

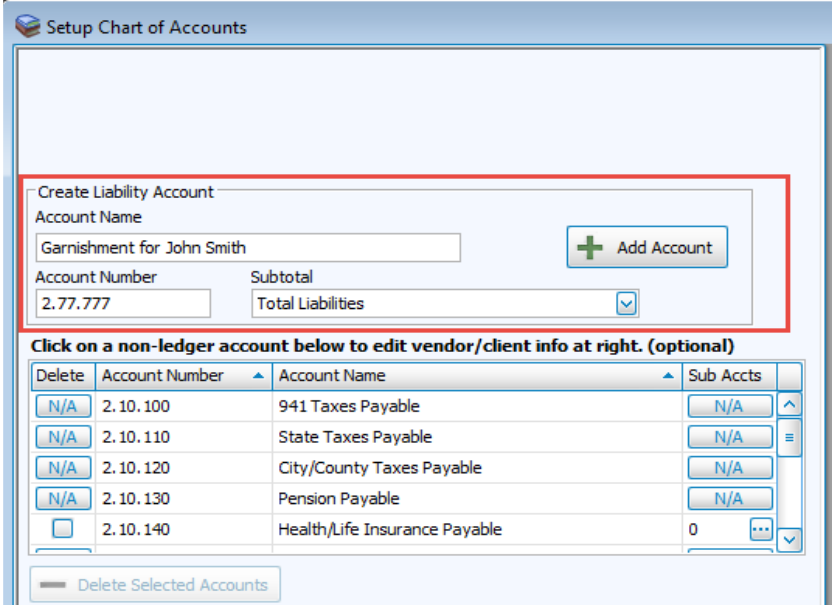
### In Accounting:

Set up a #2 Liability account for the Garnishment for the Payroll Transfer.

Go to *Chart of Accounts > Accounts +/-*, choose *Liability*.

Create Liability Account by filling in the *Account Name*, *Account Number* and *Subtotal* (if applicable).

Click *Add Account*.



Setup Chart of Accounts

Create Liability Account

Account Name  
Garnishment for John Smith

Account Number  
2.77.777

Subtotal  
Total Liabilities

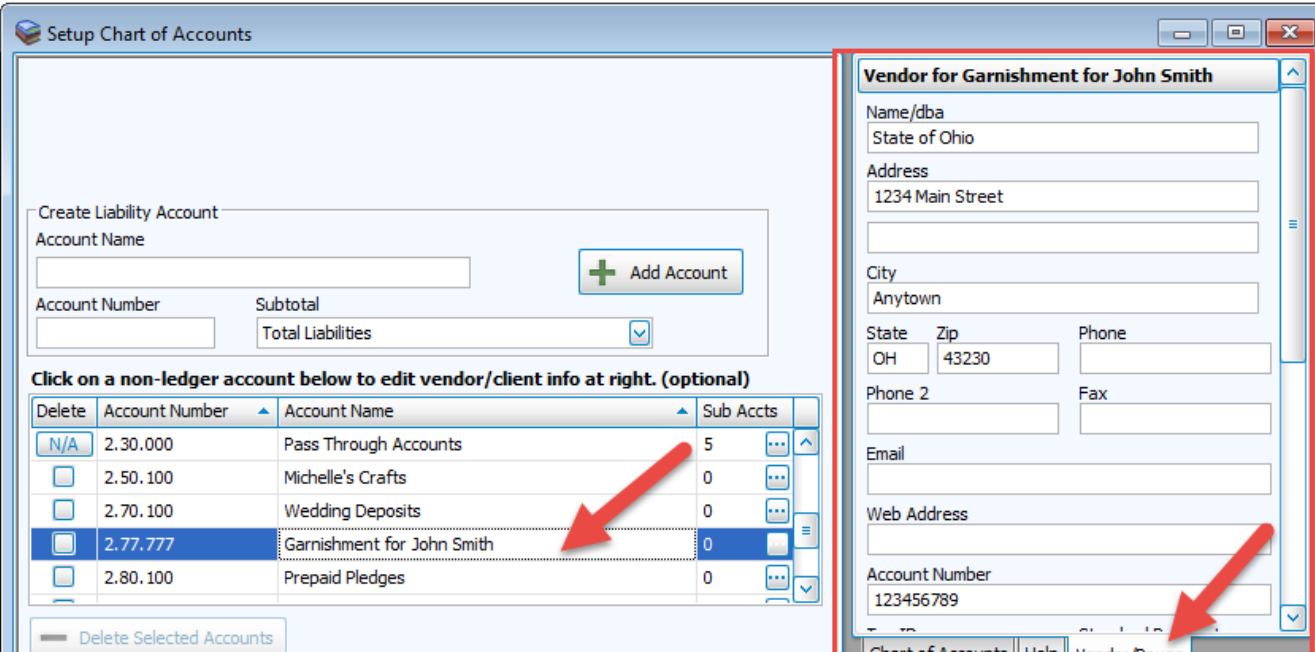
+ Add Account

Click on a non-ledger account below to edit vendor/client info at right. (optional)

Delete	Account Number	Account Name	Sub Accts
N/A	2.10.100	941 Taxes Payable	N/A
N/A	2.10.110	State Taxes Payable	N/A
N/A	2.10.120	City/County Taxes Payable	N/A
N/A	2.10.130	Pension Payable	N/A
<input type="checkbox"/>	2.10.140	Health/Life Insurance Payable	0

Delete Selected Accounts

Highlight the new Garnishment Liability account, on the bottom right click on the *Vendor/Payee* tab and add the Payee information for the Garnishment.



Setup Chart of Accounts

Create Liability Account

Account Name

Account Number

Subtotal

+ Add Account

Click on a non-ledger account below to edit vendor/client info at right. (optional)

Delete	Account Number	Account Name	Sub Accts
N/A	2.30.000	Pass Through Accounts	5
<input type="checkbox"/>	2.50.100	Michelle's Crafts	0
<input type="checkbox"/>	2.70.100	Wedding Deposits	0
<input type="checkbox"/>	2.77.777	Garnishment for John Smith	0
<input type="checkbox"/>	2.80.100	Prepaid Pledges	0

Delete Selected Accounts

Vendor for Garnishment for John Smith

Name/dba  
State of Ohio

Address  
1234 Main Street

City  
Anytown

State  
OH

Zip  
43230

Phone

Phone 2

Fax

Email

Web Address

Account Number  
123456789

Chart of Accounts | Help | Vendor/Payee

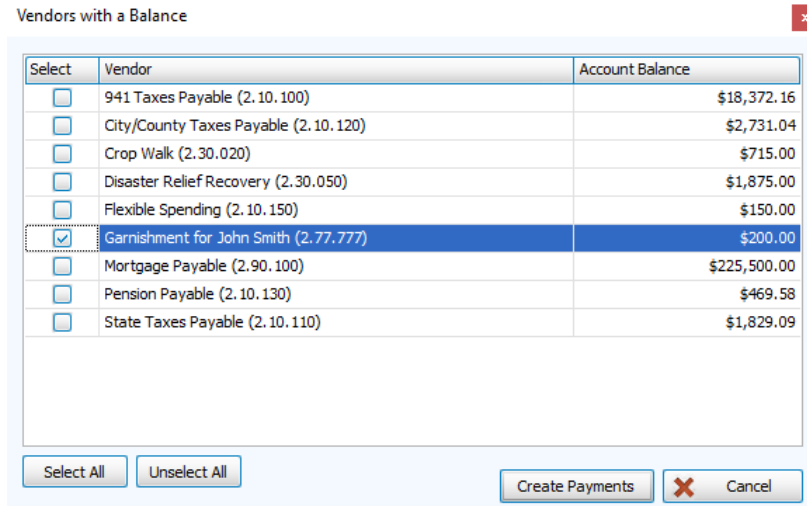
## In Payroll

- Add the Deduction under *Data Setup>Deductions*.
- Click on *Add*.
- Enter a name of the Garnishment at *Description*.
- Enter a *Description Abbreviation*.
- Enter the *Default Frequency*.
- Click *None* at *W2*.
- Deduction is FULLY taxable. All boxes should be checked under *Include in W-2 Wages*.
- Click *OK*.

- Go to *Data Setup>Employee/Contractors>*find the employee.
- Click on the *Deduction* tab.
- Click under *Deduction* to get the drop arrow to select the *Garnishment deduction*.
- Fill in the *Enter Date* of when the Deduction will start. Click *OK*.
- Enter the *Amount* to be Deducted and the *Liability Account* you are using to *Transfer* to Accounting..
- Click *Save*.

Deduction	Frequency	Amount	Percent	Account	Paused	End Date
Garnishment for John Smith (01/01/2023 t...	Every Pay	200.00	0.00000%	2.77.777 - Garnishment for John ...	<input type="checkbox"/>	

After a payroll is done and transferred to Accounting, go to *Pay Bills>Quick Pay>View Vendors with a Balance* in Accounting. Select the Garnishment and click *Create Payments*.



On the *Pay Bills* screen fill in the *Amount to Pay*. At the *Payment Method* choose how you would like to create the Payment then process.

