

## **Cvent Accounting Quick List** <sup>[1]</sup>



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When collecting registration payments in Cvent, you'll be working with two different accounting systems depending on the type of event you are hosting: University of Colorado accounting or CU Foundation accounting. Each of these systems handles payments in different ways, so it's important to understand the differences between the accounting terms (speedtype, account code, designation code) associated with each.

### **eComm Tip**

If you are hosting a fundraising event, you **MUST** work with [Karen Ichiba](#) <sup>[3]</sup> in the Office of the University Controller and follow the [fundraising event guidelines](#) <sup>[4]</sup>.

- University of Colorado
- CU Foundation
  
- Use the **CU Internet Merchant Account (IMA)**
- Use a **speedtype**
- Acts like a bank account for a unit's funds
- Are specific to a unit and campus
- Format: eight digits (first digit = campus number, second two digits = fund type, last five digits = routing number to unit)
- Speedtypes must be associated with a corresponding account code to document the type of expense being recorded or revenue collected.
  - Fund 30, 31, 32, 33, and 34 speedtypes should never be used for Cvent events.
- Use an **account code** (six digits)
  - Acts as a line item within a speedtype to group similar types of expenses
  - Examples: office supplies, general revenue, travel, conference registration, etc.
  - Are shared throughout the CU System
- Do not use a designation code (these are for CU Foundation accounting only)
  
- Use the **CU Foundation Merchant Account (IMA)**
- Use a **designation code**
  - Acts as a repository for funds collected via fundraising or donations from CU constituents

- Are sometimes linked to CU speedtypes (outside Cvent) in order to distribute funds (for example, to scholarship payments)
- Do not use a speedtype (these are for CU accounting only)
- Do not use an account code (these are for CU accounting only)

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