CHAPTER 11
Merchandising Corporation: Payroll
CHAPTER 11 OVERVIEW

- Enable Payroll
- Set Up Payroll
- Create Employee List
- Print Paychecks
- Pay Payroll Liabilities
- Print Payroll Forms and Reports
1. Select **Edit > Preferences**.
2. Select **Payroll & Employees**.
3. Click **Company Preferences** tab.
4. Select **Full payroll**.
5. Display Employee List by: **Last Name**.

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**ENABLE PAYROLL**
PAYROLL OPTIONS

When you process QuickBooks payroll, you can:

- Calculate payroll manually (Chapter 11)
- Use a QuickBooks payroll service (Chapter 6)
QuickBooks Payroll Services automatically calculates tax withholdings and requires an Internet connection.

QuickBooks Payroll Services include:

- Basic Payroll
- Enhanced Payroll
- Assisted Payroll
1. Use the **Help** menu.
2. Search for **manual payroll**.
3. Select **Process payroll manually**.

**CALCULATE PAYROLL MANUALLY**
CALCULATE PAYROLL MANUALLY

4. Select manual payroll calculations.
CALCULATE PAYROLL MANUALLY

5. Select **Set my company file to use manual calculations.**
After you enable QuickBooks to process payroll manually…

- Go to Payroll Setup
- Enter Employee List
- Enter Time
- Pay Employees
- Pay Liabilities
- Process Payroll Forms
PAYROLL SETUP

Use QuickBooks Payroll Setup to enter information such as:

- Employee compensation
- Employee benefits
- Other additions and deductions
- Employee tax information
PRINT PAYCHECKS

After entering time:
1. Enter payroll information
2. Review & create paychecks
3. Print and distribute paychecks
Payroll Liabilities

Payroll liabilities consist of:

- Federal income tax withheld
- State income tax withheld
- FICA
- FUTA
- SUTA
PAYROLL FORMS

Common payroll tax forms:

- Form 941
- Form 940
To Learn More …

Turn to Chapter 11

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