



# Memo

**Date:** September 22, 2025  
**To:** Parish and school business managers  
**From:** Sue Stanton, parish systems administrator, Office of Finance  
**Re:** BILL system – How to apply credit memos

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The archdiocesan Office of Finance sometimes issues credit memos in your BILL account. The credit memos are sent to the inbox within BILL for your parish or school.

[This link opens a document](#) that provides step-by-step instructions on how to apply a credit memo to unpaid invoices in BILL. As this memo is addressed to business managers, please forward this information to the staff member responsible for processing invoices in BILL, which is the person who has the AOA accountant/payer role in the system.

If you have questions about the document, please contact me or BILL support.

Thank you!

Office phone: 404-920-7642  
Email: [sstanton@archatl.com](mailto:sstanton@archatl.com)