



FIN1250 - Check Register

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The report displays a list of all checks that have been issued including all district-written checks and all computer checks that have already been printed. Use the report to verify entries for district-written checks and for verifying computer checks after printing. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
Accounting Period Current (C), Next (N)	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
Sort by Fund/Check Nbr (F), Bank Acct (B), Check Nbr (C), No Detail (D)	F - Sort the report by fund, and then by check number. B - Sort the report by bank account. C - Sort the report by check number. D - Sort the report by check number without additional account details. This would be used for board reports or for uploading online. This is a required field.
Include Payroll Deduction Checks? (Y/N)	Y - Include payroll deduction checks on the report. N - Do not include payroll deduction checks on the report. This is a required field.
Include Voided Checks? (Y/N), or Voided Checks only (V)	Y - Include voided checks on the report. N - Do not include voided checks on the report. V - Include only voided checks on the report. This is a required field.
Include Transfer Checks? (Y/N)	Y - Include transfer transaction checks on the report. N - Do not include transfer transaction checks on the report. This is a required field.
Include ONLY EFT Payment? (Y/N)	Y - Include only electronic funds transfer payments on the report. N - Do not include only electronic funds transfer payments on the report.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)