



QuickBooks for Payroll and Reports

Sunday, May 9: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is \$10.00

Course Outline

About QuickBooks Payroll

- The new payroll subscription offerings
- The Payroll Center and Payroll
- Choosing and setting up subscription levels
- Adding employees to the payroll
- Setting up direct deposits
- Processing contractor payments

Working with QuickBooks Payroll

- First payroll run
- Auto payroll and overtime calculations
- About the payroll and timesheets
- Voiding and deleting pay cheques
- Paying tax, adjusting tax deposits, and filing tax forms
- Year-end payroll process
- Basic payroll reporting

Advanced options for QuickBooks Payroll

- Accounting preferences
- Adjusting tax settings
- Time-off policies and accrual rates
- Deductions and contributions
- Health benefits deductions
- Payroll and profitability
- Advanced payroll reporting
- Tips and gratuities

Reports

- Payroll report
- Profit or loss report
- The cashflow planner report
- Tax report
- Inventory report
- Bills and expenses report

Pre-requisite for this course: A basic knowledge of accounting

Registration for this course with pre-payment is required:

<https://iicanada.org/form/quickbooks-payroll-and-reports-0>

A desktop version of QuickBooks (30-day trial) can be downloaded:

<https://globalsmallbusiness.intuit.com/downloads/CA/QuickBooks/2021/dls/Latest/QuickBooksCAPremier2021Trial.exe>

For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039