



# Memo

**Date:** October 4, 2021  
**To:** Chancery department directors and managers  
**From:** Camtuyen Pham, Controller, Office of Finance  
**Re:** Billing/Invoicing parishes

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At the last Directors' Meeting, Brad Wilson announced that we had successfully launched Bill.com as the system to electronically invoice our parishes and to receive electronic payments back from them. This system increases the efficiency and accuracy of both parties.

My department creates the electronic invoices for assessments, insurance and employee benefits. We also process the invoicing for many departments, most noticeably Catholic Construction Services, Inc., The Georgia Bulletin and the Office of Catholic Schools.

We are finding that several departments are creating their own bills for parishes. This creates an issue for the parish and for my department. Please let my department create electronic invoices for any billing that you may have for the parishes. This process will also help you as we will record the revenue to your department when the invoicing takes place versus when payment is received.

Please call me if you have any questions about the process, which is fairly simple.

Thank you.