

QuickBooks Payroll

COURSE DESCRIPTION

This hands-on course is intended for individuals who have already installed and set up QuickBooks, including the Master File Lists. The course focuses upon using QuickBooks two do-it-yourself options—Basic Payroll and Enhanced Payroll—for paying employees.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Understand the different QuickBooks do-it-yourself payroll options
2. Set up QuickBooks Basic Payroll
3. Schedule payroll runs
4. Pay employees
5. Edit and void paychecks
6. Pay payroll liabilities (e.g., withholding)

COURSE INSTRUCTOR

Marsha Ann Tate, Ph.D.

marsha@materesearch.com

Course handouts are available at https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

An Overview of QuickBooks Payroll

- Understanding QuickBooks payroll options
 - Basic Payroll
 - Enhanced Payroll
- Selecting payroll features

Setting Up QuickBooks Basic Payroll

- Turning on payroll in QuickBooks
- Using basic payroll features
- Adding and editing employee information
- Adding salary and wage information
- Adding and editing tax information
- Adding and editing sick and vacation pay information
- Checking payroll setup data

Paying Employees

- Scheduling payroll runs
- Starting and running the payroll process
- Editing, printing, and voiding paychecks
- Using direct deposit
- Paying federal, state, and local income taxes, and other payroll liabilities