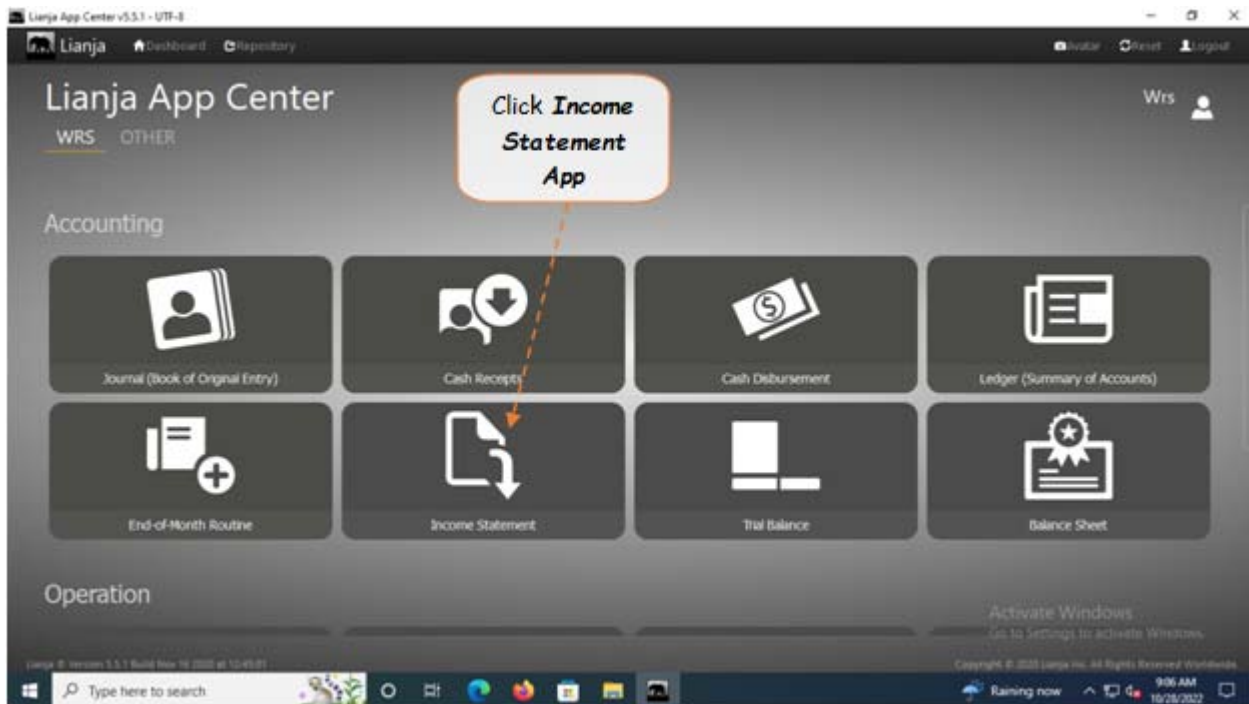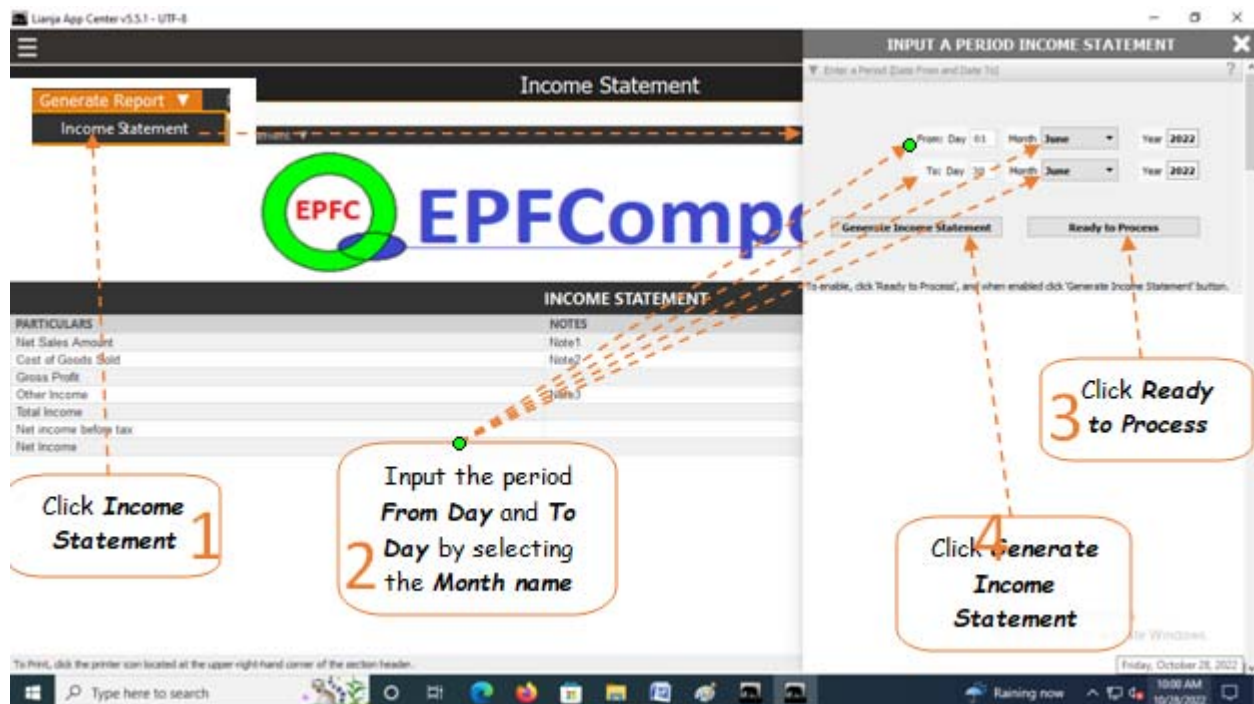# Income Statement Report

It is one of the three major financial statements that report a company's financial performance over a specific accounting period. It shows a company's revenues and profitability over a period of time.

To get here
1. From the *App Center*, click *Income Statement App*;

2. Displays the *Income Statement Report* main page.

To generate income statement
1. From the section menu bar, click *Income Statement*;
2. Generate the period *From Day* and *To Day* - (both will be generated when the *Month Name* is selected). Select the

Month Name in the *From Month* and *To Month*;
3. .Click *Ready to Process*;
4. Click *Generate Income Statement*;

The screen shot below is the final generated income statement.
Reminder: All values are not from actual WRS operation, but created only for the purpose of illustration.

From section menu bars and command icons
1. To go back to the *App Center*, click the Home icon.
2. To *view* the income statement *notes*, click the appropriate note number, as shown below.
3. To print, click the printer icon located at the upper right hand side of the header.
4. For Help, click the **?** icon located at the upper right hand side of the header.