Instructions for Running Reports for your Workman's Compensation Audit

Creating a Profit & Loss on the Cash Basis



From your QuickBooks® Company File, Select Reports, then Profit & Loss Standard



Once the report opens, select "Modify Report", the top left button:

Sample Quality-Built Construction - QuickBooks Premier: Accountation	nt Edition 2006 - [Profit & Loss]						Type a h	nelp question	Ask	V How Do I?	
Ele Edit View Lists Accountant Company Customers Vendors Employee	<u>B</u> anking <u>R</u> eports <u>W</u> indow <u>H</u> elp Spec	cial Offers									_ 8 ×
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Modify Report Memorize Print E-mail Export Hide Header	Collagse Refregh										
Dates This Month-to-date Y From 12/01/2007 To 12/15/2007	Colum <u>n</u> s Total only Sort B	By Default	*	22 22	35 3	<u>77</u>	22 22	<u> 7</u> 7	5	8 8 8	<u>8 8 8</u>
	Quality-Built Con	structio	n								
11	Profit & Lo	OSS									
C sis	December 1 - 15	5, 2007									
Bancenscope		\$	Dec 1 - 15, 0	17 0							
	Income	12									~
	4110 · Construction Income	•	195,94	7.50							
	Total Income		195,94	7.50							
	Cost of Goods Sold										
	5110 : Job Related Costs		88.83	2 12							
	5125 : Job Materials		50	0.00							
	5200 · Job Labor Costs										
	5210 · Job Labor (Gross Wages	s)	5.181.00								
	5220 · Worker's Compensation	Costs	473.44								
	5230 · Direct Payroll Taxes		0.00								
	5200 · Job Labor Costs - Other		200.00								
	Total 5200 · Job Labor Costs		5,85	4.44							
	Total COGS		95,18	6.56							
	Gross Profit		100,76	0.94							
	Expense										
	6020 · Advertising		10	0.00							
6060 · Bank Service Charges			1	2.00							
	6100 · Car/Truck Expense										
	6101 · Gas & Oil		137.55								
	6107 · Insurance-Auto		1,250.00								
	Total 6100 · Car/Truck Expense		1,38	7.55							
	6135 · Computer Supplies/Fauinm	nent	2 35	0.00							
	6180 · Insurance										
	6182 · Liability Insurance		400.00								
	6185 · Worker's Comp	2.5	4.05								
	Total 6180 · Insurance		40	4.05							_
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The following box opens. Select your date range and make sure you click the Cash button.

Modify Report: Pro	fit & Loss	Type a help question	n <mark>Ask</mark>	How Do I?		×
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Dates Custom		The date range yo	u specify in	the From and To	fields	
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Report Basis						
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