



Reports

(Complete Payroll, Full Service Payroll, and Assisted Payroll)

Our Intuit Payroll solutions include several reports that let you manage and track your payroll. The following table shows a **summary of the payroll reports** provided with Full Service Payroll and Assisted Payroll and compares them with the reports you're used to in Complete Payroll. Click **more details** to see a sample and a description of each Full Service Payroll and Assisted Payroll report.

Complete Payroll (to be discontinued 12/31/2011)	Full Service Payroll	Assisted Payroll
<p>Payroll</p> <ul style="list-style-type: none">• Accruals• Check Register• Cover Sheet• Check Sign Off Sheet• Goal Status• Issued Check• Job Cost• Journal Entries• Labor Distribution• Next Period Worksheet• Payroll Journal• Workers Comp• Billing Record History• Company Setup <p>Employee</p> <ul style="list-style-type: none">• Default Paytypes• Earnings Detailed• Earnings Summary• EEQ-1• Master• New Hire• Not Paid• Terminated• Time Card Labels• W-2 <p>Direct Deposit</p> <ul style="list-style-type: none">• Report• Status Report	<p>more details...</p> <ul style="list-style-type: none">• Payroll Summary• Payroll Details• Employee Details• Tax Payments• Total Cost• Contractor Payment Details• Contractor Details• (More reports available when you contact us.)	<p>more details...</p> <ul style="list-style-type: none">• Payroll Summary• Payroll Item Detail• Payroll Detail Review• Payroll Item Listing• Payroll Liability Balances• Employee Earnings Summary• Employee State Taxes Detail• Employee Contact List• Employee Withholding• Paid Time Off List

Complete Payroll
(to be discontinued 12/31/2011)

Full Service Payroll

Assisted Payroll

Pay Type/Benefit

- 401(K) Matching
- Benefit Summary
- Summary
- Summary Condensed
- Overtime Earnings Summary

Department

- Detailed
- Summary

Intuit Full Service Payroll: Reports

Payroll Summary: Summary information by paycheck.

Check Date	Name	Net Amt	Total Hours	Taxes Withheld	Total Deduct	Total Pay	Emp. Taxes	Total Cost	Check Num
01/10/2011	Craig Kalkat	\$1095.48	40.00	\$183.36	\$67.31	\$1346.15	\$126.11	\$1472.26	DD
01/10/2011	Heidi Carlson	\$970.32	40.00	\$162.20	\$59.94	\$1132.52	\$112.80	\$1245.32	DD
Totals:		\$2025.80	80.00	\$345.56	\$127.25	\$2478.67	\$238.91	\$2717.18	

Payroll Details: Details of selected checks.

Employee	Pay	Hrs	Amt	Deductions	Amt	Employee Taxes	Amt	Employer Taxes	Amt
Craig Kalkat	Reg	40.00	\$1346.15	Health	\$29.00	FIT	\$72.13	FUTA	\$6.15
Net \$1095.48						SS	\$64.30	SS	\$64.30
01/10/2011						Med	\$12.33	Med	\$12.33
01/04 - 01/08						CA PIT	\$25.47	CA ETT	\$1.10
						CA SDI	\$9.13	CA SUI	\$42.23
Heidi Carlson	Reg	40.00	\$1132.52			FIT	\$67.21	FUTA	\$6.15
Net \$970.32						SS	\$55.15	SS	\$64.30
01/10/2011						Med	\$10.19	Med	\$12.33
01/04 - 01/08						CA PIT	\$20.93	CA ETT	\$1.10
						CA SDI	\$8.72	CA SUI	\$42.23

Employee Details: Current snapshot of each employee.

Employee Details		
Personal Info	Pay Info	Tax Info
Craig Kalkat 88 Elm Street Anytown, CA 94040 Hired: 12/19/2008 Born: 11/03/1974	Regular Pay: \$20.00/hr Pay by: Check Vac/Sick: 80 hrs/yr Deductions: Health: \$29.00 401K: 5.0%	SSN: 123-45-6789 Fed: Single/4 CA: Single/2

Tax Payments: All payroll tax payments you have made.

Tax Payments			
Payment Date	Tax Payment	Period	Net Amt
11/04/2010	Federal Taxes (941/944)	Oct 2010	\$1009.02
12/03/2010	Federal Taxes (941/944)	Nov 2010	\$973.21
01/02/2011	Federal Taxes (941/944)	Jan 2010	\$1234.96
01/02/2011	Federal Unemployment (940)	Oct - Dec 2010	\$410.92
01/02/2011	CA SUI/ETT	Oct - Dec 2010	\$109.85

Total Cost: All costs associated with paying your employees, including total pay, company contributions, and taxes.

Total Cost	
Total Pay	
Paycheck Wages	\$1569.23
Reimbursements	\$12.00
Total:	\$1581.23
Company Contributions	
401K	\$116.92
Total:	\$116.92
Employer Taxes	
Federal Taxes (941/944)	\$445.56
Federal Unemp. (940)	\$12.56
CA SUI/ETT	\$54.93
Total:	\$513.05
Total Cost:	\$2211.20

Contractor Payments: Details of selected contractor payments.

Contractor Payments					
Payment Date	Name	Payment	Reimbursements	Memo	Total Pay
01/10/2011	Craig Kalkat	\$1095.48	\$40.00	Invoice #123	\$1345.48
01/10/2011	Heidi Carlson	\$970.32	\$40.00	Invoice #9	\$1010.32
Totals:		\$2025.80	\$80.00		\$2355.80

Contractor Details: Current snapshot of each contractor.

Contractor Details		
Contractor Info	Pay Info	Tax Info
Craig Kalkat 88 Elm Street Anytown, CA 94040	Type: Individual Pay by: Check	SSN: 123-45-6789

Intuit QuickBooks Assisted Payroll: Reports

Payroll Reports

Payroll Summary: This report shows the total wages, taxes withheld, deductions from net pay, additions to net pay, and employer-paid taxes and contributions for each employee on your payroll.

Payroll Summary		Employees & Payroll	
		Elizabeth N. Mason	
		Hours	Rate Oct 1-Dec 15
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary			0.00
Overtime Rate	5.00	22.13	110.65
Regular Pay	560.00	14.75	8,260.00
Sick Hourly		14.75	0.00
Vacation Hourly		14.75	0.00
Total Gross Pay	565.00		8,370.65
Adjusted Gross Pay	565.00		8,370.65
Taxes Withheld			
Advance Earned Income Credit			0.00
Federal Withholding			-925.00
Medicare Employee			-121.38
Social Security Employee			-518.98
CA - Withholding			-213.45
CA - Disability Employee			-70.92
Total Taxes Withheld			-1,849.73
Deductions from Net Pay			
Health Insurance			-125.00
Total Deductions from Net Pay			-125.00
Net Pay	565.00		6,395.92

Payroll Item Detail: This report lists the payroll transactions on which each payroll item appears. For example, you could use this report to find out which paychecks had deductions for disability insurance.

Payroll Item Detail		Employees & Payroll				
	Num	Date	Source Name	Payroll Item	Amount	
Salary						
	10058	10/06	Samir Khosla	Salary	1,596.15	
	10061	10/20	Samir Khosla	Salary	<u>1,596.15</u>	
Total Salary					3,192.30	
Overtime Rate						
	10059	10/06	Emily Wood	Overtime Rate	0.00	
	10060	10/06	Toni Oshoku	Overtime Rate	0.00	
	10062	10/20	Emily Wood	Overtime Rate	44.26	
	10063	10/20	Toni Oshoku	Overtime Rate	<u>51.76</u>	
Total Overtime Rate					96.02	
Regular Pay						
	10059	10/06	Emily Wood	Regular Pay	1,180.00	
	10060	10/06	Toni Oshoku	Regular Pay	1,380.00	
	10062	10/20	Emily Wood	Regular Pay	1,180.00	
	10063	10/20	Toni Oshoku	Regular Pay	<u>1,380.00</u>	
Total Regular Pay					5,120.00	
Sick Hourly						
	10059	10/06	Emily Wood	Sick Hourly	0.00	
	10060	10/06	Toni Oshoku	Sick Hourly	0.00	
	10062	10/20	Emily Wood	Sick Hourly	0.00	
	10063	10/20	Toni Oshoku	Sick Hourly	<u>0.00</u>	
Total Sick Hourly					0.00	
TOTAL					<u>8,408.32</u>	

Payroll Detail Review: This report provides detailed information about how QuickBooks calculates tax amounts on employee paychecks and in year-to-date transactions.

Payroll Detail Review		Employees & Payroll				
	Date	Entered/ Last Modified	Tax Table Version	Wage Base	Payroll Tax Rate	Amount
Jon Burt						
Salary						
	01/13	12/15 17:21	20408	0.00		1,596.15
	02/10	12/15 17:22	20610	0.00		<u>1,596.15</u>
Total Salary				0.00		3,192.30
Advance EIC						
	01/13	12/15 17:21	20408	1,596.15		0.00
	02/10	12/15 17:22	20610	<u>1,596.15</u>		<u>0.00</u>
Total Advance EIC				3,192.30		0.00
Federal Withholding						
	01/13	12/15 17:21	20408	1,596.15		-112.00
	02/10	12/15 17:22	20610	<u>1,596.15</u>		<u>-108.00</u>
Total Federal Withholding				3,192.30		-220.00
Medicare Employee						
	01/13	12/15 17:21	20408	1,596.15	1.45%	-23.14
	02/10	12/15 17:22	20610	<u>1,596.15</u>	1.45%	<u>-23.15</u>
Total Medicare Employee				3,192.30		-46.29

Payroll Item Listing: This report shows detailed information about each payroll item you use to track payroll-related expenses and liabilities. It's a good way to look at the tax table information QuickBooks Payroll uses to calculate your taxes.

Payroll Item Listing						List
Payroll Item	Type	Amount	Limit	Expense Account	Liability Account	
Salary	Yearly Salary			Payroll Expens...		
Sick Salary	Yearly Salary			Payroll Expens...		
Vacation Salary	Yearly Salary			Payroll Expens...		
Overtime Rate	Hourly Wage			Payroll Expens...		
Regular Pay	Hourly Wage			Payroll Expens...		
Sick Hourly	Hourly Wage			Payroll Expens...		
Vacation Hourly	Hourly Wage			Payroll Expens...		
Bonus	Bonus	0.00		Payroll Expens...		
Mileage Reimb.	Addition	0.45		Payroll Expens...		
Health Insurance	Deduction		1,200.00		Payroll Liabilit...	
Workers Comp.	Company Con...			Insurance:Wo...	Payroll Liabilit...	
Advance Earn...	Federal Tax				Payroll Liabilit...	
Federal Unem...	Federal Tax	0.8%	7,000.00	Payroll Expens...	Payroll Liabilit...	
Federal With...	Federal Tax				Payroll Liabilit...	
Medicare Com...	Federal Tax	1.45%		Payroll Expens...	Payroll Liabilit...	
Medicare Emp...	Federal Tax	1.45%			Payroll Liabilit...	
Social Security...	Federal Tax	6.2%	12,000.00	Payroll Expens...	Payroll Taxes	
Social Security...	Federal Tax	6.2%	12,000.00		Payroll Liabilit...	
CA - Withholding	State With...				Payroll Liabilit...	
CA - Disability...	State Disabi...	0.8%	8,698.00		Payroll Liabilit...	
CA - Unempl...	State Unem...	5.25%	7,000.00		Payroll Liabilit...	
CA - Employee...	Other Tax	0.1%	7,000.00	Payroll Expens...	Payroll Liabilit...	

Employee Earnings Summary: This report shows information similar to the payroll summary report, but in a different layout. The report has a row for each employee and a column for each payroll item.

Employee Earnings Summary								Employees & Payroll
	Salary	Overtime Rate	Regular Pay	Sick Hourly	Federal Wthhld	Workers Comp	TOTAL	
Jon Burt	11,173.05	0.00	0.00	0.00	-776.00	1,862.77	11,915.82	
Scott Fair	0.00	110.65	8,260.00	0.00	-925.00	855.83	7,892.11	
Don Vu	0.00	129.40	1,040.00	0.00	-1,352.00	105.70	-396.87	
TOTAL	11,173.05	240.05	9,300.00	0.00	-3,053.00	2,824.30	19,411.06	

Employee State Taxes Detail: This report lists wage information and state taxes withheld for each employee. The report can help you prepare your state payroll taxes.

The report shows all the state-related payroll items for each employee. You can make the report more useful by restricting it to a single payroll item. For example, to see each employee's wagebase for state unemployment insurance, click the Payroll Item drop-down list and choose that payroll item. Each time you choose a different payroll item, the report changes to show employee totals for that item.

Employee State Taxes Detail				Employees & Payroll		
Source Name	SSN/Tax ID	Date	Payroll Item	Income Subj To Tax	Wage Base	Amount
Jon Burt						
Jon Burt	400-00-5501	07/14	CA-Withholding	506.15	1,596.15	-18.61
Jon Burt	400-00-5501	07/14	CA-Disability Emp...	506.15	1,596.15	-18.84
Jon Burt	400-00-5501	09/22	CA-Unemployment	506.15	0.00	0.00
Total Jon Burt				1,518.45	3,192.30	-37.45
Scott Fair						
Scott Fair	400-00-5524	07/14	CA-Withholding	180.00	1,180.00	-30.24
Scott Fair	400-00-5524	07/14	CA-Disability Emp...	180.00	1,180.00	-13.92
Scott Fair	400-00-5524	09/22	CA-Unemployment	180.00	0.00	0.00
Total Scott Fair				540.00	2,360.00	-44.16
Don Vu						
Don Vu	400-00-5575	07/14	CA-Withholding	380.00	1,380.00	-43.66
Don Vu	400-00-5575	07/14	CA-Disability Emp...	380.00	1,380.00	-16.28
Don Vu	400-00-5575	09/22	CA-Unemployment	380.00	0.00	0.00
Total Don Vu				1,140.00	2,760.00	-59.94
TOTAL				3,198.45	8,312.30	-141.55

Payroll Transactions by Payee: This report lists payroll transactions, grouping them by payee. For example, you could use this report to create a listing of the paychecks paid to each employee.

Payroll Transaction by Payee				Employees & Payroll	
Date	Name	Num	Type	Amount	
Employment Development Department					
10/07	Employment Dev...	410	Liability Check	-283.11	
11/07	Employment Dev...	444	Liability Check	-291.04	
12/07	Employment Dev...	487	Liability Check	-294.98	
Total Employment Development Department				-869.13	
Glenn L. Lew					
11/17	Glenn L. Lew	10067	Paycheck	-1,324.61	
12/01	Glenn L. Lew	10070	Paycheck	-1,325.15	
12/15	Glenn L. Lew	10073	Paycheck	-1,299.60	
12/15	Glenn L. Lew	10076	Paycheck	-1,350.15	
Total Glenn L. Lew				-5,299.51	
Karen Mena					
11/17	Karen Mena	10068	Paycheck	-962.13	
12/01	Karen Mena	10071	Paycheck	-890.57	
12/15	Karen Mena	10074	Paycheck	-907.92	
12/15	Karen Mena	10077	Paycheck	-932.92	
Total Karen Mena				-3,693.54	
TOTAL				-9,862.18	

Payroll Transaction Detail: This report shows the line item detail that appears on each payroll transaction.

Payroll Transaction Detail				Employees & Payroll		
Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
12/01	10070	Paycheck	Glenn L. Lew	Salary	0.00	1,596.15
			Glenn L. Lew	Health Insurance	0.00	-25.00
			Glenn L. Lew	CA - Employee Training Tax	0.00	0.00
			Glenn L. Lew	Federal Withholding	1,596.15	-108.00
			Glenn L. Lew	Advance Earned Income Credit	1,596.15	0.00
			Glenn L. Lew	Social Security Company	1,596.15	98.96
			Glenn L. Lew	Social Security Company	1,596.15	-98.96
			Glenn L. Lew	Social Security Employee	1,596.15	-98.96
			Glenn L. Lew	Medicare Company	1,596.15	23.15
			Glenn L. Lew	Medicare Company	1,596.15	-23.15
			Glenn L. Lew	Medicare Employee	1,596.15	-23.15
			Glenn L. Lew	Federal Unemployment	0.00	0.00
			Glenn L. Lew	CA - Withholding	1,596.15	-15.89
			Glenn L. Lew	CA - Disability Employee	1,596.15	0.00
			Glenn L. Lew	CA - Unemployment Company	0.00	0.00
			Glenn L. Lew	CA - Unemployment Company	0.00	0.00
			Glenn L. Lew	Workers Compensation	1,596.15	266.11
			Glenn L. Lew	Workers Compensation	1,596.15	-266.11
						1,325.15
12/01	10071	Paycheck	Karen Mena	Regular Pay	0.00	1,180.00
			Karen Mena	Overtime Rate	0.00	0.00

Payroll Liability Balances: This report lists the payroll liabilities your company owes to various agencies, such as the federal government, your state government, insurance plan administrators, labor unions, etc. The report covers unpaid liabilities incurred during the period of time shown in the From and To fields. If your company paid a liability incurred within the date range of the report, the report omits that liability, even if the payment occurred after the ending date of the report.

Payroll Liability Balances		Employees & Payroll	
		BALANCE	
Payroll Liabilities			
Advance Earned Income Credit			0.00
Federal Withholding			1,372.00
Medicare Employee			200.81
Social Security Employee			858.60
Federal Unemployment			100.00
Medicare Company			200.81
Social Security Company			858.60
CA - Withholding			303.19
CA - Disability Employee			65.33
CA - Unemployment Company			100.00
CA - Employee Training Tax			10.00
Health Insurance			150.00
Workers Compensation			1,214.31
Total Payroll Liabilities			5,433.65

Employee Reports

Employee Contact List: This report shows contact information for each employee, and can be used as an employee roster. The information comes from your Employee list.

Employee Contact List				List
Employee	SS No.	Phone	Address	
Brenda Bowden	400-00-5131	555-2601	195 Spruce Ave, #2 Bayshore, CA 94326	
Shane Hamby	400-00-5600	555-8965	29 Cedar Street Middlefield, CA 93210	
Tad Milbourn	400-00-5220	555-3286	331 Poplar Rd Bayshore, CA 94326	
Dan T. Miller	400-00-5574	555-2601	62 Elm Ave, Middlefield, CA 93210	
Russell Poole	400-00-5881	555-8965	918 Oak Street Middlefield, CA 93210	
Alan Sun	400-00-5599	555-3286	42 Cherry Ave Bayshore, CA 94326	

Employee Withholding: This report shows federal and state withholding information for each employee. The information comes from the Payroll Info tab for each employee on your Employee list.

Employee Withholding							Employees & Payroll
Employee	SS No.	Federal Filing Status	Federal Allowances	State Lived	State Filing Status	State Allowances	
Brenda Bowden	400-00-5500	Married	3	CA	Married	3	
Shane Hamby	400-00-5523	Married	3	CA	Married	3	
Dan T. Miller	400-00-5574	Single	1	CA	Single	1	
Jan Piper	400-00-5545	Married	3	CA	Married	3	
Russell Poole	400-00-5587	Single	1	CA	Single	1	
Alan Sun	400-00-5599	Married	3	CA	Married	3	

Paid Time Off: This report shows a list of all employees along with their sick and vacation time balance information.

Paid Time Off List		Employees & Payroll		
Employee	Sick Available	Sick Used	Vacation Available	Vacation Used
Brenda Bowden	5:00	0:00	250:30	0:00
Shane Hamby	10:00	0:00	125:15	0:00
Dan T. Miller	20:00	0:00	179:45	0:00
Jeff Nations	3:00	0:00	255:30	0:00
Jan Piper	16:00	0:00	158:30	0:00
Alan Sun	10:00	0:00	116:45	0:00