

Financial reports

Accounting and finance

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Produce the Profit and Loss, Balance Sheet, Cash Flow, Trial Balance and receivables reports, and read them.

Beginner · About 20 minutes · Version 1.0 · Updated 17 November 2026

Overview

Financial reports turn your transactions into the statements an owner, bank or tax adviser needs. Find them on the **Accounting** workspace under **Reports & Masters**, or type the name in the search bar.

The Accounting workspace, with a Profit and Loss chart and the list of reports and shortcuts.

The key reports

Report	It shows
Profit and Loss Statement	Income, expenses and net profit for a period
Balance Sheet	What you own, owe and your equity on a date
Cash Flow	Where cash came from and went
Trial Balance	Every account's balance, to check the books agree
General Ledger	Every entry in an account, with filters
Accounts Receivable	Who owes you, and how overdue each invoice is
Accounts Payable	Whom you owe, and how overdue

Steps

1. Open the report, for example **Profit and Loss Statement**.
2. Choose the **Company** and **Fiscal Year**, or a **From** and **To** date.
3. Choose how to **Periodicity** group the columns: Monthly, Quarterly or Yearly.
4. Optionally filter by **Cost Center** or another dimension.
5. Read the totals. Click an account name to open its ledger entries.
6. Use **Menu**, then **Export** or **Print** to share it. Save your filter settings using **Save** in the menu.

Practical example

At the end of each month, the owner opens the **Profit and Loss Statement** with *Monthly* periodicity for the fiscal year. Net profit for October is lower than September. She clicks the *Transport and Delivery* line, which opens the ledger and shows a large fuel bill she had not expected. She then checks the **Accounts Receivable** report and phones the three biggest overdue customers.

Important notes

- Reports include **submitted** documents only. Drafts are not counted.
- If the **Balance Sheet** does not balance, look for entries posted to the wrong account, or an unsubmitted opening entry.
- Use the **Trial Balance** to check that total debits equal total credits.
- Tax reports depend on your tax setup. See Sales taxes and VAT.

Common mistakes

- Comparing two reports with different fiscal years or companies.
- Forgetting that backdated entries change past months' figures.

Next steps

Read Sales taxes and VAT.

Related documentation

- Running and saving reports
- Currency, fiscal year and accounting periods
- The chart of accounts