

The Student Organization Store

UNIVERSITY
OF MIAMI



Department of Student Activities & Student Organizations

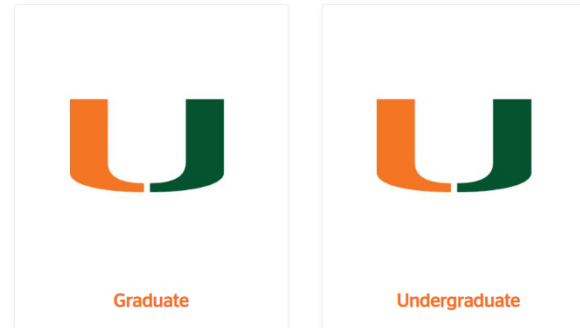
Vanessa Velis Barbieri, Manager Business Operations,
SASO

Nadege Nias, Senior Financial Assistant, SASO

What is the Student Org Store



Organizations

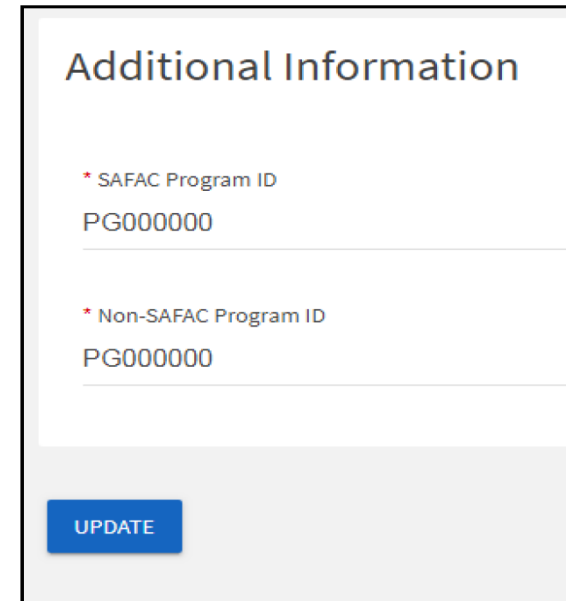
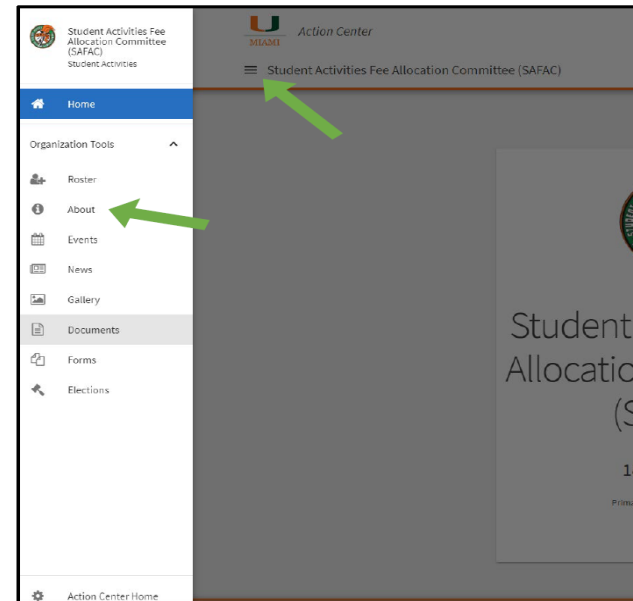
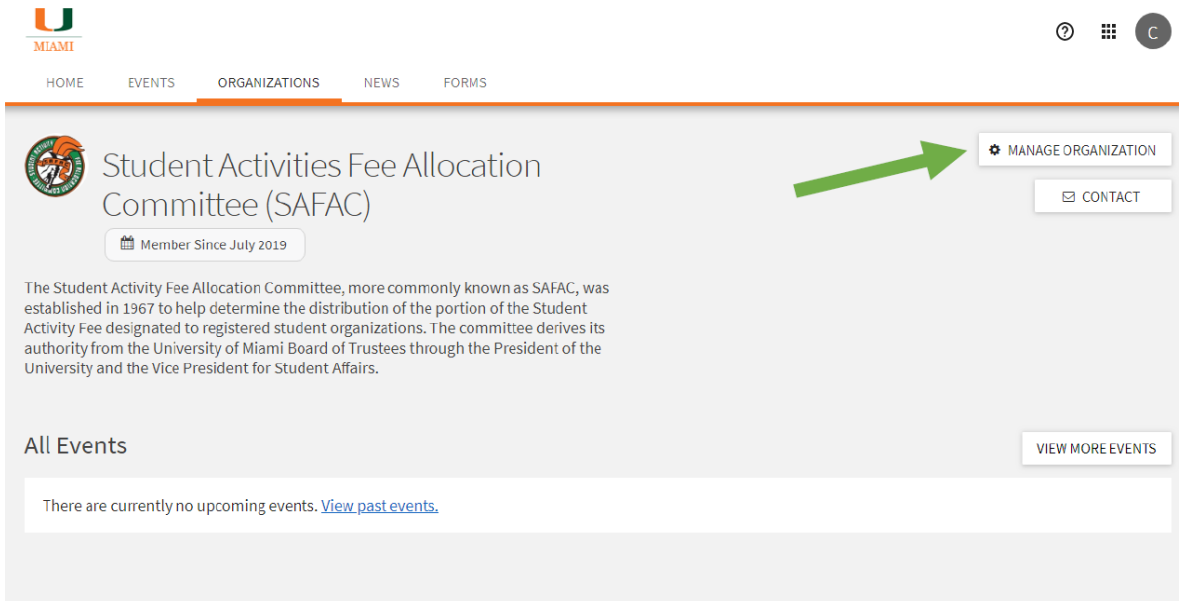


A site for student organizations to collect dues, money for club merchandise (t-shirts, hoodies, etc.), or co-payments for events.

Funds paid through the Student Organization Store will automatically be deposited into each organization's Non-SAFAC account (gift account).

How do I find my Program IDs (Account Number)

Search for your organization's name on engage.miami.edu, select Manage Home from the menu, then select About. When you reach the About page, scroll all the way to the bottom to see your SAFAC and non SAFAC program ID.





Anime Club

Anime Club

Student Organizations / Undergraduate / Anime Club



Anime Club - Dues (Semester)

Price: \$10.00

Quantity:



Anime Club - Registration Fees/Co-Payments

Price: \$36.00

Quantity:



Club Running

Student Organizations / Undergraduate / Club Running



Club Running - Dues (Semester)

Price: \$30.00

Quantity:



Club Running - Club Running/Running Man Shirt

Price: \$5.00

Size:

Quantity:



UNIVERSITY OF MIAMI



Caribbean Student Association

Student Organizations / Undergraduate / Caribbean Student Association



Caribbean Students Association - Carnival Costume

Price: \$300.00

Quantity:



Caribbean Students Association - Dues (Year)

Price: \$15.00

Quantity:



Italian Association

Student Organizations / Undergraduate / Italian Association



Italian Association - Crewneck Sweatshirt

Price: \$43.00

Size:

Quantity:



How to Utilize the Store

Using the Engage form shown, student organization leaders can request that payment or purchase information to be added, removed, or updated.

* Please select whether your student organization is a COSO-recognized undergraduate student organization or a Graduate Student Organization.

Undergraduate Student Organization
 Graduate Student Organization

* Name of Organization

* Non-SAFAC Program ID (Account Number):

* Requestor Name:

* Requestor Email Address:

* Requestor Phone Number:

* Requester Position in Organization:

* What are you submitting this form for?

* What are you collecting payment for?

How to Access the Store

1

Visit
Miami.edu/studen
torgstore

- Then click on the orange button that says, "Visit The Student Organization Store".

2

Click
"Undergraduate"
or "Graduate"

3

Choose your
student
organization



Graduate

Student Organizations / Graduate



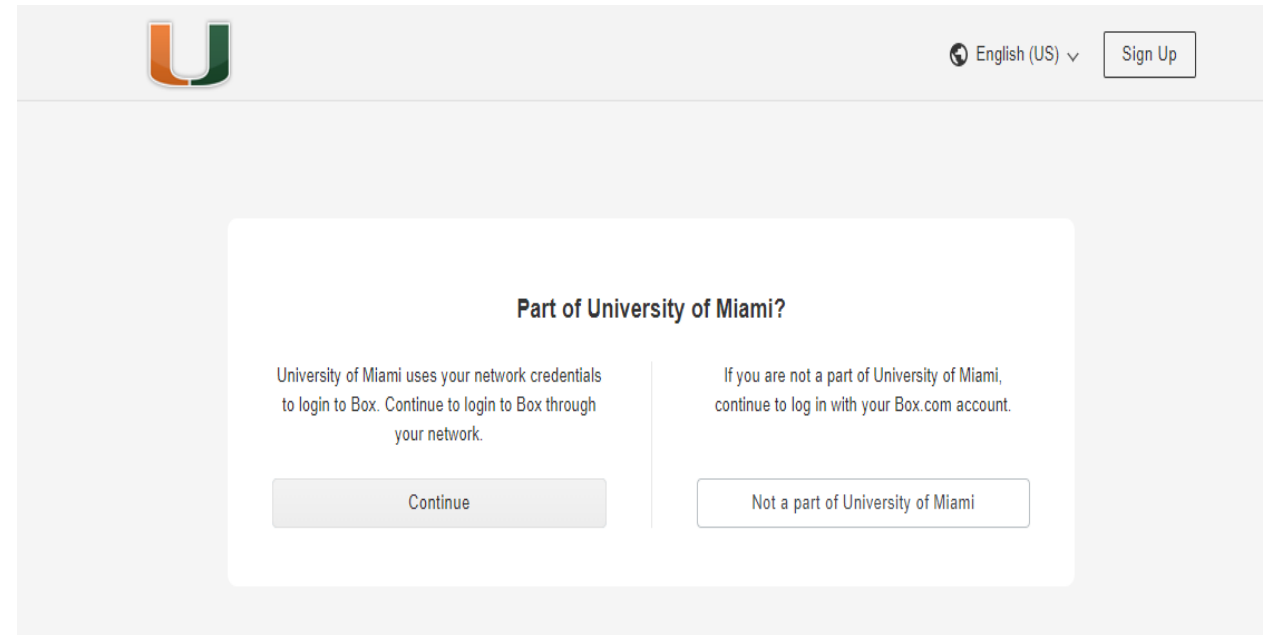
Undergraduate

Student Organizations / Undergraduate



How to Determine Who Made a Payment

- The Treasurer, President and Advisor of each organization will be added to a Box folder updated weekly (Fridays) detailing the various transactions conducted via the site through Box.



Report Payments Visualization on Box

Each organization's Treasurer, President, and Advisor will be added to a Box folder that is updated every week on Fridays and lists all the different transactions made on the website using Box. Update the COSO executive board/advisor form on engage if your organization's student leaders change

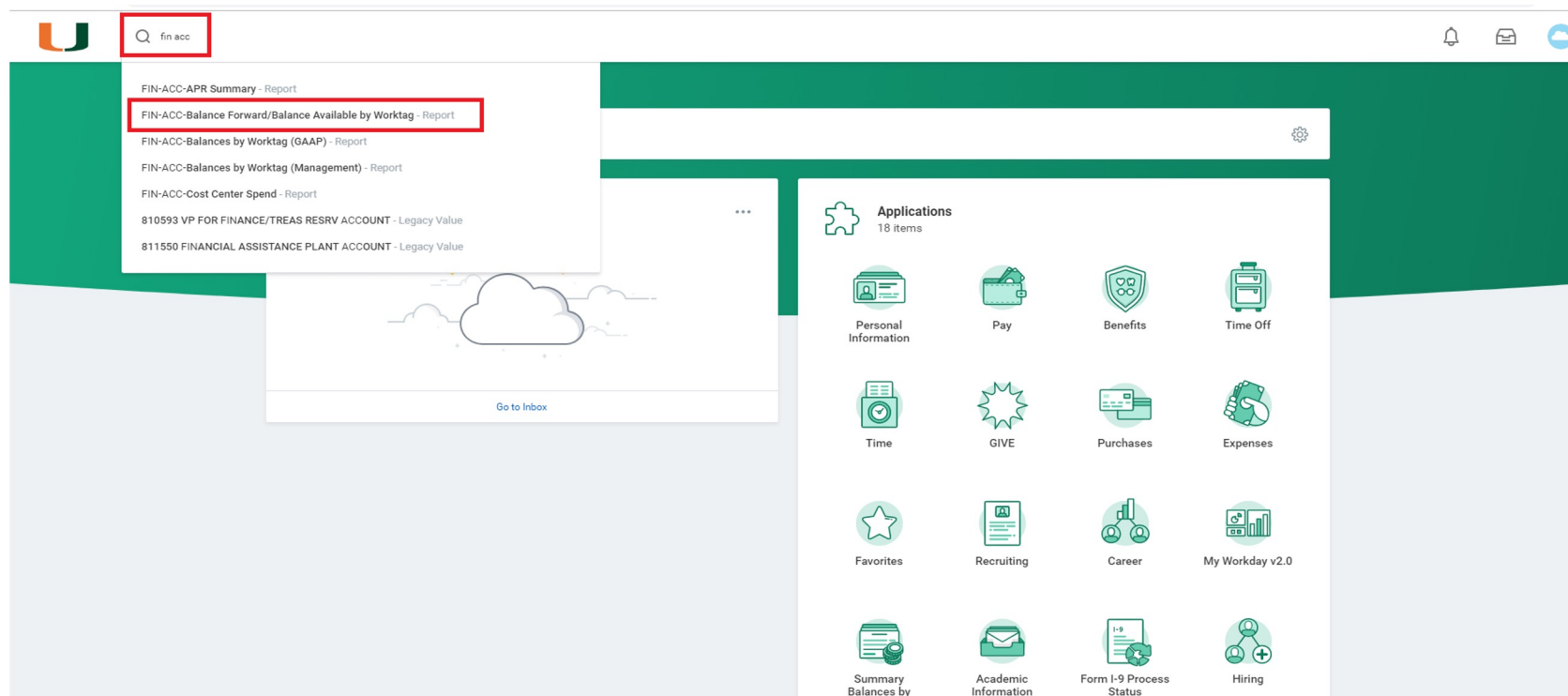
	A	B	C	D	E	F	G	H	I
1	Order Id	Date Ordered	Product Name	Student's First Name	Student's Last Name	Qty Fulfilled	Total Amount Paid		
2	55555	02/15/2023 11:33:27 AM EST	SASO - Dues (Semester)	Sebastian	Ibis	1	\$ 22.50		
3	55556	02/14/2023 11:00:08 PM EST	SASO - Dues (Semester)	John	Doe	1	\$ 22.50		
4	55557	02/14/2023 10:27:58 PM EST	SASO - Dues (Semester)	Jane	Doe	1	\$ 22.50		
5	55558	02/14/2023 10:14:17 PM EST	SASO - Dues (Semester)	John	Smith	1	\$ 22.50		
6	55559	02/14/2023 09:50:40 PM EST	SASO - Dues (Semester)	Jane	Smith	1	\$ 22.50		
7									
8									
9									
10									
11									



Finances

Account Balance

- You can find your organization's Program IDs (account numbers) on their Engage portal or by searching the organization's name in the Workday search bar
- The report we recommend to view your account balance is called: **"FIN-ACC-Balance Forward/Balance Available by Worktag"**



Finances

Account Balance

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FIN-ACC-Balance Forward/Balance Available by Worktag

Instructions Please enter Gift, Program, or Project

This report is filtered by Unrestricted Designated Fund (Fund 20), Department Reserve Funds (Fund 21), Agency Funds (Fund 35), Ter Zero's.

Always select the month of May for the Fiscal Year Budget

****Book is currently defaulted to Management Reporting, please use the Book prompt to select GAAP if needed****

Organization * [dropdown]

Period * [dropdown]

Time Period * [dropdown]

Fiscal Budget Year * **FY2019 - May** [dropdown]

Management Budget & Book

GAAP Budget & Book

Filter Name [input]
Manage Filters 0 Saved Filters [Save]

OK Cancel

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FIN-ACC-Balance Forward/Balance Available by Worktag

Instructions Please enter Gift, Program, or Project

This report is filtered by Unrestricted Designated Fund (Fund 20), Department Reserve Funds (Fund 21), Agency Funds (Fund 35), Ter Zero's.

Always select the month of May for the Fiscal Year Budget

****Book is currently defaulted to Management Reporting, please use the Book prompt to select GAAP if needed****

Organization * **Program ID (account number)** [dropdown]

Period * FY2020 - Jul [dropdown]

Time Period * Current Period YTD [dropdown]

Fiscal Budget Year * FY2020 - May [dropdown]

Management Budget & Book

GAAP Budget & Book

Filter Name [input]
Manage Filters 0 Saved Filters [Save]

OK Cancel

Finances

Account Balance

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Fiscal Budget Year *

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GAAP Budget & Book

Filter Name

Manage Filters 0 Saved Filters

Refund Policy

Payments on the student organization store are considered nonrefundable. In limited circumstances a refund may be issued contingent on the approval of the organization's president. By making a purchase using this site, you are agreeing to the refund policy listed at the time of purchase.



How to Utilize Funds from the Store

University funds must be utilized through the approved, proper channels including:

- **Purchase orders** (requisition) can be created by your advisor, it is a direct payment from the university (used for services such as catering, food, goods, hotel, shirts/uniforms) .
- **Supplier invoice-** should be used for services (i.e., guest speakers, production services etc.)
- **Expense reports-** Advisors can use own personal funds and will be reimbursed, are created whether personal funds or corporate cards are used.
- **P-Cards/ T-Cards** are only given to UM employees, your advisor would need to place any orders utilizing one (i.e.: flights, registration)
- **Student reimbursements-** student submissions for reimbursement



Do's & Don't

- The website is updated weekly, so please submit the request form 1-2 weeks in advance if needed for a specific date.
- The store is not intended to be used for small dollar point-of-sale activities such as bake sales in the UC breezeway or selling of raffle tickets.
- Donations and sponsorship funds may not be collected through the store. Instead, donations should be made through the [Student Organization Giving Page](#).
- Payments on the student organization store are considered nonrefundable.
- SAFAC funded items may not be sold through the student org store. SAFAC items and events must be free and open for all.

Frequently Asked Questions

How can I tell which members have made payments?

- Student organizations will be added to a Box folder updated weekly detailing the various transactions conducted via the site through Box.

Do I have a login for box?

- Yes, current active University of Miami faculty, staff, and students can use their credentials to sign into Box. Only Presidents, Treasurers, and Advisors of the organization will have access to the Box Folder.

What must I do to have an item removed from the store?

- To add, remove, or make changes to the student org store, please complete the "[Student Organization Store - Request to Add/Remove/Update Item](#)" form on Engage.

My organization recently gotten a new student leader; how can they access the box folder?

- Update the COSO executive board/advisor form on engage if your organization's student leaders change
- (<https://miami.campuslabs.com/engage/submitter/form/step/1?Guid=ce73b0bf-2a47-4b80-9ad8-2c311fd5728b>)

When will there be a new paid list for the student org store?

- On Fridays of each week, Box is updated.

As a new student organization, when can I start utilizing the store?

- After the student organization receives their non-SAFAC program number.

Questions?



FOR MORE INFORMATION ON ONLINE PAYMENTS,
PLEASE EMAIL SASOFINANCE@MIAMI.EDU OR CALL 305-284-6399.

Contacts

- Advisor Responsibilities, contracts, travel waivers, Engage, elections
 - Mercy Lavado - Associate Director, SASO – m.lavado@miami.edu
- Amazon Training in Workday
 - Kimberly Jiminson – Trainer, IT – kxj329@miami.edu
- Committee on Student Organizations (COSO)
 - Coso_chair@miami.edu
- Purchasing Department
 - www.purchasing.miami.edu
- Student Activities and Student Organizations (SASO)
 - saso@miami.edu
- Student Activity Fee Allocation Committee (SAFAC)
 - safac@miami.edu
- Student Org Payment Site, Workday access, Account questions
 - Nadege Nias - Senior Financial Assistant, SASO – n.nias@miami.edu
 - Vanessa Velis Barbieri - Manager, Business and Financial Operations, SASO
 - V.velisbarbieri@miami.edu



Resources

- [Advisor Guide to Student Org Finances](#) (Workday step-by-step guide)
- [Advisor Resources](#)
- Committee on Student Organizations (COSO) – www.miami.edu/coso
- [Common Spend Categories](#)
- [Deposit Slip](#) – how to fill it out
- [How to Find Organization's Account Numbers in Engage](#)
- [How to Spend Organization Funds](#)
- [How to check on a student's reimbursement status](#)
- [Purchasing Resources/Training](#)
- Student Activities and Student Organizations (SASO) – www.miami.edu/saso
- Student Activity Fee Allocation Committee (SAFAC) – www.miami.edu/safac
- [Student Organization Handbook](#)
- [Student Reimbursement Resources](#)