GETTING STARTED WITH RUNDOO · ACCOUNTING

Read Your Financials

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.