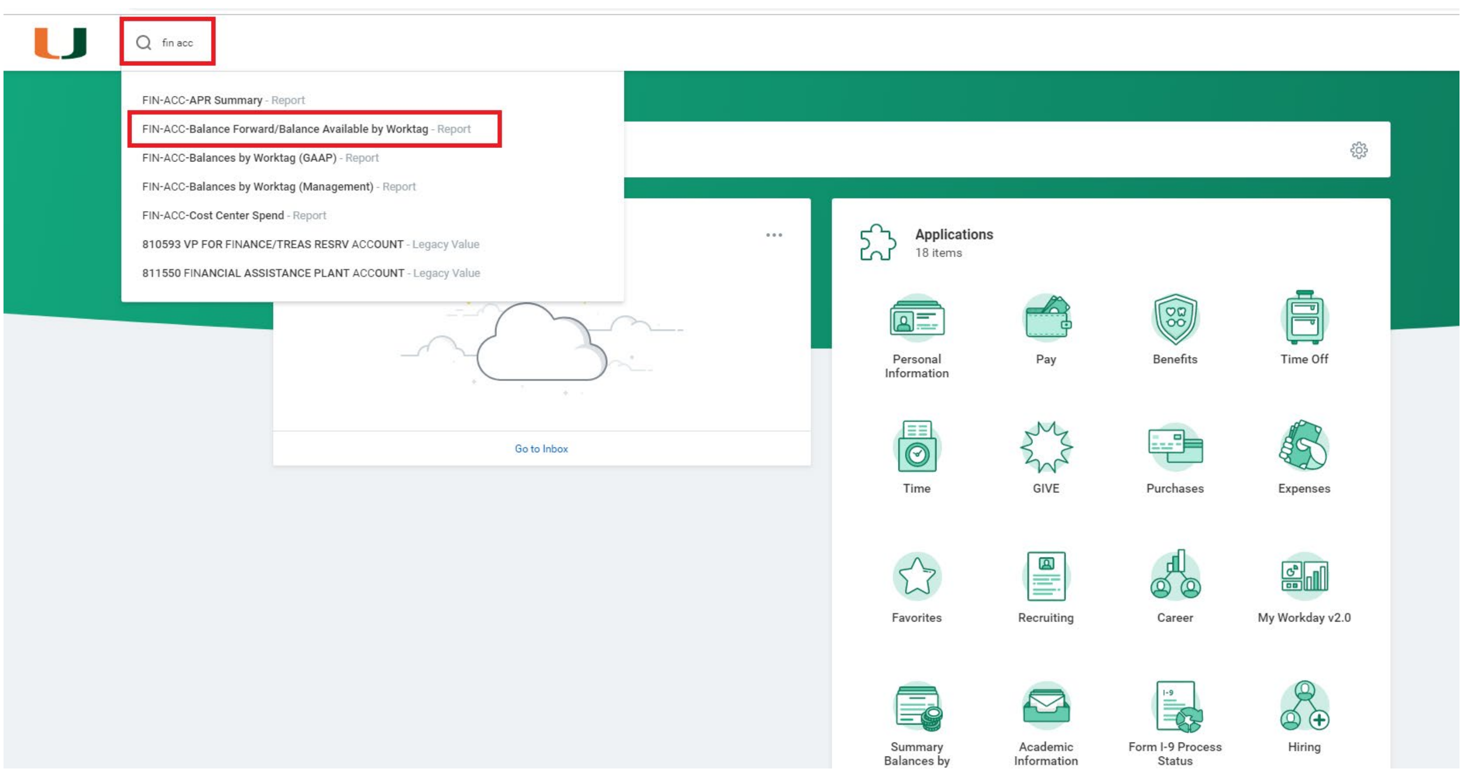
NOTE: There is a report that is named very similar to this one, so please make sure you carefully review which report you click on.

Remember…

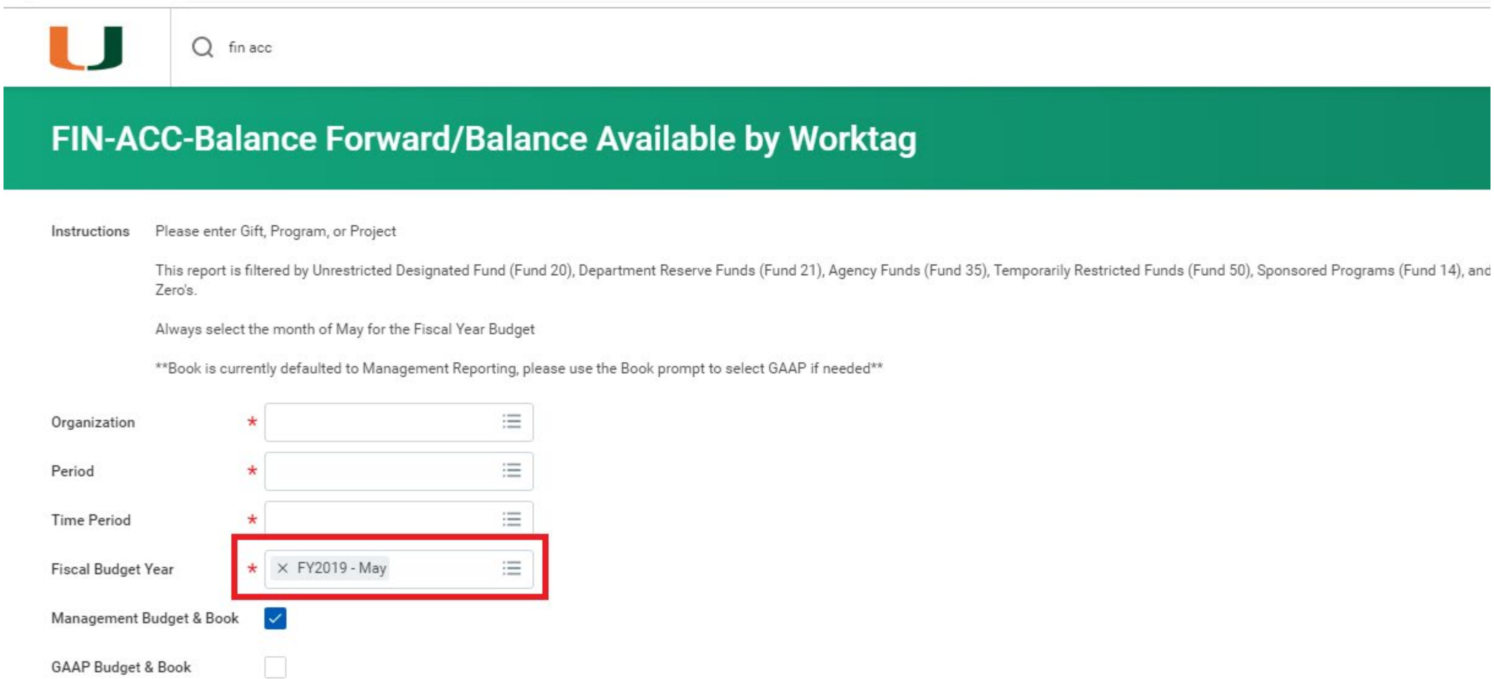
You can find your organization's Program IDs (account numbers) on their Engage profile, or by searching the organization's name in the Workday search bar.

If you need assistance with access to your Program IDs please call SASO at:

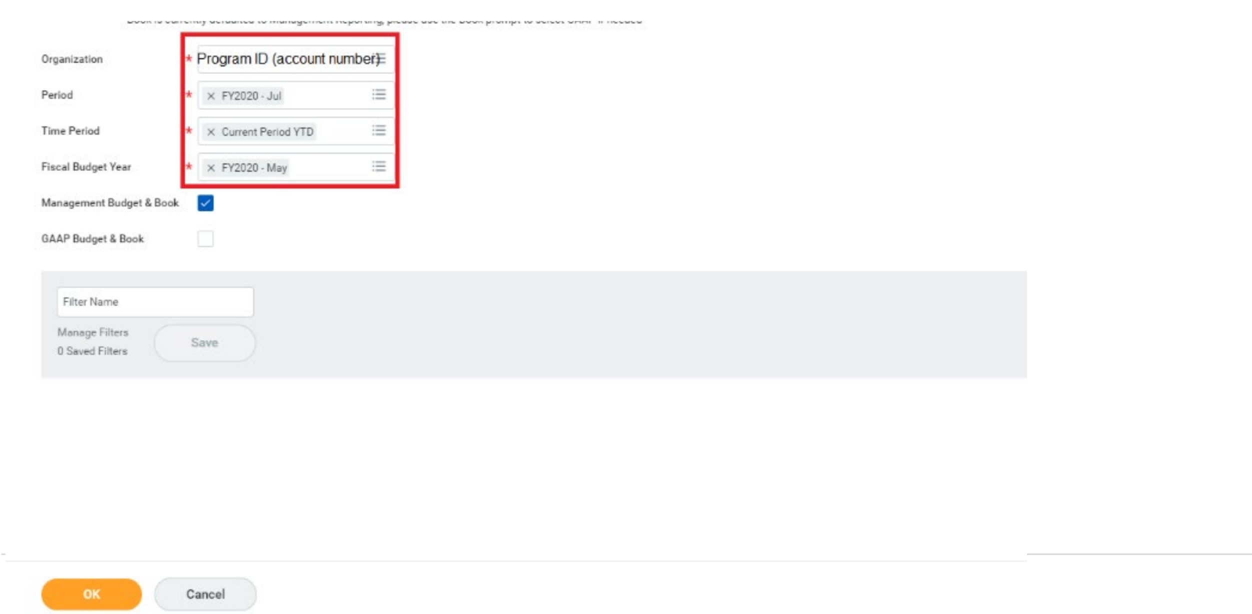
305-284-6399



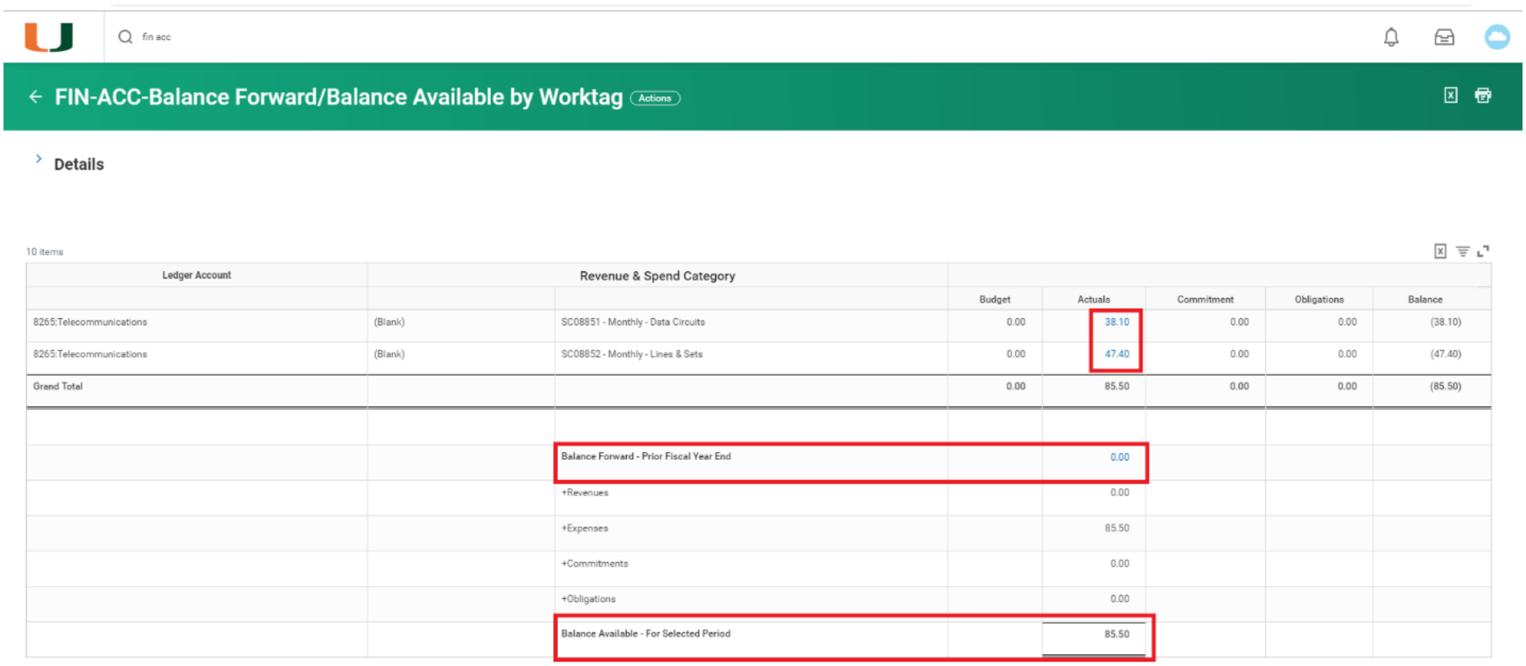
2. The report will automatically generate the Fiscal Budget Year for you, which ALWAYS has to be May of the fiscal year you want to see data for.
    - Please note that May 31st marks the end of each fiscal year.
    - Example: June 1, 2021-May 31, 2022 is FY22



3. You will need to input the following information:
    - Organization: the Program ID number (account number) you want to see data for
    - Period: for the most recent activity you select the current month from the drop down.
    - Time period: you select "Current Period YTD" from the drop down
    - Fiscal budget year: May of the fiscal year you want to see data from



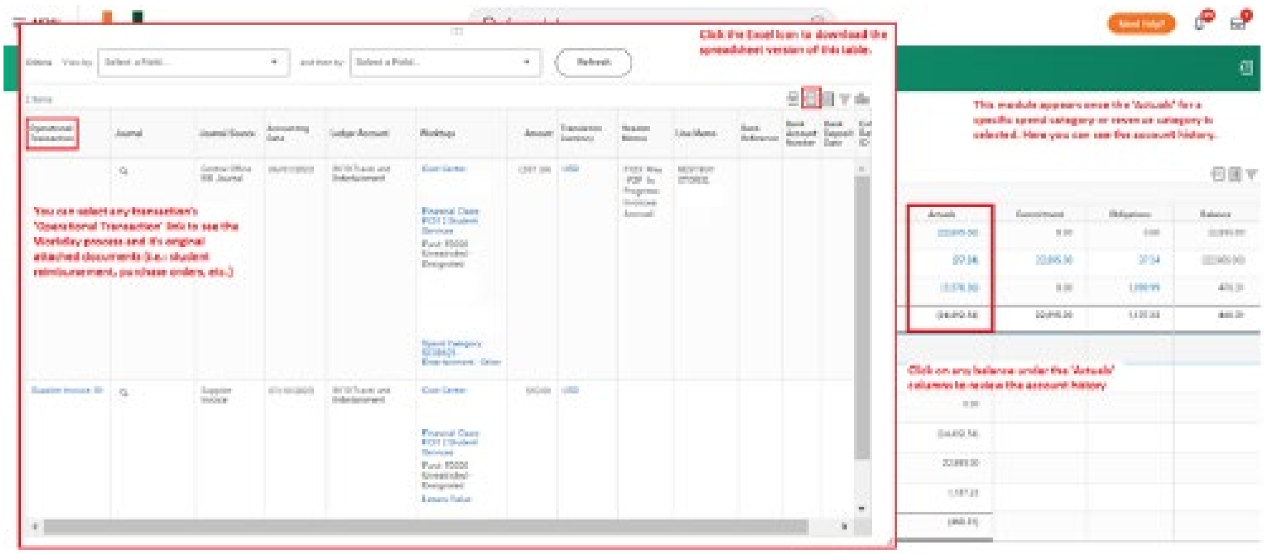
4. **NOTE: In Workday, the numbers in parenthesis are positive, and the ones without parenthesis are negative.** This is opposite from the traditional accounting format most people are used to.
    - The current account balance is the number indicated on the "Balance Available-For Selected Period" line
    - The "Balance Forward-Prior Fiscal Year End" is the amount carried over from the previous fiscal year
    - If the number is blue, you can click into it and review the details of the transactions.



Ledger Account	Revenue & Spend Category		Budget	Actuals	Commitment	Obligations	Balance
8265:Telecommunications	(Blank)	SC08851 - Monthly - Data Circuits	0.00	38.10	0.00	0.00	(38.10)
8265:Telecommunications	(Blank)	SC08852 - Monthly - Lines & Sets	0.00	47.40	0.00	0.00	(47.40)
Grand Total			0.00	85.50	0.00	0.00	(85.50)
		Balance Forward - Prior Fiscal Year End		0.00			
		+Revenues		0.00			
		+Expenses		85.50			
		+Commitments		0.00			
		+Obligations		0.00			
		Balance Available - For Selected Period		85.50			

5. This only includes transactions that have been posted to your account. It does not include any pending transactions.

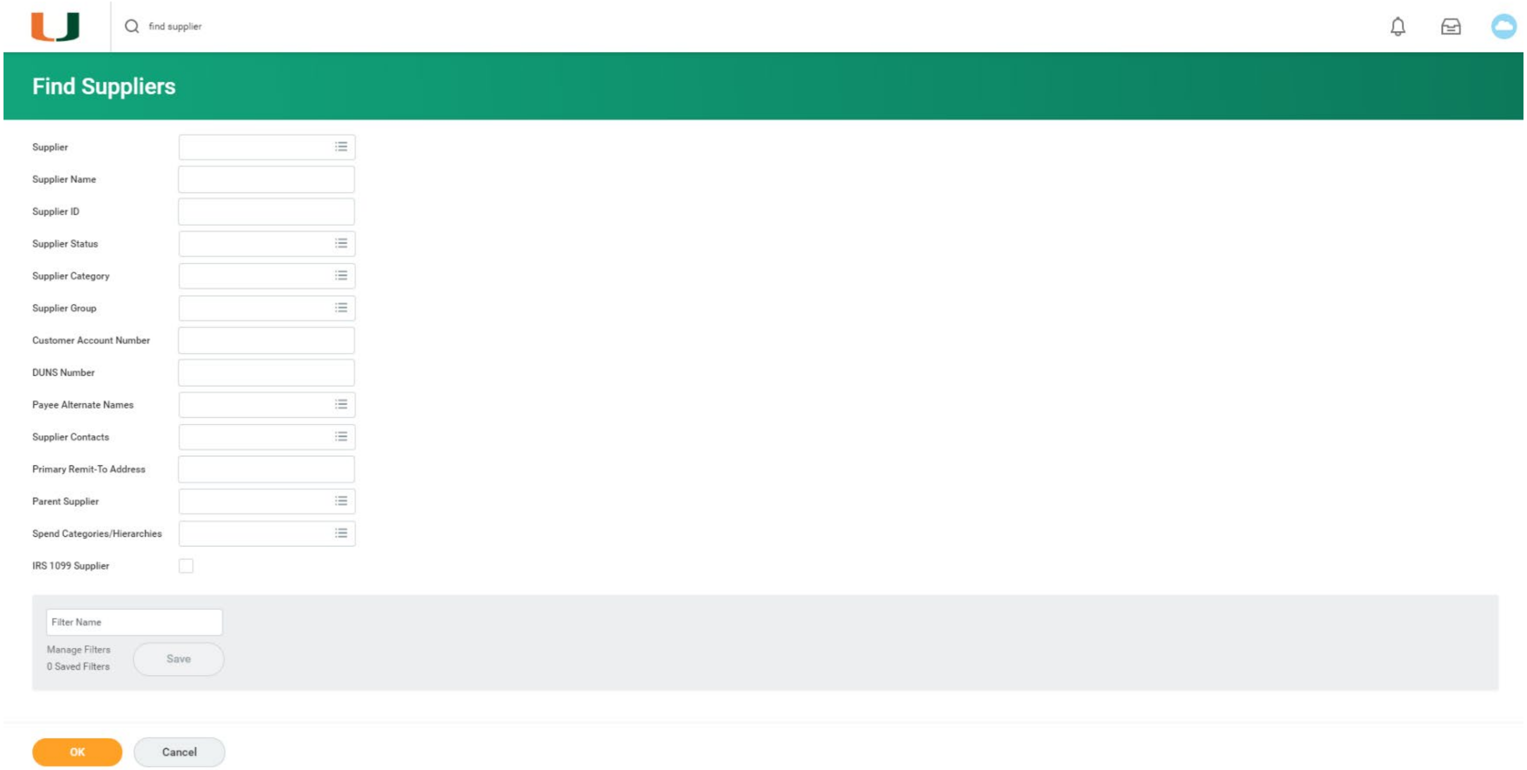
6. In order to review the account history with regard to debits and credits, please click into the amounts listed under Actuals. Workday will open a module reflecting the transactions that amount to that total.



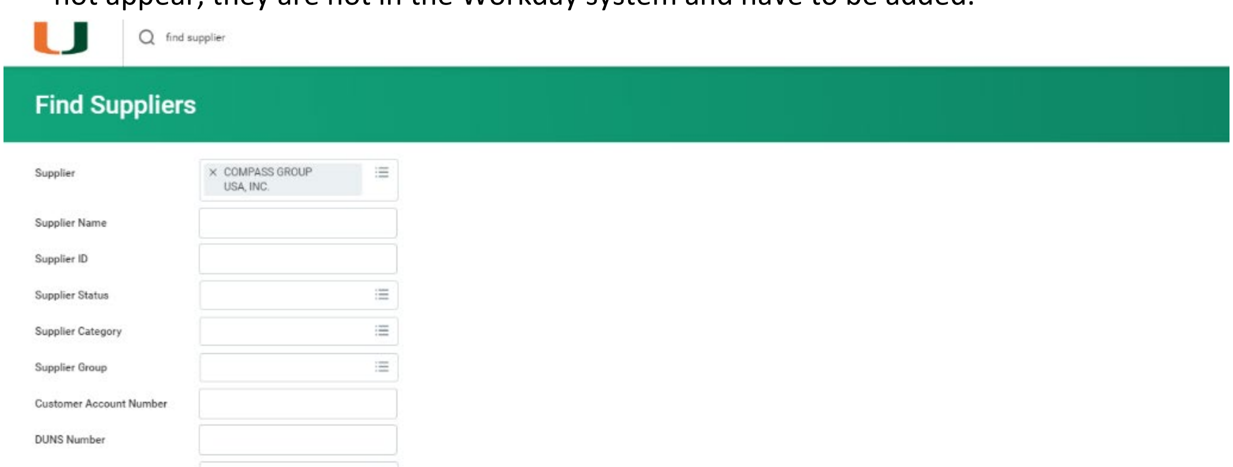
How to Verify a Supplier is in Workday

Make sure the supplier you are using is approved by the University

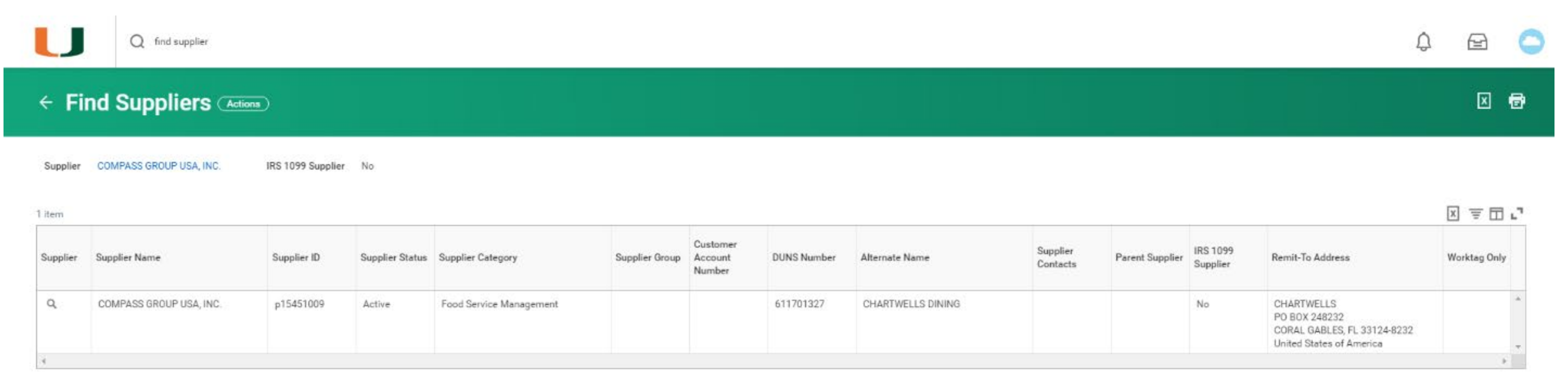
1. In the Workday search bar type “Find Suppliers” and select it from the drop down.



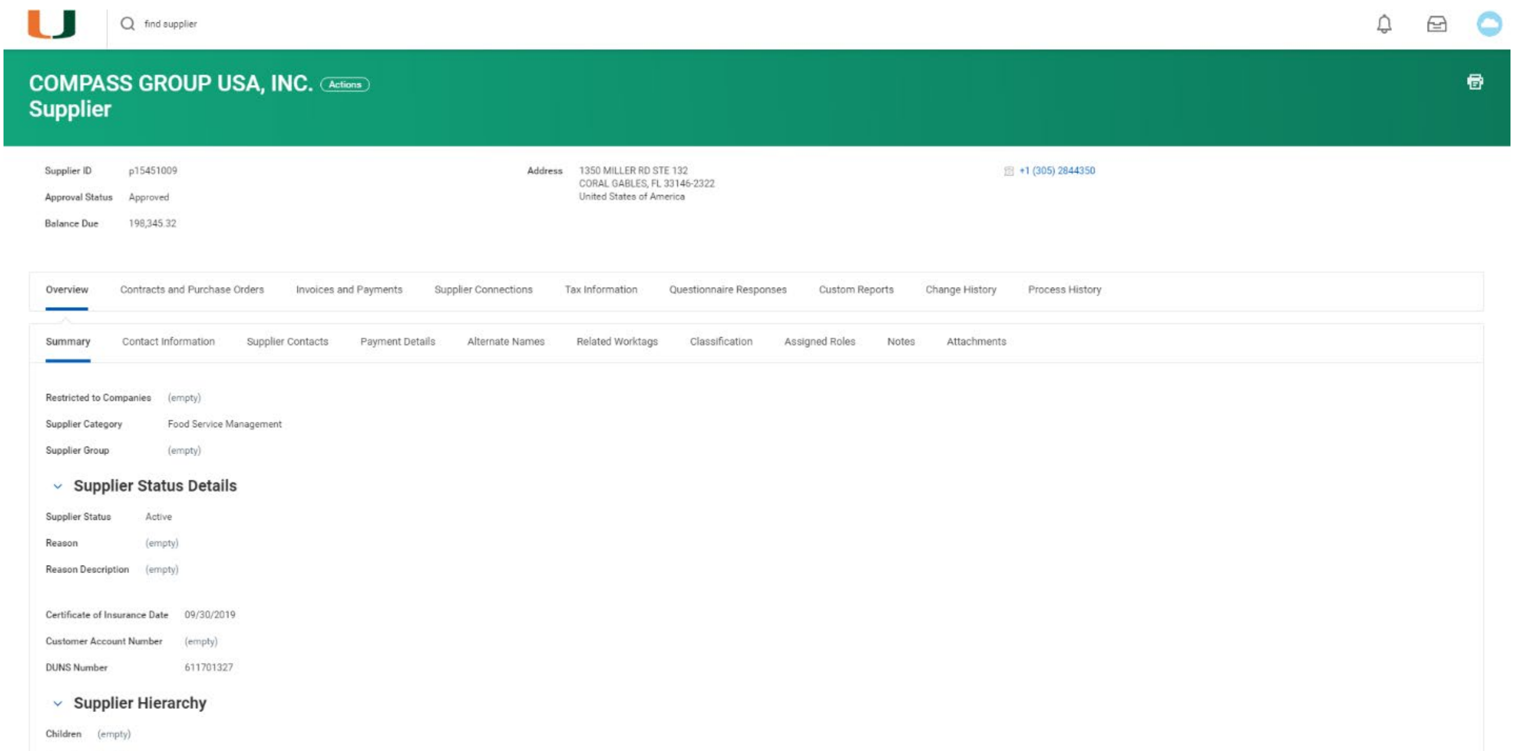
2. You can fill out as many of the categories as you like, but filling out the “Supplier” line is sufficient. In this case we will search for Compass Group, a caterer. In this example when we type “Compass Group” in the Supplier section and hit enter, Workday populated a list of suppliers with that name. Select the supplier you are looking for and click “ok”. If they do not appear, they are not in the Workday system and have to be added.



3. After clicking “okay” a screen will pop up with a brief overview of the supplier.



4. If you click on the magnifying glass on the far left next to the supplier's name in the gray box, you can view more detailed information about the supplier.



If you require further assistance with purchasing training, please reach out to the contacts listed below:

Kimberly Jiminson - kxj329@miami.edu

Michelle Roy - mroy@miami.edu

Name	Phone Number
Accounts Payable	284-3570

For more information on student organizations and your role as an advisor, please visit the Student Organization Handbook at Miami.edu/SASO under the "Manage an Org" tab, as well as the "Advisors" tab for additional resources. Below is a list of helpful UM contacts that is also provided in the handbook.

Alumni Relations	284-2872
Association of Greek Letter Orgs	284-5353
Bookstore	284-4101
Butler Center for Service & Leadership	284-4483
Check Distribution	284-2284
Committee on Student Organizations	284-6453
Controller's Office	284-4877
Counseling Center	284-5511
Council of International Students and Organizations	284-3548
Chartwells (Dining Services)	284-3584
Dean of Students Office	284-5353
Disability Services	284-6434
Distraction Magazine	284-4401
Division of Student Affairs	284-4922
Graduate Student Association	284-6750
Honor Council	284-5353
Housing & Residential Life	284-4505
Hurricane Productions	284-4606
Ibis Yearbook	284-2994
Information Technology (IT)	284-6565
International Student & Scholar Services	284-2928
Jerry Herman Ring Theatre	284-3355
Miami Hurricane Newspaper	284-4401
Multicultural Student Affairs	284-2855
Office of the Ombudsperson	284-4922
Orientation and Commuter Student Involvement	284-5646
Parking and Transportation Services	284-3096
Payroll/Disbursements	284-2625
Purchasing	284-5751
Rathskeller	284-6310
Registrar	284-5455
Risk Management	284-3163
SC Information	284-4599
Sandler Center for Alcohol & Other Drug Education	284-6120
SCC Reservations & Technology	284-4351
Sexual Assault Response Team	798-6666
Student Account Services	284-6390
Student Activities & Student Organizations	284-6399
Student Activity Fee Allocation Committee	284-6453
Student Employment	284-6000
Student Government	284-3082
Student Health Center	284-9100
Student Life	284-2805
Toppel Career Center	284-5451
UC Information Desk (lost & found)	284-2318
UC Pool	284-5625
UMPD	284-6666
University Communications	284-5500
Wellness and Recreation	284-8500
WVUM	284-3131