



# Parishes And Curia Together

## Parish Support Newsletter

VOLUME 2, ISSUE 3

MARCH 2017

### FEBRUARY TO-DO LIST

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

### TRAINING SCHEDULE

- Basic Training – March 22nd, 8:30-12:30 CRC

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## QuickBooks 17 Upgrade

If you haven't yet noticed, your QuickBooks file was upgraded from QB version 15 to QB version 17 on February 18th. Over one hundred eighty-five files were upgraded in under seven hours.

Part of the upgrade included changing all Administrator (Admin) passwords to meet QB's new requirements. All passwords must consist of seven characters which included at least one capital and one number. We also learned that when changing a password, QB will not allow you to reuse the last four passwords used.

Many thanks to Jerry Amsler, Paul Buening, Sally Serbus, Mary Weiskopf and Julie Zysk for making the upgrade a success. The 'war room' was set up with fifteen laptops (three for each 'upgrader'), lots of caffeine and tons of snacks.

We're still becoming familiar with version 17 and will share our findings in future issues. Feel free to let us know if you find something new and different!



## Basic Training Seminars



The monthly Basic Training seminar returns to the Cardinal Rigali Center on Wednesday, March 22nd, 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. Beginning QB101 focuses on accessing Citrix, setting up Preferences, and becoming familiar with the QB menus. Advanced QB102 is for those seeking information on building reports, entering transactions, and using various shortcuts and hints. 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 the QB session of 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](mailto:karenmueller@archstl.org) for more information.

“Saints are ordinary people who do what they do for the love of Jesus, say what they must say without fear, love their neighbor even when they are cursed by him, and live without regret over yesterday or fear of tomorrow.”

Mother Angelica

## Planning Ahead

It’s hard to believe but the end of the Fiscal Year is only four months away. We’d like to make the process as painless as possible by using this space each month to remind and instruct you concerning year-end closing issues.

In theory, if you are keeping current with your records, the year end closing is just closing another month.

Our recommendation for March is to **reconcile all bank and SLAF accounts in QB every month.** Many parishes are not using the reconcile feature in

QB each and every month to reconcile all accounts.

If you start now, you won’t have to worry about completing all the reconciliations in time for year end.



## 2017 Labor Law Posters

The 2017 all-in-one laminated State and Federal labor law posters were sent out on Feb. 10th. They were sent in a brown cardboard poster tube addressed to “Pastor or Office Staff” so please look out for them. Please make sure they are posted in an appropriate

area that’s accessible to all of your employees. If you end up not needing all the posters sent, we’d be happy to take the extras back. Contact Melinda Rhodes (317.792.7547) or Susan Moss (314.792.7553) if you have any questions.

## Servant Keeper Upgrade



We recently received an email from Servant Keeper informing us that version 8 is now available.

Please be advised that we are recommending NOT to upgrade to Servant Keeper 8 at this time.

We are reviewing the upgrade and will keep you posted on what we find.

# Saving Money Just Makes Sense



Office Essentials would like to remind you they have generic products and are happy to send you samples. Central

Purchasing recently completed a study of name brand products purchased where there is a suitable generic universal brand available. Our review of

the spending of 20 Archdiocesan locations revealed that **using generic brands would have saved \$18,000 last year!**

It may not be big savings for each location but it all adds up. Please contact Central Purchasing at 314.792.7065 if you would like to try any of these generic products.

*Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.*

*Thomas A. Edison*

## QB—Out of Balance Message

A new enhancement in QB17 is that a message is displayed if the QB file is out of balance. Occasionally a file does get out of balance and needs to

be rebuilt. The good news is that we rebuild the file for you.

Simply notify us that the file is out of balance. We will ask that everyone log out of QB so the file can be re-

built. Once the rebuild is completed, we will notify you and you're back up and running. There is no need to reenter transactions—nothing is lost.

Just another service we're happy to provide.

## Q & A —

**What's the best email address for reaching Parish Support?**

It depends!

We ask that the parish\_support@archstl.org address be used when submitting files for review—such as quarterly 941, year end financials and the W3. This email address will always be included with the submission instructions

When you have questions or need help, it is best to email Donna or me directly. Donna's email is donnabosch@archstl.org and mine is sallyserbus@archstl.org.



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

# From the Curia—Archives



Spring cleaning is a great time to weed out old records. But before you pitch those historical records, give Archives a call! Archives will be glad to talk to you about taking and preserving historical photographs, bulletins, correspondence, school materials, artifacts or publications. Please contact them at 314-792-7020 or [archives@archstl.org](mailto:archives@archstl.org) to make a donation.

## Lawson Payroll Update

We welcome another six parishes to Lawson payroll this month: Immaculate Heart of Mary, Seven Holy Founders, St. Ferdinand, Holy Trinity, St. Francis of Assisi-Luebbering and St. Stephen-Richwood. This brings the total to 57 parishes with 6 more joining Lawson in April! 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](#)