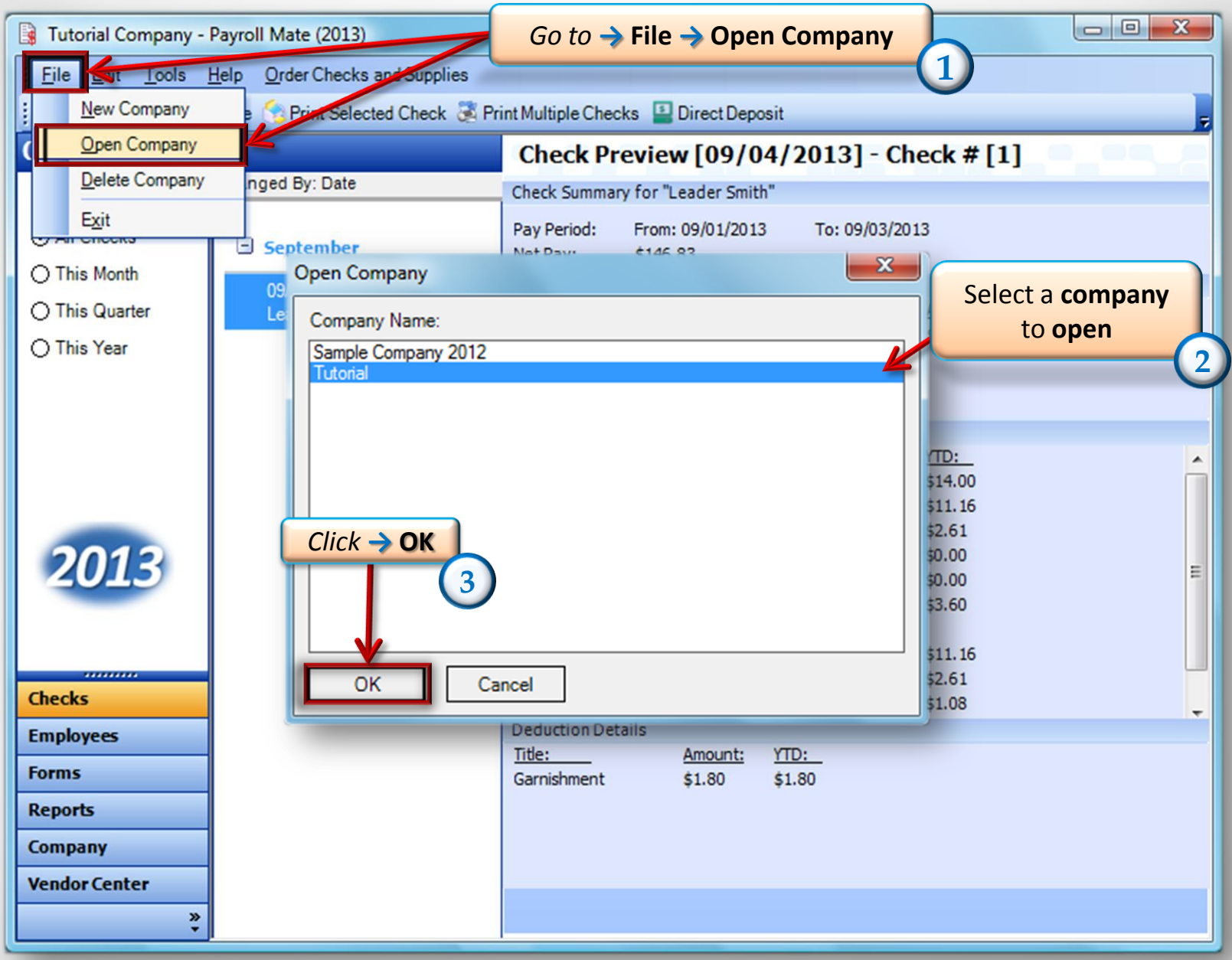
How to Print Checks in the Middle of Page in Payroll Mate®

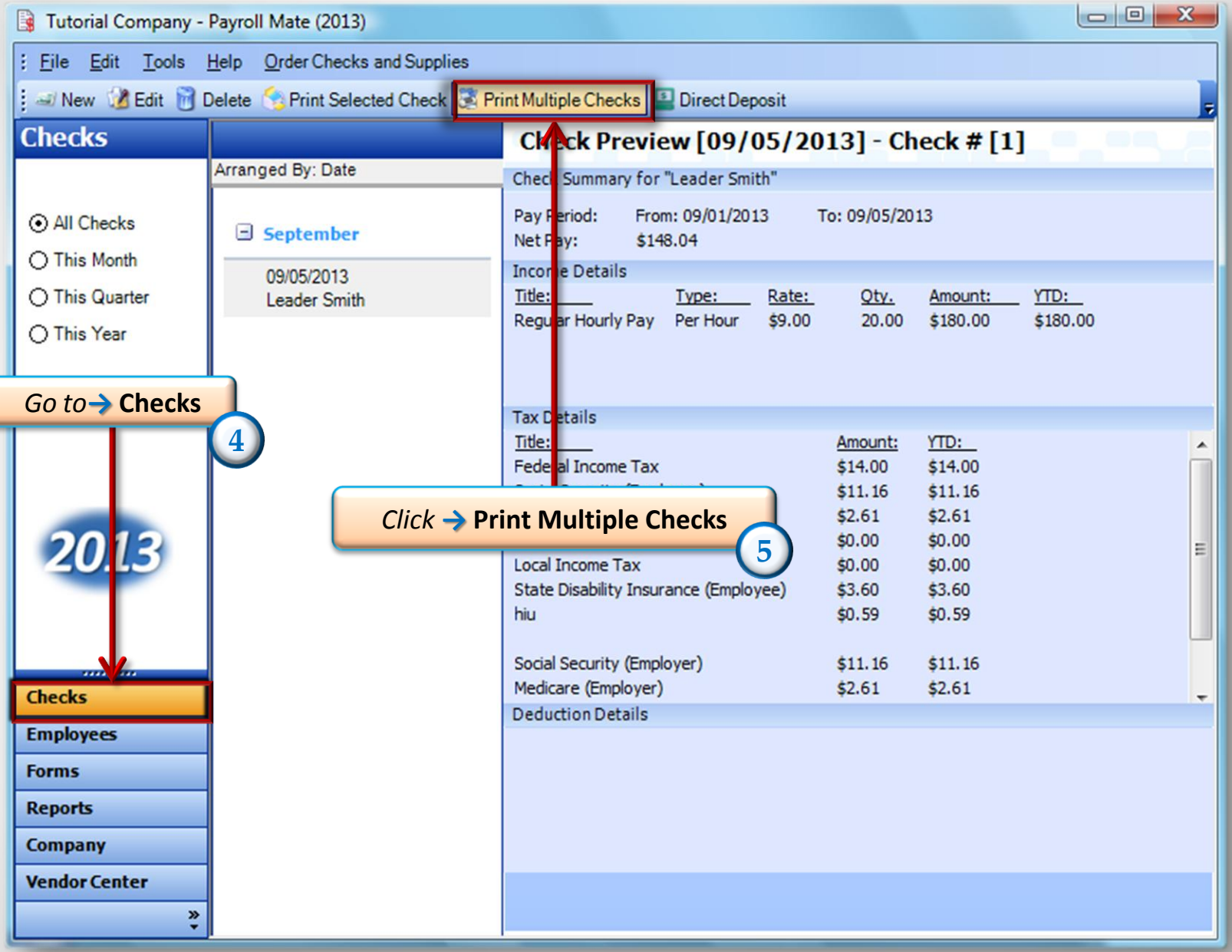
Start by Opening your

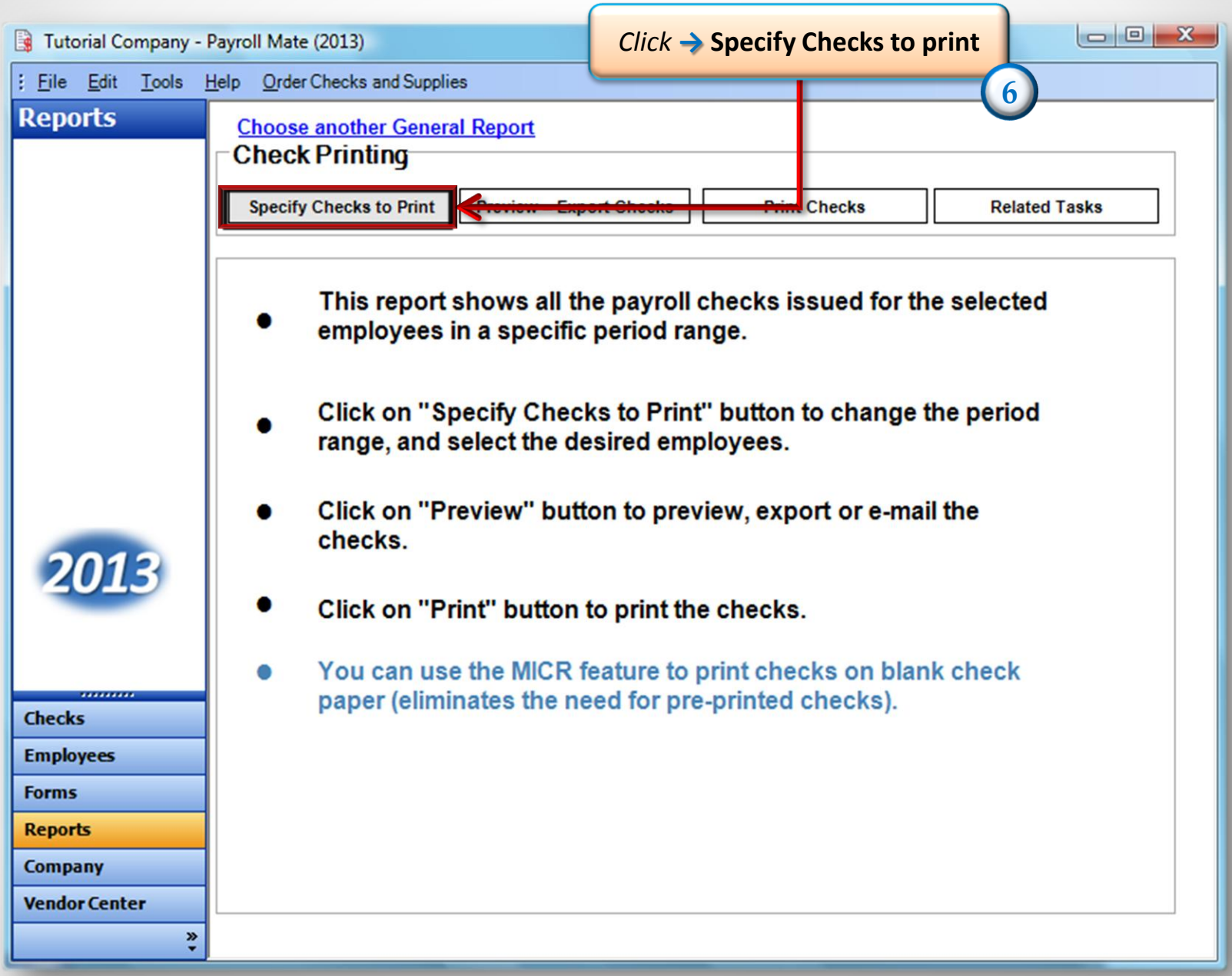
Payroll Mate

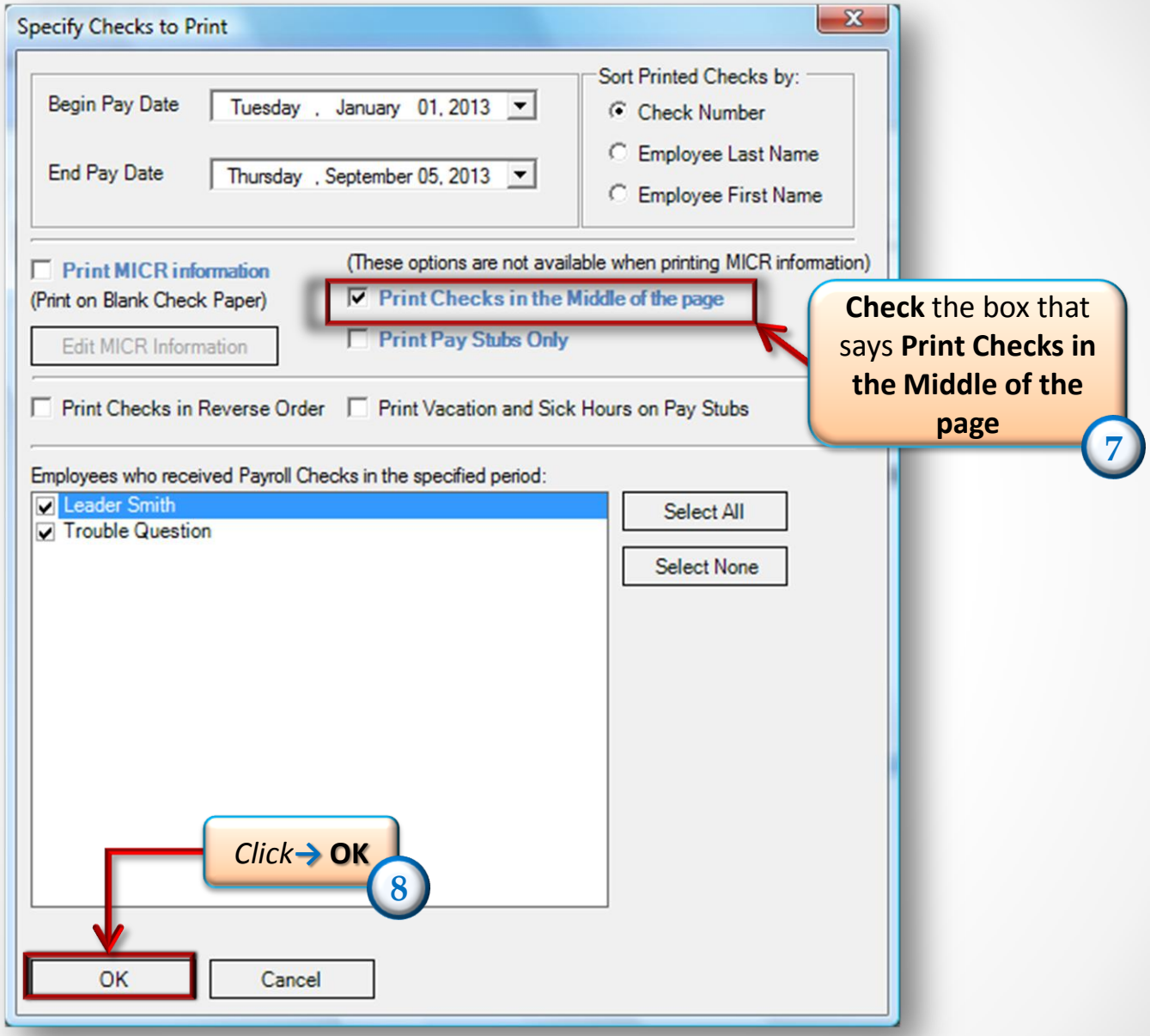
Program

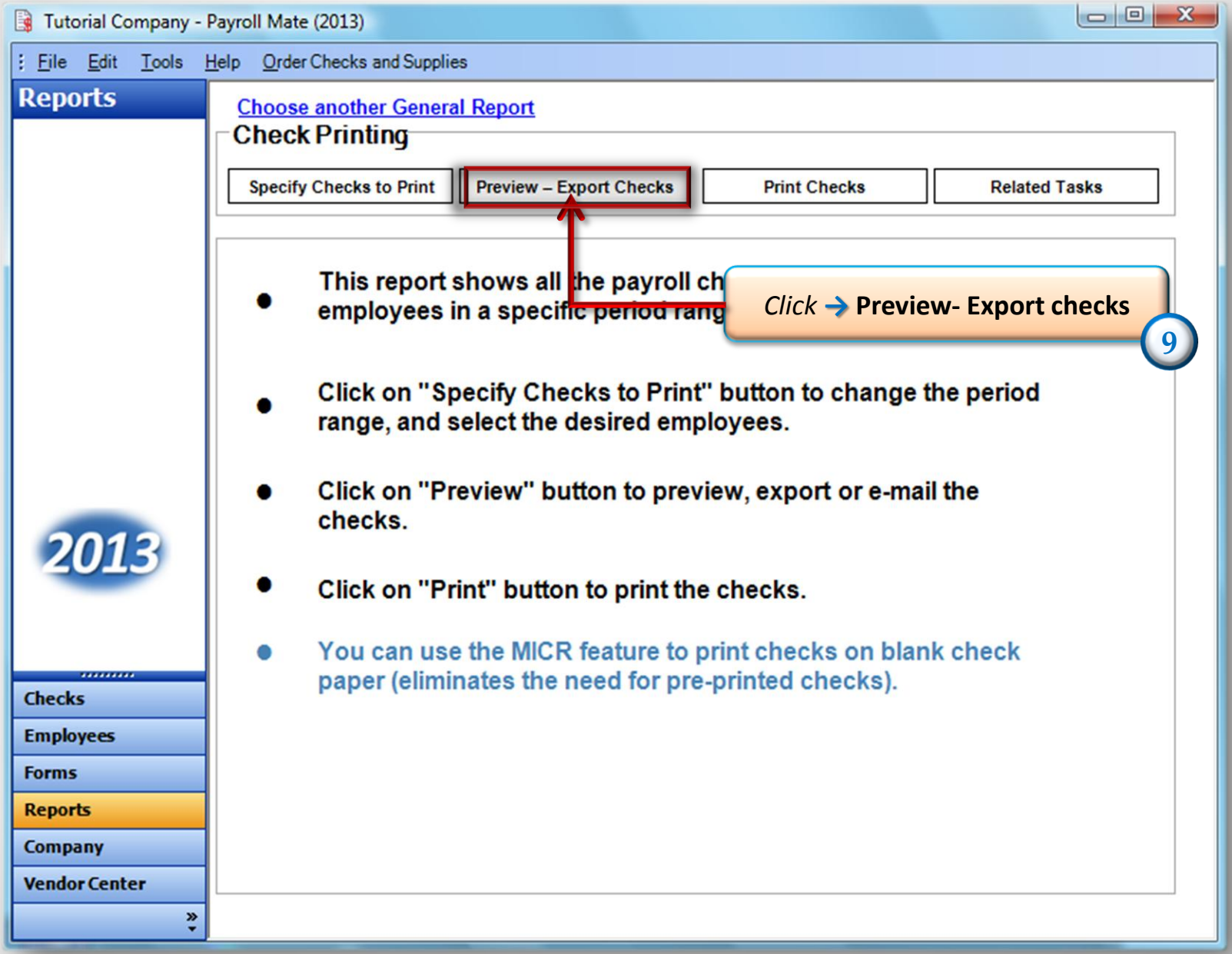
•www.PayrollMate.com (800)-507-1992


Tutorial Company - Payroll Mate (2013)
Go to → File → Open Company
1
File
Tools
Help
Order Checks and Supplies
New Company
Open Company
Delete Company
Exit
Print Selected Check
Print Multiple Checks
Direct Deposit
Check Preview [09/04/2013] - Check # [1]
Check Summary for "Leader Smith"
Pay Period: From: 09/01/2013 To: 09/03/2013
This Month
This Quarter
This Year
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Open Company
Company Name:
Sample Company 2012
Tutorial
Select a company to open
2
Click → OK
3
OK
Cancel
Deduction Details
Title:
Amount:
YTD:
Garnishment
$1.80
$1.80


Tutorial Company - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit
Checks
Arranged By: Date
All Checks
This Month
This Quarter
This Year
September
09/05/2013
Leader Smith
Check Preview [09/05/2013] - Check # [1]
Check Summary for "Leader Smith"
Pay Period: From: 09/01/2013 To: 09/05/2013
Net Pay: $148.04
Income Details
Title: Type: Rate: Qty. Amount: YTD:
Regular Hourly Pay Per Hour $9.00 20.00 $180.00 $180.00
Tax Details
Title: Amount: YTD:
Federal Income Tax $14.00 $14.00
$11.16 $11.16
$2.61 $2.61
$0.00 $0.00
Local Income Tax $0.00 $0.00
State Disability Insurance (Employee) $3.60 $3.60
hiu $0.59 $0.59
Social Security (Employer) $11.16 $11.16
Medicare (Employer) $2.61 $2.61
Deduction Details
Go to → Checks
4
Click → Print Multiple Checks
5
2013
Checks
Employees
Forms
Reports
Company
Vendor Center


Click → Specify Checks to print
6
Tutorial Company - Payroll Mate (2013)
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
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).
2013
Checks
Employees
Forms
Reports
Company
Vendor Center


Specify Checks to Print
Begin Pay Date
Tuesday , January 01, 2013
End Pay Date
Thursday , September 05, 2013
Sort Printed Checks by:
Check Number
Employee Last Name
Employee First Name
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
Print Checks in Reverse Order
Print Vacation and Sick Hours on Pay Stubs
Employees who received Payroll Checks in the specified period:
Leader Smith
Trouble Question
Select All
Select None
OK
Cancel
Check the box that says Print Checks in the Middle of the page
7
Click→ OK
8


Tutorial Company - Payroll Mate (2013)
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
This report shows all the payroll ch
employees in a specific period rang
Click → Preview- Export checks
9
Click on "Specify Checks to Print" button to change the period range, and select the desired employees.
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2013
Checks
Employees
Forms
Reports
Company
Vendor Center

Leader Smith

4561 Helper Lane
Answers, AZ 56456

Fed Filing Status S/0
Withholding % 0
Fed Taxable Income 180.00
Net Pay 148.04

Check Date: 09/05/2013
Period Beginning: 09/01/2013
Period Ending: 09/05/2013
Voucher Number 1

Earnings	Qty./Rate	Amount	YTD Amt
Regular.	20.00/9.00	180.00	180.00
Total Gross Pay	20.00 hours	180.00	180.00

Taxes/Deds	Taxable	Amount	YTD Amt
Federal Income Tax	180.00	14.00	14.00
Social Security	180.00	11.16	11.16
Medicare	180.00	2.61	2.61
State Income Tax	180.00	0.00	0.00
Local Income Tax	180.00	0.00	0.00
State Disability Insurance	180.00	3.60	3.60
hiu	180.00	0.59	0.59
Total Withholding		31.96	31.96

Tutorial Company, 145 Help Ln, Question, AZ 56478 (457) 862-1453

09/05/2013

Leader Smith **148.04

One hundred forty-eight and 04/100**********

Leader Smith
4561 Helper Lane

Answers, AZ 56456

Pay Period: 09/01/2013 - 09/05/2013

Leader Smith

4561 Helper Lane
Answers, AZ 56456

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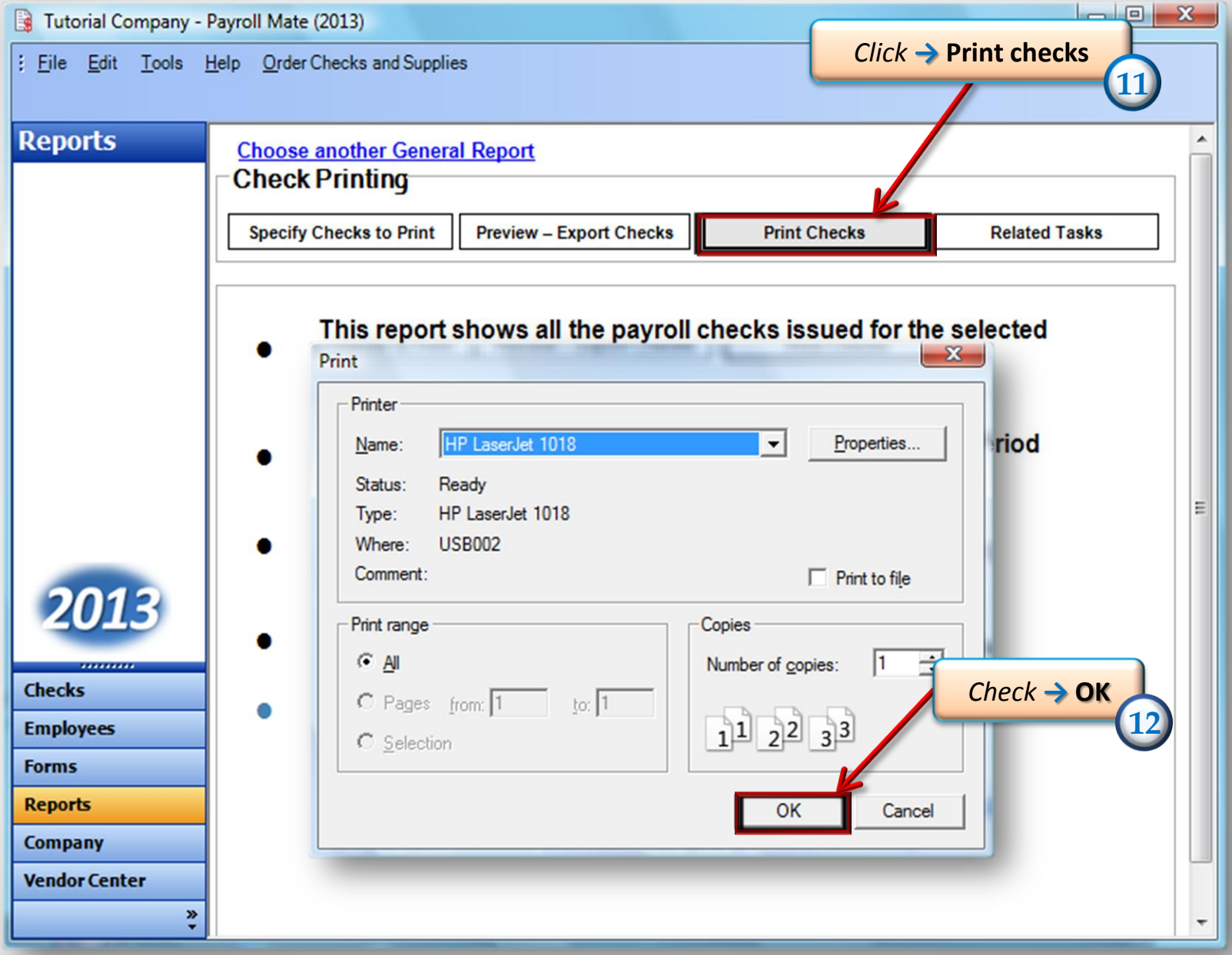
Federal Income Tax	180.00	14.00	14.00
Social Security	180.00	11.16	11.16
Medicare	180.00	2.61	2.61
State Income Tax	180.00	0.00	0.00

You can **preview** to see that the checks are correct

10


Tutorial Company - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
Click → Print checks
11
Reports
Choose another General Report
Check Printing
Specify Checks to Print
Preview – Export Checks
Print Checks
Related Tasks
This report shows all the payroll checks issued for the selected
Print
Printer
Name: HP LaserJet 1018
Properties...
Status: Ready
Type: HP LaserJet 1018
Where: USB002
Comment:
Print to file
Print range
All
Pages from: 1 to: 1
Selection
Copies
Number of copies: 1
OK
Cancel
Check → OK
12
2013
Checks
Employees
Forms
Reports
Company
Vendor Center

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

www.PayrollMate.com

1-800-507-1992