

# QuickBooks Guide

## Step-by-Step Instructions

### What You'll Learn Using QuickBooks

When you have completed this chapter, you will be able to use QuickBooks to:

1. Record the employer's payroll taxes.
2. Record the payment of tax liabilities.
3. Print Journal and General Ledger reports to verify the payroll entries.

### Problem 13-8 Journalizing Payroll Transactions

#### INSTRUCTIONS

##### *Begin a Session*

- Step 1** Restore the Problem 13-8.QBB file.

##### *Work the Accounting Problem*

- Step 2** Review the payroll information provided in your textbook.
- Step 3** Add a new General Ledger account—**242 Union Dues Payable**. Make sure that you identify the account type as *Other Current Liability*.
- Step 4** Record the entry for the payment of the payroll using the **Write Checks** option in the **Banking** menu. Use 2015 as the year.
- Step 5** Record the employer's payroll taxes using the **Make General Journal Entries** option.

##### *Prepare a Report and Proof Your Work*

- Step 6** Print a Journal report and a General Ledger report for December.
- Step 7** Proof your work.

##### *Analyze Your Work*

- Step 8** Complete the Analyze activity.

##### *End the Session*

- Step 9** It is recommended that you back up your work for this session.

#### DO YOU HAVE A QUESTION?

**Q.** Can QuickBooks automatically generate the journal entries to record the payment of the payroll and the employer's payroll tax liabilities?

**A.** Yes, QuickBooks will automatically record the payroll journal entries if you pay to have access to the payroll features to record each employee's earning and deductions. QuickBooks will automatically compute and record the employer's payroll entries.

In this chapter, however, the focus is on manually recording the payroll entries. You will use the general journal and check features to manually record the entries.

Does QuickBooks have the ability to print a Form 941 Employer's Quarterly Federal Tax Return? Record your answer on a separate sheet of paper.

