

Read Your Financials

| P&L, balance sheet, and the general ledger.

Step-by-step walkthrough ~4 min read Companion to the [3:24 video](#)

At the end of the month, or any time you want to check in on the business, you need to know exactly where you stand. Rundoo keeps the three reports you'll reach for most in one place, and every number on them is a live link straight to the transactions behind it. This guide walks all three, one at a time.

START HERE

Three reports, one place

All three live under **Admin** > **Reporting**, as three tabs: **Profit & loss**, **Balance sheet**, and **General ledger**. Each one opens empty on purpose. You pick a date, click the blue **Run** button, and Rundoo pulls the entries and adds them up. Nothing renders until you hit Run, so if a report looks blank, that's your cue to set a date first.

DO THIS

The big three, one at a time

1

Profit & Loss: how you did over a stretch of time

Open the **Profit & loss** tab. Click the **Date** pill, pick a range (a preset like **Last month** or your own **From** / **To**), then click **Run** . The report reads top to bottom the way you'd expect: **Income** at the top, minus **COGS** (your cost of goods sold), which gives you **Gross profit** . Then your operating **Expense** comes out, and what's left is the bottom line. Rundoo labels it **Net profit** . If you're used to QuickBooks or Xero calling that "Net income," it's the same number, just a different name on the row.

Reporting	
Profit & loss	
Year to date All locations	
Refresh Run	
Income	
111111 TEST ACCOUNT	\$6,801.00
4000 Sales	\$152,767.98
43200 Discount	(\$51.82)
44000 Forfeited deposits	\$9.20
45000 Additional fee sales	\$828.44
46000 Gift card revenue	(\$1,927.08)
4900 CardSurcharge	\$7,137.59
Total Income	\$165,565.31
COGS	
5000 COGS	\$88,709.56
51240 Freight Expense	\$55.25
52000 Inventory adjustment	(\$62,086.27)
52001 Freight	\$122.00
53000 Early Payment Discount	(\$50.00)
53101 Non-stock inventory COGS	\$8,553.05
54101 Non-stock inventory adjustment	\$24.43

The Profit & loss tab: Income, COGS, Gross profit, Expense, and Net profit, for the date range you pick.

Follow any number to its source. Every dollar amount on the P&L is a link. Click one, say the total next to **Sales** , and Rundoo drops you into the **General ledger** tab with the date and that account already filtered. Click **Run** there and you're looking at every entry that added up to that number.

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Reporting

Profit & lossBalance sheetPurchase JournalJournal entriesPayoutsGeneral ledgerDefault reportsCustom reports

Rundoo Staff
RUND001 | Mario Park

SearchSupport

\$9,060.71
Total debits

\$161,828.69
Total credits

-\$152,767.98
Net change

Refresh

Date

Filters

Sort

Run

Date: Jan 1, 2026 - Apr 21, 2026Account: Sales XSort: Date, Oldest

DATE TIME	GL NUMBER	GL ACCOUNT	TRANSACTION ID	LOCATION ID	DEPARTMENT / METHOD	CUSTOMER ID	DEBIT
01/01/2026 2:22 PM	4000	Sales	5FC7M-0101R-S	R	Benjamin Moore	2294031359	
01/02/2026 7:38 AM	4000	Sales	QLA3B-0102R-S	R	Benjamin Moore	5551111111	
01/02/2026 11:26 ...	4000	Sales	8RV92-0102R-S	R	Lawn & Garden	2294031359	
01/02/2026 12:20 ...	4000	Sales	J3DPF-0102R-S	R	Tools	4523	
01/02/2026 12:31 ...	4000	Sales	XGZY3-0102R-S	R	Benjamin Moore		
01/05/2026 7:35 AM	4000	Sales	6533Y-0105R-S	R	Pet & Wildlife Supplies	6143142644	
01/05/2026 8:31 AM	4000	Sales	M9P5A-0105R-S	R	Benjamin Moore	5551111111	
01/05/2026 10:39 ...	4000	Sales	SUG6U-0105R-S	R	Benjamin Moore	2294031359	
01/05/2026 10:39 ...	4000	Sales	Y07B7-0105R-S	R	Benjamin Moore	2294031359	
01/05/2026 10:46 ...	4000	Sales	H0V7W-0105R-S	R	Benjamin Moore	5309133670	
01/05/2026 11:29 ...	4000	Sales	F280R-1124R-S	R	Benjamin Moore	5309133670	
01/05/2026 11:32 ...	4000	Sales	J0TGB-1014R-S	R	Outdoor Living & Pow...	5309133670	

Clicking a P&L number lands you in the General ledger, pre-filtered to that account and date.

Balance Sheet: where you stand on a single day

Click the **Balance sheet** tab. This one is a snapshot of a single day, not a range. Click the date button on the left (it defaults to **Today**), pick the day you want (the last day of the month is the usual choice), and click **Run**. You'll see your **Assets** up top, then **Liabilities**, then **Equity**, each with a section subtotal.

The 10-second health check: **Total Asset** at the top should match **Total Liabilities and Equity** at the very bottom. That's the accounting identity (Assets = Liabilities + Equity). If the two don't line up, it's a sign to check your starting balances back in **Admin** > **Chart of Accounts**, where a yellow banner flags any date the two sides don't balance.

Reporting	
Profit & loss Balance sheet Purchase journal Journal entries Payouts General ledger Default reports Custom reports	
1500	Shopify Deposits \$48.36
15010	Vehicles \$2,478.24
Total Asset \$21,996,835.04	
Liability ^	
2000	Accounts Payable \$573,703.71
20011	Previous Sales Tax Payable \$75,000.00
2012	Rebates (\$575.67)
20202	Federal Tax Liability \$2,686,817.32
21000	Accounts payable (\$2,781,664.84)
21010	Accounts payable - transfer (\$0.01)
22000	Sales tax payable \$43,726.14
2210	FED WH (\$407.95)
2230	STATE WH (\$101.62)
23000	Uncategorized transactions (\$38,177.00)
25000	Customer deposits \$44,628.78
Total Liability \$602,948.86	
Equity ^	
39000	Retained earnings \$21,416,355.36
Total Equity \$21,416,355.36	
Total Liabilities and Equity \$22,019,304.22	

The Balance sheet, grouped Assets, then Liabilities, then Equity, as of the single day you pick.

3

General ledger: every line behind the numbers

Click the **General ledger** tab. Set the **Date** pill to your range, then open **Filters** and narrow the scope before you run, otherwise a busy month can pull thousands of rows. Choose **Account** and check the one you want (say your main **Sales** account). You can stack more filters here too, by location, tender method, transaction type, and more. Click **Run** and you get a clean list. Up top, three pills show **Total debits**, **Total credits**, and **Net change**. Each row's transaction ID links back to the sale, order, or payment that created it.

DATE TIME	GL NUMBER	GL ACCOUNT	TRANSACTION ID	LOCATION ID	DEPARTMENT / METHOD	CUSTOMER ID	DEBIT
04/01/2026 5:18 AM	1400	Inventory - Paint	LS8RS-0401R-S	R	Lawn & Garden		
04/01/2026 5:18 AM	5000	COGS	LS8RS-0401R-S	R	Lawn & Garden		\$15
04/01/2026 5:18 AM	4000	Sales	LS8RS-0401R-S	R	Lawn & Garden	2698307285	
04/01/2026 5:18 AM	1200	Accounts Receivable	LS8RS-0401R-S	R		2698307285	\$25
04/01/2026 5:18 AM	22000	Sales tax payable	LS8RS-0401R-S	R		2698307285	
04/01/2026 5:18 AM	1200	Accounts Receivable	LS8RS-0401R-S	R		2698307285	\$25
04/01/2026 5:19 AM	1400	Inventory - Paint	FARST-0401R-S	R	ABC		
04/01/2026 5:19 AM	5000	COGS	FARST-0401R-S	R	ABC		\$25
04/01/2026 5:19 AM	4000	Sales	FARST-0401R-S	R	ABC	2698307285	
04/01/2026 5:19 AM	1200	Accounts Receivable	FARST-0401R-S	R		2698307285	\$50
04/01/2026 5:19 AM	22000	Sales tax payable	FARST-0401R-S	R		2698307285	
04/01/2026 5:19 AM	1200	Accounts Receivable	FARST-0401R-S	R		2698307285	\$45

The General ledger: total debits, credits, and net change over a table of the individual entries.

When your accountant asks for it, the **Download** and **Print** buttons sit at the top right. **Download** gives you a CSV of exactly the rows you filtered to, ready for Excel or to email over. The General ledger is the one Reporting tab with its own export, so if you want a P&L or balance-sheet total on paper, drill into a number first and export from here.

KEEP IT HANDY

The three reports at a glance

PROFIT & LOSS How did we do? Over a date range you pick.	BALANCE SHEET Where do we stand? A single day, not a range.
GENERAL LEDGER What's behind the number? Every line, any range.	SHARE IT Hand it to your accountant General ledger > Download (CSV).

Good to know

- All three open empty and run on demand. Set a date and click **Run**. On the P&L, running with no date shows a red "Date range cannot be empty" banner.
- Every P&L number is a drill-through. Click it to land in the General ledger, pre-filtered, then just click **Run**.
- Export lives on the General ledger (**Download** for CSV, **Print** for a hard copy). For a PDF of the P&L or balance sheet itself, use your browser's File then Print then Save as PDF.
- Reading these in your practice store on real numbers is the fastest way to get a feel for how they connect.