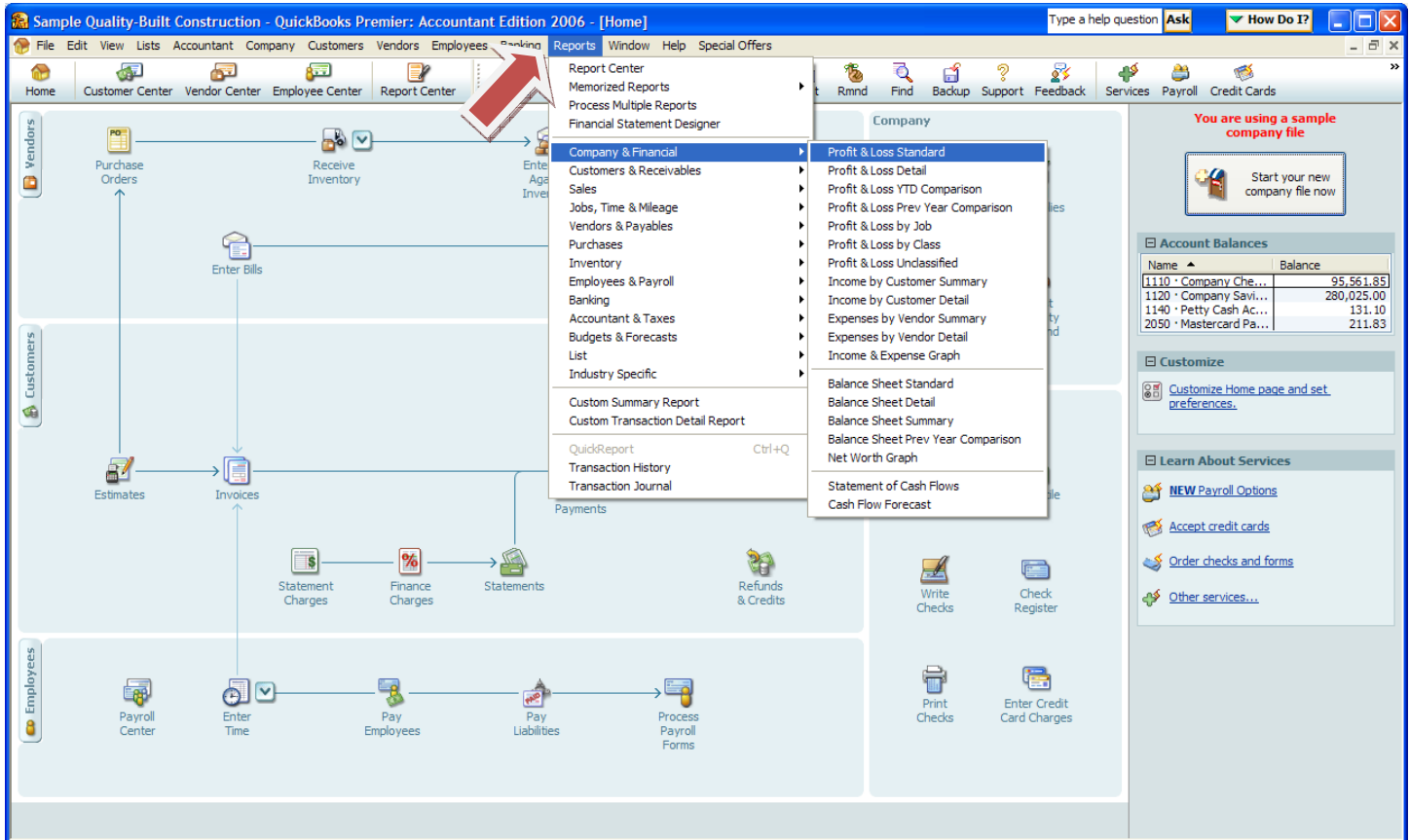


Instructions for Running Reports for your Workman's Compensation Audit

Creating a Profit & Loss on the Cash Basis

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



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

Report Basis

Accrual Cash

Columns

Display columns: Total only across the top.

Add subcolumns for

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

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

Buttons: OK, Cancel, Help



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