RUNNING THE INCOME STATEMENT REPORT

VERSION: JULY 2016

Running an Income Statement Report

About this Document

This document describes the purpose and unique aspects of the Income Statement report, which uses the SAS VA reporting tool. This document does not cover general navigational features of SAS VA reports, but rather focuses on the specific purpose and information found on the Income Statement report.

For more information about the general features of SAS VA reports, see *Running SAS VA Reports*.

Purpose of this Report

The Income Statement Report shows the balance of revenue and expense accounts by accounting period.

Who Uses this Report

This report is used by MOU leads and business managers who need to see monthly and quarterly income statements for foundations, trusts, and other fund groups as needed.

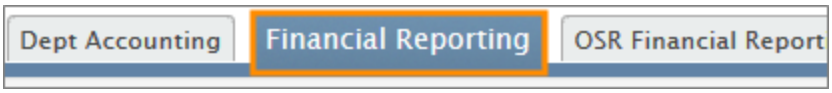
Ledger the Report Pulls From

This report is based on the GL Actuals ledger.

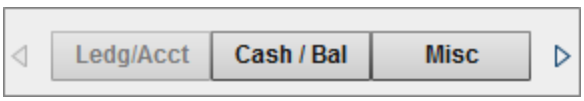
Running the Report

Follow these steps to navigate to the Income Statement report:

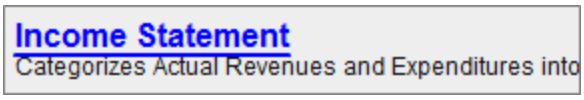
1. Navigate to Finance > Financial Reporting.



2. Select the **Cash/Bal** tab.



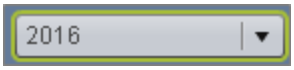
3. Select the **Income Statement** link.

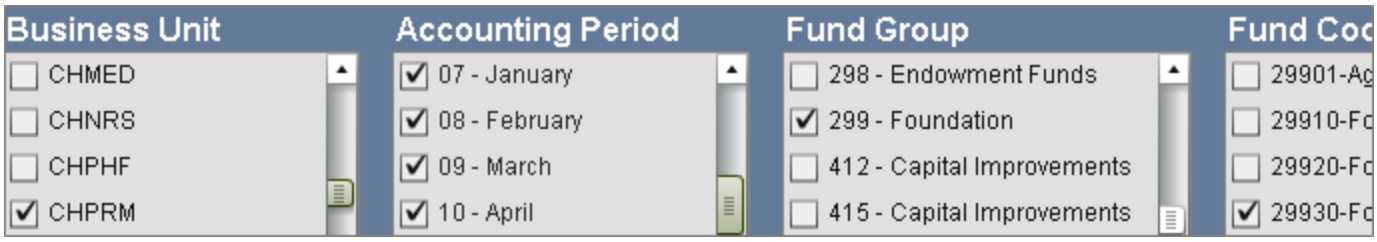


Filters

Complete the combination of filters for the income statement you need:

Tables:	Do the following:
Fiscal Year	Select **uncch**, **uncga**, or a foundation business unit.
Accounting Period	Select all the accounting periods up to the period for which you want a balance. For example, if you want a report as of April 30, select accounting periods 1 through 10.
Business Unit	Select the business unit for the income statement you want.
Fund Group	Select a fund group if you want to see an income statement for an entire group. Otherwise, you can just select a fund code.
Fund Code	Select a fund code to see an income statement by specific fund code.
Department	Select a department level or specific department if you want to see an income statement by department.





Report Results

The report shows revenue and expense balances by operating and non-operating accounts, with a grand total in the last row.

		Accounting Period (1) ▲	1
Grouping A ▲	Grouping B ▲	Account Grouping ▼	POSTED_TOTAL_AMOUNT
a - Operating	a - Operating Revenue - 42X,43X,44X,45X,46X	Sale, Service - Rental	.
		Investment Income	-76.35
		Contributions - Donations	-122,883.13
	Subtotal: a - Operating Revenue - 42X,43X,44X,45X,46X		-122,959.48
	c - Contracted Services - 52X	Purchased Services	278.91
		Contracted Services	.
	Subtotal: c - Contracted Services - 52X		278.91
	d - Other Operating Expenditures - 53X,54X	Supplies	100.00
	Subtotal: d - Other Operating Expenditures - 53X,54X		100.00
Subtotal: a - Operating			-122,580.57
b - Nonoperating	a - Nonoperating Revenue - 47X,48X,49X	Non-Mandatory Intra-Institutional	.
		Miscellaneous	-200.00
	Subtotal: a - Nonoperating Revenue - 47X,48X,49X		-200.00
	b - Nonoperating Expenditures - 50X,55X,56X,57X,58X	Other Expenses and Adjustments	6,162.03
		Non-Mandatory	.
		Aid and Public Assistance	.
	Subtotal: b - Nonoperating Expenditures - 50X,55X,56X,57X,58X		6,162.03
Subtotal: b - Nonoperating			5,962.03
Total			-116,618.54