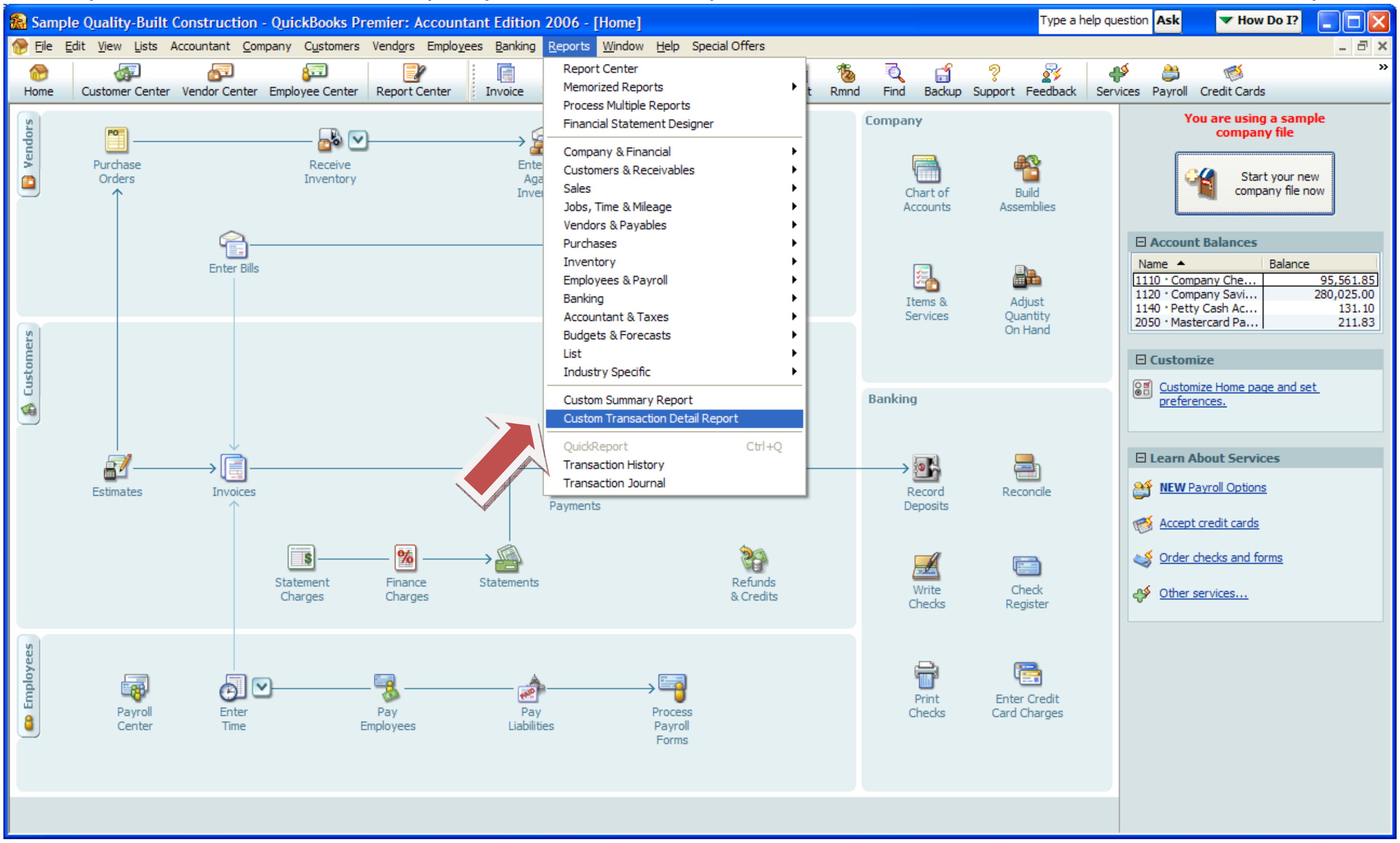
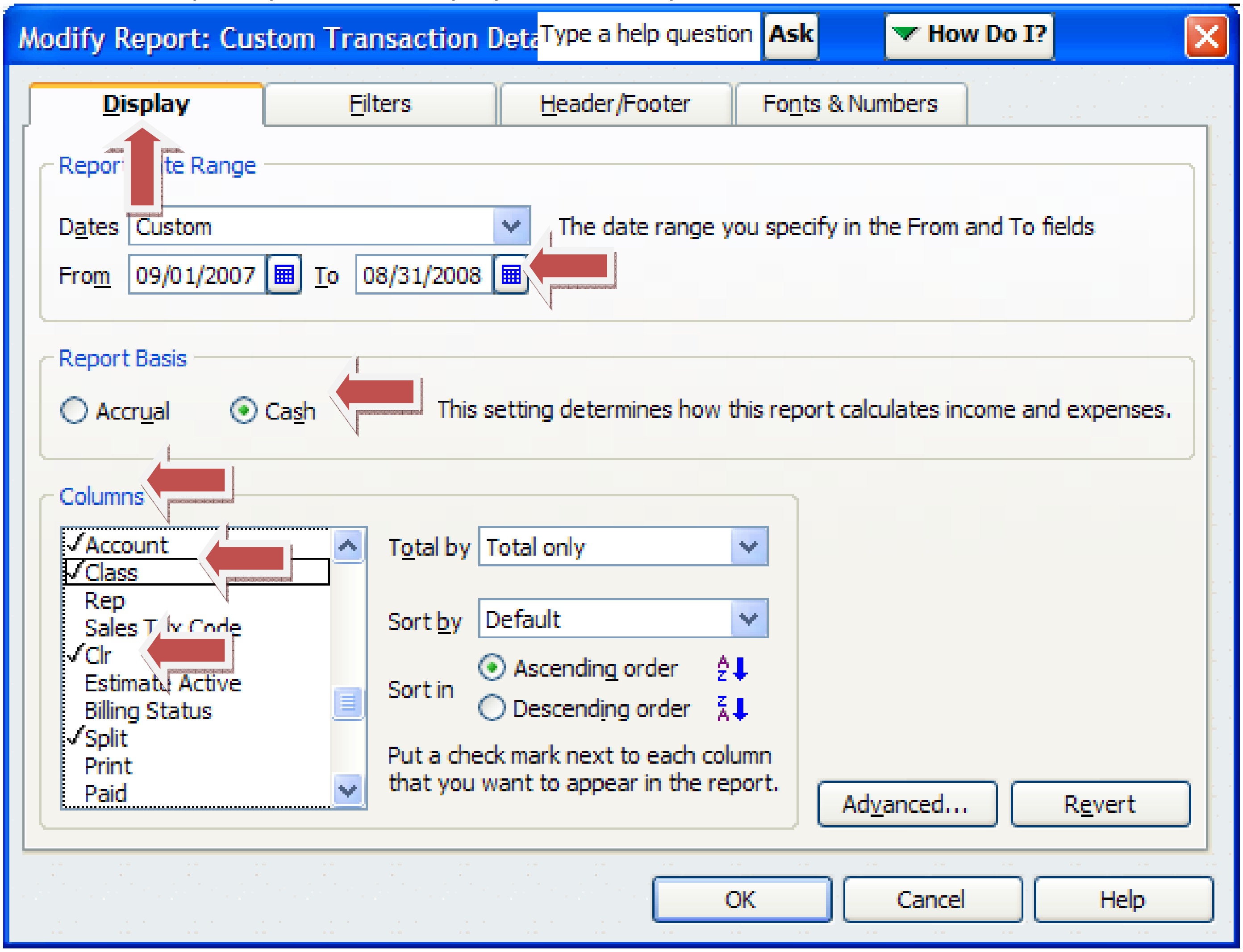
Instructions for Running Reports for your Workman's Compensation Audit

Creating a Custom Transaction Detail Report

From your QuickBooks® Company File, Select Reports, then Custom Transaction Detail Report

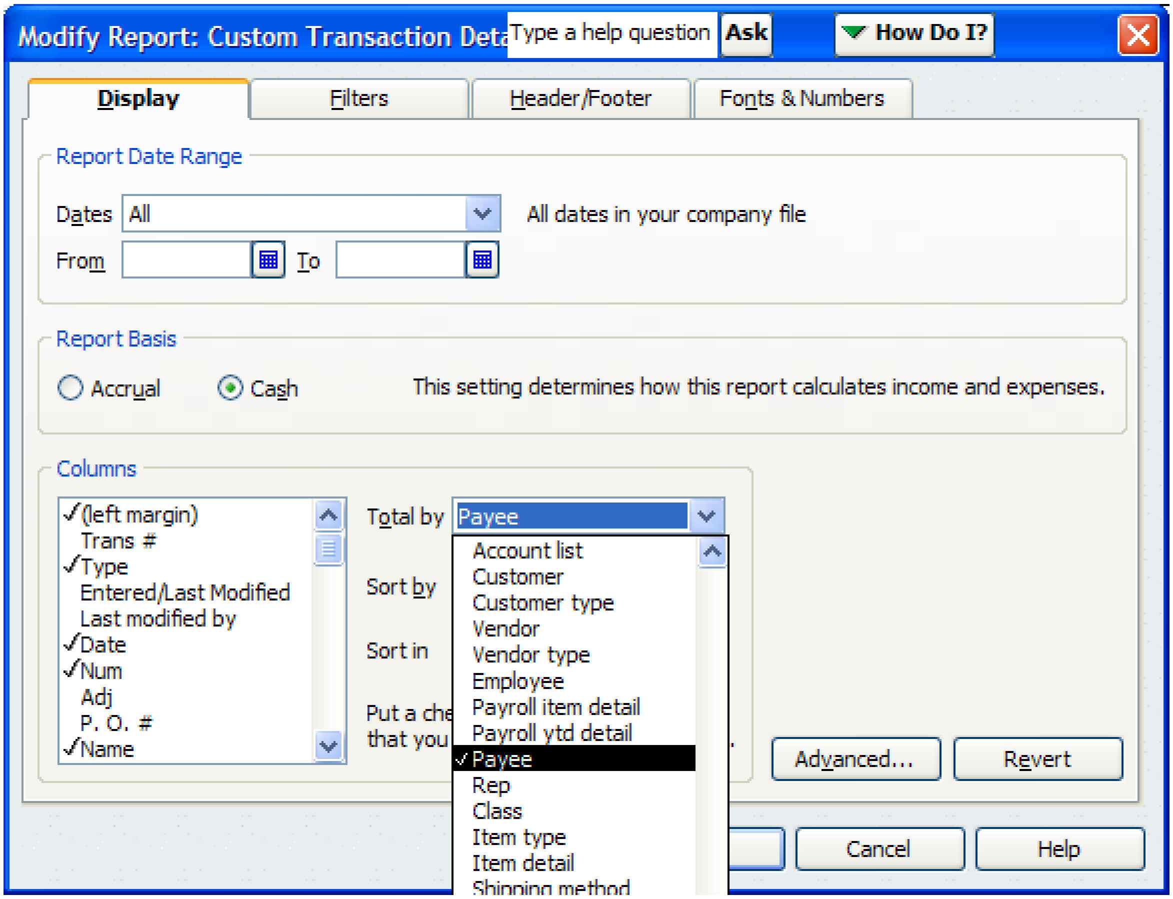


This box will open up. On the Display Tab, select your dates and the Cash Button

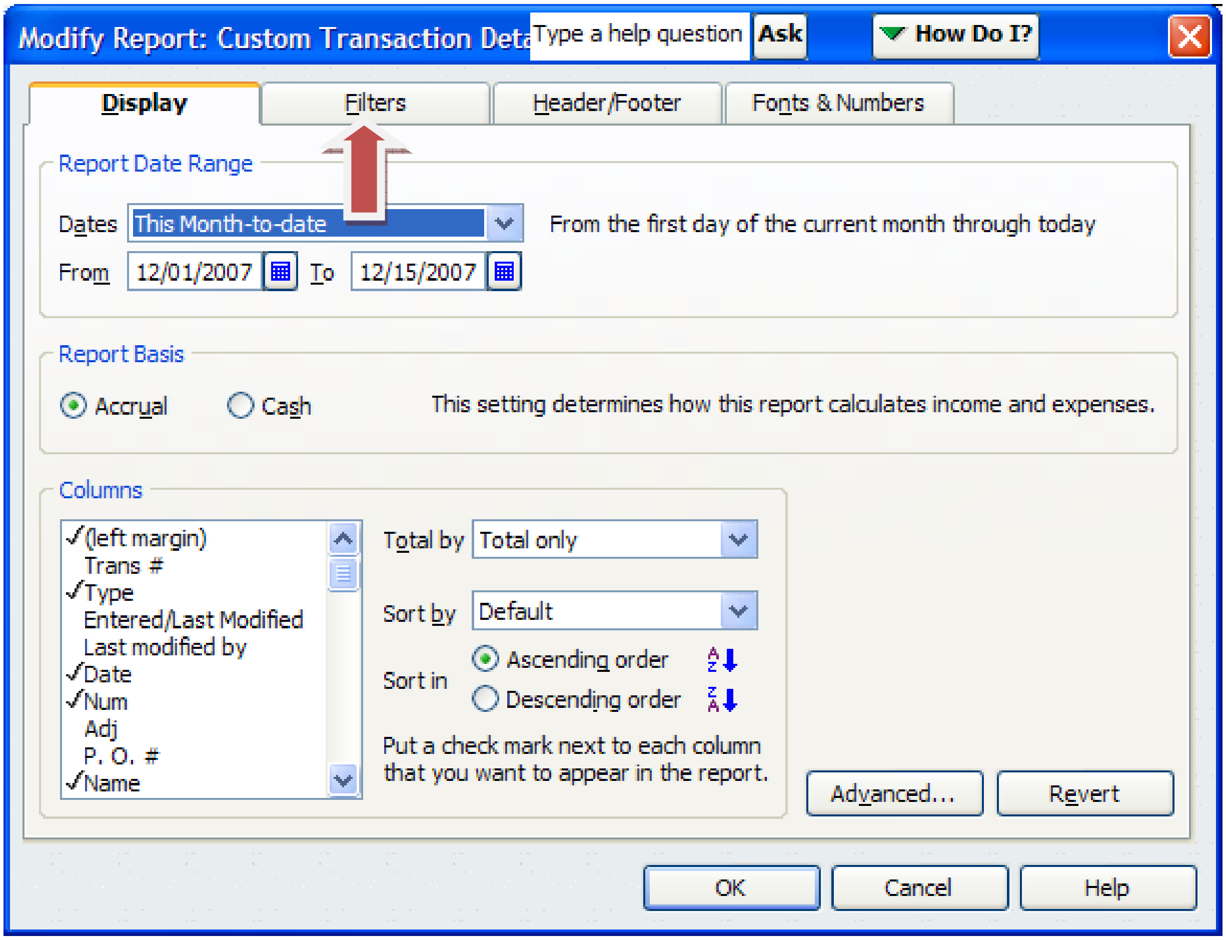


Then in the Colums box, uncheck the boxes next to Account, Class, and Clr by clicking on each line. Also clear the lines for Debit and Credit.

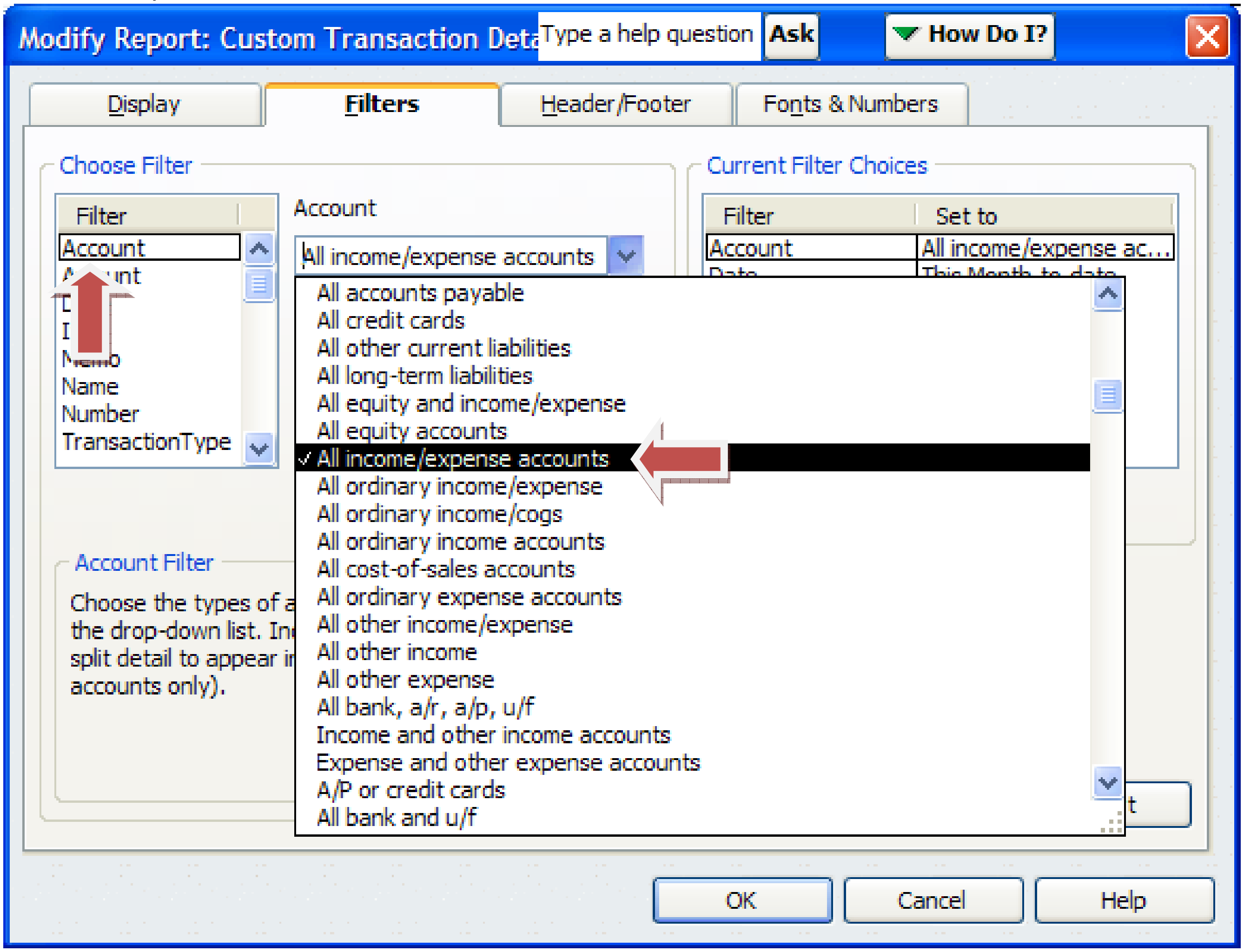
Next, change the Total By to Payee.



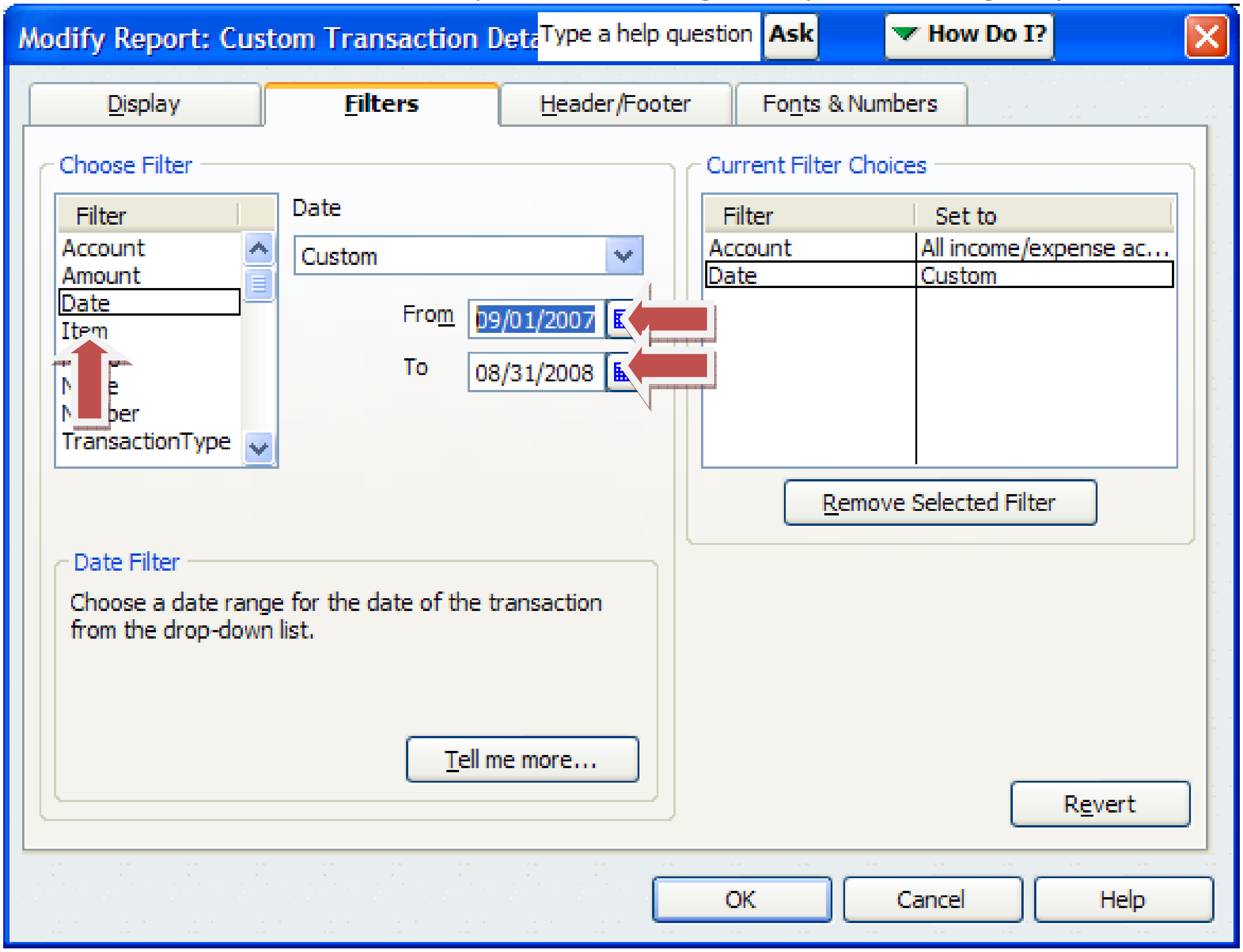
Now click the Filters Tab.



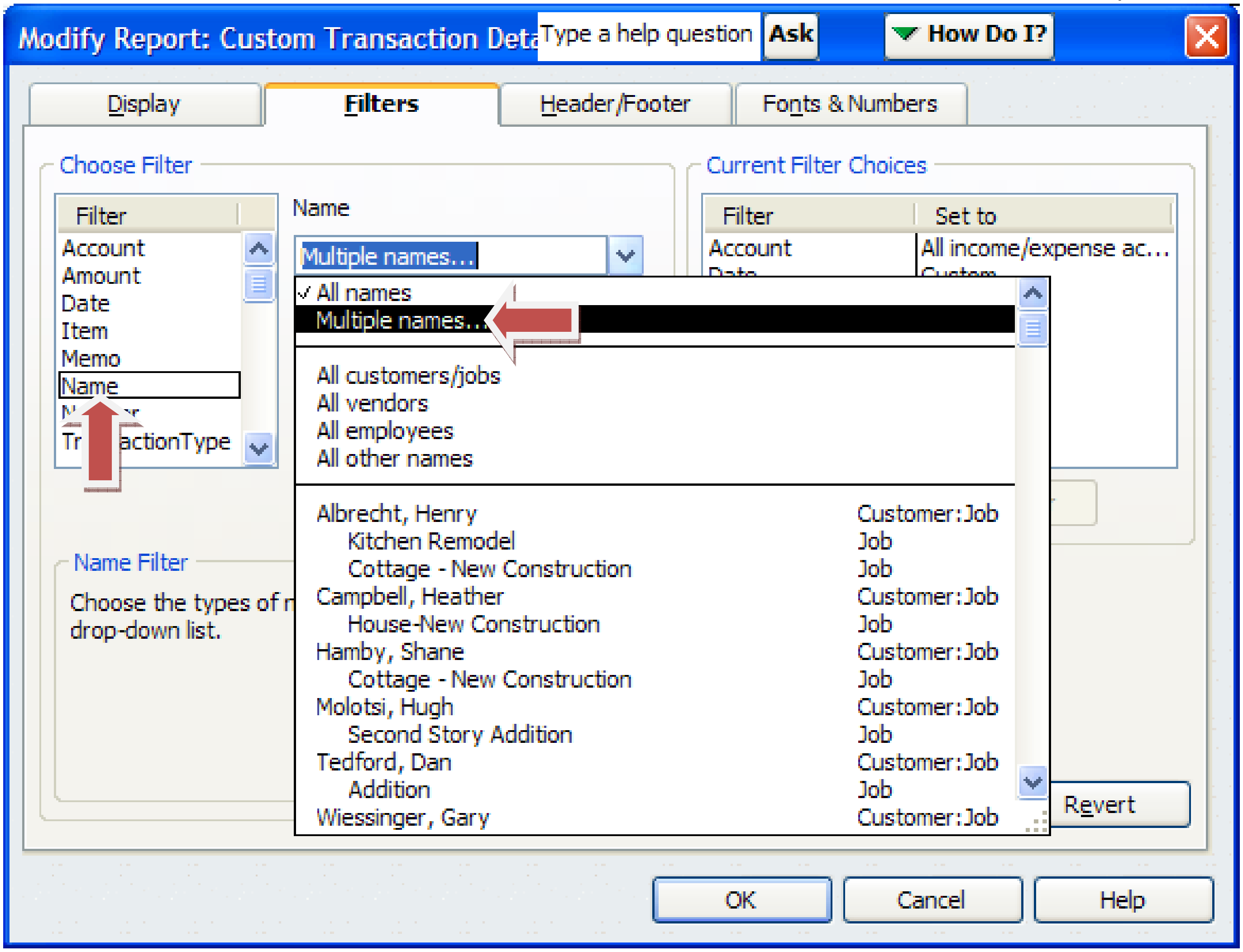
From the Filters tab, the first item on the left is Accounts. From the drop-down box, choose All Income/Expense Accounts.



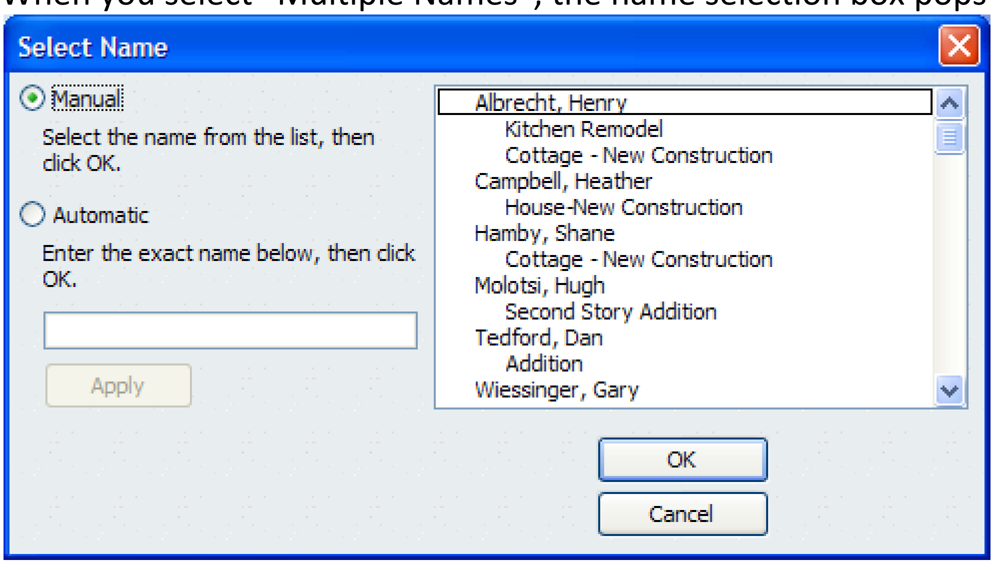
Then select the date button and input the date range that your auditor gave you:



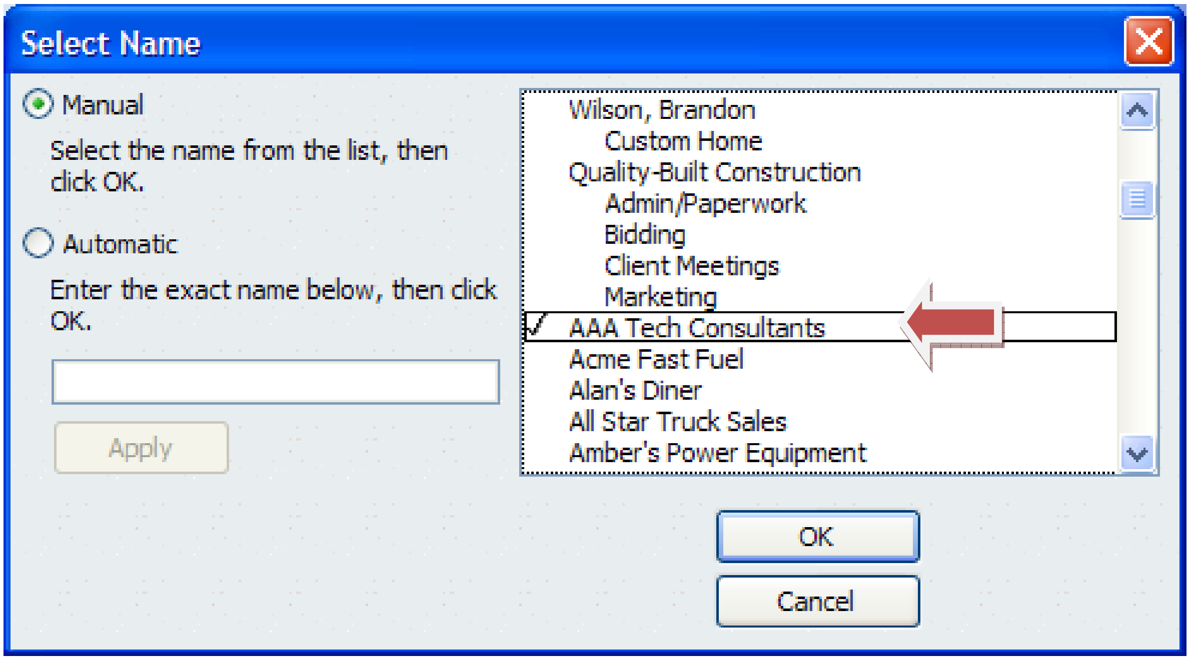
Now Select Name from the left box, and click on the down arrow and select multiple names



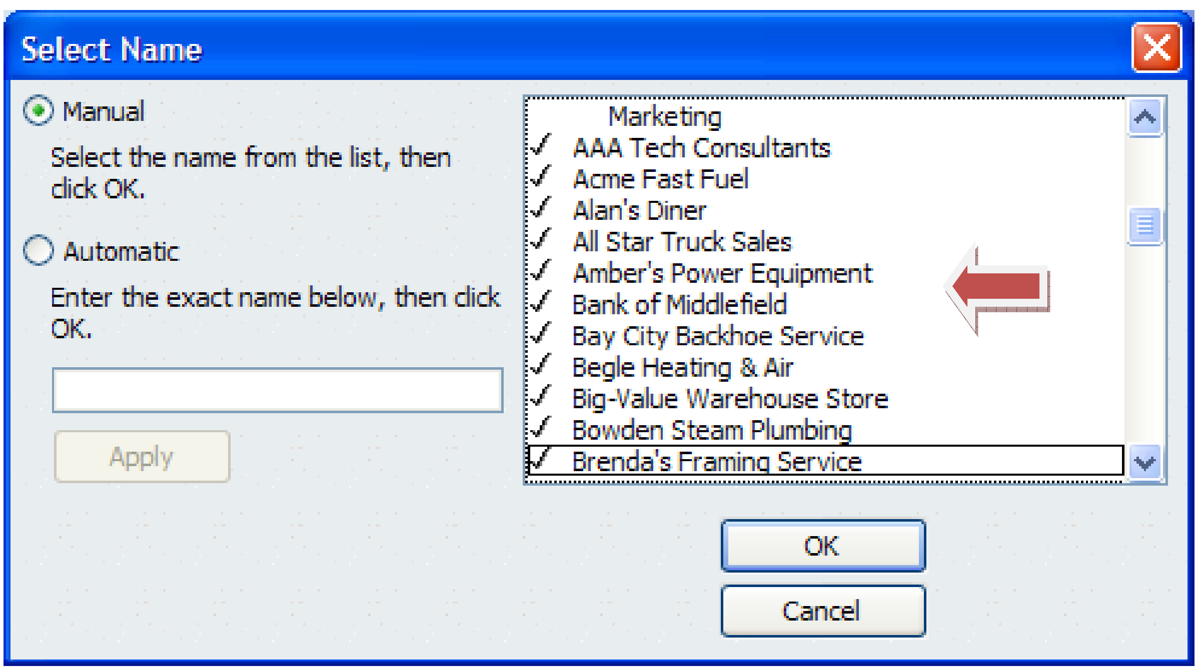
When you select “Multiple Names”, the name selection box pops up:



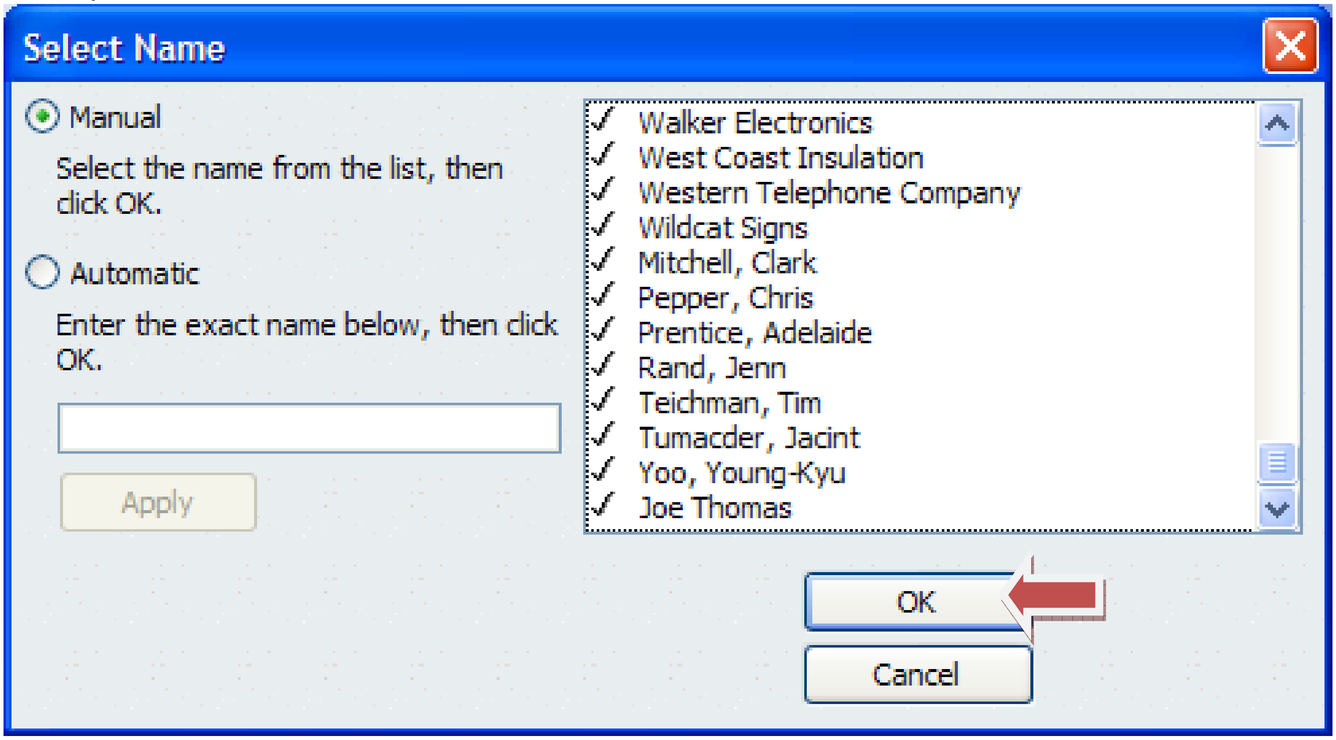
Scroll down past your customers and select the first vendor. In this example, the first vendor is AAA Tech Consultants.



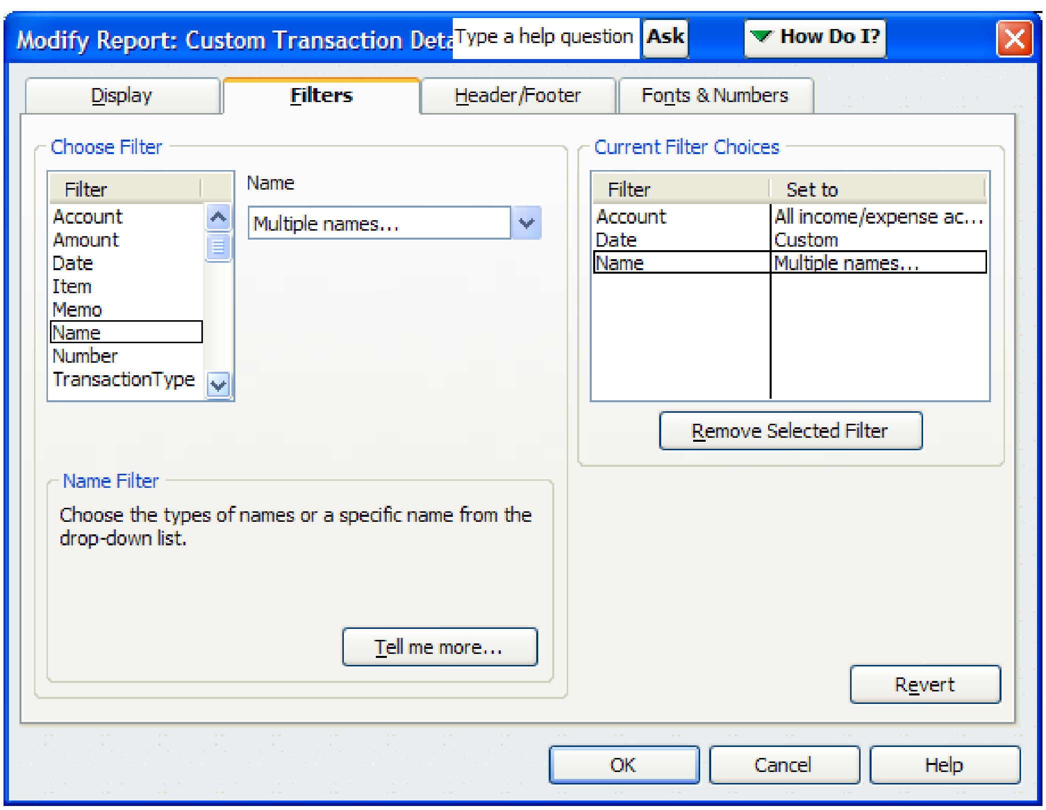
Check off all the names in the list, all the way to the bottom. If you will click one name and hold down your left mouse button and move your mouse down, it will automatically check off each name in the list.



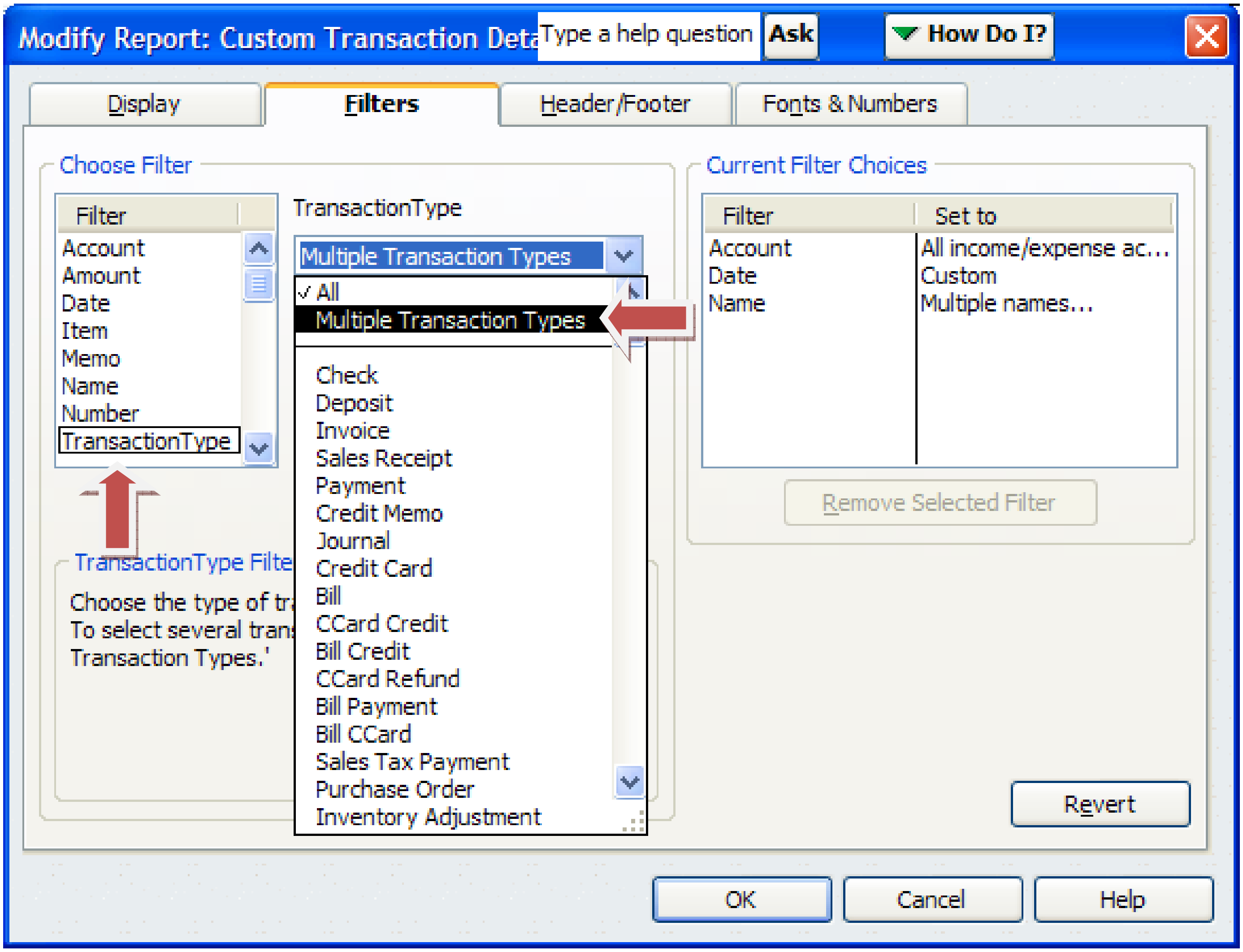
Once you have all the names selected, click the OK button



Now you're back to the filters box. Just one more filter to add.

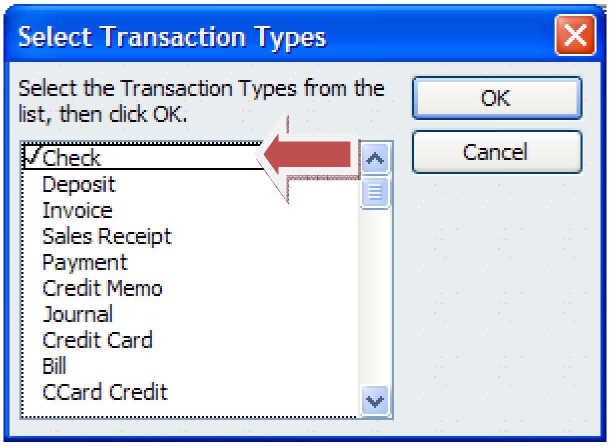


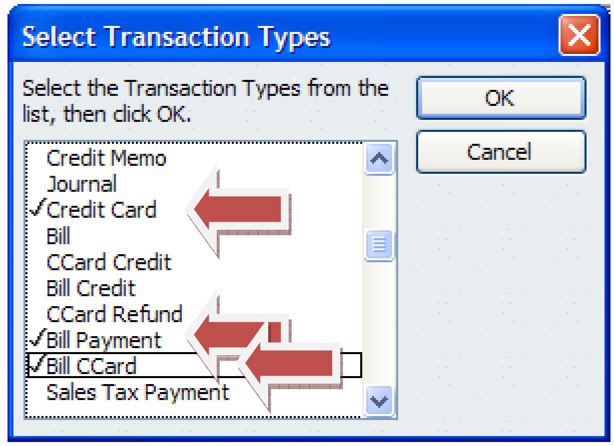
The last filter to add is the transaction type. From the left box select Transaction Type. Then in the middle box, select Multiple Transaction Types.



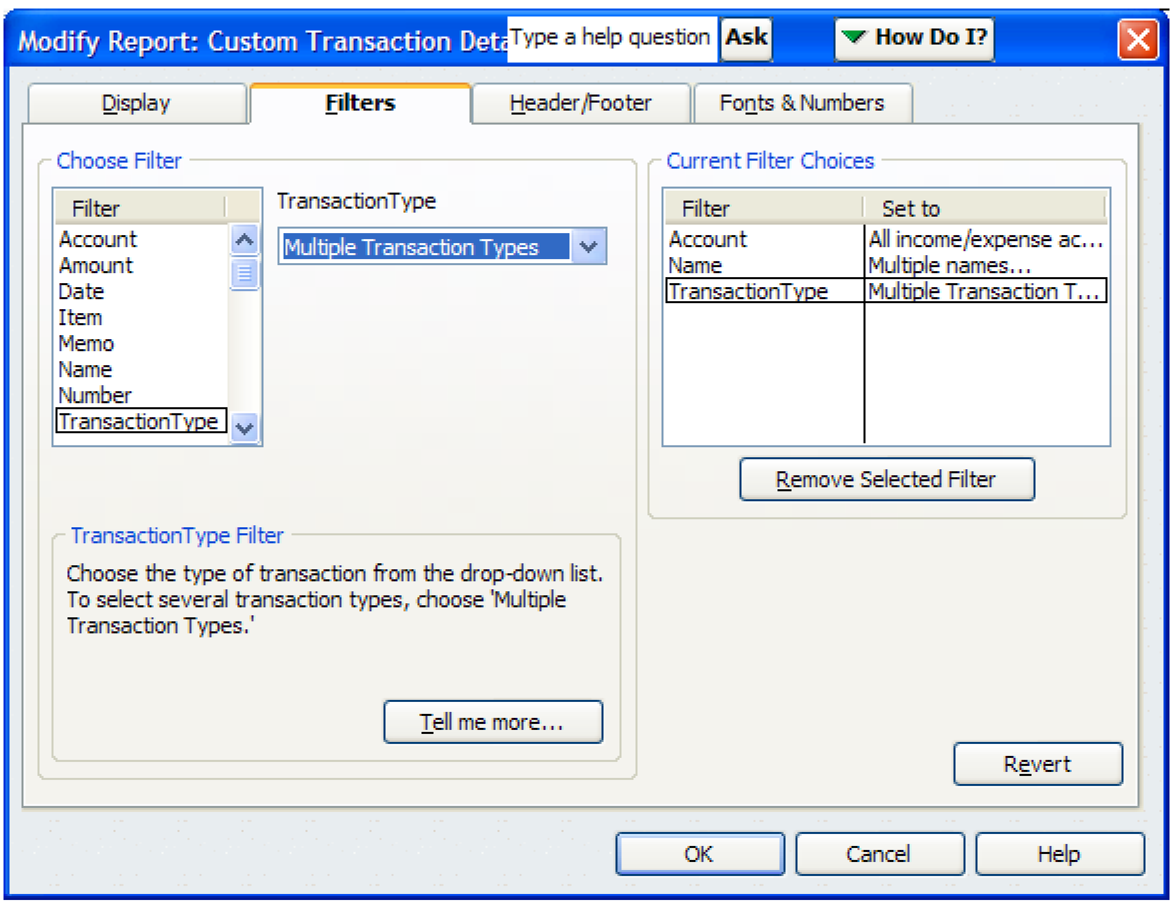
Select the following transaction types:

Check
Credit Card
Bill Payment
Bill CC





Then Click OK. Your Filters window will look like this:



Now click OK. Your report is done! You can e-mail or fax to your auditor.

ISG