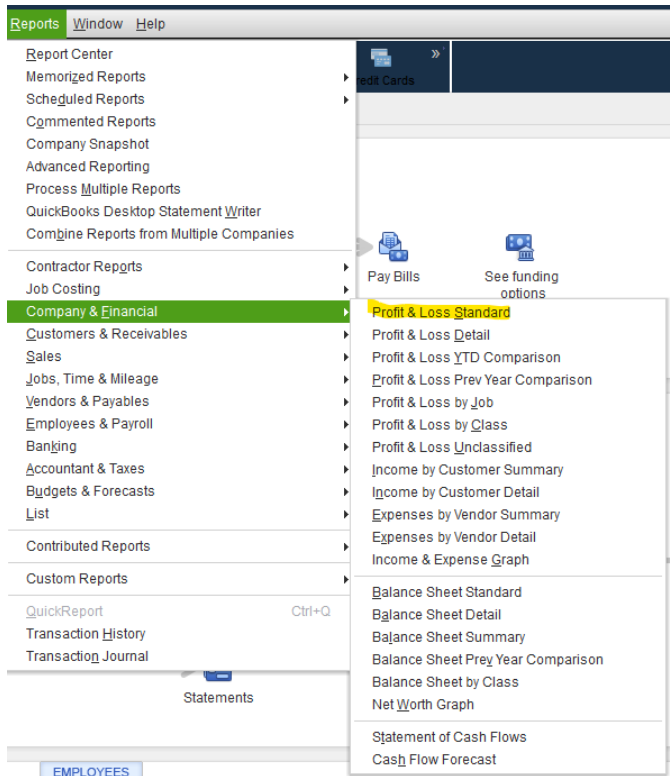
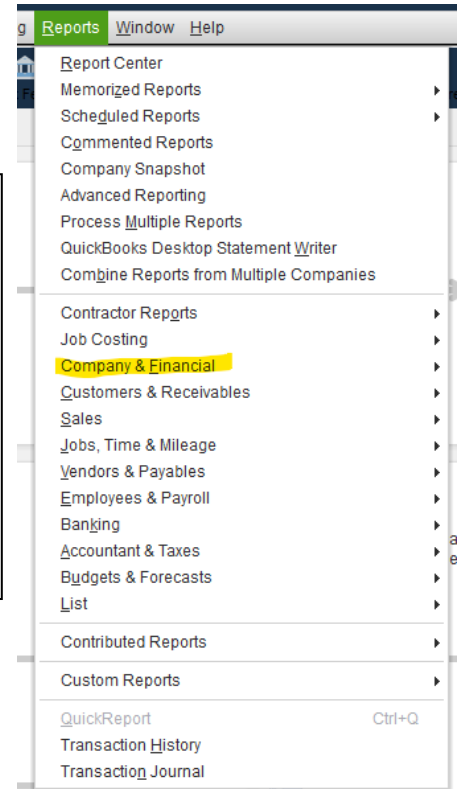




THE BLUE COLLAR SUCCESS GROUP®

How to Pull a Profit and Loss Statement in Quickbooks

1. From your Quickbooks Menu option, select “Reports” and find “Company & Financial”



2. Select “Profit & Loss Standard”



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3. Enter a specific date range. Avoid running a P&L for a month that is not complete. **Note:** When a Year to Date (YTD) P&L is requested, you should run your report through the last day of your previous month, not through 'today', because you may be pulling information that is incomplete or inaccurate if the month is not over.

4:15 PM
10/21/24
Accrual Basis

Dates: This Month-to-date From 10/01/2024 To 10/21/2024 Show Columns Total only Sort By Default

Report Basis: Accrual Cash Show Filters

Profit & Loss

October 1 - 21, 2024

Oct 1 - 21, 24	
Ordinary Income/Expense	
Income	
40100 - Sales	199,023.05
45000 - Coupons & Discounts	-5,567.61
45200 - Customer Returns/Refunds	-299.00
Total Income	193,156.44
Cost of Goods Sold	
50000 - Cost of Sales	
50010 - Equipment	20,587.49
50100 - Materials	20,208.22
51000 - Field Labor	18,648.72
51100 - Commissions & Sales Salaries	2,768.60
53000 - Subcontractor	608.37
53100 - Equipment Rental	0.00
53200 - Permits	35.00
Total 50000 - Cost of Sales	62,856.40
Total COGS	62,856.40
Gross Profit	130,300.04
Expense	
60000 - Wages	
60100 - Officer Salaries	5,909.40
60400 - Administrative & Office	14,420.79
60500 - Warehouse & Purchasing	3,152.15
Total 60000 - Wages	23,482.34
61000 - Payroll Tax	
61100 - FICA and Medicare	2,418.75
61200 - FUTA/SUTA/Other	18.53
Total 61000 - Payroll Tax	2,437.28
62100 - Medical/Dental (EE Contribs)	-401.46
62110 - Medical (WBG) (ER)	166.26
62500 - Legal Shield-employee	119.60
62550 - T. Rowe Employer Matching	333.00
62600 - Uniforms	908.07
62700 - Outsourced payroll services	3.00

4:15 PM
10/21/24
Accrual Basis

Dates: This Month-to-date From 10/01/2024 To 10/21/2024 Show Columns Total only Sort By Default

Report Basis: Accrual Cash Show Filters

Profit & Loss

October 1 - 21, 2024

Oct 1 - 21, 24	
53000 - Subcontractor	608.37
53100 - Equipment Rental	0.00
53200 - Permits	35.00
Total 50000 - Cost of Sales	62,856.40
Total COGS	62,856.40
Gross Profit	130,300.04
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61200 - FUTA/SUTA/Other	18.53
Total 61000 - Payroll Tax	2,437.28
62100 - Medical/Dental (EE Contribs)	-401.46
62110 - Medical (WBG) (ER)	166.26
62500 - Legal Shield-employee	119.60
62550 - T. Rowe Employer Matching	333.00
62600 - Uniforms	908.07
62700 - Outsourced payroll services	3.00
62800 - Employee Benefits	10,647.70
62820 - Workers' Comp	549.29
62825 - Recruiting, Hiring & Retention	408.00
62900 - Education - Tuition & Seminars	550.00
62925 - Drug Testing	200.00
63000 - ADVERTISING	
63010 - Yellow Pages	1,412.00
63011 - Advertising-Public Relations	750.00
63020 - Direct Mail	6,789.70
63021 - Advertising-Social Media	1,450.00
63065 - Internet	2,608.00
Total 63000 - ADVERTISING	13,009.70

4. Select "Customize Report"



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Modify Report: Profit & Loss

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates: **This Month-to-date** From the first day of the current month through today

From: 10/01/2024 To: 10/21/2024

REPORT BASIS

☒ Accrual ☐ Cash This setting determines how this report calculates income and expenses.

COLUMNS

Display columns by: Total only across the top. Sort by: Default Sort in: ☒ Ascending order ☐ Descending order

Add subcolumns for:

☐ Previous Period ☐ Previous Year ☐ Year-To-Date ☐ % of Row ☐ % of Column

☐ \$ Change ☐ \$ Change ☐ % of YTD ☒ % of Income ☐ % of Expense

Advanced... Revert

OK Cancel Help

5. In this menu, verify your dates match what you selected earlier. If not, change them. Then check the “% of Income” box. Click OK.

Profit & Loss		
October 1 - 21, 2024		
	Oct 1 - 21, 24	% of Income
53000 • Subcontractor	608.37	0.3%
53100 • Equipment Rental	0.00	0.0%
53200 • Permits	35.00	0%
Total 50000 • Cost of Sales	66,506.40	34.4%
Total COGS	66,506.40	34.4%
Gross Profit	126,650.04	65.6%
Expense		
60000 • Wages		
60100 • Officer Salaries	5,909.40	3.1%
60400 • Administrative & Office	14,420.79	7.5%
60500 • Warehouse & Purchasing	3,152.15	1.6%
Total 60000 • Wages	23,482.34	12.2%
61000 • Payroll Tax		
61100 • FICA and Medicare	2,418.75	1.3%
61200 • FUTA/SUTA/Other	18.53	0%
Total 61000 • Payroll Tax	2,437.28	1.3%
62100 • Medical/Dental (EE Contribs)	-401.46	-0.2%
62110 • Medical (WBG) (ER)	166.26	0.1%
62500 • Legal Shield-employee	119.60	0.1%
62550 • T. Rowe Employer Matching	333.00	0.2%
62600 • Uniforms	908.07	0.5%
62700 • Outsourced payroll services	3.00	0%
62800 • Employee Benefits	10,647.70	5.5%
62820 • Workers' Comp	792.81	0.4%
62825 • Recruiting, Hiring & Retention	408.00	0.2%
62900 • Education - Tuition & Seminars	550.00	0.3%
62925 • Drug Testing	200.00	0.1%
63000 • ADVERTISING		
63010 • Yellow Pages	1,412.00	0.7%
63011 • Advertising-Public Relations	750.00	0.4%
63020 • Direct Mail	6,789.70	3.5%
63021 • Advertising-Social Media	1,450.00	0.8%
63065 • Internet	2,608.00	1.4%
Total 63000 • ADVERTISING	13,009.70	6.7%

6. Your P&L should look like this. One column should be dollars, and the other should have the % those dollars are to your income. This will make it easier for you and your coach to catch things like benchmarks, trends, and thus use your P&L as an operational tool, not just a financial report!



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Customize Report | Comment on Report | Share Template | Memorize | Print | E-mail | **Excel** | Hide Header | Collapse Rows | Refresh

Dates: This Month-to-date | From: 10/01/2024 | To: 10/21/2024 | Show Columns | Total only | Sort By: Default

Report Basis: ☒ Accrual ☐ Cash | [Show Filters](#)

6:37 PM
10/21/24
Accrual Basis

Profit & Loss

October 1 - 21, 2024

	Oct 1 - 21, 24	% of Income
Ordinary Income/Expense		
Income		
40100 - Sales	199,023.05	103%
45000 - Coupons & Discounts	-5,567.61	-2.9%
45200 - Customer Returns/Refunds	-299.00	-0.2%
Total Income	193,156.44	100.0%
Cost of Goods Sold		
50000 - Cost of Sales		
50010 - Equipment	20,587.49	10.7%
50100 - Materials	23,858.22	12.4%
51000 - Field Labor	10,640.72	9.7%
51100 - Commissions & Sales Salari...	2,788.60	1.4%
53000 - Subcontractor	600.37	0.3%
53100 - Equipment Rental	0.00	0.0%
53200 - Permits	35.00	0%
Total 50000 - Cost of Sales	66,506.40	34.4%
Total COGS	66,506.40	34.4%
Gross Profit	126,650.04	65.6%
Expense		
60000 - Wages		
60100 - Officer Salaries	5,909.40	3.1%
60400 - Administrative & Office	14,420.79	7.5%
60500 - Warehouse & Purchasing	3,152.15	1.6%
Total 60000 - Wages	23,482.34	12.2%
61000 - Payroll Tax		
61100 - FICA and Medicare	2,418.75	1.3%
61200 - FUTA/SUTA/Other	18.53	0%
Total 61000 - Payroll Tax	2,437.28	1.3%
62100 - Medical/Dental (EE Contribs)	-401.46	-0.2%
62110 - Medical (WBG) (ER)	166.26	0.1%
62500 - Legal Shield-employee	119.60	0.1%
62550 - T. Rowe Employer Matching	333.00	0.2%

7. To export this P&L to excel format click “Excel” in the top menu bar.

Customize Report | Comment on Report | Share Template | Memorize | Print | E-mail | **Excel** | Hide Header | Collapse Rows | Refresh

Dates: This Month-to-date | From: 10/01/2024 | To: 10/21/2024 | Show Columns | **Create New Worksheet** | Update Existing Worksheet | Default

Report Basis: ☒ Accrual ☐ Cash | [Show Filters](#)

6:37 PM
10/21/24
Accrual Basis

Profit & Loss

October 1 - 21, 2024

	Oct 1 - 21, 24	% of Income
Ordinary Income/Expense		
Income		
40100 - Sales	199,023.05	103%
45000 - Coupons & Discounts	-5,567.61	-2.9%
45200 - Customer Returns/Refunds	-299.00	-0.2%
Total Income	193,156.44	100.0%
Cost of Goods Sold		
50000 - Cost of Sales		
50010 - Equipment	20,587.49	10.7%
50100 - Materials	23,858.22	12.4%
51000 - Field Labor	10,640.72	9.7%
51100 - Commissions & Sales Salari...	2,788.60	1.4%
53000 - Subcontractor	600.37	0.3%
53100 - Equipment Rental	0.00	0.0%
53200 - Permits	35.00	0%
Total 50000 - Cost of Sales	66,506.40	34.4%
Total COGS	66,506.40	34.4%
Gross Profit	126,650.04	65.6%
Expense		
60000 - Wages		
60100 - Officer Salaries	5,909.40	3.1%
60400 - Administrative & Office	14,420.79	7.5%
60500 - Warehouse & Purchasing	3,152.15	1.6%
Total 60000 - Wages	23,482.34	12.2%
61000 - Payroll Tax		
61100 - FICA and Medicare	2,418.75	1.3%
61200 - FUTA/SUTA/Other	18.53	0%
Total 61000 - Payroll Tax	2,437.28	1.3%
62100 - Medical/Dental (EE Contribs)	-401.46	-0.2%
62110 - Medical (WBG) (ER)	166.26	0.1%
62500 - Legal Shield-employee	119.60	0.1%

8. From the Excel dropdown, Click “Create New Worksheet”.



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Send Report to Excel

WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?

☒ Create new worksheet

☒ in new workbook

☐ in existing workbook

☐ Update an existing worksheet [How it works](#)

☐ Replace an existing worksheet

☐ Create a comma separated values (.csv) file

Advanced...

Export Cancel Help

8. In this menu pop-up, verify “Create new worksheet” and “in new workbook” selected.

A	B	C	D	E	F	G	H	I	J
						Oct 1 - 21, 24	% of Income		
					Ordinary Income/Expense				
					Income				
					40100 · Sales	199,023.05	103.04%		
					45000 · Coupons & Discounts	-5,567.61	-2.88%		
					45200 · Customer Returns/Refunds	-299.00	-0.16%		
					Total Income	193,156.44	100.0%		
					Cost of Goods Sold				
					50000 · Cost of Sales				
					50010 · Equipment	20,587.49	10.66%		
					50100 · Materials	23,858.22	12.35%		
					51000 · Field Labor	18,648.72	9.66%		
					51100 · Commissions & Sales Salaries	2,768.60	1.43%		
					53000 · Subcontractor	608.37	0.32%		
					53100 · Equipment Rental	0.00	0.0%		
					53200 · Permits	35.00	0.02%		
					Total 50000 · Cost of Sales	66,506.40	34.43%		
					Total COGS	66,506.40	34.43%		
					Gross Profit	126,650.04	65.57%		
					Expense				
					60000 · Wages				
					60100 · Officer Salaries	5,909.40	3.06%		
					60400 · Administrative & Office	14,420.79	7.47%		
					60500 · Warehouse & Purchasing	3,152.15	1.63%		
					Total 60000 · Wages	23,482.34	12.16%		
					61000 · Payroll Tax				
					61100 · FICA and Medicare	2,418.75	1.25%		
					61200 · FUTA/SUTA/Other	18.53	0.01%		
					Total 61000 · Payroll Tax	2,437.28	1.26%		
					62100 · Medical/Dental (EE Contribs)	-401.46	-0.21%		
					62110 · Medical (WBG) (ER)	166.26	0.09%		
					62500 · Legal Shield-employee	119.60	0.06%		
					62550 · T. Rowe Employer Matching	333.00	0.17%		
					62600 · Uniforms	908.07	0.47%		
					62700 · Outsourced payroll services	3.00	0.0%		
					62800 · Employee Benefits	10,647.70	5.51%		

9. This is what your final report will look like. You did it! Not so bad right?