KinderTrack - Add/Edit Income

A Press Income under Family.



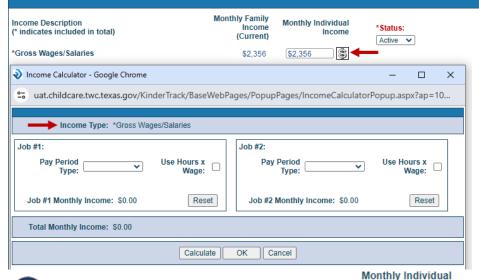
B Select the family member in the **Select Family Member** drop-down menu.



- C Press Edit. Edit
- Enter the income Effective Date.



Click next to the appropriate income type to open the **Monthly Income Worksheet**.



- Complete the Monthly Individual Income fields for the selected individual.
- Press the drop-down arrow to select the **Status** for this income verification, **Active** or **Inactive**.
 - Reason to e changes or type

*Status:

\$2,356.00

Income

- Click **Select** >> next to **Change Reason** to choose the reason for making the changes or type a new one.

 *Change reason: Record updated Select
- Press Save. Save