

BILL – Approvers and Payers

Processes and Steps

Overview

To ensure segregation of duties in BILL, each parish or mission must have an approver and a payer. There are two custom roles created by the Finance Department team. These are:

- AOA Admin/Approver
- AOA Accountant/Payer

It is recommended that your pastor or another clergy member be assigned the AOA Admin/Approver role. Accountants, Business Managers and other parish staff that have access to ParishSOFT Accounting should have the AOA Accountant/Payer role in BILL.

Below are steps on how to process invoices in BILL for the payer and approver. A table of contents (TOC) is provided for quick access to a step. CTRL+Click on the step in the TOC to navigate directly to the step.

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Payers – Prepare Invoices to be Approved

1. Click the **inbox** to open it.
2. Click the Bill for which you want approval (ensure it is highlighted), then click **Enter Bill** at the top right.

The screenshot shows the Georgia Parish Payables & Receivables interface. The 'Inbox' tab is selected and highlighted with a red box and a red circle with the number 1. A list of bills from RCAA Administrative Services Inc is displayed, with the first bill highlighted in blue. A red arrow points from the 'Enter Bill' button at the top right to the highlighted bill, with a red circle and the number 2 next to it.

Vendor	Amount	Due Date
RCAA Administrative Services Inc	USD 1,819.08	Due 07/31/2024
RCAA Administrative Services Inc	USD 416.67	Due 07/31/2024
RCAA Administrative Services Inc	USD 623.42	Due 07/31/2024
RCAA Administrative Services Inc	USD 1,454.33	Due 07/31/2024

3. Click **Create and Next**. This action moves the bill to the **Bills** and the **Approvers** box.

The screenshot shows the 'Enter a bill' form. The 'Create & Next' button is highlighted with a red arrow and a red circle with the number 3. The form contains the following information:

Vendor name: RCAA Administrative Services Inc

RCAA Administrative Services Inc
2401 Lake Park Drive SE, Smyrna, GA 30080
Vendor Balance USD 4,96
Last 5 bills

Invoice number: GH017531

PO number: [Empty]

Use invoice date: [Checked]

Payment term: Due upon receipt

Invoice date: 07/01/2024

Due date: 07/01/2024

Bills and Approvers Box Previews

After the payer moves the Bill from the inbox, here is what the Bills box and the Approvers box will look like.

Bills box with unpaid bills that were moved from the inbox. There are three bills listed and the Approval status is 'Assigned'.

The screenshot shows the 'Bills' interface in a software application. The left sidebar has a menu with 'Unpaid bills' highlighted. The main area displays a table of bills with columns for Invoice no., Vendor, PO no., Bill type, Created date, Due date, and Approval status. Three bills are listed, all with an 'Assigned' status. A red arrow points to the 'Unpaid bills' menu item, and another red arrow points to the 'Approval status' column.

Invoice no.	Vendor	PO no.	Bill type	Created date	Due date	Approval status
[Redacted]	RCAA Administrative Ser...		Manual	10/04/24	10/31/24	Assigned
[Redacted]	RCAA Administrative Ser...		Manual	10/17/24	10/31/24	Assigned
[Redacted]	RCAA Administrative Ser...		Manual	10/17/24	10/31/24	Assigned

Approvers box will show that the Bills are waiting to be Approved.

The screenshot shows the 'Approvals' interface. The left sidebar has a menu with 'Approvals' and 'Bill approvals' highlighted. The main area displays a table of bills with columns for Invoice no., Vendor, Due date, Invoice date, Created date, Chart of account, and Status. Three bills are listed, all with a status of 'Approve'. A red arrow points to the 'Approvals' menu item, and another red arrow points to the 'Status' column.

Invoice no.	Vendor	Due date	Invoice date	Created date	Chart of account	Status
[Redacted]	RCAA Administrative Service...	10/31/24	10/01/24	10/17/24		Approve
[Redacted]	RCAA Administrative Service...	10/31/24	10/01/24	10/04/24		Approve
[Redacted]	RCAA Administrative Service...	10/31/24	10/01/24	10/17/24		Approve

Approvers – Reviews and Approves the Invoices and Vendor Credits

1. Log in to BILL
2. Click the **Approvals** area in the menu
3. Reviews the Invoice by **clicking on the Invoice number** to open it.
4. When review is complete, close the invoice by **clicking the X at the top left** of the invoice.
5. Click **Approve** next to each bill that needs to be paid

Or

Click the **checkboxes next to the bills** you want to approve and then click the **Approve button**.

Approving the bills moves them back to the Bills box.

The screenshot shows the BILL interface for 'Approvals' under 'Payables & Receivables'. The left sidebar has 'Approvals' highlighted with a red box and a red arrow labeled '2'. The main content area shows a table of bills with columns: Invoice no., Vendor, Uploads, Notes, Due date, Invoice date, Created date, Chart of account, and Status. The first bill is VTL0012399, RCAA Administrative Service... with a due date of 05/30/24. A red box highlights the 'Approve' button at the top right of the list (labeled '3'). Another red box highlights the 'Approve' button next to the first bill (labeled '3').

Approve Vendor Credits

1. Click **Vendor Credits**
2. Then, click **Approve** next to the credit that needs to be approved.

The screenshot shows the BILL interface for 'Approvals' under 'Payables & Receivables'. The top navigation has 'Vendor Credits' highlighted with a red box and a red arrow labeled '1'. The main content area shows a table of vendor credits with columns: REVIEW, REF #, CREDIT DATE, VENDOR, ACCOUNT, AMOUNT, and SELECT. The first row is CM0070, RCAA Administrative Services I..., Vendor Credit, \$46,411.00. A red box highlights the 'APPROVE' button at the bottom right (labeled '2').

Payer – Pays the bill(s)

Returns to the Bill box and pays the approved bills.

1. Access the **Bill** box
2. Click to select approved bills
 - a. You can click each one individually via the selection box to the left of the Invoice number or click multiple to more than one at a time.
3. Click **Review and Pay**

The screenshot displays the 'Bills' page in a financial system. The top navigation bar includes 'AOA Parish', 'Payables & Receivables', 'Spend & Expense', and 'Insights & Forecasting'. A search bar for 'Search AP & AR' is present. The left sidebar shows navigation options like 'Overview', 'Inbox', 'Documents', 'PAYABLES', 'Vendors', 'Bills', 'Approvals', and 'Payments out'. The main content area is titled 'Bills' and shows 'Unpaid bills (13)'. Below this, there are filter buttons for 'Unpaid', 'Partially paid', and 'Due date: After 7/31/2023'. A summary shows '2 results' for a total of 'USD 162.90'. There are buttons for 'Mark as Paid' and 'Review & Pay'. Below the filters, there are input fields for 'Bulk pay bills on:' and 'Bulk pay bills from:'. A table lists two bills:

	Invoice no.	Uploads	Vendor	Bill type	Created date	Due date	Approval status
<input checked="" type="checkbox"/>	ABC123		Vendor A	Manual	07/30/24	07/26/24	Approved
<input checked="" type="checkbox"/>	ABC234		Vendor B	Manual	07/30/24	07/30/24	Approved