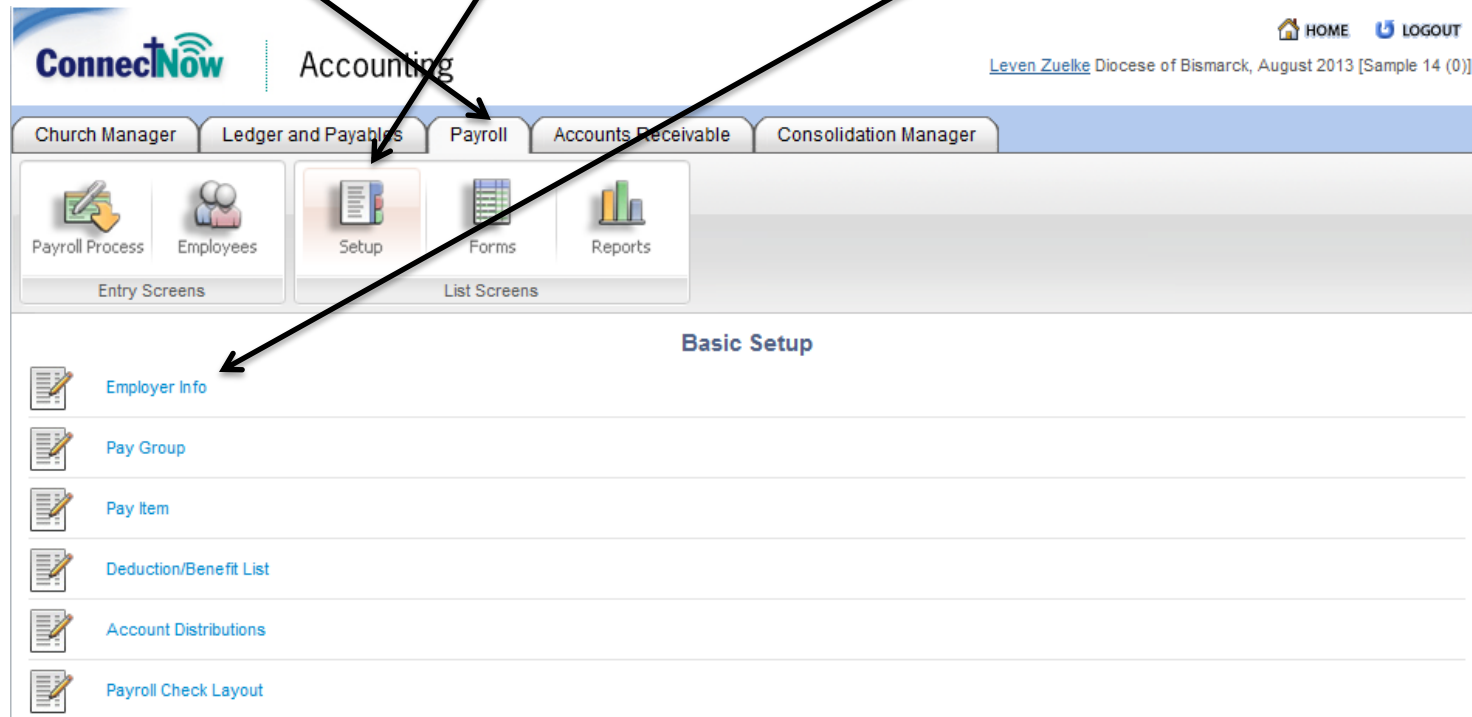


Performing Payroll ACH Setup in ParishSoft ConnectNow Accounting


ParishSoft ConnectNow Accounting allows user to create an ACH file to be submitted to a bank when running payroll. However, a user must properly setup this information in order for this tool to work. This guide will show you how to properly setup this ACH information.

1. Click on the "Payroll" tab, click the "Setup" button and then click the "Employer Info" link.



2. A screen with four panels will appear. One of these panels will be titled “ACH Info.” Follow the instructions below on how to fill this information in.

ACH Info

[Watch Help Video!](#) 

Immediate Destination:
Fill in with 091000080.
This number is the routing number of the Federal Reserve Bank of Minneapolis. In the Immediate Destination Name, put Federal Reserve Bank of Minneapolis.

Immediate Destination:

Immediate Origin:

Immediate Destination Name:

Immediate Origin Name:

Originating DFI Identification:

Account Number:

Batch Number:

Immediate Origin is the routing number of the parish bank, which your bank should provide you (should be 9-digits). The Immediate Origin Name is the name of your parish bank.

The Originating DFI Identification is the parish bank routing number less the last digit (should be 8-digits).

The Account Number is the parish’s account number at the parish bank.

3. Don’t do anything with the Batch Number. The software automatically makes this unable to be edited by users. When finished, click “Submit.”