

Print the Other Income Report

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CST

This report includes other income sources, such as donations, registration fees, or any other income generated outside of regular childcare payments.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Accounting Reports**.
3. Click the **Report** drop-down menu and select **Other Income**.
4. Click the **Date Range** drop-down menu and select a date range for which to run this report. You can also select **Custom** to set a custom date range in the **From** and **To** boxes.
5. Click **Run**.

The screenshot displays the KidKare software interface. On the left is a navigation menu with options like Kids, Food Program, Claims, Expenses, eForms, EasyPay, Reports, Setup, Messages, Get Help, and Logout. The main area shows the 'Reports' section with a filter for 'Other Income - 09/01/2020 - 09/30/2020'. Below this, there are dropdown menus for 'EasyPay Reports' (set to 'Other Income') and 'Date Range' (set to 'Current Month'). The 'From' date is 09/01/2020 and the 'To' date is 09/30/2020. There are 'Run' and 'Print' buttons. The center name is 'Little Rainstorms Tax ID#'. The report table is as follows:

Date	Category	Received from	Amount
09/29/2020	Registration Fees	Bob Jones	\$25.00
09/29/2020	Registration Fees	Oscar Wilde	\$25.00
			Total: \$50.00
09/21/2020	Lawn Business	Mary Shelley	\$100.00
			Total: \$100.00
09/01/2020	Claim Reimbursement	State of Texas	\$300.00
			Total: \$300.00
			Total Other Income: \$450.00

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