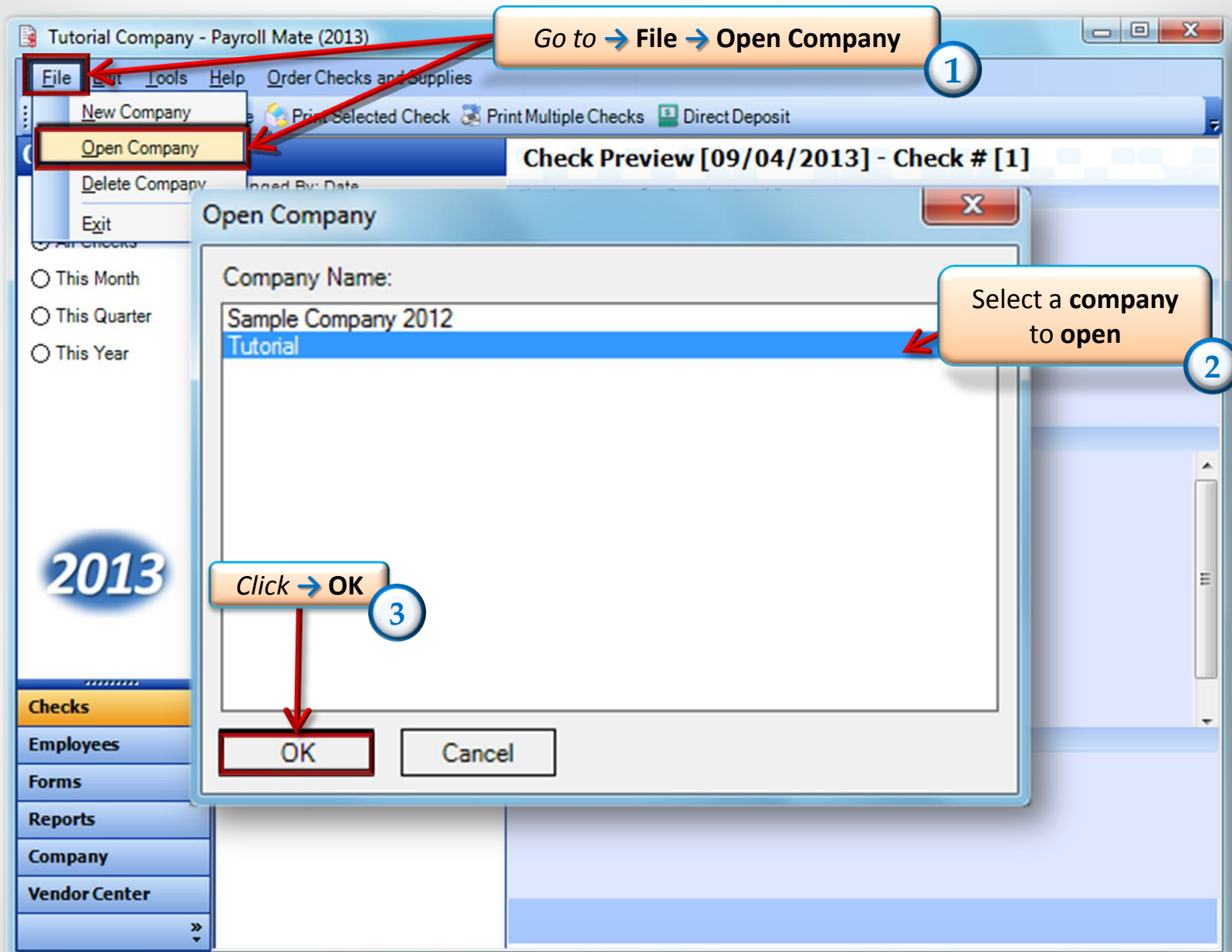


# *How to Delete a Vendor in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program






Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

## Vendor Center







Pay 1099 Contractors

Issue 1099 Forms

Track and Pay Bills

# 2013

- Checks
- Employees
- Forms
- Reports
- Company
- Vendor Center**

Manage Vendors

Pay Vendor

Manage Checks

Vendor Reports

Tax Forms

Export to W2 Mate


Vendor Tax ID	Vendor Name	Telephone Number
▶ 465465189	Helper Happy Boss	(543) 641-8364

Go to → Vendor Center 4

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

## Vendor Center







Pay 1099 Contractors

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Track and Pay Bills

**2013**

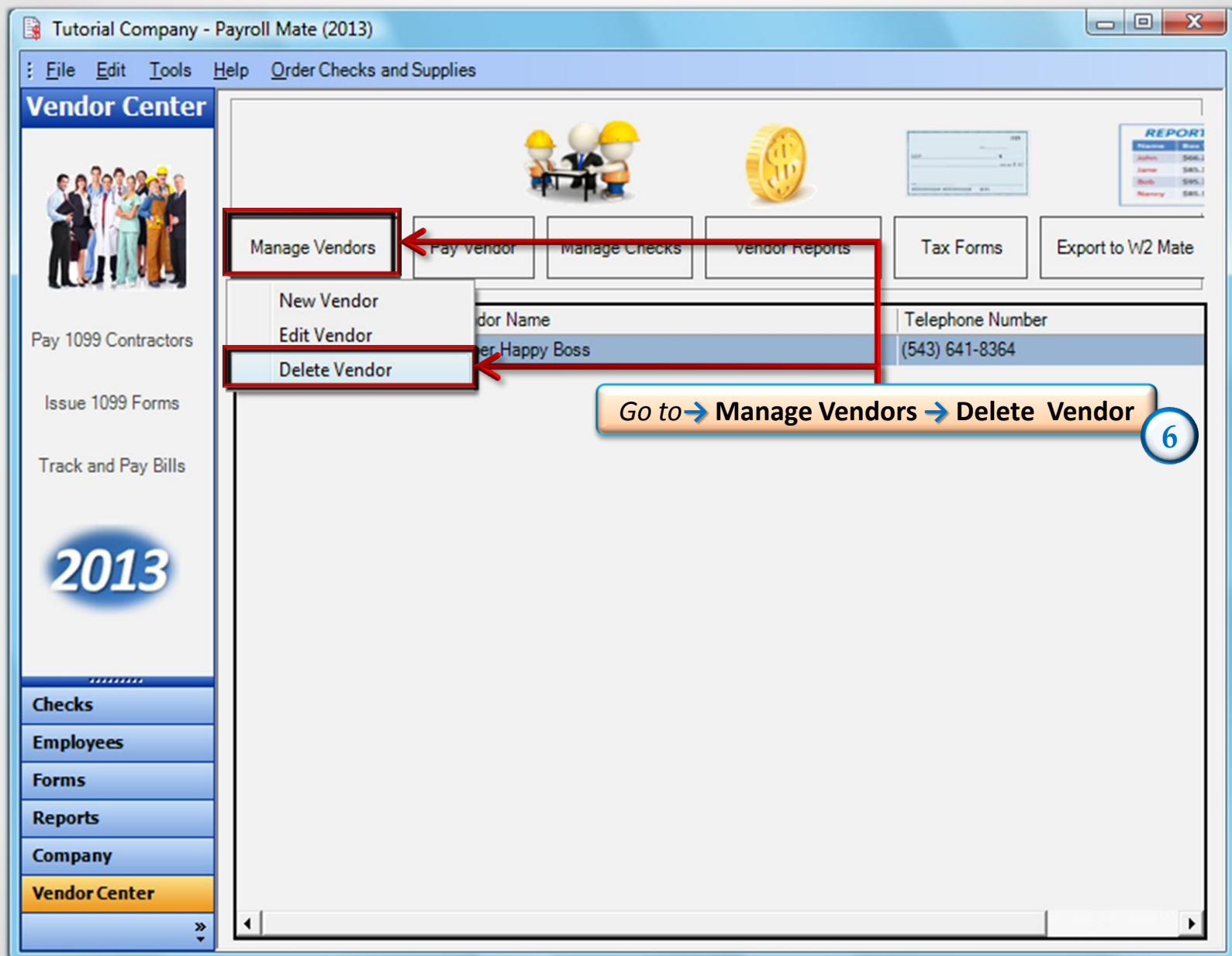
- Checks
- Employees
- Forms
- Reports
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Manage Vendors Pay Vendor Manage Checks Vendor Reports Tax Forms Export to W2 Mate

Vendor Tax ID	Vendor Name	Telephone Number
465465189	Helper Happy Boss	(543) 641-8364


Click → Vendor to be deleted **5**



Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

## Vendor Center







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Delete Vendor

Are you sure you want to delete this record?

Yes No

Click → Yes 7



***Congratulations. You know how to delete a vendor!***

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