

# COMPUTER ACCOUNTING WITH QUICKBOOKS 2018

---

*Donna Kay*

CHAPTER 8

EMPLOYEES AND PAYROLL

# SECTION 8.1 SATNAV

---

## QB SatNav

### QB SETTINGS

---

Company Settings

Chart of Accounts

### QB TRANSACTIONS

---

> *Money in*    *Money out* >

Banking

Customers & Sales

Vendors & Expenses

Employees & Payroll

### QB REPORTS

---

Reports

---

## CHAPTER 8 OVERVIEW

---

- **Payroll Setup**
- **Payroll Processing**
- **Transfer Time to Sales Invoices**
- **Payroll Reports**

# PAYROLL SETUP

---

## Payroll setup requires:

- **Turn on QuickBooks Payroll (Employees menu, Payroll Setup)**
- **Turn on Time Tracking preference (Edit menu, Preferences, Time & Expenses)**
- **Set up Employees List (Employees menu, Employee List)**

# EMPLOYEE NAVIGATION AND PAYROLL PROCESSING

---

4 main steps to processing payroll using QuickBooks:

1. Enter Time
2. Pay Employees
3. Pay Payroll Liabilities
4. Process Payroll Forms

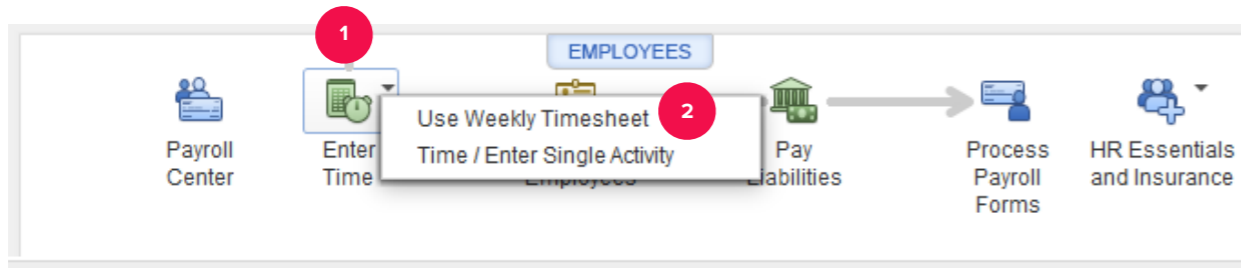
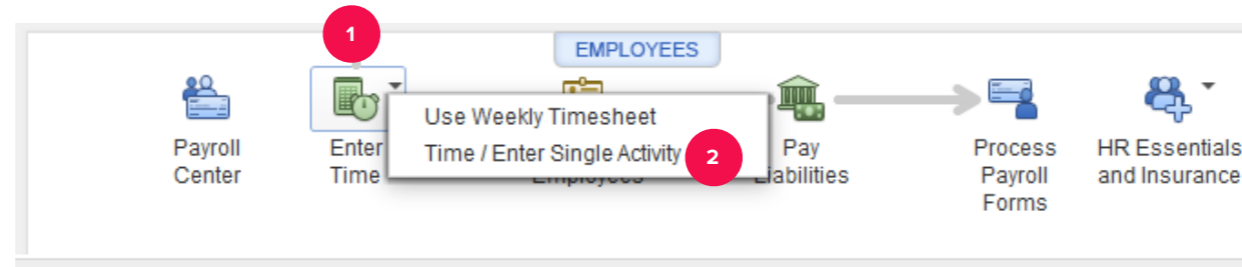


# ENTER TIME

---

## Enter time using

1. Stopwatch
2. Timesheet



# PAY EMPLOYEES

- Calculate withholdings and employee net pay
- QuickBooks payroll services calculate withholdings automatically

The image displays the QuickBooks Payroll Service interface. At the top, a navigation bar includes 'Payroll Center', 'Enter Time', 'Pay Employees' (highlighted with a red circle '1'), 'Pay Liabilities', 'Process Payroll Forms', and 'HR Essentials and Insurance'. Below this, a detailed view of the 'Payroll' section is shown. The 'Create Paychecks' screen is active, featuring a table with columns for 'PROCESS PAYROLL BY', 'STATUS', 'PAYROLL SCHEDULE', 'PAY PERIOD', and 'CHECK DATE'. A red circle '2' highlights the 'Pay Employees' tab, and a red circle '3' highlights the 'Start Scheduled Payroll' button. Below the table, there are buttons for 'Payroll Schedules', 'After-the-Fact Payroll', 'Start Unscheduled Payroll', and 'Start Scheduled Payroll'. A 'Recent Payrolls' table is also visible, showing a list of payroll runs with columns for 'DATE', 'STATUS', 'PAYCHECK COUNT', 'GROSS PAY', and 'NET PAY'. The interface includes a calendar for December 2022 and January 2023, and a bottom section with 'Quick Guides', 'Other Activities', 'Reports', and 'Supplies & Services'.

PROCESS PAYROLL BY	STATUS	PAYROLL SCHEDULE	PAY PERIOD	CHECK DATE
12/29/2007	Overdue	Biweekly	12/16/2007 - 12/29/2007	12/29/2007

DATE	STATUS	PAYCHECK COUNT	GROSS PAY	NET PAY
12/15/2022	Complete	7	9,692.30	7,648.81
12/01/2022	Complete	3	4,156.15	3,249.71
11/17/2022	Complete	3	4,300.18	3,395.50
11/03/2022	Complete	3	4,156.15	3,224.16
10/20/2022	Complete	3	4,252.17	3,284.89
10/06/2022	Complete	3	4,156.15	3,224.14
09/22/2022	Complete	3	4,156.15	3,224.16
09/08/2022	Complete	3	4,156.15	3,224.14
08/25/2022	Complete	3	4,300.18	3,316.25
08/11/2022	Complete	3	4,156.15	3,224.16
07/28/2022	Complete	3	4,252.17	3,284.94

# PAY PAYROLL LIABILITIES

---

## Pay payroll tax liability:

- **Federal income taxes withheld**
- **State income taxes withheld**
- **Social security and Medicare, both employee and employer portions**
- **Unemployment taxes**



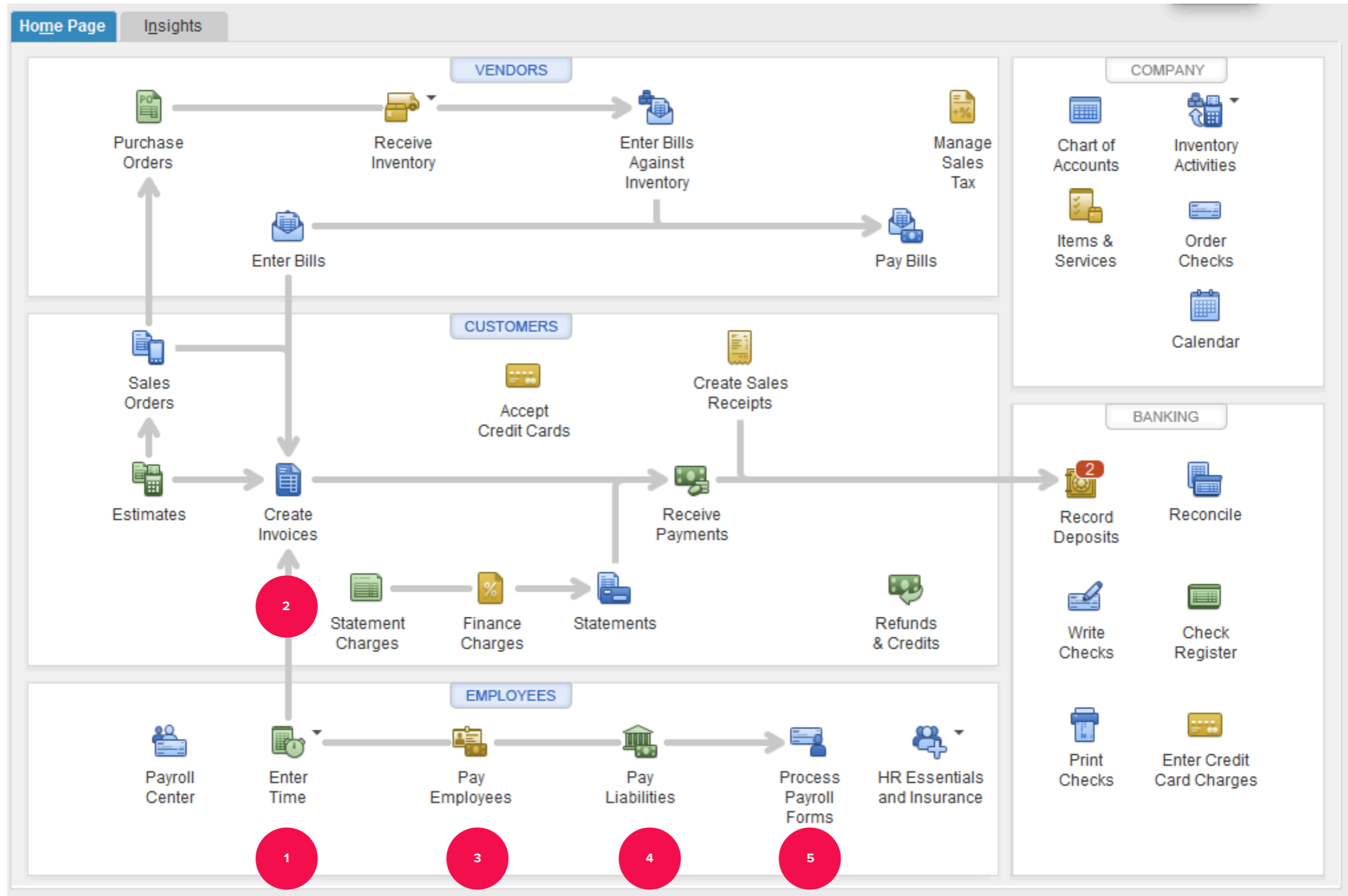
# FILE PAYROLL TAX FORMS

---

**File payroll tax forms to report payroll taxes paid:**

- **Federal income taxes withheld**
- **State income taxes withheld**
- **Social security and Medicare, both employee and employer portions**
- **Unemployment taxes**

# TRANSFER TIME TO INVOICES



# PAYROLL REPORTS

- Payroll reports: *How much do we pay for payroll?*

The screenshot displays the QuickBooks Report Center interface. The left sidebar contains navigation options, with 'Reports' (1) and 'Employees & Payroll' (2) highlighted. The main report area shows the 'Employees & Payroll' report (3) for the period 'This Month' (4), specifically for the dates 12/1/2022 to 12/31/2022. A green arrow icon (5) is visible in the bottom toolbar.

Payroll Summary		Employees & Payroll	
	Hours	Rate	Oct 1-Dec 13
<b>Employee Wages, Taxes and Adjustments</b>			
Gross Pay			
Salary			0.00
Overtime Rate	3.00	22.13	110.85
Regular Pay	580.00	14.75	8,550.00
Sick Hourly		14.75	0.00
Vacation Hourly		14.75	0.00
Total Gross Pay	583.00		8,570.85
Adjusted Gross Pay	583.00		8,570.85
<b>Taxes Withheld</b>			
Advance Earned Income Credit			0.00
Federal Withholding			-925.00
Medicare Employee			-121.35
Social Security Employee			-218.95
CA - Withholding			-215.45
CA - Disability Employee			-70.92
Total Taxes Withheld			-1,849.73
<b>Deductions from Net Pay</b>			
Health Insurance			-125.00
Total Deductions from Net Pay			-125.00
Net Pay	583.00		6,395.92

TO LEARN MORE... SEE CHAPTER 8

