



checks

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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