

Enter Other Income

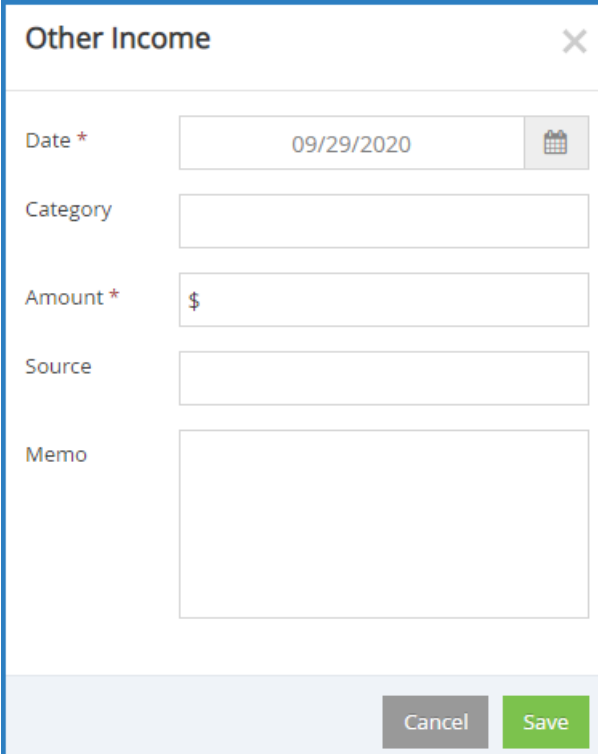
Last Modified on 02/09/2023 8:22 am
CST

Other income is income from sources other than Payers. This can include claim reimbursements, spousal income, grants, registration fees, side business income, and so on. Record and track this income in KidKare Accounting so all of your finances are in one place.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.


4. Click  and select **Other Income**. The Other Income page opens.



The screenshot shows a modal window titled "Other Income" with a close button (X) in the top right corner. The form contains the following fields:

- Date ***: A text box containing "09/29/2020" with a calendar icon to its right.
- Category**: An empty text box.
- Amount ***: A text box containing a dollar sign "\$".
- Source**: An empty text box.
- Memo**: A large empty text area.

At the bottom of the form are two buttons: "Cancel" (grey) and "Save" (green).


5. Click . The Other Income pop-up opens.
6. Click the **Date** box and select the date on which you received this income. This box defaults to today's date.
7. Click the **Category** box and enter a category for this income. Once you enter a category, you can select it for future other income entries.
8. Click the **Amount** box and enter the total dollar amount received.
9. Click the **Source** box and enter the person or entity from which you received this income.
10. Click the **Memo** box and enter any notes about this income.

Other Income

×

Date *

09/29/2020



Category

Registration Fees

Amount *

\$ 25.00

Source

Oscar Wilde

Memo

Registration fee for Dorian.

Cancel

Save

11. When finished, click **Save**. The other income entry is added to the table.