



Print Other Income

Last Modified on 10/21/2021 1:48 pm CDT

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