

## **QBO Instructions for Quarterly Profit & Loss Statement for HHS Application**

1. Log into your QuickBooks Online account.
2. Along the left side of the screen, click Reports.
3. On the next screen, click Standard to pull up the list of standard reports offered.
4. Under Business Overview, in the right column, click on Quarterly Profit and Loss Summary.
5. At the top of the report, update the fields as outlined below
  - a. Report Period – use the drop-down feature and select CUSTOM. For the next 2 fields you will enter the beginning and ending dates. Use 01/01/2020 as the beginning date and 09/30/20 (or 06/30/20) for the ending date depending on which quarter of your accounting is complete.
  - b. Display columns by – use the drop-down feature and select QUARTERS
  - c. Show non-zero or active only – use the drop-down feature and place a mark in the Non-zero options for both Show Rows and Show Columns
  - d. Compare another period – use the drop-down feature and place a checkmark in the second box (Previous Year PY)
  - e. Accounting method – this should be CASH

Quarterly Profit and Loss Summary Report

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Report period

Custom ▼ 01/01/2020 to 09/30/2020

Display columns by: Quarters ▼

Show non-zero or active only: Non-zero Rows/Non-zero C ▼

Compare another period: Previous year ▼

Accounting method:  Cash  Accrual

Run report

6. After the options are selected, press RUN REPORT.
7. You can either print to a printer or PDF document.

## **QB Desktop Instructions for Quarterly Profit & Loss Statement for HHS** **Application**

1. Log into your QuickBooks account.
2. Across the top, click on Reports. Then scroll to Company Financials > Profit and Loss Standard
3. At the top of the report screen, select the Customize Report button
  - a. Report Date Range:
    - i. Dates – Select CUSTOM
    - ii. From To - Change the FROM and TO fields to enter range of the year up to when your accounting is completed. EXAMPLE: FROM: 01/01/2020 TO: 09/30/20.
  - b. Report Basis – This should have Cash selected.
  - c. Columns:
    - i. Display Columns By – use the drop-down feature and select QUARTER.
    - ii. Sort by – This should already be set to Default. If not, use the drop-down feature to update.
    - iii. Sort In: This should be Ascending order
  - d. Add subcolumns for:
    - i. Only place a check in the Previous Year box

Modify Report: Profit & Loss

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates Custom The date range you specify in the From and To fields

From 01/01/20 To 06/30/20

REPORT BASIS

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

COLUMNS

Display columns by Quarter 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

% Change  % Change

Advanced... Revert

OK Cancel Help

4. After the options are selected, click OK and the report will generate.
5. You can either print to a printer or PDF document.