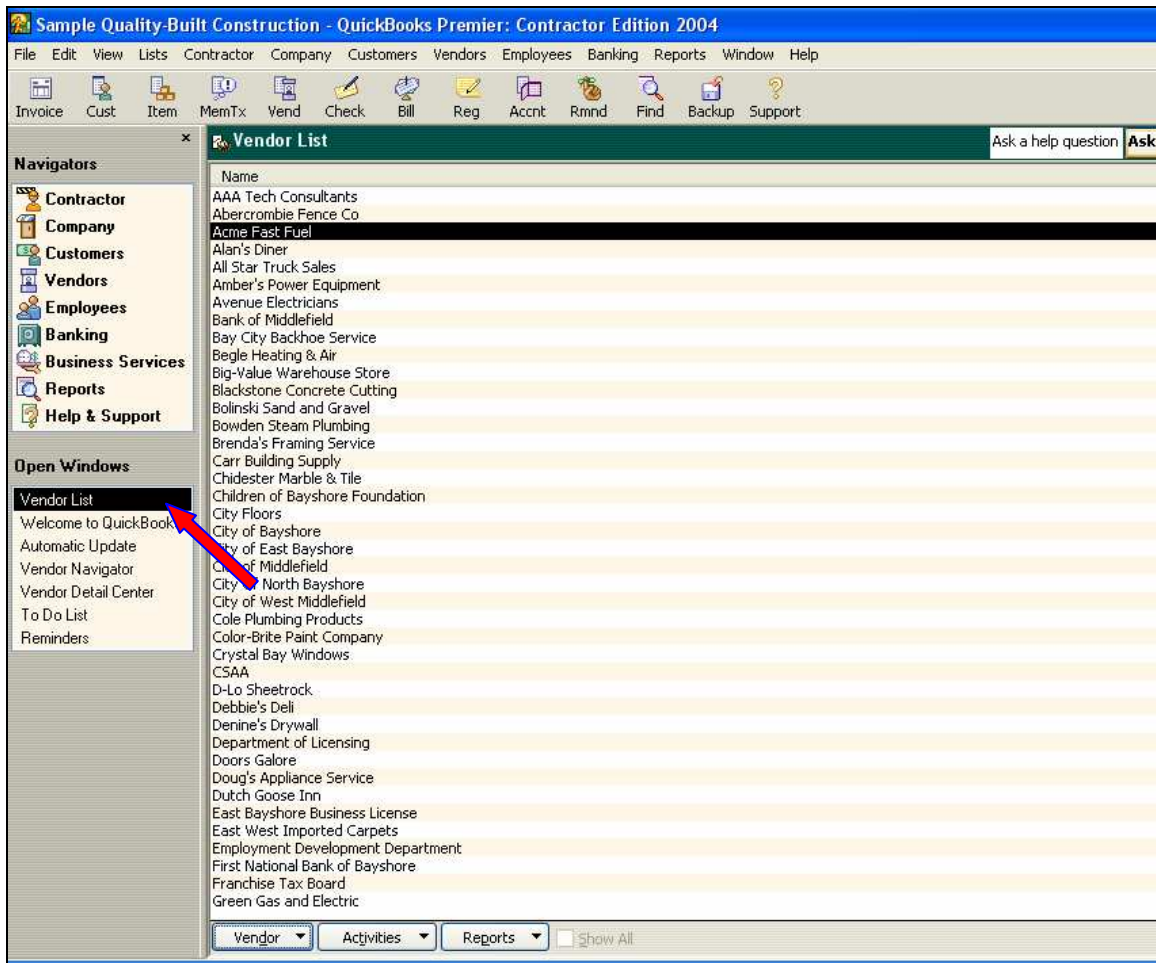


## Creating QuickBooks® Reports for Workers' Compensation and General Liability Audits

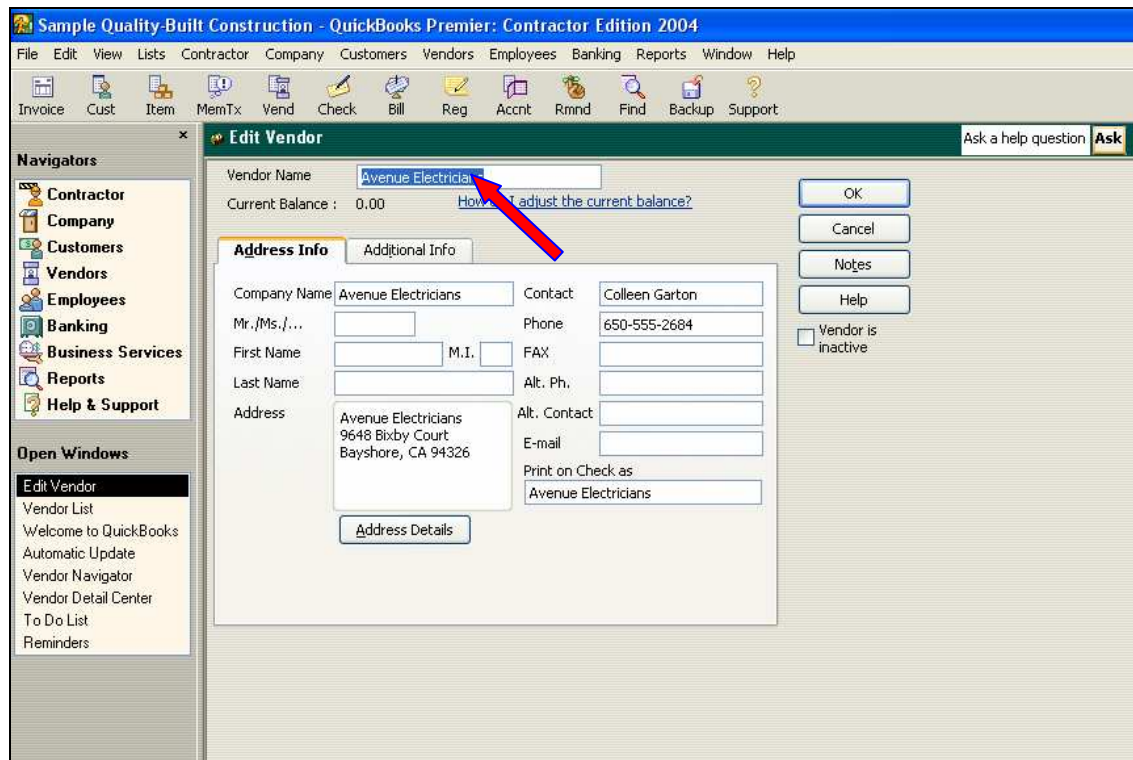
This document provides step by step instructions for customizing your QuickBooks® software so you can easily generate the reports needed for your BMIC audit. As an added bonus, you will be able to track your subcontractors' certificates of insurance.

First, we will set up your vendors so QuickBooks® can show your subcontractors and their insurance information. Then, we will set up payroll reports.

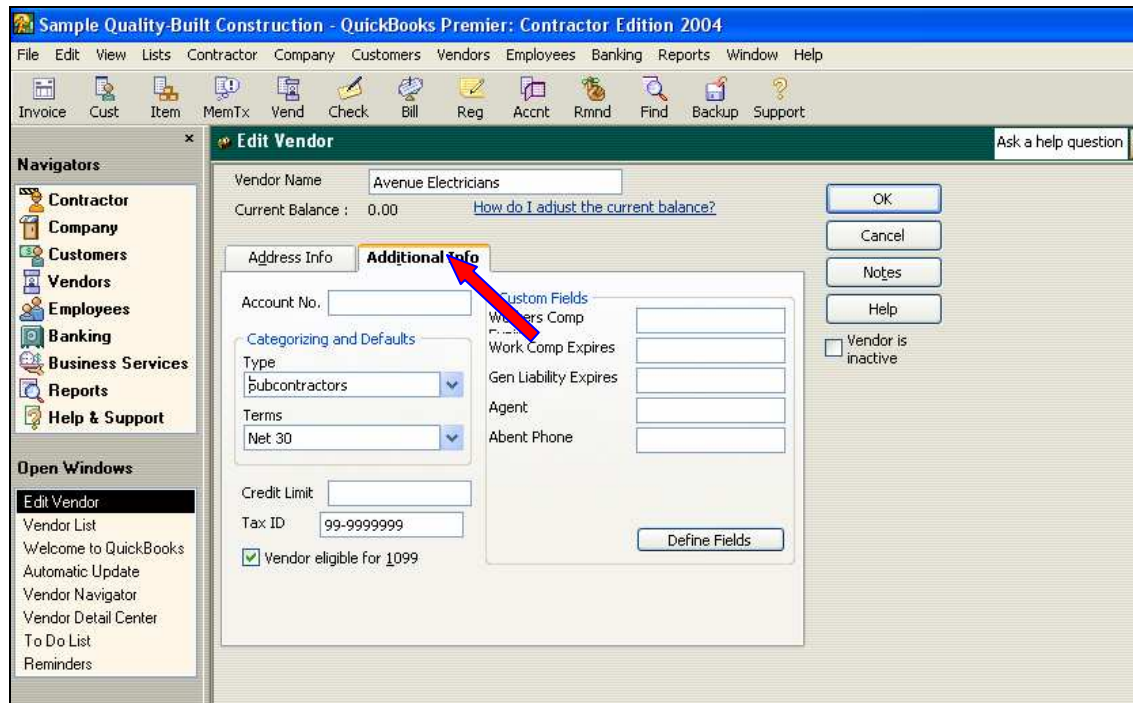
**Step 1.** Open the Vendor List in your company QuickBooks® file. Look down the list until you see the first company that is a subcontractor and double click on the company name.



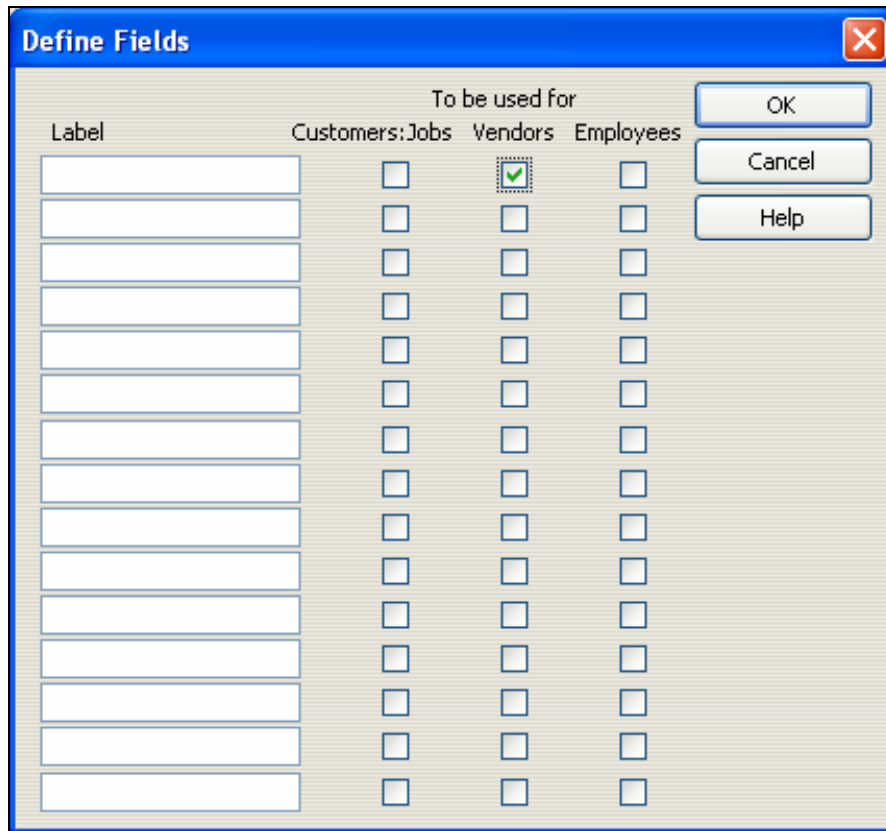
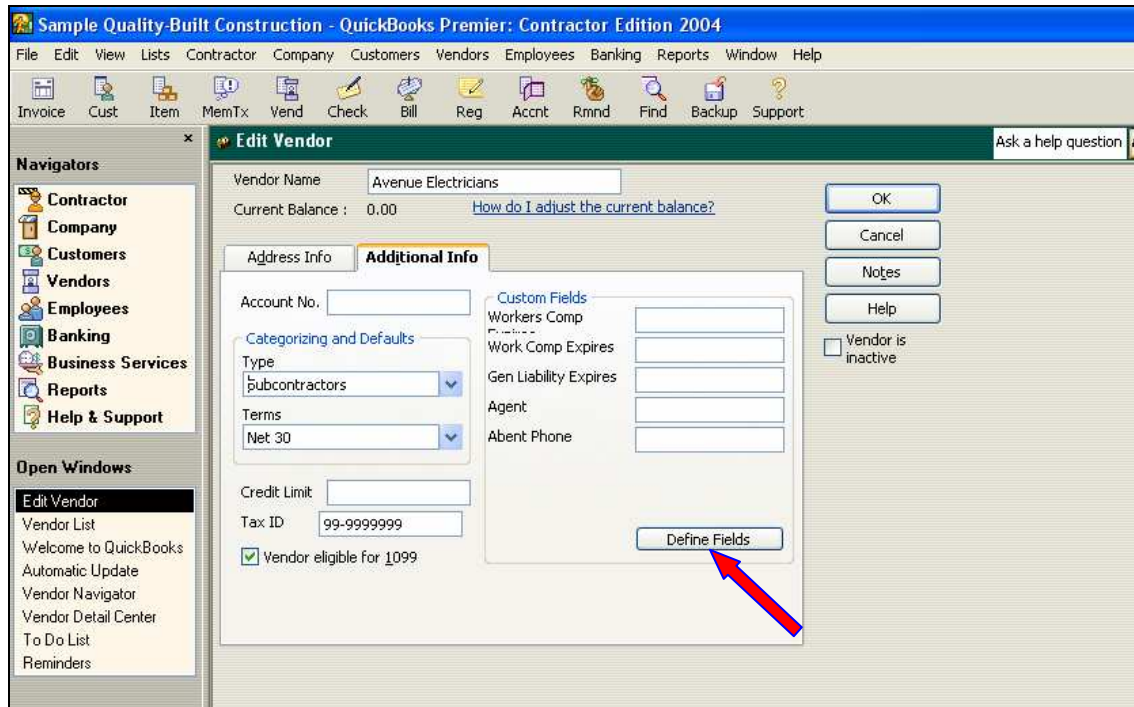
The vendor information box will open and look like this:



**Step 2.** Click on the “Additional Info” tab to the right of the “Address Info” tab. You will see information similar to this. In the “Type” box, click the down arrow and select “Subcontractors.”



**Step 3.** Click "Define Fields" to set up the fields for insurance information; the second screen will appear (once you add these fields they will always be listed).



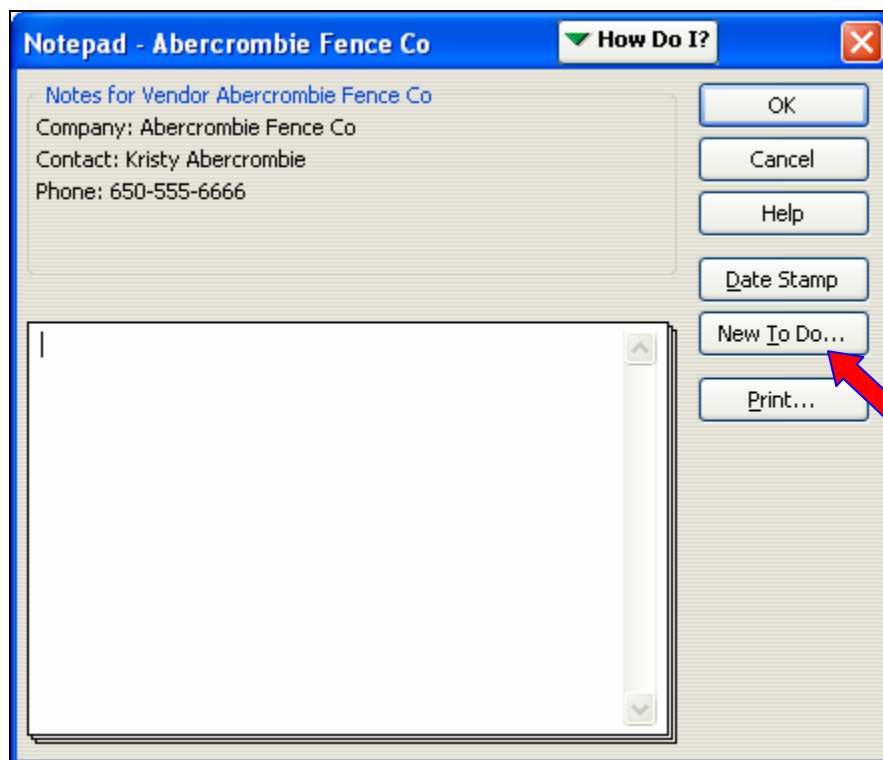
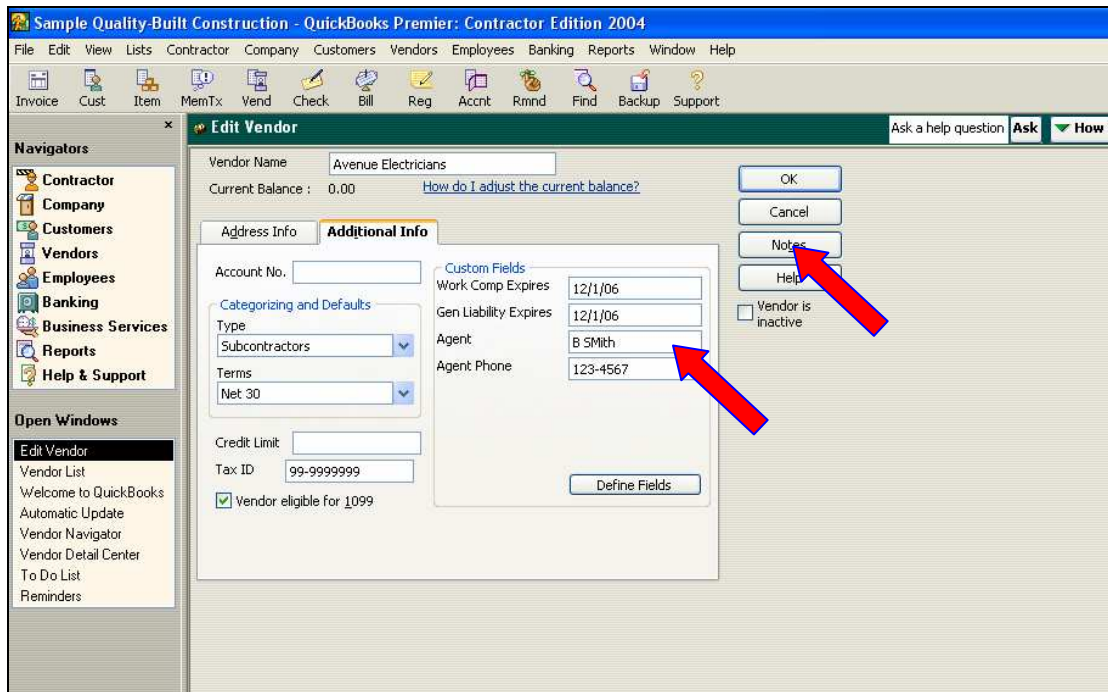
**Step 4.** In the first box type Work Comp Expiration, then click the check box under “Vendor” so that this field will appear for your vendors.

Label	To be used for		
	Customers:Jobs	Vendors	Employees
Work Comp Expiration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

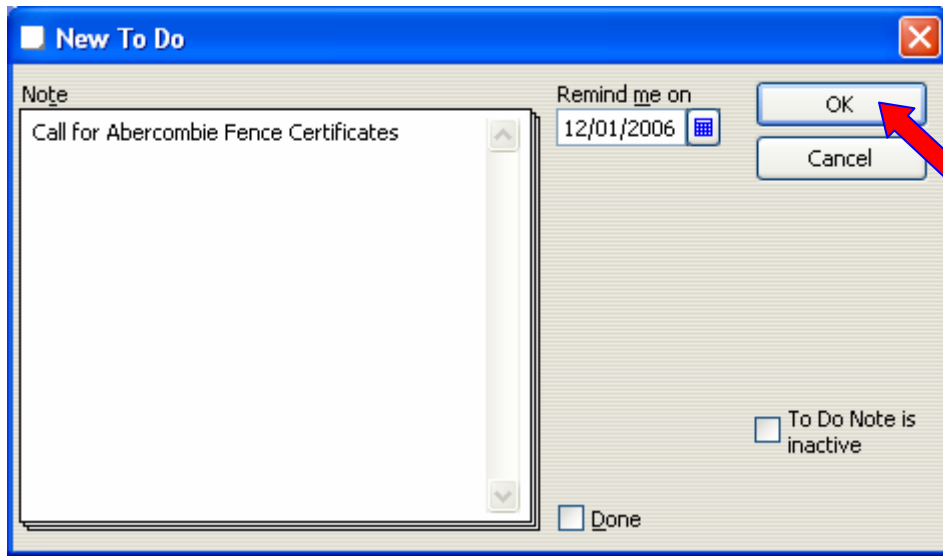
Then, add the other three fields listed and click “OK.”

Label	To be used for		
	Customers:Jobs	Vendors	Employees
Work Comp Expiration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gen Liability Expiration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agent's Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

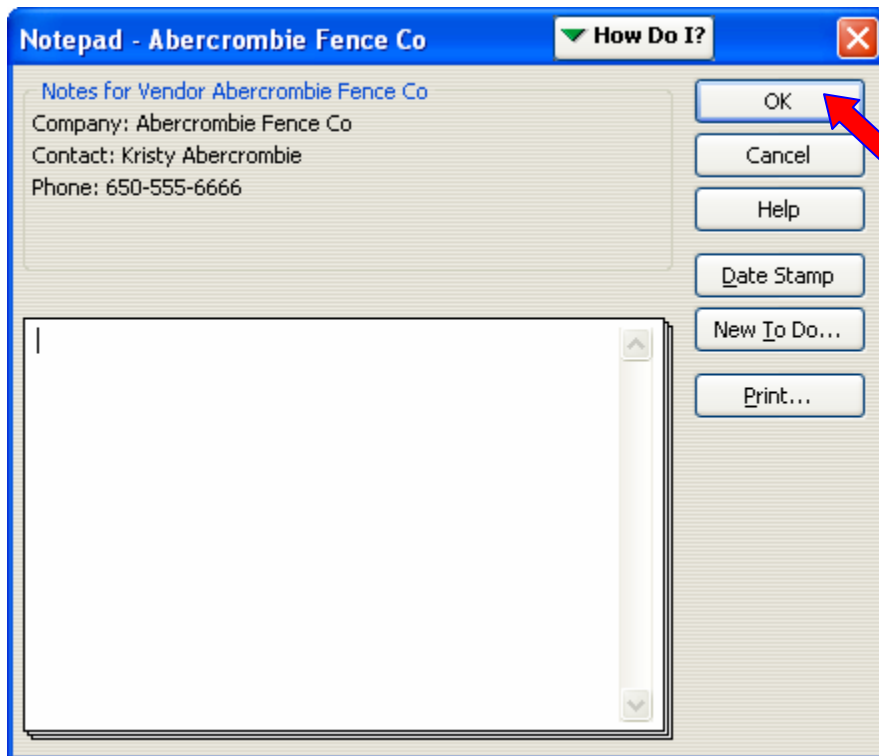
**Step 5.** The fields will appear in the “Additional Info” area. Enter the date each subcontractor’s insurance expires (keep agent information handy to call for a new certificate). To set-up a reminder on or before the date of expiration, create a “To Do” in your calendar. Click “Notes” and “New To Do.”



**Step 6.** Type in you reminder and chose the date of expiration for the reminder; add the company name in the reminder because it will not stay linked to the company. When you're done, click "OK."

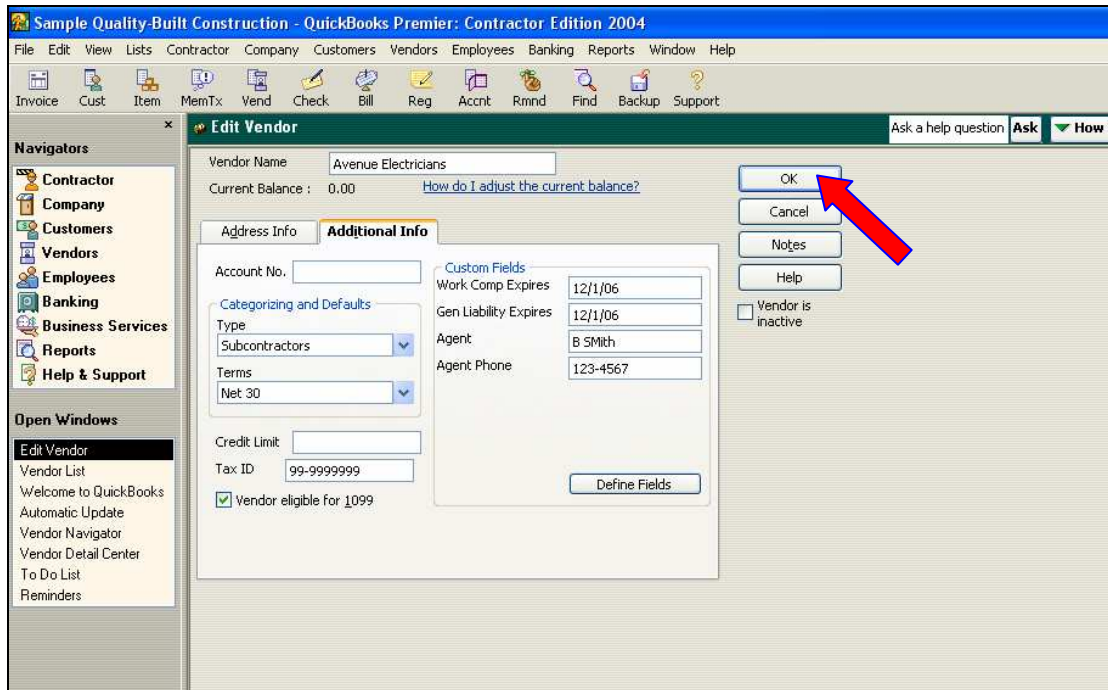


Click "OK" again on the Notepad screen.





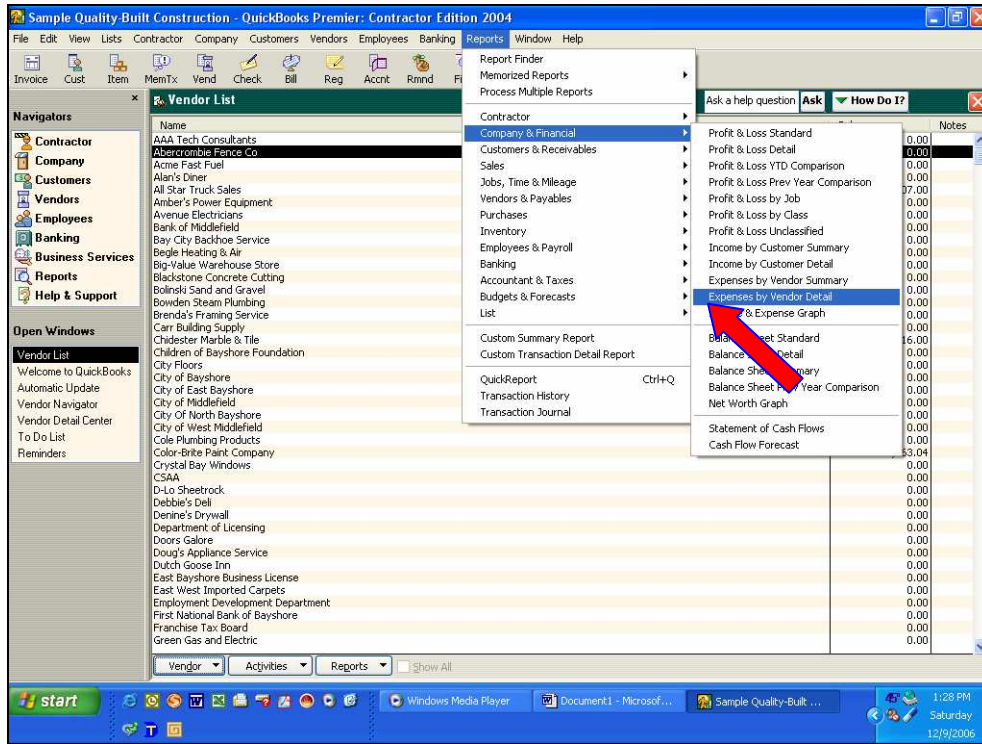
Click "OK" once more and you're back to the Vendor List.



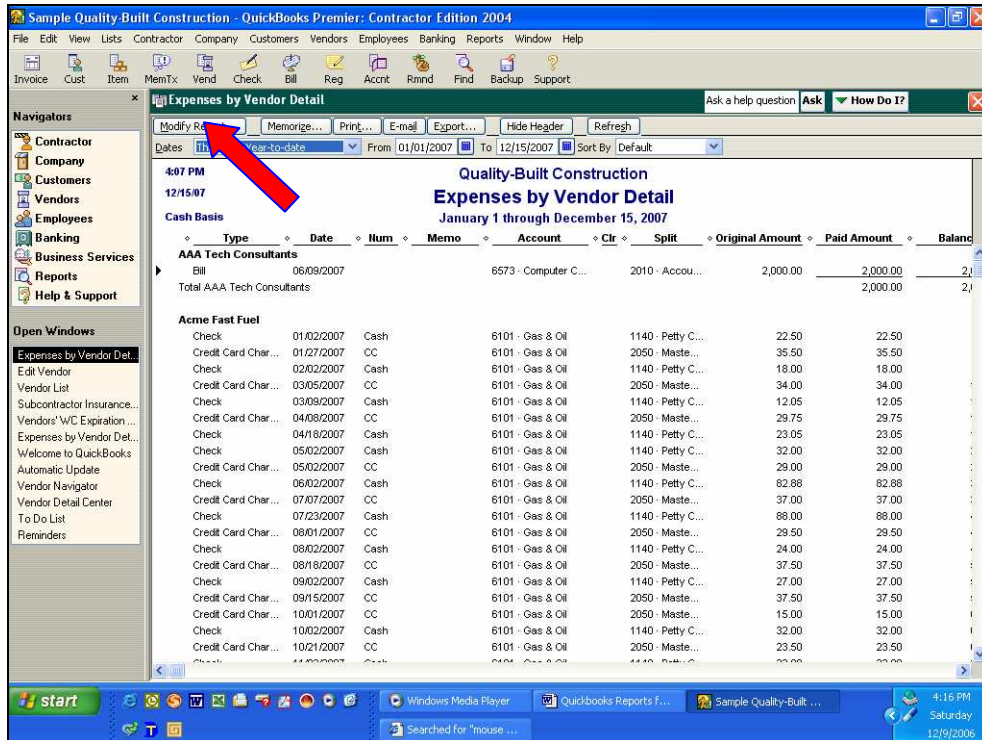
Repeat the previous steps and set up ALL of your subcontractors with this information. It will save a lot of time in the future (FYI, the "To Do" list can be accessed from the Company page; click on the Company Navigator button).



**Step 7.** Next, we will create five reports and memorize each one. First, we will create the Subcontractor Expense report. In the drop down menus at the top of the screen click “Reports,” “Company & Financial,” then “Expenses by Vendor Detail.”

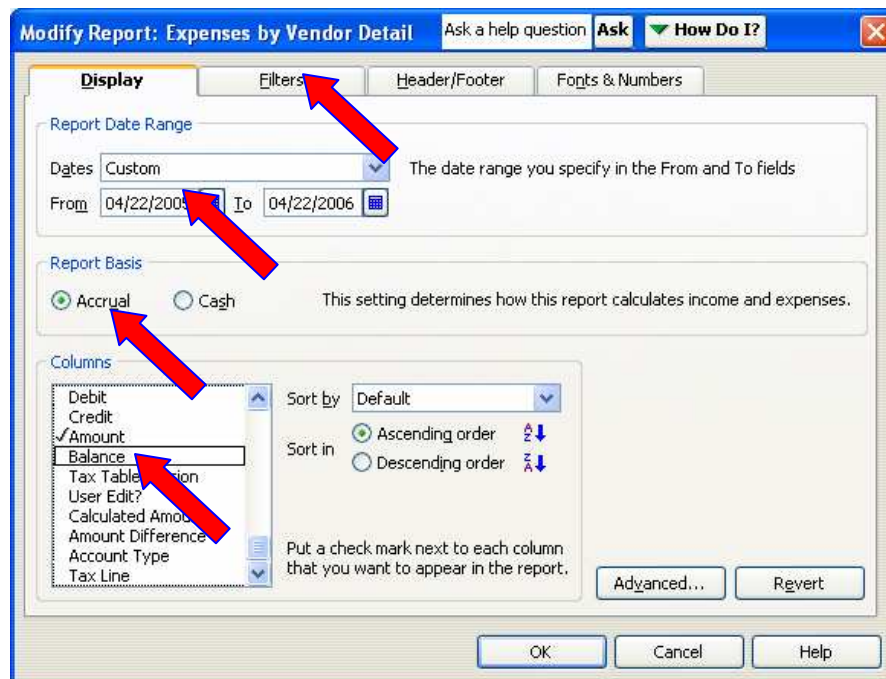


Your screen will look similar to this, click “Modify Report.”

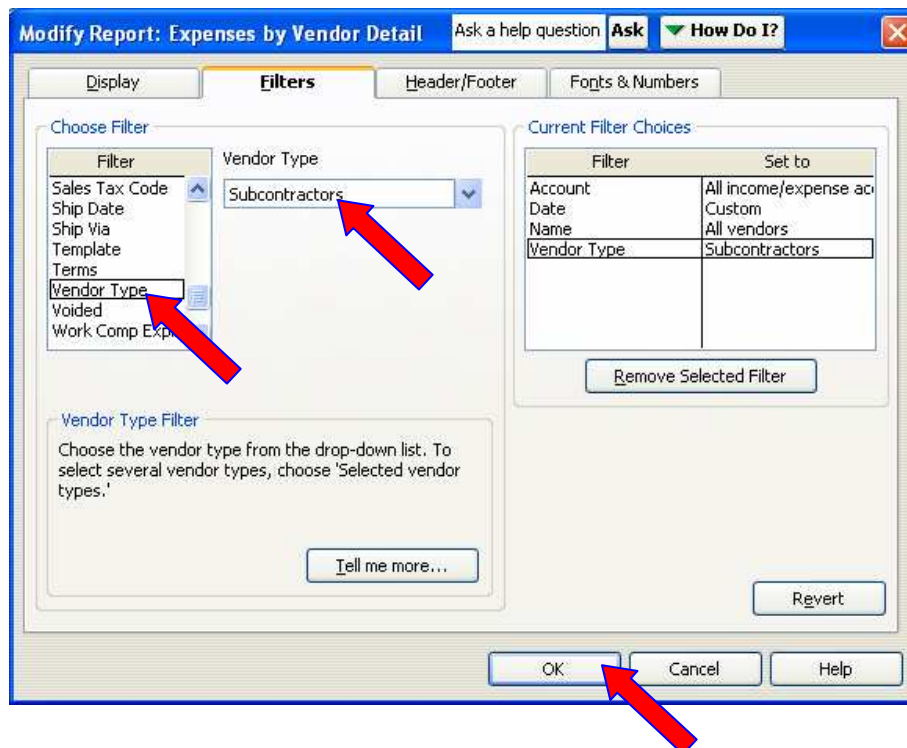




**Step 8.** Click the button in the “From” and “To” fields to add dates of your audit period; make sure “Accrual” is selected in the “Report Basis” area. In the “Columns” area, check (or uncheck) selections so the checked columns are Date, Number, Memo, Account, Split, and Amount, then click the “Filters” tab.



**Step 9.** In the “Filters” area scroll down and select “Vendor Type” and choose “Subcontractors.” These choices will show to the left in “Current Filter Choices.” Click OK.



**Step 10.** You will return to the report. To save the report, click “Memorize Report,” enter the name (example: Expense by Vendor Detail for Auditor) and click OK.

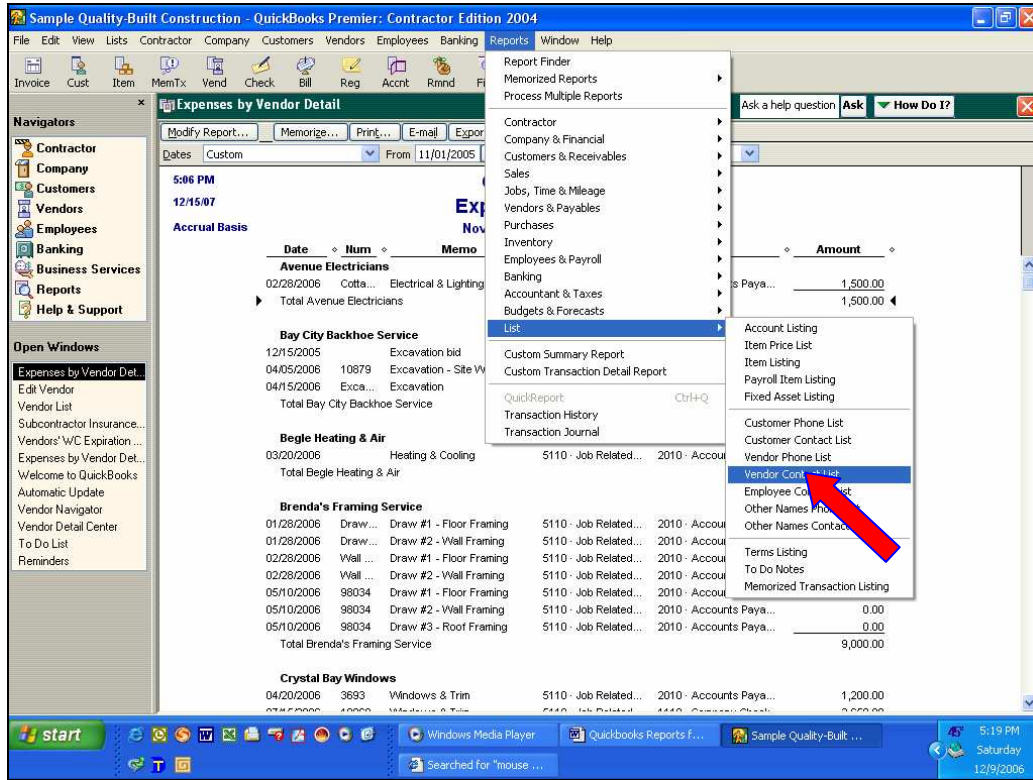
The screenshot shows the QuickBooks Premier Contractor Edition 2004 interface. The main window displays the 'Expenses by Vendor Detail' report for 'Quality-Built Construction' covering the period from November 2005 to October 2006. The report is organized by vendor service categories. A red arrow points to the 'Memorize...' button in the report's toolbar.

Date	Num	Memo	Account	Split	Amount
<b>Avenue Electricians</b>					
02/28/2006	Cotta...	Electrical & Lighting	5110 - Job Related...	2010 - Accounts Paya...	1,500.00
Total Avenue Electricians					1,500.00
<b>Bay City Backhoe Service</b>					
12/15/2005		Excavation bid	5110 - Job Related...	2010 - Accounts Paya...	7,500.00
04/05/2006	10879	Excavation - Site Work	5110 - Job Related...	1110 - Company Check...	8,500.00
04/15/2006	Exca...	Excavation	5110 - Job Related...	2010 - Accounts Paya...	10,000.00
Total Bay City Backhoe Service					26,000.00
<b>Begle Heating &amp; Air</b>					
03/20/2006		Heating & Cooling	5110 - Job Related...	2010 - Accounts Paya...	4,000.00
Total Begle Heating & Air					4,000.00
<b>Brenda's Framing Service</b>					
01/28/2006	Draw...	Draw #1 - Floor Framing	5110 - Job Related...	2010 - Accounts Paya...	3,000.00
01/28/2006	Draw...	Draw #2 - Wall Framing	5110 - Job Related...	2010 - Accounts Paya...	0.00
02/28/2006	Wall ...	Draw #1 - Floor Framing	5110 - Job Related...	2010 - Accounts Paya...	0.00
02/28/2006	Wall ...	Draw #2 - Wall Framing	5110 - Job Related...	2010 - Accounts Paya...	3,000.00
05/10/2006	98034	Draw #1 - Floor Framing	5110 - Job Related...	2010 - Accounts Paya...	3,000.00
05/10/2006	98034	Draw #2 - Wall Framing	5110 - Job Related...	2010 - Accounts Paya...	0.00
05/10/2006	98034	Draw #3 - Roof Framing	5110 - Job Related...	2010 - Accounts Paya...	0.00
Total Brenda's Framing Service					9,000.00
<b>Crystal Bay Windows</b>					
04/20/2006	3693	Windows & Trim	5110 - Job Related...	2010 - Accounts Paya...	1,200.00

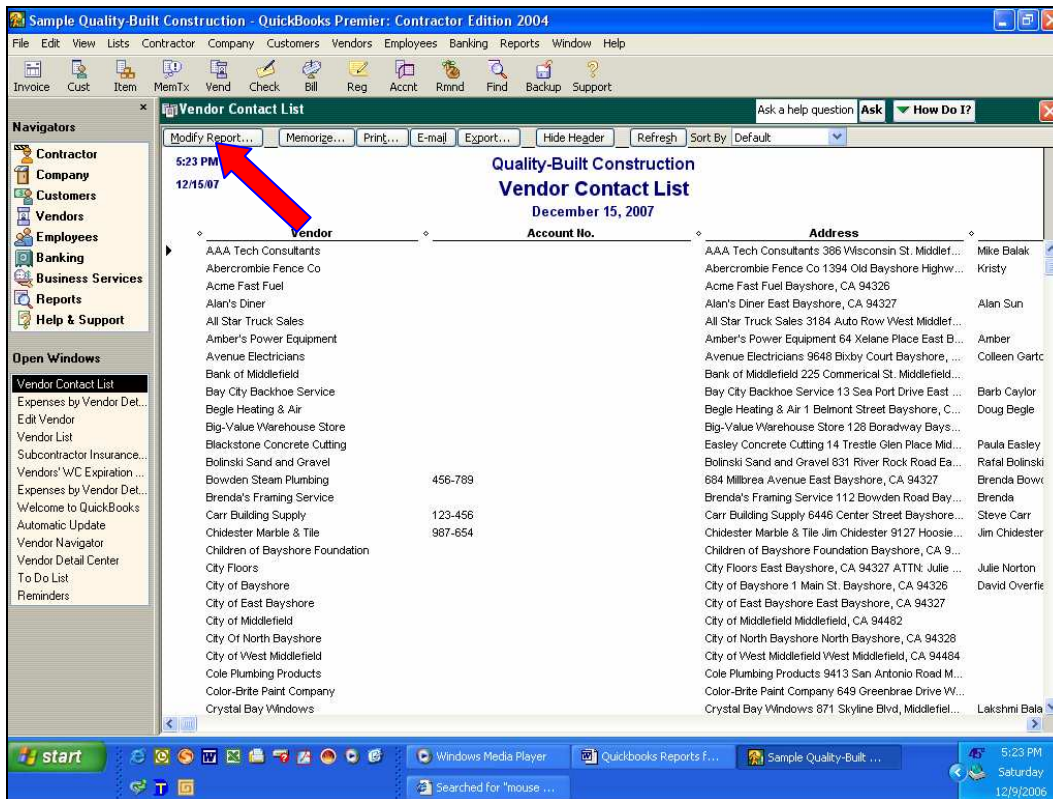
The 'Memorize Report' dialog box is shown with the following details:

- Name:** Expenses by Vendor Detail for Auditor
- Save in Memorized Report Group: Contractor
- Buttons:** OK, Cancel

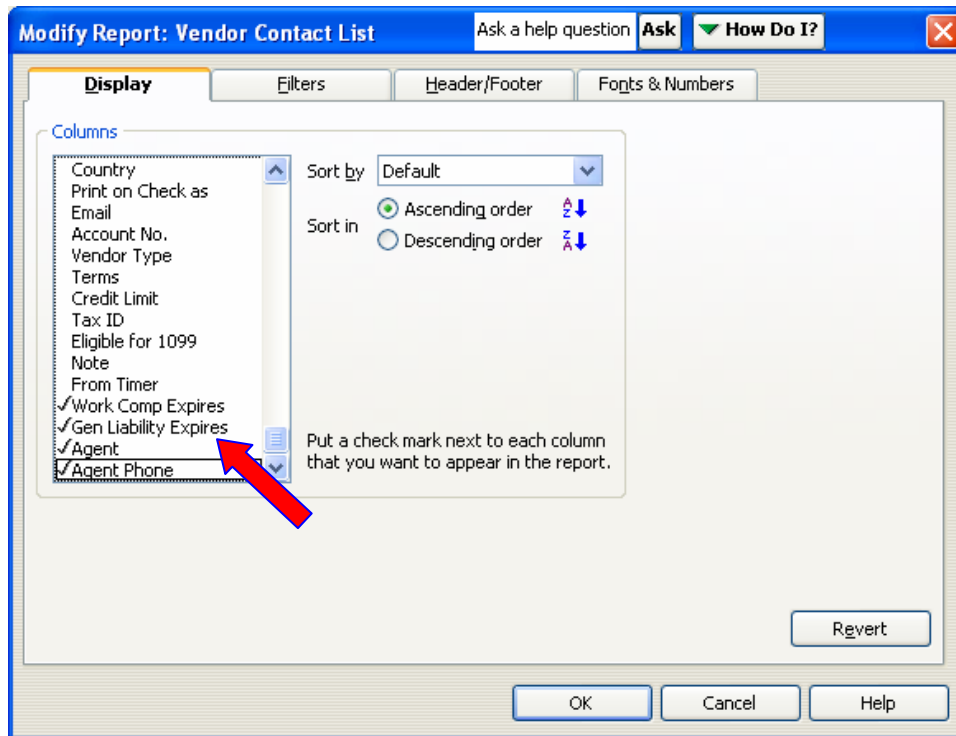
**Step 11.** Next, we will create the Subcontractor Insurance Certificate List. In the drop down menus at the top of the screen, click “Reports,” “List,” “Vendor Contact List.”



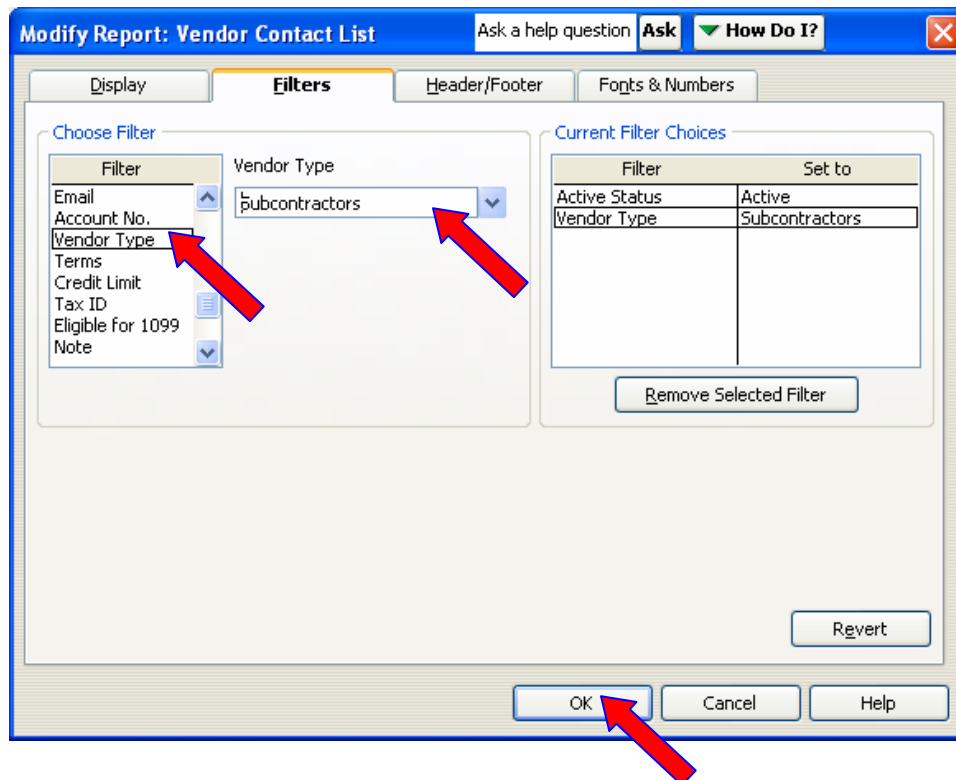
Your screen will look similar to this; click “Modify Report.”



**Step 12.** In the “Columns” area, check (or uncheck) selections so that the checked columns are: Vendor, Phone, Contact, Work Comp Expires, Gen Liability Expires, Agent, and Agent Phone, then click the “Filters” tab.



**Step 13.** Active Status should already be listed in the Current Filter Choices (if not, select Active Status and Active), then choose “Vendor Type,” select “Subcontractors” and click “OK.”





**Step 14.** You will return to the report. To save the report, click “Memorize Report,” enter the name (example: Subcontractor Insurance) and click “OK.”

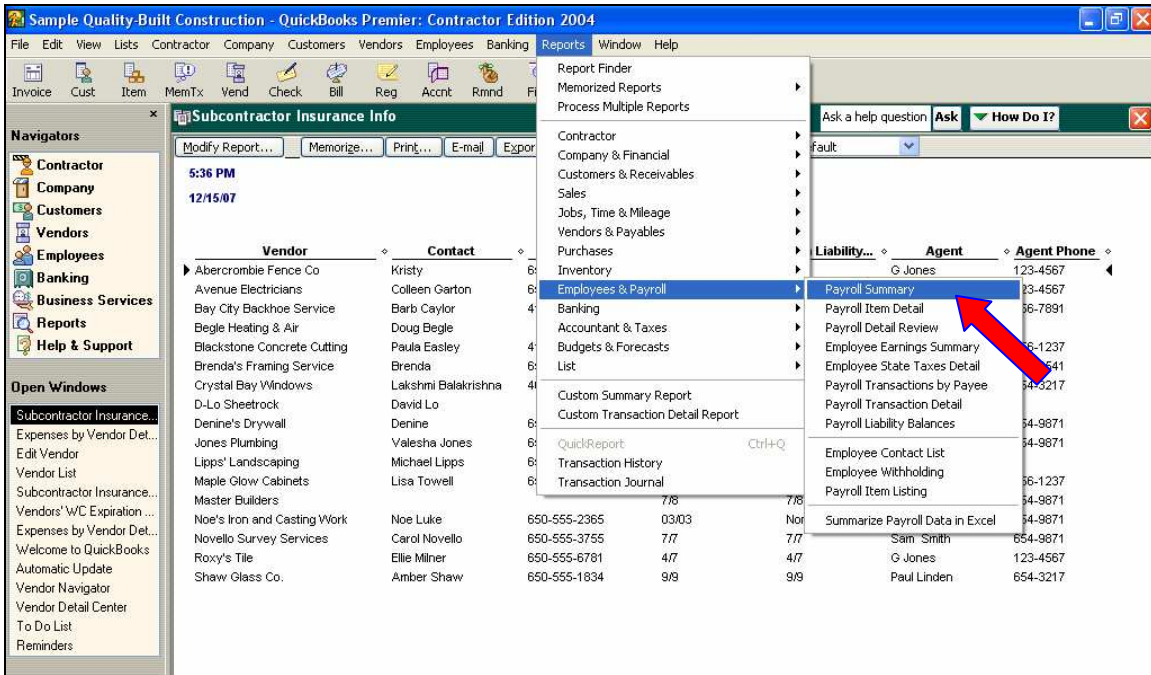
The screenshot shows the QuickBooks Premier Contractor Edition 2004 interface. The main window displays the 'Vendor Contact List' report for 'Quality-Built Construction' as of December 15, 2007. The report is a table with columns for Vendor, Contact, Phone, Work Comp Exp., Gen Liability, Agent, and Agent Phone. A red arrow points to the 'Memorize...' button in the report's toolbar.

Vendor	Contact	Phone	Work Comp Exp...	Gen Liability...	Agent	Agent Phone
Abercrombie Fence Co	Kristy	650-555-6666	4/16	9/22	G Jones	123-4567
Avenue Electricians	Colleen Garton	650-555-2684	12/1	12/1	G Jones	123-4567
Bay City Backhoe Service	Barb Caylor	415-555-7826	12/04	12/04	Ga Casualty	456-7891
Begle Heating & Air	Doug Begle		11/03			
Blackstone Concrete Cutting	Paula Easley	415-555-1368	2/22	2/22	Susan Clark	456-1237
Brenda's Framing Service	Brenda	650-555-8888	5/5	5/5	Paul Linden	987-6541
Crystal Bay Windows	Lakshmi Balakrishna	408-555-2233	1/14	1/14	Paul Linden	654-3217
D-Lo Sheetrock	David Lo		None - Sole Prop	None		
Denine's Drywall	Denine	650-555-3615	None - Sole Prop	1/1	Sam Smith	654-9871
Jones Plumbing	Valesha Jones	650-555-3651	3/6	3/6	Sam Smith	654-9871
Lipps' Landscaping	Michael Lipps	650-555-1931	None	None		
Maple Glow Cabinets	Lisa Towell	650-555-4659	6/4	None	Susan Clark	456-1237
Master Builders			7/8	7/8	Sam Smith	654-9871
Noe's Iron and Casting Work	Noe Luke	650-555-2365	03/03	None	Susan Clark	654-9871
Novello Survey Services	Carol Novello	650-555-3755	7/7	7/7	Sam Smith	654-9871
Roxy's Tile	Ellie Milner	650-555-6781	4/7	4/7	G Jones	123-4567
Shaw Glass Co.	Amber Shaw	650-555-1834	9/9	9/9	Paul Linden	654-3217

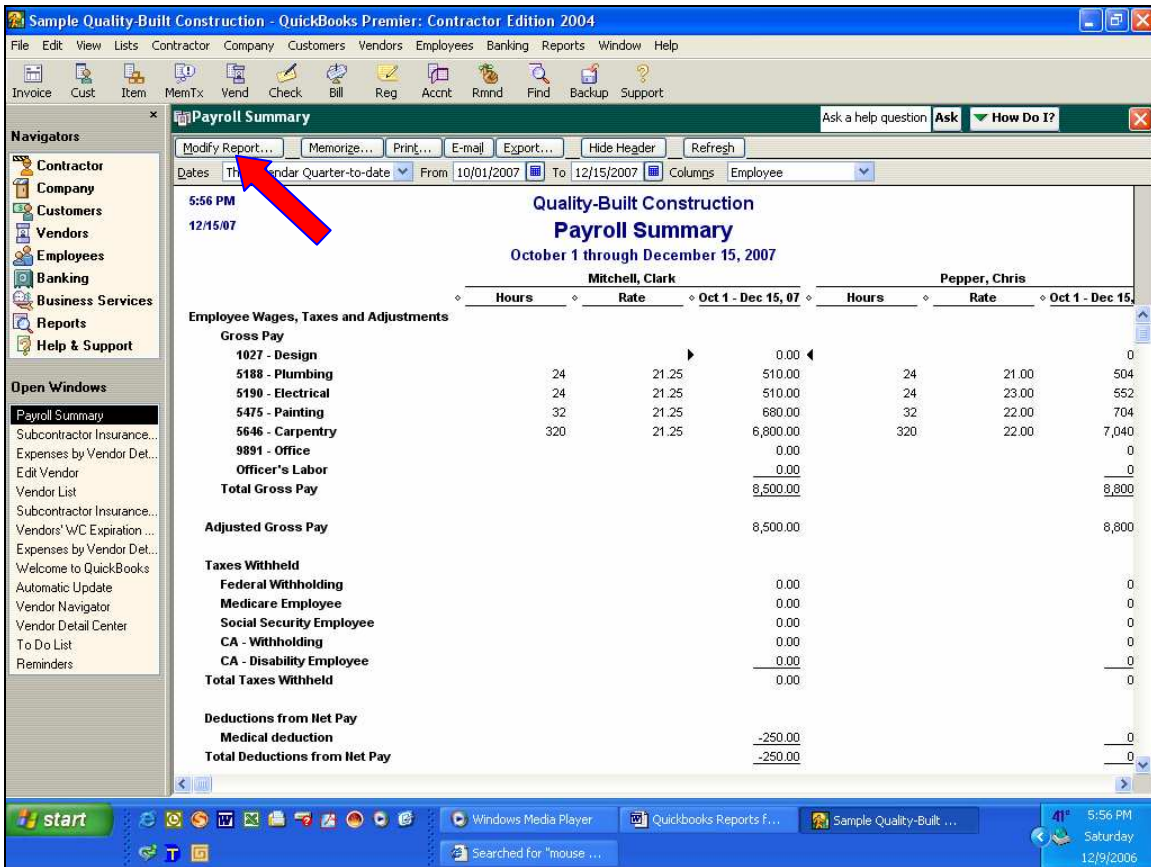
The 'Memorize Report' dialog box is shown. The 'Name' field contains 'Subcontractor Insurance Info'. The 'Save in Memorized Report Group' checkbox is unchecked, and the dropdown menu is set to 'Contractor'. The 'OK' button is highlighted with a red arrow.



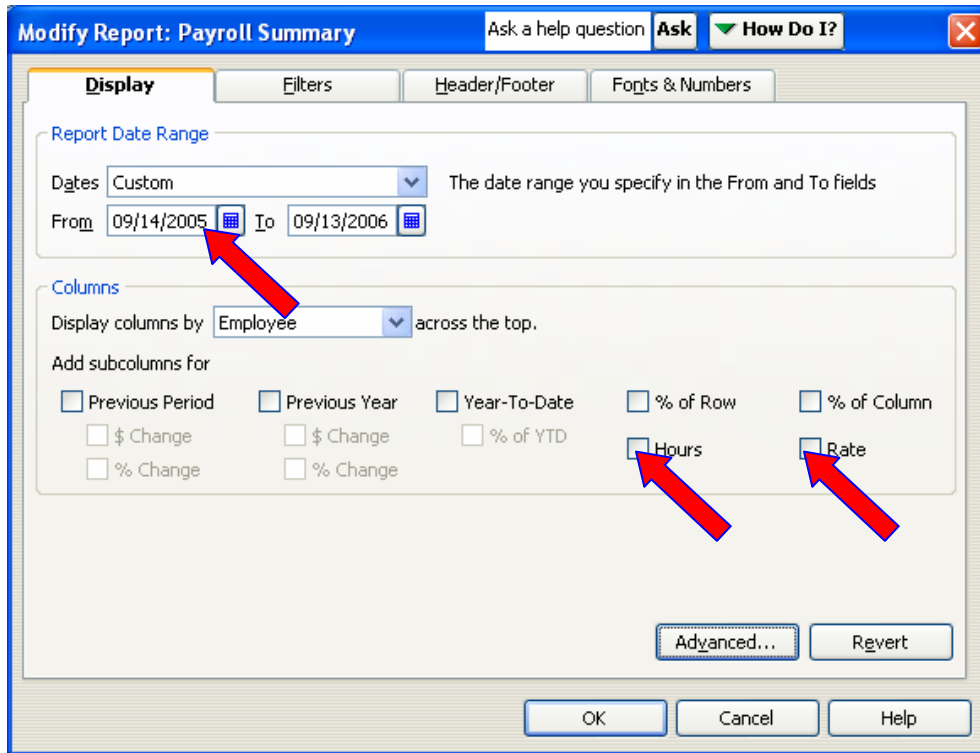
**Step 15.** Next, we will revise the payroll summary report. The report already exists; however, following these instructions will make it easier to read and use. In the drop down menus at the top of the screen, click “Reports,” “Employees & Payroll,” then “Payroll Summary.”



Your report will look similar to this. Click “Modify Report.”

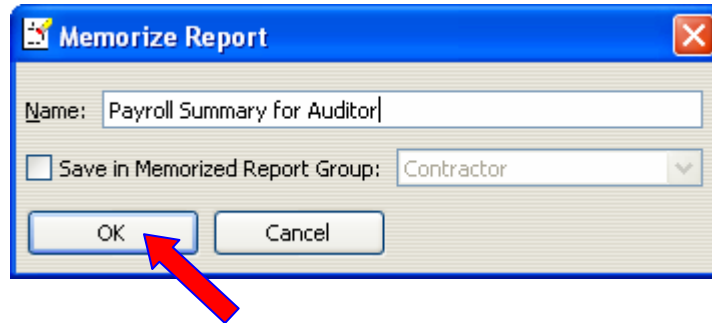


**Step 16.** A screen similar to this will appear. Change the “From” and “To” dates for your audit period, uncheck the boxes for “Hours” and “Rates” and click “OK.”



Your report will look like this. To save the report, click “Memorize Report,” enter the name (example: Payroll Summary for Auditor) and click ‘OK.’

	Rand, Jenn	Teichman, Tim	Tumacler, Jacint	Yoo, Young-Kyu	TOTAL
<b>Employee Wages, Taxes and Adjustments</b>					
<b>Gross Pay</b>					
1027 - Design	0.00	0.00	0.00	0.00	2,850.00
5028 - Masonry	0.00	1,317.50	0.00	0.00	2,549.50
5188 - Plumbing	0.00	858.00	0.00	0.00	2,745.50
5190 - Electrical	0.00	682.00	0.00	0.00	1,639.50
5213 - Concrete	0.00	6,311.25	0.00	0.00	17,588.75
5475 - Painting	0.00	2,325.00	0.00	0.00	6,030.25
5553 - Roofing	0.00	1,008.00	0.00	0.00	1,848.00
5646 - Carpentry	0.00	24,332.00	0.00	0.00	76,597.25
9891 - Office	0.00	0.00	120.00	6,600.00	7,200.00
9899 - Supervision	0.00	1,166.00	0.00	0.00	1,994.75
Officer's Labor	45,257.50	0.00	0.00	0.00	45,257.50
<b>Total Gross Pay</b>	<b>45,257.50</b>	<b>37,999.75</b>	<b>120.00</b>	<b>6,600.00</b>	<b>166,301.00</b>
<b>Adjusted Gross Pay</b>	<b>45,257.50</b>	<b>37,999.75</b>	<b>120.00</b>	<b>6,600.00</b>	<b>166,301.00</b>
<b>Taxes Withheld</b>					
Federal Withholding	-4,773.00	-3,757.00	0.00	0.00	-21,686.00
Medicare Employee	-656.23	-551.00	-1.74	-95.70	-2,411.36
Social Security Employee	-2,805.97	-2,355.98	-7.44	-409.20	-10,310.65
CA - Withholding	-2,298.75	-1,762.93	0.00	-230.00	-7,465.31
CA - Disability Employee	-404.34	-342.00	-1.08	-59.40	-1,180.45
<b>Total Taxes Withheld</b>	<b>-10,938.29</b>	<b>-8,768.91</b>	<b>-10.26</b>	<b>-794.30</b>	<b>-43,073.77</b>

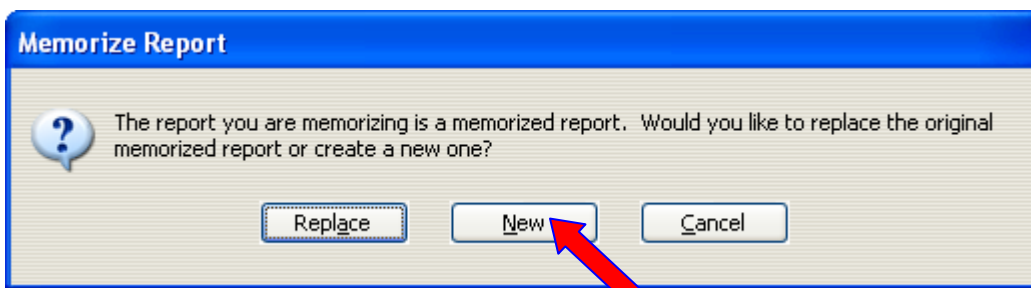


**Step 17.** Next, generate two more payroll reports with custom dates so the auditor has the payroll information necessary to reconcile the payroll to your quarterly 941 or SUTA reports. At the top of the Payroll Summary report, change the date to the first day of the calendar quarter that the start date of your audit falls in.

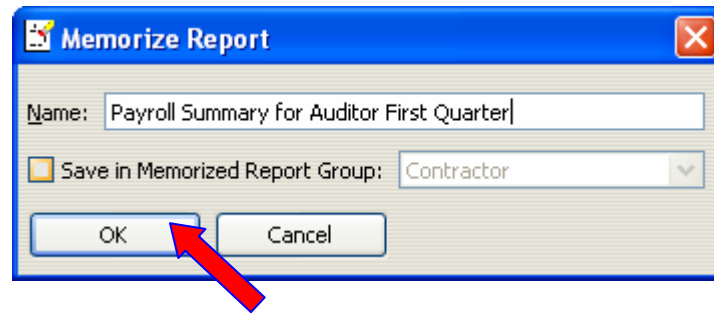
(Example: Audit period is September 14, 2005 to September 14, 2006. September 14 falls in the third quarter of the year and the first day of the third quarter is July 1. The date areas at the top of the report dates have been changed so that the “From” date is July 1, 2005 and the “To” date is Sept 13, 2005.)

Employee Wages, Taxes and Adjustments				
Gross Pay				
5028 - Masonry	880.00	0.00	0.00	
5188 - Plumbing	1,870.00	1,680.00	0.00	
5190 - Electrical	340.00	0.00	0.00	
5213 - Concrete	2,210.00	2,288.00	0.00	
5646 - Carpentry	3,230.00	4,752.00	0.00	
9891 - Office	0.00	0.00	240.00	
Officer's Labor	0.00	0.00	0.00	7,200.00
<b>Total Gross Pay</b>	<b>8,530.00</b>	<b>8,720.00</b>	<b>240.00</b>	<b>7,200.00</b>

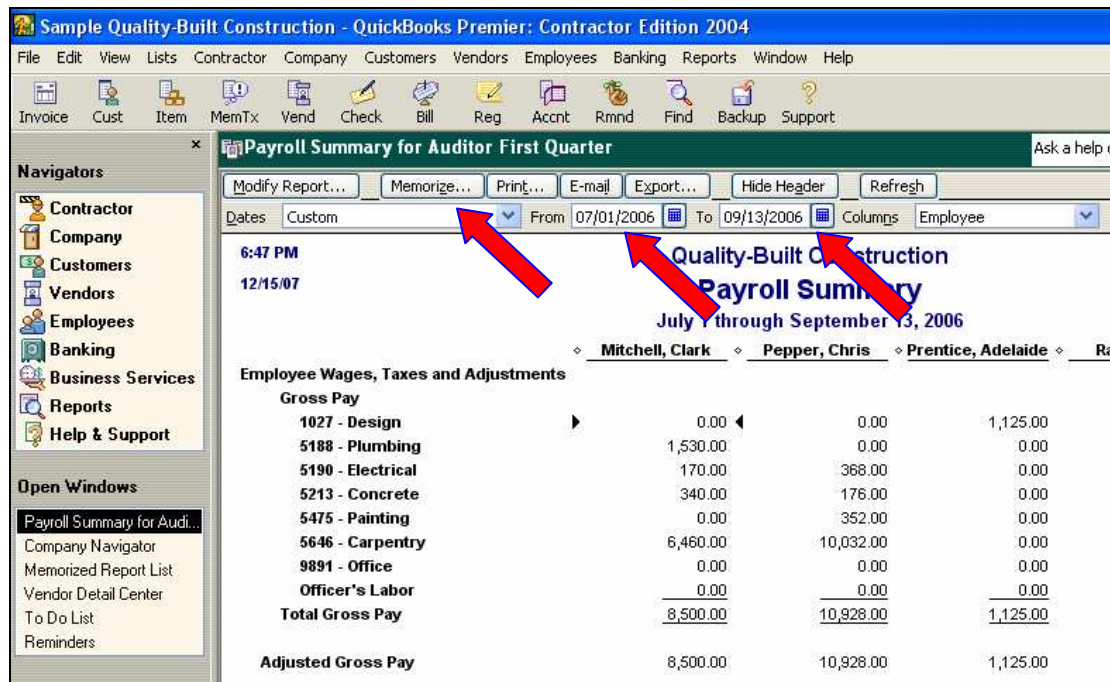
After the report refreshes to the new dates click “Memorize;” you will see a screen like this: Click “New.”



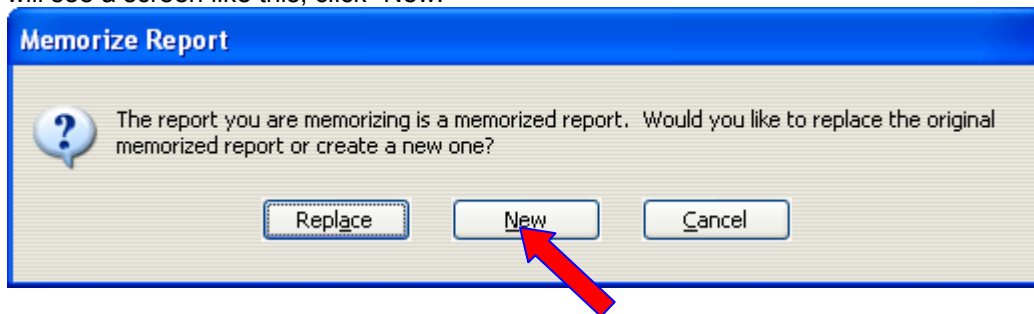
Name the report Payroll Summary for Auditor First Quarter, click “OK.”



**Step 18.** Next, we will create a similar report for the last quarter of your audit. Using the previous example, change the dates so that the “From” date is July 1, 2006 and the “To” date is September 13, 2006 (the only change is the year). *Note: Your audit dates may be different. The dates we are using are examples only.* Once the report updates, click “Memorize.”

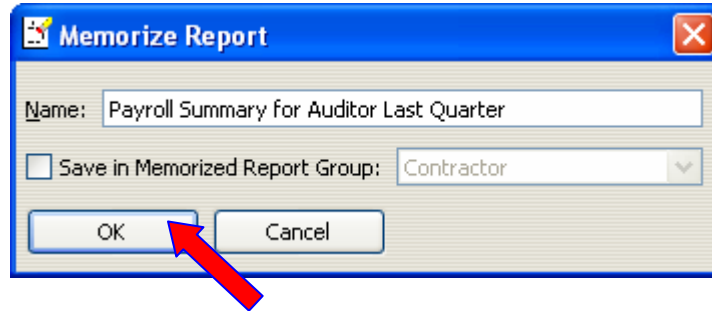


You will see a screen like this, click “New.”

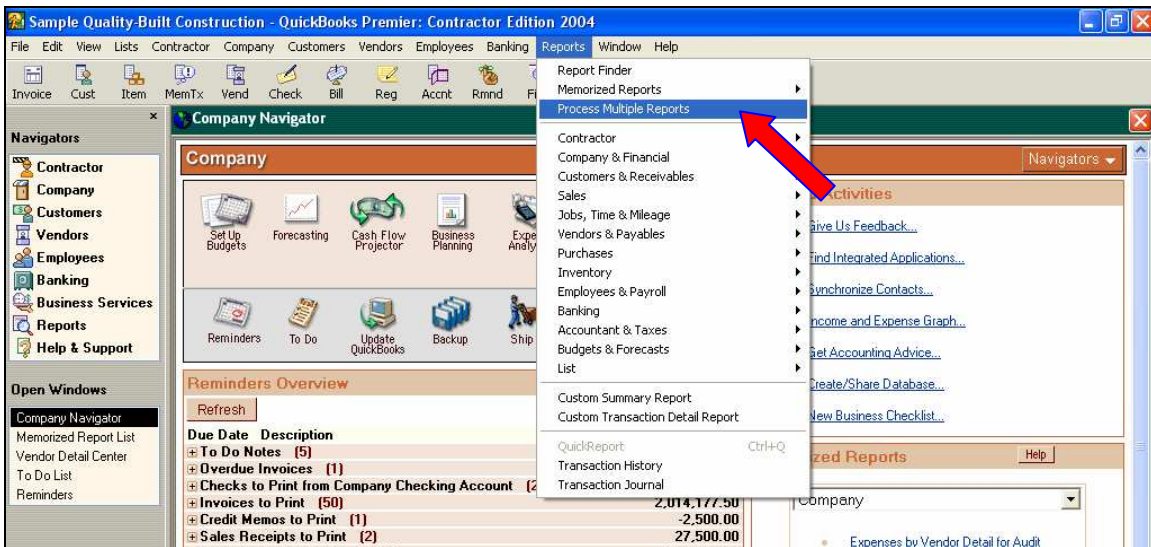




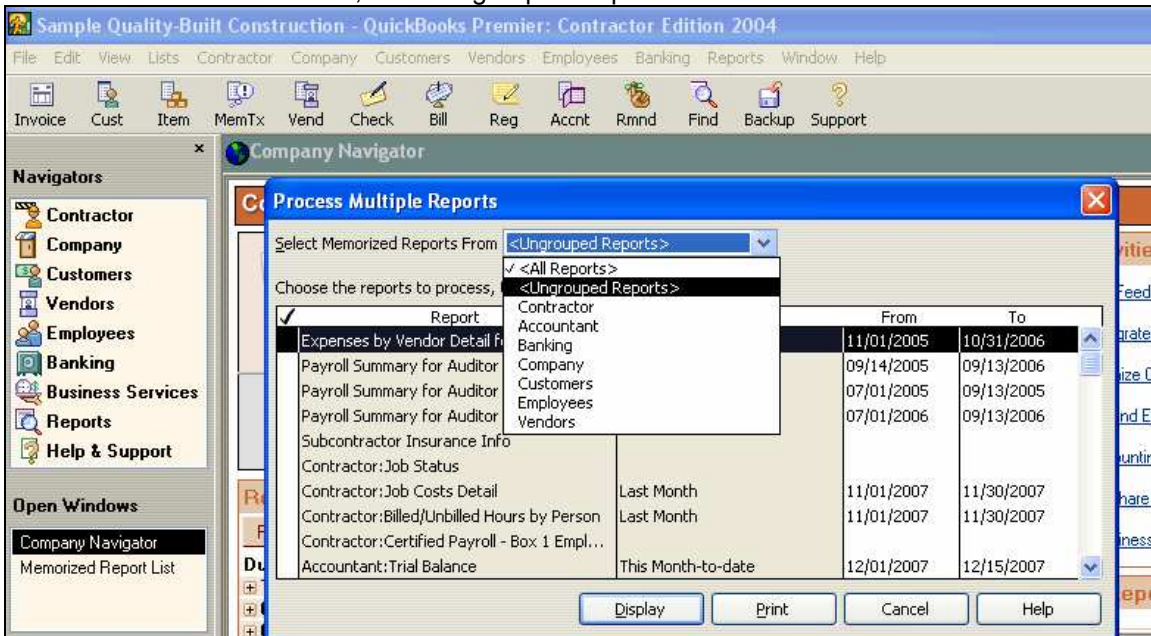
Name the report Payroll Summary for Auditor Last Quarter, click “OK.”



**Step 19.** Close QuickBooks®, then reopen the program and your company file. You can generate several reports at once. Go to the “Reports” tab and click “Process Multiple Reports.”



You will see the screen below, click “Ungrouped Reports.”





This screen will appear; place check marks by the reports you just created. Verify the dates in the “From” and “To” fields are the same as your audit period (if not, they can easily be changed by clicking on them) and click “Display.”

<input checked="" type="checkbox"/>	Report	Date Range	From	To
<input checked="" type="checkbox"/>	Expenses by Vendor Detail for Auditor	Custom	09/14/2005	09/13/2006
<input checked="" type="checkbox"/>	Payroll Summary for Auditor	Custom	09/14/2005	09/13/2006
<input checked="" type="checkbox"/>	Payroll Summary for Auditor First Quarter	Custom	07/01/2005	09/13/2005
<input checked="" type="checkbox"/>	Payroll Summary for Auditor Last Quarter	Custom	07/01/2006	09/13/2006
	Subcontractor Insurance Info			

Your reports are open and ready to print. Complete your audit preparation by verifying that subcontractor certificates of insurance are available and organized. It is best for them to be in the same order as on the Subcontractor Expense Detail Report.