



CREATING REQUIRED FINANCIAL STATEMENTS IN QUICKBOOKS ONLINE FOR MONTANA & IDAHO CDC

Monthly Reports – Profit & Loss and Balance Sheet

Profit & Loss Report Instructions:

Example: August 2016 report requested.

1. Click “Reports” from the left navigation menu.
2. Click “All Reports” from the top menu.
3. Click “Business Overview” from the All Reports options.

qb Accountant Home Customers Vendors Employees Transactions **Reports** Sales Tax

Reports Profit and Loss

\$1,280 NET INCOME | **\$9,289** INCOME | **\$8,008** EXPENSES

10 k
0 k
-10 k

Jun 14 Jul 2016 Aug 2016 Sep 1

Reports redesigned for you.
We've been working on making your reports more professional looking and easier to customize. [Learn more about what's new with reports](#)

Recommended Management Reports Frequently Run My Custom Reports **All Reports** Accountant Reports

All Reports

Business Overview
These reports show different perspectives of how your business is doing.

Manage Accounts Receivable
These reports let you see who owes you money and how much they owe you so you can get paid.

Manage Accounts Payable
These reports show what you owe and when payments are due so you can take advantage of the time you have to pay bills but still make payments on time.

Manage Employees
These reports help you manage employee activities and payroll.

Manage Products and Inventory
These reports will help you understand how much inventory you have and how much you are paying and making for each of your inventory items.

Review Sales
These reports group and total sales in different ways to help ar money.

Review Expenses and Purchases
These reports total your expenses and purchases and group th

Manage Sales Tax
These reports help you manage the sales taxes you collect and

Profit & Loss Report Instructions, Continued:

- Click "Profit and Loss by Month" from the Business Overview options.

The screenshot shows the QuickBooks Accountant interface. On the left is a navigation sidebar with options like Home, Customers, Vendors, Employees, Transactions, Reports, and Sales Tax. The main area displays 'Reports Profit and Loss' with a summary showing Net Income of \$1,280, Income of \$9,289, and Expenses of \$8,008. Below this is a line chart showing profit/loss over time. A notification banner states 'Reports redesigned for you.' Underneath are tabs for 'All Reports' and 'Accountant Reports'. The 'All Reports' tab is active, showing a 'Business Overview' section with several report options. The 'Profit and Loss by Month' report is circled in red. Other reports include Profit and Loss Comparison, Quarterly Profit and Loss Summary, Balance Sheet Detail, Profit and Loss YTD Comparison, and Profit and Loss %.

- Report will appear on screen, change the dates to the period requested. Example: August is requested, change dates to 01/01/2016 (January) to 08/31/2016.
- Click "Run Report." The report will look like the example on the following page. Note the example company does not have activity for January – April.
- Export this report to PDF by clicking the **export icon** and "Export to PDF."

This screenshot shows the configuration and header of the 'Profit and Loss by Month' report. At the top, there are fields for 'Report period' (Custom, 01/01/2016 to 08/31/2016), 'Display columns by' (Months), 'Show non-zero or active only' (Active rows/active columns), 'Period to compare' (Select period), and 'Accounting method' (Accrual selected). A 'Run report' button is visible. Below the configuration is the report header for 'Craig's Design and Landscaping Services' titled 'PROFIT AND LOSS BY MONTH' for 'January - August, 2016'. In the top right corner of the report area, there are icons for email, print, and export. The 'Export to PDF' option is circled in red.

JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	TOTAL
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Balance Sheet Report Instructions: Example: August 2016 report requested.

1. Click "Reports" from the left navigation menu.
2. Click "Recommended" from the top menu.
3. Click "Balance Sheet" from the Recommended Reports options.

Accountant

Home Customers Vendors Employees Transactions Reports Sales Tax

Reports Profit and Loss

\$1,280 NET INCOME | **\$9,289** INCOME | **\$8,008** EXPENSES

10 k
0 k
-10 k

Jun 14 Jul 2016 Aug 2016 Sep 1

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Recommended Management Reports Frequently Run My Custom Reports All Reports Accountant Reports

Recommended Reports

- Company Snapshot**
Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs.
[Run](#)
- Profit and Loss**
Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.
[Run](#) | [Customize](#)
- Balance Sheet**
Lists what you own (assets), what your debts are (liabilities), and what your company (equity).
[Run](#) | [Customize](#)
- A/R Aging Summary**
Shows unpaid invoices for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).
[Run](#) | [Customize](#)
- Expenses by Vendor Summary**
This report shows your total expenses for each vendor.
[Run](#) | [Customize](#)
- A/P Aging Summary**
Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).
[Run](#) | [Customize](#)

4. Report will appear on screen, change the dates to the period requested. Example: August is requested, change dates to 01/01/2016 (January) to 08/31/2016.
5. Change the "Display columns by" drop down to "Months."
6. Click "Run Report." The report will look like the example on the following page. Note the example company does not have activity for January – March.
7. Export this report to PDF by clicking the export icon and "Export to PDF."

Back to report list

Report period: Custom | 01/01/2016 to 08/31/2016

Display columns by: Months | Show non-zero or active only: Active rows/active columns | Period to compare: Select period | Accounting method: Cash Accrual

[Run report](#)

Collapse Sort Add notes Edit header

Craig's Design and Landscaping Services

BALANCE SHEET
As of August 31, 2016

Export to Excel
Export to PDF

