

HOW TO PRINT A SINGLE CHECK OR MULTIPLE CHECKS

Question

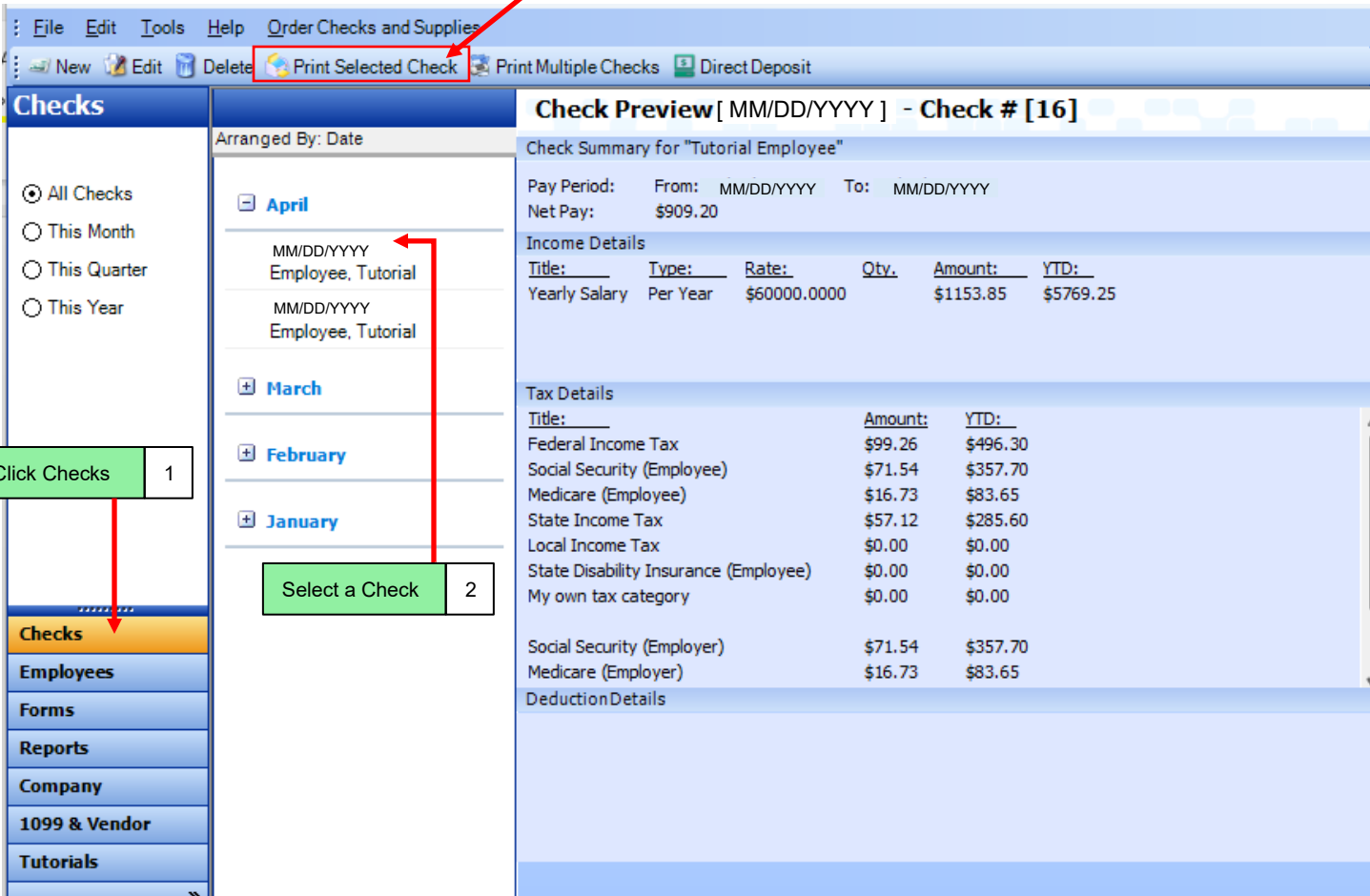
PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

* Single Check

1. Click **Checks**
2. **Select a Check** to print
3. Click **Print Selected Check**



The screenshot shows the software interface with three callout boxes and red arrows indicating the steps:

- Click Checks** (1): Points to the 'Checks' menu item in the left sidebar.
- Select a Check** (2): Points to a check entry in the 'April' section of the 'Checks' list.
- Click Print Selected Check** (3): Points to the 'Print Selected Check' button in the top toolbar.

The 'Check Preview' for 'Tutorial Employee' includes the following details:

Check Summary for "Tutorial Employee"					
Pay Period:	From:	MM/DD/YYYY	To:	MM/DD/YYYY	
Net Pay:	\$909.20				
Income Details					
<u>Title:</u>	<u>Type:</u>	<u>Rate:</u>	<u>Qty.</u>	<u>Amount:</u>	<u>YTD:</u>
Yearly Salary	Per Year	\$60000.0000		\$1153.85	\$5769.25
Tax Details					
<u>Title:</u>		<u>Amount:</u>		<u>YTD:</u>	
Federal Income Tax		\$99.26		\$496.30	
Social Security (Employee)		\$71.54		\$357.70	
Medicare (Employee)		\$16.73		\$83.65	
State Income Tax		\$57.12		\$285.60	
Local Income Tax		\$0.00		\$0.00	
State Disability Insurance (Employee)		\$0.00		\$0.00	
My own tax category		\$0.00		\$0.00	
Social Security (Employer)		\$71.54		\$357.70	
Medicare (Employer)		\$16.73		\$83.65	
Deduction Details					


4. Click **OK**

Did you know ?

For more check printing options, please use the "Check Printing" Report where you can:

- Print Blank MICR checks.
- Print multiple checks at once.
- Print checks in the middle.
- Print Paystubs only.
- Sort checks.
- Show / Hide vacation and sick hours on printed checks.
- Print checks in reverse order.

Don't show this message again



OK

Click OK 4

5. **Select your printer**
6. Click **OK**

Select your printer 6

Print

Printer

Name: Microsoft Print to PDF

Status: Ready

Type: Microsoft Print To PDF

Where: PORTPROMPT:

Comment: Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

OK

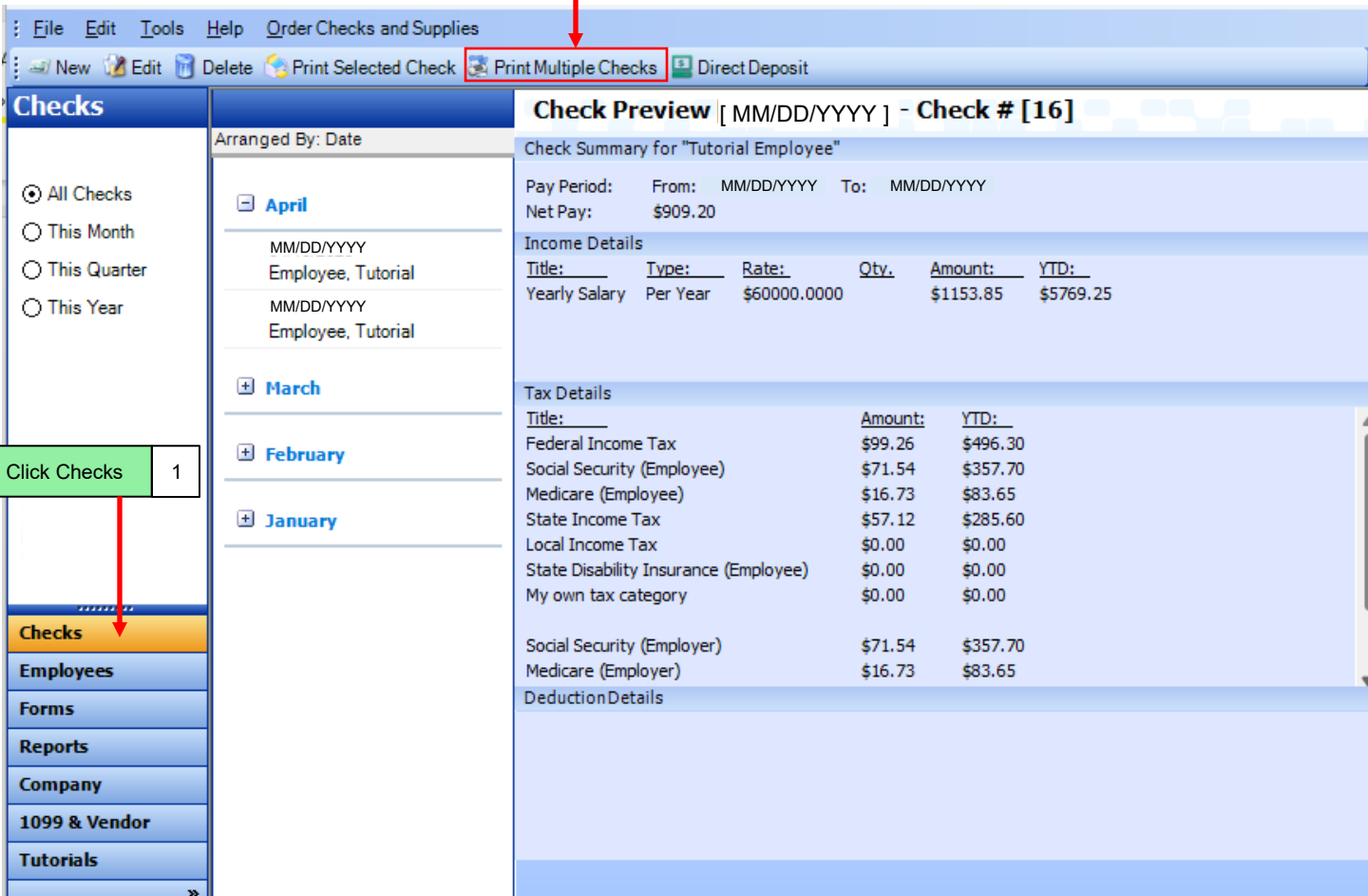
Cancel

Click OK 6

*** Multiple Checks**

1. Click **Checks**
2. Click **Print Multiple Checks**

Click Print Multiple Checks 2



The screenshot shows the Payroll Mate software interface. On the left, a sidebar menu has 'Checks' highlighted. A green callout box with 'Click Checks 1' and a red arrow points to this menu item. The main window displays a 'Check Preview' for 'Tutorial Employee' for the month of April. A second green callout box with 'Click Print Multiple Checks 2' and a red arrow points to the 'Print Multiple Checks' button in the software's menu bar.

Check Preview [MM/DD/YYYY] - Check # [16]

Check Summary for "Tutorial Employee"

Pay Period: From: MM/DD/YYYY To: MM/DD/YYYY
 Net Pay: \$909.20

Income Details

Title:	Type:	Rate:	Qty:	Amount:	YTD:
Yearly Salary	Per Year	\$60000.0000		\$1153.85	\$5769.25

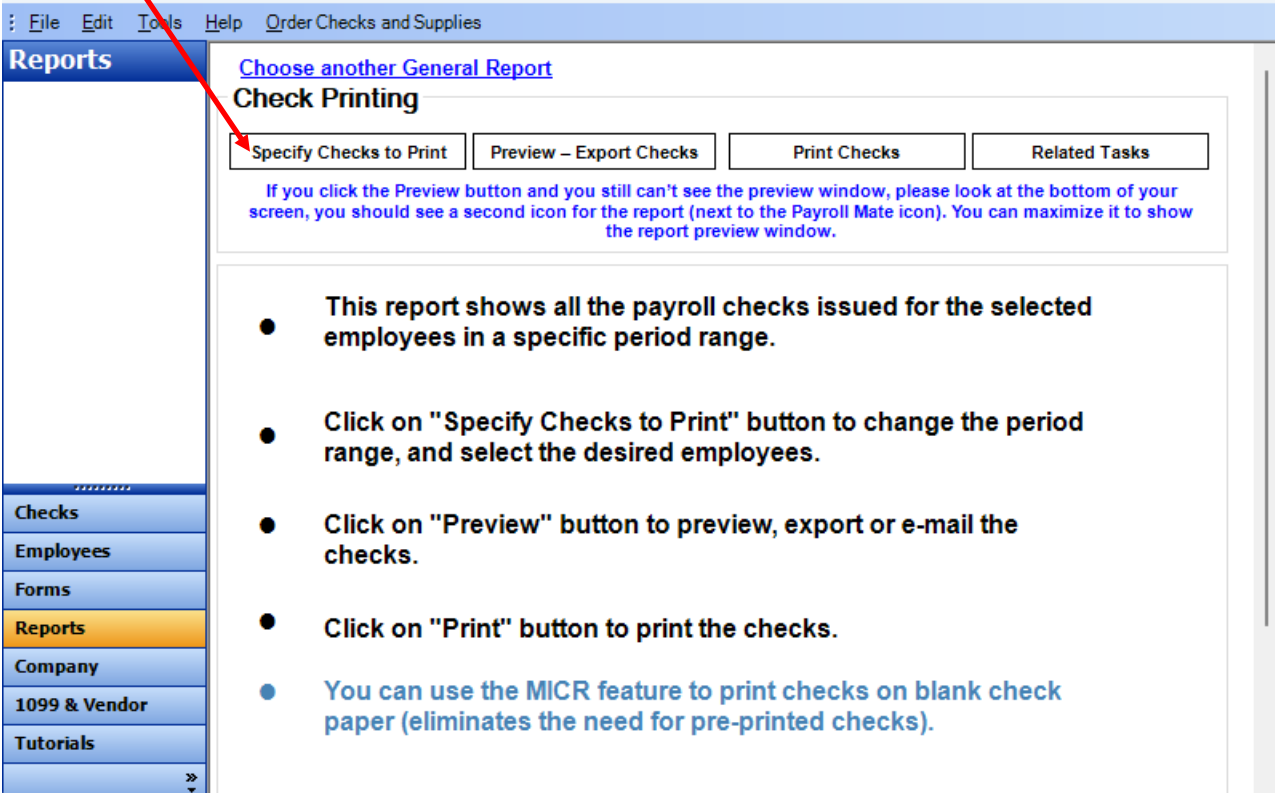
Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$99.26	\$496.30
Social Security (Employee)	\$71.54	\$357.70
Medicare (Employee)	\$16.73	\$83.65
State Income Tax	\$57.12	\$285.60
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
My own tax category	\$0.00	\$0.00
Social Security (Employer)	\$71.54	\$357.70
Medicare (Employer)	\$16.73	\$83.65

Deduction Details

3. Click **Specify Checks to Print**

Click Specify Checks to Print 3



File Edit Tools Help Order Checks and Supplies

Reports

[Choose another General Report](#)

Check Printing

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).

Checks
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4. **Select pay date range**
5. **Select sort order** or additional print options for printed checks (as needed)
6. **Select employees**
7. Click **OK**

Pay special attention to the Pay Date, not Pay Period

Recommended default sort order is Check Number

Select Pay Date Range 4

Select sort order or additional print options 5

Specify Checks to Print

Begin Pay Date

End Pay Date

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

Print MICR information
(Print on Blank Check Paper)

(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)

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.

Employees who received Payroll Checks in the specified period:

Coco, Justine

Employee, Tutorial

Harris, Fred

Lee, Tom

Wilson, James

Select Employees 6

Click OK 7

- 8. Select your printer
- 9. Click **OK**

