

HOW TO USE MICR INK CHECK PRINTING

Question

PLEASE REFER TO THE STEPS BELOW:

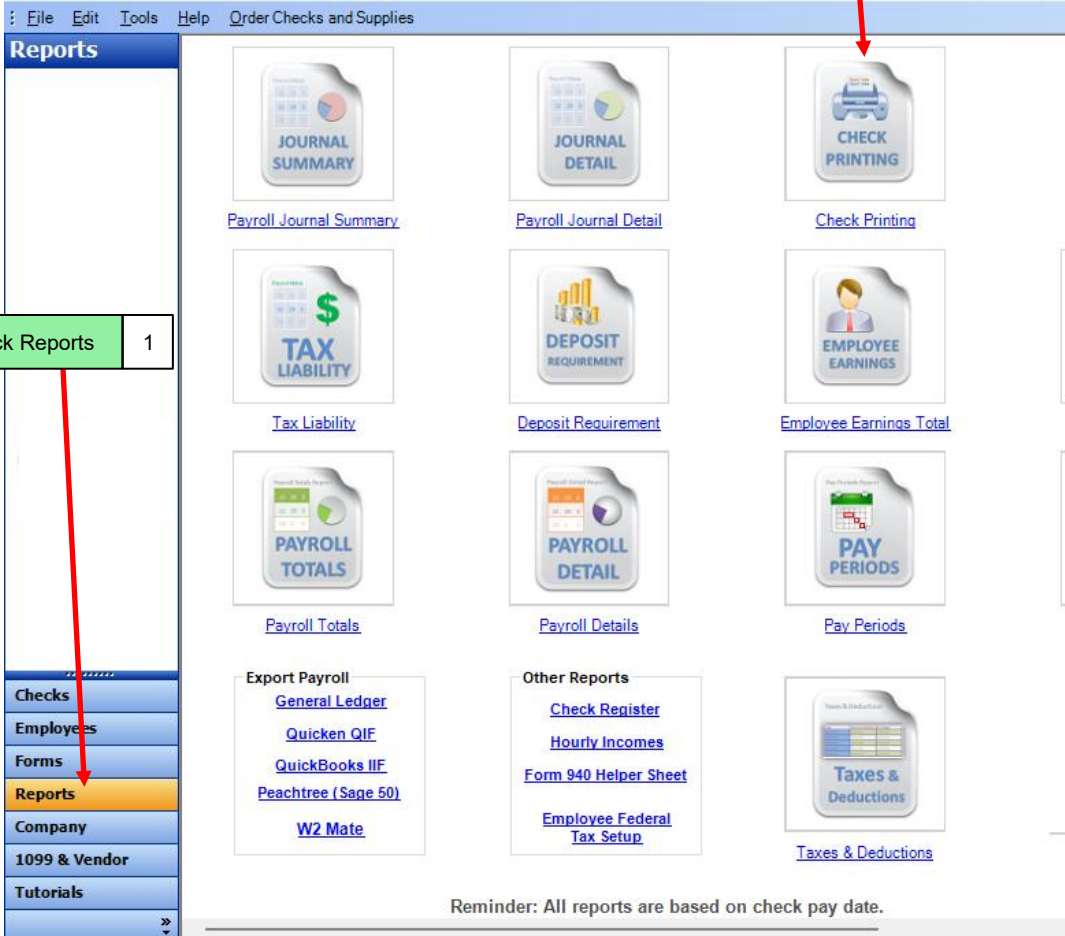
Answer

To use the MICR Ink Check Printing optional feature, Payroll Mate Option #4 (MICR Ink Check Printing) must be purchased and enabled in Payroll Mate.

Make sure you are in the correct company.

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

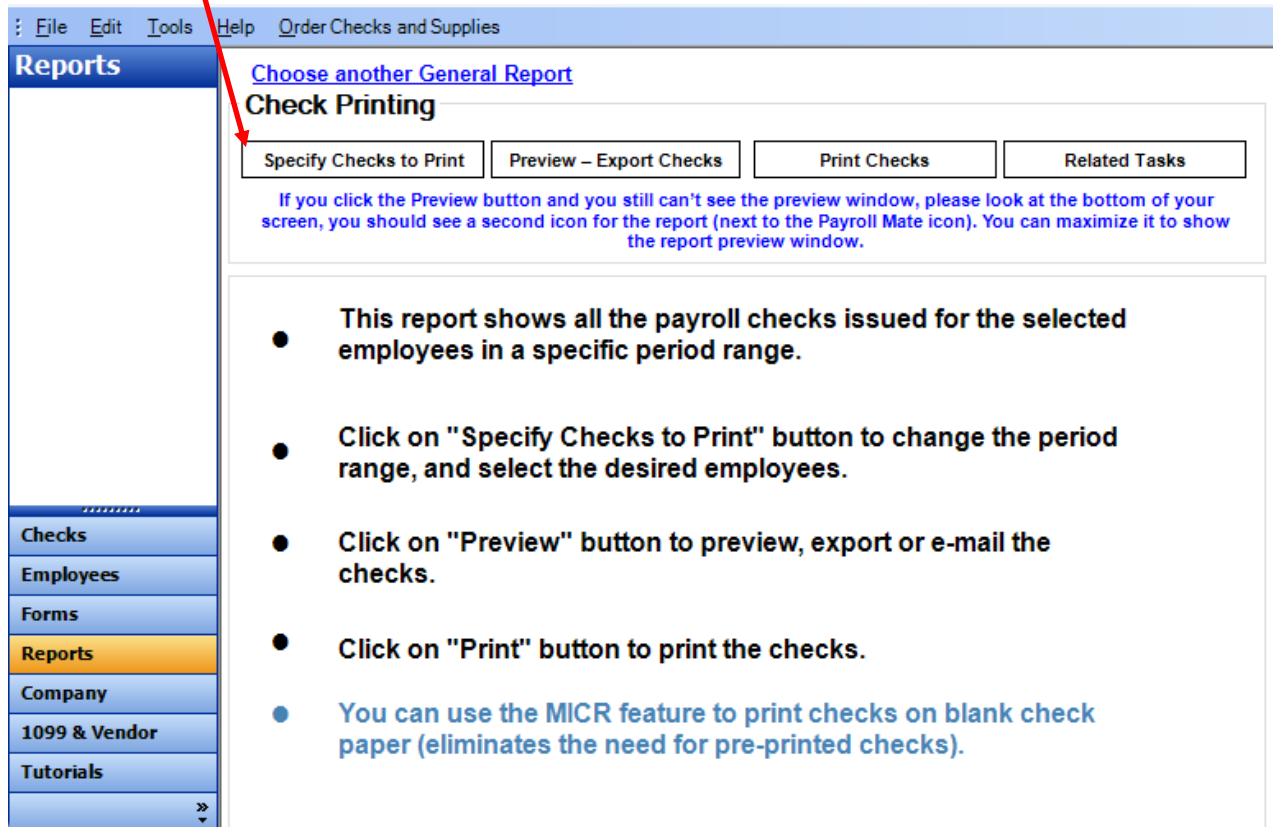
Click Check Printing 2



The screenshot shows the 'Reports' menu in the Payroll Mate software. The menu is open, displaying various report options. A red arrow points from a callout box labeled 'Click Reports 1' to the 'Reports' menu item. Another red arrow points from a callout box labeled 'Click Check Printing 2' to the 'Check Printing' report icon. The menu items include: JOURNAL SUMMARY, JOURNAL DETAIL, CHECK PRINTING, TAX LIABILITY, DEPOSIT REQUIREMENT, EMPLOYEE EARNINGS, PAYROLL TOTALS, PAYROLL DETAIL, PAY PERIODS, Export Payroll (General Ledger, Quicken QIF, QuickBooks IIF, Peachtree (Sage 50), W2 Mate), Other Reports (Check Register, Hourly Incomes, Form 940 Helper Sheet, Employee Federal Tax Setup), and Taxes & Deductions. A reminder at the bottom states: 'Reminder: All reports are based on check pay date.'

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).

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 X

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:

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:

Bank Information

Bank Name	<input type="text"/>
Bank Address1	<input type="text"/>
Bank Address2	<input type="text"/>
Bank Phone Number	<input type="text"/>
Bank Routing Number	<input type="text"/>
ABA Fraction	<input type="text"/>
Company Account Number	<input type="text"/>

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

Edit MICR Information 6

Click OK 7

You will be taken back to this screen.

8. Click **OK**

Specify Checks to Print X

Begin Pay Date <input type="text" value="Month DD, YYYY"/> <input type="button" value="Calendar"/> <input type="button" value="Help"/>	Sort Printed Checks by:	<input type="checkbox"/> Print Checks in Reverse Order <input checked="" type="checkbox"/> Print Vacation and Sick Hours on Pay Stubs <input type="checkbox"/> Don't Print Memo Line <input type="checkbox"/> Print Income Type on Pay Stub <input type="checkbox"/> Don't Print Employee Address on Check
End Pay Date <input type="text" value="Month DD, YYYY"/> <input type="button" value="Calendar"/>	<input checked="" type="radio"/> Check Number <input type="radio"/> Employee Last Name <input type="radio"/> Employee First Name	Edit Vacation & Sick Hours Captions
<input type="button" value="Advanced Date Selection..."/>		

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:

Click OK
8

Congratulations. You now know how use MICR Ink Check Printing!