

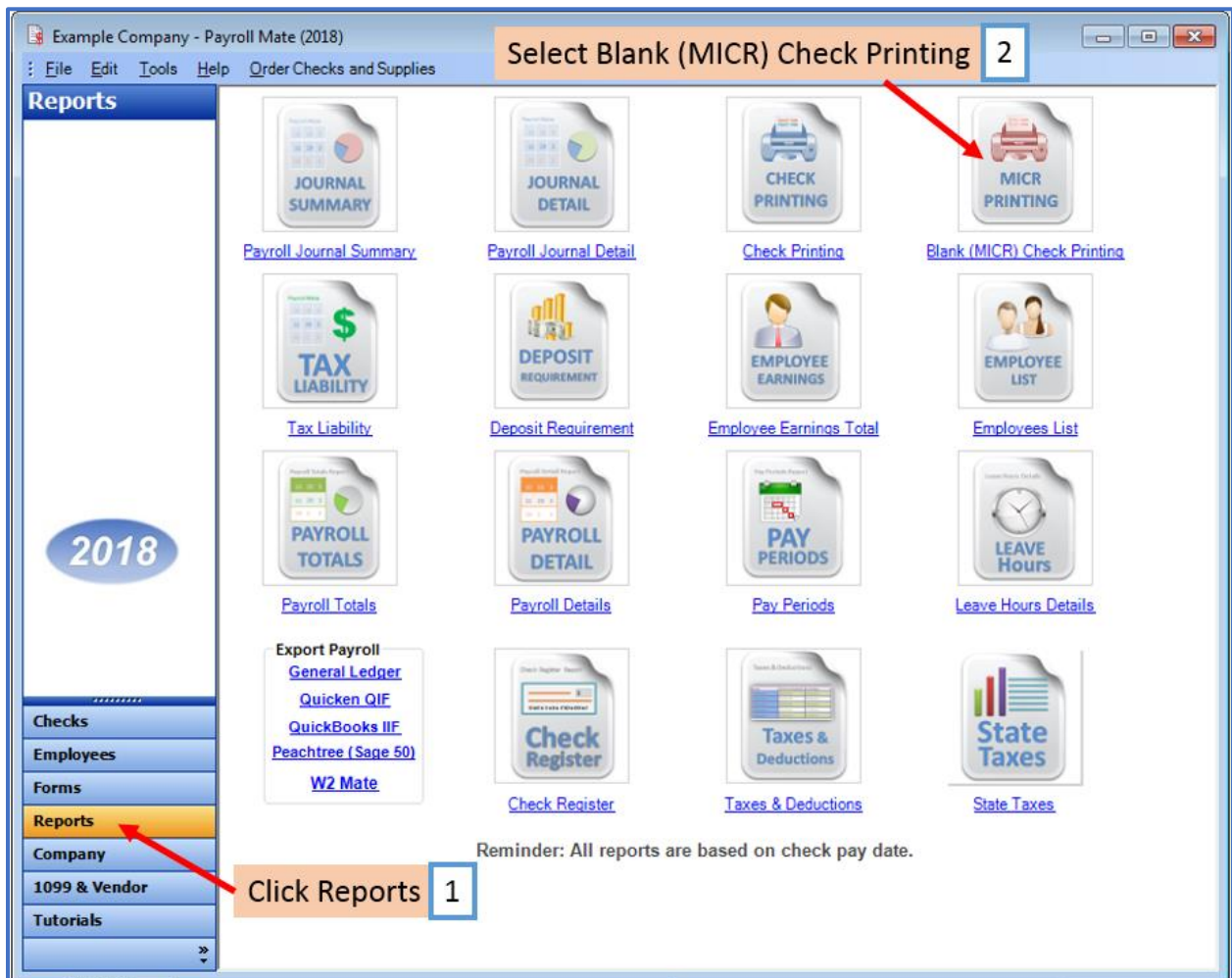
How to Print Vendor MICR Checks in Payroll Mate

Note: In order to use this feature you must purchase and enable Payroll Mate Option #4 (MICR Ink Check Printing) and Payroll Mate Option #6 Vendor & 1099 Center

There are 2 parts to this tutorial - printing the MICR check information on the check stock and printing the Vendor pay information on the MICR check

Part one – Print the MICR information on blank check stock

1. Inside Payroll Mate Software, Click Reports from Shortcuts
2. Select Blank (MICR) Check Printing



3. Click Blank Check Options

The screenshot shows the 'Example Company - Payroll Mate (2018)' application window. The menu bar includes 'File', 'Edit', 'Tools', 'Help', and 'Order Checks and Supplies'. A blue box with the number '3' highlights the 'Click Blank Check Options' text. Below this, the 'Reports' sidebar is visible. The main content area is titled 'Blank (MICR) Check Printing' and includes a 'Choose another General Report' link. Three buttons are present: 'Blank Check Options' (highlighted with a red arrow), 'Preview - Export Checks', and 'Print Checks'. A text box explains that this report allows creating blank checks with company and bank information. A bullet point states: 'You can then print your payroll checks on these blank checks in the same way you use any other Payroll Mate compatible blank checks.' Below this is a sample check image with annotations: '2018' in a blue oval, 'YOUR COMPANY NAME HERE' with address and phone, 'YOUR FINANCIAL INSTITUTION' with address and ABA Fraction (12-3456789), 'VOID' watermark, '50 DOLLARS', and MICR line with labels for 'Check Number', 'Routing Number', and 'Company Account Number'.

4. Complete all information

5. Click OK

Blank Check Printing Options **Complete information** 4

Please fill out the information below
If you are not sure what a certain field means, please click here:

Bank Information

Bank Name

Bank Address1

Bank Address2

Bank Phone Number

Bank Routing Number

ABA Fraction

Company Account Number

Check Options

Starting Check Number

Number of Checks to Print

Click OK 5

6. Click Print Checks

Example Company - Payroll Mate (2018)
File Edit Tools Help Order Checks and Supplies

Click Print Checks 6

Choose another General Report
Blank (MICR) Check Printing

Blank Check Options Preview - Export Checks **Print Checks**

This report allows you to create blank checks with your company and bank information printed on them.

- You can then print your payroll checks on these blank checks in the same way you use any other Payroll Mate compatible blank checks.

2018

YOUR COMPANY NAME HERE
123 MAIN STREET
ANYWHERE, US 12345
PH: 555-555-5555

YOUR FINANCIAL INSTITUTION
555 BRANCH STREET
ANYWHERE, US 12345
123456789

50

PAY TO THE ORDER OF

VOID

ABA Fraction

Routing Number

MEMO

Check Number

Company Account Number

DOLLARS

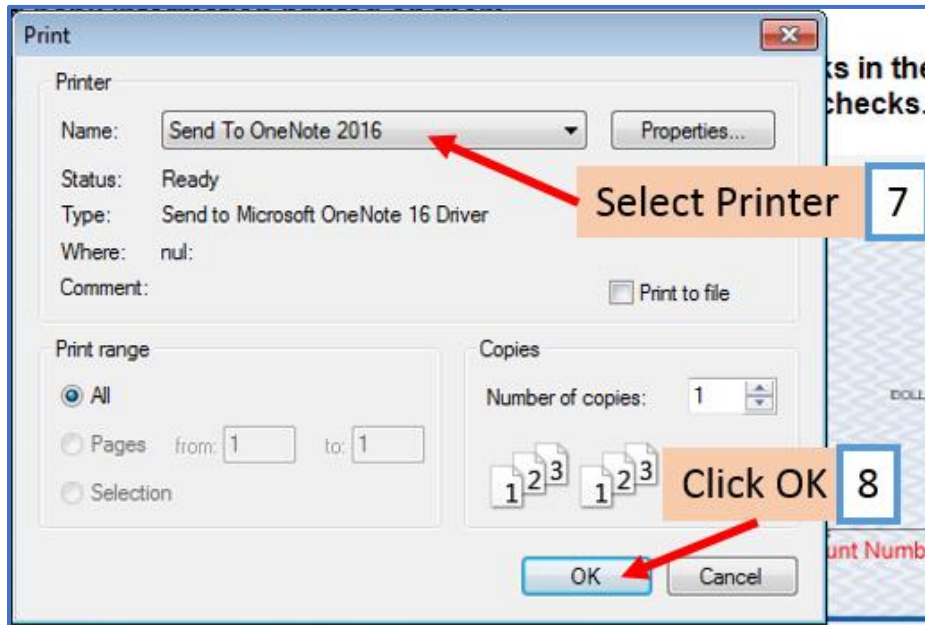
NO POSTING SIGNATURE

⑆000050⑆ ⑆000000000⑆ 00000000⑆

7. Select Printer

Note: Be sure to have the Blank Check Stock inserted into the printer

8. Click OK

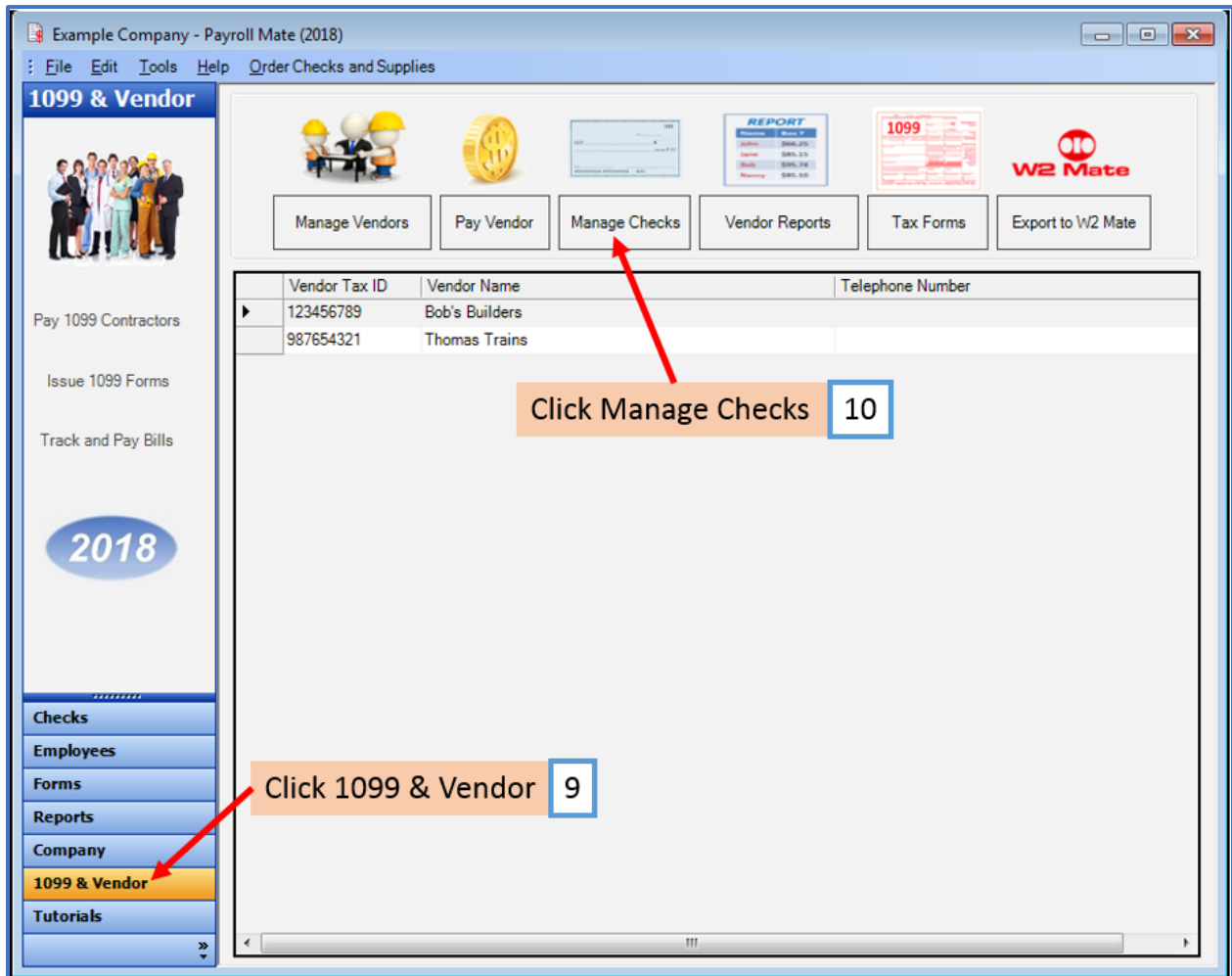


Part two – Print the Vendor check payment on the MICR check stock

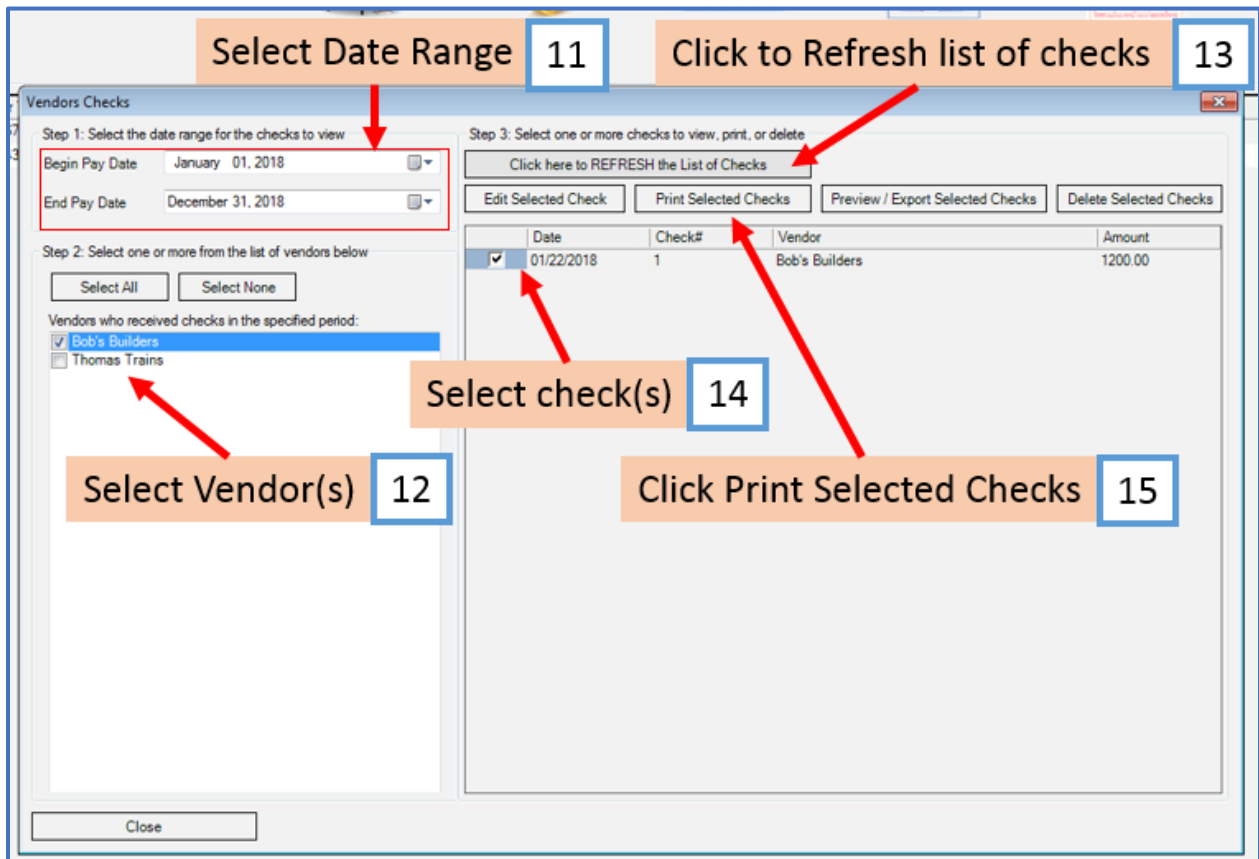
Note: Use checks from part one which now have the Bank MICR information printed

9. Click 1099 & Vendor from Shortcuts

10. Click Manage Checks



11. Select (Pay Date) Date Range
12. Select Vendor(s)
13. Click to Refresh list of checks
14. Select check(s)
15. Click Print Selected Checks



16. Select Printer

17. Click OK

