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Editing Employee Ded/Ben and Updating Account Distributions with new deductions/benefits

After adding the new deduction/benefit codes in payroll, you will have to update your employee records and Account Distributions. The first step is adding the liability accounts in the Ledger and make sure to add MN Paid Leave Expense accounts if you have not already done that.

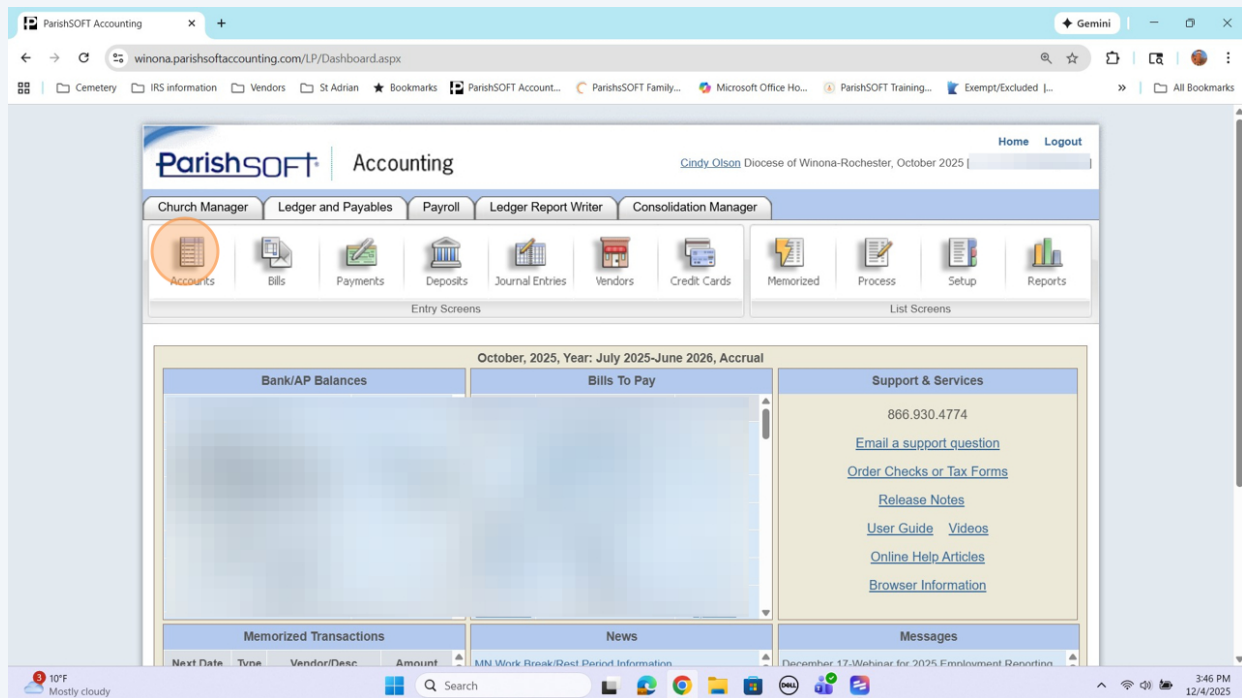
1 Click "Ledger and Payables"

The screenshot shows the ParishSOFT Accounting web application interface. The 'Ledges' tab is selected in the top navigation bar. The 'Account Distributions' section is active, displaying a table of deductions and their corresponding liability codes. The table is titled 'Account Distributions' and 'Wages: E-10-00-10-5044-00 5044GA00P00'. The table has columns for #, Code, Description, State, and Liability. The following table represents the data shown in the screenshot:

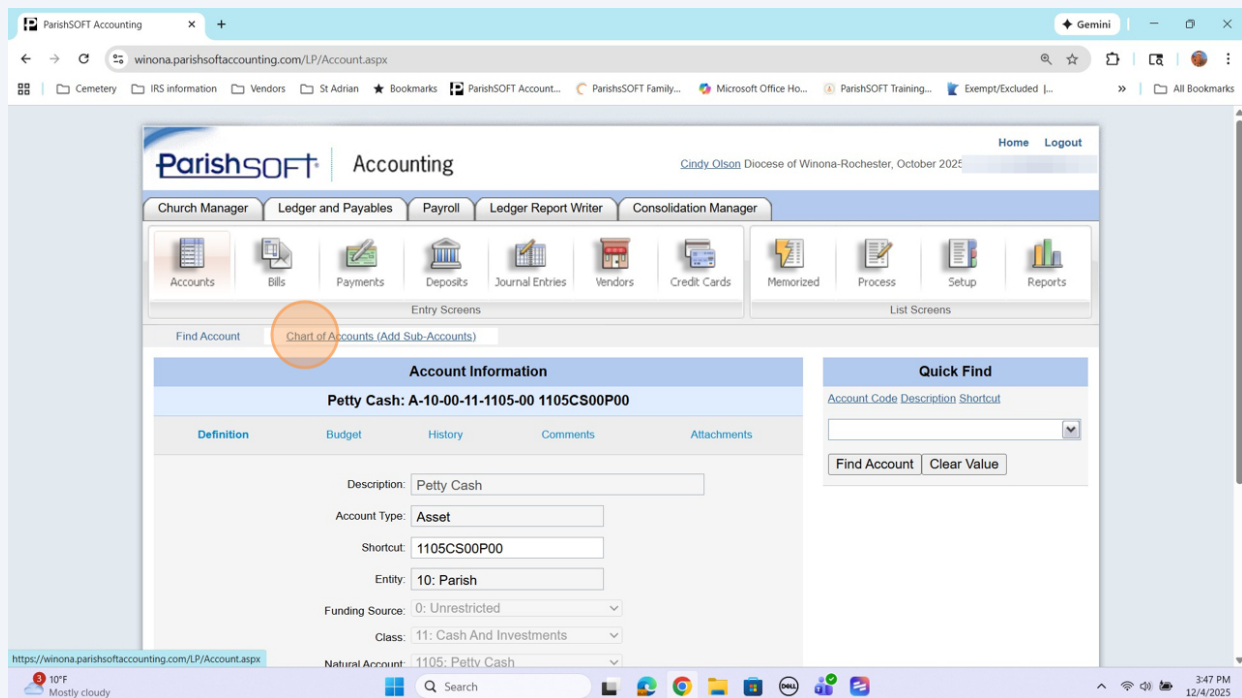
#	Code	Description	State	Liability
1	1	Social Security Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02
2	2	Medicare Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02
3	3	Federal	MN	2400AP01P00: Federal Withholding L-10-00-20-2400-01
4	4	State	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03
5	6	Local	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03
6	12	403(b) Employee Deducti	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05
7	14	403(b) Employee Deducti	MN	2400AP20P00: Other Withholding L-10-00-20-2400-20
8	17	Flex Plan Medical Deduct	MN	2400AP07P00: Flex Plan Medical L-10-00-20-2400-07

The 'Quick Find' sidebar on the right contains a search bar and buttons for 'Find Account' and 'Clear Value'. The bottom of the screen shows the Windows taskbar with the time 3:46 PM and date 12/4/2025.

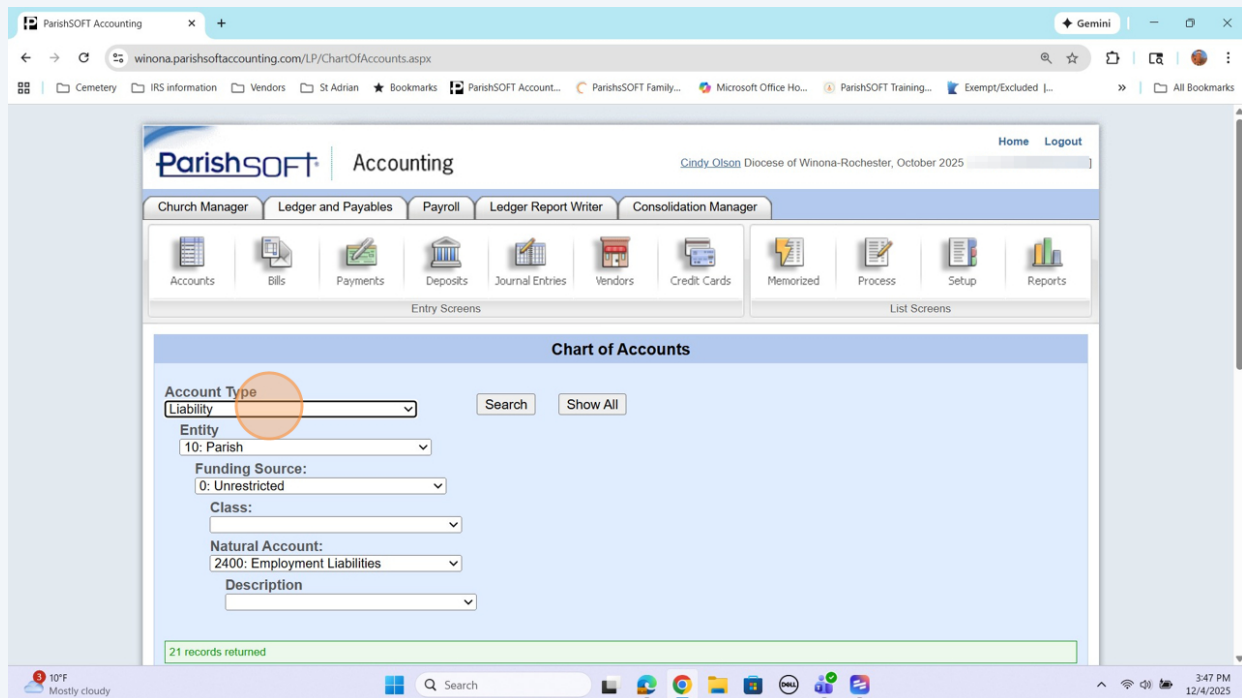
2 Click "Accounts"



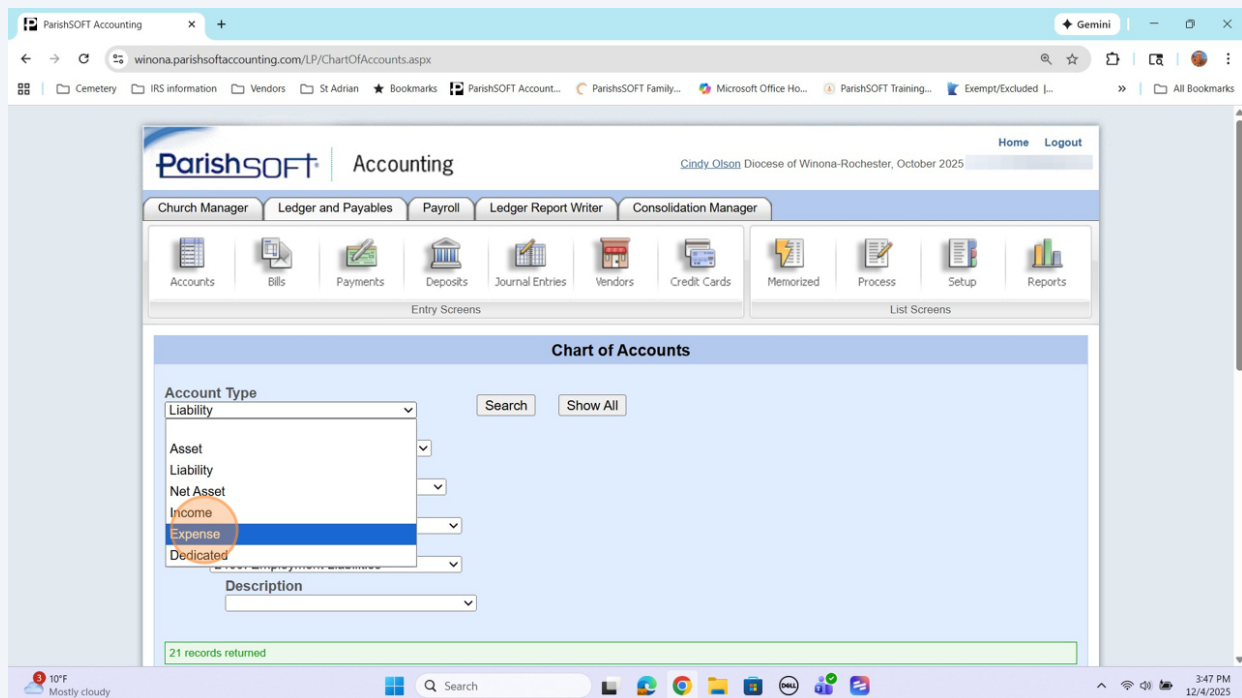
3 Click "Chart of Accounts (Add Sub-Accounts)"



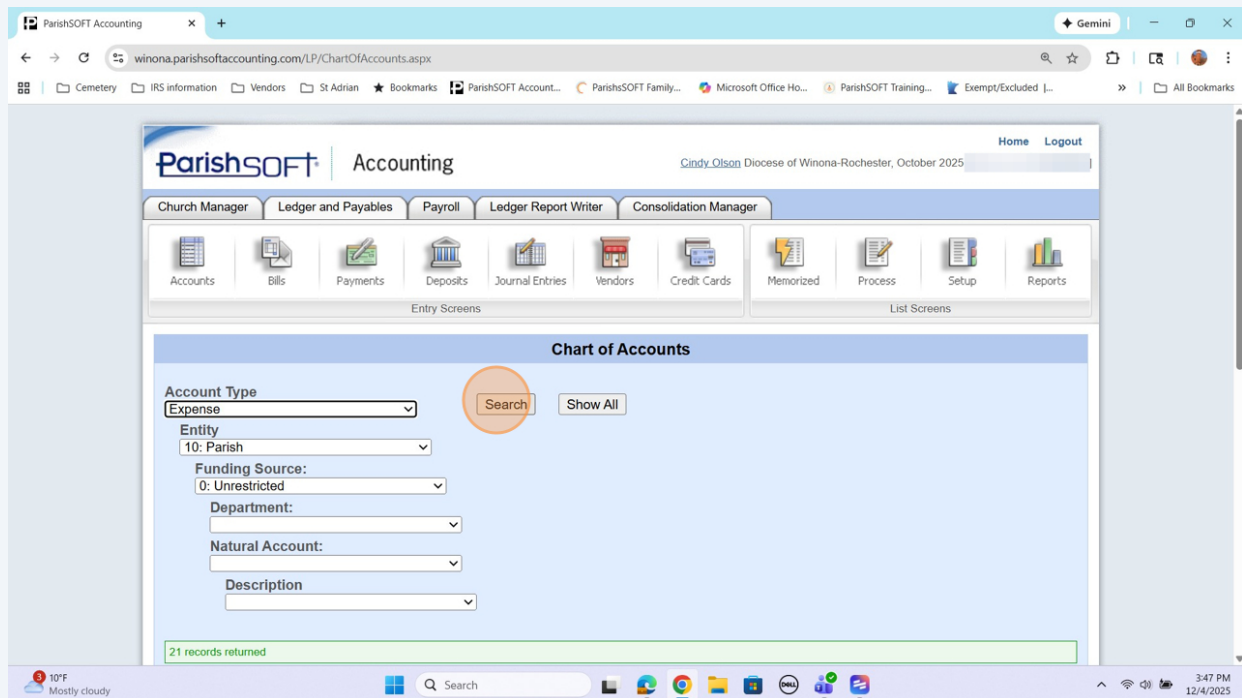
4 Click here



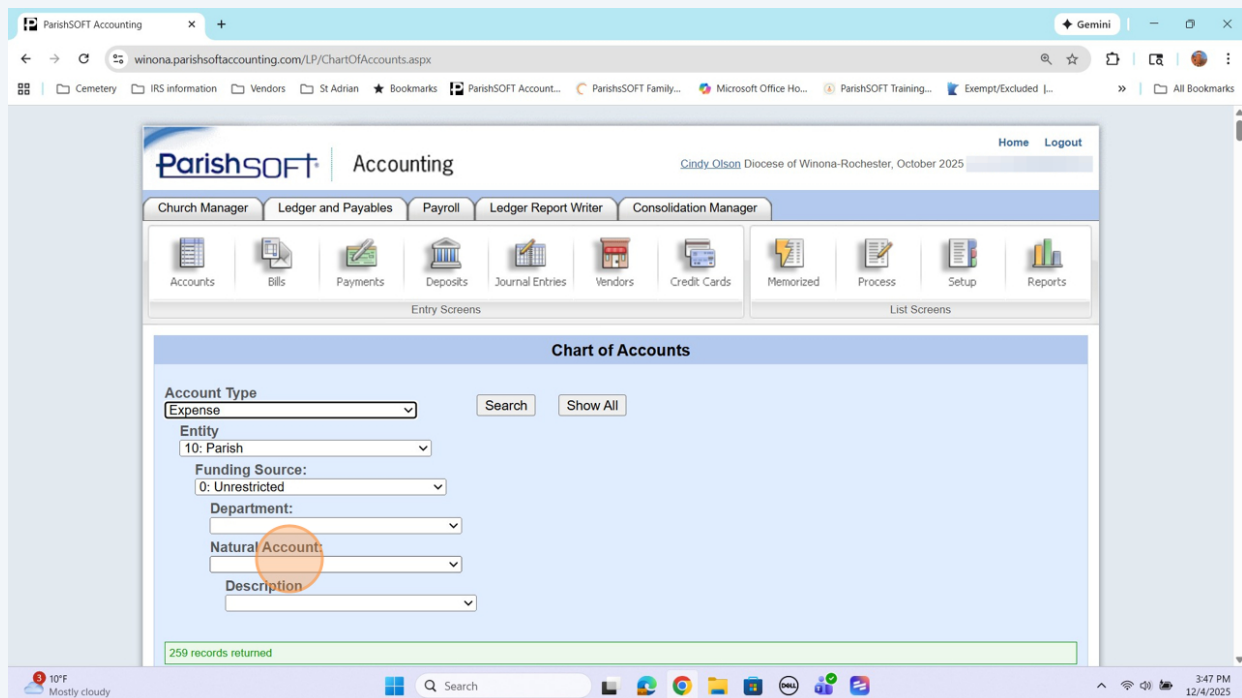
5 Click "Natural Account:"



6 Click "Search"

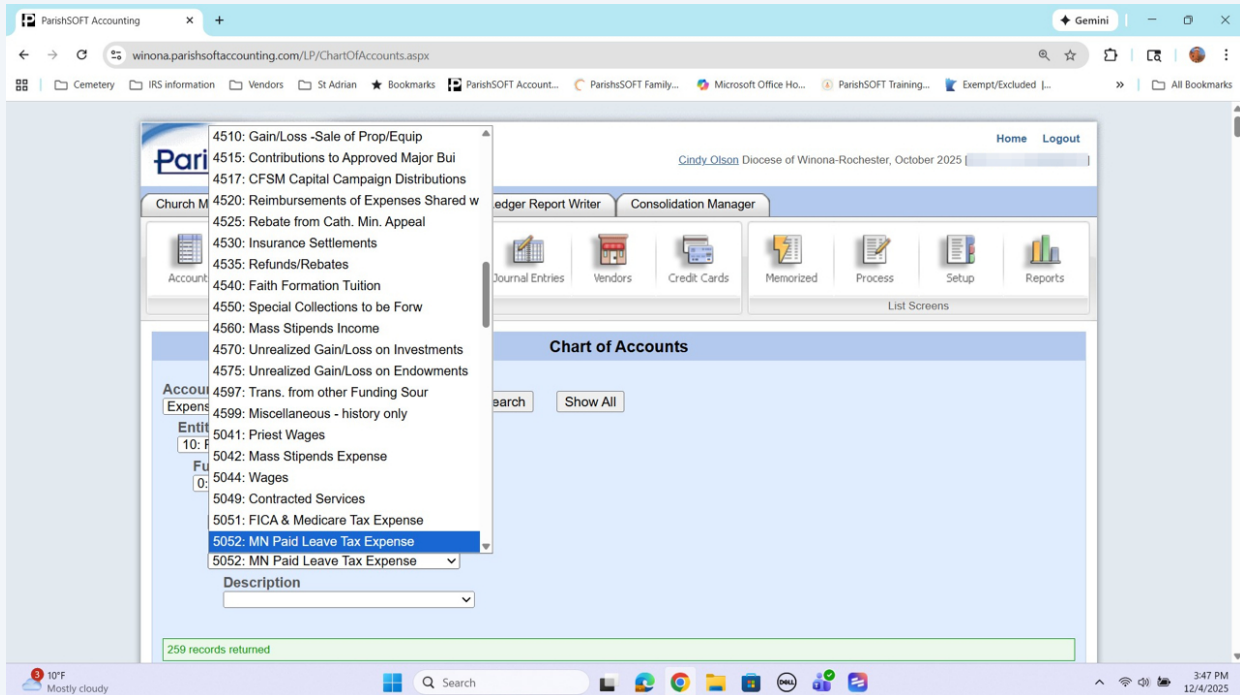


7 Click here



8 Find the 5052: MN Paid Leave Expense account on the list

9 Press **Return**



10 Click "Search"

The screenshot shows the ParishSOFT Accounting interface. The top navigation bar includes 'Church Manager', 'Ledger and Payables', 'Payroll', 'Ledger Report Writer', and 'Consolidation Manager'. Below this are icons for 'Accounts', 'Bills', 'Payments', 'Deposits', 'Journal Entries', 'Vendors', 'Credit Cards', 'Memorized', 'Process', 'Setup', and 'Reports'. The main section is titled 'Chart of Accounts' and contains several dropdown menus: 'Account Type' (set to 'Expense'), 'Entity' (set to '10: Parish'), 'Funding Source' (set to '0: Unrestricted'), 'Department' (empty), 'Natural Account' (set to '5052: MN Paid Leave Tax Expense'), and 'Description' (empty). A 'Search' button and a 'Show All' button are located to the right of the dropdowns. A green bar at the bottom of the main section indicates '259 records returned'. The bottom of the screen shows a Windows taskbar with a search bar and various application icons.

11 Click here- Check the box for every department where you have employees in your organization.

The screenshot shows the ParishSOFT Accounting interface with a list of departments and their associated 'MN Paid Leave Tax Expense' accounts. The 'Search' button from the previous screenshot is still highlighted with an orange circle. The list is organized into sections: 'Expense', 'Unrestricted', 'Building & Grounds-Parish', 'Evangelization', 'Faith Formation - Adult', 'Faith Formation - Youth', and 'General & Administrative'. Each section contains a checkbox and a link to 'Add Sub-Account'.

Department	Account ID	Account Description
Expense		
Unrestricted		
Building & Grounds-Parish		
MN Paid Leave Tax Expense	<input type="checkbox"/> E-10-00-15-5052-00	MN Paid Leave Tax Expense, 5052BG00P00
	Add Sub-Account	
Evangelization		
MN Paid Leave Tax Expense	<input type="checkbox"/> E-10-00-38-5052-00	MN Paid Leave Tax Expense, 5052EV00P00
	Add Sub-Account	
Faith Formation - Adult		
MN Paid Leave Tax Expense	<input type="checkbox"/> E-10-00-25-5052-00	MN Paid Leave Tax Expense, 5052FA00P00
	Add Sub-Account	
Faith Formation - Youth		
MN Paid Leave Tax Expense	<input type="checkbox"/> E-10-00-30-5052-00	MN Paid Leave Tax Expense, 5052FY00P00
	Add Sub-Account	
General & Administrative		
MN Paid Leave Tax Expense	<input type="checkbox"/> E-10-00-10-5052-00	MN Paid Leave Tax Expense, 5052GA00P00

12 Click here

MN Paid Leave Tax Expense	
<input checked="" type="checkbox"/>	E-10-00-15-5052-00, MN Paid Leave Tax Expense, 5052BG00P00
	Add Sub-Account
Evangelization	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-38-5052-00, MN Paid Leave Tax Expense, 5052EV00P00
	Add Sub-Account
Faith Formation - Adult	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-25-5052-00, MN Paid Leave Tax Expense, 5052FA00P00
	Add Sub-Account
Faith Formation - Youth	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-30-5052-00, MN Paid Leave Tax Expense, 5052FY00P00
	Add Sub-Account
General & Administrative	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-10-5052-00, MN Paid Leave Tax Expense, 5052GA00P00
	Add Sub-Account
Liturgy & Worship	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-20-5052-00, MN Paid Leave Tax Expense, 5052LW00P00
	Add Sub-Account
Pastoral Ministry	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-35-5052-00, MN Paid Leave Tax Expense, 5052PM00P00
	Add Sub-Account

13 Click here

Expense	
Unrestricted	
Building & Grounds-Parish	
MN Paid Leave Tax Expense	
<input checked="" type="checkbox"/>	E-10-00-15-5052-00, MN Paid Leave Tax Expense, 5052BG00P00
	Add Sub-Account
Evangelization	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-38-5052-00, MN Paid Leave Tax Expense, 5052EV00P00
	Add Sub-Account
Faith Formation - Adult	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-25-5052-00, MN Paid Leave Tax Expense, 5052FA00P00
	Add Sub-Account
Faith Formation - Youth	
MN Paid Leave Tax Expense	
<input checked="" type="checkbox"/>	E-10-00-30-5052-00, MN Paid Leave Tax Expense, 5052FY00P00
	Add Sub-Account
General & Administrative	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-10-5052-00, MN Paid Leave Tax Expense, 5052GA00P00
	Add Sub-Account
Liturgy & Worship	
MN Paid Leave Tax Expense	
<input type="checkbox"/>	E-10-00-20-5052-00, MN Paid Leave Tax Expense, 5052LW00P00
	Add Sub-Account

14 Click here

[Add Sub-Account](#)

Evangelization
MN Paid Leave Tax Expense
☐ E-10-00-38-5052-00, MN Paid Leave Tax Expense, 5052EV00P00
[Add Sub-Account](#)

Faith Formation - Adult
MN Paid Leave Tax Expense
☒ E-10-00-25-5052-00, MN Paid Leave Tax Expense, 5052FA00P00
[Add Sub-Account](#)

Faith Formation - Youth
MN Paid Leave Tax Expense
☒ E-10-00-30-5052-00, MN Paid Leave Tax Expense, 5052FY00P00
[Add Sub-Account](#)

General & Administrative
MN Paid Leave Tax Expense
☐ E-10-00-10-5052-00, MN Paid Leave Tax Expense, 5052GA00P00
[Add Sub-Account](#)

Liturgy & Worship
MN Paid Leave Tax Expense
☐ E-10-00-20-5052-00, MN Paid Leave Tax Expense, 5052LW00P00
[Add Sub-Account](#)

Pastoral Ministry
MN Paid Leave Tax Expense
☐ E-10-00-35-5052-00, MN Paid Leave Tax Expense, 5052PM00P00
[Add Sub-Account](#)

10°F Mostly cloudy

Search

15 Click here

[Add Sub-Account](#)

Faith Formation - Adult
MN Paid Leave Tax Expense
☒ E-10-00-25-5052-00, MN Paid Leave Tax Expense, 5052FA00P00
[Add Sub-Account](#)

Faith Formation - Youth
MN Paid Leave Tax Expense
☒ E-10-00-30-5052-00, MN Paid Leave Tax Expense, 5052FY00P00
[Add Sub-Account](#)

General & Administrative
MN Paid Leave Tax Expense
☒ E-10-00-10-5052-00, MN Paid Leave Tax Expense, 5052GA00P00
[Add Sub-Account](#)

Liturgy & Worship
MN Paid Leave Tax Expense
☐ E-10-00-20-5052-00, MN Paid Leave Tax Expense, 5052LW00P00
[Add Sub-Account](#)

Pastoral Ministry
MN Paid Leave Tax Expense
☐ E-10-00-35-5052-00, MN Paid Leave Tax Expense, 5052PM00P00
[Add Sub-Account](#)

Youth Ministry
MN Paid Leave Tax Expense
☐ E-10-00-33-5052-00, MN Paid Leave Tax Expense, 5052YM00P00
[Add Sub-Account](#)

10°F Mostly cloudy

Search

16 Click here

[Add New Account](#)

Faith Formation - Adult
MN Paid Leave Tax Expense
☒ E-10-00-25-5052-00, MN Paid Leave Tax Expense, 5052FA00P00
[Add Sub-Account](#)

Faith Formation - Youth
MN Paid Leave Tax Expense
☒ E-10-00-30-5052-00, MN Paid Leave Tax Expense, 5052FY00P00
[Add Sub-Account](#)

General & Administrative
MN Paid Leave Tax Expense
☒ E-10-00-10-5052-00, MN Paid Leave Tax Expense, 5052GA00P00
[Add Sub-Account](#)

Liturgy & Worship
MN Paid Leave Tax Expense
☐ E-10-00-20-5052-00, MN Paid Leave Tax Expense, 5052LW00P00
[Add Sub-Account](#)

Pastoral Ministry
MN Paid Leave Tax Expense
☒ E-10-00-35-5052-00, MN Paid Leave Tax Expense, 5052PM00P00
[Add Sub-Account](#)

Youth Ministry
MN Paid Leave Tax Expense
☐ E-10-00-33-5052-00, MN Paid Leave Tax Expense, 5052YM00P00
[Add Sub-Account](#)

10°F Mostly cloudy

Search

17 Click "Submit"

Faith Formation - Youth
MN Paid Leave Tax Expense
☒ E-10-00-30-5052-00, MN Paid Leave Tax Expense, 5052FY00P00
[Add Sub-Account](#)

General & Administrative
MN Paid Leave Tax Expense
☒ E-10-00-10-5052-00, MN Paid Leave Tax Expense, 5052GA00P00
[Add Sub-Account](#)

Liturgy & Worship
MN Paid Leave Tax Expense
☐ E-10-00-20-5052-00, MN Paid Leave Tax Expense, 5052LW00P00
[Add Sub-Account](#)

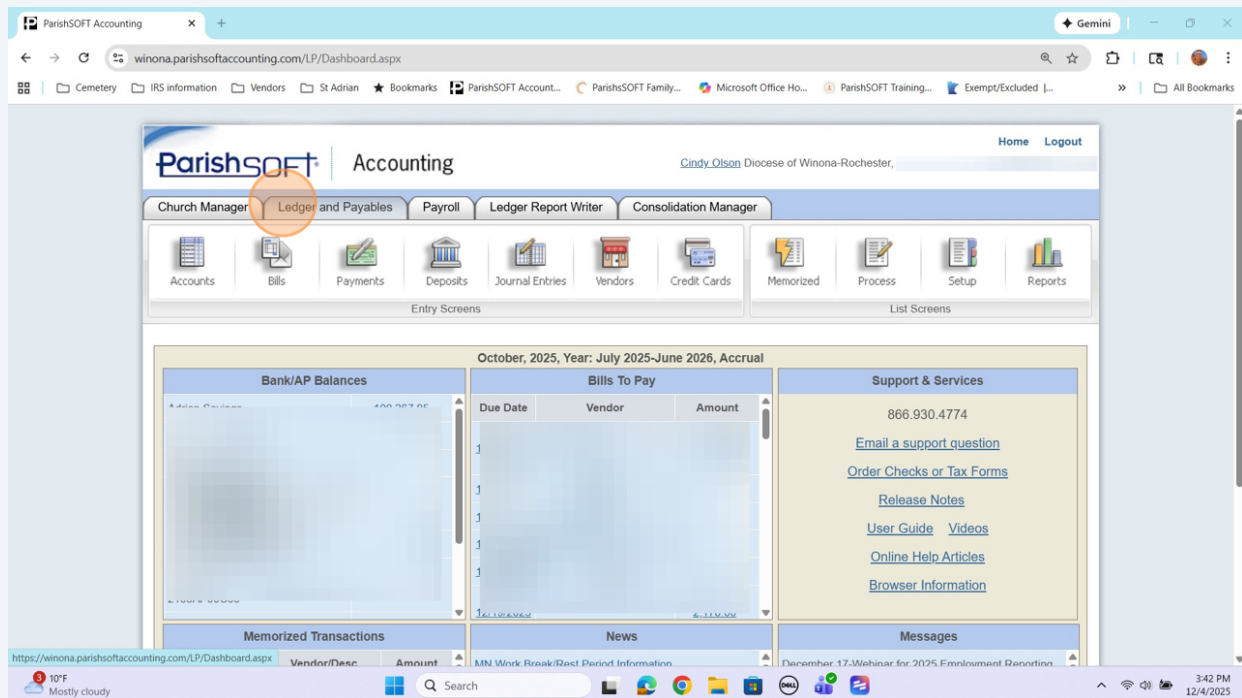
Pastoral Ministry
MN Paid Leave Tax Expense
☒ E-10-00-35-5052-00, MN Paid Leave Tax Expense, 5052PM00P00
[Add Sub-Account](#)

Youth Ministry
MN Paid Leave Tax Expense
☒ E-10-00-33-5052-00, MN Paid Leave Tax Expense, 5052YM00P00
[Add Sub-Account](#)

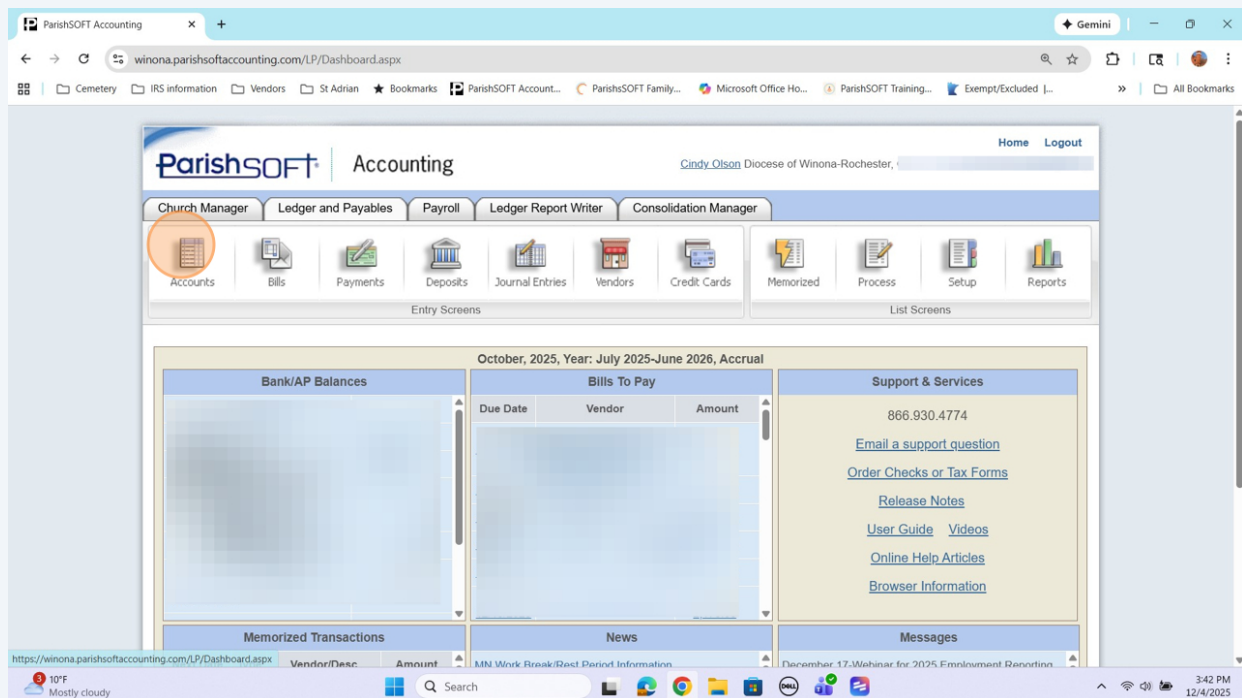
Submit **Cancel**

Search

18 Click "Ledger and Payables"



19 Click "Account"



20 Click "Chart of Accounts (Add Sub-Accounts)"

The screenshot shows the ParishSOFT Accounting web application. The user is logged in as Cindy Olson, Diocese of Winona-Rochester. The interface includes a top navigation bar with links to Home and Logout. Below this is a menu bar with tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. A central toolbar contains icons for Accounts, Bills, Payments, Deposits, Journal Entries, Vendors, Credit Cards, Memorized, Process, Setup, and Reports. A 'Find Account' button is located near the 'Chart of Accounts (Add Sub-Accounts)' link, which is circled in orange. The main content area displays 'Account Information' for 'Petty Cash: A-10-00-11-1105-00 1105CS00P00'. It includes fields for Description, Account Type (Asset), Shortcut, Entity, Funding Source, Class, and Natural Account. A 'Quick Find' section on the right allows searching by Account Code, Description, or Shortcut.

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process Setup Reports

Entry Screens List Screens

Find Account **Chart of Accounts (Add Sub-Accounts)**

Account Information

Petty Cash: A-10-00-11-1105-00 1105CS00P00

Definition Budget History Comments Attachments

Description: Petty Cash

Account Type: Asset

Shortcut: 1105CS00P00

Entity: 10: Parish

Funding Source: 0: Unrestricted

Class: 11: Cash And Investments

Natural Account: 1105: Petty Cash

Quick Find

Account Code Description Shortcut

Find Account Clear Value

21 Click here to change Account Type

The screenshot shows the ParishSOFT Accounting web application. The user is logged in as Cindy Olson, Diocese of Winona-Rochester. The interface includes a top navigation bar with links to Home and Logout. Below this is a menu bar with tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. A central toolbar contains icons for Accounts, Bills, Payments, Deposits, Journal Entries, Vendors, Credit Cards, Memorized, Process, Setup, and Reports. The 'Chart of Accounts' section is highlighted, showing a list of accounts. The 'Account Type' dropdown is circled in orange, and the 'Expense' account type is selected. The 'Search' and 'Show All' buttons are also visible.

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process Setup Reports

Entry Screens List Screens

Chart of Accounts

Account Type **Expense** Search Show All

Entity: 10: Parish

Funding Source: 41: Merging Parish

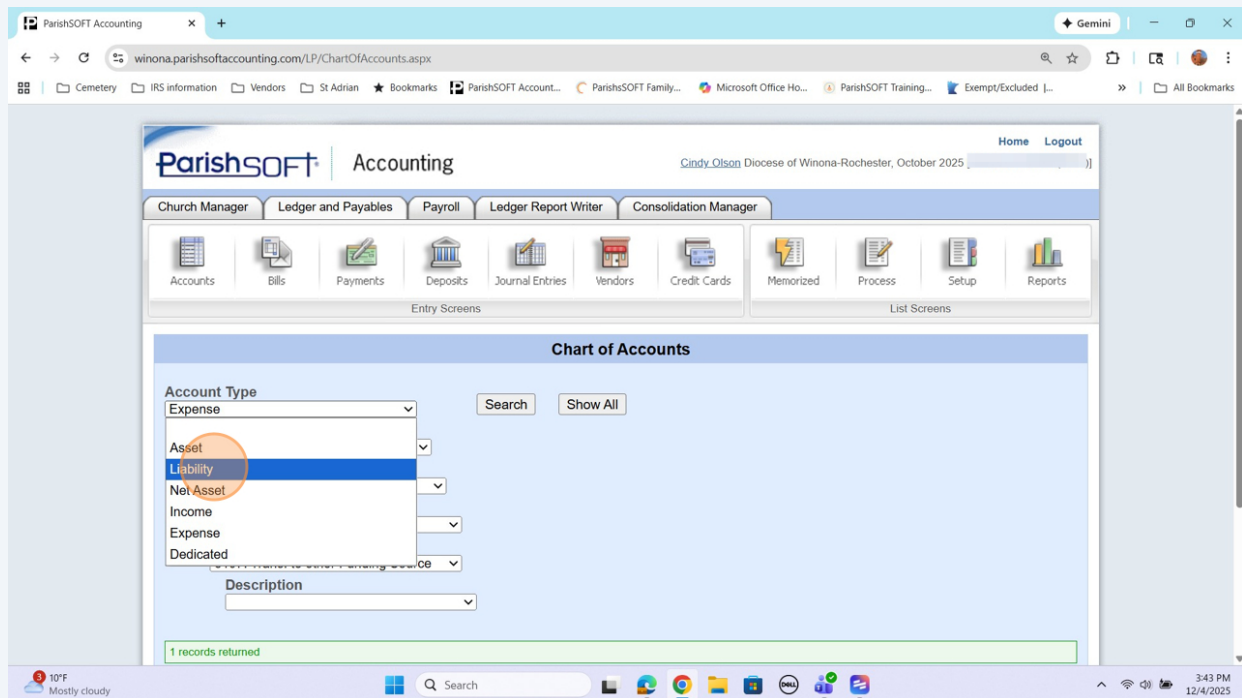
Department:

Natural Account: 5197: Trans. to other Funding Source

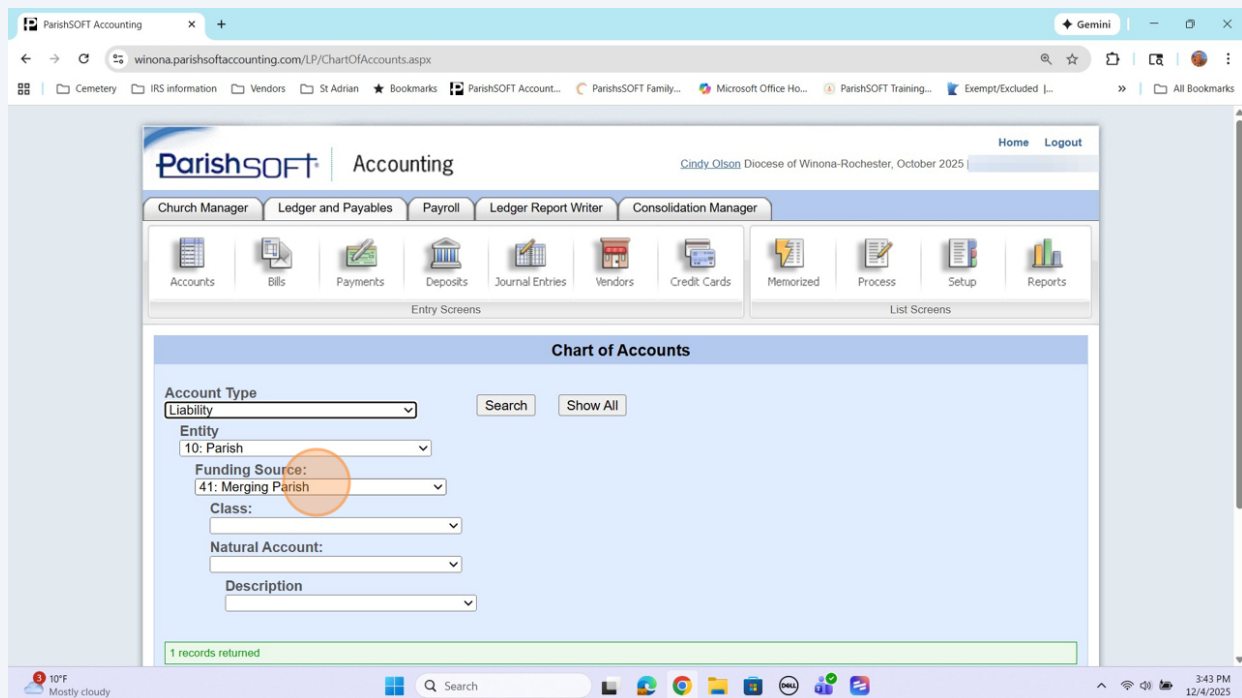
Description:

1 records returned

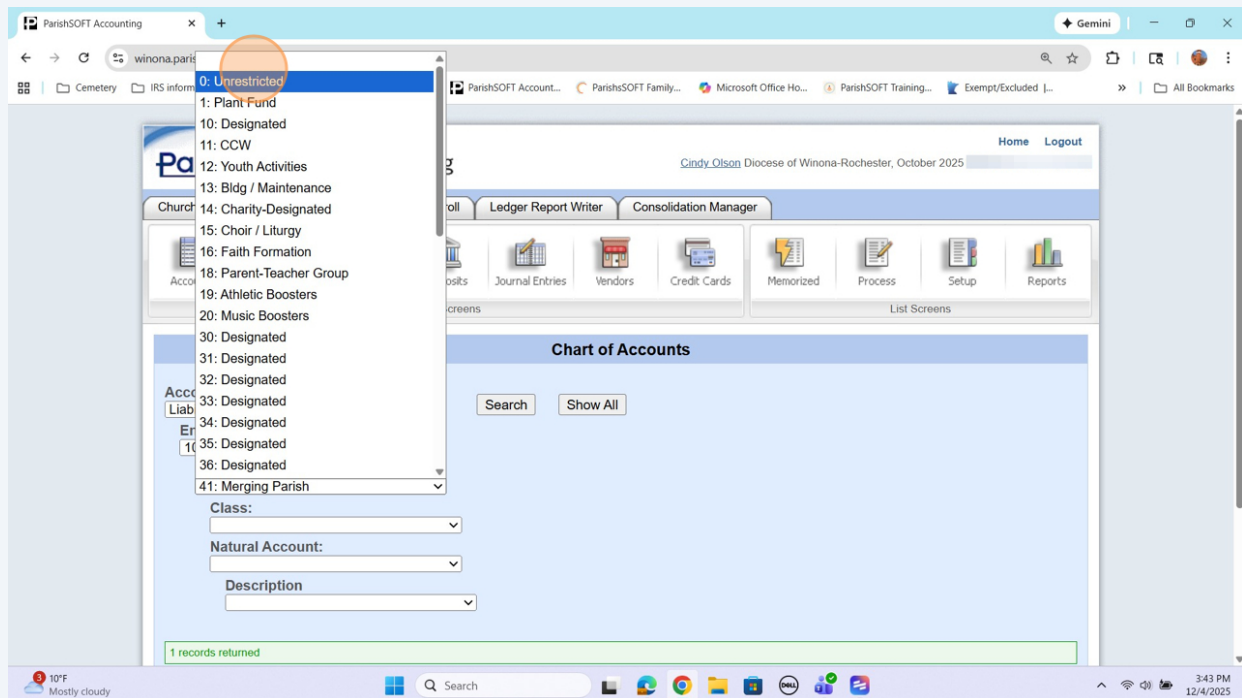
22 Click "Liability"



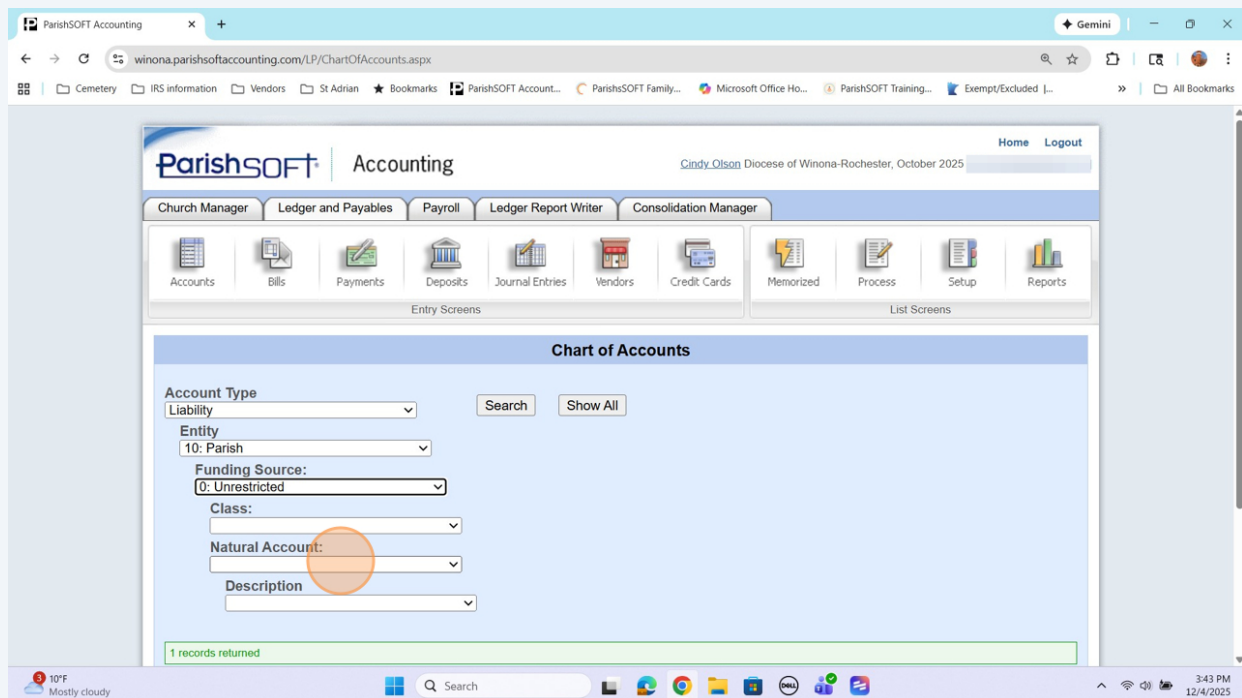
23 Click Funding Source



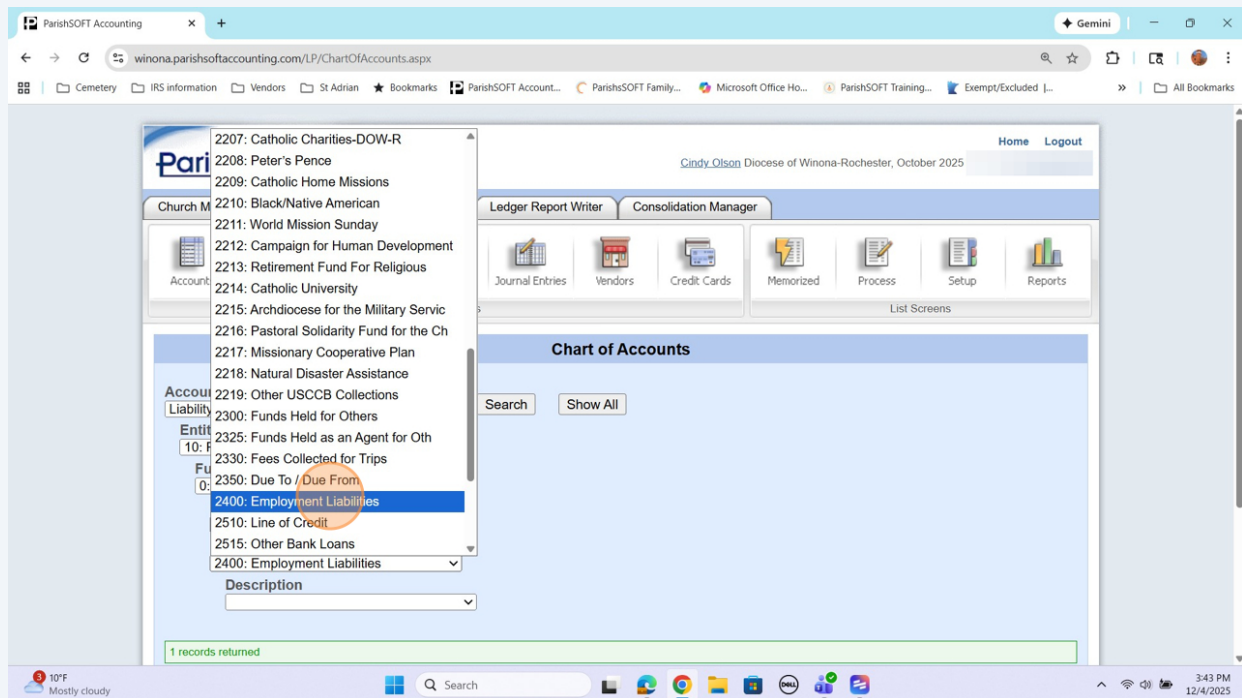
24 Click to change to Unrestricted



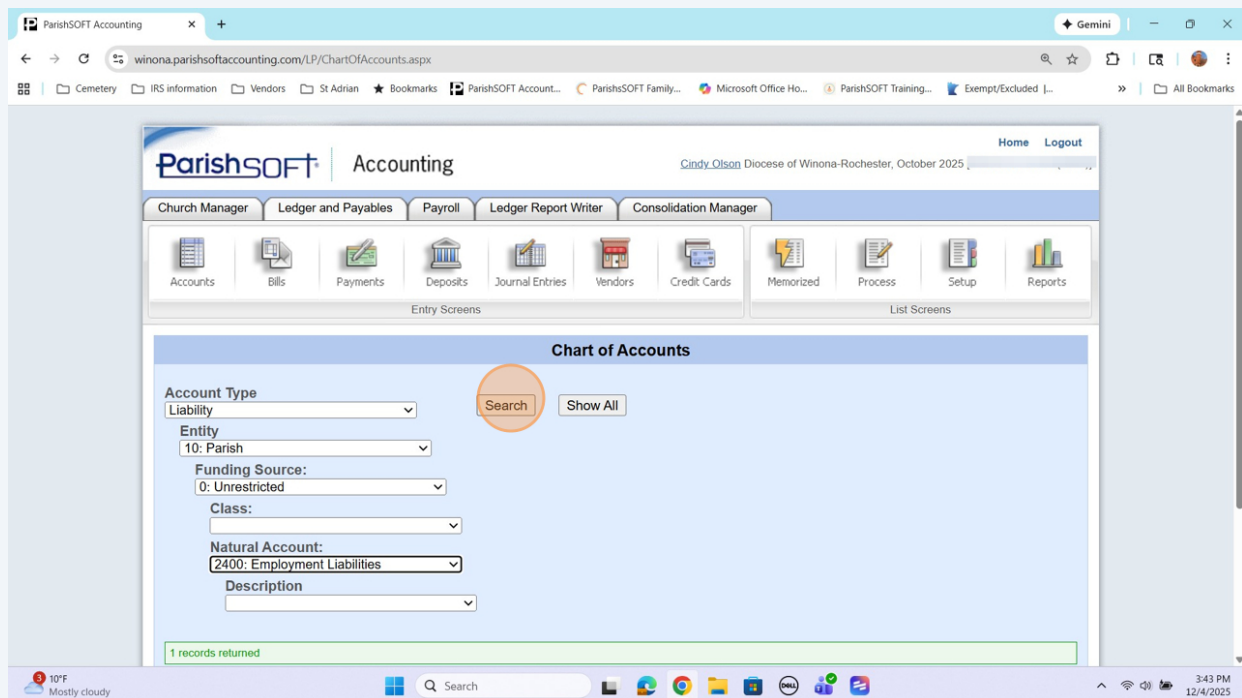
25 Click on Natural Account



26 Click 2400: Employment Liabilities



27 Click "Search"



28

Click to check the boxes for the accounts you need to add (do not add any that you aren't going to need to use).

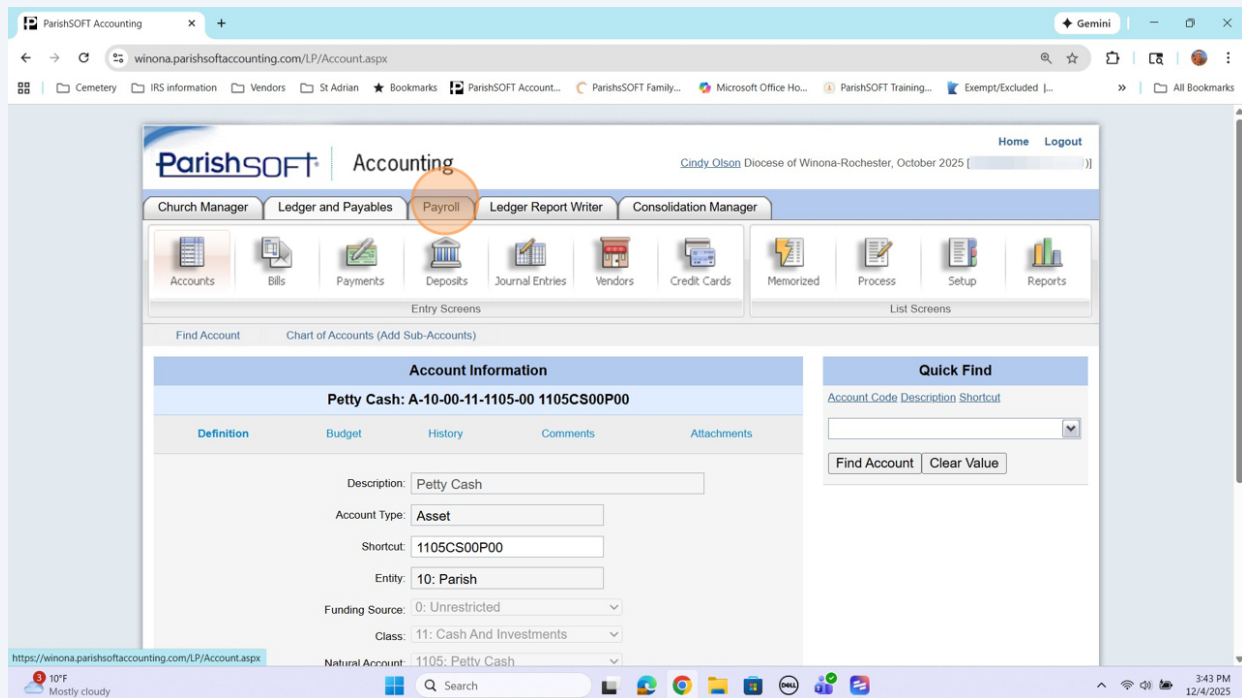
L-10-00-20-2400-01, Federal Withholding, 2400AP01P00
L-10-00-20-2400-02, FICA/Medicare Withholding, 2400AP02P00
L-10-00-20-2400-03, Minnesota Withholding, 2400AP03P00
☐ L-10-00-20-2400-04, Health Savings Withholding (HSA), 2400AP04P00
L-10-00-20-2400-05, 403(b) Pension Withholding, 2400AP05P00
☐ L-10-00-20-2400-06, Flex Plan Dependent Care, 2400AP06P00
L-10-00-20-2400-07, Flex Plan Medical, 2400AP07P00
L-10-00-20-2400-08, Health Insurance, 2400AP08P00
L-10-00-20-2400-09, Roth IRA Withholdings, 2400AP09P00
☐ L-10-00-20-2400-10, Life Insurance, 2400AP10P00
☐ L-10-00-20-2400-11, Supplemental Life Insurance, 2400AP11P00
☒ L-10-00-20-2400-12, MN Paid Leave Withholding, 2400AP12P00
☐ L-10-00-20-2400-13, LTD Insurance, 2400AP13P00
☐ L-10-00-20-2400-14, Accident Insurance, 2400AP14P00
L-10-00-20-2400-15, Priest Pension Withholding, 2400AP15P00
☐ L-10-00-20-2400-16, Critical Illness Insurance, 2400AP16P00
☐ L-10-00-20-2400-17, Dental Insurance, 2400AP17P00
☐ L-10-00-20-2400-18, Vision Insurance, 2400AP18P00
☐ L-10-00-20-2400-19, Hospital Indemnity Insurance, 2400AP19P00
L-10-00-20-2400-20, Other Withholding, 2400AP20P00
[Add Sub-Account](#)

29

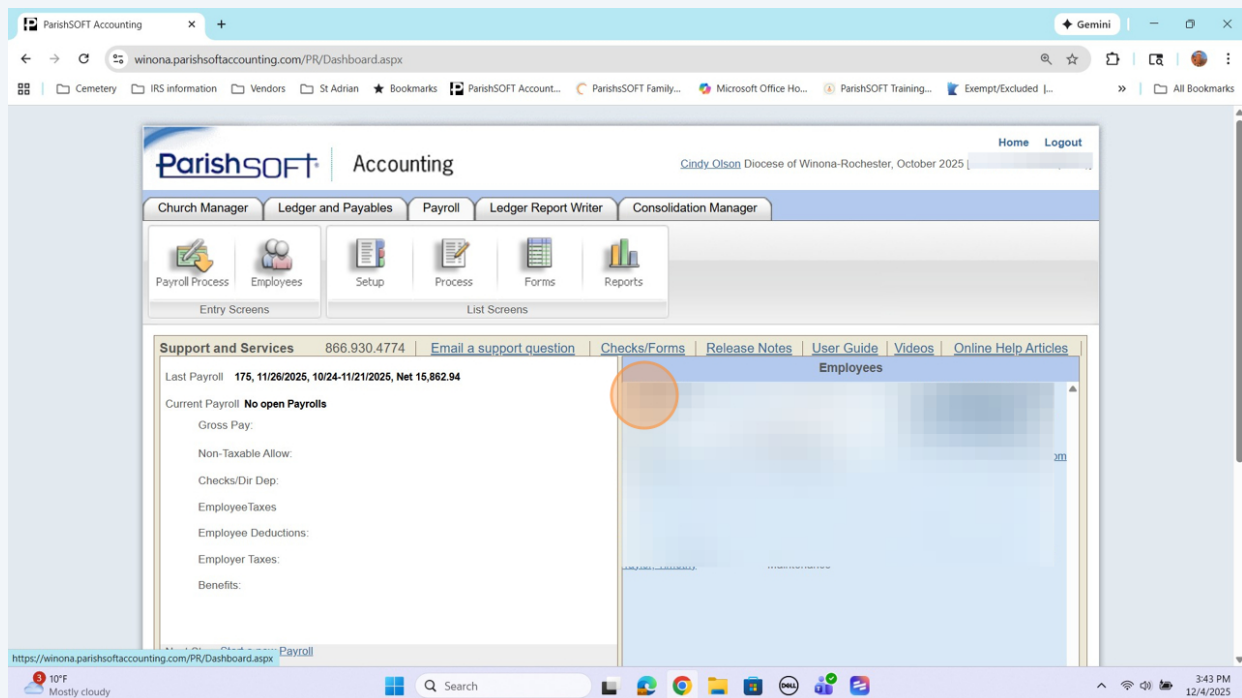
Click "Submit"

L-10-00-20-2400-05, 403(b) Pension Withholding, 2400AP05P00
☐ L-10-00-20-2400-06, Flex Plan Dependent Care, 2400AP06P00
L-10-00-20-2400-07, Flex Plan Medical, 2400AP07P00
L-10-00-20-2400-08, Health Insurance, 2400AP08P00
L-10-00-20-2400-09, Roth IRA Withholdings, 2400AP09P00
☐ L-10-00-20-2400-10, Life Insurance, 2400AP10P00
☐ L-10-00-20-2400-11, Supplemental Life Insurance, 2400AP11P00
☒ L-10-00-20-2400-12, MN Paid Leave Withholding, 2400AP12P00
☐ L-10-00-20-2400-13, LTD Insurance, 2400AP13P00
☐ L-10-00-20-2400-14, Accident Insurance, 2400AP14P00
L-10-00-20-2400-15, Priest Pension Withholding, 2400AP15P00
☐ L-10-00-20-2400-16, Critical Illness Insurance, 2400AP16P00
☒ L-10-00-20-2400-17, Dental Insurance, 2400AP17P00
☐ L-10-00-20-2400-18, Vision Insurance, 2400AP18P00
☐ L-10-00-20-2400-19, Hospital Indemnity Insurance, 2400AP19P00
L-10-00-20-2400-20, Other Withholding, 2400AP20P00
[Add Sub-Account](#)

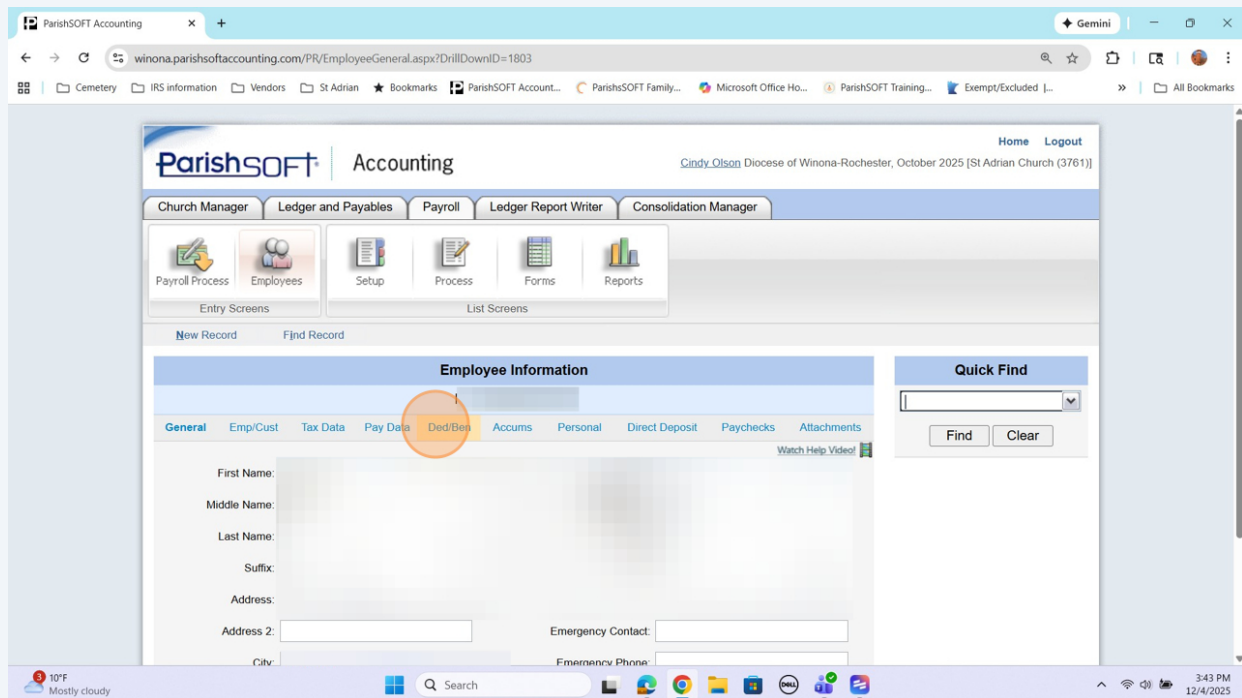
30 Next we will update the individual Employee records Click "Payroll"



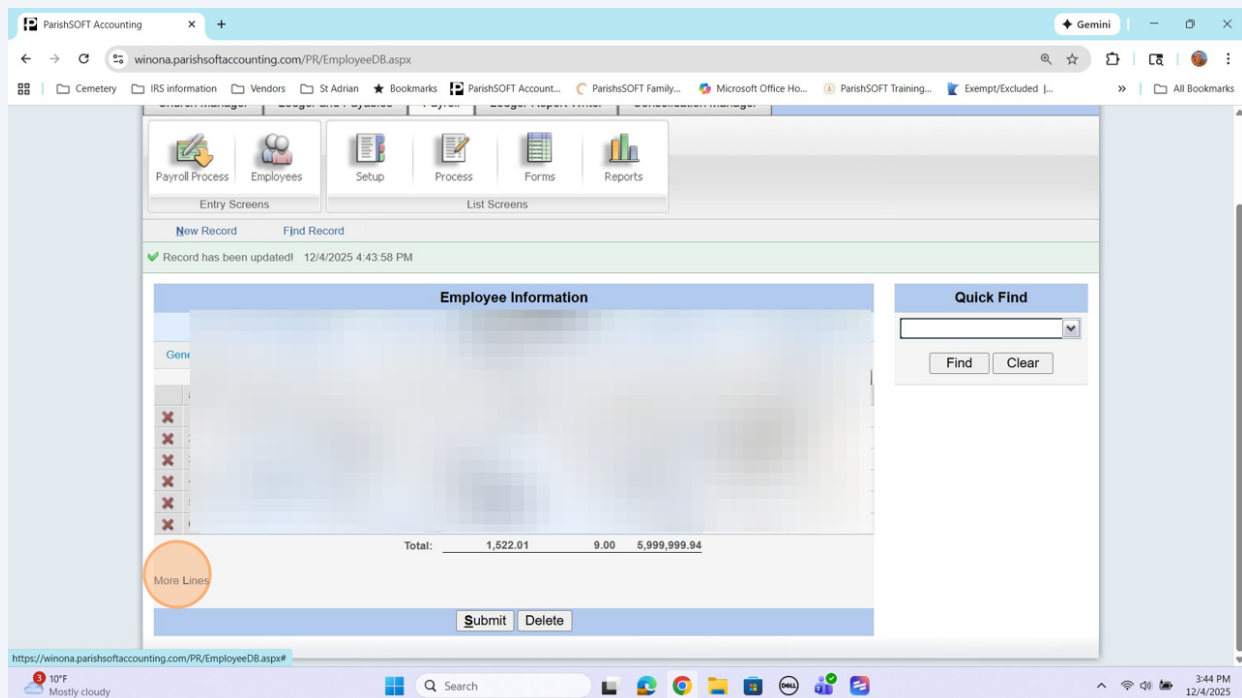
31 Click on the Employee you want to update



32 Click "Ded/Ben"



33 Click "More Lines"



34 Click here to select the deduction/benefit line that you need to add.

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/4/2025 4:43:58 PM

Employee Information

Quick Find

Find Clear

29 Benefit: MN Ptd Leave-Employer

30 Deduction: Tax-Free Vision Insurance Deduction

31 Deduction: Tax-Free Dental Insurance Deduction

32 Deduction: HSA Deduction

1,522.01 9.00 5,999,999.94

Submit Delete

10°F Mostly cloudy 3:44 PM 12/4/2025

35 Click here to enter the per payroll amount.

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/4/2025 4:43:58 PM

Employee Information

Quick Find

Find Clear

31 Deduction: Tax-Free Dental Insurance Deduction

Total: 1,522.01 9.00 5,999,999.94

Submit Delete

10°F Mostly cloudy 3:44 PM 12/4/2025

36 Press **Tab**

37 Press **Tab**

38 Click Limit and enter the total premium for the year

The screenshot shows the ParishSOFT Accounting web application interface. The browser address bar displays `winona.parishsoftaccounting.com/PR/EmployeeDB.aspx`. The application has a top navigation bar with tabs for Payroll Process, Employees, Setup, Process, Forms, and Reports. Below this is a sub-navigation bar with 'Entry Screens' and 'List Screens'. A status message at the top indicates 'Record has been updated! 12/4/2025 4:59:46 PM'.

The main content area is titled 'Employee Information' and contains a 'General' tab. A table lists employee records with columns for #, Name, and Limit. The 'Limit' column for the '34 Benefit: LTD Employee Benefit' row is highlighted with a red circle. To the right of the table is a 'Quick Find' search box with 'Find' and 'Clear' buttons.

#	Name	Limit
1	1	
2	1	
3	1	
4	1	
5	1	
6	1	
7	31 Deduction: Tax-Free Dental Insura	0.00
8	34 Benefit: LTD Employee Benefit	0.00
Total:		1,522.01

Buttons at the bottom of the table: Submit, Delete.

39 Click here

The screenshot shows the ParishSOFT Accounting web application. The browser address bar displays `winona.parishsoftaccounting.com/PR/EmployeeDB.aspx`. The application interface includes a top navigation bar with tabs for Payroll Process, Employees, Setup, Process, Forms, and Reports. Below this, there are buttons for Entry Screens and List Screens. A status bar indicates "Record has been updated! 12/4/2025 4:43:58 PM". The main section is titled "Employee Information" and contains a "Quick Find" search box. A table lists deductions, with the 31 Deduction: Tax-Free Dental Insurance highlighted. A red circle is placed over the dropdown arrow next to this deduction. The table shows a total of 1,522.01 for the 31 Deduction: Tax-Free Dental Insurance. The bottom of the screen shows a Windows taskbar with the date and time 3:44 PM 12/4/2025.

#	Deduction	Amount
1		
2		
3		
4		
5		
6		
7	31 Deduction: Tax-Free Dental Insurance	0.00
8		
Total:		1,522.01 9.00 5,999,999.94

40 Click here to choose the next deduction/benefit to add.

The screenshot shows the ParishSOFT Accounting web application. The browser address bar displays `winona.parishsoftaccounting.com/PR/EmployeeDB.aspx`. The application interface includes a top navigation bar with tabs for Payroll Process, Employees, Setup, Process, Forms, and Reports. Below this, there are buttons for Entry Screens and List Screens. A status bar indicates "Record has been updated! 12/4/2025 4:43:58 PM". The main section is titled "Employee Information" and contains a "Quick Find" search box. A table lists deductions, with the 30 Deduction: Tax-Free Vision Insurance highlighted. A red circle is placed over the dropdown arrow next to this deduction. The table shows a total of 1,522.01 for the 30 Deduction: Tax-Free Vision Insurance. The bottom of the screen shows a Windows taskbar with the date and time 3:44 PM 12/4/2025.

#	Deduction	Amount
1		
2		
3		
4		
5		
6		
7	31 Deduction: Tax-Free Dental Insurance	0.00
8	30 Deduction: Tax-Free Vision Insurance	1,522.01
Total:		1,522.01 9.00 5,999,999.94

41 Click "34 Benefit: LTD Employee Benefit"

The screenshot shows the ParishSOFT Accounting web application interface. The browser address bar displays `winona.parishsoftaccounting.com/PR/EmployeeDB.aspx`. The application has a top navigation bar with tabs for Payroll Process, Employees, Setup, Process, Forms, and Reports. Below this is a sub-navigation bar with Entry Screens and List Screens. A status message at the top indicates "Record has been updated! 12/4/2025 4:43:58 PM". The main section is titled "Employee Information" and contains a "Quick Find" search box on the right. The central area displays a list of deductions for an employee. The following table represents the data shown in the screenshot:

#	Description	Amount	Limit	Balance
7	31 Deduction: Tax-Free Dental Insurance	0.00		
8	30 Deduction: Tax-Free Vision Insurance	0.00		
32	Deduction: HSA Deduction	1,522.01	9.00	5,999,999.94
33	Deduction: Accident Insurance Deduction			
34	Benefit: LTD Employee Benefit			
35	Deduction: Critical Illness Insurance Deduction			
36	Deduction: Hospital Indemnity Deduction			

The "34 Benefit: LTD Employee Benefit" dropdown menu is highlighted with an orange circle. At the bottom of the form are "Submit" and "Delete" buttons. The Windows taskbar at the bottom shows the date and time as 3:44 PM on 12/4/2025.

42 Click here to enter the per payroll amount. Again, you may enter the 12 month amount in the Limit column.

This screenshot is similar to the previous one, showing the same ParishSOFT Accounting web application interface. The "34 Benefit: LTD Employee Benefit" dropdown menu is highlighted with an orange circle. Additionally, the "0.00" value in the Amount column for this benefit is highlighted with another orange circle, indicating where to enter the per payroll amount. The table data is the same as in the previous screenshot:

#	Description	Amount	Limit	Balance
7	31 Deduction: Tax-Free Dental Insurance	0.00		
8	30 Deduction: Tax-Free Vision Insurance	0.00		
32	Deduction: HSA Deduction	1,522.01	9.00	5,999,999.94
33	Deduction: Accident Insurance Deduction			
34	Benefit: LTD Employee Benefit			
35	Deduction: Critical Illness Insurance Deduction			
36	Deduction: Hospital Indemnity Deduction			

The "Submit" and "Delete" buttons are visible at the bottom of the form. The Windows taskbar at the bottom shows the date and time as 3:44 PM on 12/4/2025.

43 Click "Submit"

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/4/2025 4:43:58 PM

Employee Information

Quick Find

Find Clear

31 Deduction: Tax-Free Dental Insurance 0.00

34 Benefit: LTD Employee Benefit 0.00

Total: 1,522.01 9.00 5,999,999.94

More Lines

Submit Delete

10°F Mostly cloudy 3:44 PM 12/4/2025

44 Click "Setup"

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

Add a New Deduction/Benefit From Template

Deductions/Benefits

Code	Type	Description	Category	Effect on Taxes and Wages
Edit 1	Benefit	Social Security Employer	System	
Edit 1	Deduction	Social Security Withheld	System	
Edit 2	Benefit	Medicare Employer	System	
Edit 2	Deduction	Medicare Withheld	System	
Edit 3	Deduction	Federal	System	
Edit 4	Deduction	State	System	
Edit 6	Deduction	Local	System	
Edit 11	Benefit	403(b) Employer Benefit - Match	Retirement Plan	No Effect
		403(b) Employee Deduction -	Retirement Plan	Reduces calculated Federal, State, Local

Watch Help Video!

https://winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx

10°F Mostly cloudy 3:45 PM 12/4/2025

45 Click "Account Distributions"

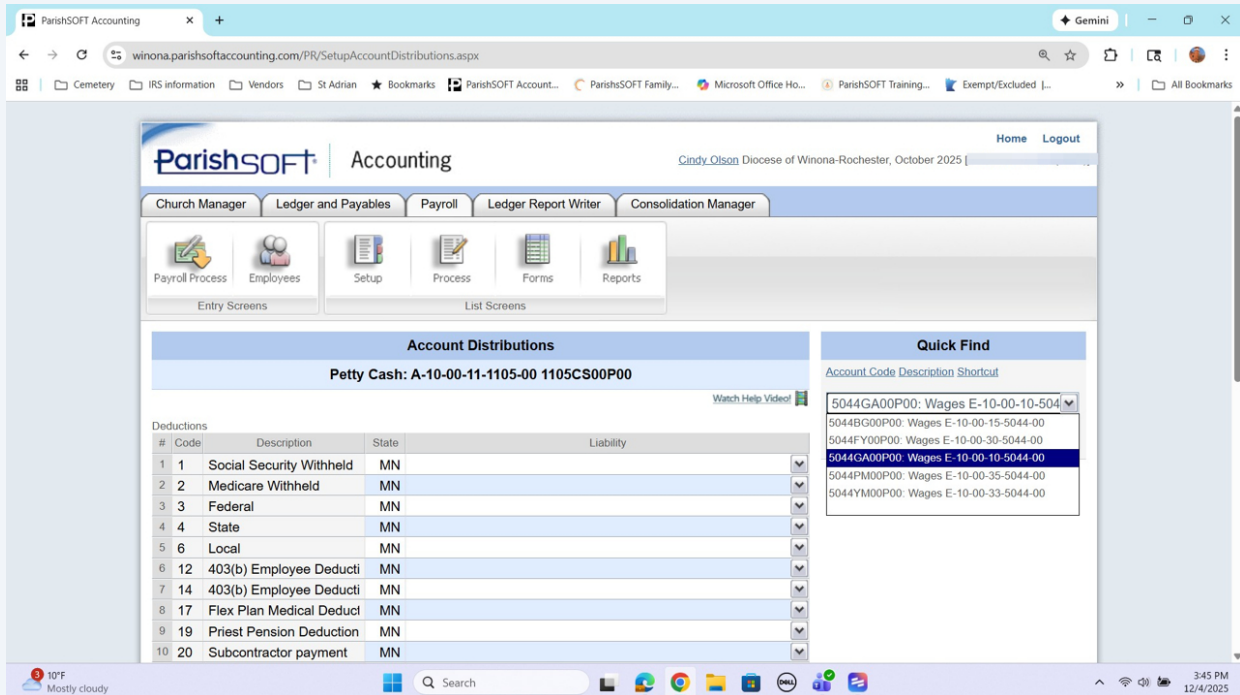
The screenshot shows the ParishSOFT Accounting web application. The user is logged in as Cindy Olson, Diocese of Winona-Rochester, on October 2025. The interface includes a top navigation bar with tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below this is a section for Entry Screens (Payroll Process, Employees) and List Screens (Setup, Process, Forms, Reports). The main area is titled 'Basic Setup' and contains a list of links: Employer Info, Pay Group, Pay Item, Deduction Benefit List, **Account Distributions** (highlighted with an orange circle), and Payroll Check Layout. Below this is an 'Optional Setup' section with a link for Start-Up Employee Totals. The browser's address bar shows the URL: https://winona.parishsoftaccounting.com/PR/SetupAccountDistributions.aspx. The system tray at the bottom indicates a temperature of 10°F and a weather condition of 'Mostly cloudy'.

46 Click here

The screenshot shows the ParishSOFT Accounting web application, specifically the 'Account Distributions' screen. The user is logged in as Cindy Olson, Diocese of Winona-Rochester, on October 2025. The interface includes a top navigation bar with tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below this is a section for Entry Screens (Payroll Process, Employees) and List Screens (Setup, Process, Forms, Reports). The main area is titled 'Account Distributions' and shows a 'Petty Cash: A-10-00-11-1105-00 1105CS00P00' entry. A table of deductions is displayed, with columns for #, Code, Description, State, and Liability. The table lists various deductions such as Social Security Withheld, Medicare Withheld, Federal, State, Local, 403(b) Employee Deducti, Flex Plan Medical Deduct, Priest Pension Deduction, and Subcontractor payment. A 'Quick Find' search box is highlighted with an orange circle, containing a search field and buttons for 'Find Account' and 'Clear Value'. The browser's address bar shows the URL: https://winona.parishsoftaccounting.com/PR/SetupAccountDistributions.aspx. The system tray at the bottom indicates a temperature of 10°F and a weather condition of 'Mostly cloudy'.

#	Code	Description	State	Liability
1	1	Social Security Withheld	MN	
2	2	Medicare Withheld	MN	
3	3	Federal	MN	
4	4	State	MN	
5	6	Local	MN	
6	12	403(b) Employee Deducti	MN	
7	14	403(b) Employee Deducti	MN	
8	17	Flex Plan Medical Deduct	MN	
9	19	Priest Pension Deduction	MN	
10	20	Subcontractor payment	MN	

47 Choose the first payroll account for wages and press **Return**



ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, October 2025

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

Account Distributions

Petty Cash: A-10-00-11-1105-00 1105CS00P00

Watch Help Video!

Quick Find

Account Code Description Shortcut

5044GA00P00: Wages E-10-00-10-504

5044BG00P00: Wages E-10-00-15-5044-00

5044FY00P00: Wages E-10-00-30-5044-00

5044GA00P00: Wages E-10-00-10-5044-00

5044PM00P00: Wages E-10-00-35-5044-00

5044YM00P00: Wages E-10-00-33-5044-00

Deductions

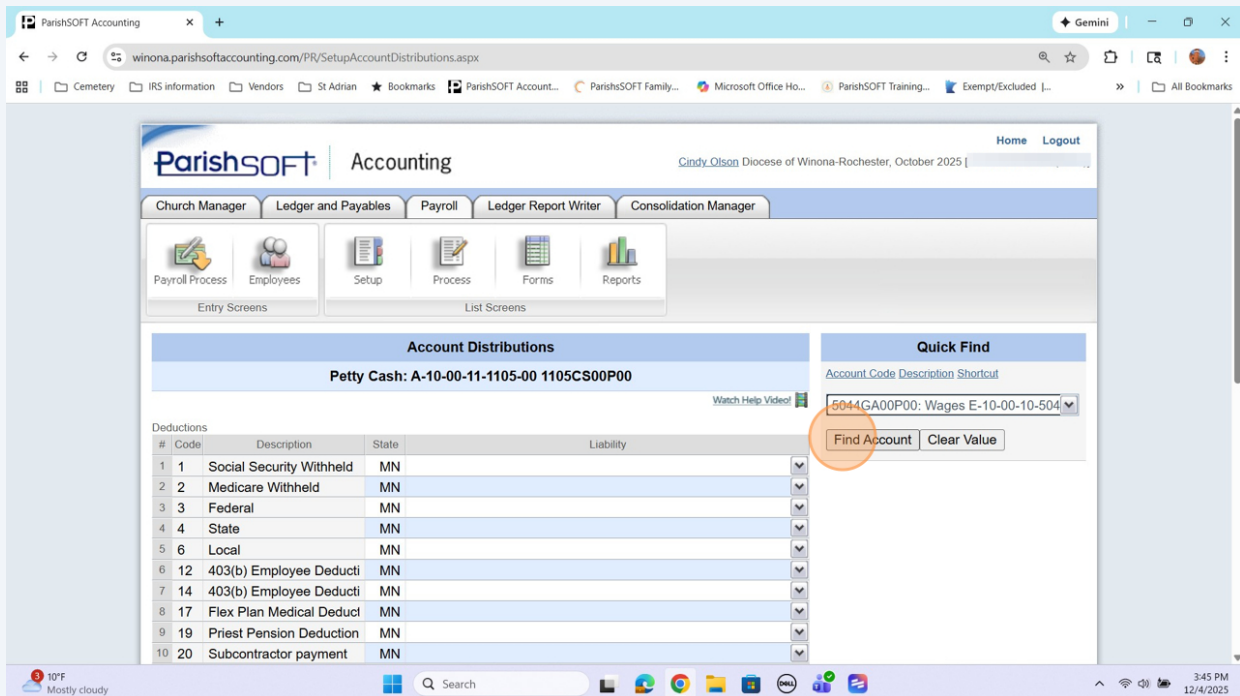
#	Code	Description	State	Liability
1	1	Social Security Withheld	MN	
2	2	Medicare Withheld	MN	
3	3	Federal	MN	
4	4	State	MN	
5	6	Local	MN	
6	12	403(b) Employee Deducti	MN	
7	14	403(b) Employee Deducti	MN	
8	17	Flex Plan Medical Deduct	MN	
9	19	Priest Pension Deduction	MN	
10	20	Subcontractor payment	MN	

10°F Mostly cloudy

Search

3:45 PM 12/4/2025

48 Click "Find Account"



ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, October 2025

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

Account Distributions

Petty Cash: A-10-00-11-1105-00 1105CS00P00

Watch Help Video!

Quick Find

Account Code Description Shortcut

5044GA00P00: Wages E-10-00-10-504

Find Account Clear Value

Deductions

#	Code	Description	State	Liability
1	1	Social Security Withheld	MN	
2	2	Medicare Withheld	MN	
3	3	Federal	MN	
4	4	State	MN	
5	6	Local	MN	
6	12	403(b) Employee Deducti	MN	
7	14	403(b) Employee Deducti	MN	
8	17	Flex Plan Medical Deduct	MN	
9	19	Priest Pension Deduction	MN	
10	20	Subcontractor payment	MN	

10°F Mostly cloudy

Search

3:45 PM 12/4/2025

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Click on each open line in the account distribution upper section and type in/enter the correct liability account number. Then click in the lower benefits section and fill in the liability/expense accounts.

#	Code	Description	Liability	Expense
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-5051
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-5051
3	11	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00
4	13	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00
5	16	Health Insurance Employ	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059
6	18	Life, AD&D Employer Ber	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059
7	29	MN Pd Leave-Employer	2400AP12P00: MN Paid Leave Withholding L-10-00-20-24	5052GA00P00: MN Paid Leave Tax Expense E-10-00-10-5052
8	34	LTD Employee Benefit	2400AP13P00: LTD Insurance L-10-00-20-2400-13	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059

50

Click "Submit"

Repeat this process for every account you debit with wage expense including any receivable accounts for clustered parishes.

#	Code	Description	Liability	Expense
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-5051
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-5051
3	11	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00
4	13	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00
5	16	Health Insurance Employ	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059
6	18	Life, AD&D Employer Ber	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059
7	29	MN Pd Leave-Employer	2400AP12P00: MN Paid Leave Withholding L-10-00-20-24	5052GA00P00: MN Paid Leave Tax Expense E-10-00-10-5052
8	34	LTD Employee Benefit	2400AP13P00: LTD Insurance L-10-00-20-2400-13	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059