

HOW TO PRINT A CHECK ON PREPRINTED CHECKS

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

1. Click **Checks**
2. Click **on the check** from the list of checks that you want to print (it will display in the Check Preview window)
3. Click **Print Selected Check**

Click Checks

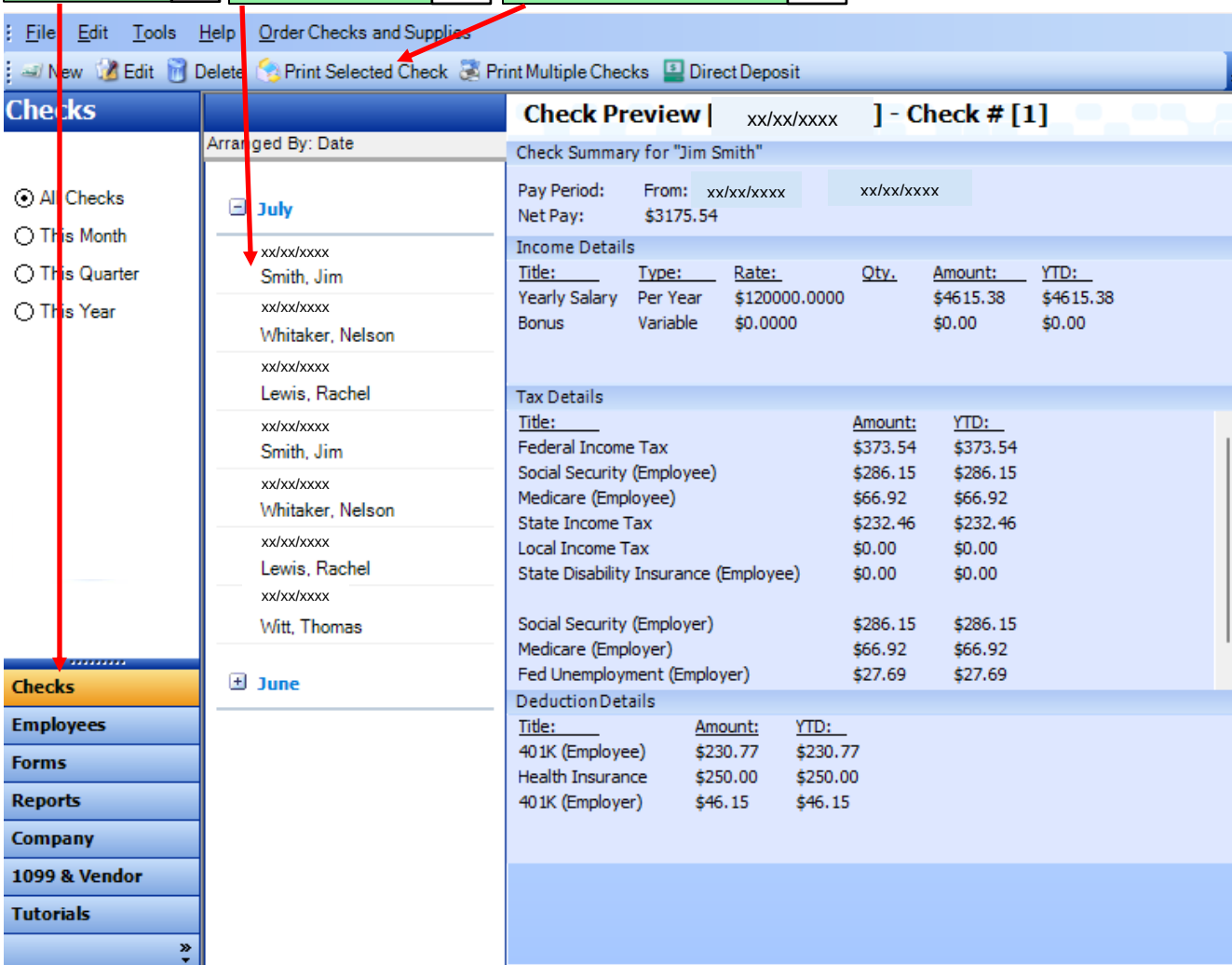
1

Click on the check

2

Click Print Selected Check

3



The screenshot shows the Payroll Mate software interface. The left sidebar has a 'Checks' button highlighted. The main window is titled 'Check Preview' and shows a list of checks for 'Jim Smith'. The 'Print Selected Check' button is visible in the top toolbar. A red arrow points from the 'Checks' button in the sidebar to the 'Checks' section header. Another red arrow points from the 'Print Selected Check' button in the top toolbar to the 'Print Selected Check' button in the toolbar. A third red arrow points from the 'Check Preview' window to the 'Print Selected Check' button in the toolbar.

Income Details		Title:	Type:	Rate:	Qty.	Amount:	YTD:
Yearly Salary	Per Year	\$120000.0000				\$4615.38	\$4615.38
Bonus	Variable	\$0.0000				\$0.00	\$0.00

Tax Details		Title:	Amount:	YTD:
Federal Income Tax			\$373.54	\$373.54
Social Security (Employee)			\$286.15	\$286.15
Medicare (Employee)			\$66.92	\$66.92
State Income Tax			\$232.46	\$232.46
Local Income Tax			\$0.00	\$0.00
State Disability Insurance (Employee)			\$0.00	\$0.00
Social Security (Employer)			\$286.15	\$286.15
Medicare (Employer)			\$66.92	\$66.92
Fed Unemployment (Employer)			\$27.69	\$27.69

Deduction Details		Title:	Amount:	YTD:
401K (Employee)			\$230.77	\$230.77
Health Insurance			\$250.00	\$250.00
401K (Employer)			\$46.15	\$46.15

4. **Select the printer** you would like to print to from the drop down
5. Click **OK**

