Hi Everyone, my name is Jen Nicholson, I am the Manager of Finance and Administration for Wilson Commons Student Activities and I am a secondary advisor for the Students’ Association Appropriations Committee, also known as SAAC. Today I am going to walk you through how to transact “in” the SOFO office for the Fall of 2020.

Please know that this year will look different than previous years, so if this is not your first year as an e-board member, many of the items I will mention in this presentation will be new for you.

Additionally, there will be quizzes intermittently throughout the training to test your knowledge with a Final exam at the end, that must be passed by the Business Manager, with a 75% or higher, in order for your Organization to transact with SOFO.

This training and the exam are a requirement for Business Managers to attend and your organization can not transact with SOFO until these requirements have been met.

With that said, let’s get started!
For those of you that may be new to your role, you may be wondering what in the world is SOFO? SOFO (previously known as the SAAC office) is the Student Organization Finance Office. It is where you, as business managers, can initiate transactions and access funds that have been allocated to your student organization.

We can not process transactions for organizations that do not “bank” with us. So if your organization has funds in an outside bank account, we can not access those funds and can only process transactions for funds that reside in open SOFO accounts.

Business Managers are the only e-board members than can initiate transactions with SOFO and every organization must have a Business Manager identified on their CCC page. An exception form would need to be completed and approved prior to someone other than the Business Manager initiating a transaction with SOFO. Exceptions may be granted in extenuating circumstances and will be approved on a case by case basis.
SOFO is located within Wilson Commons. We are located behind the Spiral Staircase in the back left Corner of the Ruth Merrill Center. Accessing the SOFO office may look a little different this year due to Social Distancing guidelines, however, WCSA will do its best to ensure that proper signage is posted to assist with navigating within the building.

New this year, SOFO will have a Zoom room to “meet” with Business Managers and will also be available on the Ask George Chat Bot. Hours of availability for both methods of communication will be posted on the SAAC website and on the SOFO website.
For the Fall, SOFO will not have open office hours. This means that unless you have a previously arranged appointment, you will not be able to access SOFO personnel in person. Instead, we urge you to utilize the virtual options available to you. Of which include the Zoom Room mentioned on the previous slide and also the Ask George Chatbot.

SOFO professional staff will continue to work Monday-Friday during the hours of 8 – 4:30 Eastern Standard Time and can be accessed by setting up a meeting with them at which time you will receive a zoom link in order to “meet”.

We recognize that this information may be disappointing, but we promise to continue to be accessible to you and your organization, in spite of the physical barriers.
To reach SOFO, the best place to start would be with your designated Student Accountant. Cez Garcia, this year’s Treasurer, will provide a list of Student Accountant assignments for this year. During their designated Office hours, Student Accountants will be available via the SAAC/SOFO Zoom room link, which will be provided at the end of this presentation, along with other important links. In addition to their office hours, Student Accountants can be accessed by e-mail and may be able to arrange alternative times to “meet” to discuss questions that you may have. Please remember, that they are students, just as you are, so school work is their primary focus and they also may be working in different time zones. Please be patient with us, as we try to navigate this virtual experience for the first time.

As a reminder, anytime that you do not receive a response to your e-mails within a reasonable timeframe (which is around 1-2 business days), please feel free to copy the Treasurer, Deputy Treasurer, or Jessi Kerr and I in to your email correspondence.

Our goal is to always assist you in a timely manner, but the remote work environment can sometimes create delays in responses.
SOFO is made up of Student Accountants, the Treasurer, Deputy Treasurer and Professional Staff Members. The updated list of Student Accountants, their categories and their office hours will be posted on the SAAC website prior to the start of the Academic year.

Please take the next few minutes to complete the “Check your knowledge Quiz”. There are 5 questions, the answer to these questions will not be graded.
SOFO Transactions for this upcoming year will look a little different, but remain fairly consistent with what you have had access to in previous years. We will continue to process Online Orders, Payment of Internal University of Rochester Vendors, including ECM, Meliora Catering, Facilities, Athletics and other Departments, Payment of invoices and contract by check and accepting cash and check deposits.

As you can see, we will not be offering Credit Card sign out, Copy Center order placement or Purchase Order requests for Fall 2020. If you feel that your organization will need an exception to this, please utilize the Exception Form and select SOFO from the Exception Type list. Please be descriptive as to why your organization will need an exception. You will need to complete this form for each time that you will need an exception.

Please note that you must request an appointment to deposit with SOFO and deposits can only be accepted during your assigned meeting time. More information will be provided on these steps in a later slide.

Some of you may be familiar with the Virtual Green Form that was created at the end of the last academic year, in an effort to be cognizant of Social Distancing measures, and because we know that you all have been asking for this…. We have created, tweaked, and hopefully finalized the creation of a Virtual Green Form! The link is listed on the important
links slide and can also be found on the CCC under Forms.
Green form submissions may still take 2-3 business days to process, in the beginning, it make take closer to the 3 business days due to the learning curve of processing these new forms.
The Virtual Green form is the only submission method for Fall 2020. All submissions should be directed through the virtual process until further notice.
You may be thinking, how do I find the Virtual Green form?
You can access this form by:

Logging into CCC, Scrolling to the “Forms” button under Campus Links on the home page, Selecting the Student Organization button, and then scrolling down to the Virtual Green Form link.

Once you have clicked on the link, you will be redirected to the form. Please be sure to select the Student Organization button and then scroll to the organization that you would like to request a transaction on behalf of.

Please take the next few minutes to complete the “Check your knowledge Quiz”. There are 3 questions, the answer to these questions will not be graded.
Online Orders will look a little different this year, as well.

For Fall 2020, we will process the transaction on your organizations behalf, unless otherwise indicated. This means that you must provide us with a file that has working hyperlinks and all of the relevant information for your order, including a valid Shipping address.

Once the submission is received by SOFO, we will review the transaction to ensure that is in line with our funding principals and then we will place the order without you or another member of your organization being present.

If you wish to be “present” during the purchase, your order will be on hold until you schedule a time to “meet” with a Student Accountant virtually through the make an appointment link.
For this year, we will not be processing Hotel Reservations or travel related transactions, as travel is not permitted per UR policy for the Fall.
Online Orders (NOT copy center), Credit Card pick-up, Checks and Purchase Orders

1. **Reference Student Organization listing to find the appropriate Dept Attribute**

2. **Use FAQ: OP990250 for all student organizations EXCEPT:**
   - GSA-OP990151
   - Club Costco - OP990250

3. **Payable to:** Use the Preferred Vendor supplied by the Business Manager, BUT also use your experience to correct if wrong (for example, “Gas Card” should be entered as “Sunoco”) DO NOT enter something that you know to be incorrect!!!

4. **Spend Category for Online Orders, Credit Card pick-up, Checks and Purchase Orders is ALWAYS SC52600**

5. **Data Enter in URGEMs:**
   - 1st Ref should be 1-2 words to describe purchase (e.g., Supplies, Decorations, etc.) & more than 1 assigns the purchase a number (e.g., Supplies1, Supplies2, etc.)
   - 2nd Ref must be Event Name
   - Comment field CAN NOT be blank – Lower description of request attached with the Event name (e.g., Step Show – Decorations for event)

6. **Complete the Fox Office Use only portion of the Green Form**

7. **Place in Accounting/bookkeeper’s basket for review**

Transaction Tracker: K975 MA
Leadership Training 2020
Additionally, we will not be offering Credit Card sign out in an effort to minimize exposure to COVID-19. Online orders will continue to be available for the purchase of goods that are permitted by the funding guidelines.

Please remember that if you feel that your organization will need an exception to this or other SOFO policies, you must submit and receive approval through the exception form submission process. And as a reminder, all exceptions are granted for a 1 time approval, so you may need to submit several throughout the year.
Credit Card sign out/sign in—cont’d

1. Look for the approved Transaction Request Form in the Credit Card binder
2. If gas card, ask how many vehicles are travelling
   - Typically we provide 1 card per 2-3 vehicles, depending on the number of organizations travelling that weekend.
3. Have Business Manager fill out the appropriate sign out sheet
4. **You** write the card number given out on the top right corner of the green sheet and on the sign out sheet
5. If Gas Cards, place each card in a plastic sleeve and provide them with brief instructions on use:
   - Insert Card, for Odometer Read type 0, Driver ID enter 3236
6. Remind them to keep all receipts and return cards by 4pm the following business day
   - If pick up is on a Friday, card must be returned by 4 pm on Monday
The Credit Card drop off box is still accessible, but again, credit cards will not be available for sign out.
Meliora Catering will be the only approved food vendor for this academic year, as such, we are still able to process transactions paying them and ECM and Facilities for expenses that may be incurred. If your organization feels that the use of a food vendor other than Meliora Catering is necessary, please complete an exception form, by selecting “Event Registration” as the exception type.

Please be sure to include your reservation, invoice or work order number in the description so that we can initiate the payment process with the vendor.
Here we’ve provided a screen grab of what the invoices and e-mails typically look like from ECM, Meliora Catering and Facilities. The invoice and work order number are in the red circle.
ECM, Meliora Catering & Facilities Data Entry

1. Reference Student Organization listing to find the appropriate Dept Attribute.
2. Use FAQ: OP990256 for all student organizations EXCEPT:
   - GSA: OP990151
   - Class Councils: OP990250
3. Payable to: Use the Preferred Vendor supplied by the Business Manager. BUT also use your experience to correct it if wrong (for example, “Dining” should be “Meliora Catering”, “Event Support” should be “ECM”, etc.
   - ELM = S549050
   - Facilities = S551400
   - Catering = S559000
4. Data Entry in URGEMs
   - Ref # is the Work Order, Invoice # or Reservation #.
   - 2nd Ref must be Event Name.
   - Comment field CANNOT be blank – longer description of request preferred with the Event Name (ex: Step Show – Decorations for event)
5. Complete the For Office Use only portion of the Green Form
6. Place in Accounting/Bookkeeper’s basket for review.

Leadership Training 2020
In addition to paying ECM, Meliora Catering and Facilities, we also work with other vendors within the University of Rochester. Please note that if you are working with a department (including Athletics) within the University of Rochester, we must process payment to them through internal mechanisms and can not/will not issue checks or purchase orders to them.
When submitting a request to process payment to an internal vendor, please be sure to include documentation to substantiate the payment amount. This can be an invoice, quote, or even an e-mail correspondence that indicates how much is owed.

New this year, once the requisition has been prepared, SOFO will send it to the department for payment processing. You no longer will be responsible for picking up the blue copy and turning it over the vendor. If you have any questions or concerns, or receive contradicting information from a vendor, please be sure to let us know so that we can work with them to ensure payment is done properly and in a timely manner.
This is an example of what a completed requisition looks like. As mentioned previously, we will be sending the blue copy to the vendor on behalf of the organization this year, so you will not need to come retrieve it from SOFO.
U of R Interval Vendor Payments Data Entry

1. **Payable to:** Use the Preferred Vendor supplied by the Business Manager. BUT also use your experience to correct it if wrong (for example, "Dining" should be "Meloni Catering", "Event Support" should be "ECM", etc.
   - Intersection 5525300
   - Public Safety 9357700
   - UCM Food 5730900
   - HostOffice 5907412
   - bitmap & labels 9474780
   - Directors 9670200
   - Payment from a department or a Student Organization 5057000, non-vendor amount written together in an URGEM.

2. **Data Entry in URGEMs**
   - Reference the Acquisition #
   - 2nd Ref must be Event Name if payment for event, otherwise it can be left blank.
   - Comment field (CAN NOT be blank) longer description of request prefaced with the Event name (ex. Banquet - Decorations for event, if applicable)

3. **Complete the Fox Office Use only portion of the Green Form**

4. **Place In Accounting/Bookkeeper’s basket for review**

5. **Fill out a blue 312 Requisition** - See next page for instructions

Transaction Training: 4/6/21  9AM
Leadership Training 2020
<table>
<thead>
<tr>
<th>Step to is</th>
<th>Vendor name goes here</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTN: should be the requesting Student Organization</td>
<td>Description of purchase goes here</td>
</tr>
<tr>
<td>Requester Name is the submitter of the Green Transaction Request Form</td>
<td>Your information goes here!</td>
</tr>
<tr>
<td>ALWAYS CM020 – FAQ &amp; SC will depend on Student Organization AND Vendor</td>
<td>Title – Std Acct</td>
</tr>
</tbody>
</table>
Organizations that need copies of flyers or other printed promotional items have 2 options. You can use the Ruth Merrill printer or submit a Copy Center request. For the Fall, the preferred printing method is the Ruth Merrill printer. If your organization feels that the Copy Center is needed in order to print your items, please complete an exception form.
The process for the Ruth Merrill printer has not changed from last year. Although, it is preferred that the file that you would like to have printed be e-mailed and that you call the Campus Center Building Manager phone to initiate the print job, in lieu of doing so in person.

Student Organization business managers can send their file to the wicobuma email address with details regarding the paper size and the number of copies. Once the email has been sent, you can contact the Building Manager to let them know that you have sent a file for printing and they will work with you to arrange a pick up time. Please do not wait until the last minute to initiate print jobs!

Please try your best to maintain social distancing when you can in order to minimize risk of exposure to COVID-19.
Ruth Merrill Printer is the preferred printing method for Fall 2020 unless previously discussed with SOFO/SAAC.
Copy Center Data Entry

1. Reference Student Organization listing to find the appropriate Dept Attribute
2. Use FAO: OP990256 for all student organizations EXCEPT:
   - USA - OP999151
   - Class Councils - OP990250
3. Payable to: Use the Preferred Vendor supplied by the Business Manager, BUT also use your experience to correct it if wrong (for example, always use "Copy Center")
   - Copy Center – 5CA8750
4. Data Enter in URGEms
   - Ref #1 (the invoice #)
   - 2nd ref must be Event Name
   - Comment field CAN NOT be blank – Longer description of request prefaced with the Event name (ex. Step Show – Decorations for event)
5. Complete the For Office Use only portion of the Green Form
6. Place in Accounting/Bookkeeper’s basket for review
Copy Center Online Order Process

1. Have Business Manager sign into Xerox Print Services with their University ID
   - [https://www.rochester.edu/printcenter/submitjob.html](https://www.rochester.edu/printcenter/submitjob.html)
2. Select Choose Files under “Upload A File”
3. Select the Print Options:
   - Choose color, paper stocks & sides printed
   - B/W - Black & White or Color - Color
   - Duplex (2-sided) or Simplex (1-sided)
4. Paper
5. Preview document & Approve
6. Select a Delivery method or pick-up (not recommended)
7. Account Code = FAO – 100%
8. Spend Category = SC48750
9. Print Order Summary – Update Gems with Order # and Total $ amount

Thank you for your order!
Order Information:
- ORDER #: GEM6 11/11/2018
- Order Number: 47932
- Submitted On: 11/23/2018 12:10 PM
- Requested ship date: 11/20/2018 10:10 AM
- Site: Xerox Print Center
For payment of invoices and contracts, please use the Check payment method in the Drop down menu on the Virtual Green form. As a reminder, the Payable to should be the legal name that the check should be payable to.

Checks will continue to be issued twice per week, currently they are scheduled for Tuesdays and Fridays. Please be sure to plan accordingly, as a check request submitted on a Monday will not be processed in time for the Tuesday cut off.

Also, it is important to note that SOFO will not issue payment unless the documentation provided indicates that it is an Invoice and not a quote. I will go into more detail regarding the difference in a few minutes.

New for this year, we will be mailing all checks to the vendors, check pick up will not be available for this academic year. So please be sure to have a valid shipping address.
Student Organizations that intend to pay someone for services provided, including photography, Dj’s, etc. must use the WCSA’s Standard Agreement Form. This can be accessed by working directly with your Advisor. Questions pertaining to the necessity of a Contract or Standard Agreement form can be directed to your advisor as well.

In order to process payment to an individual service provider we must receive a completed and signed W-9 form, which provides us with their Tax Id so that a 1099 tax form can be issued by the University for tax implications.
Contracts, Invoices, or PO Data Entry

1. Reference Student Organization listing to find the appropriate Dept Attribute
2. Use FAQ: OP990256 for all student organizations EXCEPT:
   • GSA: OP990151
   • Class Councils: OP990250
3. Payable to: Use the Preferred Vendor supplied by the Business Manager—Verify that this name matches the name on the invoice or Contract
   • Contracts MUST be signed by AAM
4. Data Enter in URGEMs
   • For Contracts or invoices: Ref #1: the Invoice # or Vendor type (Make Up Artist, DJ, etc.)
   • For Purchase Orders: Ref #1 is the PO Number
   • 2nd Ref must be event name
   • Comment field CAN NOT be blank—Longer description of request prefaced with the event name (ex. Step Show, Decorations for event)
5. Complete the For Office Use only portion of the Green Form
6. Place in Accounting/Bankkeeper’s basket for review.

Transaction Tracking: KIDS SAM
Leadership Trainee 2020
It can be hard to tell the difference between an invoice and a quote sometimes. The major difference is the word Invoice or Quote appearing on the back up documentation. If the document says Quote on it, we can not issue a check until it is converted from a Quote to an invoice.

In general, the purpose of a quote is that the vendor is indicating to your organization that they anticipate the cost for their services to be X... this means that the amount due could change based on a number of factors, including the number of people that they will be providing services for. Because this number is not concrete during the time that a Quote is issued, SOFO will not issue payment until the vendor has converted the Quote into a Final Invoice, as that is when we know what the final amount due will be.

If you have questions and are not sure how to tell what you have been provided, please feel free to ask SOFO and SAAC, and we can help you navigate this.
As mentioned earlier, Meliora Catering is the only food vendor that we will be using for the Fall. As Purchase Orders are typically used for Food, we will not be issuing purchase orders for the Fall. If you feel that an exception is warranted, please use the Exception form and indicate that you are requesting an exception to an “Event Registration” policy.
Meliora Catering is the only permitted food vendor for the Fall 2020 unless previously approved through the event registration exception form.
Purchase Orders – cont’d

1. Pull a blank Purchase Order from the stack
2. Write in the Vendor name and address if available
3. Write the Student Organization’s name on the Ship To side of the PO
4. Briefly write what the PO is for on the lines provided
   • If for Pizza – write “Pizza”
   • If a Quote was provided – Write the Quote #
5. In the $ amount box put the amount indicated on the Quote or on the Green Transaction request form
SOFO will continue to accept deposits of cash and check, however this will be done on an appointment only basis. Please do not drop into the SOFO office without prescheduling a time to come in.

All checks should be written out to the University of Rochester. The name of the Organization can be included in the memo line. A Blue deposit ticket must be completed prior to SOFO accepting the deposit. It is important that the Source of funds be indicated and a detailed description be provided, as that information is what will appear on your monthly report.
Deposits Process and Date Entry

1. Accept deposits while you are on the clock. Please count/verify the total PRIOR to allowing the Business Manager to leave.
2. Immediately Date Enter the Deposit
3. Reference Student Organization listing to find the appropriate Dept Attribute.
4. Use FAQ: UP990250 for all student organizations EXCEPT:
   a. GSA: 0990151
   b. Class Council: UP990250
5. Data Enter in URGEN:
   a. If they are returning Petty Cash OIR are offsetting the purchase of an item always enter under – SC52600
   b. If you are selling internal units + UC53700
   c. Deposit amounts MUST have a minus sign (−) in URGEN if it is funds coming in
      • Ref #: should be the funding source
      • 2nd Ref must be Event Name
6. Comment field should be Funding Source Details that were provided
7. ALWAYS Initial next to the Total Deposit Amount
8. Place the Deposit drop box
Petty Cash and change funds will once again not be available through SOFO, as all ticket sales must go through the Common Market ticket program. If you have additional questions regarding ticketing, please contact the WCSA ticket team via wcsaticketprogram@ur.rochester.edu.

Please take the next few minutes to complete the “Check your knowledge Quiz”. There are 3 questions, the answer to these questions will not be graded.
As always, if you feel that you need a refresher or have questions, please reach out to your student accountant to seek clarification or to set up a time to meet. You can also access all training materials on the SA website.
The links on this page will be useful to you as you transact this academic year. Please bookmark them so that you can easily access information that is pertinent to your student organization.

The Zoom Room Link will be available during Student Accountant Office Hours. If you would like to schedule a time to speak with someone please use the “Schedule a Meeting” links.
If you have questions regarding material that has been provided. Please feel free to join us “in-person” on August 25th from 3 – 4 pm eastern standard time at our virtual Fall Leadership Training expo table and/or email askSAAC@Rochester.edu. Thank you for participating in this training and for your understanding as we navigate the challenges brought on by COVID-19. We look forward to working with all of you this year and always welcome constructive feedback.

At this time, we ask that you complete the Transaction and SAAC Guideline exam. Please set aside 15-20 minutes to complete this exam. As a reminder, you must score 75% or higher in order to transact with SOFO.