Use **"Profit and loss statement"** to compose your statement. The template is designed for a year (12 months) to track quarterly totals and annual totals.

Working with table data

The template is conventionally divided into three tables: a block of income, expenses, and final calculations.

The columns contain periods (months) and quarters (summed up automatically).

In the **"INCOME"** block, the possible types of income are listed, and fields for your types are provided. If necessary, enter them in the **"Other Income (specify)"** cells.

	Month #1	Month #2	Month #3	Quater #1
INCOME				
Sales				0,00
Services				0,00
Bank Interest				0,00
Other Income (specify)				0,00
Other Income (specify)				0,00
Other Income (specify)				0,00
Total income	0,00	0,00	0,00	0,00
Cost of Goods Sold				0,00
Gross Profit	0,00	0,00	0,00	0,00

Enter the corresponding revenue values at the intersection of the lines with the types of income and the names of the months.

- The values in the **"Total income"** row are calculated automatically as the sum for the month column.

- In the **"Cost of Goods Sold"** row, enter values of the costs of creating or preparing your goods (cost price).

- The values in the **"Gross Profit"** rows are calculated automatically as the difference between the income received and the cost price.

The completed part of the income table may look like this:

	Month #1	Month #2	Month #3	Quater #1
INCOME				
Sales				0,00
Services	5 000,00	7 000,00	8 000,00	20 000,00
Bank Interest				0,00
Other Income (specify)				0,00
Other Income (specify)				0,00
Other Income (specify)				0,00
Total income	5 000,00	7 000,00	8 000,00	20 000,00
Cost of Goods Sold	1 000,00	1 500,00	2 000,00	4 500,00
Gross Profit	4 000,00	5 500,00	6 000,00	15 500,00

The values in the **Quarter column** are calculated automatically, do not change anything.

Below there is a table of expenses. The rows list the possible items of expenses. If some of the actual cost items for you are not considered in the template - enter these names in the **"Other Expenses (specify)"** cells.

Insurance	500,00	400,00		900,00
Loan Interest	600,00		600,00	1 200,00
Depreciation	700,00	300,00	500,00	1 500,00
Office Expenses	800,00		400,00	1 200,00
Electricity	100,00	200,00	300,00	600,00
Miscellaneous	50,00	500,00		550,00
Other Expenses (specify)				0,00
Other Expenses (specify)				0,00
Other Expenses (specify)				0,00
Total Expenses	2 750,00	1 400,00	1 800,00	5 950,00

- At the intersection of rows with expenses items and month names, enter the values of the related costs.

- At the bottom of the block of expenses, there is a row of totals. It is calculated automatically as a sum for the month column.

- The values in the quarter column are calculated automatically as the sum of the importance of expenses for the months of that quarter.

Below there is a table of final calculations. The values in the rows filled with yellow are calculated automatically (no need to change anything).

Income From Operations	1 250,00	4 100,00	4 200,00	9 550,00
Interest Income (Expense)	50,00	100,00	200,00	350,00
Income Before Income Taxes	1 300,00	4 200,00	4 400,00	9 900,00
Income Tax Expense	300,00	1 000,00	1 100,00	2 400,00
NET PROFIT (Net Income)	1 000,00	3 200,00	3 300,00	7 500,00

- The values in the "**Income From Operations**" line are calculated automatically as the difference between **Gross Profit** and **Total Expenses**.

- In the line "**Interest Income (Expense),**" enter the income value when investing, other deposits.

- The values in the "**Income Before Income Taxes**" line are calculated automatically as the sum of the "**Income From Operations**" and "**Interest Income (Expense)**" values.

- In the line "**Income Tax Expense,**" enter the values of taxes on income that you need to pay.

- The values in the "**NET PROFIT (Net Income)**" line are calculated automatically as "**Income Before Income Taxes**" after taxes.

Enter the data for all other periods in the same way.

Year total
0,00
0,00
0,00
0,00
0,00
0,00
20 000,00
4 500,00
15 500,00

On the right side of the sheet, there is a column for annual totals. It is calculated automatically for each line for the entire year.