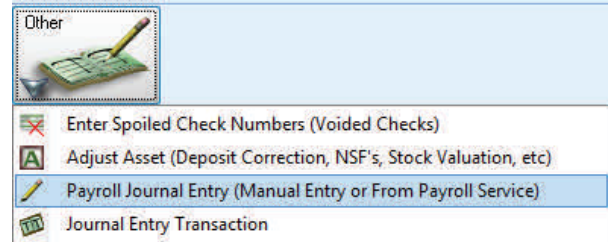


The Payroll Journal Entry feature was included in the program to aid customers that do not use Church Windows Payroll. This feature automates the entry the software calculates which is the employer's share of FICA and Medicare to equal what has been withheld from the employee.

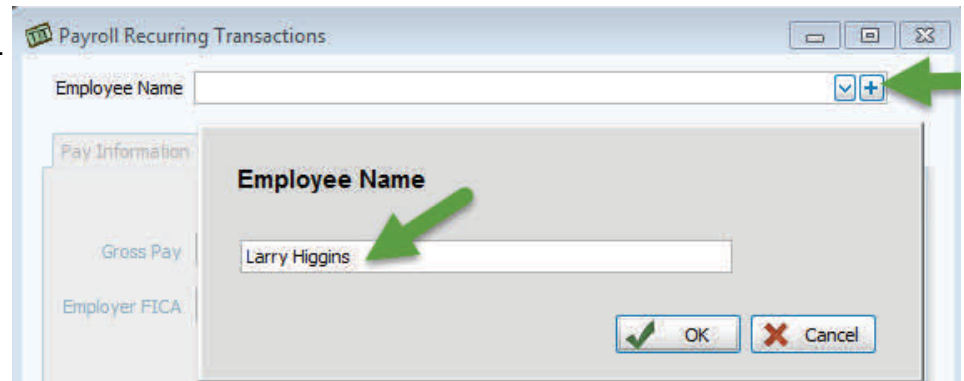
In Accounting

- Go to *Transactions>Other>Payroll Journal Entry*
(Manual Entry or Payroll Service)



Click on the plus at Employee Name.
Enter the employee's name.

Click OK.



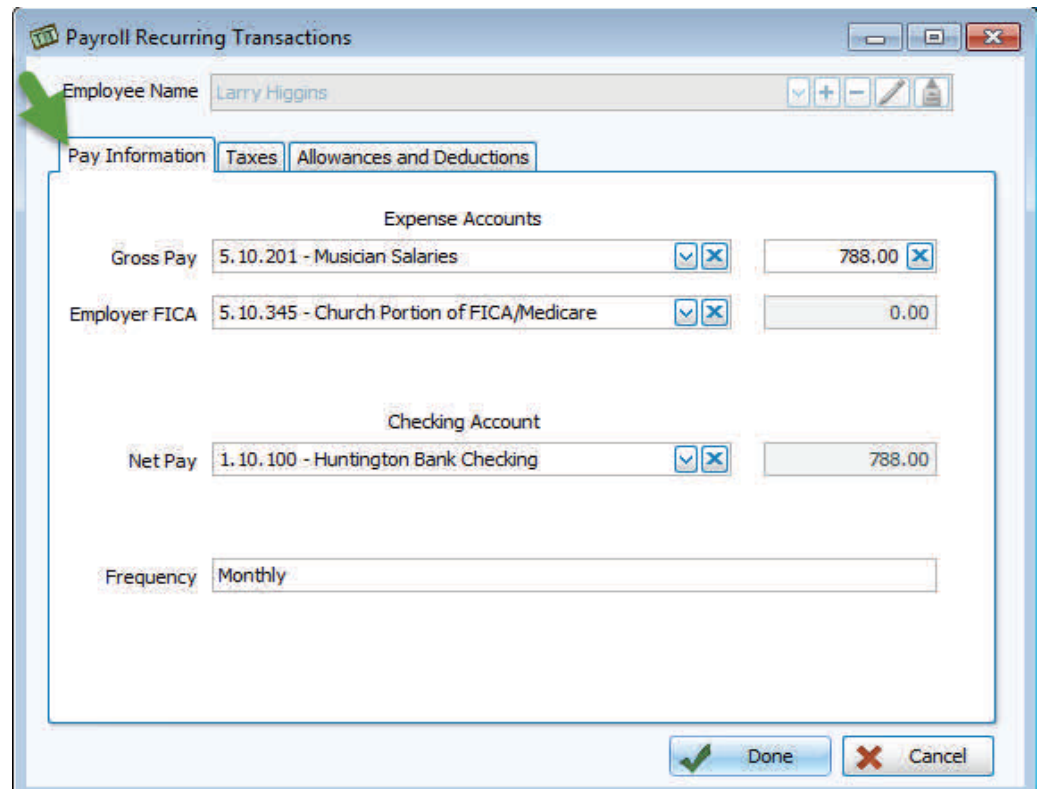
Pay Information tab

Choose the Expense account for the employee's Gross Pay and fill in the Gross Pay Amount.

Choose the Employer FICA Expense account and the Checking Account Asset.

The amounts for Employer FICA and Net Pay will change when the Taxes tab is filled in.

Enter a Frequency specific to how often you plan to apply the transaction.

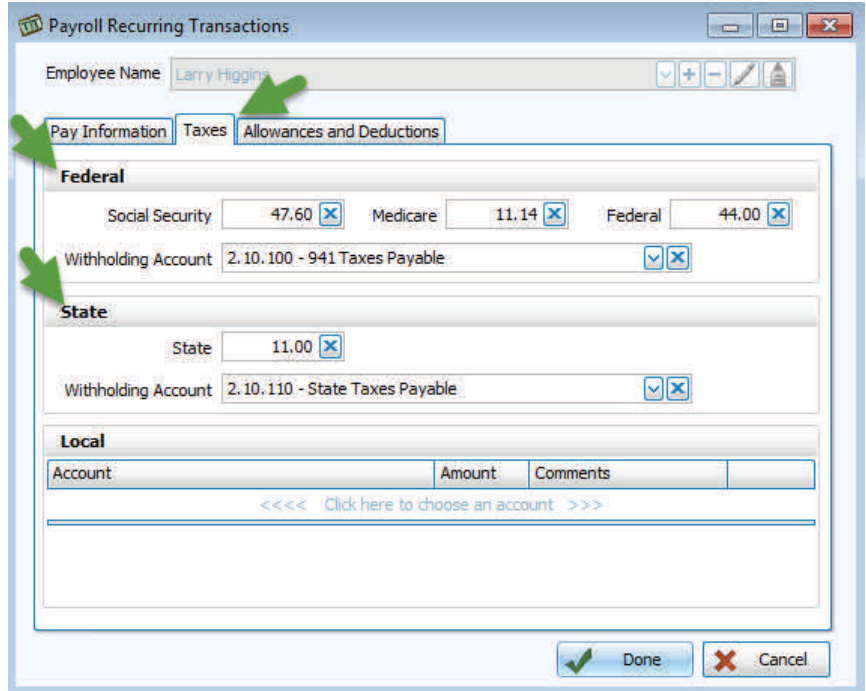


Taxes Tab

Fill in the Social Security, Medicare and Federal amounts along with the Withholding Account.

Fill in the State amount and the Withholding Account.

If applicable, fill Accounts, Amount and Comments for Local Tax.



Payroll Recurring Transactions

Employee Name: Larry Higgins

Pay Information | Taxes | Allowances and Deductions

Federal

Social Security: 47.60 Medicare: 11.14 Federal: 44.00

Withholding Account: 2.10.100 - 941 Taxes Payable

State

State: 11.00

Withholding Account: 2.10.110 - State Taxes Payable

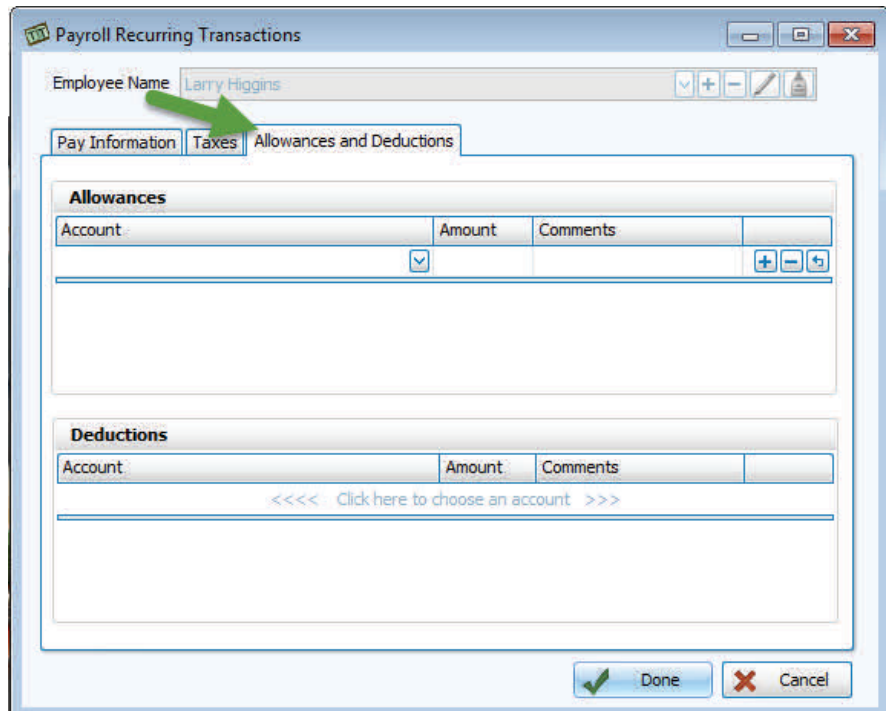
Local

Account	Amount	Comments
<<<< Click here to choose an account >>>		

Done Cancel

Allowances and Deductions

If Applicable, fill in the Accounts, Amount and any Comments for Allowances and Deductions.



Payroll Recurring Transactions

Employee Name: Larry Higgins

Pay Information | Taxes | Allowances and Deductions

Allowances

Account	Amount	Comments
<<<< Click here to choose an account >>>		

Deductions

Account	Amount	Comments
<<<< Click here to choose an account >>>		

Done Cancel

When you are finished entering your data, click on the Pay Information tab and verify your Employer FICA and Net Pay amounts.

If the amounts are correct, click Done.

To post a Payroll Recurring Transaction

Go to *Transactions>Other>Payroll Journal Entry (Manual Entry or Payroll Service)*. Click on the glue bottle to create the Journal Entry.

Click Post.

Accounts	Debit Amount	Credit Amount	Line Item Comments
<<<< Click here to enter the detail lines. See column headings for information to enter. >>>>			
Total:		\$0.00	\$0.00

Date Occurred	Amount	Transaction Comments
03/25/2019	846.76	Payroll - Larry Higgins

The report that generates after the Payroll Recurring transaction is posted.

41st Church of Anytown - Columbus OH						
Journal Entries for 03/25/2019 (Pre-Posting)						
Monday, March 25, 20						
Date Occurred	Account #	Account Name	Debit Amt.	Credit Amt.	Transaction Comments	Line Item Comments
03/25/20	5.10.201	Musician Salaries	788.00		Payroll - Larry Higgins	Gross Pay
	5.10.345	Church Portion of FICA/Medicare	58.76			FICA Expense
	1.10.100	Huntington Bank Checking		674.24		Net Pay
	2.10.100	941 Taxes Payable		58.76		Employee's FICA
	2.10.100	941 Taxes Payable		58.76		Employer's FICA
	2.10.100	941 Taxes Payable		44.00		Federal withholding
	2.10.110	State Taxes Payable		11.00		StateTax
			<u>\$846.76</u>	<u>\$846.76</u>		
Trans. Count: 1 Total Debits: \$846.76 Total Credits: \$846.76 User: Universal Login.						

Please Note: The Payroll Journal Entry does not have a field for a Check Number. May want to enter the Check Number in the Comments.