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.

🔝 Samp	ole Larry's Landscaping &	k Garden Sup	oply - Qu	ickBooks Pro 203	12 - [1099 Detail]					0 ×
👘 File	Edit View Lists F	avorites Co	ompany	Customers Ve	endors Employees E	Banking Reports Or	nline Services Wind	ow Help		- 8 ×
	1	-	-	7	😪 🐘	Image:	L B	🖌 🍙 » 🕞		
Home	Calendar Snapshots	Customers	Vendors	Employees O	Inline Banking Docs	Reports Invoice	Item MemTx Ch	ck Bill	Search Company or Hel	e 🖌 💽
Custom	ze Report Share Tem	olate Mer	norize Ì F	rint E-mail •	Excel • Hide Heade	r Refresh				
Dates	ndar Year	• From	n 01/01/2	016 🔳 To 12/	31/2016 👪 Sort By De	fault 💌				
1099 Opt	sions dors		ved accour	nts 💌						
2:34 A	м			Larr	v's Landscapino	a & Garden Sup	olv			
12/15/	16				1000)etail				
	•				January through	December 2016				
	. Tree	. Data		. Nomo	Sandary arrough	Class Collit	Original Amount	Daid Amount	Palanan -	
	ABC Reading	v Date	· · · · ·	✓ Memo	Account .	<u>cii v spiic</u> (original Amount		Datatice	
	56-1234566									
	BII	12/15/2016			Subcontractors	Accounts Pa	4.250.00	4.250.00	4.250.00 4	
1	Bil	12/15/2016		Final	Subcontractors	Accounts Pa	4,250.00	4,250.00	8,500.00	
	Total ABC Roofing							8,500.00	8,500.00	
	Bank of Anycity									
	(no tax ID on file)									
	Check	10/22/2016	1459	Accnt#4467	Equipment Loan	Checking	215.18	215.18	215.18	
	Check	10/22/2016	1459	Accnt#4467	Interest Expense	Checking	28.95	28.95	244.13	
	Check	10/28/2016	1461	Accnt#4467	Bank of Anycity Lo	Checking	432.99	432.99	677.12	
	Check	10/28/2016	1461	Acont#4467	Interest Expense	Checking	117.01	117.01	794.13	
	Check	11/22/2016	1460	Accnt#4467	Equipment Loan	Checking	216.61	216.61	1,010.74	
	Check	11/22/2016	1460	Acont#4467	Interest Expense	Checking	27.52	27.52	1,038.26	
	Check	11/28/2016	1462	Accnt#4467	Bank of Anycity Lo	Checking	435.43	435.43	1,473.69	
	Check	11/28/2016	1462	Accnt#4467	Interest Expense	Checking	114.57	114.57	1,588.26	
	Total Bank of Anycity							1,588.26	1,588.26	
	Barnes Insulation									
	(no tax ID on file)									
	Bill	12/15/2016			Subcontractors	Accounts Pa	2,385.00	2,385.00	2,385.00	
	Bil	12/15/2016			Subcontractors	Accounts Pa	3,800.00	3,800.00	6,185.00	
	Total Barnes Insulation							6,185.00	6,185.00	
	Bayshore Water									
	(no tax ID on file)									
	Bill	01/13/2016	01/03	Acct #370C	Water	Accounts Pa	26.89	26.89	26.89	
	Bill	02/14/2016	02/03	Acct #370C	Water	Accounts Pa	27.80	27.80	54.69	
	Bil	03/14/2016	03/03	Acct #370C	Water	Accounts Pa	29.78	29.78	84.47	*
	in a contra	2 🧿		0	Q 🛛			*	🕪 🗑 .al 🏲	3:34 AM

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

Display	Eilters	Header/Footer	Fonts & Numbers	
Report Date Range Dates Custom	<u>To</u> 10/12/2016	The date range y	you specify in the From a	and To fields
Columns Debit Credit Original Amount Paid Amount	Sort in	Default Ascending order Descending order	▼ 1	
Tax Table Very Tax Table Very User Edit? Calculated Amount Amount Difference S. O. # Account Type Tax Line				
WC Rate Exp. Mod. WC Code	← Put a ch	eck mark next to each co want to appear in the re	lumn port. Ad <u>v</u> anced	Revert

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:

Sample Larry's Landscaping & Garden	Supply - QuickBooks	Pro 2012 - [10	99 Detail]	and the state	Manager Walso					
Diffe Edit View Lists Favorites	Company Custome	rs Vendors	Employees	Banking	Reports Online	Services Window	Help			- 6 ×
😁 🔝 👼 🦝 Home Calendar Snapshots Custom	ers Vendors Employ	ees Online B	anking Do	cs Reports	Invoice Item	🔯 🗾 MemTx Check	6 Bill	» Search	Company or Help	-
Customize Report Share Template	Memorize Print E-n	nail 🔹 🛛 Excel 🕶	Hide He	ader Ref	resh					
Dates This Calendar Year	From 01/01/2016 🔳	To 12/31/2016	5 📕 Sort By	Default						
1099 Options All vendors All	allowed accounts 💌									
2:40 AM		Larry's L	andscapi	ng & Gar	den Supply					
12/15/16			1099	Detail						
		Jan	uary throug	h Decemb	er 2016					
· · · · ·	• Туре	 Date 	• Num •	Merno	Paid Amount	 Balance 	٠			
	ABC Roofing						-			
	56-1234566									
• •	Bill	12/15/2016			4,250.0	0 4,250.0	0 4			
	Bill	12/15/2016	F	nal	4,250.0	0 8,500.0	0			
	Total ABC Roofing				8,500.0	0 8,500.0	0			
	Barnes Insulation (no tax ID on file)									
	Bill	12/15/2016			2,385.0	0 2,385.0	0			
	BIII	12/15/2016			3,800.0	0 6,185.0	0			
	Total Barnes Insulation				6,185.0	0 6,185.0	0			
	Chris Markley 333-33-3334									
	Bill	12/15/2016			5,000.0	0 5,000.0	0			
	Bill	12/15/2016			5,000.0	0 10,000.0	0			
	Total Chris Markley				10,000.0	0 10,000.0	0			
	Mendoza Mechanica (no tax ID on file)	4								
	Bill	12/15/2016			1,500.0	01,500.0	0			
	Total Mendoza Mechan	ical			1,500.0	0 1,500.0	0			
	Mike Scopellite 621-78-2089 Fill	12/15/2016	sa, c	ontract Lab	800.0	0 800.0	n			
	Total Mike Scopelite				800.0	0.008 0	ō			
	Robert Carr Masonr	v								-
		۹ 🔃	(W)					▲ (⇒)	🗑 at 🎫	3:40 AM

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.

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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.

Edit View Lists Favorites Con	npany Customers Vendors Employees Ba	nking Reports Online	: Services Window He	p »	
e Calendar Snapshots Custome	rs Vendors Employees Online Banking Do	s Reports Invoice	Item MemTx Check	Bill	ompany or Help 👻
Har I II I A					Y
top expenses by vendor summary					
Customize Report Share Template	e Memorige Print E-mail • Excel • H	lide Header Collapse	Refresh		
Dates Custom	▼ From 02/02/2016 ■ To 02/02/2017 ■ Co	olumgs Total only	 Sort By Default 		
2:46 AM	Larry's Landscaping &	Garden Supply			
12/15/16	Expenses by Vende	or Summary			
Accrual Basis	Entrany 2, 2016 through I	Solouany 2, 2017			
	rewrady 2, 2016 unough f	Curuary 2, 2017			
	Bank of Amerity	288.05 4			
	Barebora CalOil Service	1 1 200.00 1			
	Bayehore Water	419.34			
	Brown Equipment Rental	48.90			
	Cal Gas & Electric	1 458 73			
	Cal Telephone	618.30			
	Charlie's Drywall Service	1 800.00			
	City of Bayshore	45.00			
	City of Middlefield	125.00			
	Computer Services by DJ	75.00			
	Conner Garden Supplies	685.00			
	Great Statewide Bank	1.196.94			
	Gussman's Nursery	1,429.00			
	Mendoza Mechanical	70.00			
	Middlefield Nursery	240.00			
	Mike Scopellite	800.00			
	Nolan Hardware and Supplies	643.75			
	Nye Properties	2,400.00			
	Patio & Desk Designs	3,132.50			
	Robert Carr Masonry	1,086.25			
	Sena Lumber & Building Materials	2,608.95			
	Smallson & Associates	375.00			
	Sowers Office Equipment	1,142.87			
	Townley Insurance Agency	2,062.62			
	Willis Orchards	347.25			
1	TOTAL	24,229.08			

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

🚱 Sample Larry's Landscaping & Garden Supply -	- QuickBooks Pro 2012 - [Payroll Summary]	Summer works		-		
👜 File Edit View Lists Favorites Compa	ny Customers Vendors Employees Banking	Reports Online Ser	ices Windo	w Help		- 8 ×
Home Calendar Snapshots Customers Ven	🖓 😱 🍖 🖹 📄 dors Employees Online Banking Docs Report	Report Center Memorized Rep	orts		Search Company or He	lp 👻 🔍
Customize Report Share Template Memorize	Print E-mail • Excel • Hide Header R	Company Snap	hot			
Dates Custom	02/2016 🔳 To 52/02/2017 📕 Columns Employee	Process Multipl	Reports			н
2:50 AM	Larry's Landscaping & Ga	Company & Fir	ancial	•		
12/16/16	Payroll Summ	Customers & R	ceivables	•		
	February 2, 2016 through Feb	Sales		+		
	• <u>Duncan Fisher</u> • <u>Jer</u>	n Jobs, Time & №	ileage	+	•	
Employee Wages, Gross Pav	laxes and Adjustments	Vendors & Paya	bles	•		Â
Salary - De	signer 0.00	Purchases		•		
Salary - La	ndscaper 0.00	Inventory		•		
Overtim	Summarize Payroll Data in Excel	Employees & P	yroll	•		
Regular Bonus	More Payroll Reports in Excel	Banking		+		
Total Gross	Intuit 401(k) Reports	Accountant &	axes	+		
	Datural Superson	Budgets		+		
Adjusted Gra	Payroll Item Detail	List		•		
Taxes Withhe	Payroll Datail Review	Contributed Re	ortr			
Federal Wi	Faylow Decan Neview	Concibuced rice	1010	,		
Medicare E	Employee Earnings Summary	Custom Report		•		
CA . Withb	Employee state Taxes Detail	OuickReport		Ctrl+O		
CA - Disabi	Payroll Transactions by Payee	Transaction His	orv			
Total Taxes W	Payroll Transaction Detail	Transaction Jou	mal			
Boductions fr	Payron Liability balances					
Health Insu	Workers Comp Summary	-480.00	-480.00	-1.247.50		
Total Deducti	Workers Comp by Code and Employee	-480.00	-480.00	-1,247.50		
	Workers Comp by Job Summary					
Additions to I Mileson Pr	Workers Comp Detail	0.00	0.00	0.00		
Total Addition	Workers Comp Listing	0.00	0.00	0.00		
	Employee Contact List					
Net Pay	Employee Withholding	28,835.90 3	,647.36	93,337.09		
Employer Taxes	Payroll Item Listing					
Federal Unen	Paid Time Off List	92.62	89.08	226.66		
Medicare Col.,		582.23	736.16	1,785.38		Ψ.

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

😋 Sample Larry's Landscaping & Garden Supply	- QuickBooks Pro 2012	And I REPORT AND INCOME.	A DECK DESCRIPTION OF	
File Edit View Lists Favorites Company	/ Customers Vendors	Employees Banking Reports	Online Services Window He	lp
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Home Calendar Snapshots Customers Vi	endors Employees Onli	ne Banking Docs Reports I	woice Item MemTx Check	Bill Search Company or Help -
1 Payroll Summary				
Customize Report Share Template Memo	rize Print E-mail • E	cel • Hide Header Refres	h	
Dates Custom	02/02/2016 🔳 To 👥	2017 🔳 Columns Employee		
2:47 AM	Larry'	s Landscaping & Garde	n Supply	
12/15/16		Payroll Summary		
	00	ober 1 through December 15	, 2016	
	Dur	can Fisher	Jenny Mille	r Shane B. H
	Hours •	Rate + Oct 1 - Dec 15, 16	Hours	◇ Oct 1 - Dec 15, 16 ◇ Hours ◇
Employee Wages, Taxes and Adjustments				A
Gross Pay				
Salary - Designer		► 0.00 •		11,711.56
Salary - Landscaper		0.00		0.00
Overtime Rate	5	25.88 129.40		0.00
Regular Pay	480	17.25 8,280.00		0.00
Bonus				
lotal Gross Pay	485	8,409.40		11,711.56
Adjusted Gross Pay	485	8,409.40		11,711.56
Taxes Withheld				
Federal Withholding		-606.00		-1,679.00
Medicare Employee		-121.94		-169.81
Social Security Employee		-521.38		-726.12
CA - Withholding		-235.84		-445.11
CA - Disability Employee		99.24		
lotal laxes Withheld		-1,584.40		-3,138.50
Deductions from Net Pay				
Health Insurance		-75.00		140.00
Total Deductions from Net Pay		-75.00		-140.00
Additions to Net Pay				
Mileage Reimb.		0.00		0.00
Total Additions to Net Pay	_	0.00		0.00
<				Þ

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

lodify Report: Payroll S	ummary			
Display	Eilters	Header/Footer	Fonts & Numbers	
– Report Date Range –				
Dates Custom	•	· The date range y	ou specify in the From a	and To fields
From 08/02/2016	<u>I</u> o <u>07/02/2017</u>	1		
- Columps				
Display columns by E	imployee	across the top.		
Add subcolumns for				
Previous Period	🔲 Previous Year	📃 Year-To-Date	🔲 % of Row	🔲 % of Column
📃 \$ Change	\$ Change	📃 % of YTD	Hours	Rate
📃 % Change	🔜 % Change			
			•	•
			Ad <u>v</u> anced	Revert
			Cancel	Help

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	Your pay	vroll report	should	look	like	this:
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🚱 Sample Larry's Landscaping & Garden Supply - QuickBooks Pro	2012 - [Payroll Summary]		-		
🔟 File Edit View Lists Favorites Company Customers	Vendors Employees Bar	nking Reports I	Online Services – W	indow Help	_ <i>8</i> ×
	🗞 🐘		🛝 🗈	😹 🖳 "	
Home Calendar Snapshots Customers Vendors Employee:	Online Banking Docs F	Reports Invoice	Item MemTx	Check Bill	Search Company or Help 👻
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Dates Custom Prom 08/02/2018 (m) 10	notostsott (mel colonids (suit	lioyee	•		
3:03 AM	arry's Landscaping 8	& Garden Sup	oply		
12/15/16	Payroll Su	nmary			
	August 2, 2016 throug	1 August 2, 2017	·		
	o 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	-165.29	197.43	196.74	-559.46	
Total Taxes Withheld	-2,638.26	-4,950.15	-5,291.14	-12,879.55	
Beductions 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 Dev					
Mileage Reiph	0.00	0.00	0.00	0.00	
Total Additions to Net Pav	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 Audit	or		×
Display	Eilters	Header/Footer	Fonts & Numbers	
Report Date Range				
D <u>a</u> tes Custom Fro <u>m</u> 08/02/2016	<u>■</u> <u>T</u> o 08/02/2017	 The date range y 	ou specify in the From (and To fields
Columns				
Display columns by	Quarter	 across the top. 		
Add subcolumns for	Day Week	<u>^</u>		
Previous Period	Two week	🔲 Year-To-Date	📃 % of Row	📃 % of Column
\$ Change	Half month	📃 % of YTD	Hours	Rate
🗌 % Change	Month √ Ouarter		- riours	- Kato
	Year			
1	Customer:Job Vendor			
	Employee Devroll Item Detail			
	Payee			
1	Rep Class		Ad <u>v</u> anced	Revert
	Item Type			
	Item Detail Inventory Site		Cancel	Help
	Shipping Method	T		

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

Sample Larry's Landscaping & Garden Supp	oly - QuickBooks Pro 2012 -	Payroll Summary for	Auditor]				X
File Edit View Lists Favorites Con	mpany Customers Vendo	rs Employees Bar	nking Reports Or	line Services Window	Help		- 8 ×
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Home Calendar Snapshots Customers	Vendors Employees Online	Banking Docs F	Reports Invoice	Item MemTx Check	Bill	earch Company or Help	-
Customize Report Share Template Mem	orize Print E-mail • Exce	Hide Header	Refresh				
Dates Custom - From	08/02/2016 To 08/02/20	7 Columns Ou	arter 🗸			and the second second	
3:10 AM	l arn/e	Landscaping	R Garden Supr	NV.			
12/15/16	Larrys	Bayroll Su	man	, iy			
	Διια	st 2 2016 through	h August 2, 2017				
	Aug 2 - Sep 30, 16	Oct - Dec 16 ×	Jan - Mar 17 🔹	Apr-Jun17 ∘ Ju	1 - Aug 2, 17 🔹	TOTAL +	
Employee Wages, Taxes and Adjustm	ients						~
Gross Pay							
Salary - Designer	6,692.32	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	8,280.00	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	<u>0.00</u>	0.00	<u>0.00</u>	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.