

ADLA PARISH BUDGET APPLICATION – FISCAL YEAR 2021-2022

1. Begin by selecting your Internet browser.



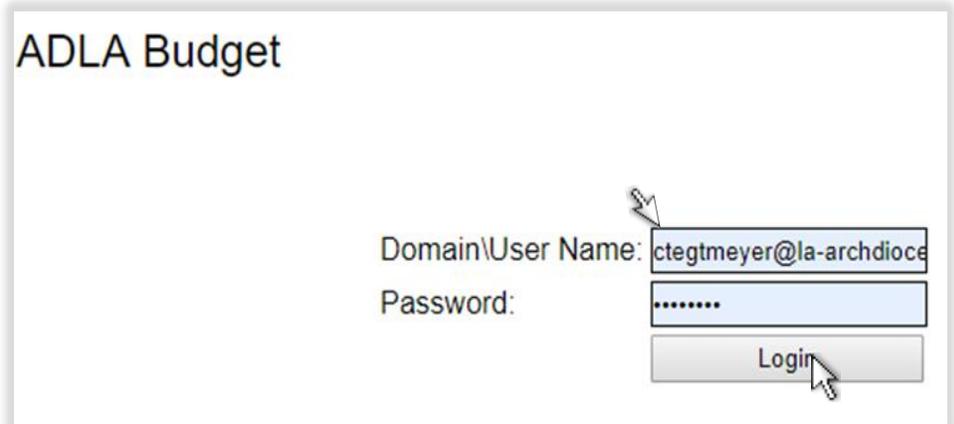
2. Enter the following URL →

<http://apps.la-archdiocese.org/ADLABudget/>



3. Enter your login information when prompted. Please use the prefix: **ACC**before your username.

USER NAME: ACC\USERNAME
PASSWORD: PASSWORD



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4. After logging in, click on the **View Parish Listing** button.

ADLA Budget



View Parish Listing

5. After logging in, click on the FY drop down menu to select which fiscal year you wish to review or to start working on your FY2021-2022 Parish Budget.

Select CostCenter

02000

Enter Fiscal Year 2021-2022

FY

2021-2022

[DeptCode](#) [Budget Forms](#)

FYear

[Status](#)

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6. If your parish is not listed, click on the **Enter Fiscal Year 2021-2022** tab, and then click on the “Details” link.

See Figure A

OR

If your Parish is listed for **FY2021-2022**, click on the “Details” link.

See Figure B

Figure A

Example: If there is no existing record

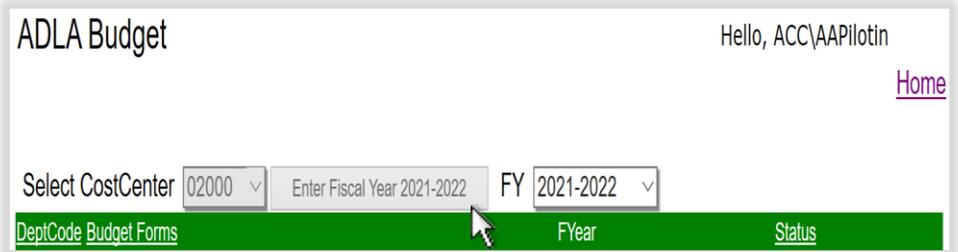
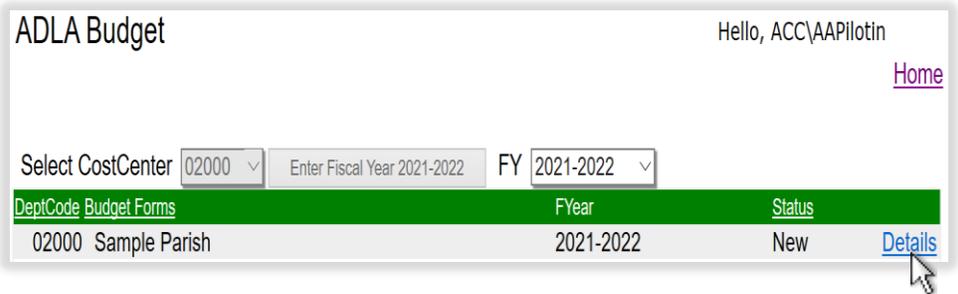


Figure B

Example: If there is an existing record

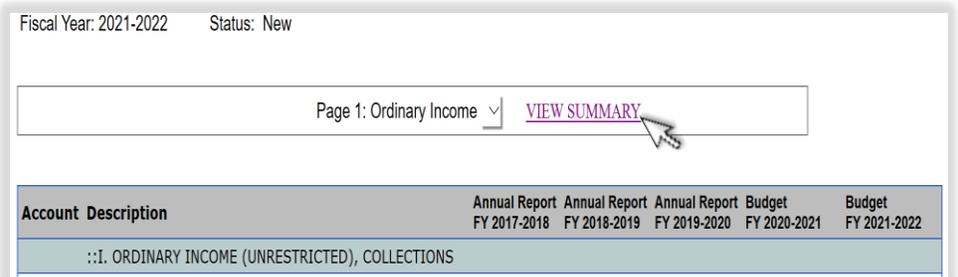


7. You can print a summary of your report. Please Note: Column Labeled “BUDGET FY2021-2022” has pre-populated amounts.

8. You need to click on the link labeled “VIEW SUMMARY”.

9. Once the Summary Page loads right-click and print a copy for your reference.

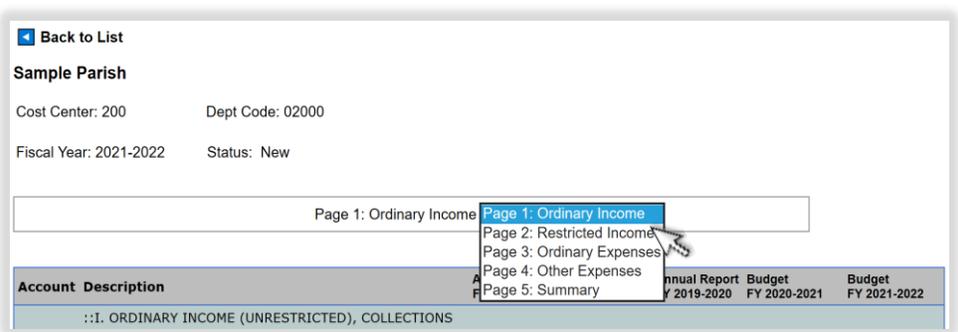
10. You may use this as a reference in completing your Budget.



➤ *You may print a summary of your current budget. Note: Column labeled “Budget FY2021-2022” has pre-populated amounts, BUT, these amounts can be adjusted to fit your parish’s financial situation.*

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11. Use the drop-down Menu and Select Page 1: Ordinary Income to Begin Budgeting FY2021-2022 for your Parish.



➤ You will need to go to “Page 1: Ordinary Income” to begin making changes. Please move on to see Step #11 to begin.

12. The application will return you to Page 1.

13. Review the information in the column “Budget 2021-2022” Only!!!

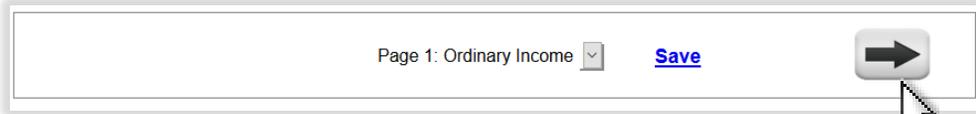
14. Enter changes, as necessary.

The screenshot shows the 'Sample Parish' interface with the 'Page 1: Ordinary Income' dropdown selected. A 'VIEW SUMMARY' link is visible. Below, a table displays account descriptions and budget values for various years. The table has columns for 'Account Description', 'Annual Report FY 2017-2018', 'Annual Report FY 2018-2019', 'Annual Report FY 2019-2020', 'Budget FY 2020-2021', and 'Budget FY 2021-2022'. The first row is '::.I. ORDINARY INCOME (UNRESTRICTED), COLLECTIONS'. Subsequent rows include '470216 ENVELOPES', '470217 PLATE', '470218 HOLY DAYS', '470219 EASTER', and '470220 CHRISTMAS'. The final row is '::.DONATIONS FOR SACRAMENTS/SERVICES'. The 'Budget FY 2021-2022' column contains empty input boxes for each row.

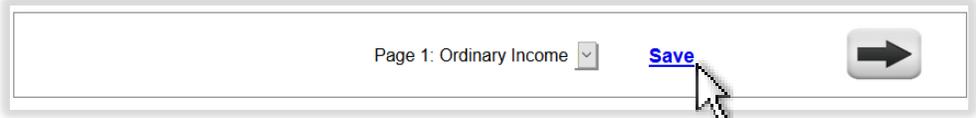
Account Description	Annual Report FY 2017-2018	Annual Report FY 2018-2019	Annual Report FY 2019-2020	Budget FY 2020-2021	Budget FY 2021-2022
::.I. ORDINARY INCOME (UNRESTRICTED), COLLECTIONS					
470216 ENVELOPES	1.00	0.00			
470217 PLATE	2.00	0.00			
470218 HOLY DAYS	3.00	0.00			
470219 EASTER	4.00	0.00			
470220 CHRISTMAS	5.00	0.00			
::.DONATIONS FOR SACRAMENTS/SERVICES					

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15. Once you have completed reviewing the amounts and made any changes as necessary, click on the right arrow at the bottom of each page, this will save your information and navigate you to the next page.



16. You can also select “[Save](#)” to save and stay on the current page.



17. You can also navigate from page to page by using the drop-down menu located at the top of every page. Be aware that doing this will also save your information.

Sample Parish
 Cost Center: 200 Dept Code: 02000
 Fiscal Year: 2021-2022 Status: New

Page 1: Ordinary Income [VIEW SUMMARY](#)

Account Description	Annual FY 2017	Budget 2020-2021	Budget FY 2021-2022
:::I. ORDINARY INCOME (UNRESTRICTED), COLLECTIONS			
470216 ENVELOPES	2.00	0.00	
470217 PLATE	3.00	0.00	
470218 HOLY DAYS	4.00	0.00	
470219 EASTER	5.00	0.00	
470220 CHRISTMAS			
:::DONATIONS FOR SACRAMENTS/SERVICES			

Page 1: Ordinary Income
 Page 2: Restricted Income
 Page 3: Ordinary Expenses
 Page 4: Other Expenses
 Page 5: Summary

18. In order to submit the report, you will need to access the submission page. The only way to do this is to go to the bottom of “Page 5: Summary” and click on the right (forward) arrow.



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19. Submission Page –

Once you have entered the preparer name, phone # and any comments as necessary, you must click on the submit button.

20. Please print out and have your Pastor sign the signature page and email it to Armand Pilotin at AAPilotin@la-archdiocese.org

21. Once you have submitted your final report you cannot make changes.

You must contact Financial Services to make any updates or changes after you have submitted your budget.

ADLA Budget Hello, ACC\AAPilotin | Log [Out](#)

Back to List

Sample Parish

Submission

Cost Center: 200 Dept Code: 02000

Fiscal Year: 2021-2022 Status: New

Submission

You may go back and check your entries. Once submitted the form will be locked. If you need to make changes please contact your budget support person to unlock the form.

NOTE: Please print out a copy of this submission page and have your Pastor approve and sign, when completed please fax it to 213-637-6257.

Preparer Name

Phone #

Comments

Pastor Signature _____ Date: _____

Submitted Date _____