Use BILL for D&L Payments

Need to make a non-invoiced Deposit & Loan payment to the Archdiocese of Atlanta? Use the **RCAA-D&L** vendor, which is in your BILL account.
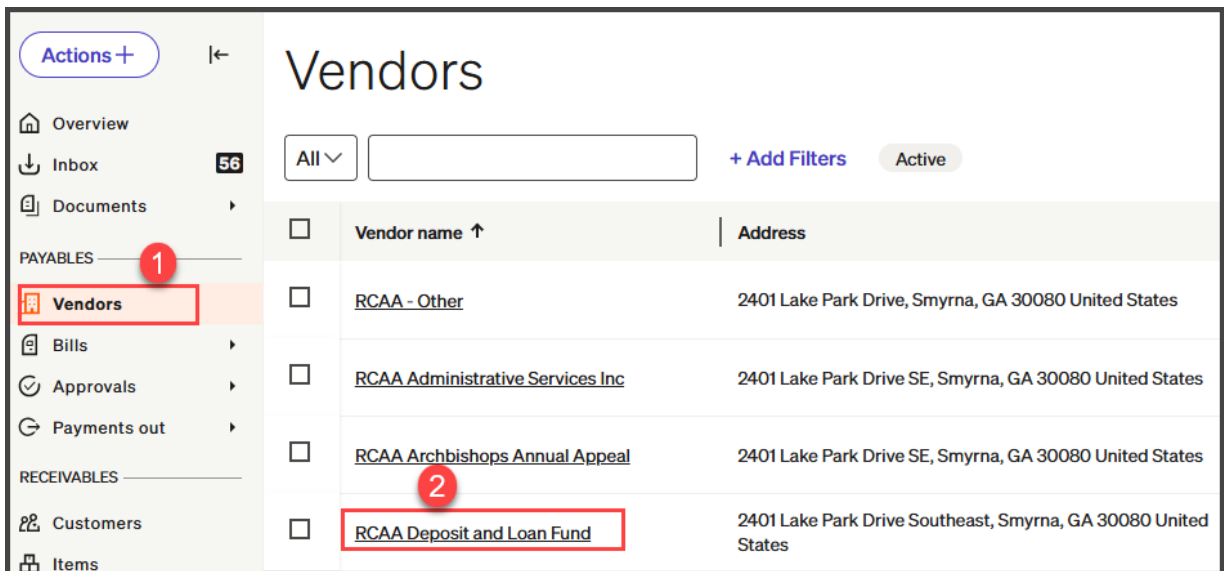
Process Overview

To submit these payments, you will create an invoice in BILL. On the invoice you will **create an invoice number** using the criteria outlined on **Page 3 – Step 5b** of this document. It's important to use those invoice number guidelines to help the accounting team successfully and expediently process the payment.

After completing the bill, RCAA D&L receives an email that alerts them to your loan payment and identifies your location as the payer. The invoice number you used is listed on this email notification and assists accounting in processing your payment.

Steps

1. Click **Vendors** in the left navigation bar (under Payables).
2. Click **RCAA Deposit and Loan Fund**.

3. Click the **Create Bill** button at the bottom right.

The **Create a Bill** form displays.

5. Complete the required fields (those with a red asterisk *) as shown in the screenshot below.
    a. **Vendor Name** – This field is auto-populated with RCAA Deposit and Loan Fund. No need to change the field.
    b. **Invoice Number** – Create an invoice number based on the following:
        i. **Savings Account** – Use SA-##### MMYY
            1. **Example**: SA-10005 1024 – *this represents payment for Oct 2024*
        ii. **Loan Account** - Use LA-##### MMYY
            1. **Example**: LA-10006 1224 – *this represents payment for Dec 2024*
    c. **Invoice Date** – Use the calendar icon to select the date.
    d. **Due Date** - Use the calendar icon to select the date.
    e. **Amount** – Type in the amount that you are paying.
    f. **Bill Frequency** – Select One Time.
    g. **Create Bill** – Click Create Bill

    Note: the AOA Accountant/Payer can create a Bill. Then, the AOA Admin/Approver can approve the bill.

The screen redisplays and you can see the newly created bill at the bottom under **Recent bills**.

RCAA Deposit and Loan Fund

Edit Vendor   Pay Vendor   ⋮

⊙ ePayment | 2401 Lake Park Drive Southeast, Smyrna, GA 30080 United States | dnlactivity@archatl.com

∧ **More details**

Pay-to	Auto-pay	Payment network ID	Account number	Tax ID	1099 vendor
RCAA ADMINISTRATIVE SERVICES, INC.	Off	Search & Enter	445	—	No

Payment term	Email address
—	dnlactivity@archatl.com

⊕ **Invite to connect in BILL**

Overview   Bills   Payments   Vendor credits   Documents   Notes   Contacts   Audit trail

∧ Overview

	Open balance		Vendor credits		Last payment		YTD payments
	USD 0.00		USD 0.00		USD		USD

Recent bills

Create Bill

Invoice no.	Chart of account	Invoice date	Due date	Bill type	Currency	Invoice amount	Amount due	Approval status	Status
LA-100160924	—	09/18/2024	09/20/2024	Manual	USD	19,400.00	0.00	Assigned	Unpaid

Questions?

Please contact Sue Stanton, Parish Systems Administrator at 404-920-7642 or sstanton@archatl.com