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| **SUBJECT** | Identify the weekly profit and loss |
| **RECORDER (Name Designation)** | Malsha Nirmani (Accounts Executive ) |
| **APPROVED BY (Name Designation)** | Stanley Samidas |
| **CREATED DATE** | 01/12/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 02 |

**Objective : Identify the weekly profit and loss**

Description

* Every Monday Weekly GP report need to send to Assistant accountant for the review purpose. According to the comments of review should adjust the report then upload to the ETF site
* Reporting period is Friday to Thursday of each week
* GP report format is available. extract the information from QB and update the report
* Make sure revenue and related expenses during that week recorded in QB if not recorded immediately records all the expenses
* For the preparation of GP report Two QB Report need to Extract
* “Profit & Loss Details Report”
* "Sales By Customer Detail Report"
* Now these reports should be taken in to Excel Sheet. Follow below steps to extract reports from QB to excel sheet.
* monthly statutory expenses nee to divide in to 4 weeks and Annual Expenses divide in to 52 weeks (In the QB report is shown the Monthly Expense )
* If not received the bills for utility expenses take previous monthly Expenses called it “estimated” (Eg- Electricity, Water, Telephone etc…..)
* Closing Stocks of dry goods can be taken from E- Mail

Horana Farm – Prasanna/Iroshan

Wadduwa Farm – Darshana

* Closing Stocks of Live fish can be taken from QB
* Path to take closing stock report of live fish

(Go to list menu click item list then go to bottom of that page and click reports select reports on all items select inventory then select inventory valuation summary then give the date. Now that report should be taken in to Excel Sheet. Follow below steps to extract reports from QB to excel sheet.

Click on "Excel" Tab / Select "Create New Worksheet" / Select "Export" Button / Now you can see that Excel file in open after minimize the QB / then Select "Save" button / then Give a Name & Location to save (Select Desktop as Location)/ Select "Save" button" / now close the file, then the File will appear on Remote Desktop / Take that File in to your Normal Windows Desktop or a Folder)