

## Course Outline

# QuickBooks Payroll

### **Payroll Management Overview**

Responsibilities  
State and Local Requirements  
Avoiding Common Pitfalls  
How Payroll Liabilities Work in QuickBooks

### **Setting up Payroll**

Setting up Preferences  
Employee Defaults  
Sick/Vacations Pay  
Setup Employees

### **Paying Employees**

Set up Payroll Schedules  
Enter Hours for Salary and Hourly  
Employees  
Select Employees to Pay  
Review Earnings and Deductions  
Direct Deposits  
Create Paychecks

### **Payroll Items (Custom Setup)**

Type of Wages  
Commission  
Additional Items  
Company Contributions

PRICE: \$220, including manual

### **Tax Tracking**

Company Contributions  
Federal Unemployment  
Federal Withholding & Taxes  
State Withholding & Taxes  
Employees and Employers Social Security

### **Payroll Reports**

Payroll Items Detail  
Employee Earnings Summary  
Employee State Taxes Detail  
Liabilities Report

### **Correcting/Adjusting Payroll Check**

After Printing Check  
Entering After the Fact Checks

### **Preparing Quarterly Reports**

Adjust Payroll Liabilities  
Creating and Printing 941 Report  
Processing W-2's