

## Payroll and Job-Costing in QuickBooks™

Question: To Outsource or not to Outsource Payroll? If you want to perform efficient, effective Job-costing in QuickBooks™, the answer used to be “No” to Outsourcing. If set up right, QuickBooks™ does a fantastic job of capturing Job Labor costs including burden (payroll tax expense and worker’s compensation) when during payroll processing. Attempting to break down costs manually with payroll service reports is much too complex and time-consuming to contemplate in most job-costing situations. Although QuickBooks™ does make processing payroll and paying liabilities simple enough for most do-it-yourself bookkeepers, the payment and reporting requirements can be daunting. For many diy’s, a professional set-up and support plan coupled with Quarterly and Yearly support is a formula for success. However, occasionally even the most conscientious inexperienced payroll processor makes costly errors. In one example, Duplicate paychecks were created right at the end of the year by the processor. This error was not discovered until after the year-end payroll reports were filed, over payments were made and amended reports had to be prepared and filed. New data entered after set up in-correctly, particularly in the employee set up screen is somewhat common and can have costly consequences. For those who wish to retain the integrity of their payroll system and continue in-house bookkeeping there is now an option through Intuit called Assisted Payroll. For \$69 per month, Intuit will file Quarterly and Yearly Tax Forms and make your Payroll Tax Payments on time. The user continues to Process their Payroll as well as Create and Print their own payroll checks. After payroll is processed, the Payroll Data is transmitted to Intuit for tax payment and report processing. This is a great option for those who need payroll integrated with QuickBooks™, like for job-costing but do not want to deal with the Quarterly reports or tax payments. This system does not replace the need for professional assistance in setting up your payroll properly, especially for accurate job-costing! Although QuickBooks Assisted payroll DOES verify that your payroll is set up for correct tax reporting and payment, it DOES NOT verify that your payroll items are mapped to the proper accounts or for job-costing. If you sign up for assisted payroll through a QuickBooks Pro-Advisor, Intuit will waive the \$49 Set up fee. Tips and Tricks: In order to include Worker’s Compensation costs in your job-costing reports, you must have Enhanced or Assisted Payroll and turn on this feature. You also must open up the payroll item called “Worker’s Compensation” and be sure the “Track Expenses by Job” box is checked.

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Penny Lane Crull is a certified Quickbooks Pro advisor and specializes in Construction accounting in QuickBooks™ as well as other compliance issues . Business Matters offers QuickBooks™ consulting, training and support plans, new company set-up, Point-of-Sale, Payroll and Bookkeeping Services. Order Intuit Products, Including checks at a discount on our web site : [www.nevadacountybiz.com](http://www.nevadacountybiz.com). QuickBooks™ is a registered trademark of Intuit