How to Edit a Vendor Check in Payroll Mate®

Start by Opening your Payroll Mate Program



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



Tutorial Company - Payroll Mate (2013)						
<u>; F</u> ile <u>E</u> dit <u>T</u> ools	Help Order Checks and Supplies					
Vendor Center		III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII				
	Manage Vendors Pay Vendor Manage Checks Vendor Reports	Tax Forms Export to W2 Mate				
Pau 1000 Contractors	Vendor Tax ID Vendor Name	Telephone Number				
Fay 1055 Contractors	▶ 465465189 Helper Happy Boss	(543) 641-8364				
Issue 1099 Forms						
Track and Pay Bills						
2013						
	Go to -> Vendor Center					
Checks	4					
Employees						
Forms						
Reports						
Company						
Vendor Center						
» *		•				



Select a Begin Pay Date and End Pay Date of checks to					
Vendors Checks		be edited	6		
Step 1: Select the date range for the checks to view	⊂Step 3: Select one or more checks to view, prin	t. or delete			
Begin Pay Date Tuesday , January 01, 2013 💌	Click here to REFRESH the List of Check	ks 📕	_		
End Pay Date Tuesday, December 31, 2013	Edit Selected Check Print Selected C	hecks Preview / Export Selected Checks	Delete Selected Checks		
	Date Check#	Vendor	An punt		
Step 2: Select one or more from the list of vendors below	09/17/2013 1	Happy Helper Jr	350.00		
Select All Select None					
Vendors who received checks in the specified period:	Select a Vendor				
	(7)			
		Clici	$k \rightarrow$ "Click here to		
		REI	RESH the List of		
	L				
Close					

Vendo 9 ks		×
Select a check to edit	Step 3: Select one or more checks to view, print, or delete	Click → "Edit Selected Check"
Begin I	Click here to REFRESH the List of Cherks	
End Pay Date Tuesday , December 31, 2813 💌	Edit Selected Check Previe	w / Export Selected Checks
Step 2: Select one or more from the list of vendors below	Date Check# Vendor V 09/17/2013 1 Happy Helper J	r 350.00
Select All Select None		
Vendors who received checks in the specified period:		
Class		
Ciose		

Vendor Payment box will appear 11			
Vendor Payment Vendor Happy Helper Jr Pay Date Tuesday , September 17, 2013 Category Ticket Memo OK Cancel	Check # 1	Amount 350.00 New Category	In this screen you can Edit a Vendor Check 12





Congratulations. You know how to edit a vendor check!

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