

Consolidating AOC Invoices at Fiscal Year-End

Below are the steps to consolidate all the outstanding AOC bills from the current fiscal year into one bill so there is one outstanding invoice in Accounts Payable at year end.

1. Run an Unpaid Bills report and verify the balance on the vendor Catholic Bishop of Chicago (Arch bills) matches the balance on the June Arch Bill.
 - a. In QuickBooks, Click on **Reports** dropdown list select **Vendors & Payables** and then **Unpaid Bills Detail**.
 - b. Change the Date of the report to 6/30/2019 and click the **“Refresh”** button.
 - c. Click on the **“Customize Report”** button, **“Advanced”** button and choose the toggle for **“Report Date”** and select **“OK”**. This will ensure that the report is running to the report date of your choice.

07/22/19					
Unpaid Bills Detail					
As of June 30, 2019					
Type	Date	Num	Due Date	Aging	Open Balance
Catholic Bishop of Chicago					
Bill	02/01/2019	Health Ins 2	02/11/2019	139	22,000.00
Bill	02/01/2019	Fringe Be...	02/11/2019	139	11,526.00
Bill	02/01/2019	Property ...	02/11/2019	139	6,298.17
Bill	03/01/2019	Health Ins 3	03/11/2019	111	22,000.00
Bill	03/01/2019	Fringe Be...	03/11/2019	111	11,526.00
Bill	03/01/2019	Property ...	03/11/2019	111	6,298.17
Bill	03/12/2019	4th qtr	03/22/2019	100	5,544.00
Bill	04/01/2019	Health Ins 4	04/11/2019	80	22,000.00
Bill	04/01/2019	Fringe Be...	04/11/2019	80	11,574.00
Bill	04/01/2019	Property ...	04/11/2019	80	6,298.17
Bill	05/01/2019	Health Ins 5	05/11/2019	50	22,000.00
Bill	05/01/2019	Fringe Be...	05/11/2019	50	11,502.00
Bill	05/01/2019	Property ...	05/11/2019	50	6,298.17
Bill	05/28/2019	Unemploy...	06/07/2019	23	4,356.00
Bill	06/01/2019	Health Ins 6	06/11/2019	19	22,000.00
Bill	06/01/2019	Fringe Be...	06/11/2019	19	11,502.00
Bill	06/01/2019	Property ...	06/11/2019	19	6,298.17
Total Catholic Bishop of Chicago					209,020.85
TOTAL					209,020.85

d. Validate that the balance for the Arch bills on your Unpaid Details report matches the balance on June arch bill:



INVOICE/STATEMENT

ARCHDIOCESE OF CHICAGO
835 North Rush Street
Chicago, Illinois 60611-2030

ID Number
2

Date
06/01/2019

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PLEASE MAIL PAYMENT WITH REMITTANCE COPY TO:
ARCHDIOCESE OF CHICAGO
Attn: Accounts Receivable Department
835 North Rush Street
Chicago, IL 60611-2030

Amount Enclosed \$ _____
Payment Due Upon Receipt

Payments Received In MAY 2019

Check #	Date	Amount	Parish	School	Other	Unapplied Amt
3278	05/13/2019	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00
3279	05/13/2019	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00

Billing Thru: JUNE 01 2019

Invoice	Description	Inv Date	Amount	Balance	Amount Paid
AF00027739	4TH QTR UNEMPLOYMENT	03/12/2019	\$5,544.00		
AF00028068	UNEMPLOYMENT Q1 2019	05/28/2019	\$4,356.00		
ACTIVITY FUND TOTAL				\$9,900.00	\$ _____
IB00166987	HEALTH INSURANCE	02/01/2019	\$22,000.00		
IB00167618	HEALTH INSURANCE	03/01/2019	\$22,000.00		
IB00168252	HEALTH INSURANCE	04/01/2019	\$22,000.00		
IB00168864	HEALTH INSURANCE	05/01/2019	\$22,000.00		
IB00169477	HEALTH INSURANCE	06/01/2019	\$22,000.00		
IR00136570	FRINGE BENEFIT	02/01/2019	\$11,526.00		
IR00137074	FRINGE BENEFIT	03/01/2019	\$11,526.00		
IR00137578	FRINGE BENEFIT	04/01/2019	\$11,574.00		
IR00138082	FRINGE BENEFIT	05/01/2019	\$11,502.00		
IR00138586	FRINGE BENEFIT	06/01/2019	\$11,502.00		
HEALTH INSURANCE FUND TOTAL				\$167,630.00	\$ _____
MR00145941	PROPERTY & CASUALTY INS.	02/01/2019	\$6,298.17		
MR00146451	PROPERTY & CASUALTY INS.	03/01/2019	\$6,298.17		
MR00146961	PROPERTY & CASUALTY INS.	04/01/2019	\$6,298.17		
MR00147471	PROPERTY & CASUALTY INS.	05/01/2019	\$6,298.17		
MR00147979	PROPERTY & CASUALTY INS.	06/01/2019	\$6,298.17		
MISC INSURANCE FUND TOTAL				\$31,490.85	\$ _____

Past Due Balances

Current	30 Days	60 Days	90 Days	120 Days	Balance Due
\$39,800.17	\$44,156.17	\$39,872.17	\$45,368.17	\$39,824.17	\$209,020.85

For any questions, please contact Catherine Edwards at (312) 534-5301 or cedwards@archchicago.org.

2. The next step in the process is to Enter a **Credit** to offset all the outstanding Arch bills that you have entered in your QuickBooks file throughout the year. This will allow you in the Pay Bills section "Set Credits" against and clear all the outstanding AOC bills. Below are the steps to enter the Credit:
 - a. Click on the **Enter Bills** icon on your home page and click on the toggle at the top to select "**Credit**"
 - b. Vendor: Catholic Bishop of Chicago
 - c. Date: 06/30/2019
 - d. Memo: FY19 A/R Consolidated Balance
 - e. Amount: Total amount of FY19 Unpaid Bills at 6/30/19 (Found on Unpaid Bills Report)
 - f. Account: GL # 4840 Consolidated Arch Bills (or whatever account number you have used to set-up the account in your COA List).
 - g. If you don't currently have this Account number in your COA list: To create the New Account click on the Chart of Accounts icon and select the "**Account**" button on the bottom left. Select "**New**". It will ask for the Account Type which you will choose Expense. You will enter the next available sub-account number under 4800 Misc. Expense in the account field (ex: 4840 or next available sub-account) and Account Name will be Consolidated Arch Bills. Check the sub-account of button and use the dropdown list to select the parent account 4800 Miscellaneous Expense.
 - h. Class: 10 Church or 50 School
 - i. Save & Close the Credit

3. The next step would be to go to the Pay Bills icon on your homepage to apply the credit you have just entered to all the open AOC invoices within this section.
 - a. Select the first outstanding Arch invoice (Catholic Bishop of Chicago), by clicking the box which will enter a checkmark and it will select that bill.
 - b. Click the **“Set Credits”** button below the bill section and it will open a box that you will see the credit for Catholic Bishop of Chicago that you have just entered. Click on that credit which will put a checkmark next to the open credit and verify the amounts you want to apply are correct (edit if necessary) and then click the **“Done”** button.
 - c. This will automatically apply the amount of the credit to the full bill and the **Amt to Pay** field will list a \$0.00 balance.
 - d. Click on the next open AOC invoice and repeat above the steps listed above.
 - e. Continue to choose each FY19 open AOC invoice until all credits are used and the total to pay is a \$0.00 balance.
 - f. Select 06/30/19 for the Payment Date at the bottom of the screen
 - g. Click the **“Pay Selected Bills”** button and then **“Done”**.

The screenshot shows the 'Pay Bills' window in QuickBooks. The main area displays a table of bills to be paid, all from 'Catholic Bishop of Chicago'. The table includes columns for Date Due, Vendor, Ref. No., Disc. Date, Amt. Due, Disc. Used, Credits Used, and Amt. to Pay. A 'Totals' row at the bottom of the table shows a total amount due of 209,020.85 and a total amount to pay of 0.00. Below the table, there are sections for 'DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL' and 'PAYMENT'. The highlighted bill is 'Property & Casualty' with a suggested discount of 0.00. The payment method is set to 'Check' and the date is 06/01/2019. The ending balance is 0.00. Buttons for 'Pay Selected Bills' and 'Cancel' are visible at the bottom right.

DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
02/11/2019	Catholic Bishop of Chicago	Health Ins 2		22,000.00	0.00	22,000.00	0.00
02/11/2019	Catholic Bishop of Chicago	Fringe Benefit 2		11,526.00	0.00	11,526.00	0.00
02/11/2019	Catholic Bishop of Chicago	Property & Casualty		6,298.17	0.00	6,298.17	0.00
03/11/2019	Catholic Bishop of Chicago	Health Ins 3		22,000.00	0.00	22,000.00	0.00
03/11/2019	Catholic Bishop of Chicago	Fringe Benefit 3		11,526.00	0.00	11,526.00	0.00
03/11/2019	Catholic Bishop of Chicago	Property & Casualty		6,298.17	0.00	6,298.17	0.00
03/22/2019	Catholic Bishop of Chicago	4th qtr		5,544.00	0.00	5,544.00	0.00
04/11/2019	Catholic Bishop of Chicago	Health Ins 4		22,000.00	0.00	22,000.00	0.00
04/11/2019	Catholic Bishop of Chicago	Fringe Benefit 4		11,574.00	0.00	11,574.00	0.00
04/11/2019	Catholic Bishop of Chicago	Property & Casualty		6,298.17	0.00	6,298.17	0.00
05/11/2019	Catholic Bishop of Chicago	Health Ins 5		22,000.00	0.00	22,000.00	0.00
05/11/2019	Catholic Bishop of Chicago	Fringe Benefit 5		11,502.00	0.00	11,502.00	0.00
05/11/2019	Catholic Bishop of Chicago	Property & Casualty		6,298.17	0.00	6,298.17	0.00
06/07/2019	Catholic Bishop of Chicago	Unemployment 2019		4,356.00	0.00	4,356.00	0.00
06/11/2019	Catholic Bishop of Chicago	Health Ins 6		22,000.00	0.00	22,000.00	0.00
06/11/2019	Catholic Bishop of Chicago	Fringe Benefit 6		11,502.00	0.00	11,502.00	0.00
06/11/2019	Catholic Bishop of Chicago	Property & Casualty		6,298.17	0.00	6,298.17	0.00
Totals				209,020.85	0.00	209,020.85	0.00

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL
 Vendor: Catholic Bishop of Chicago Terms: Number of Credits: 0
 Bill Ref. No: Property & Casualty Sugg. Discount: 0.00 Total Credits Available: 0.00
 Buttons: Go to Bill, Set Discount, Set Credits

PAYMENT
 Date: 06/01/2019 Method: Check Account: Bank
 To be printed Assign check number
 Ending Balance: 0.00

Buttons: Pay Selected Bills, Cancel

4. Once all the credits have been set against the outstanding bills and cleared out of the Pay Bills section, the next step is to enter a **Bill for the Consolidated Fiscal Year End Balance** from the statement issued by the AOC billing department. You will essentially be entering a bill in QuickBooks with the same information that you entered for the Credit but with the consolidated balance for the amount. Follow the steps below to enter the Consolidated Fiscal Year End AOC Bill:
 - a. Click on the Enter Bills icon on your home page
 - b. Vendor: Catholic Bishop of Chicago
 - c. Date: 06/30/2019
 - d. Memo: FY19 A/R Consolidated Balance
 - e. Amount: Consolidated Balance amount (Found on statement issued by the AOC billing dept. shown above)
 - f. Account: GL #4840 Consolidated Arch Bills (or whatever account number you have used to set-up the account in your COA List).
 - g. Class: 10 Church or 50 School
 - h. Save & Close the Bill

5. Re-run your unpaid bills report and verify that you now only have one outstanding bill for the vendor Catholic Bishop of Chicago with the correct consolidated fiscal year-end balance that matches the statement issued by the AOC billing department.

4:18 PM
07/22/19

**Any Parish/School in AOC
Unpaid Bills Detail
As of July 1, 2019**

Type	Date	Num	Due Date	Aging	Open Balance
Catholic Bishop of Chicago					
Bill	06/30/2016	FY16 A/R Consolidate	07/10/2016	1086	71,416.95
Bill	06/30/2016	FY16 A/R Consolidate	07/10/2016	1086	9,714.00
Bill	06/30/2016	FY16 A/R Consolidate	07/10/2016	1086	32,746.00
Bill	06/30/2018	FY18 A/R Consolidate	07/10/2018	356	172,883.74
Bill	06/30/2019	FY19 A/R Consolidate	07/10/2019		169,196.68
Total Catholic Bishop of Chicago					455,957.37
TOTAL					455,957.37