

INCOME SCREEN

The Income Screen is used to collect income information for a client if applicable.

- **New** is greyed for initial entry
- Choose Type of income
- Type Employer Name
- Click Save
- Enter Amount
- Choose Period
- Choose Income Type
- Start date
- End date if applicable
- Click Save
- Click New to enter additional income source(s)

The screenshot displays the 'Client Income' screen with the following sections:

Client Income
* Denotes Mandatory Fields

Income Sources

Type	Start Date	End Date	Last Updated Date
Employer	01/01/1999		07/18/2017

Form fields for the selected source:

Type* [Employer] Specify [] Employer Name* [Westco]

Income Amounts for Selected Source

Amount	Period	Income Type	Start Date	End Date	Last Updated Date
\$500.00	Weekly	Permanent	01/01/1999		07/18/2017

Form fields for the selected source:

Amount* [500.00] Period* [Weekly] Income Type* [Permanent] Start Date* [01/01/1999] End Date []

Buttons: New, Save, Cancel