GETTING STARTED WITH RUNDOO · ACCOUNTING

Financial Statements (P&L, Balance Sheet, GL)

The three reports you'll use most, all under Admin > Reporting. Each runs on demand: pick a date, click Run.

THE BIG THREE

1

Profit & Loss

How you did over a stretch of time. Income, COGS, Gross profit, Expense, Net profit.

A date range you pick

2

Balance Sheet

Where you stand on one day. Assets, Liabilities, Equity.

A single day, not a range

3

General ledger

Every line behind the numbers, with debits, credits, and net change.

Every entry, any range

Run any report in 3 steps

1. Go to **Admin** > **Reporting** and pick a tab.
2. Set the **Date**, and on the ledger add a **Filter** (like Account) first.
3. Click the blue **Run**. Nothing shows until you do.

Balance sheet health check

Total Asset = Total Liabilities and Equity

If the top and bottom don't match, check starting balances in **Chart of Accounts**.

Every P&L number drills through. Click any dollar amount and Rundoo opens the General ledger, pre-filtered to that account and date. Just click Run to see the entries behind it.

Export lives on the ledger. The General ledger has **Download** (CSV) and **Print** at the top right. For a PDF of the P&L or balance sheet itself, use your browser's File then Print then Save as PDF.