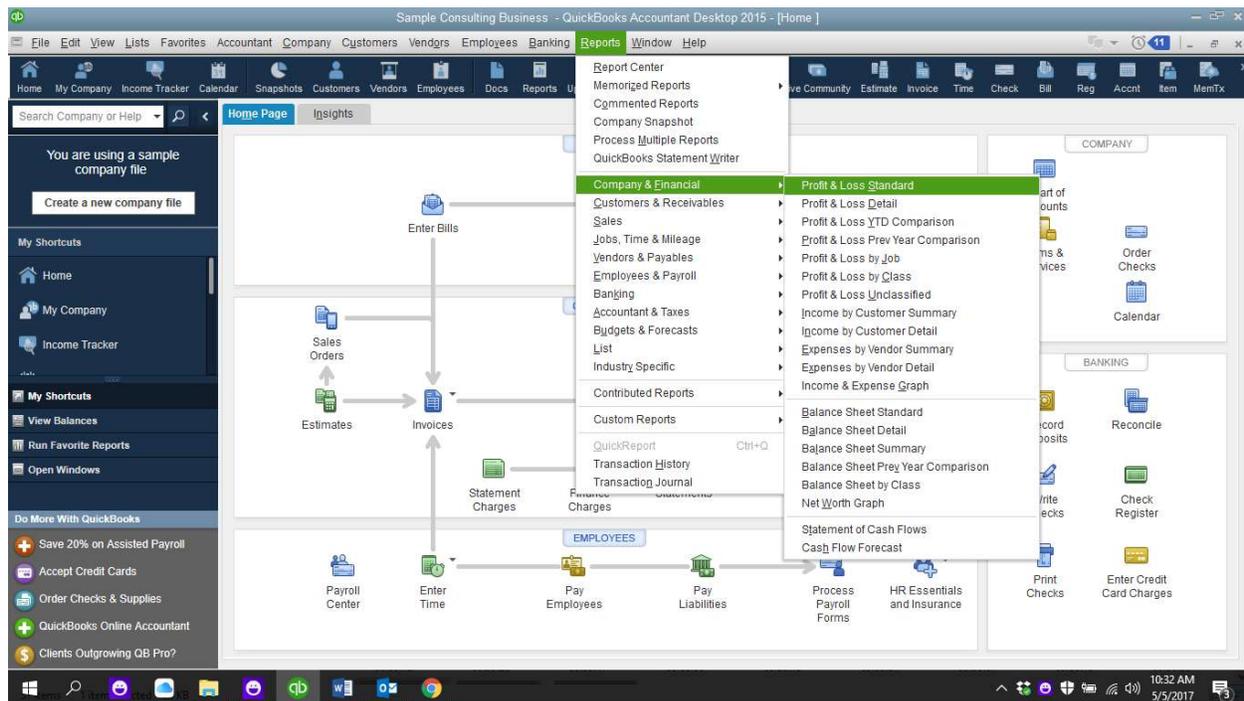


The Profit & Loss Month by Month

This next lesson is really cool. I call this the Profit and Loss By Month. This is a very powerful tool for identifying trends in your business. The nice thing is this report is very visual. It basically takes a summary view of the General Ledger but makes it so you can see trends.

I will walk you through this step by step in QuickBooks 2015. This report is a basic Profit and Loss but we make a couple of modifications, and the usefulness of the report explodes. Once you create this, simply just memorize it in QuickBooks. I am going to show you this on a monthly example, however, I use it on a daily, weekly, and even yearly.

Let's by creating a normal Profit and Loss Statement.



Once you have this, next click the Customize Button on the top left.

Sample Consulting Business - QuickBooks Accountant Desktop 2015

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

You are using a sample company file

Create a new company file

My Shortcuts

- Home
- My Company
- Income Tracker
- Calendar
- Snapshots

My Shortcuts

- View Balances
- Run Favorite Reports
- Open Windows

Do More With QuickBooks

- Save 20% on Assisted Payroll
- Accept Credit Cards
- Order Checks & Supplies
- QuickBooks Online Accountant
- Clients Outgrowing QB Pro?

Profit & Loss

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

Dates: This Month-to-date From 12/01/2019 To 12/15/2019 Show Columns Total only Sort By Default

11:50 AM
12/15/19

Consulting Business
Profit & Loss
December 1 - 15, 2019

Accrual Basis

Ordinary Income/Expense		Dec 1 - 15, 19
Income		
Revenue - Service		
Consulting Revenue		3,350.00
Total Revenue - Service		3,350.00
Total Income		
		3,350.00
Cost of Goods Sold		
Direct Labor (on payroll)		2,613.64
Reimbursable Expenses		66.00
Total COGS		2,679.64
Gross Profit		670.36
Expense		
Car/Truck Expense		
Company Car		563.00
Mileage		0.00
Total Car/Truck Expense		563.00
Contributions		2,500.00
Insurance		
General Liability Insurance		230.00
Worker's Compensation		231.84
Total Insurance		461.84
Rent		583.75
Supplies		96.00

12:50 PM 5/5/2017

Then change the Display columns by, change this from Total to Month.

Sample Consulting Business - QuickBooks Accountant Desktop 2015

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

You are using a sample company file

Create a new company file

My Shortcuts

- Home
- My Company
- Income Tracker
- Calendar
- Snapshots

My Shortcuts

- View Balances
- Run Favorite Reports
- Open Windows

Do More With QuickBooks

- Save 20% on Assisted Payroll
- Accept Credit Cards
- Order Checks & Supplies
- QuickBooks Online Accountant
- Clients Outgrowing QB Pro?

Profit & Loss

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

Dates: This Month-to-date From 12/01/2019 To 12/15/2019 Show Columns Total only Sort By Default

11:50 AM
12/15/19

Consulting Business
Profit & Loss
December 1 - 15, 2019

Accrual Basis

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: 12/01/2019 To: 12/15/2019

REPORT BASIS

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

COLUMNS

Display columns by: Month across the top. Sort by: Default

Total only

Sort in: Ascending order Descending order

Add subcolumns for:

- Day
- Week
- Two week
- Four week
- Half month
- Month
- Quarter
- Year
- Customer/Job
- Vendor
- Employee

Previous Period

\$ Change

% Change

Year-To-Date

% of Row

% of YTD

% of Column

% of Income

% of Expense

Advanced... Revert

OK Cancel Help

total insurance		461.84
rent		583.75
supplies		96.00

12:50 PM 5/5/2017

Then change the time period to this fiscal year.

Sample Consulting Business - QuickBooks Accountant Desktop 2015

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

You are using a sample company file

Create a new company file

My Shortcuts

- Home
- My Company
- Income Tracker
- Calendar
- Snapshots

Do More With QuickBooks

- Save 20% on Assisted Payroll
- Accept Credit Cards
- Order Checks & Supplies
- QuickBooks Online Accountant
- Clients Outgrowing QB Pro?

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

Dates: This Fiscal Year From 12/01/2019 To 12/15/2019 Show Columns Month Sort By Default

11:50 AM All
12/15/19 Today
Accruals: This Week, This Week-to-date, This Month, This Month-to-date, This Fiscal Quarter, This Fiscal Quarter-to-date, **This Fiscal Year**, This Fiscal Year-to-date, Yesterday, Last Week, Last Week-to-date, Last Month, Last Month-to-date, Last Fiscal Quarter, Last Fiscal Quarter-to-date, Last Fiscal Year, Last Fiscal Year-to-date, Next Week

Consulting Business Profit & Loss December 1 - 15, 2019

	TOTAL
Ordinary Income/Expense	
Income	
Revenue - Service	
Consulting Revenue	3,350.00
Total Revenue - Service	3,350.00
Total Income	3,350.00
Cost of Goods Sold	
Direct Labor (on payroll)	2,613.64
Reimbursable Expenses	66.00
Total COGS	2,679.64
Gross Profit	670.36
Expense	
Car/Truck Expense	
Company Car	563.00
Mileage	0.00
Total Car/Truck Expense	563.00
Contributions	2,500.00
Insurance	
General Liability Insurance	230.00
Worker's Compensation	231.84
Total Insurance	461.84
Rent	583.75
Supplies	96.00

12:51 PM 5/5/2017

And you get a Profit and Loss Statement that puts January through December right next to each other in one report.

Sample Consulting Business - QuickBooks Accountant Desktop 2015

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Search Company or Help

You are using a sample company file

Create a new company file

My Shortcuts

- Home
- My Company
- Income Tracker
- Calendar
- Snapshots

Do More With QuickBooks

- Save 20% on Assisted Payroll
- Accept Credit Cards
- Order Checks & Supplies
- QuickBooks Online Accountant
- Clients Outgrowing QB Pro?

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

Dates: This Fiscal Year From 01/01/2019 To 12/31/2019 Show Columns Month Sort By Default

11:51 AM
12/15/19
Accrual Basis

Consulting Business Profit & Loss January through December 2019

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Ordinary Income/Expense							
Income							
Class Revenue	0.00	0.00	0.00	0.00	0.00	2,100.00	0
Markup on Reimbursable Expen...	24.40	24.90	9.30	17.50	18.00	62.70	92
Reimbursed Exp. (Income)	244.00	249.00	93.00	175.00	180.00	655.00	924
Revenue - Product							
Book Sales	790.50	0.00	0.00	0.00	372.00	697.50	697
Total Revenue - Product	790.50	0.00	0.00	0.00	372.00	697.50	697
Revenue - Service							
Consulting Revenue	31,400.00	28,215.00	15,670.00	25,630.00	31,235.00	26,840.00	48,470
Total Revenue - Service	31,400.00	28,215.00	15,670.00	25,630.00	31,235.00	26,840.00	48,470
Total Income	32,458.90	28,488.90	15,772.30	25,822.50	31,805.00	30,355.20	50,184
Cost of Goods Sold							
Direct Labor (on payroll)	2,272.73	4,564.40	4,504.83	4,409.09	4,545.46	3,314.40	4,500
Freight in	108.00	0.00	0.00	0.00	0.00	0.00	0
Outside Consultants (1099)	5,000.00	4,000.00	4,000.00	4,400.00	4,600.00	4,000.00	4,470
Product Costs							
Cost of Books for Resale	395.25	0.00	0.00	0.00	186.00	348.75	348
Total Product Costs	395.25	0.00	0.00	0.00	186.00	348.75	348
Reimbursable Expenses	255.00	201.00	340.00	219.00	1,191.12	729.00	919
Total COGS	8,030.98	8,765.40	8,844.83	9,028.09	10,522.58	8,392.15	10,238
Gross Profit	24,427.92	19,723.50	6,927.47	16,794.41	21,282.42	21,963.05	39,945

12:51 PM 5/5/2017

Now to make this report fit better in the book I am going to export this report to Excel. This will allow us to see the report better. I can get the entire 12 months in one picture, but will have to do several screens to get all of the expenses in.

Book2 - Microsoft Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

		Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL
1														
2	Ordinary Income/Expense													
3	Income													
4	Class Revenue	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00
5	Markup on Reimbursable Expenses	24.40	24.90	9.30	17.50	18.00	62.70	92.40	38.20	48.45	27.10	44.00	62.10	469.05
6	Reimbursed Exp. (Income)	244.00	249.00	93.00	175.00	180.00	655.00	924.20	382.00	484.50	271.00	440.00	621.00	4,718.70
7	Revenue - Product													
8	Book Sales	790.50	0.00	0.00	0.00	372.00	697.50	697.50	0.00	744.00	0.00	0.00	0.00	3,301.50
9	Total Revenue - Product	790.50	0.00	0.00	0.00	372.00	697.50	697.50	0.00	744.00	0.00	0.00	0.00	3,301.50
10	Revenue - Service													
11	Consulting Revenue	31,400.00	28,215.00	15,670.00	25,630.00	31,235.00	26,840.00	48,470.00	35,540.00	30,310.00	40,605.00	19,520.00	15,250.00	348,685.00
12	Total Revenue - Service	31,400.00	28,215.00	15,670.00	25,630.00	31,235.00	26,840.00	48,470.00	35,540.00	30,310.00	40,605.00	19,520.00	15,250.00	348,685.00
13	Total Income	32,458.90	28,488.90	15,772.30	25,822.50	31,805.00	30,355.20	50,184.10	35,960.20	31,586.95	40,903.10	20,004.00	15,933.10	359,274.25
14	Cost of Goods Sold													
15	Direct Labor (on payroll)	2,272.73	4,564.40	4,504.83	4,409.09	4,545.46	3,314.40	4,500.00	4,564.40	4,437.50	4,522.73	4,564.40	4,819.52	51,019.46
16	Freight in	108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.00
17	Outside Consultants (1099)	5,000.00	4,000.00	4,000.00	4,400.00	4,600.00	4,000.00	4,470.00	4,100.00	3,600.00	5,000.00	2,800.00	4,000.00	49,970.00
18	Product Costs													
19	Cost of Books for Resale	395.25	0.00	0.00	0.00	186.00	348.75	348.75	0.00	372.00	0.00	0.00	0.00	1,650.75
20	Total Product Costs	395.25	0.00	0.00	0.00	186.00	348.75	348.75	0.00	372.00	0.00	0.00	0.00	1,650.75
21	Reimbursable Expenses	255.00	201.00	340.00	219.00	1,191.12	729.00	919.60	382.00	484.50	271.00	440.00	321.00	5,753.22
22	Total COGS	8,030.98	8,765.40	8,644.83	9,028.09	10,522.58	8,392.15	10,238.35	9,046.40	8,894.00	9,793.73	7,804.40	9,140.52	108,501.43
23	Gross Profit	24,427.92	19,723.50	6,927.47	16,794.41	21,282.42	21,963.05	39,945.75	26,913.80	22,692.95	31,109.37	12,199.60	6,792.58	250,772.82

Sheet1

READY 1:00 PM 5/5/2017

So this is great in this shot we can see revenue by month for the whole year. Revenue fluctuates greatly from the low of \$15,250 in December to the high of \$48,470 in July. In your QuickBooks report, you can click on any month, and you can see all of the invoices for that period. So revenue is all over the map on month by month basis. But interesting enough, the Direct Labor and Outside Consulting expense is pretty consistent with a variance by month of about \$3,000.

Book2 - Microsoft Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

		Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL
23	Gross Profit	24,427.92	19,723.50	6,927.47	16,794.41	21,282.42	21,963.05	39,945.75	26,913.80	22,692.95	31,109.37	12,199.60	6,792.58	250,772.82
24	Expense													
25	Advertising Expense	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	2,000.00
26	Business License & Fees	0.00	710.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	710.23
27	Car/Truck Expense													
28	Company Car	563.00	563.00	563.00	563.00	563.00	563.00	563.00	563.00	563.00	563.00	563.00	563.00	6,756.00
29	Gas & Oil	149.79	53.00	0.00	148.54	21.89	0.00	215.70	47.23	0.00	68.89	202.60	0.00	907.64
30	Insurance-Auto	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
31	Mileage	7.80	75.60	55.80	49.32	7.80	0.00	0.00	0.00	0.00	0.00	0.00	22.11	218.43
32	Registration & License	0.00	0.00	0.00	546.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	546.00
33	Repairs & Maintenance	0.00	0.00	0.00	980.23	0.00	0.00	0.00	0.00	0.00	720.00	0.00	0.00	1,700.23
34	Total Car/Truck Expense	840.59	811.60	738.80	2,407.09	712.69	683.00	898.70	730.23	683.00	1,471.89	885.60	705.11	11,568.30
35	Conferences and Seminars	1,000.00	0.00	0.00	0.00	350.00	0.00	0.00	3,350.00	0.00	0.00	0.00	0.00	4,700.00
36	Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
37	Depreciation Expense	76.92	76.92	76.92	76.92	76.92	76.92	76.92	76.92	76.92	76.92	76.92	76.92	923.04
38	Dues and Subscriptions	850.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	2,350.00
39	Insurance													
40	General Liability Insurance	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	2,760.00
41	Owner's Health Insurance	356.00	356.00	356.00	356.00	356.00	356.00	356.00	356.00	356.00	356.00	356.00	356.00	4,272.00
42	Professional Liability Insurance	0.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	6,875.00
43	Worker's Compensation	231.84	231.84	231.84	231.84	231.84	231.84	231.84	231.84	231.84	231.84	231.84	231.84	2,782.08
44	Total Insurance	817.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	16,689.08

Sheet1

READY 1:00 PM 5/5/2017

Here we can see we have quarterly advertising expense of \$500.00. When I click on the \$500 it is an advertising expense to a magazine. The auto lease expense is as expected, the same every month but Gas & Oil expense has a very wide range. So either they are missing expenses or only travel sporadically. There are two major conferences, one in January and another major one in August. The Dues and Subscriptions have only one expense in July for a trade association for \$1,500. The insurance expense is very consistent.

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL
Total Insurance	817.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	1,442.84	16,689.08
Maintenance/Janitorial	200.00	200.00	200.00	357.00	200.00	200.00	327.50	200.00	200.00	357.45	200.00	200.00	2,841.95
Marketing Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	0.00	4,500.00
Meals, Local	100.72	201.53	51.00	75.41	236.56	0.00	157.16	69.77	0.00	131.10	155.10	263.00	1,441.35
Office Equipment	25.00	475.00	25.00	25.00	25.00	375.00	25.00	725.00	25.00	25.00	25.00	25.00	1,800.00
Postage and Delivery	78.00	132.00	78.00	78.00	78.00	78.00	78.00	132.00	78.00	78.00	132.00	78.00	1,098.00
Professional Fees													
Accounting Fees	0.00	0.00	0.00	255.00	1,554.00	0.00	255.00	0.00	0.00	255.00	0.00	0.00	2,319.00
Legal Fees	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	600.00
Payroll Service Fees	127.08	132.00	135.60	142.00	129.00	123.08	124.08	123.08	123.08	124.08	123.08	123.08	1,529.24
Total Professional Fees	127.08	532.00	135.60	397.00	1,683.00	123.08	379.08	123.08	323.08	379.08	123.08	123.08	4,448.24
Promotional Expense	355.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355.00
Rent	583.75	583.75	583.75	583.75	583.75	583.75	583.75	583.75	583.75	583.75	583.75	583.75	7,005.00
Repairs													
Computer Repairs	0.00	0.00	0.00	0.00	0.00	0.00	390.00	0.00	0.00	0.00	0.00	0.00	390.00
Equipment Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	343.09	0.00	0.00	0.00	0.00	343.09
Total Repairs	0.00	0.00	0.00	0.00	0.00	0.00	390.00	343.09	0.00	0.00	0.00	0.00	733.09
Supplies	652.36	640.07	1,225.36	394.88	896.37	241.14	298.76	627.62	551.17	421.02	636.57	274.04	6,829.36
Telephone	404.38	320.14	313.13	388.74	319.93	323.10	388.30	313.19	303.56	333.68	318.71	291.81	4,018.67
Travel	55.23	0.00	0.00	140.00	191.00	2,500.00	75.00	0.00	191.00	300.00	0.00	0.00	3,452.23
Utilities	65.08	55.08	48.08	25.12	22.10	22.07	28.47	29.47	30.54	32.90	67.08	75.60	501.59
Wages - Unbillable													

The Maintenance/Janitorial fluctuates a little. When you zoom in on the \$357, there is a supply expense. There is a monthly \$200 cleaning expense and then a supply replenish fee periodically. There is a large Marketing Expense in August which is an annual expense to public relations company. Office Equipment has a wide range, they have purchased a few small printers. Accounting fees show a quarterly fee then an amount for the annual tax returns. Supplies vary quite a bit, you can zoom into the detail to find out more.

Book4 - Microsoft Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

		Jan 19	% of Row	Feb 19	% of Row	Mar 19	% of Row	Apr 19	% of Row	May 19	% of Row	Jun 19	% of Row	Jul 19	% of Row
3	Ordinary Income/Expense														
4	Income														
5	Class Revenue	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	2,100.00	100.0%	0.00	0.0%
6	Markup on Reimbursable Expenses	24.40	5.2%	24.90	5.3%	9.30	2.0%	17.50	3.7%	18.00	3.8%	62.70	13.4%	92.40	19.7%
7	Reimbursed Exp. (Income)	244.00	5.2%	249.00	5.3%	93.00	2.0%	175.00	3.7%	180.00	3.8%	655.00	13.9%	924.20	19.6%
8	Revenue - Product														
9	Book Sales	790.50	23.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	372.00	11.3%	697.50	21.1%	697.50	21.1%
10	Total Revenue - Product	790.50	23.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	372.00	11.3%	697.50	21.1%	697.50	21.1%
11	Revenue - Service														
12	Consulting Revenue	31,400.00	9.0%	28,215.00	8.1%	15,670.00	4.5%	25,630.00	7.4%	31,235.00	9.0%	26,840.00	7.7%	48,470.00	13.9%
13	Total Revenue - Service	31,400.00	9.0%	28,215.00	8.1%	15,670.00	4.5%	25,630.00	7.4%	31,235.00	9.0%	26,840.00	7.7%	48,470.00	13.9%
14	Total Income	32,458.90	43.3%	28,488.90	18.7%	15,772.30	8.5%	25,822.50	14.8%	31,805.00	27.9%	30,355.20	156.1%	50,184.10	74.3%
15	Cost of Goods Sold														
16	Direct Labor (on payroll)	2,272.73	4.5%	4,564.40	8.9%	4,504.83	8.8%	4,409.09	8.6%	4,545.46	8.9%	3,314.40	6.5%	4,500.00	8.8%
17	Freight in	108.00	100.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
18	Outside Consultants (1099)	5,000.00	10.0%	4,000.00	8.0%	4,000.00	8.0%	4,400.00	8.8%	4,600.00	9.2%	4,000.00	8.0%	4,470.00	8.9%
19	Product Costs														
20	Cost of Books for Resale	395.25	23.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	186.00	11.3%	348.75	21.1%	348.75	21.1%
21	Total Product Costs	395.25	23.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	186.00	11.3%	348.75	21.1%	348.75	21.1%
22	Reimbursable Expenses	255.00	4.4%	201.00	3.5%	340.00	5.9%	219.00	3.8%	1,191.12	20.7%	729.00	12.7%	919.60	16.0%
23	Total COGS	8,030.98	142.8%	8,765.40	20.4%	8,844.83	22.7%	9,028.09	21.2%	10,522.58	50.1%	8,392.15	48.3%	10,238.35	54.8%

READY

QuickBooks Export Tips Sheet1

2:32 PM 5/5/2017

