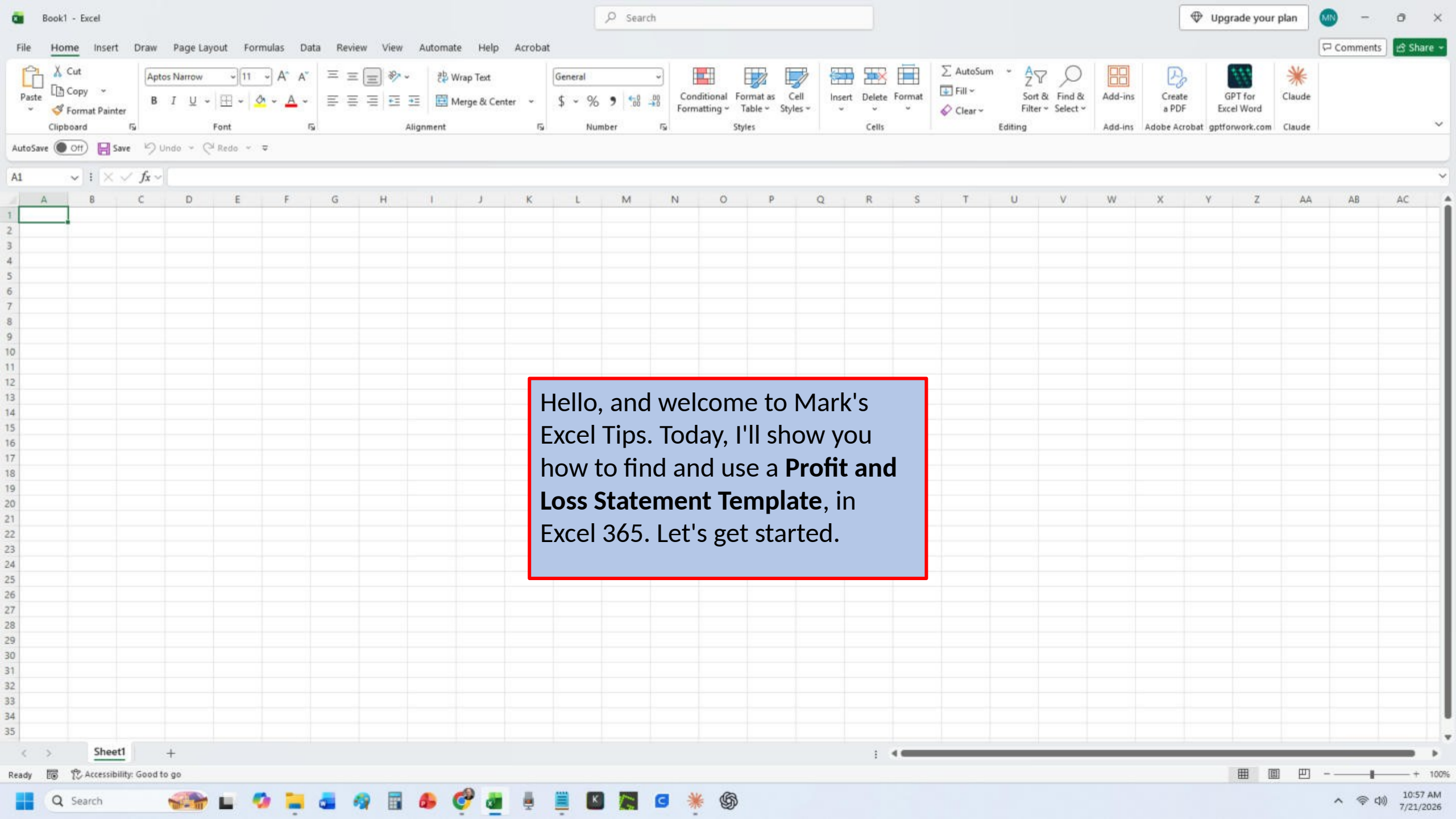
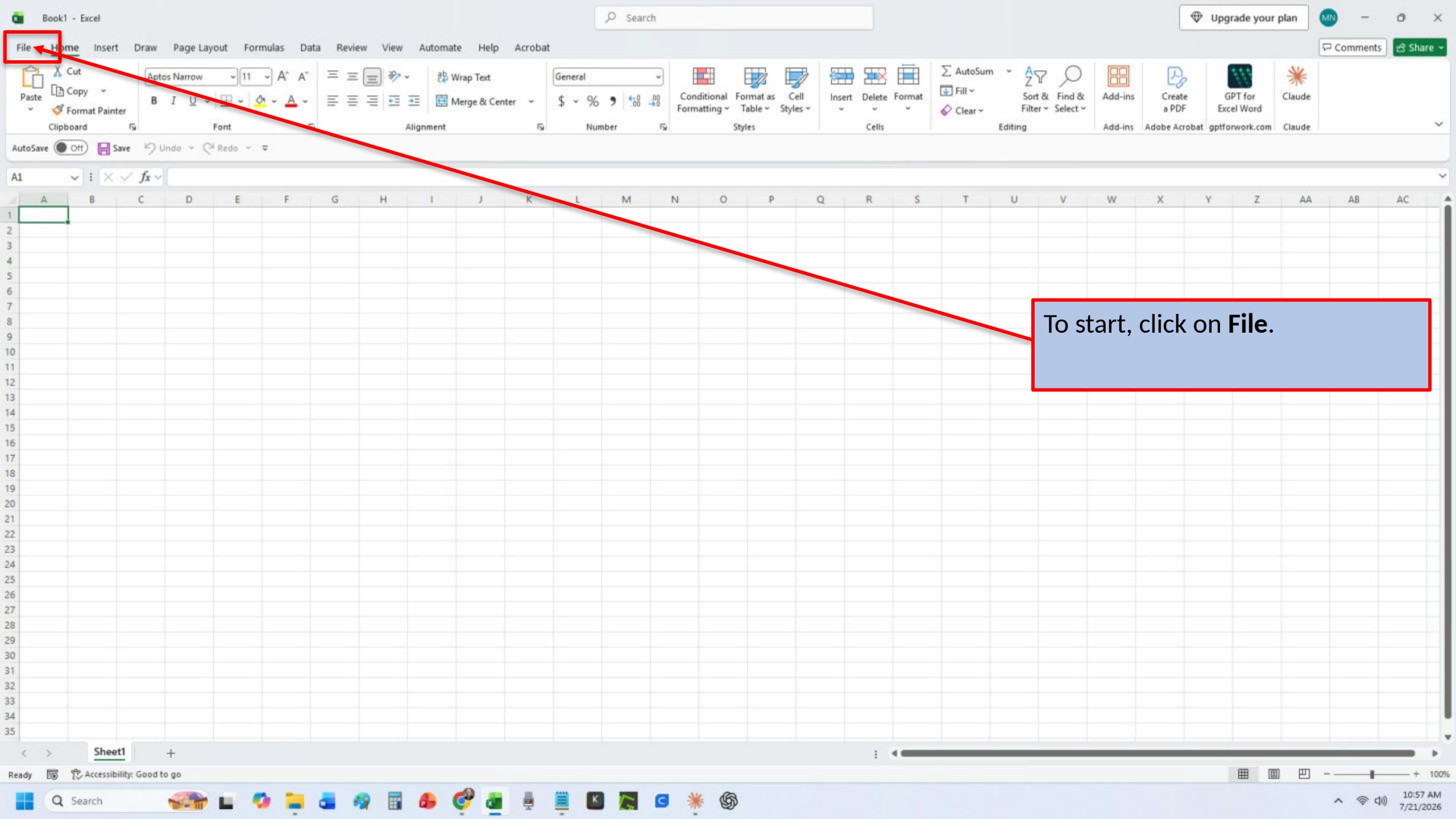
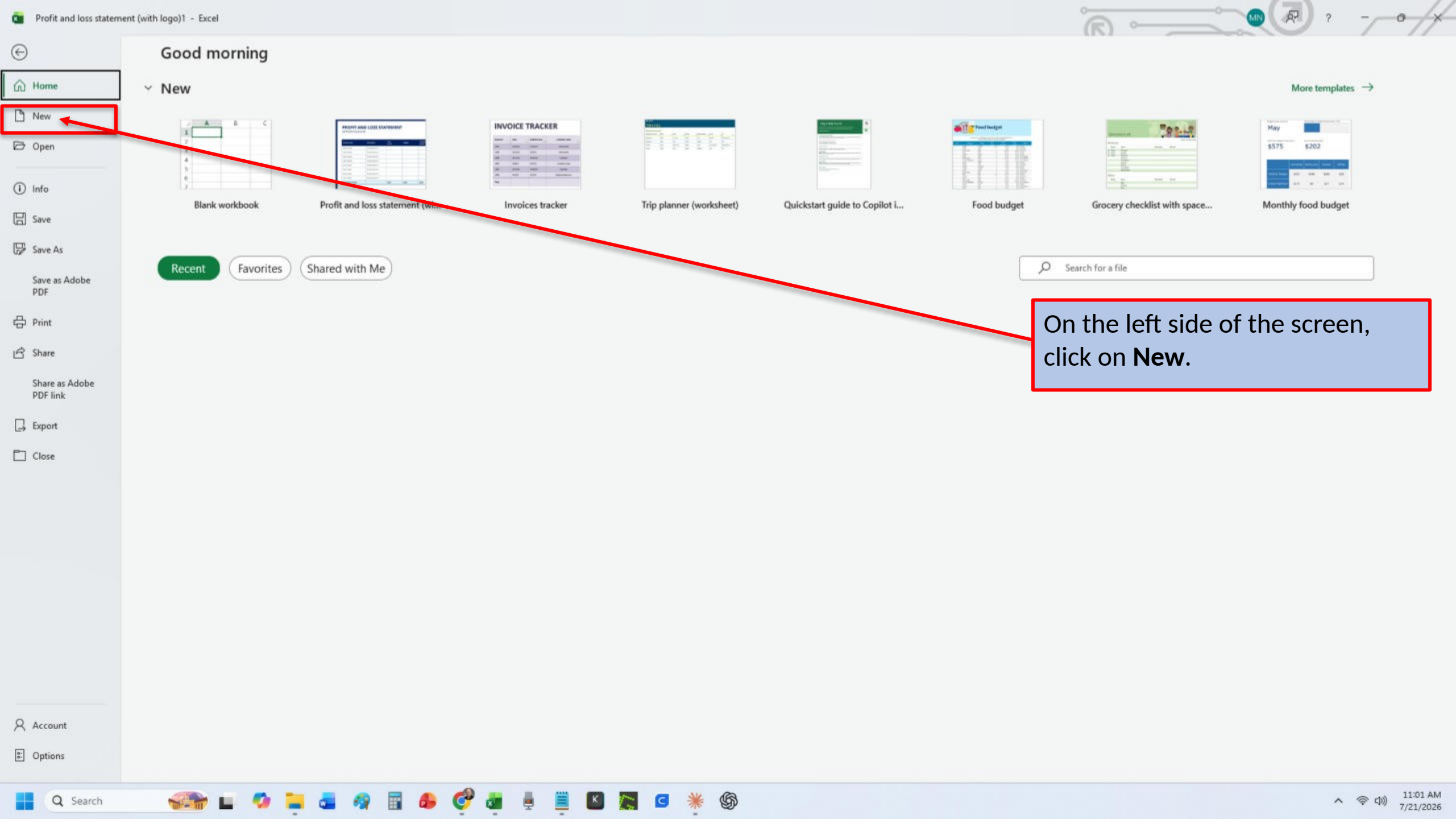




Hello, and welcome to Mark's Excel Tips. Today, I'll show you how to find and use a **Profit and Loss Statement Template**, in Excel 365. Let's get started.



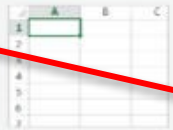
To start, click on **File**.



Good morning

▼ New

More templates →



Blank workbook



Profit and loss statement (with logo)



Invoices tracker



Trip planner (worksheet)



Quickstart guide to Copilot i...



Food budget



Grocery checklist with space...



Monthly food budget

Recent

Favorites

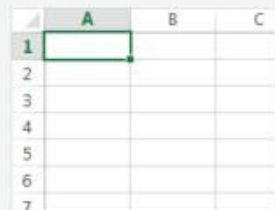
Shared with Me

Search for a file

On the left side of the screen,
click on **New**.

- Home
- New
- Open
- Info
- Save
- Save As
- Save as Adobe PDF
- Print
- Share
- Share as Adobe PDF link
- Export
- Close
- Account
- Options

New



Blank workbook



Profit and loss statement (...)



Invoices tracker



Trip planner (worksheet)



Quickstart guide to Copilo...



Food budget



Grocery checklist with spa...



Monthly food budget



Project timeline with miles...



Semi-monthly home bud...



Weekly meal planner and...

Search for online templates

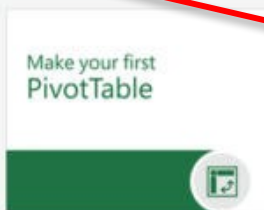
Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



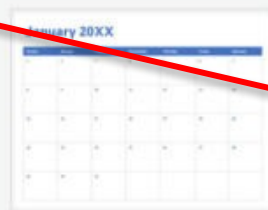
Welcome to Excel



Formula tutorial



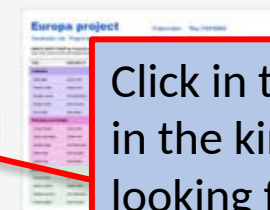
PivotTable tutorial



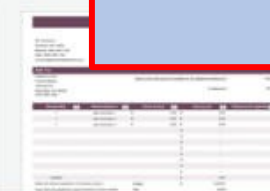
Any year custom calendar



Simple annual budget

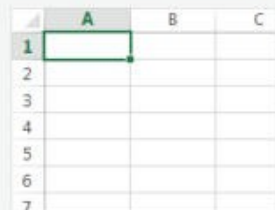


Click in the **search box** and type in the kind of template you're looking for, such as **Profit and Loss Statement**.



- Home
- New
- Open
- Info
- Save
- Save As
- Save as Adobe PDF
- Print
- Share
- Share as Adobe PDF link
- Export
- Close
- Account
- Options

New



Blank workbook



Profit and loss statement (...)



Invoices tracker



Trip planner (worksheet)



Quickstart guide to Copilo...



Food budget



Grocery checklist with spa...



Monthly food budget



Project timeline with miles...



Semi-monthly home bud...



Weekly meal planner and...

profit and loss statement



Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



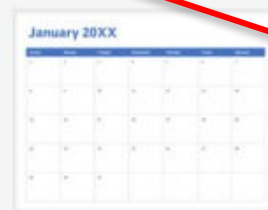
Welcome to Excel



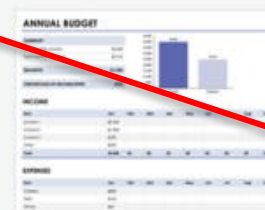
Formula tutorial



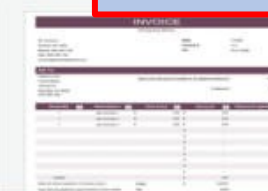
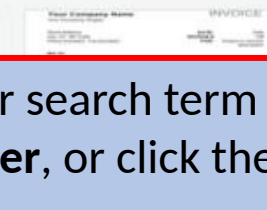
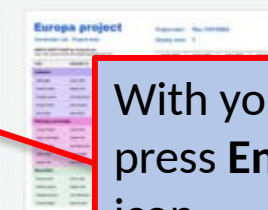
PivotTable tutorial



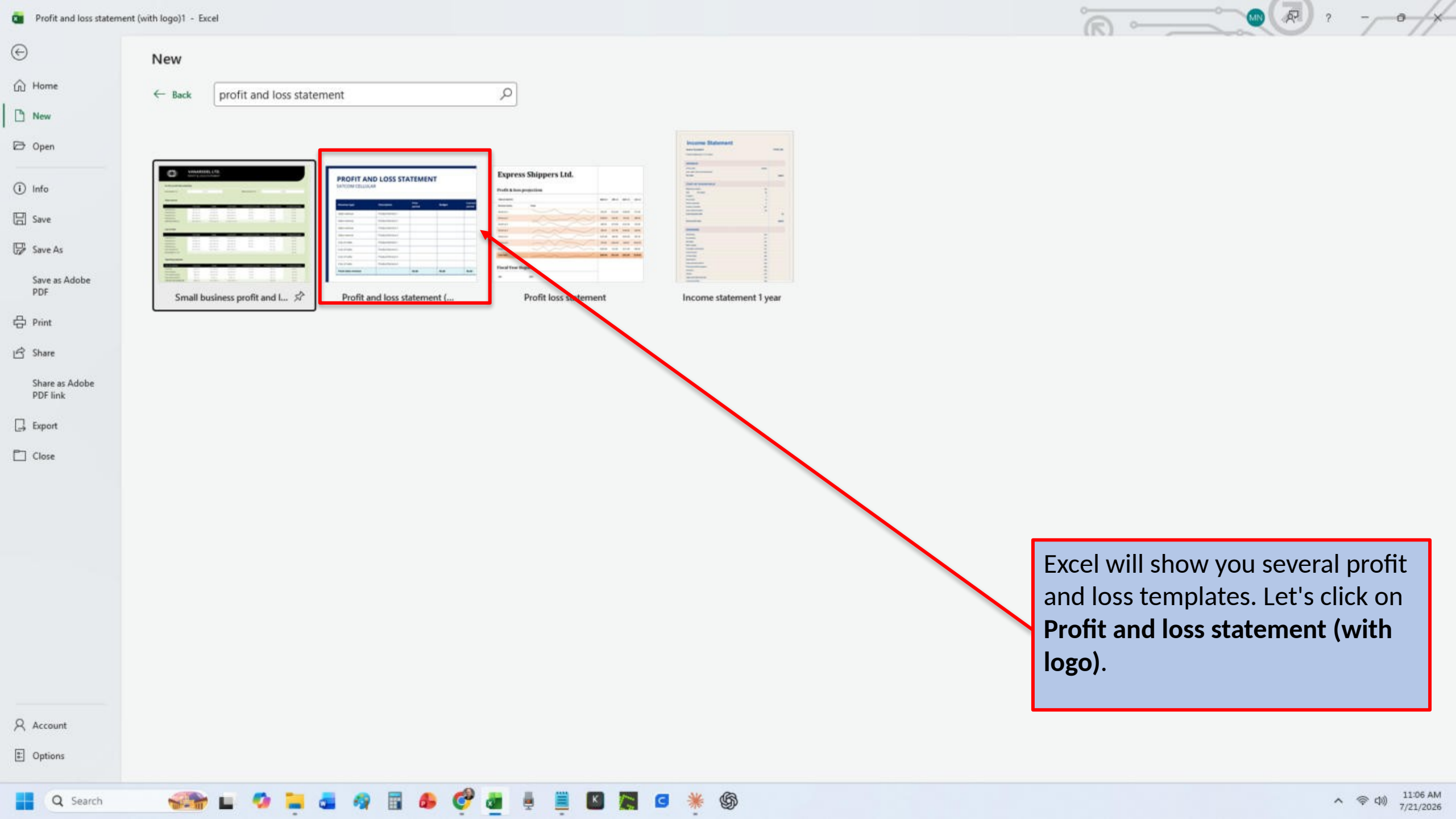
Any year custom calendar



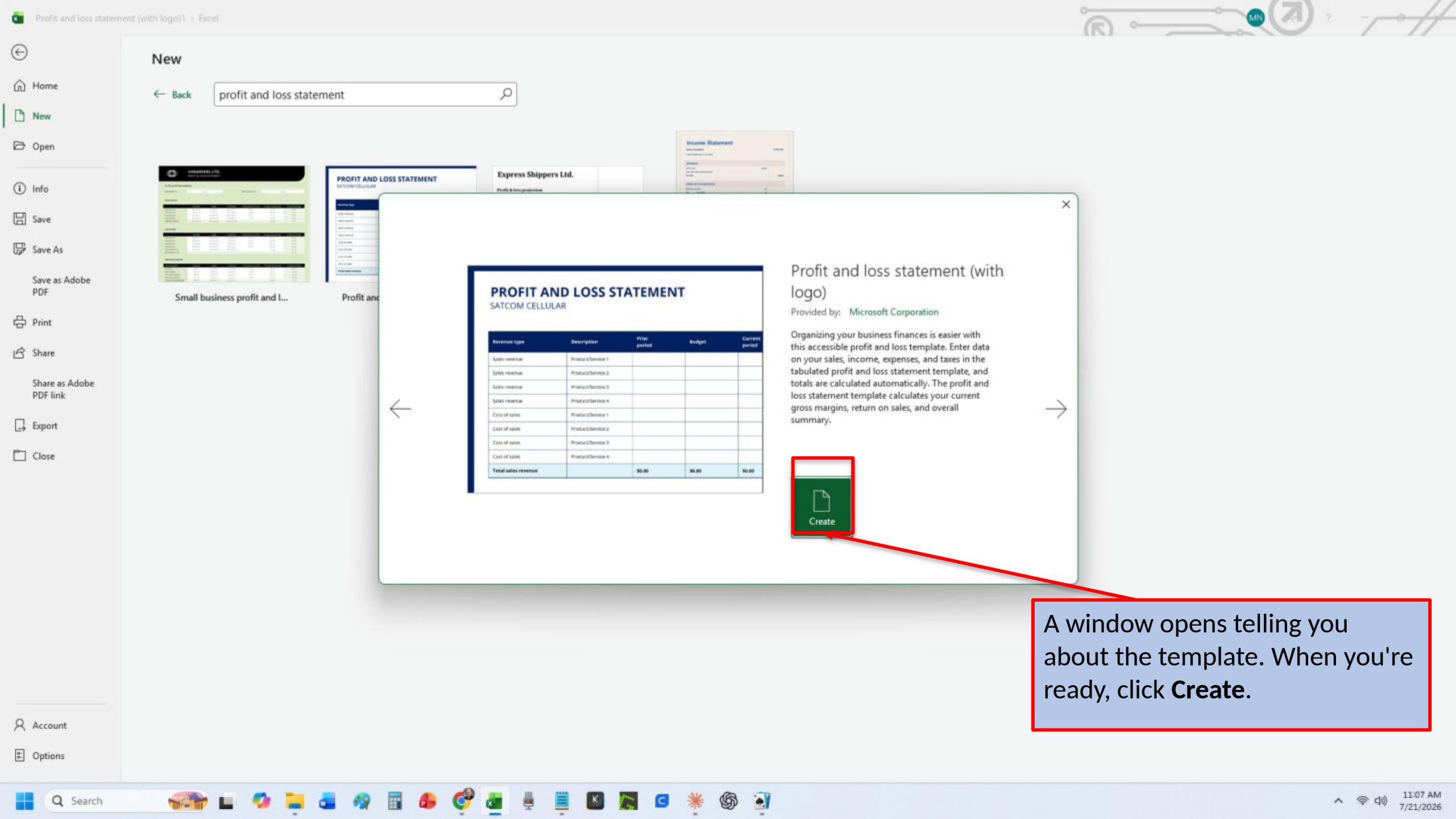
Simple annual budget



With your search term typed in, press **Enter**, or click the search icon.



Excel will show you several profit and loss templates. Let's click on **Profit and loss statement (with logo)**.



New

← Back

profit and loss statement

Small business profit and loss statement template thumbnail.

Small business profit and loss statement

Profit and loss statement template thumbnail for SATCOM CELLULAR.

Profit and loss statement

Profit and loss statement template thumbnail for Express Shippers Ltd.

Profit and loss statement

Income statement template thumbnail.

PROFIT AND LOSS STATEMENT

SATCOM CELLULAR

Revenue type	Description	Prior period	Budget	Current period
Sales revenue	Product/Service 1			
Sales revenue	Product/Service 2			
Sales revenue	Product/Service 3			
Sales revenue	Product/Service 4			
Cost of sales	Product/Service 1			
Cost of sales	Product/Service 2			
Cost of sales	Product/Service 3			
Cost of sales	Product/Service 4			
Total sales revenue		\$0.00	\$0.00	\$0.00

Profit and loss statement (with logo)

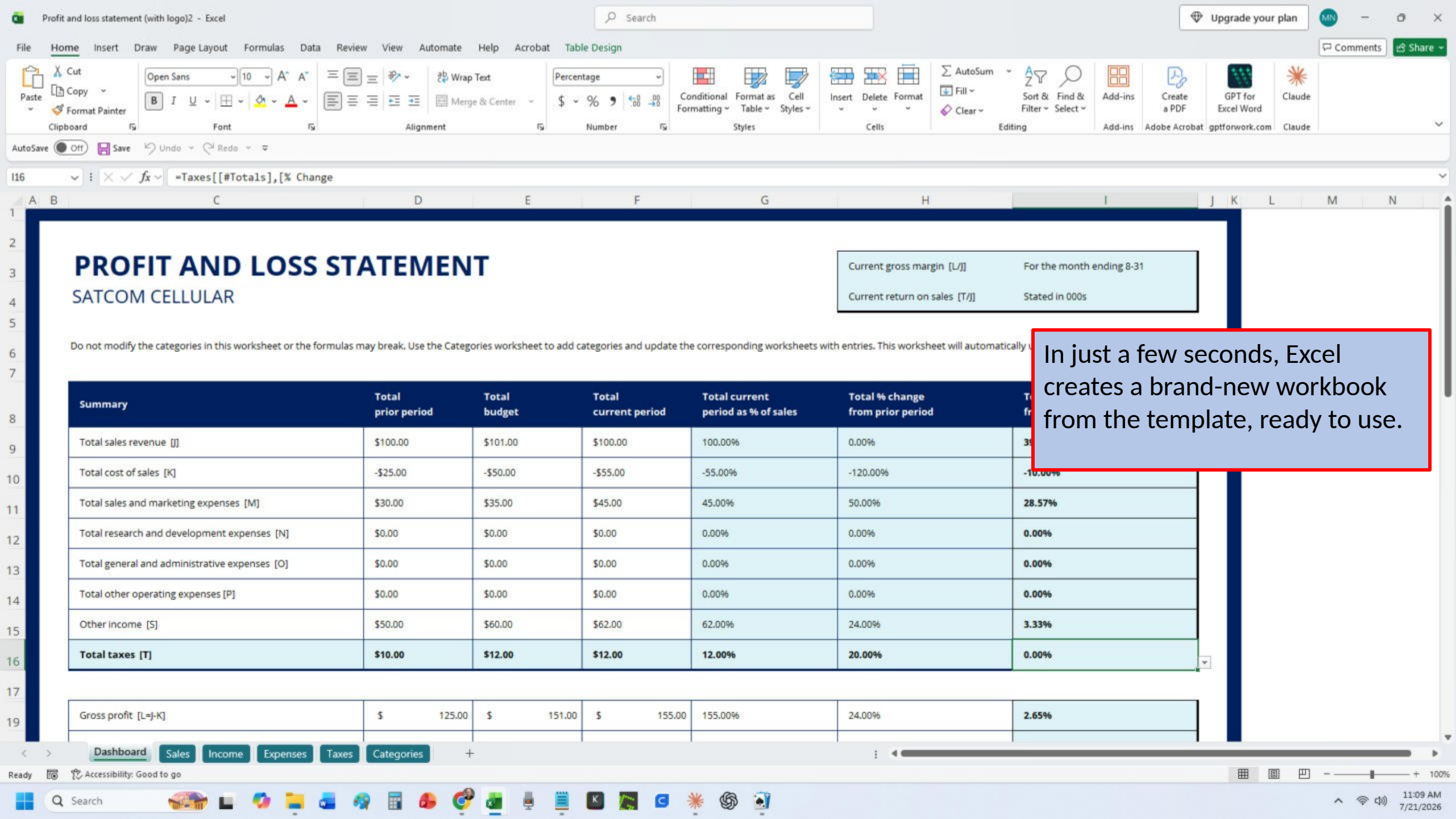
Provided by: [Microsoft Corporation](#)

Organizing your business finances is easier with this accessible profit and loss template. Enter data on your sales, income, expenses, and taxes in the tabulated profit and loss statement template, and totals are calculated automatically. The profit and loss statement template calculates your current gross margins, return on sales, and overall summary.



Create

A window opens telling you about the template. When you're ready, click **Create**.



PROFIT AND LOSS STATEMENT

SATCOM CELLULAR

Current gross margin [L/J] For the month ending 8-31
Current return on sales [T/J] Stated in 000s

Do not modify the categories in this worksheet or the formulas may break. Use the Categories worksheet to add categories and update the corresponding worksheets with entries. This worksheet will automatically u

Summary	Total prior period	Total budget	Total current period	Total current period as % of sales	Total % change from prior period	T
Total sales revenue [J]	\$100.00	\$101.00	\$100.00	100.00%	0.00%	3%
Total cost of sales [K]	-\$25.00	-\$50.00	-\$55.00	-55.00%	-120.00%	-10.00%
Total sales and marketing expenses [M]	\$30.00	\$35.00	\$45.00	45.00%	50.00%	28.57%
Total research and development expenses [N]	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Total general and administrative expenses [O]	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Total other operating expenses [P]	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Other income [S]	\$50.00	\$60.00	\$62.00	62.00%	24.00%	3.33%
Total taxes [T]	\$10.00	\$12.00	\$12.00	12.00%	20.00%	0.00%
Gross profit [L=J-K]	\$ 125.00	\$ 151.00	\$ 155.00	155.00%	24.00%	2.65%

In just a few seconds, Excel creates a brand-new workbook from the template, ready to use.

Profit and loss statement (with logo)2 - Excel

Search

Upgrade your plan

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobatTable Design

PasteCutCopyFormat PainterClipboard

Open Sans10A⁺A⁻
BBIUFont ColorBackground Color

Wrap TextAlignmentMerge & Center

Percentage\$%Number

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormatCells

AutoSumFillClearEditing

Sort & FilterFind & Select

Add-insAdd-ins

Create a PDFAdobe Acrobatgptforwork.comClaude

GPT for Excel WordClaude

AutoSaveOffSaveUndoRedo

116fx=Taxess([#Totals],[% Change]

123456789101112131415161719

PROFIT AND LOSS STATEMENT

SATCOM CELLULAR

Do not modify the categories in this worksheet or the formulas may break. Use the Categories worksheet to add categories and update the corresponding worksheets with entries. This worksheet will automatically u

Summary	Total prior period	Total budget	Total current period	Total current period as % of sales	Total % change from prior period	T
Total sales revenue [J]	\$100.00	\$101.00	\$100.00	100.00%	0.00%	395.00%
Total cost of sales [K]	-\$25.00	-\$50.00	-\$55.00	-55.00%	-120.00%	-10.00%
Total sales and marketing expenses [M]	\$30.00	\$35.00	\$45.00	45.00%	50.00%	28.57%
Total research and development expenses [N]	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Total general and administrative expenses [O]	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Total other operating expenses [P]	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Other income [S]	\$50.00	\$60.00	\$62.00	62.00%	24.00%	3.33%
Total taxes [T]	\$10.00	\$12.00	\$12.00	12.00%	20.00%	0.00%
Gross profit [L=J-K]	\$ 125.00	\$ 151.00	\$ 155.00	155.00%	24.00%	2.65%

DashboardSalesIncomeExpensesTaxesCategories

Notice the tabs at the bottom: **Dashboard, Sales, Income, Expenses, Taxes, and Categories.** Let's take a quick look at each one.

Profit and loss statement (with logo)2 - Excel

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobatTable Design

CutCopyFormat Painter

Open Sans10A⁺A⁻

BBIU

Wrap Text

Percentage

\$%&

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Filter

Find & Select

Add-ins

Create a PDF

GPT for Excel Word

Claude

CommentsShare

AutoSaveOffSaveUndoRedo

H10=IFERROR(IF(SalesRevenue[#Totals],[Current

123456789101112131415161718

123456789101112131415161718

PROFIT AND LOSS STATEMENT

SATCOM CELLULAR

Sales revenue

Stated in 000s\$100.00

Revenue type	Description	Prior period	Budget	Current period	Current period as % of sales	% Change from prior period	% Change from budget
Sales revenue	Product/Service 1	\$50.00	\$1.00	\$5.00	5.00%	-90.00%	400.00%
Sales revenue	Product/Service 2	\$50.00	\$100.00	\$95.00	95.00%	90.00%	-5.00%
Sales revenue	Product/Service 3				0.00%	0.00%	0.00%
Sales revenue	Product/Service 4				0.00%	0.00%	0.00%
Cost of sales	Product/Service 1	-\$25.00	-\$50.00	-\$55.00	-55.00%	-120.00%	-10.00%
Cost of sales	Product/Service 2				0.00%	0.00%	0.00%
Cost of sales	Product/Service 3				0.00%	0.00%	0.00%
Cost of sales	Product/Service 4				0.00%	0.00%	0.00%
Total sales revenue		\$75.00	\$51.00	\$45.00	45.00%	-120.00%	385.00%

The Sales tab is where you enter revenue and cost of sales for each product or service, comparing the current period to your prior period and budget.

DashboardSalesIncomeExpensesTaxesCategories

ReadyAccessibility: Good to go

Search

11:13 AM7/21/2026

PROFIT AND LOSS STATEMENT

SATCOM CELLULAR

Income

Stated in 000s

\$62.00

Income type	Description	Prior period	Budget	Current period	Current period as % of sales	% Change from prior period	% Change from budget
Income	Other income	\$50.00	\$60.00	\$62.00	62.00%	24.00%	3.33%
					0.00%	0.00%	0.00%
Total sales income		\$50.00	\$60.00	\$62.00	62.00%	24.00%	3.33%

The **Income** tab tracks any other income outside of sales, like interest or one-time gains.

Profit and loss statement (with logo)2 - Excel

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobatTable Design

CutCopyFormat Painter

Open Sans10A⁺A⁻

BBIU

Font ColorBackground Color

Wrap Text

Alignment

Merge & Center

Currency

\$%&1/1000000

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Filter

Find & Select

Add-ins

Create a PDF

GPT for Excel Word

Claude

CommentsShare

AutoSaveOffSaveUndoRedo

G10

123456789101112131415161718

PROFIT AND LOSS STATEMENT

SATCOM CELLULAR

Taxes

Stated in 000s\$12.00

Type	Description	Prior period	Budget	Current period	Current period as % of sales	% Change from prior period	% Change from budget
Taxes	Income taxes	\$10.00	\$12.00	\$12.00	12.00%	20.00%	0.00%
Taxes	Payroll taxes				0.00%	0.00%	0.00%
Taxes	Real estate taxes				0.00%	0.00%	0.00%
Taxes	Other taxes (specify)				0.00%	0.00%	0.00%
Taxes	Other taxes (specify)				0.00%	0.00%	0.00%
Total taxes		\$10.00	\$12.00	\$12.00	12.00%	20.00%	0.00%

The Taxes tab tracks income, payroll, real estate, and other taxes for the period.

DashboardSalesIncomeExpensesTaxesCategories

Ready

Accessibility: Good to go

11:13 AM7/21/2026

Profit and loss statement (with logo)2 - Excel

Search

Upgrade your plan

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

PasteCutCopyFormat PainterClipboard

Open Sans11A⁺A⁻BBIUFont ColorBackground Color

Wrap TextMerge & CenterAlignment

GeneralNumber

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormatCells

AutoSumFillClearEditing

Sort & FilterFind & Select

Add-insAdd-ins

Create a PDFAdobe Acrobat

GPT for Excel Wordgptforwork.com

ClaudeClaude

AutoSaveOffSaveUndoRedo

F10fx

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

PROFIT AND LOSS STATEMENT

SATCOM CELLULAR

Categories

Sales revenue

Cost of sales

Income

Sales and marketing

Research and development

General and administrative

Taxes

DashboardSalesIncomeExpensesTaxesCategories

The **Categories** tab lists the labels used throughout the workbook. Don't edit these, since the other tabs' formulas depend on them.

ReadyAccessibility: Good to go

Search

11:13 AM7/21/2026

[View This Tutorial On My Website](#)

[View The Video Tutorial Here](#)

[Visit My YouTube Channel](#)

