

**Exercises and Procedures for
Chapter 7 – EMPLOYEES & PAYROLL – Module Setup and Processing
Creative Wallpaper**

Instructions: Please check each checkbox when you have completed the exercise 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.

Exercise or Procedure	Marks
<input type="checkbox"/> Short Answer Questions: Answer the following questions on the reverse of this page after finishing Creative Wallpaper .	
1. Name the three mandatory deductions required for payroll.	____/3
2. What two Payroll fields can be used to make notes regarding employees?	____/2
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 Chapter 7 (pages 7-373 to 7-434) using data file 07 Wallpaper and print out the following for Creative Wallpaper .: Back up your file each time you change the session date.	____/30
Note: It is important to advance the session date as outlined in the chapter. When you have completed the chapter print out the following reports	
<input type="checkbox"/> Journal Entries – All of January (1-31) No 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
7-	
<input type="checkbox"/> Complete Challenge Exercise 07 C7-1 (page 7-435) and print out the following for Carpets 4Home . Back up your file each time you change the session date. Or any time you are not sure how to enter a transaction. Be very careful to set the proper session date for each entry. When you have completed the chapter print out the following reports	____/30
<input type="checkbox"/> Journal Entries – All of January with No corrections	____/2
<input type="checkbox"/> Journal Entries – Payroll all for January to the current date.	____/2
<input type="checkbox"/> Journal Entries – General MTD	____/2
<input type="checkbox"/> Balance Sheet - January 20	____/2
<input type="checkbox"/> Cheque log for January 1 to January 20	____/2
<input type="checkbox"/> Take the End of Chapter 7 Quiz in Moodle . You have three chances at this quiz.	____10
Total Marks for Chapter	____/100
Student Completion Date: <input style="width: 150px; height: 20px;" type="text"/>	Instructor's Initials: <input style="width: 100px; height: 20px;" type="text"/>

Please answer the following questions:

1. Name the three mandatory deductions required for payroll. _____/3
Mandatory deductions consist of:

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

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

