

Inquiring on Cashed Payroll Warrants

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Inquiring on Cashed Payroll Warrants	1
Inquiring on Cashed Payroll Warrants Overview	1
Inquiring on Cashed Payroll Warrants Lesson.....	1

Inquiring on Cashed Payroll Warrants

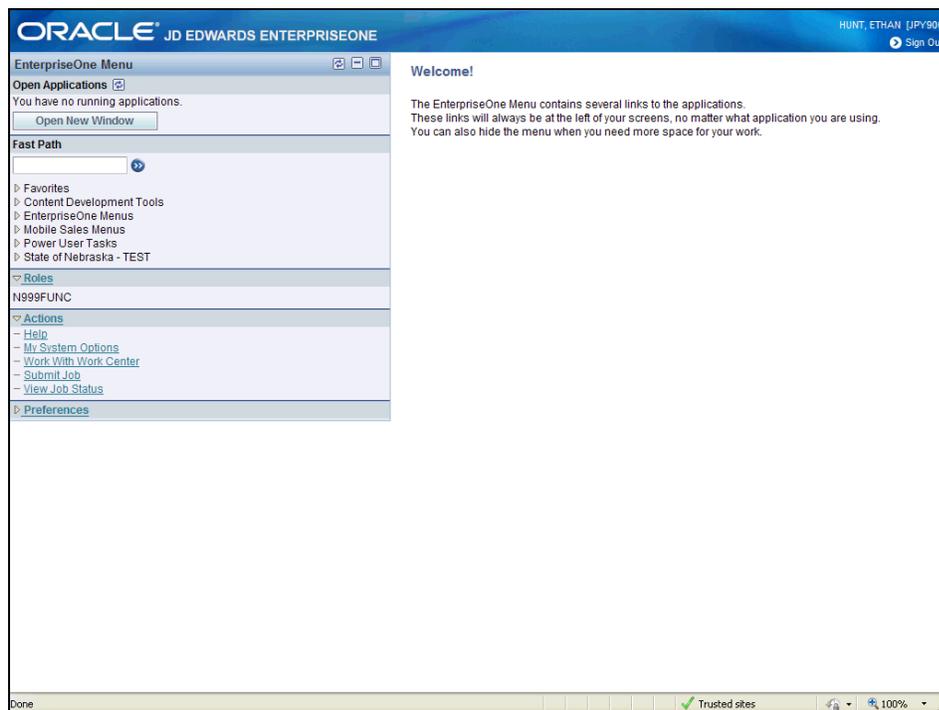
Inquiring on Cashed Payroll Warrants Overview

Use the Paycheck Reconciliation Review menu option to inquire on cashed payroll warrants. This procedure gives the ability to view the status of a payroll warrant.

Inquiring on Cashed Payroll Warrants Lesson

Procedure

In this lesson you will learn how to inquire on cashed payroll warrants.



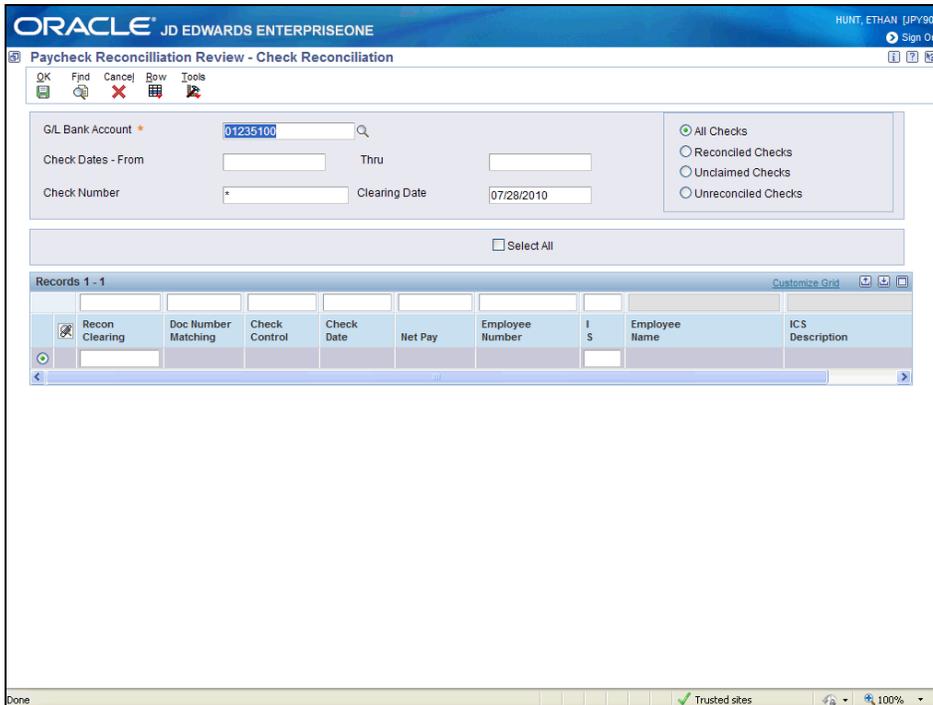
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Inquiries link. Payroll Inquiries
4.	Click the Paycheck Reconciliation Review link. Paycheck Reconciliation Review

Training Guide

Inquiring on Cashed Payroll Warrants



Step	Action
5.	To narrow your search, complete one or more of the following fields in the header: <p style="text-align: center;">Check Dates – From Check Dates – Thru Check Number</p>



Step	Action
6.	Click in the Employee Number field in the QBE (query-by-example) line in the grid. <input type="text"/>
7.	Enter the Employee Number into the Employee Number field.
8.	Click the Find button. 
9.	Use the scroll bar to view the RC field on the grid to determine the status of the warrant. <input type="text"/>
10.	R (Reconciled) means the warrant has been cleared (cashed) by the State Treasurer's Office.
11.	When finished click the Cancel button. 

Step	Action
12.	You have successfully completed this lesson. End of Procedure.