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CU eComm Cvent Payment Path and Accounting 101 [1]

What Payment Path Should I select in Cvent?

[col width="1-3"]

CU Cvent

1. Select this payment path if your event requires payment (credit card transactions).
2. Select this payment path if your event is **NOT 100% fundraising OR if your event has an optional donation field**.

Other Helpful Notes:

- You must select a Speedtype AND an Account Code for CU Cvent events
- Select "Yes," if you have an optional donation in your form. System Advancement accounting will run reports post-event to determine total donation amounts to transfer/reconcile.
- Select N/A for Allocation Code. This is for the CU Foundation payment path, but something must be selected to satisfy Cvent.
- ALL revenue collected in the event form will be allocated to the speedtype and account code you selected.
- If your event has "shared" revenue, your department accountant will need to do journal entries post-event. We are unable to split funds within Cvent at this time. An example might be that department A should take the registration revenue and department B should take the total of t-shirt sales. This splitting of funds will need to be done at the department level after the event.

CU Foundation Cvent

1. Select this payment path if your event requires payment (credit card transactions).
2. Select this payment path if your event is **100% fundraising** (eg; ALL proceeds go to Cancer Survivors Fund).

Other Helpful Notes:

- You must select an Allocation Code.
- Select N/A for Speedtype, Account Code and Optional Donation. This is for the CU Cvent payment path, but something must be selected to satisfy Cvent.
- If you do not see your Allocation Code, STOP and contact Karen Ichiba [2] in Office of Controller for approval. Once approved, the allocation code will be added to Cvent here.

This process will also ensure your event has been approved by your campus leadership and the Office of University Controller.
- ALL revenue collected in the event form will be reflected in the allocation code selected.

CUF Cvent Accounting Flow

See the process in pictures. [3]

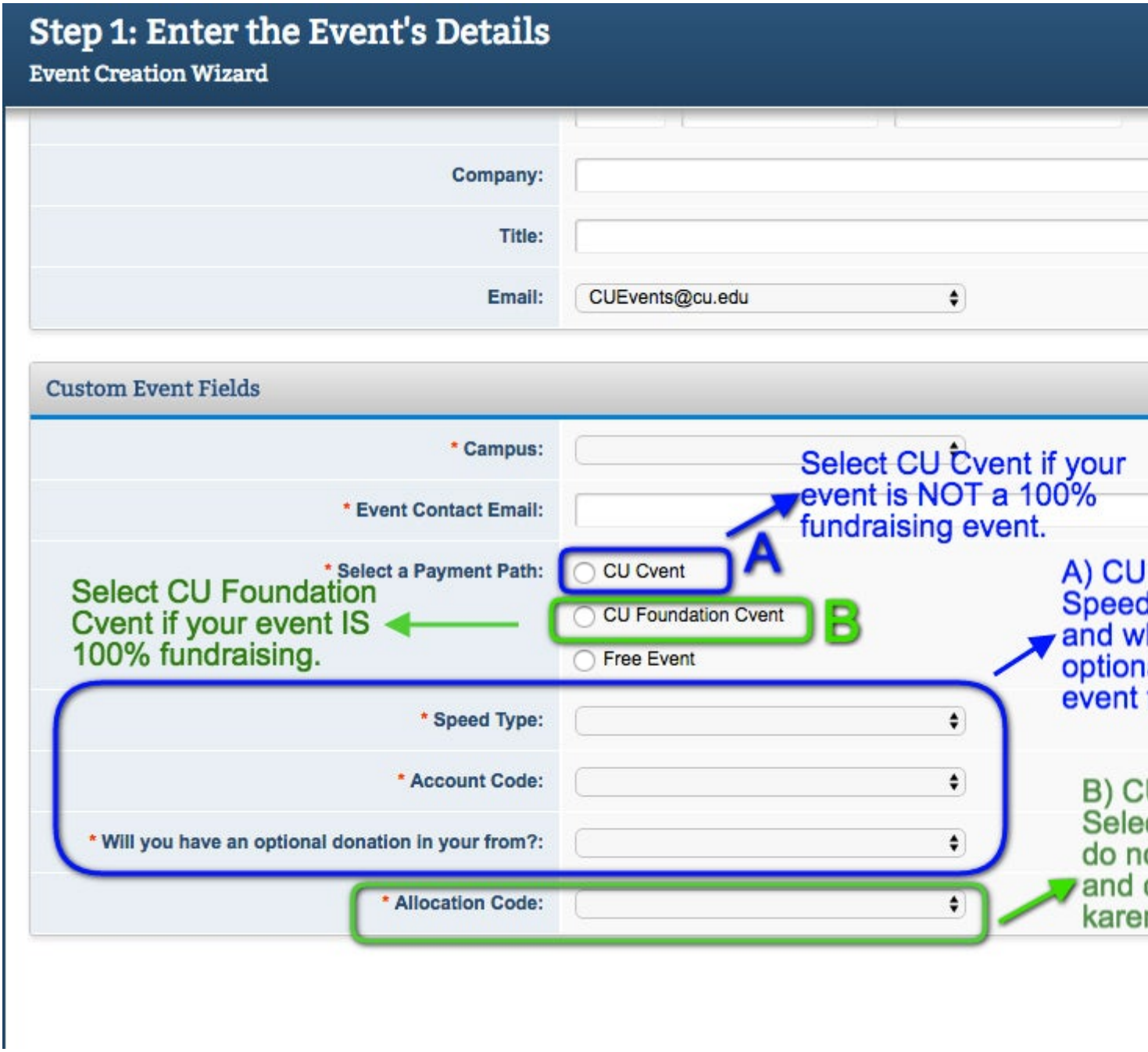
[col width="1-3" last="1"]

FREE Event

1. Select this payment path if your event is FREE. There is no payment.

Other Helpful Notes:

- If your event is free, but you have an optional donation field, you need to select the CU Cvent payment path.
- Select N/A for Speedtype, Account Code, Optional Donation and Allocation Code. This is for the CU Cvent and CU Foundation payment paths, but something must be selected to satisfy Cvent.



How does the revenue get to my Speedtype or Allocation?

1. Cvent form-creator selects a payment path (see above)
2. Individual transactions occur in Cvent and are sent to the Internet Merchant Account (IMA) - the payment path selected.
3. For events that are associated with the CU Cvent payment path, ALL money for that event is delivered to the Speedtype that is selected in the Payment Path set-up process in Cvent (see above).
4. For events that are associated with the CU Foundation payment path, ALL money for that event is delivered to the Allocation code that is selected in the Payment Path set-up process in Cvent (see above). FOUNDATION FLOW DETAILS [4]
5. As of May 2016, steps 3 and 4 are MANUAL. Speedtypes and Allocations are updated approximately weekly. System integration is slated for late summer 2016.

MORE ACCOUNTING DETAILS [5]

What is a Speedtype and how does it relate to a FOPPS?

ST is a 8 digit number, FOPPS consists of a Fund number, Org Number, and program number.

SPEEDTYPE: 62xxxx42 – (Department name)

FUND: 20 -- AUXILIARY ENTERPRISES

ORG: 20xx3 -- SALES&SERVICES

PROGRAM: 20xx4 – museum sales

SUBCLASS: NO SUBCLASS

Where do I go for help?

Your campus eComm specialist [6] is always a great resource.

For CU Cvent Speedtype specific questions, contact Lexie Kelly at alexis.kelly@cu.edu [7].

For CU Foundation Cvent Allocation Code specific questions, contact Karen Ichiba at karen.ichiba@cu.edu [2].

Groups audience:
eComm

Source URL:https://www.cu.edu/ecomm/cu-ecomm-cvent-payment-path-and-accounting-101

Links
[1] https://www.cu.edu/ecomm/cu-ecomm-cvent-payment-path-and-accounting-101
[2] mailto:karen.ichiba@cu.edu [3] https://www.cu.edu/sites/default/files/pages/80320-cu-ecomm-cvent-payment-path-and-accounting-101/docs/cufcventeventflowchart06082016.pdf
[4] https://www.cu.edu/sites/default/files/pages/80320-cu-ecomm-cvent-payment-path-and-accounting-101/docs/cventfevtflowchart05252016-1.pdf [5] https://www.cu.edu/sites/default/files/pages/80320-cu-ecomm-cvent-payment-path-and-accounting-101/docs/cu-ecomm-cventaccounting.pdf
[6] https://www.cu.edu/ecomm/contact-us/ecomm-specialists [7] mailto:alexis.kelly@cu.edu