



## Quick Books Procedure for Profit & Loss Report

1. In the menu bar, select **Reports** and then select **Company & Financial**.
2. On the submenu, select the **Profit & Loss-Standard**.
3. Tab to **Date From** field and enter 01/01/2007.
4. Tab to **Date To** field and enter 12/31/2007.
5. Tab to **Columns** (should read "Total Only") and change to **Month**.
6. On the Profit & Loss top tool bar at the top left, click **CUSTOMIZE REPORT**; next check the box labeled **% of INCOME** on the bottom right under add subcolumns.
7. Next on the Profit & Loss top tool bar, click on **EXCEL** and then create a new worksheet (in new workbook); click on **Export**.
8. **Save** excel document name "P&L 2007".
9. Select **Print** or **Save** to email by attaching each file.
10. Repeat steps 3-9 (changing the year in steps 3 & 4) to print reports for 2008, 2009, 2010 and 2011.

### HOW TO GET STARTED

All you need to do is provide us with Monthly Profit & Loss Reports for the years 2007 through 2011 that you were in business. The Monthly Profit & Loss Reports can be furnished via Quick Books (instructions to the left), email, facsimile, or hand written.\*

The Profit & Loss Report, also known as an Income Statement, summarizes the company's financial activity. The information contained in these reports, allows our firm to perform a detailed causation analysis of your case to help determine if you may be eligible to file a claim under the BP Amended Settlement Agreement.



\*Please use the chart located on the other side of this form.

Call us today at (239) 449-4475  
or  
Visit us at <http://holmeskurnik.com>

