



Quick Guide

Pay Liabilities

Abstract

This guide provides an overview of how to pay liabilities.



Table of Contents

| | |
|----------------------|---|
| Pay Liabilities..... | 3 |
|----------------------|---|



Pay Liabilities

Use the **Pay Liabilities** tab to pay your liabilities and view your payment history.

To pay the liabilities:

1. From the **Employees** menu, select **Payroll Centre**.
The Payroll Centre window opens.
2. Click the **Pay Liabilities** tab.
3. Click the **Pay Liabilities** icon.
4. Select a date range then click **OK**. Ensure to select dates that correspond to the dates of payrolls you created in QuickBooks.

Note: If you have not yet created a bank account, you are prompted to create one.

The Pay Liabilities window opens.

5. If you are writing cheques by hand, click to clear the **To be printed** checkbox.
6. In the **Payment Date** field, enter the date that you want to appear on the liability cheque.
7. Verify the date range in the **Show Payroll Liabilities From** and **Through** fields. Change the date range, if you want to view your liabilities as of a date other than the last day of the previous month. QuickBooks uses this date range to generate the Payroll Liabilities report.

If you want to view reports, in the **Reports** area, select **Payroll Liability Balances** and review the report.
8. Select the liabilities to pay.

(Optional). If you want to pay less than the full amount, adjust the **AMT. TO PAY** column.
9. Click **Review** or **Create** depending on your selected preference.

If you choose the review option, review your liability cheque, and then click **Save & Close**.