View Other Income
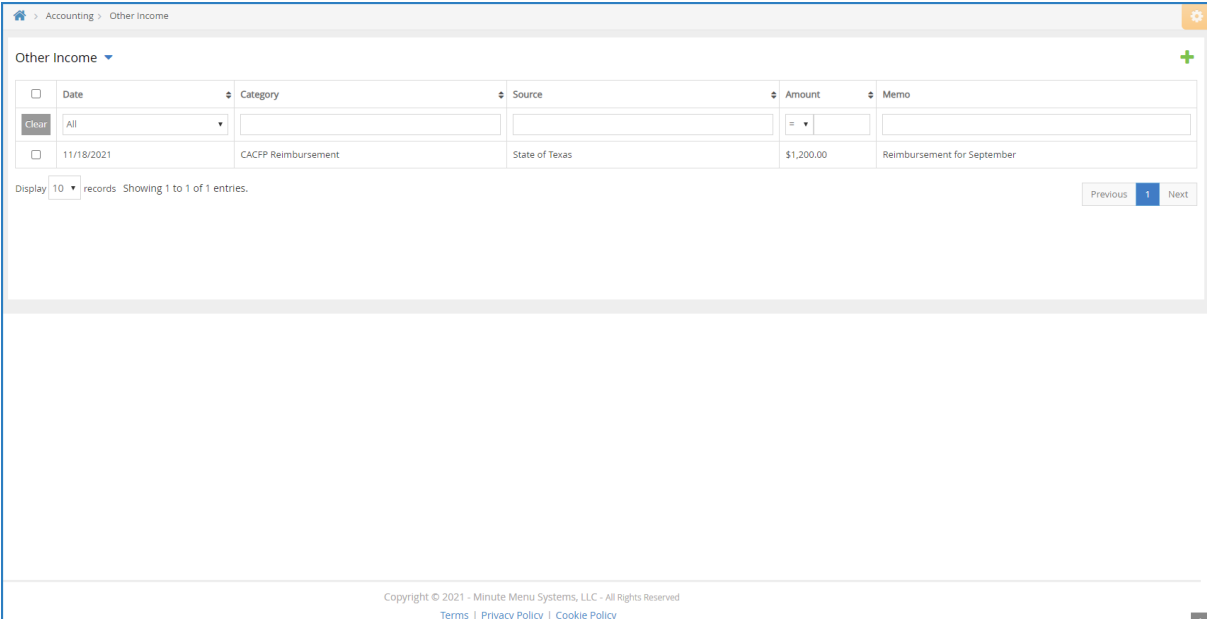
Your Other Income entries are listed on the Other Income page. You can set filters to locate specific entries—especially if you need to print only certain entries out of a long list.

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 account PIN set, you are prompted to set one.

4. Click ▼ and select **Other Income**. The Other Income pages opens.

The following information displays for each entry (assuming you provided it):

- **Date:** This is the date the income was received.

- **Category:** This is the category to which you assigned the income.

- **Source:** This is the source of the income you assigned to this entry.

- **Amount:** This is the dollar amount of the income.

- **Memo:** This displays any notes you entered about the other income entry.

5. You can filter by the following:

- **Date:** Click the drop-down menu and select the time period to view. To set a custom date range, select **Custom** and enter start and end dates in the boxes that display.

  > **Note:** To clear a custom date filter, click the **Date** drop-down menu and select a different time period to view, or you can select **All** to display all entries. You can also click **Clear** in the far-left column to clear all applied filters.

- **Category:** Click the box at the top of this column and begin typing a category name.

- **Source:** Click the box at the top of this column and begin typing a source.

- **Amount:** Click the drop-down menu and select an operator. You can choose equals (=), greater than

(>), . Then, click the corresponding text box and enter an amount. For example, to find all Other Income over $100, you would select **>** in the first box and then type **100** in the corresponding text box.

- Memo: Click the box at the top of this column and begin typing a memo.

6. To clear any applied filters, click **Clear** in the far-left column.
7. Click each column header to sort in ascending or descending order.