



Payroll

Thank you for choosing **QuickBooks Assisted Payroll**. Keep this list of support resources within reach so that you can find answers to your QuickBooks Payroll questions quickly and easily. The keyboard shortcuts will help you complete your payroll tasks like a pro.

Check out one of the following resources to get answers to your questions about using Payroll in QuickBooks:

In-Product Help

Go to the QuickBooks help menu to access step-by-step instructions for completing Payroll tasks. View short, interactive tutorials covering QuickBooks Payroll basics in the in-product Learning Center.

Web Support

> QuickBooks Assisted Payroll Overview

Get product and service information at www.payroll.com/assisted

> QuickBooks Knowledge Base

Get answers to thousands of QuickBooks questions at www.quickbooks.com/support

> QuickBooks Forms

Download and print forms at www.payroll.com/forms

> QuickBooks Online Community

Connect with users and experts to find answers and share tips and tricks at www.community.quickbooks.com/payroll

> QuickBooks Assisted Payroll Hot Topics

Get hot news, answers to FAQ's and a summary of all payroll updates for the coming year at www.payroll.com/hot

Assisted Phone Support

Call **1-888-712-9702**, Monday – Friday, 5 a.m. to 7 p.m. Pacific Time. Each of our agents has access to detailed company notes, allowing easy visibility into customer history. This ensures a highly qualified agent is always available to answer customers' payroll questions.



Get the most out of your **QuickBooks Payroll** subscription by keeping this keyboard shortcut chart on your desk for quick reference.

Dates

Next day	+
Previous day	-

Editing

Edit transaction in selected register	Ctrl + E
Increase check or other form number by one	+
Decrease check or other form number by one	-

Help

Display help in context	F1
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Activity

Account list, display	Ctrl + A
Copy transaction in register	Ctrl + O
Customer: Display job list	Ctrl + J
Delete check, invoice, transaction or item from list	Ctrl + D
Display register	Ctrl + R
QuickFill and Recall (type first few letters of name)	abc - Tab
Show list	Ctrl + S
Write check	Ctrl + W

Another benefit of your subscription is the ongoing support QuickBooks Payroll sends right to your inbox. Watch your email inbox for the **QuickBooks Payroll Quarterly News** for news that will help you run your payroll more efficiently. We'll also be sending you **Payroll Service Announcements** to keep you abreast of changes to your payroll service.

Get Help When You Need It | www.quickbooks.com/support

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