QUICK BOOKS
Choose: cash or accrual basis

Click on Reports

A drop down menu will come up – move your mouse over Company and Financials: more options appear to the right

Choose your report (i.e. Profit and Loss or Balance Sheet)
Top left, under the menu bar, is Customize Report; click on it and this screen will come up:

Just change REPORT BASIS to accrual or cash here.......

Then click OK.