

Consolidated Billing Instructions FY 2025

Listed below are the account numbers associated with your consolidated billing invoice. Some of the account numbers may not apply to your parish/school and will not be used.

<u>Account #</u>	<u>Account Name</u>	<u>Invoice Line Item</u>
553400	Trfs-Arch-Cathedraticum	Cathedraticum-Assessment
553200	Trfs-Arch-Education Assessment	Catholic Education Assessment
553600	Trfs-Arch-St. Louis Review	St. Louis Review
513320	Employee Assistance Program	Employee Assistance Program
513310	Flexible Spending Account	FSA Admin Fee
513330	Employee Life Insurance Benefit	1x life insurance benefit (Hartford)
553700	Trfs-Arch-PMBS	PMBS Total
553100	Trfs-Arch-Insurance Assessment	Risk Management Total
461420	Grants-Risk Mgmt-Property Grant	Property Grant
461430	Grants-Risk Mgmt-ORM	ORM Insurance Grant
211600	Accounts Payable – Archdiocese	Use ‘Archdiocese’ as vendor name

If you will be paying the entire monthly amount due by ACH or check:

Post the bill through Accounts Payable by entering an invoice using “Archdiocese” as the vendor name, expensing each line item of the bill to the appropriate account listed above. Please class according to the allocation provided by the Finance Office for parish, elementary or high school, if applicable. Process the payment through A/P in the usual manner. If you pay by ACH, uncheck the “to print box” then enter ACH on the check number line of the payment in QuickBooks. If paid by check, proceed with the normal check printing process. If you would like to set up a recurring ACH, please contact SLAF@archstl.org for assistance.

If you will not be making a monthly payment:

Even if you do not *pay* your bill monthly, you should still *record* the expense monthly. Please post the monthly bill as described above.

If you elect to make a partial payment, you should process a check through the Accounts Payable module using account 211600 Accounts Payable – Archdiocese. Enter the amount you wish to pay and process as usual.

You can also initiate a partial, non-recurring ACH payment by sending an email to ACH@archstl.org with your request. Please include your parish number and the last 4 digits of the bank account number you wish to have the payment withdrawn from in your email. Process the payment in QB as described above paragraph and enter ACH as the check number.

For questions concerning your parish invoice, contact one of the following:

Cathedraticum/Catholic Education Assessment (bill/payment posting & general questions) – Sally Serbus.	314.792.7716
Priests' Mutual Benefit Society – Gigi Henson	314.792.7034
Risk Management – Brandon Rothkopf	314.792.7203
Employee Benefits EAP or FSA Fee, Hartford Life – Stephanie Weider	314.792.7544