



Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 2

FEBRUARY 2017

FEBRUARY TO-DO LIST

- Continue working on COA
- St. Louis Review Subscriber List due
- Begin preliminary budget process for 2017-2018

TRAINING SCHEDULE

- Budget training—to be announced
- Basic Training—March 22nd, 8:30-12:30 at CRC

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QB Upgrade Coming Soon

Can you believe three years have passed since our last QB upgrade? We are currently using QB14 and will be upgrading to QB17 later this month. As with all upgrades, there are new capabilities and enhancements. The biggest change is increased password security. Upon conversion, your password must contain at least 7 characters, including 1 capital and 1 number. Due to this requirement, all Admin passwords must change during the conversion process. Most users will not be affected by the Admin password change and will easily be prompted to change their password to the new format at their first log-in. There are a few users that currently work using the Admin user to do their work. We are asking those users to create a new user so they will be able to log-in as that user after the conversion. The Admin log-in will no longer be available for day-to-day processing after the conversion.

The conversion is scheduled for the weekend of Feb.18-19. Access to QB will not be available all day Saturday and Sunday morning.



Basic Training Seminars

Our February Basic Training seminar is cancelled due to the QB upgrade. The monthly seminar will return on March 22nd to the Cardinal Rigali Center with an improved format. The seminar targets new employees or anyone seeking to 'brush-up' their basic Servant Keeper, PHOL and QuickBooks skills. The training runs from 8:30am through 12:30pm. QB101 is for those seeking information on building reports, using the Find tool and various shortcuts and hints. QB102 focuses on entering transactions in QB. QB101 and 102 are offered from 8:30-10:30. Servant Keeper and PHOL basics complete the session from 10:40-12:30. You may attend one QB session (your choice) and/or the SK/PHOL session depending on your needs. Space is limited to 30 attendees.

Please contact Karen Mueller at karenmueller@archstl.org for more information.

FY 18 Estimates & Notices

Consolidated Archdiocesan Billing Estimates were mailed to pastors in January. These estimates are needed to begin your 2017-2018 budgeting process. Please contact Kate Hazen at 314-792-7801 or katehazen@archstl.org with any questions. She is also happy to forward a copy if needed.

“To improve is to change; to be perfect is to change often.”

Winston Church

PHOL Contacts

One of the great features that PHOL provides is a tool that any department in the Curia can use to send out email blasts to a particular group. For this feature to be successful, it is dependent on each parish keeping the contact information for

parish staff up-to-date.

Please take a few moments to verify that all contact information is correct for **all** positions— especially parish secretary, bookkeeper and business manager. Log into PHOL, click on Procedures, Location Information and Ad-



ministrative tab. Your listing will come up and from this screen you can edit, add a person or end a position. Please be sure that each position has contact information including an email address.

UNUM Rate

There was a error in January’s letter concerning the UNUM rate for 2017-2018. The correct UNUM rate for FY18 is .00257.

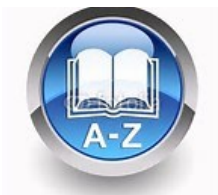
Payment Remittance Address

Reminder: The remittance address for sending check is :

The Archdiocese of St. Louis
 Mailstop 280004
 PO Box 95374
 Saint Louis, MO 63195-3745

Please update your records accordingly. Remember you may also eliminate writing a check (and save a stamp) by simply sending an email to ach@archstl.org requesting the payment be made. Include the amount, reason for payment and last 4 digits of the checking account.

PACT Index



Believe it or not, this is our 7th issue of the PACT Newsletter!

We have received many positive comments about the information we are providing. For your convenience, we are taking this one step further by creating a comprehensive index

for all PACT issues. So now finding the information is just 1 click away!

[Click here](#) for instant access to the index.

FY18 Health Insurance Premiums



As you work on FY18 budgets, remember that Archbishop Robert J. Carlson has approved an average 6.0% increase for the lay health insurance premiums, effective July 1, 2017. Letters were sent in December with the new rates.

If you have any questions or comments, please contact Anne Hager at 314.792.7544 or AnneHager@archstl.org.

“Life is 10% what happens to you and 90% how you react to it.”
Charles R. Swindoll

QB Phishing/Scam

Recently the Better Business Bureau (BBB) issued a scam alert about a phishing scam targeting small businesses.

Intended targets receive an email appearing to be from accounting software QuickBooks with the subject line “QuickBooks Support: Change Request.” The fake message is confirming

a business name change with QuickBooks' manufacturer Intuit, but offers readers a link to cancel if the change is a mistake.

[Click here](#) for entire article.

Thanks to Kate Hazen, Assistant Controller, for this alert.

Q & A— RCF Endowments

How do you post a check to RCF for an endowment?

Parishes wishing to donate to the Roman Catholic Foundation Endowment should post the transaction in the following manner. Write a check from your parish or school checking account payable to the Roman Catholic Foundation. The expense is posted to the

532100-Contribution expense account.

The endowment does not appear on the parish books as an asset. It is a simple expense that the parish has incurred.



Please email all questions and suggestions for the newsletter to SallySerbus@archstl.org.

From the Curia— St. Louis Review



Peace of the Lord be with you!

Thank you Parishes for your support and ministry in our Archdiocese. It was good to meet some of you and parish representatives at the beONE resource day.

We are starting to receive your subscriber parish lists. Remember the deadline is March 31st. For your ongoing updates make sure to grab the new parish helper St. Louis Review (STLR) subscriber list. For your ongoing updates choose a schedule that fits with you, maybe once a month, every quarter... How to access your sub-

scriber list here, <https://adobe.ly/2kMpws1>

You have questions about the materials sent to you. The insert, the half page are materials for you to use throughout the year. You are able to access online pdf docs for your print needs or contact me. They are available in Spanish and English. Consider using in your ministry outreach, for example, RCIA, door to door, marriage prep, and hospitality welcome. Materials here, <https://adobe.ly/2kMhKP4>

We are receiving phone calls regarding parish communicators. Your parish communicator may be someone who is a volunteer for promoting your

parish events. This could be your person to support you in the promotion of the St. Louis Review. If you have ideas or questions please contact me at 314.792.7507 or theresaoroz-co@archstl.org. Communicate here, <https://adobe.ly/2jRDFnI>

Questions are coming in regarding the Lenten Fish Fries! Information on how to access the form and to get on the map will be coming to you soon. What do you get if you cross an Abbott with a trout? ...Monkfish!

Peace and God Bless – Theresa Orozco, ossm

Lawson Payroll Update

We welcome another ten parishes to Lawson payroll this month: Cathedral, St. Alphonsus, Our Lady of the Presentation, Christ the King, Our Lady of Lourdes-U City, St. Sabina, Sacred Heart-Elsberry, St. Peter-St. Charles, St. Barnabas, and St. Gianna. This brings the total to 51 parishes enjoying the ease of Lawson payroll with another 6 converting in February. Contact Jerry Amsler to convert in Spring of 2017.

Parish Support Contact Information

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Parish Support exists to serve 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 help.

We are here to serve.

[Click here](#) for immediate access to back issues of PACT—including a comprehensive Index for all issues.

[Click Here To Visit Parish Support /Shared Accounting Web Page](#)