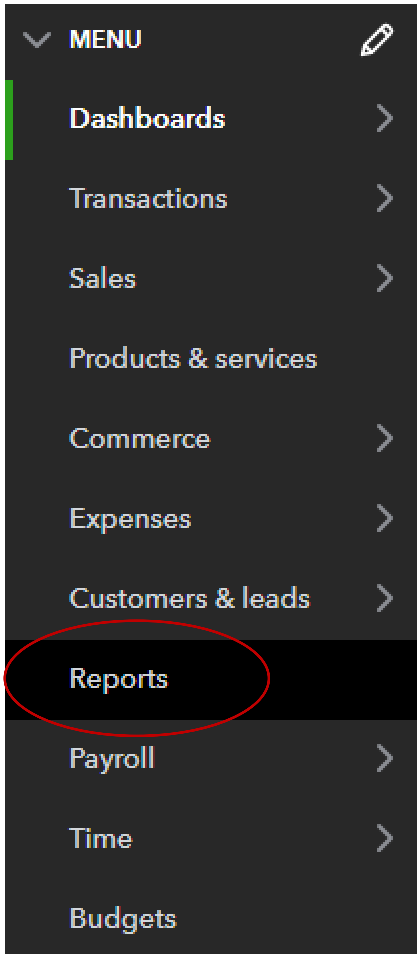
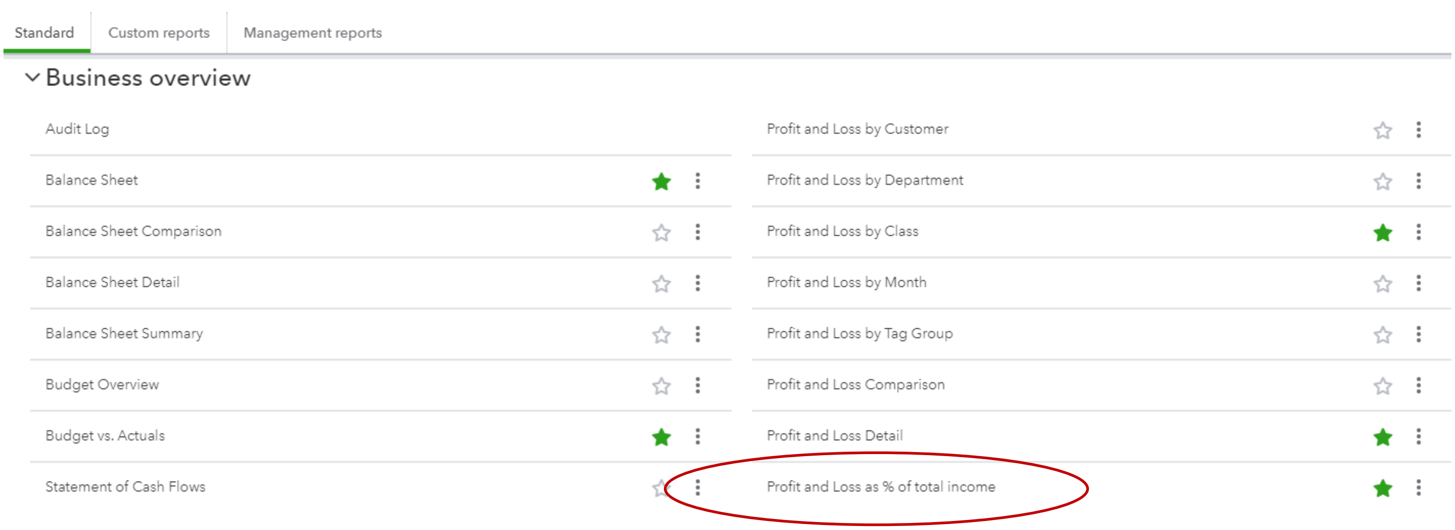
How to Pull a Profit and Loss Statement in QuickBooks Online

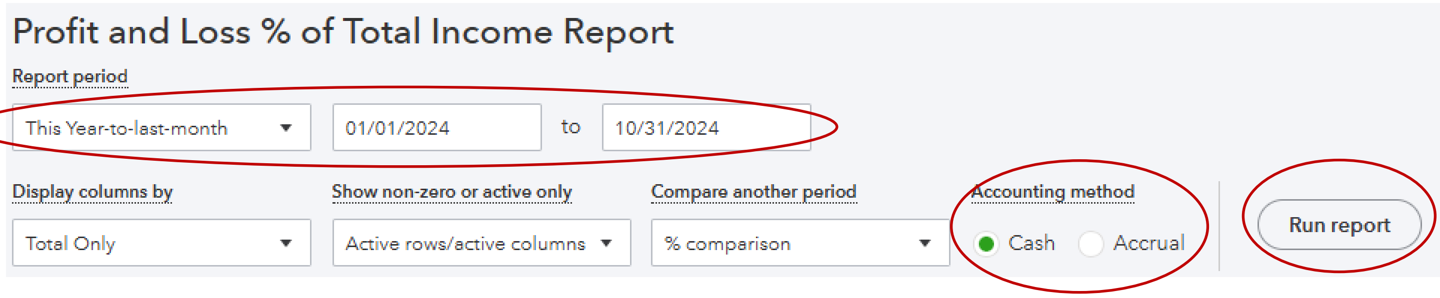


1. From your QuickBooks Menu option, select “Reports”

2. Under Business Overview, Select “Profit and Loss as % of total income”

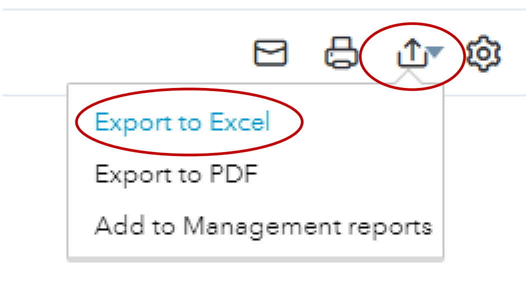


THE BLUE COLLAR SUCCESS GROUP®



3. Under Report Period, select This Year To Last Month. *This helps avoid running a P&L for a month that is not complete.*

Then select your accounting method. Select Run Report.



4. To export this P&L to excel format click and “Export to Excel”.