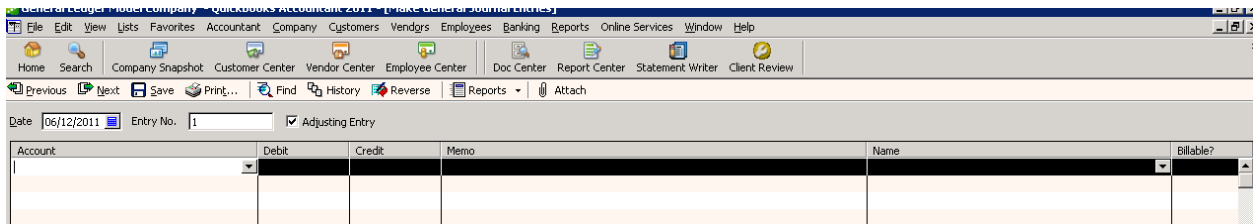## CREATING A SIMPLE QUICKBOOKS MEMORIZED TRANSACTION

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to insure that the expense line items are correct and that the bank balance reflects the amount of the checks and taxes withdrawn.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*
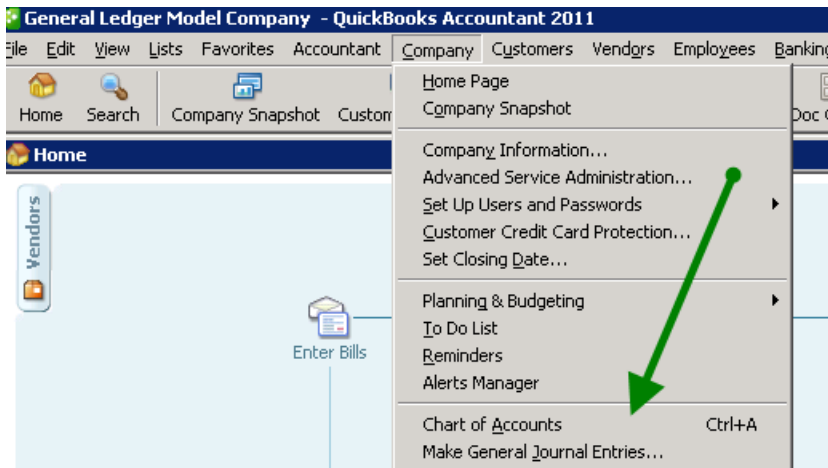
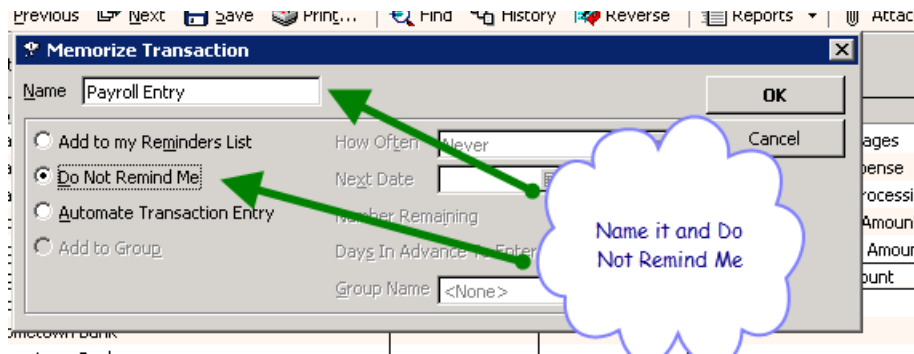This leads you to a blank General Journal Entry

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


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.

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.
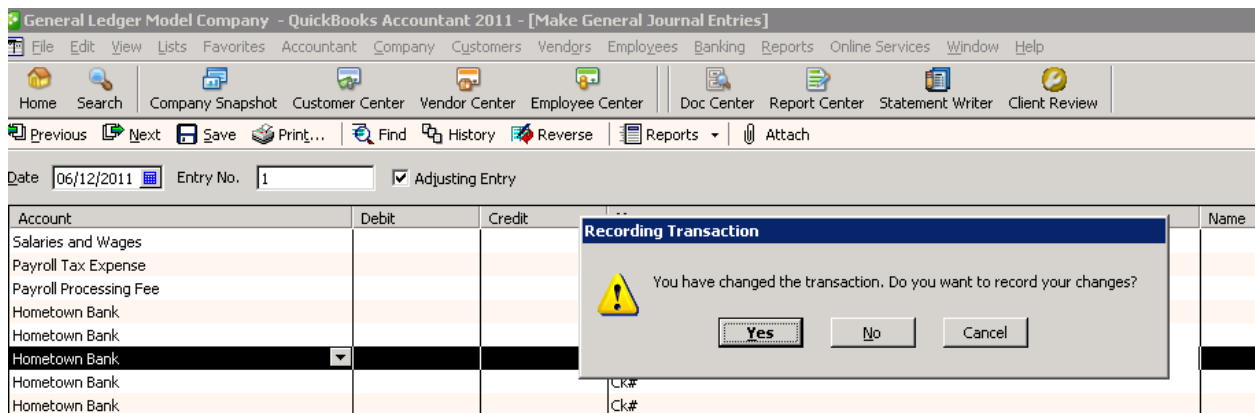
OK. You have now saved the template and are ready to enter payrolls as they occur but how do I get back to the template? Simple, merely click on Lists from the top tool bar and select Memorized Transaction List
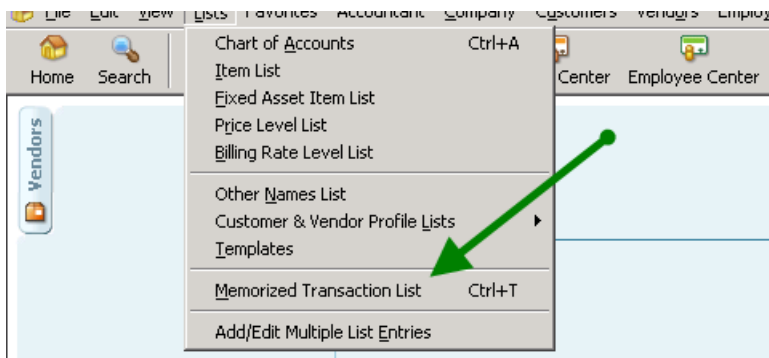
This takes you to a list of memorized transactions that you might have saved. Merely double click on the Payroll Entry.

And your blank template appears:

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.