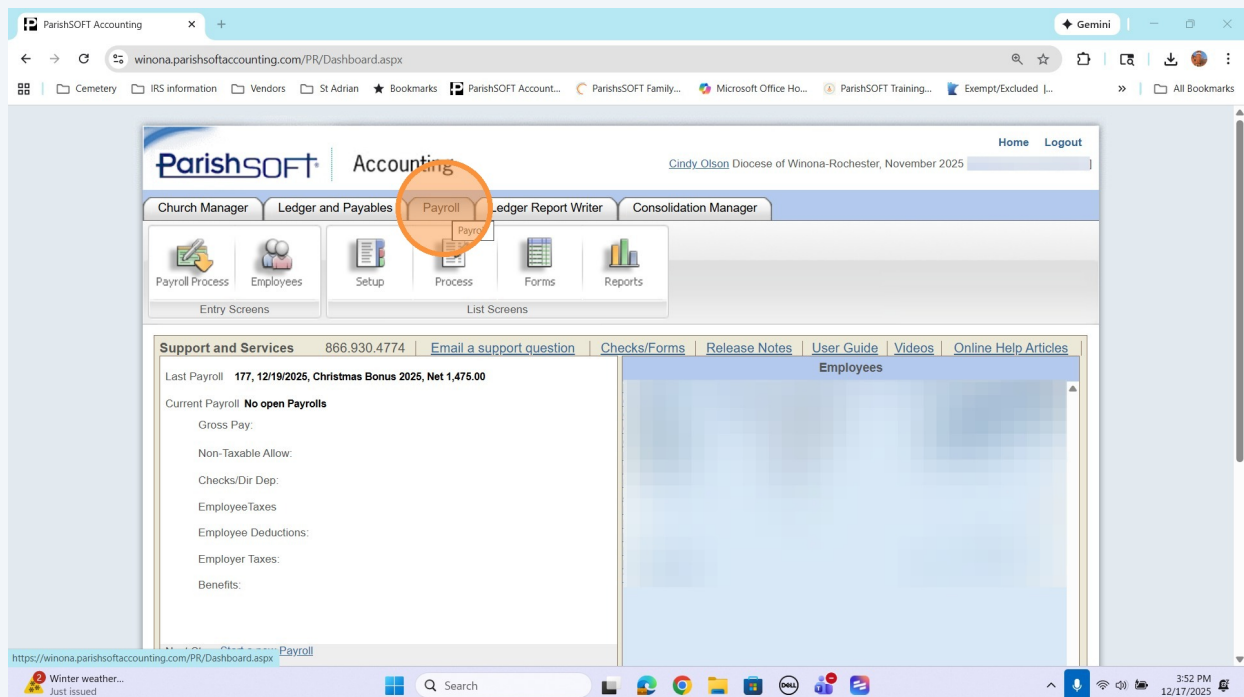


Health Savings Account (HSA) Deduction Procedures

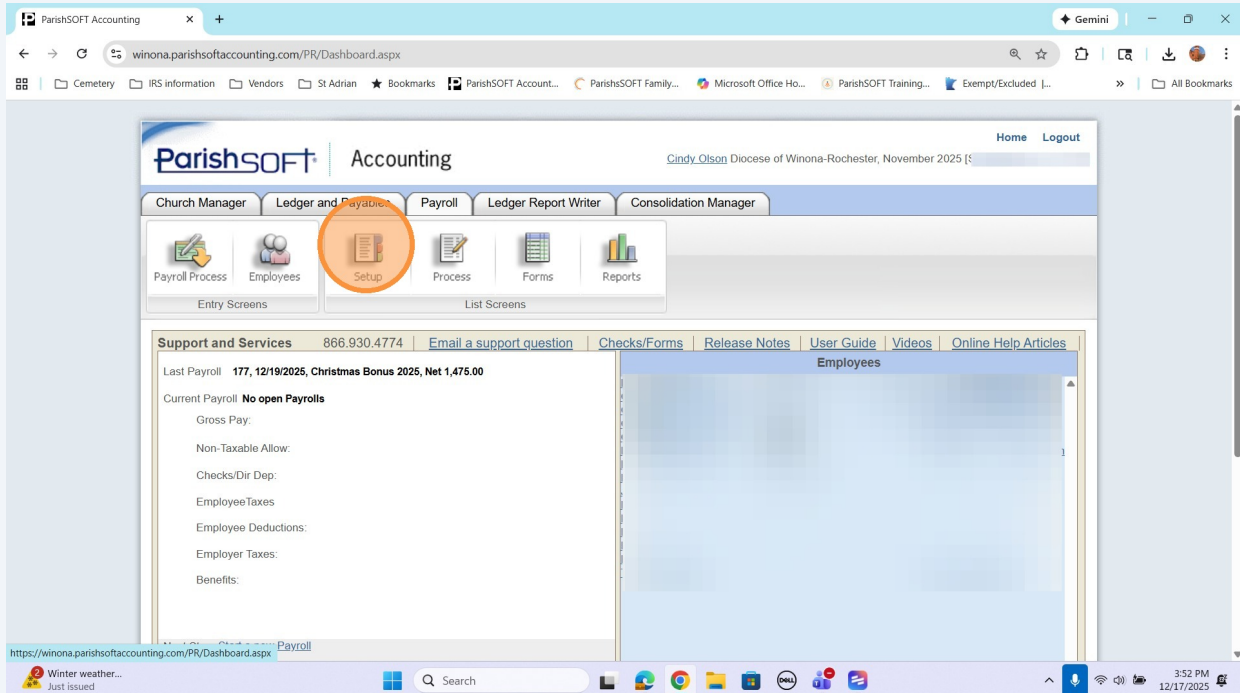
Detailed instructions for setting up the HSA deduction and entering the data into the bank account information for automatic transmittal to the employees HSA bank account.

1 Click on Payroll



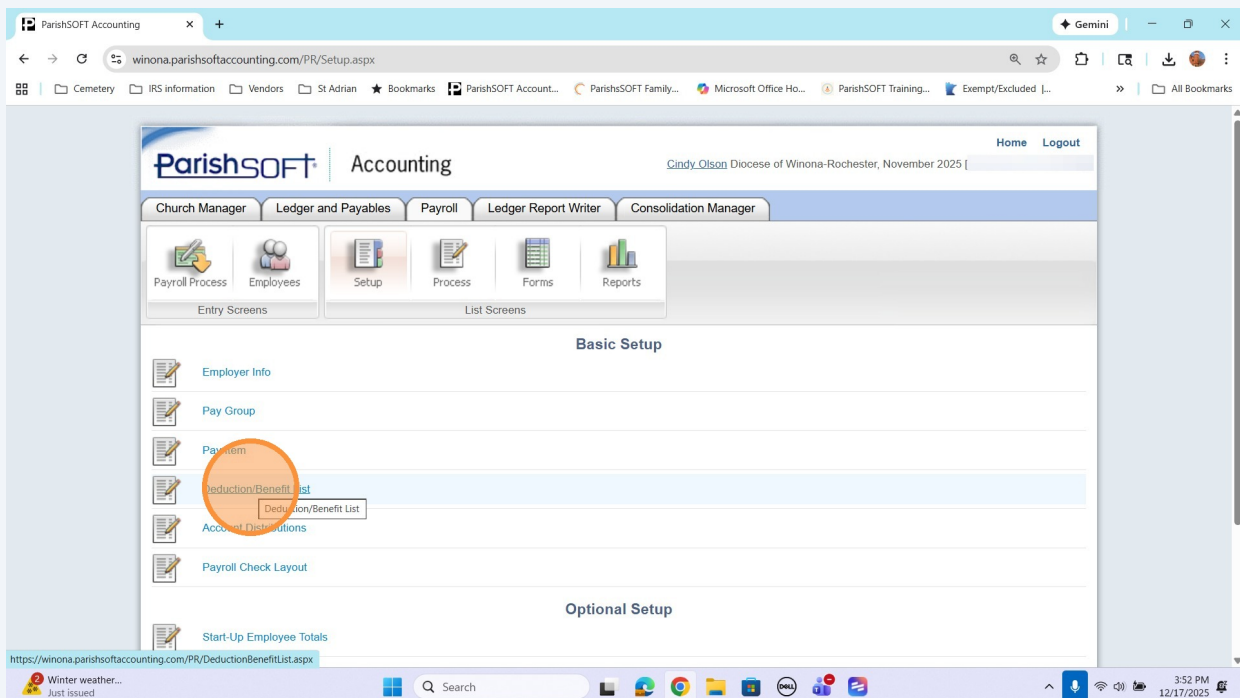
2

Click "Setup" In addition to the HSA deduction that was set up previously, you will need to set up an additional deduction to facilitate the direct deposit into the employee's HSA account.



3

Click "Deduction/Benefit List"



4 Click "Add a New Deduction/Benefit From Template"

The screenshot shows the ParishSOFT Accounting web application interface. The browser address bar displays 'winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx'. The application header includes 'ParishSOFT Accounting' and a user profile for 'Cindy Olson'. The main navigation bar contains tabs for 'Church Manager', 'Ledger and Payables', 'Payroll', 'Ledger Report Writer', and 'Consolidation Manager'. Below this, there are icons for 'Payroll Process', 'Employees', 'Setup', 'Process', 'Forms', and 'Reports'. A sub-menu labeled 'Entry Screens' is visible, with the option 'Add a New Deduction/Benefit From Template' circled in orange. The main content area displays a table of existing deductions and 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

5 Click "Select"

The screenshot shows a modal window or a detailed view of the deduction options. It contains a table with columns for 'Select', 'Deduction', and a description. The 'Select' button for the 'Taxable Health Insurance Deduction' row is circled in orange.

Select	Deduction	After-tax IRA	withhold that amount from a paycheck. Set to zero on employee screen after IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA	Deduction is taken before federal tax is calculated but after Social Security
Select	Deduction	Cafeteria/Flex Plan Deduction	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan. calculated.
Select	Deduction	Disability Insurance Deduction	The employee pays a percentage of gross pay for long or short term disability an after-tax deduction. Please revise the percent for your needs. Some gross Please contact the plan administrator if you are not sure.
Select	Deduction	Garnishment	A deduction from an employee's pay after taxes are calculated. Amount is
Select	Deduction	Loan Repayment	The church has loaned an employee some money. This deduction will withhold loan.
Select	Deduction	Tax Shelter Annuity Deduction	Withhold a Federal and State tax-deferred deduction for a typical TSA plan
Select	Deduction	Tax-Free Health Insurance Deduction	A health or dental insurance plan that is deducted from an employee before
Select	Deduction	Taxable Health Insurance Deduction	After-tax deduction from employee for a health or dental insurance plan.
Select	Deduction	Tuition	Withhold school tuition from employee. Accumulates in a liability account.

At the bottom of the modal, there is a 'Cancel' button.

6 Click "Edit"

Edit	25	Deduction	St Adrian Donation	Other	No Effect
Edit	26	Deduction	OLGC Donation	Other	No Effect
Edit	27	Deduction	St Anthony Donation	Other	No Effect
Edit	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
Edit	29	Benefit	MN Pd Leave-Employer	Other	No Effect
Edit	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	31	Deduction	Tax-Free Dental Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	32	Deduction	HSA Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
Edit	33	Deduction	Accident Insurance Deduction	Other	No Effect
Edit	34	Benefit	LTD Employee Benefit	Other	No Effect
Edit	35	Deduction	Critical Illness Insurance Deduction	Other	No Effect
Edit	36	Deduction	Hospital Indemnity Deduction	Other	No Effect
Edit	37	Deduction	Tuition	Other	No Effect

7 Click and rename "HSA to be paid to account".

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Deduction / Benefit

Description of Deduction / Benefit

Description:

[Watch Help Video!](#)

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type:

Code Number

Use a code number 11 or higher.

8 Click "Submit"

Code Number: 37

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

☐ Social Security

☐ Medicare

☐ Federal

☐ State

☐ Local

Submit Cancel Delete

Wind advisory Just issued

Search

9 Click "Employee - General"

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 2025

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

Watch Help Video!

Deductions/Benefits

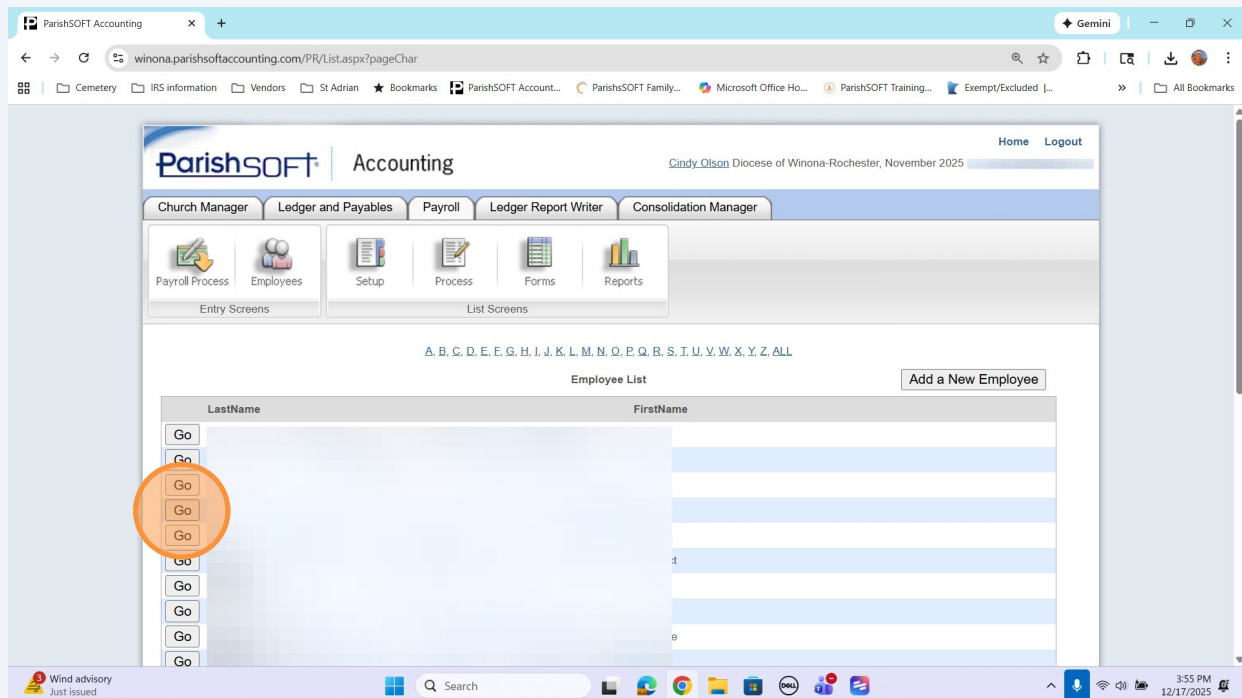
	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	
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

Wind advisory Just issued

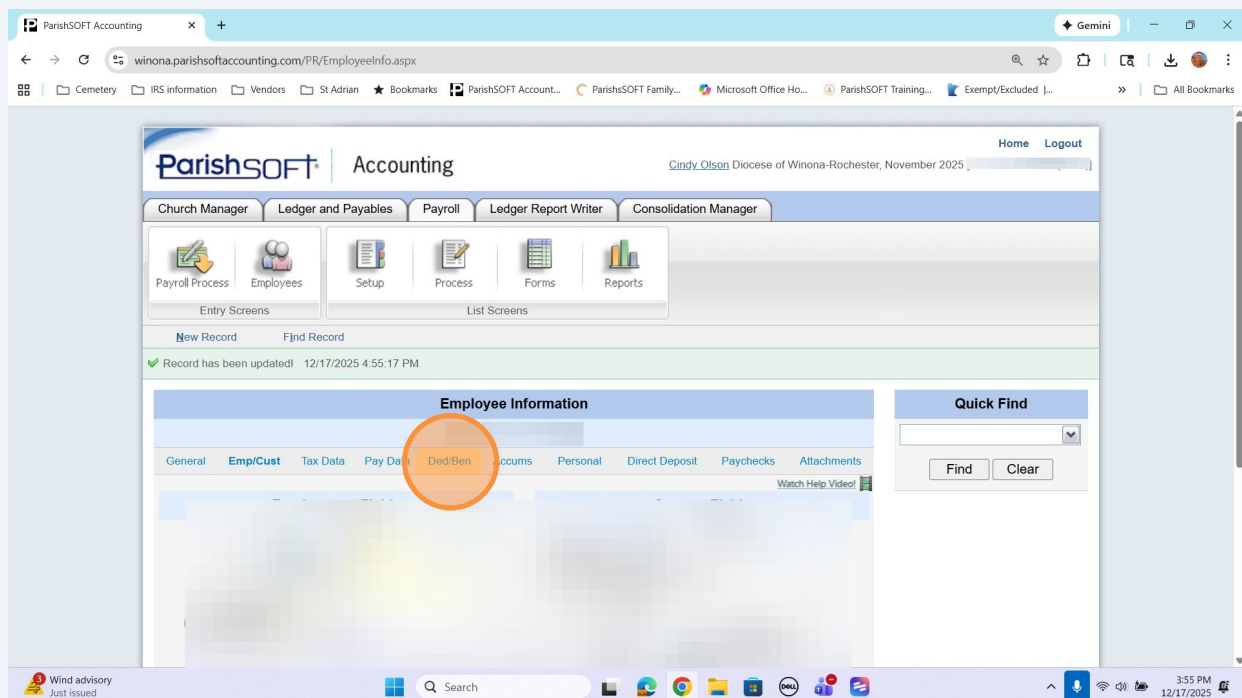
Search

3:55 PM 12/17/2025

10 Find the employee that has an HSA deduction and click on Go



11 Click "Ded/Ben"



12 Click "More Lines"

The screenshot shows the ParishSOF Accounting software interface. The browser address bar displays `winona.parishsoftaccounting.com/PR/EmployeeDB.aspx`. The interface includes a top navigation bar with tabs for Payroll Process, Employees, Setup, Process, Forms, and Reports. Below this, there are sub-tabs for Entry Screens and List Screens. A status bar indicates "Record has been updated! 12/17/2025 4:55:19 PM". The main section is titled "Employee Information" and contains a tabbed interface with options: General, Emp/Cust, Tax Data, Pay Data, Ded/Ben (selected), Accrues, Personal, Direct Deposit, Paychecks, and Attachments. A "Quick Find" search box is on the right. The "Ded/Ben" tab displays a table with columns: #, Deduction/Benefit Description, Amount, Percent, Limit, 2025, and 2024. The table shows a total of 1,522.01 for 2025 and 7,999,999.92 for 2024. A red circle highlights the "More Lines" button at the bottom left of the table.

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1						
2						
3						
4						
5						
6						
7						
8						
Total:		1,522.01	9.00	7,999,999.92		

13 Click "32 Deduction: HSA Deduction" (your number might not be 32)

The screenshot shows the ParishSOF Accounting software interface. The browser address bar displays `winona.parishsoftaccounting.com/PR/EmployeeDB.aspx`. The interface includes a top navigation bar with tabs for Payroll Process, Employees, Setup, Process, Forms, and Reports. Below this, there are sub-tabs for Entry Screens and List Screens. A status bar indicates "Record has been updated! 12/17/2025 4:55:19 PM". The main section is titled "Employee Information" and contains a tabbed interface with options: General, Emp/Cust, Tax Data, Pay Data, Ded/Ben (selected), Accrues, Personal, Direct Deposit, Paychecks, and Attachments. A "Quick Find" search box is on the right. The "Ded/Ben" tab displays a table with columns: #, Deduction/Benefit Description, Amount, Percent, Limit, 2025, and 2024. The table shows a total of 1,522.01 for 2025 and 7,999,999.92 for 2024. A dropdown menu is open, showing a list of deductions/benefits. A red circle highlights the "32 Deduction: HSA Deduction" option.

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total:		1,522.01	9.00	7,999,999.92		

14

Click "37 Deduction: HSA to be pd to account" (your deduction number might not be 37)

ParishSOFT Accounting

winona.parissoftaccounting.com/PR/EmployeeDB.aspx

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/17/2025 4:55:19 PM

Employee Information

General Emp/Cust Tax Data Pay Data Ded/Ben Accrums Personal Direct Deposit Paychecks Attachments

Quick Find

Find Clear

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1						
2						
3						
4						
5						
6						
7						
8						
9	32 Deduction: HSA Deduction					
10	37 Deduction: HSA to be pd to account					
	33 Deduction: Accident Insurance Deduction	1,522.01	9.00	7,999,999.92		
	34 Benefit: LTD Employee Benefit					
	35 Deduction: Critical Illness Insurance Deduction					
	36 Deduction: Hospital Indemnity Deduction					
	37 Deduction: HSA to be pd to account					

Submit Delete

Wind advisory Just issued

Search

3:55 PM 12/17/2025

15

Click here and enter the per pay period amount of the HSA pretax deduction. (the full amount from the Benxcel report and divide by the number of payrolls you have in a year - round up to the next cent)

ParishSOFT Accounting

winona.parissoftaccounting.com/PR/EmployeeDB.aspx

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/17/2025 4:55:19 PM

Employee Information

General Emp/Cust Tax Data Pay Data Ded/Ben Accrums Personal Direct Deposit Paychecks Attachments

Quick Find

Find Clear

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1						
2						
3						
4						
5						
6						
7						
8						
9	32 Deduction: HSA Deduction					
10	37 Deduction: HSA to be pd to account					
	Total:	1,522.01	9.00	7,999,999.92		

More Lines

Submit Delete

Wind advisory Just issued

Search

3:55 PM 12/17/2025

16

Click on the HSA to be pd to account line and enter the same amount as a negative. This will add it back into the paycheck so that the money can be paid to the employee's HSA account through the direct deposit of the payroll.

Employee Information

General Emp/Cust Tax Data Pay Data **Ded/Ben** Accums Personal Direct Deposit Paychecks Attachments

Record has been updated! 12/17/2025 4:55:19 PM

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1						
2						
3						
4						
5						
6						
7						
8						
9	32 Deduction: HSA Deduction	0.00				
10	37 Deduction: HSA to be pd to	0.00	22.01	9.00	7,999,999.92	

More Lines

Submit Delete

Quick Find

Find Clear

17

Click here and enter the maximum annual amount of the HSA contribution (total amount from the Benxcel information)

Employee Information

Emp/Cust Tax Data Pay Data **Ded/Ben** Accums Personal Direct Deposit Paychecks Attachments

Watch Help Video!

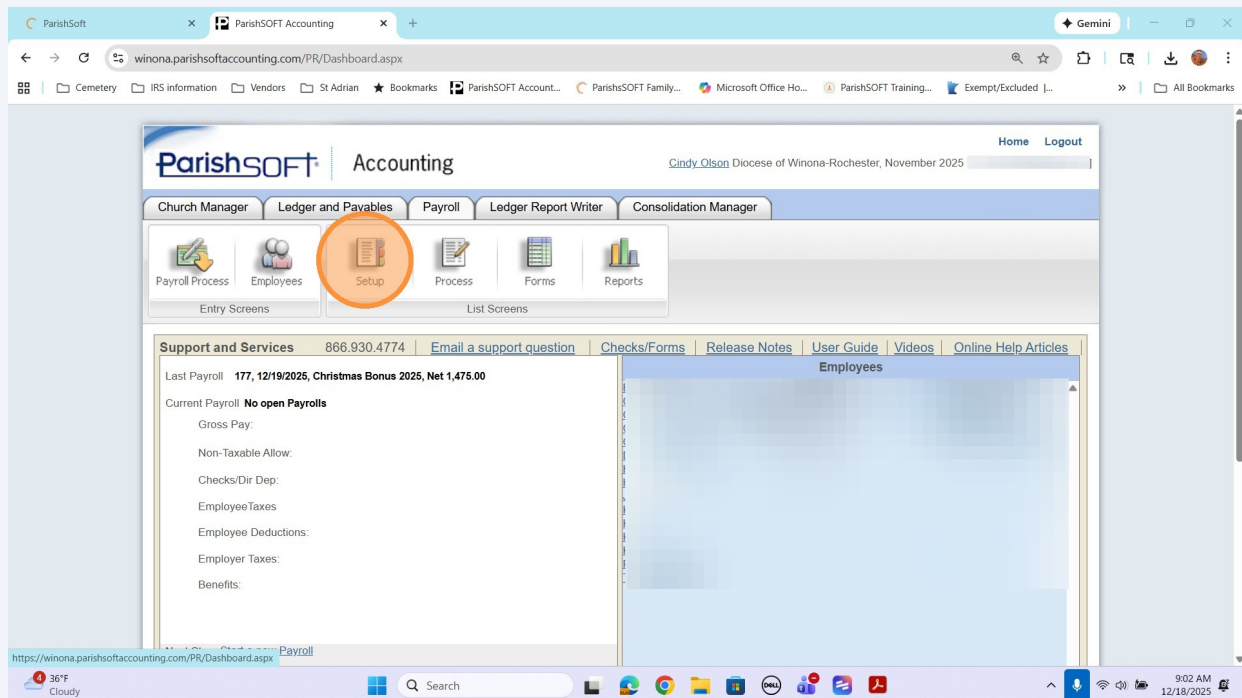
Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
31 Deduction: Tax-Free Dental Insura	0.00	0.00	999999.99	0.00	
32 Deduction: HSA Deduction	0.00	0.00	999999.99		
34 Benefit: LTD Employee Benefit	0.00	0.00	999999.99	0.00	
37 Deduction: HSA to be pd to	0.00	0.00	999999.99		
Total:	1,522.01	9.00	9,999,999.90		

Submit Delete

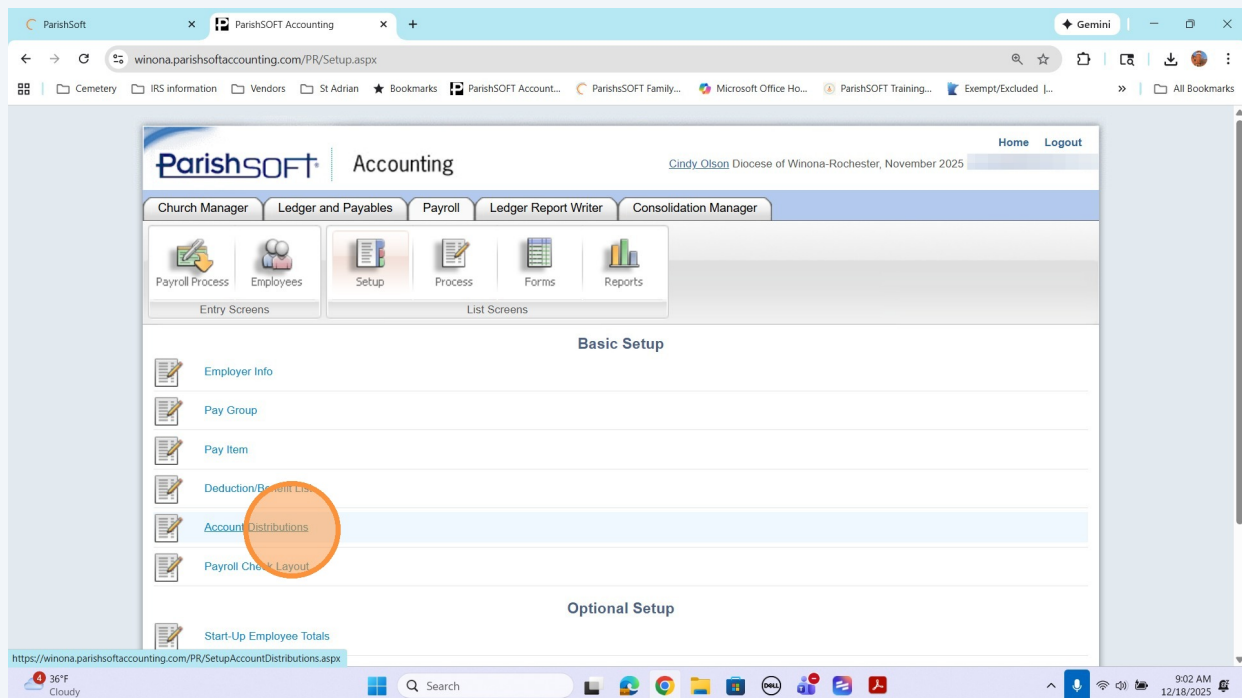
Quick Find

Find Clear

18 Click "Setup"



19 Click "Account Distributions" You will need to update the account distributions for the new deduction that we just created.



20 Click here and type in the wage account.

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 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

Use Quick Find to select a gross pay account.

Watch Help Video!

Quick Find

Account Code Description Shortcut

Find Account Clear Value

Deductions

#	Code	Description	State	Liability
---	------	-------------	-------	-----------

Benefits

#	Code	Description	Liability	Expense
---	------	-------------	-----------	---------

Submit Cancel

21 Press **Return**

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 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

Use Quick Find to select a gross pay account.

Watch Help Video!

Quick Find

Account Code Description Shortcut

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

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

Submit Cancel

22 Click "Find Account"

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 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

Use Quick Find to select a gross pay account.

Watch Help Video!

Deductions

#	Code	Description	State	Liability
1				

Benefits

#	Code	Description	Liability	Expense
1				

Submit Cancel

Quick Find

Account Code Description Shortcut

5054GA00P00: Wages E-10-00-10-504

Find Account Clear Value

23 Click here and type in "2400AP04" select the correct entity (P,S,C)

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 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

Use Quick Find to select a gross pay account.

Watch Help Video!

Deductions

#	Code	Description	State	Liability
1				

Benefits

#	Code	Description	Liability	Expense
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505
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 Employer	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059-00
6	18	Life, AD&D Employer Benefit	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059-00
7	29	MN Pd Leave-Employer Benefit	2400AP12P00: MN Paid Leave Withholding L-10-00-20-2400-12	5052GA00P00: MN Paid Leave Tax Expense E-10-00-10-5052-00
8	34	LTD Employee Benefit	2400AP13P00: LTD Insurance L-10-00-20-2400-13	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00-10-5059-00

Submit Copy

24 Click "Submit"

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/SetupAccountDistributions.aspx

Benefits

#	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 Employer	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 Benefit	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

Submit Copy

25 Click "Direct Deposit"

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Home Logout

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/17/2025 4:56:03 PM

Employee Information

General Emp/Cust Tax Data Pay Data Ded/Ben Accruals Personal Direct Deposit Paychecks Attachments

Quick Find

Find Clear

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1					6	
2					6	
3					6	
4					0	
5					0	
6					5	
7						
8	32 Deduction: HSA Deduction	0.00	0.00	999999.99		
9	34 Benefit: LTD Employee Benefit	0.00	0.00	999999.99	0.00	

26 Click here (only if ACH file is not already selected)

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 2025 []

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/17/2025 4:56:09 PM

Employee Information

General Emp/Cust Tax Data Pay Data Ded/Ben Accums Personal **Direct Deposit** Paychecks Attachments

Watch Help Video!

Direct Deposit Participation: ☒ None ☐ ACH File

Submit

Quick Find

Find Clear

27 Click here and add the account number and routing number provided by Benxcel

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 2025 []

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/17/2025 4:56:09 PM

Employee Information

General Emp/Cust Tax Data Pay Data Ded/Ben Accums Personal **Direct Deposit** Paychecks Attachments

Watch Help Video!

Direct Deposit Participation: ☐ None ☒ ACH File

Distribute To Accounts By: ☒ Percent ☐ Amount

#	Account Number	Routing Number	Account Type	Percent	Prenote Date
1					
2					
3					
Total:				100.00	

More Lines

Quick Find

Find Clear

28 Click "Checking" for account type

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 2025

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/17/2025 4:56:09 PM

Employee Information

General Emp/Cust Tax Data Pay Data Ded/Ben Accums Personal Direct Deposit Paychecks Attachments

Direct Deposit Participation: ☐ None ☒ ACH File

Distribute To Accounts By: ☒ Percent ☐ Amount

#	Account Number	Routing Number	Account Type	Percent	Prenote Date
1			Checking	100.00	
2					
3					
Total:				100.00	

More Lines

Quick Find

Find Clear

29 Click here to change from percentage to amount

ParishSOFT Accounting

Home Logout

Cindy Olson Diocese of Winona-Rochester, November 2025

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

New Record Find Record

Record has been updated! 12/17/2025 4:56:09 PM

Employee Information

General Emp/Cust Tax Data Pay Data Ded/Ben Accums Personal Direct Deposit Paychecks Attachments

Direct Deposit Participation: ☐ None ☒ ACH File

Distribute To Accounts By: ☒ Percent ☐ Amount

#	Account Number	Routing Number	Account Type	Percent	Prenote Date
1			Checking	100.00	
2			Checking		
3					
Total:				100.00	

More Lines

Quick Find

Find Clear

30

Click here to enter the HSA per payroll amount. Note: You may have to adjust this amount for the very last payroll of the year to match what the system deducts from the employee. And, you might have to adjust the "HSA to be paid out to account" amount to match the system amount for the HSA deduction. Contact Cindy Olson or Jon Briggs for assistance.

The screenshot shows the ParishSOFT Accounting web application interface. The browser address bar displays `winona.parishsoftaccounting.com/PR/EmployeeDirectDeposit.aspx`. The application header includes the ParishSOFT logo, the word "Accounting", and a user profile for "Cindy Olson" with a "Logout" link. A navigation bar contains tabs for "Church Manager", "Ledger and Payables", "Payroll", "Ledger Report Writer", and "Consolidation Manager". Below this is a menu with icons for "Payroll Process", "Employees", "Setup", "Process", "Forms", and "Reports". A status bar indicates "Record has been updated! 12/17/2025 4:56:09 PM".

The main content area is titled "Employee Information" and features a "Quick Find" search box on the right. The "Direct Deposit" tab is selected, showing a table for direct deposit participation. The table has columns for "#", "Account Number", "Routing Number", "Account Type", "Amount", and "Prenote Date". The "Direct Deposit Participation" is set to "ACH File" and "Distribute To Accounts By" is set to "Amount".

#	Account Number	Routing Number	Account Type	Amount	Prenote Date
1			Checking	100.00	
2			Checking		
3					
Total:				100.00	

An orange circle highlights the "Amount" field for the first row, which contains the value "100.00". The "More Lines" link is visible at the bottom left of the table.

31

Click here and remove the amount on the first line to make the amount blank. If the employee already has their earnings going to multiple bank accounts, you will need to leave the amount in for one of the accounts and then the other one will have to be blank to get the remaining amount in the paycheck. For instance, \$100 to HSA, then another amount to one of the other bank accounts and then blank the amount field for the third account. (Contact Cindy Olson or Jon Briggs for assistance).

ParishSOF Accounting

winona.parishsoftaccounting.com/PR/EmployeeDirectDeposit.aspx

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 12/17/2025 4:56:09 PM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | Ded/Ben | Accums | Personal | **Direct Deposit** | Paychecks | Attachments

Direct Deposit Participation: ☐ None ☒ ACH File

Distribute To Accounts By: ☐ Percent ☒ Amount

#	Account Number	Routing Number	Account Type	Amount	Prenote Date
1			Checking	0.00	
2			Checking	166.67	
3					
Total:				166.67	

More Lines

Submit

Quick Find

Find Clear

Watch Help Video!

32 Click "Submit"

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDirectDeposit.aspx

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 12/17/2025 4:56:09 PM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | Ded/Ben | Accums | Personal | **Direct Deposit** | Paychecks | Attachments

Watch Help Video!

Direct Deposit Participation: ☐ None ☒ ACH File

Distribute To Accounts By: ☐ Percent ☒ Amount

#	Account Number	Routing Number	Account Type	Amount	Prenote Date
1			Checking		
2			Checking	166.67	
3					
Total:				166.67	

[More Lines](#)

Submit

Quick Find

Find Clear

1 in. of snow Thursday 3:57 PM 12/17/2025