


# View Other Income

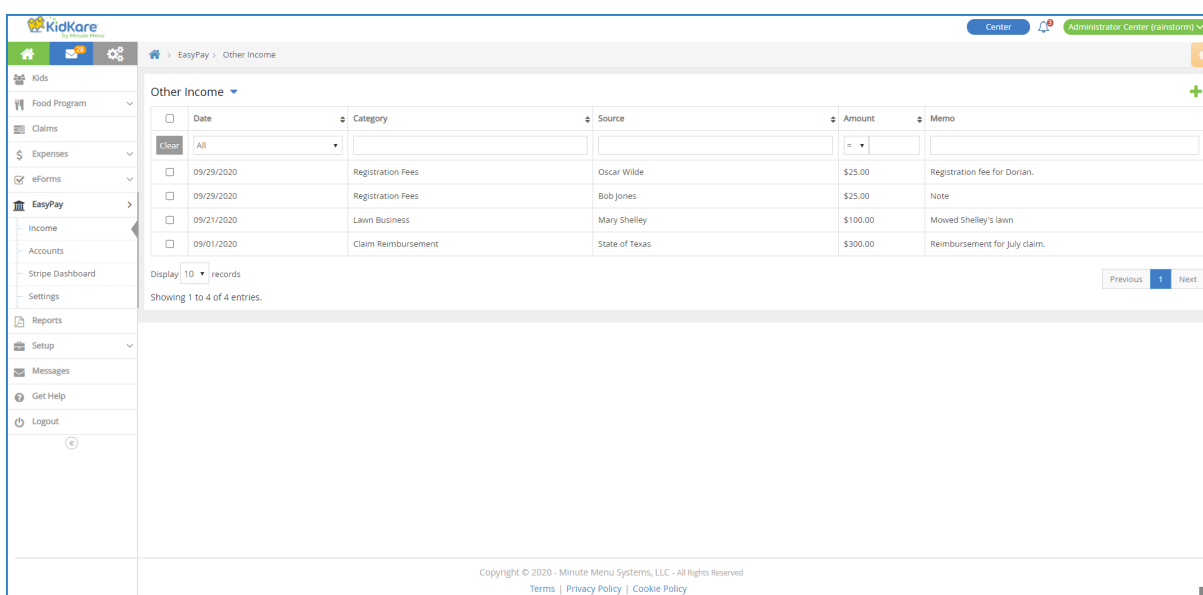
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CST

All other income you add to KidKare is stored on the Other Income page. This gives you a central place to review things such as registration fees, claim reimbursements, side business income, and so on.

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 and displays all income entries you've entered to date.



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

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.