



## Account Statement

### Report Overview

The Account Statement Report is a comprehensive review of your services within a selected timeframe. It will show

- Active authorization balances
- Information on payments issued
- A list of your active employees and vendors, as well as the services they can provide and their pay rates per your CCO budget.
- Year-to-date (YTD) spending on your employee's and vendor's services.

For a breakdown of the information provided in the account statement, please review the appropriate section below.

### Authorizations

The authorizations section of the account statement shows authorizations that are active during the selected timeframe.

Information provided regarding the authorizations includes

- **Total deposits**-the beginning amount of funds in the authorization based off the CCO budget.
- **Period spending**-the amount of funding used from the authorization via payments issued during the date frame selected in the pulled account statement.
- **Total spending**-the total amount of funding used from the authorization via all payments issued up to the end date selected in the pulled account statement.
- **Balance**-the remaining funding in the authorization after subtracting the total spending from the total balances.

<b>Account Information</b>				
<b>Account</b>	<b>Total Deposits</b>	<b>Period Spending</b>	<b>Total Spending</b>	<b>Balance</b>
2021 SVG- RESPITE	\$1,800.00	\$0.00	\$0.00	\$1,800.00
AUGUST PERSONAL CARE	\$550.00	\$506.61	\$506.61	\$43.39
AUGUST RESPITE	\$1,250.00	\$984.60	\$984.60	\$265.40
AUGUST SCL	\$600.00	\$576.00	\$576.00	\$24.00
	<b>\$4,200.00</b>	<b>\$2,067.21</b>	<b>\$2,067.21</b>	<b>\$2,132.79</b>

*Employee Information*

The employee information section shows your active employees at the time of pulling the account statement. For each employee, you will be able to see the following:

- **Pay type**-whether they are paid via direct deposit or paper check.
- **Status**-this will always show as Active. Inactive employees will not show up on the account statement.
- **Employee #**-The number your employee will use to submit hours electronically.
- **Hire date**-When the employee was approved to being providing services.

<b>Employee Information</b>							
Last Name	First Name	Status	Employee #	Pay Type	Hire Date	First Aid	CPR
Doe	Jake	Active	23750	Check	02/21/2019		
Doe	Jane	Active	18014	Direct Deposit	04/01/2016		

*Payroll Summary YTD*

The Payroll Summary YTD shows the gross amounts and employer taxes paid for each employees' services from the beginning of the year through the end date selected in pulling the account statement.

For each employee you will be able to see the following:

- **Employee name**-the name of the employee.
- **Gross pay**- the employee's YTD payment amount before employer or employee taxes are applied.
- **FICA**- YTD withholding of Federal Insurance Contributions Act (FICA) taxes for the employee.
- **FUTA**- YTD withholding of Federal Unemployment Tax Act (FUTA) taxes for the employee.
- **Medicare**-YTD withholding of Medicare taxes for the employee.
- **SUTA**- YTD withholding of State Unemployment Tax Act (SUTA) taxes for the employee.

<b>Payroll Summary YTD</b>								
Last Name	First Name	Gross	FICA	FUTA	Medicare	SUTA	Comp	Local
Doe	Jake	\$948.00	\$58.78	\$5.69	\$13.75	\$0.00	\$0.00	\$0.00
Doe	Jane	\$1,041.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>\$1,989.00</b>	<b>\$58.78</b>	<b>\$5.69</b>	<b>\$13.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

*Vendor Summary YTD*

The Vendor Summary YTD shows the gross amount paid to each vendor services from the beginning of the year through the end date selected in pulling the account statement. Employer/employee taxes are not applied to these payments.

<b>Vendor Summary YTD</b>	
Vendor	Amount
Jane Smith (TEST)	\$24.12
	<b>\$24.12</b>

### Code and Rate Information

The code and rate information section of the statement lists your active employees and the services that they can provide based off your CCO budget.

For the services your employees can provide, you will see the following information:

- **Code/description of the service-** the service being provided.
- **Start/end date-**the date in which the service/pay rate went into effect and the last date that the service/pay rate are active.

An end date of 12/31/2050 means that the service/pay rate will carry forward indefinitely unless changed on the CCO budget.

- **Rate-** your employee's pay rate for the service being provided.

Code and Rate Information					
Last Name	First Name	Description	Start Date	End Date	Rate
Doe	Jake	Savings- Respite	06/01/2021	12/31/2050	\$15.00
Doe	Jake	Respite Indv (15 Min)	06/01/2021	12/31/2050	\$15.00
Doe	Jake	Personal Care	06/01/2021	12/31/2050	\$13.00
Doe	Jane	Savings- Respite	06/01/2021	12/31/2050	\$15.00
Doe	Jane	SCL	06/01/2021	12/31/2050	\$16.00
Doe	Jane	Respite Indv (15 Min)	06/01/2021	12/31/2050	\$15.00

### Payroll Check Information

The payroll check information section of the account statement will provide an overview of each payment issued during the selected time frame.

For each payment present, you will see the following information:

- **Check number-**the number assigned to the check.
- **Check date-** the issued date printed on the check.
- **Net pay-**the total amount paid to the employee.
- **Gross pay-**the payment amount before employee taxes are applied.
- **Billing total-**the gross pay with employer taxes applied.
- **Employer taxes-**the amount of employer taxes applied to the overall payment.

Check #: 40120949	Medicare: \$0.00	EIC: \$0.00
Date: 09/15/2021	FICA: 0.00	Local: \$0.00
Payee: Doe, Jane	SUTA: \$0.00	Batch #: 3,148.00
Net: \$950.00	FUTA: \$0.00	Billing: \$1,041.00
Gross \$1,041.00	Work Comp: \$0.00	Type: Payroll

Additionally, for each shift worked during the payment, you will see the following information:

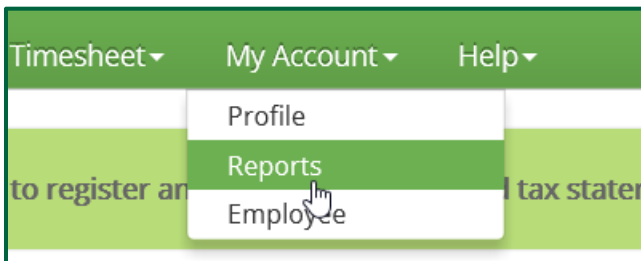
- **Description**-the service being provided.
- **Date**-the date of service.
- **Time in/out**-the time in/out for the shift.
- **Type**-if the payment was at a regular pay rate, over time pay rate, or mileage.
- **Payment rate**-your employee's pay rate for the service being provided.
- **Hours worked**- the total hours of the shift.
- **Employer taxes**-the amount of employer taxes applied to the shift.
- **Billing amount**-the gross amount plus employer taxes for the shift.

Description	Date:	Time In	Time Out	Type	Rate	Hours	Amount	Employer Taxes	Billing
Personal Care	08/01/2021	12:00 PM	05:00 PM	Regular	\$13.00	5.00	\$65.00	\$5.36	\$70.36
Respite Indv (15 Min)	08/02/2021	12:00 PM	05:00 PM	Regular	\$15.00	5.00	\$75.00	\$6.19	\$81.19

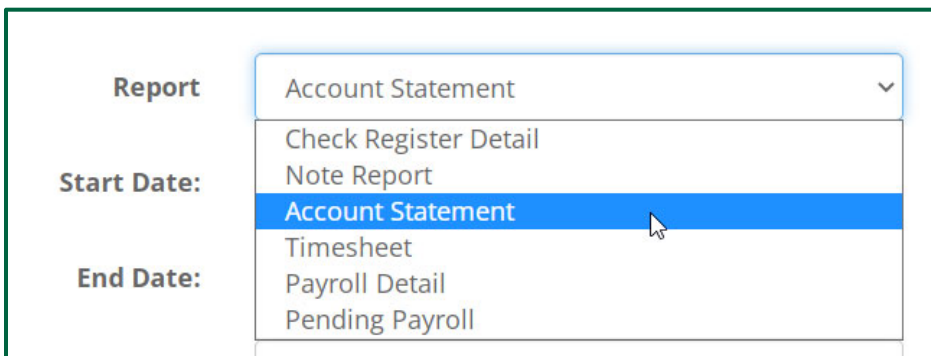
### Pulling the Report

To pull an Account Statement Report on the CCO website, you will take the following steps

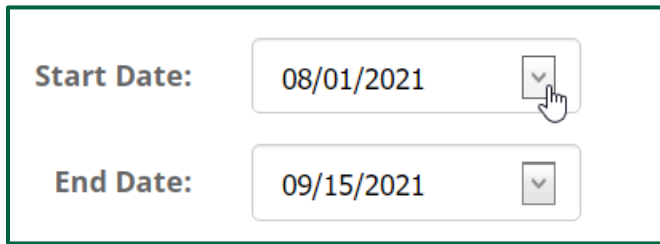
1. Go to our website at [www.veridianfiscalsolutions.org/cco/](http://www.veridianfiscalsolutions.org/cco/)
2. Log in to your account
3. Click on My Account and select Reports



4. Select Account Statement from the Report drop down

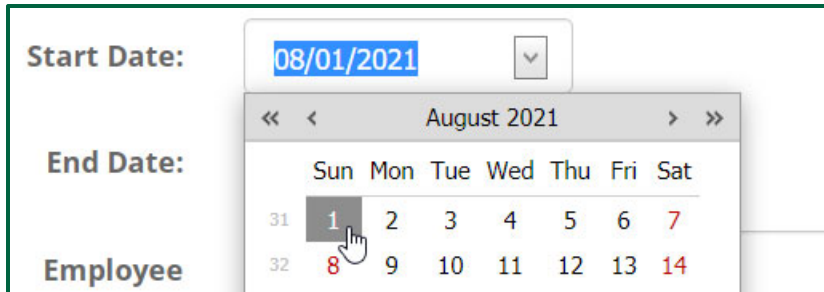


5. Enter the Start and End Date for the account statement you would like to review.



Start Date: 08/01/2021

End Date: 09/15/2021



Start Date: 08/01/2021

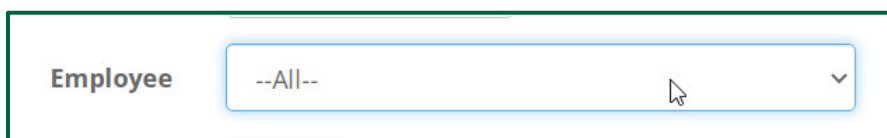
End Date: [Calendar view for August 2021]

Employee

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14

- When selecting the date range, be sure the end date is not prior to the last date of the month in which you wish to see the authorization information.
- For example, if you want August 2021 authorization information, the end date for the account statement must be August 31<sup>st</sup>, 2021 or later. Selecting an end date prior to the end of the month for the authorization in question will result in a 0 dollar amount showing for the total deposits in the authorization.
- A good end date to select if you are reviewing the current month's authorizations and payments is the 15<sup>th</sup> of the next month. This will show authorization information for the current month and should include all payment for the current month that were submitted in line with the payment schedule.

6. For this report, all employee's payment information will show.



Employee: --All--

7. Click Create



Create

8. The Account Statement Report is created and ready for you to review.

Account Statement  
Doe, John  
4291

**Account Information**

Account	Total Deposits	Period Spending	Total Spending	Balance
2021 SVG-RESPITE	\$1,800.00	\$0.00	\$0.00	\$1,800.00
AUGUST ISB FEE	\$32.14	\$24.12	\$24.12	\$8.02
AUGUST PERSONAL CARE	\$550.00	\$506.61	\$506.61	\$43.39
AUGUST RESPITE	\$1,250.00	\$984.60	\$984.60	\$265.40
AUGUST SCL	\$600.00	\$576.00	\$576.00	\$24.00
	\$4,232.14	\$2,091.33	\$2,091.33	\$2,140.81

**Employee Information**

Last Name	First Name	Status	Employee #	Pay Type	Hire Date	First Aid	CPR
Doe	Jake	Active	23750	Check	02/21/2019		
Doe	Jane	Active	18014	Direct Deposit	04/01/2016		

**Payroll Summary YTD**

Last Name	First Name	Gross	FICA	FUTA	Medicare	SUTA	Comp	Local
Doe	Jake	\$948.00	\$58.78	\$5.69	\$13.75	\$0.00	\$0.00	\$0.00
Doe	Jane	\$1,041.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$1,989.00	\$58.78	\$5.69	\$13.75	\$0.00	\$0.00	\$0.00

**Vendor Summary YTD**

Vendor	Amount
Jane Smith (TEST)	\$24.12
	\$24.12

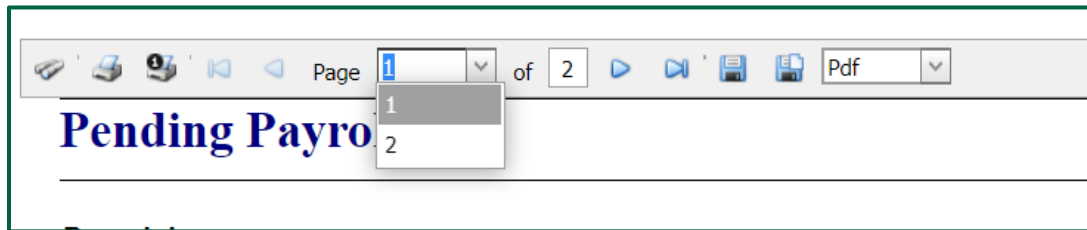
**Code and Rate Information**

Last Name	First Name	Description	Start Date	End Date	Rate
Doe	Jake	Savings- Respite	06/01/2021	12/31/2050	\$15.00
Doe	Jake	Respite Indr (15 Min)	06/01/2021	12/31/2050	\$15.00
Doe	Jake	Personal Care	06/01/2021	12/31/2050	\$13.00
Doe	Jane	Savings- Respite	06/01/2021	12/31/2050	\$15.00
Doe	Jane	SCL	06/01/2021	12/31/2050	\$16.00
Doe	Jane	Respite Indr (15 Min)	06/01/2021	12/31/2050	\$15.00

**Payroll Check Information**

Check #: 40120948	Medicare: \$13.75	EIC: \$0.00
Date: 09/15/2021	FICA: \$8.78	Local: \$0.00
Payee: Doe, Jake	SUTA: \$0.00	Batch #: 3,148.00
Net: \$800.47	FUTA: \$5.69	Billing: \$1,026.22
Gross \$948.00	Work Comp: \$0.00	Type: Payroll

- If the report has more than one page on the website, you can navigate through pages by selecting the page you want to view in the Page drop down near the top of the screen.



- You are able to create a copy of the report by clicking the Save icon and selecting the file format of your choosing from the drop down

