

HOW TO EDIT MICR INFORMATION

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

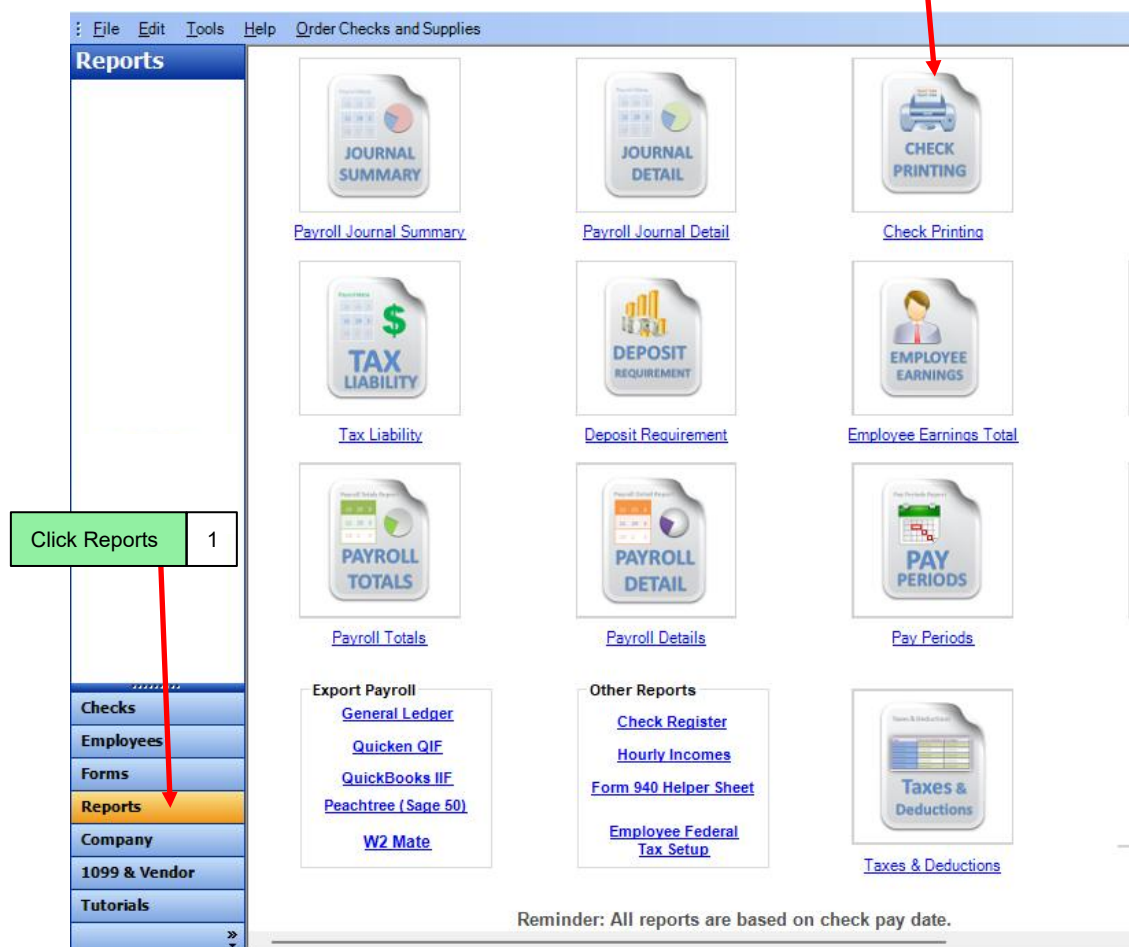
To print MICR checks on blank check stock, you need to purchase and enable Payroll Mate Option #4 (MICR Ink Check Printing) in addition to the purchase of Payroll Mate Software PC Download.

Make sure you are in the correct company.

1. Click **Reports**
2. Click **Check Printing**

Click Check Printing

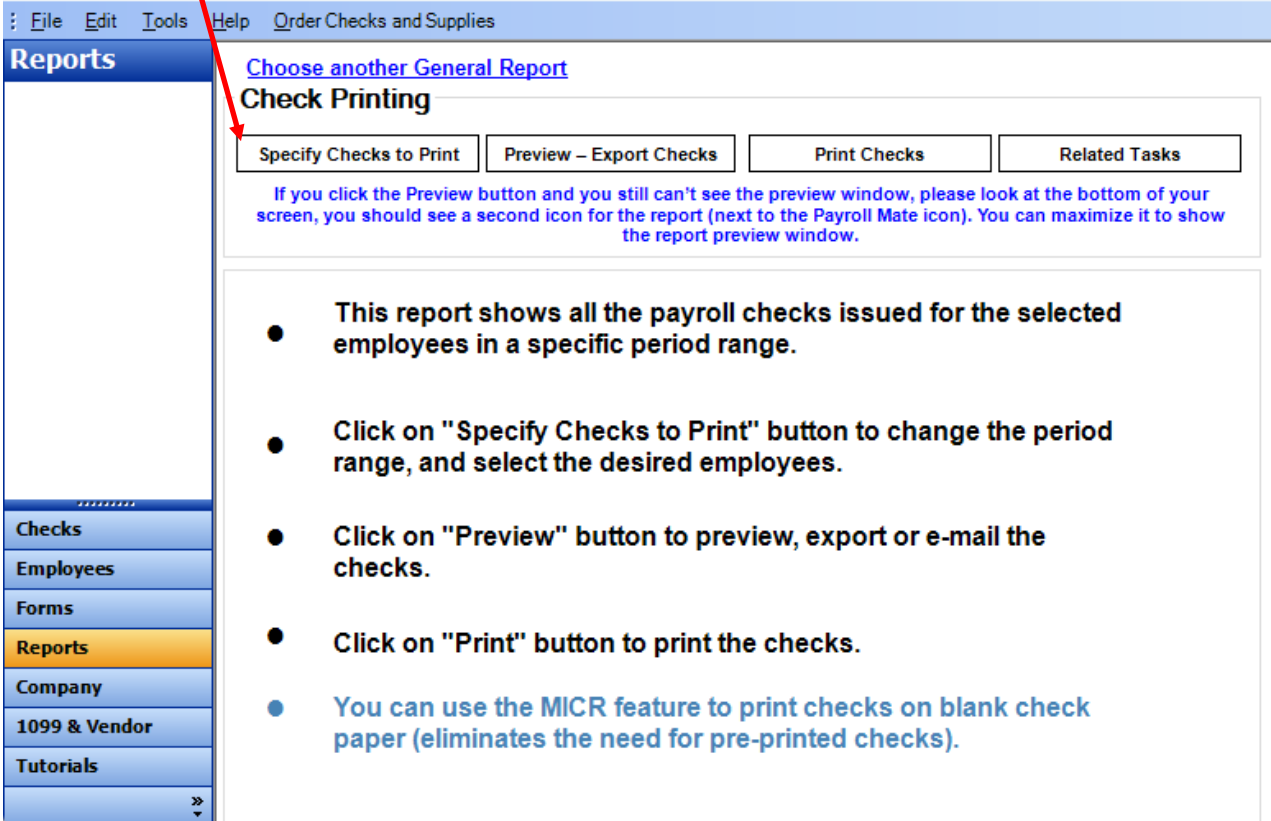
2



3. Click **Specify Checks to Print**

Click Specify Checks to Print

3



Check Printing

[Choose another General Report](#)

Specify Checks to Print **Preview - Export Checks** **Print Checks** **Related Tasks**

If you click the Preview button and you still can't see the preview window, please look at the bottom of your screen, you should see a second icon for the report (next to the Payroll Mate icon). You can maximize it to show the report preview window.

- This report shows all the payroll checks issued for the selected employees in a specific period range.
- Click on "Specify Checks to Print" button to change the period range, and select the desired employees.
- Click on "Preview" button to preview, export or e-mail the checks.
- Click on "Print" button to print the checks.
- You can use the MICR feature to print checks on blank check paper (eliminates the need for pre-printed checks).

4. Check the box **Print MICR information** (if setting up MICR printing)
5. Click **Edit MICR Information**

Setting up MICR printing for the first time, you will need to check the box Print MICR Information.

Editing MICR printing, the box will already be checked.

Click Print MICR information

4

Edit MICR Information

5

Specify Checks to Print ✕

Begin Pay Date ?

End Pay Date

[Advanced Date Selection...](#)

Sort Printed Checks by:

☒ Check Number

☐ Employee Last Name

☐ Employee First Name

☐ Print Checks in Reverse Order

☒ Print Vacation and Sick Hours on Pay Stubs

☐ Don't Print Memo Line

☐ Print Income Type on Pay Stub

☐ Don't Print Employee Address on Check

Edit Vacation & Sick Hours Captions

☒ **Print MICR information**
(Print on Blank Check Paper)

[Edit MICR Information](#)

(These options are not available when printing MICR information)

☐ Print Checks in the Middle of the page

☐ Print Pay Stubs Only

(Works only when printing MICR information)

Move Printed Data ☐ Up ☒ Down by Hundredths of an Inch (valid values: 0 to 29) ☐ Don't Print "VOID AFTER 90 DAYS" Line

☐ Print Signature on Check (Works with Both Pre-printed and Blank Checks. Requires Option #4)

Signature File Path: (Max 100 characters) [Browse...](#)

Payroll Mate doesn't create its own copy of the Signature image file. Please make sure you don't delete, move, or rename this file.

[Signature File Info...](#)

Employees who received Payroll Checks in the specified period:

Select All

Select None

Select by Department

Select Employee Range

OK

Cancel

6. In this screen you can **edit the MICR information**

7. Click **OK**

Blank Check Printing Options

Please fill out the information below
If you are not sure what a certain field means, please click here:

Check Layout

Bank Information

Bank Name

Bank Address1

Bank Address2

Bank Phone Number

Bank Routing Number

ABA Fraction

Company Account Number

OK

Cancel

If Setting up MICR printing for the first time, you will enter the Print MICR Information.

Edit MICR Information

6

Click OK

7

