



checks_reconciliation_displayed



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.
- ☐ Select the **Recon** check box for the transactions that you want to reconcile.
- ☐ Click **Select All** to select all of the transactions in the section or click **Unselect all** to clear all of the selected transactions.

The following check information is displayed:

Freq
Micr
Check Nbr
Amount
Date
Payee Nbr
Payee 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