

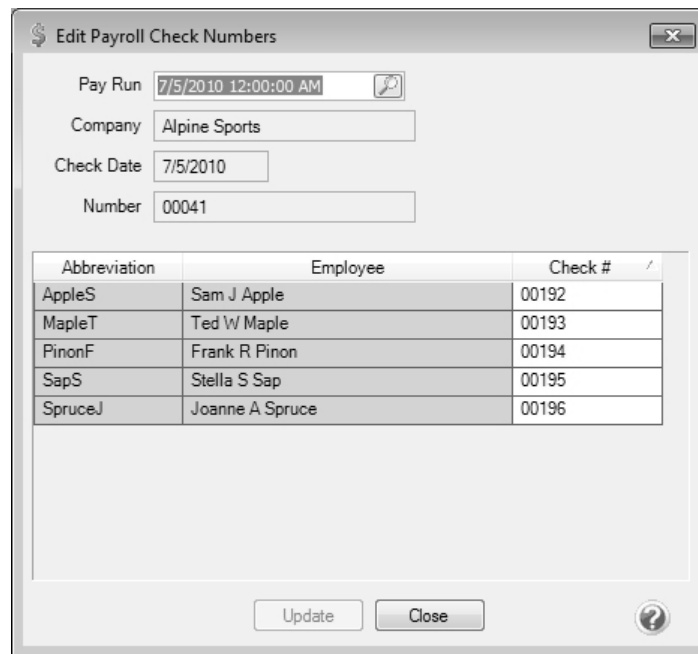
Edit Payroll Check Numbers

Document #:	3164	Product:	CenterPoint® Payroll
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Occasionally while printing payroll checks, your printer might feed the paper incorrectly causing the printed check numbers to not match the numbers assigned in CenterPoint. If this happens, you do not need to void or reprint the checks to correct the numbers. You can use the Edit Payroll Check Numbers option to simply correct the check numbers in CenterPoint to match the check that printed for each employee.

Edit Payroll Check Numbers

1. Select **Processes > Edit Payroll Check Numbers** or **Processes > Payroll > Edit Payroll Check Numbers**.



Abbreviation	Employee	Check #
AppleS	Sam J Apple	00192
MapleT	Ted W Maple	00193
PinonF	Frank R Pinon	00194
SapS	Stella S Sap	00195
SpruceJ	Joanne A Spruce	00196

2. Select the **Pay Run** you would like to change the check numbers for.
3. The **Company**, **Check Date**, and **Number** will fill in automatically.
4. Each check in the pay run will display with the **Check #** assigned in CenterPoint. All Check # data is available to edit. Change any check numbers that need to be corrected.
5. Click **Update** to save the changes. Click **Close** when you are finished.