

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 8, Issue 9, September 2023

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Calendar Dates to Note:

- 9/3 Special Collection Catholic University of America
- 9/4 Labor Day Curia Closed.

To Do List

- Reply within 7 days to Balance Reviews.
- Keep Parish Sacramental Records up to date
- Communicate the 2023 Fall Wellness Event Schedule to employees
- Update roles in PHOL for Business Manager, Bookkeeper and Secretary .

Training with Parish Support:

Parish Support offers classes for Parish Helper Online, Servant Keeper, Sacraments, and QuickBooks. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for Parish Support Training Class offerings, dates, and registration](#)

Do NOT Update QuickBooks

Please DO NOT update QuickBooks when prompted unless instructed to do so by Parish Support or by the Archdiocesan IT Department.



When you log onto QuickBooks and receive a message requesting that you update QuickBooks and you see two options "Install Now" or "Install Later" always choose "Install Later" unless directed otherwise by IT or Parish Support. DO NOT download or install QB updates, it affects all files and crashes servers.

Annual Yearend Update

Wow, thank you for your hard work. We have a 98% submission of the Status Animarum with the majority of those arriving by the deadline of July 31st. This is awesome. We have 34% of the financial QuickBooks reviews emailed and 18% are completed. We appreciate everyone getting their information into us and responding to the completed financial reviews. Thank you for all that you do especially this year with all happening with All Things New and dealing with changes.

Help Parish Support Help You

When contacting Parish Support, please give us your parish name and parish number. Please include your phone number along with your extension. We assist all parishes in the Archdiocese, and this information helps Parish Support be timely in our responses. By including all the contact information, it allows us to respond quicker and more accurately to your need. We suggest that you also include this information in your email signature.



Parish Support also requests that you please reach out to only one person in our office for an issue. Many times we are tripping over one another due to several people working on the same issue. If we need to assign it to someone else or have them answer the question, we will forward the message to that person in our department. Our goal is to serve you the best that we can, and we appreciate your help and understanding.

Second Collection for Maui

Archbishop Rozanski asks parishes to hold a second collection for the rescue and relief efforts for Maui on any weekend in September. Donations should be forwarded online via Nettle Special Collection #22. Or a check with Maui in the memo may be mailed to SLAF, 20 Archbishop May Drive, St. Louis, MO 63119.

Servant Keeper Files—Household and Religion Fields



Help make your Servant Keeper Files the best you can. Several parishes noticed their report totals for the Status Animarum did not equal the way they should. There is one common error for this reason, and it affects many reports you run. All family records need to have the type of household entered. This required field should have a response of Catholic or Mixed. On the individual fields, please make sure to fill in the religion field on each individual record for each family member. The responses should be Catholic or Non-Catholic. In the cases of both of these, fewer choices is more. Often one or the other field is filled out and causes your numbers to not balance, or you will get erroneous results for your reports which could mean a parishioner is not included in contact information.

H202 Errors

H202 Errors continue to plague QuickBooks. It has been brought to our attention that QuickBooks users may receive the error code H202 indicating a problem with multi-user hosting setup. If you receive this error message, please promptly notify Paul Buening at Paulbuening@archstl.org and Sally Serbus at Sallyserbus@archstl.org. It is important that you include your parish name and parish number in the subject line of your email.



Consolidated Billing, MAI, SLAF, Endowment Statements

The Consolidated Billing, MAI, SLAF, and the Endowment statements are being emailed to both subsumed, subsuming, merged and new parishes.

Exporting Excel Files in QB's

Are you having difficulty finding Excel documents you have exported and saved from QuickBooks? Please [click here](#) for detailed instructions on exporting Excel documents in QuickBooks or look in Best Practices on the Parish Support Webpage.

MO MOST 529 Payment Reimbursements

If a family shows overpaid on tuition due to a MOST 529 payment and a refund is needed, the refund may not be made to MOST 529. The refund is made to the owner of the account. This is between the family and the state, we do not get involved in the process due to an overpayment. The family will need to work out the rectification of the over payment with the state.



Internal Audit Phishing Emails

Beware: Phishing Emails Can Look Legit!

From: katehazen@archstl.org address format is wrong
To: Business Manager
Subject: Audit

Good morning,
As part of an internal audit please send me an employee roster that includes social security numbers.
Thank you,
Kate Hazen
314.794.7801



Scams often look like actual internal emails...

If you receive a request for:

- 1) Personal/confidential information,
- 2) Cash, gift cards, prepaid cards, etc., or
- 3) A change in bank account or vendor info

CALL the sender and VERIFY

(P.S. don't use the number listed on the email or reply to the email)

If you suspect fraud or financial misconduct

REPORT IT!

1-800-455-2800 | @archstl.org | info@archstl.org | 314-792-7245

Grief Ministry Reminder

In the August PACT, everyone was informed of the new assignment in PHOL of Grief Ministry and asked secretaries to input the grief minister. As of this time, only **12** parishes have entered contact information. Please complete your updates to this ministry and others **by September 10th**. This information is added and updated just like other assignments (secretary, business manager, etc.) If the parish does not have a designated individual running the Grief Ministry, please add the assignment to the Business Manager or Secretary to receive these communications.

Please contact Parish Support if you have questions when entering the information.

Office of Sacred Worship

It is that time of year again! This is your chance to order the Workbook for Lectors, Liturgical Calendar posters, Sourcebooks and others. This year we were able to coordinate with LTP to have all the materials shipped directly to each parish. **It is important to include the FULL parish address and point of contact** on the order. We are able to offer the books at a 15% discount off the list price to all the parishes, with a little greater discount on some of the more popular titles. [Click here](#) for order forms and more information. All orders are **due Friday, October 6th**.



PARISH SUPPORT

archstl.org/parish-accounting-services/parish-support

Parish Support serves both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside of the diocese. It is our mission to provide training and support. We either have the answer, will get the answer, or refer you to someone who can assist. We are here to help.



ALL THINGS NEW
STEADFAST IN FAITH + FORWARD IN HOPE

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