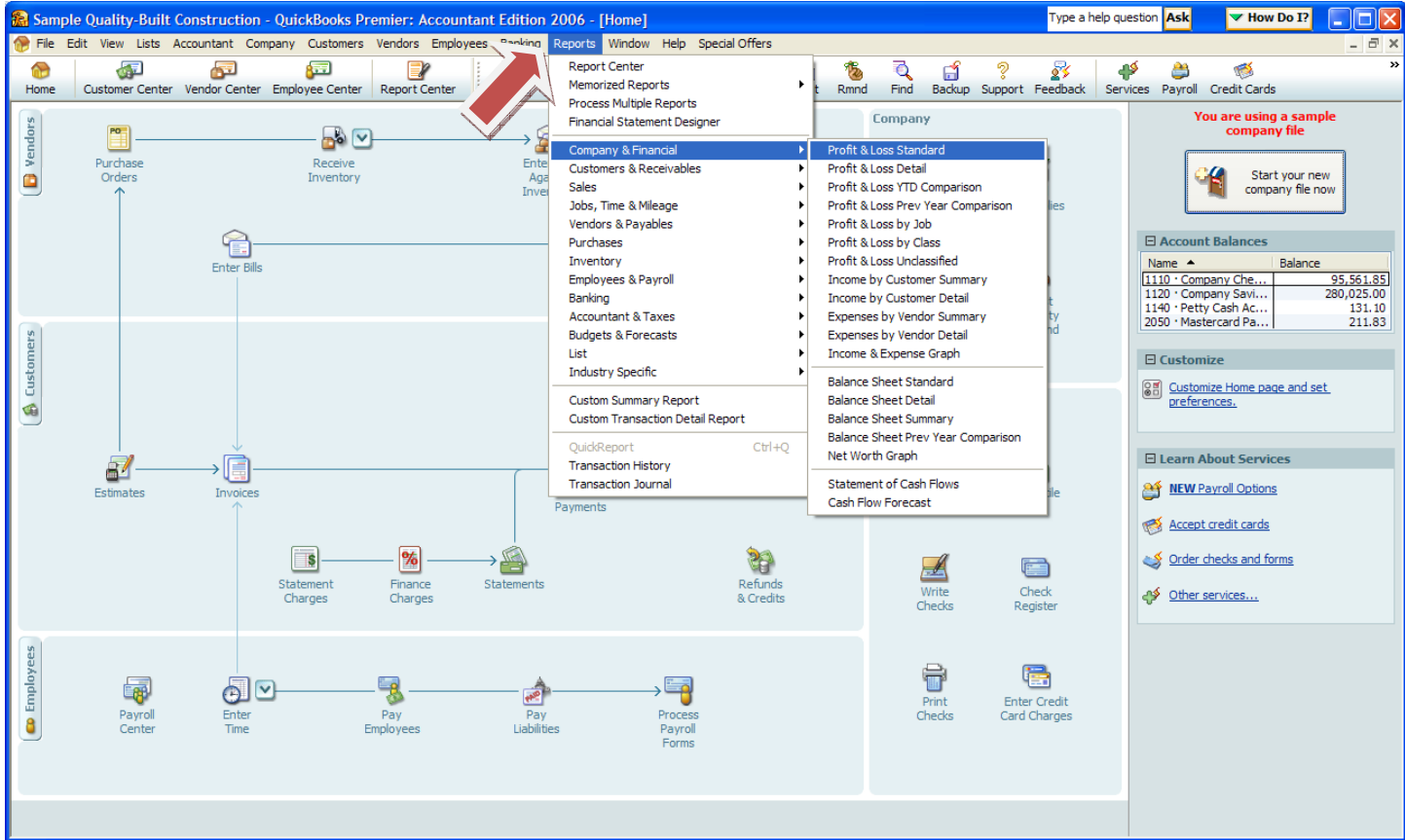


Instructions for Running Reports for your Workman's Compensation Audit

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:

Quality-Built Construction
Profit & Loss
December 1 - 15, 2007

Income	
4110 · Construction Income	195,947.50
Total Income	195,947.50
Cost of Goods Sold	
5110 · Job Related Costs	88,832.12
5125 · Job Materials	500.00
5200 · Job Labor Costs	
5210 · Job Labor (Gross Wages)	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	5,854.44
Total COGS	95,186.56
Gross Profit	100,760.94
Expense	
6020 · Advertising	100.00
6060 · Bank Service Charges	12.00
6100 · Car/Truck Expense	
6101 · Gas & Oil	137.55
6107 · Insurance-Auto	1,250.00
Total 6100 · Car/Truck Expense	1,387.55
6135 · Computer Supplies/Equipment	2,350.00
6180 · Insurance	
6182 · Liability Insurance	400.00
6185 · Worker's Comp	4.05
Total 6180 · Insurance	404.05

The following box opens. Select your date range and make sure you click the Cash button.

Modify Report: Profit & Loss

Report Date Range

Dates Custom The date range you specify in the From and To fields

From 09/01/2007 To 08/31/2008

Report Basis

Accrual Cash This setting determines how this report calculates income and expenses.

Columns

Display columns Total only across the top. Sort by Default

Sort in Ascending order Descending order

Add subcolumns for

Previous Period Previous Year Year-To-Date % of Row % of Column

\$ Change \$ Change % of YTD % of Income % of Expense

% Change % Change

Advanced... Revert

OK Cancel Help