

F. Income Statement

The Income Statement Report list revenue and expense accounts while indicating profit or loss for the period, as well as for the year to date. The Income Statement Report is submitted to the President & CEO and the Executive Committee on a monthly basis and to the Board of Directors on a quarterly basis. To print the Income Statement Report use the following steps:

- a. Select FRx Reporting
- b. Select Reports
- c. Select Income Statement
- d. Select the fiscal period you want reported
- e. At Report Title, indicate month of fiscal period reporting (i.e., 6 of 12, for the 6th month of the fiscal period)
- f. At Special Header, type "Period Ending 12/31/96" for the report reflecting the December 31, 1996 period
- g. Press generate report
- h. Press print

NOTE: An Income Statement should be printed for Baytown and BEST using the above procedures.