Profit & Loss

Report Module Guide: Profit & Loss

Module Location

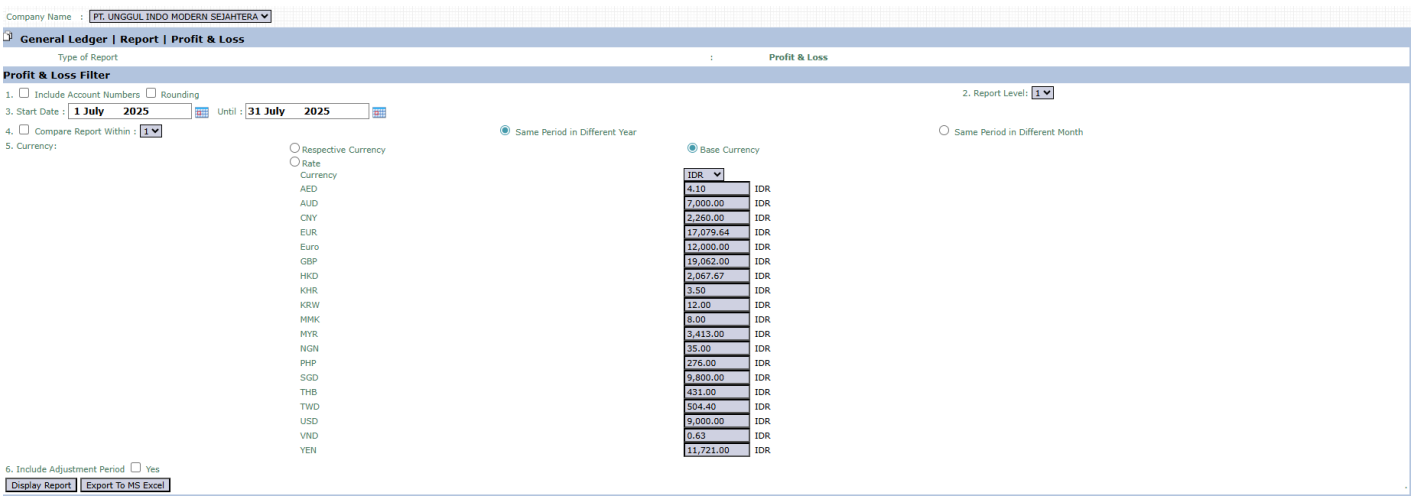
General Ledger > Report > Profit & Loss

Module Objective

The **Profit & Loss** module is used to generate the Profit & Loss Statement, which presents a company's financial performance by summarizing all **Revenues** and **Expenses** over a specific period of time. The module provides various parameter options to customize the report for your analysis needs, including flexible currency options.

1. Profit & Loss 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 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 (e.g., summary or detailed).
- **Start Date / Until**:
  - The most important parameters that define the report's time period. Enter the start and end dates of the period to be analyzed (e.g., July 1, 2025, to July 31, 2025).
- **Compare Report Within**:
  - Activate this feature to create a comparative report with the same period in a different year or a different month.
- **Currency**:
  - Choose how currency values will be displayed.
  - **Respective Currency**: Will display values in the original currency of each transaction.
  - **Base Currency**: Will convert all transactions to the company's base currency (e.g., IDR) based on existing

exchange rates.

- **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 Profit & Loss report is very easy:

Step 1: Set Report Parameters

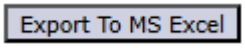
Fill in or select all the parameters you need in the **Profit & Loss Filter** section to ensure the generated report matches the scope of your analysis.

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. 

- **Export To MS Excel**: To download the report data in an Excel file format.



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.

- Use the **Currency** option to analyze performance in a specific foreign currency. This is very useful for reports related to **International Business** activities.

- Take advantage of the **Export To MS Excel** feature for further analysis, such as calculating profitability ratios or creating performance graphs for presentations.

Revision #2
Created 30 July 2025 09:18:38 by Sayu
Updated 15 August 2025 09:53:20 by Sayu