

# Year to Date Income Statement

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The Year to Date Income Statement Report , also called profit and loss statement (P&L) and Statement of Operations, is a company's financial statement that indicates how the revenue (money received from the sale of products and services before expenses are deducted) is transformed into the net income (the result after all revenues and expenses have been accounted for). The purpose of the income statement is to show whether the company made or lost money during the period being reported.

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, click the OK button to display the report in Print Preview mode.

## Report Selections

**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.

**Date Selections** - This option will default to the Current Accounting period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

## Options

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

The screenshot shows a software dialog box titled "Year to Date Income Statement". It is divided into two main sections: "Selections" and "Options".

**Selections:**

- Branch:** A list box containing "All", "Michigan", "Ohio", "New", "Americas Best", "Ace Security Systems", "United Kingdom", and "Belgium". "All" is selected.
- Hide Inactive Branches:** A checked checkbox.
- Show Each Branch:** An unchecked checkbox.
- As Of Date:** A dropdown menu showing "10 10/1/2017 - 10/31/2017".

**Options:**

- Show GL Acct Numbers:** A checked checkbox.
- GI Wildcard Search:** An unchecked checkbox. Below it is a text input field labeled "GI Acct Number = " and a note "\* = all matching recs".
- GI Wildcard Mapping:** An unchecked checkbox. Below it is a text input field labeled "GI Acct Number = " and a note "\* = all matching recs".

At the bottom right of the dialog are "Ok" and "Close" buttons.