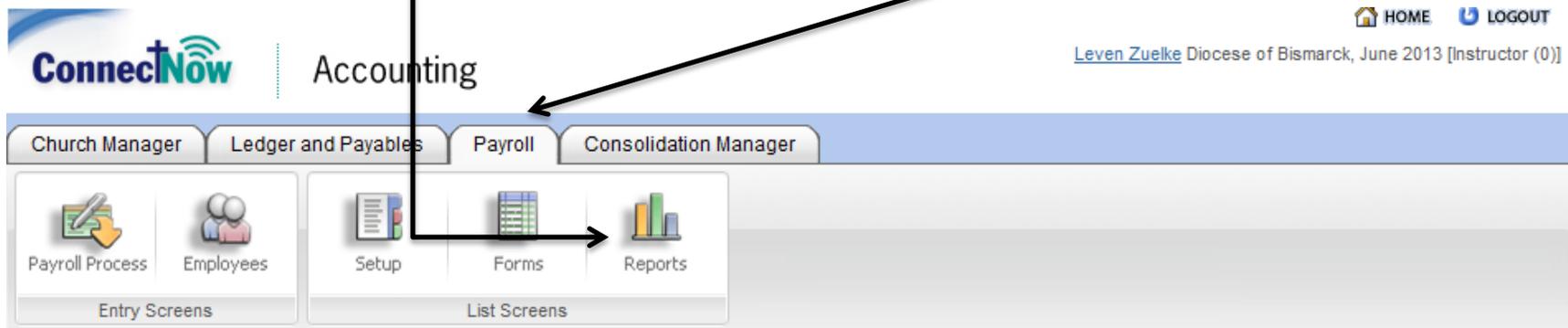


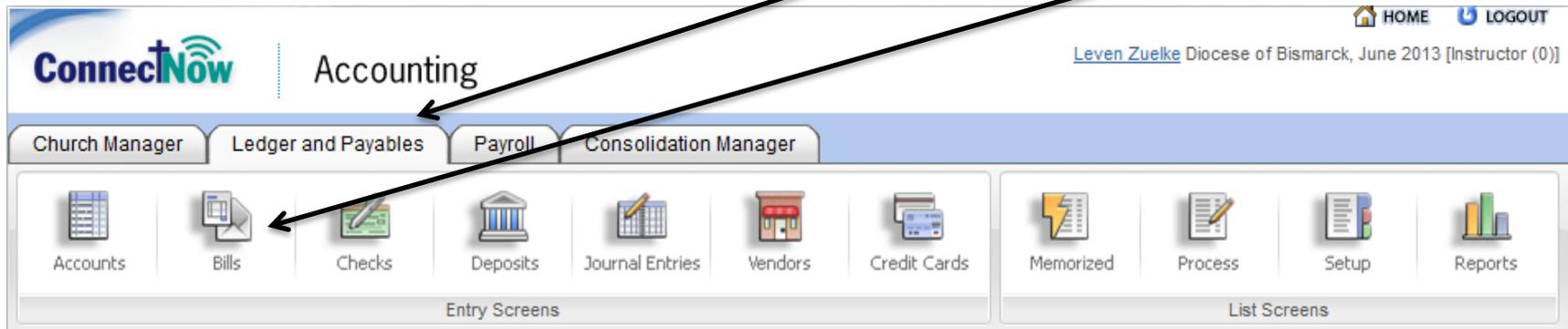
When paying your payroll, you will use your payroll *liability* accounts (recall that you expensed your payroll when you paid your employees and charged them to a payable account). Unfortunately, we don't receive bills from the IRS or the State Tax Commissioner with an amount to pay. The amount we need to pay is equal to our liability accounts. In order to see these numbers, we must go into the "Payroll" tab and click the "Reports" button.



Once we have the report choices up, we need to pull up the reports that will help us. The following are the reports that will show us what we need to know for paying our payroll:

1. Federal:
 1. Federal Tax Remittance
 2. Federal Unemployment
2. State and Local:
 1. State Accumulations
 2. Local Accumulations
 3. State Unemployment

Once you have the information from these reports, you will be paying these amounts to the related organization, the IRS being an example. You will need to set up the IRS as a vendor to do this. In order to get to the bills section, go to the “Ledgers and Payables” tab and click the “Bills” button.



Once you do this, you will have a blank bills screen. Follow the following steps to fill in the bill.

1. In the bank account drop down menu, select the checking account you will be paying out of.
2. In the vendor drop down menu, select the organization you are paying the payroll to.
3. In the accounts field, fill in the liability accounts that you have set up with their amounts.
4. Submit the bill.
5. If the organization is taking the money out of your account electronically, click the “Assign Check Number” link and put in the transfer number. You will also use this step if you are paying with handwritten checks.
6. If you are paying with a computer generated check, under the “Ledger and Payables” tab, click the “Checks” button and print the check.

2

1

[Watch Help Video!](#)

Bill Information

Bank Account:

Balance:

Bill Number:

Invoice Number:

Vendor:

Invoice Date:

[New Vendor](#)

Due Date:

- IRS

Discount Date:

Terms:

[Assign Check Number](#)

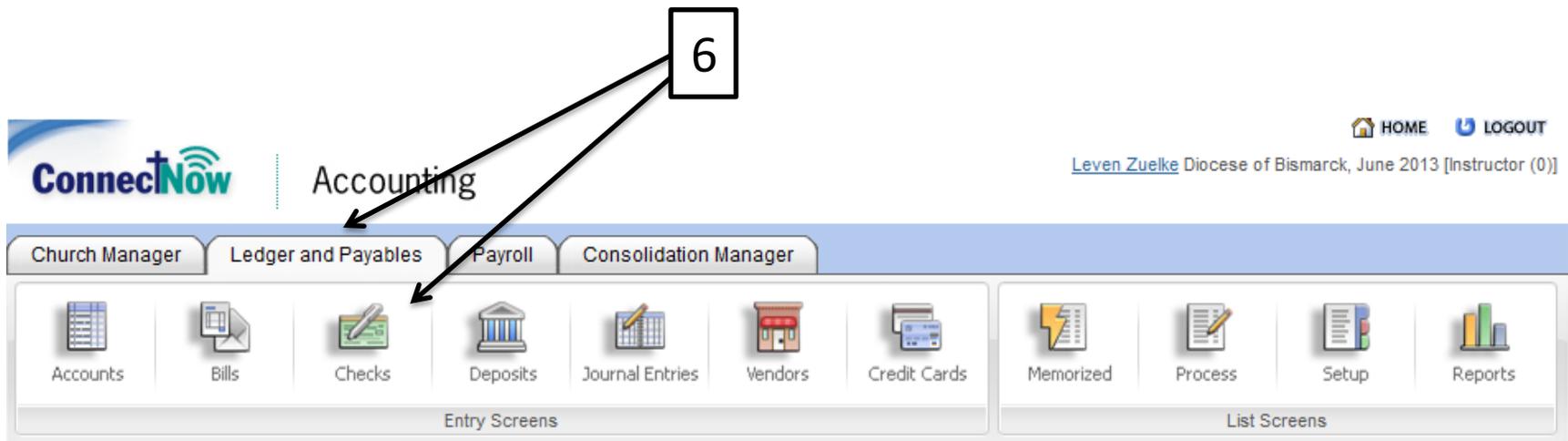
5

#	Account	Amount	Comment	Paid	Project	1099
1	2130.00P: Federal Tax W/H Payable L-1-60-2130-	2000.00	Payroll			<input type="checkbox"/>
2	2135.00P: FICA Payable L-1-60-2135-00	2000.00	Payroll			<input type="checkbox"/>
3	2140.00P: Medicare Tax Payable L-1-60-2140-00	2000.00	Payroll			<input type="checkbox"/>
Total:		6,000.00				

[More Lines](#)

3

4



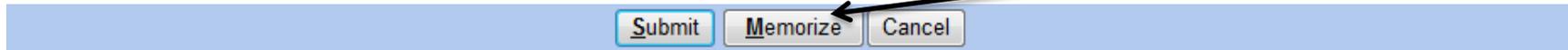
7. If using the "Assign Check Number" link under the "Bills" button, you will see a screen like the one below. The number that you will put in the "Check Number" field will be EFT(Year)(Month)(Day)-(EFT Number that day). So, if you had an EFT on July 15, 2013, and it was your first one that day, the number would be EFT20130715-01.

The screenshot shows a form titled "Enter Check Information". It has two input fields: "Check Number:" with the value "EFT20130715-01" and "Check Date:" with the value "07/15/2013". At the bottom of the form are two buttons: "Save" and "Clear Check".

You will need to perform this for each of the organizations you pay. Some examples are:

1. Internal Revenue Service
2. State Tax Commissioner of North Dakota
3. Retirement
4. Health Insurance Company

This would be an excellent time to use the memorized transaction tool. To do this, complete up to step 3, and then click the “Memorize” button at the bottom of the screen.



Clicking the “Memorize” button will bring up the screen bellow. Give this transaction a name that suites your purpose and fill out the other information accordingly. **MAKE SURE** that you check the box for using zero amounts. This will require you to fill in a new value each time you make this transaction.

Memorize This Transaction

Description:

Frequency: Monthly ▼

Semi-Monthly First Day: 1 ▼

Next Date: 7/1/2013

Final Date:

Use zero amounts on future transactions?

Click submit and then continue with the rest of the steps. After you memorize this transaction, anytime you go to pay this organization, their related accounts will appear and you will just need to fill in the amounts.