



BOOKS

Reports

P&L, Balance Sheet, Cash Flow, plus travel-agency-specific reports. Saving views, comparing periods, exporting.

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Books generates the standard financial reports — Profit & Loss, Balance Sheet, Cash Flow, plus a few travel-agency-specific extras. This guide covers each.

Profit & Loss (P&L)

Also called Income Statement. Shows revenue, expenses, and net income for a period (a month, quarter, year, or custom range).

- Revenue at the top (income accounts)
- Expenses below (expense accounts)
- Net income at the bottom (revenue minus expenses)

P&L is the report you check most often — "did I make money this month?" Group by month, quarter, or year. Compare side-by-side across periods to see trends.

Balance Sheet

A snapshot of what you OWN, OWE, and your EQUITY at a single point in time.

- **Assets** — bank account balances, receivables, equipment
- **Liabilities** — credit card balances, loans, payables
- **Equity** — retained earnings + owner contributions – owner draws

Assets always equal Liabilities + Equity. If they don't, your books have an error somewhere (likely an unbalanced journal entry or a missing opening balance).

Cash Flow Statement

How cash moved through your business in a period, broken into:

- **Operating** — day-to-day income and expenses

- **Investing** — purchases or sales of equipment, investments
- **Financing** — owner contributions/draws, loan payments

Useful for understanding why your bank balance changed even when P&L showed a profit (or loss). Cash flow shows the WHERE; P&L shows the WHY.

Categorized Spending Report

Breaks all your expenses for the period into pie-chart and list views by category. Useful for spotting where money goes and where you can trim.

Payee Reports

How much you spent with each vendor (or earned from each client) in a period. Top 10 chart + full list. Useful for vendor negotiations and identifying your highest-revenue clients.

Transaction Volume

Bar chart of how many transactions you processed per month. Useful for understanding your bookkeeping load and planning capacity (or your plan upgrade).

Saving & Exporting Reports

Every report has a date-range picker at the top. Once you have a view you like:

- **Export PDF** — formatted for printing or emailing to your accountant
- **Export CSV** — for spreadsheets or bringing into another tool
- **Save view** — saves the date range + filters as a named report for one-click re-running later

Comparing Periods

All reports support side-by-side comparison: this month vs. last month, this year vs. last year, this quarter vs. same quarter last year. Use the **Compare** dropdown at the top.