

(+) Quick QuickBooks Quiz....

(For QuickBooks Pro, Premier & Enterprise users: Please select all correct answers. Answers and explanations are provided on the next page).

To automatically assign company-paid payroll taxes & “contributions” to job costs in the same proportions as the employee’s earnings, you will need to --

- A.** Select the **Full Payroll** features option for QuickBooks Payroll on the Company Preferences tab for **Payroll & Employees**.
- B.** Enter the employee’s social security number into their Employee Record.
- C.** Export the company-paid payroll expenses and the employee’s earnings into an Excel spreadsheet to calculate the prorated amounts.
- D.** Select the option **Job Costing, Class and Item tracking for payroll expenses** on the Company Preferences tab for **Payroll & Expenses**.

(+) Quick QuickBooks Quiz - Answers

The Correct answers are "A" & "D":

A. *Answer A is correct* because if you want to use QuickBooks to automatically track payroll-related costs, you will need to turn payroll features ON by selecting the **Full payroll** option in the **Payroll & Employees** Company Preferences.

B. *Answer B is incorrect* because an employee's social security number is not a required element for QuickBooks to perform the payroll expense allocations.

C. *Answer C is incorrect* because additional work in Excel is not necessary. If the Company Preferences are properly set, QuickBooks is designed to handle payroll-related cost assignments automatically.

D. *Answer D is correct* because when you select the option **Job Costing, Class and Item tracking for payroll expenses** on the Company Preferences tab for **Payroll & Employees**, QuickBooks automatically assigns (allocates) company-paid expenses by job, item and class.