

Instructions for Running Reports for your Workman's Compensation Audit

Creating a Payroll Summary Report

Go to Reports, Employees & Payroll, Payroll Summary Report

The screenshot displays the QuickBooks Premier software interface. The 'Reports' menu is open, and the 'Employees & Payroll' sub-menu is selected. A red arrow points to the 'Payroll Summary' option within this sub-menu. The interface includes a top menu bar with 'File', 'Edit', 'View', 'Lists', 'Accountant', 'Company', 'Customers', 'Vendors', 'Employees', and 'Banking'. The main workspace is divided into sections for 'Vendors', 'Customers', and 'Employees', each with various transaction and management icons. On the right side, there are panels for 'Company' (Chart of Accounts, Build Assemblies), 'Account Balances' (a table with columns for Name and Balance), 'Customize', and 'Learn About Services'.

Name	Balance
1110 · Company Che...	95,561.85
1120 · Company Savi...	280,025.00
1140 · Petty Cash Ac...	131.10
2050 · Mastercard Pa...	211.83

The first step is to make the columns a little smaller. If you left-click on the dot between Hours and Rate, hold down the mouse button and drag a little to the left.....

Sample Quality-Built Construction - QuickBooks Premier: Accountant Edition 2006 - [Payroll Summary]

12:45 PM
12/15/07

Quality-Built Construction Payroll Summary October 1 through December 15, 2007

Employee Wages, Taxes and Adjustments	Mitchell, Clark			Pepper, Chris			Prentice, Adelaide			Rand, Jen		
	Rate	Oct 1 - Dec 15, 07	Hours	Rate	Oct 1 - Dec 15, 07	Hours	Rate	Oct 1 - Dec 15, 07	Hours	Rate	Oct 1 - Dec 15, 07	Hours
Gross Pay												
1027 - Design		0.00			0.00	50	15.00	750.00				
5188 - Plumbing	24	510.00	24	21.00	504.00							
5190 - Electrical	24	510.00	24	23.00	552.00							
5475 - Painting	32	680.00	32	22.00	704.00							
5646 - Carpentry	320	6,800.00	320	22.00	7,040.00							
9891 - Office		0.00			0.00							
Officer's Labor		0.00			0.00							
Total Gross Pay	400	8,500.00	400	8,800.00	50	750.00						
Adjusted Gross Pay	400	8,500.00	400	8,800.00	50	750.00						
Taxes Withheld												
Federal Withholding		0.00			0.00			0.00				
Medicare Employee		0.00			0.00			0.00				
Social Security Employee		0.00			0.00			0.00				
CA - Withholding		0.00			0.00			0.00				
CA - Disability Employee		0.00			0.00			0.00				
Total Taxes Withheld		0.00			0.00			0.00				
Deductions from Net Pay												
Medical deduction		-250.00			0.00			0.00				
Total Deductions from Net Pay		-250.00			0.00			0.00				
Net Pay	400	8,250.00	400	8,800.00	50	750.00						
Employer Taxes and Contributions												
Federal Unemployment		0.00			0.00			0.00				
Medicare Company		0.00			0.00			0.00				
Social Security Company		0.00			0.00			0.00				
CA - Unemployment Company		0.00			0.00			0.00				

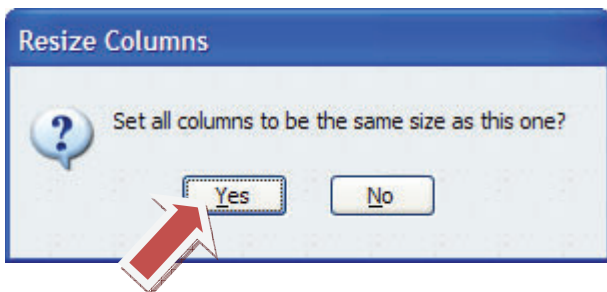


You'll get a dotted vertical line that you can drag and make the column smaller.

Quality-Built Construction
Payroll Summary
October 1 through December 15, 2007

	Hours	Rate	Oct 1 - Dec 15, 07	Hours	Rate	Oct 1 - Dec 15, 07	Hours	Rate	Oct 1 - Dec 15, 07	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
1027 - Design			0.00			0.00	50	15.00	750.00	
5188 - Plumbing	24	21.25	510.00	24	21.00	504.00			0.00	
5190 - Electrical	24	21.25	510.00	24	23.00	552.00			0.00	
5475 - Painting	32	21.25	680.00	32	22.00	704.00			0.00	
5646 - Carpentry	320	21.25	6,800.00	320	22.00	7,040.00			0.00	
9891 - Office			0.00			0.00			0.00	
Officer's Labor			0.00			0.00			0.00	
Total Gross Pay	400		8,500.00	400		8,800.00	50		750.00	
Adjusted Gross Pay	400		8,500.00	400		8,800.00	50		750.00	
Taxes Withheld										
Federal Withholding			0.00			0.00			0.00	
Medicare Employee			0.00			0.00			0.00	
Social Security Employee			0.00			0.00			0.00	
CA - Withholding			0.00			0.00			0.00	
CA - Disability Employee			0.00			0.00			0.00	
Total Taxes Withheld			0.00			0.00			0.00	
Deductions from Net Pay										
Medical deduction			-250.00			-0.00			0.00	
Total Deductions from Net Pay			-250.00			-0.00			0.00	
Net Pay	400		8,250.00	400		8,800.00	50		750.00	
Employer Taxes and Contributions										
Federal Unemployment			0.00			0.00			0.00	
Medicare Company			0.00			0.00			0.00	
Social Security Company			0.00			0.00			0.00	
CA - Unemployment Company			0.00			0.00			0.00	

QuickBooks® asks you if you want to make the columns to be the same size:



Say Yes.

Now the report is much more manageable.

Sample Quality-Built Construction - QuickBooks Premier: Accountant Edition 2006 - [Payroll Summary]

12:45 PM
12/15/07

Quality-Built Construction Payroll Summary October 1 through December 15, 2007

	Mitchell, Clark			Pepper, Chris			Prentice, Adelaide			Rand, Jenn			Teichman, Tim			Yoo, Young-Kyu		
	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...
Employee Wages, Taxes and Adjustments																		
Gross Pay																		
1027 - Design			0.00			0.00	50	15.00	750.00			0.00			0.00			
5188 - Plumbing	24	21.25	510.00	24	21.00	504.00			0.00			0.00	8	22.00	176.00			
5190 - Electrical	24	21.25	510.00	24	23.00	552.00			0.00			0.00	12	22.00	264.00			
5475 - Painting	32	21.25	680.00	32	22.00	704.00			0.00			0.00	42	18.75	787.50			
5646 - Carpentry	320	21.25	6,800.00	320	22.00	7,040.00			0.00			0.00	338	22.00	7,436.00			
9891 - Office			0.00			0.00			0.00			0.00			0.00	100	15.00	1,500.00
Officer's Labor			0.00			0.00			0.00	290	25.00	7,250.00			0.00			
Total Gross Pay	400		8,500.00	400		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100		1,500.00
Adjusted Gross Pay	400		8,500.00	400		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100		1,500.00
Taxes Withheld																		
Federal Withholding			0.00			0.00			0.00			0.00			0.00			
Medicare Employee			0.00			0.00			0.00			0.00			0.00			
Social Security Employee			0.00			0.00			0.00			0.00			0.00			
CA - Withholding			0.00			0.00			0.00			0.00			0.00			
CA - Disability Employee			0.00			0.00			0.00			0.00			0.00			
Total Taxes Withheld			0.00			0.00			0.00			0.00			0.00			0.00
Deductions from Net Pay																		
Medical deduction			-250.00			0.00			0.00			0.00			-250.00			
Total Deductions from Net Pay			-250.00			0.00			0.00			0.00			-250.00			
Net Pay	400		8,250.00	400		8,800.00	50		750.00	290		7,250.00	400		8,413.50	100		1,500.00
Employer Taxes and Contributions																		
Federal Unemployment			0.00			0.00			0.00			0.00			0.00			
Medicare Company			0.00			0.00			0.00			0.00			0.00			
Social Security Company			0.00			0.00			0.00			0.00			0.00			
CA - Unemployment Company			0.00			0.00			0.00			0.00			0.00			



As you scroll over, you'll see the totals of all employees:

Sample Quality-Built Construction - QuickBooks Premier: Accountant Edition 2006 - [Payroll Summary]

12:45 PM
12/15/07

Quality-Built Construction Payroll Summary October 1 through December 15, 2007

	Pepper, Chris		Prentice, Adelaide		Rand, Jenn		Teichman, Tim		Yoo, Young-Kyu		TOTAL		
	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	
Employee Wages, Taxes and Adjustments													
Gross Pay													
1027 - Design		0.00	50	15.00	750.00		0.00		0.00			50	750.00
5188 - Plumbing	21.00	504.00			0.00		0.00	8	22.00	176.00		56	1,190.00
5190 - Electrical	23.00	552.00			0.00		0.00	12	22.00	264.00		60	1,326.00
5475 - Painting	22.00	704.00			0.00		0.00	42	18.75	787.50		106	2,171.50
5646 - Carpentry	22.00	7,040.00			0.00		0.00	338	22.00	7,436.00		978	21,276.00
9891 - Office		0.00			0.00		0.00			0.00	100	15.00	1,500.00
Officer's Labor		0.00			0.00	290	25.00	7,250.00		0.00		290	7,250.00
Total Gross Pay		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100	1,500.00
Adjusted Gross Pay		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100	1,500.00
Taxes Withheld													
Federal Withholding		0.00			0.00			0.00				0.00	0.00
Medicare Employee		0.00			0.00			0.00				0.00	0.00
Social Security Employee		0.00			0.00			0.00				0.00	0.00
CA - Withholding		0.00			0.00			0.00				0.00	0.00
CA - Disability Employee		0.00			0.00			0.00				0.00	0.00
Total Taxes Withheld		0.00			0.00			0.00				0.00	0.00
Deductions from Net Pay													
Medical deduction		0.00			0.00			0.00				0.00	-500.00
Total Deductions from Net Pay		0.00			0.00			0.00				0.00	-500.00
Net Pay		8,800.00	50		750.00	290		7,250.00	400		8,413.50	100	1,500.00
Employer Taxes and Contributions													
Federal Unemployment		0.00			0.00			0.00				0.00	0.00
Medicare Company		0.00			0.00			0.00				0.00	0.00
Social Security Company		0.00			0.00			0.00				0.00	0.00
CA - Unemployment Company		0.00			0.00			0.00				0.00	0.00



From this point you can print the report. Click the Print button:

Sample Quality-Built Construction - QuickBooks Premier: Accountant Edition 2006 - [Payroll Summary]

File Edit View Lists Accountant Company Customers Vendors Employees Banking Reports Window Help

Home Customer Center Vendor Center Employee Center Report Center Invoice Item MemTx Check Bill Reg Acct Rmnd Find Backup Support Feedback Services Payroll Credit Cards

Modify Report... Memorize Print... E-mail Export... Hide Header Refresh

Dates This Calendar Quarter From 10/01/2007 To 12/15/2007 Columns Employee

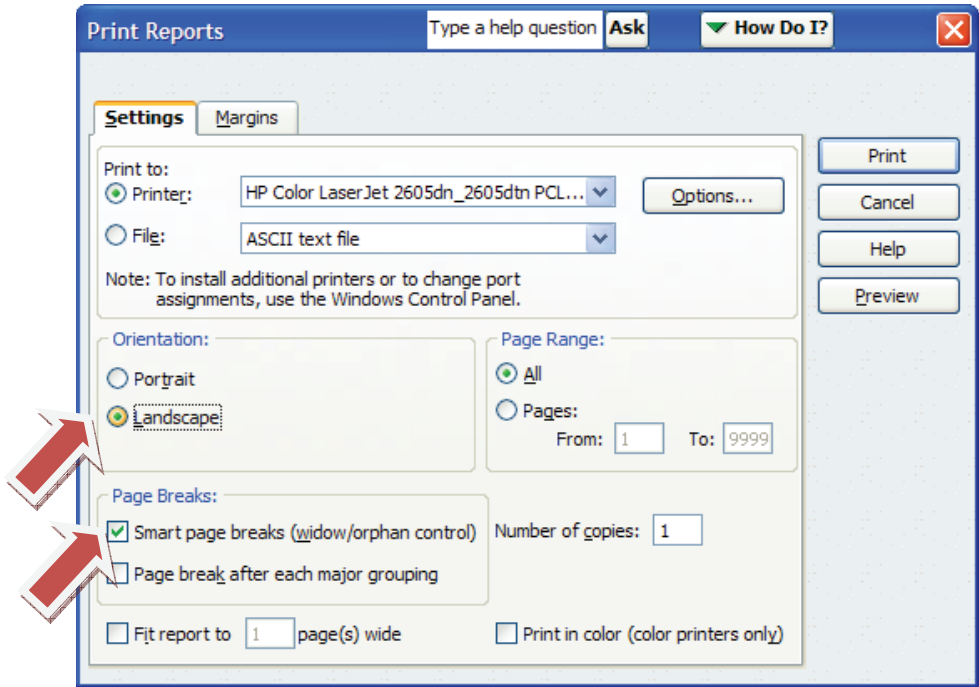
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12/15/07

Quality-Built Construction Payroll Summary October 1 through December 15, 2007

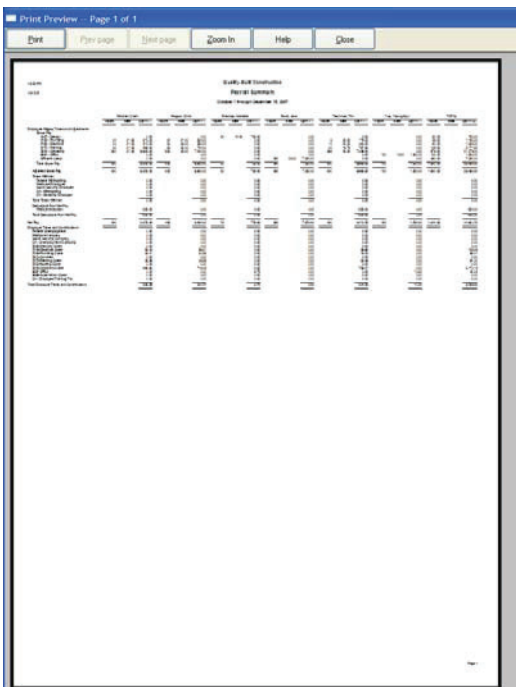
	Pepper, Chris		Prentice, Adelaide		Rand, Jenn		Teichman, Tim		Yoo, Young-Kyu		TOTAL				
	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours	Rate	Oct 1 ...	Hours			
Employee Wages, Taxes and Adjustments															
Gross Pay															
1027 - Design		0.00	50	15.00	750.00		0.00		0.00		0.00	50	750.00		
5188 - Plumbing	21.00	504.00			0.00		0.00	8	22.00	176.00		56	1,190.00		
5190 - Electrical	23.00	552.00			0.00		0.00	12	22.00	264.00		60	1,326.00		
5475 - Painting	22.00	704.00			0.00		0.00	42	18.75	787.50		106	2,171.50		
5646 - Carpentry	22.00	7,040.00			0.00		0.00	338	22.00	7,436.00		978	21,276.00		
9891 - Office		0.00			0.00		0.00			0.00	100	15.00	1,500.00		
Officer's Labor		0.00			0.00	290	25.00	7,250.00		0.00		290	7,250.00		
Total Gross Pay		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100	1,500.00	1,640	35,463.50
Adjusted Gross Pay		8,800.00	50		750.00	290		7,250.00	400		8,663.50	100	1,500.00	1,640	35,463.50
Taxes Withheld															
Federal Withholding		0.00			0.00			0.00		0.00		0.00	0.00		
Medicare Employee		0.00			0.00			0.00		0.00		0.00	0.00		
Social Security Employee		0.00			0.00			0.00		0.00		0.00	0.00		
CA - Withholding		0.00			0.00			0.00		0.00		0.00	0.00		
CA - Disability Employee		0.00			0.00			0.00		0.00		0.00	0.00		
Total Taxes Withheld		0.00			0.00			0.00		0.00		0.00	0.00		
Deductions from Net Pay															
Medical deduction		0.00			0.00			0.00		-250.00		0.00	-500.00		
Total Deductions from Net Pay		0.00			0.00			0.00		-250.00		0.00	-500.00		
Net Pay		8,800.00	50		750.00	290		7,250.00	400		8,413.50	100	1,500.00	1,640	34,963.50
Employer Taxes and Contributions															
Federal Unemployment		0.00			0.00			0.00		0.00		0.00	0.00		
Medicare Company		0.00			0.00			0.00		0.00		0.00	0.00		
Social Security Company		0.00			0.00			0.00		0.00		0.00	0.00		
CA - Unemployment Company		0.00			0.00			0.00		0.00		0.00	0.00		



Click the Smart Page Breaks option (noted below). This will keep important columns from breaking over two pages. Also, click landscape instead of portrait.



Make sure that the Fit Report to One page wide is NOT checked. Otherwise the entire report will print very small on one page, like this:



Always preview this kind of report by hitting the preview button to make sure the report is readable.

Print Preview -- Page 1 of 2

Print Prev page Next page Zoom In Help Close

12:51 PM
12/15/07

Quality-Built Construction Payroll Summary October 1 through December 15, 2007

	Mitchell, Clark			Pepper, Chrs			Prentice, Adelaide			Rand, Jenn		
	Hours	Rate	Oct 1 - ...	Hours	Rate	Oct 1 - ...	Hours	Rate	Oct 1 - ...	Hours	Rate	Oct 1 - ...
Employee Wages, Taxes and Adjustments												
Gross Pay												
1027 - Design			0.00			0.00	50	15.00	750.00			0.00
5188 - Plumbing	24	21.25	510.00	24	21.00	504.00			0.00			0.00
5190 - Electrical	24	21.25	510.00	24	23.00	552.00			0.00			0.00
5475 - Painting	32	21.25	680.00	32	22.00	704.00			0.00			0.00
5646 - Carpentry	320	21.25	6,800.00	320	22.00	7,040.00			0.00			0.00
9891 - Office			0.00			0.00			0.00			0.00
Officer's Labor			0.00			0.00			0.00	290	25.00	7,250.00
Total Gross Pay	400		8,500.00	400		8,800.00	50		750.00	290		7,250.00
Adjusted Gross Pay	400		8,500.00	400		8,800.00	50		750.00	290		7,250.00
Taxes Withheld												
Federal Withholding			0.00			0.00			0.00			0.00
Medicare Employee			0.00			0.00			0.00			0.00
Social Security Employee			0.00			0.00			0.00			0.00
CA - Withholding			0.00			0.00			0.00			0.00
CA - Disability Employee			0.00			0.00			0.00			0.00
Total Taxes Withheld			0.00			0.00			0.00			0.00
Deductions from Net Pay												
Medical deduction			-250.00			0.00			0.00			0.00
Total Deductions from Net Pay			-250.00			0.00			0.00			0.00
Net Pay	400		8,250.00	400		8,800.00	50		750.00	290		7,250.00
Employer Taxes and Contributions												
Federal Unemployment			0.00			0.00			0.00			0.00
Medicare Company			0.00			0.00			0.00			0.00
Social Security Company			0.00			0.00			0.00			0.00
CA - Unemployment Company			0.00			0.00			0.00			0.00
5028-Masonry Costs			0.00			0.00			0.00			0.00
5140-Electrical Costs			52.02			56.31			0.00			0.00
5188-Plumbing Costs			46.41			30.58			0.00			0.00
5213-Concrete			0.00			0.00			0.00			0.00
5475-Painting Costs			28.56			29.56			0.00			0.00
5553-Roofing Costs			0.00			0.00			0.00			0.00
5646-Carpentry Costs			693.60			718.09			0.00			0.00
9891 Office			0.00			0.00			6.75			0.00
9899-Supervision Costs			0.00			0.00			0.00			0.00
CA - Employee Training Tax			0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions			820.59			834.54			6.75			0.00

Page 1

start | Specialty Mouse Pads... | Windows Media Player | The Wren Group, Inc... | Inbox - Microsoft Out... | Website reports - Me... | Microsoft ActiveSync | Payroll Summary - Mic... | Sample Quality-Built... | 1:51 PM

Print the report and you're done.

