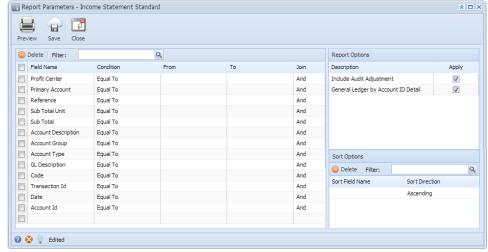
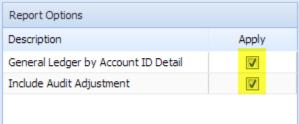
How To Print Income Statement Standard Report

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)



- 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.



 $\textbf{5.} \ \ \, \textbf{Preview the report by clicking the \textbf{Preview}} \ \, \textbf{toolbar button.} \ \, \textbf{The report looks like this:}$

