

END-OF-CHAPTER QUESTIONS

TRUE/FALSE

ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER. (Note: the question numbers do not refer to the chapter objectives.)

- _____ 9.01. You may create Payroll Schedules in Payroll Settings.
- _____ 9.02. A new employee does not have any vacation or sick pay accrued.
- _____ 9.03. A sole proprietor does not use the Company Name as the Tax Filing Name.
- _____ 9.04. You activate Payroll by accessing Employees and clicking Turn on Payroll.
- _____ 9.05. The payroll plans for QuickBooks Online are updated once a year.
- _____ 9.06. An employee may be added at any time.
- _____ 9.07. For a direct deposit check, you print a copy of the paycheck.
- _____ 9.08. When editing a paycheck, you may change anything shown in a rectangular box.
- _____ 9.09. A salaried employee is paid overtime.
- _____ 9.10. All payroll reports must be printed before paying payroll taxes.

MULTIPLE CHOICE

WRITE THE LETTER OF THE CORRECT ANSWER IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

- _____ 9.11. When editing an employee, you enter the phone number in the ____ section.
 - A. Employment
 - B. Pay
 - C. Profile
 - D. Personal
- _____ 9.12. In Payroll Settings the Work Location must include the ____ .
 - A. Telephone Number
 - B. Number of Employees
 - C. County
 - D. Owner's Home Address

- ____ 9.13. What payroll taxes are paid by both the employee and the employer?
- A. Social Security
 - B. Federal Income Tax
 - C. State Disability
 - D. All of the above
- ____ 9.14. The ____ report shows details for each paycheck created and includes total wages, taxes withheld, and deductions.
- A. Tax Liability
 - B. Payroll Summary
 - C. Employee Details
 - D. Payroll Billing Summary
- ____ 9.15. Information provided for a sole proprietor in the Company General Tax Information preference includes ____.
- A. Company Type
 - B. Filing Name
 - C. Filing Address
 - D. All of the above
- ____ 9.16. An employee's withholding allowances are entered on the ____ form.
- A. W-2
 - B. W-4
 - C. I-9
 - D. ED-44
- ____ 9.17. The ____ is used to prevent erroneous benefit payments and to enforce child support payments.
- A. Form I-9
 - B. CA PIT/SDI Form
 - C. New Hire report
 - D. Employee ID
- ____ 9.18. The ____ report gives you complete information regarding salary and wages, tax information, deductions, and vacation/sick leave for each employee.
- A. Employee Details
 - B. Employee Obligations
 - C. Paycheck List
 - D. Payroll Details
- ____ 9.19. Changes made to an employee's pay rate will be effective ____.
- A. For the Next Pay Period
 - B. Immediately
 - C. Next Year
 - D. Next Quarter

- _____ 9.20. When you see the Review and Submit screen when processing payroll, you see data for Net Pay, Employee, Employer, and Total Payroll Cost on the ____.
- A. Title bar
 - B. Payroll Budget section
 - C. Button for Preview
 - D. Dashboard

FILL-IN

IN THE SPACE PROVIDED, WRITE THE ANSWER THAT MOST APPROPRIATELY COMPLETES THE SENTENCE.

- 9.21. The two Pay Rate categories used in the chapter are _____ and _____.
- 9.22. To verify employment eligibility status, you prepare _____.
- 9.23. Payroll Settings have three areas as part of the Setup Overview. They are _____, _____, _____.
- 9.24. If you pay CA PIT/SDI taxes _____, you do not have to print or submit a coupon.
- 9.25. You click the Pay Taxes button in the _____ in order to pay taxes.

COMPUTER ASSIGNMENT

REFER TO PRINTOUTS OR USE QUICKBOOKS ONLINE AND YOUR REPORTS FROM THE TEST DRIVE COMPANY TO LOOK UP OR ENTER INFORMATION, AND THEN WRITE THE ANSWERS TO THE FOLLOWING EXERCISES IN THE SPACE PROVIDED

- 9.26. In Payroll Settings, where did you change the Company Type? _____
- 9.27. Where can you create a new payroll schedule? _____

- 9.28. To print or export a payroll report, you click the drop-down list arrow next to the ____ button. _____
- 9.29. Where do you activate payroll? _____
- 9.30. Which employees appeared in the Payroll Summary report prepared in the Additional Transactions? _____

- 9.31. In which section of the Edit Employee screen do you change an employee's status to Terminate? _____
- 9.32. Which report shows you complete information for salaries and wages, tax information, deductions, and vacation/sick leave for each employee? _____

- 9.33. What was the Current Total Pay before taxes and deductions for Evan Jordan after working 10 overtime hours? _____
- 9.34. To get the Net Amount, Total Hours, Taxes Withheld, Total Deductions, Total Pay, Employer Taxes and Contributions, and Total Cost, you prepare the ____ report. _____
- 9.35. In the Edit Employee screen you record the employee's social security number on the ____ Form in the Pay section. _____

CHAPTER 9 CHECKLIST

The checklist below shows all of the business forms printed during training. Check each one that you printed, exported, and/or submitted.

_____ 1-Payck K Steblay	_____ 6-Payck J Johnson
_____ 2-Pay Stubs E Catillo and B Lucchini	_____ 7-Payck E Jordan
_____ 3-Payroll Sum Ch 9	_____ 8-Pay Stub B Lucchini
_____ 4-Tax Liability Ch 9	_____ 9-Payroll Sum Ch 9
_____ 5-Employee Details Ch 9	_____ 10-Emp Details Ch 9