Catering Pay App Overview

Tuesday, April 17, 2018  2:30 PM

The Catering Pay web application provides UGA Campus Catering customers and event approvers access to the event approval and payment process. The app was designed as a means for providing college/unit/department customers a consistent process for requesting catering services with a Catering Pay ticket. It is being launched as part of the OneSource accounting transition.

Once an event has been submitted in Catering Pay by a UGA customer, the event will be reviewed by a series of approvers to ensure the accuracy of the data submitted for the event and that the appropriate documentation has been provided. Email notifications will automatically be sent at every step in the approval process. The approval process requires approval by the following:

1. Requesting unit's approver
2. Sponsored accounts approver (if applicable)
3. Dining Services Accounting's approver
4. Central Accounting's approver

When a Campus Catering customer receives the final invoice for their event, they will attach it, as well as other supporting documentation such as the event agenda and the participant list to the event in the Catering Pay web application. If the final invoice for an event is more than 10% over the original event quote, the event will be automatically routed back through the approval process.

Upon final approval by Central Accounting, the cost of the event will be posted directly to the PeopleSoft general ledger. The Catering customer will not need to prepare a journal entry. There will be one charge to the department for the catering event (based on the chartstring provided in the ticket).
The Catering Event Approval Chart illustrates an overview of the request/approval process for an event.
The Catering Event Customer/Approver Interaction Chart illustrates the steps from the point where a customer enters an event into Catering Pay through the steps of the approval process.
The Catering Event Billing Overview Chart illustrates a detailed view of the billing process for a catered event.
UGA Campus Catering customers will request approval for a catered event by entering the details of the event and the supporting documentation in the Catering Pay Web application. This process will begin when you receive an email from Campus Catering confirming the details of the event you have scheduled. Once you have submitted an event request ticket, your request will be automatically emailed to your unit's approver.
Once you have received the official confirmation of your contract with event details from UGA Campus Catering, you will log into the UGA Catering online application to enter the details of your event.

The Customer login will provide access to the form that will be used to enter catering events for your department.

There will be a link to the application in the confirmation email that you receive, but you can also log into the app at:

https://catering.auxiliary.uga.edu/cateringpay/open.php

You will enter your UGA myID information in the Username and Password fields pictured below.
Adding New Events

Once you have logged into the Catering Payment Portal, you may add the details for a new event by using this button on the portal home page:

The portal home page is picture below:
Customer Event Example
Thursday, April 19, 2018 1:08 PM

Once you have chosen to open a new ticket, the form where you will add your event details will be displayed:
You will prepare the event for the approval process by completing the following steps on the event page:

1. Form fields that have a red asterisk indicate data that is required before an event can be submitted.
2. You will only enter the six digit numeric portion of the Event ID in the Event ID From Quote field.
3. Select the UGA Division that will be responsible for approving your event from the UGA Division dropdown box.
4. Use the date of the event in the Date of Service field.
5. Enter a description of the event in the Services rendered field.
6. Use the Total Price information from the Order Confirmation in the Cost of Service field.
7. Enter the Fund, Program, Class, Department, and Account Code Chart String fields to indicate the event payment. Contact your business manager if you have questions about the appropriate Chart String information to use for your event.
8. Enter the PC Business Unit, Project, and Activity ID if the event must be approved by Sponsored Accounts.
9. To complete the process of submitting a catered event for approval:
   - * Click the Create Ticket button This will take you to the screen where you will attach the support documentation. Events cannot be submitted for approval without supporting documentation
   - * Add a comment in the Post Reply section
   - * Attach the supporting documentation with the Drop files here or choose them options in the Post a Reply section of the Event Page
   - * Click the Post Reply button

When a new ticket is submitted by a Catering customer, the customer’s Unit Approver is automatically notified by email.

Once you receive the final invoice from UGA Catering, you will need to add the final cost to the rest of your event documentation. The final invoice and/or additional documentation can be added at any point during the approval process by attaching it with the Drop files here or choose them option in the Post a Reply section of the Event Page. You can go back into a ticket to add the invoice by clicking on the Ticket # in the list of Open Tickets.
Once a UGA Campus Catering event has been entered by a customer, the process to approve the costs of the event begins. At every step in the approval process, the data entered by the customer and the documentation attached to the event form should be reviewed for accuracy by the approver.

When a new ticket is submitted by a Catering customer, the customer’s Unit Approver is automatically notified by email. Each operational unit at UGA will be set up as a team in Catering Pay and each team will have a Unit Approver assigned.

Events that have been set to "Ready to Bill" will automatically be posted to the General Ledger in PeopleSoft every Friday evening at 11:55 p.m.
Catering Pay will be used by catered event approvers to route an event through the approval process. The Admin/Agent log in will provide access to the features of the Catering Pay web application for event approvers.

Log into Catering Pay at:

https://catering.auxiliary.uga.edu/cateringpay/scp/login.php

You will use your UGA myID information to log into the app.
"Waiting for Approval" Example

Once you log in, the ticket will be displayed:

![Ticket #000024](image)

**Event Details**
- Event ID From Quote: 180500
- UGA Division: Agriculture & Environmental Sciences
- Date of Service: 04/26/18
- Services Rendered and Business Justification: Classic Pork Chop Buffet Lunch
- Cost of Service: $56.70
- Fund: 14310
- Program: 13200
- Oasis: 41900
- Department: 17260001
- Account Code: 714100
- Event Documentation: 180500_Order_Confirmation_4052018.doc.docx

**Ticket Status:**
- Waiting For Unit Approval

**Post Reply**

To: Marian Wendinger <marianw@uga.edu>

Response:

Please review and approve this event.

**Signature:**
- None
- Department Signature (Catering)

**Submitted By:**
- Terri Akers

**SLA:**
- Default SLA

**Close Date:**
- 04/26/18 17:44:52

**Help Topic:**
- Catering Billing
Once you have verified the accuracy of the event information, you will add a comment in the **Post Reply** section of the ticket. The next approver in the approval process will be automatically displayed in the **Ticket Status** drop down field, so you shouldn't need to change it. However, because the Ticket Status can be changed to overwrite the next step in the process, you should also verify that the approval process has been followed correctly by checking the **Ticket Thread** to see if any of the steps in the approval process have been skipped.

If a step in the approval process has been skipped, data in the event isn't correct, or documentation is missing:

- make a note of the issue in the **Post Reply** section, for example your initials and your approval status (dfa - Unit Approver)

- change the **Ticket Status** to the appropriate approver

The event approver that is in the Ticket Status field will be automatically notified when the **Post Reply** button is clicked.
"Ready to Bill" Review
Wednesday, April 18, 2018 10:41 AM

Once an event's Ticket Status has been set to "Ready to Bill" by Central Accounting, Catering will be notified by email that an event has been set as "Ready to Bill".

If the final invoice for an event is more than 10% over the amount entered by the customer in Catering Pay, the event will be automatically routed back through the approval process. This is accomplished by an automated comparison between the event cost in FoodPro and Catering Pay.

The event can be reviewed by Catering to verify that all the data in the event is accurate and all the required documentation has been provided before the event is posted to the General Ledger in PeopleSoft.

The only way to review a "Ready to Bill" event is to click on the login link in the email:

Catering Ticket #000017 has changed its assignment status from Waiting For Central Accounting Approval to Ready to Bill
Please login to review the ticket details.
Thank you!