

# Use BILL for Non-Invoiced Payments

(Example: Second Collections)

Need to make a non-invoiced payment to the Archdiocese of Atlanta? Second Collections are the most common payment to the AOA. For these non-invoiced payments, you will use the **RCAA-Other** vendor and this vendor is in your BILL account.

Other payments you can make using RCAA-Other include:

- Georgia Bulletin
- Vocations
- Echo
- Catholic Mutual Group for special event fees

## Process Overview

To submit these payments, you will create a bill in BILL. On the bill, you will add an invoice number. The accounting team at the archdiocese has created invoice numbers for these second collections and for other non-invoiced payments including for Catholic Mutual Group special event coverage fees. It's important to use these invoice numbers to help the accounting team successfully and expediently process the payments. **A guide to these invoice numbers is on Page Five of this document.**

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

## Steps

1. Click **Vendors** in the left navigation bar (under Payables)
2. Click **RCAA – Other**

The screenshot shows the BILL interface. On the left is a navigation sidebar with 'PAYABLES' and 'RECEIVABLES' sections. 'Vendors' is highlighted in the 'PAYABLES' section with a red box and a circled '1'. The main area displays a table of vendors with columns for 'Vendor name' and 'Address'. The 'RCAA - Other' vendor is highlighted with a red box and a circled '2'. The table includes vendors like Amazon Capital Services, Fusion Cloud Services, GEORGIA POWER, Georgia Power-Facility, RCAA Administrative Services Inc, RCAA Archbishops Annual Appeal, RCAA Deposit and Loan Fund, and RCAA - Other.

<input type="checkbox"/>	Vendor name ↑	Address
<input type="checkbox"/>	<a href="#">Amazon Capital Services</a>	PO 035184, Seattle, WA 98124-5184 United States
<input type="checkbox"/>	<a href="#">Fusion Cloud Services</a>	210 Interstate North Parkway, Atlanta, GA 30339 United States
<input type="checkbox"/>	<a href="#">GEORGIA POWER</a>	96 ANNEX, ATLANTA, GA 30396-0001 United States
<input type="checkbox"/>	<a href="#">Georgia Power-Facility</a>	96 Annex, Atlanta, GA 30396-0001 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
<input type="checkbox"/>	<a href="#">RCAA - Other</a>	2401 Lake Park Drive Southeast, Smyrna, GA 30080 United States

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

RCAA – Other [Edit](#) [Pay](#) ⋮

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**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>	525	—	No
Payment term	Email address				
—	archother@archatl.com				

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[+ 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 11,324.10**  
03/27/2024

YTD payments  
**USD 40,709.42**


**Recent bills**

3
Create Bill

4. Click **Continue Without An Invoice** to create the bill.

**Upload an invoice**

This will help your vendor process and reconcile the payment



+ **Click or drag file here**  
Files supported: .pdf, .jpg, .jpeg, .png, .gif, or .txt

4
Continue Without An Invoice

The **Create a Bill** form displays with the form on the right side and an area to upload an invoice on the left side.


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-Other. No need to change the field.
  - B. **Invoice Number** – Reference page 5 to input the invoice number. In this example, the second collection was for the Catholic University collected on September 8, 2024.
    - i. The invoice number is CATHUNIV 0924
  - C. **Invoice Date** – Use the calendar icon to select the date.
  - D. **Due Date** - Use the calendar icon to select the date.
  - E. **Bill Frequency** – Select One Time.
  - F. **Create Bill** – Click Create Bill

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

× Enter a bill

Review & Pay
Create & New
Create Bill

Upload an invoice



+

**Click or drag file here**  
Files supported: .pdf, .jpg, .jpeg, .png, .gif, or .txt

**Vendor name \*** A

RCAA - Other

[RCAA - Other](#)  
2401 Lake Park Drive, Smyrna, GA 30080  
archother@archatl.com

**EPay**  
Vendor Balance USD 0.00

**Invoice number \*** B

CATHUNIV 0924

PO number

Payment term

v

**Invoice date \*** C

09/08/2024
📅

GL posting date

09/08/2024
📅

**Due date \*** D

09/10/2024
📅

**Amount \***

USD 654.00

Bill description

**Bill frequency \*** E

One Time  Recurring

**Expenses (USD 654.00)**

Account	Amount	fx	Description	
v	654.00			☐
v	0.00			☐

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

## RCAA - Other

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

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^ **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>	402	—	No
Payment term	Email address				
—	archother@archatl.com				

[+ Invite To Connect In BILL](#)


Overview
Bills
Payments
Vendor credits
Documents
Notes
Contacts
Audit trail

^ **Overview**




Open balance

USD 100.00




Vendor credits

USD 0.00



Last payment

USD 0.00



YTD payments

USD 0.00

0 bills

**Recent bills** [Create Bill](#)

Invoice no.	Chart of account	Invoice date	Due date	Bill type	Currency	Invoice amount	Amount due	Approval status	Status
CATHUNIV 0924	—	09/12/2024	09/24/2024	Manual	USD	100.00	100.00	Unassigned	Unpaid

### Invoice Number Guide

For **Second Collections**, please use capital letters for the invoice # as shown and change the **MMYY** to equal the month and year you are sending the payment (e.g., CATHUNIV 0924). If you need to send two separate payments for the same collection in the same month, please add ‘\_2’ to the invoice number (e.g., CATHUNIV 0924\_2).

For **Other Non-Invoiced Payments**, please follow the examples in the left column (e.g. for Catholic Mutual Group special event coverage, please use CMG and the approval number provided in the approval email from CMG).

PSA Invoice Number	Account Name	PSA GL#
<b>Second (2<sup>nd</sup>) Collection Codes</b>		
ARCHHISPAN <b>MMYY</b>	Arch Hisp Ministries	2973
BLACKINDIAN <b>MMYY</b>	Black/Indian Missions	2952
CRS <b>MMYY</b>	Catholic Relief Services	2951
HOLYLAND <b>MMYY</b>	Holy Land	2963
EASTERSEMINAR <b>MMYY</b>	Easter Arch Seminarians	2961
CATHHOMEMISS <b>MMYY</b>	Catholic Home Missions	2956
RICEBOWL <b>MMYY</b>	CRS Rice Bowl	2965
CATHCOMM <b>MMYY</b>	Catholic Communications	2955
PETERPENCE <b>MMYY</b>	Peter’s Pence	2971
MISSCOOP <b>MMYY</b>	Parish Mission Co-Op	2966
ARCHMILITARY <b>MMYY</b>	Arch Military Services	2954
CATHUNIV <b>MMYY</b>	Catholic University	2957
ARCHSVDP <b>MMYY</b>	Arch St Vincent DePaul	2974
WORLDMISS <b>MMYY</b>	Church in Latin America/Europe	2959
FALLSEMINAR <b>MMYY</b>	Fall Arch Seminarians	2962
HUMANDEVELOP <b>MMYY</b>	Campaign for Human Dev	2953
RETFORRELIG <b>MMYY</b>	Retirement Fund for Religious	2972
CATHCHARITY <b>MMYY</b>	Catholic Charities	2958
DISASTER <b>MMYY</b>	Disaster Relief	2960
<b>Other Non-Invoiced Payments</b>		
GA Bulletin – <b>INV #</b>	Advertising payments	
VOC <b>INV#</b>	Vocations	
ECHO UND <b>MMYY</b>	Echo Program	
CMG Event <b>#####</b> <i>(##### = Approval number from Catholic Mutual Group)</i>	Catholic Mutual Group	

### Questions?

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