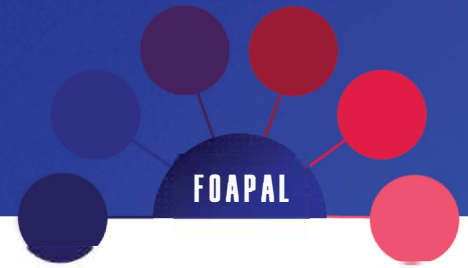# Catering Orders & Invoices

FOAPAL

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

For online ordering, invoice receipt, and order input for Event Coordinators.

FOAPAL RELATED CHANGES

Catering Orders & Invoices Functions	FOAPAL Change
1. Online ordering	FOAPAL string input
2. Invoices	Invoice information
3. Order Input for Event Coordinators	FOAPAL string input

ONLINE ORDERING

The University of Dayton Catering Services department offers event planners the opportunity to place orders online through a fillable form at:

https://udayton.edu/diningservices/cateringservices/orderform.php

Prior to the Chart of Accounts changes, users would enter a funding source in the field labelled "Account Number". This field will be replaced with a field for FOAPAL input (see Figure 1).

Estimate Number of Guests

*

FOAPAL String

*

Detailed Menu Selection

*

Figure 1: Catering online order form (new), selection including "FOAPALString" field

For questions please contact Catering Services at 937-229-2216.

1
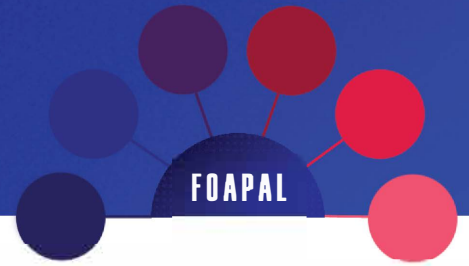
INVOICES

Invoices will look slightly different for customers on campus. Old invoices contained information labelled "Billing Reference" that denoted a Chart D index number for billing. See Figure 2 (below) for an example.


Figure 2: Catering Invoice (old), customer information, event details and Billing Reference (Chart D) number

Invoices will contain additional information after the Chart of Accounts (Chart F) changes. See Figure 3 (below) for a sample. In the sample, users will see the "Billing Reference" information removed and replaced with "Billing FOAPAL" and "Credit FOAPAL" information.

Figure 3: Catering Invoice (new), customer information, event details, and FOAPAL and Credit/Billing Account# information

For questions please contact Catering Services at 937-229-2216.

2

Catering Orders & Invoices
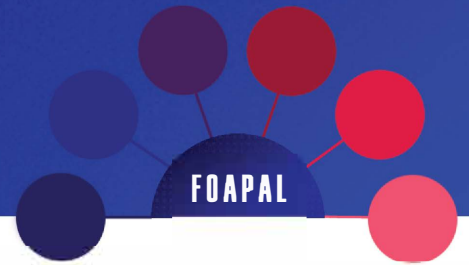
ORDER INPUT FOR EVENT COORDINATORS

For employees working within the Catering Services department, event and billing information will now require FOAPAL string input for the "Billing Reference" and new "Credit Account#" fields. These strings are reflected in the customer invoice (in Figure 3). See Figures 4 and 5, (below) for details.

Figure 4: Catering EMS (old), input example for Event Coordinators

Figure 5: Catering EMS (new), input example for Event Coordinators

For questions please contact Catering Services at 937-229-2216.

3