

# Accounts Payable & Receivable



**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

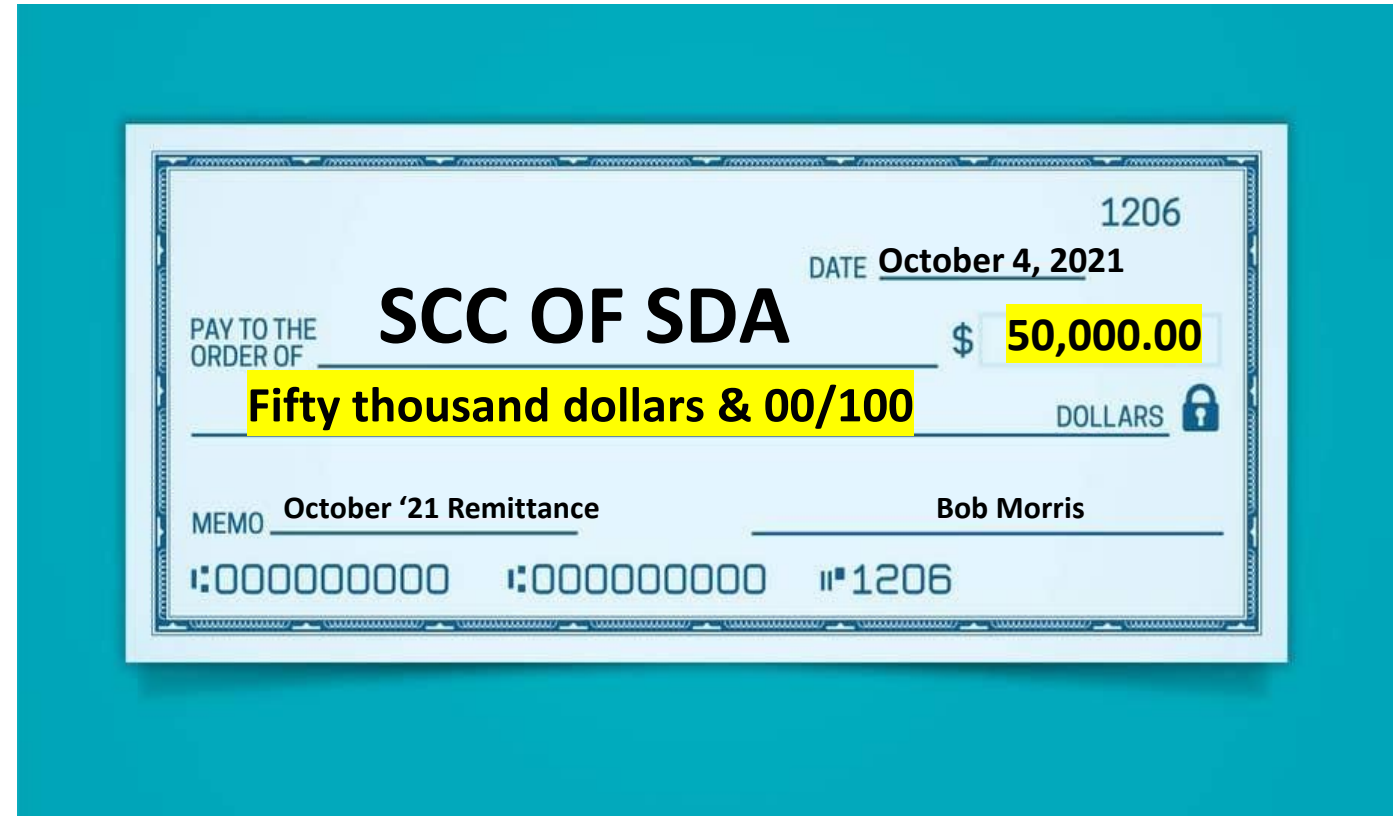
Southern California Conference

Attention To:

PO Box 969

Glendale, CA 91209

Words and  
Figures should  
match



**BE SURE THAT THE CHECK IS  
LEGIBLE**

Memo should  
be specific

1206  
DATE **October 4, 2021**  
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




**BE SURE THAT THE CHECK IS  
LEGIBLE**

Indicate the  
correct account  
code

1206  
DATE **October 4, 2021**

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

**Ten thousand dollars & 00/100** DOLLARS 

MEMO **132200-Pathfinder** Mishelle San Felipe


⑆000000000 ⑆000000000 ⑈1206

# Check for Payroll Account

1206

DATE **October 4, 2021**

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

**Ten thousand dollars & 00/100** DOLLARS 

MEMO **132400-Payroll-8/30-9/12/21** **Bob Morris**

⑆000000000 ⑆000000000 ⑈1206

# Account Numbers

122100  
Remittance

132200  
Church AR

132300  
School AR

132400  
Payroll

➤ Adventurer

➤ Pathfinder

➤ Liability Insurance

➤ Property Insurance

➤ Prop. Tax- Fund 18

➤ Teacher Billing

➤ ECEC Payment



# Contact Information & Resources



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

**Mishelle San Felipe**

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**Questions?**