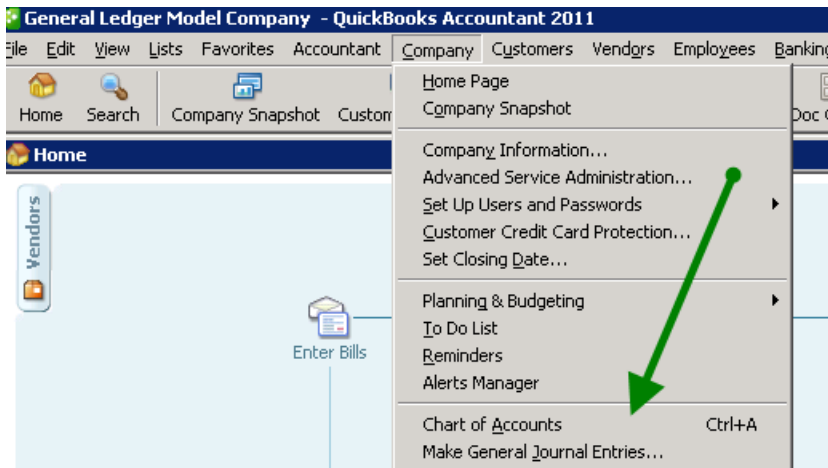


## CREATING A SIMPLE QUICKBOOKS MEMORIZED TRANSACTION

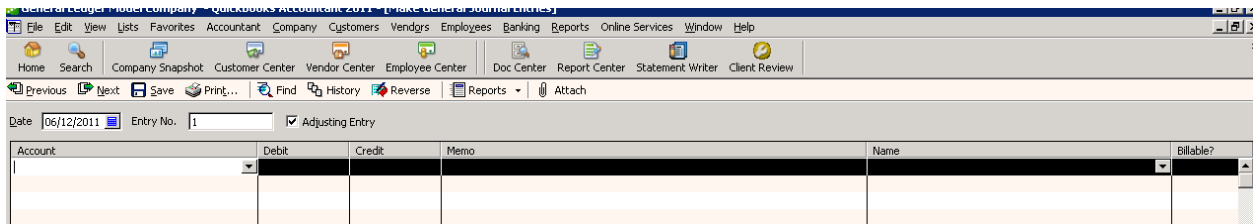
Payroll transactions will need to be entered into Quickbooks® with each payroll processed to insure that the expense line items are correct and that the bank balance reflects the amount of the checks and taxes withdrawn. Because this will be reoccurring, it is beneficial to create a “template” or memorized transaction within Quickbooks® so that with each payroll you merely enter the amounts and dates for that specific payroll.

The following steps will create the memorized transaction. A subsequent document will show how to actually make the Quickbooks® entry from your ASAP payroll reports.

From your Quickbooks® homepage we are going to select *Make Journal Entries*



This leads you to a blank General Journal Entry



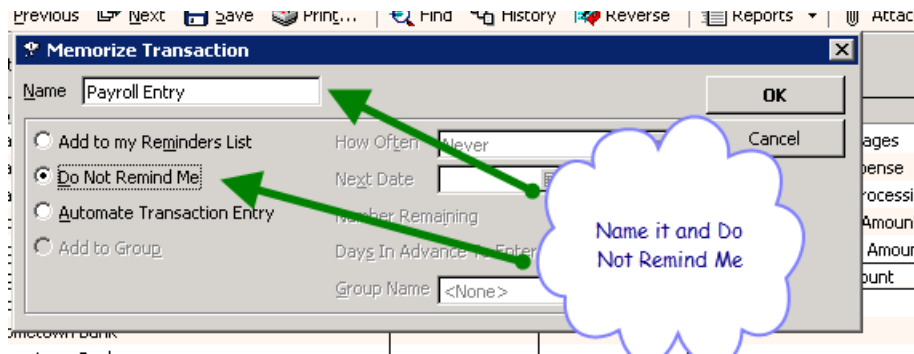
The next step is to enter the accounts that will be affected by the payroll transaction.

Account	Debit	Credit	Memo
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 withheld 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#
Hometown Bank			Ck#

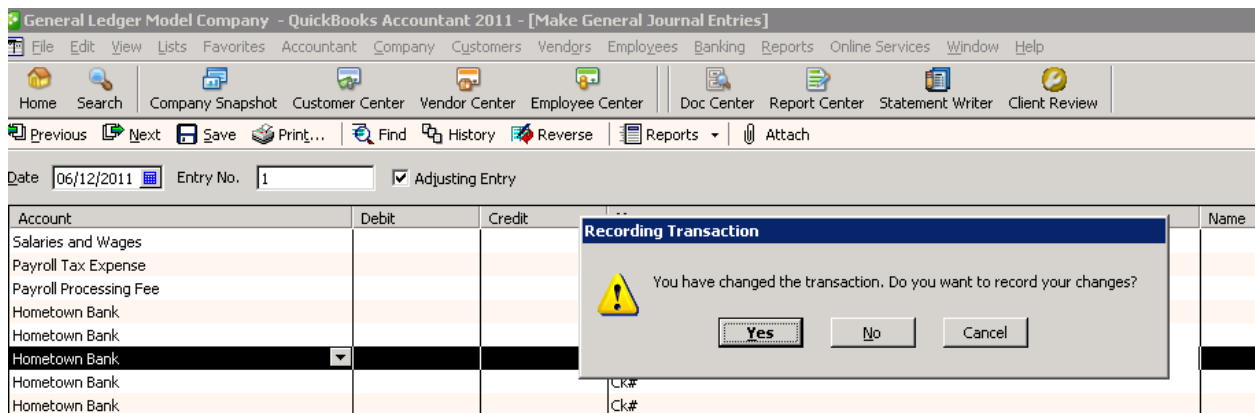
You will note that we are not putting any dollar amounts in this transaction for at this point we are merely creating a template for future payroll entries whose amounts will change with each payroll. We have put in the words Debit and Credit in the memo field to remind us how the amount would normally be entered. The next step is to “memorize” this transaction for future use.

Account	Debit	Credit	Memo
Salaries and Wages			(Debit) Salaries and Wages
Payroll Tax Expense			(Debit) Payroll Tax Expense
ASAP Payroll Processing Fee			(Debit) ASAP Payroll Processing Fee
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#

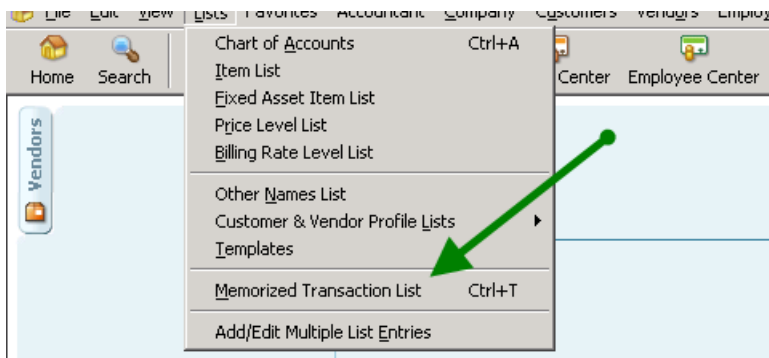
After clicking Memorize General Journal, the following screen will appear:



Give a name, then click OK and your template is recorded for future use. *Do Not Remind Me* is selected because you will be manually entering it as each payroll is processed. After you have recorded the memorized transaction, Quickbooks® will ask if you want to record the transaction that you have just created and the answer is “no” for this contains all zeros and was merely used to create the template.



OK. You have now saved the template and are ready to enter payrolls as they occur but how do I get back to the template? Simple, merely click on Lists from the top tool bar and select Memorized Transaction List



This takes you to a list of memorized transactions that you might have saved. Merely double click on the Payroll Entry.

The screenshot shows a table of memorized transactions. The table has the following columns: Transaction Name, Type, Source Account, Amount, Frequency, Auto, and Next Date. The first row is selected and highlighted in black. The data in this row is: Transaction Name: Payroll Entry, Type: General Journal, Source Account: Salaries and Wages, Amount: (blank), Frequency: Never, Auto: (blank), Next Date: (blank).

Transaction Name	Type	Source Account	Amount	Frequency	Auto	Next Date
Payroll Entry	General Journal	Salaries and Wages		Never		

And your blank template appears:

The screenshot shows the payroll entry template. At the top, there are navigation buttons: Previous, Next, Save, Print..., Find, History, Reverse, Reports, and Attach. Below these is a header section with 'Date' set to '06/13/2011', 'Entry No.' set to '1', and a checked 'Adjusting Entry' checkbox. The main part of the screen is a table with columns: Account, Debit, Credit, Memo, and Name. The table contains several rows with pre-filled accounts and memos.

Account	Debit	Credit	Memo	Name
Salaries and Wages			(Debit) Salaries and Wages	
Employer Prol Tax Exp			(Debit) Employer Prol Tax Expense	
Prol Processing Fee			(Debit) ASAP Payroll Processing Fee	
Employee Advance			(Credit) Amount withheld 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#	
Hometown Bank			Ck#	

In our next tutorial we will show how to take your ASAP payroll reports that have been created to match your Quickbooks® memorized transaction for ease of payroll entry.