
Contents

1: Payroll.....	1-1
Introduction	1-1
Gathering Necessary Information	1-1
Getting Started With Payroll.....	1-2
Initial Setup	1-2
Users & Passwords	1-5
Chart of Accounts.....	1-5
Keywords	1-6
Employer Setup	1-6
Tax Setup.....	1-6
Employee Setup.....	1-7
Check Layout	1-7
Exercises	1-8
Questions	1-8
2: Employer and Tax Setup	2-1
Employer Setup.....	2-1
Addresses	2-1
Add an Employer.....	2-2
Tax ID Numbers.....	2-2
Overtime Setup.....	2-4
Journal Entry Setup	2-5
Tax Setup.....	2-7
Downloading Federal and State Tax Tables.....	2-8
Federal Tax	2-9
Federal General	2-9
Single Withholding Table.....	2-10
Married Withholding Table.....	2-11
EIC Payments Tables	2-12
Load Federal Tax Info.	2-13
State Tax.....	2-14
State Tax Information.....	2-14
State Tax Table.....	2-17
State Supplemental Earnings	2-18
Load State Tax Info.	2-19
Local Tax	2-20
Local Tax Information.....	2-20
Benefits/Allowances	2-21
Benefits.....	2-21
Allowances	2-22
Group-Term Life Insurance.....	2-23
Dependent Care	2-24
Exercises	2-25
Questions	2-28
3: Employees and Paychecks.....	3-1
Overview.....	3-1
Employee Personal Information.....	3-1
Adresses & Phones	3-1

Adding an Employee	3-2
Emergency Contacts	3-2
Evaluation	3-3
Position	3-4
Employment Information	3-5
Wages/Master Paycheck	3-11
View Actuals and Print Actuals Report	3-14
QTD & YTD Totals	3-15
Personal Activities	3-20
Salary History	3-22
Paycheck History	3-23
Listing Screen	3-23
Employee Reports	3-24
Print Paychecks.....	3-25
Setup	3-25
Select the Paychecks for Payment	3-26
One-Time Check	3-27
Printing the Paychecks	3-29
Paychecks	3-32
Paycheck Detail	3-32
Listing Screen	3-33
Paycheck Batches	3-33
Paycheck Reports	3-34
Voiding a Paycheck	3-35
Employee Processes	3-36
Delete Employees	3-36
Delete Employee's Position	3-37
Exercises	3-38
4: Payroll End of Period	4-1
Overview	4-1
Payroll End of Month	4-1
Payroll End of Quarter.....	4-3
941 Options	4-4
Close Quarter for Payroll	4-6
Yearly Processes.....	4-7
Set Up and Print W-2's.....	4-8
Set Up and Print 1099's.....	4-14
Close Calendar Year for Payroll.....	4-15
Common End of Year Questions	4-17
Questions	4-18
5: Answers.....	5-1
Chapter 1: Payroll Introduction.....	5-1
Exercises.....	5-1
Questions	5-2
Chapter 2: Employer and Tax Setup	5-3
Exercises.....	5-3
Questions	5-6
Chapter 3 Employees and Paychecks.....	5-7
Exercises.....	5-7
Chapter 4: Payroll End of Period.....	5-10
Questions	5-10