

ARCHDIOCESE OF CHICAGO

Department of Finance



Parish Operations

May 1, 2009

Dear Pastor (Principal):

We are excited to include your parish / school in the implementation of the New Framework for Parish Finances. As you are aware, the Archdiocese of Chicago (AOC) has reached agreements with Right Networks, an internet based hosting provider, and Intuit, the software company that markets QuickBooks, for bringing secure, state of the art financial technology and infrastructure to each and every Parish in the Archdiocese.

We recommend that you attend, or someone from your staff, attend our training classes for Implementation and QuickBooks. The Implementation class is a half day class that includes: update on the New Framework for Parish Finances, training for logging in and understanding Right Networks, general comments about QuickBooks 2009 Pro, and discussion around exception reports and reviewing Chart of Accounts. The QuickBooks class is a full day training class for beginners teaching them the basics of QuickBooks 2009 Pro. After attending these classes, if appropriate, an on-site conversion meeting or on-line conversion meeting will be set up to facilitate the process of implementation of the New Framework for Parish Finances solution.

Each Parish will be required to pay for the QuickBooks license fee and the Right Networks user access fee when appropriate. The current highly discounted price is \$99 for each QuickBooks Pro 2009 user license. Right Networks will bill each parish monthly for each login ID at a group rate of \$30 per ID per month. This includes unlimited access to technical support, automatic back-ups and the use of certain software to assist in reporting and accessing the network.

Thank-you for your continued enthusiasm and support for this important initiative. For our records, please sign your acknowledgment to allow us to work with your parish / school to implement the New Framework for Parish Finances. If you have any questions please feel to contact me at rbarney@archchicago.org.

Sincerely,

Richard Barney
Parish Operations Accounting Manager

Pastor / Principal

Date

Parish Name / Address