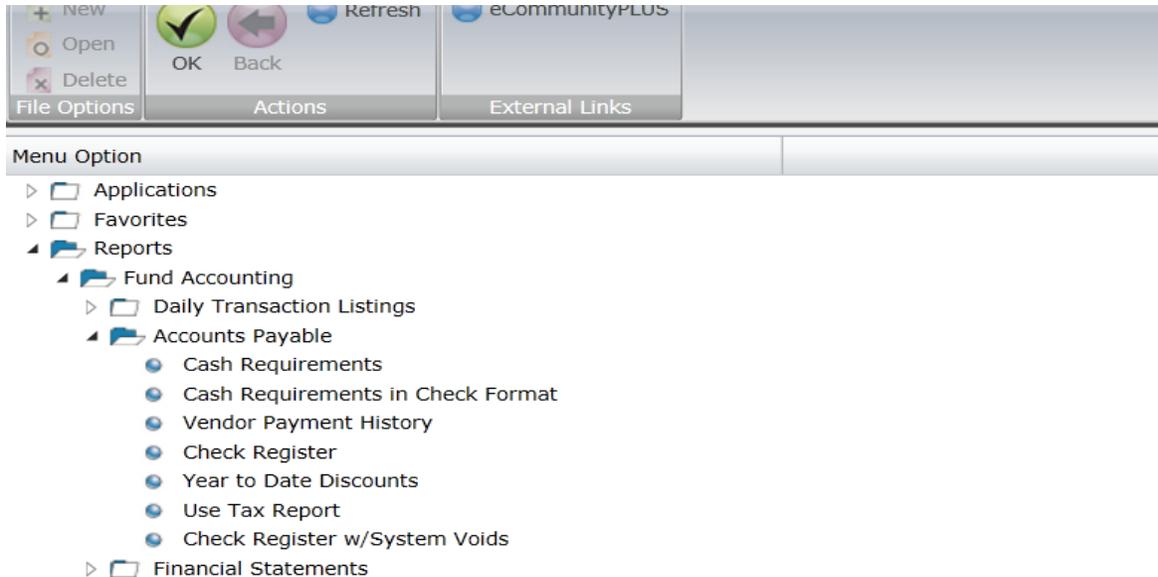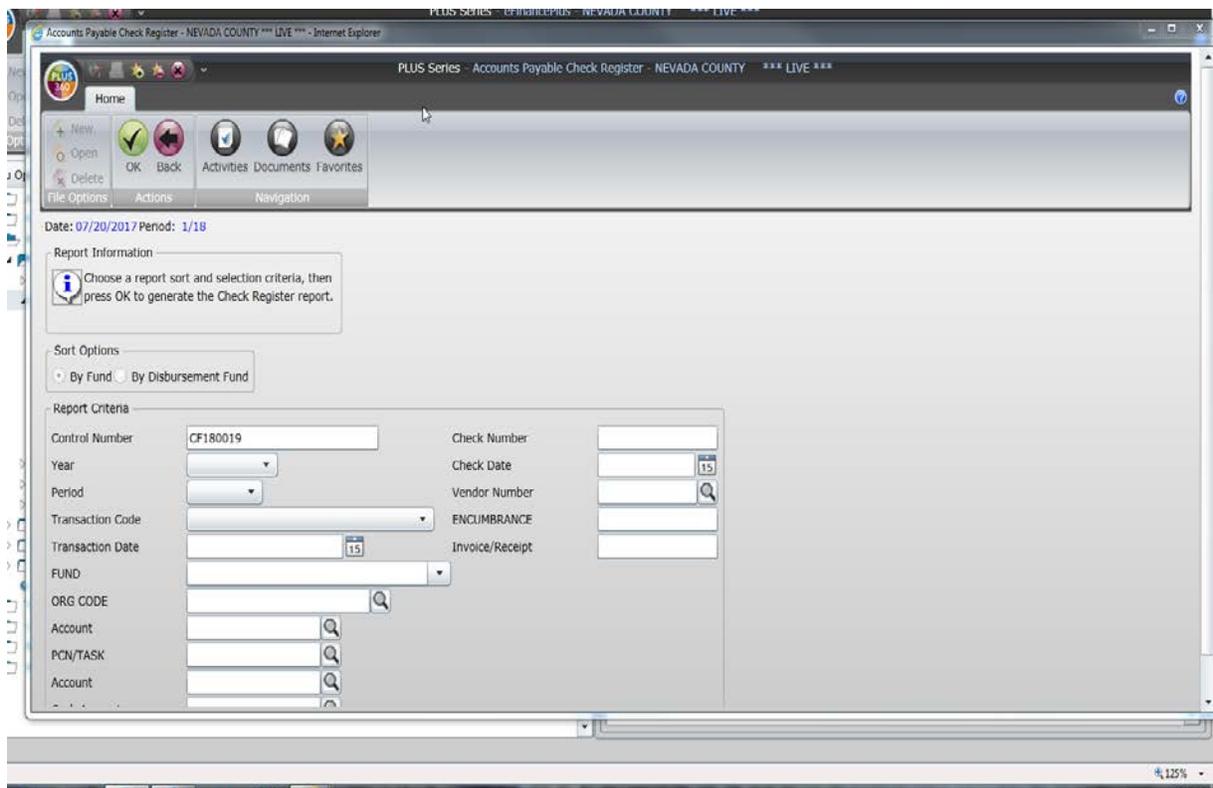# NEVADA COUNTY AUDITOR-CONTROLLER'S OFFICE
DISTRICTS – HOW TO PRINT YOUR CHECK REGISTERS

Go to: Reports/Fund Accounting/Accounts Payable/Check Register

*If you do not see Check Resister in the Accounts Payable tab, please contact Accounts Payable

On check register page: Enter your Batch # in the Control Number field and click ok twice and print