

HOW TO PRINT CHECKS IN MIDDLE OF PAGE

Question

PLEASE REFER TO THE STEPS BELOW:

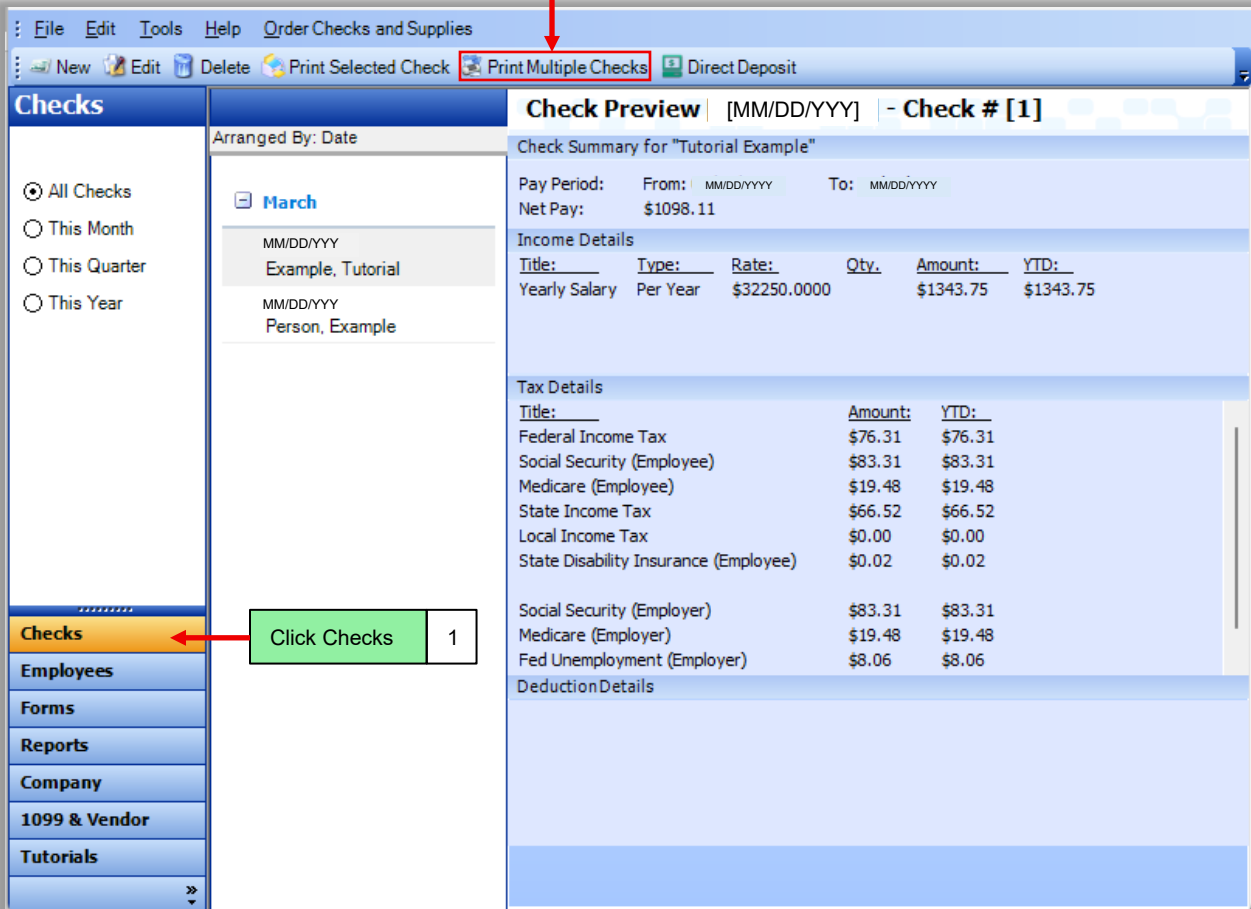
Answer

Make sure you are in the correct company.

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

Each report will have various Report Options based on that particular report. Leverage the report options accordingly.

Click Print Multiple Checks 2



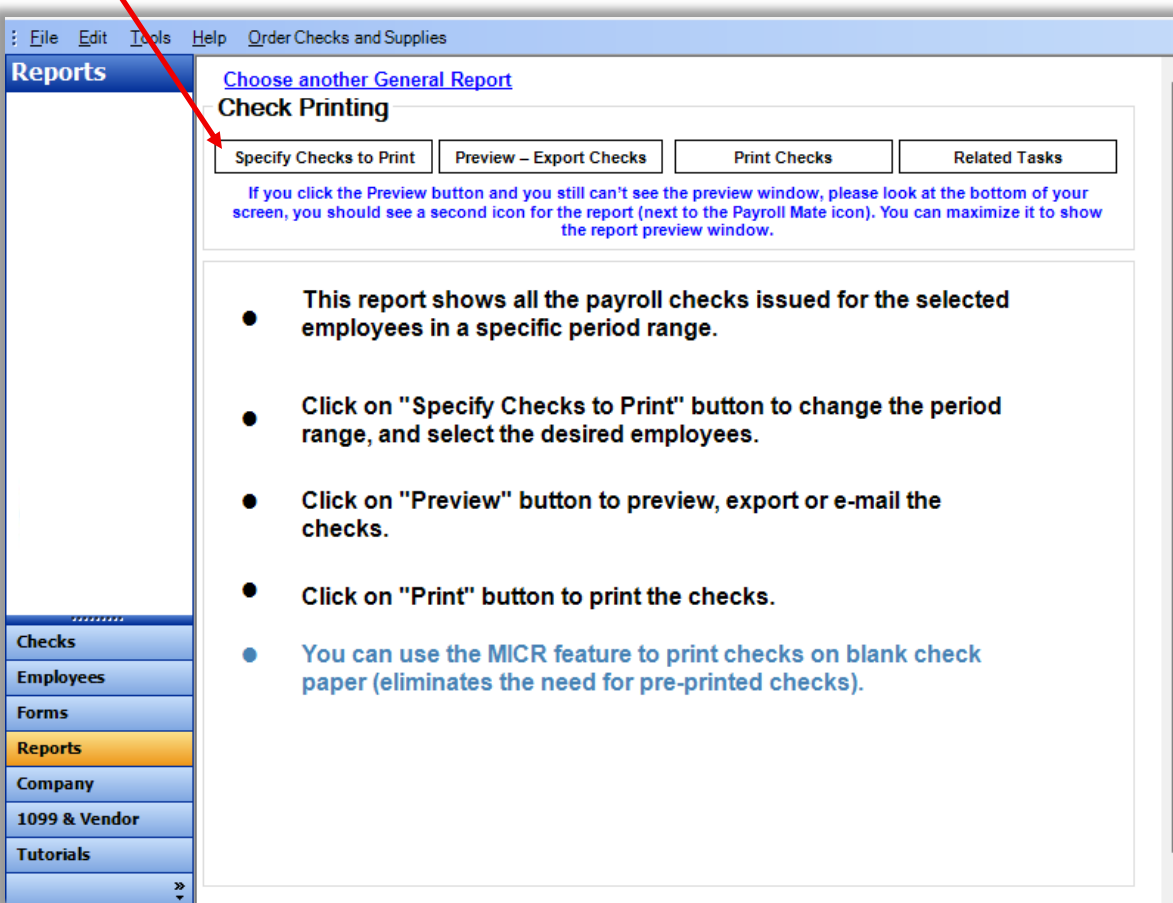
The screenshot shows the Payroll Mate software interface. On the left, a sidebar menu has 'Checks' highlighted. A red arrow points from the 'Click Checks' instruction to this menu item. In the main window, the 'Print Multiple Checks' option is highlighted in the top toolbar, with a red arrow pointing from the 'Click Print Multiple Checks' instruction to it. The main window displays a 'Check Preview' for 'Tutorial Example' with the following details:

Check Summary for "Tutorial Example"					
Pay Period:		From:	MM/DD/YYYY	To:	MM/DD/YYYY
Net Pay:		\$1098.11			
Income Details					
Title:	Type:	Rate:	Qty.	Amount:	YTD:
Yearly Salary	Per Year	\$32250.0000		\$1343.75	\$1343.75
Tax Details					
Title:		Amount:		YTD:	
Federal Income Tax		\$76.31		\$76.31	
Social Security (Employee)		\$83.31		\$83.31	
Medicare (Employee)		\$19.48		\$19.48	
State Income Tax		\$66.52		\$66.52	
Local Income Tax		\$0.00		\$0.00	
State Disability Insurance (Employee)		\$0.02		\$0.02	
Social Security (Employer)		\$83.31		\$83.31	
Medicare (Employer)		\$19.48		\$19.48	
Fed Unemployment (Employer)		\$8.06		\$8.06	
Deduction Details					

3. Click **Specify Checks to Print**

Click Specify Checks to Print

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4. Check the box that says **Print Checks in the Middle of the page**
5. Click **OK**

Check the box Print Checks in the Middle of the page

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Specify Checks to Print

Begin Pay Date: Month DD, YYYY

End Pay Date: Month DD, YYYY

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

☐ 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 0 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:

- ☐ Example, Tutorial
- ☐ Person, Example

Select All

Select None

Select by Department

Select Employee Range

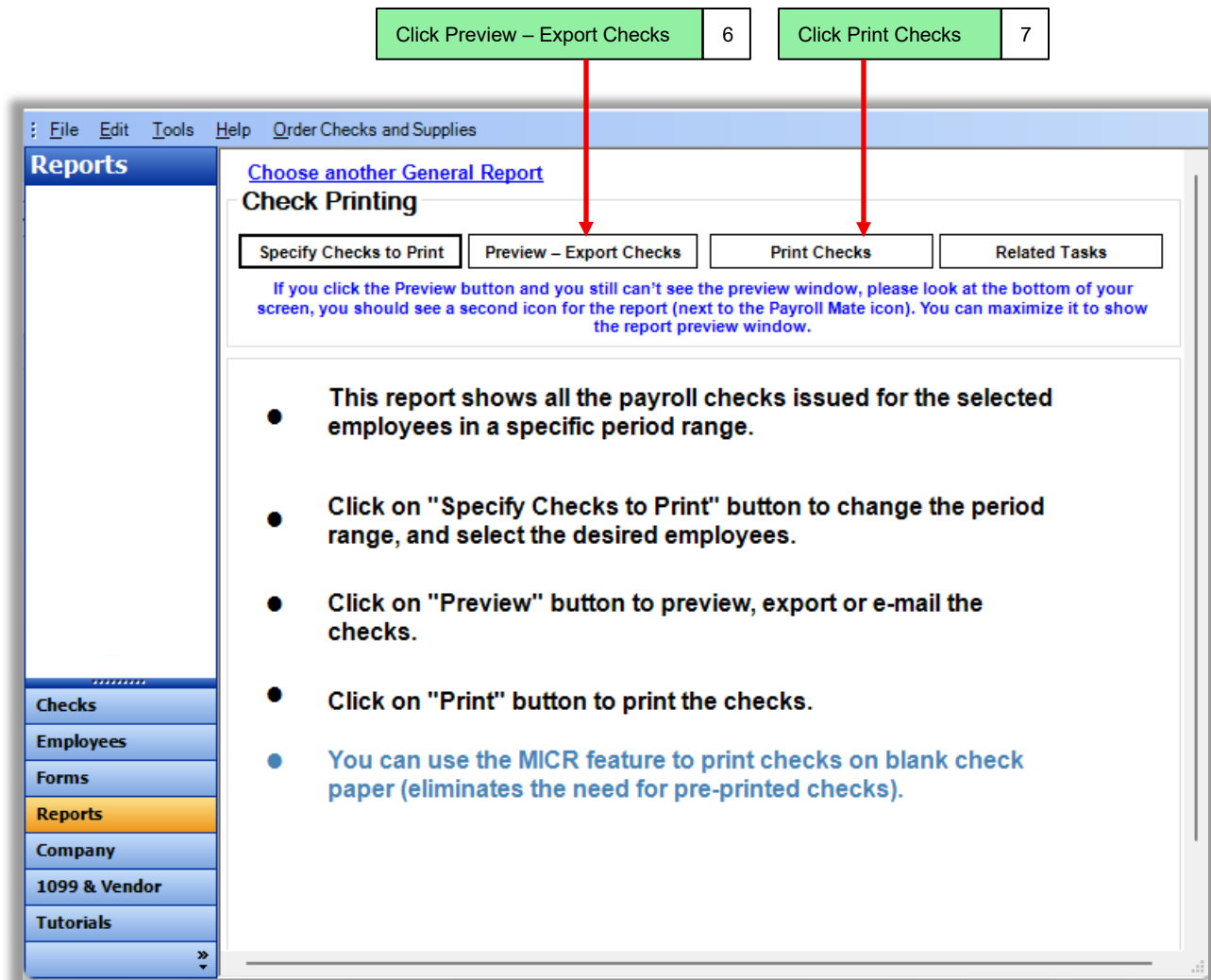
OK

Cancel

Click OK

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6. Click **Preview – Export Checks** to Preview before printing
7. Click **Print Checks** to Print



Congratulations. The checks can now be printed in the middle!