

## CREATING A CASE FOR FOA MEMBERSHIP

From the Store ISP click on 7-HUB SECURED, STORE TOOLS, 7-HELP section and click New/Status/Update.

- ▶ On the home screen please select the Accounting drop down.
- ▶ Next choose Accounts Payable.
- ▶ Franchises should list store number(s) as well as the name of the FOA:
  - The subclass should be FOA and the sub-subclass should be all
  - Also in the description, Indicate FOA membership and in the detailed description section, state "I would like to become a member of XX FOA, and provide the complete name of the nearest FOA with the monthly cost \$XX.XX for dues.

### Accounts Payable (Expense) Invoices

**Requestor Details**

**PLEASE NOTE: All boxes with an asterisk are required. Scroll down to submit.**

Store Number	<input type="text" value="00274"/>	Nickname	<input type="text"/>
Requestor	<input type="text" value="CHRISTINE HARRIS"/>	Alternate Phone	<input type="text"/>
Store Phone	<input type="text" value="(972) 828-7595"/>		

**Case Details**

Service Desk	<input type="text" value="Accounting"/>			
Class (Tier 1)	<input type="text" value="Accounts Payable"/>	Subclass* (Tier 2)	<input type="text" value="FOA (Franchise C)"/>	
			Subsubclass* (Tier 3)	<input type="text" value="All"/>

Vendor*	<input type="text" value="Texas FOA"/>	Invoice Number	<input type="text"/>
Invoice Date	<input type="text"/>	Invoice Amount	<input type="text"/>
Account Number/Name	<input type="text"/>	Subaccount Number/Name	<input type="text"/>

Description  Attachments

Brief Description* (Case Title)	<input type="text" value="FOA Membership"/>
Detailed Description*	<input type="text" value="I would like to become a member of the Texas FOA. Thanks"/>

- ▶ Submit and a case number will be assigned.
- ▶ The FOA analyst will complete the task request from the case and then close the case.
- ▶ All membership adds and changes must be submitted by the 22<sup>nd</sup> of each month.
- ▶ Call accounting for further questions, if any at: 1-877-711-4422.