Profit & Loss Coorporate

Report Module Guide: Profit & Loss Coorporate

Module Location

General Ledger > Report > Profit & Loss Coorporate

Module Objective

The **Profit & Loss Coorporate** module is used to generate the Profit & Loss Statement for the corporate entity as a whole. This report is crucial for showing the company's financial performance over a specific period of time by summarizing all **Revenues** and **Expenses**.

1. Report Parameters (Profit & Loss Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.



Here is an explanation for each parameter:

- **Include Account Numbers / Rounding**:
    - Check **Include Account Numbers** to display account codes next to account names on the report.

- Check **Rounding** to round the monetary values on the report.

- **Report Level**:
  - This dropdown is used to set the report's level of detail, for example, a summary by account group or a breakdown to the smallest sub-account.

- **Start Date / Until**:
  - These are the most important parameters that define the time period covered by the report. Enter the start date and end date of the period you wish to analyze (e.g., July 1, 2025, to July 31, 2025).

- **Compare Report Within**:
  - Activate this feature to create a comparative report. You can choose to compare with the same period in a different year or a different month.

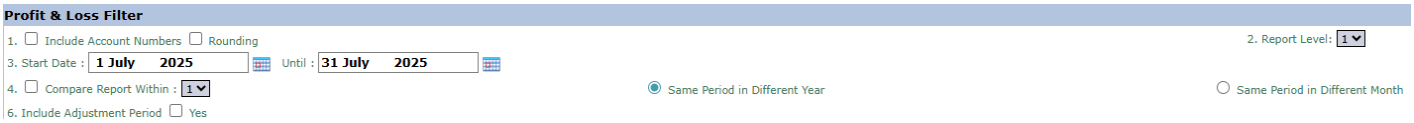
- **Include Adjustment Period**:
  - Check **Yes** if you want to include adjusting entries in the profit and loss calculation.

2. Steps to Generate the Report

The process to create a Corporate Profit & Loss report is very easy:

Step 1: Set Report Parameters

Fill in or select all the parameters you need in the **Profit & Loss Filter** section to ensure the generated report matches the scope of your analysis.



Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report**: To preview the report directly on your screen. Display Report
- **Export To MS Excel**: To download the report data in an Excel file format, which can be processed further. Export To MS Excel

Tips & Important Notes

- The Profit & Loss Statement is a report of financial performance for a **period of time**. Ensure the **Start Date** and **Until** date range is correct.
- The **Compare Report Within** feature is very useful for analyzing revenue trends or cost control compared to previous periods.
- Use **Export To MS Excel** if you need to perform further analysis, such as calculating profitability ratios or creating performance graphs for presentations.

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