

## Exercises and Procedures for Chapter #7 – Employees & Payroll – Module Setup and Processing

**Instructions:** Please check each checkbox when you have completed the exercise, slideshow or procedure. Space for answering the short answer questions is provided on this sheet. Check all your exercise solutions as detailed in the **Checking and Correcting Your Work** handout. Hand in the indicated reports with this cover sheet so your grades can be recorded.

Slideshow, Exercise or Procedure	Marks
<input type="checkbox"/> <b>Slide Show #7A (Page 7-374) Setting the up Payroll Module</b> Please answer the following questions while viewing <b>SS#7A (See Over)</b>	
1. Name the three mandatory deductions required for payroll.	____/3
2. What two Payroll fields can be used to make notes regarding employees?	____/2
<input type="checkbox"/> <b>Slide Show #7B (Page 7-402) Processing Payroll Transactions</b> Please answer the following questions while viewing <b>SS#7B (See Over)</b>	
3. When you are paying vacation pay why must you specify the number of hours that employee took for vacation?	____/3
4. What are accrued wage expenses and why are they entered at the end of an accounting period?	____/2
<input type="checkbox"/> Complete <b>Chapter #7</b> using data file <b>07 Wallpaper</b> and print out the following for <b>Creative Wallpaper</b> .: Back up your file each time you change the session date. <b>Note: It is important to advance the session date as outlined in the chapter.</b> When you have completed the chapter print out the following reports	____/30
<input type="checkbox"/> Journal Entries – <b>All</b> of January (1-31) <b>No</b> corrections	____/2
<input type="checkbox"/> Payroll Journal entries all with corrections	____/2
<input type="checkbox"/> Income Statement MTD (January)	____/2
<input type="checkbox"/> Balance Sheet - January 31	____/2
<input type="checkbox"/> Employee MTD Payroll Report (No corrections)	____/2
<input type="checkbox"/> Complete <b>Challenge Exercise C07-1</b> and print out the following for <b>Carpets 4 Home</b> . Back up your file each time you change the session date. Or any time you are not sure how to enter a transaction. <b>Be very careful to set the proper session date for each entry.</b> When you have completed the chapter print out the following reports	____/30
<input type="checkbox"/> Journal Entries – <b>All</b> of January with <b>No</b> corrections	____/2
<input type="checkbox"/> Journal Entries – <b>Payroll</b> all for January to the current date.	____/2
<input type="checkbox"/> Journal Entries – General MTD	____/2
<input type="checkbox"/> Balance Sheet - January 21	____/2
<input type="checkbox"/> Cheque log for January 1 to January 21	____/2
<input type="checkbox"/> Take the End of <b>Chapter 7 Quiz in Moodle</b> . You have three chances at this quiz.	____10
<b>Total Marks for Chapter</b>	____/100

☐ **Slide Show #7A**

Please answer the following questions while viewing **SS#7A**

1. Name the three mandatory deductions required for payroll.

**Mandatory deductions consist of:**

\_\_\_\_/3

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2. What two Payroll fields can be used to make notes regarding employees?

\_\_\_\_/2

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☐ **Slide Show #7B**

Please answer the following questions while viewing **SS#7B**

3. When you are paying vacation pay why must you specify the number of hours that employee took for vacation?

\_\_\_\_/3

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4. What are accrued wage expenses and why are they entered at the end of an accounting period?

\_\_\_\_/2

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