

# Income by Category

Last Modified on 01/18/2023 5:24 pm EST

The Income by Category Report is used to compare the balances in all Income Statement Accounts between up to four accounting period ranges.

This report has a branch option; if multiple branches are selected, a new report will print for each unique branch.

Once the desired options have been selected on the report options form, press the *Preview* button to display the report in Print Preview mode.

## Report Selections

**Income Activity** - This option will default to the Current Accounting period. If a different Accounting Period is desired, select either the preferred *From* and *To* Accounting Period range.

**Branch** - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

- *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

## Options

- *Show GL Accounts* - If this option is selected the level of detail will be totals by GL Account and the GL Account description will print. If this option is not selected, total amounts within each Category will be printed.

- *Include Account Numbers* - Select this option to print the G/L Account Number. If this option is not selected, the GL Account Description will be printed.

- *Show zero balance accounts* - Select this option to include GL accounts which have a zero balance as of the last date of the report accounting period selected.

- *Show Date of Printing* - Selecting this option will print the date and time the report was generated in the upper left corner of the report.

**Income Statement by Category**

Branches

- A1
- MI
- National
- OH

Hide Inactive Branches

Select All    Invert

Show Each Branch

Income Activity

From: 10 10/1/2017 - 10/31/2017    To: 10 10/1/2017 - 10/31/2017

Options

- Show GL Accounts
- Include Account Numbers
- Show zero balance accounts
- Show Date of Printing
- Recalculate Summary Totals

Ok    Cancel