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

21552

\$ 14,218.80

SDA Church

5/28/2020

Account Name Sub-Account A/R: Churches SDA Church

Fund Function R

Amount Description

\$14,218.80 Liability Insurance 2020 / SDA Church

SAMPLE STUB

Southern California Conference

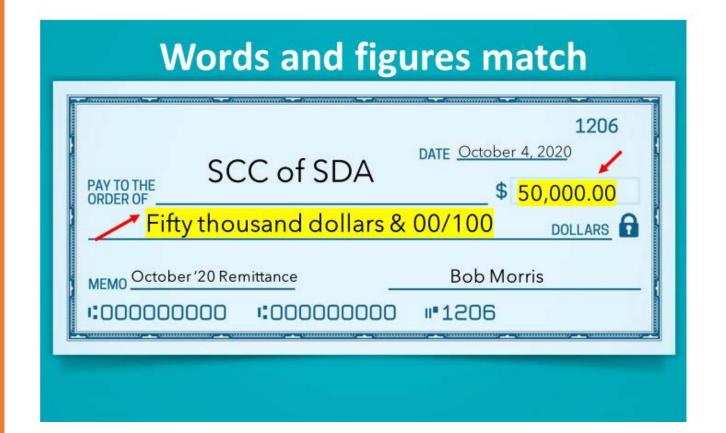
Attention To:

PO Box 969

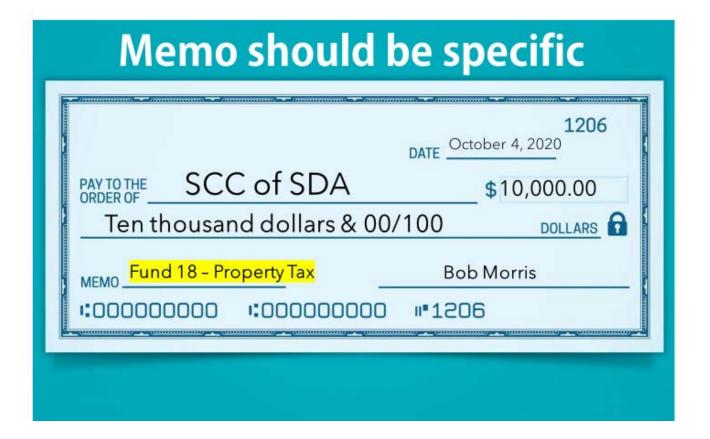
Glendale, CA 91209



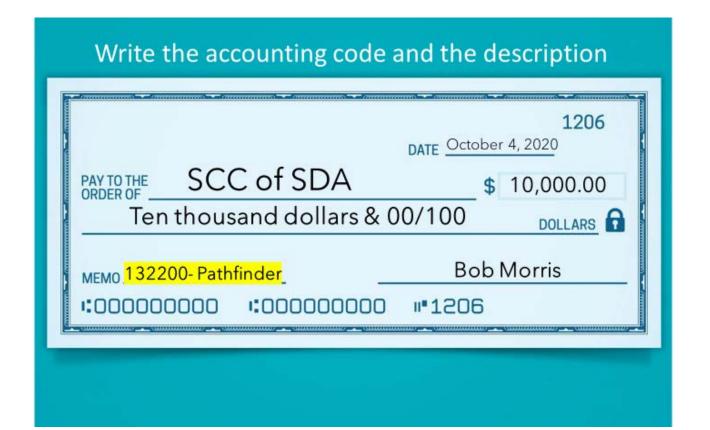
Be sure that the check is legible.



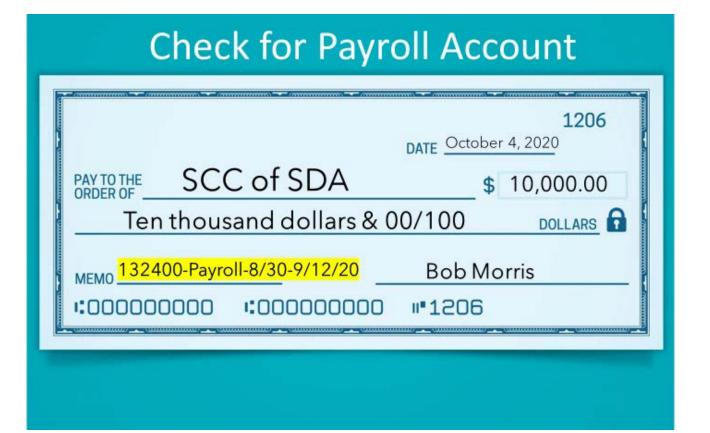
Be sure that the check is legible.



Indicate the correct account code



Example



Accounting Codes

122100 Remittance

132200 Church AR

132300 School AR 132400 Payroll

- **Adventurer**
- > Liability Insurance
- Property Insurance
- Property Tax/ Fund 18

- Pathfinder

ECEC Payment

> Teacher Billing

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?