



Memo

Date: November 22, 2021
To: Pastors, school principals and business managers
From: Camtuyen Pham, controller, Office of Finance
Re: Bill.com updates for all parishes and schools not using Non-Shared Accounting Services

NOTE: This information is for parishes and schools not using Shared Accounting Services.

In early June 2021, we began our migration to a new payment system called Bill.com. The Bill.com system provides efficiencies in the vendor payment process as well as in the monthly Chancery invoicing process.

Most of our parishes and schools are now receiving invoices from and paying invoices to the Chancery via Bill.com, however we are still working to get everyone connected. While the transition has gone fairly well, we have received several questions and want to provide you with the most up to date information.

Payment Processing

We are actively working on applying all payments (electronic and check payments) received for Chancery invoices. **All payments received from all locations, July through October, have been updated in Bill.com.** Going forward, any payments received will be applied by the end of the following month. We understand Bill.com currently does not provide a statement. RCAA will make a statement available by January 2022. We apologize for the inconvenience.

Payment of Bill.com Fees

For the next two fiscal years, the Chancery will reimburse each parish and school for their per location costs and for up to two users. The entity fee is \$35.00 per month and each user is \$20.00 per month. Each location will pay

their per transaction cost – electronic payments are \$0.49 (less than the cost of a stamp) and \$1.69 per check if Bill.com issues a check payment.

Reimbursements for these fees will be done annually at the end of the fiscal year in June. We are finalizing the process to provide the reimbursement (via check or ACH) and will provide more information at a later date.

Types of Users

Currently, there are two types of Bill.com users:

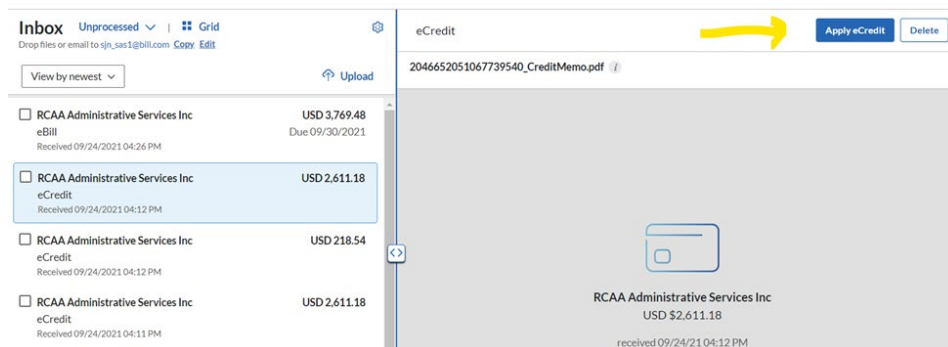
1. Full Users are receiving Chancery invoices through the Bill.com bill pay system and paying those invoices through the Bill.com bill pay system.
2. Portal Users are receiving Chancery invoices through the Bill.com portal and are paying the invoices through the payment portal.

All current Portal Users will need to be transitioned to Full Users. If you have not spoken to Susan Shirley and worked with her to get your bill pay system set up and connected to the RCAA invoicing system, please contact her at sshirley@archatl.com so that your set up can be completed.

Credit Memos

Credit memos are processed differently in Bill.com depending on your level of service. If you are a Bill.com full user, which allows you to pay all vendors using Bill.com, the system allows you to choose which invoice the credit memo should be applied to. If you are a portal user, which only allows you to pay RCAA invoices, the system applies the credit memo to the invoices paid in total and not to a specific invoice. The process for applying credits is as follows:

In the Bill.com Inbox, click on the credit to be applied. On the right, click “Apply eCredit”.



The screenshot shows the Bill.com Inbox interface. On the left, there is a list of invoices from RCAA Administrative Services Inc. The second item in the list is highlighted in blue and is an eCredit for USD 2,611.18, received on 09/24/2021 at 04:12 PM. On the right, the details of the selected eCredit are shown, including a file name '2046652051067739540_CreditMemo.pdf' and a preview of the credit memo. A yellow arrow points to the 'Apply eCredit' button in the top right corner of the interface.

Invoice Description	Amount	Due Date	Received Date
RCAA Administrative Services Inc eBill	USD 3,769.48	Due 09/30/2021	Received 09/24/2021 04:26 PM
RCAA Administrative Services Inc eCredit	USD 2,611.18		Received 09/24/2021 04:12 PM
RCAA Administrative Services Inc eCredit	USD 218.54		Received 09/24/2021 04:12 PM
RCAA Administrative Services Inc eCredit	USD 2,611.18		Received 09/24/2021 04:11 PM

RCAA Administrative Services Inc
2401 Lake Park Drive SE
Smyrna, GA 30080
404-920-7400

Credit To:
St. John Neumann Regional Catholic School
791 Tom Smith Road SW
Lilburn, GA 30047
United States

Credit Date
09/01/21

Item	Description
FY21-22 GHI-LAY	Mueller, Weston M - July &

eCredit

* VENDOR RCAA Administrative Services Inc

[Summary](#) | [Last 5 credits](#)

* REF #

* CREDIT DATE

* AMOUNT

Split this amount

CREDIT DESCRIPTION

NOTE TO PAYERS /

APPROVERS

ACCOUNT


Approvers - 1

1	Grp	SAS	remove
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Approver 2:

[Add new approver](#)

The vendor credits will be applied to the vendor and the available credit amount is displayed under the vendor record.



RCAA Administrative Services Inc


2401 Lake Park Drive SE Smyrna GA 30080 United States

aoabills@archatl.com

ELECTRONIC PAYMENTS

Balance

-USD 3,807.32



Vendor Credits

USD 3,807.32

When eBills are entered via the Bill.com inbox, credits may be applied by clicking on an invoice number. When the bill opens, click on "Credits." A pop up will open and you can enter the amount you would like applied to this bill. Click "Apply."

Contacts

Please do not hesitate to contact us with questions or issues related to Bill.com. The following people are here to help you.

Invoice, credit memo, statements and any questions in relation to you balances

Mary Ann Brown	Mbrown@archatl.com	RCAA	404-920-7407
Camtuyen Pham	Cpham@archatl.com	RCAA	404-920-7402
Christine DiMartino	CDimartino1@archatl.com	RCAA	404-920-7446

Non-SAS locations with questions on Bill.com set-up and maintenance issues

Susan Shirley	Sshirley@archatl.com	Parish Services	404-920-7408
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Deposit and Loan questions and issues

Neema Mollel	NMollel@archatl.com	D&L LLC	404-920-7406
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