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LESSON 12 **Review questions
and activities**



Lesson 12: Doing payroll with QuickBooks

Review questions

- 1** What is required in order for QuickBooks to calculate payroll?

- 2** Which two accounts are typically linked to payroll items?
 - a** _____
 - b** _____
- 3** Which of the following are QuickBooks payroll item types?
 - a** Compensation
 - b** Paid Time Off
 - c** Retirement Benefits
 - d** All of the above
- 4** What report would you run to determine how much you owe in payroll taxes?

- 5** What QuickBooks feature would you use to make setting up payroll easier when a number of employees have the same hourly wage, payroll schedule, and base deductions?
 - a** Tax tables
 - b** Employee defaults
 - c** Payroll items
 - d** Assisted payroll
- 6** True or false: Payroll schedules are required to run payroll in QuickBooks.
 - a** True
 - b** False
- 7** Payroll schedules help you do which of the following?
 - a** Group employees with the same pay frequency
 - b** Write bonus checks
 - c** Prepare termination checks
 - d** Pay payroll tax liabilities

Review activities

- 1** Add a salaried employee to the Employee Center. Enter the employee's personal information, their yearly salary, federal and state tax information, and at least one additional paycheck deduction. Assign the employee to the Monthly payroll schedule.
- 2** Run the Monthly payroll schedule and process a paycheck for the new employee. Then, view the check in QuickBooks. Open at least one payroll liability account register to see how the paycheck changes the account's balance.
- 3** Select one of the payroll expense accounts from the chart of accounts. Create a QuickReport for that expense account.

Review questions and activities