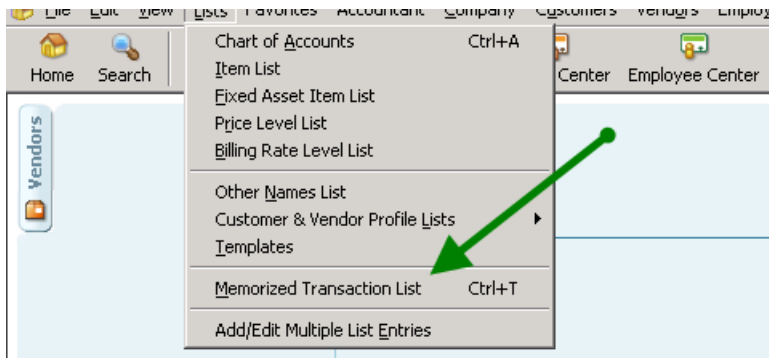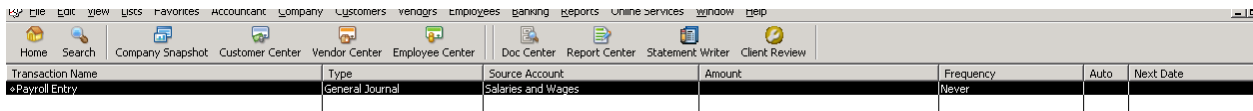# ENTERING A SIMPLE PAYROLL USING A QUICKBOOKS MEMORIZED TRANSACTION

In order to enter a payroll in a previously created memorized transaction you merely start by clicking on Lists from the top tool bar and select Memorized Transaction List

This takes you to a list of memorized transactions that you previously created. Merely double click on the Payroll Entry.

And your blank template appears:

| | Previous | Next | Save | Print… | Find | History | Reverse | Reports | ▾ | Attach |

Date 06/13/2011 🔲   Entry No. 1   ☑ Adjusting Entry

Account	Debit	Credit	Memo	Name
Salaries and Wages			(Debit) Salaries and Wages	
Emplyr Proll Tax Exp			(Debit) Emplyr Proll Tax Expense	
Proll Processing Fee			(Debit) ASAP Payroll Processing Fee	
Employee Advance			(Credit) Amount witheld from Employee and Name of Employee Goes Here	
Hometown Bank			(Credit) Tax Impound Amount	
Hometown Bank			(Credit) Direct Deposit Amount	
Hometown Bank			(Credit) ASAP Fee Amount	
Hometown Bank			Ck#	
Hometown Bank			Ck#	
Hometown Bank			Ck#	
Hometown Bank			Ck#	
Hometown Bank			Ck#	
Hometown Bank			Ck#	
Hometown Bank			Ck#	

In order to enter the amounts you will need two reports from the ASAP payroll reports that are provided with each payroll. The General Ledger Report (S183) that was created by ASAP to match your Chart of Accounts and the Check Reconciliation Report (S214) that gives you a list of the Employee Check Amounts. You will note that your ASAP General Ledger Report will sort the accounts by either account number or alphabetical order. In this case we have used simple one digit numbers so that the accounts will sort in the same order as our Quickbooks® memorized transaction.

#ZMS401 Demo Sample Test, Inc.

	General Ledger (S183)
Check Date :	06/30/2011-1
Period Range :	06/01/2011 TO 06/30/2011
Week Number :	Week #26

GL Number	Code	Description	Hours	Debit	Credit	Total
1Salaries&Wages	TOTALS		394	19,227.99		19,227.99
2Payroll Tax Exp	TOTALS			1,473.91		1,473.91
3Proll Process Fee	TOTALS			73.95		73.95
4Empl Advance	TOTALS				150.00	-150.00
5HTownBnk-TaxImpoun	TOTALS				4,340.12	-4,340.12
6HTownBnk-Dir Dep	TOTALS				6,159.57	-6,159.57
7HTownBnk-ASAP Fee	TOTALS				73.95	-73.95
8HTownBnk-Checks	TOTALS				10,052.21	-10,052.21
	TOTALS		394	20,775.85	20,775.85	

The following (S214) report lists the check numbers and amounts that were paid to employees or agencies (child support, etc.)

#ZMS401 Demo Sample Test, Inc.

	Check Reconciliation (S214)
Check Date :	06/30/2011-1
Period Range :	06/01/2011 TO 06/30/2011
Week Number :	Week #26

Employee ID Name	Check Type	Date	Check Number	Direct Deposit	Net Amount
Account # 22222222					
25 Davis, Janice	Regular	6/30/2011	2540		1,386.77
19 Jenkins, Patrick	Regular	6/30/2011	2541		836.09
21 Mathews, John	Regular	6/30/2011	2542		1,072.37
33 Tetra, James	Regular	6/30/2011	2543		1,003.88
17 Fields, Sally	Regular	6/30/2011	2544		3,291.46
39 Smith, Bubba	Regular	6/30/2011	2545		2,461.64

The data from these two reports will be entered into your template as follows:

| Previous | Next | Save | Print... | Find | History | Reverse | Reports ▾ | Attach |

Date 06/30/2011 ▦ Entry No. Payroll ☑ Adjusting Entry

Account	Debit	Credit	Memo
Salaries and Wages	19,227.99		(Debit) Salaries and Wages
Emplyr Proll Tax Exp	1,473.91		(Debit) Emplyr Proll Tax Expense
Proll Processing Fee	73.95		(Debit) ASAP Payroll Processing Fee
Employee Advance		150.00	(Credit) Amount withheld from Employee and Name of Employee Goes Here
Hometown Bank		4,340.12	(Credit) Tax Impound Amount
Hometown Bank		6,159.57	(Credit) Direct Deposit Amount
Hometown Bank		73.95	(Credit) ASAP Fee Amount
Hometown Bank		1,386.77	Ck#2540
Hometown Bank		836.09	Ck#2541
Hometown Bank		1,072.37	Ck#2542
Hometown Bank		1,003.88	Ck#2543
Hometown Bank		3,291.46	Ck#2544
Hometown Bank		2,461.64	Ck#2545

Be sure and enter the date of the payroll checks and put Payroll in the Entry Number. In some cases the date of the payroll might be the ending period of the payroll. For example, the ending date of the payroll might be the 30th but the checks are dated the 2nd of the following month. This is a question for you and your accountant to decide as to which date to use.

Once saved, the following screen shows how the transaction will be reflected in your Profit and Loss:

| Modify Report... | Memorize... | Print... | E-mail ▾ | Export... | Hide Header | Collapse | Refresh |

ates Custom ▾ From 06/30/2011 ▦ To 06/30/2011 ▦ Columns Total only ▾ Sort By Default ▾

1:10 PM
06/13/11
Accrual Basis

General Ledger Model Company
Profit & Loss
June 30, 2011

	◇ Jun 30, 11 ◇
Income	▶ 0.00 ◀
Expense	
Salaries and Wages	19,227.99
Emplyr Proll Tax Exp	1,473.91
Proll Processing Fee	73.95
Total Expense	20,775.85
Net Income	**-20,775.85**

The next screen shows how the amounts withdrawn from you bank for taxes, direct deposits, and checks to the employees will be reflected in your Quickbooks® check register:

In order to insure that the check numbers appear in your bank reconciliation screen you should open the Bank Reconciliation page, check the Columns to Display box and insure that the Memo field in the Checks and Payments area is checked.

These directions are for entering a simple payroll into Quickbooks®. Advanced features including the use of classes and additional earnings types can be used as well. Please contact your ASAP Customer Service Representative if you need additional help for advanced payroll transactions.

Last Updated June 13, 2011