## How to Backup the Company Database in Payroll Mate®

Start by Opening your Payroll Mate Program



<u>www.PayrollMate.com</u> (800)-507-1992



			Go to → To	ools		
📑 Tutorial Co	mpar	ny - Payroll Mate (2013)				
<u>: File E</u> dit	Tool	Is Order Checks and Supplies				
: 🎎 New 😥		Backup Company Database	tiple Employees		_	-
Employee		Restore Company Database	st Name	SSNumber	Phone Number	Address1
		Import Companies from Payroll Mate 2012	per	463-84-6319	(646) 165-4654	2345 Kind Ln
<ul> <li>All Employ</li> </ul>		Generate <u>D</u> irect Deposit file	ith estion	456-45-6546 456-45-6565	(456) 453-4264 (456) 456-6654	4561 Helper Lane 46456 Problem Dr
		Print Blank (MICR) Checks				
O Active Emp		Delete Multiple Checks		_	Select	
		Export Pavroll Data to:		Bac	kup Compa	any
O Inactive Er		Export W-2 Information to W2 Mate			Database	
	_					
201	2					
2015						
Checks						
Employees						
Forms						
Reports						
Company						
Vendor Cente	r					
		» *				
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## Congratulations. The backup has been created!

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