

How to Use MICR Check Printing in Payroll Mate®

Start by Opening your
Payroll Mate
Program



2013

File → **Open Company**

Open Company

Company Name:

- Sample Company 2012
- Tutorial**

Click → OK

OK **Cancel**

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

Check Summary for "Leader Smith"

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

YTD:
\$14.00
\$11.16
\$2.61
\$0.00
\$0.00
\$3.60
\$11.16
\$2.61
\$1.08

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Reports

2013

Checks
Employees
Forms
Reports
Company
Vendor Center

JOURNAL SUMMARY
Payroll Journal Summary

JOURNAL DETAIL
Payroll Journal Detail

CHECK PRINTING
Check Printing

MICR PRINTING
Blank (MICR) Check Printing

TAX LIABILITY
Tax Liability

DEPOSIT REQUIREMENT
Deposit Requirement

EMPLOYEE EARNINGS
Employee Earnings Total

EMPLOYEE LIST
Employees List

PAYROLL TOTALS
Payroll Totals

PAYROLL DETAIL
Payroll Details

PAY PERIODS
Pay Periods

LEAVE HOURS
Leave Hours Details

Export Payroll
[General Ledger](#)
[Quicken QIF](#)
[QuickBooks IIF](#)
[W2 Mate](#)

5 Click → Check Printing

4 Go to → Reports

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

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Specify Checks to Print

Begin Pay Date: Sunday, September 01, 2013

End Pay Date: Friday, September 13, 2013

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 P

Employees who received Payroll Checks in the specified period

Trouble Question

OK Cancel

Check the box next to
“Print MICR information”

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Fill in MICR information

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: The Bank

Bank Address1: 464 Bank In

Bank Address2:

Bank Phone Number: 456-456-4534

Bank Routing Number: 453453452

ABA Fraction: 4564523

Company Account Number: 463475638778675

OK Cancel

Click → **OK**, Once you are done filling in the MICR Information

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Congratulations. You now know how to use MICR check printing!

www.PayrollMate.com

1-800-507-1992