


# Print Other Income

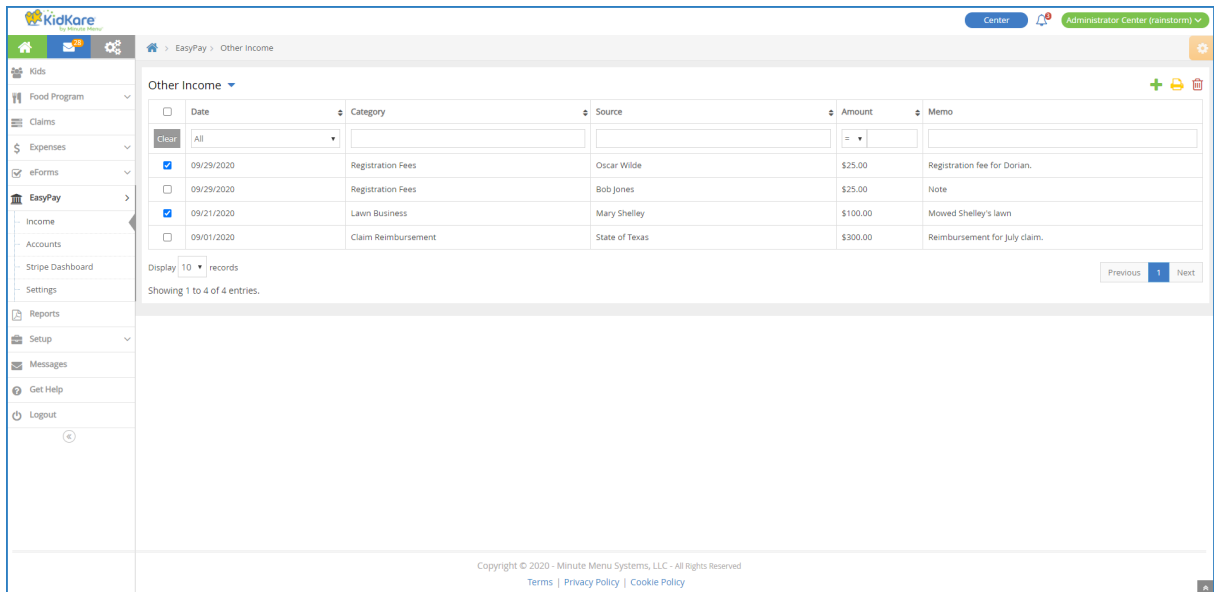
Last Modified on 02/09/2023 8:11 am  
CST

To print your Other Income entries for your records:


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.
5. Check the box next to each income entry to print.



<input type="checkbox"/>	Date	Category	Source	Amount	Memo
<input type="checkbox"/>	09/29/2020	Registration Fees	Oscar Wilde	\$25.00	Registration fee for Dorian.
<input type="checkbox"/>	09/29/2020	Registration Fees	Bob Jones	\$25.00	Note
<input checked="" type="checkbox"/>	09/21/2020	Lawn Business	Mary Shelley	\$100.00	Mowed Shelley's lawn
<input type="checkbox"/>	09/01/2020	Claim Reimbursement	State of Texas	\$300.00	Reimbursement for July claim.

6. Click . Your browser's printer settings open.
7. Select your printer and adjust your printing settings, as needed.
8. Click **Print**.