

# *How to Print Checks in Reverse Order Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program



**1** Go to → File → Open Company

**2** Select a company to open

**3** Click → OK

2013

File Edit Tools Help Order Checks and Supplies

New Company Print Selected Check Print Multiple Checks Direct Deposit

Open Company Delete Company Exit

Check Preview [09/04/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013

Net Pay: \$146.83

Open Company

Company Name:

Sample Company 2012

Tutorial

OK Cancel

YTD:

\$14.00

\$11.16

\$2.61

\$0.00

\$0.00

\$3.60

\$11.16

\$2.61

\$1.08

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

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

	Amount:	YTD:
	\$14.00	\$14.00
Social Security (Employee)	\$11.16	\$11.16
Medicare (Employee)	\$2.61	\$2.61
State Income Tax	\$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

2013

Go to → Checks

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Click → Print Multiple Checks

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Checks  
Employees  
Forms  
Reports  
Company  
Vendor Center

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

2013

- 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).

Click → Specify Checks to Print 6

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) (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

Click → OK

OK Cancel



Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and S

Click → Preview- Export Checks

9

### Reports

Choose another General Report

#### Check Printing

Specify Checks to Print Preview – Export Checks Print Checks Related Tasks

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2013

Checks  
Employees  
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Vendor Center

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



Trouble Question

\*\*147.02

One hundred forty-seven and 02/100

Trouble Question  
46456 ProblemDr

Crime, AZ 56354-4

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

Trouble Question  
46456 Problem Dr  
Crime, AZ 56354-4

Fed Filing Status S/O  
Withholding % 0  
Fed Taxable Income 180.00  
Net Pay 147.02

Check Date: 09/05/2013  
Period Beginning: 09/05/2013  
Period Ending: 09/05/2013  
Voucher Number 2

Earnings	Qty./Rate	Amount	YTD Amt	Taxes/Deds	Taxable	Amount	YTD Amt
Regular.	20.00/9.00	180.00	180.00	Federal Income Tax	180.00	14.00	14.00
Bonus		0.19	0.19	Social Security	180.00	11.16	11.16
<b>Total Gross Pay</b>		<b>180.19</b>	<b>180.19</b>	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
				Trainer Tax	180.00	1.80	1.80
				<b>Total Withholding</b>		<b>33.17</b>	<b>33.17</b>

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

Trouble Question  
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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

Check → OK 12

OK Cancel

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

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***Congratulations. The checks will print in reverse order!***

**www.PayrollMate.com**

**1-800-507-1992**