Profit and Loss Report by Department Instructions

Prints standard profit and loss report along with departments in columns.
It can print up 10 departments

Report Installation

Acme Widgets Ltd
Profit & Loss Report for May:2011/12

	ADMB	BRBF1	BRBF2	CRBF1	MELF1	MELF2	NSWF1	NSWF2	NSWF3	QLDF1	Total
Income											
Other Income	0	3,000	4,000	2,500	0	0	0	2,000	0	5,000	16,500
Interest Received	0	0	0	0	0	0	3,000	0	0	0	3,000
Consulting Income	0	0	0	0	0	0	1,000	0	3,000	0	4,000
Total Income	0	3,000	4,000	2,500	0	0	4,000	2,000	3,000	5,000	23,500
Direct Expenses											
Total Direct Expenses	0	0	0	0	0	0	0	0	0	0	0
Net Income	0	3,000	4,000	2,500	0	0	4,000	2,000	3,000	5,000	23,500
Other Expenses											
Computer Expenses	0	2,500	1,000	0	0	0	0	0	0	0	3,500
Phone	0	0	0	0	0	0	0	500	500	2,500	3,500
Accounting Fees	0	0	0	0	0	0	0	0	2,000	0	2,000
Photocopier	0	0	0	0	0	0	0	0	1,000	1,000	2,000
Total Other Expenses	0	2,500	1,000	0	0	0	0	500	3,500	3,500	11,000
Profit (Loss)	0	500	3,000	2,500	0	0	4,000	1,500	- 500	1,500	12,500

If you do not know how to install this report, download Moneyworks report installation instructions here:
http://moneyworks.com.np/files/Moneyworks_report_installation_instructions.pdf

Choose report >Profit and Loss report by Dept
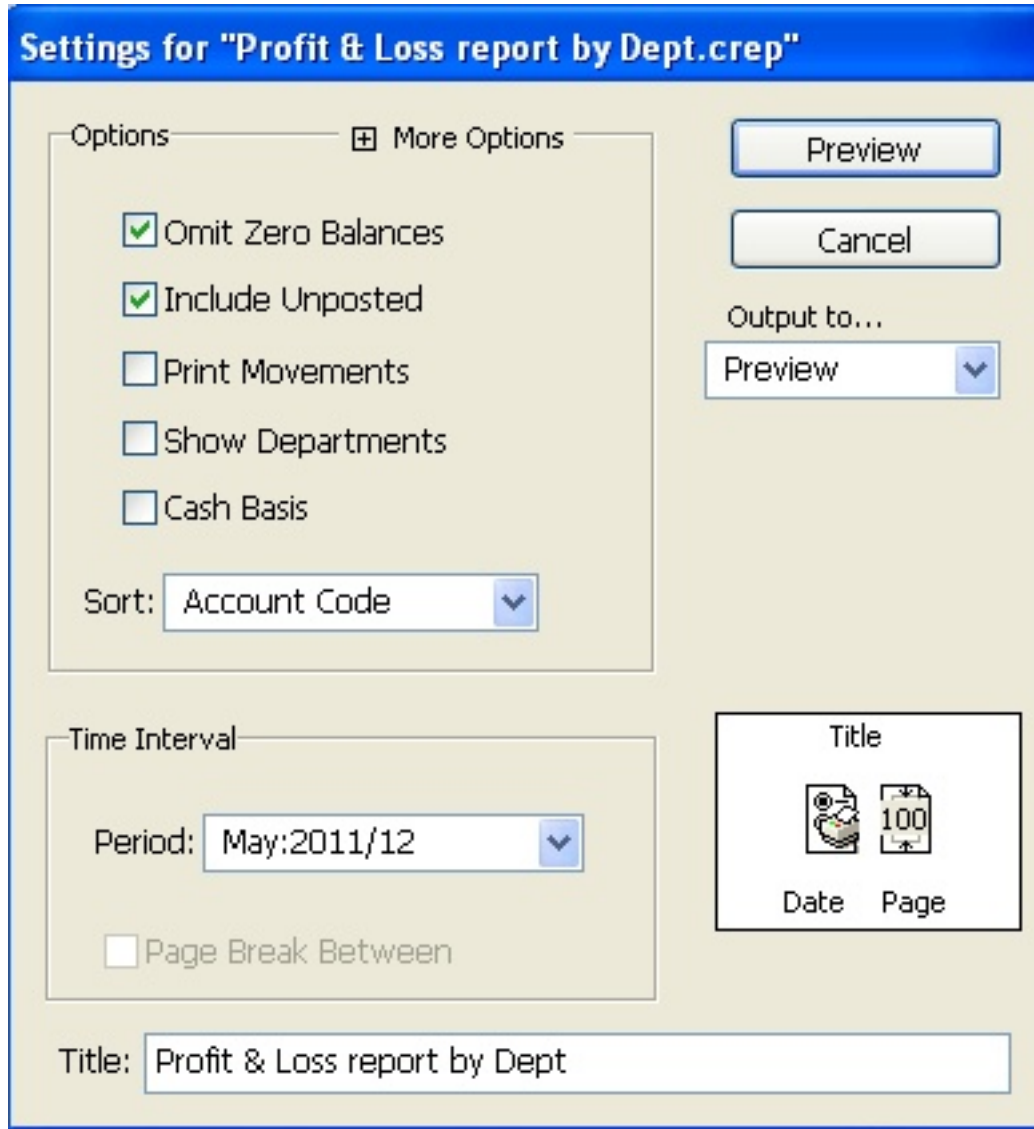
Choose **Profit and loss report by dept** from the Reports menu.

Set Report Options

You will be shown options and time interval settings. Choose the options you wish to use and the period that you want to run the report for.

Note: do **not** check the "Show departments" checkbox- departments will always be shown in columns without this option chosen.

To Preview the report : Set the *Output to* popup to *Preview* and click the *Preview* button .

Example no 1

Acme Widgets Ltd
Profit & Loss Report for May:2011/12

	① BRBF1	② BRBF2	③ CRBF1	④ NSWF1	⑤ NSWF2	⑥ NSWF3	⑦ QLDF1	⑧ QLDF2	⑨ SYDF1	⑩ SYDF2	⑪ Total
Income											
Other Income	3,000	4,000	2,500	0	2,000	0	5,000	0	1,500	6,000	24,000
Interest Received	0	0	0	3,000	0	0	0	0	0	0	3,000
Consulting Income	0	0	0	1,000	0	3,000	0	0	0	0	4,000
Total Income	3,000	4,000	2,500	4,000	2,000	3,000	5,000	0	1,500	6,000	31,000
Direct Expenses											
Total Direct Expenses	0	0	0	0	0	0	0	0	0	0	0
Net Income	3,000	4,000	2,500	4,000	2,000	3,000	5,000	0	1,500	6,000	31,000
Other Expenses											
General Expenses	0	0	0	0	0	0	0	0	5,000	2,000	7,000
Computer Expenses	2,500	1,000	0	0	0	0	0	0	0	0	3,500
Phone	0	0	0	0	500	500	2,500	2,000	0	0	5,500
Accounting Fees	0	0	0	0	0	2,000	0	0	0	0	2,000
Photocopier	0	0	0	0	0	1,000	1,000	1,000	0	0	3,000
Total Other Expenses	2,500	1,000	0	0	500	3,500	3,500	3,000	5,000	2,000	21,000
Profit (Loss)	500	3,000	2,500	4,000	1,500	- 500	1,500	- 3,000	- 3,500	4,000	10,000

This example report shows Income and expenses with the profit /(loss) at the bottom of the report.

In example no 1, there are 11 columns all together. Each colum shows the income and expenses of a department,with the department code as column heading.
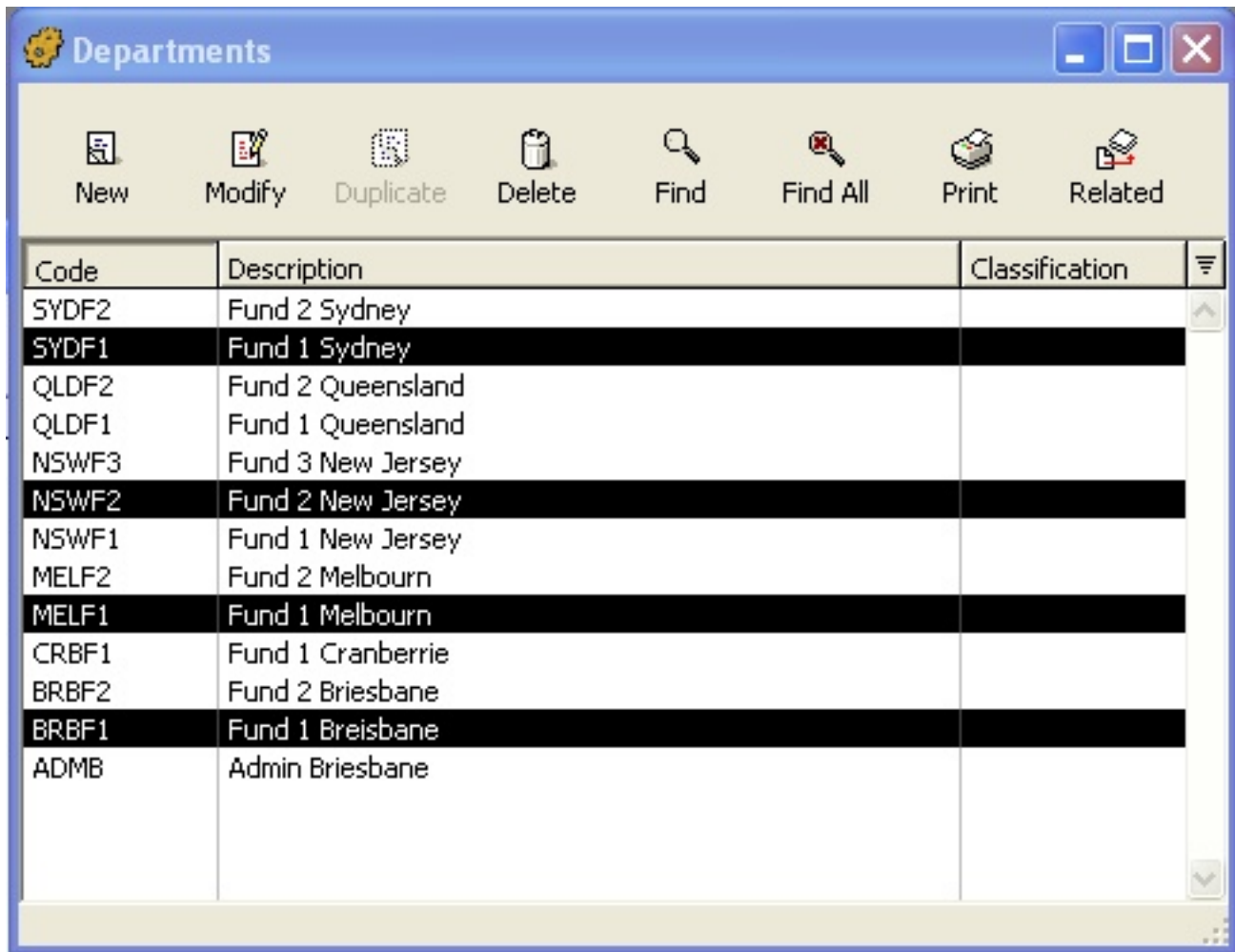
Columns will be shown according to alphabetical order A-Z of their department codes.

Note that if you have more than 10 departments in your organisation, only the first 10 will be displayed.

The last column is the total of all the columns shown .

Note: If you want to run the report for just certain departments please refer to the Department Selection instructions below.

Department Selection

To choose only certain departments :

Suppose Company A has 16 departments at present and 16 department is not possile in one report. The option here is either you can choose 10 deparments first and 6 later or can choose eight first and eight later. Alternatively, only some of the departments might be relevant to the report you want....

To select the departments

1. Choose menu **Show > Departments,**

2. Select the departments from the department list , so that the deparments you want to use are highlighted. To do this hold down the control key (Windows) or command key (Mac) and click on the departments you wish to use. (To remove a department from the highlighted group, click a second time on a highlighted department while still holding control/command)

3. Now go to Report > Profit and Loss Report by Dept and preview the report as above

A preview of a report produced with the highlighted departments as above is shown in Example no 2.below

Example no. 2

Acme Widgets Ltd
Profit & Loss Report for May:2011/12

	① BRBF1	② MELF1	③ NSWF2	④ SYDF1							Total
Income											
Other Income	3,000	0	2,000	1,500	0	0	0	0	0	0	6,500
Total Income	3,000	0	2,000	1,500	0	0	0	0	0	0	6,500
Direct Expenses											
Total Direct Expenses	0	0	0	0	0	0	0	0	0	0	0
Net Income	3,000	0	2,000	1,500	0	0	0	0	0	0	6,500
Other Expenses											
General Expenses	0	0	0	5,000	0	0	0	0	0	0	5,000
Computer Expenses	2,500	0	0	0	0	0	0	0	0	0	2,500
Phone	0	0	500	0	0	0	0	0	0	0	500
Total Other Expenses	2,500	0	500	5,000	0	0	0	0	0	0	8,000
Profit (Loss)	500	0	1,500	- 3,500	0	0	0	0	0	0	- 1,500

Note : We can customise the report according to the number of departments you wish to show by adding or removing columns. For this customisation , you will have to contact us at the time of purchase. Remember that if you have a large number of department and you want to print report at once it might not be possible. Also, if you have 20 departments/columns and size of the paper allows you to print only 12 depatments/columns , you will have to print the other 8 by selecting them from department list .The standard size of the paper is A4 size- you can open the report and change to letter format if you wish.