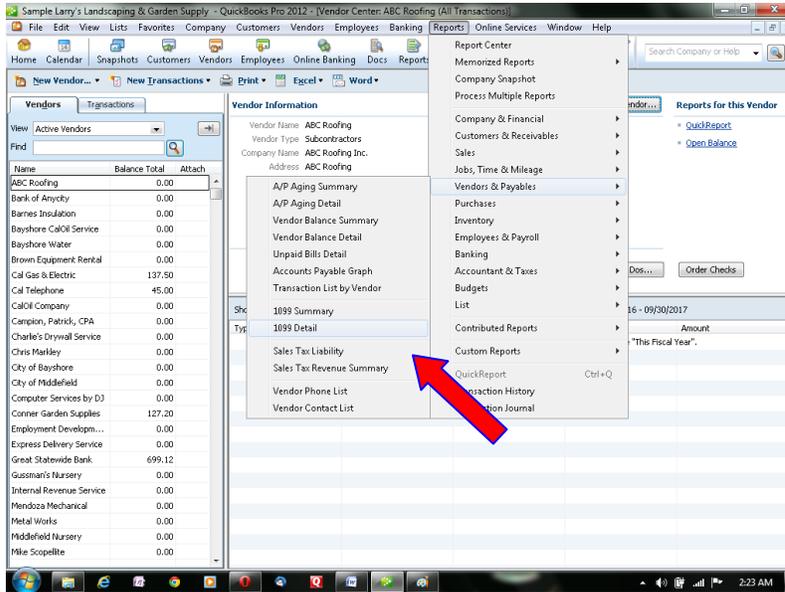


Creating QuickBooks Reports for your Workers Compensation & General Liability Audits

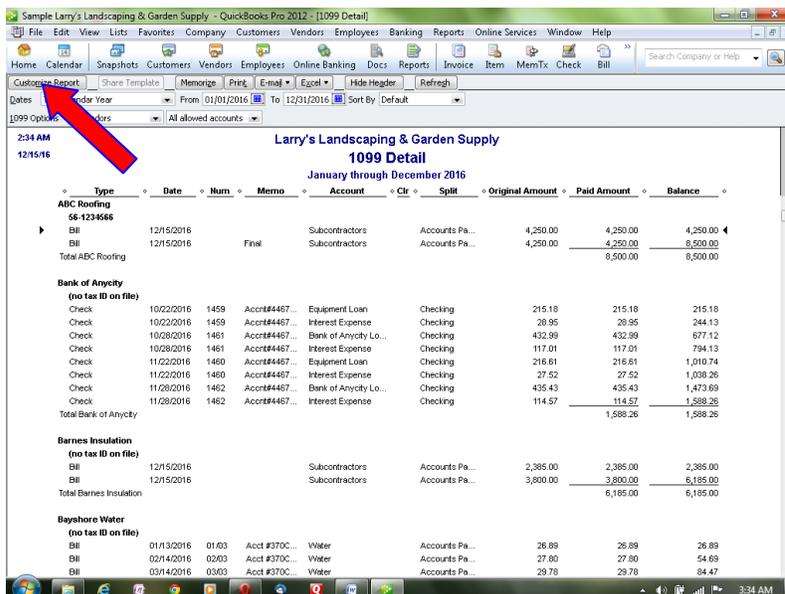
This document will give you step-by-step instructions for customizing your Quickbooks so that you can easily generate the reports needed for your audit. Taking the time to go through this will make your next audit much easier!

We'll start with the Subcontractor Expense Report.

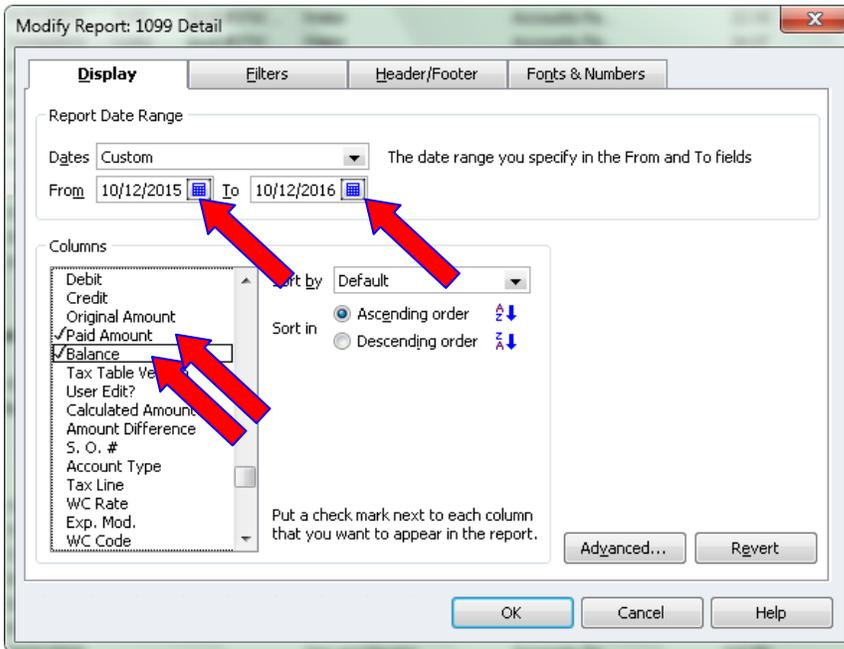
In your menus, go to Reports → Vendors & Payables → 1099 Detail



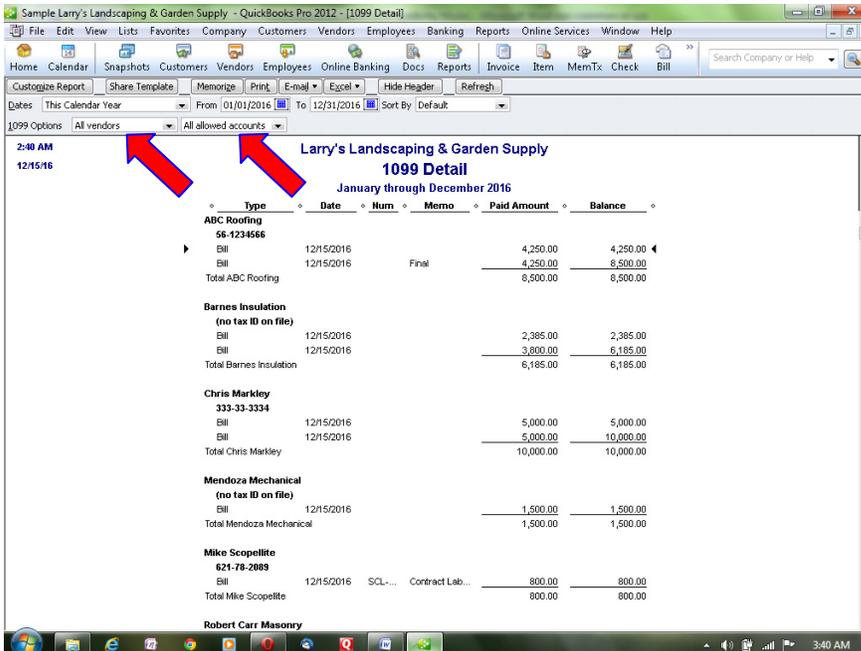
Your screen should now look something like this. If it's not exactly the same - don't worry. Let's change some settings. Click the "Customize Report" button.



You'll have a screen come up that looks like this:

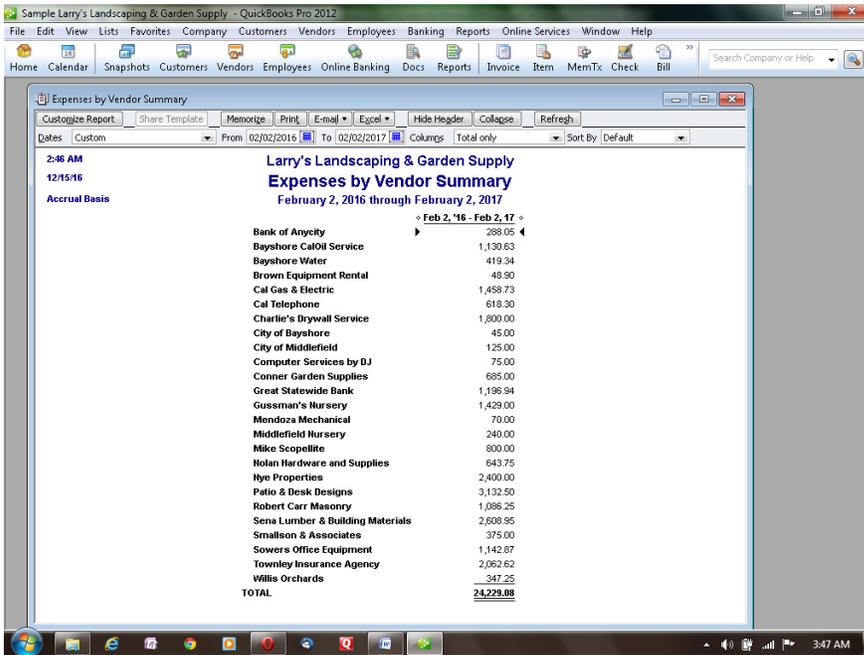


Drop the calendars and add the dates of your audit period. In the columns area, check or uncheck so that the checked columns are Date, Number, Memo, Paid Amount and Balance. Click "OK." You should return to the report and it will now look like this:

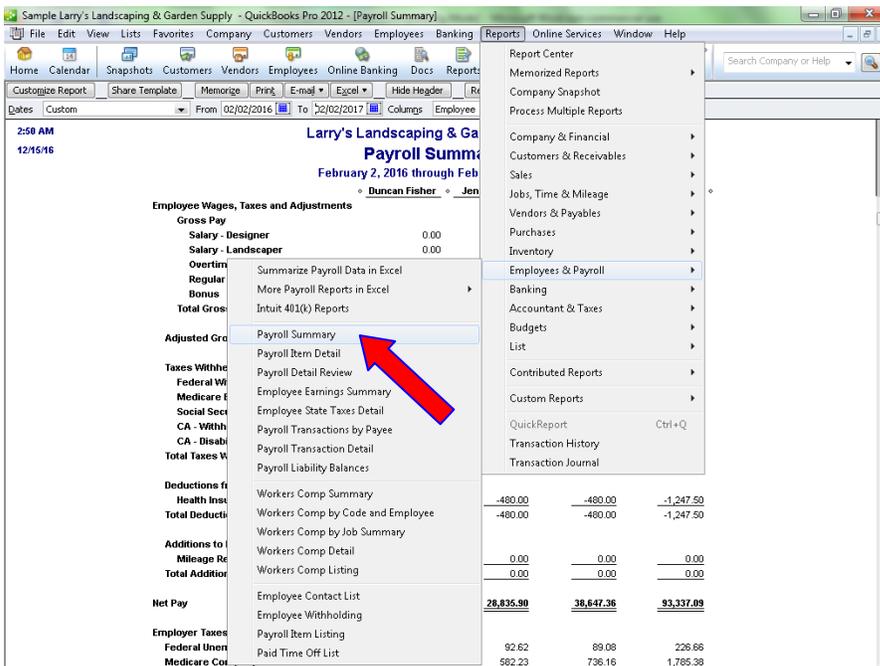


Check the 1099 Options to be sure they are set to "All Vendors" and "All Accounts." Save this report and we'll move to the next. Click on "Memorize" and type in Subcontractor Report for Auditor or any other name you choose and click OK.

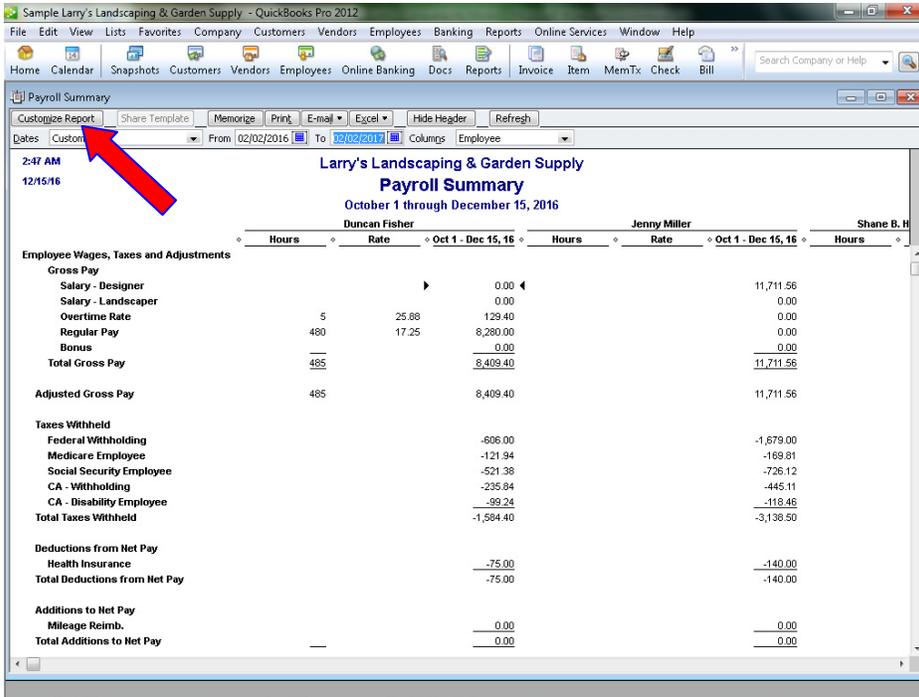
If you use filters to separate the subcontractors from your other vendors for the above report, then you must print an Expense by Vendor Summary Report also. This report is found under Reports → Company and Financial → Expense by Vendor Summary. Be sure to change the dates to the audit period.



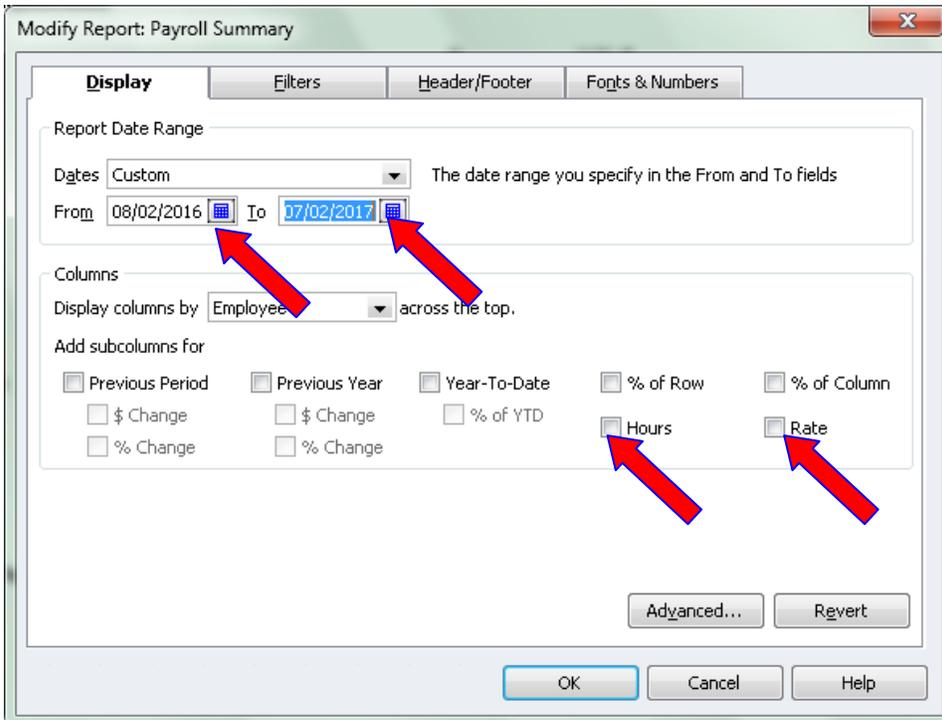
The next report needed is the Payroll Summary Report. In your menus, go to Reports → Employees & Payroll → Payroll Summary



Your report will be similar to this. Now let's click the Customize Report button:



You will have this screen pop up. Change the dates to your policy period dates and uncheck the Hours and Rate boxes.



Your payroll report should look like this:

	Duncan Fisher	Jenny Miller	Shane B. Hamby	TOTAL
Gross Pay				
Salary - Designer	0.00	18,403.88	0.00	18,403.88
Salary - Landscaper	0.00	0.00	23,269.18	23,269.18
Overtime Rate	207.04	0.00	0.00	207.04
Regular Pay	13,800.00	0.00	0.00	13,800.00
Bonus	0.00	0.00	0.00	0.00
Total Gross Pay	14,007.04	18,403.88	23,269.18	55,680.10
Adjusted Gross Pay	14,007.04	18,403.88	23,269.18	55,680.10
Taxes Withheld				
Federal Withholding	-1,009.00	-2,643.00	-2,264.00	-5,916.00
Medicare Employee	-203.11	-266.85	-337.40	-807.36
Social Security Employee	-868.44	-1,141.04	-1,442.68	-3,452.16
CA - Withholding	-392.42	-701.83	-1,050.32	-2,144.57
CA - Disability Employee	-185.29	-197.43	-196.74	-579.46
Total Taxes Withheld	-2,638.26	-4,950.15	-5,291.14	-12,879.55
Deductions from Net Pay				
Health Insurance	-125.00	-220.00	-220.00	-565.00
Total Deductions from Net Pay	-125.00	-220.00	-220.00	-565.00
Additions to Net Pay				
Mileage Reimb.	0.00	0.00	0.00	0.00
Total Additions to Net Pay	0.00	0.00	0.00	0.00
Net Pay	11,243.78	13,233.73	17,758.04	42,235.55
Employer Taxes and Contributions				
Federal Unemployment	0.00	50.00	50.00	100.00
Medicare Company	203.11	266.85	337.40	807.36
Social Security Company	868.44	1,141.04	1,442.68	3,452.16

Save this report in your memorized reports so that you have it to return to each year.

If your policy period does not start on January 1, March 1, July 1 or October 1, your auditor needs one more report. This report can be done directly from the Payroll Summary report just completed. Click on the "Customize Report" button to bring up this box again. Change the Display columns box from Employee to Quarter.

Modify Report: Payroll Summary for Auditor

Display | Filters | Header/Footer | Fonts & Numbers

Report Date Range

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

From: 08/02/2016 | To: 08/02/2017

Columns

Display columns by: Quarter across the top.

Add subcolumns for:

- Previous Period
- \$ Change
- % Change
- Quarter
- Year
- Customer:Job
- Vendor
- Employee
- Payroll Item Detail
- Payee
- Rep
- Class
- Item Type
- Item Detail
- Inventory Site
- Shipping Method

Year-To-Date | % of Row | % of Column

% of YTD | Hours | Rate

Advanced... | Revert

OK | Cancel | Help

This is how your report will appear now. Save this report for future use.

The screenshot shows a QuickBooks Pro 2012 window titled "Sample Larry's Landscaping & Garden Supply - QuickBooks Pro 2012 - [Payroll Summary for Auditor]". The report is for "Larry's Landscaping & Garden Supply" covering the period "August 2, 2016 through August 2, 2017". The report is displayed in a grid format with columns for different periods: Aug 2 - Sep 30, 16; Oct - Dec 16; Jan - Mar 17; Apr - Jun 17; Jul 1 - Aug 2, 17; and a TOTAL column. The data is categorized into Employee Wages, Taxes and Adjustments, Deductions from Net Pay, Additions to Net Pay, and Employer Taxes and Contributions.

	Aug 2 - Sep 30, 16	Oct - Dec 16	Jan - Mar 17	Apr - Jun 17	Jul 1 - Aug 2, 17	TOTAL
Employee Wages, Taxes and Adjustments						
Gross Pay						
Salary - Designer	6,892.32	11,711.56	0.00	0.00	0.00	18,403.88
Salary - Landscaper	8,461.52	14,807.66	0.00	0.00	0.00	23,269.18
Overtime Rate	77.64	129.40	0.00	0.00	0.00	207.04
Regular Pay	5,520.00	9,280.00	0.00	0.00	0.00	13,800.00
Bonus	0.00	0.00	0.00	0.00	0.00	0.00
Total Gross Pay	20,751.48	34,928.62	0.00	0.00	0.00	55,680.10
Adjusted Gross Pay						
	20,751.48	34,928.62	0.00	0.00	0.00	55,680.10
Taxes Withheld						
Federal Withholding	-2,191.00	-3,725.00	0.00	0.00	0.00	-5,916.00
Medicare Employee	-300.90	-506.46	0.00	0.00	0.00	-807.36
Social Security Employee	-1,286.59	-2,165.57	0.00	0.00	0.00	-3,452.16
CA - Withholding	-796.18	-1,348.39	0.00	0.00	0.00	-2,144.57
CA - Disability Employee	-244.87	-314.59	0.00	0.00	0.00	-559.46
Total Taxes Withheld	-4,819.54	-8,060.01	0.00	0.00	0.00	-12,879.55
Deductions from Net Pay						
Health Insurance	-210.00	-355.00	0.00	0.00	0.00	-565.00
Total Deductions from Net Pay	-210.00	-355.00	0.00	0.00	0.00	-565.00
Additions to Net Pay						
Mileage Reimb.	0.00	0.00	0.00	0.00	0.00	0.00
Total Additions to Net Pay	0.00	0.00	0.00	0.00	0.00	0.00
Net Pay	15,721.94	26,513.61	0.00	0.00	0.00	42,235.55
Employer Taxes and Contributions						
Federal Unemployment	0.00	100.00	0.00	0.00	0.00	100.00
Medicare Company	300.90	506.46	0.00	0.00	0.00	807.36

These reports should provide the information your auditor needs. If your audit requires gross sales amounts or other information then you may be asked to do additional reports.