



Check Register Detail

Report Overview

The Check Register Detail Report shows you the details of checks issued within a selected date range.

A check that appears on this report will show the following information:

- **Name**- the employee being paid.
- **Period start/end date**-the range of dates newly eligible for payment in the payroll.
- **Check date**-the issued date printed on the check.
- **Type**-if the payment was issued as a Direct Deposit or a paper check.
- **Hours**-total number of hours processed in the payment.
- **Check number**-the number assigned to the check.
- **Net amount**-the total amount paid to the employee.
- **Employee's mailing address**-the employee's mailing address on file with Veridian.

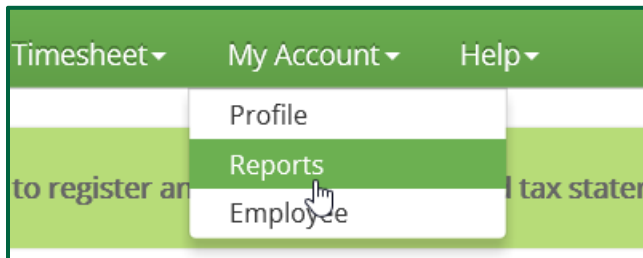
A screenshot of a PDF report titled "Check Register Detail". The report is displayed in a browser window with a toolbar at the top showing "Page 1 of 1" and a "Pdf" icon. The report content is as follows:

Name: Doe, Jane
Period Start: 08/01/2021
Period End: 08/31/2021
Check Date: 09/15/2021
Type: Direct Deposit
Hours: 67.00
Check Number: 40120949
Net Amount: \$950.00
Mailing To: Jane Doe
123 Main St
Cedar Falls, IA, 50613-

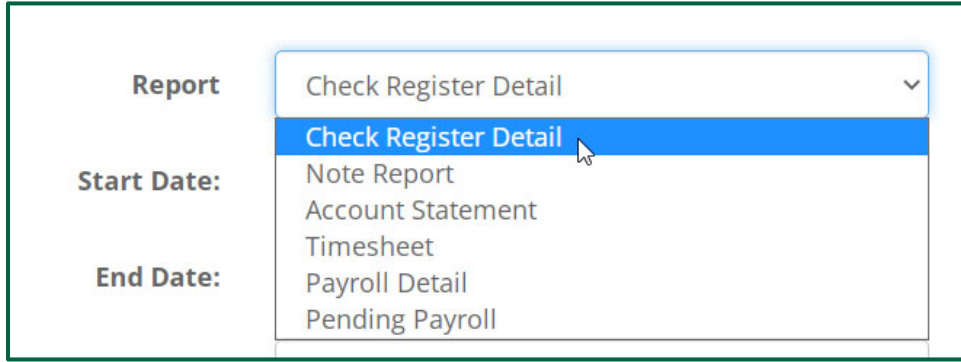
Pulling the Report

To pull a Check Register Detail Report on the CCO website, you will take the following steps

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



4. Select Check Register Report from the Report drop down

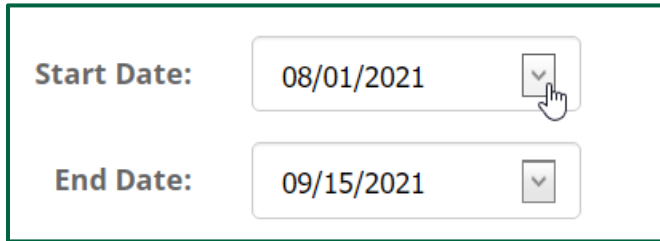


A screenshot of a web form with a dropdown menu. The dropdown is open, showing a list of report options. The first option, "Check Register Detail", is highlighted in blue. A mouse cursor is pointing at the highlighted option. The other options in the list are "Note Report", "Account Statement", "Timesheet", "Payroll Detail", and "Pending Payroll".

Report	Check Register Detail
Start Date:	
End Date:	

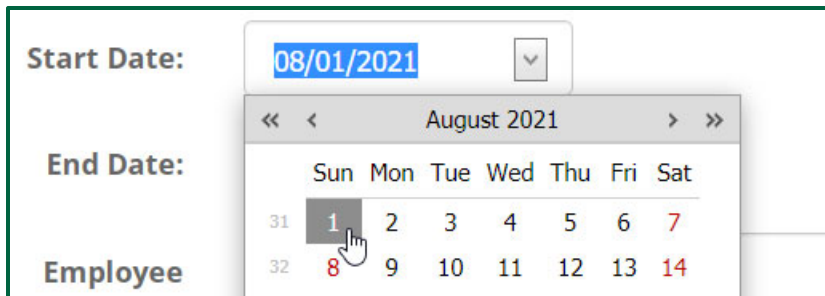
- Check Register Detail
- Note Report
- Account Statement
- Timesheet
- Payroll Detail
- Pending Payroll

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



A screenshot of two date selection fields. The "Start Date" field contains "08/01/2021" and the "End Date" field contains "09/15/2021". Both fields have a small downward arrow icon on the right side, indicating they are dropdown menus.

Start Date:	08/01/2021
End Date:	09/15/2021



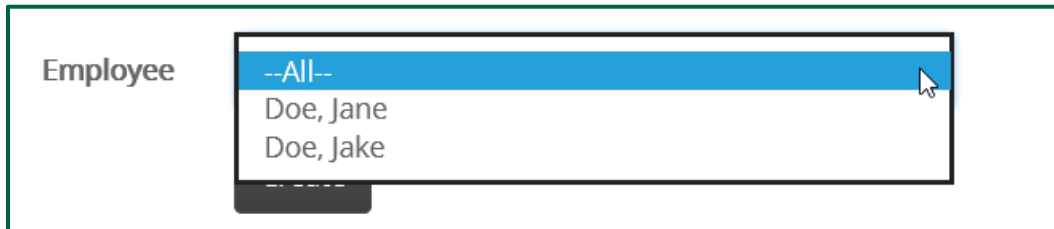
A screenshot of a date picker calendar. The "Start Date" field is highlighted with a blue background and contains "08/01/2021". The calendar shows the month of August 2021. The date "1" is highlighted in a dark grey box, and a mouse cursor is pointing at it. The calendar also shows the date "8" highlighted in a dark grey box. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu, Fri, Sat.

Start Date:	08/01/2021
End Date:	
Employee	

August 2021

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

6. Select the employees' checks you would like to appear in the report. If you would like all of your employees' checks to appear, select All.



A screenshot of an employee selection dropdown menu. The dropdown is open, showing a list of employee names. The first option, "--All--", is highlighted in blue. A mouse cursor is pointing at the highlighted option. The other options in the list are "Doe, Jane" and "Doe, Jake".

Employee	--All--
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- All--
- Doe, Jane
- Doe, Jake

7. Click Create



A screenshot of a "Create" button. The button is dark grey with the word "Create" in white text. A mouse cursor is pointing at the button.

Create

