



# checks



# Table of Contents



Click 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



# Back Cover