

Payroll General Ledger Upload Information-ParishSOFT

The general ledger upload file from Paylocity will be like the file from Paycom in that it will list all the account codes except for your bank account with the following exceptions:

Earnings Codes:

COMM	Commission	
DOR	Day Of Rest	
MAS	Mass Stipend	DO NOT USE - Use CMO
MISC	Miscellaneous Earning	
MOE	Units Mass Offering Rate	DO NOT USE - Use CMO and flat amount
OSHVX	OSHA Vaccine Mandated PTO	
QMOVE	Qualified Moving Exp	

Deduction Codes:

CHD	Charitable Donation	
LOAN	Loan	This is NOT lay pension loans
MIS	miscellaneous deduction	
MISCD	Miscellaneous Deduction	
REIMB	Reimbursement	
RTU	nonsch ee taxable reduced tuit	DO NOT USE - Use TCR
TUI	Tuition Withheld	
UDUES	Union Dues	
UNFRM	Uniform	

For the above earnings and deduction codes you will need to enter the account you want to post to.

Like the Paycom report, the employer expenses for health and welfare benefits, AOD 6% retirement, FICA, and CO FAMLII (if applicable) will come in on an expense account line. Also like Paycom, the expenses for taxes (FICA and CO FAMLII) will also show as a credit in the corresponding liability account line. The employee deductions for health and welfare benefits, FSA, employee 403b, and lay pension loans will show as credits in liability account lines. However, the offset account (credit) for the employer share of health and welfare benefits and the AOD 6% retirement will be your cash account (see example below). This is due to the implementation of agency checks being issued each payroll for

health and welfare benefits, FSA, 403b, AOD 6% retirement and lay pension loans. You will have a Payroll Summary report with each payroll that will show the amounts coming out of your account for payroll checks, taxes, and agency checks. The agency checks are the total of the health and welfare benefits, FSA, employee 403b, AOD 6% retirement, and employee lay pension loans.

Example of how the employer share of health and welfare benefits and the AOD 6% Retirement will look on the GL Upload:

4440.00GENCHU	4/4/2025	1052.43
4440.00GENSCH	4/4/2025	6851.41
4450.00GENCHU	4/4/2025	42.65
4450.00GENSCH	4/4/2025	340.92
4455.00GENCHU	4/4/2025	8.12
4455.00GENSCH	4/4/2025	55.58
4460.00GENCHU	4/4/2025	36.17
4460.00GENSCH	4/4/2025	231.93
4530.00GENCHU	4/4/2025	254.16
4530.00GENSCH	4/4/2025	1646.29
CASH ACCOUNT - PLEASE POPULATE	4/4/2025	-1900.45
CASH ACCOUNT - PLEASE POPULATE	4/4/2025	-8619.21

Please note in the example above the cash lines for the employer share of the health and welfare benefits and the AOD 6% Retirement are two separate lines. This may not be the case when we go live in Paylocity, and you may have either one or multiple lines for the agency checks.

With the implementation of agency checks it is highly recommended that you do not change your upload report for these items unless you need to change the expense account for an employer cost/share. By following this accounting practice, you will be able to easily see any variances in the liability accounts in your Statement of Financial Position.

Variances should be reconciled and resolved on an ongoing basis.

The liability accounts for the employee deductions are as follows:

- 2001.00GEN Pre-tax Ben Plan Wh: Medical (FSA medical)
- 2002.00GEN Pre-tax Ben Plan Wh: Childcare (FSA childcare)
- 2003.00GEN Pre-tax Ben Plan Wh: Health Ins (Medical, dental, etc. – employee share)
- 2006.00GEN Pre-tax Ben Plan Wh: TDA 403(b) (Employee 403b deduction)
- 2009.00GEN Employee Pension Loan Repayment

You will need to open these accounts in ParishSOFT prior to importing the first payroll run in Paylocity so that you do not experience any import errors. See instructions on how to do this below.

How to find which accounts are available to add and then add them.

To find if your account is available and then add the account, select the Chart of Accounts (Add Sub-Accounts) link. Then select your Account Type and Natural Account as shown below and click on the SEARCH button.

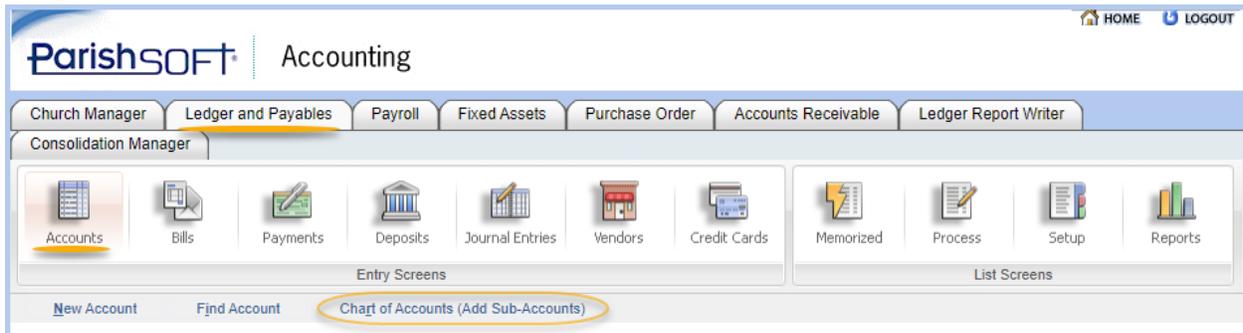


Chart of Accounts

Account Type
Liability

Entity

Fund:

Category:

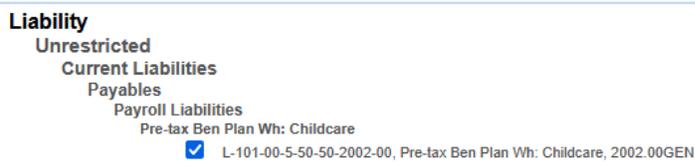
Class:

Sub-Class:

Natural Account:
2002: Pre-tax Ben Plan Wh: Childcare

Description

After clicking Search, the options that meet the criteria are displayed. To add this account to your parish chart of accounts, **mark the box to the left** of the account number as shown in the image below. Then, at the bottom of the screen, **click Submit**.



It is recommended that you utilize the Labor Distribution and Payroll Summary reports to reconcile your GL Report prior to importing into ParishSOFT.

Understand that the GL Upload testing was limited and did not include every earnings and deduction code. Therefore, any questions or issues related to your general ledger upload should be directed to aodparishfinance@archden.org so that we can contact the programmer at Paylocity and get any corrections made to all parishes at once. Please put "GL Upload" in the subject line of the email and include your phone number and parish name on the email if not in your signature line.