

## HOW TO PRINT VENDOR MICR CHECKS

Question

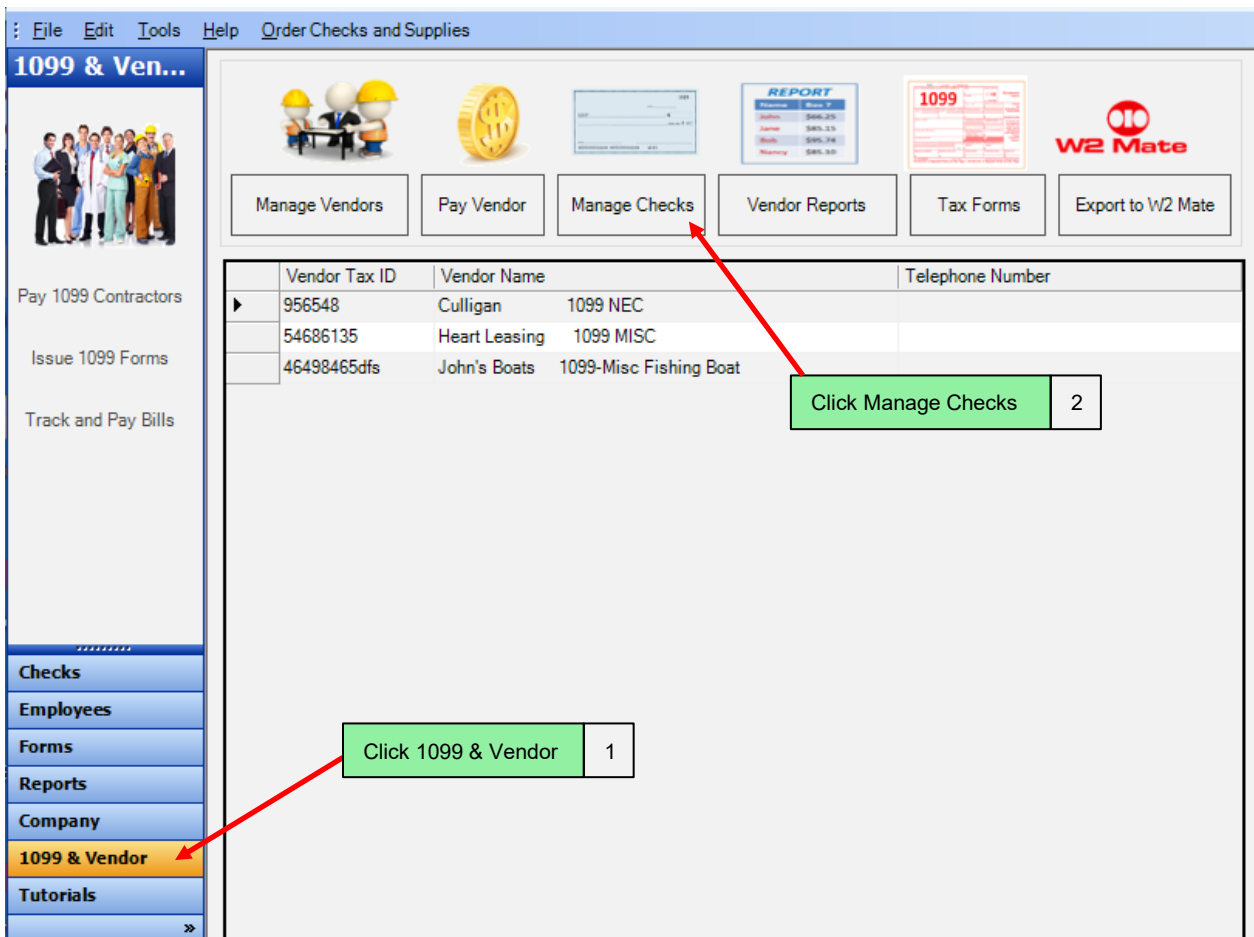
### PLEASE REFER TO THE STEPS BELOW:

Answer

In order to use this feature, you must purchase and enable Payroll Mate Option #4 (MICR Ink Check Printing) and Payroll Mate Option #6 (Vendor & 1099 Center).

Make sure you are in the correct company.

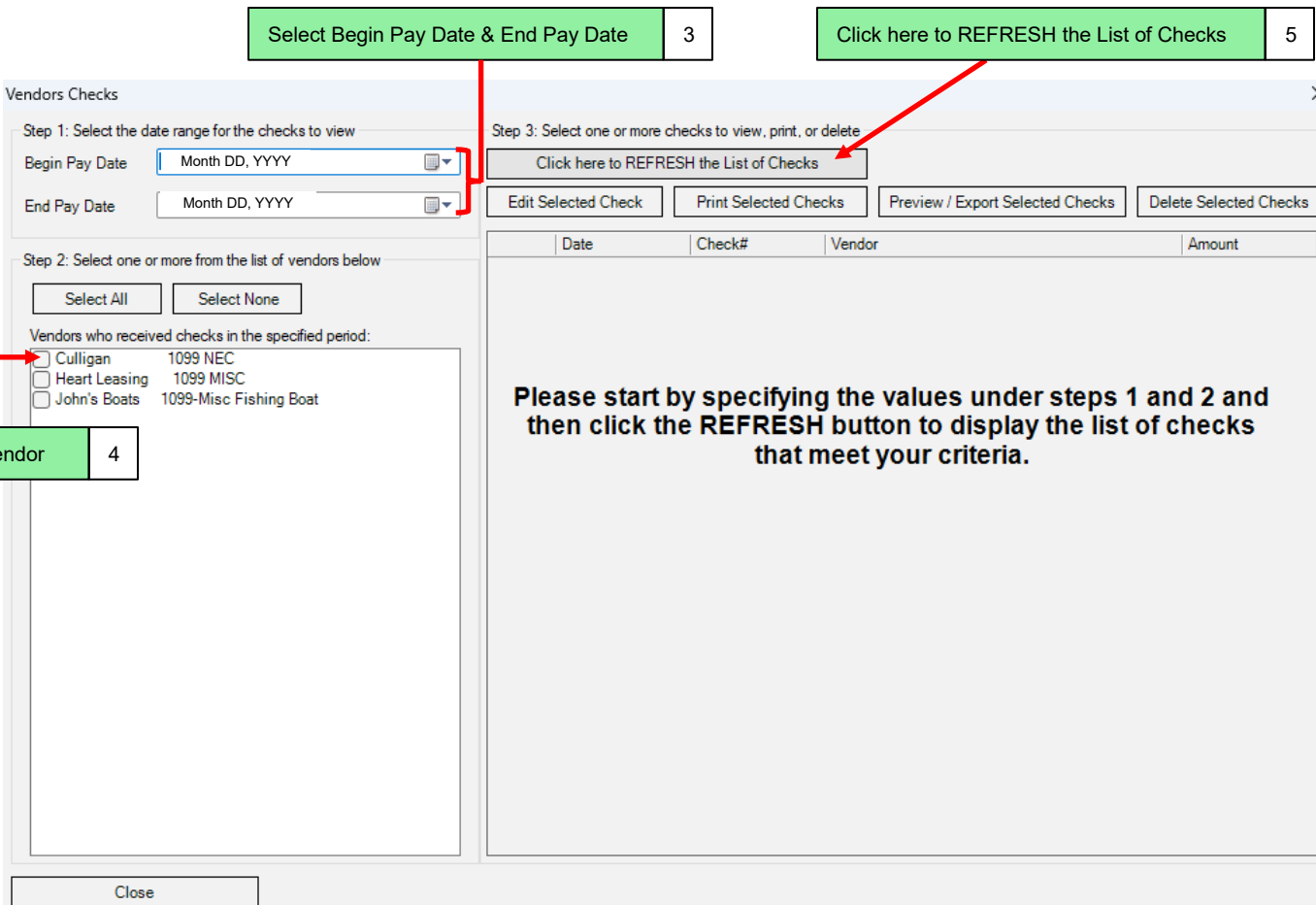
1. Click **1099 & Vendor**
2. Click **Manage Checks**



The screenshot shows the Payroll Mate software interface. The top menu bar includes 'File', 'Edit', 'Tools', 'Help', and 'Order Checks and Supplies'. The left sidebar has a '1099 & Ven...' menu with options like 'Pay 1099 Contractors', 'Issue 1099 Forms', and 'Track and Pay Bills'. Below this is a navigation pane with 'Checks', 'Employees', 'Forms', 'Reports', 'Company', '1099 & Vendor', and 'Tutorials'. The main area features a toolbar with icons for 'Manage Vendors', 'Pay Vendor', 'Manage Checks', 'Vendor Reports', 'Tax Forms', and 'Export to W2 Mate'. A table below the toolbar lists vendors with columns for 'Vendor Tax ID', 'Vendor Name', and 'Telephone Number'. A red arrow points from the 'Manage Checks' button to a green callout box labeled 'Click Manage Checks' with the number '2'. Another red arrow points from the '1099 & Vendor' menu item to a green callout box labeled 'Click 1099 & Vendor' with the number '1'.

Vendor Tax ID	Vendor Name	Telephone Number
956548	Culligan 1099 NEC	
54686135	Heart Leasing 1099 MISC	
46498465dfs	John's Boats 1099-Misc Fishing Boat	

3. Select a **Begin Pay Date** and **End Pay Date** for the check you need to print
4. Select a **Vendor**
5. Click on **Click here to REFRESH** the List of Checks



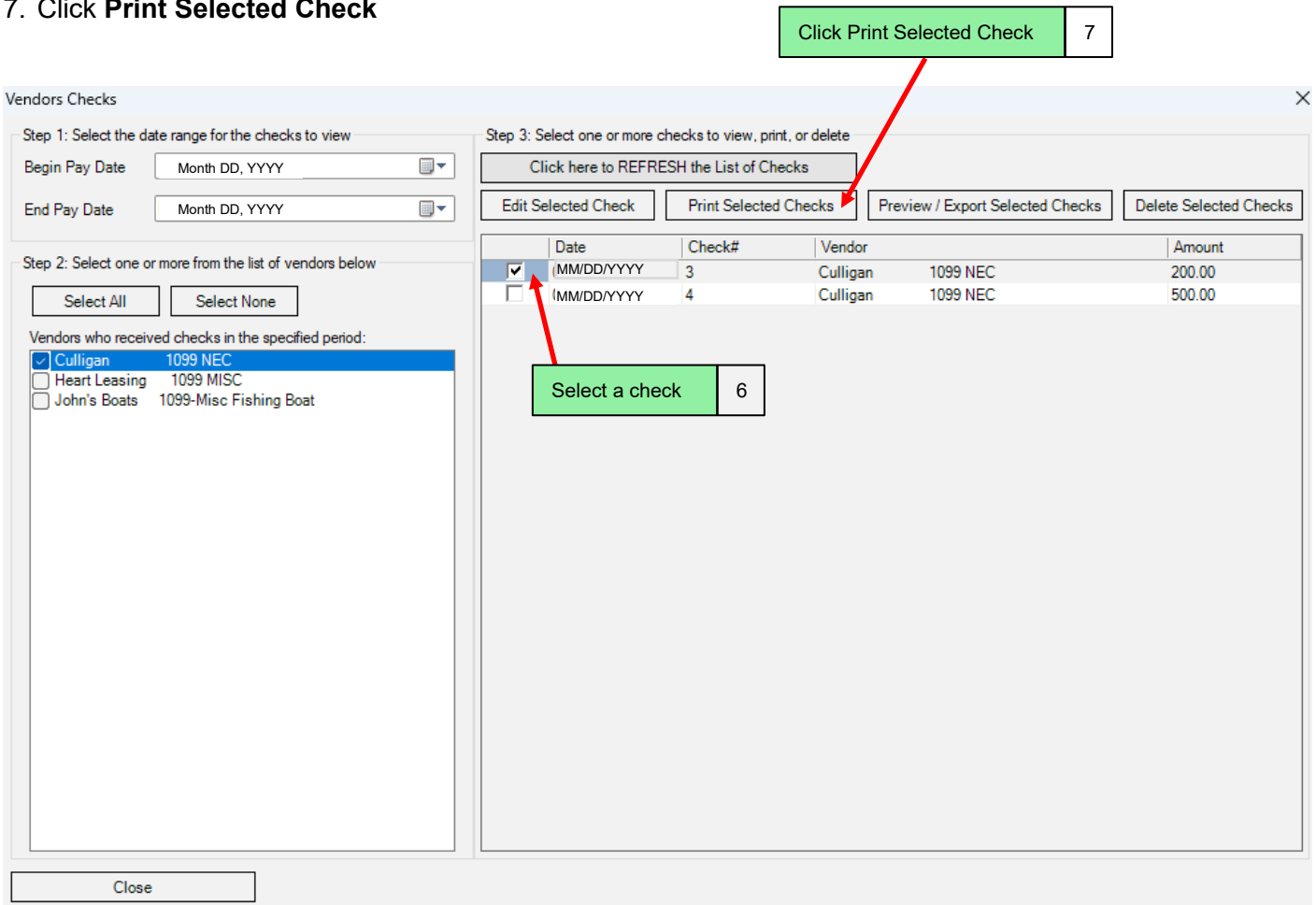
The screenshot shows the 'Vendors Checks' window with three callout boxes:

- Callout 3:** 'Select Begin Pay Date & End Pay Date' points to the date selection fields.
- Callout 4:** 'Select a Vendor' points to the vendor selection list.
- Callout 5:** 'Click here to REFRESH the List of Checks' points to the 'Click here to REFRESH the List of Checks' button.

The window contains the following elements:

- Step 1:** Select the date range for the checks to view. Includes 'Begin Pay Date' and 'End Pay Date' dropdowns.
- Step 2:** Select one or more from the list of vendors below. Includes 'Select All' and 'Select None' buttons, and a list of vendors with checkboxes.
- Step 3:** Select one or more checks to view, print, or delete. Includes a 'Click here to REFRESH the List of Checks' button and buttons for 'Edit Selected Check', 'Print Selected Checks', 'Preview / Export Selected Checks', and 'Delete Selected Checks'.
- Table:** A table with columns 'Date', 'Check#', 'Vendor', and 'Amount'.
- Message:** 'Please start by specifying the values under steps 1 and 2 and then click the REFRESH button to display the list of checks that meet your criteria.'
- Close:** A 'Close' button at the bottom.

6. **Select a check** (or checks) to print
7. Click **Print Selected Check**



**Vendors Checks**

Step 1: Select the date range for the checks to view

Begin Pay Date:

End Pay Date:

Step 2: Select one or more from the list of vendors below

Vendors who received checks in the specified period:

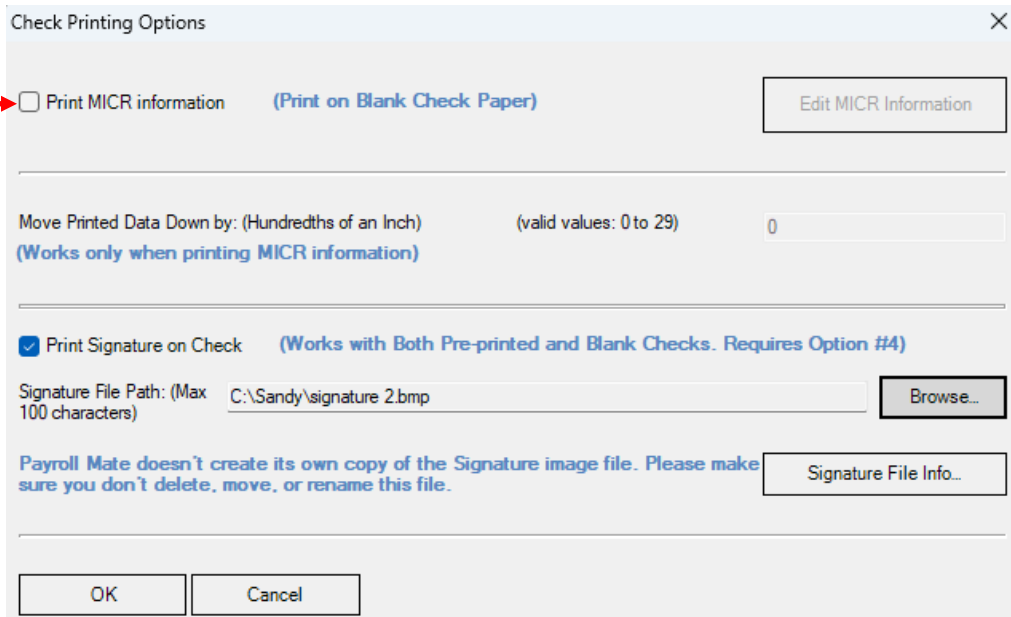
- Culligan 1099 NEC
- Heart Leasing 1099 MISC
- John's Boats 1099-Misc Fishing Boat

Step 3: Select one or more checks to view, print, or delete

	Date	Check#	Vendor	Amount
<input checked="" type="checkbox"/>	MM/DD/YYYY	3	Culligan 1099 NEC	200.00
<input type="checkbox"/>	MM/DD/YYYY	4	Culligan 1099 NEC	500.00

## 8. Select Print MICR information

Select Print MICR information 8



Check Printing Options

Print MICR information (Print on Blank Check Paper) Edit MICR Information

Move Printed Data Down by: (Hundredths of an Inch) (valid values: 0 to 29)   
 (Works only when printing MICR information)

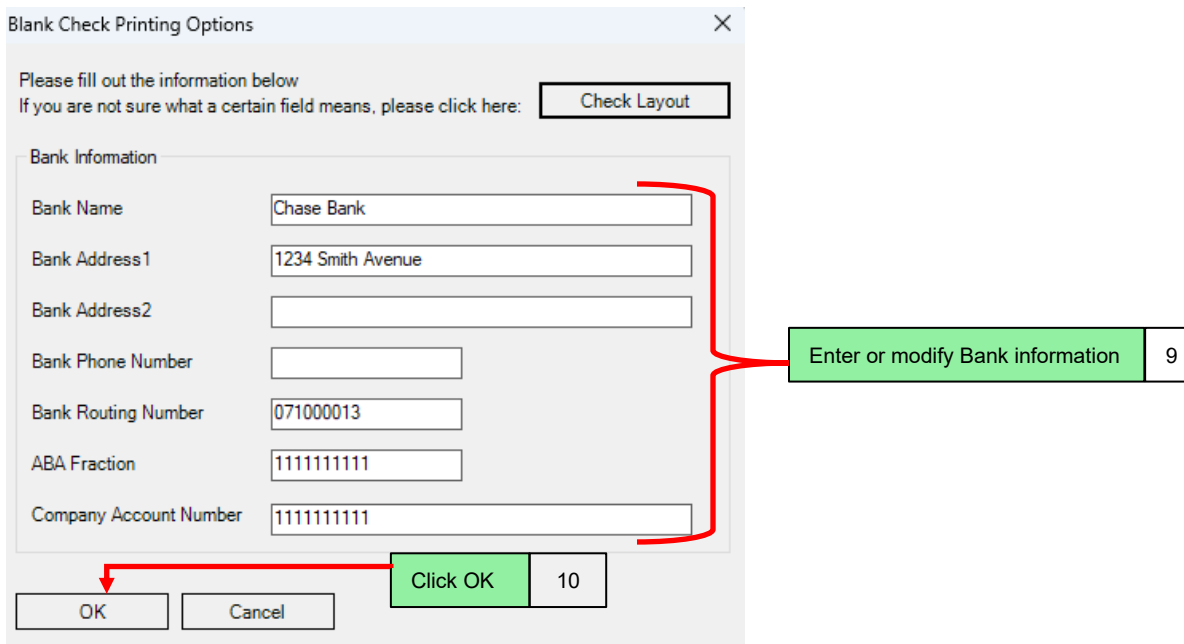
Print Signature on Check (Works with Both Pre-printed and Blank Checks. Requires Option #4)

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...

OK Cancel

9. Enter or modify Bank information if needed
10. 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 Address 1

Bank Address 2

Bank Phone Number

Bank Routing Number

ABA Fraction

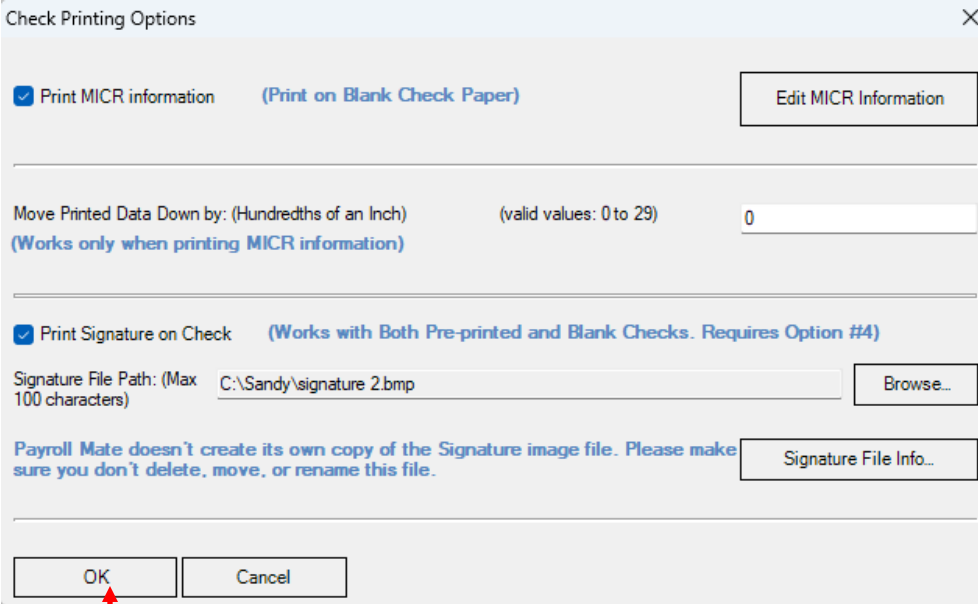
Company Account Number

OK Cancel Click OK 10

Enter or modify Bank information 9

You will be taken back to this screen that will now have Print MICR information checked.

11. Click **OK**



Check Printing Options

Print MICR information (Print on Blank Check Paper) Edit MICR Information

Move Printed Data Down by: (Hundredths of an Inch) (valid values: 0 to 29) 0  
(Works only when printing MICR information)

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

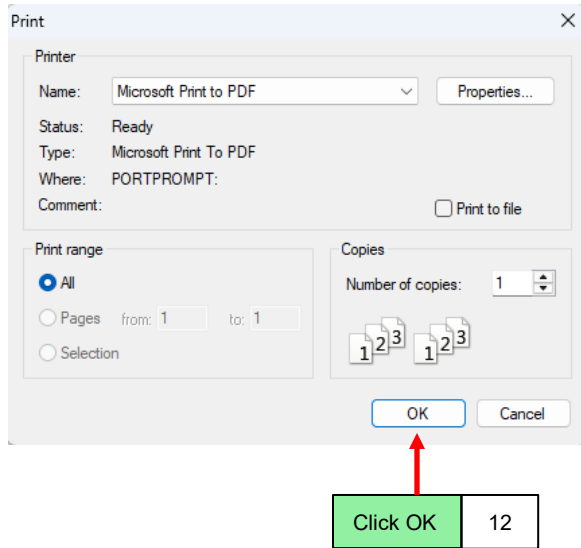
Signature File Path: (Max 100 characters) C:\Sandy\signature 2.bmp Browse...

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...

OK Cancel

Click OK 11

12. Click **OK**



Congratulations. You know how print a Vendor MICR check!