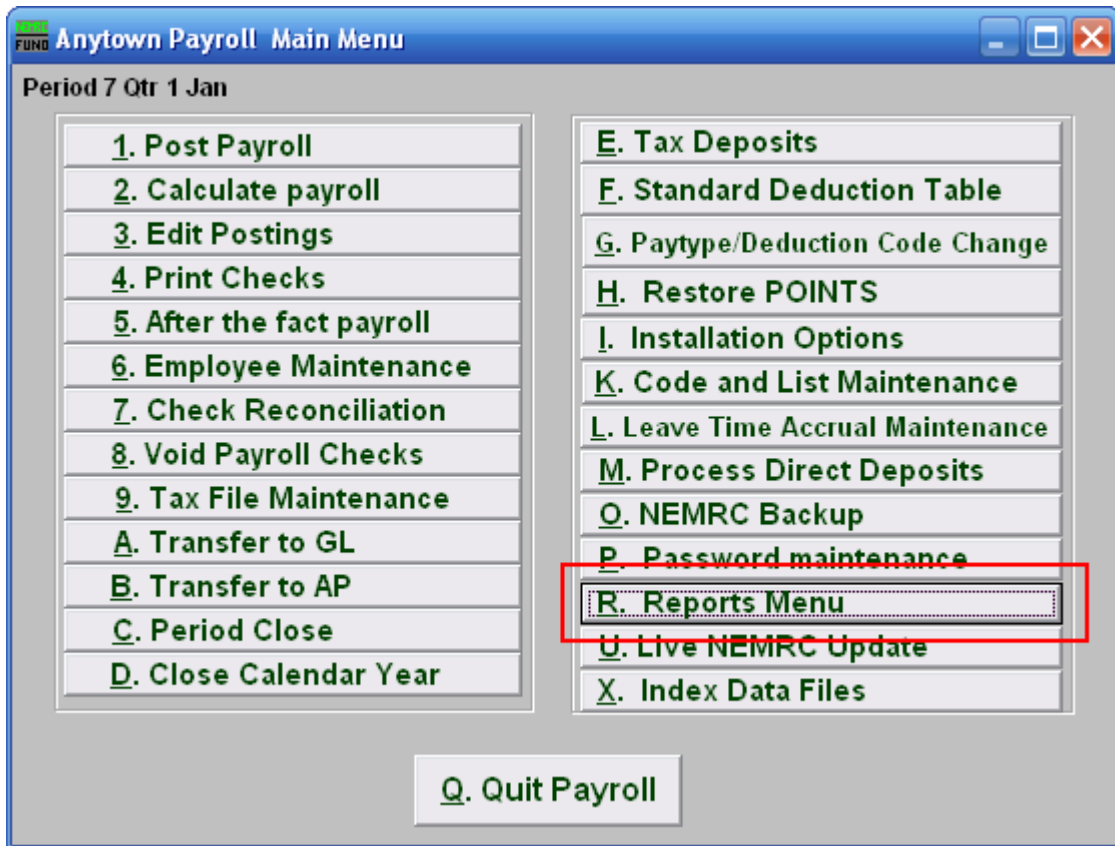


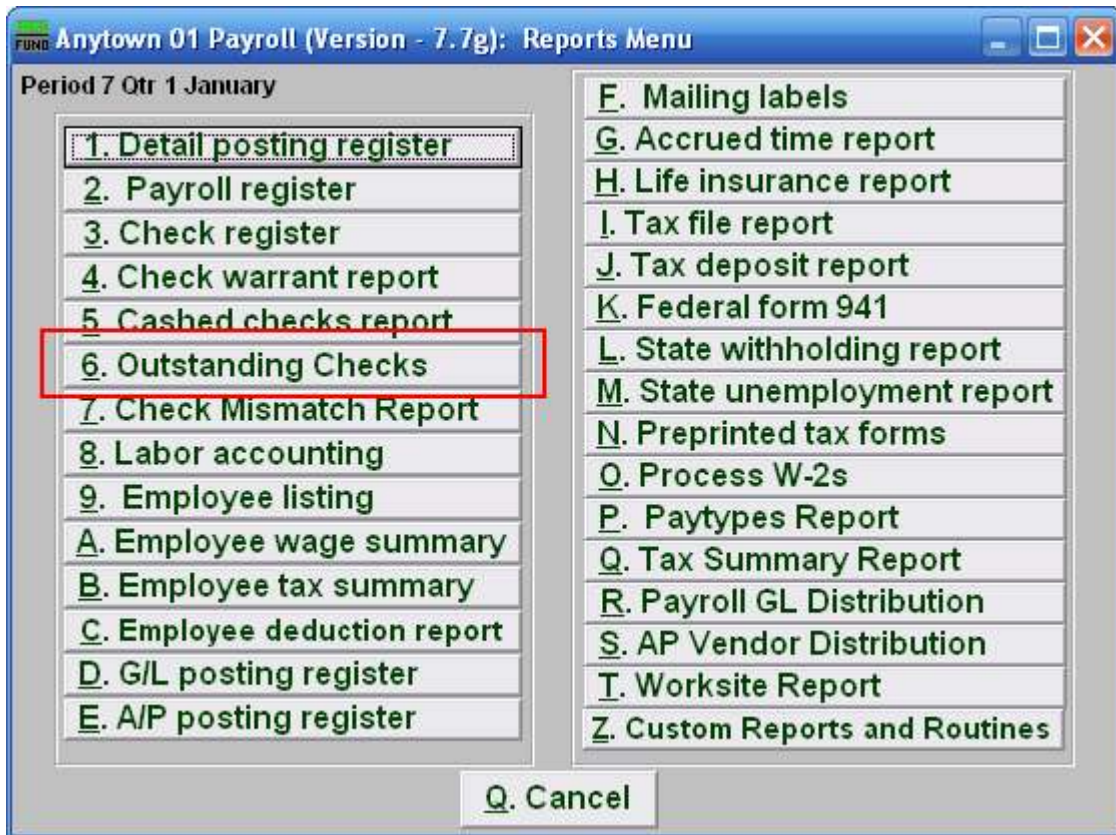
Payroll

R. Reports Menu: 6. Outstanding Checks



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

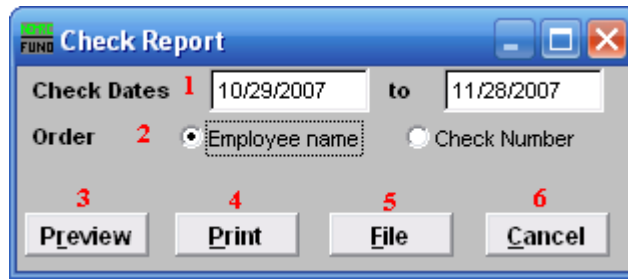
Payroll



Click on “6. Outstanding Checks” from the Reports Menu and the following window will appear:

Payroll

Outstanding Checks



1. **Check Dates:** Enter the beginning and ending check date range to collect records to report. Leave the beginning date empty to see all possible checks in the system.
2. **Order: Employee name OR Check Number:** Click to choose whether this report prints in order of Employee name or in order of Check number.
3. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
4. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
5. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.