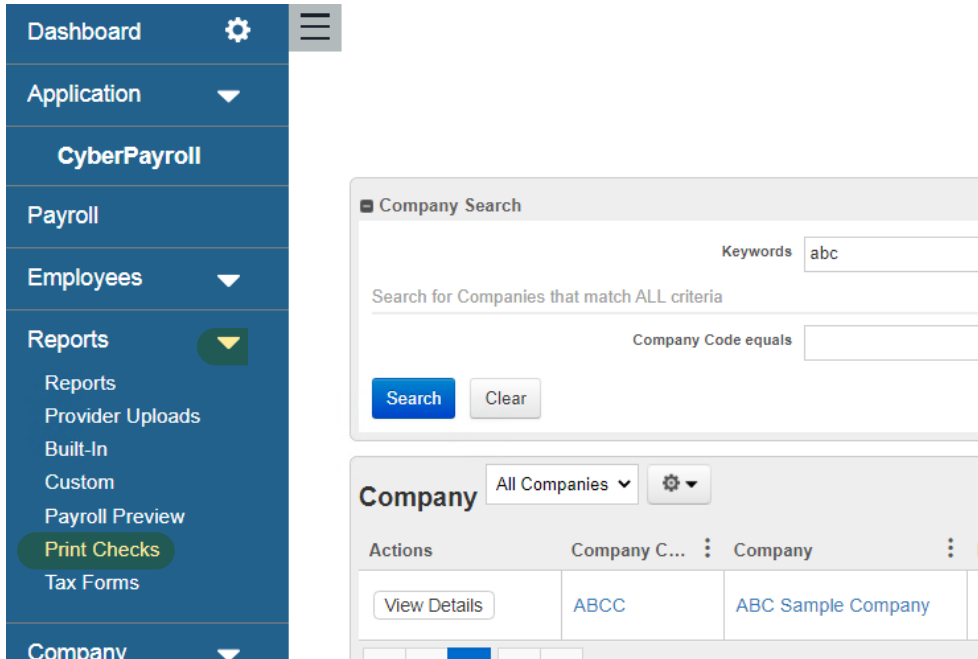


CPO Phoenix – View Checks Online

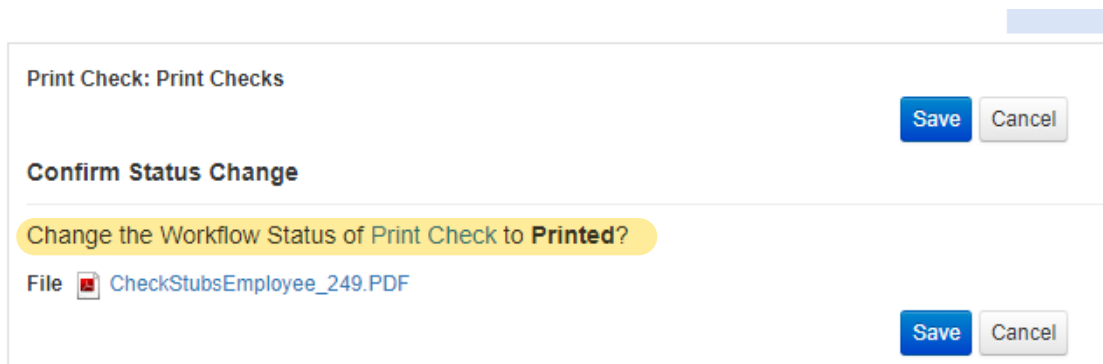
When a payroll is finalized and processed, paychecks and agency checks are uploaded to CyberPay Online Phoenix. Click on the arrow next to the word **Reports** to access a drop down menu and click **Print Checks**:



Click on **Print Check** to view or download copies of checks. The column on the far right will indicate if it is a payroll check or agency check. Columns can be sorted by check date.

Print Checks										
Delete All Print Checks										
Action	Company	Run ID	Check Date	To Date	From Date	Workflow Actions	Check File Type			
<input type="checkbox"/>	View	ABCC - ABC Sample Company	232	01/26/2015	10/19/2013	10/13/2013	Print Check	Agency Payment		
<input type="checkbox"/>	View	ABCC - ABC Sample Company	232	01/26/2015	10/19/2013	10/13/2013	Print Check	Live Check		
<input type="checkbox"/>	View	ABCC - ABC Sample Company	231	01/15/2015	01/15/2015	01/15/2015	Print Check	Agency Payment		
<input type="checkbox"/>	View	ABCC - ABC Sample Company	231	01/15/2015	01/15/2015	01/15/2015	Print Check	Live Check		

Once the check(s) has been viewed, you have the option to mark the status as Printed:



Sometimes you must disable your pop-up blocker for the downloaded file to be displayed.