



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



Back Cover