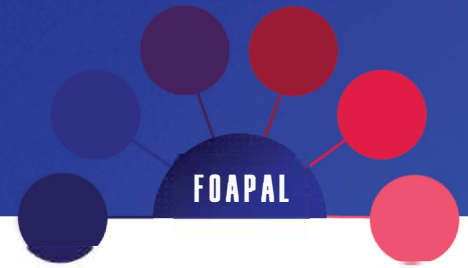


Catering Orders & Invoices



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:

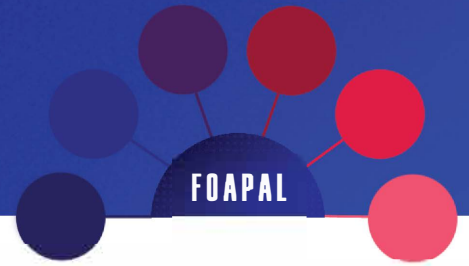
<https://udayton.edu/diningservices/cateringservices/orderform.php>

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).

The screenshot shows a web form with three input fields. The first field is labeled 'Estimate Number of Guests' and has an asterisk to its left. The second field is labeled 'FOAPAL String' and also has an asterisk to its left. The third field is labeled 'Detailed Menu Selection' and has an asterisk to its left. Each field is a simple rectangular text box.

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

Catering Orders & Invoices



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.

Customer	Invoice Number: CAT561570
[REDACTED]	Invoice Date: 5/31/2019
[REDACTED]	Due Date: 6/30/2019
300 COLLEGE PARK	Event Name: MEA BYOL
DAYTON,, OH 45469-[REDACTED]	Reservation No.: 125033
	Billing Reference: [REDACTED]

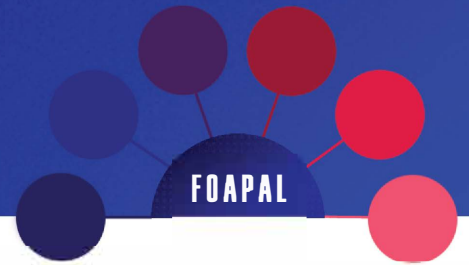
Figure 2: Catering Invoice (old), customer information, event details and Billing Reference (Chart D) number

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.

Customer	Invoice Number:
SUSAN	Invoice Date: 5/15/2019
DINING SERVICES-POWERHOUSE	Due Date: 6/14/2019
POWERHOUSE 201	Reservation No.: 128028
UNIVERSITY OF DAYTON	Billing FOAPAL: XXXXXX-XXXXXX-XXXXXX-XXXXXX
DAYTON, OH 45469-0404	XXXXXXXX-XXXXXX
	Credit FOAPAL: XXXXXX-XXXXXX-XXXXXX-XXXXXX
	XXXXXXXX-XXXXXX

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

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.

Reservation	Billing Information	Audit
Billing		
Pricing Plan:	INTERNAL	
Billing Reference:	91024-7361	
Sales Category:	(none)	

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

Reservation	Billing Information	Audit
Billing		
Pricing Plan:	INTERNAL	Payment Type: UNIVERSITY ACCOUNT
Billing Reference:	XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXX	Credit Account#: XXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXX
Sales Category:	test-susan	Salesperson: (none)

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