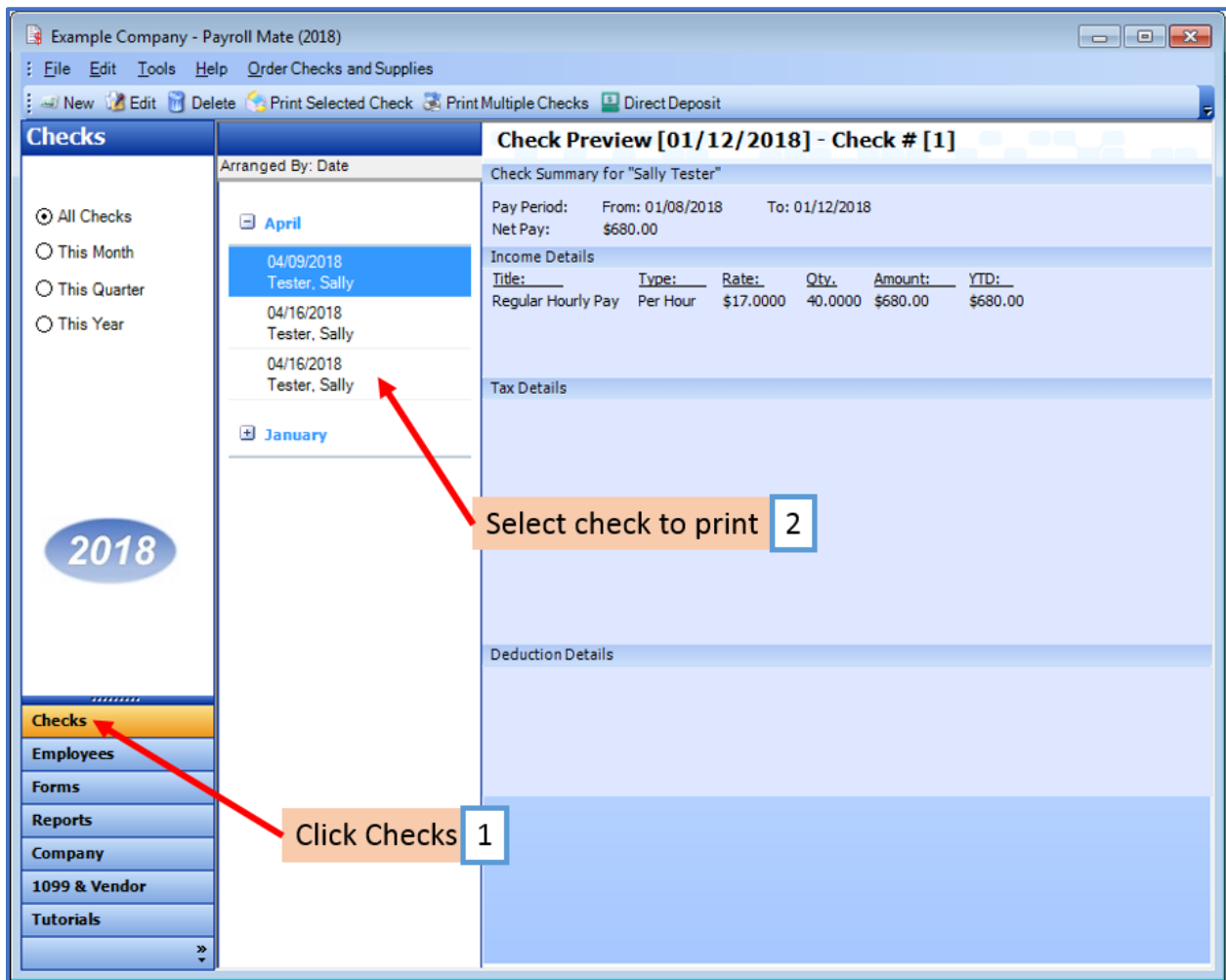


How to Print a Check in Payroll Mate

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

Example Company - Payroll Mate (2018)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

- All Checks
- This Month
- This Quarter
- This Year

2018

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

Check Preview [01/12/2018] - Check # [1]

Check Summary for "Sally Tester"

Pay Period: From: 01/08/2018 To: 01/12/2018
Net Pay: \$680.00

Income Details

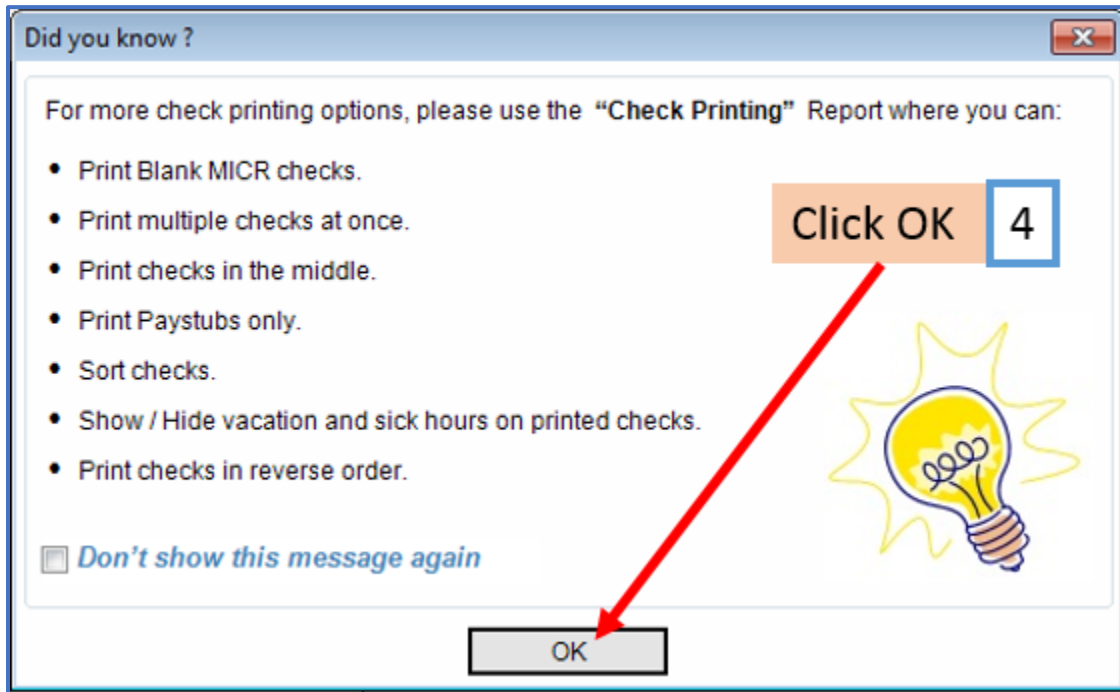
Title:	Type:	Rate:	Qty:	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$17.0000	40.0000	\$680.00	\$680.00

Tax Details

Deduction Details

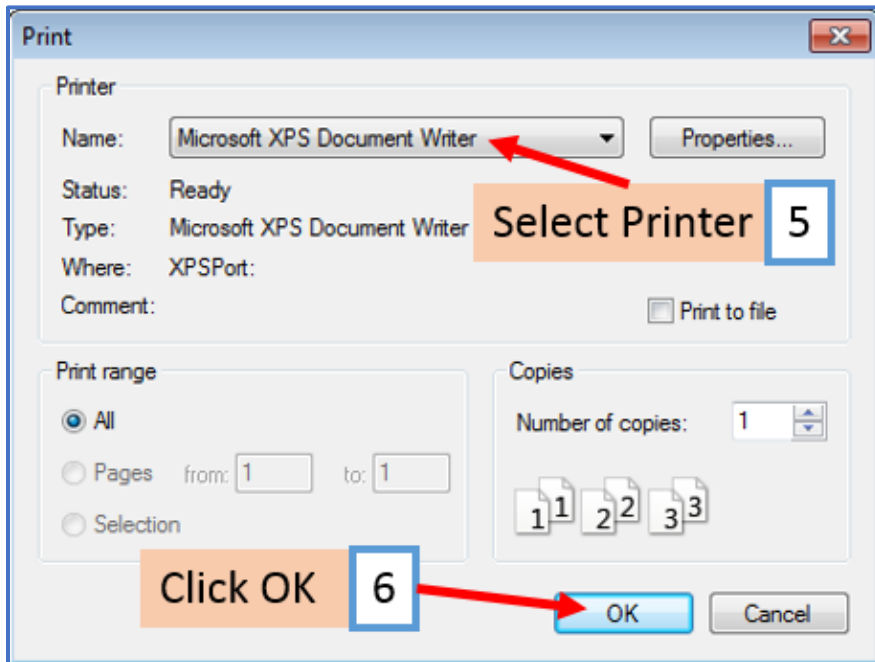
Click Print Selected Check 3

4. Click OK



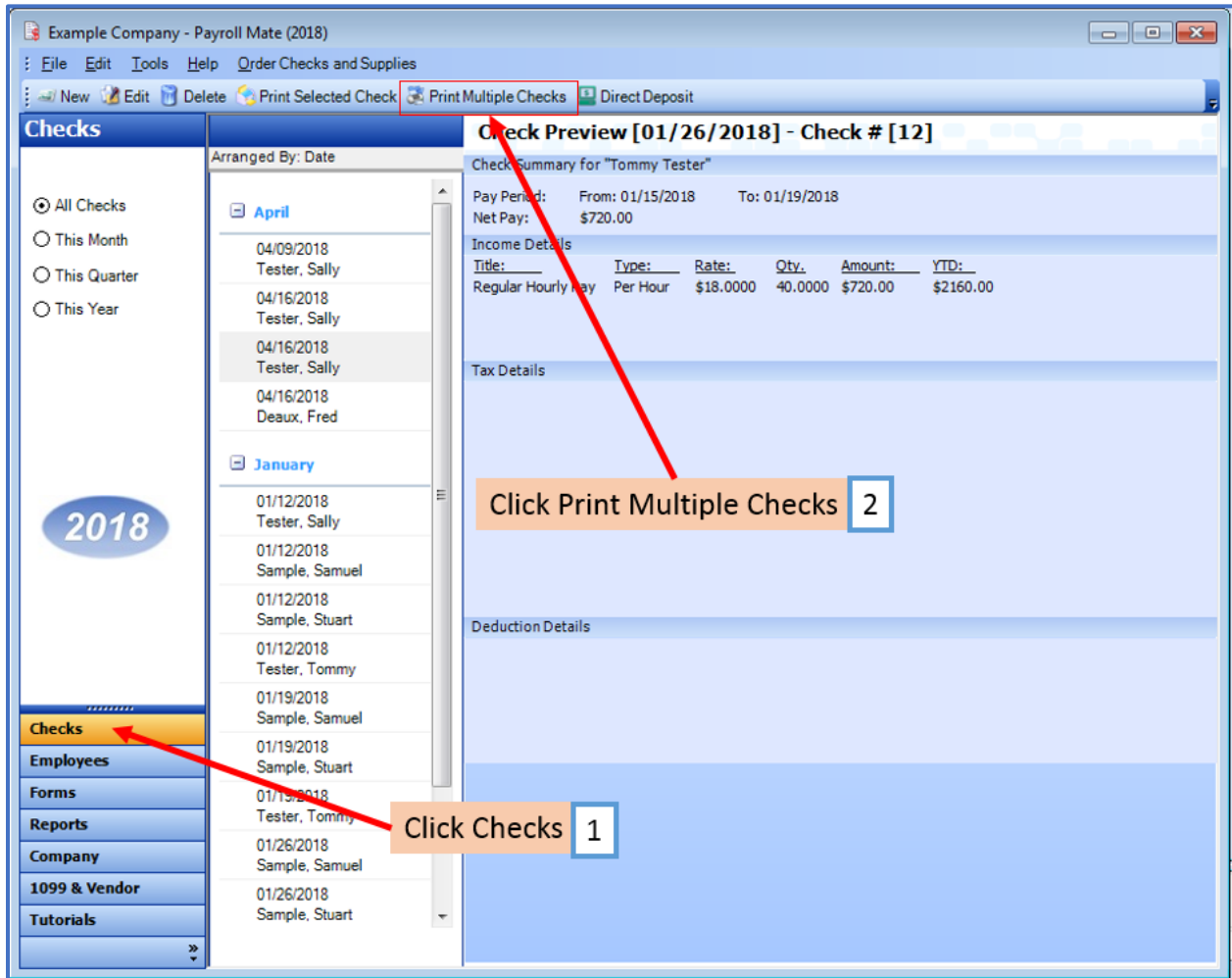
5. Select Printer

6. Click OK

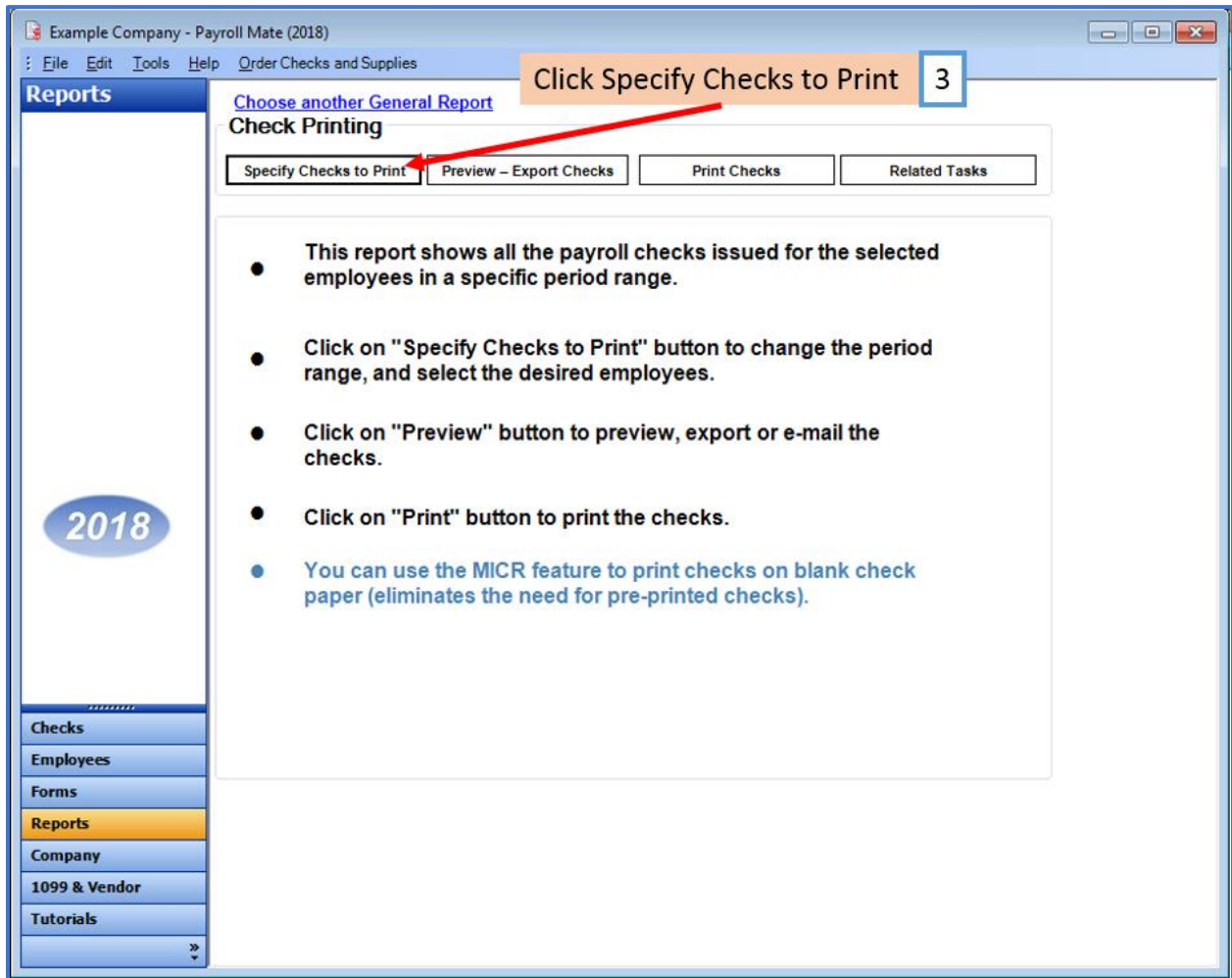


*Multiple Checks

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

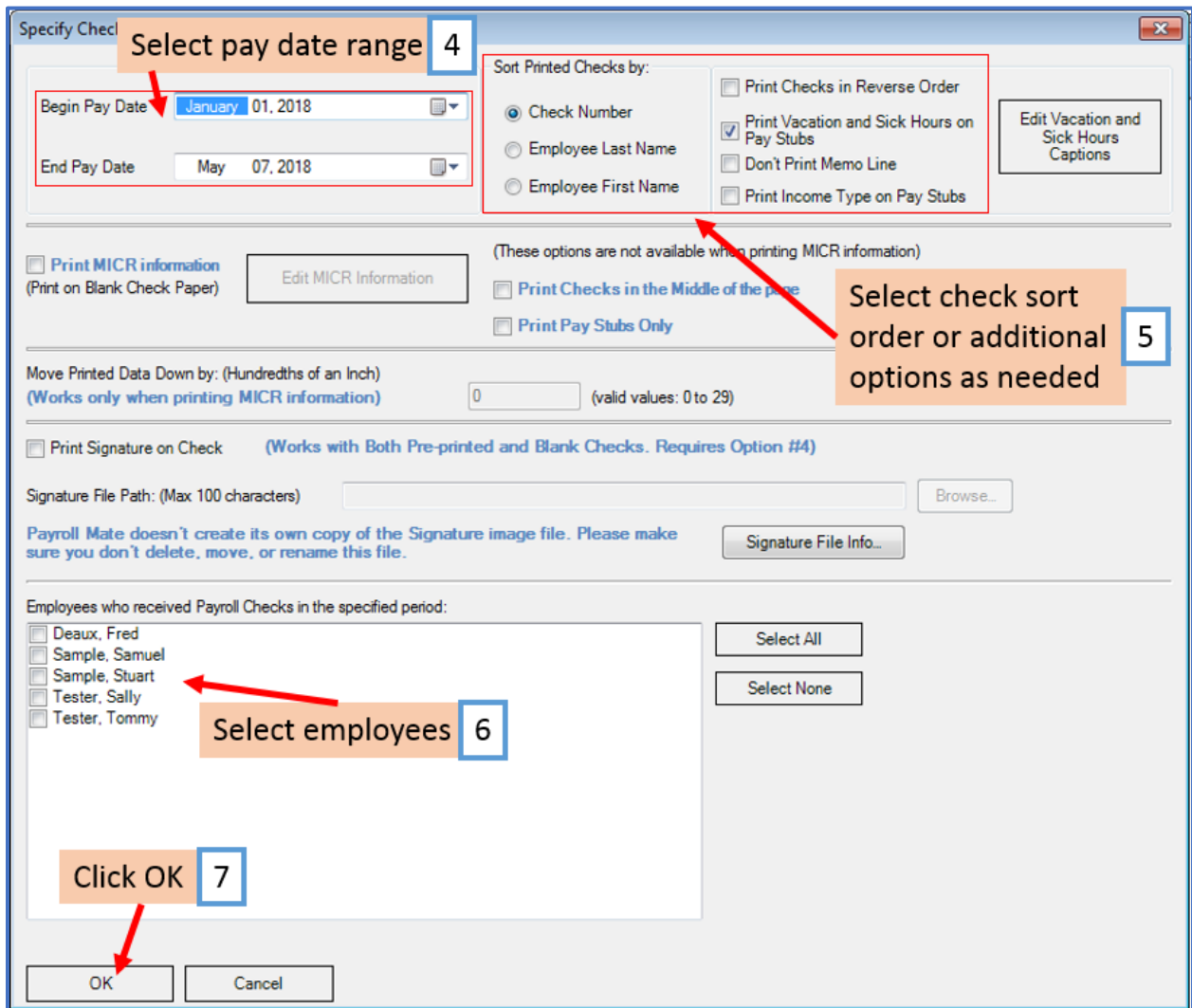
Note: Pay special attention to the Pay Date, not Pay Period

5. Select sort order or additional print options for printed checks as needed

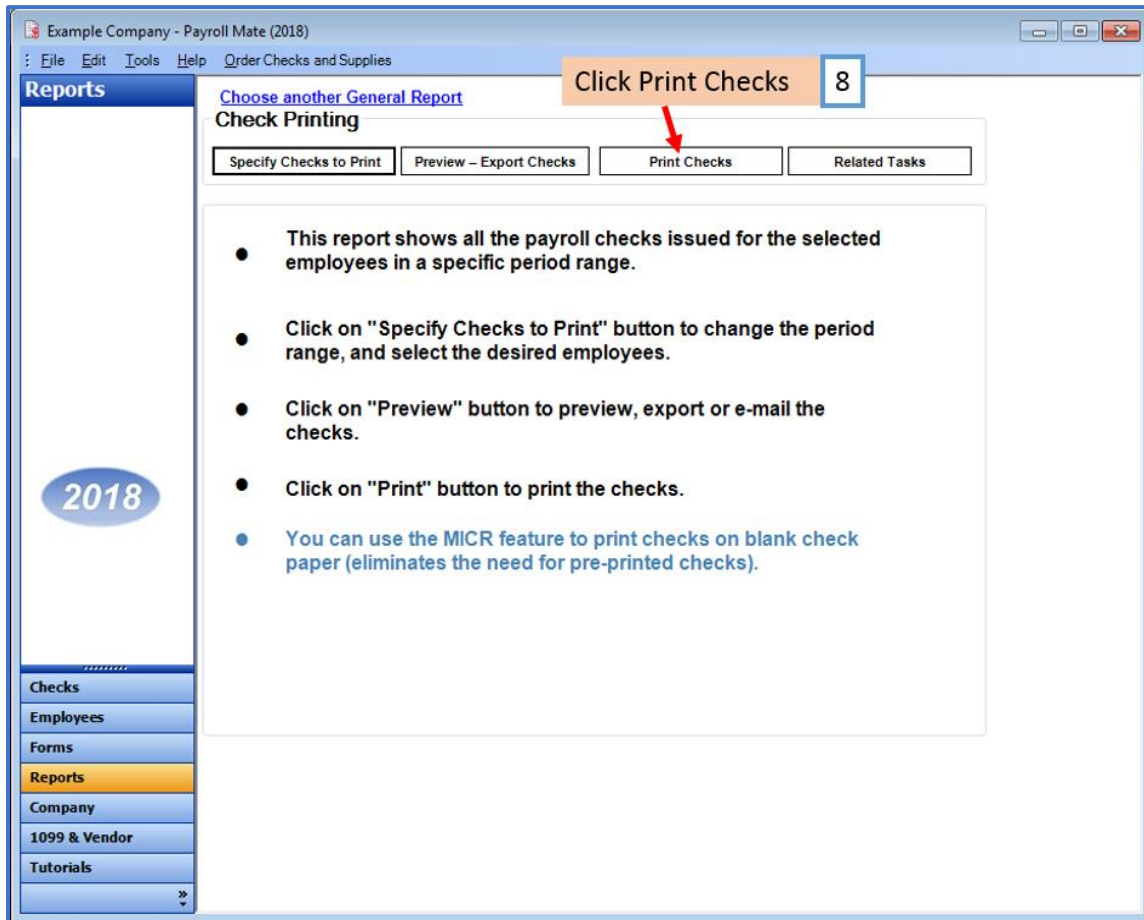
Note: Recommended default sort order is Check Number

6. Select employees

7. Click OK



8. Click Print Checks



9. Select Printer

10. Click OK

