


Income Statement

The Income Statement displays the district's revenues, expenses, and profitability over a period of time. It is also sometimes referred to as a profit-and-loss (P&L) statement or an earnings statement.

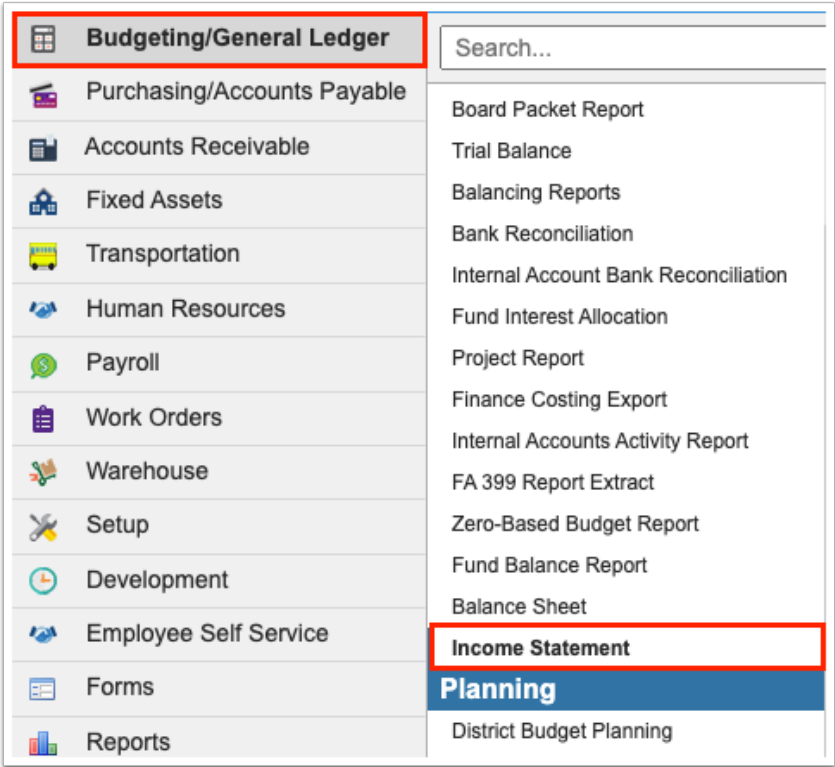


In order to access the Income Statement, you must have permission to Income Statement via Setup > [Profiles](#) > Budgeting/General Ledger tab.

Categories must also first be set up via Setup > [Settings](#) > [Income Statement](#) tab.

Income Statement

1. In the **Budgeting/General Ledger** menu, click **Income Statement**.



2. Select the applicable fiscal year from the pull-down. The pull-down defaults to the current fiscal year but can be changed, as needed.

Income Statement

2022 - 2023

Criteria

Fund: 0110 : GENERAL FUND

Project: 0001 : DISCRETIONARY

Categories: Federal, O...

Month: Jan

Budget: ☒

Run Report

3. Select the applicable fund(s) from the **Fund** pull-down to determine how the report is generated.

Income Statement

2022 - 2023

Criteria

Fund: 0110 : GENERAL FUND

Project: 0001 : DISCRETIONARY

Categories:

Month: Jan

Budget: ☐

Run Report

4. Select the applicable project(s) from the **Project** pull-down to determine how the report is generated.

Income Statement

2022 - 2023

Criteria

Fund: 0110 : GENERAL FUND

Project: 0001 : DISCRETIONARY

Categories:

Month: Jan

Budget: ☐

Run Report

5. Select the applicable categorie(s) from the **Categories** pull-down. The categories displayed in this pull-down must first be set up via Setup > [Settings](#) > [Income Statement](#) tab.

The screenshot shows the 'Income Statement' criteria form for the 2022-2023 fiscal year. The 'Fund' is set to '0110 : GENERAL FUND' and the 'Project' is '0001 : DISCRETIONARY'. The 'Month' dropdown menu is open, showing options: 'Federal, O...', 'Jan', 'Filter', 'Check all visible', 'Clear selected', 'Federal', 'Other', and 'State'. The 'Budget' checkbox is currently unchecked.

6. Select the **Month** for which you want to generate the Income Statement.

The screenshot shows the 'Income Statement' criteria form with the 'Month' dropdown set to 'Jan'. The 'Budget' checkbox remains unchecked. A red box highlights the 'Month' dropdown and the 'Budget' checkbox.



7. Select the **Budget** check box to add a column that displays the current budgeted amount, from the Budgeted column via Budgeting/General Ledger > [Expenditure/Revenue Report](#).

The screenshot shows the 'Income Statement' criteria form with the 'Budget' checkbox checked. A red box highlights the 'Budget' checkbox.

8. Click **Run Report**.

The screenshot shows the 'Income Statement' criteria form with the 'Run Report' button highlighted by a red box. The 'Budget' checkbox is checked. The top of the screen shows the 'FOCUS Writers02' logo and the user 'Lizette Garcia' with 'SIS' and 'ERP' tabs.

The Income Statement displays the Type, such as Revenue, Other Sources, the Category, the Budgeted, Actual, and Variance amount as of the month and fiscal year selected.

Income Statement					
Export   Filter: OFF		As of Jan 31, 2022			As of Jan 31, 2021
Type	Category	Budgeted	Actual	Variance	Actual
Revenue	Federal	0.00	0.00	0.00	0.00
	State	150,000.00	27,018.89	-122,981.11	134,663.72
	Total	150,000.00	27,018.89	-122,981.11	134,663.72
Other Sources	Other	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures and Other Uses		150,000.00	27,018.89	-122,981.11	134,663.72

Additional Features

Click the floppy disk icon to save the report's configuration for later use.

Writer
surre
nt


Income Statement ☆

Lizette Vigil

SIS
ERP

Income Statement 2022 - 2023

Criteria

Default  Run Report

000 : UNASSIGNED, 100 : GENERAL OPERATING FUND - 100, 101 : SCHOOL READ...
Fund

Project

Federal, O...
Categories

Aug
Month

☒ Budget

Income Statement

a. Name the report, then click **Save**.

X

Save Report

Report Name:
Aug 2022

Save

- b. To generate the report, from the main screen, select the report from the pull-down.
- c. From the toolbar, click the trash can icon to delete the report.
- d. Click the blue arrow icon to modify the report.

Income Statement 2022 - 2023 ▼

Criteria

000 : UNASSIGNED, 100 : GENERAL OPERATING FUND - 100, 101 : SCHOOL READ...

Fund

Aug 2022 ▼

Run Report

Project

Federal, O...

Categories

Aug

Month

☒

Budget

Income Statement

Click the **Excel** icon to download the report to an Excel spreadsheet.

Income Statement

Export

Filter: OFF

Type	Category
Revenue	Federal
	State
	Total
Other Sources	Other
	Total
Excess (Deficiency) of Revenues Over (Under) Expenditures and Other Uses	

Click the **Printer** icon to open a print preview window with the option to print or open as PDF (dependent on browser/printer settings).

Click **Filters** to breakdown data.

Income Statement

Export

Filter: ON

+ fed

- other

Contains

Equals

Starts with

Ends with

Has value

Greater

Greater or equal

Less

Less or equal

Between

Not

Not

Not

Not

Not

Not

Not

Not

Not

Type	Category	Budgeted	Actual
Revenue	Federal	0.00	0.00
Other Sources	Other	0.00	0.00

- a. To add more than one filter to a column by clicking the **green plus sign**.
- b. To delete an additional filter, click the **red minus sign**.
- c. For additional filtering options, click the **gray arrow** for a filter pull-down.



See [Filters](#) for more information.