## Creating a Payroll Summary Report



## Go to Reports, Employees & Payroll, Payroll Summary Report



The first step is to make the columns a little smaller. If you left-click on the dot between Hours and Rate, hold down the mouse button and drag a little to the left.....

Sample Quality-Built Construction -	QuickBooks Pre	emier: Accountan	t Edition 2006 - [	Payroll Sum	mary]						Type a help	question A	sk	▼ How Do I?	
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## You'll get a dotted vertical line that you can drag and make the column smaller.

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QuickBooks<sup>®</sup> asks you if you want to make the columns to be the same size:



Say Yes.



Now the report is much more manageable.

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As you scroll over, you'll see the totals of all employees:

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## From this point you can print the report. Click the Print button:

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5475 - Painting	22.00	704.00			0.00			0.00	42	18.75	787.50			0.00	106		2,171.50	
5646 - Carpentry	22.00	7,040.00			0.00			0.00	338	22.00	7,436.00			0.00	978		21,276.00	
9891 - Office		0.00			0.00			0.00			0.00	100	15.00	1,500.00	100		1,500.00	
Officer's Labor		0.00			0.00	290	25.00	7,250.00			0.00			0.00	290		7,250.00	
Total Gross Pay		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100		1,500.00	1,640		35,463.50	
Adjusted Gross Pay		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100		1,500.00	1,640		35,463.50	
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Click the Smart Page Breaks option (noted below). This will keep important columns from breaking over two pages. Also, click landscape instead of portrait.

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Employee Wages, Taxes and Adjustments Gross Pay 1027 - Design 5188 - Plumbing 5190 - Electrical 5475 - Painting 5464 - Carpently 9881 - Office Officer's Labor	24 24 32 320	21.25 21.25 21.25 21.25 21.25	0.00 510.00 510.00 680.00 6,800.00 0.00 0.00	24 24 32 320	21.00 23.00 22.00 22.00	0.00 504.00 552.00 704.00 7.040.00 0.00 0.00	50	15.00	750.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0		 25.00	0.00 0.00 0.00 0.00 0.00 7.250.00				
Total Gross Pay	400		8,500.00	400		8,800.00	50		750.00	290		7,250.00				
Adjusted G ross Pay	400		8,500.00	400		8,800.00	50		750.00	290		7,250.00				
Taxes Withheld Federal Withholding Medicare Employee Social Security Employee CA - Withholding CA - Disability Employee			0.00 0.00 0.00 0.00 0.00			0.00 0.00 0.00 0.00 0.00			0.00 0.00 0.00 0.00 0.00			0.00 0.00 0.00 0.00 0.00				
Total Taxes Withheld			0.00			0.00			0.00			0.00				
Deductions from Net Pay Medical deduction			-250.00			0.00			0.00			0.00				
Total Deductions from Net Pay			-250.00			0.00			0.00			0.00				
Net Pay Employer Taxes and Contributions Federar Unemployment Medicare Company Sol J. Security Cont Status Security Cont Status Security Costs 5408-Fleetrical Costs 5408-Fleetrical Costs 5415-Painting Costs 5538-Roumbing Costs 5538-Roumbing Costs 5538-Roumbing Costs 5538-Roumbing Costs 5538-Roumbing Costs 5538-Roumbing Costs 5548-Carpentry Costs 9898-Dappervision Costs CA. Employee Training Tax Total Employer Taxes and Contributions	400		8,250.00 0.00 0.00 52.02 46.41 0.00 28.56 0.00 893.60 0.00 0.00 0.00 0.00 0.00 0.00	400		8,800.00 0.00 0.00 0.00 56.31 30.58 0.00 718.09 0.00 0.00 0.00 0.00 0.00 0.00 0.00	50		750.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           6.75           0.00           0.00           0.00           6.75			7.250.00 0.00 0.00 0.00 0.00 0.00 0.00 0.				
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