

How to Edit a Deduction Category in Payroll Mate®

Start by Opening your
Payroll Mate
Program



1 Go to → File → Open Company

2 Select a company to open

3 Click → OK

2013

File Edit Tools Help Order Checks and Supplies

New Company Open Company Delete Company Exit

Print Selected Check Print Multiple Checks Direct Deposit

Check Preview [09/04/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013

Net Pay: \$146.83

Open Company

Company Name:

Sample Company 2012
Tutorial

OK Cancel

YTD:

\$14.00
\$11.16
\$2.61
\$0.00
\$0.00
\$3.60
\$11.16
\$2.61
\$1.08

Deduction Details

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

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File Edit Tools Help Order Checks and Supplies

Company

General Information Federal Tax Information State Tax Information

Income Categories Tax Categories **Deduction Categories**

Title	Calculation
401K (Employee)	Percentage
401K (Employer)	Percentage
▶ deduction	Percentage

Go to → Company 4

Click → Deduction Categories 5

2013

Checks
Employees
Forms
Reports
Company
Vendor Center

Add Edit Delete

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File Edit Tools Help Order Checks and Supplies

Company

General Information Federal Tax Information State Tax Information

Income Categories Tax Categories Deduction Categories

Title	Calculation
401K (Employee)	Percentage
401K (Employer)	Percentage
deduction	Percentage

Select a **Deduction** to edit

2013

Checks
Employees
Forms
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Vendor Center

Click → Edit

Add Edit Delete

Here is where you can edit the Deduction category that was created. Once you are done editing click ok!

Deduction Details [X]

Title: Calculation:

Abbreviation: Paid by:

Default Quarterly Rates: Cutoff:

Inactive

W-2 Options

Use on Box 10 (Dependent Care Benefits)

Use on Box 12

Use on Box 14 (Other)

Exemptions

OK Cancel



Congratulations . You have Edited a Deduction category!

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