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
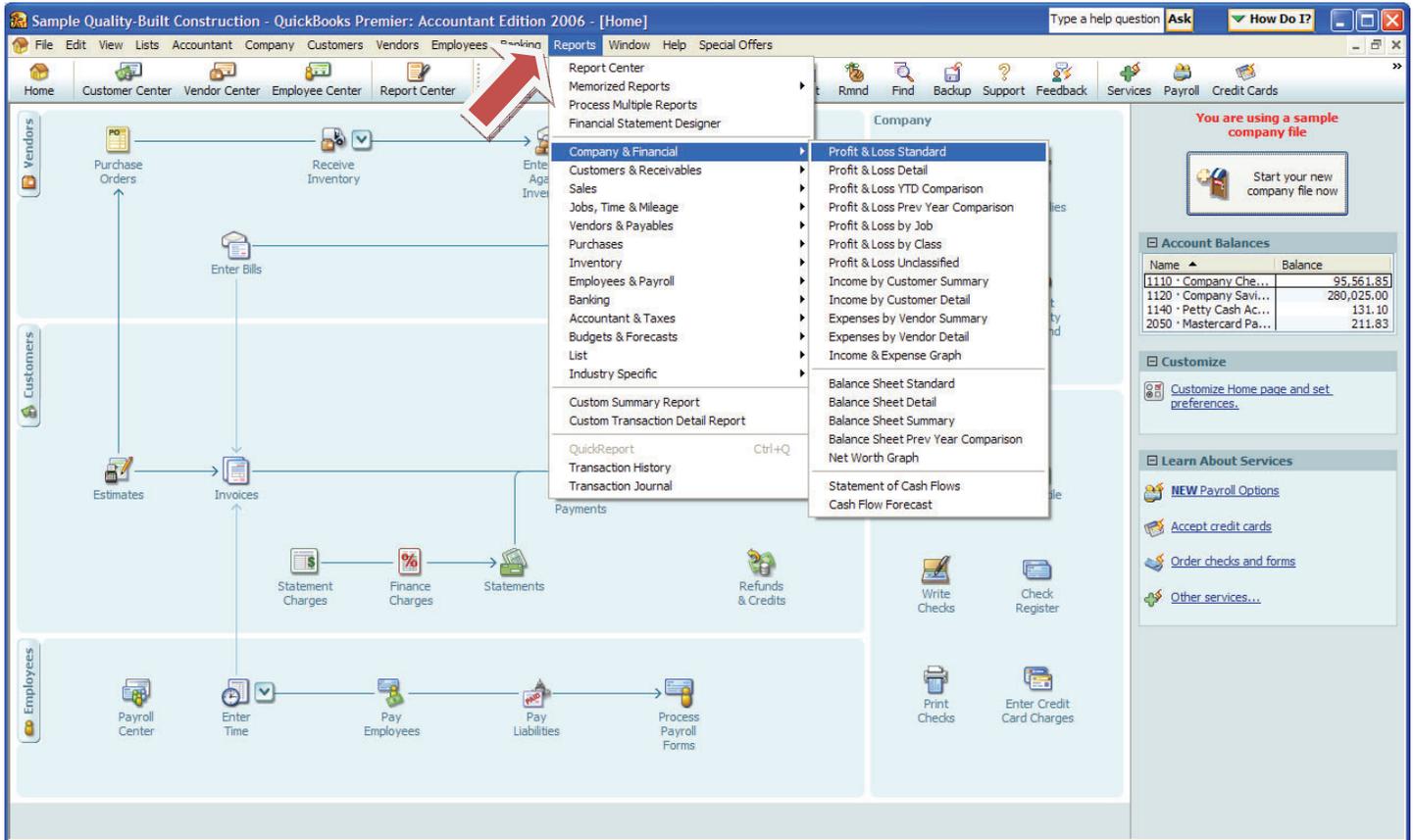
Once the report opens, select "Modify Report", the top left button:
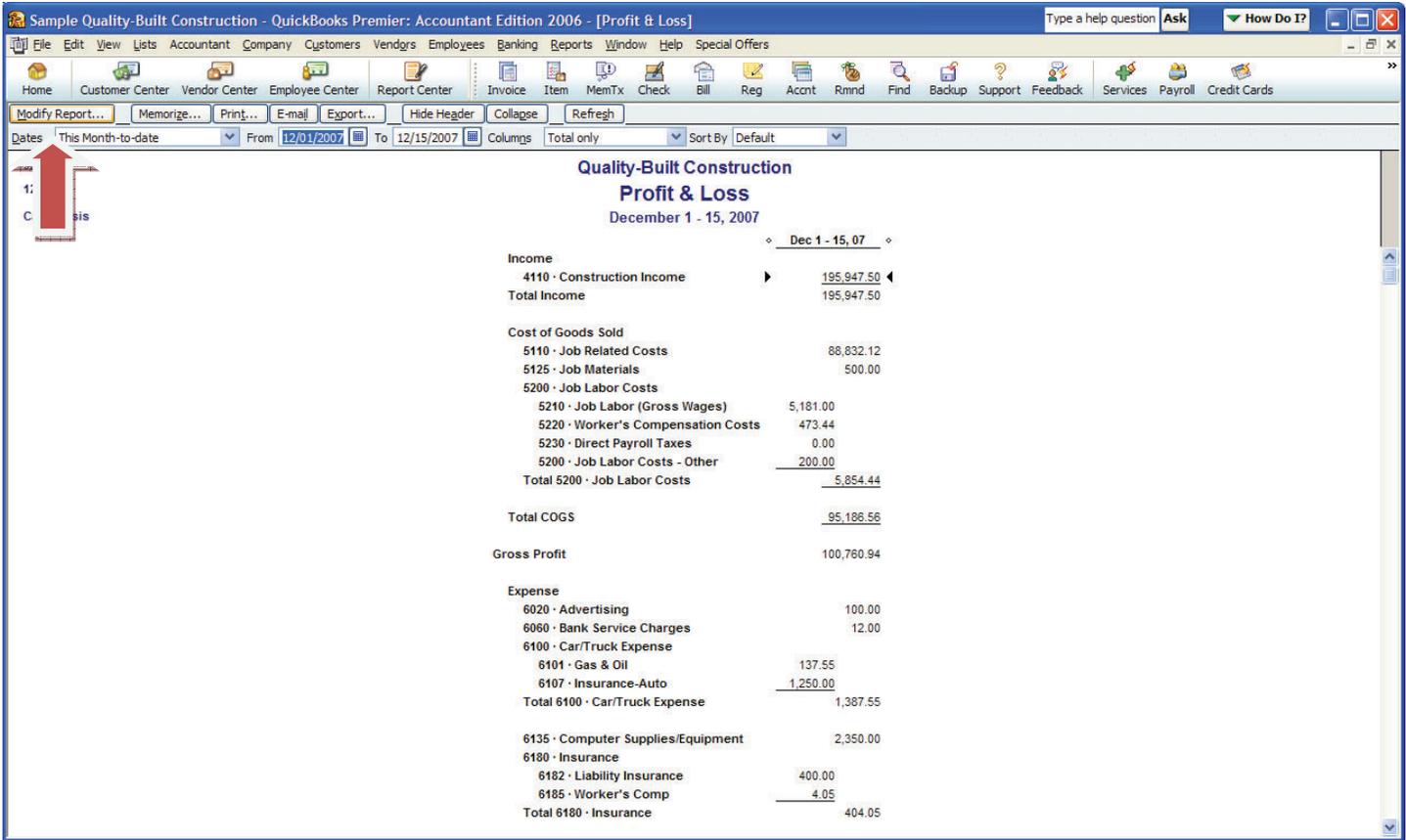
The following box opens. Select your date range and make sure you click the Cash button.