



# The OAS Messenger

June 2006

The Catholic Center will be closed on Monday, July 3, 2006 and Tuesday, July 4, 2006 for network upgrades and in observance of the National Holiday. The Catholic Center will reopen on Wednesday, July 5, 2006.

## ADLF Online Users

If you have a change in staffing at your location, please let Michelle Lecher know at [mlecher@archindy.org](mailto:mlecher@archindy.org) so users to the ADLF online system can be added or removed as necessary. You may also contact her to request a change in password.

## ADLF Forms On The Web

The ADLF withdrawal form and the ADLF deposit form (to request a direct withdrawal from the parish checking account or to make a deposit into ADLF) are now available online at <http://www.archindy.org/finance/parish/forms.html>. Since both forms require signatures, the completed forms must be faxed or mailed to the accounting office. If you have any questions, please contact Michelle Lecher at 317-261-3371, 1-800-382-9836, ext. 3371 or [mlecher@archindy.org](mailto:mlecher@archindy.org).

## Automated Church System (ACS) Training

ACS Technologies is offering various training sessions this summer and fall. Visit the website [www.acstechnologies.com/training](http://www.acstechnologies.com/training) or call 1-800-669-2509 for registration information.

### Training Location Information

July 17-21	October 16-20
Community Church of Southport	Walnut Street Baptist Church
5250 E Stop 11 Road	1143 South Third Street
Indianapolis, IN 46237	Suite A
317-881-4010	Louisville, KY 40203
	502-589-5290

## 2006-2007 Budgets

The 2006-2007 approved budgets are due **June 15, 2006** in the Office of Accounting Services, Attention Sarah Harmeyer. The budget guidelines are available at [www.archindy.org/finance](http://www.archindy.org/finance) under 'Parish Finances'. **If you have any questions or require assistance with budget preparation, please contact Sarah Harmeyer in the Office of Accounting Services at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or call 1-800-382-9836 ext. 3376 or 317-261-3376.**

## Changing Employees' Salaries

On June 12, Central Payroll e-mailed all locations instructions and other information about how to update the payroll system with pay changes for the 06-07 budget year. These instructions including a Single Approval Form can be used in lieu of Payroll Action Forms and are being sent via weekly mailing on June 15. Please contact Central Payroll if you have not received all of this information by June 21. Approved paperwork for pay changes effective with the July 14th payroll should be received by Central Payroll no later than June 30.

Please, do not use the web to enter new pay rates online. The effective dating controls in Ultipro's internet web software are not working properly. The accuracy of pay changes entered online cannot be guaranteed.

## Parish Annual Financial Report

The Parish Annual Financial Report instructions and an email link to complete the report via online survey has been sent out to the individuals that completed the report last year. Documents to assist in completing the annual financial report are available on our website at [www.archindy.org/finance](http://www.archindy.org/finance). Click on Parish Finances and then click on Parish Annual Financial Report. If you did not receive the email with instructions, need additional links to complete the report for more than one parish, or if you have any questions, please contact Sarah Harmeyer at 317-261-3376 or 1-800-382-9836 ext. 3376 or [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org). The deadline for the online survey submission is **September 15, 2006**. The signature form at the end of the online report should be submitted to Sarah Harmeyer, Office of Accounting Services for completion.

## Bookkeeping Training Workshops

Thank you to those who attended the bookkeeping workshops in Indianapolis and Sellersburg. We hope that you have found the workshops informative. If you have any suggestions for future workshops and trainings, please send those ideas to Sarah Harmeyer.

## 'Insight' Provider Problems

We understand the problems internet provider, 'Insight', was having prevented many in Southern Indiana from having access to the Archdiocese website. These issues have now been resolved. All locations and Archdiocese employees should now be able to access the Archdiocese website.