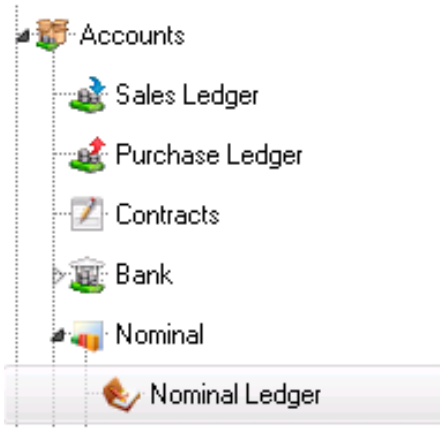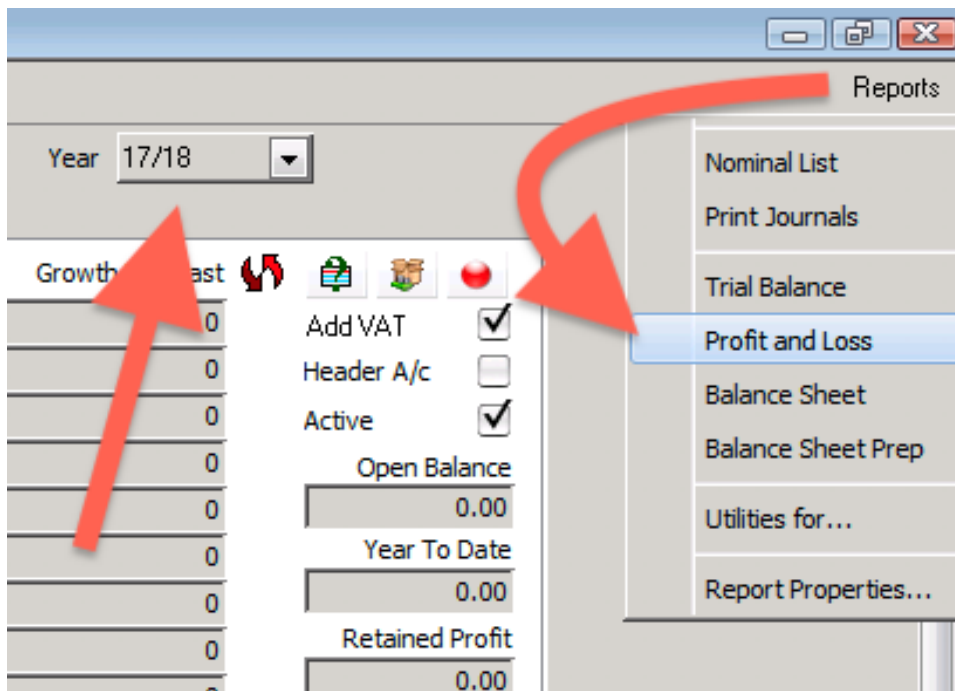**How to generate a Profit and Loss Report (P&L)**

Procedure

1. Click on 'Nominal Ledger', found within the 'Nominal' section of 'Accounts' on the Navigation Bar

2. In the top right of the Nominal Ledger screen, choose the financial year you wish to report on, and click 'Reports'. Choose 'Trial Balance'. [Skip to Page 3.]

3. Using either method, SQLWorks will offer a series of options for the sort order and formatting of your report:

   Users may choose the 'Sub Total By' to adjust totaling hierarchy, and either a 'Narrow' (portrait page, yearly summary) or 'Wide' (landscape page, monthly breakdown.) Click 'Options' for a more specific date range.

   Tick the checkboxes for 'Audit Matrix' if you wish to use the most up-to-date, 'live' figures from SQLWorks. If you choose not to Audit, SQLWorks will report trial balance figures from the last Audit.

   Tick the checkbox for 'Hide ZERO entry lines' if you wish to filter the report to just those data rows with relevant transactions to be reported.
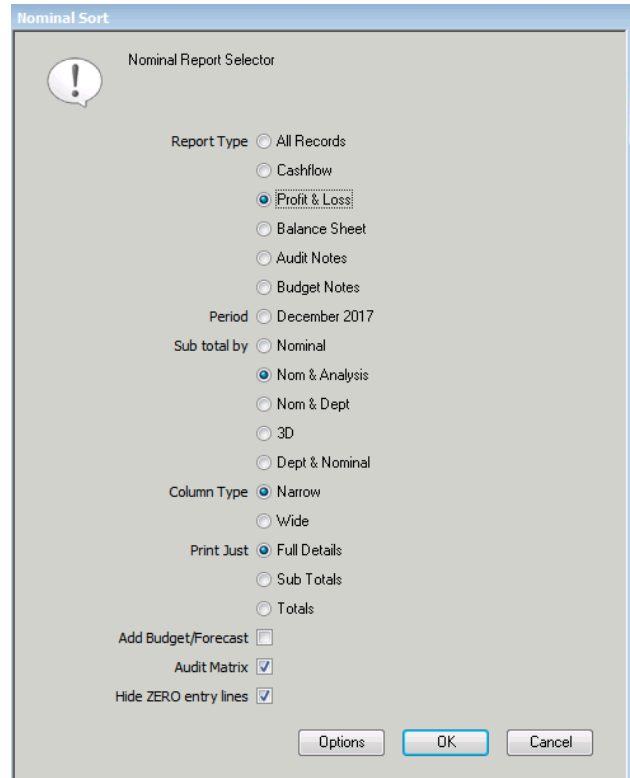
   When you have chosen the correct options for your P&L Report, click 'OK'

4. SQLWorks will open the 'Report Destination' window.

   Click to choose a destination for your report, and click 'OK' to generate your P&L report. 'Preview' reports will be shown on screen, or choose 'File' to save the raw data to .txt/.csv file depending on your exporting settings.