

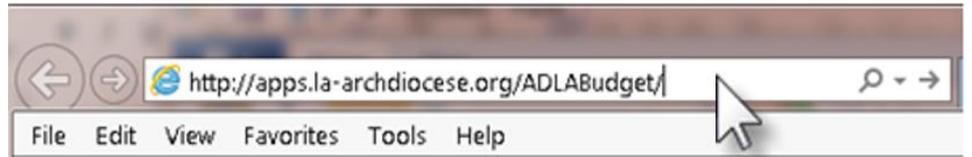
# ADLA PARISH BUDGET APPLICATION – FISCAL YEAR 2016-2017

1. Begin by selecting your Internet browser



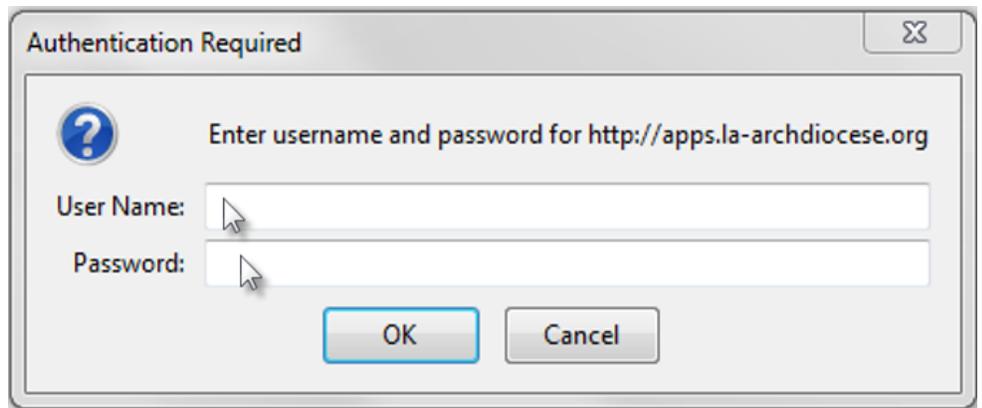
2. Enter the following URL →

<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**



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

ADLA Budget



View Parish Listing

# ADLA PARISH BUDGET APPLICATION – FISCAL YEAR 2016-2017

5. If no records are showing, then click on the **Enter Fiscal Year 2016-2017** button.

See Figure A.

**OR**

If there is already a record for 2016-2017, click on the **Details** link.

See Figure B.

### Figure A

Example: If there is no existing record

ADLA Budget Hello, ACC\ACorrales  
[Home](#)

Select CostCenter

Budget Forms	FYear	Status	

### Figure B

Example: If there is an existing record

ADLA Budget Hello, ACC\ACorrales  
[Home](#)

Select CostCenter

Budget Forms	FYear	Status	
02000 Sample Parish	2016-2017	New	<a href="#">Details</a>

6. The Budget Application will load

7. Use the Drop Down Menu and Go to Page 5

8. Print the Summary Page  
File → Print Preview → Print Document → Print

Fiscal Year: 2016-2017    Status: New

Page 1: Ordinary Income

Page 1: Ordinary Income

Page 2: Restricted Income

Page 3: Ordinary Expenses

Page 4: Other Expenses

Page 5: Summary

Summary:	ACTUAL	BUDGET	
*Based on saved entries	2014-2015	2015-2016	2016-2017
Ordinary Income*	506,889.06	517,822.11	529,083.14
Total Receipts*	506,889.06	517,822.11	529,083.14
Ordinary Expenses*	466,832.82	0.00	0.00
Total Disbursements*	506,889.06	0.00	0.00
Net Surplus (Deficit)*	0.00	517,822.11	529,083.14

# ADLA PARISH BUDGET APPLICATION – FISCAL YEAR 2016-2017

- 9. You will return to Page 5, Use the Drop Menu, go to Page 1 and begin.
- 10. Review the information in column “Budget 2016-2017” Only!!!
- 11. Enter any changes as necessary.

Account	Description	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
I. ORDINARY INCOME (UNRESTRICTED)		ANNUAL REPORT	ANNUAL REPORT	ANNUAL REPORT	Budget	Budget
COLLECTIONS		FY 2012-2013	FY 2013-2014	FY 2014-2015	2015-2016	2016-2017
470216	ENVELOPES	237,268.00	193,579.00	193,579.00	199,386.37	205,367.96
470217	PLATE	141,630.00	153,744.88	153,744.88	158,357.23	163,107.94
470218	HOLY DAYS	0.00	0.00	0.00	0.00	0.00
470219	EASTER	3,260.00	7,149.00	7,149.00	7,363.47	7,584.37
470220	CHRISTMAS	9,816.00	9,962.00	9,962.00	10,260.86	10,568.69

- 12. If you need to start over, there is a Reset Button located to the right of the columns. This feature will reset your page to the original pre-populated amounts, *even if you have saved your information.*

BUDGET	BUDGET
Budget	Budget
2015-2016	2016-2017
199,386.37	205,367.96
158,357.23	163,107.94
0.00	0.00
7,363.47	7,584.37
10,260.86	10,568.69

- 13. 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.

Page 1: Ordinary Income ▶

# ADLA PARISH BUDGET APPLICATION – FISCAL YEAR 2016-2017

14. 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.

Fiscal Year: 2016-2017      Status: New

Page 1: Ordinary Income

Show Summary

Summary:	ACTUAL	BUDGET	
*Based on saved entries	2014-2015	2015-2016	2016-2017
Ordinary Income*	506,889.06	517,822.11	529,083.14
Total Receipts*	506,889.06	517,822.11	529,083.14
Ordinary Expenses*	466,832.82	0.00	0.00
Total Disbursements*	506,889.06	0.00	0.00
Net Surplus (Deficit)*	0.00	517,822.11	529,083.14

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

15. If you need to return at a later date to continue your work, ***you can save by using the logout button located at the top right-hand corner or the save button at the bottom of each page.***

ADLA Budget

Hello, ACC\ACorrales | Log out [Home](#)

◀ Back to List

Sample Parish

Cost Center: 200      Dept Code: 02000

Page 1: Ordinary Income

[Save](#) 

# ADLA PARISH BUDGET APPLICATION – FISCAL YEAR 2016-2017

16. As you are entering information you can use the **Show Summary** button to view a snapshot of the total amounts for each section. This summary will show the overall impact as you are making changes.

Show Summary				
Summary:	ACTUAL	BUDGET	BUDGET	
*Based on saved entries	2014-2015	2015-2016	2016-2017	
Ordinary Income*	506,889.06	517,822.11	529,083.14	
Total Receipts*	506,889.06	517,822.11	529,083.14	
Ordinary Expenses*	466,832.82	0.00	0.00	
Total Disbursements*	506,889.06	0.00	0.00	
Net Surplus (Deficit)*	0.00	517,822.11	529,083.14	

17. **Show Summary**—  
Allows the user to preview the report as changes are entered. You will need to scroll down to view the entire report. Use the close button at the bottom of the pop-up screen to return to the page you were working on.

Summary:	ACTUAL	BUDGET	BUDGET	
*Based on saved entries	2014-2015	2015-2016	2016-2017	
Collections	364,434.88	375,367.93	386,628.96	
Donations for Sacraments/Services	132,630.11	132,630.11	132,630.11	
Interest/Investment Income Unrestricted	387.00	387.00	387.00	
Fund Raising Events (Net)	8,692.00	8,692.00	8,692.00	
Other Income Unrestricted	745.07	745.07	745.07	
<b>Subtotal Ordinary Receipts</b>	506,889.06	517,822.11	529,083.14	
Restricted Income	0.00	0.00	0.00	
Bldng. Fund Drive/Capital Campaigns/Donations	0.00	0.00	0.00	
Interest/Investment Income Restricted	0.00	0.00	0.00	
Other Income	0.00	0.00	0.00	
Archdiocesan Collections	0.00	0.00	0.00	
Exchange	0.00	0.00	0.00	
<b>Total Receipts</b>	506,889.06	517,822.11	529,083.14	
Ordinary Expenses	466,832.82	0.00	0.00	
Other Expenses	0.00	0.00	0.00	
Building & Improvements Activity	0.00	0.00	0.00	
Investment & Loan Activity	0.00	0.00	0.00	
Archdiocesan Collections	0.00	0.00	0.00	
Archdiocesan Assessment	0.00	0.00	0.00	
Exchange	40,056.24	0.00	0.00	

# ADLA PARISH BUDGET APPLICATION – FISCAL YEAR 2016-2017

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 and click on the right (forward) arrow.



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

20. Once you have submitted your final report you cannot make changes,

21. You must contact Financial Services to make any updates or changes.

22. You may log out by clicking on the logout button and closing your browser.

## Submission

Cost Center: 200

Dept Code: 02000

Fiscal Year: 2016-2017

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.

Preparer Name

Phone #

Comments

Submit

Pastor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Submitted Date

Submission