

**Mission Advancement Initiative (MAI) Billing Instructions
FY 2025**

The MAI invoice/payment should be recorded separately from your consolidated invoice entry/payment.

Listed below are the account numbers associated with your MAI billing invoice.

<u>Account #</u>	<u>Account Name</u>	<u>Invoice Line Item</u>
553300	Trfs Arch MAI	MAI Assessment
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, expensing to account #553300- Trfs-Arch-MAI. Please class according to the allocation provided by the Finance Office for parish, elementary or high school, if applicable. 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 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 Please include your parish number and the last 4 digits of the bank account number you wish to have the payment withdrawn from in your email.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:

Mission Advancement Initiative Assessment Bill/Posting –	Sally Serbus	314.792.7716
To authorize ACH auto debit –	Debra Storr	314.792.7142