

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 6/30/2018 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.

**Any Parish in the AOC
Unpaid Bills Detail
As of June 30, 2018**

Type	Date	Num	Due Date	Aging	Open Balance
Bill	04/02/2018	Inv#2...	04/02/2018	89	88.12
Total Atlas Pen & Pencil Corp.					88.12
Barton Cotton					
Bill	04/12/2018	Inv#9...	04/12/2018	79	158.72
Total Barton Cotton					158.72
Brodys					
Bill	04/17/2018		04/17/2018	74	325.00
Total Brodys					325.00
Catholic Bishop of Chicago-School					
Bill	07/10/2017	AF00...	07/10/2017	355	900.00
Bill	11/01/2017	AF00...	11/01/2017	241	222.75
Bill	11/01/2017	AF00...	11/01/2017	241	4,887.00
Bill	01/12/2018	AF00...	01/12/2018	169	250.00
Bill	01/26/2018	AF00...	01/26/2018	155	121.50
Bill	05/01/2018	IB001...	05/01/2018	60	9,350.00
Bill	05/01/2018	IR001...	05/01/2018	60	4,262.00
Bill	05/01/2018	MR00...	05/01/2018	60	2,036.00
Bill	06/01/2018	IB001...	06/01/2018	29	9,350.00
Bill	06/01/2018	IR001...	06/01/2018	29	4,262.00
Bill	06/01/2018	MR00...	06/01/2018	29	2,036.00
Total Catholic Bishop of Chicago-School					37,677.25

- d. Validate that the balance for the Arch bills on your Unpaid Details report matches the balance on June arch bill (example below).

Statement print

Date: 06/01/18 Page: 1

PLEASE MAIL PAYMENT WITH REMITTANCE COPY TO:
 ARCHDIOCESE OF CHICAGO
 ATTENTION ACCOUNTS RECEIVABLE
 P. O. Box 1979
 Chicago IL 60690

Payment Due Upon Receipt Amount Enclosed \$ _____

Payments Received In: MAY 2018

Check #	Date	Amount	Parish	School	Other	Unapplied
Billing Thru: JUNE 01 2018						
Invoice	Description	Inv Date	Amount	Balance	Amount Paid	
AF00023094	ACCREDITATION FEES	07/01/17	\$900.00			
AF00023762	FY18 POWER SCHOOL FEES	11/01/17	\$222.75			
AF00024090	FY18 SCHOOL ASSESSMENT	11/01/17	\$4,887.00			
AF00024561	LEADERSHIP DAYS FEE FY18	01/12/18	\$250.00			
AF00024700	2018 DIPLOMA ACTIVITY FUND TOTAL	01/26/18	\$121.50	\$6,381.25		
IB00161321	HEALTH INSURANCE	05/01/18	\$9,350.00			
IB00161935	HEALTH INSURANCE	06/01/18	\$9,350.00			
IR00131282	FRINGE BENEFIT	05/01/18	\$4,262.00			
IR00131799	FRINGE BENEFIT	06/01/18	\$4,262.00			
HEALTH INSURANCE FUND TOTAL				\$27,224.00		
MR00140564	PROPERTY & CASUALTY INS.	05/01/18	\$2,036.00			
MR00141087	PROPERTY & CASUALTY INS.	06/01/18	\$2,036.00			
MISC INSURANCE FUND TOTAL				\$4,072.00		
Current Balance	----- Past Due Balances: -----			Total Balance Due		
\$15,648.00	30 days	60 days	90 days	120 days		
	\$15,648.00			\$6,381.25	\$37,677.25	

The Archdiocese billing department will issue Consolidated Fiscal Year End Statements the first or second week of July. This report will verify the amount the Archdiocese shows that you owed on June 30, 2018. It's important to use the Consolidated Fiscal Year End Statement since adjustments and additional invoices could be applied and are added after the June 1st statement is issued. There can also be cases where payments can be applied to different invoices than you may have expected.

Below is a sample of what the Consolidated Fiscal Year End Statement Issued from the Archdiocese looks like:

Archdiocese of Chicago
Consolidated Accounts Receivable Invoices
(Billed Before 06/29/2018)

Invoice Date	Invoice No.	Description	Open Amt
07/01/2017	AF00023094	ACCREDITAITON FEES	\$ 900.00
11/01/2017	AF00023762	FY18 POWER SCHOOL FEES	\$ 222.75
11/01/2017	AF00024090	FY18 SCHOOL ASSESSMENT	\$ 4,887.00
* 01/12/2018	AF00024561	LEADERSHIP DAYS FEE FY18	\$ 250.00
01/26/2018	AF00024700	2018 DIPLOMA	\$ 121.50
05/01/2018	IB00161321	HEALTH INSURANCE	\$ 9,350.00
05/01/2018	MR00140564	PROPERTY & CASUALTY INSURANCE	\$ 2,036.00
05/01/2018	IR00131282	FRINGE BENEFIT	\$ 4,262.00
06/01/2018	IB00161935	HEALTH INSURANCE	\$ 9,350.00
06/01/2018	MR00141087	PROPERTY & CASUALTY INSURANCE	\$ 2,036.00
06/01/2018	IR00131799	FRINGE BENEFIT	\$ 4,262.00
TOTAL:			\$ 37,677.25

(* Note: Some charges added after 1st of month.)

2. The next step in the process is to Enter a **Credit Bill** 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 to "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: 06/30/2018
 - d. Memo: FY 18 A/R Consolidated Balance
 - e. Amount: Total amount of FY18 Unpaid Bills at 6/30/18 (Found on Consolidated A/R 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 the steps listed above.
 - e. Continue to choose each FY18 open AOC invoice until all credits are used and the total to pay is a \$0.00 balance.
 - f. Select 06/30/18 for the Payment Date at the bottom of the screen
 - g. Click the **“Pay Selected Bills”** button and then **“Done”**.

Pay Bills (Editing Transaction...)

ELECT BILLS TO BE PAID

Due on or before: 07/03/2018

how bills: Show all bills

Filter By:

Sort By: Vendor

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	04/02/2018	Atlas Pen & Pencil Corp.	Inv#2282		88.12	0.00	0.00	0.00
<input type="checkbox"/>	04/12/2018	Barton Cotton	Inv#96989		158.72	0.00	0.00	0.00
<input type="checkbox"/>	04/17/2018	Brodys			325.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	07/10/2017	Catholic Bishop of Chicago-School	AF00023094		900.00	0.00	900.00	0.00
<input checked="" type="checkbox"/>	11/01/2017	Catholic Bishop of Chicago-School	AF00023762		222.75	0.00	222.75	0.00
<input checked="" type="checkbox"/>	11/01/2017	Catholic Bishop of Chicago-School	AF00024090		4,887.00	0.00	4,887.00	0.00
<input checked="" type="checkbox"/>	01/12/2018	Catholic Bishop of Chicago-School	AF00024581		250.00	0.00	250.00	0.00
<input checked="" type="checkbox"/>	01/26/2018	Catholic Bishop of Chicago-School	AF00024700		121.50	0.00	121.50	0.00
<input checked="" type="checkbox"/>	05/01/2018	Catholic Bishop of Chicago-School	IB00181321		9,350.00	0.00	9,350.00	0.00
<input checked="" type="checkbox"/>	05/01/2018	Catholic Bishop of Chicago-School	IR00131282		4,262.00	0.00	4,262.00	0.00
<input checked="" type="checkbox"/>	05/01/2018	Catholic Bishop of Chicago-School	MR00140584		2,036.00	0.00	2,036.00	0.00
<input checked="" type="checkbox"/>	06/01/2018	Catholic Bishop of Chicago-School	IB00181935		9,350.00	0.00	9,350.00	0.00
<input checked="" type="checkbox"/>	06/01/2018	Catholic Bishop of Chicago-School	IR00131799		4,262.00	0.00	4,262.00	0.00
<input checked="" type="checkbox"/>	06/01/2018	Catholic Bishop of Chicago-School	MR00141087		2,036.00	0.00	2,036.00	0.00
<input type="checkbox"/>	06/30/2018	Catholic Bishop of Chicago-School	FY18AR Consolid...		37,677.25	0.00	0.00	0.00
<input type="checkbox"/>	04/26/2018	Catholic Campaign for Human Development	C-InvDate04.26.18		500.00	0.00	0.00	0.00
<input type="checkbox"/>	04/30/2018	Catholic Charities	InvDate04.30.18		658.00	0.00	0.00	0.00
<input type="checkbox"/>	04/26/2018	Cathonet	April 2018		40.00	0.00	0.00	0.00
<input type="checkbox"/>	04/30/2018	Constellation Energy (ACP186)	BG17158 Inv21872		1,000.00	0.00	0.00	0.00
<input type="checkbox"/>	04/30/2018	Constellation Energy (ACP187)	BG17159 Inv21873		828.12	0.00	0.00	0.00
<input type="checkbox"/>	04/02/2018	Daniel Johnson	Inv#3531		222.12	0.00	0.00	0.00
Totals					233,124.90	0.00	37,677.25	0.00

Clear Selections

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor: Catholic Bishop of Chicago... Terms: Number of Credits: 0

Ref. No.: MR00141087 Sugg. Discount: 0.00 Total Credits Available: 0.00

Go to Bill Set Discount Set Credits

PAYMENT

Date: 06/30/2018 Method: Check To be printed Account: 1100 - Cash:1101 - OperatingAcc...

Assign check number Ending Balance: 550,566.75

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: 06/30/2018
 - d. Memo: FY 18 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.

Unpaid Bills Detail						
Memorize	Print ▼	E-mail ▼	Excel ▼	Hide Header	Refresh	
By Default ▼						
Any Parish in the AOC						
Unpaid Bills Detail						
As of July 1, 2018						
Type	Date	Num	Due Date	Aging	Open Balance	
Bill	04/02/2018	Inv#2282	04/02/2018	90	88.12	
Total Atlas Pen & Pencil Corp.					88.12	
Barton Cotton						
Bill	04/12/2018	Inv#96969	04/12/2018	80	158.72	
Total Barton Cotton					158.72	
Brodys						
Bill	04/17/2018		04/17/2018	75	325.00	
Total Brodys					325.00	
Catholic Bishop of Chicago-School						
▶ Bill	06/30/2018	FY18 A/R Consolidate	06/30/2018	1	37,677.25	◀
Total Catholic Bishop of Chicago-School					37,677.25	