

## 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.

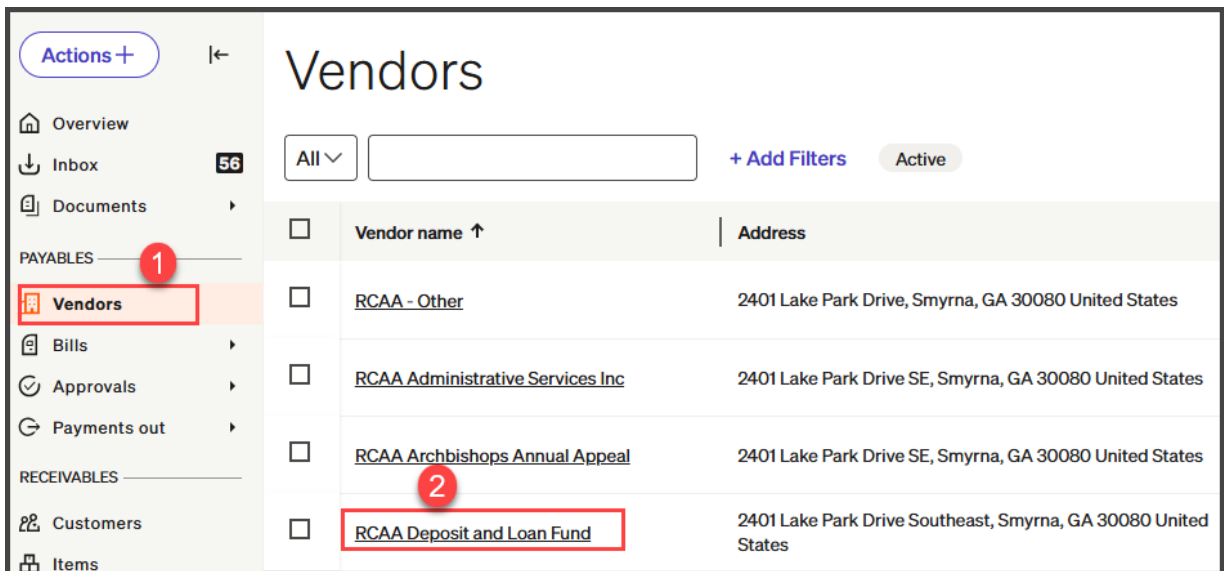
### Process Overview

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**.



The screenshot shows the BILL Vendors page. The left navigation bar is visible, with the 'Vendors' option under the 'PAYABLES' section highlighted with a red box and a red circle containing the number '1'. The main content area displays a table of vendors. The table has columns for 'Vendor name' and 'Address'. The 'RCAA Deposit and Loan Fund' vendor is highlighted with a red box and a red circle containing the number '2'. Other vendors listed include 'RCAA - Other', 'RCAA Administrative Services Inc', and 'RCAA Archbishops Annual Appeal'.

<input type="checkbox"/>	Vendor name ↑	Address
<input type="checkbox"/>	<a href="#">RCAA - Other</a>	2401 Lake Park Drive, Smyrna, GA 30080 United States
<input type="checkbox"/>	<a href="#">RCAA Administrative Services Inc</a>	2401 Lake Park Drive SE, Smyrna, GA 30080 United States
<input type="checkbox"/>	<a href="#">RCAA Archbishops Annual Appeal</a>	2401 Lake Park Drive SE, Smyrna, GA 30080 United States
<input type="checkbox"/>	<a href="#">RCAA Deposit and Loan Fund</a>	2401 Lake Park Drive Southeast, Smyrna, GA 30080 United States

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

## RCAA Deposit and Loan Fund

[Edit Vendor](#) [Pay Vendor](#)

ePayment | 2401 Lake Park Drive Southeast, Smyrna, GA 30080 United States | [dnlactivity@archatl.com](mailto:dnlactivity@archatl.com)

**More details**

Pay-to	Auto-pay	Payment network ID	Account number	Tax ID
RCAA ADMINISTRATIVE SERVICES, INC.	Off	<a href="#">Search &amp; Enter</a>	408	—
1099 vendor	Payment term	Email address		
No	—	<a href="mailto:dnlactivity@archatl.com">dnlactivity@archatl.com</a>		

[Invite to connect in BILL](#)

[Overview](#) [Bills](#) [Payments](#) [Vendor credits](#) [Documents](#) [Notes](#) [Contacts](#) [Audit trail](#)

**Overview**

Open balance  
**USD 0.00**

Vendor credits  
**USD 0.00**

Last payment  
**USD 155.26**  
10/22/2024

YTD payments  
**USD 4,052.97**  
8 bills

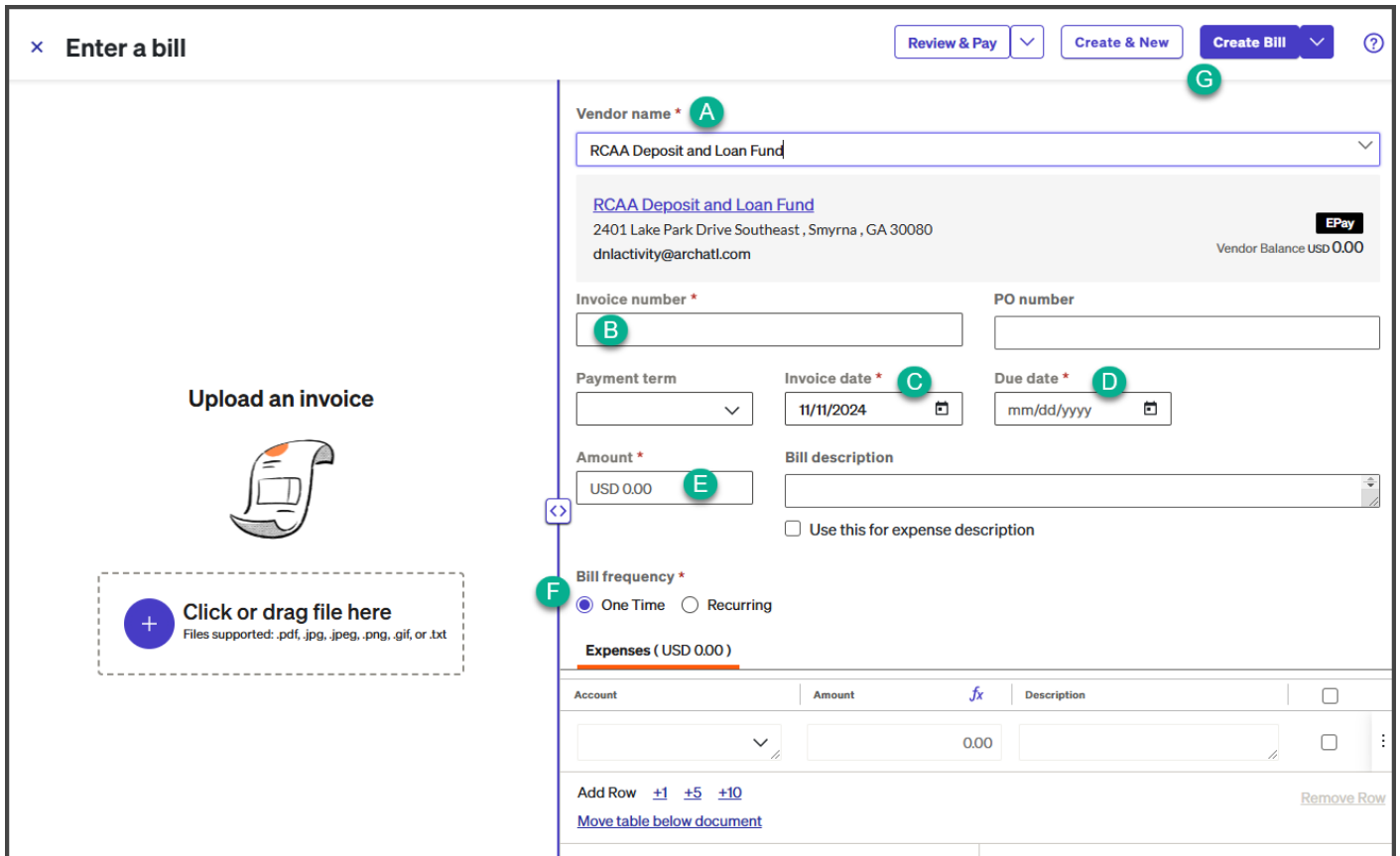
**Recent bills**

**3** → [Create Bill](#)

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-##### MMY
      1. **Example:** SA-10005 1024 – *this represents payment for Oct 2024*
    - ii. **Loan Account** - Use LA-##### MMY
      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 screenshot shows the 'Enter a bill' form with the following fields and annotations:

- Vendor name \*** (A): RCAA Deposit and Loan Fund
- Invoice number \*** (B): [Empty field]
- PO number**: [Empty field]
- Payment term**: [Dropdown menu]
- Invoice date \*** (C): 11/11/2024
- Due date \*** (D): mm/dd/yyyy
- Amount \*** (E): USD 0.00
- Bill description**: [Text area]
- Bill frequency \*** (F):  One Time  Recurring
- Expenses (USD 0.00)**: Table with columns for Account, Amount, and Description.

On the left side of the form, there is an 'Upload an invoice' section with a document icon and a dashed box containing the text: 'Click or drag file here. Files supported: .pdf, .jpg, .jpeg, .png, .gif, or .txt'.

The screen redisplay 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](mailto:dnlactivity@archatl.com)

**More details**

Pay-to	Auto-pay	Payment network ID	Account number	Tax ID	1099 vendor
RCAA ADMINISTRATIVE SERVICES, INC.	Off	<a href="#">Search &amp; Enter</a>	445	—	No
Payment term	Email address				
—	<a href="mailto:dnlactivity@archatl.com">dnlactivity@archatl.com</a>				

[+ Invite to connect in BILL](#)

Overview **Bills** Payments Vendor credits Documents Notes Contacts Audit trail

**Overview**

Open balance  
**USD 0.00**

Vendor credits  
**USD 0.00**

Last payment  
**USD**

YTD payments  
**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	<a href="#">Assigned</a>	<a href="#">Unpaid</a>

**Questions?**

Please contact Sue Stanton, Parish Systems Administrator at 404-920-7642 or [sstanton@archatl.com](mailto:sstanton@archatl.com)