

Print the Check Register Report

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The Check Register reports list your payments (checks and direct deposits), as well as any payments you have received from your providers. You can print this report from the [List Payment History](#) window or from the Reports menu. This article provides instructions for printing the report from the Reports menu.

1. Click the **Reports** menu, select **Payments**, and click **Check Register**. The Check Filter dialog box opens.

The screenshot shows a 'Check Filter' dialog box with the following fields and options:

- Select Filter by Claim Month:** (unchecked). Includes 'Starting Month' and 'Ending Month' dropdown menus.
- Select Filter by Date:** (unchecked). Includes 'Starting Date' and 'Ending Date' dropdown menus.
- Select Filter by Number:** (unchecked). Includes 'Starting Number' and 'Ending Number' text input boxes.
- Select Filter by Payment Method:** (unchecked). Includes radio buttons for 'Checks', 'Direct Deposit', 'Deposit', 'Void', and 'All'. Also includes a checkbox for 'Adjusted Payments Only'.

Buttons: 'Cancel' and 'Continue'. A note at the bottom states: '(If all filter options are unchecked, the report will print all checks)'.

2. Set filters for the checks to include. To print all checks, leave all of the filters blank.
 - **Filter by Claim Month:** Check this box, click the **Starting Month** and **Ending Month** drop-down menus, and select starting and ending months for the report. Note that if a check was issued and included payment for more than one claim month it is included if any of the claims paid by the check are included in the selected claim months.
 - **Filter by Date:** Check this box, click the **Starting Date** and **Ending Date** boxes, and set a starting and ending date for the report.
 - **Filter by Number:** Check this box, click the **Starting Number** and **Ending Number** boxes, and set a date range for the report.
 - **Filter by Payment Method:** Check this box and then select **Checks**, **Direct Deposit**, **Deposit**, **Void**, or **All**. Check the **Adjusted Payments Only** to include only those payments you've adjusted.
3. Click **Continue**. The Select Provider dialog box opens.
4. Select **Multiple Providers** or **Selected Provider**.
 - If you choose **Selected Provider**, click the **Provider** drop-down menu and select the provider. Go to **Step 7**.
 - If you choose **Multiple Providers**, click **Continue**. The Provider Filter window opens. Set the appropriate filters.
5. Click **Continue**. If you are printing the report for multiple providers, the Provider Nested Sort Order dialog box opens.
6. Click the **First Sort By** and the **And Then By** drop-down menus and select the primary and secondary sorts for the report.
7. Click **Continue**. The report is generated.