

**Prosoft Training Center**  
**QuickBooks Accounting System**

**Lab Assignment # 8 – Payroll**

You should have subscribed the current year tax table to enter the employee's payroll. This exercise is only for your practice.

- ✓ Open the sample company : *Sample\_product-base business.*
- ✓ Click on *Employee Center, New Employee* enter 5 employees as below :

**I. Personal Info**

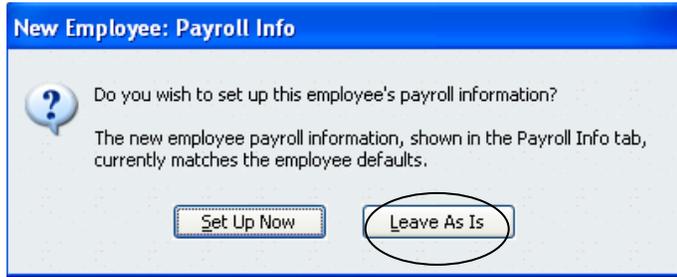
**A. Personal :**

Name	SS#	Gender
Andy Tseng	259-26-3167	Male
Steve Austin	458-26-5896	Male
Annie Chan	598-26-4879	Female
Betty Frain	265-89-4896	Female
Amy Wang	568-56-8759	Female

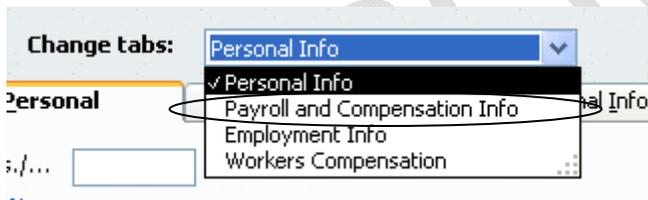
**B. Address and Contact**

Name	Address	Tel.
Andy Tseng	600 Monterey Passroad, MPK, CA 91754	626-300-0816
Steve Austin	820 N. Garfield Ave. Alhambra, CA 91801	626-281-8000
Annie Chan	230 S. Raymond Ave. , L.A., CA 90801	323-265-5696
Betty Frain	112 N Chandler Ave. MPK, CA 91754	626-248-6323
Amy Wang	3200 Wilshire Blvd. LA, CA 90010	213-381-3333

\*\* Click *Leave As Is* for following prompt.



- ✓ After entering address information, click *Payroll and Compensation Info*. Enter *Salary* and *Regular Pay/Overtime Rate* as below, change *Pay Period* as *Biweekly*.



- ✓ Enter **Payroll and Compensation Info** as below :

Name	Status	Allow.	Monthly Salary	Annual Salary
Andy Tseng	Married (one income)	3	1,500	18,000
Steve Austin	M	3	2,500	30,000
Annie Chan	S	1	1,800	21,600
Betty Frain	S	2	\$12 : 80 hrs \$18 : 4 hrs (Overtime)	
Amy Wang	S	3	\$10 : 80 hrs \$15 : 10 hrs (Overtime)	

Pay by Salary

Pay by Hour

## \*\* Pay By Salary

Information for: Andy Tseng

Change tabs: Payroll and Compensation Info

**Payroll Info**

Earnings

Item Name	Hourly/Annual Rate
Salary	18000

Pay Period: Biweekly

Use time data to create paychecks

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
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Employee is covered by a qualified pension plan

Taxes...  
Sick/Vacation...  
Direct Deposit

OK  
Cancel  
Notes  
Help

Employee is inactive

## \*\* Pay By Hour

Information for: Betty Frain

Change tabs: Payroll and Compensation Info

**Payroll Info**

Earnings

Item Name	Hourly/Annual Rate
Regular Pay	12.00
Overtime Rate	18.00

Pay Period: Biweekly

Use time data to create paychecks

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
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Employee is covered by a qualified pension plan

Taxes...  
Sick/Vacation...  
Direct Deposit

OK  
Cancel  
Notes  
Help

Employee is inactive

✓ Click on Taxes...

\*\* Under *Federal* tab, enter *Filing Status* as **Married** and *Allowances* as **3**.

The screenshot shows the 'Taxes for Andy Tseng' form with the 'Federal' tab selected. The 'Filing Status' dropdown is set to 'Married' and 'Allowances' is set to '3'. 'Extra Withholding' is '0.00'. Under the 'Subject to' section, 'Medicare', 'Social Security', and 'Federal Unemployment Tax (Company Paid)' are checked, while 'Advance Earned Income Credit' is unchecked.

\*\* Click *State*. Change *Filing Status* and *Allowances*.

The screenshot shows the 'Taxes for Andy Tseng' form with the 'State' tab selected. 'State Worked' is set to 'CA', with 'SUI (Company Paid)' and 'SDI' checked. Under 'State Subject to Withholding', 'State' is 'CA', 'Filing Status' is 'Married (one income)', 'Allowances' is '3', and 'Extra Withholding' is '0.00'. 'Miscellaneous Data (Depends on state selected)' shows 'Estimated Deductions' as '0'.

✓ *Report, Employee and Payroll*, click *Employee Contact List* to print the *Employee List*.

- ✓ **Employee, Pay employees**, select the employee to be paid, change *Check Date* : 1/14/2008 and *Pay Period Ends* : 1/11/2008, click **Create**, you will see the result as below : Click **Create** again.

**Select Employees To Pay** Type a help question **Ask** **How Do I?**

Bank Account:

Paycheck Options

- To be printed
- To be handwritten or direct deposited

First Check Number:

Preferences

Enter hours and preview check before creating.

Create check without preview using hours below and last quantities.

Enter hours using Rapid Time Entry.

Buttons: **Create**, Print Paychecks, Print Paystubs, Leave, Unmark All

Check Date:  Pay Period Ends:  Sort By:

Employee	Pay Period	Rate	Hours	Last Pay Period End
<input checked="" type="checkbox"/> Amy Wang	Biweekly	10.00	90:00	
<input checked="" type="checkbox"/> Andy Tseng	Biweekly	692.31		
Annie Chan	Biweekly	830.77		
Betty Frain	Biweekly	12.00	84:00	

**Preview Paycheck** Type a help question **Ask** **How Do I?**

**Andy Tseng** Pay Period:  -

Use Direct Deposit

Earnings

Item Name	Rate	Hours	WC Code	Customer:Job
Salary	692.31			

Total Hours: 0:00

Sick Available: 0:00  
 Vacation Avail.: 13:30  
 Sick Accrued:  
 Vac. Accrued: 6:45  
 Do not accrue sick/vac

Other Payroll Items

Item Name	Rate	Quantity

Employee Summary

Item Name	Amount	YTD
Salary	692.31	1,384.62
Federal Withholding	-2.00	-4.00
Social Security Employee	-42.93	-85.85
Medicare Employee	-10.04	-20.08
CA - Withholding	0.00	0.00
CA - Disability Employee	-7.47	-14.95

Company Summary

Item Name	Amount	YTD
CA - Employee Training Tax	0.69	1.38
Social Security Company	42.93	85.85
Medicare Company	10.04	20.08
Federal Unemployment	5.54	11.08
CA - Unemployment Company	36.34	72.69

Check Amount: 629.87

Buttons: **Create**, Cancel, Help  Enter net/Calculate gross

- ✓ Pay five employees and enter hours as the following tables.

Name	Status	Allow.	Monthly Salary	Annual Salary
Andy Tseng	Married (one income)	3	1,500	18,000
Steve Austin	M	3	2,500	30,000
Annie Chan	S	1	1,800	21,600
Betty Frain	S	2	\$12 : 80 hrs \$18 : 4 hrs (Overtime)	
Amy Wang	S	3	\$10 : 80 hrs \$15 : 10 hrs (Overtime)	

Pay by Salary

Pay by Hour

- ✓ **File, Print Forms, Paycheck** to print the check.

The screenshot shows a software interface for generating a check and a paycheck summary. At the top, it displays 'Bank Account: Checking' and 'Ending Balance: 79,899.26'. The check form includes the following details:

- Bank Account: Checking
- Ending Balance: 79,899.26
- Check No.: 196
- Date: 01/14/2008
- Pay to the Order of: Andy Tseng
- Amount: \$ 629.87
- Address: Andy Tseng, 600 Monterey Passroad, MPK, CA 91754
- Pay Period: 12/29/2007 - 01/11/2008
- Hours Worked: 0:00

The 'Paycheck Summary' section shows:

- Earnings: 692.31
- Additions: 0.00
- Taxes: -62.44
- Deductions: 0.00

Buttons for 'Paycheck Summary', 'Paycheck Detail...', and 'To be printed' are also visible.

- ✓ **Reports, Employees & Payroll**, print  
 (1) **Payroll Summary**, (2) **Payroll Item Detail**, (3) **Payroll Item Listing**