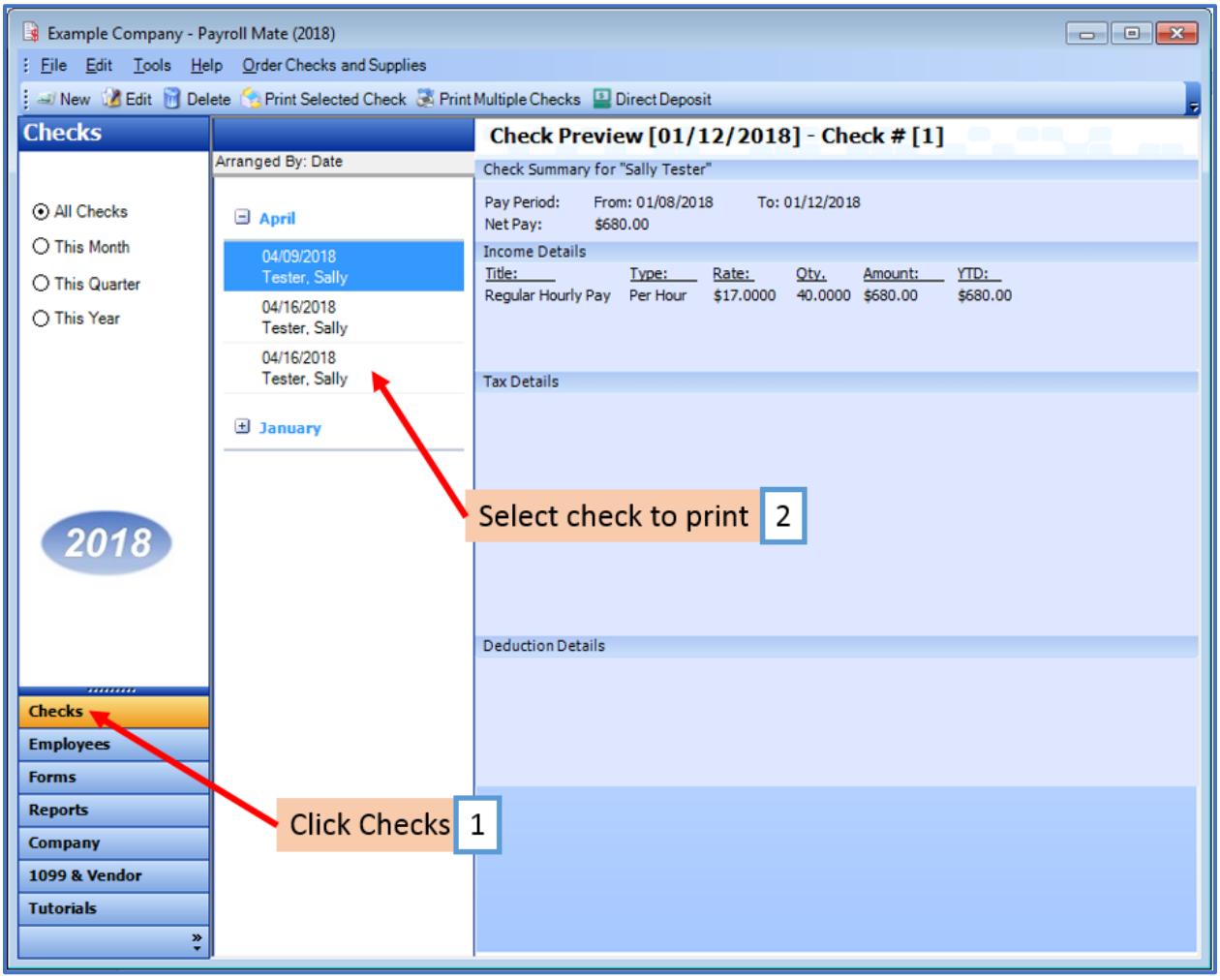
How to Print a Check in Payroll Mate

Make sure you have the correct Company open inside Payroll Mate

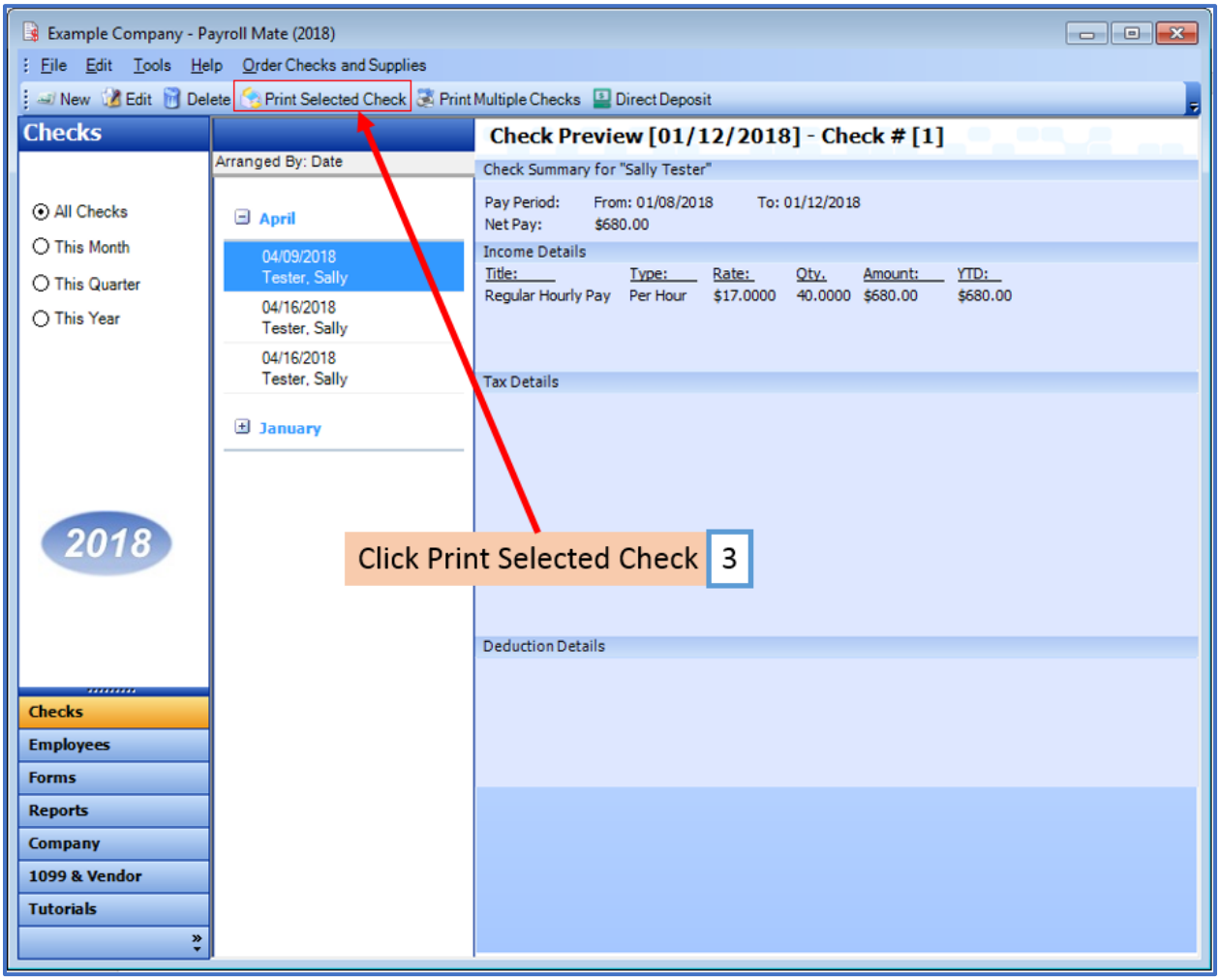
***Single Check**

1. Click Checks from the shortcuts menu

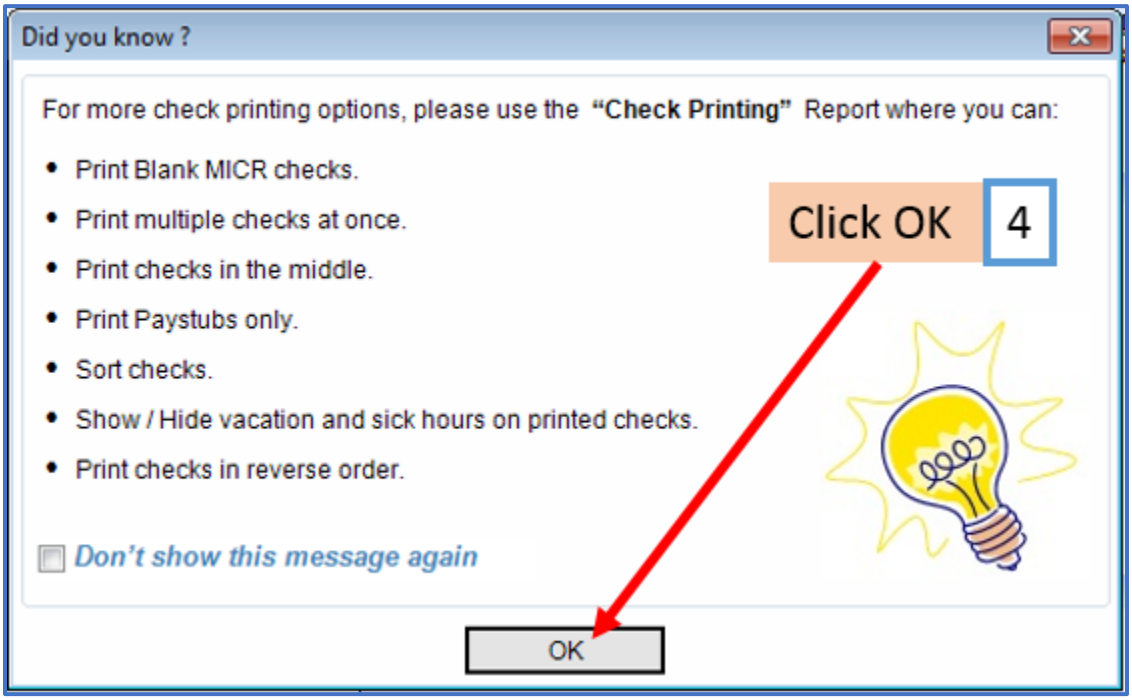
2. Select a check to print



3. Click Print Select Check

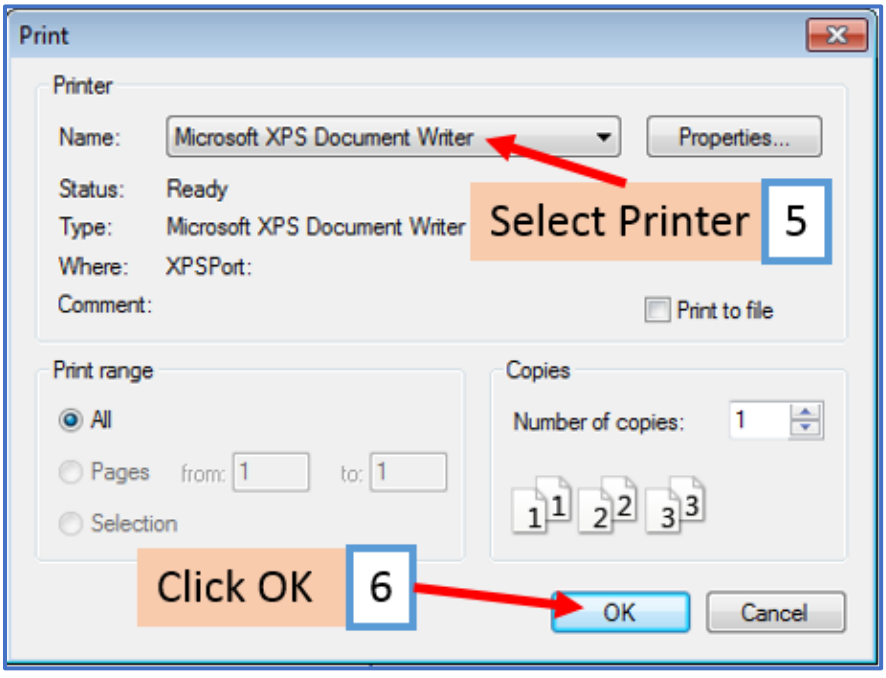


4. Click OK



5. Select Printer

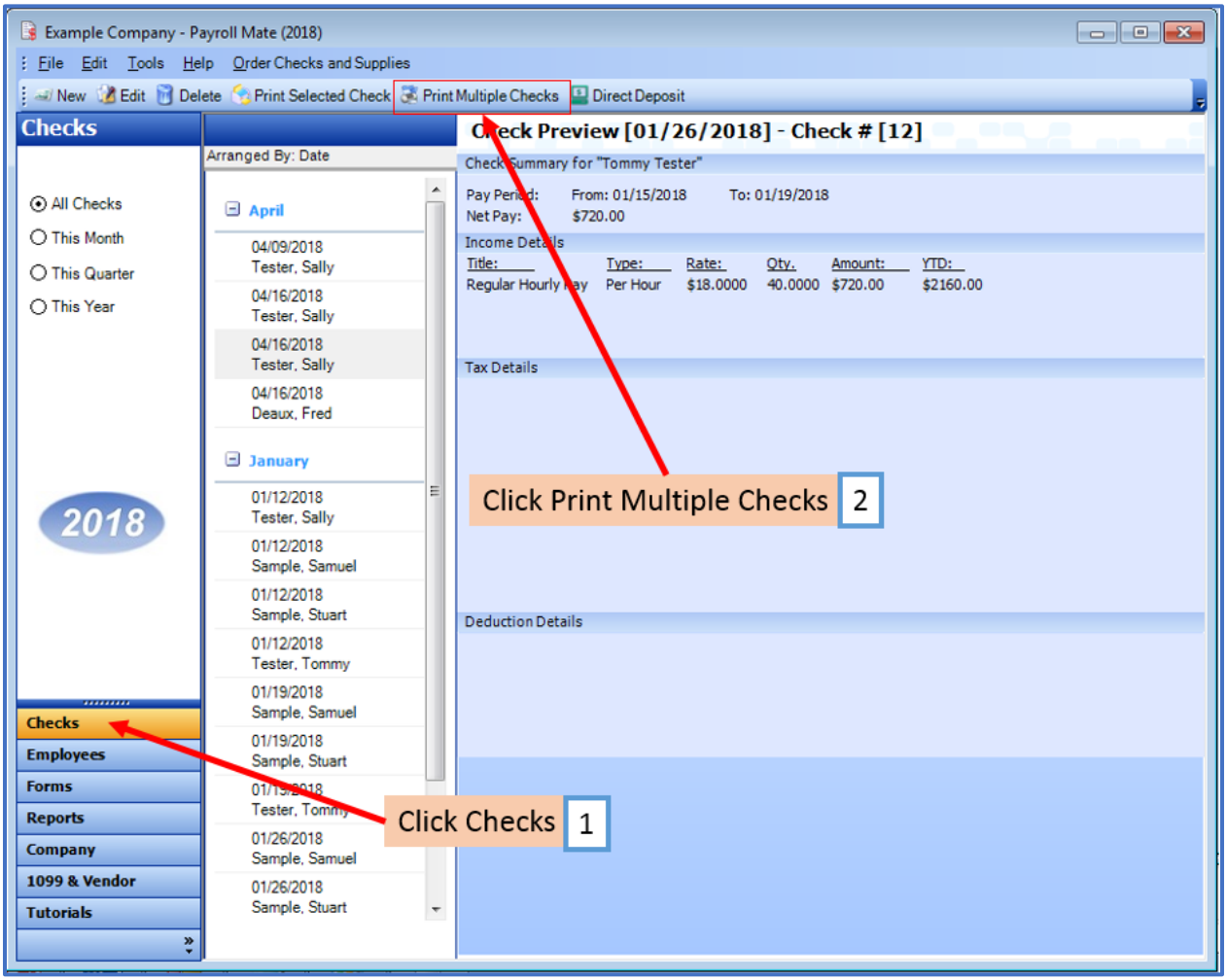
6. Click OK



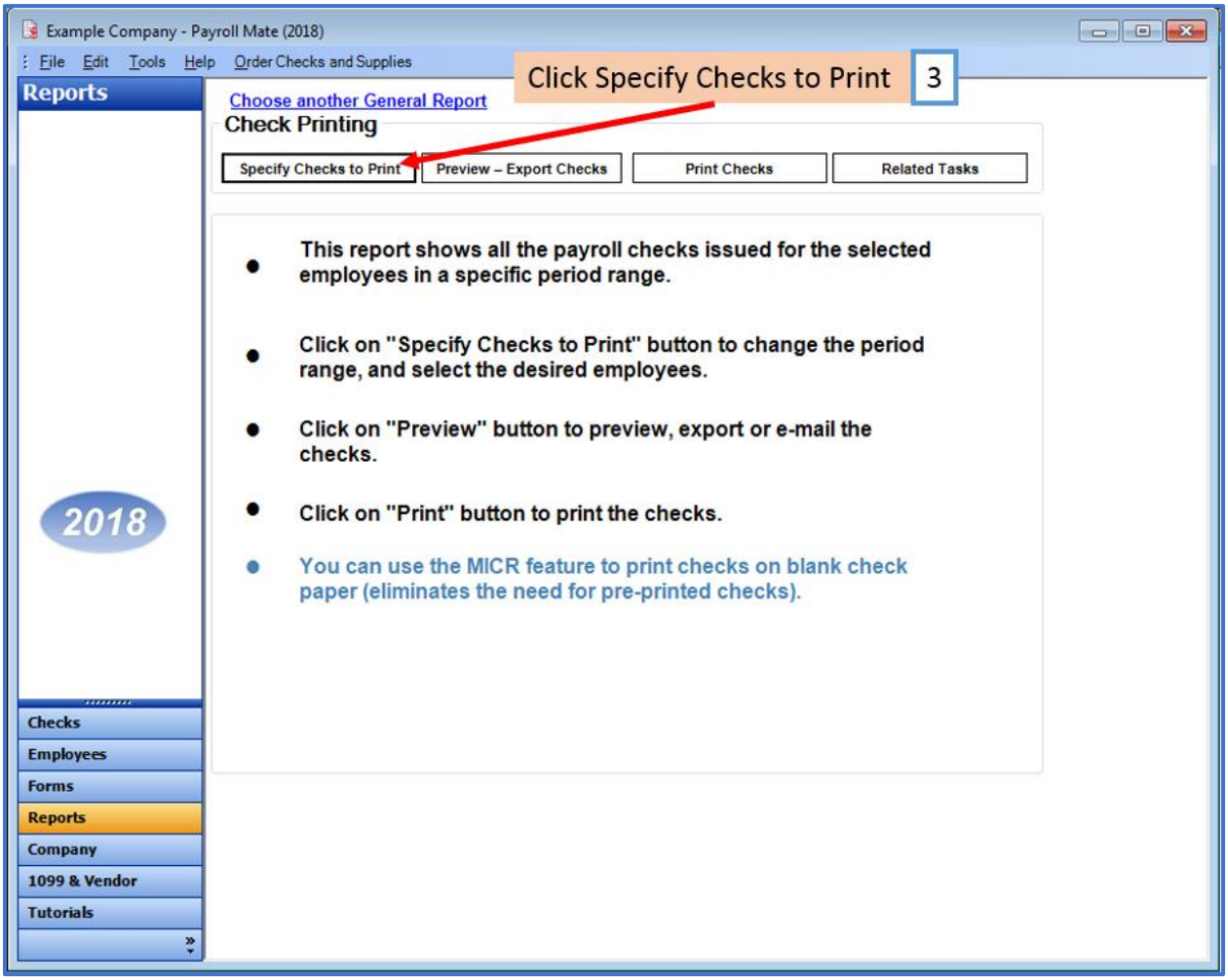
***Multiple Checks**

1. Click Checks from the shortcuts menu

2. Click Print Multiple Checks from second menu bar



3. Click Specify Checks to Print

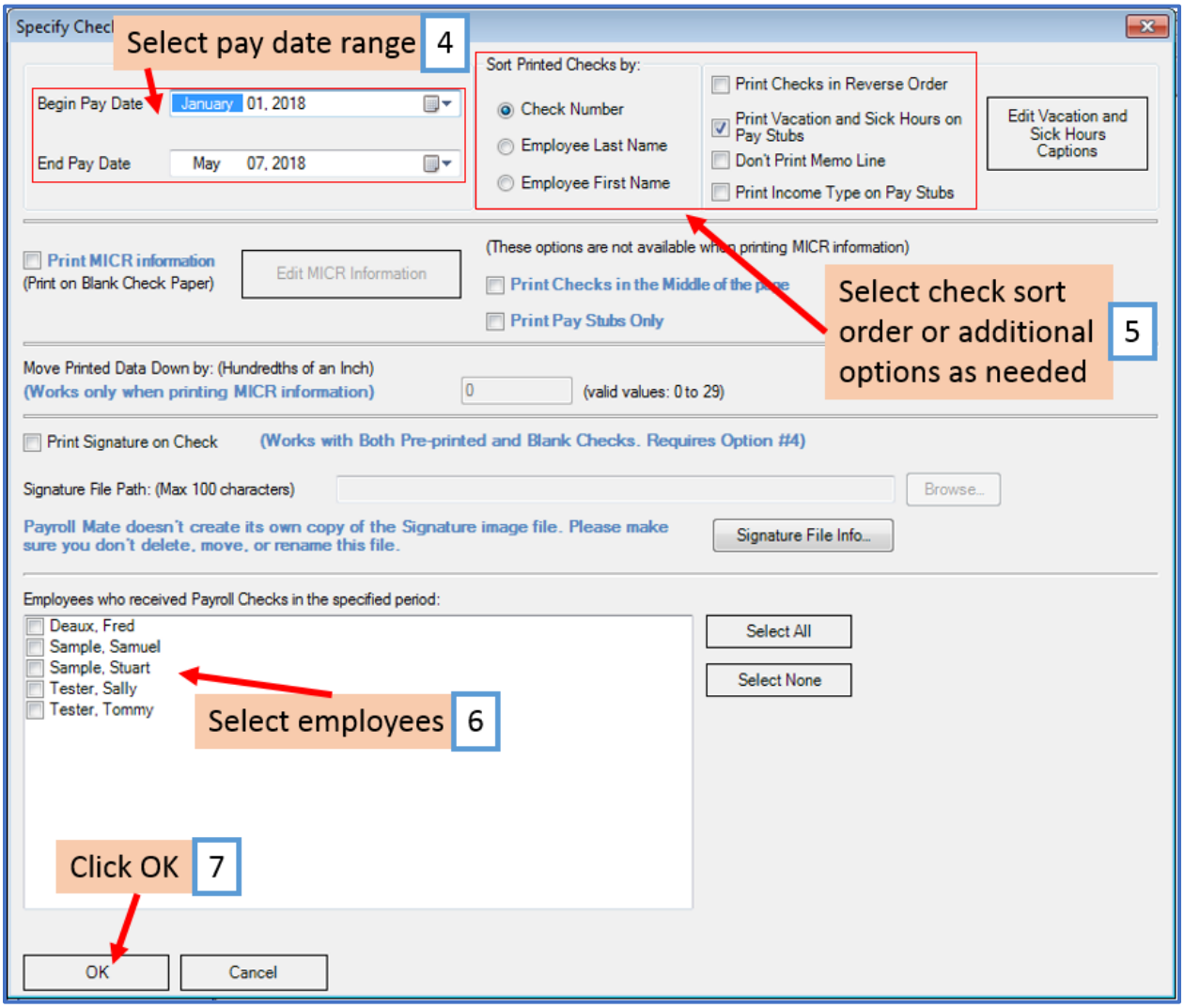


4. Select pay date range
Note: Pay special attention to the Pay Date, not Pay Period

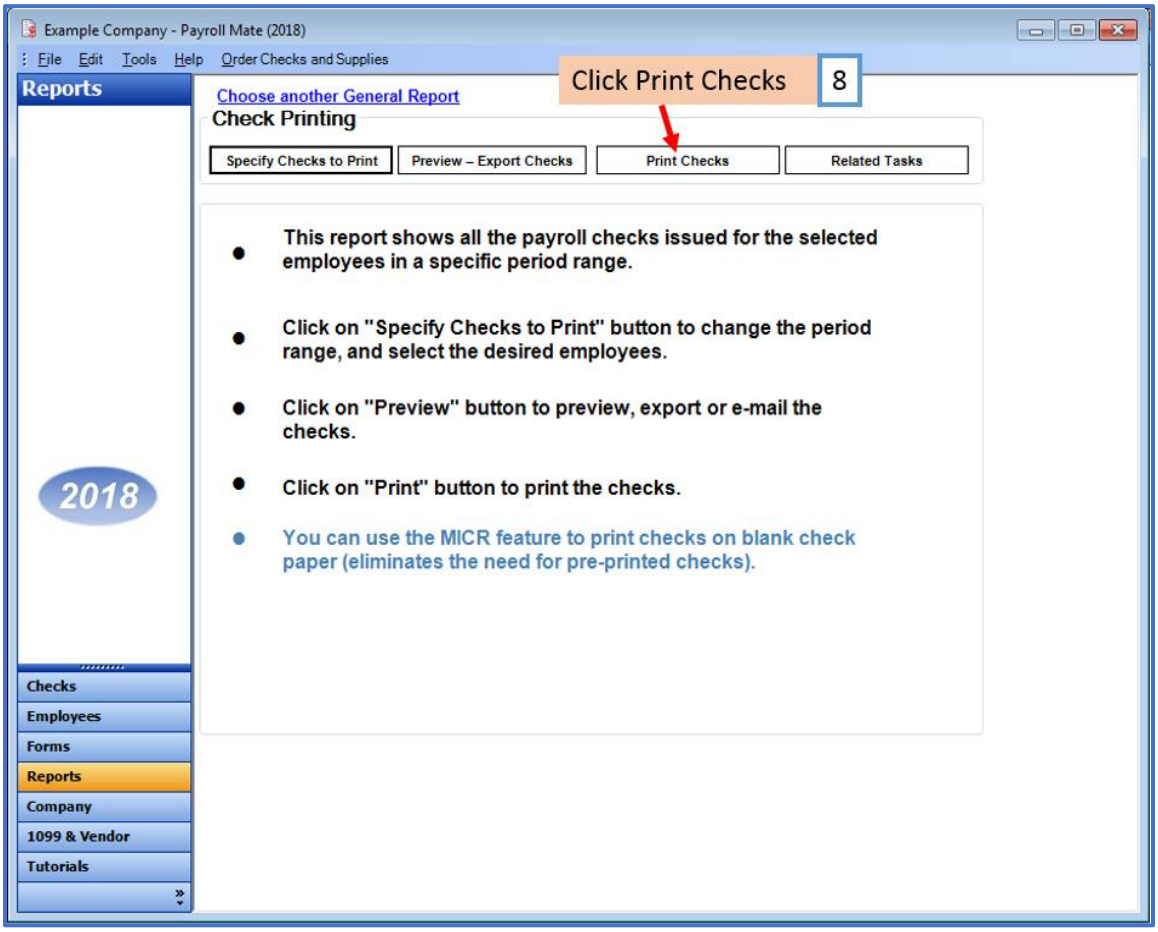
5. Select sort order or additional print options for printed checks as needed
Note: Recommended default sort order is Check Number

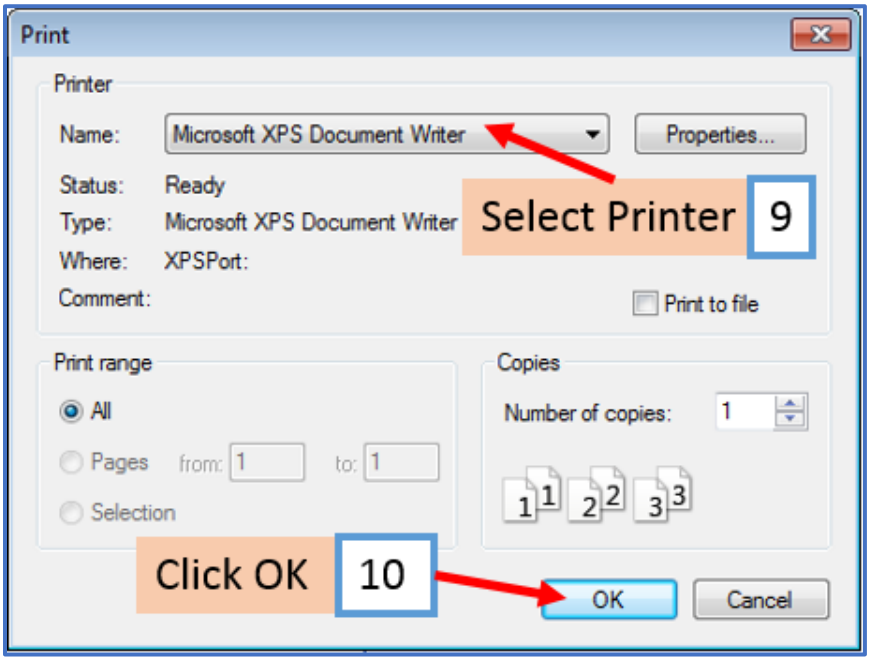
6. Select employees

7. Click OK



8. Click Print Checks



9. Select Printer

10. Click OK