

HOW TO USE PAYROLL TEMPLATES & LIABILITY ACCOUNTS IN QUICKEN

To use the Excel payroll spreadsheet available on the web, you must first click on the link for the spreadsheet you wish to download. Save this spreadsheet as Payroll 2002 “Name” County. Substitute your county name for the word “Name”.

Open the spreadsheet, and click on the tab at the bottom of the page called “Employees.” First, enter the employee’s name in the spreadsheet, replacing the words with the appropriate information, for example replace “Name #1” with the employee’s name. If you are using a template that has a cell for total gross wages then enter the gross wages in that cell. If you are using a spreadsheet that calculates the gross wages for you, then enter the hours worked and the rate of pay in the appropriate cells. Enter the Federal and State withholdings for gross wage after IPERS as read from the Circular E and the State Withholding booklets in the appropriate cells. Remember that the amounts for Social Security and Medicare are the same for both employee and employer. The template figures the Employer’s IPERS for each employee.

Repeat the above procedure for each employee for the pay period. If you have an employee or employees whose gross wages are paid by both a grant and the county, or several grants, or grants and fee programs, then use the spreadsheet called “Employee(s) paid out more than one category.”

Now you are ready to enter the payroll checks in Quicken

- Click on the icon *Checks*.

Employee’s Check

- **First, change the date** to m/d/y
- Then enter the **Employee name**, followed by the net amount of the check.
- Instead of selecting a category, select the *Splits* button.
- On the 1st select the category for gross wages in the *Category* box
- [TAB] to the *Memo* and enter **Gross wages**
- [TAB] to the *Amount* and enter the amount of Gross wages.

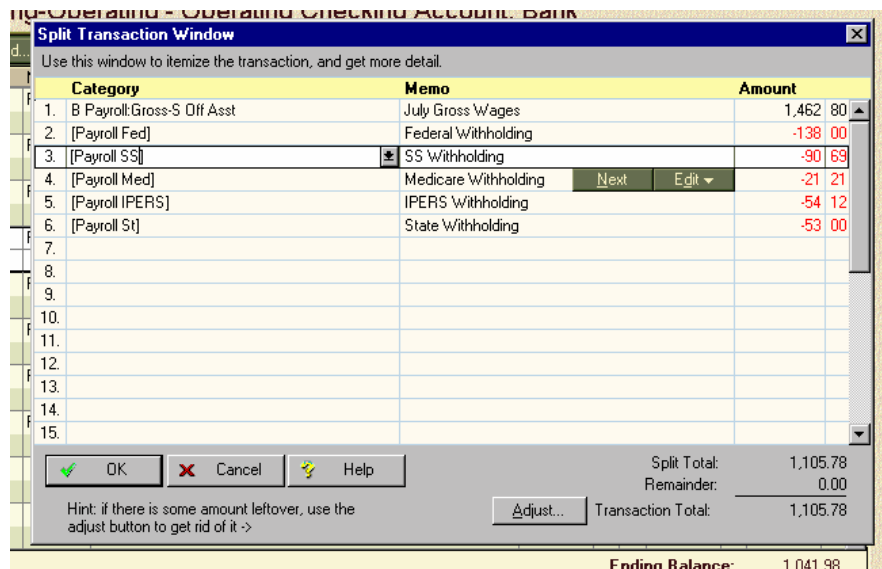
- [TAB] to 2nd line and in the *Category* box select [**Payroll Fed**]; this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **Federal Withholding**
- [TAB] to the *Amount* and enter the amount of Federal withholding as a negative number.

- [TAB] to the 3rd line and in the *Category* box select [**Payroll IPERS**]; again, this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **IPERS Withholding**
- [TAB] to the *Amount* and enter the amount of IPERS withholding as a negative number.

- [TAB] to the 4th line and in the *Category* box select [**Payroll SS**]; again, this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.

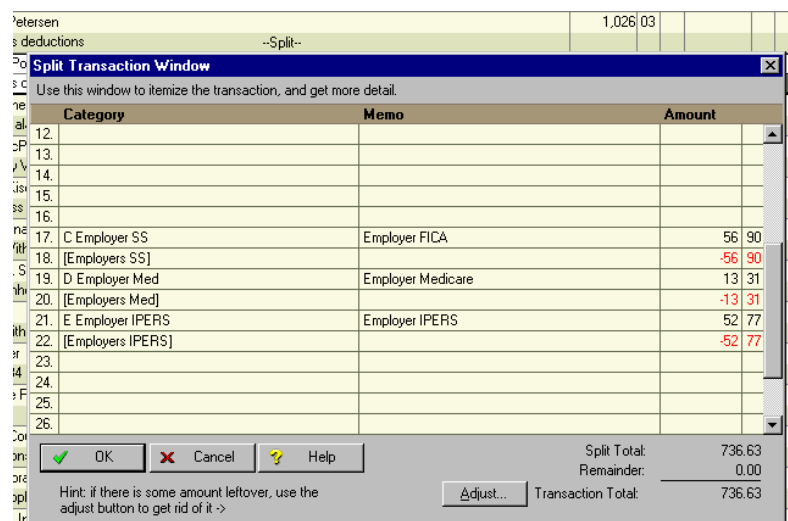
- [TAB] to the *Memo* and enter **SS Withholding**
- [TAB] to the *Amount* and enter the amount of FICA withholding as a negative number.
- [TAB] to the 5th line and in the *Category* box select [**Payroll Med**]; again, this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **Medicare Withholding**
- [TAB] to the *Amount* and enter the amount of Medicare withholding as a negative number.
- [TAB] to the 6th line and in the *Category* box select [**Payroll State**]; again, this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **State Withholding**
- [TAB] to the *Amount* and enter the amount of State withholding as a negative number.

The screen should look like this when you have completed this portion of the entry:



- Now go to *line 16* of this *Split* window and in the *Category* box, select the expense category for the Employer portion of FICA – **C Employer SS**
- [TAB] to the *Memo* and enter **Employer Social Security**
- [TAB] to the *Amount* and enter the amount of Employer FICA obligation as a positive number.
- [TAB] to *line 17* and in the *Category* box, select [**Employer SS**]; again, this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Amount* and enter the amount of Employer Social Security as a negative number.
- Now go to *line 18* and in the *Category* box, select the expense category for the Employer portion of Medicare – **D Employer Med**
- [TAB] to the *Memo* and enter **Employer Medicare**

- [TAB] to the *Amount* and enter the amount of Employer Medicare obligation as a positive number.
 - [TAB] to *line 19* and in the *Category* box, select [**Employer Medicare**]; again, this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.
 - [TAB] to the *Amount* and enter the amount of Employer’s Medicare as a negative number.
 - Now go to *line 20* and in the *Category* box, select the expense category for the Employer portion of Medicare – **E Employer IPERS**
 - [TAB] to the *Memo* and enter **Employer IPERS**
 - [TAB] to the *Amount* and enter the amount of Employer IPERS obligation as a positive number
 - [TAB] to *line 21* and in the *Category* box, select [**Employer IPERS**]; again, this is a transfer to a liability account found at the bottom of the *Category* pull-down menu.
 - [TAB] to the *Amount* and enter the amount of Employer’s IPERS as a negative number.
- Your screen should look like the screen shown below:



- Now click “OK” and “RECORD CHECK”.

What these entries have done is record as an expense the Employer’s portion of Social Security, Medicare and IPERS and then reserved that money in a liability account. When you complete the payroll cycle and write checks to Federal bank depository and to IPERS, you will remove the money from the liability account.

The next step in the payroll process is to pay out the Federal, State and IPERS deposits.

Federal Deposit Check

- Enter the **Bank’s name**, followed by the amount of the check, which can be found on the month worksheet of the Excel template.
- Instead of selecting a *Category*, select the *Splits* button.

- On the first line in the *Category* box, select **[Payroll Fed]**; this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **Federal Withholding**
- [TAB] to the *Amount* and enter the total amount of Federal Withholding for all the employees in the office as a positive number. You can find this number on the month worksheet of the Excel template.

- [TAB] to the 2nd line and in the *Category* box, select **[Payroll SS]**; again, this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **Social Security Withholding**
- [TAB] to the *Amount* and enter the total amount of Social Security Withholding for all the employees in the office as a positive number. You can find this number on the month worksheet of the Excel template.

- [TAB] to the 3rd line and in the *Category* box, select **[Employer SS]**; again, this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **Employer Social Security**
- [TAB] to the *Amount* and enter the total amount of Employer FICA for all the employees in the office as a positive number. You can find this number on the month worksheet of the Excel template.

- [TAB] to the 4th line and in the *Category* box, select **[Payroll Med]**; again, this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **Medicare Withholding**.
- [TAB] to the *Amount* and enter the amount of Medicare Withholding for all the employees in the office as a positive number. You can find this number on the month worksheet of the Excel template.

- [TAB] to the 5th line and in the *Category* box, select **[Employer Med]**; again, this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Memo* and enter **Employer Medicare**.
- [TAB] to the *Amount* and enter the amount of the Employer Medicare for all the employees in the office as a positive number. You can find this number on the month worksheet of the Excel template.

When you complete the entry your screen should look like this:

Description / Memo / Xfer Acct	Payment	Clr	Deposit	Balance
ski L. Petersen	1,026.03			-2,013.94
ary less deductions	--Split--			
ice J. Po				-2,750.57
ary less c				
ki L. Sne				-3,018.68
itor's Sal				
nie McP				-3,044.66
mporary V				
ta M. Kis				-3,167.52
ges less				
t Nations				-4,184.22
eral Withr				
asurer, S				-4,305.22
te Withh				
RS				-4,708.16
RS With				
stmaster				-4,878.16
olls \$.34				
scatine F				-5,066.78
ities				
kson Co				-5,096.78
l Balloon				
ll Corpora				-5,177.36
ce Suppl				
ea Pork Ir				-5,187.36
eo of Pork ICN				
ea Division of Criminal Investigation				-5,202.36
Id Protection - 3 Names				

Category	Memo	Amount
1. [Payroll Federal]	Federal Withholding	360.00
2. [Employers SS]	Employers Social Security	266.11
3. [Payroll SS]	Social Security Withholding	266.11
4. [Employers Med]	Employer Medicare	62.24
5. [Payroll Med]	Medicare Withholding	62.24
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Split Total:	1,016.70
Remainder:	0.00
Transaction Total:	1,016.70

- Now click “OK” and “RECORD CHECK”.

State of Iowa Check

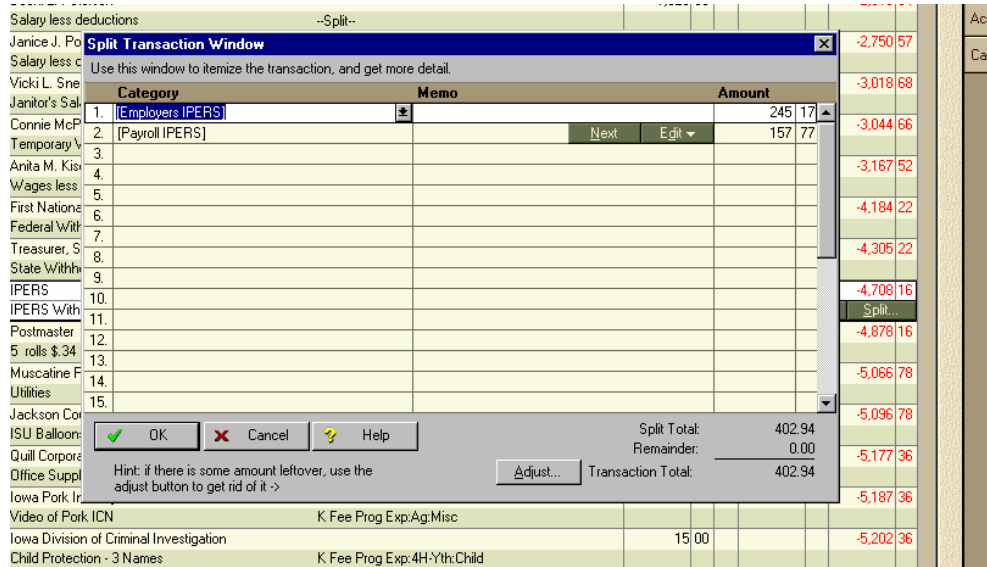
- Enter **Treasurer – State of Iowa**, followed by the amount of the check, which can be found on the month worksheet of the Excel template.
- [TAB] to the *Memo* and enter **State Withholding**
- [TAB] to the *Category* line and select **[Payroll State]**; this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Amount* and enter the total amount of State Withholding for all the employees in the office as a positive number. You can find this number on the month worksheet of the Excel template.
- Now click “OK” and “RECORD CHECK”.

IPERS Check

- Enter **IPERS**, followed by the amount of the check, which is the employees withholding amount which can be found on the month worksheet of the Excel template.
- [TAB] to the *Memo* and enter **IPERS Withholding**.
- [TAB] to the *Category* line and select **[Payroll IPERS]**; this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Amount* and enter total amount of IPERS Withholding as a positive number. You can find this number on the month worksheet of the Excel template.
- [TAB] to the *Memo* and enter **Employer’s IPERS**.

- [TAB] to the *Category* line and select [**Employer IPERS**]; this is a transfer out of the liability account found at the bottom of the *Category* pull-down menu.
- [TAB] to the *Amount* and enter total amount of Employer’s IPERS as a positive number. You can find this number on the month worksheet of the Excel template.

When you complete the entry your screen should look like this:



- Now click “OK” and “RECORD CHECK”.