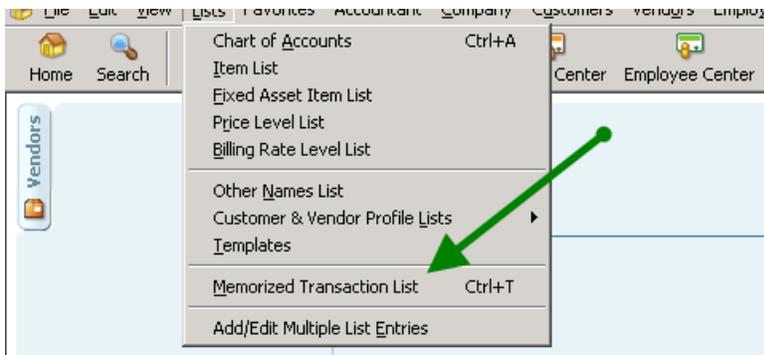
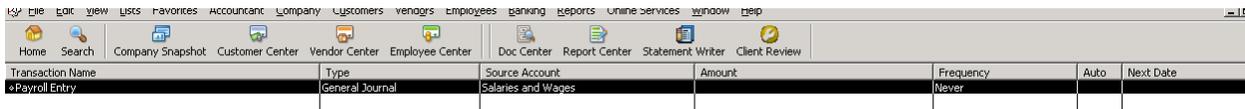


ENTERING A SIMPLE PAYROLL USING A QUICKBOOKS MEMORIZED TRANSACTION

In order to enter a payroll in a previously created memorized transaction you merely start by clicking on Lists from the top tool bar and select Memorized Transaction List



This takes you to a list of memorized transactions that you previously created. Merely double click on the Payroll Entry.



Transaction Name	Type	Source Account	Amount	Frequency	Auto	Next Date
Payroll Entry	General Journal	Salaries and Wages		Never		

And your blank template appears:

Previous Next Save Print... Find History Reverse Reports Attach				
Date: 06/13/2011 Entry No.: 1 <input checked="" type="checkbox"/> Adjusting Entry				
Account	Debit	Credit	Memo	Name
Salaries and Wages			(Debit) Salaries and Wages	
Emplr Proll Tax Exp			(Debit) Emplr Proll Tax Expense	
Proll Processing Fee			(Debit) ASAP Payroll Processing Fee	
Employee Advance			(Credit) Amount withheld from Employee and Name of Employee Goes Here	
Hometown Bank			(Credit) Tax Impound Amount	
Hometown Bank			(Credit) Direct Deposit Amount	
Hometown Bank			(Credit) ASAP Fee Amount	
Hometown Bank			Ck.#	
Hometown Bank			Ck.#	
Hometown Bank			Ck.#	
Hometown Bank			Ck.#	
Hometown Bank			Ck.#	
Hometown Bank			Ck.#	
Hometown Bank			Ck.#	
Hometown Bank			Ck.#	

In order to enter the amounts you will need two reports from the ASAP payroll reports that are provided with each payroll. The General Ledger Report (S183) that was created by ASAP to match your Chart of Accounts and the Check Reconciliation Report (S214) that gives you a list of the Employee Check Amounts. You will note that your ASAP General Ledger Report will sort the accounts by either account number or alphabetical order. In this case we have used simple one digit numbers so that the accounts will sort in the same order as our Quickbooks® memorized transaction.

#ZMS401 Demo Sample Test, Inc.			General Ledger (S183)			
			Check Date :	06/30/2011-1		
			Period Range :	06/01/2011 TO 06/30/2011		
			Week Number :	Week #26		
GL Number	Code	Description	Hours	Debit	Credit	Total
1		Salaries & Wages TOTALS	394	19,227.99		19,227.99
2		Payroll Tax Exp TOTALS		1,473.91		1,473.91
3		Payroll Process Fee TOTALS		73.95		73.95
4		Empl Advance TOTALS			150.00	-150.00
5		TownBnk-TaxImpoun TOTALS			4,340.12	-4,340.12
6		TownBnk-Dir Dep TOTALS			6,159.57	-6,159.57
7		TownBnk-ASAP Fee TOTALS			73.95	-73.95
8		TownBnk-Checks TOTALS			10,052.21	-10,052.21
		<u>TOTALS</u>	<u>394</u>	<u>20,775.85</u>	<u>20,775.85</u>	

The following (S214) report lists the check numbers and amounts that were paid to employees or agencies (child support, etc.)

#ZMS401 Demo Sample Test, Inc.			Check Reconciliation (S214)			
			Check Date :	06/30/2011-1		
			Period Range :	06/01/2011 TO 06/30/2011		
			Week Number :	Week #26		
Employee ID	Name	Check Type	Date	Check Number	Direct Deposit	Net Amount
Account # 22222222						
25	Davis, Janice	Regular	6/30/2011	2540		1,386.77
19	Jenkins, Patrick	Regular	6/30/2011	2541		836.09
21	Mathews, John	Regular	6/30/2011	2542		1,072.37
33	Tetra, James	Regular	6/30/2011	2543		1,003.88
17	Fields, Sally	Regular	6/30/2011	2544		3,291.46
39	Smith, Bubba	Regular	6/30/2011	2545		2,461.64

The data from these two reports will be entered into your template as follows:

Account	Debit	Credit	Memo
Salaries and Wages	19,227.99		(Debit) Salaries and Wages
Emplyr Proll Tax Exp	1,473.91		(Debit) Emplyr Proll Tax Expense
Proll Processing Fee	73.95		(Debit) ASAP Payroll Processing Fee
Employee Advance		150.00	(Credit) Amount withheld from Employee and Name of Employee Goes Here
Hometown Bank		4,340.12	(Credit) Tax Impound Amount
Hometown Bank		6,159.57	(Credit) Direct Deposit Amount
Hometown Bank		73.95	(Credit) ASAP Fee Amount
Hometown Bank		1,386.77	Ck#2540
Hometown Bank		836.09	Ck#2541
Hometown Bank		1,072.37	Ck#2542
Hometown Bank		1,003.88	Ck#2543
Hometown Bank		3,291.46	Ck#2544
Hometown Bank		2,461.64	Ck#2545

Be sure and enter the date of the payroll checks and put Payroll in the Entry Number. In some cases the date of the payroll might be the ending period of the payroll. For example, the ending date of the payroll might be the 30th but the checks are dated the 2nd of the following month. This is a question for you and your accountant to decide as to which date to use.

Once saved, the following screen shows how the transaction will be reflected in your Profit and Loss:

General Ledger Model Company	
Profit & Loss	
June 30, 2011	
	◊ Jun 30, 11 ◊
Income	▶ 0.00 ◀
Expense	
Salaries and Wages	19,227.99
Emplyr Proll Tax Exp	1,473.91
Proll Processing Fee	73.95
Total Expense	<u>20,775.85</u>
Net Income	<u>-20,775.85</u>

The next screen shows how the amounts withdrawn from you bank for taxes, direct deposits, and checks to the employees will be reflected in your Quickbooks® check register:

Date	Number	Type	Account	Payee	Memo	Payment	Deposit	Balance
5/01/2011		DEP	Capital Stock		Deposit		25,000.00	25,000.00
5/30/2011		Payroll			(Credit) Tax Impound Amount	4,340.12		20,659.88
5/30/2011		Payroll			(Credit) Direct Deposit Amount	6,159.57		14,500.31
5/30/2011		Payroll			(Credit) ASAP Fee Amount	73.95		14,426.36
5/30/2011		Payroll				1,386.77		13,039.59
5/30/2011		Payroll			Ck#2540	836.09		12,203.50
5/30/2011		Payroll			Ck#2541	1,072.37		11,131.13
5/30/2011		Payroll			Ck#2542	1,003.88		10,127.25
5/30/2011		Payroll			Ck#2543	3,291.46		6,835.79
5/30/2011		Payroll			Ck#2544	2,461.64		4,374.15
5/30/2011		Payroll			Ck#2545			

In order to insure that the check numbers appear in your bank reconciliation screen you should open the Bank Reconciliation page, check the Columns to Display box and insure that the Memo field in the Checks and Payments area is checked.

The screenshot shows the Bank Reconciliation interface for the period ending 06/30/2011. A 'Customize Columns' dialog box is open, allowing users to select which fields to display. Under the 'Checks & Payments' section, the 'Memo' checkbox is checked, as indicated by a blue dashed arrow. The 'Deposits and Other Credits' section also has several checkboxes checked, including 'Check# / Ref#', 'Date', 'Payee', 'Memo', and 'Type'.

Checks and Payments					Deposits and Other Credits				
Date	Chk. #	Payee	Memo	Amount	Date	Chk. #	Memo	Type	Amount
06/30/2011	Payroll		(Credit) Tax Impou...	4,340.12	06/01/2011		Deposit	DEP	25,000.00
06/30/2011	Payroll		(Credit) Direct Dep...	6,159.57					
06/30/2011	Payroll		(Credit) ASAP Fee ...	73.95					
06/30/2011	Payroll		Ck#2540	1,386.77					
06/30/2011	Payroll		Ck#2541	836.09					
06/30/2011	Payroll		Ck#2542	1,072.37					
06/30/2011	Payroll		Ck#2543	1,003.88					
06/30/2011	Payroll		Ck#2544	3,291.46					
06/30/2011	Payroll		Ck#2545	2,461.64					

These directions are for entering a simple payroll into Quickbooks®. Advanced features including the use of classes and additional earnings types can be used as well. Please contact your ASAP Customer Service Representative if you need additional help for advanced payroll transactions.