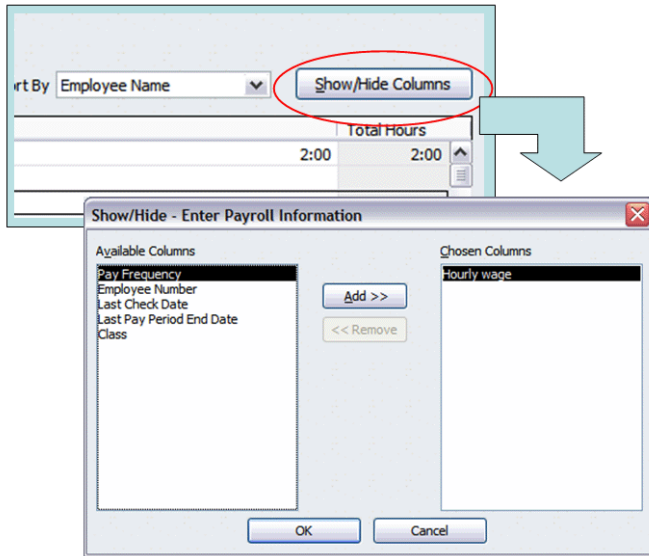
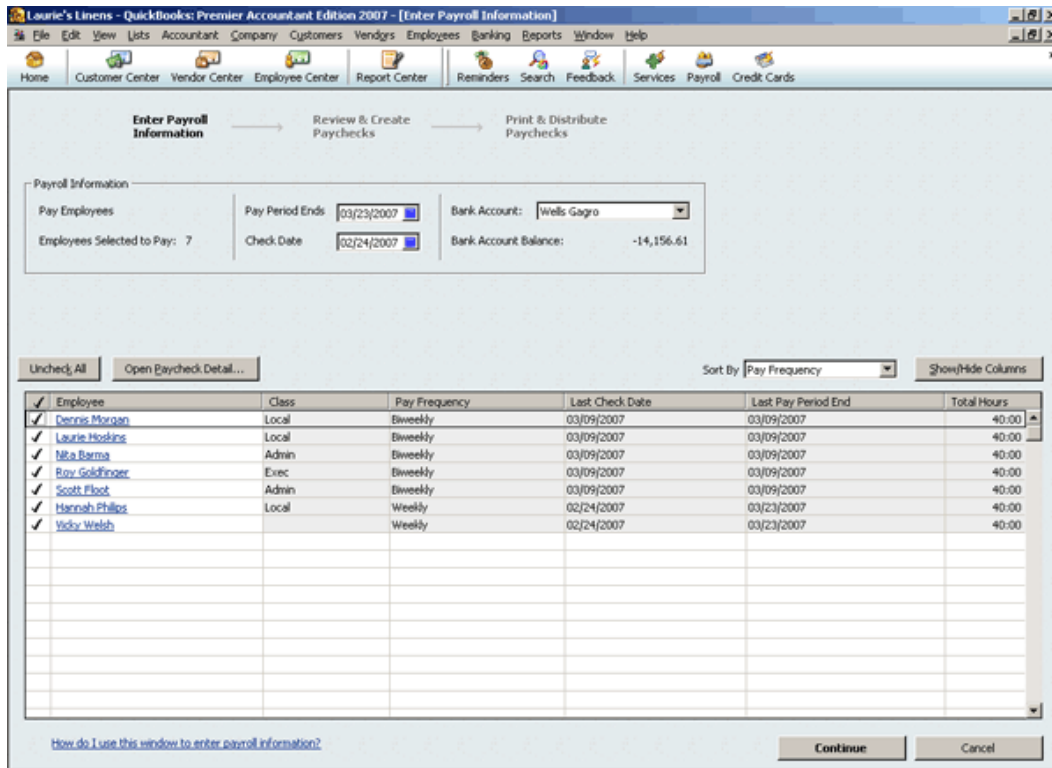


If you want to change the columns that on the Enter Payroll Information screen (for example, show last pay period end date), click **Show/Hide Columns**.

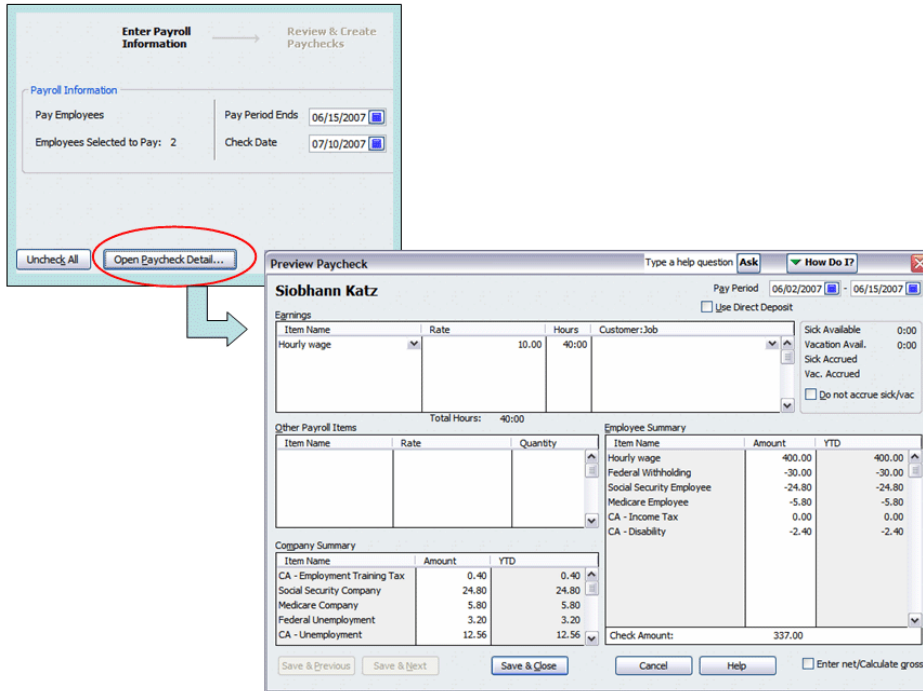


If you're upgrading from QuickBooks 2006 or earlier, you can enter paycheck information the same way you did in the older version. In the Enter Payroll Information window, click Show/Hide Columns to change the columns to the columns you used before. Then, click Open Paycheck Detail to edit each individual paycheck.



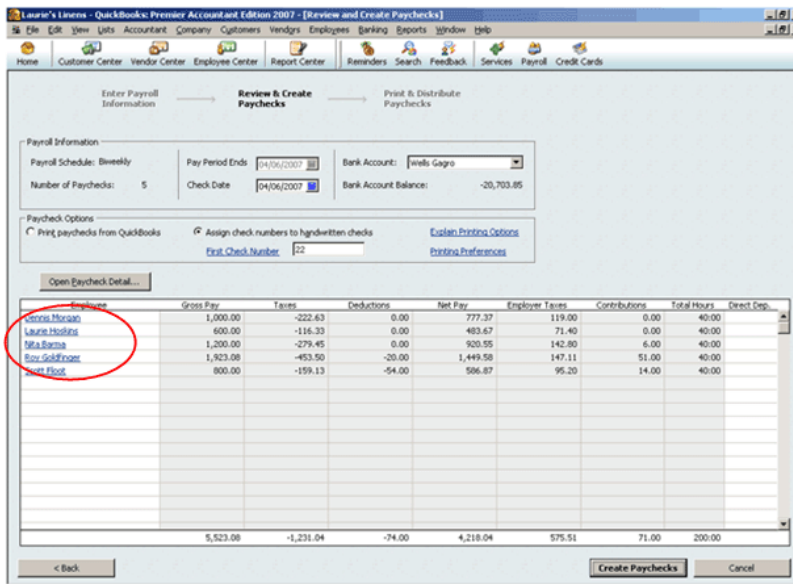
Sample of the Enter Payroll Information window with columns customized to match QuickBooks 2006

To view or edit each paycheck, click **Open Paycheck Detail** or click the employee's name.



3. Review the paycheck summary and create paychecks.

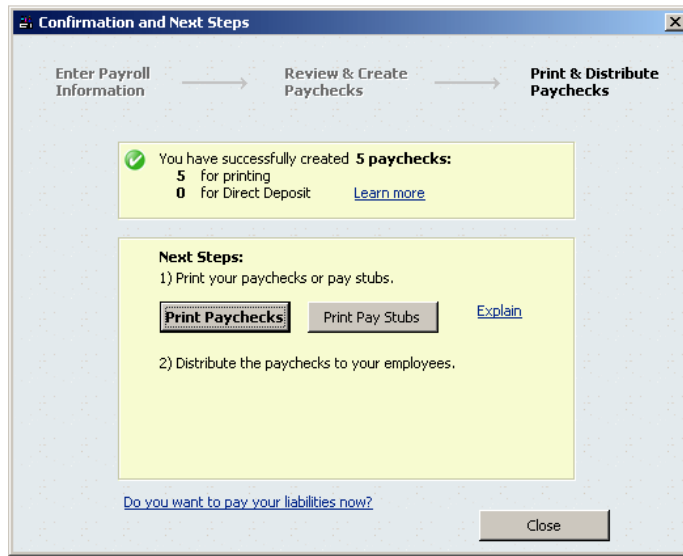
Review the information in the **Review and Create Paychecks** window, and click the employee's name or **Back** to make changes if necessary. To view or edit an employee's paycheck, click the employee's name.



Click **Create Paychecks**.

If you need to make corrections or changes, click **Back**.

4. Print and distribute paychecks.



Click **Print Paychecks** to print out live paychecks. To print out pay stubs, click **Print Pay Stubs**.

Using payroll schedules: In the future, to pay employees on a regular schedule (every week or every month, for example), click the **Start Scheduled Payroll** button in the Payroll Center. You can use schedules to save time by organizing employees into different groups; for example, you can separate hourly employees from salaried employees so you can pay them in separate batches.