checks

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

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