

what to expect

This Business Builder will guide you through a step-by-step process to create a profit and loss statement for your business.

what you should know before getting started

The Purpose of a P&L Statement

A Profit and Loss (P&L) statement measures a company's sales and expenses during a specified period of time. The function of a P&L statement is to list all sources of revenue and subtract all expenses related to the revenue. It shows a company's financial progress during the time period being examined.

The P&L statement contains uniform categories of sales and expenses. The categories include net sales, cost of goods sold, gross margin, selling and administrative expenses (or operating expenses) and net profit. These are categories that you will use when constructing a P&L statement. Since it is a recording of sales and expenses, the P&L statement will give you a feel for the flow of cash into and out of your business. The P&L statement is also known as the income statement and the earnings statement.

This Business Builder will explain, through a step-by-step process and the use of a worksheet, how to create a P&L statement. Accounting terms will be defined as they are introduced, and a glossary is included for your reference. This Business Builder will define and explain the data needed to put together a P&L statement, but before you start, it might be helpful to consider the following questions:

If the P&L statement you develop is going to be of value, and acceptable to the Internal Revenue Service (IRS), the revenues and expenses reported during the period must match. That is, the expenses incurred to generate the sales of your product (or services) must be related to actual sales during the accounting period.

- Does your inventory method allow you to calculate or reasonably estimate the quantity and cost of goods sold during a specific time period?
- Do you have records of general and administrative expenses?
- Can you separate selling-related expenses from other expenses?

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