

Table of Contents

Section 1 – Setting up Quickbooks 08-09 Payroll	3
Course Aims	5
Creating the Company File.....	6
Setting up - Preferences.....	17
Setting up Accounts for Payroll Items.....	21
Editing Payroll Items	30
Creating New Payroll Items.....	40
Create Allowances	47
Create Overtime Items.....	50
Setting up Employees.....	54
Section 2 - Payroll Processing	64
Preparing the Bank Account for Electronic Payments	64
Process the Pays.....	66
Processing the Electronic Payment.....	76
Process the Payroll Payment from the Cheque Account.....	81
Section 3 - Payroll Reports.....	82
Section 4 - Revision	95