Rundoo

GETTING STARTED WITH RUNDOO · ACCOUNTING

Read Your Financials

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

Step-by-step walkthrough   ~4 min read   Companion to the 3:24 video

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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.

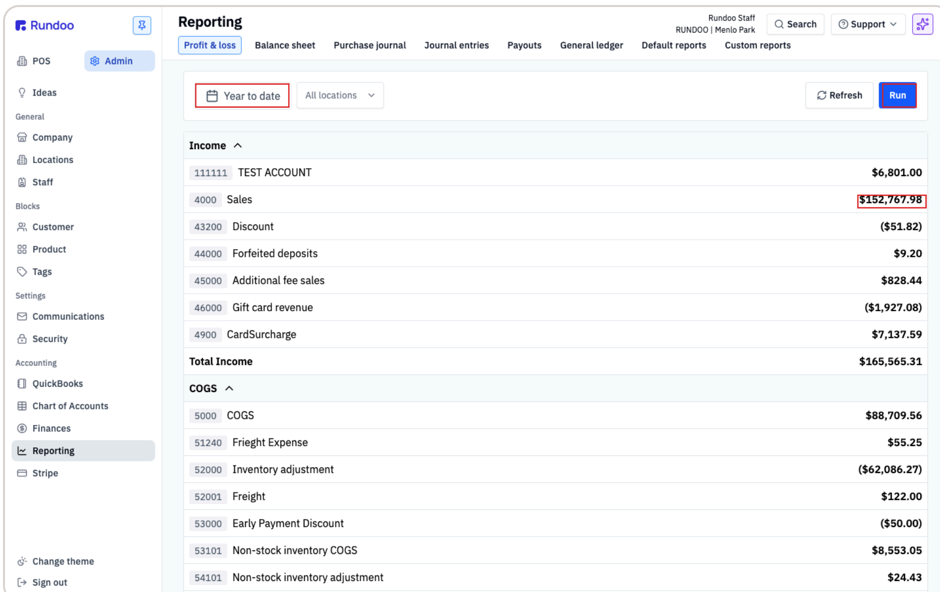
DO THIS

The big three, one at a time

1

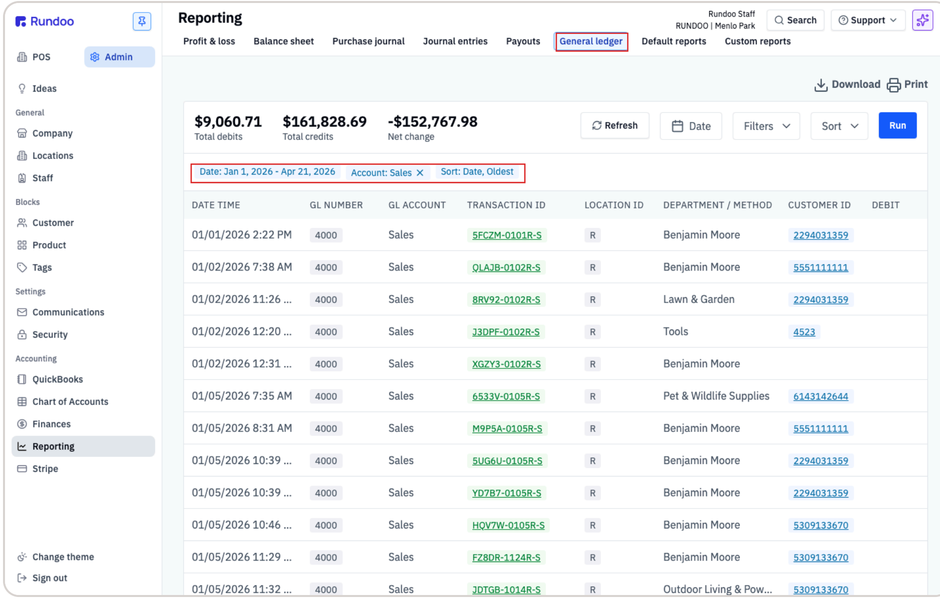
Profit & Loss: how you did over a stretch of time

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.



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

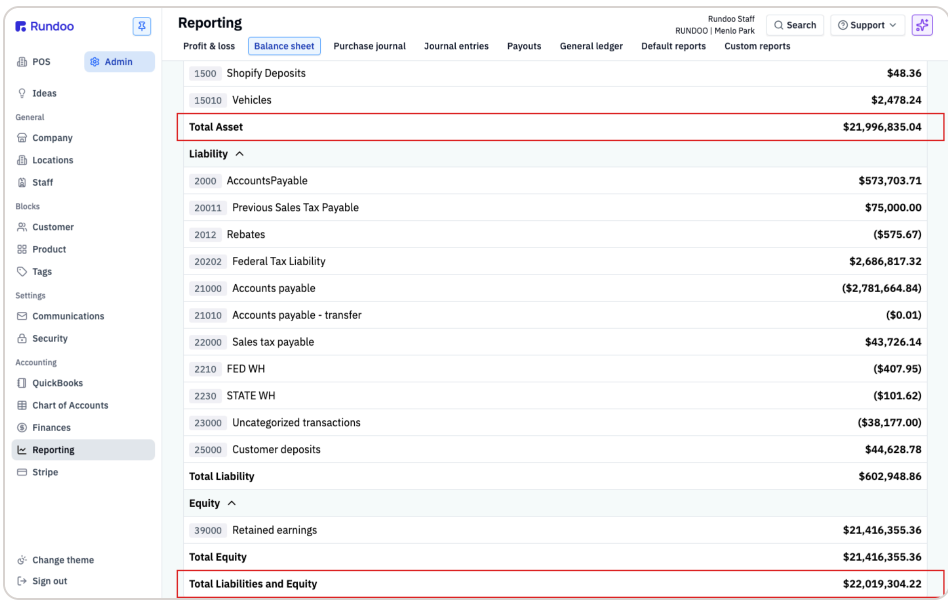
Follow any number to its source. Every dollar amount on the P&L is a link. Click one, say the total next to **Sales**, and Rundoo drops you into the **General ledger** tab with the date and that account already filtered. Click **Run** there and you're looking at every entry that added up to that number.


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

2 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.

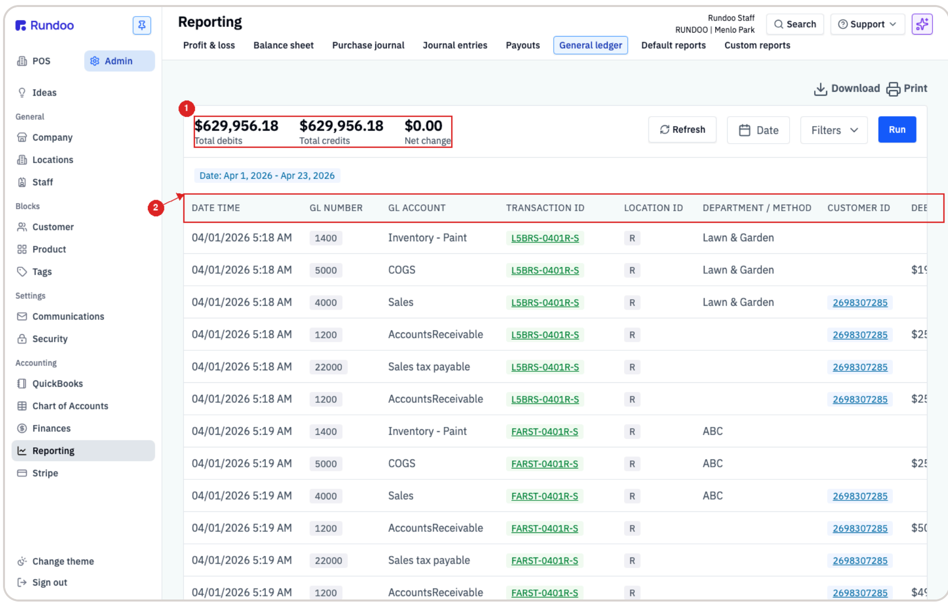
The 10-second health check: **Total Asset** at the top should match **Total Liabilities and Equity** at the very bottom. That's the accounting identity (Assets = Liabilities + Equity). If the two don't line up, it's a sign to check your starting balances back in **Admin** > **Chart of Accounts**, where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



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.



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.