

# Accounts Payments & Receivables



By: Mishelle San Felipe



# How to send Payments & Remittance ● to SCC?



**Include  
invoice stub  
or check  
voucher.**

**Remittance Copy: For proper credit, please return this portion with your payment. Thank you.**

**Invoice Detail**

**Journal #:** AR 6-1.46

**Invoice #:** 21552

**Amount:** \$ 14,218.80

SDA Church

**Date:** 5/28/2020

Item	Account	Account Name	Sub-Account	Fund	Function	R	Amount	Description
1.46	132200	AR: Churches	SDA Church	10	0000	0A	\$14,218.80	Liability Insurance 2020 / SDA Church

SAMPLE STUB

**Southern California Conference**

**Attention To:**

PO Box 969

Glendale, CA 91209

**Be sure that  
the check is  
legible.**

## Words and figures match

1206  
DATE October 4, 2020  
PAY TO THE ORDER OF SCC of SDA \$ 50,000.00  
Fifty thousand dollars & 00/100 DOLLARS  
MEMO October '20 Remittance Bob Morris  
@000000000 @000000000 ||#1206

Be sure that  
the check is  
legible.

## Memo should be specific

1206  
DATE October 4, 2020

PAY TO THE ORDER OF SCC of SDA \$10,000.00


Ten thousand dollars & 00/100 DOLLARS

MEMO Fund 18 - Property Tax Bob Morris

⑆000000000 ⑆000000000 ⑈1206


Indicate the  
correct  
account code

Write the accounting code and the description

		1206
DATE <u>October 4, 2020</u>		
PAY TO THE ORDER OF	<u>SCC of SDA</u>	\$ <u>10,000.00</u>
<u>Ten thousand dollars &amp; 00/100</u>		DOLLARS 
MEMO	<u>132200- Pathfinder</u>	<u>Bob Morris</u>
⑆000000000	⑆000000000	⑈1206

# Example

## Check for Payroll Account

		1206
DATE		October 4, 2020
PAY TO THE ORDER OF	SCC of SDA	\$ 10,000.00
Ten thousand dollars & 00/100		DOLLARS 
MEMO	132400-Payroll-8/30-9/12/20	Bob Morris
⑆000000000		⑆000000000
		⑈1206

# Accounting Codes

122100  
Remittance

132200  
Church AR

132300  
School AR

132400  
Payroll

- Adventurer
- Pathfinder
- Liability Insurance
- Property Insurance
- Property Tax/ Fund 18
- Teacher Billing
- ECEC Payment



# Contact Information & Resources



**Mishelle San Felipe**  
Junior Accountant  
Accounts Payable /Receivable

**Mishelle San Felipe**  
msanfelipe@sccsda.org

Office : 818-546-8479

Cellpone: 323-547-7402

For further assistance send an  
email to:

**Kathleen Diaz**  
kdiaz@sccsda.org



**Questions?**