



## Note Report

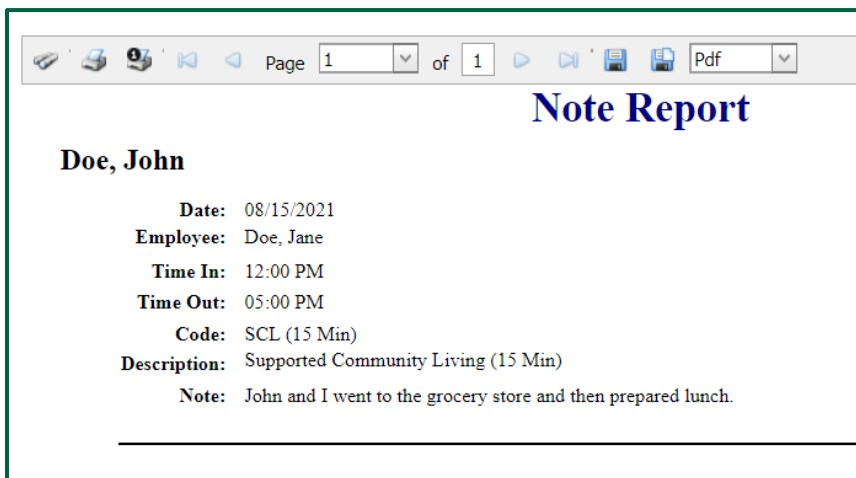
### Report Overview

The Note Report shows all hours created online that occurred within a selected date range. Hours will show on this report whether they are unapproved, approved but not yet received by Veridian, or approved and received by Veridian.

Hours submitted on a paper timesheet or via Electronic Visit Verification (EVV) will not appear on this report.

Hours in this report will show the following information:

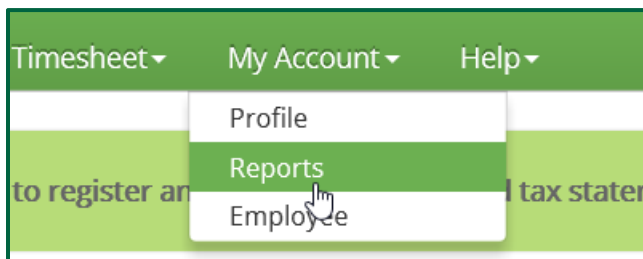
- **Date**-the date of service.
- **Employee**- the employee providing the service.
- **Time in/out**-the time in/out for the shift.
- **Service code/description**- the service being provided. Services submitted via EVV will not have a description listed.
- **Notes**-employee notes regarding the services provided



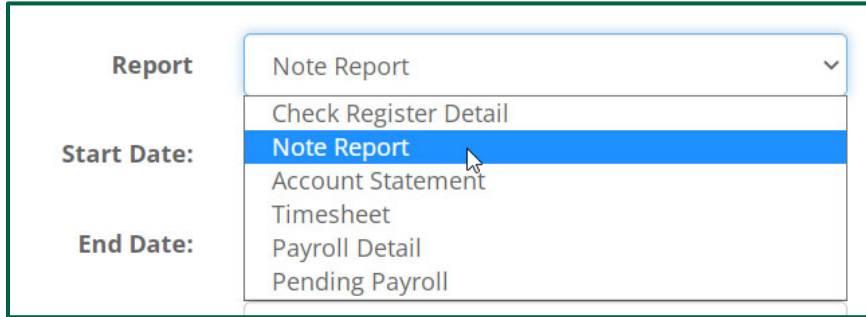
### Pulling the Report

To pull a Note 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

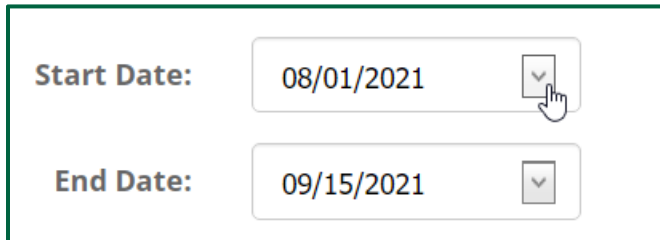


4. Select Note Report from the Report drop down

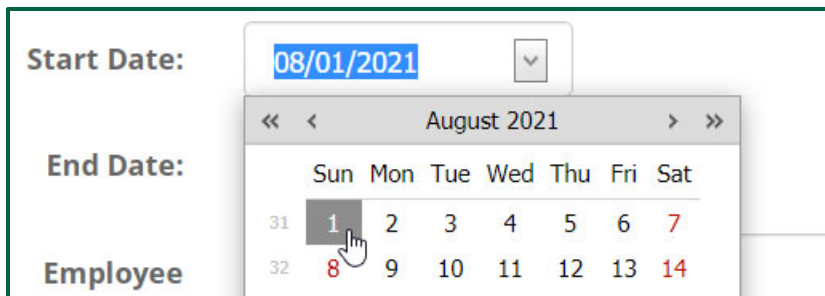


A screenshot of a web form showing a dropdown menu for 'Report'. The menu is open, displaying several options: 'Note Report', 'Check Register Detail', 'Account Statement', 'Timesheet', 'Payroll Detail', and 'Pending Payroll'. The 'Note Report' option is highlighted in blue, and a mouse cursor is pointing at it. To the left of the dropdown, the labels 'Report', 'Start Date:', and 'End Date:' are visible.

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

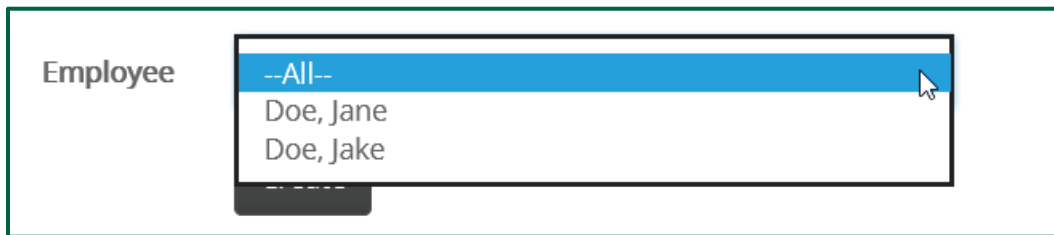


A screenshot of two date input fields. The 'Start Date' field contains '08/01/2021' and the 'End Date' field contains '09/15/2021'. Both fields have a small dropdown arrow icon on the right side, and a mouse cursor is hovering over the 'Start Date' dropdown arrow.



A screenshot of a date picker calendar. The 'Start Date' field is highlighted with a blue selection box and contains '08/01/2021'. The calendar is open, showing the month of August 2021. The date '1' is selected, and a mouse cursor is pointing at it. The calendar grid shows days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates from 1 to 14. The 'Employee' label is visible at the bottom left of the calendar area.

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



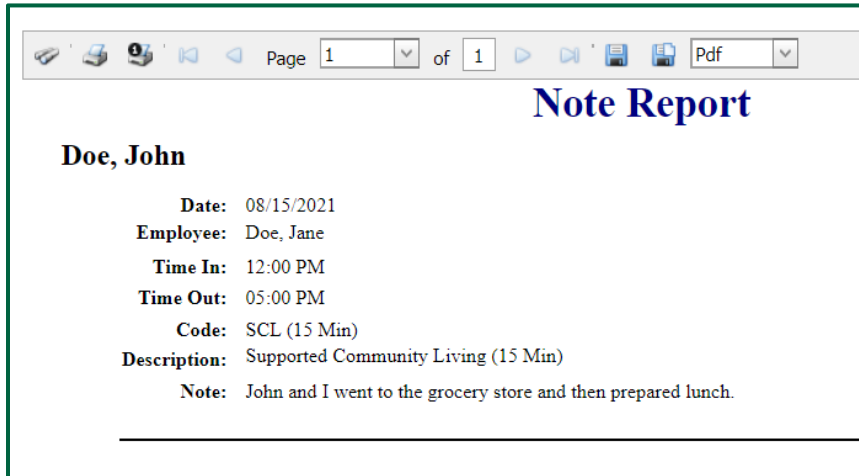
A screenshot of an employee selection dropdown menu. The menu is open, displaying three options: '--All--', 'Doe, Jane', and 'Doe, Jake'. The '--All--' option is highlighted in blue, and a mouse cursor is pointing at it. The label 'Employee' is visible to the left of the dropdown.

7. Click Create

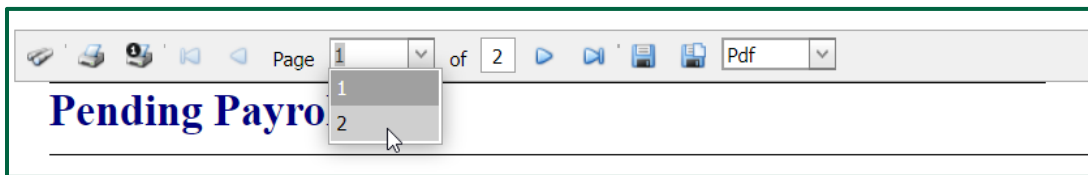


A screenshot of a dark grey button with the text 'Create' in white. A mouse cursor is hovering over the button.

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



- 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

