

Check Finder

Check #
 or EE Code - Name
 Within this check date range:
 With Status of:

Results

Check Date	Run #	EE ID	Employee Name	Check #	Gross	Net	Status
11/12/2014	1	01	Goode, Alice K.	5513	\$615.79	\$499.40	Void
08/01/2014	1	01	Goode, Alice K.	5612	\$4,186.00	\$3,476.26	Outstanding
12/10/2014	1	01	Goode, Alice K.	5615	\$3,978.00	\$3,337.38	Outstanding
01/07/2015	1	01	Goode, Alice K.	5621	\$4,238.00	\$3,530.53	Outstanding
01/21/2015	1	01	Goode, Alice K.	5626	\$3,978.00	\$3,356.98	Outstanding
03/18/2015	1	01	Goode, Alice K.	5633	\$3,978.00	\$3,356.98	Outstanding
04/01/2015	1	01	Goode, Alice K.	5637	\$3,978.00	\$3,356.98	Outstanding
06/24/2015	1	01	Goode, Alice K.	5642	\$3,978.00	\$3,356.98	Outstanding
02/18/2015	1	01	Goode, Alice K.	5879	\$4,917.20	\$3,981.42	Outstanding
03/04/2015	1	01	Goode, Alice K.	5891	\$4,917.20	\$3,981.42	Outstanding
09/18/2014	1	01	Goode, Alice K.	5525	\$0.00	\$0.00	Outstanding
09/18/2014	1	01	Goode, Alice K.	5526	\$0.00	\$0.00	Outstanding
06/03/2015	1	01	Goode, Alice K.	5563	\$0.00	\$0.00	Outstanding
09/18/2014	1	01	Goode, Alice K.	5527	\$0.00	\$0.00	Outstanding

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Overview

You can use the Check Finder to locate a specific check and check stub information for an employee.

The Check Finder returns a grid listing of any checks that match the criteria you entered above in the **Results** grid in the section below, showing the following information:

Check Date	Check Number
Run Number	Gross
Employee ID (EE ID)	Net
Employee Name	Status

You can save a PDF of the Check preview results.

To use the Check Finder

After displaying the Check Finder from the Payrolls menu bar shortcut button, enter as many search criteria fields as you can to narrow the search and click **Find**. The search fields are described below.

You can search by:

Check #	Enter the check number, if known, or
EE Code - Name	Select the Employee Code / Name from the dropdown, if known.
Within this check date range	Use the calendar buttons to specify a begin- and end-date processed check range.
With Status of	Select a check status (Cleared, Returned, Void, etc.)

To Display the Check Finder

On the **Payrolls** menu bar item, click on the magnifying glass shortcut button to open the Check Finder.

Result: The Check Finder tool opens.

Note that the user must have the proper security permissions set in Evolution Classic in order to be able to display the Check Finder.

To Preview a Check

To preview a check, select (highlight) a single line/check in the **Results** grid and click the **Check Preview** tab on the right side of the screen to fly out the Preview panel.

Check Date	Run #	EE ID	Employee Name	Check #	Gross	Net	Status
11/12/2014	1	01	Goode, Alice K.	5513	\$615.79	\$499.40	Void
08/01/2014	1	01	Goode, Alice K.	5612	\$4,186.00	\$3,476.26	Outstanding
12/10/2014	1	01	Goode, Alice K.	5615	\$3,978.00	\$3,337.38	Outstanding
01/07/2015	1	01	Goode, Alice K.	5621	\$4,238.00	\$3,530.53	Outstanding
01/21/2015	1	01	Goode, Alice K.	5626	\$3,978.00	\$3,356.98	Outstanding
03/18/2015	1	01	Goode, Alice K.	5633	\$3,978.00	\$3,356.98	Outstanding
04/01/2015	1	01	Goode, Alice K.	5637	\$3,978.00	\$3,356.98	Outstanding
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02/18/2015	1	01	Goode, Alice K.	5879	\$4,917.20	\$3,981.42	Outstanding
03/04/2015	1	01	Goode, Alice K.	5891	\$4,917.20	\$3,981.42	Outstanding

Note: The graphic of the Check Preview tab below is shown rotated horizontally below for a better view.



Result: The Check Preview panel flies out (see below).

The **Check Preview** panel displays the following summary information for the selected check:

- Earnings
- Deductions (Federal/State/Local)
- Taxes Subtotal
- Gross Amount
- Net Amount

Additional company information displays below the **Check Preview** →:

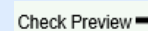


Check Preview Panel

Check Date	Check Preview →	
11/12/2014		
08/01/2014	Fantasy World 1 Make Believe Dr., Colchester, VT 01019 08/01/2014 Payable to 01 - Goode, Alice K.	
12/10/2014		
01/07/2015		
01/21/2015		
03/18/2015		
04/01/2015		
06/24/2015		
02/18/2015		
03/04/2015		
09/18/2014		
09/18/2014		
06/18/2015		
06/18/2015		
06/18/2015		
	Gross Amount	\$4,186.00
	Net Amount	\$3,476.26



Click the **Save** icon at the upper right to download and save a PDF of the check preview results.



Click **Check Preview** → at the upper left to hide the Check Preview pane.

If the system finds multiple checks, you can quickly navigate between checks in Check Preview mode by clicking on the check date of the check you want to display in the **Check Date** column to the left of the **Check Preview** section. The details of the selected check then display on the right side.