

Essential financial statement templates for your business

Here are the three financial statement templates that you downloaded from the QuickBooks Ultimate Bookkeeping Guide. Bookkeeping includes gathering financial data into a recordkeeping system and posting transactions to the accounting records. When you complete each step in the accounting process, you create the financial statements.

The Balance Sheet lists assets, liabilities, and equity, while the Income Statement presents revenue, expenses, and net income (profit). Use the statement of Cash Flows to analyze changes in cash.

Important software requirement: The calculator features within this document require [Adobe Acrobat Reader](#).

Income Statement

for the period ending

How to use these templates: Enter relevant labels in the left-hand column, and use the right-hand column to input values. [Click here for more information on using QuickBooks Online](#) to create an income statement.

Sales	
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Cost of sales	
Total cost of sales	

Gross profit		▶ (Sales - cost of sales = gross profit)
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Operating expenses	
Total operating expenses	

Operating income		▶ (Gross profit - operating expenses = operating income)
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Non-operating income		
Net income		▶ (Operating income + non-operating income = net income)

Balance Sheet

as of

How to use these templates: Enter relevant labels in the left-hand column, and use the right-hand column to input values. [Click here to learn about using QuickBooks Online](#) to create your balance sheet.

Assets	
Current assets	
Total current assets	
Long-term assets	
Total long-term assets	
Total assets	

(Current assets + long term assets = total assets)

Liabilities	
Current liabilities	
Total current liabilities	
Long-term liabilities	
Total long-term liabilities	
Total liabilities	

(Current liabilities + long term liabilities = total liabilities)

Equity	
Total equity	
Total liabilities and equity	

(Total liabilities + equity = total assets)

Budgeted Statement of Cash Flows

for period ended

How to use these templates: Enter relevant labels in the left-hand column, and use the right-hand column to input values. [Click here to learn about using QuickBooks Online](#) to create your cash flow statement.

Cash flows from operations	
Total cash flows from operations	

Cash flows from investing	
Total cash flows from investing	

Cash flows from financing	
Total cash flows from financing	

Net change in cash	
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▶ (Cash flows from operations + investing + financing)

Beginning cash balance	
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Ending cash balance	
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▶ (Net change in cash + beginning cash balance = ending cash balance)