

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.

Company Name : PT. UNGGUL INDO MODERN SEJAHTERA

General Ledger | Report | Profit & Loss

Type of Report : Profit & Loss

Profit & Loss Filter

1. Include Account Numbers Rounding

2. Report Level: 1

3. Start Date : 1 July 2025 Until : 31 July 2025

4. Compare Report Within : 1

5. Currency:

Respective Currency

Rate

Base Currency

Currency	Rate	IDR
AED	4.10	IDR
AUD	7,000.00	IDR
CNY	2,250.00	IDR
EUR	17,079.64	IDR
Euro	12,000.00	IDR
GBP	19,062.00	IDR
HKD	2,067.67	IDR
KHR	3.50	IDR
KRW	12.00	IDR
MMK	6.00	IDR
MYR	3,413.00	IDR
NGN	35.00	IDR
PHP	276.00	IDR
SGD	9,800.00	IDR
THB	431.00	IDR
TWD	504.40	IDR
USD	9,000.00	IDR
VND	0.63	IDR
YEN	11,721.00	IDR

6. Include Adjustment Period Yes

Display Report Export To MS Excel

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

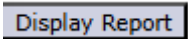
The process to create a Profit & Loss report is very easy:

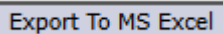
Step 1: Set Report Parameters

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.
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Revision #2

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