

# QuickBooks Guide

## Step-by-Step Instructions

### Problem 13-9 Recording and Posting Payroll Transactions

#### INSTRUCTIONS

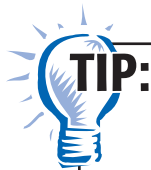
##### *Begin a Session*

**Step 1** Restore the Problem 13-9.QBB file.

##### *Work the Accounting Problem*

**Step 2** Review the payroll information provided in your textbook.

**Step 3** Record the transactions using 2015 as the year.



**TIP:**

To complete this problem, use American Insurance Company to pay the insurance, Far West Bank to deposit the payroll taxes and pay the bonds, and Payroll for the payment of payroll.

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

**Step 4** Print a Journal report and a General Ledger report.

**Step 5** Proof your work.

##### *Analyze Your Work*

**Step 6** Complete the Analyze activity.

##### *End the Session*

**Step 7** It is recommended that you back up you work for this session.

How do you print W-2s on preprinted forms in QuickBooks? Record your answer on a separate sheet of paper.

**Mastering  
QuickBooks**



## FAQs

### **Can you print a Federal Tax Deposit-Form 8109 using the QuickBooks software?**

No, QuickBooks does not include a Federal Tax Deposit-Form 8109 report. You must manually prepare this form when you submit a payroll tax deposit.