

Data Entry in QuickBooks and Payroll Procedures

For All Employee Classifications

1. Process new hires, rate changes, deduction changes and terminations.
2. Obtain Employee Change Forms.
 - a. New Employees = I-9, W-4, New hire form, Optional Member Form or Designation of beneficiaries form.
 - b. Existing Employees = W-4 yearly, retirement change forms (see MPERA handbook)
3. For new hires, use e-verify system on IRS website to verify social security numbers
4. Input applicable payroll and deduction information into the payroll system.
 - a. Click on the QuickBooks icon on the desktop or taskbar to open the program.
 - b. Click on the Petroleum County Conservation District and then click open.
 - i. Enter the company password to access the company file.
 - c. You will be on the Home Screen.
 - d. Click on "Employee Center" on the upper task bar.
 - e. On the Employee Center Screen click on the "New Employee" button in the upper left corner.
 - f. Enter all of the new employee's data in the fields. (Change tabs in the middle of the screen)
 - i. Personal – has 3 tabs (Personal, Address and Contact, and Additional) *then click next*
 - ii. Payroll & Compensation (here is where you set us what payroll schedule they are in, taxes, leave, payroll items (such as the various grants) and payroll additions or deductions and whether they are on direct deposit) *then click next*
 - iii. Employment Information – here is where you put in date of hire or termination and the type of employee. Then click ok which leads back to the Employee Center Screen.
 - iv. Then click on Home icon upper left corner of taskbar to return to Home Screen.
5. File Employee Change Form in each employee file.
6. Obtain timesheets records from all employees on the day after the end of the pay period.
7. Review timesheets for irregular time tracking that might affect pay or comp time
8. Click on the QuickBooks icon on the desktop or taskbar to open the program.
9. Click on the Petroleum County Conservation District and then click open.
 - a. Enter the company password to access the company file.
10. You will be on the Home Screen.
 - a. Click on the Pay Employees icon in the Bottom center of the Home Screen.
11. Click on "start scheduled payroll" for the schedule you are paying (ie.. monthly, weekly, direct deposit, each worker classification) this will lead you to the "Enter Payroll Information Screen"
 - a. Check all employees to be paid in that schedule
 - b. Click on "Open paycheck Detail"(Preview Paycheck Screen)

- c. Check pay period dates to assure they are correct for the reporting period.
 - d. Input each employee's data (payroll item if not already inputted, hours, class, and only add the leave in if it is noted on the timesheet)
 - e. Once this is complete for the employee click "save & next" until all employees data is entered. On the last employee click "save & close".
 - f. You should be back to the first screen. (Enter Payroll Information Screen)
12. Check the accuracy of pay period end dates, check date and account to be paid from.
- a. If you wish to finish later click on the "finish later" button on the bottom middle of the screen. This will take you back to the Employee Center/Payroll Center Screen. (skip to 13 to finish payroll)
 - b. If you wish to continue and process payroll click the "create paychecks" button on the bottom right of the screen. This will take you to the "Review and Create Paychecks Screen. (skip to 14 to finish payroll)
13. On this screen review pay period end dates, check date and account to be paid from, paycheck options, and employee totals for accuracy.
- a. Under Paycheck Options be sure to click the method that you are going to use.
 - b. If you wish to finish later click on the "finish later" button on the bottom middle of the screen. This will take you back to the Employee Center/Payroll Center Screen.
 - c. If you wish to continue and process payroll click the "create paychecks" button on the bottom right of the screen. This will take you to the "Confirmation and Next Steps Screen".
14. On Confirmation and Next Steps Screen
- a. Make sure you have created the proper number of printed and direct deposit checks for the employees on the schedule.
 - b. Under the Next Steps Section
 - i. Click on "Print Pay Stubs" which will take you to the "Select pay Stubs Screen".
 1. Check bank account to be paid from and Checks dated for the correct account and timeframe of checks.
 2. Select the Pay Stubs to be printed then click
 - a. "Preview" to ensure accuracy and then
 - b. Click "Print" to print the stubs This will take you back to the Confirmation and Next Steps Screen
 - ii. Click on "Send to Intuit" for the employees that have direct deposit. This will take you to the "Send /Receive Data Screen"
 1. Click send which will take you to the (Enter Service Pin Screen)
 2. Enter the pin and click "OK" this will take you to the (QuickBooks Employer Service Screen) the computer and Intuit serve will transmit the data
 3. Once data has been sent a QuickBooks Information transmission sent successful screen will appear. Click "OK" and the software will get payroll updates. Once updates are complete it will take you to the (Send/Receive Data Screen)

4. Under the View Items section click on Payroll Confirmation Report for the Payroll date then click view. This will take you to the (View Items Screen)
5. Click on print to print the report then click close which will take you back to the (Send/Receive Data Screen)
6. Click close which will take you back to the (Employee Center/Payroll Center Screen)
- iii. Click on "Print Paychecks" for the employees that have paper checks this will take you to the Select Paychecks to Print Screen.
 1. On the Select Paychecks to Print Screen be sure to check bank account to be paid from and first check number for accuracy.
 2. Check all employees' paychecks that need to be printed and click "ok". This will take you to the "Print Checks Screen".
 3. On the Print Checks Screen check the printer, printer type, and check style for accuracy. Then click "Print"
15. You should return to the "Employee Center/ Payroll Center Screen" then you can log out by clicking file then close company. Or you can skip to step 19 to pay the liabilities.
16. Update all leave accounts for all employees
17. Secure signed paychecks in the bottom drawer of the left hand file cabinet and lock it until time of release.
18. Distribute paychecks. (Never release a paycheck to someone other than the employee **unless**:
 - a. Advance signed approval from the employee has been documented
 - i. Require a positive ID of the recipient.
 1. Take a copy of the recipients ID and have them sign for the paycheck.
19. From the "Employee Center/Payroll Center Screen" or by logging back into the system using the next 4 steps listed.
 - a. Click on the Petroleum County Conservation District and then click open.
 - b. Enter the company password to access the company file.
 - c. You will be on the Home Screen.
 - d. Click on "Employee Center" on the upper task bar which will take you to the "Employee Center/Payroll Center Screen"
20. In the center of the Employee Center/Payroll Center Screen on the left hand side you will see Pay Scheduled Liabilities and a list of Liabilities that are due with date due, status, payment, method, period & amount.
 - a. For the monthly state withholding or MW-1 only prior to paying the liability in the system click on "Process Payroll Forms" on the bottom of the screen. This should lead you to the "select form type screen"
 - i. Click on State then on OK
 - ii. Make sure the state, start and end dates are accurate and then select the MW-1 and then click OK. This should take you to the Payroll Form Screen.

- iii. Make sure all the business information is correct at the top.
 - iv. Click on Monthly filer
 - v. Check the end date and amount paid for accuracy.
 - vi. Click next this screen shows you filing and printing instructions click on check for errors and a pop up at the top will show any errors that need to be corrected. Click close errors and fix any then click check for errors again. Once no errors are listed click close errors and then print at the bottom of the screen.
 - vii. On the printing screen check the Tax form(s) and filing instructions then the number of copies (3) then print. Send one in with the check and attach one to the Payroll liabilities Summary and one in the payroll log book.
- b. Click on the liability to be paid (ie.. Mt UI & Admin. Fund tax, Fed Tax -IRS, MPERA, MW-1) and then view/pay button.
 - c. This takes you to the Liability Payment Screen
 - i. Make sure the check information is accurate and write the month/year in the memo section on the bottom of the screen and then click payroll liabilities under the class section.
 - 1. If this is and ACH payment uncheck the “to be printed box” and then enter ACH in the (Check No.) field at the top.
 - a. ACH Payments include Monthly IRS and MPEA payments.
 - 2. Click save & close if this is the only payment you are paying if not click “save & next” then print the Payroll Liabilities Payment Summary.

21. To pay ACH payments outside of QuickBooks

- a. IRS payment go to EFTPS website (<https://www.eftps.gov/eftps/direct/EftpsHome.page>)
 - i. Click on make a payment on right side of the screen
 - ii. Enter the tax id number, pin and password
 - iii. Enter tax form number (941) then click next
 - iv. Enter Federal deposit then click next
 - v. Enter payment amount, quarter, year, and settlement date (usually 2 days out) click next
 - vi. Add the sub category information then click next
 - vii. Verify the information is accurate then click make payment.
 - viii. Print 2 copies of the confirmation and attach one to the Payroll liabilities Summary and one in the payroll log book.
- b. MPERA payment got to MPERA website (<http://mpera.mt.gov/index.shtml>)
 - i. Click on web reporting icon on the right hand side of the screen. Scroll to the bottom of the screen and click on “click here” to continue to web reporting system.
 - ii. Type username and password then click on Login which will take you to the Payroll Clerk Main Screen.

- iii. First click on update/view address in the address status section for the proper reporting account and follow prompts, after validating click on the little arrow button on the top of the screen itself. (this should take you back to the Payroll Clerk Main Screen)
 - iv. Click on the “Create report” button on the left hand side of screen.
 1. Check the reporting account for accuracy
 2. For contributing click on copy from previous reporting period
 3. For Working Retiree & non-contributing click on copy from the previous reporting period.
 4. Then click on the create reports (this should take you back to the Payroll Clerk Main Screen)
 5. Click on the Contributing Report in the status column (Action required – Click here)
 - a. Enter each employee’s payroll data in the Contributing Employees
 - b. Click on Payroll Summary and enter your totals the click “validate”
 - c. Then click on Authorize ACH and set the date 2 days out.
 - d. Click on “Print report” and print 2 copies page 2 of the report and attach one to the Payroll liabilities Summary and one in the payroll log book.
 6. click on the little arrow button on the top of the screen itself this should take you back to the Payroll Clerk Main Screen
 7. Click on the WR & Non-Contributing Report in the status column (Action required – Click here)
 - a. Enter each employee’s payroll data in the Contributing Employees
 - b. Click on Payroll Summary and enter your totals the click “validate”
 - c. Click on “Print report” and print 2 copies page 2 of the report and attach one to the Payroll liabilities Summary and one in the payroll log book.
 8. click on the little arrow button on the top of the screen itself this should take you back to the Payroll Clerk Main Screen
 9. Click on the Door icon on the upper right side of the screen to exit the application and click “Yes “to exit the program.
22. Be sure to prepare all quarterly liability reports according to their schedules.
23. QuickBooks will prepare your liability reports for you based on the information in the system.
- a. 941 Quarterly Report
 - i. Click on “Process Payroll Forms” on the bottom of the screen. This should lead you to the “select form type screen”
 - ii. Click on Federal then on OK
 - iii. This should take you to the Select Payroll Form Screen.
 - iv. Select Quarterly Form 941/ Schedule B and make sure the filing period information is correct for the reporting time. Click OK this should take you to the Payroll Form Screen.
 - v. Check the Printing Schedule B for your records

- vi. Check the monthly deposit schedule.
 - vii. Check the exempt or government entity box
 - viii. Click on the next button bottom right on the screen.
 - ix. Make sure the information provided by QuickBooks is correct and accurate. Then click next.
 - x. On this screen make sure the monthly schedule depositor is marked and the months are filled in with the correct amounts. Then click next and review the Schedule B information for accuracy.
 - xi. Click next this screen shows you filing and printing instructions click on check for errors and a pop up at the top will show any errors that need to be corrected. Click close errors and fix any then click check for errors again. Once no errors are listed click close errors and then print for your records at the bottom of the screen.
 - xii. On the printing screen check the Tax form(s) and filing instructions then the number of copies (3) then print. Send one in to the IRS and attach one to the Payroll liabilities Summary and one in the payroll log book.
- b. State Unemployment Form

Administrator:

(Name) (Date)

Board Chairman:

(Name) (Date)