



P&L

DOCUMENTATION · ACCOUNTING

# Profit & loss, ageing and tax reports

See what you earned, who still owes you and what tax you collected — for any dates you choose, straight from the books, as a PDF or an email in one click.

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Updated 12 October 2026

[filantis.com/docs/financial-reports/](https://filantis.com/docs/financial-reports/)

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## At a glance

- **One page, three tabs:** Financial, GST / Tax and Operations.
- **One pair of dates drives all three**, with a button for each financial year.
- **Every figure comes from the books** — there is nothing to prepare first.
- **PDF or email in a click.** Reports are produced when you ask, not stored.
- **GST tables export as CSV** for your return.

On this page:

1. [Which report answers what](#)
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## 1 Which report answers what

| THE QUESTION                                      | THE REPORT                          | WHERE                                  |
|---------------------------------------------------|-------------------------------------|----------------------------------------|
| Did we make money?                                | Profit & Loss Statement             | Reports → Financial                    |
| What tax did we collect?                          | HSN/SAC summary, B2B and B2C tables | Reports → GST / Tax                    |
| What did we buy, and what did it cost us to sell? | Inventory / raw material            | Reports → Operations                   |
| Who owes us, and for how long?                    | Receivables ageing                  | Reports → Operations, and Who owes you |
| Whom do we owe?                                   | Payables ageing                     | Reports → Operations                   |
| Do the books balance?                             | Trial balance                       | Accounting → Ledger                    |
| What is on one customer's account?                | Statement of account                | Accounting → Statement                 |

## 2 Choose the period

- 1 Open **Accounting** → **Reports**.
- 2 Set a **Start date** and an **End date** and click **Apply** — or click one of the **Financial year** buttons to jump to a whole year.
- 3 Move between the **Financial**, **GST / Tax** and **Operations** tabs. The dates stay as you set them.

**Reports**

Start date

End date

1 Apr 2026

30 Sep 2026

Financial year: FY 2026-27 · FY 2025-26

Financial

GST / Tax

Operations

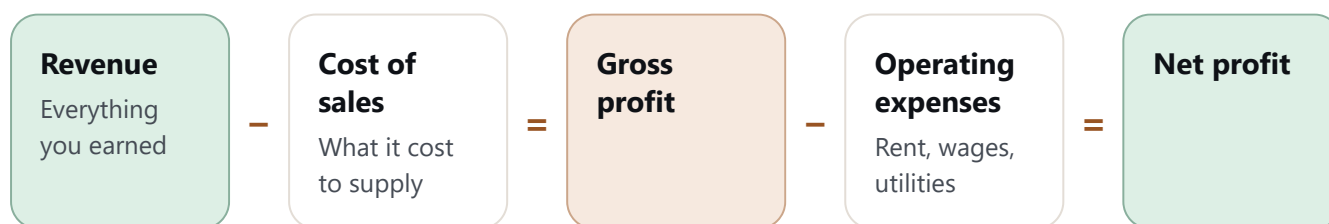
PDF

Apply

When your financial year starts is set by your country — see [The financial year](#).

## 3 Profit and loss

The **Financial** tab is the Profit & Loss Statement for your dates. It lists each account by code under three headings and works the result out for you.



**Five figures at the top, the accounts behind them underneath.**

**Accrual or cash changes this report.** On the accrual basis an invoice counts when it is issued; on the cash basis it counts when the money arrives. See [Accrual or cash](#).

To check any figure, open that account from **Accounting** → **Ledger** and read the entries that make it up.

## 4 Ageing: who owes whom

An ageing report sorts unpaid bills by how old they are, so you can see at a glance what is merely due and what is a problem.

|                                                            |                                                    |                                                     |                                                       |
|------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|
| <b>1</b><br><b>0–30 days</b><br>Normal. Within most terms. | <b>2</b><br><b>31–60 days</b><br>Send a statement. | <b>3</b><br><b>61–90 days</b><br>Pick up the phone. | <b>4</b><br><b>90+ days</b><br>At risk. Agree a plan. |
|------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|

**One row per party**, with the amount in each column and a total.

- **Receivables** — what customers owe you — are on the **Operations** tab. **Accounting** → **Who owes you** shows the same debts bill by bill, with a **Take payment** button on each.
- **Payables** — what you owe suppliers — are on the **Operations** tab too, from the bills entered under Purchases.

To chase a customer, send their statement: [Send a statement](#).

## 5 Tax reports

Tax returns differ from country to country, just as the tax itself does. The **GST / Tax** tab gathers the taxed sales in your period from the invoices and credit notes you issued, each taxed by your own country's rules. For Indian GST it is laid out the way the return asks for it:

| TABLE                          | WHAT IT SHOWS                                                                                                                     | EXPORT     |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>HSN/SAC summary</b>         | By code and rate: lines, taxable value, CGST, SGST, IGST and total                                                                | HSN<br>CSV |
| <b>B2B invoices (Table 4A)</b> | Each invoice to a registered customer: GSTIN, receiver, invoice number, date, value, place of supply, rate, taxable value and tax | B2B<br>CSV |
| <b>B2C summary (Table 7)</b>   | Sales to unregistered customers, by place of supply: invoices, taxable value and tax                                              | B2C<br>CSV |

These tables are only as good as the details behind them. A customer with no GSTIN is treated as B2C; an item with no HSN/SAC code has none to report. Fill both in before you issue — an issued invoice keeps what it was issued with.

Filantis prepares the figures; filing the return, in the form your country's tax office requires, is still yours or your accountant's to do.

## 6 Purchases and cost of sales

The **Operations** tab also shows **Inventory / raw material** for the period: the **value purchased**, the **cost of sales posted**, and each item bought with its code, quantity and value. It is the quick check that what you bought and what you sold are moving together.

## 7 PDF and email

Every report has two buttons:



### PDF

Downloads the report for the dates on screen, with your business name and the period on it.



### Email

Sends the same PDF as an attachment — to your accountant, a partner or yourself.

A report is generated from the books at the moment you ask for it, and nothing is stored on the server. Ask again next month and it reflects everything posted since.

## 8 Questions

- The profit and loss says “Nothing posted in this period”.

No entries fall inside your dates. Widen them, or click a **Financial year** button. Remember that drafts and proformas are not in the books until they are issued.

- My receivables ageing and my profit and loss do not seem to agree.

On the cash basis an unpaid invoice is not revenue yet, but it is still owed — so it appears in the ageing and not in the profit and loss. That is correct for that basis.

- Can I see last year?

Yes. Click that year's **Financial year** button, or type any dates.

- **We are not in India. Is the tax tab any use?**

The tables on it are laid out for Indian GST. For other regimes, the tax you charged is on each invoice and in its own accounts in the ledger, which your accountant can read from the trial balance.

- **Can my accountant get these without signing in?**

Yes — use **Email** on the report. They receive the PDF.

## Month-end, any day of the month

Because Filantis posts the books as you work, the profit and loss, the debtor list and the tax tables are always up to date. Pick two dates and read them.

### Always current

Straight from the live books.

### Return-ready

GST tables with CSV export.

### Shareable

PDF or email in one click.

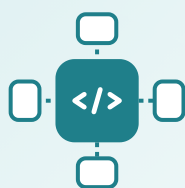
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**See accounting**

## What to do next

That completes the accounting guides. If you have not yet, check your setup in [Tax regime, rates and financial year](#) — the reports are only as right as the settings behind them.

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