



# Here's Where the Money Is

## How to Pull a Profit & Loss in QuickBooks

### Step-by-Step

1. Log into QuickBooks Online
2. From the left menu, click on **Reports**
3. In the search bar, type **Profit and Loss**
4. Click on the Profit and Loss report
5. Adjust the date range at the top right
6. Click **Run Report**
7. Review your income, expenses, and net income
8. Click **Export** (top right) if you want a PDF or Excel copy

Starlight Tip: Your Profit & Loss tells you exactly where your money is going. If something looks off, it probably is — and that's where we come in.