

# How To Print Income Statement Standard Report

Here are the steps on how to print a Income Statement Standard Report:

1. Open **Report Parameters** screen of **Income Statement Standard** report. (See [How To Print General Ledger Reports](#))

Field Name	Condition	From	To	Join
Profit Center	Equal To			And
Primary Account	Equal To			And
Reference	Equal To			And
Sub Total Unit	Equal To			And
Sub Total	Equal To			And
Account Description	Equal To			And
Account Group	Equal To			And
Account Type	Equal To			And
GL Description	Equal To			And
Code	Equal To			And
Transaction Id	Equal To			And
Date	Equal To			And
Account Id	Equal To			And

Description	Apply
Include Audit Adjustment	<input checked="" type="checkbox"/>
General Ledger by Account ID Detail	<input checked="" type="checkbox"/>

Sort Field Name	Sort Direction
	Ascending

2. Fill out **Selection Criteria** section box. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
  - **Profit Center** - This refer to the segment with Segment type. This may vary depending on the segment name you entered when you create your Account Structure. Use this to filter the transactions based on the selected segment code.
  - **Primary Account** - This refer to the segment with Primary type. Use this to filter the transactions based on the selected primary account.
  - **Reference** - This refer to the the reference entered for each transaction. Use this to filter the transaction based on the reference entered on the field.
  - **Account Group** - This refer to the type assigned to the accounts when it is created. Use this to filter the transactions based on the type selected on the field.
  - **Account Type** - This refer to the type assigned on the accounts when it is created. Use this to filter the transactions based on the account type selected on the field.
  - **Account Id** - This refer to the account ids used in the transaction. Use this to filter transactions based on the accounts selected on the field.
  - **Code** - This refer to the code used for the module. For example, GL for General Ledger and AP for Accounts Payable. Use this to filter transactions made on the specific module selected on the field.
  - **Transaction Id** - This refers to the Record No generated when the transaction is saved. Use this if you want to filter transactions by Record No.
  - **Date** - This refer to the date when the transaction is posted. Use this to filter transactions based on the date selected on the field.
  - **Account Id** - This refer to the account ids used in the transaction. Use this to filter transactions based on the accounts selected on the field.
3. To allow drilling down **General Ledger By Account ID Detail** report, check **General Ledger by Account ID Detail > Apply** check box.
4. To include **Audit Adjustment** in the report, check **Include Audit Adjustment > Apply** check box.

Description	Apply
General Ledger by Account ID Detail	<input checked="" type="checkbox"/>
Include Audit Adjustment	<input checked="" type="checkbox"/>

5. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Report Viewer

Income Statement Standard

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PDF

### Income Statement Standard

Thursday, November 28, 2013  
09:36:52 PM

### SAMPLE COMPANY

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#### Revenue

Other Revenue	
INCOME TRANSFER ACCOUNT -PC	156,500.00
	0.000
Other Revenue Totals:	156,500.00
Other Revenue Unit Totals:	0.000
Revenue Totals:	156,500.00
Revenue Unit Totals:	0.000

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#### Expense

Other Expenses	
LEASE RENTAL -PC	156,500.00
	0.000
Other Expenses Totals:	156,500.00
Other Expenses Unit Totals:	0.000
Expense Totals:	156,500.00
Expense Unit Totals:	0.000

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Net Profit/(Loss):	0.00
Unit Net Profit/(Loss):	0.000

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Parameters			
Date	From	01/01/2013	To 12/31/2013

Options	
Include Audit Adjustment	√
General Ledger by Account ID Detail	√