Pay Employees

The Review and Create Paychecks window is used to record payroll checks to employees. After entering information and creating employee paychecks, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Salary and Wages Expense	$		✓	✓
Payroll Tax Expense (Employer Portion)	$			✓
Payroll Tax Withholdings and Other Employee Reductions		$	✓	✓
Payroll Tax Liabilities (Employer Portion)		$		✓
Cash		$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Pay Employees icon under Employees.
B	Start Unscheduled Payroll button	Select the Payroll tab and click Start Unscheduled Payroll to open the Enter Payroll Information window.
C	Pay Period Ends	Verify the date entered or change.
D	Check Date	Verify check date or change.
E	Handwrite & Assign check numbers radio button	Click the radio button if it is not already selected. Note that you will not be printing checks in this project, so you need to select the manual check option. *QuickBooks* will record the effects of the paychecks, but you will not have to print them.
F	First Check # box	Accept the default check number or change.
G	Check All button	Click the Check All button to select all employees. *Note:* If you are only paying one employee, click only on that employee's line, which will place a check mark next to the employee's name.
H	Regular Pay and Overtime hours boxes	Enter the regular pay hours and overtime hours for each hourly employee in the window.
I	Continue button	Click the Continue button to open the Review and Create Paychecks window.
J	Open Paycheck Detail button	Click the Open Paycheck Detail button to open the Preview Paycheck window for the first employee.
K	Preview Paycheck window	Review the information entered under Earnings and other payroll items. Accept the default information or edit the rate, hours, etc. Click Save & Next.

Quick Reference Table *(continued)*

Step	Box or Other Location	Procedure
L	Preview Paycheck window	Repeat step K for all remaining employees. When you have reviewed the last employee's paycheck, click Save & Close instead of Save & Next. This reopens the Review and Create Paychecks window.
M	Review and Create Paychecks window	Verify that all entered information is correct. If correct, click the Create Paychecks button. If there are errors, correct them in this window or use the Open Paycheck Detail button to open the Preview Paycheck Detail window and correct the information.
N	Confirmation and Next Steps window	Click Close. Note that in this project you will not be printing paychecks, so there is no need to select the Print Paychecks button.

Pay Employees
QuickBooks windows

Pay Employees

QuickBooks windows *(continued)*

(windows continued on the following page)

Pay Employees

QuickBooks windows *(continued)*

K
L

Preview Paycheck

Jennifer M Brownell

PAY PERIOD 02/01/2021 - 02/15/2021

☐ Use Direct Deposit   CLASS

Earnings

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER:JOB
Salary	3,100.00			

SICK AVAILABLE			64:00
VACATION AVAIL.			80:00
SICK ACCRUED			
VAC. ACCRUED			0:00

TOTALS   3,100.00   0:00 hrs

☐ Do not accrue sick/vac

Other Payroll Items

ITEM NAME	RATE	QUANTITY

Company Summary   How are these items calculated?

ITEM NAME	AMOUNT	YTD
Social Security Company	192.20	576.60
Medicare Company	44.95	134.85
Federal Unemployment	4.80	42.00
OH - Unemployment	75.60	243.00

Employee Summary   How are these items calculated?

ITEM NAME	AMOUNT	YTD
Salary	3,100.00	9,300.00
Medicare Employee Addl Tax	0.00	0.00
OH - School District	0.00	0.00
Federal Withholding	-253.00	-759.00
Social Security Employee	-192.20	-576.60
Medicare Employee	-44.95	-134.85
OH - Withholding	-88.58	-265.74

Check Amount: 2,521.27

Save & Previous   **K** Save & Next   **L** Save & Close   Cancel   Help   ☐ Enter net/Calculate gross

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Confirmation and Next Steps

① Enter Payroll Information → ② Review & Create Paychecks → ③ Print & Distribute Paychecks

✅ **You have successfully created 3 paychecks:**

3 handwritten checks   **0** for direct deposit   Learn more

Next step:

🖨 **Print** your paychecks/stubs, and distribute to employees.

Print Paychecks   Print Pay Stubs

N Close