

5. Click **Finish Later** after completing Employee Setup and before completing Taxes in Payroll Setup.
6. Using your saved Excel template for Chapter 11, from the Employee Center export to **Excel** the Employee List.
7. Enter the following paycheck and timesheet information.

| | |
|-----------------|------------|
| Bank Account | Checking |
| Pay Period Ends | 02/14/2021 |
| Check Date | 02/15/2021 |

| Employee | Pay Period | Hours Worked | Federal Income Tax | Social Security (Emp) | Social Security (Comp) | Medicare (Emp) | Medicare (Comp) | CA Income Tax |
|---------------|----------------------|--------------|--------------------|-----------------------|------------------------|----------------|-----------------|---------------|
| Meredith Grey | 2/1/2021 – 2/14/2021 | 40 | \$80.00 | \$24.80 | \$24.80 | \$5.80 | \$5.80 | \$20.00 |
| Tony Parker | 2/1/2021 – 2/14/2021 | 30 | \$54.00 | \$16.74 | \$16.74 | \$3.92 | \$3.92 | \$13.50 |

8. Prepare voucher paychecks for the employees at February 15, 2021.
9. From the Report Center, export to **Excel** the Payroll Transaction Detail report for February 1-15, 2021.
10. Mark the reports completed on the Excel **11 REPORTS** sheet. Save your Excel file.
11. Save a .QBB backup of your work.



PROJECT 11 QUICK CHECK

NAME:

INSTRUCTIONS:

1. CHECK OFF THE ITEMS YOU COMPLETED.
2. ATTACH THIS PAGE TO YOUR PRINTOUTS.

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Ask your instructor if you should Go Digital (Excel* or PDF) or use paper printouts.

PROJECT 11

- * Employee List
- * Payroll Transaction Detail