KinderTrack - Add/Edit Income

A Press Income under Family.



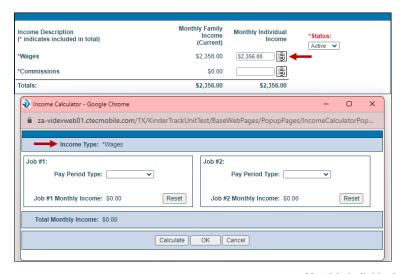
B Select the family member in the **Select Family Member** drop-down menu.



- Press Edit. Edit
- D 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.



*Status:

Press the drop-down arrow to select the **Status** for this income verification, **Active** or **Inactive**.



- 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