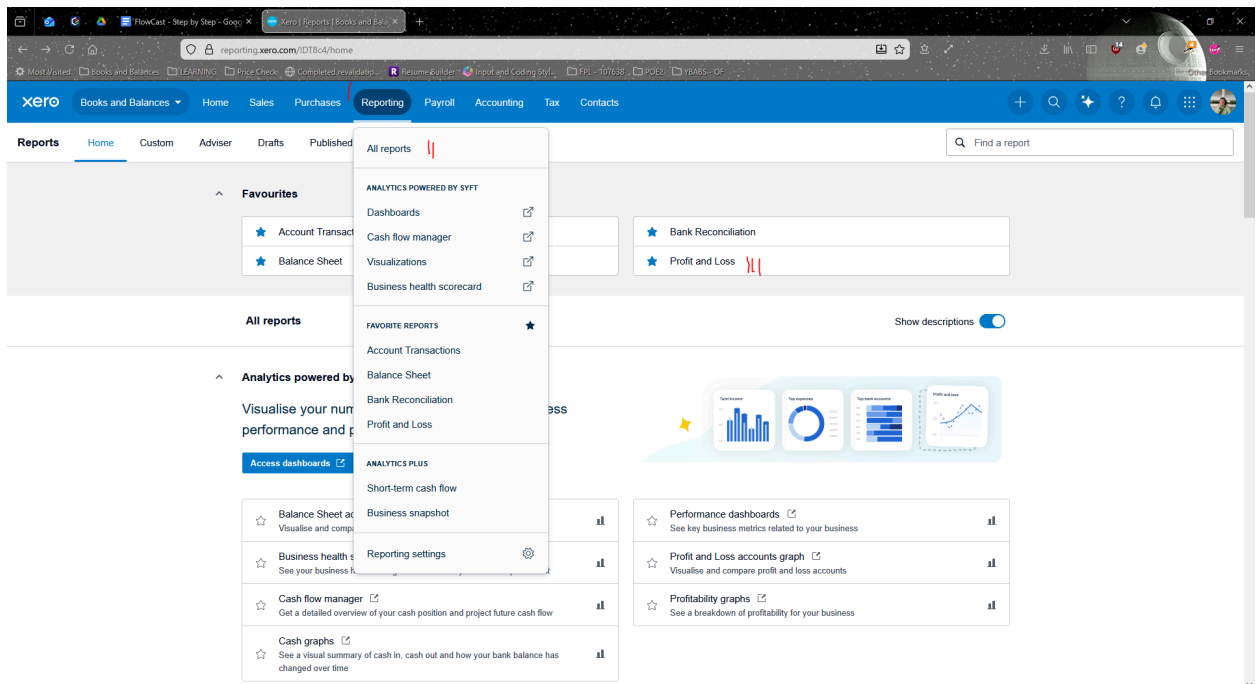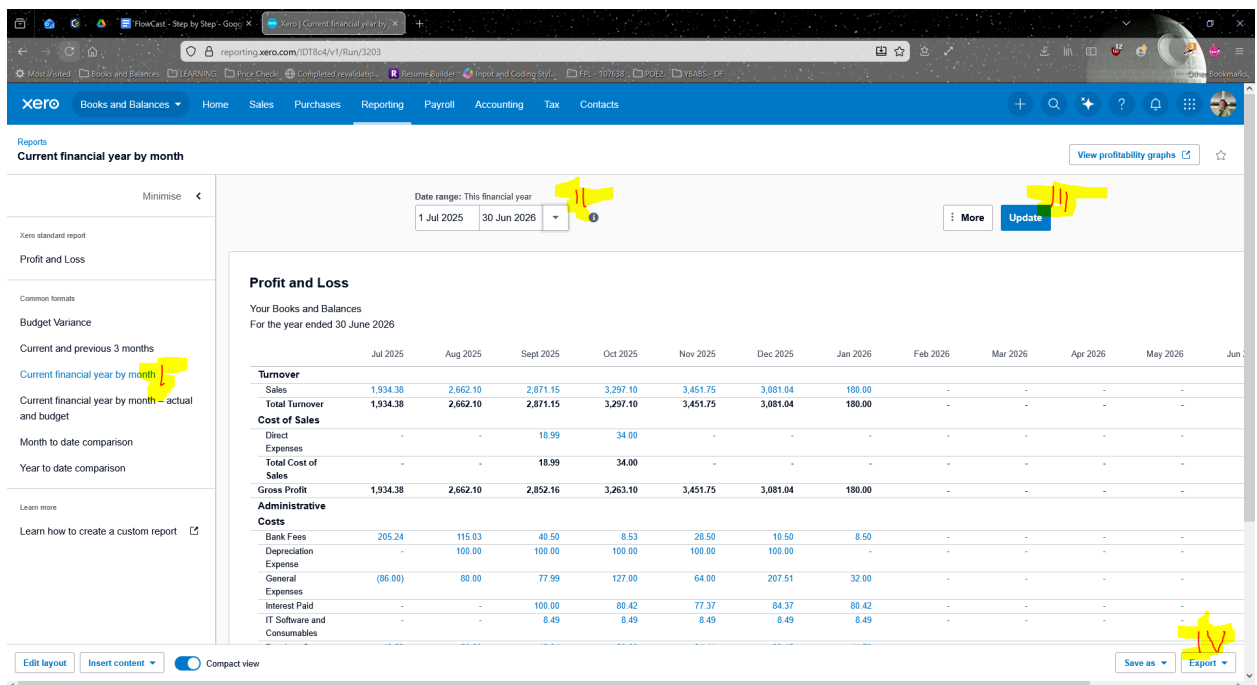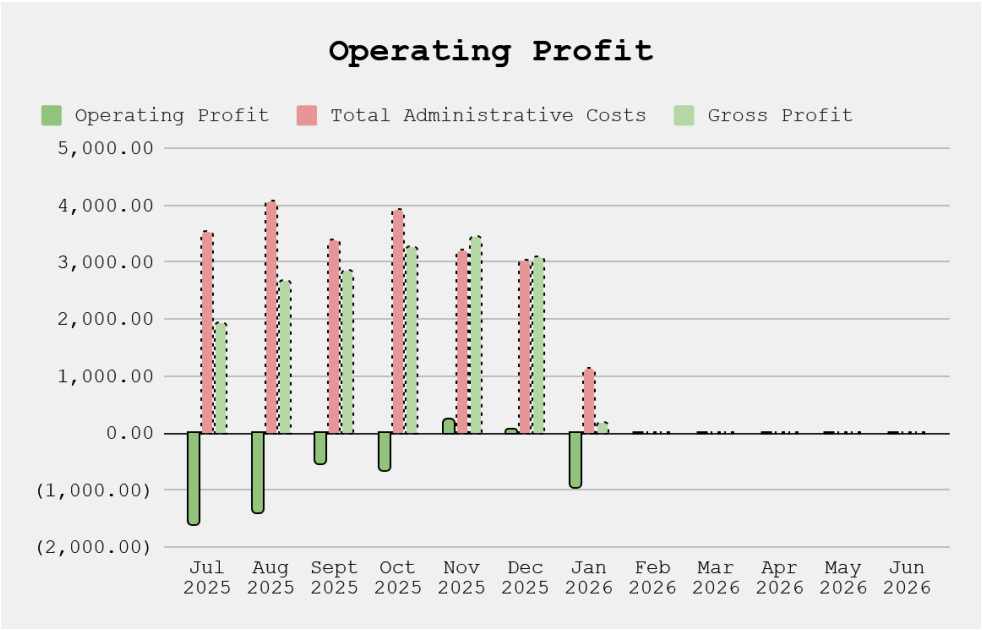1. Xero -> Reporting > All Reports -> Profit and Loss

2. "Current financial Year Month by Month" -> Set date Range -> Update -> "Export to Excel"
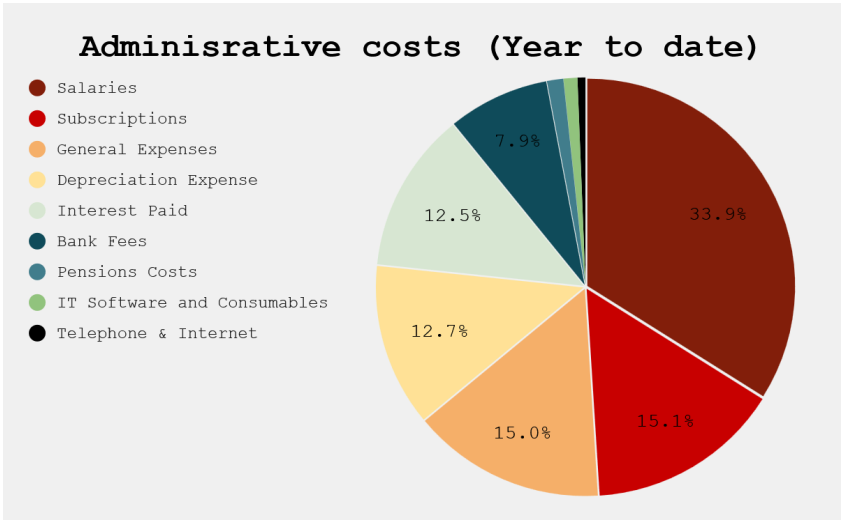

3. I don't have MS Excel, so we copy and paste to Google Sheets. The reason we do not export directly to Google Sheets is Xero appears to place some password protection on the file meaning I can't open the file. We copy and paste the info from XL to Google sheets.

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5. Currently, we have settled onto 4 charts for the flowcast slide show. This is by no means set in stone, it was a bit of a vibes based decision. Happy for any or all to be tweaked, changed, or asked to sit by the lake and think of rabbits.
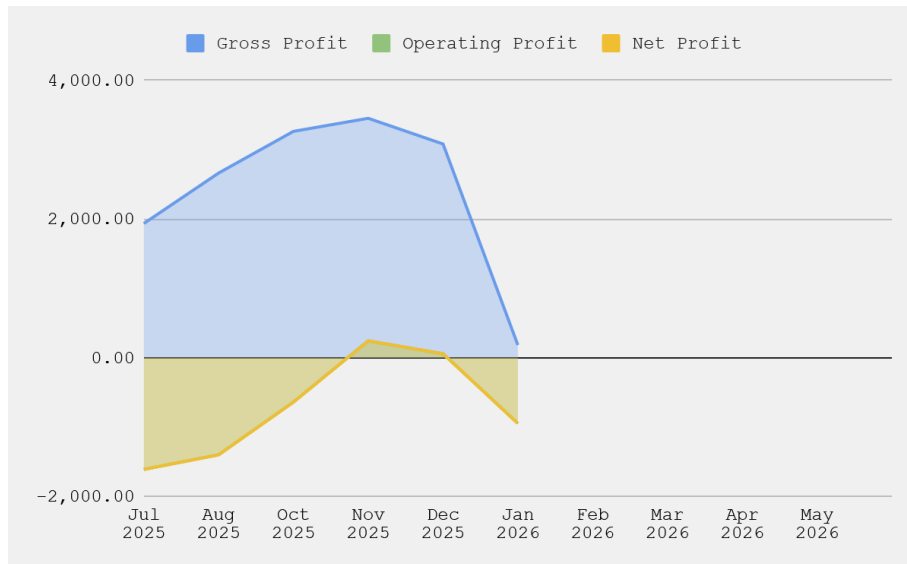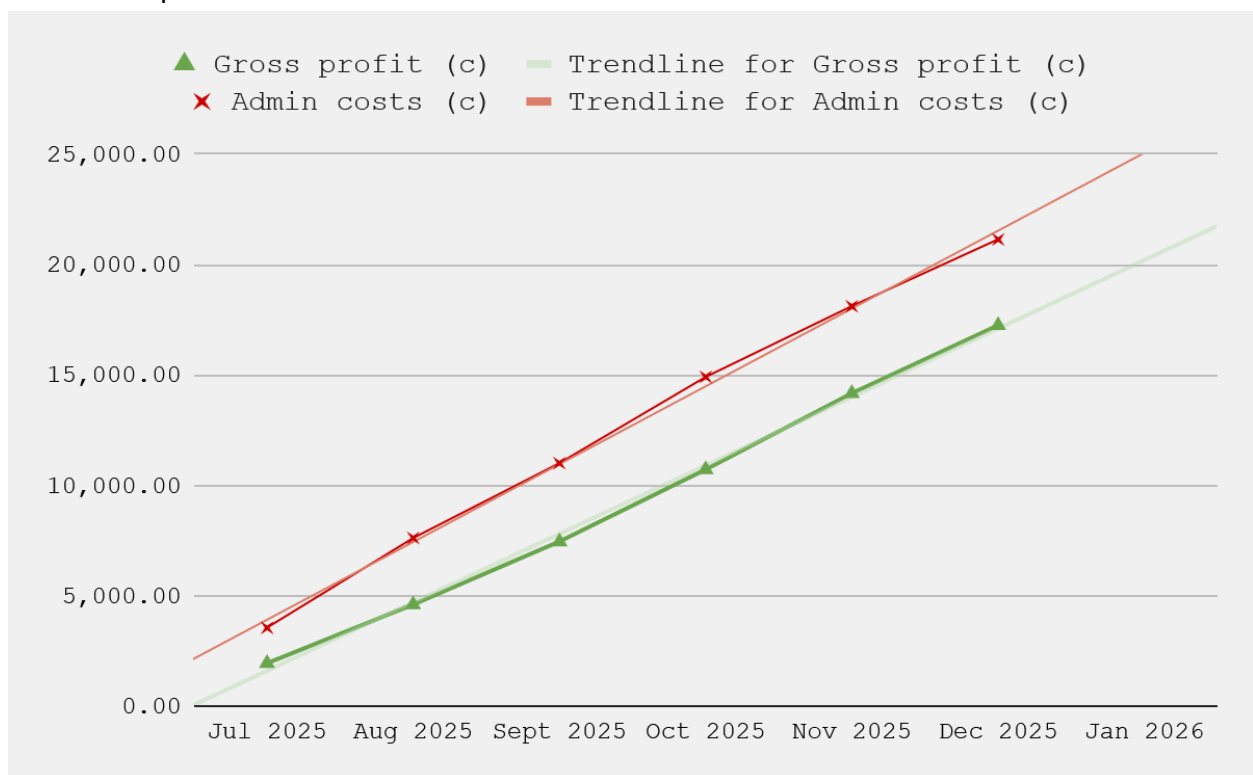
A. Operating Profit (Column Chart)

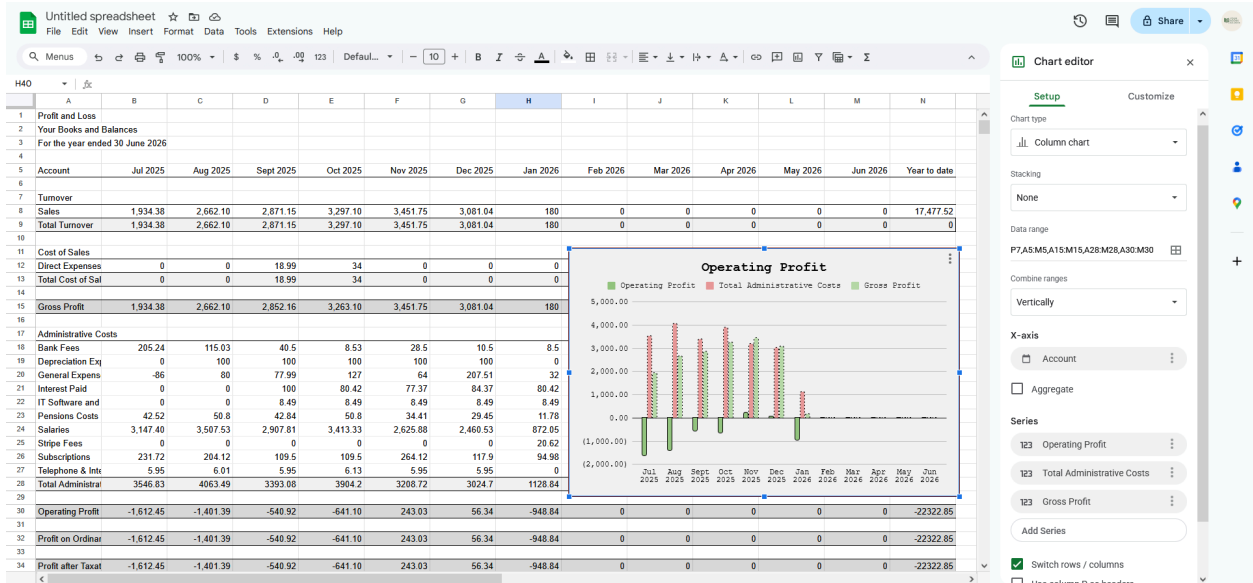B.Administrative Costs (Pie chart)

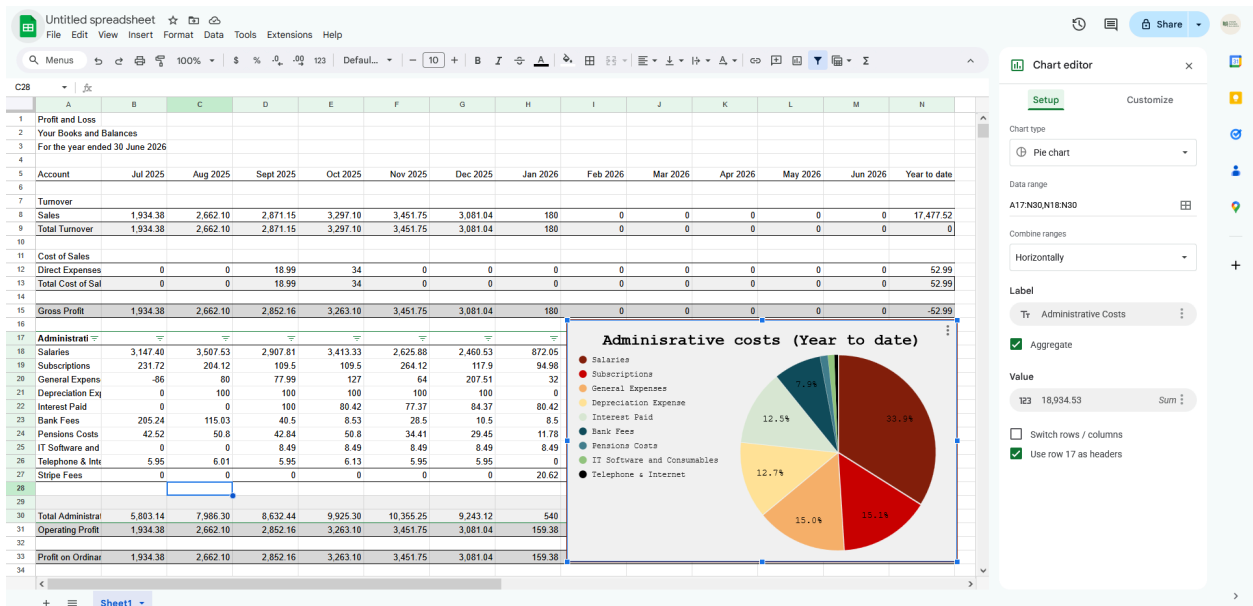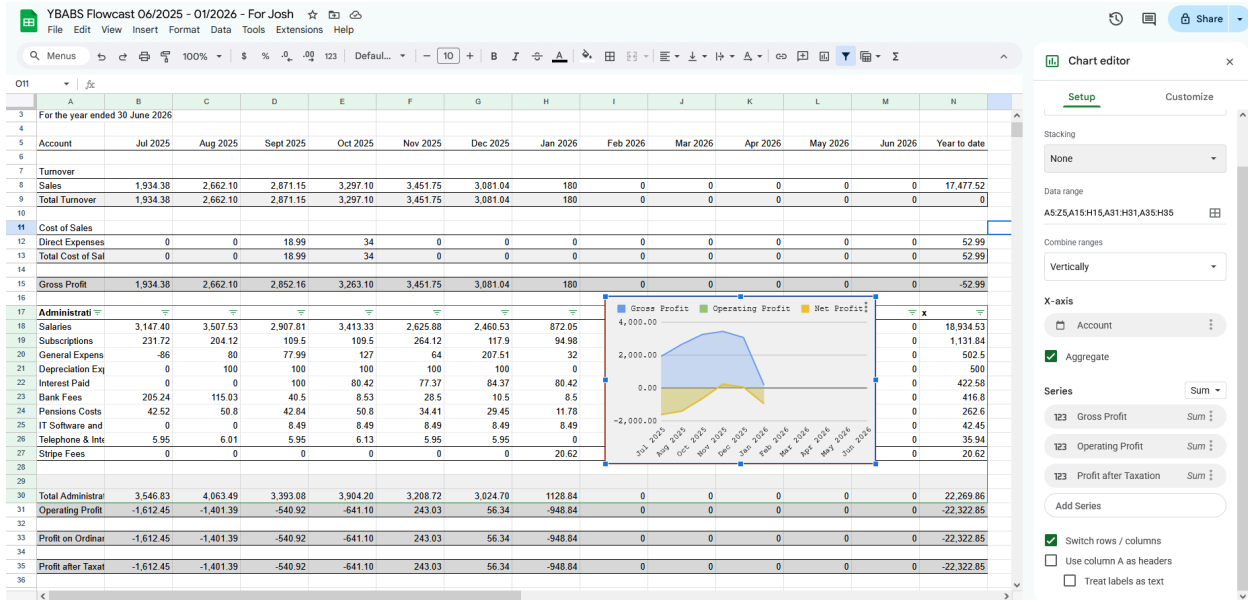C. Gross/Net/Turnover Stacked (Area Chart)

D.Profit / Expenses Trend

6. Operating Profit Graph set up - nothing fancy needs happening here. Just using Operating, Admin and Gross as the P&L report gives it to us.

7. Admin cost graph - We do need to order the Admin costs in descending order so the pie chart segments are in size order, otherwise it looks messy(er than it does, pie charts are tough to make look nice I am learning). NOTE - Should this be included in any future workflow, do the Admin Cost ordering first. Reordering the rows screws up previously made charts that share cells.

8. Gross/Net/Admin - I do know that this chart is basically the same as operating profit so this one can be let go with no issues. I dont remember why I thought this chart had value, should I remember I will update you.
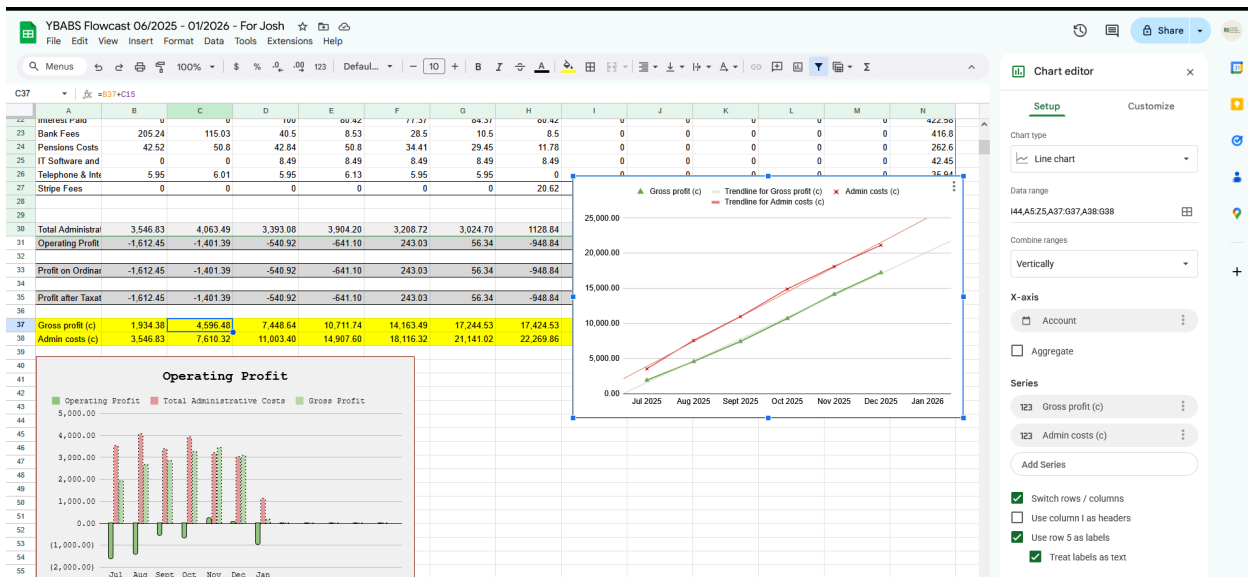
9. Profit Expense Trend - Now I genuinely think this chart is pretty useful. It was made to show how, with the income/outcome of the included timeframe, the trend of the finances would continue for good or ill. To my understanding it is the only forecasting graph we have.

We need to made a cumulative row for gross profit and admin costs.

If the line has gaps check the "treat labels as text" box. Don't know why but it resolves the issue.

To aa the trend line -> Customise - Series - Trendline (tick) - Show r2 (tick) - Show r" (untick)

And that's it for the graph side of things as it stands. Tomorrow I'll get the data set for you and see what I can do about getting it on ExCel.