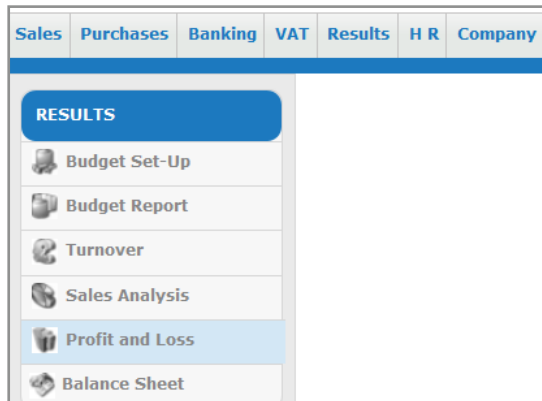


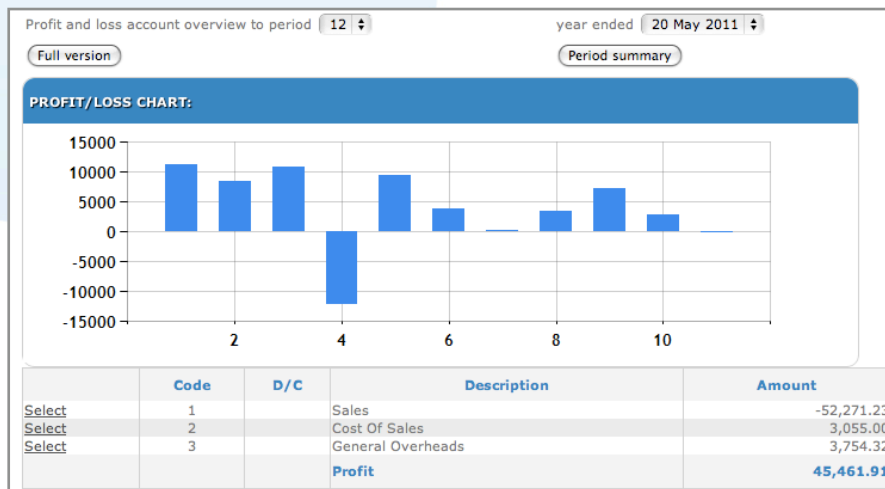
## Profit and Loss

This help document take you through the profit and loss function. This allows you to review the profitability of your company.

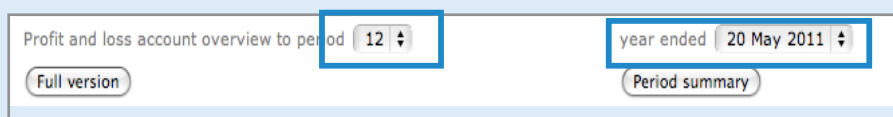
Press the **Results** tab and then the **Profit and loss** button.



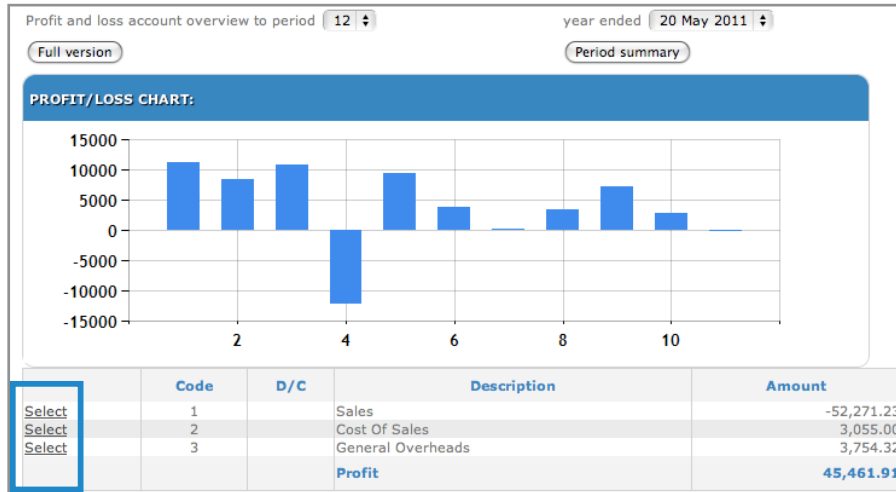
The **profit/loss chart** shows an overview of the profit or loss for each period in a year.



For a more detailed breakdown of the profit and loss, select the **Period** you want to view up to from the drop down box. You can change the year you look at by using the **Year ended** drop down box.



Press the **Select** button next to the **Sales**, **Cost of Sales** or **General Overheads** to see a breakdown of the nominal codes used. The codes for the chosen area will then appear on the right.



To see a breakdown of the profit and loss of each nominal code, press on the code you want to examine. The image below shows the **General Overheads**' nominal codes.

Code	D/C	Description	Amount
Select 1		Sales	-52,271.23
Select 2		Cost Of Sales	3,055.00
Select 3		General Overheads	3,754.32
		<b>Profit</b>	<b>45,461.91</b>

Code	Description	Net
ACCO1	Accountancy Fees	-248.99
AD01	Advertising	2,826.00
AUD01	Audit	-468.00
BC01	Bank Charges	-560.00
BD01	Bad Debt Write Off	560.00
BI01	Bank Interest Paid	-100.00
CA01	Carriage	101.00
DT01	Discounts Taken	45.00
EH01	Equipment Hire	38.76
ENT01	U.K. Entertainment	-50.00
GAS01	Gas	1,000.00
INS01	Insurance	223.00
SAL02	Employers N.I.	345.00
TEL01	Telephone	42.55

A new window will then open showing every transaction within the time period selected for that nominal code. To change a nominal code, press the **Amend** button next to the transaction you wish to alter.

Nominal transaction for year ended 20/05/2011 period 1 to 12 - costing % (By date)

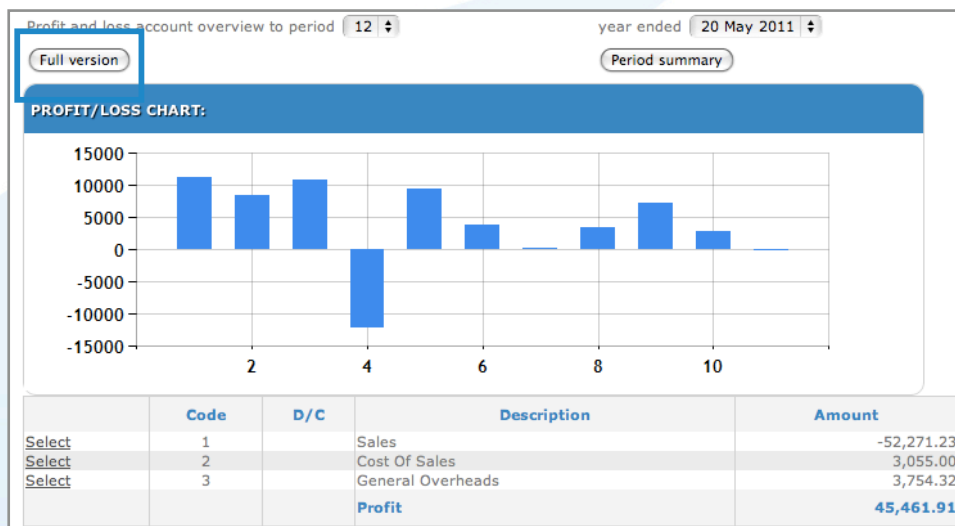
Code: AUD01 Description: Audit Total: -468.00

Date	Source	Invoice no	Ref	Detail	Qty	Curr	Debit	Credit	Balance	Costing Period	
20/09/2010	NP			payroll balance			468.00	468.00	-468.00		Amend
							468.00				

A box will then pop up. Select a different nominal **code** then press **Update**.

Nominal amendment	
ID	992
Code	AUD01 <input type="button" value="v"/>
Paid	0.00
Audit	<a href="#">NP/payroll/20/09/2010</a>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

To see a breakdown of all the nominal codes for sales, cost of sales and general overheads together, press the **Full version** button.



This will bring up a screen with the sum of all the transactions under every nominal code used. The **Net loss/profit** will be shown at the bottom of the screen.

PlusONE

Profit and Loss

year ended **20 May 2011** period from **1** to **2**

Group	Code	Description	Value
1	EXP01	Expenses	-3,315.00
1	RMS1	Rooms To Rent	-250.00
1	RTI	Retail	-79.79
1	SA01	Sales	-21,815.00
		<b>Sales</b>	<b>-25,459.79</b>
2	PUR01	Purchases	3,020.00
		<b>Cost Of Sales</b>	<b>3,020.00</b>
		Gross profit	22,439.79
		Percentage	88.14
3	ACC01	Accountancy Fees	480.00
3	AD01	Advertising	2,330.00
3	ENT01	U.K. Entertainment	-50.00
3	TEL01	Telephone	42.55
		<b>General Overheads</b>	<b>2,802.55</b>
		<b>NET PROFIT</b>	<b>19,637.24</b>



The searching criteria can be changed at the top of the screen. The **year ended** date allows you to choose the year to look at. The **period from** and **to** can be changed to see the profit and loss for a particular period or between set periods.

Clicking on the individual nominal codes will bring up the breakdown of the transactions within the code and allow you to alter them.