checks

Table of Contents

Click **Checks** to expand the section and view the checks associated with the selected group code. Click **Checks** to collapse the section.

The following check information is displayed and can be modified:
Freq - payroll frequency (if applicable)
Micr - check number correction
Check Nbr - check number from Finance or Payroll
Amount - total check amount
Date - check date
Payee Nbr - vendor number or employee number
Payee Name - vendor name or employee name

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

🔺 - indicates that the column is sorted in ascending order
🔻 - indicates that the column is sorted in descending order