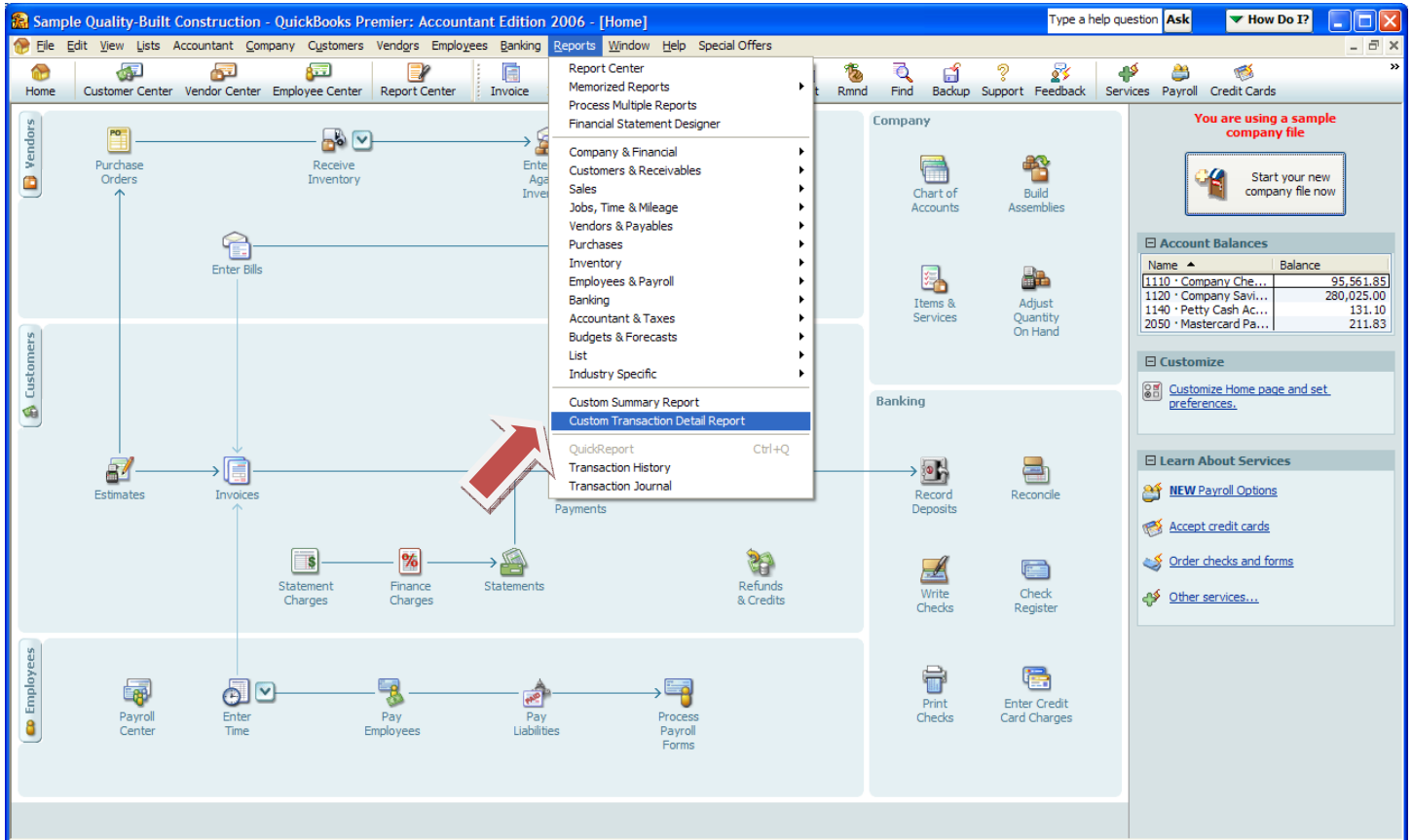


Instructions for Running Reports for your Workman's Compensation Audit

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

Modify Report: Custom Transaction Data Type a help question **Ask** **How Do I?**

Display Filters Header/Footer Fonts & Numbers

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

- Account
- Class
- Rep
- Sales Tax Code
- Clr
- Estimate Active
- Billing Status
- Split
- Print
- Paid

Total by Total only

Sort by Default

Sort in Ascending order Descending order

Put a check mark next to each column that you want to appear in the report.

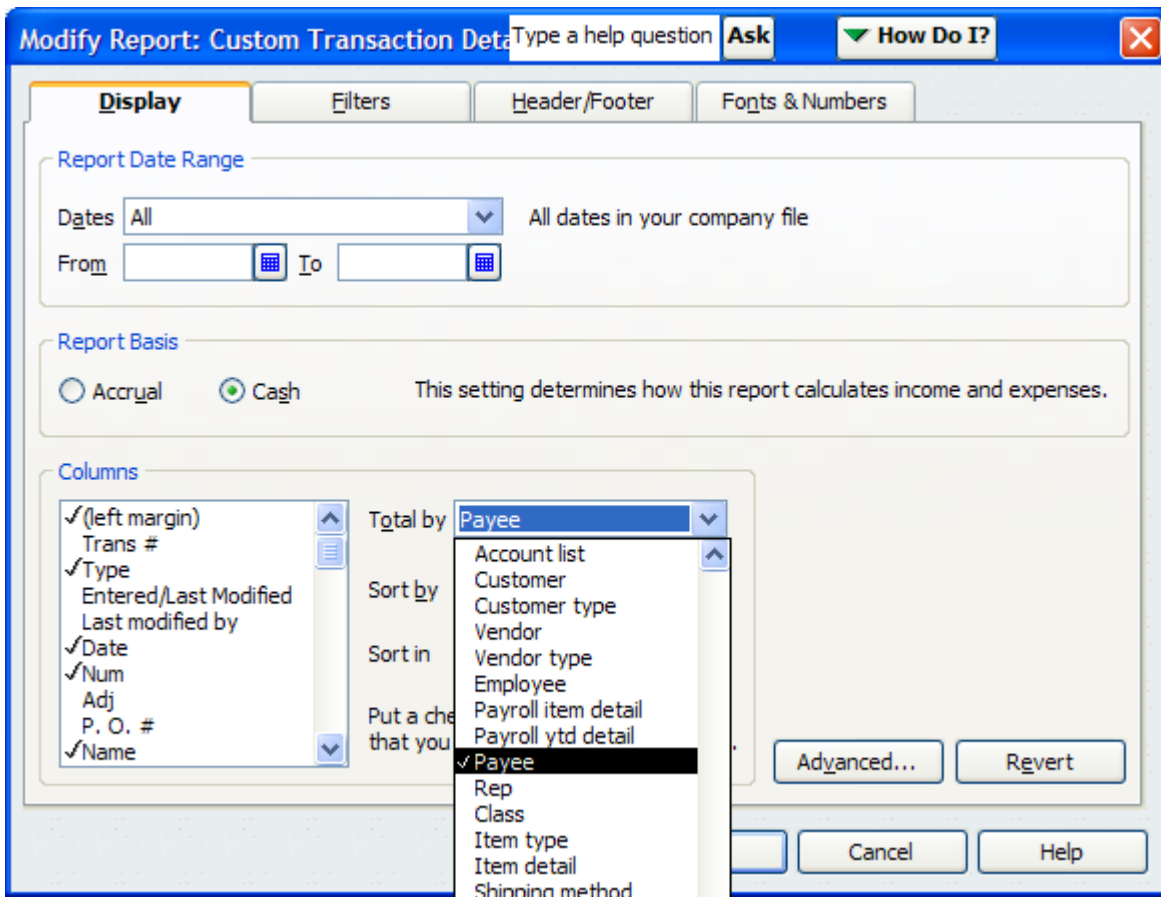
Advanced... Revert

OK Cancel Help

Then in the Columns 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.

Modify Report: Custom Transaction Data Type a help question **Ask** **How Do I?**

Display **Filters** Header/Footer Fonts & Numbers

Report Date Range

Dates **This Month-to-date** From the first day of the current month through today

From **12/01/2007** To **12/15/2007**

Report Basis

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

Columns

(left margin) Trans # Type Entered/Last Modified Last modified by Date Num Adj P. O. # Name

Total by **Total only**

Sort by **Default**

Sort in Ascending order Descending order

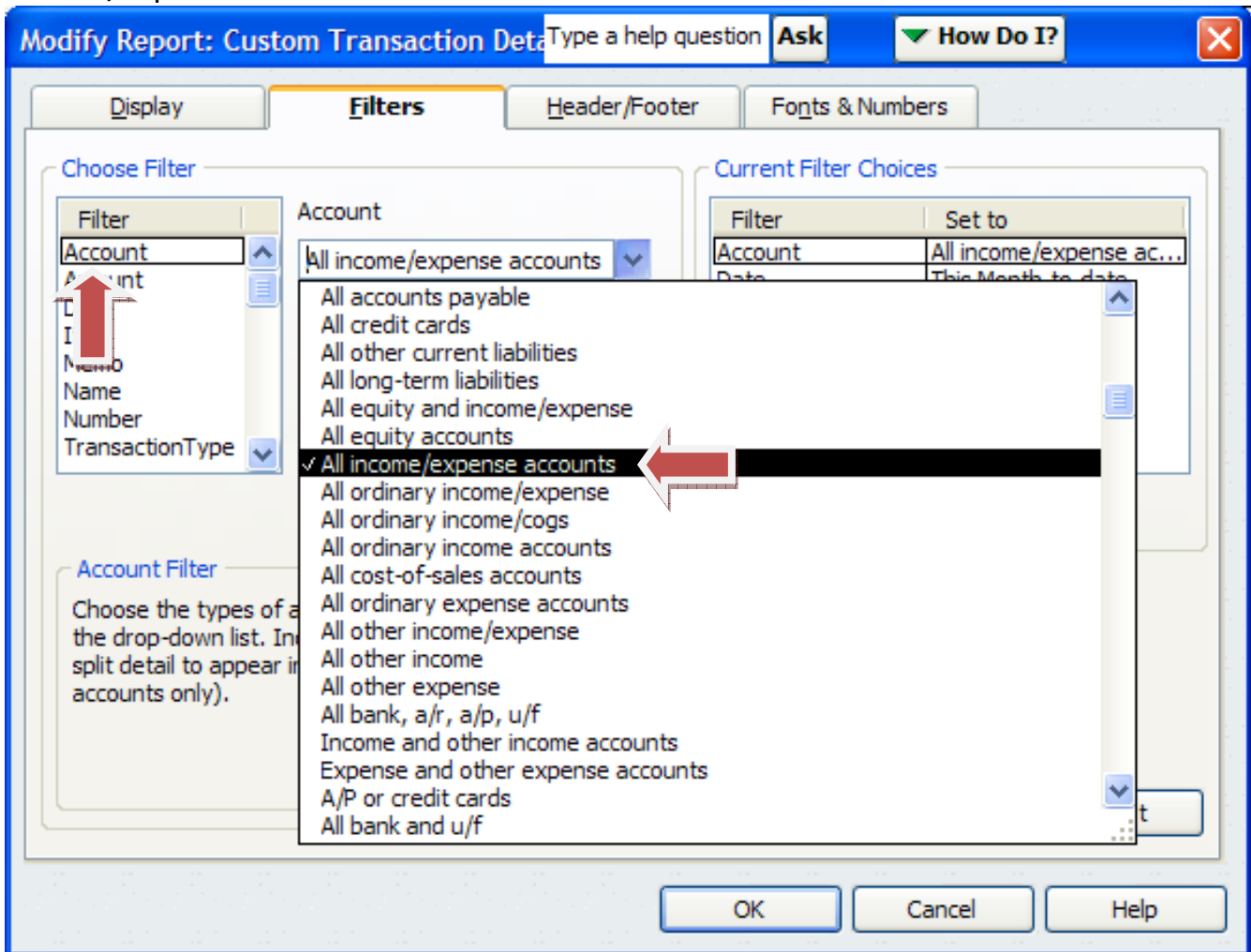
Put a check mark next to each column that you want to appear in the report.

Advanced... Revert

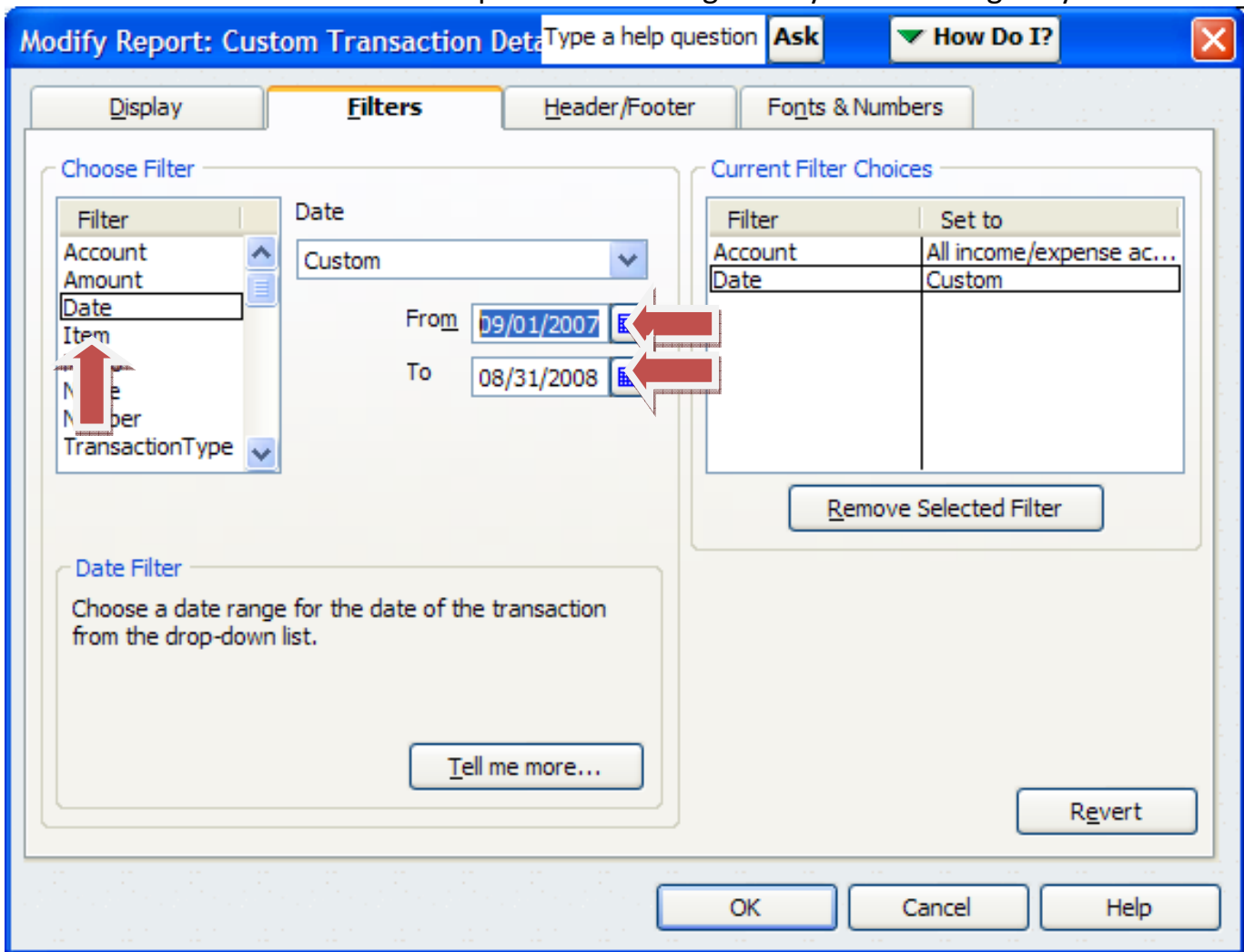
OK Cancel Help



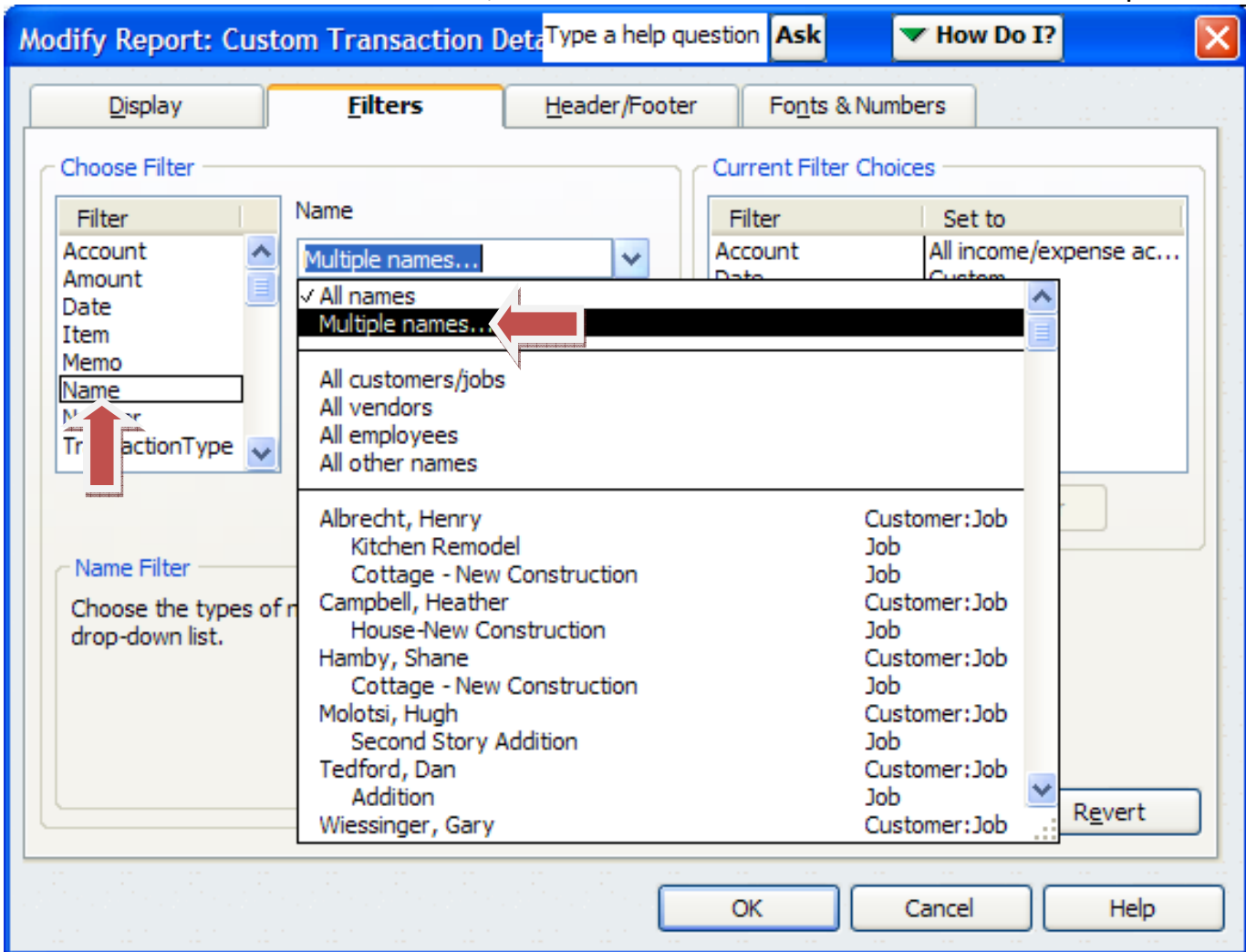
From the Filters tab, the first item on the left is Accounts. From the drop-down box, choose All Income/Expense Accounts.



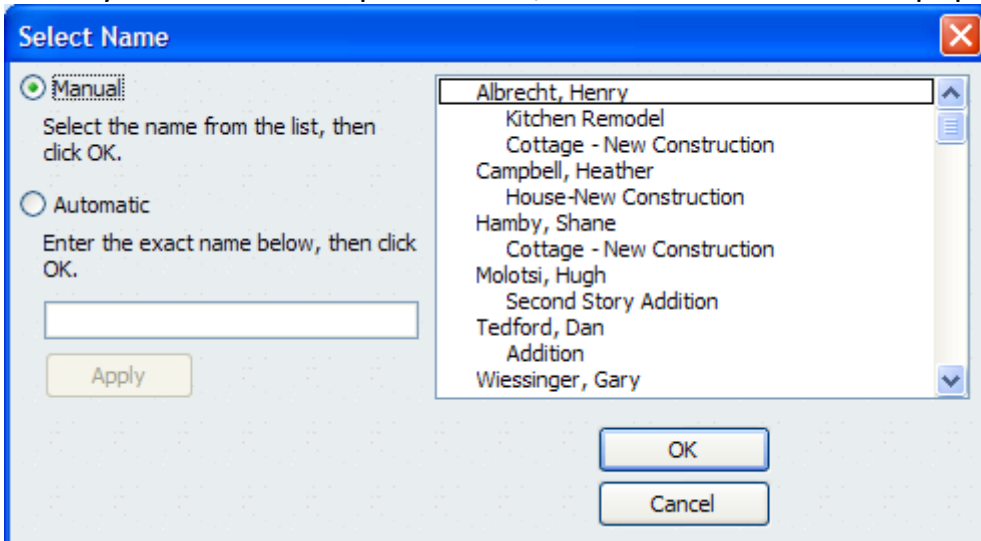
Then select the date button and input the date range that your auditor gave you:



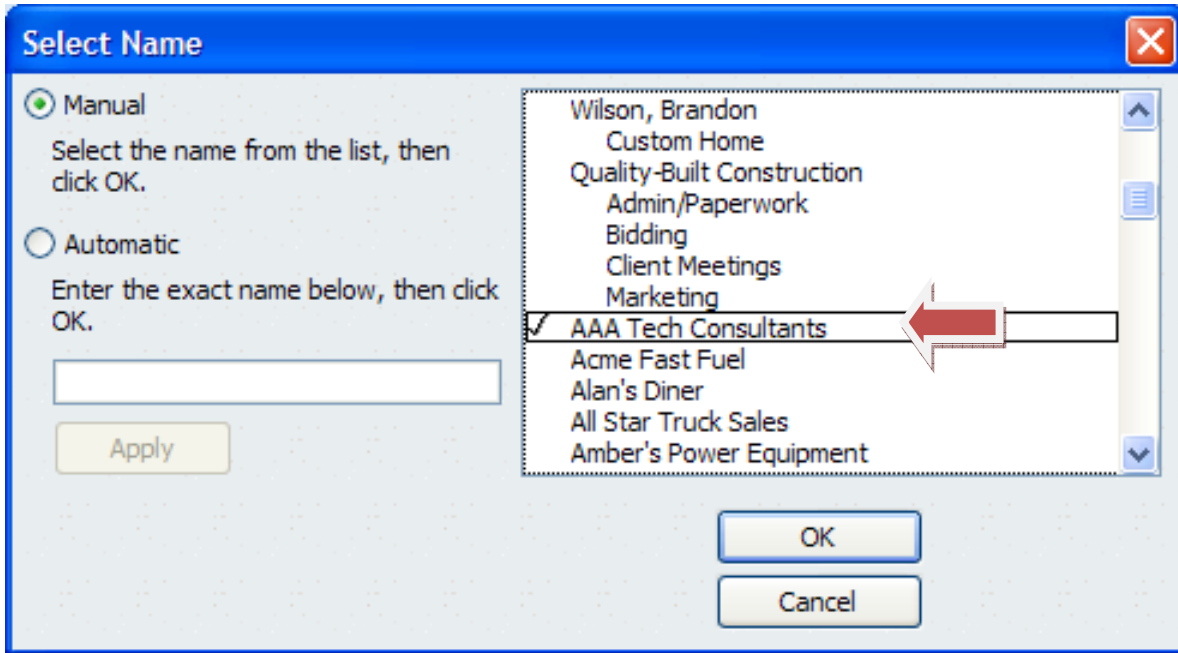
Now Select Name from the left box, and click on the down arrow and select multiple names



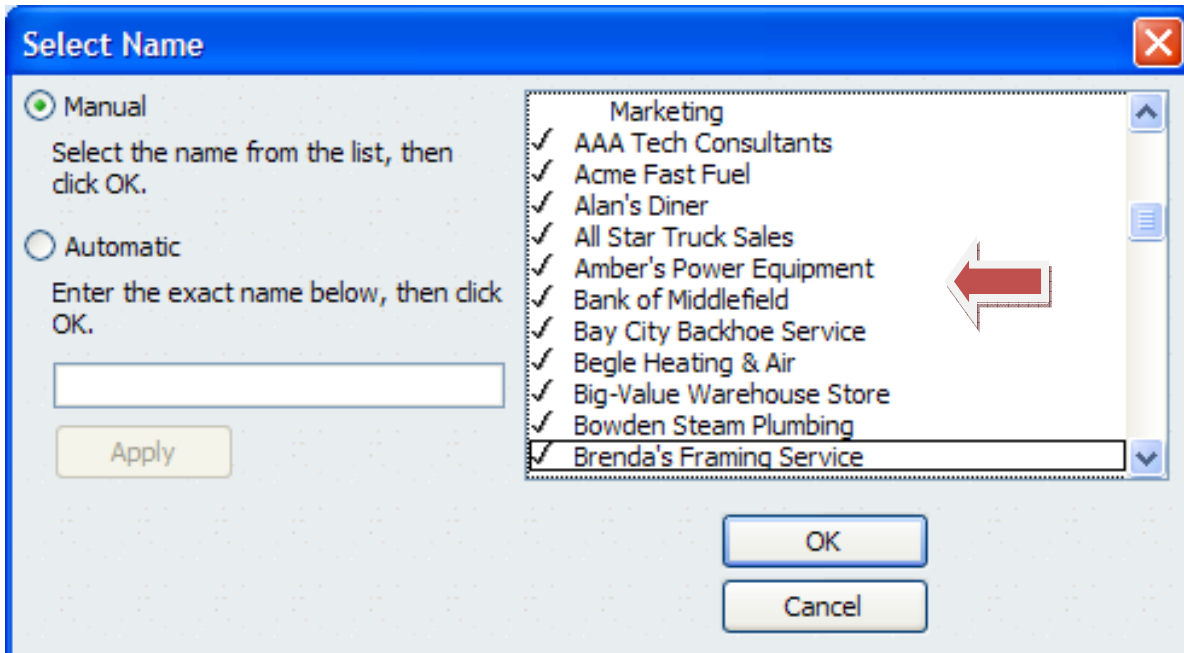
When you select "Multiple Names", the name selection box pops up:



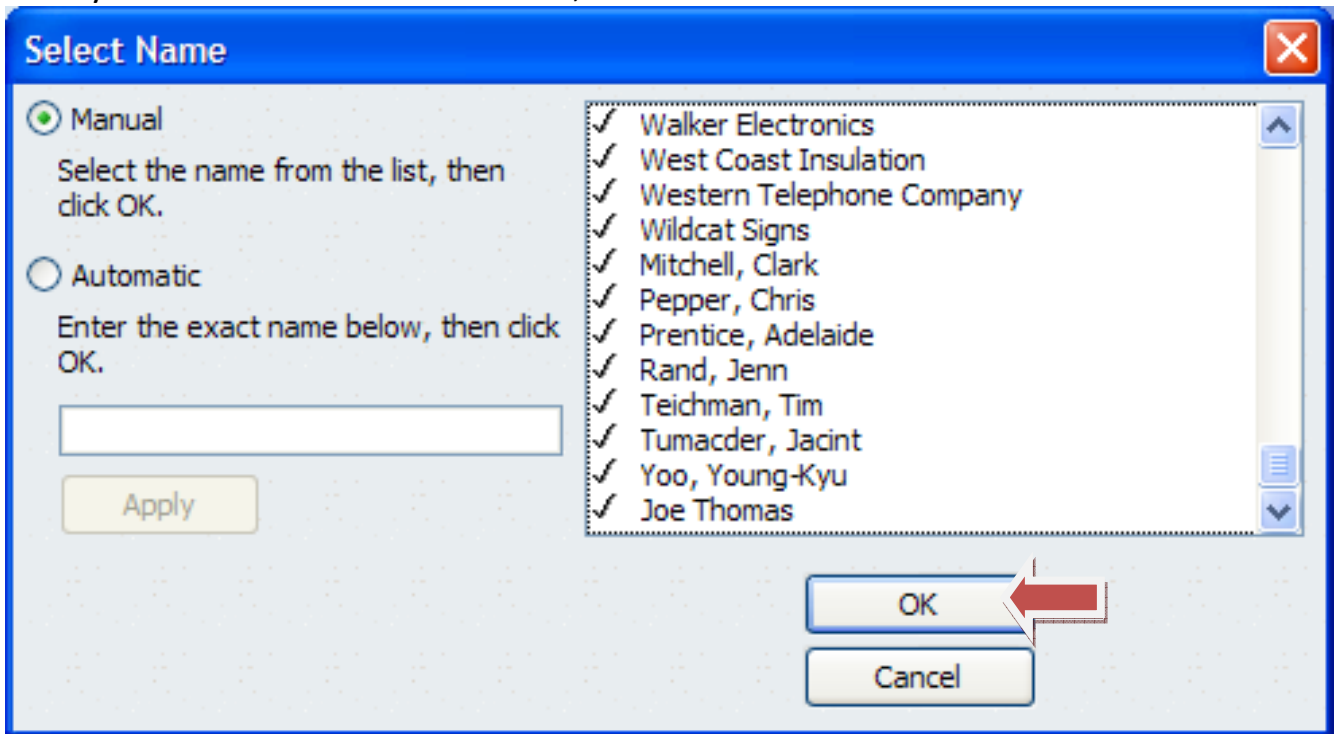
Scroll down past your customers and select the first vendor. In this example, the first vendor is AAA Tech Consultants.



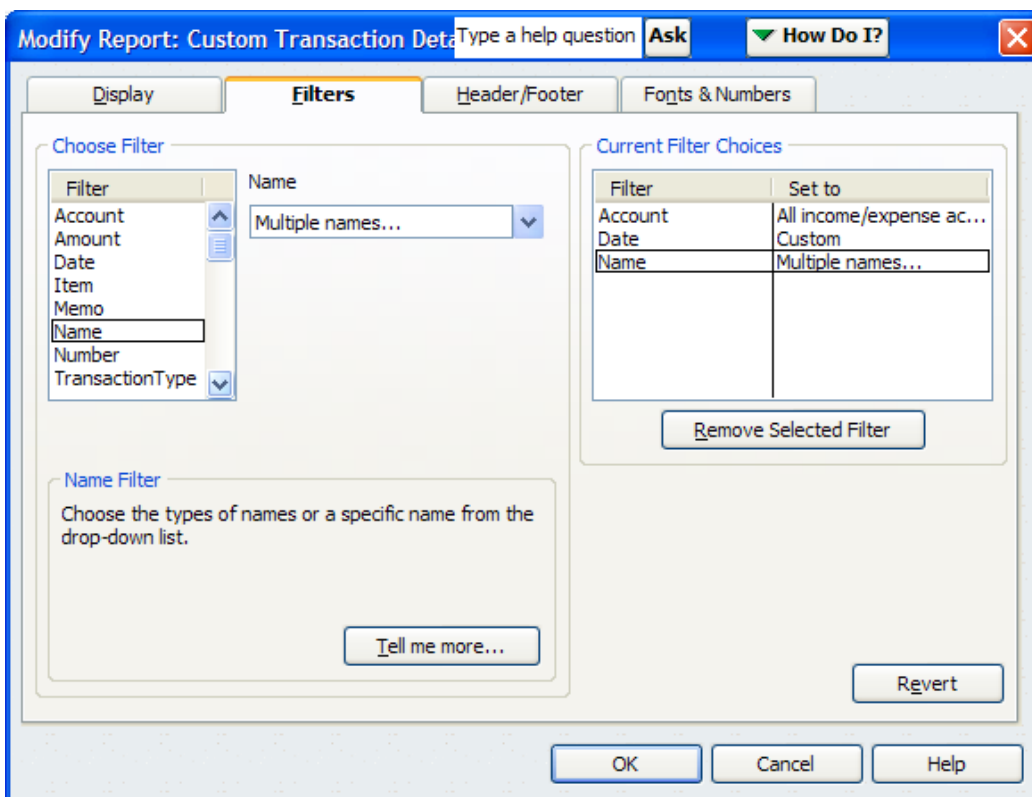
Check off all the names in the list, all the way to the bottom. If you will click one name and hold down your left mouse button and move your mouse down, it will automatically check off each name in the list.



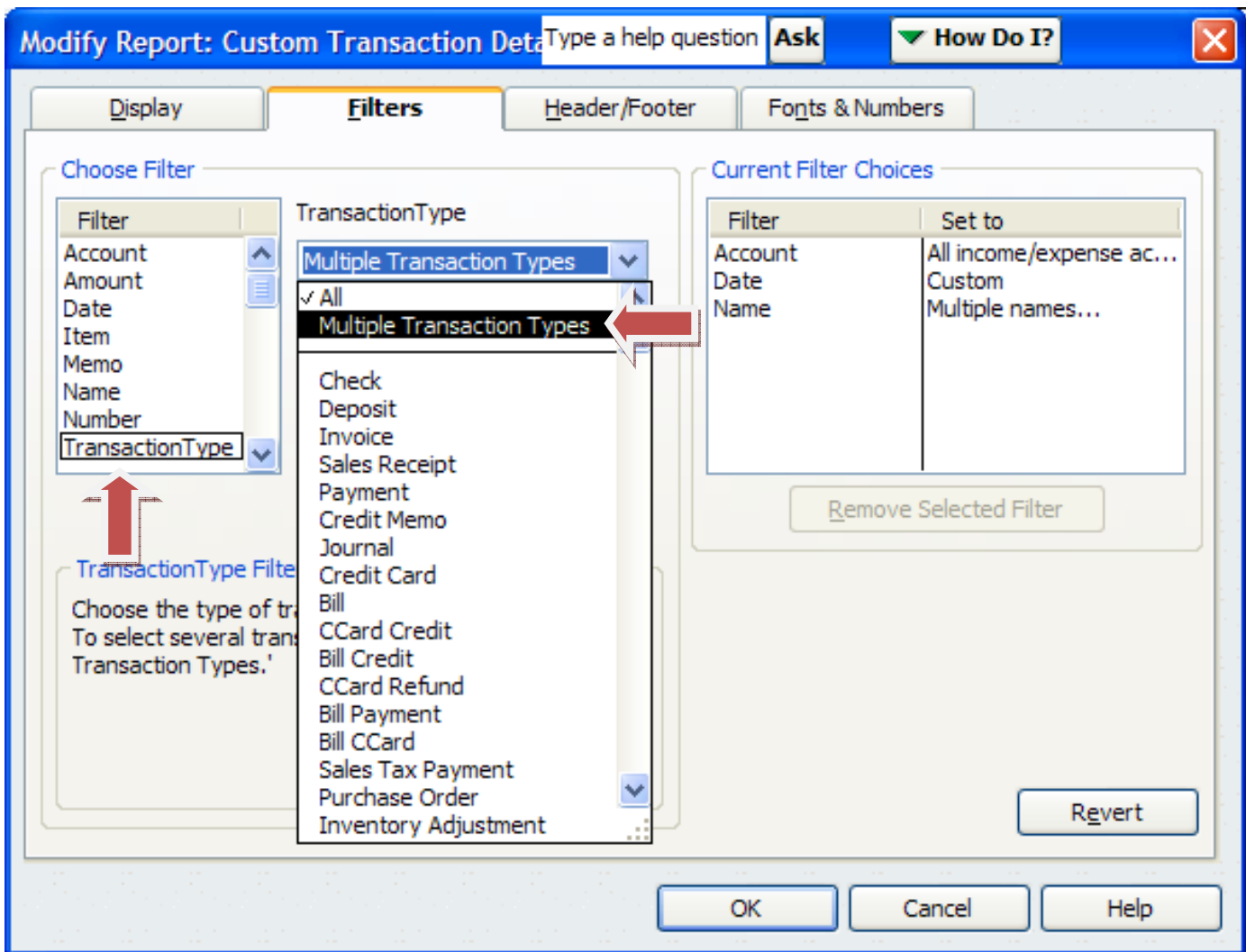
Once you have all the names selected, click the OK button



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

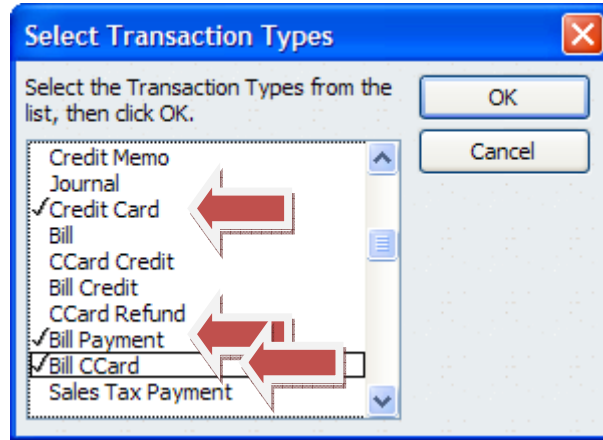
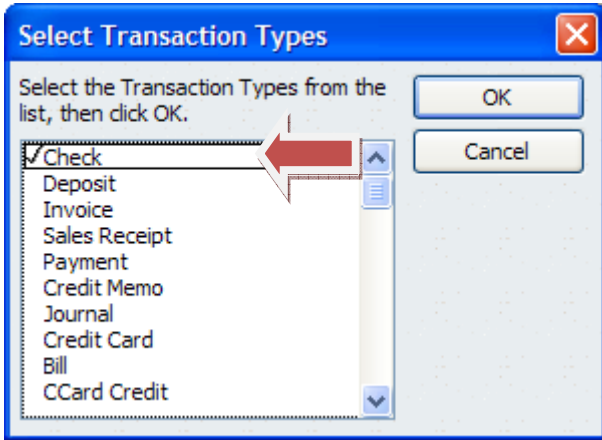


The last filter to add is the transaction type. From the left box select Transaction Type. Then in the middle box, select Multiple Transaction Types.

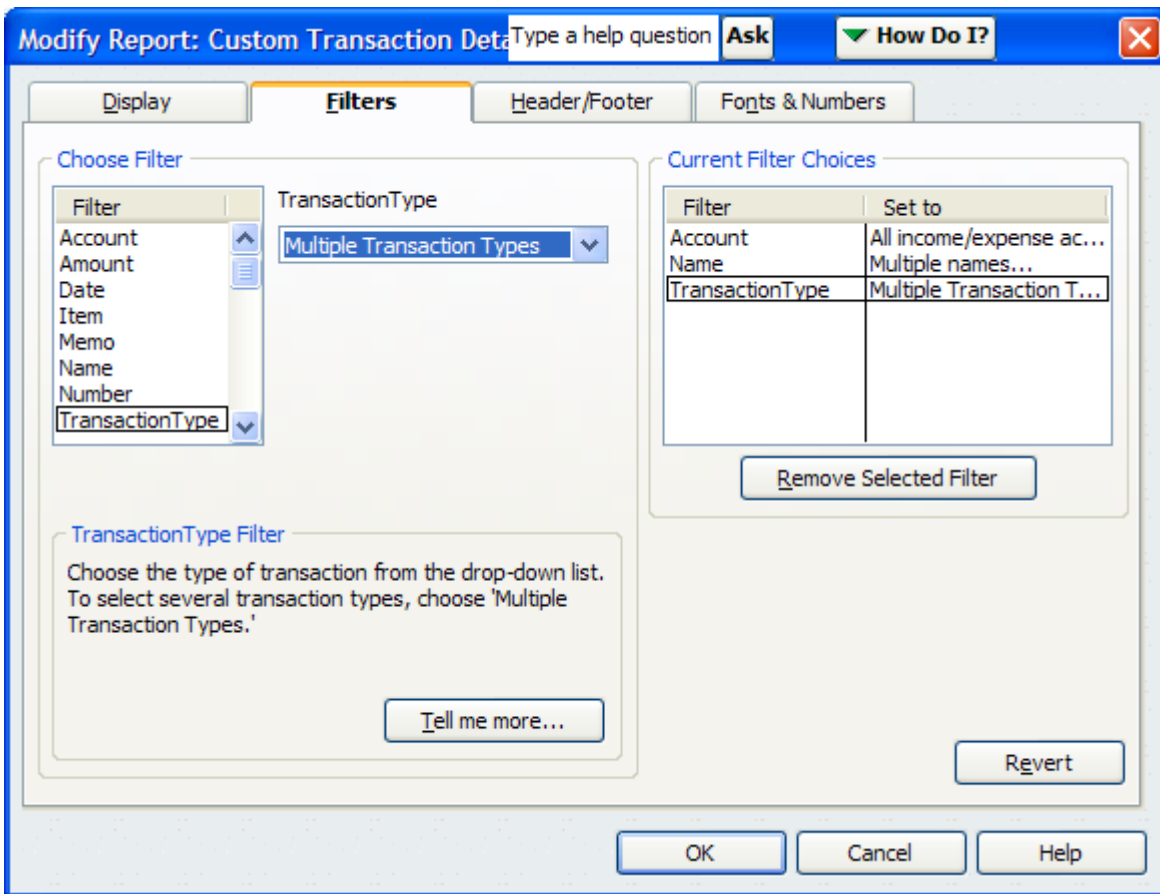


Select the following transaction types:

- 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.



Created by The Wren Group, Inc.
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