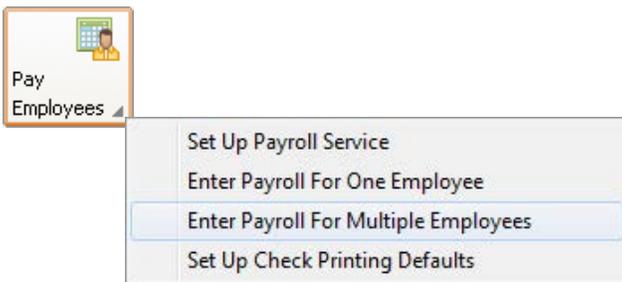# Printing Payroll Checks

## Available in Sage 50 Pro Accounting and Higher

# Quick Reference Guide

### How do I print multiple payroll checks?

Go to the **Employees and Payroll Navigation Center**, click Pay Employees, and then select Enter Payroll for Multiple Employees. This opens the Select for Payroll Entry window where you can pay a group of employees, modify pay information (such as hours worked or deductions), and print the checks in a batch.



Another way to print multiple pay checks is to select **Print Payroll Checks** in the **Employee Navigation Center**. Here you can print all the payroll checks that have not been printed yet (payroll checks that were entered with blank check numbers). Sage 50 will assign the next consecutive payroll check number when the checks are printed.

## How do I know which payroll check form to use?
Here's some terminology to help you determine the differences between the forms.

**Check form types:**
- **Laser** –This check form has two stubs and is used with laser or inkjet printers.
- **Continuous** –This check form has one stub and is used with dot matrix and other continuous printers
- **Multi Purpose** – This form is recommended if you have a single checking account set up for accounts payable and payroll. Sage 50 prints the lines and headers on each stub.
- **Preprinted** – This form is recommended if you have a separate checking account set up specifically for accounts payable and payroll. The stubs have columns and headers already preprinted on the form.

All Sage 50 check forms print the check in the middle and the stub(s) at the top and bottom. If the form is a one stub check, then the stub prints at the top and the check is in the middle. Make sure you buy forms that are compatible with Sage 50. Visit the Sage 50 website to order checks and forms for your business.