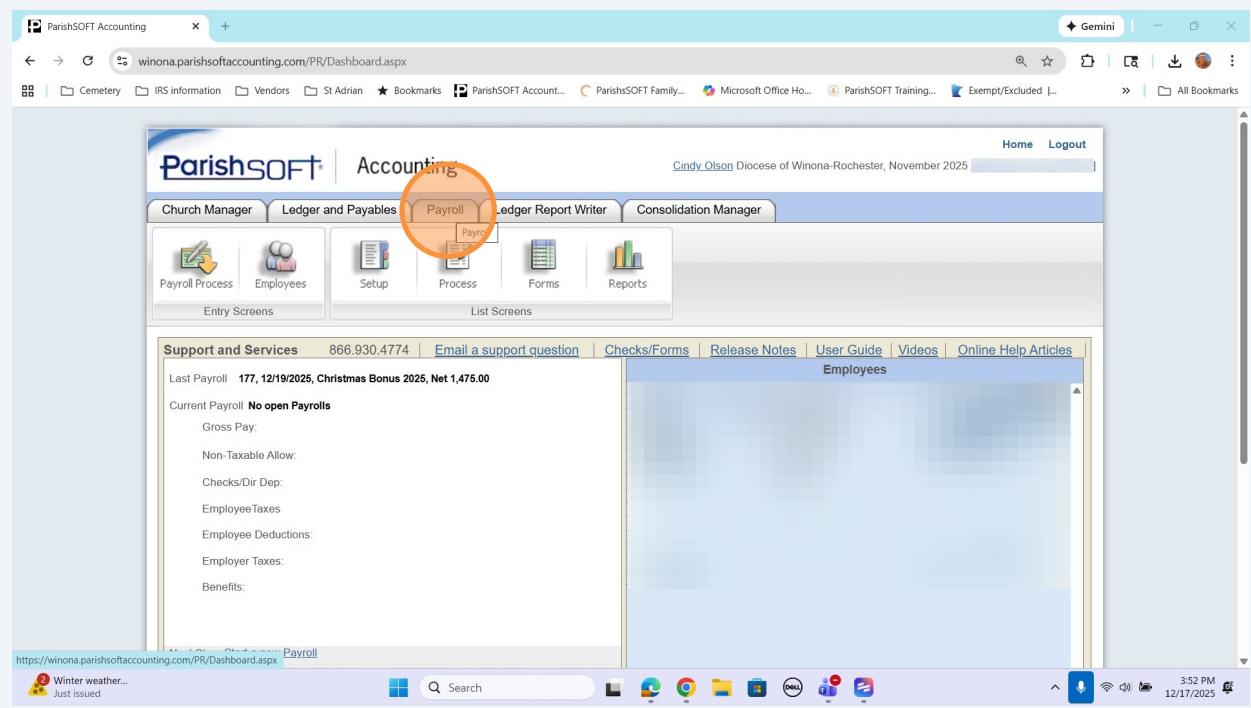


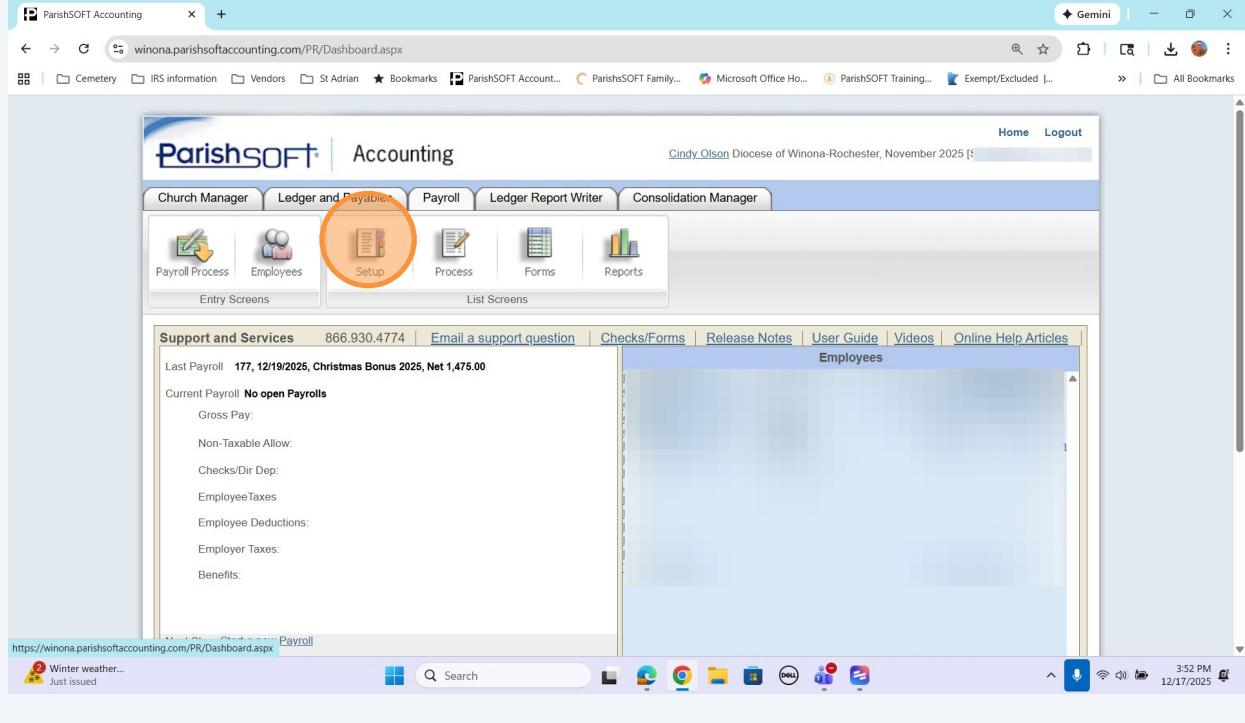
Health Savings Account (HSA) Deduction Procedures

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.

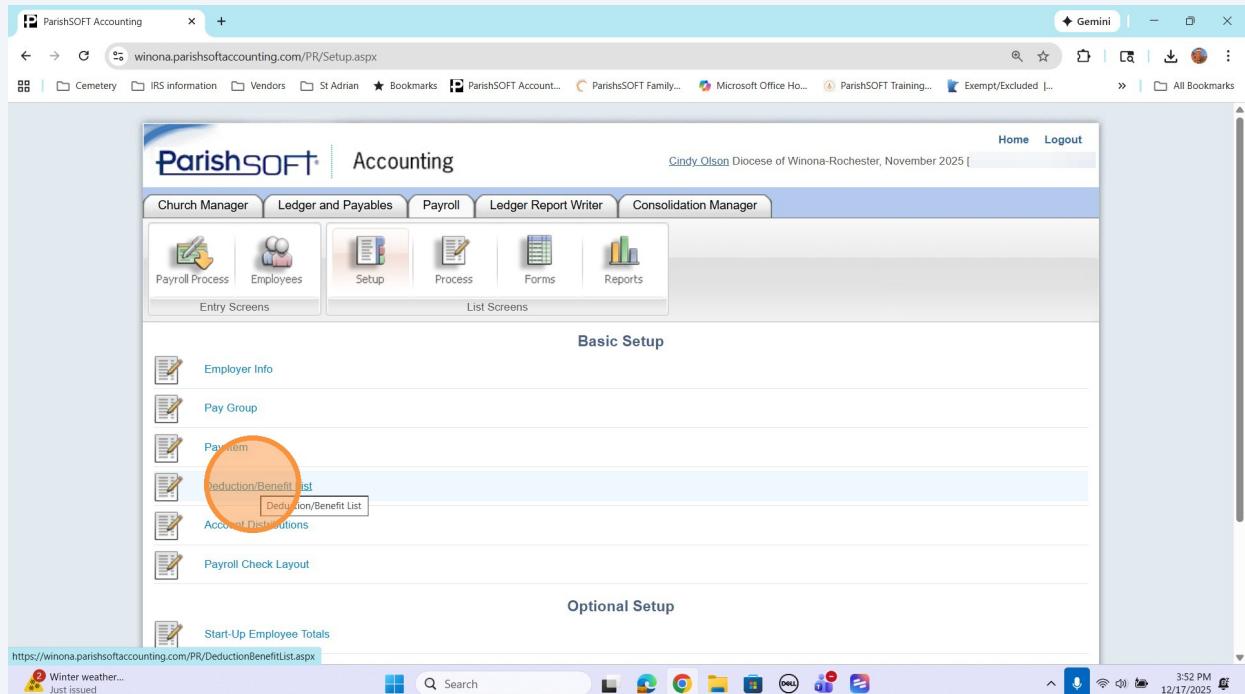
1 Click on Payroll



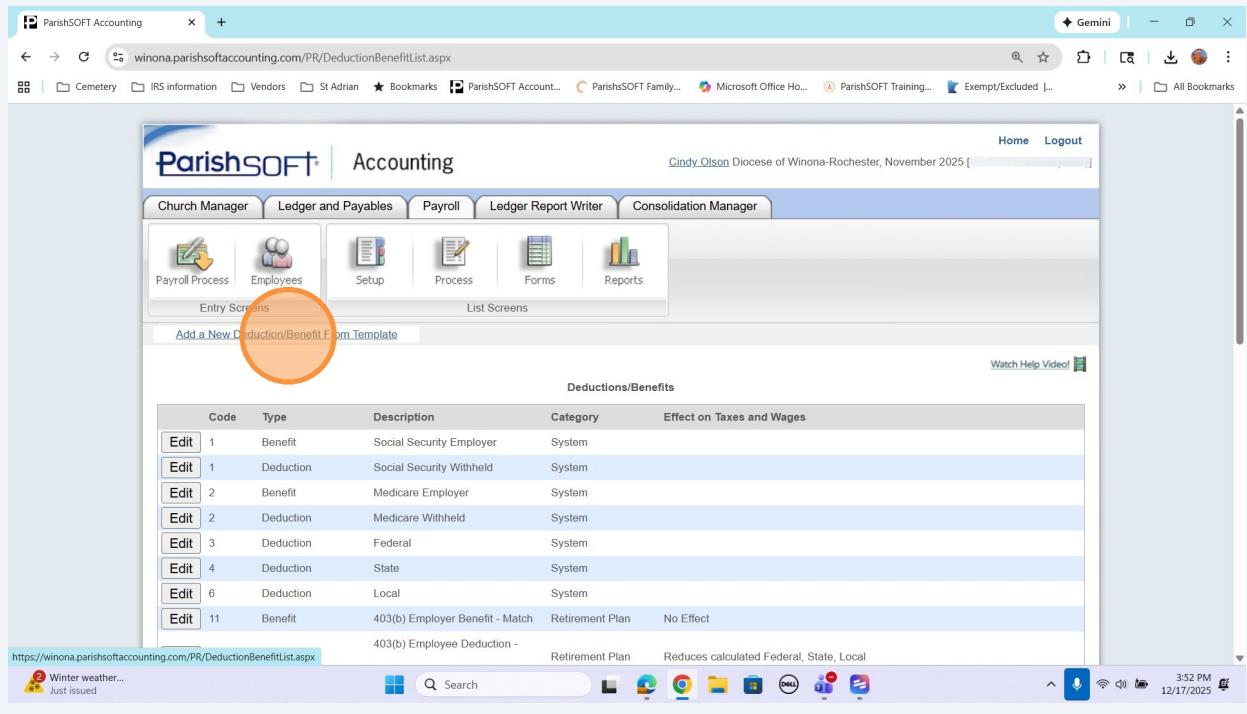
2 Click "Setup" In addition to the HSA deduction that was set up previously, you will need to set up an additional deduction to facilitate the direct deposit into the employee's HSA account.



3 Click "Deduction/Benefit List"

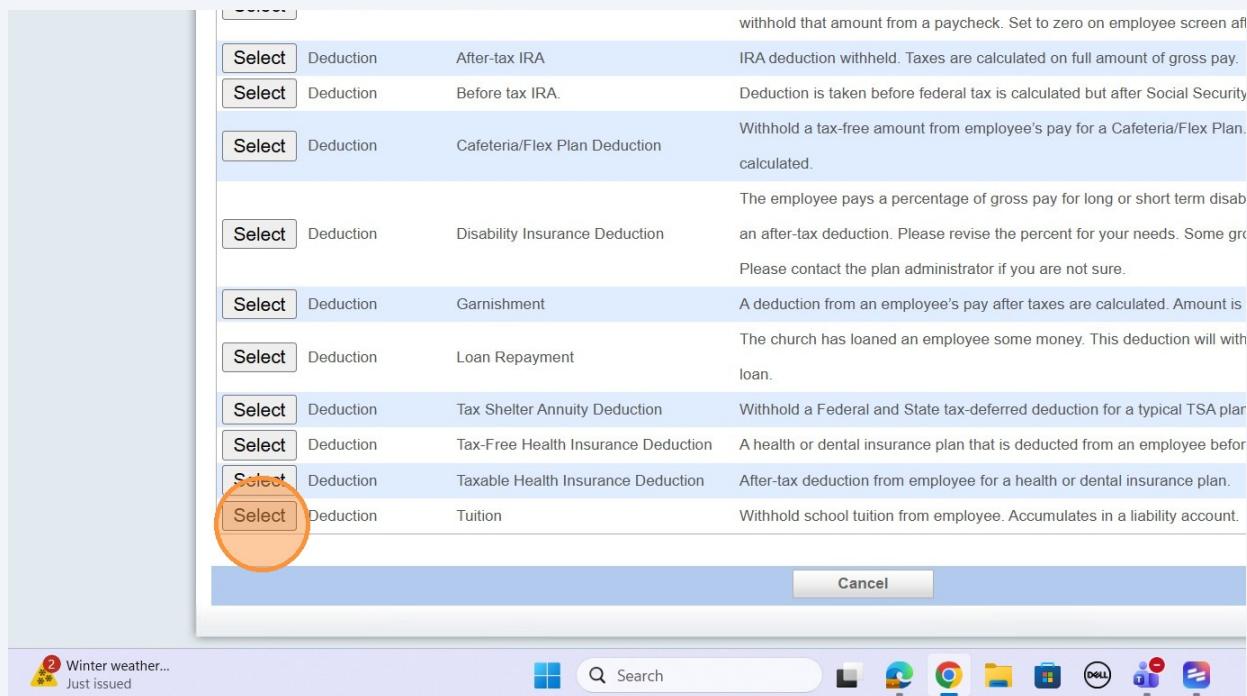


4 Click "Add a New Deduction/Benefit From Template"



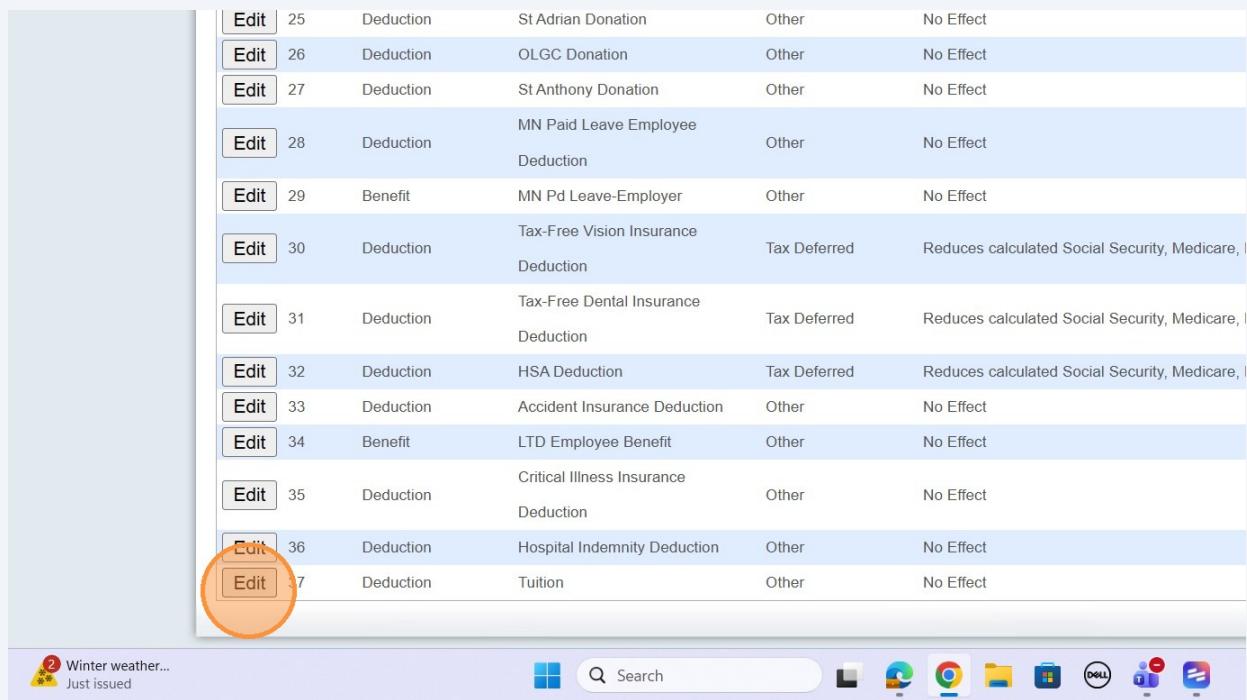
The screenshot shows the ParishSOFT Accounting software interface. At the top, there is a navigation bar with links for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below the navigation bar is a toolbar with icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. A sub-menu for 'Entry Screens' is open under the Payroll Process icon. In the center of the screen, there is a table titled 'Deductions/Benefits' with columns for Code, Type, Description, Category, and Effect on Taxes and Wages. The table lists various deduction and benefit types. At the bottom of the table, there is a note: '403(b) Employee Deduction - Retirement Plan Reduces calculated Federal, State, Local'. Below the table, there is a link: 'Add a New Deduction/Benefit From Template'. A large orange circle highlights this link. The status bar at the bottom shows the URL 'https://winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx', the date '12/17/2025', and the time '3:52 PM'.

5 Click "Select"



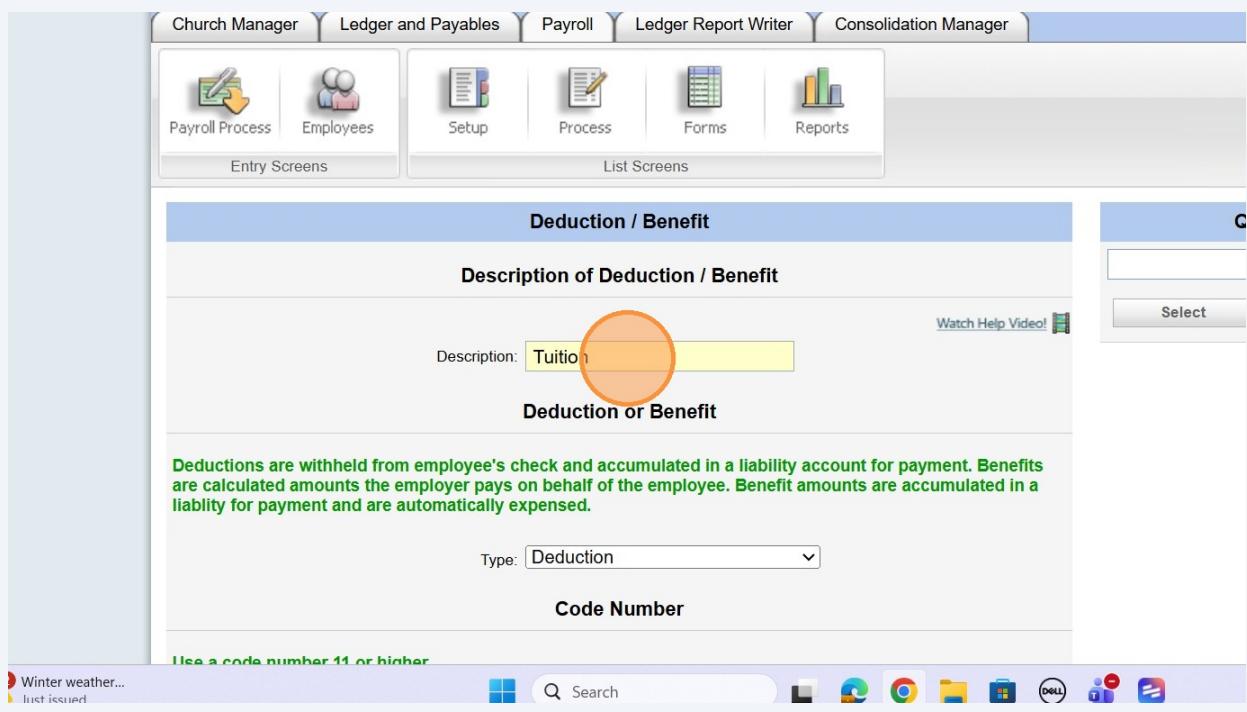
The screenshot shows a 'Select' dialog box with a list of deduction and benefit options. Each option has a 'Select' button, a Type, a Description, and a detailed description. The options are: After-tax IRA, Before tax IRA, Cafeteria/Flex Plan Deduction, Disability Insurance Deduction, Garnishment, Loan Repayment, Tax Shelter Annuity Deduction, Tax-Free Health Insurance Deduction, Taxable Health Insurance Deduction, and Tuition. The 'Tuition' option is highlighted with a large orange circle. At the bottom of the dialog box 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: [Select](#)

Code Number

Use a code number 11 or higher.

Winter weather...
Just issued

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

DLL

9 Click "Employee - General"

ParishSOFT Accounting

ParishSOFT Accounting

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Employees

Entry Screens List Screens

Add a New Deduction/Benefit From Template

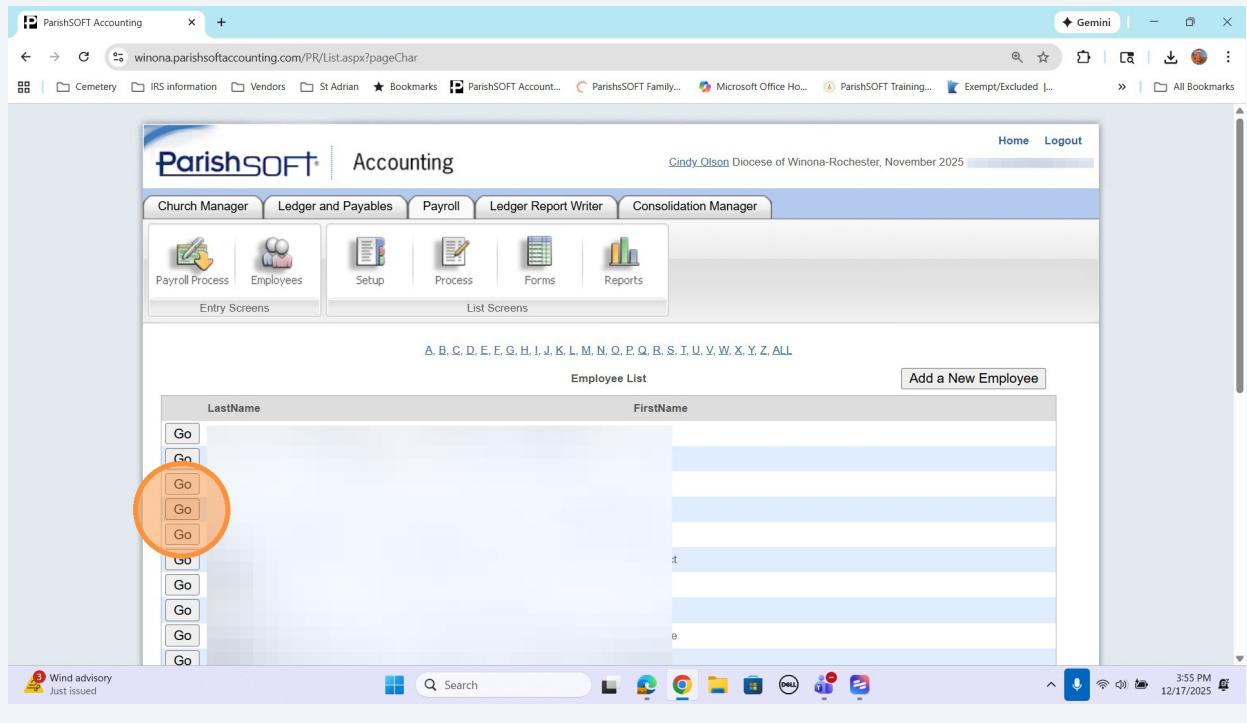
Deductions/Benefits

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

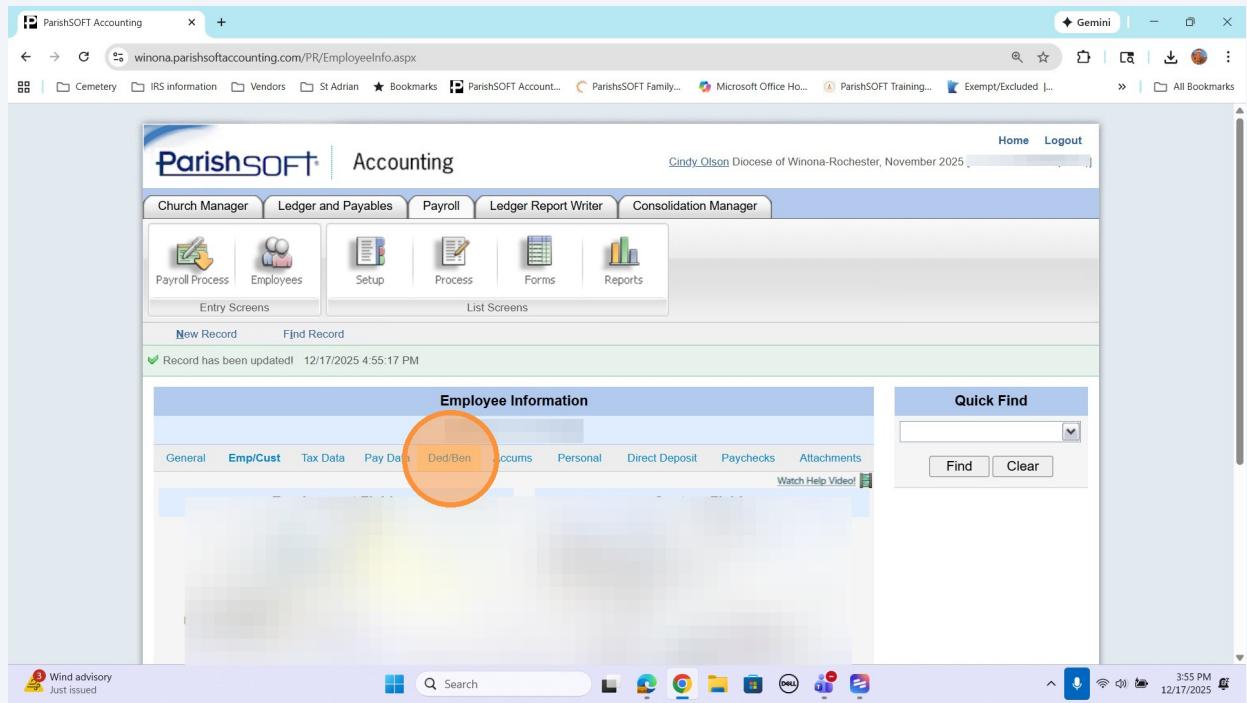
403(b) Employee Deduction - Retirement Plan Reduces calculated Federal, State, Local

Wind advisory Just issued

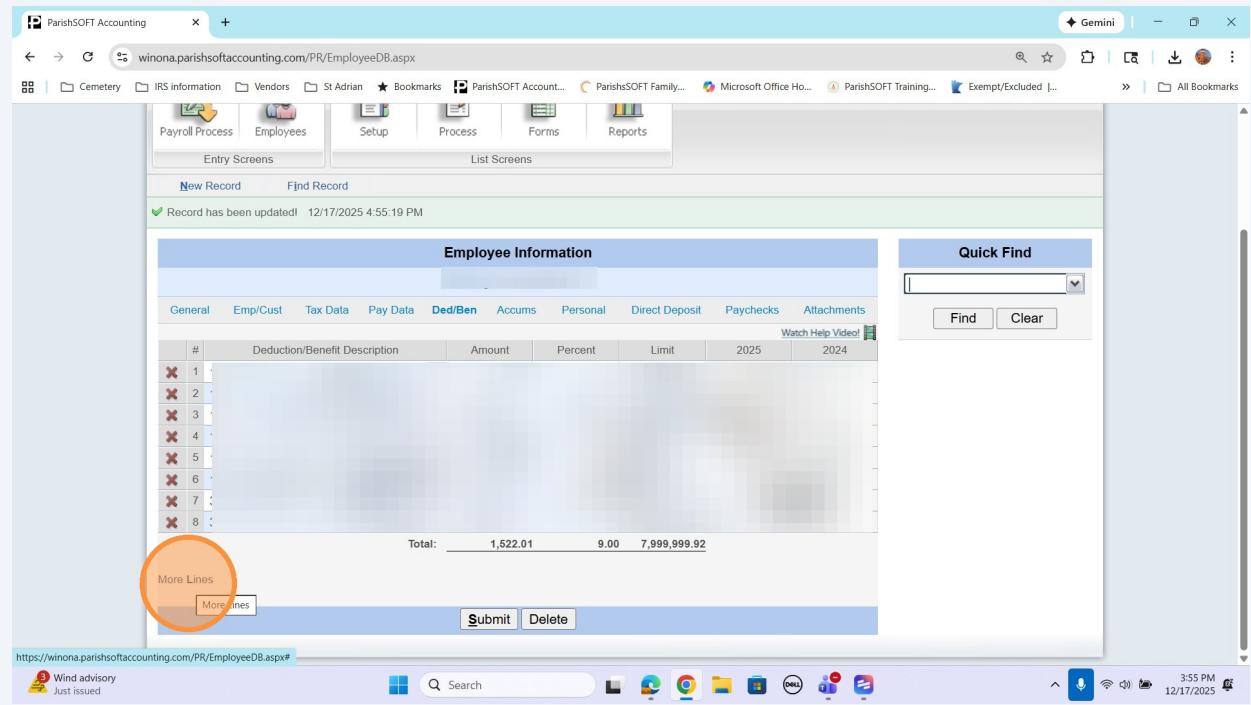
10 Find the employee that has an HSA deduction and click on Go



11 Click "Ded/Ben"

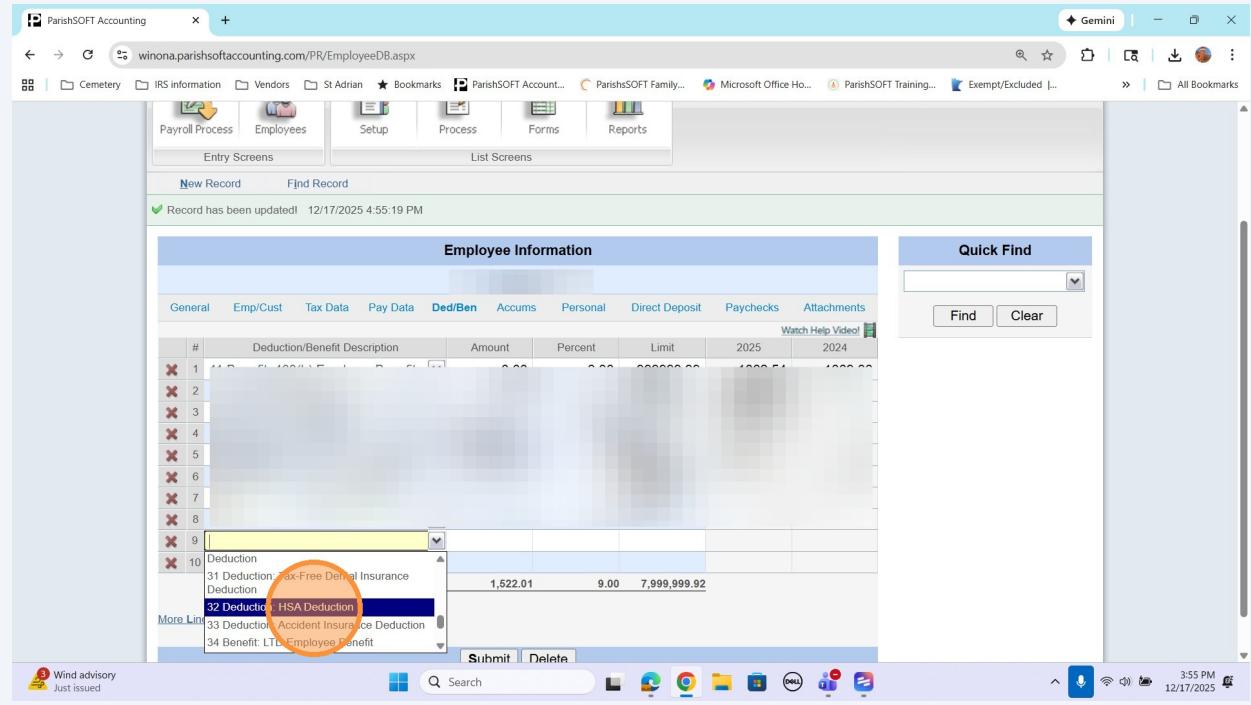


12 Click "More Lines"



The screenshot shows the ParishSOFT Accounting software interface. The main window is titled "Employee Information" and displays a table of deductions. The table has columns for #, Deduction/Benefit Description, Amount, Percent, Limit, 2025, and 2024. A total row at the bottom shows 1,522.01, 9.00, and 7,999,999.92. At the bottom left of the table, there is a "More Lines" button, which is highlighted with a red circle. The software's navigation bar and various buttons are visible at the top and bottom of the screen.

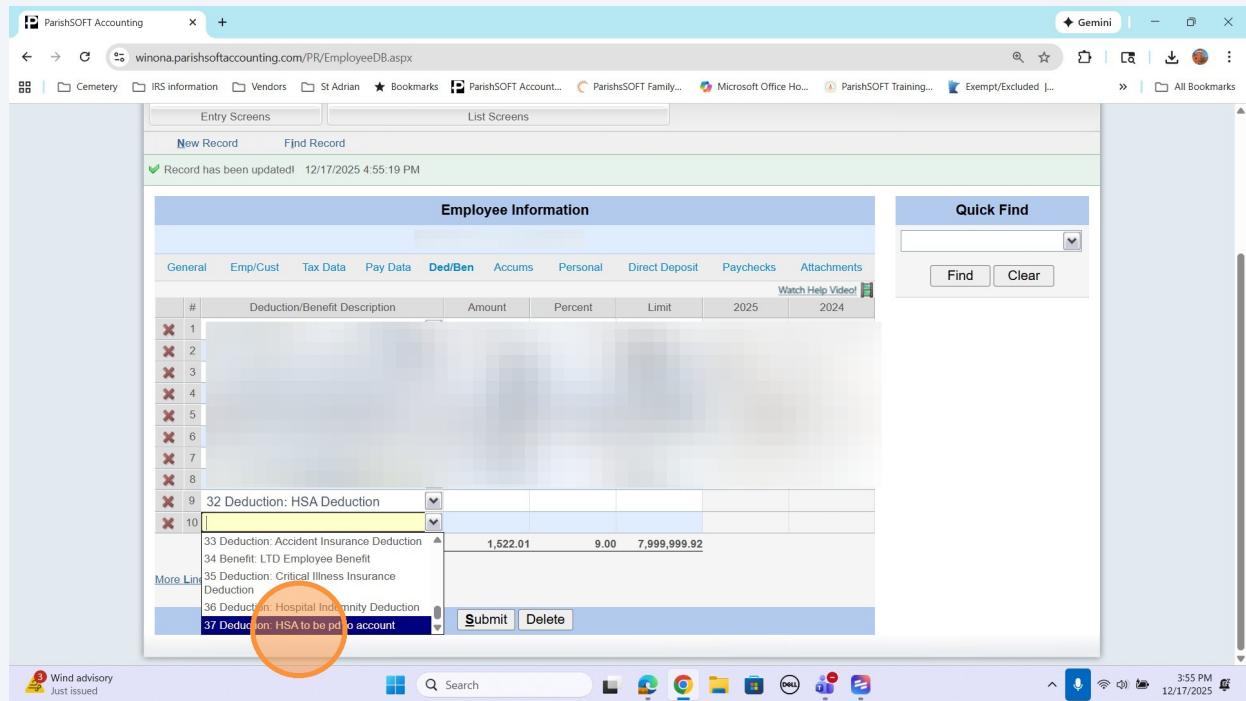
13 Click "32 Deduction: HSA Deduction" (your number might not be 32)



The screenshot shows the ParishSOFT Accounting software interface, similar to the previous one but with a different focus. The table in the center shows a row for deduction number 10, which is highlighted with a red circle. This row is labeled "32 Deduction: HSA Deduction". The rest of the table structure is visible, including the header and other deduction rows. The software's navigation bar and various buttons are visible at the top and bottom of the screen.

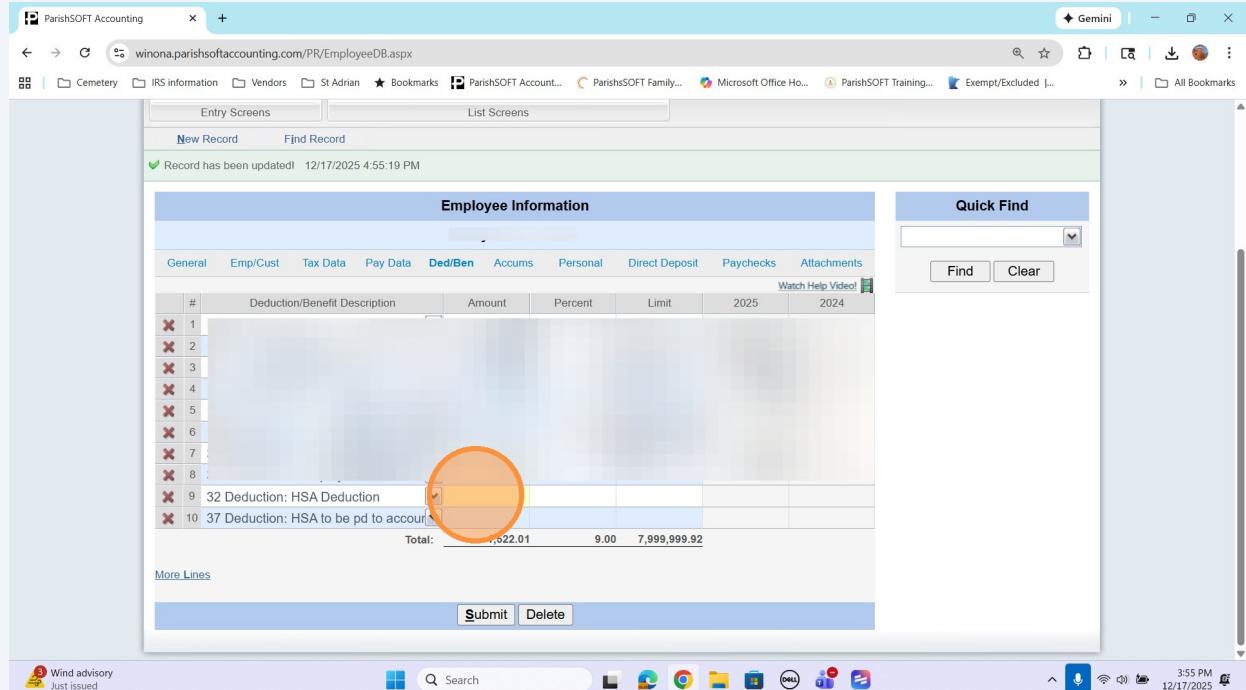
14

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



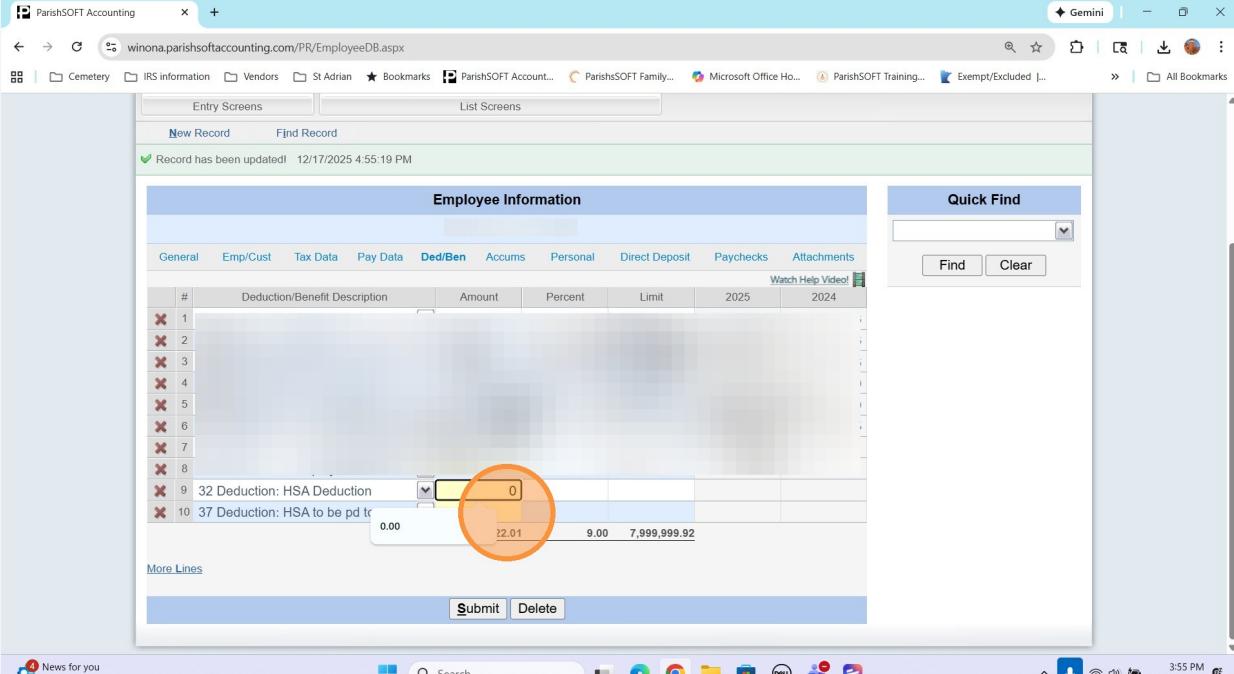
15

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)



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

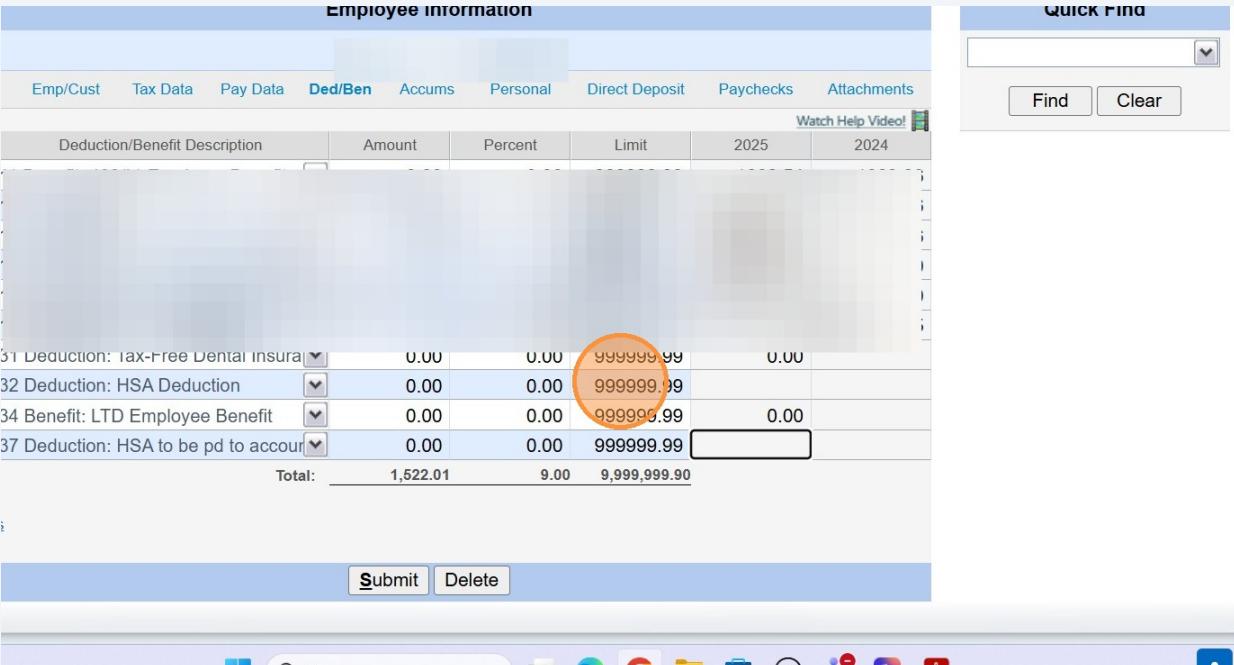
#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1						
2						
3						
4						
5						
6						
7						
8						
9	32 Deduction: HSA Deduction	0				
10	37 Deduction: HSA to be pd to account	0.00	2.01		9.00	7,999,999.92

More Lines

Submit Delete

17

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



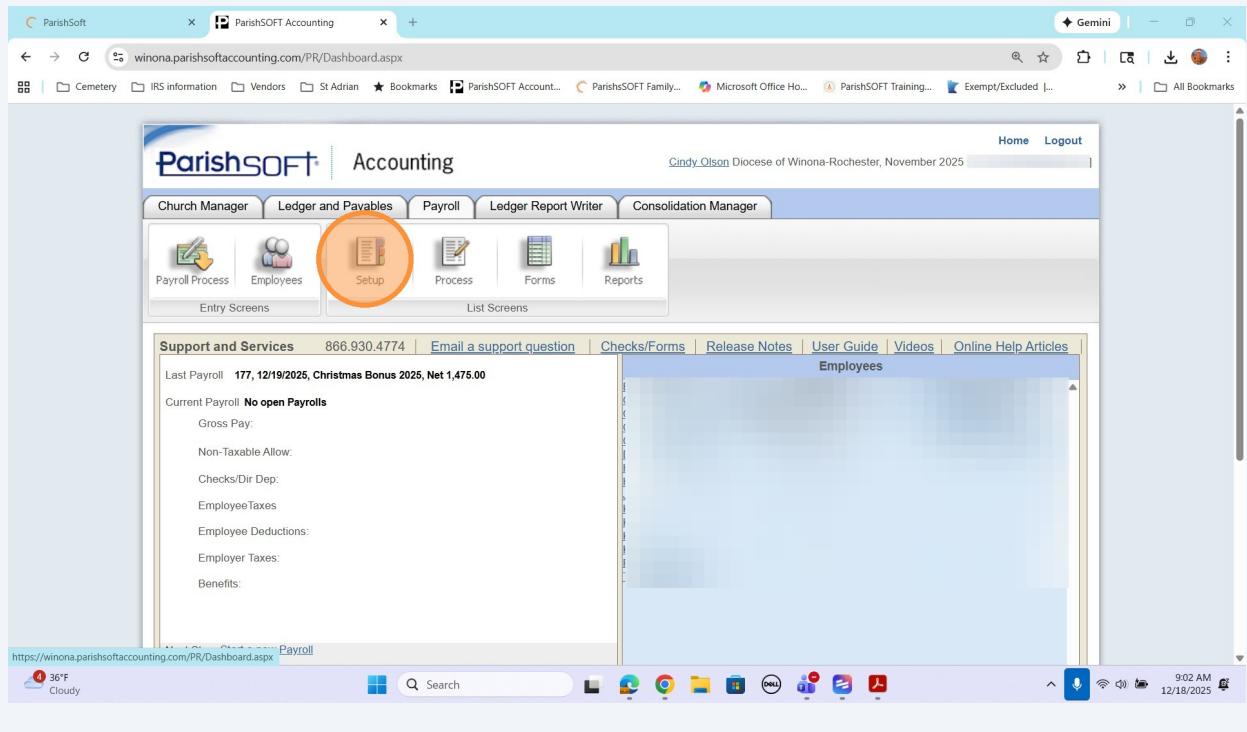
Employee Information

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
31	Deduction: Tax-Free Dental Insurance	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 account	0.00	0.00	999999.99		

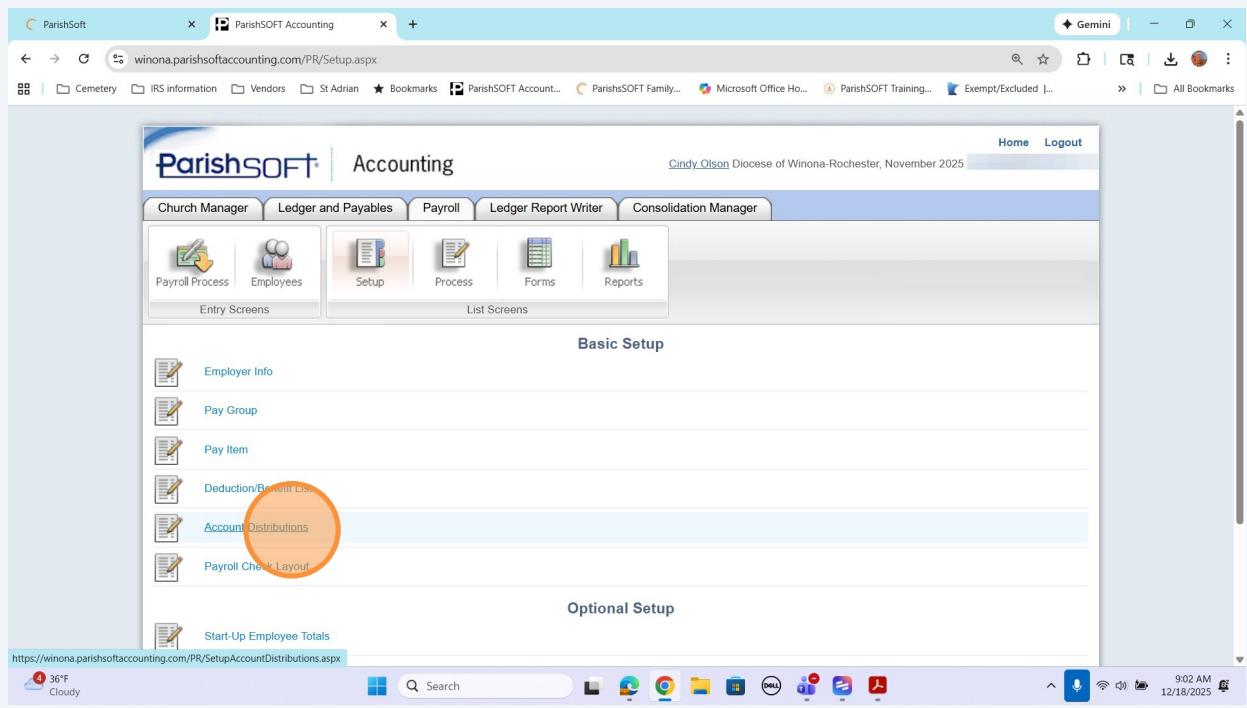
Total: 1,522.01 9.00 9,999,999.90

Submit Delete

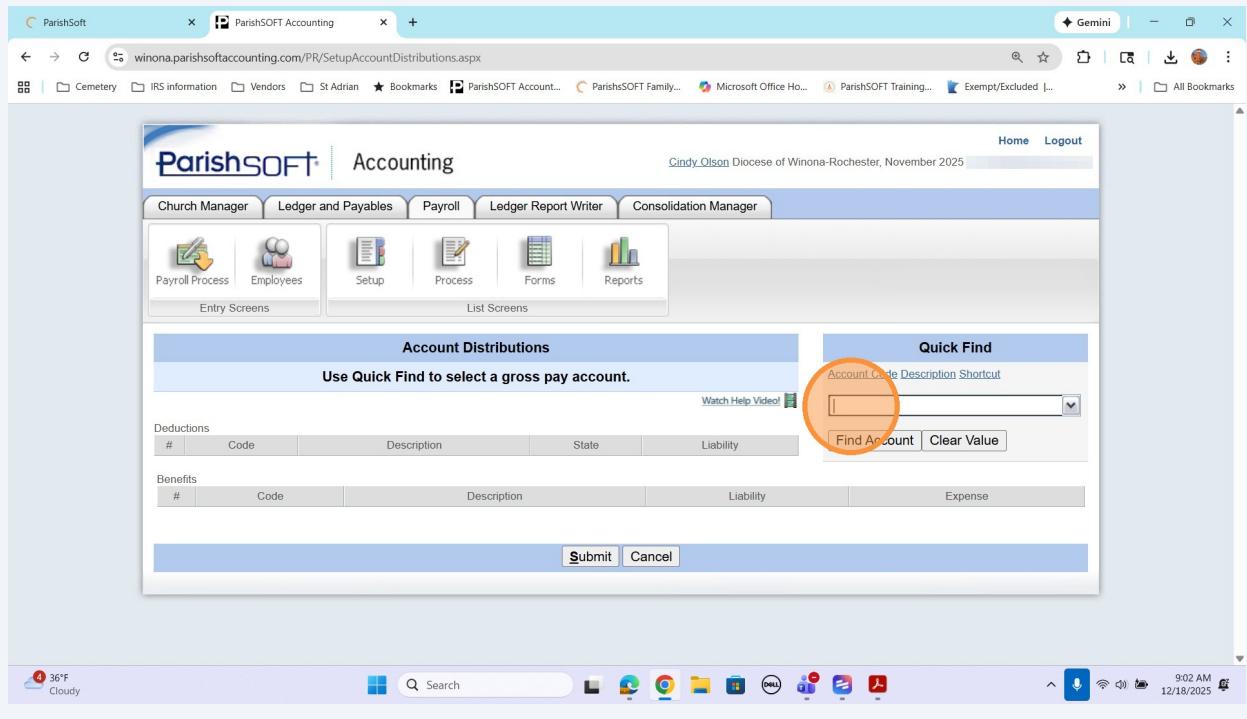
18 Click "Setup"



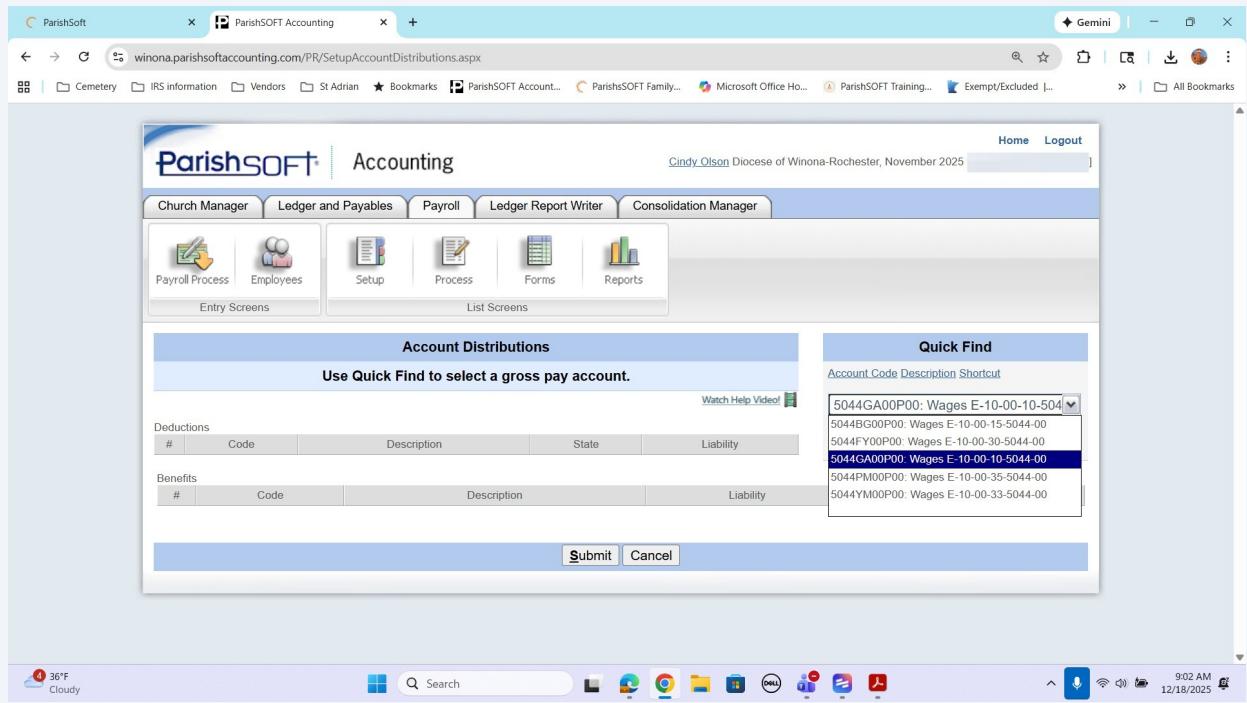
19 Click "Account Distributions" You will need to update the account distributions for the new deduction that we just created.



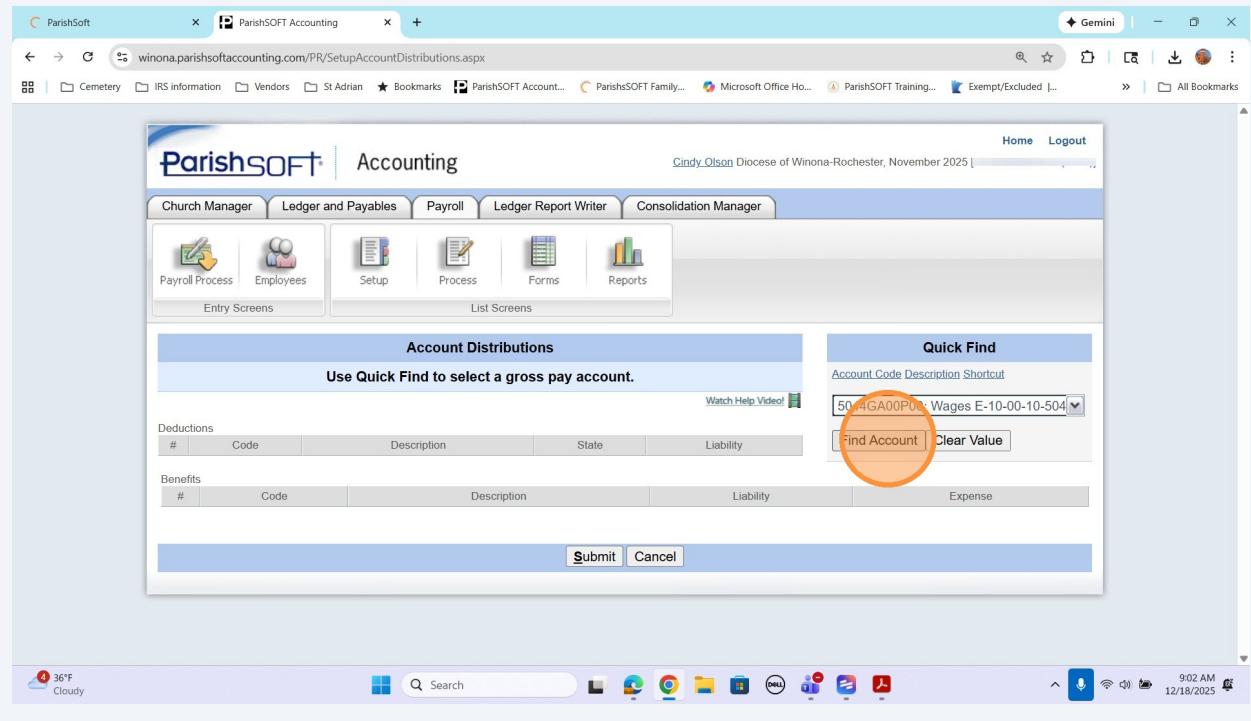
20 Click here and type in the wage account.



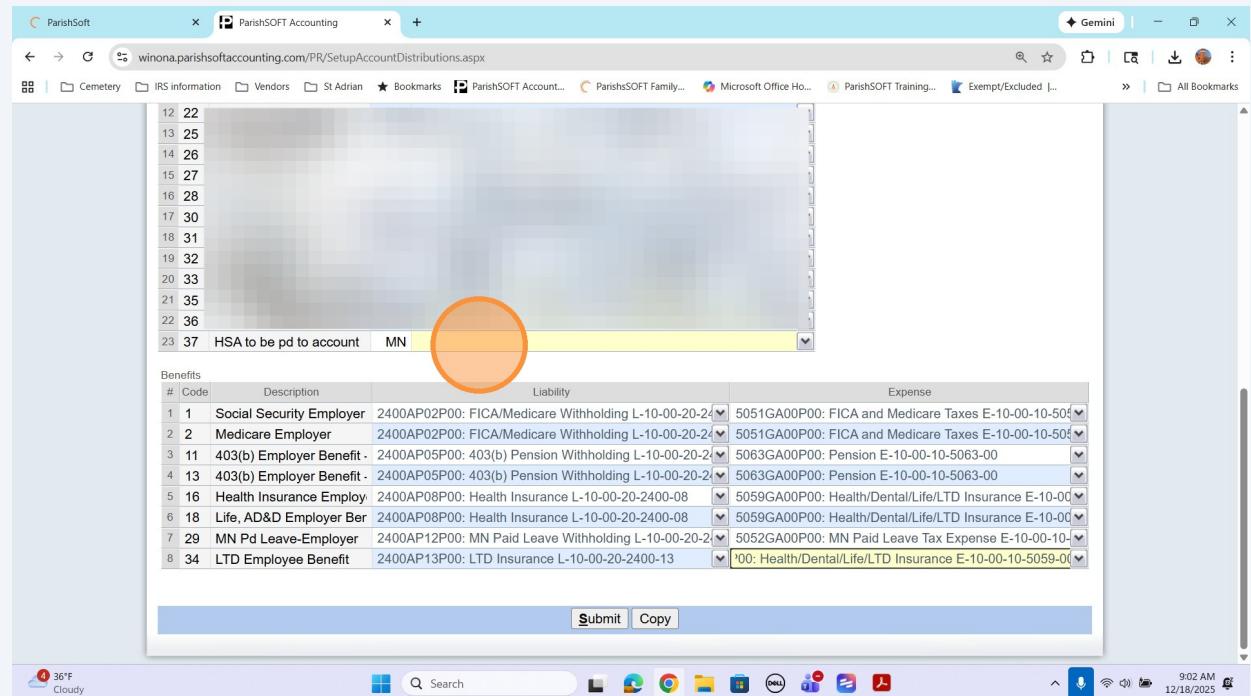
21 Press Return



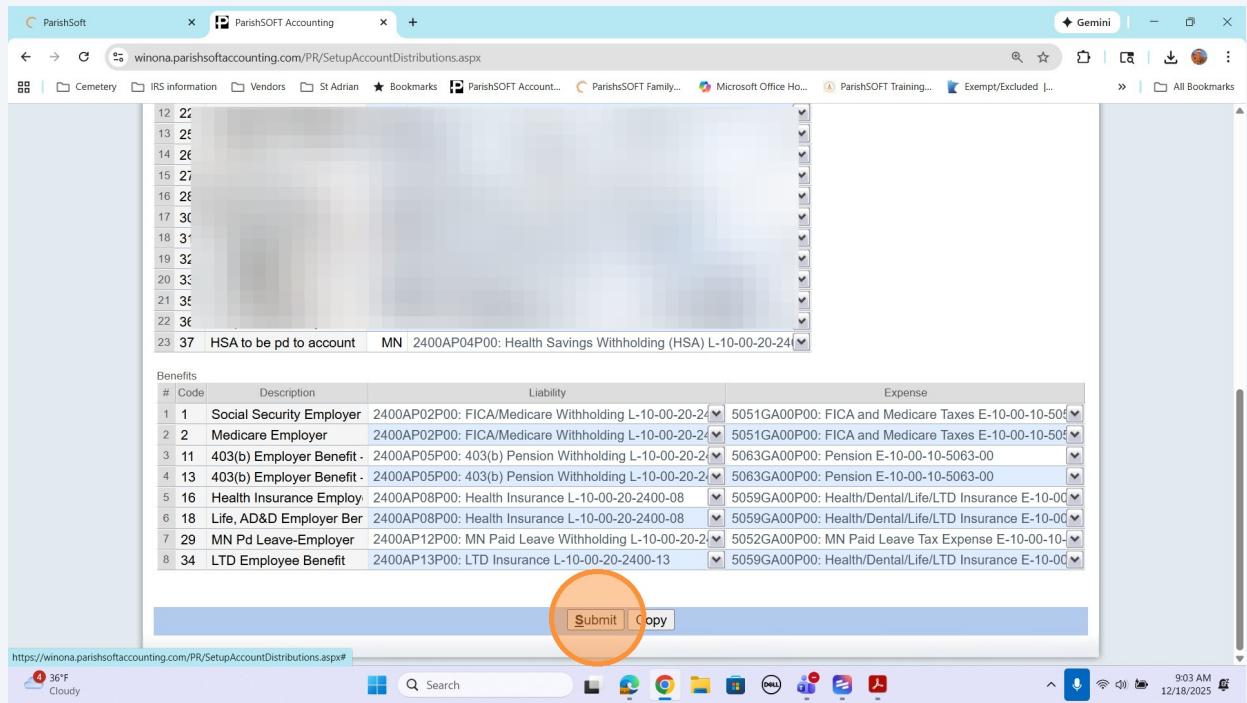
22 Click "Find Account"



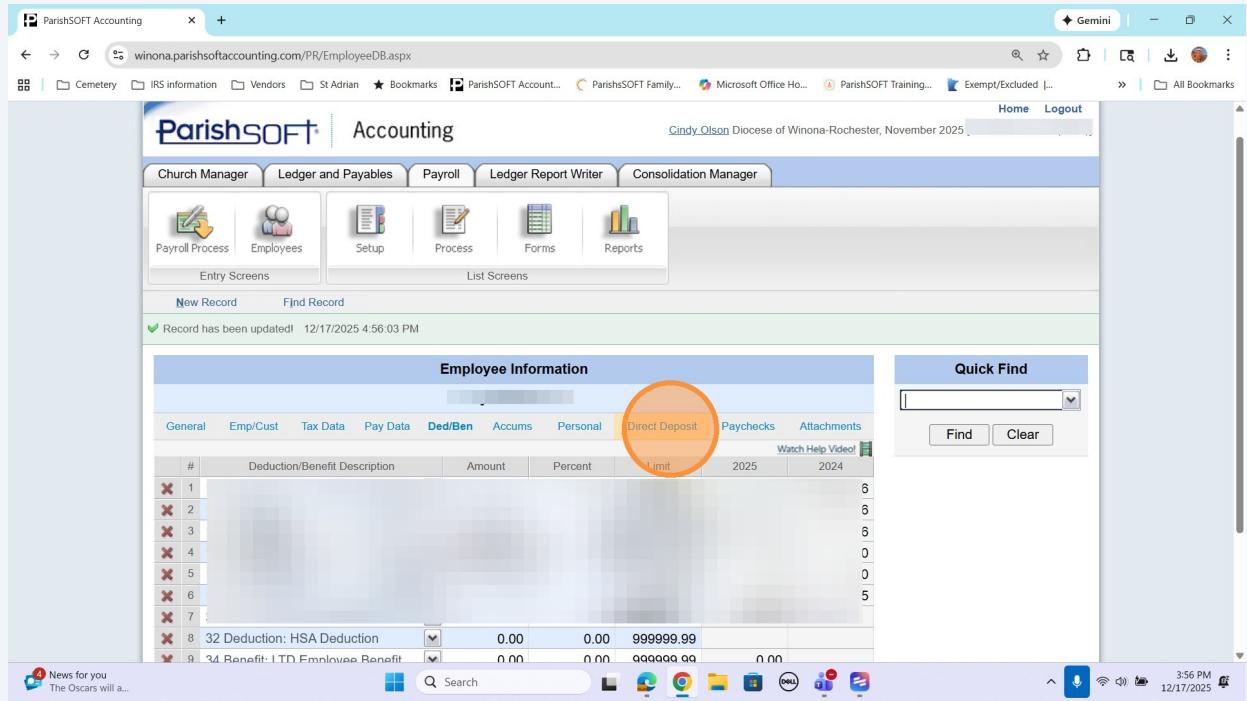
23 Click here and type in "2400AP04" select the correct entity (P,S,C)



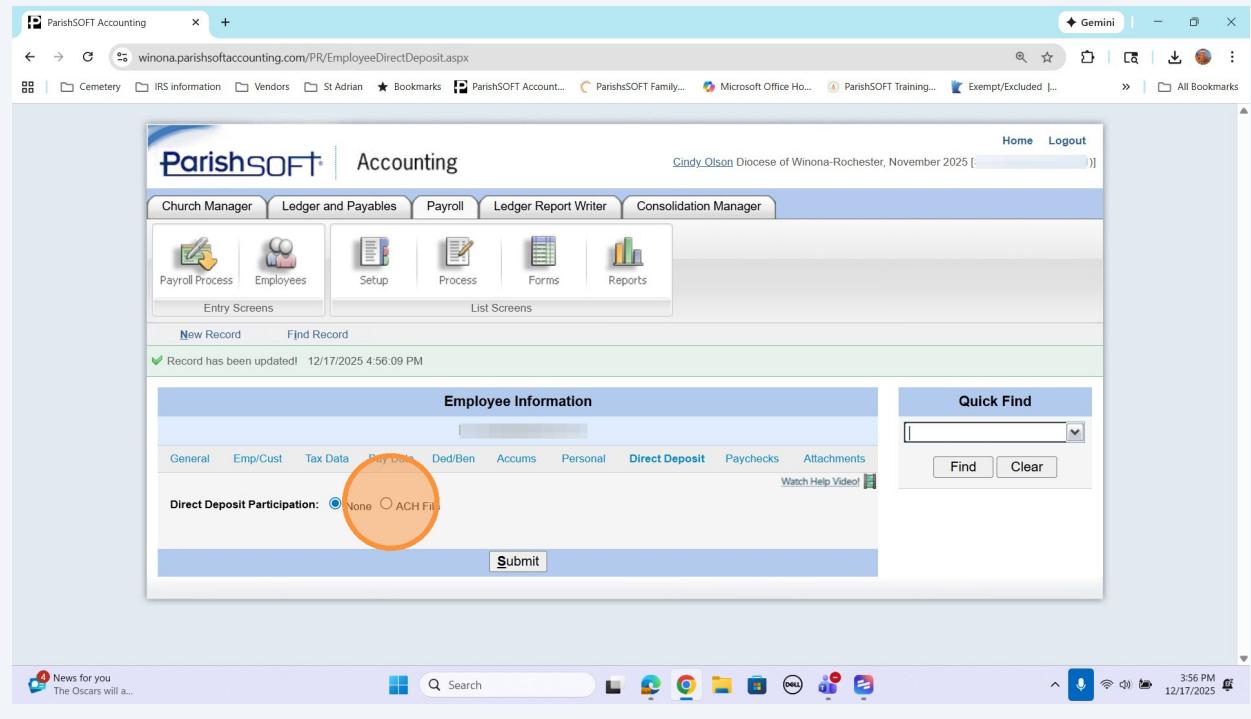
24 Click "Submit"



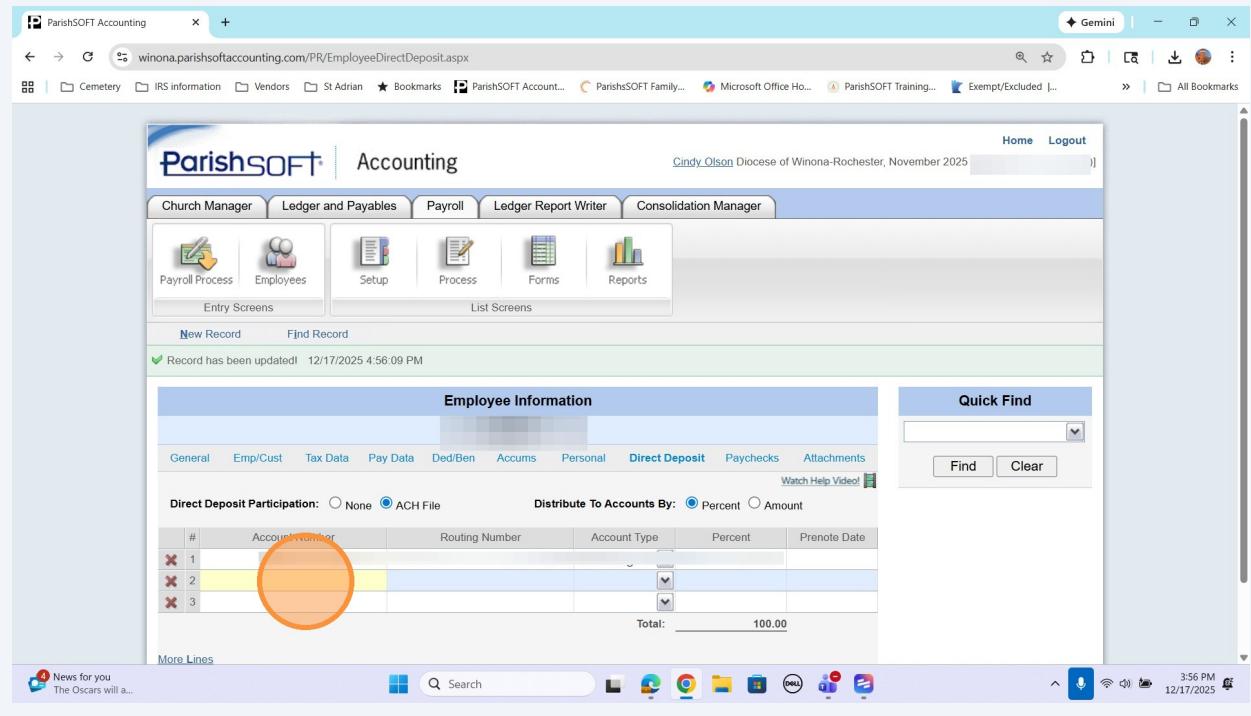
25 Click "Direct Deposit"



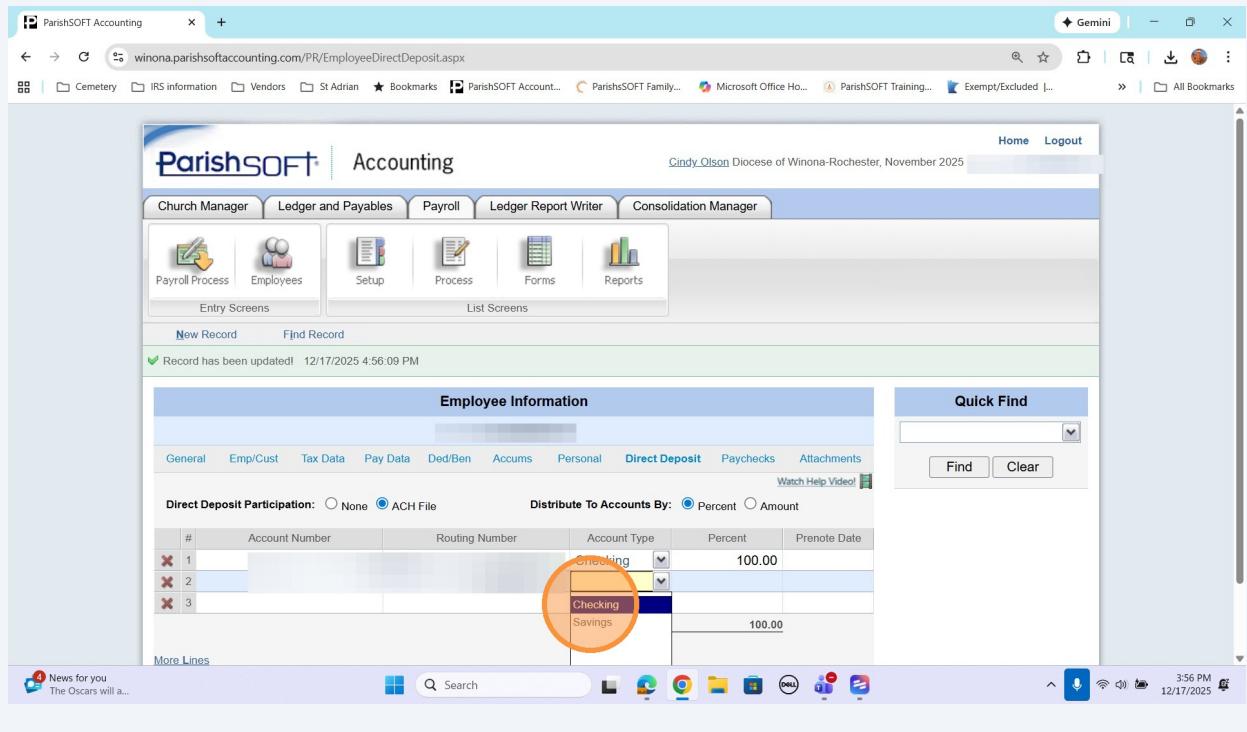
26 Click here (only if ACH file is not already selected)



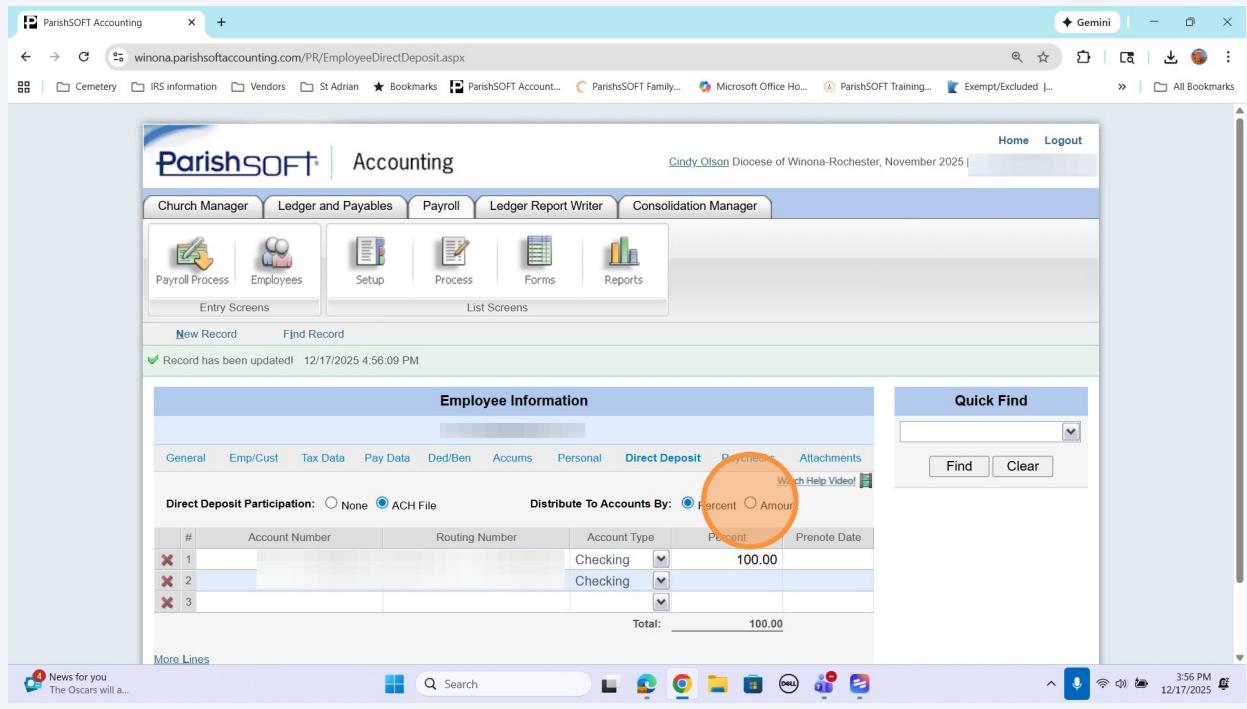
27 Click here and add the account number and routing number provided by Benxcel



28 Click "Checking" for account type

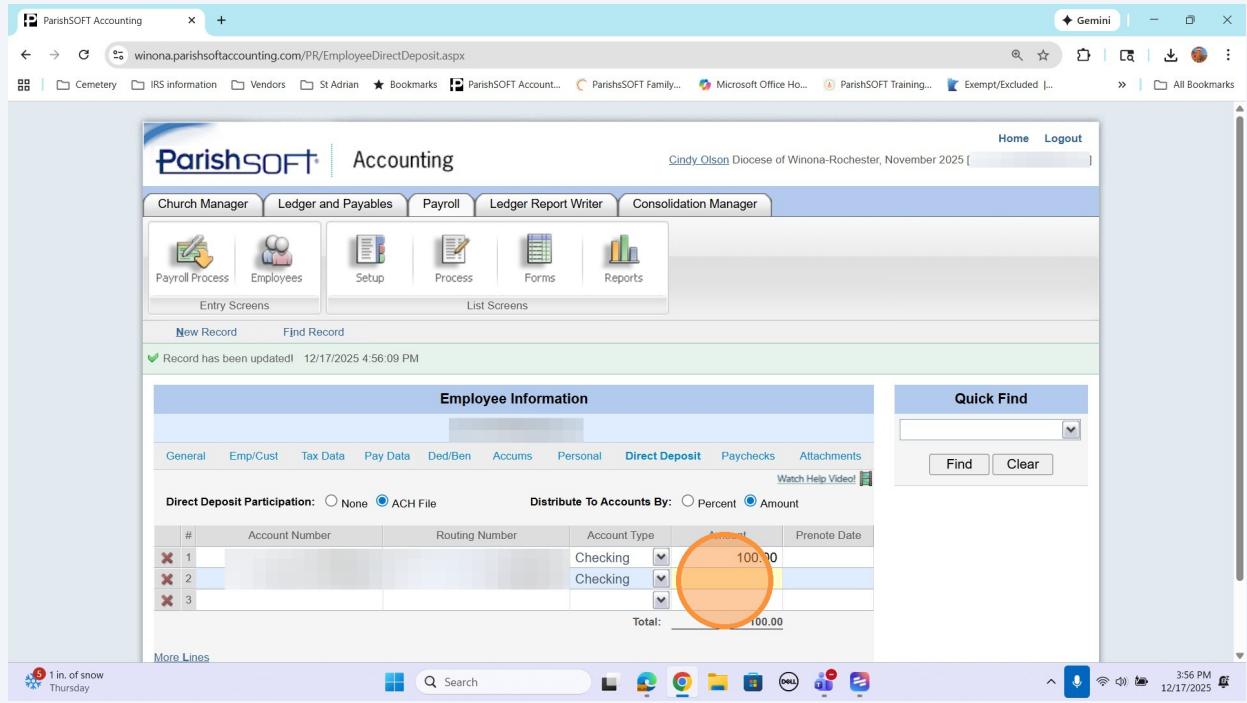


29 Click here to change from percentage to amount



30

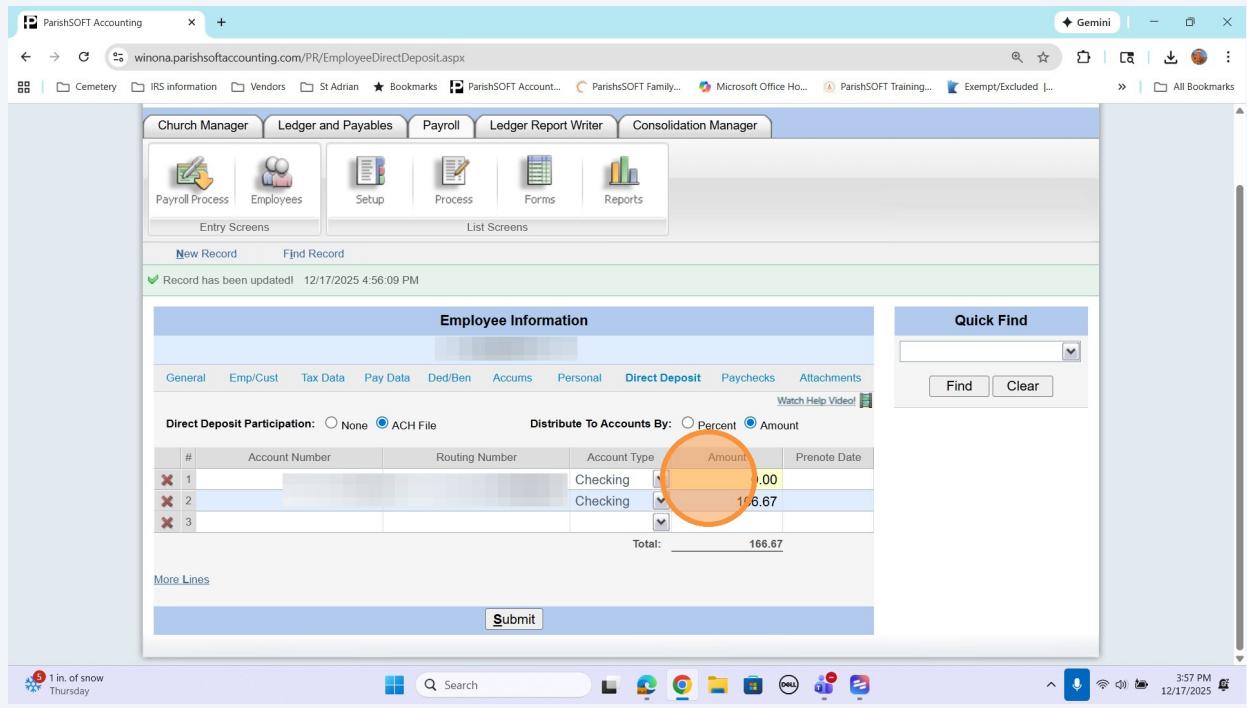
Click here to enter the HSA per payroll amount. Note: You may have to adjust this amount for the very last payroll of the year to match what the system deducts from the employee. And, you might have to adjust the "HSA to be paid out to account" amount to match the system amount for the HSA deduction.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



The screenshot shows the ParishSOFT Accounting software interface. The top navigation bar includes links for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below the navigation is a toolbar with icons for Payroll Process, Employees, Setup, Process, Forms, and Reports, categorized into Entry Screens and List Screens. The main content area is titled 'Employee Information' and contains tabs for General, Emp/Cust, Tax Data, Pay Data, Ded/Ben, Accums, Personal, Direct Deposit, Paychecks, and Attachments. The 'Direct Deposit' tab is selected. It shows 'Direct Deposit Participation' set to 'ACH File' and 'Distribute To Accounts By' set to 'Amount'. A table lists three accounts, each with a dropdown for 'Account Type' and a text field for 'Amount'. The first account has 'Checking' selected and '100.00' entered. The second account also has 'Checking' selected and '100.00' entered. The third account has a dropdown menu open. A yellow circle highlights the 'Amount' field for the second account. The bottom of the screen shows a Windows taskbar with various icons and a system tray indicating the date and time as 12/17/2025 3:56 PM.

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).



32

Click "Submit"

