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# ProAdvisor Training Day I



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# Part I Company File Setup

## Objectives

Every company and industry has unique needs when it comes to their accounting software. In this part you will learn:

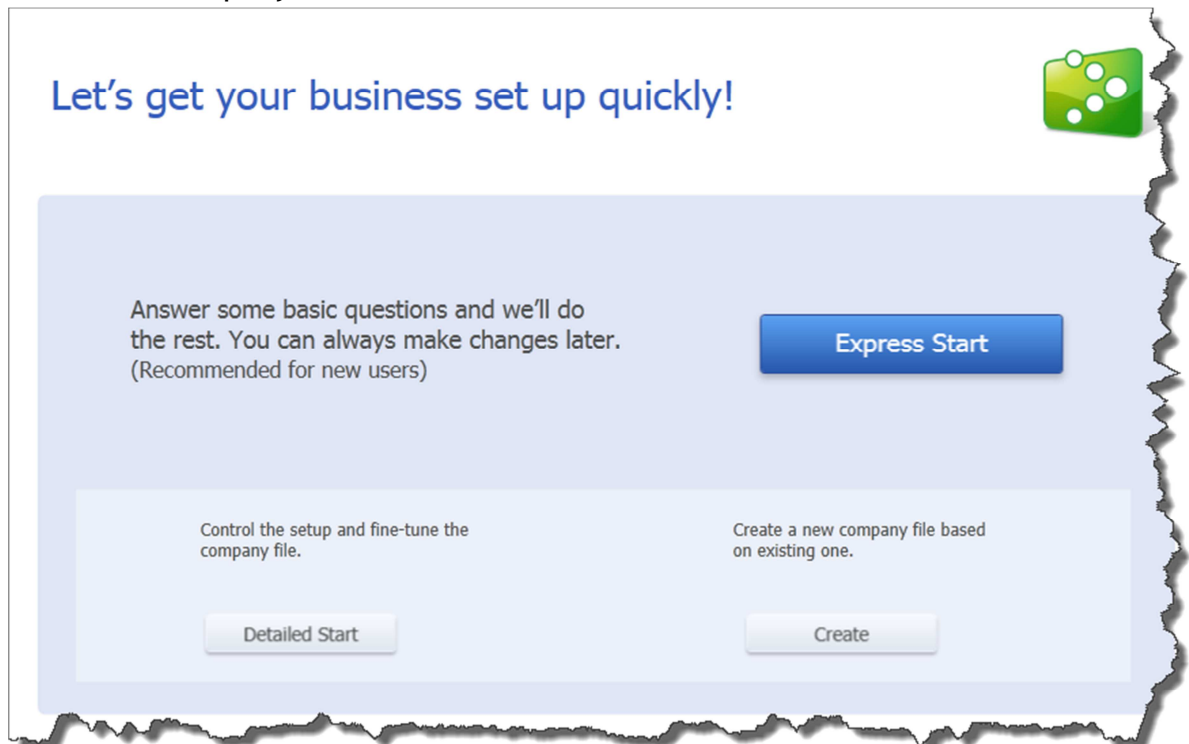
- Express Setup
- Advanced Setup
- File Types
- New Feature 2013! Create company file from an existing file

## Express Setup

1. Most common method to setup client files
2. Fastest way to get going
3. Creates a company file for you

To create file using the Express setup:

1. Go to File
2. Click New Company



1. Complete the information fields about your business including, **Company Name, Industry, Company Type** and you can enter your **CRA Business Number** in the appropriate fields. Click Continue.

## Tell us about your business

Enter the essentials so we can create a company file that's just right for your business.



* Company Name	<input type="text" value="Big Bash Events"/>	
	<small>We'll use this on your invoices and reports, and to name your company file.</small>	
* Industry	<input type="text" value="Restaurant, Caterer, or Bar"/>	<a href="#">Help me choose</a>
	<small>We'll use this to create accounts common for your industry.</small>	
* Company Type	<input type="text" value="Corporation"/> ▼	<a href="#">Help me choose</a>
	<small>We'll use this to select the right tax settings for your business.</small>	
CRA Business Number	<input type="text" value=""/>	RT <input type="text" value="1234"/> <a href="#">?</a>
	<small>Assigned by Canada Revenue Agency.</small>	

2. Enter your contact information in this window. The only required field is the **Province**. QuickBooks uses the province field to determine your sales tax setup. This information can be edited after you have completed the company setup.

## Enter your business contact information

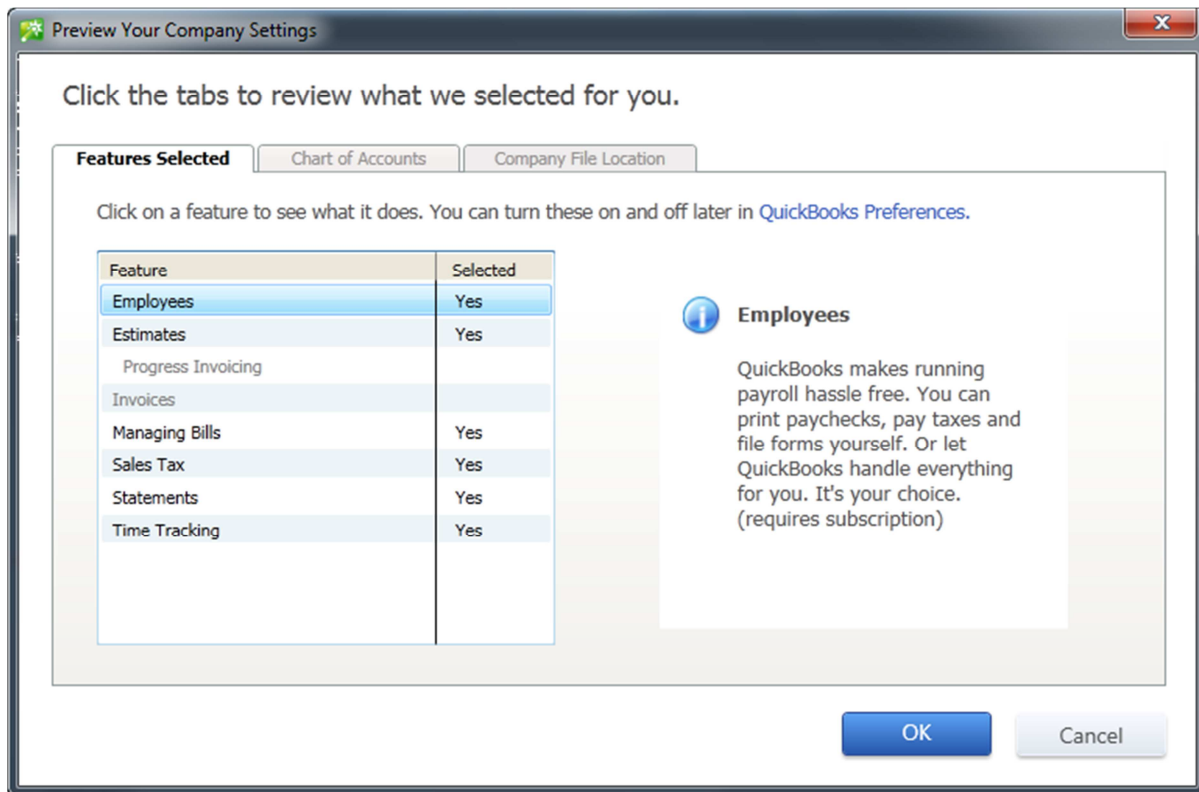
Once you enter your contact information, you're ready to create your company file.



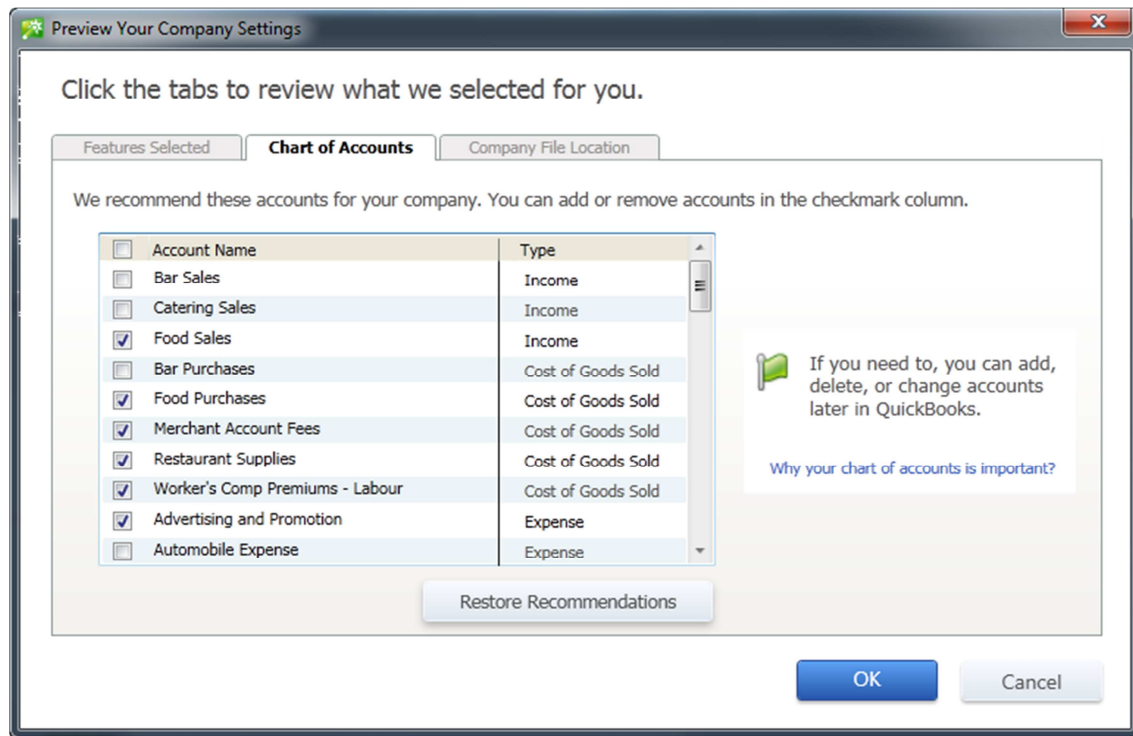
Legal Name	Big Bash Events		
Address	123 Main St.		
City	Toronto		
* Province	ON ▼	Postal Code	M5J 7H3
Country	Canada ▼		
Phone			
Email			

Enter basic contact information so you can instantly print and email invoices and other forms to your customers and vendors.

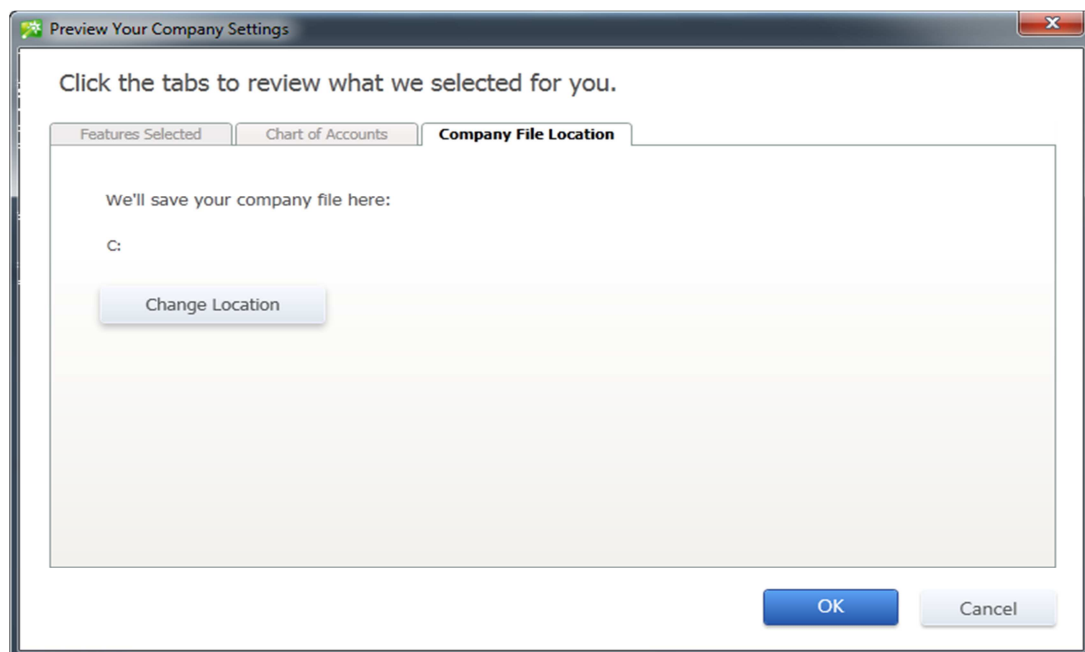
3. Before you create your company file, click **Preview Your Settings** to review your company file setup. A window with three tabs displays. Each of these tabs lets you manage information about your QuickBooks setup. Review the Features Selected to see what QuickBooks features have been enabled in your company file. If the Features Selected are not appropriate for your business, you can turn these features on or off later in the QuickBooks preferences.



4. Click the Chart of Accounts tab to edit the accounts QuickBooks has selected for you. Edit the accounts for your client file as needed.



5. Click the **Company File Location** tab to complete the preview. Choose the location in your computer or network, where you will store your QuickBooks company file. Click **OK**.






- Now you can add information to your QuickBooks file by importing from other software applications or by copying and pasting information from other data sources. You can add Customers, Vendors, Employees, Accounts, Products and Services (you can add services and non-inventory parts)

## You've got a company file! Now add your info.

Get your critical info into QuickBooks so you can start working.

 Got 90 seconds? See how easy it is.






**Add the people you do business with**

**Why do this?** Import or enter your contacts so you can bill your customers, pay your vendors, and track your employees. [See how it works \(2:13\)](#)


[Add](#)



**Add the products and services you sell**

**Why do this?** So your customers know what they're getting billed for when you send invoices or receipts. [See how it works \(1:45\)](#)

[Add](#)



**Add your bank accounts**

You've added 1 bank account

[Add More](#)

No data to enter right now? No problem. You can always add it later.

[Start Working](#)

## Detailed Start

The detailed start lets you walk through a series of questions about the business and QuickBooks sets up the company according to your answers and bases the company setup on your business. The advantages are:

- Choose chart of accounts
- Choose transactions
- Enable preferences and customize QuickBooks for your client needs

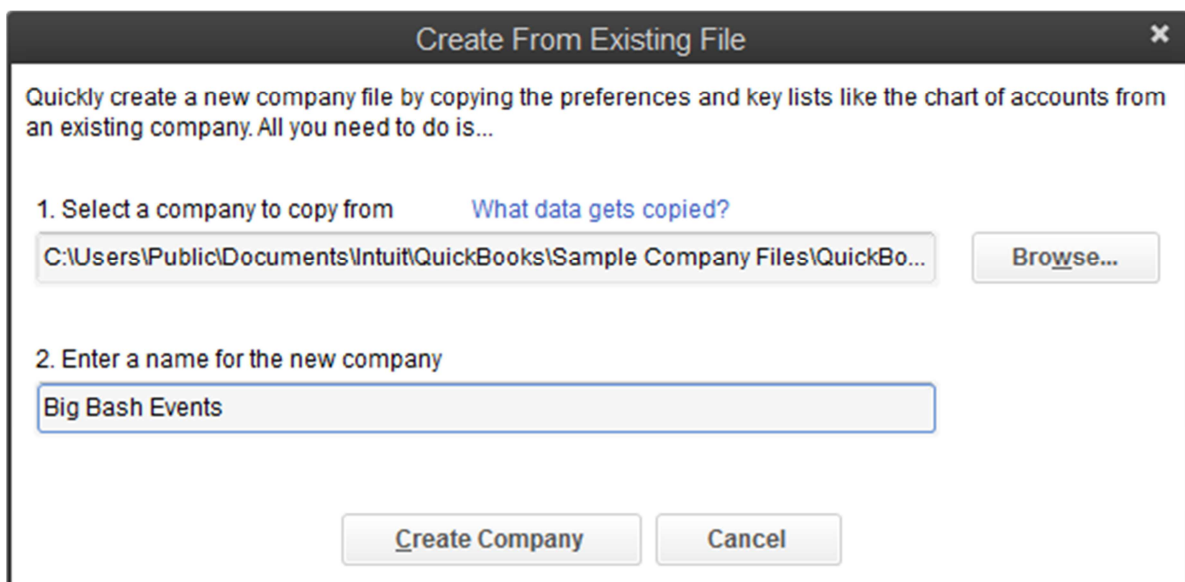
## New Feature 2013 Create Company File from an Existing File

This new feature is available in Pro, Premier and Accountant Edition. You can create a new QuickBooks file from an existing one. This is the best practice for you as ProAdvisor. The advantages are:

- Create a file template
- Efficient with no individual setup required
- Consistent setup across all clients

To use this feature:

1. Click File
2. Choose New Company from existing company file.
3. Choose file as a template
4. Enter new company file name
5. Choose location to save new file



The new file will contain:

- Chart of Accounts (except for bank and credit cards)
- Preferences
- Memorized reports
- Sales Tax information

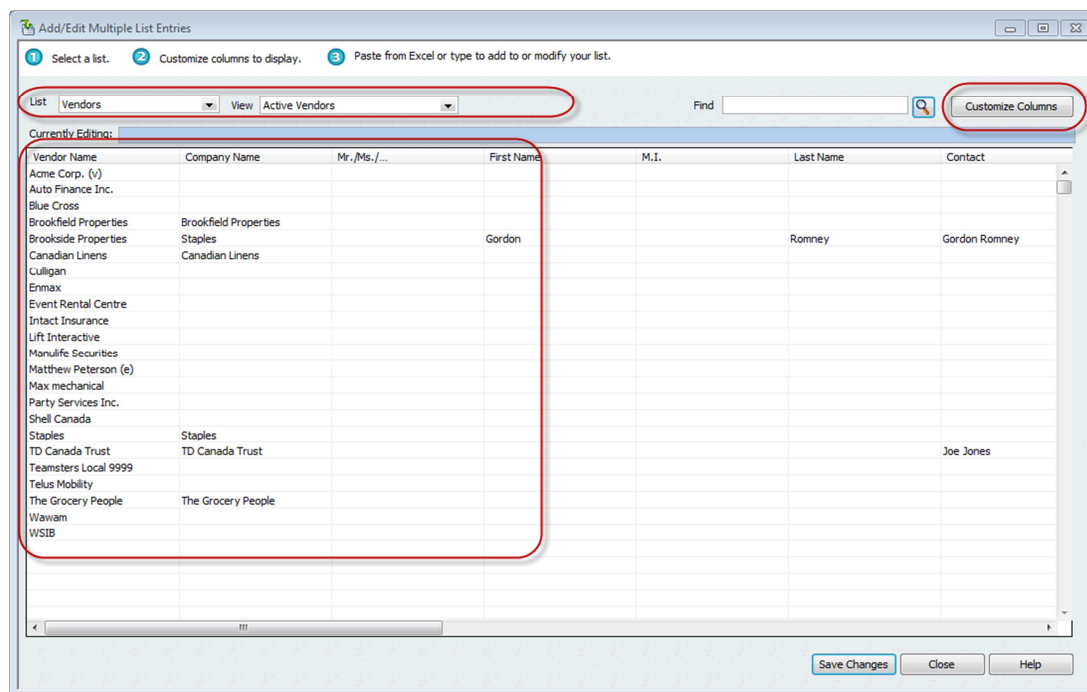
\*\* It does not copy sensitive information like Business number or payroll information

## Add/Edit Multiple List Entries

QuickBooks expanded its capacity in this version to let you copy and paste information from other sources of data, directly into QuickBooks.

This feature helps you setup QuickBooks faster and more efficiently and add list items at anytime without entering them one at a time. To add multiple list items,

1. Go to Lists
2. Click **Add/Edit Multiple List Entries**. A window similar to a spreadsheet displays.
3. Click the **Lists** down arrow, and choose the list.
4. Customize which columns you want to display
5. Copy and Paste the information into the appropriate columns in the QuickBooks window.
6. Click **Save Changes**. QuickBooks tells you how many records have been saved.



# Part II Company Information & Preferences

## Objectives

After you setup you client files you should setup Company Information and the preferences. In this section you will learn:

- ❑ Editing Company Information
- ❑ 10 Preferences to help you and your client

## Company Information

When you setup QuickBooks for the first time you will enter your company information. The **Company Information** includes contact information, report information and other tax information. This information can be updated or edited at any time even after you have completed the company setup. To edit the **Company Information**:

1. From the **Company Menu**, select **Company Information**.
2. Update the information as needed.
3. Click **OK**.

**Company Information**

**Contact Information**

Company Name: Think Big Design Shop

Address: 1000 Business Parkway  
Toronto, ON M4B 1V8

Phone #: 416-898-7682

Fax #: 416-898-7683

E-mail: info@thinkbigdesignshop.com

Country: Canada

Web Site: thinkbigdesignshop.com

**Legal Information**

Legal Name: Think Big Design Shop

Legal Address: 1000 Business Parkway

City: Toronto Prov.: ON

Postal Code: M4B 1V8 Legal Country: Canada

**Report Information**

First month in your:

Fiscal Year: January Tax Year: January

Income Tax Form Used: Corporate Income Tax (T2)

**Company Identification**

CRA Business Number: 825470742 RT: 0001

The 9-digit business number plus 4 digit account number the Canada Revenue Agency assigned to your business.

QST Registration No.:

The 10 digit number Revenu Québec assigned to your business when you registered to collect Québec Sales Tax.

Payroll Identification

CRA Payroll Account #: 825470742 RP:

The 4-digit account number that the Canada Revenue Agency added to your Business No. when you became an employer.

MRQ Payroll Account #: RS:

Buttons: OK, Cancel, Help

## 10 Preferences for file Setup

Preferences let you customize the file for your client's use. Company preferences are edited by the Admin and the My preferences are edited by the individual user.

Here are 10 best practices preferences:

1. Accounting - Use account numbers
2. Accounting - Warn when posting to Retained Earnings
3. Accounting - Closing Date & Password
4. Bills - Bills are due XX days after...
5. Chequing - Select default accounts
6. Desktop View - enable or disable features
7. General - Auto recall transactions
8. Payments - Use undeposited funds
9. Reports & Graphs - refresh automatically
10. Search - update automatically

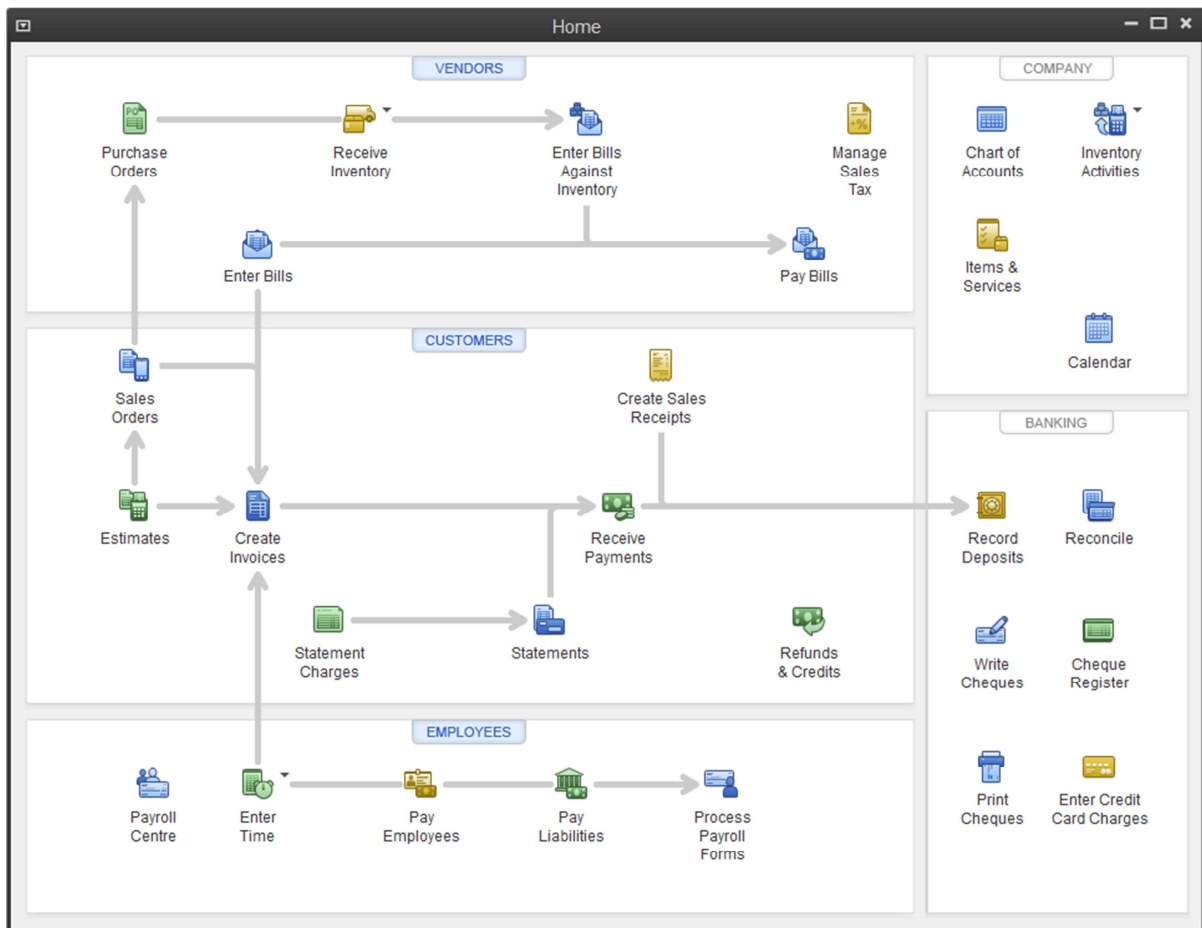
# Part III QuickBooks Navigation

## The Home Page

The Home page is the first window that displays when you open QuickBooks. The Home page provides the big picture of how your essential business tasks fit together and flow to make your accounting in QuickBooks easy.

There are five sections on the home page. They are:

1. Vendors
2. Customer
3. Employees
4. Company
5. Banking



**Note the following:**

1. Click any of the icons from the homepage and the transaction, list, or function you click displays.
2. The arrows on the home page reflect the workflows in your business and in your accounting process. To best use QuickBooks you should follow these workflows.
3. Keep track of Account Balances in the right hand pane of the window.

## Menu Bar

You can easily access all of QuickBooks' tasks, features and reporting functions by selecting them from the Menu Bar. The menu bar provides access to all areas of QuickBooks. To select a task, feature or report, first click on a menu and then select an item from the submenu.

**File**- This menu option contains anything related to your QuickBooks file such as opening, exiting, and backing up QuickBooks. It also allows you to print and even save transactions and report as .pdf files.

**Edit** - The Edit menu option allows you to edit transactions that are open in your active window. The editing options include cut, copy, paste, delete, memorize etc. It also contains the Preferences option which is discussed in a subsequent chapter.

**Lists** - The Lists menu contains all of the lists in QuickBooks with the exception of the Customer and Vendor lists which are contained in their respective centres.

**Company** - This menu contains information about your company like company information, setting up users and other items.

**Favorites** - New in 2012 this menu allows you to put other menu choices under it for a custom menu.

**Sales Tax** - This menu allows you to setup and manage all provincial taxes and GST.

**Customer, Vendors, Employees Menus** - These menu items contains transactions and setup options for all.

**Banking** - This list contains banking transactions and everything bank related.

**Reports** - This menu contains the list of default reports in QuickBooks sorted by category.

**Online Services** - This menu contains a link to a service for small businesses that allows them to create simple business websites.

**Window** - This menu allows you to control the view of QuickBooks.

**Help** - This contains not only Help options but useful tools for registering QuickBooks and keeping QuickBooks up to date.

## Keyboard Shortcuts

If you prefer using keyboard shortcuts, rather than using your mouse to navigate QuickBooks, there are many shortcuts that will help you be more efficient when using QuickBooks. Please see the last page of this workbook to find a list of QuickBooks shortcuts.

Some common shortcuts include the following:

**CTRL + A** displays the **Chart of Accounts**

**CTRL + W** displays the **Write Cheques** window

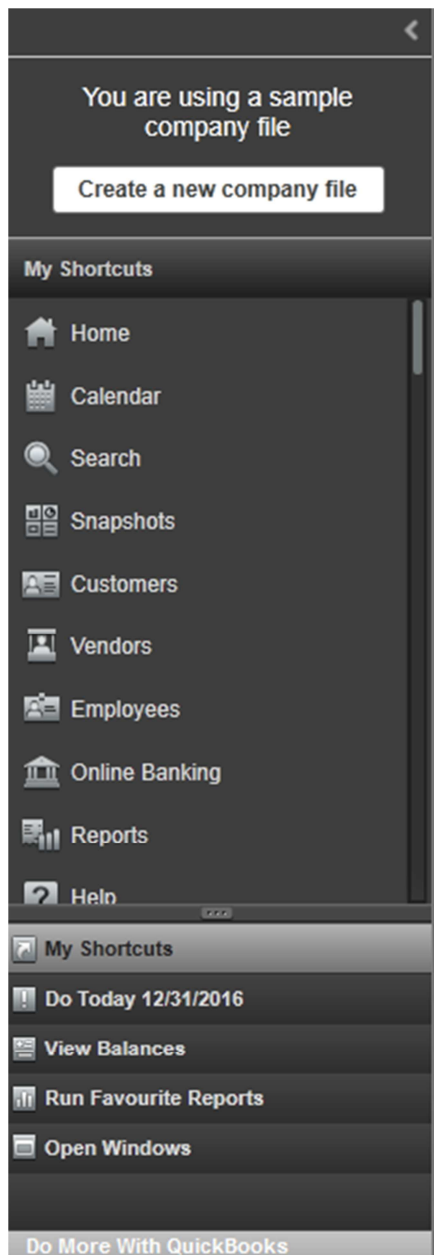
**CTRL + I** displays the **Create Invoices** window

**ESC** closes windows open in QuickBooks



## Icon Bar

New look in QuickBooks 2013 displays the Icon bar on the top or on the left hand side. This can be edited using the View menu.




## Accountant Centre

This new feature in QuickBooks 2013 brings what is most important to ProAdvisors into one window. It lists the following:


- Tools - Client Data Review
- Memorized Reports
- Bank Reconciliations
- Accountant updates

\*\* The Accountant Centre is not available in any version except the Accountant Edition which is only available to ProAdvisors.

### Accountant Centre


 **Tools**
Customize

QuickBooks File Manager	Client Data Review
Chart of Accounts	Working Trial Balance
Add/Edit Multiple List Entries	Reclassify Transactions
Fixed Asset Item List	Fix Unapplied Customer Payments and Credits
Use Register	Write Off Invoices
Make General Journal Entries...	

 **Reconciliation**
Refresh

ACCOUNT	LAST RECONCILED	RECONCILED BALANCE	CURRENT BALANCE
Chequing	10/31/2008	151,920.45	114,196.40
Credit Cards		0.00	17,620.20
Credit Cards:MasterCard		0.00	9,654.15
Credit Cards:Visa		0.00	7,966.05


Show Accountant Centre when opening a company file

 **Memorized Reports**

SELECT GROUP Retail

- [Vendor Returns Summary](#)
- [Purchase Volume by Vendor](#)
- [Bills by Due Date](#)
- [Customer Payments by Payment Item](#)
- [Balance Sheet Monthly Comparison](#)
- [Profit Loss Monthly Comparison](#)

QuickBooks Statement Writer

 **Accountant Updates**

MESSAGE

# Part IV Accounts in QuickBooks

## Objectives

In this section we will cover:

- Creating accounts in QuickBooks
- Best practices for account setup
- Client errors when setting up accounts

## What is the Chart of Accounts?

The chart of accounts is a complete list of your company's accounts and their balances. The chart of accounts includes all the different account types. The Chart of Accounts is made up of sixteen types of QuickBooks accounts. They are arranged with the balance sheet accounts on top and the Income Statement accounts at the bottom of the chart of accounts. Accounts should be setup prior to any other list entries in QuickBooks.

## Setting up Accounts

To setup accounts in QuickBooks:

1. From the Lists menu, select **Chart of Accounts**.

Name	Type	Balance Total
↳ Chequing	Bank	114,196.40
↳ Accounts Receivable	Accounts Receivable	23,578.30
↳ Inventory Asset	Other Current Asset	19,720.80
↳ Undeposited Funds	Other Current Asset	4,162.64
↳ Property Plant & Equipment	Fixed Asset	13,252.00
↳ Computer Equipment	Fixed Asset	5,940.00
↳ Accum. Amort.	Fixed Asset	0.00
↳ Cost	Fixed Asset	5,940.00
↳ Computer Software	Fixed Asset	832.00
↳ Accum. Amort.	Fixed Asset	0.00
↳ Cost	Fixed Asset	832.00
↳ Vehicles	Fixed Asset	6,480.00
↳ Accum. Amort.	Fixed Asset	0.00
↳ Cost	Fixed Asset	6,480.00
↳ Accounts Payable	Accounts Payable	3,685.01
↳ Credit Cards	Credit Card	17,620.20
↳ MasterCard	Credit Card	9,654.15
↳ Visa	Credit Card	7,966.05
↳ GST/HST Payable	Other Current Liabi...	2,707.48
↳ PST Payable	Other Current Liabi...	1,794.31
↳ Payroll Liabilities	Other Current Liabi...	8,009.71
↳ Term Loan	Long Term Liability	96,150.00
↳ Retained Earnings	Equity	
↳ Sales	Income	
↳ Cost of Goods Sold	Cost of Goods Sold	
↳ Subcontractors	Cost of Goods Sold	
↳ Bank Fees	Expense	
↳ Interest	Expense	
↳ Service Charges	Expense	
↳ Freight/Shipping	Expense	
↳ Insurance	Expense	
↳ Liability Insurance	Expense	
↳ Payroll Expenses	Expense	
↳ Professional Fees	Expense	
↳ Accounting	Expense	
↳ Legal	Expense	
↳ PST Expenses	Expense	
↳ Rent	Expense	
↳ Sales Discounts	Expense	
↳ Supplies	Expense	

Account    Activities    Reports     Include inactive

2. Select the **Account** button. The **Add New Account: Choose account type** window appears.

3. Select the type of account you would like to create.
4. Click **Continue**.

**Add New Account: Choose Account Type**

Choose **one** account type and click Continue.

Categorize money your business earns or spends

**Income**

**Expense**

Or, track the value of your assets and liabilities

**Fixed Asset (major purchases)**

**Bank**

**Loan**

**Credit Card**

**Equity**

**Other Account Types** <select>

**Bank Account**

Create one for each cash account, such as:

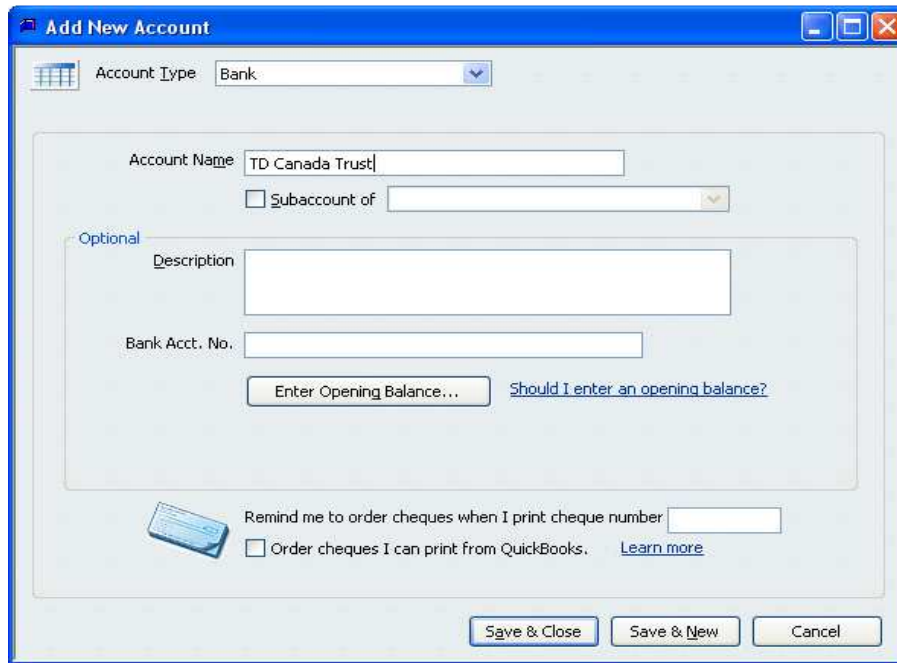
- Petty cash
- Chequing
- Savings
- Money market

[More...](#)

[Help me choose the right account type.](#)

**Continue** **Cancel**

5. Enter the Name of the Account that you want to appear on the **Chart of Accounts**.
6. Enter the **Description** and **Bank Acct. No.** if necessary.
7. Click **Save & Close**.



**Add New Account**

Account Type: Bank

Account Name: TD Canada Trust

Subaccount of

Optional

Description:

Bank Acct. No.:

Enter Opening Balance... [Should I enter an opening balance?](#)

Remind me to order cheques when I print cheque number

Order cheques I can print from QuickBooks. [Learn more](#)

Save & Close Save & New Cancel

**Note: Tax Line Mapping** - At year end, you can export your QuickBooks chart of accounts to compatible tax preparation software applications like Intuit's ProFile. To do so, you need to map your account to the requisite tax form.

## Cost of Goods Sold Account

To track the purchase of direct costs you can setup a cost of goods sold account. Direct costs include any expenses related to the production of your products or services. This may include material, subcontractors, employee expenses and more.

To create a cost of goods sold account:

1. Click Chart of Accounts
2. Click New
3. Select Other Account Types
4. Choose Cost of Goods Sold
5. Click Continue
6. Enter the account name
7. Select a tax code if necessary
8. Click Save & Close

The screenshot shows the 'Add New Account' dialog box. At the top, the title is 'Add New Account'. Below the title bar, there is a grid icon and a dropdown menu for 'Account Type' set to 'Cost of Goods Sold'. The main area contains the following fields and controls:

- Account Name:** A text box containing 'Job Materials' and a 'Select from Examples' button.
- Subaccount of:** A checkbox labeled 'Subaccount of' followed by an empty dropdown menu.
- Optional Section:** A large box containing:
  - Description:** An empty text box.
  - Note:** An empty text box.
  - Tax-Line Mapping:** A dropdown menu set to '<Unassigned>' with a link '[How do I choose the right tax line?](#)'.
  - Sales Tax Code:** A dropdown menu set to 'H'.

At the bottom of the dialog, there are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.

## Creating Sub Accounts

By using sub accounts, you can group and subtotal similar accounts on your chart of accounts. This feature is particularly useful for Balance Sheet or Profit & Loss reports. With sub accounts, you can prepare those reports at either a summary level or an expanded level. To create subaccounts in QuickBooks:

1. From the **Lists** menu, select **Chart of Accounts**.
2. Select the account type.
3. Select **Continue**.
4. Enter the Name of account.
5. Select the **Subaccount of** Checkbox and select the account from the drop down menu.
6. Choose appropriate tax code.
7. Select **Save & Close**.

The screenshot shows the 'Add New Account' dialog box. At the top, the title bar reads 'Add New Account'. Below the title bar, there is a grid icon and a dropdown menu for 'Account Type' set to 'Expense'. The main area contains the following fields:

- Account Name:** Consulting
- Subaccount of:** Professional Fees
- Optional:**
  - Description:** (empty text box)
  - Note:** (empty text box)
  - Sales Tax Code:** 5

At the bottom right, there are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.



## Other Common Accounts in QuickBooks

There are many types of accounts that are required by small businesses. Some of these account types include the following:

- Credit Card Accounts
- Bank Loan Accounts
- Shareholder Loan

### Credit Card Accounts

Most small businesses have the need of credit cards. The **Credit Card** is a specific type of account in QuickBooks. The advantage of using a credit card in QuickBooks is that it allows you to reconcile your credit card account just like any balance sheet account and allows you to track purchases in great detail. To setup a credit card:

1. Go to the **Chart of Accounts** window, select the **Account** button.
2. Select **New**.
3. Select **Credit Card**, and then click **Continue**.
4. Enter the name of the credit card in the **Account Name** field.
5. Click **Save & Close**.

The screenshot shows the 'Add New Account' window in QuickBooks. The 'Account Type' dropdown is set to 'Credit Card'. The 'Account Name' field is filled with 'American Express'. Below it is an unchecked checkbox for 'Subaccount of' followed by a dropdown menu. An 'Optional' section is enclosed in a dashed border and contains a 'Description' field with the text 'Company AMEX card only to be used for travel, meals and entertainment expenses.' and a 'Credit Card Acct. No.' field. Below the 'Credit Card Acct. No.' field are two buttons: 'Enter Opening Balance...' and a blue link 'Should I enter an opening balance?'. At the bottom of the window are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.

## Bank Loan Accounts

Many small businesses have bank loans which require detailed tracking in QuickBooks. To setup a bank loan and receive the funds there is a process that can be followed to setup the account and deposit the funds into the company bank account. To setup a bank loan:

1. Go to the **Chart of Accounts**, select **Account**.
2. Select **New**.
3. Select **Other Account Types**.
4. Select **Long Term Liability**.
5. Click **Continue**.

**Add New Account: Choose Account Type**

Choose **one** account type and click Continue.

Categorize money your business earns or spends

- I**ncome
- E**xpense

Or, track the value of your assets and liabilities

- F**ixed **A**sset (major purchases)
- B**ank
- L**oan
- C**redit **C**ard
- E**quity

**Other Account Types** <select>

**Loan Account**

Tracks the principal your business owes for a loan or line of credit.

[More...](#)

[Help me choose the right account type.](#)

**Continue** **Cancel**

6. Enter the **Account Name** of the Bank Loan account.
7. Add a **Description** if appropriate.
8. Click **Save & Close**, to complete the account setup.

The screenshot shows the 'Add New Account' dialog box. At the top, the title bar reads 'Add New Account'. Below the title bar, there is a grid icon and a dropdown menu for 'Account Type' set to 'Other Current Liability'. The main area contains the following fields and options:

- Account Name:** A text box containing 'Bank Loan'.
- Subaccount of:** A checkbox labeled 'Subaccount of' followed by an empty dropdown menu.
- Optional:** A section header in blue text.
- Description:** A text box containing 'Bank operating loan. 3 yr. term.' with up and down arrow icons on the right.
- Account No.:** An empty text box.
- Enter Opening Balance...:** A button.
- Should I enter an opening balance?:** A blue hyperlink.

At the bottom of the dialog, there are three buttons: 'Save & Close', 'Save & New', and 'Cancel'.

# Part V QuickBooks Items

## Objectives

After completing this section you should have an understanding of:

- What is an item?
- Basic Item Types
- Creating Items (Products & Services)

## What is an Item?

No matter what industry type your business belongs to, in order to use an invoice form, you must set up at least one item. In QuickBooks, an item can be a service, a product, a surcharge or a fee of any type. Whether you want to show shipping charges, discounts, subtotals, or deposits on your invoices, they must all be added to the items list.

Items let small business users of QuickBooks to use the terminology that they are familiar with while still doing the accounting entries on each transaction. Items are linked to accounts and are the key component to handling the double entry accounting transactions. QuickBooks reports are created using Items.

## Basic Item Types

**Service** - Item used to sell services that are charged in fees, hourly rates, labour or service calls.

**Other Charge** - Used to track other charges such as freight, shipping & handling, Fees, etc.

**Non- Inventory Part** - used to track supplies and materials

**Subtotal** - Used to separate groups of items together when using discounts, or surcharges. Also makes the Invoice more organized in appearance.

**Discount** - used to track discounts

**Group** - used to track sales of packages or groups of products and services

## Creating Items (Products & Services)

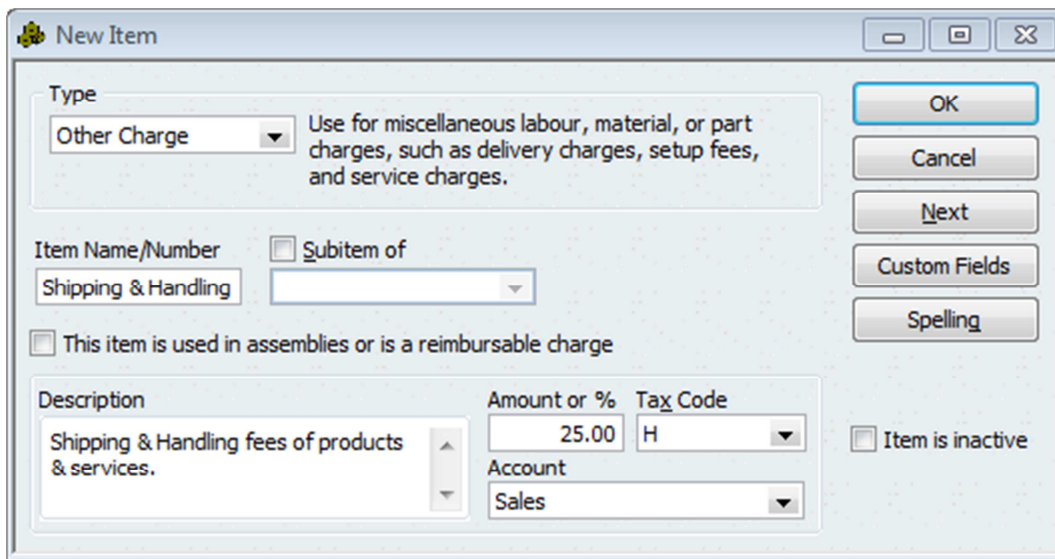
### Service Items

1. Go to the **Home Page**, click **Products & Items & Services Lists**.
2. Click the **Item** button, and then select **New**. The New Item window displays.

3. Complete the necessary information:
  - a. Enter the **Item Name/Number**.
  - b. Enter the **Description** (this description will appear to the customer)
  - c. Enter the **Sales Rate** of this service.
  - d. Enter the appropriate **Tax Code**.
  - e. Enter the **Account** that will be used to track the sales of this item.  
This will always be an Income account.
4. Click **OK**.

## Other Charge

1. On the **Item List**, select **CTRL + N**.
2. Select the **Type**, **Other Charge**.
3. Enter the **Item Name/Number**
4. Enter the **Description**.
5. Enter the **Amount or %**.
6. Enter the **Tax Code**
7. Enter the **Account** that the sales of this item will track to.



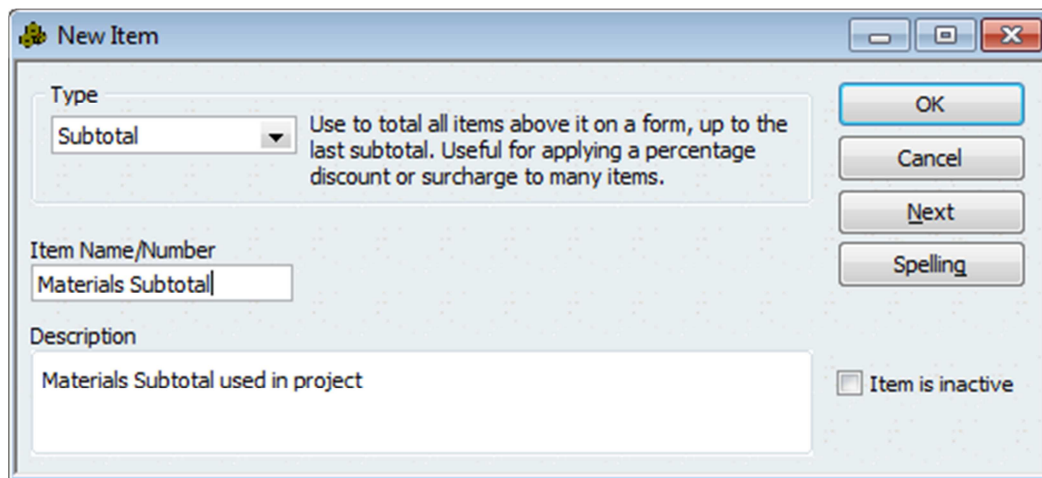
The screenshot shows the 'New Item' dialog box in QuickBooks. The 'Type' is set to 'Other Charge'. The 'Item Name/Number' is 'Shipping & Handling'. The 'Description' is 'Shipping & Handling fees of products & services.'. The 'Amount or %' is '25.00'. The 'Tax Code' is 'H'. The 'Account' is 'Sales'. The 'Item is inactive' checkbox is unchecked. The 'OK' button is highlighted in blue.

Field	Value
Type	Other Charge
Item Name/Number	Shipping & Handling
Description	Shipping & Handling fees of products & services.
Amount or %	25.00
Tax Code	H
Account	Sales

## Subtotal

Subtotal items allow you to sum the amounts for a number of items. They can be included in a group or added as required. They only work on sales transactions. You can use more than one Subtotal item on a form. They are great for separating Parts from Labour or other examples. They appear in the body of the invoice and not at the bottom of the invoice. To create a Subtotal item:

1. From the Item list, click **CTRL + N**.
2. Choose the type **Subtotal**.
3. Enter the **Item Name/Number** of the subtotal.
4. Click **OK**.



The screenshot shows the 'New Item' dialog box with the following fields and options:

- Type:** A dropdown menu set to 'Subtotal'. A tooltip explains: 'Use to total all items above it on a form, up to the last subtotal. Useful for applying a percentage discount or surcharge to many items.'
- Item Name/Number:** A text box containing 'Materials Subtotal'.
- Description:** A text box containing 'Materials Subtotal used in project'.
- Item is inactive:** An unchecked checkbox.
- Buttons:** 'OK', 'Cancel', 'Next', and 'Spelling' are located on the right side of the dialog.

## Non-inventory Part

Non-inventory parts do not have the ability to be tracked as a quantity in inventory and do not have an automatic calculation of cost of sales. When you purchase non-inventory parts for a project they are tracked to an account. When these items are sold, the sales can be tracked to a sales account.

Non-inventory parts are a good choice for goods that you do not quantify or that you do not calculate cost of sales on. Non-inventory parts can always be converted to inventory parts at a later date, but inventory parts cannot be converted to any other type of item. For that reason, you can generally set up parts as non-inventory items at the outset and then change them if there is a good reason to.

A non-inventory part can be used in many different types of business. They can be used to represent one time purchase or sales of products or services. They can also be used to represent categories of products or services used in your business. For example a home builder would use Non-Inventory parts to represent the different building supplies that go into the building of a home. These items might include:

- Lumber
- Drywall
- Insulation
- Concrete

The Non-Inventory part lets you track both purchases and sales on any of these items and lets you track the costs of your jobs without requiring the use of inventory parts.



To setup a Non-Inventory Part:

1. Go to the **Item List**.
2. Click the **Item** button, and then select **New**.
3. Complete the necessary information including:
4. Select **Non-Inventory Part**.
5. Enter the **Name/Number** of the part.
6. Enter the **Purchase description** (this description will appear on purchase transactions).
7. Enter the **Cost** of the item. This is the cost for your business to purchase the item for resale.
8. Enter the **Purchase Tax Code** of the item.
9. Enter the appropriate **Expense Account**.
10. Enter the **Sales Description**.
11. Enter the **Sales Price** of this service.
12. Enter the appropriate **Sales Tax Code**.
13. Enter the **Income Account** that will be used to track the sales of this item. This will always be an Income account.
14. Click **OK**.

The screenshot shows the 'Item Setup' dialog box for a 'Non-Inventory Part'. The 'Type' is set to 'Non-Inventory Part' with a description: 'Use for goods you buy but don't track, like office supplies, or materials for a specific job that you charge back to the customer.' The 'Item Name/Number' is 'Baked Goods', and it is a 'Subitem of' 'Food Products'. The 'Unit of Measure' is set to 'None'. The 'Purchase Information' section includes a description of 'Baked goods', a cost of 0.00, a purchase tax code of 'H', an expense account of 'Food & Beverage', and a preferred vendor. The 'Sales Information' section includes a description of 'Baked goods', a sales price of 0.00, a tax code of 'H', and an income account of 'Sales'. The 'Item is inactive' checkbox is unchecked. On the right side, there are buttons for 'OK', 'Cancel', 'Notes', 'Custom Fields', and 'Spelling'.

## Group

Group items are used to speed up data entry on sales transactions. You can select one item that includes multiple items. A good example of the use of a group item is when you sell a package of products or services.

There is also an option to print or not print the items in a group. To create a Group Item:

1. From the Item List, select **CTRL + N**.
2. Select **Group** as the Type.
3. Enter the **Group Name/Number**.
4. Enter the **Description**.
5. Select the items that will be contained in the Group.
6. Enter the quantity that will be in each group.
7. Click **OK**.

**New Item**

Type: Group (Use to quickly enter a group of individual items on an invoice. [What's the difference between a Group and an Inventory Assembly?](#))

Group Name/Number: Package

Description: Package of Goods and Services

Print items in group

Item is inactive

Item	Description	Qty
Hockey Stic...	Replica Mini Kitchener Blades	2
Hockey Stic...	Replica Mini Team Green	2
Consulting		3

Buttons: OK, Cancel, Next, Custom Fields, Spelling

## Discount

Discounts are used on sales transactions to reduce the sales amount. You can have a discount be a fixed Dollar amount or it can be a percentage. This discount is different than a finance charge discount. This Discount can be assigned a tax code. To create a discount:

1. From the Item list, click **CTRL + N**.
2. Select **Discount** as the type of item.
3. Enter the **Item Name/Number**.
4. Enter the **Description** as necessary.
5. Enter the **Amount or %**. If it is a % discount you must enter the % symbol.
6. Choose the appropriate account.
7. Select a **Tax Code**.
8. Click **OK**.

The screenshot shows the 'New Item' dialog box with the following fields and options:

- Type:** A dropdown menu set to 'Discount'. Below it is a note: 'Use to subtract a percentage or fixed amount from a total or subtotal. Do not use this item type for an early payment discount.'
- Item Name/Number:** An empty text box.
- Subitem of:** A checkbox labeled 'Subitem of' followed by a dropdown menu.
- Description:** A large empty text area.
- Amount or %:** A text box containing '0.00'.
- Account:** A dropdown menu.
- Sales Tax Code:** A dropdown menu set to 'G'. Below it is the text 'Discount is applied before sales tax'.
- Item is inactive:** A checkbox that is currently unchecked.
- Buttons:** A vertical stack of buttons on the right side: 'OK', 'Cancel', 'Next', 'Custom Fields', and 'Spelling'.

# Part VI Sales Tax Setup in QuickBooks

## Objectives

This section teaches you how QuickBooks setups Sales Taxes In this section you will learn about:

- Tax Vendors
- Tax Items
- Tax Codes

## Tax Vendors

Tax vendors are the agencies to whom you pay sales tax on both the Federal and Provincial level.

To access the Tax Vendors, go to the Vendor Centre and choose Receiver General

EDIT VENDOR

VENDOR NAME

CURRENT BALANCE 0.00 [How do I adjust the current balance?](#)

Address Info

Payment Settings

Sales Tax Settings

Account Settings

Additional Info

VENDOR TYPE

CUSTOM FIELDS

SPOUSE'S NAME

VENDOR SINCE

CONTACT'S BIRTHDAY

WEBSITE

Define Fields

Vendor is inactive

OK Cancel Help

\*\* Note the Vendor Type

## Tax Items

QuickBooks sets the sales tax items that are used most often in the province where your business is located. However, you may sometimes need to add additional sales tax items.

To review the tax items, go to the Home Page and click Items & Services

◊ GST (ITC) Adjustments	GST Adjustments on purchases (Line 107)	Sales Tax Item	GST/HST Payable		0.00
◊ GST Adjustments	GST Adjustments on sales (Line 104)	Sales Tax Item	GST/HST Payable		0.00
◊ GST Instalment	Instalments and net tax paid (Line 110)	Sales Tax Item	GST/HST Payable		0.00
◊ GST On Purchase 0.0%	GST On Purchase 0.0%	Sales Tax Item	GST/HST Payable		0.00
◊ GST On Purchase 5.0%	GST On Purchase 5.0%	Sales Tax Item	GST/HST Payable		5.0%
◊ GST On Sales 0.0%	GST On Sales 0.0%	Sales Tax Item	GST/HST Payable		0.0%
◊ GST On Sales 5.0%	GST On Sales 5.0%	Sales Tax Item	GST/HST Payable		5.0%
◊ PST (ON) Adjustment	PST (ON) Adjustments on sales (Line 6)	Sales Tax Item	PST Payable		0.00
◊ PST (ON) Compensation	PST (ON) Compensation (Line 5)	Sales Tax Item	PST Payable		0.00
◊ PST On Purchase 0.0%	PST On Purchase 0.0%	Sales Tax Item			0.0%
◊ PST On Purchase 8.0%	PST On Purchase 8.0%	Sales Tax Item			8.0%
◊ PST On Sales 0.0%	PST On Sales 0.0%	Sales Tax Item	PST Payable		0.0%
◊ PST On Sales 8.0%	PST On Sales 8.0%	Sales Tax Item	PST Payable		8.0%
◊ GST 0.0%, PST 0.0% Purch...	GST 0.0%, PST 0.0% Purchase	Sales Tax Gro...			0.0%
◊ GST 0.0%, PST 0.0% Sales	GST 0.0%, PST 0.0% Sales	Sales Tax Gro...			0.0%
◊ GST 5.0%, PST 8.0% Purch...	GST 5.0%, PST 8.0% Purchase	Sales Tax Gro...			13.0%

These items link to the sales tax codes and to the specific lines on your sales tax returns.

**TYPE**

Sales Tax Item Use to calculate a single sales tax at a specific rate that you pay to a single sales tax agency.

**Sales Tax Name**

**Description**

Tax Rate (%) or Amt  Tax Agency (vendor that you collect for)

Assign this item to a line of the tax agency's sales tax return.  
 Sales Tax Return Line   
[What sales tax line do I choose?](#)

Item is inactive

## Sales Tax Codes

QuickBooks sets up common sales tax codes for you based on the province where your company is located. You and your clients will use Sales Tax codes on sales and purchase transactions to represent sales tax items which help your clients automatically complete their sales tax returns.

CODE	DESCRIPTION
G	GST Only
P	PST Only
S	Standard
Z	Zero Rated
.	<Not Used>
E	Tax Exempt

# Part VII Accounts Payable & Expenses in QuickBooks

## Objectives

This part relates to your suppliers from whom you purchase products and services. In this chapter you will learn the following:

- What is a vendor?
- Setting up Vendors
- Entering Bills
- Paying Bills
- Writing Cheques
- Entering Credit Card Charges

## What is a Vendor?

QuickBooks uses the Vendors list to hold information about the people and companies you do business with and make purchases from; for example, this list could include the phone company, your office supplies vendor, and the government sales tax agencies to which you remit sales tax.

### Setting up Vendors

To setup a new Vendor:

1. From the **Vendor Centre**, select the **New Vendor...** button
2. Enter the **Vendor Name**
3. Enter the following information
  - a. **Company Name**
  - b. **Contact**
  - c. **Telephone, Fax, Email, etc.**
  - d. **Name and Address** (use the **Address Details** button to complete the information).
4. Click **OK**.

**New Vendor**

Vendor Name: United Parcel Service

Opening Balance: [ ] as of 12/31/2012 [How do I determine the opening balance?](#)

**Address Info** | Additional Info | Account Prefill

Company Name: United Parcel Service | Contact: John Anderson

Mr./Ms./...: [ ] | Phone: 905-989-2345

First Name: John | M.I.: [ ] | FAX: [ ]

Last Name: Anderson | Alt. Phone: [ ]

Alt. Contact: [ ]

Name and Address: Kinko's  
John Anderson  
1298 Argentia Road  
Mississauga, ON.  
L8T 8H3

E-mail: [ ]

Cc: [ ]

Print on Cheque as: Kinko's

Vendor is inactive

Vendor is a Sales Tax Agency

Buttons: OK, Cancel, Next, Help



## Entering Bills

Some business owners, especially smaller businesses, pay their bills when they receive them. Most business owners, however, wait to pay their bills to conserve as much cash in the business as possible. QuickBooks will help you track the bills that you owe.

To Enter a Bill:

1. From the **Home Page**, select **Enter Bills**.
2. Enter the **Vendor Name**
3. Enter the **date, Ref. No. (Bill#)**
4. Enter the **Amount Due** (this is the total of the bill)
5. On the **Expenses Tab**, select the Account to which you want to track this expense.
6. Enter the **Tax code, Amount and Memo** (always useful to remind you of notes about a particular purchase).
7. Select **Save & Close**.

**Enter Bills**

Previous Next Find History Journal

Bill  Credit  Bill Received

**Bill**

Vendor Accounting Cycle Date 12/31/2012

Address #102 11302-119 St  
Edmonton, AB T5G 2X4 Ref. No. 0965508

Amount Due 1,000.00

Bill Due 01/30/2013

Terms Net 30 Discount Date

Memo

Account	Tax	Amount	Memo	Customer:Job	Billa...	Class
Professional Fees:Accounting	5	884.95	QuickBooks Training			

GST On Purchase 5.0% 5.0% 44.25 Edit

PST On Purchase 8.0% 8.0% 70.80

Clear Splits Recalculate Save & Close Save & New Clear

## The A/P Aging summary report

The A/P Aging report displays the amounts that you owe to your vendors. Like the A/R Aging Summary report, this report also ages the amounts by column. To view this report:

1. From the Menu bar select Reports
2. Vendors & Payables
3. Select A/P Aging Summary

9:40 AM  
12/31/12

**Pro Hockey School**  
**A/P Aging Summary**  
As of December 31, 2012

	◇ Current ◇	◇ 1 - 30 ◇	◇ 31 - 60 ◇	◇ 61 - 90 ◇	◇ > 90 ◇	◇ TOTAL ◇
<b>Blitz Marketing</b>	0.00	892.50	0.00	0.00	1,238.68	2,131.18
<b>Roger's and Company CA's</b>	0.00	450.00	0.00	0.00	450.00	900.00
<b>The Phone Co</b>	0.00	164.87	0.00	0.00	0.00	164.87
<b>Utility Corp</b>	488.96	0.00	0.00	0.00	0.00	488.96
<b>TOTAL</b>	<b>488.96</b>	<b>1,507.37</b>	<b>0.00</b>	<b>0.00</b>	<b>1,688.68</b>	<b>3,685.01</b>

## Paying Bills

When the time comes to pay bills in QuickBooks you will use the Pay Bills Feature to complete the bill payment. **NOTE: Do not use the write cheques feature to pay bills.** To Pay Bills:

1. Go to the **Home Page**, click **Pay Bills**.
2. Select the **Show all Bills** option to display.
3. Select the Bills that you are paying by selecting them with checkmarks in the left hand column.
4. Enter the **Payment Date**, **Payment Method** and select the cheque printing option if necessary.
5. Select the **Account** used to pay these bills.
6. Click **Pay Selected Bills**. The Payment Summary window will appear.

**Pay Bills**

Select Bills to be Paid

Show bills:  Due on or before 01/10/2013  Show all bills

Sort By: Due Date

<input checked="" type="checkbox"/>	Date Due	Vendor	Ref. ...	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
<input checked="" type="checkbox"/>	01/04/2012	Blitz Marketing			892.50	0.00	0.00	892.50
<input type="checkbox"/>	01/13/2012	Roger's and Co...			450.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	09/14/2012	Blitz Marketing			346.18	0.00	0.00	346.18
<input type="checkbox"/>	12/07/2012	Blitz Marketing			892.50	0.00	0.00	0.00
<input checked="" type="checkbox"/>	12/07/2012	The Phone Co			164.87	0.00	0.00	164.87
<b>Totals</b>					4,685.01	0.00	0.00	1,403.55

Clear Selections

**Credit Information for Highlighted Bill**

Vendor: **The Phone Co**      Terms: **Net 15**      Number of Credits: **0**

Bill Ref. No.      Sugg. Discount: **0.00**      Total Credits Available: **0.00**

Go to Bill      Set Discount      Set Credits

**Payment**

Date: 12/31/2012      Method: Cheque       To be printed      Account: Chequing

Assign cheque no.      **Ending Balance: 112,792.85**

Pay Selected Bills      Cancel

7. Click the appropriate action for the next step.

**Payment Summary**
✕

**Payment Details**

**Payment Date** 12/31/2012

**Payment Account** Chequing

**Payment Method** Cheque

Payments have been successfully recorded for the following 3 of 3 bills:

Date Due	Vendor	Amount Paid
01/04/2012	Blitz Marketing	892.50
09/14/2012	Blitz Marketing	346.18
12/07/2012	The Phone Co	164.87
<b>Total</b>		<b>1,403.55</b>

[How do I find and change a bill payment?](#)

You can print cheques now, or print them later from Print Forms on the File menu.

Pay More Bills
Print Cheques
Done

8. Select the Cheques to Print and enter the first Cheque number.

9. Click **OK** to print. Choose your printer, and then click **Print**.

**Select Cheques to Print**
✕

Bank Account Chequing First Cheque Number 138  [Order cheques](#)

Select Cheques to print, then click OK.  
There are 11 Cheques to print for \$34,880.61.

✓	Date	Payee	Amount
✓	11/17/2008	Receiver General	9,844.48
✓	10/23/2012	Minister of Finance	6,778.63
✓	10/31/2012	Receiver General	14,307.62
✓	11/24/2012	Insurance Experts	245.00
✓	11/30/2012	Blitz Marketing	892.50
✓	11/30/2012	Roger's and Company CA's	450.00
✓	11/30/2012	The Phone Co	164.87
✓	11/30/2012	Utility Corp	360.15
✓	12/15/2012	Team Green:Canha, Frank	433.81

OK
Cancel
Help
Select All
Select None

## Bill Credits

There are times when you need to enter a credit from a vendor for a variety of reasons. QuickBooks creates Bill Credits from the **Enter Bills** window. To create a Bill Credit:

1. Go to the **Home Page**, click **Enter Bills**.
2. At the top of the **Enter Bills** window, select the **Credit** radial button. QuickBooks displays the Credit label at the top of the window. You now know that you are creating a Bill Credit for the vendor.
3. Create the bill as necessary including the **Vendor**, **Date**, **Ref. No**, **Expense Account**, **Tax Code** and **Memo** (provide details to explain the credit).
4. Click **Save & Close**. This action creates a credit on the Vendors account.

Enter Bills

Previous Next Find History Journal

Bill  Credit

**Credit**

Vendor Accounting Cycle Date 12/31/2012

Ref. No. 70985

Credit Amount 213.00

Memo

Expenses		\$188.50	Items		\$0.00	
Account	Tax	Amount	Memo	Customer:Job	Billable?	Class
Professional Fe...	H	188.50	Credit for work			

HST (ON) (ITC) 13.0% 24.50 Edit

0.00

Clear Splits Recalculate Save & Close Save & New Clear

## Applying Bill Credits

After creating Bill Credits for Vendor you can apply those credits to outstanding bills from Vendors. To apply a Bill Credit:

1. From the **Home Page**, select **Pay Bills**.
2. Sort the Bills by Vendor by selecting the **Sort By** drop down arrow, then choose **Vendor**.
3. Check the Bill that you would like to apply the credit to. When you do this action the **Set Credits** button at the bottom part of the window is now available for selection.
4. Click **Set Credits**.

**Pay Bills**

Select Bills to be Paid

Show bills: Due on or before 01/10/2013

Show all bills

Sort By: Vendor

<input checked="" type="checkbox"/>	Date Due	Vendor	Ref. ...	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
<input checked="" type="checkbox"/>	01/30/2013	Accounting Cycle			1,000.00	0.00	213.00	787.00
<input type="checkbox"/>	01/04/2012	Blitz Marketing			892.50	0.00	0.00	0.00
<input type="checkbox"/>	09/14/2012	Blitz Marketing			346.18	0.00	0.00	0.00
<input type="checkbox"/>	12/07/2012	Blitz Marketing			892.50	0.00	0.00	0.00
<input type="checkbox"/>	01/13/2012	Roger's and Co...			450.00	0.00	0.00	0.00
Totals					4,685.01	0.00	213.00	787.00

Clear Selections

Credit Information for Highlighted Bill

Vendor: **Accounting Cycle**      Terms: **Net 30**      Number of Credits: **0**

Bill Ref. No.      Sugg. Discount: **0.00**      Total Credits Available: **0.00**

Go to Bill      Set Discount      Set Credits

Payment

Date: 12/31/2012      Method: Cheque       To be printed      Account: Chequing

Assign cheque no.      Ending Balance: **113,409.40**

Pay Selected Bills      Cancel

5. QuickBooks automatically applies the credit to the appropriate bill. Review it for accuracy.
6. Click **Done**.
7. Finish applying the credit by clicking **Save & Close**. This clears the credit from the vendor account.

**Discount and Credits**

Bill

Vendor Accounting Cycle

Ref. No.		Amount Due	1,000.00
Date	12/31/2012	Discount Used	<b>0.00</b>
Original Amt.	1,000.00	Credits Used	<b>213.00</b>
		Amt. To Pay	787.00

**Discount** | **Credits**

<input checked="" type="checkbox"/>	Date	Ref. No.	Credit Amt.	Amt. To Use	Credit Balance
<input checked="" type="checkbox"/>	12/31/2012	70985	213.00	213.00	0.00
Totals			213.00	213.00	0.00

Clear

**Done** | Cancel | Help

## Writing Cheques

Sometime cheques are written for unexpected purchases, or postdated cheques are written for Rent Payments, Insurance, etc. There are many reasons to write cheques. QuickBooks handles these transactions through the Write Cheques feature. To write cheques:

1. From the **Home Page**, select **Write Cheques**.
2. Select the correct **Bank Account** where you will track this purchase.
3. Enter the **Pay to the Order of** information.
4. Enter the **Date**.
5. Enter the **Amount**.
6. On the **Expenses** tab, select the **Account**, and **Tax code**. Enter the **Amount** before taxes, enter the **Memo** if necessary.
7. Select **Save & Close**.

**Write Cheques - Chequing**

Previous Next Print Find Journal

Bank Account: Chequing Ending Balance: 112,792.85

Pay to the Order of: Bank of Royals

No. To Print: \_\_\_\_\_  
Date: 12/31/2012  
Amount: \$ 2,017.00

Two thousand seventeen and 00/100\* \*\*\*\*\* Dollars

Address: Bank of Royals

Memo: \_\_\_\_\_

Order Cheques

**Expenses** \$1,920.95 Items \$0.00  To be printed

Account	Tax	Amount	Memo	Customer:Job	Billa...	Class
Rent	G	1,920.95	Monthly Rent payment			Office A...

GST On Purchase 5.0% 5.0% 96.05 Edit  
0.00

Clear Splits Recalculate Save & Close Save & New Clear

Note: This cheque is reflected in your bank account immediately. It can be viewed by looking at the bank account register.



## Cheque Detail

To find out details about deposits in QuickBooks, you can create the Deposit Detail report. To create the Deposit Detail report:

1. Go to the **Report Centre**, select **Banking**.
2. Click **Cheque Detail**.

8:10 AM  
12/31/12

**Pro Hockey School**  
**Cheque Detail**  
December 2012

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates: This Month-to-date From 12/01/2012 To 12/31/2012 Sort By Default

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Cheque</b>		12/15/2012	Team Green:Can...		1000 · Chequing		-433.81
Credit Memo	299	12/15/2012		Replica ...	4010 · Sales	-290.00	290.00
				Hockey ...	4010 · Sales	-8.95	8.95
				Mini Lor...	4010 · Sales	-84.95	84.95
			Receiver General	Summar...	2200 · GST/HST P...	-19.20	19.20
			Minister of Finance	Summar...	2240 · PST Payable	-30.71	30.71
<b>TOTAL</b>						-433.81	433.81
<b>Bill Pmt -Cheq...</b>		12/31/2012	Accounting Cycle		1000 · Chequing		-787.00
Bill		12/31/2012			6650 · Accounting	-696.46	884.96
			Receiver General	HST (ON...	2200 · GST/HST P...	-90.54	115.04
<b>TOTAL</b>						-787.00	1,000.00
<b>Liability Cheque</b>		12/31/2012	Receiver General		1000 · Chequing		-4,098.10
					2100 · Payroll Liab...	-335.42	335.42
					2100 · Payroll Liab...	-335.42	335.42
					2100 · Payroll Liab...	-490.00	490.00
					2100 · Payroll Liab...	-350.00	350.00
					2100 · Payroll Liab...	-2,587.26	2,587.26
<b>TOTAL</b>						-4,098.10	4,098.10

## Other Bank Charges (Debit and other types)

Sometime cheques are written for other bank charges such as Debit transactions, bank fees, online banking payments, withdrawals, etc. QuickBooks also handles these transactions through the Write Cheques feature. To enter other bank transactions:

1. From the **Home Page**, select **Write Cheques**.
2. Select the correct **Bank Account** where you will track this purchase.
3. In the **No.** field enter the type of transaction such as Debit, Withdrawal or Fee. This indicates that this is a bank transaction of some sort instead of a cheque. This identifies the transaction in a way that helps with bank reconciliations.
8. Enter the **Pay to the Order of** information.
4. Enter the **Date**.
5. Enter the **Amount**.
6. On the **Expenses** tab, select the **Account**, and **tax code**. Enter the **Amount** before taxes, enter the **Memo** if necessary.
7. Click **Save & Close**.

Write Cheques - Chequing

Previous Next Print Find Journal

Bank Account Chequing Ending Balance 110,851.15

No. Debit  
Date 12/31/2012  
\$ 1,300.00

Pay to the Order of Accounting Cycle

One thousand three hundred and 00/100\*\*\*\*\* Dollars

Address #102 11302-119 St  
Edmonton, AB T5G 2X4

Memo

Order Cheques

Expenses \$1,115.44 Items \$0.00 To be printed

Account	Tax	Amount	Memo	Customer:Job	Billable?	Class
Professional Fees		1,115.44	QuickBooks Training			

0.00 Edit  
0.00

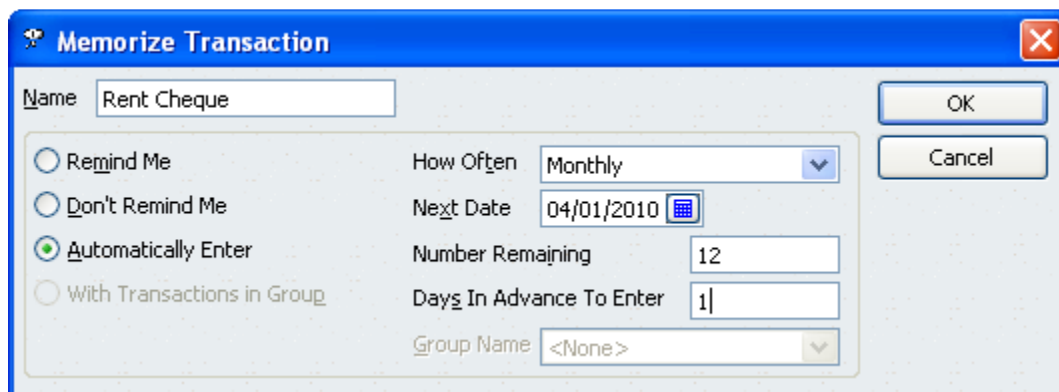
Clear Splits Recalculate Save & Close Save & New Clear

## Memorized Transactions

There are situations where you will want to save transactions for use again at a later time. These situations might include monthly payments such as rent or insurance or perhaps recurring invoices to customers. QuickBooks handles these situations through the memorized transactions function.

Most transactions can be memorized. To memorize a transaction:

1. With the transaction open on your window, select **CTRL + M**. This will display the **Memorize Transaction** window.
2. Enter the **Name** of the transaction. I.e. Rent Cheque or some name that clearly identifies the transaction.
3. Select how you want it to notify you. For recurring payments select **Automatically Enter**. This ensures that the transaction will be entered for you on the day that you choose going forward for as long as you specify.
4. Select **How Often** you want it to enter.
5. Select the **Number Remaining**. This can be for the duration of the contract or lease or whatever duration you select.
6. Select the **Days in Advance to enter**. This tells QuickBooks to enter the transaction when to enter the transaction.



## Entering Credit Card Charges

QuickBooks will track your credit card charges and allows you to reconcile credit card accounts.

To Enter a Credit Card Charge:

1. Go to the **Home Page**, click **Enter Credit Card Charges**. The Enter Credit Card Charges window displays. This is a very similar window to the Write Cheques window or Enter Bills.
2. Enter the **Vendor**.
3. Enter the **Date, Ref. No.**
4. Enter the **Amount**.
5. Click the **Expenses Tab**; select the correct **Account, Tax Code**.
6. Enter a **Memo** if necessary.
7. Click **Save & Close**.

Note: Each line on your credit card statement should match to a Credit Card Entry in QuickBooks.

**Enter Credit Card Charges - MasterCard**

Previous Next Find Download Card Charges Journal

Credit Card: Credit Cards:MasterCard Ending Balance: 9,654.15

Purchase/Charge  Refund/Credit

**Credit Card Purchase/Charge**

Purchased From: Totman's Date: 12/31/2012

Ref No. \_\_\_\_\_

Amount: 226.00

Memo: \_\_\_\_\_

[Are you ready to pay a bill from this credit card company?](#)

**Expenses** \$200.00 **Items** \$0.00

Account	Tax	Amount	Memo	Customer:Job	Billa...	Class
Supplies:Marketing	5	200.00	marketing brochures			

GST On Purchase 5.0% 5.0% 10.00 Edit

PST On Purchase 8.0% 8.0% 16.00

Clear Splits Recalculate Save & Close Save & New Clear

# Part VIII Customers & Receivables in QuickBooks

## Objectives

This section includes the components of managing your sales & customers.

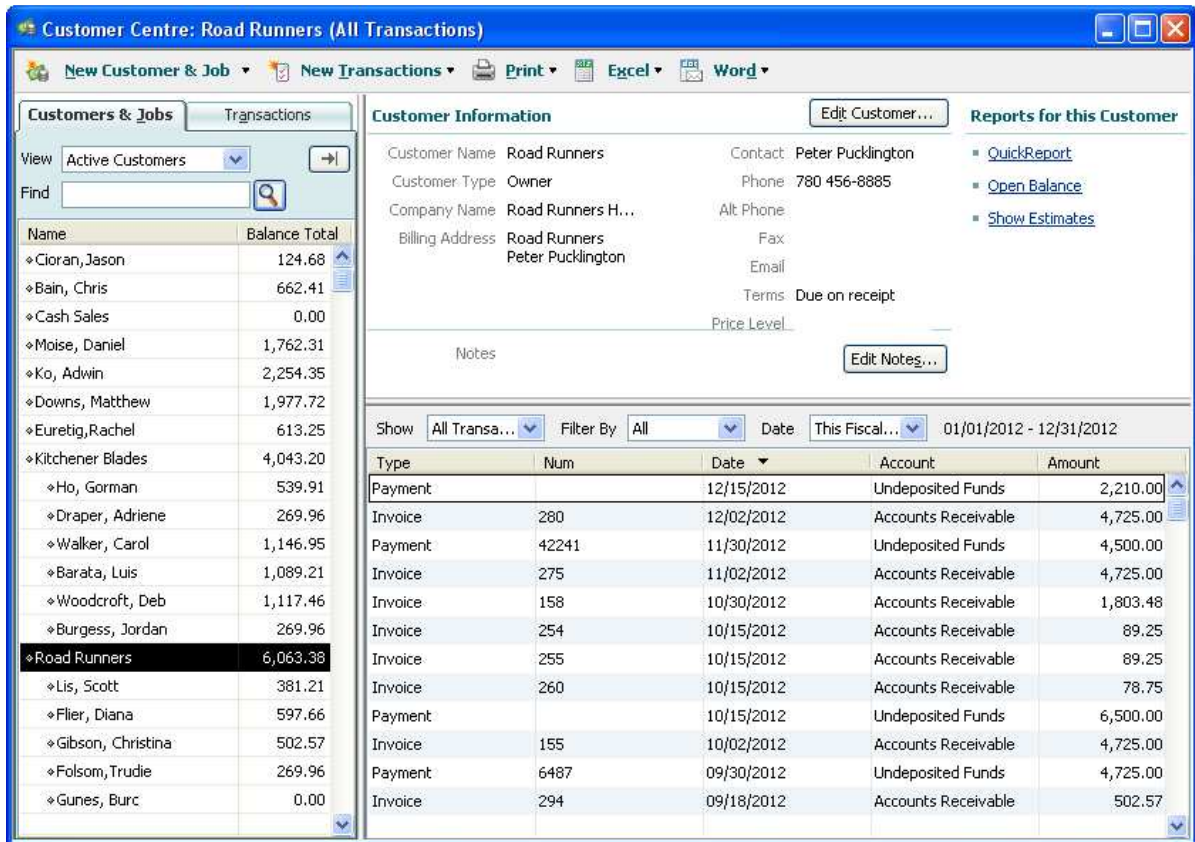
In this chapter you will learn:

- Navigating the Customer Centre
- Setting up Customers
- Creating Invoices
- Creating Credit Memos
- Entering Receive Payments

## Navigating the Customer Centre

Customers are business or individuals who buy your products and services. Gathering information about your customers and recording it helps you to better serve them and report on their activity with your business. To set up a Customer:

1. From the Icon Bar, select **Customer Centre**. The **Customer Centre** will appear.



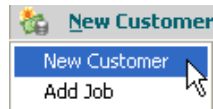
Note the Following about the Customer Centre:

- From the Centre's left pane you can select either **Customers & Jobs** or **Transactions**.
- Select the **Customers & Job** tab to view a wide range of information about a specific customer. You can also indicate the types of transactions that you would like QuickBooks to display.
- Use the **View** field to open a dropdown dialog box that filters the list for All Customers, Active Customers, Customers with Open Balances or a Custom Filter that you create yourself
- Use the Find feature to find Customers or Jobs on the list.
- The Right hand pane of the window displays the Customer information.
- The transactions for that specific customer are listed in the lower right pane.

## Setting up Customers

You will use the Customer Centre to add new customers or to edit existing customers. To add a new customer:

1. From the **Customer Centre**, select the **New Customer & Job** drop down menu. Select **New Customer**.

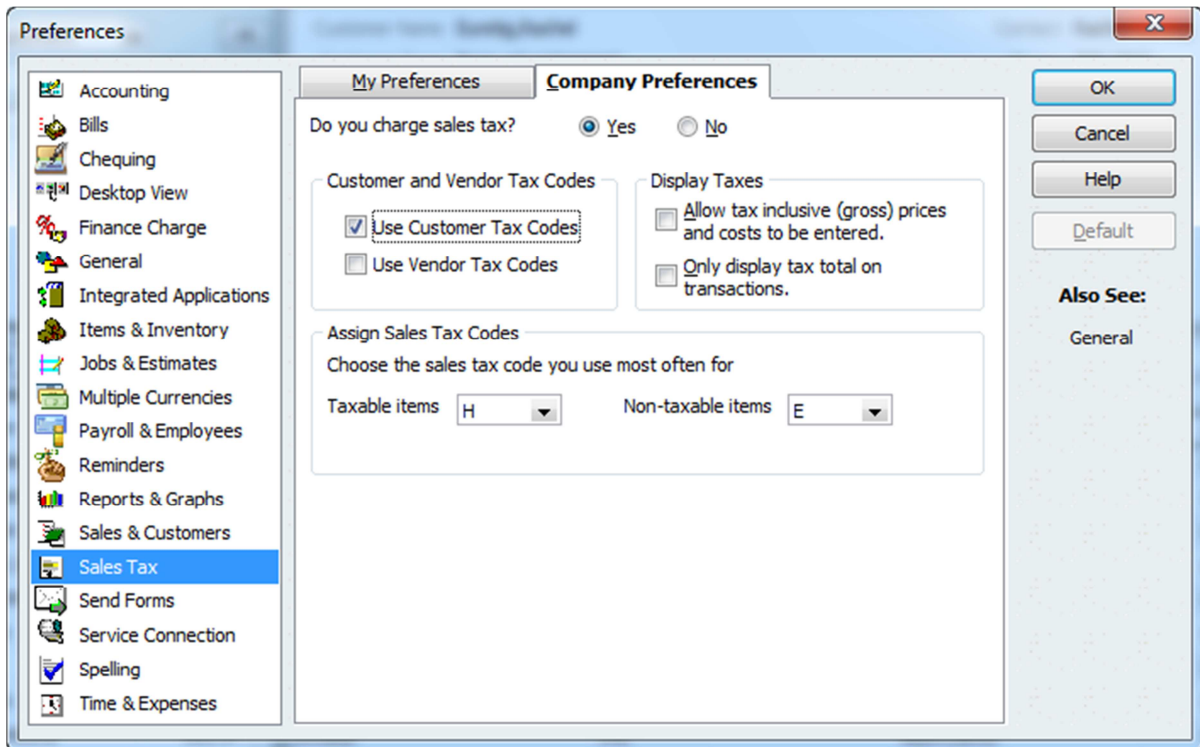


2. Enter the necessary information including:
  - a. **Customer Name** (The Customer: Job list will sort according to this name)
  - b. **Address Details** (select the **Edit** button for proper formatting)
  - c. Enter **Phone Number, Fax, Email**, and other information (The email address in the **E-mail** field becomes the **To:** Field in an email that comes from QuickBooks such as a report or form)
3. Click **OK**.

## Customer Tax Codes

In certain circumstances you may be required to edit tax codes for specific customers. This may occur when an organization is exempt from tax. QuickBooks can be used to track this information. To enable customer tax code:

1. Go to the **Edit** menu, select **Preferences**.
2. Select **Sales Tax**.
3. Click **Use Customer Tax Codes**.





To add a Customer Tax Code:

1. Open the **Customer Centre**.
2. Select the Customer that you would like to edit.
3. Click the **Additional Info. Tab**.
4. Select the Customer Tax code.
5. Click **OK**. This customer tax code will now appear on every sales transaction and will override other tax codes in the QuickBooks file.

**Edit Customer**

Customer Name: Cioran, Jason

Current Balance: 24.93 [How do I adjust the current balance?](#)

**Additional Info** | Address Info | Payment Info | Job Info

**Categorizing and Defaults**

Type: Referral

Terms: Due on receipt

Rep: CW

Preferred Send Method: None

**Sales Tax Information**

Tax Code: E | Country: Canada

Business Number:

Price Level: Wholesale

**Custom Fields**

Spouse's Name:

Customer Since: Mar. 1999

Contact's Birthday: 6-Jun

Website:

Define Fields

Customer is inactive

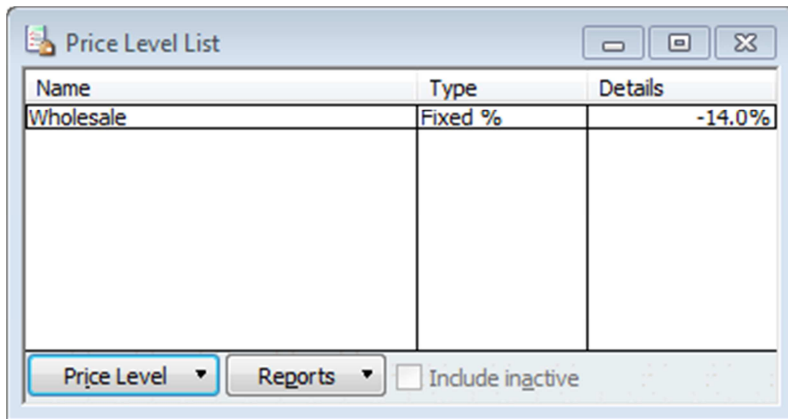
OK  
Cancel  
Notes  
Help

## Price Levels

Price levels let you set custom pricing for different customers or jobs. Once you create a price level and associate it with one or more customers or jobs, each time you create an invoice, estimate, sales receipt, sales order or credit memo for those customers or jobs, QuickBooks automatically pulls up the correct custom price for a customer or job.

To Setup Price Levels you must turn on the preference. To enable Price Levels:

1. Go to the **Edit Menu**, select **Preferences**.
2. Select **Sales & Customers**.
3. Click **Use Price Levels**. This enables the **Price Level list**.



Name	Type	Details
Wholesale	Fixed %	-14.0%

Price Level ▾ Reports ▾  Include inactive

To setup a new Price Level:

1. From the **Lists** menu, select **Price Level List**.
2. Click **CTRL + N**, to create a **New Price Level**. The **New Price Level** window displays.
3. Enter the name of the **Price Level**.
4. Select one of the two options available to you, to either decrease or increase the % of the price.
5. Enter the % of the price level.
6. Select a rounding option.

**New Price Level**

Price Level Name: Preferred Member Discount  Price Level is inactive

Price Level Type: Fixed % Use this type of price level to apply a fixed percentage increase or decrease to all your standard sales prices when setting up prices for different customers or jobs.

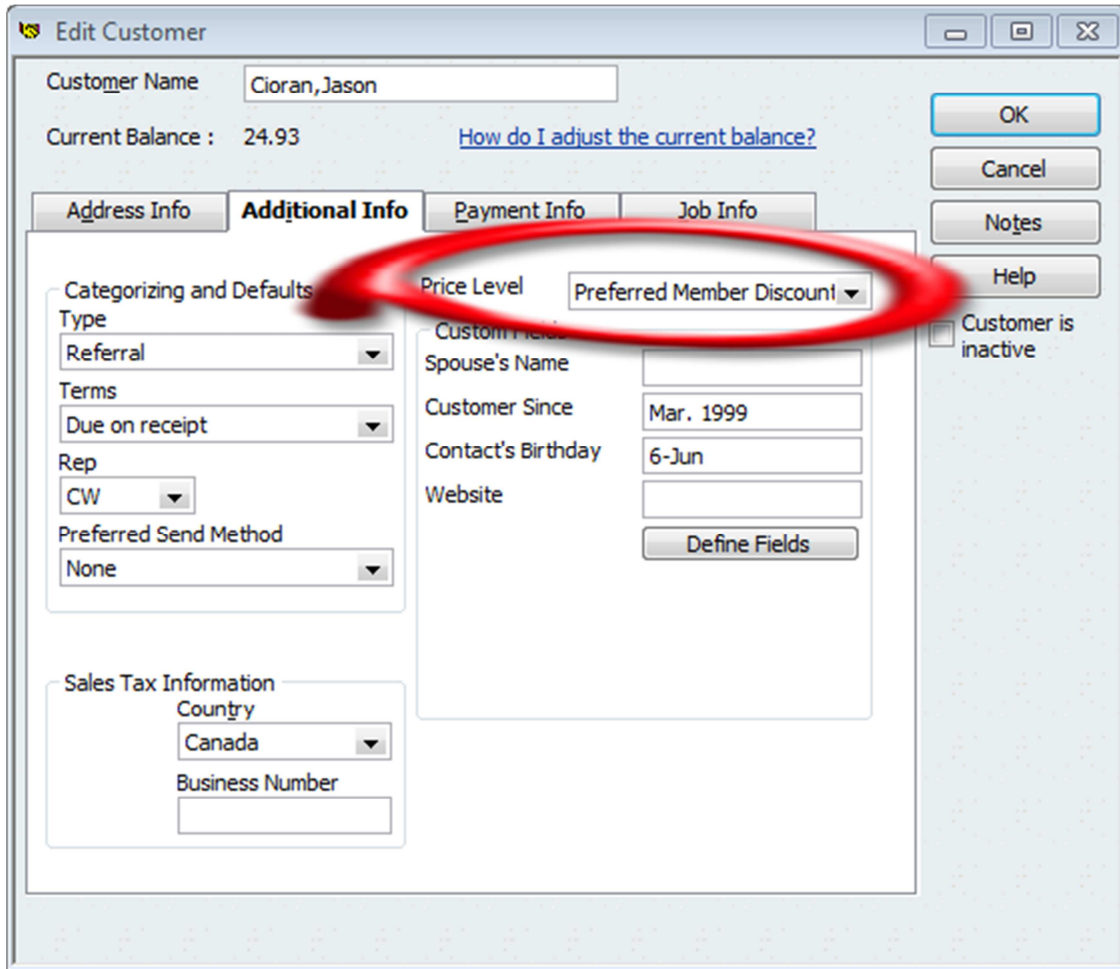
This price level will decrease item prices by 25%

Round up to nearest no rounding

[How do I print a report?](#)

To add a Price Level to a customer record:

1. Open the **Customer Centre**.
2. Select the customer that you want to edit. The Customer record displays.
3. Click the **Additional Info. Tab**.
4. From the **Price Level** down arrow.
5. Select the **Price Level** for that customer.



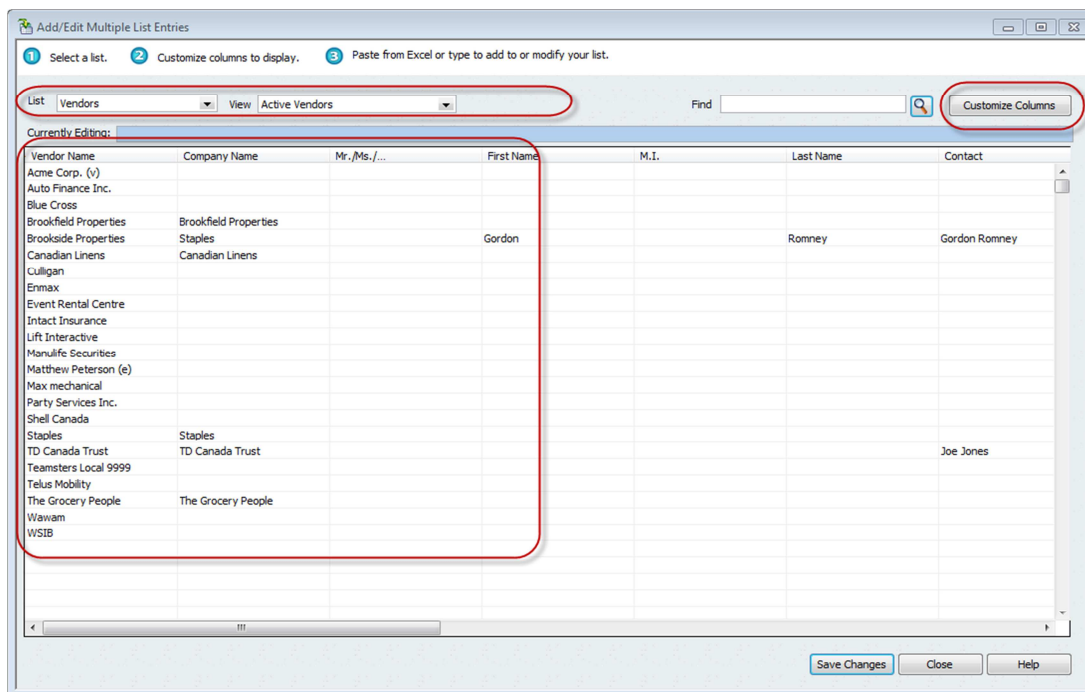
The screenshot shows the 'Edit Customer' window for 'Cioran, Jason'. The 'Current Balance' is 24.93. The 'Additional Info' tab is active, and the 'Price Level' dropdown menu is open, showing 'Preferred Member Discount' selected. A red circle highlights the 'Price Level' dropdown and the selected option. The window also shows 'Categorizing and Defaults' (Type: Referral, Terms: Due on receipt, Rep: CW, Preferred Send Method: None) and 'Sales Tax Information' (Country: Canada, Business Number: ).

## Add/Edit Multiple List Entries

QuickBooks expanded its capacity in this version to let you copy and paste information from other sources of data, directly into QuickBooks.

This feature helps you setup QuickBooks faster and more efficiently and add list items at anytime without entering them one at a time. To add multiple list items,

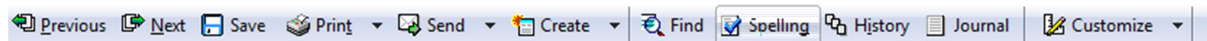
7. Go to Lists
8. Click **Add/Edit Multiple List Entries**. A window similar to a spreadsheet displays.
9. Click the **Lists** down arrow, and choose the list.
10. Customize which columns you want to display
11. Copy and Paste the information into the appropriate columns in the QuickBooks window.
12. Click **Save Changes**. QuickBooks tells you how many records have been saved.



## Creating Invoices

If your customers don't pay you in full at the time you provide your service or product, or if they pay in advance, you need to track how much they owe you. Using an invoice helps you keep track of what your customers owe you or your accounts receivable. You must enter a customer name when creating an invoice in QuickBooks to create the account receivable. To create an invoice:

1. Go to the **Home Page**, click **Create Invoices**. The Invoice window displays. You will notice the following; like most QuickBooks forms, the invoice contains an icon bar. From the icon bar you can select:



- a. **Previous & Next**—to view the last invoice or next one
- b. **Save**—You can save the invoice and stay on the window
- c. **Print**—Print one invoice, or batch invoices
- d. **Send**—to send the invoice via email as a pdf
- e. **Create**—to create a Credit Memo, Payment, Letters, or memorize the transaction
- f. **Find**—to search for recorded invoices
- g. **Spelling**—to correct typing mistakes
- h. **History**—to view payment history for paid invoices
- i. **Journal**—to view the journal entry for the invoice
- j. **Customize**—to personalize your invoice template

2. Enter the **Customer:Job**
3. Enter the **Date** and **Invoice #**
4. Enter the **Customer P.O., Terms**, and other information
5. Select the **Item** you are selling and the **Quantity** that will be sold.
6. Select the appropriate **Tax Code**.
7. Select the **To Be Printed** options enter a **Memo** (internal).
8. After you completed the form, select **Save & New** to continue.

**Create Invoices**

Customer:Job [Wholesale] Class

Cioran, Jason

Template Print Preview

Intuit Product Invoice

Date 12/15/2012 Invoice # 300

Ship To Cioran, Jason

Cioran, Jason  
57 River Avenue  
Montreal, QC  
H2E 9V3

P.O. No.	Terms	Ship	Via	F.O.B.	Other
	Due on rec...	12/15/2008			

Quantity	Item	Description	Price Each	Class	Amount	Tax
6	Hockey Sticks:Replica Mini Kitchener Blades	Replica Mini Kitchener Blades	7.697		46.18	5

Customer Message

Summary GST for sales 5.0% 2.31 Edit

Summary PST for sales 7.99% 3.69

Total 52.18

To be printed

To be e-mailed

Add Time/Costs... Apply Credits... Payments Applied 0.00

Balance Due 52.18

Memo

Learn about our payment processing solutions.

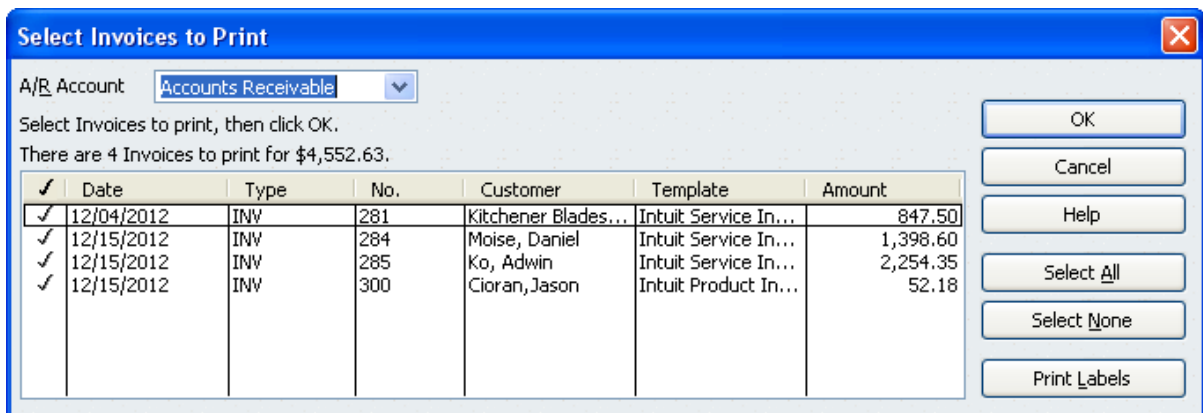
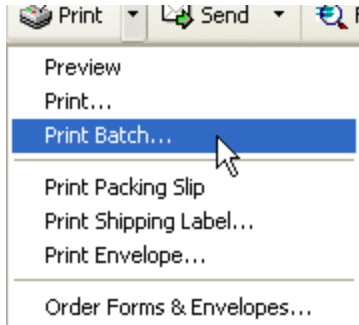
Save & Close Save & New Revert

## Printing Invoices

Although you can print each individual invoice by clicking the print button on the invoice form's icon bar, a better alternative is enter the sales information and then do a print run for all invoices.

To print all invoices at the same time:

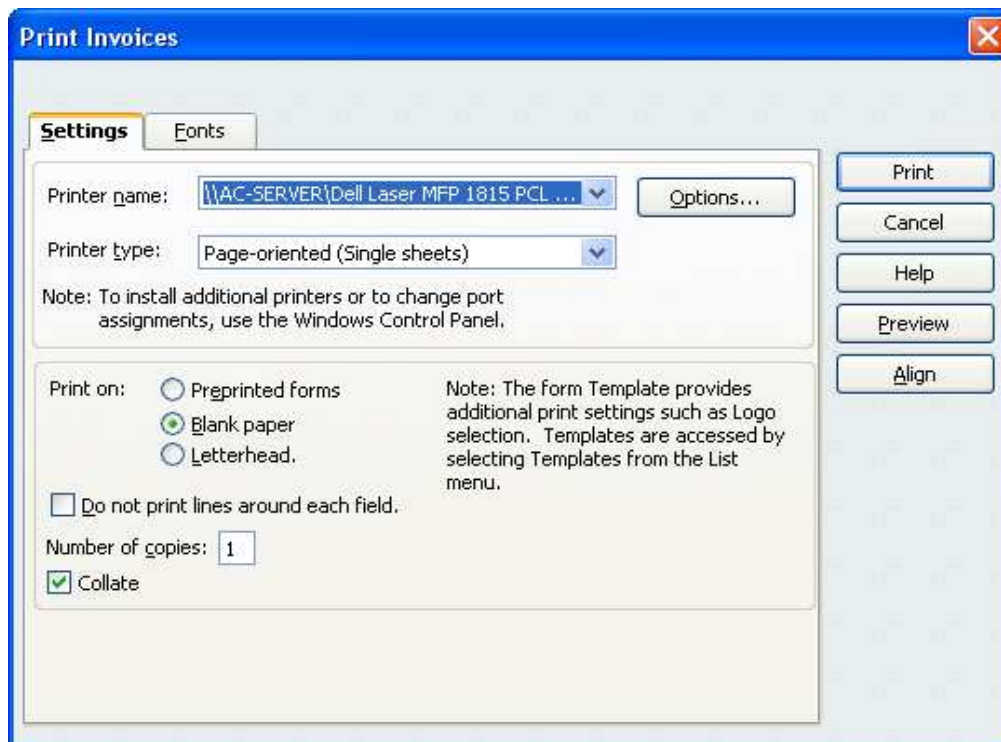
1. Select the print icon's drop-down arrow, and then select **Print Batch**. The **Select Invoices to Print** window will appear.



2. Select the Invoices you would like to Print.



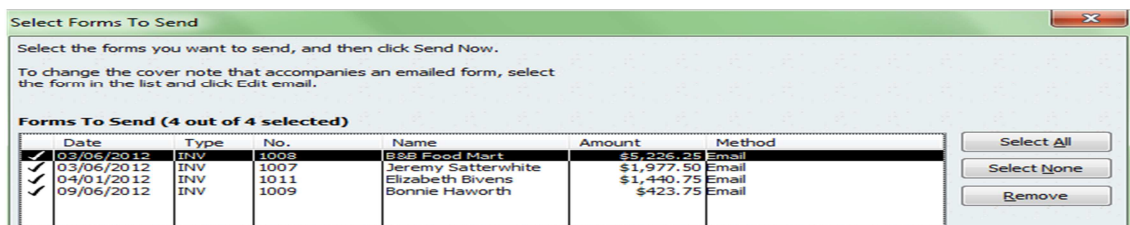
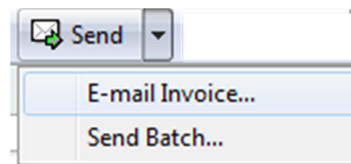
3. Click **OK**.
4. Select the appropriate printer, and then click **Print**.



## Email Invoices

You may also choose to Email invoices:

1. Ensure customer information contains the email address
2. Choose **Send**, **Email invoice/** or **Send Batch**
3. Select the forms to send and then click **Send Form**



Note: You can customize your email options using **Preferences/Send forms**. QuickBooks works with Outlook, and Web Based Email programs such as Gmail, and Yahoo Mail.

## The A/R Aging summary report

The A/R Aging report displays the amounts owed to you by your customers. This report also ages those amounts by placing them into separate columns. By aging your accounts receivable, QuickBooks shows how much is currently due, how much is within your collection terms and how much is or overdue. By default, the A/R Aging report categorizes the accounts receivable like this:

4. currently due
5. as of 1 to 30 days
6. 31 to 60 days overdue
7. 61 to 90 days overdue
8. over 90 days overdue

To Create an A/R Aging Summary Report:

1. Go to the **Report Centre**, select **Customers & Receivables**.
2. Select **A/R Aging Summary**. The report will display.

7:43 AM  
12/31/12

**Pro Hockey School**  
**A/R Aging Summary**  
All Transactions

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Cioran, Jason	0.00	52.18	0.00	72.50	0.00	124.68
Bain, Chris	0.00	0.00	0.00	78.75	583.66	662.41
Moise, Daniel	0.00	1,398.60	0.00	78.75	284.96	1,762.31
Ko, Adwin	0.00	2,254.35	0.00	0.00	0.00	2,254.35
Downs, Matthew	0.00	0.00	0.00	78.75	1,898.97	1,977.72
Euretig, Rachel	0.00	0.00	0.00	366.90	246.35	613.25
<b>Kitchener Blades</b>						
Ho, Gorman	0.00	0.00	0.00	0.00	539.91	539.91
Draper, Adriene	0.00	0.00	0.00	0.00	269.96	269.96
Walker, Carol	0.00	0.00	0.00	0.00	1,146.95	1,146.95
Barata, Luis	0.00	0.00	0.00	0.00	1,089.21	1,089.21
Woodcroft, Deb	0.00	0.00	0.00	0.00	1,117.46	1,117.46
Burgess, Jordan	0.00	0.00	0.00	0.00	269.96	269.96
Kitchener Blades - Other	0.00	0.00	0.00	0.00	-390.25	-390.25
<b>Total Kitchener Blades</b>	0.00	0.00	0.00	0.00	4,043.20	4,043.20
<b>Road Runners</b>						
Lis, Scott	0.00	0.00	0.00	0.00	381.21	381.21
Flier, Diana	0.00	0.00	0.00	0.00	597.66	597.66
Gibson, Christina	0.00	0.00	0.00	0.00	502.57	502.57
Folsom, Trudie	0.00	0.00	0.00	0.00	269.96	269.96
Road Runners - Other	0.00	4,311.98	0.00	0.00	0.00	4,311.98
<b>Total Road Runners</b>	0.00	4,311.98	0.00	0.00	1,751.40	6,063.38

## Creating Sales Receipts

When you create an invoice you are adding to your accounts receivable. When you receive payment at the time of the sale to the customer, you can enter the sale using the sales receipt. It is a similar form to the invoice but it lets you receive the payment from the customer. To create a sales receipt:

1. Go to the Home Page
2. Click Sales Receipts
3. Enter the necessary fields.
4. Note that you can enter fields to record payment information like payment method and cheque number.
5. Click Save & Close. The funds from the customer payment are entered into the undeposited funds account

Enter Sales Receipts

Customer: Job Anderson Wedding Class

Date: 09/15/2012 Sale No.: 6

Cheque No.: 3533 Payment Method: Cheque

Item	Description	Qty	Rate	Class	Amount	Tax
Gift Basket	Gift basket including lots of		29.95		29.95	H
				HST (ON) 13.0%	3.89	
					0.00	
<b>Total</b>					<b>33.84</b>	

Customer Message

To be printed  To be e-mailed Customer Tax Code

Memo

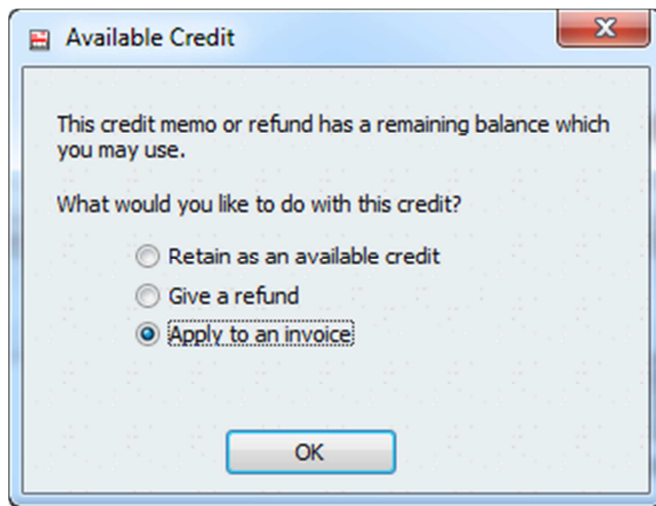
Add Time/Costs...

Process credit or debit card payment when saving

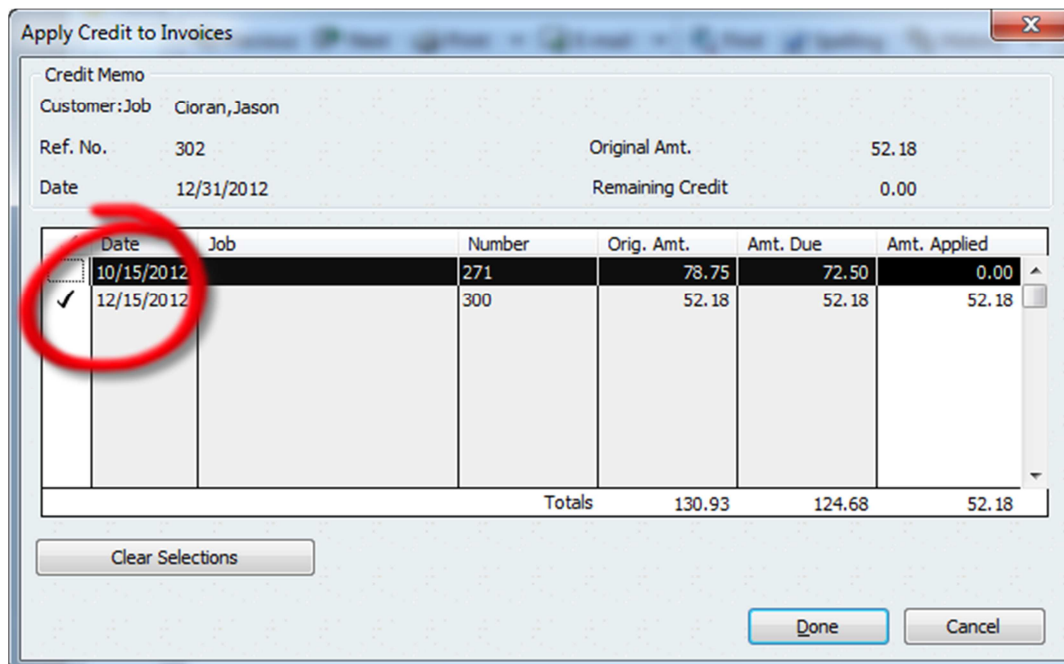
Save & Close Save & New Clear



5. Select **Apply to an Invoice**.
6. Click **OK**. The **Apply Credit to Invoices** window displays.



7. Select the invoice that you would like to apply the credit against, then click **Done**.



### Create Credit Memo without Invoice.

Follow the Above Instructions except in Step 1 from the Home Screen choose **Create Credit Memos/Refunds**

## Receiving Customer Payments

Customer payments are recorded using the Receive Payments window. By using Receive Payments, QuickBooks assigns the payment to the customer's invoice, marks it as paid, and removes the invoice from the A/R Aging Summary report.

To receive a customer payment:

1. Go to the **Home Page**, click **Receive Payments**. After entering the customer's name in the **Received From** field, QuickBooks lists all open (or unpaid) invoices for this customer.
  - a. Enter the **Amount** of the customer payment.
  - b. Enter the **Payment Method**, **Date** and **Cheque #** (customer cheque)
  - c. Select the invoices that are being paid.
  - d. Select **Save & Close**.

**Customer Payment**

Received From: Cioran, Jason Customer Balance: 124.68

Amount: 52.18 Date: 12/31/2012

Pmt. Method: Cheque Cheque #: 87650

Memo: Deposit to: Undeposited Funds

Process credit or debit card payment when saving

✓	Date	Number	Orig. Amt.	Amt. Due	Payment	
	10/15/2012	271		78.75	72.50	0.00
✓	12/15/2012	300		52.18	52.18	52.18
Totals				130.93	124.68	52.18

This customer has credits available. To apply credits click [Discount & Credits...](#)

Available Credits

**Amounts for Selected Invoices**

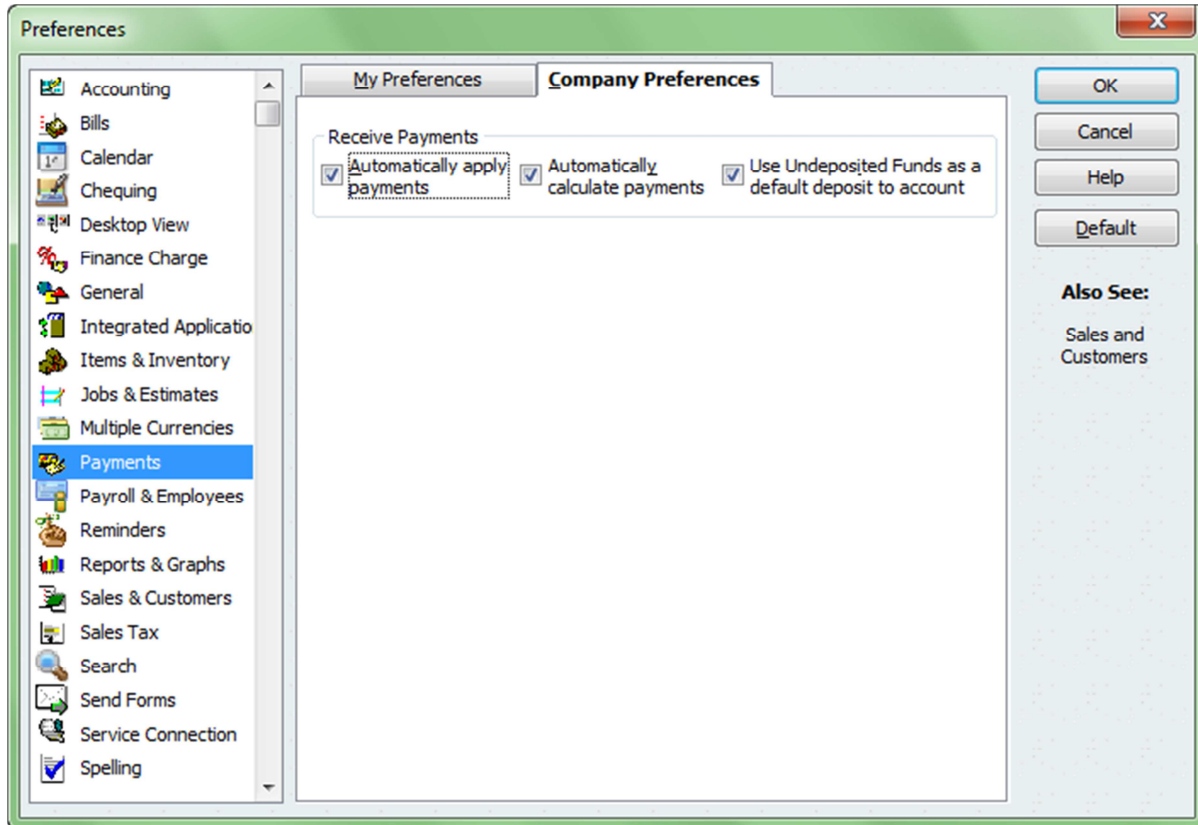
Amount Due	52.18
Applied	52.18
Discount and Credits Applied	0.00

**Note:** These funds are now in the Undeposited Funds account which displays that the customer payment has been received and waiting to be deposited.

## Payments

To Edit the Payments preferences:

1. Select **Payments**.
2. Select **Company Preferences**.
3. Click **Automatically Apply Payments**, then click **Use Undeposited Funds as a default deposit to account**



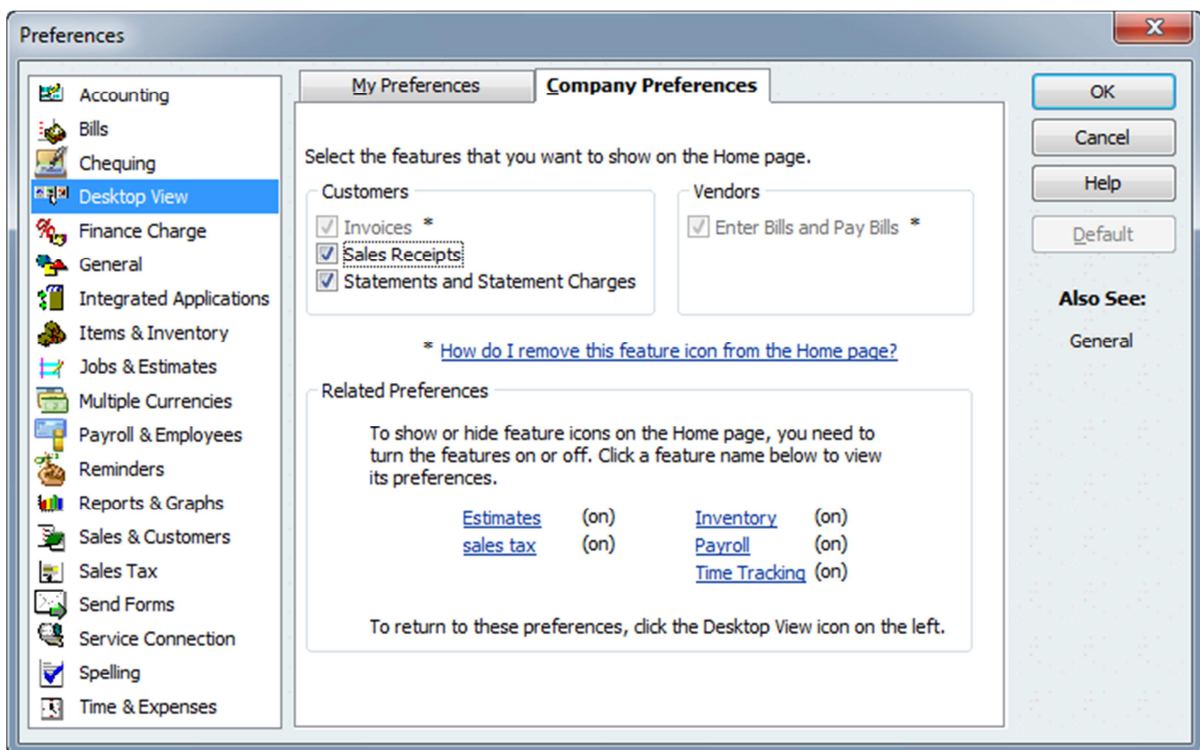
**Note:** Use Undeposited Funds as a default deposit to account is a useful feature to make sure that your bank deposits in QuickBooks match exactly to bank deposits on your monthly bank statement. Using Undeposited Funds lets you reconcile your bank easier. QuickBooks uses the Undeposited Funds account to hold money until you make a bank deposit.

## Customer Statements

When you use invoices to bill your customers, you can also send reminder statements to notify your customers about delinquent payments. A reminder statement summarizes what you've billed previously through invoices by listing the invoices you've sent, credits you've given, and any payments you've received.

To enable Statements:

1. Go to the **Edit** menu, select **Preferences**.
2. Select **Desktop View**, then **Company Preferences**.
3. Select **Statements and Statement Charges**. This enables statements in QuickBooks.





To create statements:

1. Go to the **Home Page**, select **Create Statements...**
2. Enter the **Statement Date**.
3. Select the statement type. You can choose a statement period or you can choose all open transactions.
4. Select which customer group you would like to create statements for.
5. Select the statement option on the right hand pane of the window. If you would like to show the Invoice item details then select the option.
6. Click **Preview**.
7. **Print** or **E-mail** the statements.

**Create Statements**

**Select Statement Options**

Statement Date: 12/31/2012

Statement Period From: 12/01/2012 To: 12/31/2012  
 All open transactions as of Statement Date  
 Include only transactions over 768 days past due date

**Select Customers**

All Customers  
 Multiple Customers  
 One Customer  
 Customers of Type  
 Preferred Send Method

View Selected Customers...

**Select Additional Options**

Template: Intuit Standard Statement [Customize]

Create One Statement: Per Customer

Show invoice item details on statements  
 Print billing address postal code  
 Print due date on transactions

**Do not create statements:**

with a zero balance  
 with a balance less than 0.00  
 with no account activity  
 for inactive customers

Assess Finance Charges...

Preview Print E-mail Close Help

# Part IX QuickBooks Payroll Basics

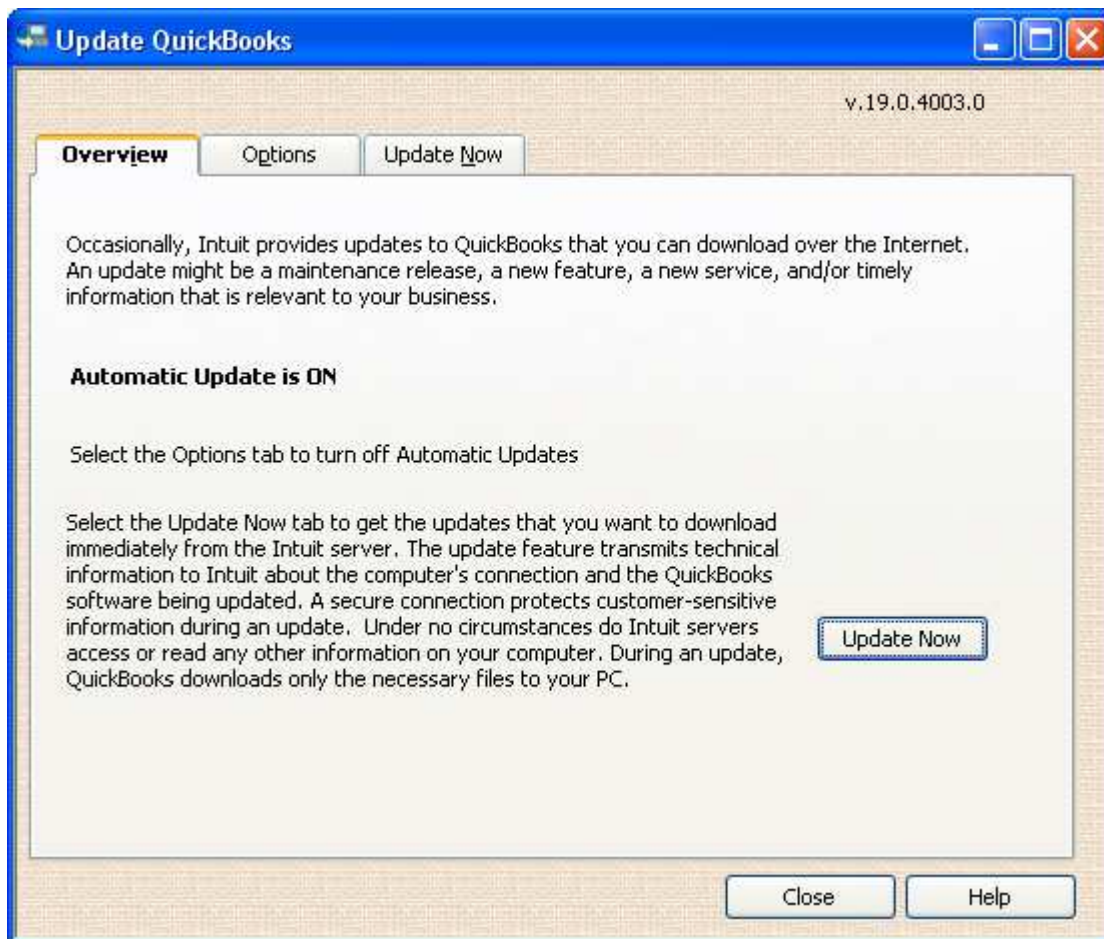
QuickBooks offers a complete set of features that takes the pain out of doing payroll. By using QuickBooks Payroll you'll simplify and speed up the task of preparing your company's payroll, you'll be sure that your payroll records are up-to-date, and you'll always have complete payroll information at your fingertips. Here are just some examples of the advantages that come from using QuickBooks Payroll:

- Save time and ensure accuracy by automating the calculation of all payroll earnings and deductions.
- Be compliant with any changes in federal or provincial tax laws by
- Automatically receiving updates via the internet or on a CD.
- Decrease the time it takes to prepare your employees'
- Paycheques by having QuickBooks print cheques.
- Your employees always have complete current and year-to-date payroll information by receiving printed or emailed paystubs.
- Remit the correct amount of payroll liabilities.
- Review, print and file T4's electronically.
- Prepare Records of Employment (ROE) for resigned or dismissed employees.
- Create summary and detailed payroll information that is available from a comprehensive set of payroll reports.
- Stay current by receiving all future updates and upgrades of QuickBooks.

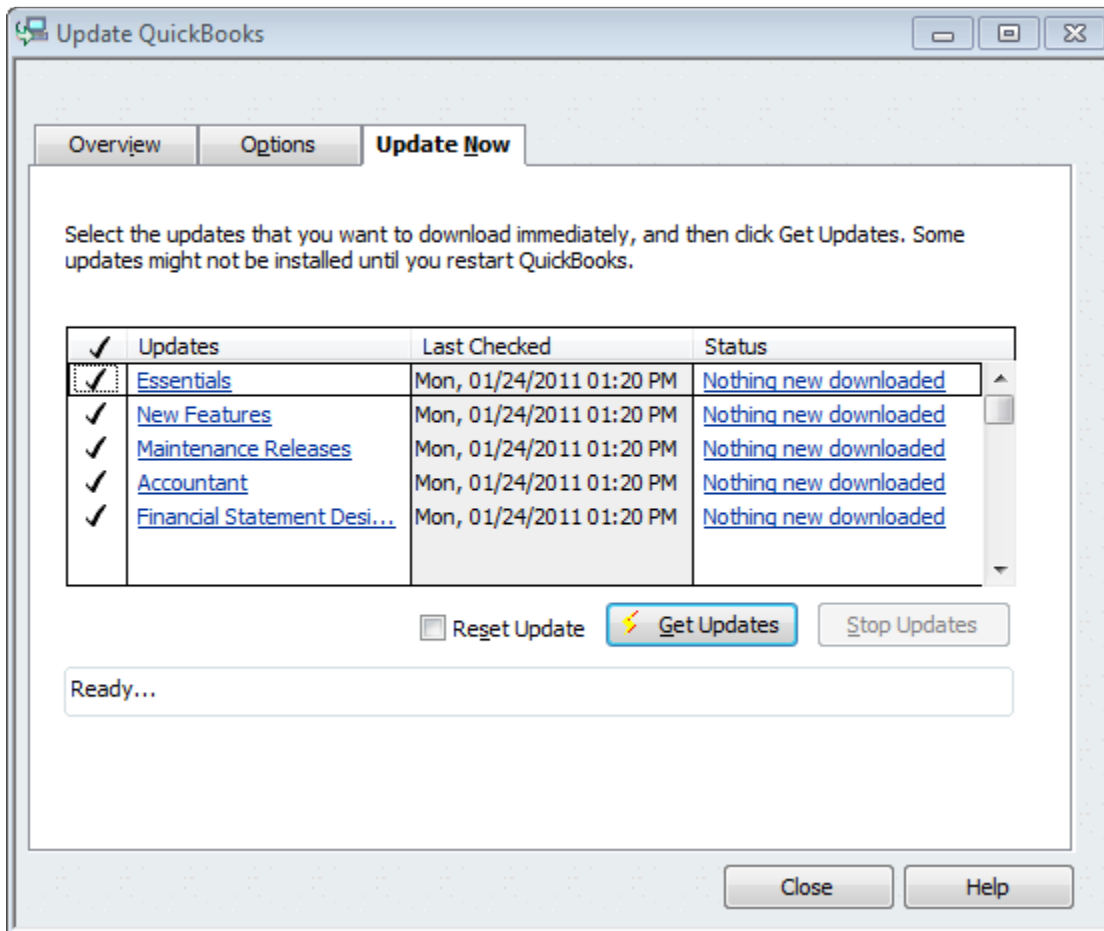
## Downloading tax tables

After subscribing to QuickBooks Payroll, it's important to ensure that you have the latest tax tables. This requires an update to QuickBooks at least twice a year or (January & July) or more frequently if payroll updates become available due to CRA mandated changes or provincial tax table changes. To update QuickBooks:

1. From the **Help** menu, select **Update QuickBooks**
2. Select the tab called **Update Now**.



### 3. Select Get Updates

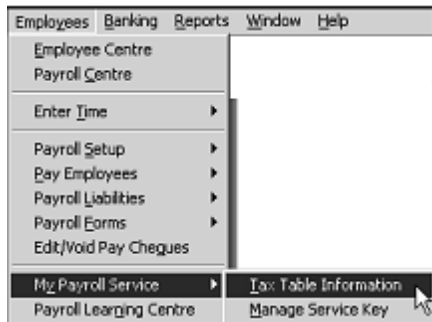


Note: Following the update you will restart QuickBooks and it will prompt you to install the newly downloaded update.

## Checking that the Tax Tables are up to Date

To ensure that you have the latest tax table release do the following:

1. From the **Employees** menu, select **My Payroll Service**, then select **Tax Table Information**.



2. QuickBooks displays the Tax Table Information



3. Select **Tax Table Info**. QuickBooks will display information about the latest tax table.

## Payroll Information Needed for Setup

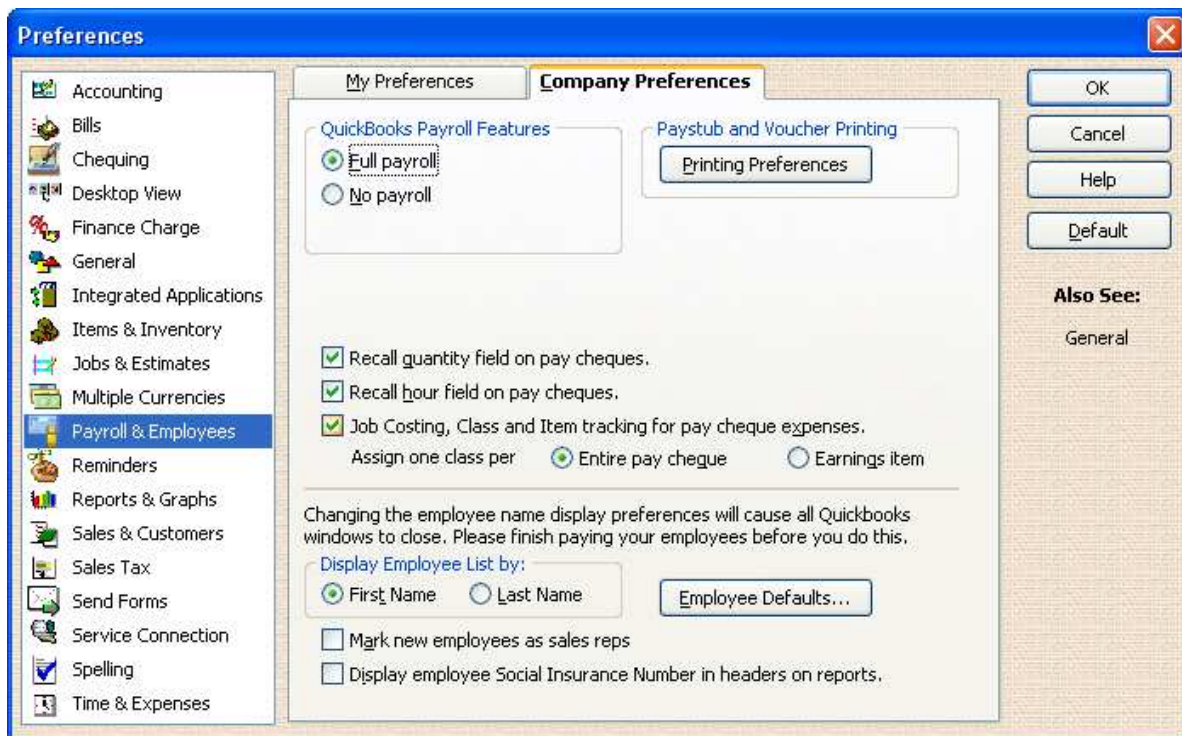
To facilitate the setup of QuickBooks payroll you will need the following information. It is not necessary to have every piece of information but it will allow you to setup more efficiently if you have more information. Please use the following list as reference for what information you might need.

- Pay Frequency
- Vacation and sick policies
- Start date for payroll
- CRA Payroll business number
- List of required wage items (hourly, salary, commissions, etc.)
- List of other items such as car allowances, mileage, reimbursements etc.
- List of deductions from employee pay such as union dues, RRSP contributions etc.
- List of Company contributions to employee pay such as RRSP company contributions, health benefits, etc.
- Employee information such as date of birth, SIN numbers, contact information, rates of pay, etc.
- Year to date information. If you have paid employees manually and have records of amounts paid to employees and amounts paid to the CRA, these amounts are needed to enter year to date totals for employees.

## Setting Up Payroll Preferences

Payroll preferences are tools that help you enable and modify various payroll features.

1. To setup payroll preferences, from the **Edit** menu, then **Preferences**
2. Select the **Payroll & Employees** icon then select the **Company Preferences** tab.
3. Notice that the **No payroll** radio button is selected. Even though you are subscribed to QuickBooks payroll, you must still indicate whether you intend to process pay cheques in the current company file. Click the **Full payroll** radio button to enable the payroll preference.



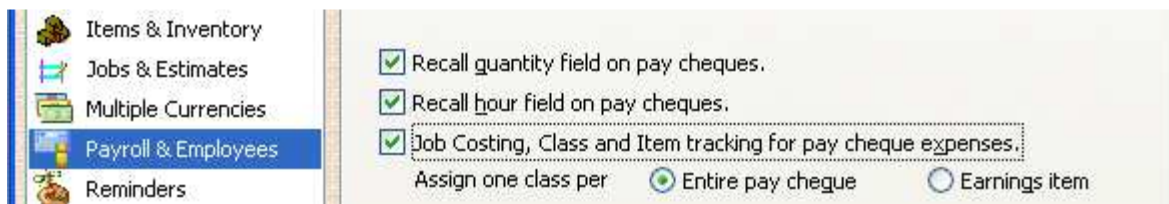
## Setting payroll preferences

The list below illustrates and explains the various payroll preferences that you can modify.

**Recall quantity field on pay cheque** Check this box to automatically carry forward amounts from an employee's prior pay cheque. QuickBooks carries forward quantities for all payroll items that are based on a quantity.

**Recall hour field on pay cheque** This box determines whether QuickBooks automatically carries forward hours from the previous pay cheque issued to an employee. Select this option when you have fixed hours that recur from pay cheque to pay cheque and you want the quantity carried forward.

**Job costing and Class tracking for pay cheque expenses** This option is displayed only when class tracking is turned on.



This option determines if QuickBooks assigns one class to an entire pay cheque, or to each payroll item that appears in the Earnings section of a pay cheque.

**Entire pay cheque** Select this option to have QuickBooks assign a class to all payroll expenses, including company-paid contributions, on the pay cheque. If you use time tracking you will not be able to assign different classes to activities performed by employees whose time data you transfer directly to payroll. You will only be able to assign one class to each employee's cheque. (This restriction doesn't apply to vendors, people on the Other Names list, and employees whose time data you don't transfer.)

**Earnings item** Select this option to have QuickBooks add a Class column to the Earnings section of the Review or Change Pay Cheque window, which gives you the ability to assign a separate class to each payroll item listed in the Earnings section. If you use time tracking, you can assign different classes to activities performed by anyone.

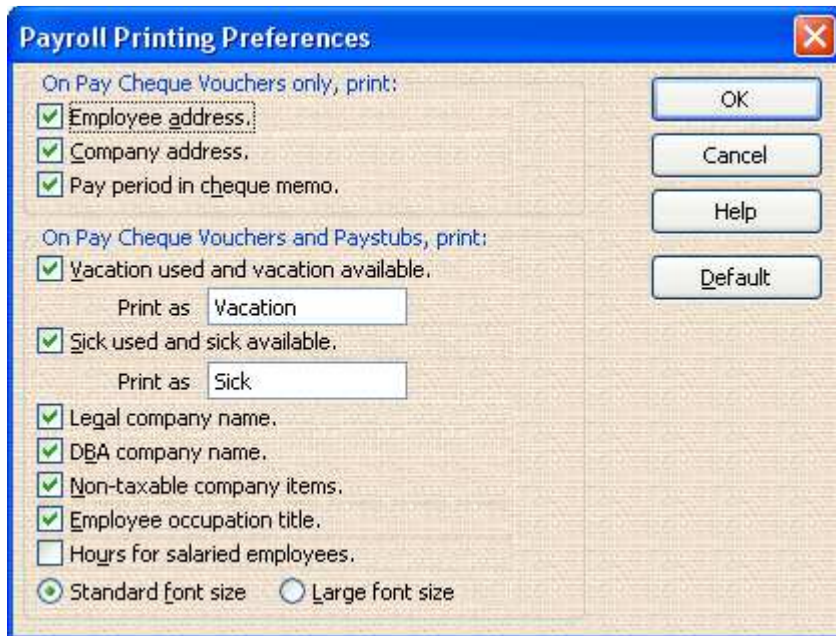
**Display Employee List by** Click one of the radio buttons to list employees by first or last name.



**Mark new employees as sales rep** Click the checkbox to add all new employees to the sales rep list automatically.

**Display employee Social Insurance Number (SIN) in headers on reports** Check this number to display employees' SIN on reports where data is broken out by employee.

**Payroll Printing Preferences** Click this button to open the Payroll Printing Preferences window.



Use this window to select the information to print on a pay cheque voucher only, or on both the voucher and the paystub.

## Employee Defaults

Click this button to open the Employee Defaults window.

**Employee Defaults**

**Earnings**

Item Name	Hourly/Annual Rate
Salary	65,000.00

Payroll Schedule: Monthly  
 Pay Frequency: Monthly  
 Class: [ ]

Use time data to create pay cheques

[What is a payroll schedule?](#)

**Additions, Deductions and Company Contributions**

Item Name	Amount	Limit
Charitable Donation	-15.00	
Long Term Disability	-12.00	-144.00
Health Plan	27.00	324.00
Automobile Allowa...	250.00	3,000.00

Taxes...  
 Accrual Hours...  
 Vacation Pay...

OK  
 Cancel  
 Help

Employee defaults help you set up new employees. Enter the information that most employees have in common, such as hourly wages, basic payroll deductions, and company benefits. These default settings then appear for every new employee that you set up. If the information is different for a particular employee, you can change it in his or her employee profile.

# Part X Setting up Payroll Items in QuickBooks

The premise behind QuickBooks® Payroll is simple. For any amount to appear on an employee's pay cheque, it must first be set up as a payroll item. In this chapter you will learn how to:

- Identify the different types of payroll items
- Set up wage items such as salary, hourly rates and commissions
- Set up reimbursement items
- Set up deduction items
- track payroll items through the chart of accounts

## Payroll items—an overview

When you create a payroll transaction in QuickBooks—whether it’s a pay cheque, a payroll liability payment, or a payroll adjustment—you use payroll items to do it.

You use payroll items to track the following:

- Employee earnings (salaries and wages)
- Amounts you deduct from pay cheques (income taxes, CPP and EI, etc.)
- Employer-paid expenses (such as company-paid benefits)
- Any other additions and deductions (such as car allowances and loan payments).

After you enable the full-payroll preference (as described in the previous chapter), QuickBooks automatically creates a default set of payroll items. To view these default payroll items, click the Lists menu then select Payroll Item List.

Item Name	Type	Amount	Annual Limit	Tax Tracking
Salary	Yearly Salary			Box 14/A - Employment Income / Revenus d'emploi
Sick Salary	Yearly Salary			Box 14/A - Employment Income / Revenus d'emploi
Vacation Salary	Yearly Salary			Box 14/A - Employment Income / Revenus d'emploi
Hourly	Hourly Wage			Box 14/A - Employment Income / Revenus d'emploi
Sick Hourly Rate	Hourly Wage			Box 14/A - Employment Income / Revenus d'emploi
Vacation Hourly Rate	Hourly Wage			Box 14/A - Employment Income / Revenus d'emploi
VacPay-Accrual Paid Out	Vacation Pay			Box 14/A - Employment Income / Revenus d'emploi
VacPay-Accrued	Vacation Pay			None
VacPay-Paid Out	Vacation Pay			Box 14/A - Employment Income / Revenus d'emploi
Federal Income Tax	Payroll Taxes			Box 22 - Income Tax deducted
CPP - Company	Payroll Taxes			Company's CPP contributions
CPP - Employee	Payroll Taxes			Box 16 - Employee's CPP contributions
EI - Company	Payroll Taxes			Company's EI premiums
EI - Employee	Payroll Taxes			Box 18/C - Employee's EI premiums / Cot. d'assurance-emploi
QPP - Company	Payroll Taxes			Company's QPP contributions
QPP - Employee	Payroll Taxes			Box 17/B - Employee's QPP contributions / Cotisations au RRQ
Quebec Income Tax	Payroll Taxes			Case E - Impôt du Québec retenu
QPIP - Company	Payroll Taxes			Company's QPIP contributions
QPIP - Employee	Payroll Taxes			Box 55/H - Employee's PPIP Premiums / Cotisations au RPAP
Advance	Advance			None
QHSF - Company	Payroll Taxes			None
CNT - Company	Payroll Taxes			None

Review the Payroll Item List and consider the special needs of your company. Like most business owners, you will probably find it necessary to create additional payroll items.

## Payroll item types

QuickBooks lets you set up six types of payroll items.

- Wages - Track fixed salaries, hourly wages, commissions, bonuses, paid sick time, vacation pay and advances.
- Additions - Add amounts to an employee's earnings that are not wages or bonuses. Additions can be flat amounts or calculated on a quantity (such as the number of hours the employee works). A car allowance paid to an employee is an example of an addition.
- Deduction - Deduct amounts from a pay cheque that are not payroll taxes. Examples include union dues and deductions under a group RRSP.
- Company Contribution - Calculate employee benefits paid by the company. Examples include company pension plans and group health plans.
- Other Tax - Calculate miscellaneous taxes based on employee wages. These taxes might be paid by either the employer or employee. An example is payments to a Workers Compensation Board.

## Creating a Payroll Item for Hourly Wages

1. From the **Payroll Item list**, click on the **Payroll Item button** and then choose **New**.
2. In the Add new payroll item window that opens, select the **Wage** radio button then select **Next**.



3. In the Wages window, select the **Hourly Wages** radio button. Select **Next**.

**Add new payroll item**

**Wages**

Do you want to set up a payroll item to track hourly wages, annual salary, commissions, or bonuses?

Hourly Wages

Annual Salary

Commission

Bonus

Back Next Finish Help Cancel

4. Select the **Regular Pay** radio button then select **Next**.

**Add new payroll item (Hourly Wage)**

**Wages**

Is this item for regular or overtime pay?

Regular Pay

Overtime Pay

Back Next Finish Help Cancel

5. Enter the name of the Payroll Item then select **Next**.

**Add new payroll item (Hourly Wage)**

Name used in pay cheques and payroll reports

Enter name for hourly item:

Hourly Wages

For example, if you are creating a payroll item to track straight time, you may want to call it 'Straight Time'.

Back Next Finish Help Cancel

6. Select the appropriate Expense account where you want to track these payroll expenses.

**Add new payroll item (Hourly Wage:Hourly Wages)**

Expense account

Enter the account for tracking this expense.

5560 · Payroll Expenses

Hourly wages are an expense to your company. You can change this account at any time.

Back Next Finish Help Cancel

## Record of Employment (ROE) tracking

With certain types of payroll items—wages, and other items such as additions and company contributions—QuickBooks displays the Record of Employment (ROE) Tracking window. The ROE tracking window defines how insurable earnings are tracked. Insurable earnings are the total earnings that an employee worked in the last 53 weeks and for which the CRA requires an employer to deduct Employment Insurance (EI) premiums. In general, most of the hours that employees work are insurable, and most types of payments to employees are subject to EI premiums. However, there are some exceptions. Your accountant or local CRA or HRSDC office can advise you about whether these exceptions apply to your business.

If an employee leaves your business, you must record his or her insurable hours on the employee's Record of Employment. The HRSDC then uses this information to determine if a worker is entitled to EI and, if so, for how long. You must also determine whether the hours are insurable in the period for which they are paid or in which they are paid.

Most payroll items should be marked "For which they are paid." This means you are assigning the employee's earnings to the pay period during which the employee actually did the work, even if you are paying for that work later. In other words, an employee earns his or her salary or hourly wages when he or she does the work for you, not when you issue his or her pay cheque two weeks later. If you have no payroll items mapped with the "For which they are paid" option, QuickBooks cannot create an ROE report.

Some payroll items should be marked "In which they are paid." This option means you are assigning the employee's earnings to the day you issued the pay cheque, regardless of when the employee did the work. For example, if you give an employee a bonus, HRSDC believes that you are not rewarding any specific hour or day of work—just his or her performance in general. Therefore, the employee is considered to have earned the bonus on the day you issue the cheque for it.



7. Select the appropriate ROE Tracking option, (QuickBooks defaults correctly).

**Add new payroll item (Hourly Wage:Hourly Wages)**

### Record of Employment (ROE) Tracking

If this item is to be included on the ROE, you need to specify how it should be reported.

**Insurable:**

- Earnings
- Hours (Quantity for Additions and Company Contributions)

**Reporting Period:**

- For which they are paid: allocate the earnings to the pay period in which the employee earned them (Recommended)
- In which they are paid: allocate the earnings to the pay period in which you paid them

Buttons: Back, Next, Finish, Help, Cancel

8. Select **Finish** to complete the item setup.

## Creating a payroll item for overtime wages

1. To set up an overtime payroll item, from the Payroll Item List, click on the Payroll Item button and click New. As with the Hourly Standard Rate wage just created, select the Wage radio button and click Next.



**Add new payroll item**

**Payroll item type**

Select the type of payroll item you want to create.

- Wage (Hourly, Salary, Commission, Bonus)
- Addition
- Deduction
- Company Contribution
- Other Tax

Back Next Finish Cancel

2. Select **Overtime Pay**, then select **Next**.



**Add new payroll item (Hourly Wage)**

**Wages**

Is this item for regular or overtime pay?

- Regular Pay
- Overtime Pay

Back Next Finish Help Cancel

3. Enter the Name of the Payroll Item, then select Next.

**Add new payroll item (Hourly Wage)**

**Name used in pay cheques and payroll reports**

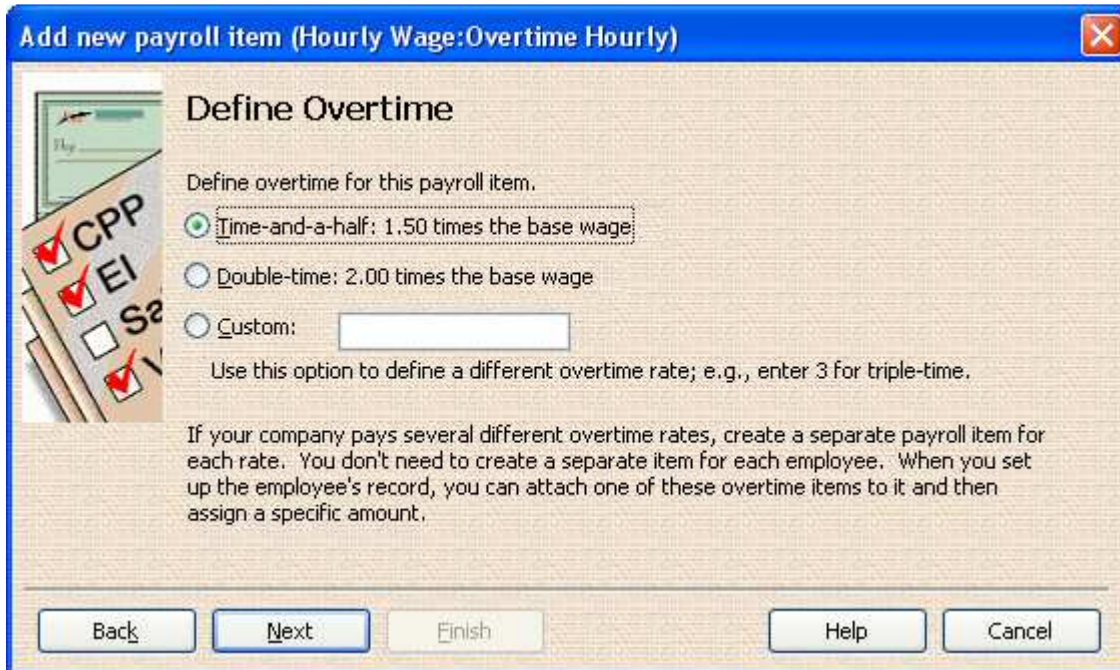
Enter name for hourly item:

Overtime Hourly

For example, if you are creating a payroll item to track overtime time, you may want to call it 'Hourly Overtime'.

Back Next Finish Help Cancel

4. Select the definition of overtime in your business. This can be a default selection or a custom defined option.



The screenshot shows a dialog box titled "Add new payroll item (Hourly Wage:Overtime Hourly)". The main heading is "Define Overtime". Below the heading, it says "Define overtime for this payroll item." There are three radio button options: "Time-and-a-half: 1.50 times the base wage" (which is selected), "Double-time: 2.00 times the base wage", and "Custom:" followed by an empty text input field. Below these options, a note states: "Use this option to define a different overtime rate; e.g., enter 3 for triple-time." A larger block of text explains: "If your company pays several different overtime rates, create a separate payroll item for each rate. You don't need to create a separate item for each employee. When you set up the employee's record, you can attach one of these overtime items to it and then assign a specific amount." At the bottom, there are five buttons: "Back", "Next", "Finish", "Help", and "Cancel".

5. Select the appropriate Expense Account that you want to track these payroll expenses to. QuickBooks selects a default account, but you can select the account of your choice.



The screenshot shows a dialog box titled "Add new payroll item (Hourly Wage:Overtime Hourly)". The main heading is "Expense account". Below the heading, it says "Enter the account for tracking this expense." There is a dropdown menu with "6560 · Payroll Expenses" selected. Below the dropdown, a note states: "Hourly wages are an expense to your company. You can change this account at any time." At the bottom, there are five buttons: "Back", "Next", "Finish", "Help", and "Cancel".

6. Select the appropriate ROE tracking information.

**Add new payroll item (Hourly Wage:Overtime Hourly)**

### Record of Employment (ROE) Tracking

If this item is to be included on the ROE, you need to specify how it should be reported.

**Insurable:**

- Earnings
- Hours (Quantity for Additions and Company Contributions)

**Reporting Period:**

- For which they are paid: allocate the earnings to the pay period in which the employee earned them (Recommended)
- In which they are paid: allocate the earnings to the pay period in which you paid them

Buttons: Back, Next, Finish, Help, Cancel

7. Select **Finish** to complete item setup.

## Creating a payroll item for commissions

To create a payroll item for commissions do the following:

1. From the **Payroll Item List**, select **CTRL + N** to create a new payroll item. Select **Wage Items** and select **Next**.



2. Select **Commission**, then select **Next**.



3. Enter the name of the Commission payroll item, then select **Next**.

**Add new payroll item (Commission)**

**Name used in pay cheques and payroll reports**

Enter name for commission:

Sales Commission

For example, if you are creating a payroll item to track sales commissions, you may want to call it 'Sales Commission'.

Back Next Finish Cancel

4. Enter the appropriate expense account, then select **Next**.

**Add new payroll item (Commission)**

**Expense account**

Enter the account for tracking this expense.

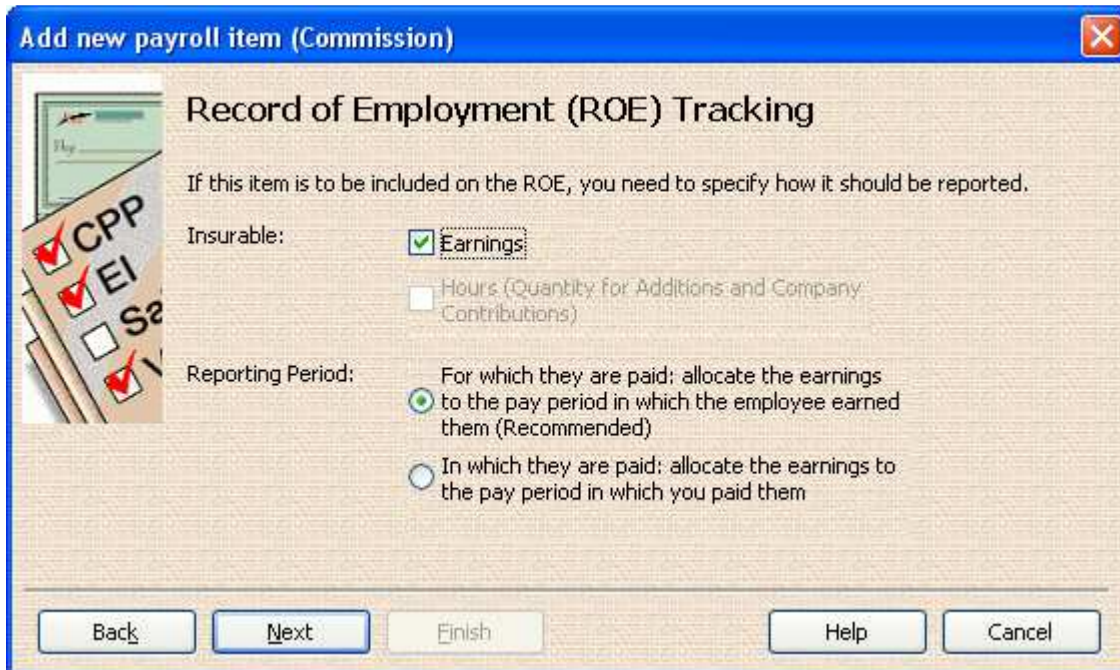
Commissions Expense

Commissions are an expense to your company. You can change this account at any time.

Back Next Finish Help Cancel

Note: Unlike a salary or an hourly rate, which is paid on a regular basis and is based on hours worked, a commission usually calculated on another basis such as a percentage of sales. It may also be infrequently paid out, so you may consider tracking this in a separate account.

5. Select the appropriate ROE tracking then select Next.



**Add new payroll item (Commission)**

### Record of Employment (ROE) Tracking

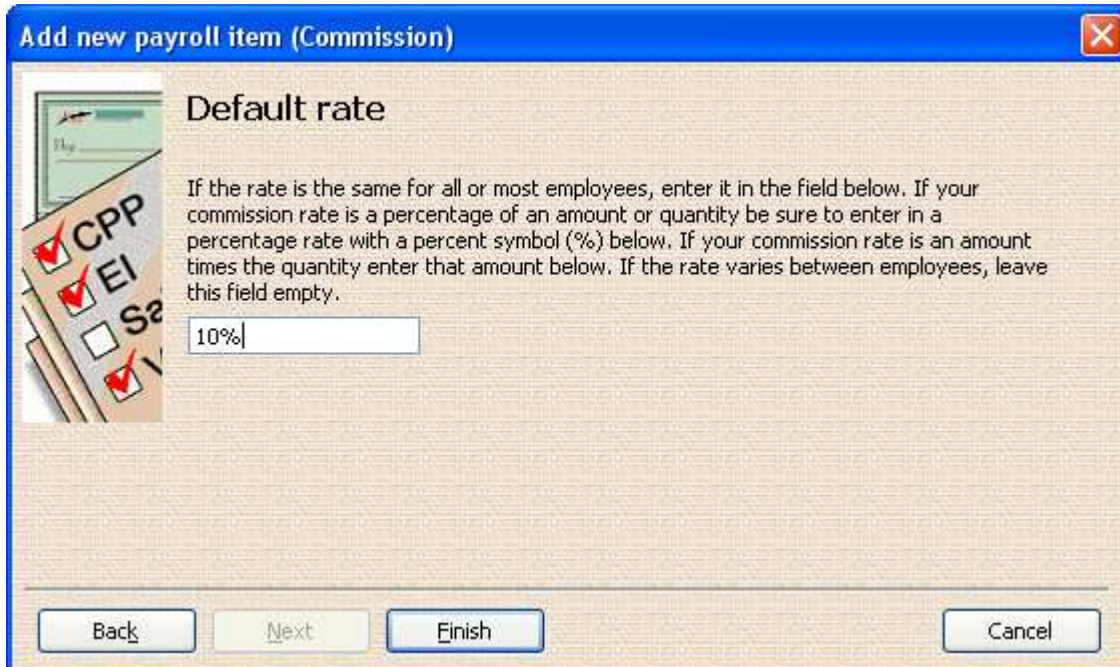
If this item is to be included on the ROE, you need to specify how it should be reported.

Insurable:  **Earnings:**  
 Hours (Quantity for Additions and Company Contributions)

Reporting Period:  For which they are paid: allocate the earnings to the pay period in which the employee earned them (Recommended)  
 In which they are paid: allocate the earnings to the pay period in which you paid them

Buttons: Back, Next, Finish, Help, Cancel

6. Enter the Default rate for the commission. You can select % or flat rate amount based on a quantity.



**Add new payroll item (Commission)**

### Default rate

If the rate is the same for all or most employees, enter it in the field below. If your commission rate is a percentage of an amount or quantity be sure to enter in a percentage rate with a percent symbol (%) below. If your commission rate is an amount times the quantity enter that amount below. If the rate varies between employees, leave this field empty.

10%

Buttons: Back, Next, Finish, Cancel

7. Select Finish to complete the process.



## Payroll additions

An addition is a non-wage item that you want to add to an employee's pay cheque. A car allowance is the most common form of payroll addition. Based on how the allowance is calculated, CRA may deem it to be either taxable or nontaxable.

Viewing the Help File for Creating Payroll Items is a helpful way of seeing how to set up common payroll items.

1. Press F1 on the Keyboard, From the help Screen Select Search
2. In the Search Type " Sample of Common Payroll Items"
3. The Chart in this article contains many examples of Payroll items and the tax implications of each.

We have printed this chart for you it is at the end of this workbook.

Live Community		Help										
Relevant Topics		Search										
sample of common payroll items												
<b>15 topics found:</b>												
<a href="#">Samples of common payroll items</a> <a href="#">Set up a common payroll item</a> <a href="#">Edit payroll items</a>												
<a href="#">Back</a> <a href="#">Print Topic</a>												
Union Dues	Ded'n	Gross	✓	N	N	✓	N	Box 44/F	N			n/a
Tax allowances and Benefits												
Payroll item	Type	Gross or Net	Fed. Inc. Tax	CPP	EI	Qué. Inc. Tax	QPP	T4 or RL-1	GST or HST	ROE Earn.	ROE Hrs.	ROE For or In
Automobile allowances	Add'n	Gross	✓	✓	✓	✓	✓	Box 40/L	N	Y	N	In
Automobile standby charge and operating cost benefits	Co. Ctrb'n	n/a	✓	✓	N	✓	✓	Box 34/I	Y	N	N	n/a
Board and lodging, if cash earnings paid in the same pay period	Co. Ctrb'n	n/a	✓	✓	✓	✓	✓	Box 30/H	1	Y	N	For
Board and lodging, if no cash earnings paid in the same pay period	Co. Ctrb'n	n/a	✓	✓	N	✓	✓	Box 30/H	1	N	N	n/a

## Creating a payroll addition for a taxable car allowance

1. From the Payroll Item List, click on the Payroll Item button and choose New.
2. Select the Addition radio button. Click Next.

**Add new payroll item**

**Payroll item type**

Select the type of payroll item you want to create.

Wage (Hourly, Salary, Commission, Bonus)

Addition

Deduction

Company Contribution

Other Tax

Back Next Finish Cancel

3. Enter the Name of the Addition.

**Add new payroll item (Addition)**

**Name used in pay cheques and payroll reports**

Enter name for addition:

Car Allowance

For example, if you are creating an addition for an employee loan, you may want to call it 'Employee Loan'.

Track Expenses By Job

To track expenses by customer and job, by class, and by service item, select the checkbox. For more information, click Help.

Back Next Finish Help Cancel

4. Select the appropriate Expense account, then select Next.

**Add new payroll item (Addition:Car Allowance)**

**Expense account**

Enter the account for tracking this expense.

6560 · Payroll Expenses

Company-paid additions are an expense to your company. You can change this account at any time.

Back Next Finish Help Cancel

5. Select the appropriate ROE tracking, then select Next.

**Add new payroll item (Addition:Car Allowance)**

**Record of Employment (ROE) Tracking**

If this item is to be included on the ROE, you need to specify how it should be reported.

Insurable:

- Earnings:
- Hours (Quantity for Additions and Company Contributions)

Reporting Period:

- For which they are paid: allocate the earnings to the pay period in which the employee earned them
- In which they are paid: allocate the earnings to the pay period in which you paid them

Back Next Finish Help Cancel

6. Select the appropriate Tax Tracking option. For payroll items that are additions, QuickBooks requires information on T4 tracking. By default QuickBooks chooses Box 14 for this payroll item.

**Add new payroll item (Addition:Car Allowance)**

### Tax tracking type

The tax tracking type determines how the payroll item appears on tax forms. Be sure to choose the correct tax tracking type to ensure that your forms are correct.

Box 14/A - Employment Income / Revenu d'emploi

Back Next Finish Cancel

7. Select the taxes which apply to this addition item.

**Add new payroll item (Addition:Car Allowance)**

### Taxes

QuickBooks allows you to select the taxes that will be affected by this addition. Select the taxes that will be increased as a result of this addition.

<input checked="" type="checkbox"/>	Payroll Item
<input checked="" type="checkbox"/>	Federal Income Tax
<input checked="" type="checkbox"/>	CPP - Company
<input checked="" type="checkbox"/>	CPP - Employee
<input checked="" type="checkbox"/>	EI - Company
<input checked="" type="checkbox"/>	EI - Employee
<input checked="" type="checkbox"/>	QPP - Company
<input checked="" type="checkbox"/>	QPP - Employee

Click Default to revert to QuickBooks automatic settings.

Default

Back Next Finish Help Cancel

8. In this window, indicate whether the car allowance is based on a quantity (number of kilometres, for example), hours worked or neither. This will depend on your business.

**Add new payroll item (Addition:Car Allowance)**

**Calculate based on quantity**

Calculate this item based on quantity  
Select this item if you want this payroll item to be calculated based on a quantity that you enter manually on pay cheques.

Calculate this item based on hours  
Select this item if you want this payroll item to be calculated based on the Regular Pay and Overtime Pay hours worked.  
 Include Sick and Vacation hours

Neither  
Select this item if you want this payroll item to be based on a percent of Net or Gross, or a flat amount per pay cheque.

Buttons: Back, Next, Finish, Help, Cancel

9. Enter the Default Rate and Limit.

**Add new payroll item (Addition:Car Allowance)**

**Default rate and limit**

The rate you enter here will be the default rate for this item when added to the employee record. To change the rate or amount for a particular employee, edit their record directly. QuickBooks will use the number in the employee record when calculating pay cheques. Enter a percent symbol (%) after the number if this is a percentage.

If this item has an upper limit, enter it here. If you leave the limit blank on an employee's record, this limit will be used. If you leave this limit blank, the limit entered on an employee's record will be used. If you enter a limit both here and on an employee's record, the lower of the two will be used.

This is an annual limit. (Restart calculations at the beginning of every year.)

Buttons: Back, Next, Finish, Cancel

## Payroll deductions

Payroll deductions are those amounts that are not payroll taxes which you subtract from an employee's wages. Some deductions are for programs mandated by provincial or federal laws, some are set up by employers, and some are options that an employee can choose. Read on for some examples of common payroll deductions and how to set them up.

### Creating a payroll item for a Group RRSP deduction

To create a Deduction item:

1. From the Payroll Item List, select CTRL + N.
2. Select the Deduction payroll item type.

**Add new payroll item (Deduction)**

**Name used in pay cheques and payroll reports**  
Enter name for deduction:

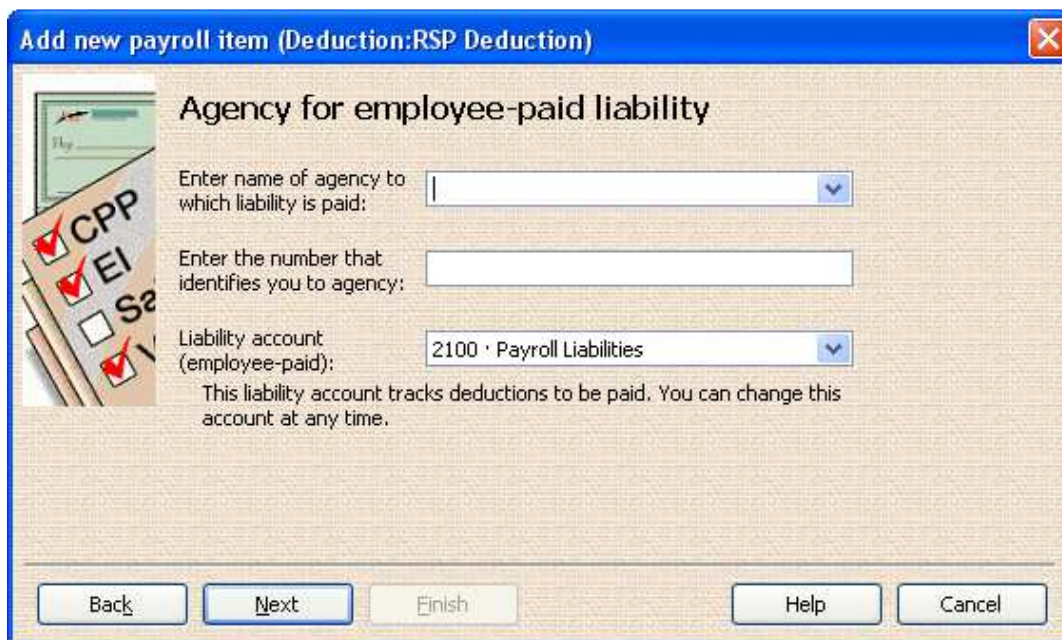
RSP Deduction

For example, if you are creating a deduction for contributions to an RRSP you may want to call it 'RRSP Contributions'.

Back Next Finish Help Cancel

3. Enter the name of the Deduction, then select Next.

4. Enter the name of the liability account and the vendor to whom you will pay the liability if necessary, then select Next.



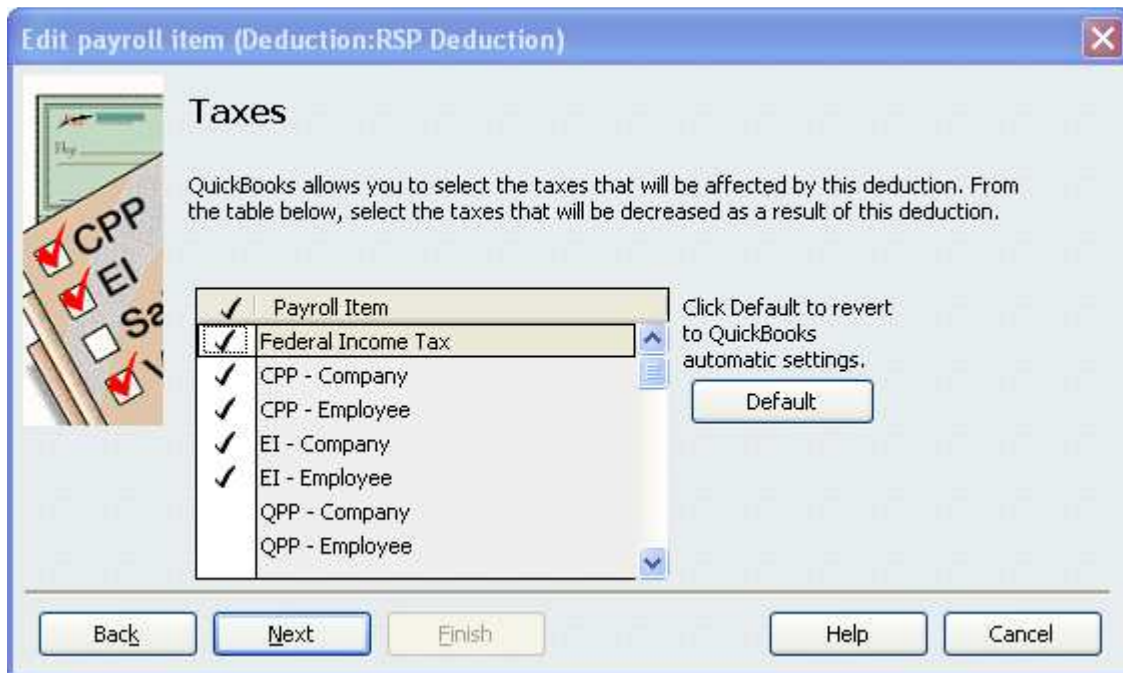
The screenshot shows a dialog box titled "Add new payroll item (Deduction:RSP Deduction)". On the left is an icon of a tax form with checkboxes for CPP, EI, and Sa. The main area is titled "Agency for employee-paid liability". It contains three input fields: "Enter name of agency to which liability is paid:" (a dropdown menu), "Enter the number that identifies you to agency:" (a text box), and "Liability account (employee-paid):" (a dropdown menu showing "2100 · Payroll Liabilities"). Below the third field is a note: "This liability account tracks deductions to be paid. You can change this account at any time." At the bottom are buttons for "Back", "Next", "Finish", "Help", and "Cancel".

5. Enter the T4 box that will summarize the employee deduction. For Group RRSP deductions, QuickBooks automatically selects None. Click Next to accept this selection.



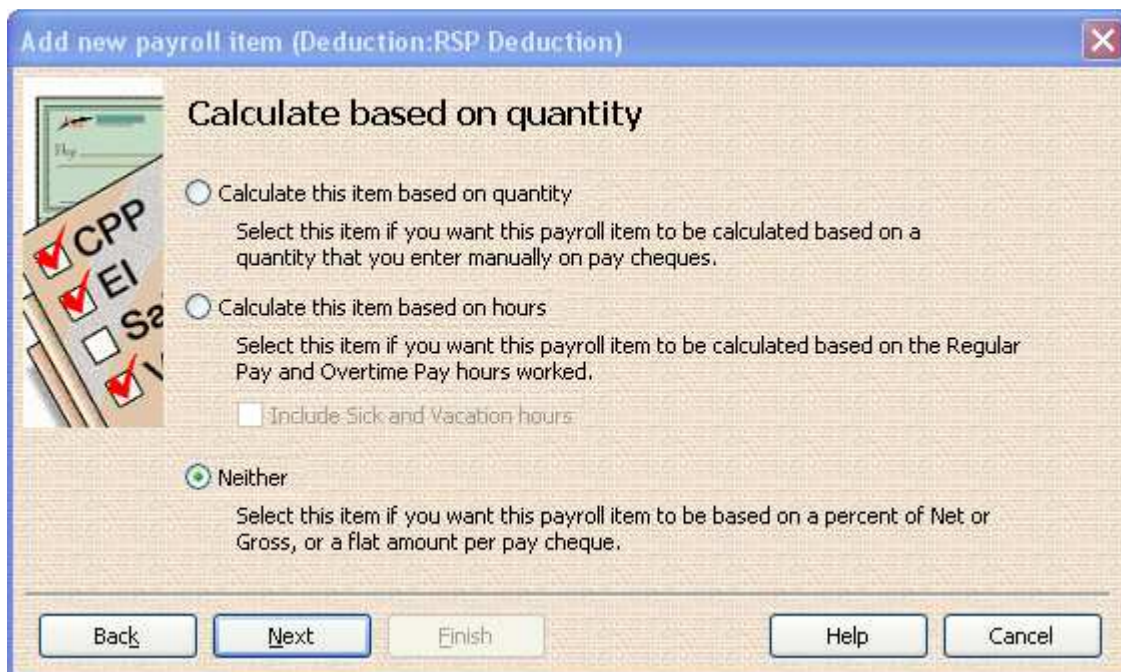
The screenshot shows the same dialog box, now at the "Tax tracking type" step. The icon on the left is the same. The main area is titled "Tax tracking type" and includes a note: "The tax tracking type determines how the payroll item appears on tax forms. Be sure to choose the correct tax tracking type to ensure that your forms are correct." Below the note is a dropdown menu showing "Box 40 - Other taxable benefits". At the bottom are buttons for "Back", "Next", "Finish", and "Cancel".

6. Because contributions to a group RRSP are eligible for a reduction in income tax deductions, check the Federal Income Tax payroll item. For more information on how Group RRSPs are taxed, consult with your accountant or investment advisor. Select Next.





## 7. Select how this deduction will be tracked.



**Add new payroll item (Deduction:RSP Deduction)**

**Calculate based on quantity**

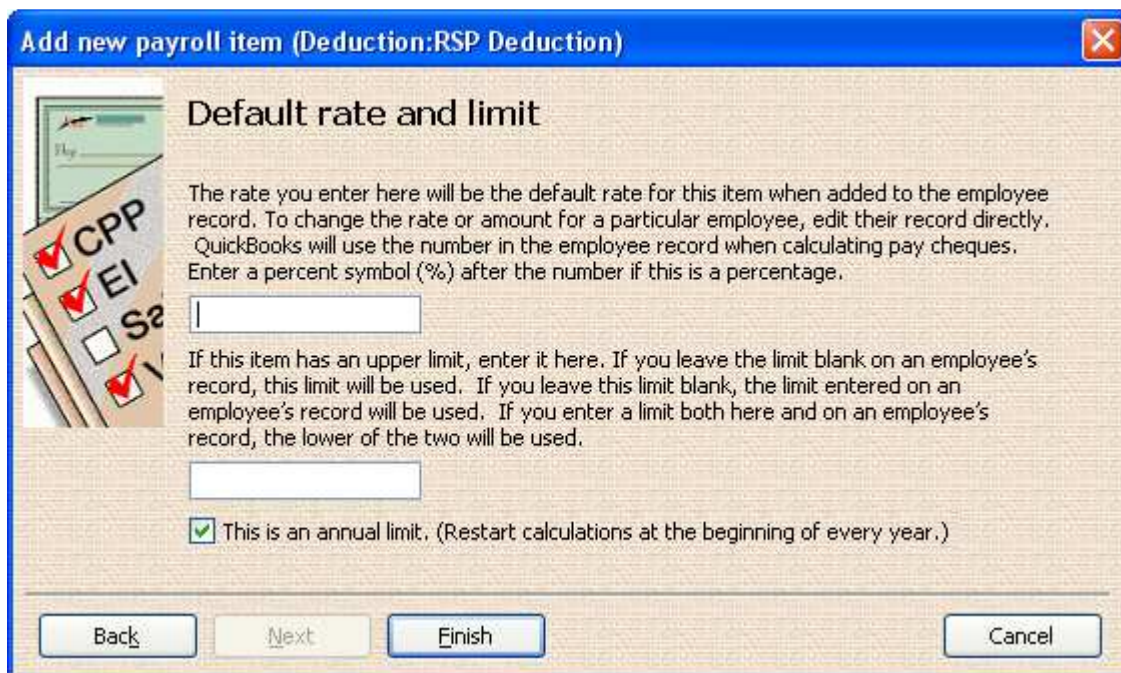
Calculate this item based on quantity  
Select this item if you want this payroll item to be calculated based on a quantity that you enter manually on pay cheques.

Calculate this item based on hours  
Select this item if you want this payroll item to be calculated based on the Regular Pay and Overtime Pay hours worked.  
 Include Sick and Vacation hours

Neither  
Select this item if you want this payroll item to be based on a percent of Net or Gross, or a flat amount per pay cheque.

Back Next Finish Help Cancel

## 8. Select the appropriate Default Rate and Limit, then select Finish.



**Add new payroll item (Deduction:RSP Deduction)**

**Default rate and limit**

The rate you enter here will be the default rate for this item when added to the employee record. To change the rate or amount for a particular employee, edit their record directly. QuickBooks will use the number in the employee record when calculating pay cheques. Enter a percent symbol (%) after the number if this is a percentage.

If this item has an upper limit, enter it here. If you leave the limit blank on an employee's record, this limit will be used. If you leave this limit blank, the limit entered on an employee's record will be used. If you enter a limit both here and on an employee's record, the lower of the two will be used.

This is an annual limit. (Restart calculations at the beginning of every year.)

Back Next Finish Cancel

## Creating a payroll item for deductions under a group health plan

1. Using the Payroll Item List as the starting point, click the Payroll Item button and click on New to open the Add Payroll Item window.
2. From the list of item types, select Deduction. Click Next.
3. Enter a descriptive name for the deduction. Click Next.

**Add new payroll item (Deduction)**

**Name used in pay cheques and payroll reports**

Enter name for deduction:

Group Health Plan

For example, if you are creating a deduction for contributions to an RRSP you may want to call it 'RRSP Contributions'.

Back Next Finish Help Cancel

4. Enter the name of the organization that administers the health plan and enter the plan's reference or account number.

**Add new payroll item (Deduction: Group Health Plan)**

**Agency for employee-paid liability**

Enter name of agency to which liability is paid: Canada Life

Enter the number that identifies you to agency:

Liability account (employee-paid): 2100 - Payroll Liabilities

This liability account tracks deductions to be paid. You can change this account at any time.

Back Next Finish Help Cancel

- In the Tax tracking type window, use the drop-down arrow to find and select Box 85 - Employee-paid premiums for private health services plans. Click Next.

**Add new payroll item (Deduction:Group Health Plan)**

### Tax tracking type

The tax tracking type determines how the payroll item appears on tax forms. Be sure to choose the correct tax tracking type to ensure that your forms are correct.

None

Are you sure you want 'None' as the tax tracking type?

'None' is typically used for payroll items such as net additions, deductions, or company contributions that don't affect taxes or tax forms. These include items such as expense reimbursements, miscellaneous after-tax fees, employee loans, and charitable contribution deductions.

If you want to report this payroll item on your tax forms, choose a different tax tracking type.

Back Next Finish Cancel

- QuickBooks indicates that group-health deductions have no effect on payroll taxes. Accept this assertion by clicking Next.

**Add new payroll item (Deduction:Group Health Plan)**

### Taxes

QuickBooks allows you to select the taxes that will be affected by this deduction. From the table below, select the taxes that will be decreased as a result of this deduction.

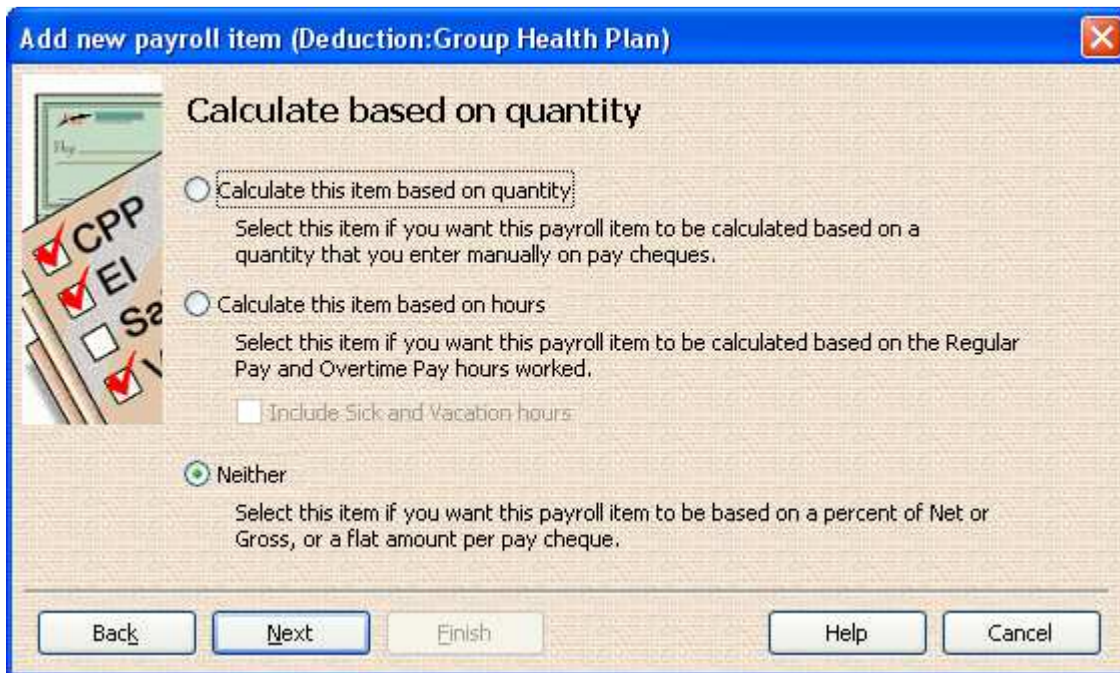
<input checked="" type="checkbox"/>	Payroll Item
<input type="checkbox"/>	Federal Income Tax
<input type="checkbox"/>	CPP - Company
<input type="checkbox"/>	CPP - Employee
<input type="checkbox"/>	EI - Company
<input type="checkbox"/>	EI - Employee
<input type="checkbox"/>	QPP - Company
<input type="checkbox"/>	QPP - Employee

Click Default to revert to QuickBooks automatic settings.

Default

Back Next Finish Help Cancel

7. Because the calculation is based on a percentage of the gross salary amount and not on the hours worked or any other quantity, select Neither. Select Next.



**Add new payroll item (Deduction: Group Health Plan)**

**Calculate based on quantity**

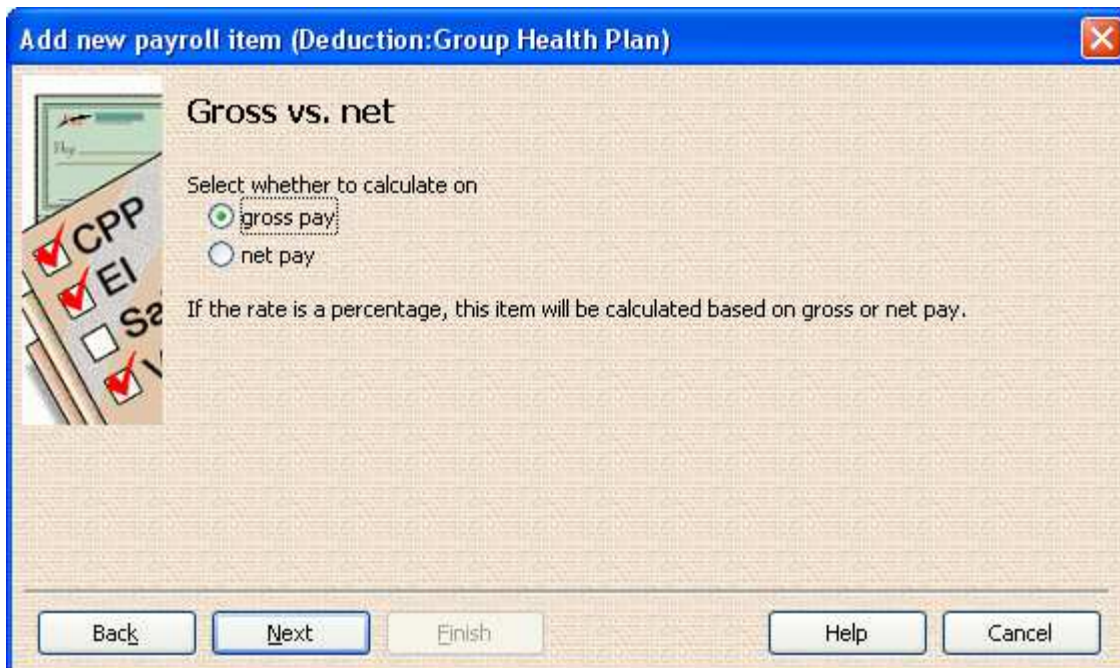
Calculate this item based on quantity  
Select this item if you want this payroll item to be calculated based on a quantity that you enter manually on pay cheques.

Calculate this item based on hours  
Select this item if you want this payroll item to be calculated based on the Regular Pay and Overtime Pay hours worked.  
 Include Sick and Vacation hours

Neither  
Select this item if you want this payroll item to be based on a percent of Net or Gross, or a flat amount per pay cheque.

Back Next Finish Help Cancel

8. Because the health plan is calculated as a percentage of gross pay, select the gross pay radio button. Click Next.



**Add new payroll item (Deduction: Group Health Plan)**

**Gross vs. net**

Select whether to calculate on

gross pay  
 net pay

If the rate is a percentage, this item will be calculated based on gross or net pay.

Back Next Finish Help Cancel

The default rate can be a dollar amount or a percentage if it is the latter make sure to add the percent sign.

**Add new payroll item (Deduction: Group Health Plan)**

### Default rate and limit

The rate you enter here will be the default rate for this item when added to the employee record. To change the rate or amount for a particular employee, edit their record directly. QuickBooks will use the number in the employee record when calculating pay cheques. Enter a percent symbol (%) after the number if this is a percentage.

If this item has an upper limit, enter it here. If you leave the limit blank on an employee's record, this limit will be used. If you leave this limit blank, the limit entered on an employee's record will be used. If you enter a limit both here and on an employee's record, the lower of the two will be used.

This is an annual limit. (Restart calculations at the beginning of every year.)

## Company contributions

A company contribution is a payroll item type that tracks an amount paid by an employer on behalf of its employees. Examples of company contributions include company-paid health plans and RRSP amounts.

### Creating a payroll item for a company-paid group health plan

In the previous chapter, you learned how to set up a payroll deduction item for the employee-paid portion of a group health plan. This section explains how to set up the employer-paid portion.

1. From the Payroll Items List, click on the Payroll Items button or press CTRL+N.
2. Select Company Contribution and click Next.



3. Enter the name of the Company Contribution.

**Add new payroll item (Company Contribution)**

**Name used in pay cheques and payroll reports**

Enter name for company contribution:

RSP Company Contribution

For example, if you are creating a company-paid expense, such as health insurance, you may want to call it 'Health Insurance'.

Track Expenses By Job

To track expenses by customer and job, by class, and by service item, select the checkbox. For more information, click Help.

Back Next Finish Help Cancel

4. Enter the appropriate account and vendor name if necessary. Select Next.

**Add new payroll item (Company Contribution:RSP Company Contribution)**

**Agency for company-paid liability**

Enter name of agency to which liability is paid:

Enter the number that identifies you to agency:

Liability account (company-paid): 2100 · Payroll Liabilities

This liability account tracks company contributions to be paid. You can change this account at any time.

Expense account: 6560 · Payroll Expenses

Company-paid contributions are an expense to your company. You can change this account at any time.

Back Next Finish Help Cancel

5. Select the appropriate ROE tracking, then select Next.

**Add new payroll item (Company Contribution:RSP Company Contribution)**

### Record of Employment (ROE) Tracking

If this item is to be included on the ROE, you need to specify how it should be reported.

Insurable:  Earnings:  Hours (Quantity for Additions and Company Contributions)

Reporting Period:  For which they are paid: allocate the earnings to the pay period in which the employee earned them  
 In which they are paid: allocate the earnings to the pay period in which you paid them

Back Next Finish Help Cancel

6. Select the appropriate Tax Tracking type.

**Add new payroll item (Company Contribution:RSP Company Contribution)**

### Tax tracking type

The tax tracking type determines how the payroll item appears on tax forms. Be sure to choose the correct tax tracking type to ensure that your forms are correct.

None

Are you sure you want 'None' as the tax tracking type?

'None' is typically used for payroll items such as net additions, deductions, or company contributions that don't affect taxes or tax forms. These include items such as expense reimbursements, miscellaneous after-tax fees, employee loans, and charitable contribution deductions.

If you want to report this payroll item on your tax forms, choose a different tax tracking type.

Back Next Finish Cancel

7. Select the appropriate taxes.



**Add new payroll item (Company Contribution:RSP Company Contribution)**

### Taxes

This company contribution is added to wages before calculating the following selected taxes.

<input checked="" type="checkbox"/>	Payroll Item
<input type="checkbox"/>	Federal Income Tax
<input type="checkbox"/>	CPP - Company
<input type="checkbox"/>	CPP - Employee
<input type="checkbox"/>	EI - Company
<input type="checkbox"/>	EI - Employee
<input checked="" type="checkbox"/>	QPP - Company
<input type="checkbox"/>	QPP - Employee

Click Default to revert to QuickBooks automatic settings.

8. Select the appropriate option.

**Add new payroll item (Company Contribution:RSP Company Contribution)**

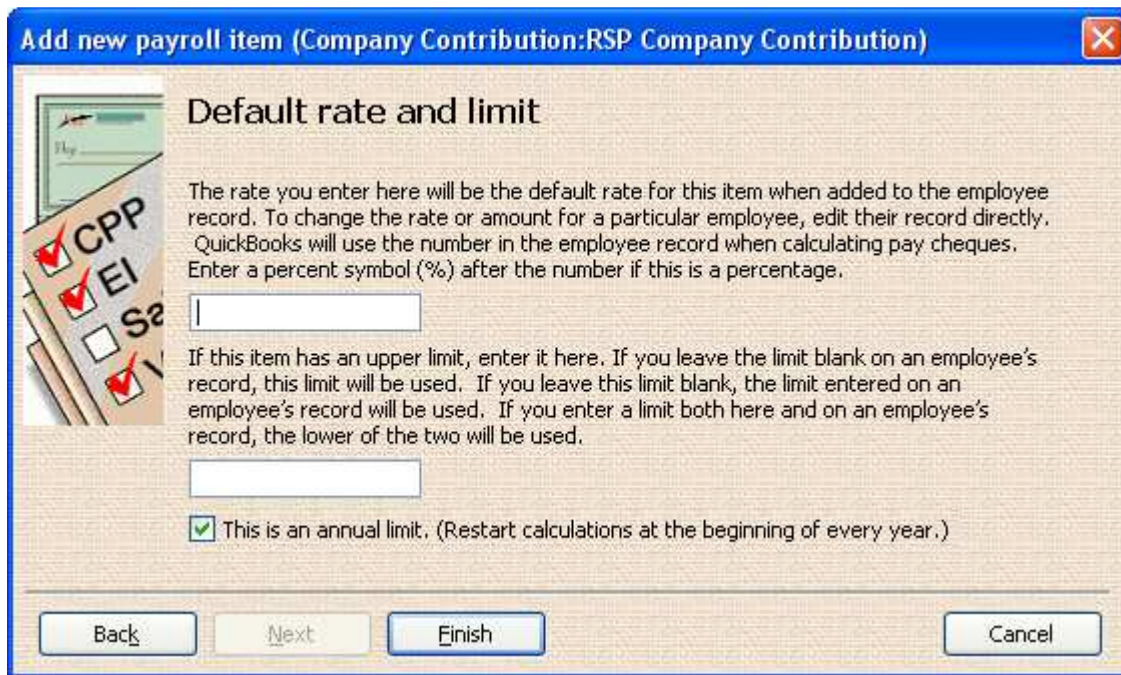
### Calculate based on quantity

Calculate this item based on quantity  
Select this item if you want this payroll item to be calculated based on a quantity that you enter manually on pay cheques.

Calculate this item based on hours  
Select this item if you want this payroll item to be calculated based on the Regular Pay and Overtime Pay hours worked.  
 Include Sick and Vacation hours

Neither  
Select this item if you want this payroll item to be based on a percent of Net or Gross, or a flat amount per pay cheque.

## 9. Enter the Default and Rate Limit, then Select Finish.



**Add new payroll item (Company Contribution:RSP Company Contribution)**

### Default rate and limit

The rate you enter here will be the default rate for this item when added to the employee record. To change the rate or amount for a particular employee, edit their record directly. QuickBooks will use the number in the employee record when calculating pay cheques. Enter a percent symbol (%) after the number if this is a percentage.

If this item has an upper limit, enter it here. If you leave the limit blank on an employee's record, this limit will be used. If you leave this limit blank, the limit entered on an employee's record will be used. If you enter a limit both here and on an employee's record, the lower of the two will be used.

This is an annual limit. (Restart calculations at the beginning of every year.)

## Other taxes

Other taxes are those amounts that are paid by either the employee or employer, calculated on an employee's wages and subsequently remitted to a third party.

### Workers Compensation Board (WCB) payments / WSIB (Ontario)

A payment to a Workers Compensation Board (WCB) on behalf of employees is an example of other taxes that an employer must make. WCB is a form of public workplace insurance that compensates an eligible employee who cannot work because of an injury that occurred at a workplace. WCB rates vary by province and are dependent on your company's industry classification.

For more information on WCB rules and regulations, consult with your accountant.

### Creating a payroll item for company-paid WCB

The first step in creating a WCB payroll item is to get the employer's applicable rate, which you can find on your province's WCB website.

To set up this payroll item:

4. From the Payroll Items list, click on the Payroll Item button and click New.
5. In the Add new payroll item window, select the Other Tax radio button. Click Next. Indicate whether the tax is to be paid by the employee or the company. (In most cases WCB is paid by the company). Select Next.

6. Enter a descriptive name for the company-paid tax. Select Next.

**Add new payroll item (Other Taxes)**

**Name used in pay cheques and payroll reports**

Enter name for this company-paid other tax:

WCB

For example, if you are creating a company-paid tax like WCB, you may call it WCB - Payroll Company

Back Next Finish Help Cancel

7. Select the appropriate accounts.

**Add new payroll item (Other Taxes: WCB)**

**Agency for company-paid liability**

Enter name of agency to which liability is paid:

Enter the number that identifies you to agency:

Liability account (company-paid): 2100 · Payroll Liabilities

This liability account tracks other tax to be paid. You can change this account at any time.

Expense account: 6560 · Payroll Expenses

Company-paid other tax is an expense to your company. You can change this account at any time.

Back Next Finish Help Cancel

8. Select Tax Tracking Type, then select Next.

**Add new payroll item (Other Taxes:WCB)**

### Tax tracking type

The tax tracking type determines how the payroll item appears on tax forms. Be sure to choose the correct tax tracking type to ensure that your forms are correct.

None

Are you sure you want 'None' as the tax tracking type?

'None' is typically used for payroll items such as net additions, deductions, or company contributions that don't affect taxes or tax forms. These include items such as expense reimbursements, miscellaneous after-tax fees, employee loans, and charitable contribution deductions.

If you want to report this payroll item on your tax forms, choose a different tax tracking type.

Back Next Finish Cancel

9. Enter the Default Rate and Limit, select Next.

**Add new payroll item (Other Taxes:WCB)**

### Default rate and limit

The rate you enter here will be the default rate for this item when added to the employee record. To change the rate or amount for a particular employee, edit their record directly. QuickBooks will use the number in the employee record when calculating pay cheques. Enter a percent symbol (%) after the number if this is a percentage.

If this item has an upper limit, enter it here. If you leave the limit blank on an employee's record, this limit will be used. If you leave this limit blank, the limit entered on an employee's record will be used. If you enter a limit both here and on an employee's record, the lower of the two will be used.

Back Next Finish Cancel

10. Select the items that WCB is calculated on, then select Next.

**Add new payroll item (Other Taxes:WCB)**

### Taxable compensation

Select the items subject to this tax. The selected items will increase wage base for this tax.

<input checked="" type="checkbox"/>	Payroll Item
<input checked="" type="checkbox"/>	Salary
<input checked="" type="checkbox"/>	Sick Salary
<input checked="" type="checkbox"/>	Vacation Salary
<input checked="" type="checkbox"/>	Hourly
<input checked="" type="checkbox"/>	Hourly Wages
<input checked="" type="checkbox"/>	Overtime Hourly
<input checked="" type="checkbox"/>	Sick Hourly Rate

Click Default to revert to QuickBooks automatic settings.

11. Select the Pre- Tax options. In most cases these will not be selected. Select Finish.

**Add new payroll item (Other Taxes:WCB)**

### Pre-tax deductions

Select the items that will reduce wages subject to this tax.

<input checked="" type="checkbox"/>	Payroll Item
<input type="checkbox"/>	Group Health Plan
<input type="checkbox"/>	Long Term Disability
<input type="checkbox"/>	RSP Deduction

## Payroll Item Listing

To review your payroll items in QuickBooks you can select a report that includes all payroll items. To create this report do the following:

1. From the Reports menu, select Employees & Payroll.
2. Select Payroll Item Listing. The following report will display.
3. To edit a payroll item, select the item and you will be able to edit the item.

Payroll Item	Type	ROE Earnings	ROE Hours	ROE Period	Amount	Expense Account	Liability Account	T4 Tracking
Salary	Yearly Salary	Yes	Yes	For which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Sick Salary	Yearly Salary	Yes	Yes	For which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Vacation Salary	Yearly Salary	Yes	Yes	For which is paid			2100 - Payroll Liabilities	Box 14/A - Employment Income / Revenue of
Hourly	Hourly Wage	Yes	Yes	For which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Hourly Wages	Hourly Wage	Yes	Yes	For which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Overtime Hourly	Hourly Wage	Yes	Yes	For which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Sick Hourly Rate	Hourly Wage	Yes	Yes	For which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Vacation Hourly Rate	Hourly Wage	Yes	Yes	For which is paid			2100 - Payroll Liabilities	Box 14/A - Employment Income / Revenue of
Sales Commission	Commission	Yes	No	For which is paid	10.0%	Commissions Expense		Box 42/M - Employment commissions / Comm
VacPay-Accrual Paid Out	Vacation Pay	Yes	Yes	For which is paid			2100 - Payroll Liabilities	Box 14/A - Employment Income / Revenue of
Advance	Advance	Yes	No	For which is paid		6560 - Payroll Expenses		None
Car Allowance	Addition	Yes	No	In which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Group Health Plan	Deduction						2100 - Payroll Liabilities	None
RSP Deduction	Deduction						2100 - Payroll Liabilities	None
VacPay-Accrued	Vacation Pay					6560 - Payroll Expenses		None
VacPay-Paid Out	Vacation Pay	Yes	No	In which is paid		6560 - Payroll Expenses		Box 14/A - Employment Income / Revenue of
Federal Income Tax	Payroll Taxes						2100 - Payroll Liabilities	Box 22 - Income Tax deducted
CPP - Company	Payroll Taxes					6560 - Payroll Expenses		Company's CPP contributions
CPP - Employee	Payroll Taxes						2100 - Payroll Liabilities	Box 16 - Employee's CPP contributions
EI - Company	Payroll Taxes					6560 - Payroll Expenses		Company's EI premiums
EI - Employee	Payroll Taxes						2100 - Payroll Liabilities	Box 15/C - Employee's EI premiums / Cot. of a

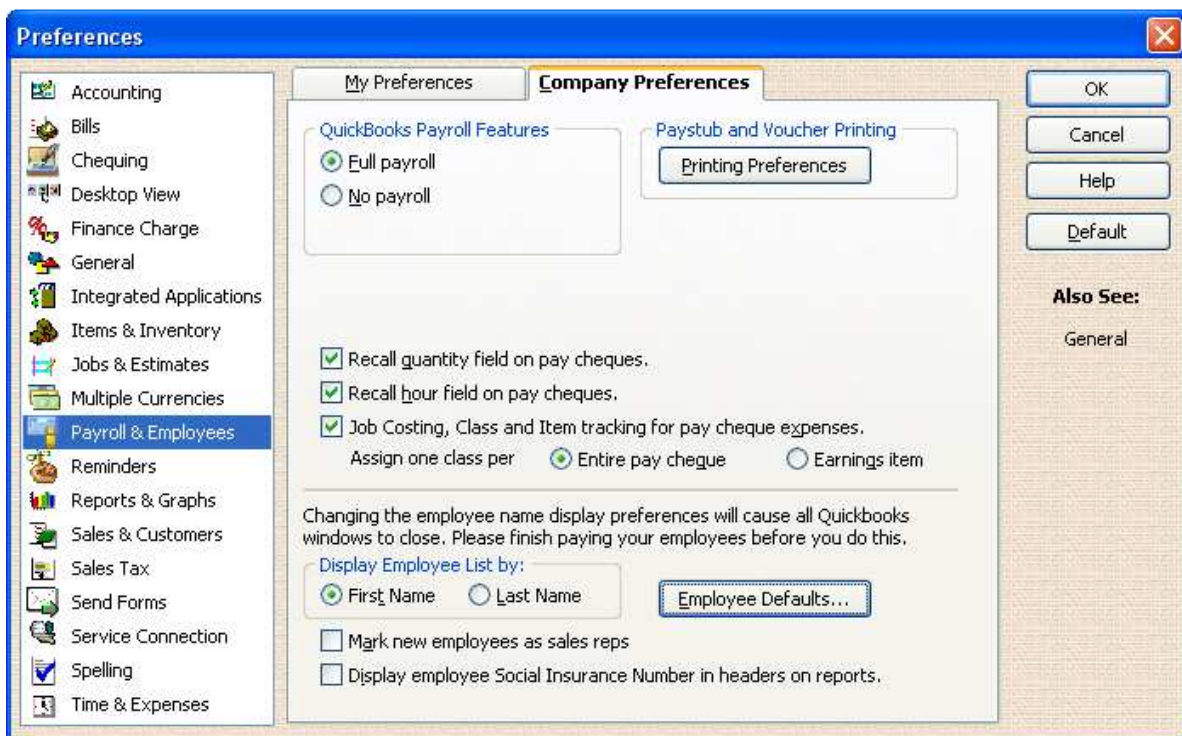
# Part XI Setting up Employee Defaults

## Setting default payroll items

When you hire an employee you must assign payroll items to that employee's profile. This tells QuickBooks® the amounts to add to (and deduct from) an employee's pay cheque. Because most employees share the same payroll earnings and deductions, rather than manually assigning common payroll item to every employee you set up, you can use the payroll preference to assign a default set of payroll items to all new employees.

To enter employee defaults:

1. From the Edit Menu, select Preferences.
2. Select Payroll and Employees.
3. Select Employee Defaults.





4. Select the default Item Name of the earnings item.
5. Select a payroll schedule if necessary.
6. Select a Pay Frequency.
7. Select Class.
8. Select the Additions, Deductions and Company Contributions that apply to new employees.

**Employee Defaults**

**Earnings**

Item Name	Hourly/Annual Rate
Salary	65,000.00

Payroll Schedule: Monthly  
 Pay Frequency: Monthly  
 Class: [Empty]

Use time data to create pay cheques

[What is a payroll schedule?](#)

**Additions, Deductions and Company Contributions**

Item Name	Amount	Limit
Charitable Donation	-15.00	
Long Term Disability	-12.00	-144.00
Health Plan	27.00	324.00
Automobile Allowa...	250.00	3,000.00

Taxes...  
 Accrual Hours...  
 Vacation Pay...

OK  
 Cancel  
 Help

### Setting default taxes

Use the Taxes Defaults window to indicate your home province, the default deductions (CPP, EI and Income Tax) and other taxes (such as WCB) that apply to each employee.

When EI applies, you must also indicate the EI Factor—the multiple of an employees' EI deduction that an employer must contribute to the Employment Insurance program. In most cases, an employer contributes \$1.40 for every \$1.00 deducted from an employee's pay cheque. For more information on EI visit the CRA website.

9. Select Taxes and the following window will appear.

**Taxes Defaults**

Tax Table: Ontario

Subject to:

- Federal Income Tax      Federal TD1      8,929.00
- Employment Insurance      EI Factor      1.4
- Canada Pension Plan      Provincial TD1      8,553.00

Other Taxes

Item Name	Amount	Limit

Buttons: OK, Cancel, Help

10. Select OK.

### Tax tables and TD1 amounts

Use the Tax Table field to choose your company's home province then verify that the proper amounts appear in the Federal and Provincial TD1 fields. The Tax Table and TD 1 fields work in unison to ensure that QuickBooks correctly calculates the payroll tax deductions.

A TD1 form is used by an employer to determine the tax deductions that an individual employee is eligible for. There are two TD1 forms: a federal form and one for your home province. As an employer, you should ask each of your employees to complete a TD1 form at the start of every year.

## Setting vacation defaults

1. In the Vacation Defaults window, click on the appropriate radio button, depending on whether you want to retain the employee's vacation pay, or remit it with each pay cheque.
2. Enter the vacation percentage to which each employee is entitled. Finally select the payroll items that are eligible for the percentage calculation.

**Vacation Defaults**

Vacation  
 Retain       Pay every period

Percentage: 4.0%

Earnings that accrue vacation

+	Payroll Item
<input checked="" type="checkbox"/>	Salary
<input checked="" type="checkbox"/>	Sick Salary
<input checked="" type="checkbox"/>	Vacation Salary
	Hourly
	Hourly Wages

Buttons: OK, Cancel, Help

3. Select OK to complete the Employee Default setup.

**Employee Defaults**

Earnings

Item Name	Hourly/Annual Rate
Salary	65,000.00

Payroll Schedule: Monthly  
 Pay Frequency: Monthly  
 Class: [Empty]

Use time data to create pay cheques

[What is a payroll schedule?](#)

Buttons: OK, Cancel, Help

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
Charitable Donation	-15.00	
Long Term Disability	-12.00	-144.00
Health Plan	27.00	324.00
Automobile Allowa...	250.00	3,000.00

Buttons: Taxes..., Accrual Hours..., Vacation Pay...

# Part XII Setting Up Employees

## Adding Employees

Adding employees is the final step in the payroll set up process. As explained in the Payroll Information Table in Chapter 2, the information that's required to correctly set up an employee is dependent on the set up date.

As an example, if your company never before employed anyone, then the employees' contact information and their rate of pay are all that's required. Contrast that, however, with a company that has a roster of employees, all of whom received pay cheques in the current calendar year. In this situation, you'll also need to record historical payroll data for every employee.

## Entering employee information

1. From the Navigator Bar, select Employee Centre.
2. Select New Employee.
3. Select the Personal Info Tab. Enter the information listed here including the SIN number and the Date of Birth is required.

The screenshot shows a software window titled "New Employee" with a blue header bar. Below the header, it says "Information for: Jack Peterson". There is a "Change tabs:" dropdown menu currently set to "Personal Info". Below this are three tabs: "Personal" (selected), "Address and Contact", and "Additional Info". The "Personal" tab contains several input fields: "Mr./Ms./..." (empty), "Legal Name" (with sub-fields for "First Name" containing "Jack" and "M.I." (empty)), "Last Name" containing "Peterson", "Print as" containing "Jack Peterson", "SIN" containing "999 999 998", "Gender" dropdown set to "Male", and "Date of Birth" containing "09/08/1965" with a calendar icon. On the right side of the form, there are buttons for "OK", "Cancel", "Next", and "Help", along with a checkbox labeled "Employee is inactive" which is currently unchecked.

4. Select the Address and Contact tab and enter the information.

**New Employee**

Information for: Jack Peterson

Change tabs: Personal Info

Personal **Address and Contact** Additional Info

**Home Address**

Address: 1452 Garnet Cres.

City: Toronto Province: ON

Postal Code: M8U 4H7 Country: Canada

Phone: 905-887-7655

Mobile: 905-676-7738

Alt. Phone:

Fax:

E-mail:

Pager: PIN (Pager):

OK  
Cancel  
Next  
Help

Employee is inactive

5. Select the drop down menu and select Payroll and Compensation info. Enter the information on each section including Vacation Pay, Accrual, and Taxes.

**New Employee**

Information for: Jack Peterson

Change tabs: Payroll and Compensation Info

**Payroll Info**

**Earnings**

Item Name	Hourly/Annual Rate
Salary	65,000.00

Payroll Schedule: Monthly

Pay Frequency: Monthly

Class:

Use time data to create pay cheques

[What is a payroll schedule?](#)

**Additions, Deductions and Company Contributions**

Item Name	Amount	Limit
Charitable Donation	-15.00	
Long Term Disability	-12.00	-144.00
Health Plan	27.00	324.00
Automobile Allowa...	250.00	3,000.00

Taxes...  
Accrual Hours...  
Vacation Pay...  
Direct Deposit

OK  
Cancel  
Next  
Help

Employee is inactive

6. Select the drop down menu and choose Employment Info. Enter the Hire Date for the employee.

**New Employee**

Information for: Jack Peterson

Change tabs: Employment Info

**Employment**

**Employment Dates**

Hire Date: 02/01/2011

Release Date (Last Date on Payroll):

ROE Code:

**Occupation**

Occupation: Instructor

Employee is inactive

OK  
Cancel  
Next  
Help

To View your Employee Information do the following:

1. From the Reports menu, select Employees & Payroll.
2. Select Employee Contact List.

**Employee Contact List**

10:33 PM  
12/31/12

**Pro Hockey School  
Employee Contact List**

Employee	SIN	Phone	Address
Jack Peterson	999 999 998	905-887-7655	1452 Garnet Cres. Toronto, ON M6U 4H7
Lynette Farriot	111 888 111	416 456-7890	2121 Ventura Blvd Toronto, ON M4Y 2M9
Kyle Kilat	111 888 111		#32 4532 Bloor St Toronto, ON M5M 6Y6
Christiane Spenard	111 888 111		2193 Havana Way Toronto, ON M3M 2M2
Rob deMontarnal	111 888 111		2311 Kensington Place Toronto, ON M6Y 4T4
Jacque Hudspet	111 888 111		563 Newton Dr Toronto, ON M3M 1M2

# Part XIII Paying Employees & Liabilities in QuickBooks

In this Chapter we will go over the payroll cycle in a typical business. We will show you how to create Paycheques, through to remitting to the government.

Specifically in this part you will cover how to:

- issue pay cheques
- print pay cheques
- email or print paystubs
- remit payroll liabilities
- issue a cheque for vacation pay or sick days:

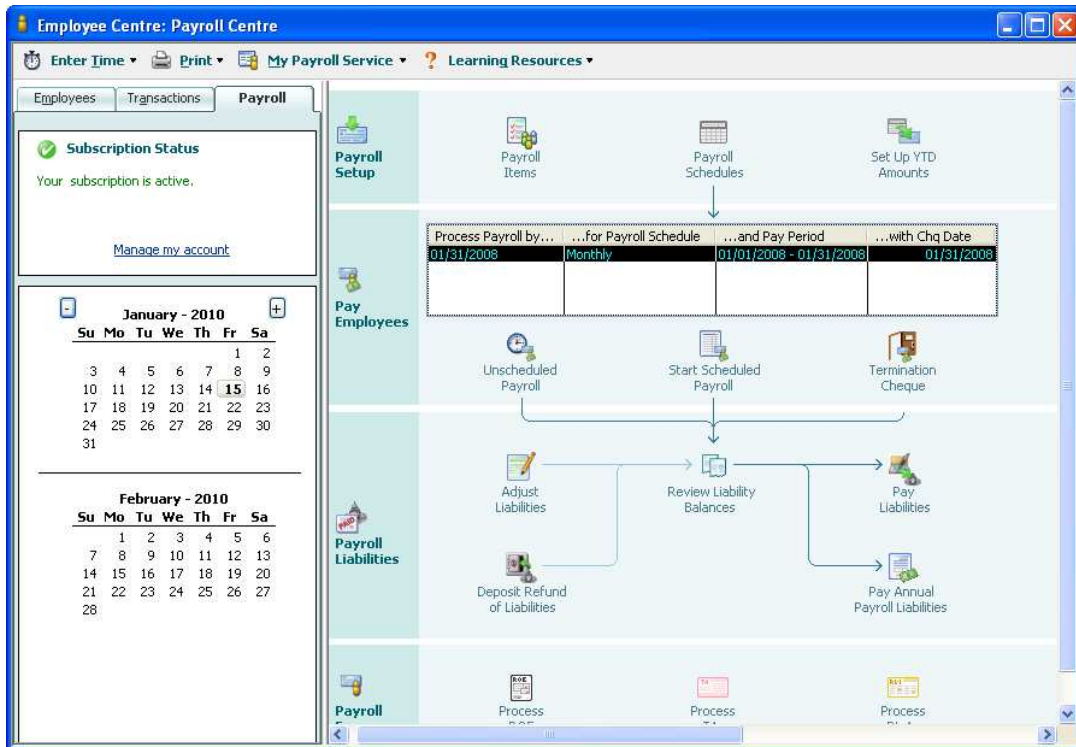
## **Paying employees—the basics**

After working through the set-up process explained earlier, QuickBooks® is ready to issue your employees' first pay cheques. In addition to calculating all earnings and payroll deductions, QuickBooks also prints paycheques and the corresponding pay stubs. for a pay period, QuickBooks tracks payroll data in a host of payroll reports.

1. To process pay cheques, from the Home Screen, select Employee Centre then click the Payroll tab.



- 2.





3. From the Payroll Centre, click start scheduled payroll.
4. QuickBooks opens the Payroll Information window. Notice that there are three workflow arrows at the top of the window: Enter Payroll Information, Review & Create Pay Cheques, and Print & Distribute Pay Cheques.
5. Review & Create Pay Cheques, and Print & Distribute Pay Cheques.

**Enter Payroll Information**

Enter Payroll Information → Review & Create Pay Cheques → Print & Distribute Pay Cheques

[How do I pay my employees?](#)

**Payroll Information**

Payroll Schedule: Monthly  
 Employees Selected to Pay: 5  
 Pay Period Ends: 01/15/2010  
 Cheque Date: 01/15/2010  
 Bank Account: Chequing  
 Bank Account Balance: 114,196.40

Uncheck All    Open Pay Cheque Detail...    Sort By: Employee Name    Show/Hide Columns

Employee	Hourly	Salary	Total Hours
✓ Lynette Farriot		168:00	168:00
✓ Kyle Kilat			0:00
✓ Christiane Spenard			0:00
✓ Rob deMontarnal		168:00	168:00
✓ Jacque Hudspet		248:00	248:00

[How do I use this window to enter payroll information?](#)

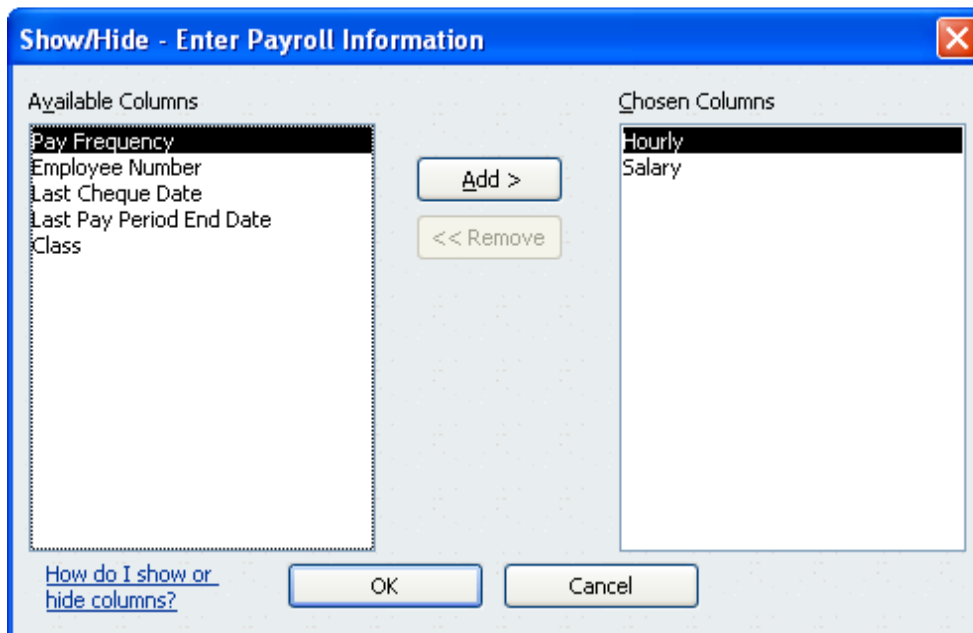
Continue    Cancel

## Enter Payroll Information

The payroll information window shows where to enter payroll information.

Take a moment to study the window's features:

- **Pay Period Ends:** The first time you pay employees, you must enter the ending date of the current pay period. From then on, QuickBooks Automatically advances the pay period date for all subsequent paycheques.
- **Cheque Date:** Enter the pay cheque date.
- **Bank Account:** Ensure that the correct bank account is displayed in this field.
- **Check All:** Check this box to process pay cheques for all listed employees
- **Sort by:** If your employee list is long, click the drop-down arrow to select an alternate sorting method. Choose from any of these sorting options.
- **Show/Hide Columns:** Click this button to customize the Payroll Information window.



1. To add a column, select it from the left pane and click Add>>. To remove a column, choose it from the right pane and click <<Remove. Click OK to close the window.
2. Click Check All to select all the employees then enter the hours worked by each employee in the pay period. Click Continue.

## Review and Create Pay Cheques

In this window, QuickBooks displays a summary of each employee's gross pay, taxes, contributions and net pay. From this window you can set up the following options:

The screenshot shows the 'Review and Create Pay Cheques' window. At the top, there are three steps: 'Enter Payroll Information', 'Review & Create Pay Cheques', and 'Print & Distribute Pay Cheques'. Below this, there are sections for 'Payroll Information' and 'Pay Cheque Options'. The 'Payroll Information' section includes fields for 'Payroll Schedule: Monthly', 'Number of Pay Cheques: 5', 'Pay Period Ends: 01/15/2010', 'Cheque Date: 01/15/2010', 'Bank Account: Chequing', and 'Bank Account Balance: 114,196.40'. The 'Pay Cheque Options' section has two radio buttons: 'Print pay cheques from QuickBooks' (unselected) and 'Assign cheque numbers to handwritten cheques' (selected). There is also a 'First Cheque Number' field with the value '135'. Below these options is a table with columns: Employee, Gross Pay, Taxes, Deductions, Net Pay, Employer..., Contributions, and Total Hours. The table lists four employees: Lynette Farriot, Kyle Kilat, Christiane Spenard, and Rob deMontarnal. At the bottom, there are buttons for '< Back', 'Create Pay Cheques', and 'Cancel'.

Employee	Gross Pay	Taxes	Deductions	Net Pay	Employer...	Contributions	Total Hours
Lynette Farriot	6,500.00	-1,957.78	-27.00	4,515.22	464.74	27.00	168:00
Kyle Kilat	0	0.00	-27.00	-27.00	0.00	27.00	0:00
Christiane Spenard	0	0.00	-47.00	-47.00	0.00	27.00	0:00
Rob deMontarnal	6,500.00	-1,957.78	-27.00	4,515.22	464.74	27.00	168:00
	19,500.00	-5,923.34	-155.00	13,421.66	1,394.22	135.00	584:00

- Print Pay cheques:** Click this radio button and QuickBooks prints each employee's pay cheque.
- Assign cheque number:** Select this option if you hand-write pay cheques.
- Open Pay Cheque Detail:** Click this box to view details of each employee's pay cheque.
- Create Pay Cheques:** Click here to create and record the pay cheques.

1. Click Open Pay Cheque Detail. In addition to reviewing the cheque, use this window to add or edit payroll information.
2. Assume that no changes are necessary for the cheques. Before clicking Save & Close, observe that QuickBooks tracks both accrued vacation and sick time in the upper right portion of the window.

**Review Or Change Pay Cheque**

Employee: **Rob deMontarnal** Pay Period: 12/16/2009 - 01/15/2010

Use Direct Deposit Class: Office Admin

Item Name	Rate	Hours	Customer:Job
Salary	6,250.00	168:00	

Total Hours: 168:00

Item Name	Rate	Quantity
Charitable Donation	-15.00	
Long Term Disability	-12.00	
Health Plan	27.00	
Automobile Allowa...	250.00	

Item Name	Amount	YTD
Health Plan	27.00	27.00
CPP - Company	307.31	307.31
EI - Company	157.43	157.43
VacPay-Accrued	375.00	375.00

Item Name	Amount	YTD
Salary	6,250.00	6,250.00
Charitable Donation	-15.00	-15.00
Long Term Disability	-12.00	-12.00
Automobile Allowance	250.00	250.00
CPP - Employee	-307.31	-307.31
EI - Employee	-112.45	-112.45
Federal Income Tax	-1,538.02	-1,538.02

Cheque Amount: 4,515.22

Adv. Pay Bal. (\$) 0.00  
 Sick Hours Avail. 32:00  
 Vacation Avail. (\$) -261.90  
 Sick Hours Acc. 32:00  
 Vac. Accrued (\$) 375.00  
 Do not accrue

3. Click Save & Close to return to the Review and Create Pay Cheques window.
4. Click Create Pay Cheques.

**Review and Create Pay Cheques**

Enter Payroll Information → **Review & Create Pay Cheques** → Print & Distribute Pay Cheques

[How do I pay my employees?](#)

**Payroll Information**

Payroll Schedule: Monthly      Pay Period Ends: 01/15/2010      Bank Account: Chequing

Number of Pay Cheques: 5      Cheque Date: 01/15/2010      Bank Account Balance: 114,196.40

**Pay Cheque Options**

Print pay cheques from QuickBooks       Assign cheque numbers to handwritten cheques

[Explain Printing Options](#)

[Printing Preferences](#)

First Cheque Number: 135

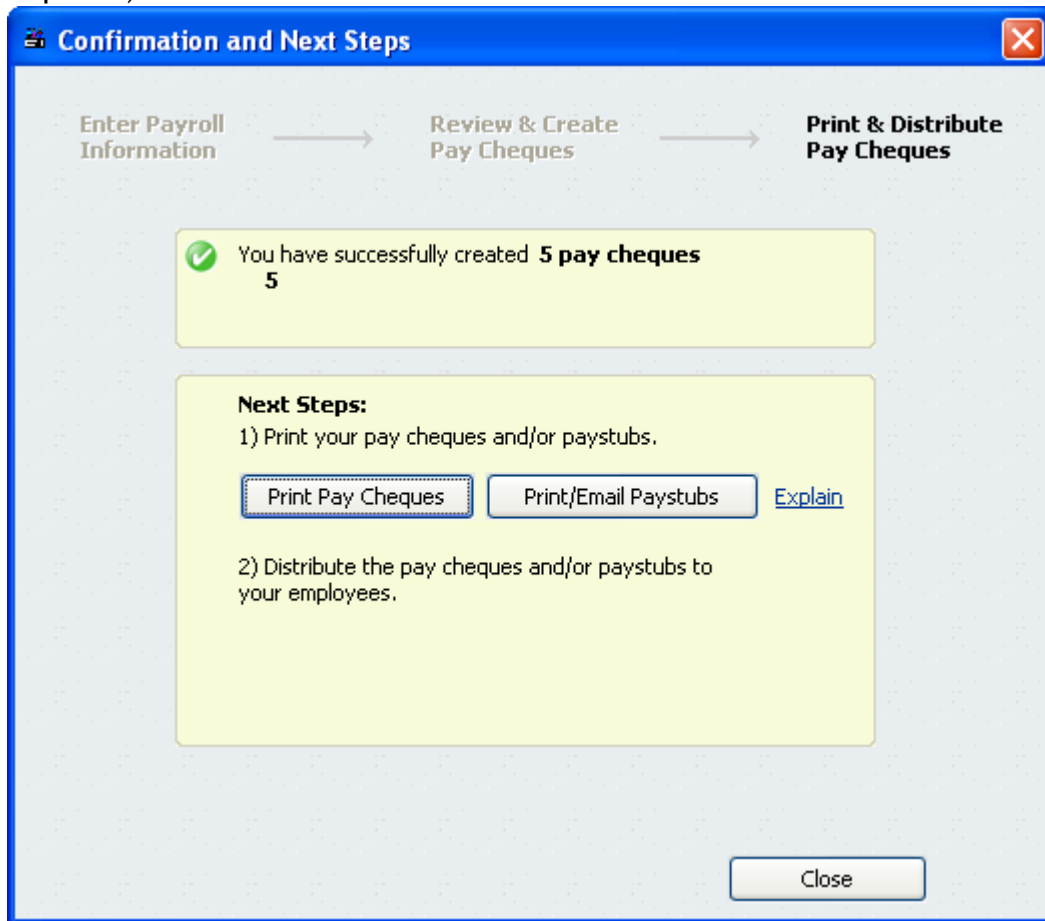
[Open Pay Cheque Detail...](#)

Employee	Gross Pay	Taxes	Deductions	Net Pay	Employer...	Contributions	Total Hours
<a href="#">Lynette Farriot</a>	6,500.00	-1,957.78	-27.00	4,515.22	464.74	27.00	168:00
<a href="#">Kyle Kilat</a>	0	0.00	-27.00	-27.00	0.00	27.00	0:00
<a href="#">Christiane Spenard</a>	0	0.00	-47.00	-47.00	0.00	27.00	0:00
<a href="#">Rob deMontarnal</a>	6,500.00	-1,957.78	-27.00	4,515.22	464.74	27.00	168:00
	19,500.00	-5,923.34	-155.00	13,421.66	1,394.22	135.00	584:00

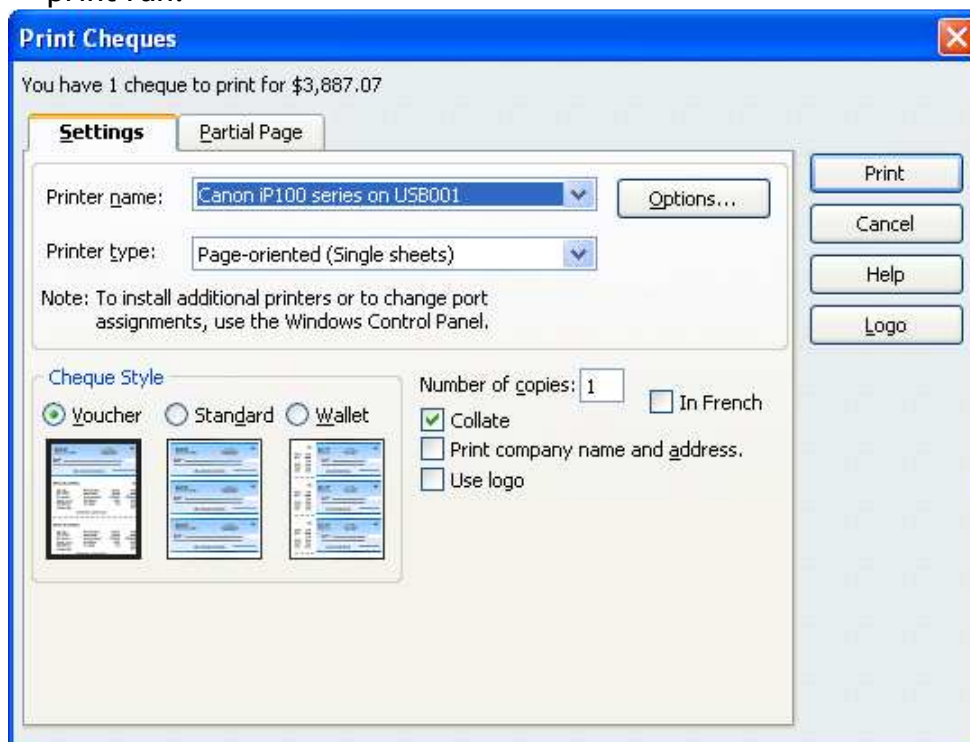
< Back      Create Pay Cheques      Cancel

## Print & Distribute Pay Cheques

1. In this window, click Print Pay Cheques to process the payroll run. If necessary, click Print/Email Pay stubs (this latter option is useful for direct deposits).



2. After clicking Print Pay Cheques, QuickBooks opens a selection dialog that allows you to print or override the cheques to print. Click OK to begin the print run.



DATE 1 1 3 0 2 0 0 8  
M M D D Y Y Y Y

\*\*\*\*\*Three Thousand Eight Hundred Eighty-Seven and 07/100

\*\*3,887.07

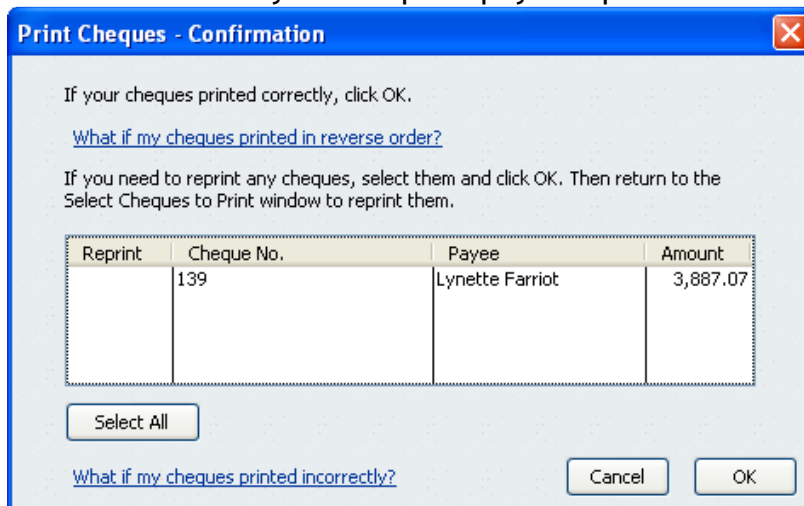
Carol Walker  
ON M4Y 2M9

MEMO Pay Period: 11/01/2008 - 11/30/2008

Employee		Occupation	
Carol Walker, 2121 Ventura Blvd, Toronto, ON M4Y 2M9		Consultant	
		Pay Period: 11/01/2008 - 11/30/2008	Cheque Date: 11/30/2008
Earnings and Hours	Qty	Rate	YTD Amount
Salary		5,833.33	60,443.23
Automobile Allowance		250.00	2,750.00
Vacation Salary		0.00	3,723.40
		6,083.33	66,916.63
Taxes		Current	YTD Amount
Federal Income Tax		-2,169.26	-23,154.27
CPP - Employee		0.00	-1,780.00
EI - Employee		0.00	-858.00
		-2,169.26	-25,792.27
Adjustments to Net Pay		Current	YTD Amount
Long Term Disability		-12.00	-132.00
Charitable Donation		-15.00	-165.00
		-27.00	-297.00
Net Pay		3,887.07	40,827.36
Taxable Company Items		Current	YTD Amount
Health Plan		27.00	297.00

Pro Hockey School, 4687 Dixon, Toronto, ON, M4Y 2M8 416 456-7890

3. After all cheques are printed, QuickBooks displays a confirmation window that allows you to reprint pay cheques.





## Sending Paystubs

4. If you hand-write pay cheques or use direct deposits, you can use QuickBooks to print or email paystubs.

1. From the Print & Distribute Pay Cheques window, click Print/Email Paystubs.
2. Select from the employees listed and choose Print or E-mail.
3. The figure below shows a sample paystub.

**Select Paystubs to Print/Email**

Bank Account: Chequing Cheques Dated: 01/15/2010 thru 01/15/2010

Select Paystubs to print/email.  
There are 5 Paystubs to print for \$14,733.69.

✓	Date	Employee	Amount
✓	01/15/2010	Lynette Farriot	4,515.22
✓	01/15/2010	Kyle Kilat	524.03
✓	01/15/2010	Christiane Spenard	714.00
✓	01/15/2010	Rob deMontarnal	4,515.22
✓	01/15/2010	Jacque Hudspet	4,465.22

Buttons: Preview, Select All, Select None, Preferences, Default E-mail Text

Company Message to be printed on all paystubs:

Buttons: Print, E-mail, Mark to send, Cancel, Help

Pro Hockey School  
 4567 Dixon  
 Toronto, ON M4Y 2M8

Sandra Adams  
 563 Newton Dr  
 Toronto, ON M3M 1M2

Employee Pystub		Cheque number: 139		Pay Period: 12/16/2009 - 01/15/2010		Cheque Date: 01/15/2010	
Employee				Occupation			
Sandra Adams, 563 Newton Dr, Toronto, ON M3M 1M2							
Earnings and Hours		Qty	Rate	Current	YTD Amount	Sick Hours and Vacation Pay	
Salary				6,250.00	6,250.00	Sick	YTD Used
Automobile Allowance				250.00	250.00	Vacation	Available
				6,500.00	6,500.00		32.00
							2,202.69
Withholdings				Current	YTD Amount	Taxable Company Items	
CPP - Employee				-307.31	-307.31	Current	
EI - Employee				-112.45	-112.45	YTD Amount	
Federal Income Tax				-1,588.02	-1,588.02	Health Plan	
				-2,007.78	-2,007.78	27.00	
Adjustments to Net Pay						27.00	
Long Term Disability				-12.00	-12.00		
Charitable Donation				-15.00	-15.00		
				-27.00	-27.00		
Net Pay				4,465.22	4,465.22		

## Employee payroll reports

With the wide array of available employee and payroll reports—all of which are customizable—QuickBooks gives you full detail of your payroll history. Furthermore, as with all other QuickBooks reports, you can double-click any amount within a report and use Quick Zoom to obtain more information. As an example, the Payroll Transactions by Payee report provides a summary of the amounts paid to employees and payroll agencies.

Illustrated below are just a few of the available payroll reports, all of which can be viewed from the Navigation Bar by clicking Report Centre and then selecting Employees & Payroll.

### Employee earnings summary report

The Employee Earnings Summary report displays the total amounts paid within a reporting period, broken down by payroll item and employee.

7:24 PM  
01/15/10

**Pro Hockey School**  
**Employee Earnings Summary**  
January 2010

	◇ Salary	◇ Sick S...	◇ Hourly	◇ Commis...	◇ Adv...	◇ Automobile A...	◇ Feder
<b>Lynette Farriot</b>	▶6,250.00 ◀	0.00	0.00	5,555.75	0.00	750.00	
<b>Kyle Kilat</b>	0.00	0.00	1,150.00	0.00	0.00	0.00	
<b>Christiane Spenard</b>	0.00	0.00	58,875.00	0.00	0.00	0.00	
<b>Rob deMontarnal</b>	18,333.33	416.67	0.00	0.00	0.00	750.00	
<b>Jacque Hudspet</b>	18,750.00	0.00	0.00	0.00	0.00	750.00	
<b>TOTAL</b>	<u>43,333.33</u>	<u>416.67</u>	<u>60,025.00</u>	<u>5,555.75</u>	<u>0.00</u>	<u>2,250.00</u>	

## Payroll summary report

The Payroll Summary report displays each employee's gross pay, deductions and net earnings. It also lists the employer's payroll taxes and contributions. Use the scroll bars to view other areas of the report.

		Lynette Farriot			Kyle Kilat		
		Hours	Rate	Jan 1 - 15, 10	Hours	Rate	Jan 1 - 15, 10
<b>Employee Wages, Taxes and Adjustments</b>							
<b>Gross Pay</b>							
Salary	168		6,250.00				0.00
Sick Salary			0.00				0.00
Hourly			0.00	46	25.00		1,150.00
Commission			5,555.75				0.00
Advance			0.00				0.00
Automobile Allowance			750.00				0.00
<b>Total Gross Pay</b>			<b>12,555.75</b>				<b>1,150.00</b>
<b>Deductions from Gross Pay</b>							
Long Term Disability			-369.00				-24.00
<b>Total Deductions from Gross Pay</b>			<b>-369.00</b>				<b>-24.00</b>
<b>Adjusted Gross Pay</b>			<b>12,186.75</b>				<b>1,126.00</b>
<b>Taxes Withheld</b>							
Federal Income Tax			-2,826.33				0.00
CPP - Employee			-812.26				-28.04
EI - Employee			-217.22				-19.90
<b>Total Taxes Withheld</b>			<b>-3,855.81</b>				<b>-47.94</b>
<b>Deductions from Net Pay</b>							
Charitable Donation			-45.00				-30.00
<b>Total Deductions from Net Pay</b>			<b>-45.00</b>				<b>-30.00</b>
<b>Net Pay</b>			<b><u>8,285.94</u></b>				<b><u>1,048.06</u></b>

## Viewing and paying payroll liabilities

QuickBooks uses payroll items to track the liabilities that are due to various payroll agencies.

### Viewing all payroll liabilities

To view all payroll liability amounts, from the Payroll Screen select Choose Payroll Liability Balances. This report show what payroll liabilities to remit to various agencies.

The screenshot shows a window titled "Payroll Liability Balances" for "Pro Hockey School". The report covers the period from 01/01/2010 to 01/15/2010. The total payroll liabilities are 8,868.02. The breakdown is as follows:

Payroll Liabilities	
Federal Income Tax	4,864.06
CPP - Employee	961.11
CPP - Company	961.11
EI - Employee	361.14
EI - Company	505.60
Net Vacation Accrued	1,125.00
Long Term Disability	60.00
Charitable Donation	95.00
Health Plan	135.00
<b>Total Payroll Liabilities</b>	<b><u>8,868.02</u></b>

This report displays the totals of all payroll liabilities within a selected period.

### Viewing liabilities owed to Canada Revenue Agency (CRA)

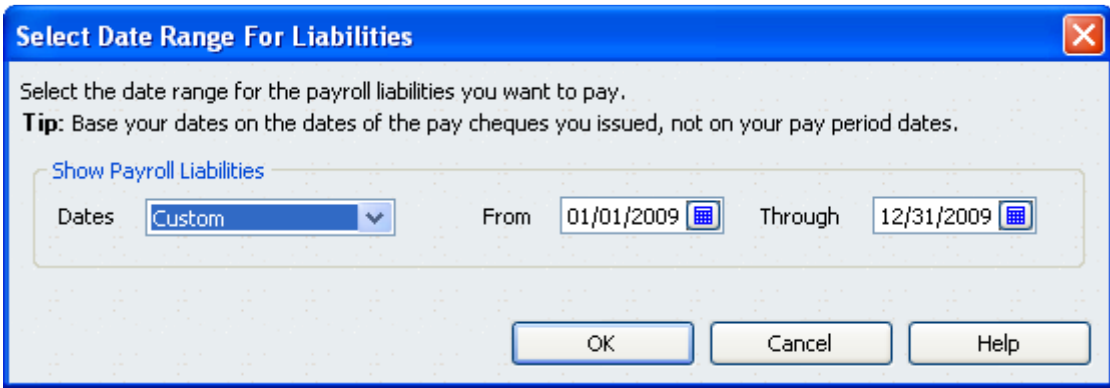
The CRA imposes strict filing deadlines for remitting payroll liabilities (commonly called Source Deductions). Generally, source deductions are due no later than the 15th of the month following the pay cheque date.

To view only the amounts owed to CRA, from the Employees & Payroll section of the Report Centre, select PD7A Summary.

Pro Hockey School	
PD7A Report	
January 2010	
◇ Jan 10 ◇	
Gross payroll for period	20,875.00
No. of employees paid in period	5
<b>Remittance for period</b>	
Tax deductions	4,664.06
<b>Total CPP contributions</b>	
CPP - Employee	961.11
CPP - Company	961.11
<b>Total CPP contributions</b>	1,922.22
<b>Total EI premiums</b>	
EI - Employee	361.14
EI - Company	505.60
<b>Total EI premiums</b>	866.74
<b>Remittance for period</b>	7,453.02

## Remitting source deductions

1. To remit source deductions to CRA, from the Payroll Centre, click Pay Liabilities.



**Select Date Range For Liabilities**

Select the date range for the payroll liabilities you want to pay.

**Tip:** Base your dates on the dates of the pay cheques you issued, not on your pay period dates.

Show Payroll Liabilities

Dates  From  Through

OK Cancel Help

2. Enter the first and last day of the month as the date range for the liabilities. Click OK.
3. In the Pay Liabilities window, click any item payable to the Receiver General and QuickBooks automatically selects all other items payable to that agency.

4. Review your choices in the Pay Liabilities window, especially making sure that:

- All required payroll items are checked
- Also you chose whether to print or handwrite the liability cheque
- You selected the correct chequing account from which to pay the liabilities
- The cheque payment date is correct
- You selected the correct radio button for reviewing (or not reviewing) the liability cheque Also notice that you can view the PD7A report or the Payroll Liability Balances report by clicking on, respectively, the PD7A button or the Report button.

**Pay Liabilities**

To be printed

Chequing Account: Chequing

Payment Date: 02/15/2010

Review liability cheque to enter expenses/penalties

Create liability cheque without reviewing

Buttons: Create, Cancel, Report, PD7A

Show Payroll Liabilities

Sort By: Payable To

Dates: Custom From 01/01/2010 Through 01/31/2010

<input checked="" type="checkbox"/>	Payroll Item	Payable To	Amt. Due	Amt. To Pay
<input type="checkbox"/>	Charitable Donation	Children's Charities	95.00	0.00
<input type="checkbox"/>	Health Plan	Insurance Experts	135.00	0.00
<input type="checkbox"/>	Long Term Disability	Insurance Experts	60.00	0.00
<input checked="" type="checkbox"/>	CPP - Company	Receiver General	961.11	961.11
<input checked="" type="checkbox"/>	CPP - Employee	Receiver General	961.11	961.11
<input checked="" type="checkbox"/>	EI - Company	Receiver General	505.60	505.60
<input checked="" type="checkbox"/>	EI - Employee	Receiver General	361.14	361.14
<input checked="" type="checkbox"/>	Federal Income Tax	Receiver General	4,664.06	4,664.06
			7,743.02	7,453.02

Show all liabilities

Ending Bank Balance: 92,009.69



5. Click Create to prepare the liability cheque. QuickBooks prepares the cheque and clears the payroll liability accounts automatically. To print this cheque, click the Print icon.

**Liability Cheque - Chequing**

Previous Next Print Find History Journal

Bank Account: **Chequing** Ending Balance: 92,009.69

No. To Print: \_\_\_\_\_  
Date: 02/15/2010


Pay to the Order of: **Receiver General** \$ 7,453.02

Seven thousand four hundred fifty-three and 02/100\* \*\*\*\*\* Dollars

Receiver General

Address: \_\_\_\_\_

Memo: \_\_\_\_\_

 Order Cheques

Period: 01/01/2010 - 01/31/2010  To be printed

Expenses: \$0.00 **Payroll Liabilities: \$7,453.02**

Payroll Item	Amount	Memo	Class
CPP - Company	961.11		
CPP - Employee	961.11		
EI - Company	505.60		
EI - Employee	361.14		
Federal Income Tax	4,664.06		

Clear Splits Recalculate Save & Close Revert

## Remitting Other Payroll Liabilities

Now you may decide to pay your other payroll liabilities.

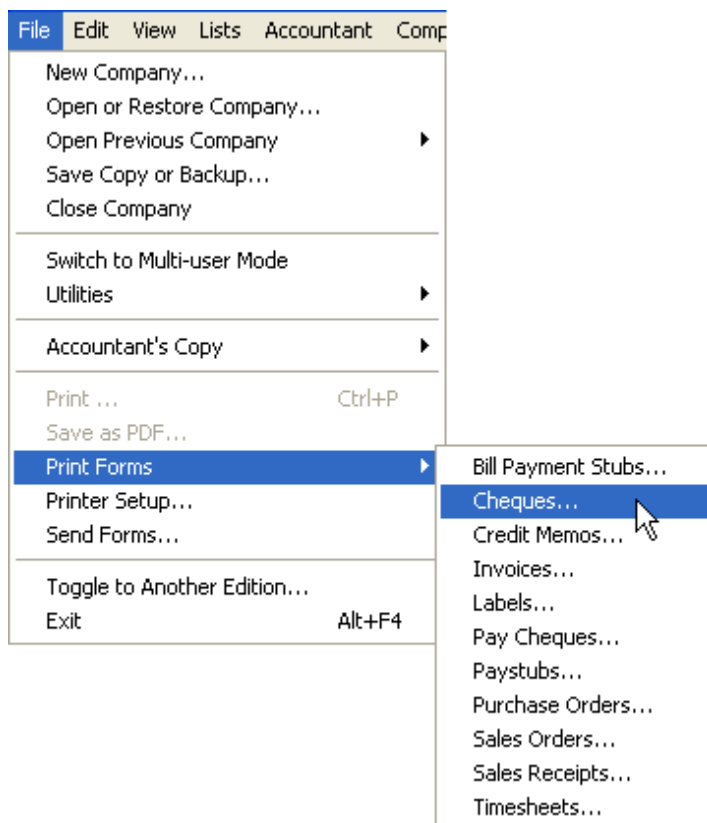
1. To pay other payroll liabilities, from the Payroll Centre, click Pay Liabilities.
2. Select the date range and click the Report button. Notice that, because you remitted a source deduction payment, the CRA liabilities are now zero.

The screenshot shows the 'Pay Liabilities' window in QuickBooks. The window title is 'Pay Liabilities'. It has several sections:

- Options:**
  - To be printed
  - Review liability cheque to enter expenses/penalties
  - Create liability cheque without reviewing
- Buttons:** Create, Cancel, Report, PD7A
- Form Fields:**
  - Chequing Account: Chequing
  - Payment Date: 01/15/2010
  - Sort By: Payable To
  - Dates: Custom, From: 01/01/2010, Through: 01/31/2010
- Table:**

Payroll Item	Payable To	Amt. Due	Amt. To Pay
<input checked="" type="checkbox"/> Charitable Donation	Children's Charities	95.00	95.00
<input checked="" type="checkbox"/> Health Plan	Insurance Experts	135.00	135.00
<input checked="" type="checkbox"/> Long Term Disability	Insurance Experts	60.00	60.00
		290.00	290.00
- Footer:**
  - Show all liabilities
  - Ending Bank Balance: 91,719.69

3. Return to the Pay Liabilities window and check each payroll item. Click Create. QuickBooks creates a cheque for each agency.
4. To print the liability cheques, click the Print icon's drop-down arrow and select Print Batch.



5. QuickBooks previews the cheques to print. Review the selection and click OK to begin the cheque run.

The screenshot shows the 'Pay Liabilities' window in QuickBooks. The window is titled 'Pay Liabilities' and has a blue header. It contains several sections for configuring the cheque run, including a 'To be printed' checkbox, a 'Chequing Account' dropdown, a 'Payment Date' calendar, and a 'Show Payroll Liabilities' section with date filters. Below these sections is a table of payroll liabilities to be printed, with columns for 'Payroll Item', 'Payable To', 'Amt. Due', and 'Amt. To Pay'. The table shows three items: Charitable Donation, Health Plan, and Long Term Disability. The total amount due is 290.00, and the total amount to pay is also 290.00. At the bottom, there is a checkbox for 'Show all liabilities' and a field for 'Ending Bank Balance' with the value 91,719.69.

To be printed

Chequing Account: Chequing

Payment Date: 01/15/2010

Review liability cheque to enter expenses/penalties

Create liability cheque without reviewing

Show Payroll Liabilities

Sort By: Payable To

Dates: Custom From 01/01/2010 Through 01/31/2010

Payroll Item	Payable To	Amt. Due	Amt. To Pay
<input checked="" type="checkbox"/> Charitable Donation	Children's Charities	95.00	95.00
<input checked="" type="checkbox"/> Health Plan	Insurance Experts	135.00	135.00
<input checked="" type="checkbox"/> Long Term Disability	Insurance Experts	60.00	60.00
		290.00	290.00

Show all liabilities

Ending Bank Balance: 91,719.69

## QuickBooks ProAdvisor Training Day Conclusion

In this seminar you learned:

- How to setup a QuickBooks file
- Setting up accounts, items, preferences
- Setting up customer
- Accounts Receivable and customer transactions
- Accounts Payable and vendor transactions
- Setting up payroll items and employees
- Paying employees & liabilities

Join us for additional ProAdvisor training. Visit [www.accountingcycle/patraining](http://www.accountingcycle/patraining) to learn more or to register.

## QuickBooks Keyboard Shortcuts

General	Key
To start QuickBooks without a company file	CTRL+double-click
To suppress the desktop windows (at Open Company window)	ALT (while opening)
Display information about QuickBooks	F2
Cancel	ESC
Record (when black border is around OK, Next, or Prev button)	∅
Record (always)	CTRL + ⌵

Dates	Key
Next day	+ (plus key)
Previous day	- (minus key)
Today	T
First day of the <b>Week</b>	W
Last day of the week <b>K</b>	K
First day of the <b>Month</b>	M
Last day of the month <b>H</b>	H
First day of the <b>Year</b>	Y
Last day of the year <b>R</b>	R
Date calendar	ALT + down arrow

Editing	Key
Edit transaction selected in register	CTRL + E
Delete character to right of insertion point	DEL
Delete character to left of insertion point	BACKSPACE
Delete line from detail area	CTRL + Del
Insert line in detail area	CTRL + Ins
Cut selected characters	CTRL + X
Copy selected characters	CTRL + C
Paste cut or copied characters	CTRL + V
Increase cheque or other form number by one	+ (plus key)
Decrease cheque or other form number by one	- (minus key)
Undo changes made in a field	CTRL + Z

Help window	Key
Display Help in context	F1
Select next option or topic	TAB
Select previous option or topic	SHIFT + TAB
Display selected topic	∅
Close popup box	ESC
Close Help window	ESC

Transaction Journal	CTRL + Y
Scroll Open Windows (Next)	CTRL + F6

Activity	Key
Account list, display	CTRL + A
QuickFill and Recall (type first few letters of name and press Tab, name fills in)	abc TAB
Copy transaction in register	CTRL + O
Customer:Job list, display	CTRL + J
Delete cheque, invoice, transaction, or item from list	CTRL + D
Edit lists or registers	CTRL + E
Cheque, write	CTRL + W
Find transaction	CTRL + F
Go to register of transfer account	CTRL + G
Help in context, display	F1
History of A/R or A/P transaction	CTRL + H
Invoice, create	CTRL + I
List (for current field), display	CTRL + L
Memorize transaction or report	CTRL + M
Memorized transaction list, display	CTRL + T
New invoice, bill, cheque or list item	CTRL + N
Paste copied transaction in register	CTRL + V
Print	CTRL + P
QuickZoom on report	∅
QuickReport on transaction or list item	CTRL + Q
Register, display	CTRL + R
Show list	CTRL + S
Use list item	CTRL + U

Moving around a window	Key
Next field	Tab
Previous field	SHIFT + TAB
Report column to the right	Right arrow
Report column to the left	Left arrow
Beginning of current field	HOME
End of current field	END
Line below in detail area or on report	Down arrow
Line above in detail area or on report	Up arrow
Down one screen	PAGE DOWN
Up one screen	PAGE UP
Next word in field	CTRL + →
Previous word in field	CTRL + ←
Close active window	ESC or CTRL+F4
First item on list or prev. month in register	CTRL + PAGE UP
Last item on list or next month in register	CTRL + PAGE DOWN

To register for training:  
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