

Pay Employees

The Review and Create Paychecks window is used to record payroll checks to employees. After entering information and creating employee paychecks, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Salary and Wages Expense	\$		✓	✓
Payroll Tax Expense (Employer Portion)	\$			✓
Payroll Tax Withholdings and Other Employee Reductions		\$	✓	✓
Payroll Tax Liabilities (Employer Portion)		\$		✓
Cash		\$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Pay Employees icon under Employees.
B	Start Unscheduled Payroll button	Select the Payroll tab and click Start Unscheduled Payroll to open the Enter Payroll Information window.
C	Pay Period Ends	Verify the date entered or change.
D	Check Date	Verify check date or change.
E	Handwrite & Assign check numbers radio button	Click the radio button if it is not already selected. Note that you will not be printing checks in this project, so you need to select the manual check option. <i>QuickBooks</i> will record the effects of the paychecks, but you will not have to print them.
F	First Check # box	Accept the default check number or change.
G	Check All button	Click the Check All button to select all employees. <i>Note:</i> If you are only paying one employee, click only on that employee's line, which will place a check mark next to the employee's name.
H	Regular Pay and Overtime hours boxes	Enter the regular pay hours and overtime hours for each hourly employee in the window.
I	Continue button	Click the Continue button to open the Review and Create Paychecks window.
J	Open Paycheck Detail button	Click the Open Paycheck Detail button to open the Preview Paycheck window for the first employee.
K	Preview Paycheck window	Review the information entered under Earnings and other payroll items. Accept the default information or edit the rate, hours, etc. Click Save & Next.

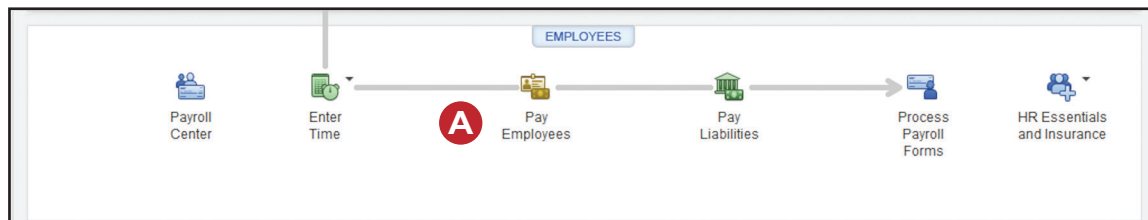
(table continued on the following page)

Quick Reference Table *(continued)*

Step	Box or Other Location	Procedure
L	Preview Paycheck window	Repeat step K for all remaining employees. When you have reviewed the last employee's paycheck, click Save & Close instead of Save & Next. This reopens the Review and Create Paychecks window.
M	Review and Create Paychecks window	Verify that all entered information is correct. If correct, click the Create Paychecks button. If there are errors, correct them in this window or use the Open Paycheck Detail button to open the Preview Paycheck Detail window and correct the information.
N	Confirmation and Next Steps window	Click Close. Note that in this project you will not be printing paychecks, so there is no need to select the Print Paychecks button.

Pay Employees

QuickBooks windows



(windows continued on the following page)

QuickBooks windows (continued)

Enter Payroll Information

1 Enter Payroll Information → 2 Review & Create Paychecks → 3 Print & Distribute Paychecks

PAYROLL INFORMATION

PAY PERIOD ENDS: 12/15/2017

BANK ACCOUNT: 10100 - Cash-General Ac...

EMPLOYEES SELECTED TO PAY: 0

CHECK DATE: 12/15/2017

BANK ACCOUNT BALANCE: 5,676.85

CHECK OPTIONS

☐ Print paychecks on check stock

☒ Handwrite & Assign check numbers

First Check#: 126

Check All Open Paycheck Detail...

Sort By: Employee Name Show/Hide Columns

EMPLOYEE	REGULAR PAY	OVERTIME	SALA...	TOTAL HOURS
Jennifer M Brownell				
Kenneth J Jorgensen	96.00	4.50		100.50
Mark C Phelps	1.00	3.75		4.75

How do I use this window to enter payroll information?

Finish Later Continue

[illegible]

(windows continued on the following page)

Pay Employees

QuickBooks windows (continued)

K

L

Preview Paycheck

Jennifer M Brownell

PAY PERIOD 02/01/2017 - 02/15/2017

Earnings

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER-JOB
Salary	3,100.00			
TOTALS		3,100.00	0.00 hrs	

SICK AVAILABLE 64.00
VACATION AVAIL. 80.00
SICK ACCRUED
VAC. ACCRUED 0.00

☐ Do not accrue sick/vac

Other Payroll Items

ITEM NAME	RATE	QUANTITY

Employee Summary

ITEM NAME	AMOUNT	YTD
Salary	3,100.00	9,300.00
Medicare Employee Addl Tax	0.00	0.00
Federal Withholding	-325.00	-975.00
Social Security Employee	-192.20	-576.60
Medicare Employee	-44.95	-134.85
OH - Withholding	-101.79	-305.37
Check Amount:	2,436.06	

Company Summary

ITEM NAME	AMOUNT	YTD
Social Security Company	192.20	576.60
Medicare Company	44.95	134.85
Federal Unemployment	4.80	42.00
OH - Unemployment Comp...	75.60	243.00

Save & Previous

Save & Next

Save & Close

Cancel

Help

☐ Enter net/Calculate gross

Confirmation and Next Steps

1 Enter Payroll Information

→

2 Review & Create Paychecks

→

3 Print & Distribute Paychecks

✓

You have successfully created 3 paychecks:

3 handwritten checks **0** for direct deposit [Learn more](#)

Next step:

Print your paychecks/stubs, and distribute to employees.

Print Paychecks

Print Pay Stubs

N

Close

Prepare a General Journal Entry

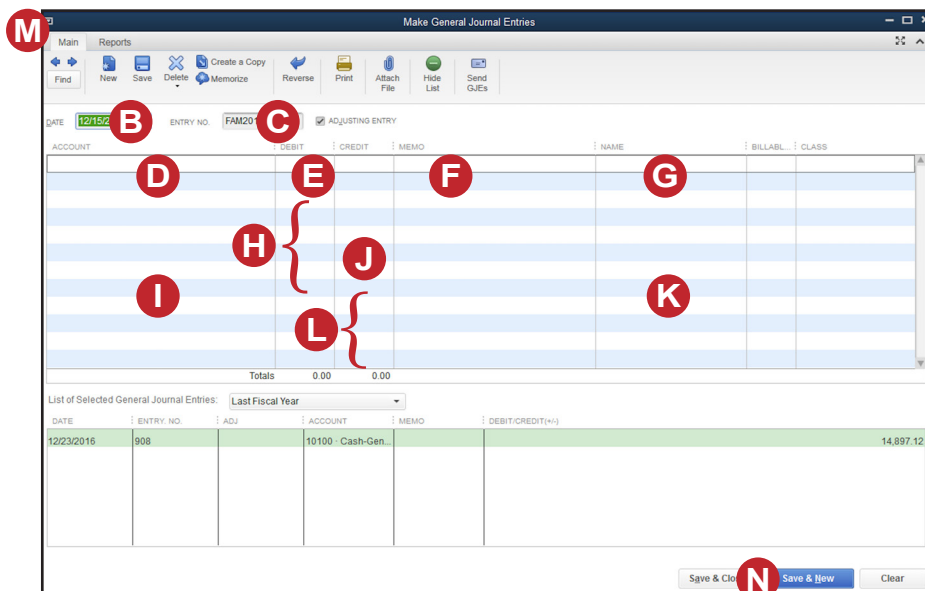
The General Journal Entry window is used to prepare general journal entries that are not entered during the normal course of business. The accounts in the general ledger are updated with a debit, and a credit is also made from the journal entry.

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Appropriate Account or Accounts	\$		✓	✓
Appropriate Account or Accounts		\$	✓	✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Company menu and select Make General Journal Entries.
B	Date	Accept default date or change.
C	Entry No.	Accept default journal entry number or change.
D	Account	Select an account to be debited from the drop-down list.
E	Debit	Enter the amount to be debited.
F	Memo	Briefly type a description of the journal entry.
G	Name	Select the appropriate customer, vendor, or employee, if applicable.
H	Debit	Repeat steps E – G for additional debits.
I	Account	Select an account to be credited from the drop-down list.
J	Credit	Enter the amount to be credited to the account selected in step I.
K	Name	Select the appropriate customer, vendor, or employee, if applicable.
L	Credit	Repeat steps I through K for additional credits.
M	Make General Journal Entries window	Review the information to verify that it is correct.
N	Save & Close / Save & New buttons	Click the Save & Close or Save & New button.

QuickBooks windows



Adjust Perpetual Inventory Records

The Adjust Quantity / Value on Hand window allows users to adjust their inventory records.

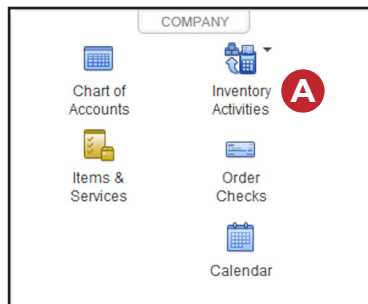
Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Cost of Goods Sold	\$	or \$		✓
Inventory	\$	or \$	✓	✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Inventory Activities icon under Company.
B	Inventory Activities drop-down list (<i>not shown</i>)	Select Adjust Quantity/Value On Hand.
C	Adjustment Type	Select Quantity from the drop-down list if it is not already selected.
D	Adjustment Date	Accept default date or edit.
E	Adjustment Account	Select the account that will be adjusted from the drop-down list (<i>not shown</i>). If a message appears titled Income or Expense expected, click the "Do not display this message again" box and click OK.
F	Item	Select the item to be adjusted.
G	New Quantity	Enter the correct quantity.
H	Various	Repeat steps F and G for each inventory item being adjusted.
I	Adjust Quantity / Value on Hand window	Verify the information entered.
J	Save & Close	Click the Save & Close button.

Adjust Perpetual Inventory Records

QuickBooks windows



I

Adjust Quantity/Value on Hand

Previous Next Attach

Adjustment Type: Quantity **C**

Adjustment Date: 12/1/15 **D**

Adjustment Account: **E**

Reference No.: 1

Customer Job:

Class:

Find & Select Items...

ITEM	DESCRIPTION	QTY ON HAND	NEW QUANTITY	QTY DIFFERENCE	U/M
F			G		

H

Memo:

Total Value of Adjustment: 0.00

Number of Item Adjustments: 0

ITEM INFO AFTER ADJUSTMENT

Quantity on Hand

Avg Cost per Item

Value

Save & Close **J** Save & New Clear

Prepare a Bank Reconciliation

The Reconciliation Window allows the user to prepare periodic bank reconciliations.

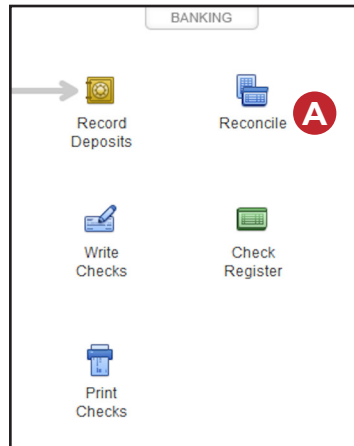
Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Appropriate Bank Account	\$	or \$		✓
Other Appropriate Accounts	\$	or \$		✓
Bank Service Charge	\$			✓
Interest Income		\$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Reconcile icon under Banking.
B	Account	Select an account from the drop-down list to be reconciled.
C	Statement Date	Accept the default date or edit.
D	Ending Balance	Enter the correct ending balance.
E	Service Charge	Enter the amount charged.
F	Date	Accept the default date or edit.
G	Account	Select the appropriate general ledger account for the service charge from the drop-down list.
H	Interest Earned	Enter the correct amount of interest earned.
I	Date	Accept the default date or edit.
J	Account	Select the appropriate general ledger account for the interest revenue from the drop-down list.
K	Continue	Select the Continue button to proceed to the Reconcile window.
L	Hide transactions checkbox	Click the "Hide transactions after the statement's end date" checkbox so that only transactions through the bank statement ending date are shown in the window.
M	Various	For each item cleared with the bank statement, click anywhere on that item's line to indicate the item is no longer outstanding.
N	Reconcile window	Review the information to verify that it is correct.
O	Reconcile Now	Click the Reconcile Now button.
P	Select Reconciliation Report window (<i>not shown</i>)	Click the Display button to preview the bank reconciliation. If you want to print a copy after previewing it, use the Print button.

Prepare a Bank Reconciliation

QuickBooks windows



The 'Begin Reconciliation' window contains the following fields and buttons marked with red circles:

- A**: Reconcile button (from previous window)
- B**: Account dropdown (set to 100 - Cash)
- C**: Statement Date (11/30)
- D**: Ending Balance field
- E**: Service Charge amount (0.00)
- F**: Service Charge Date (11/30)
- G**: Service Charge Account dropdown
- H**: Interest Earned amount (0.00)
- I**: Interest Earned Date (11/30)
- J**: Interest Earned Account dropdown
- K**: Continue button

Other visible fields include Beginning Balance (0.00) and buttons: Locate Discrepancies, Undo Last Reconciliation, Cancel, and Help.

The 'Reconcile - Cash-General Account' window shows the reconciliation process for the period 11/30/2017. Red circles L through O mark the following elements:

- L**: Hide transactions after the statement's end date checkbox
- M**: Brackets indicating the list of transactions to be reconciled
- N**: Window title bar
- O**: Reconcile Now button

The window displays two tables: 'Checks and Payments' and 'Deposits and Other Credits'.

DATE	CHK #	PAYEE	AMOUNT
01/03/2017	501	American Li...	14,048.30
01/07/2017	502	National Ins...	1,502.00
01/13/2017	503	Jennifer M B...	2,436.00
01/13/2017	504	Kenneth J J...	1,479.03
01/13/2017	505	Mark C Phel...	899.82

DATE	CHK #	PAYEE	TYPE	AMOUNT
12/23/2016	908		GENJRNAL	14,897.12
12/27/2016		American...	BILL	637.88
01/07/2017		American...	BILL	
01/10/2017			DEP	1,557.65

Summary section:

Beginning Balance	0.00
Items you have marked cleared	
0 Deposits and Other Credits	0.00
0 Checks and Payments	0.00

Summary table:

Service Charge	-25.00
Interest Earned	12.25
Ending Balance	15,225.25
Cleared Balance	-12.75
Difference	15,238.00

Buttons: Mark All, Unmark All, Go To, Columns to Display..., Modify, Reconcile Now (O), Leave.

Perform Maintenance Activities

There are five types of maintenance in this project. The purposes of maintenance for each type are to (1) add, (2) change, or (3) delete default information for the five maintenance windows. Information that is changed through maintenance can be categorized into two types:

1. Information that makes it easier to record transactions. An example is information in a drop-down list to identify customers.
2. Information that directly affects the amounts recorded in subsequent transactions. Examples include a change in the unit selling price of a product and a pay rate increase for an employee.

In addition to the maintenance tasks described above, other areas of *QuickBooks* involve maintenance. For example, setting up a new company in *QuickBooks* requires knowledge of most maintenance windows and tasks. Chapter 10 provides instructions and practice for setting up a new company.

Accessing a Maintenance Window

The second column in the table on page 59 shows the sequence of steps necessary to access each maintenance window. Notice that the first step in accessing each maintenance window is to select an icon from the Home Page.

Additional Windows Within Each Maintenance Window

Three of the five maintenance windows have additional windows (sub-windows) that are accessed from the main window by the use of tabs. Inventory and General Ledger maintenance windows have no tabs. The main tab is shown for these three maintenance windows when the main window is first opened. The sub-windows contain additional information related to the main maintenance window. Only certain sub-windows are used in the project.

Instructions for Each Type of Maintenance Window

Instructions for using each of the five types of maintenance windows is explained in a section that follows. Each section contains window illustrations, along with reference tables for adding, changing, and deleting a record. The Quick Reference Table on the facing page identifies the Reference book page numbers for each type of maintenance.

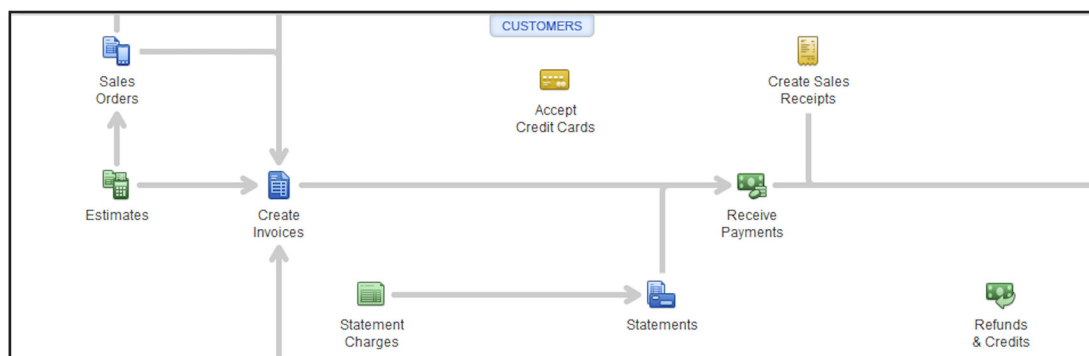
Perform Maintenance Activities

Quick Reference Table

Maintenance Window Name	Steps Necessary to Access Maintenance Window	Functions Performed by Maintenance Window
Customer Maintenance (pages 60 – 63)	<p>Add a new record: Click the Customers icon → Customers & Jobs tab → New Customer & Job button → New Customer.</p> <p>Change a record or delete a record: Click the Customers icon → Customers & Jobs tab → right-click on any customer → Edit Customer: Job or Delete Customer: Job.</p>	Used to add a new customer, view and / or change data for an existing customer, or delete a former customer.
Vendor Maintenance (pages 64 – 67)	<p>Add a new record: Click the Vendors icon → Vendors Tab → New Vendor button → New Vendor</p> <p>Change a record or delete a record: Click the Vendors icon → Vendors tab → right-click on any vendor → select Edit Vendor or Delete Vendor.</p>	Used to add a new vendor, view and / or change data for a vendor on file, or delete a former vendor.
Inventory Item Maintenance (pages 68 – 72)	Click the Items & Services icon → right-click on any item → select New, Edit Item, or Delete Item.	Used to add a new inventory item, view and / or change existing information, or delete an item no longer being purchased or sold.
Employee Maintenance (pages 74 – 80)	<p>Add a new record: Click the Employees icon → Employees Tab → New Employee button.</p> <p>Change a record or delete a record: Click the Employees icon → Employees tab → right-click on any employee → select Edit Employee or Delete Employee.</p>	Used to add a new employee, view and / or change existing employee information, or delete a former employee.
General Ledger Account Maintenance (pages 82 – 85)	Click the Chart of Accounts icon → right-click on any account → select New, Edit Account, or Delete Account.	Used to add a new general ledger account, view and / or change data for an account on file, or delete an account no longer being used.

Customer Maintenance

The table below and the two tables on the following page include instructions to add a customer record, change information for an existing customer, and delete a former customer's record. The *QuickBooks* windows for these maintenance activities are shown on pages 62 and 63.



Add a Customer Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Customers icon to display the Customer Center.
Customers & Jobs Tab	Click the Customers & Jobs tab if it is not already open.
New Customer & Job button	Click the New Customer & Job button. Select New Customer to open the New Customer window.
Customer Name	Enter the name of the customer.
Opening Balance	Do not enter. Will be done later if there is a balance.
As of	Enter date the customer is added.
Remainder of Address Info tab	Complete the remaining boxes to the extent that the information is available. Some boxes may not be applicable for the customer. For the Address Details section, you can use the Copy button if the Ship To address is the same as the Invoice/Bill To address.
Payment Settings tab	Select the Payment Settings tab. Complete the boxes to the extent that the information is available. Some boxes may not be applicable for the customer.
Sales Tax Settings tab	Select the Sales Tax Settings tab. Complete the boxes to the extent that the information is available. Some boxes may not be applicable for the customer.
OK button	Click the OK button to save the new customer information and close the window.