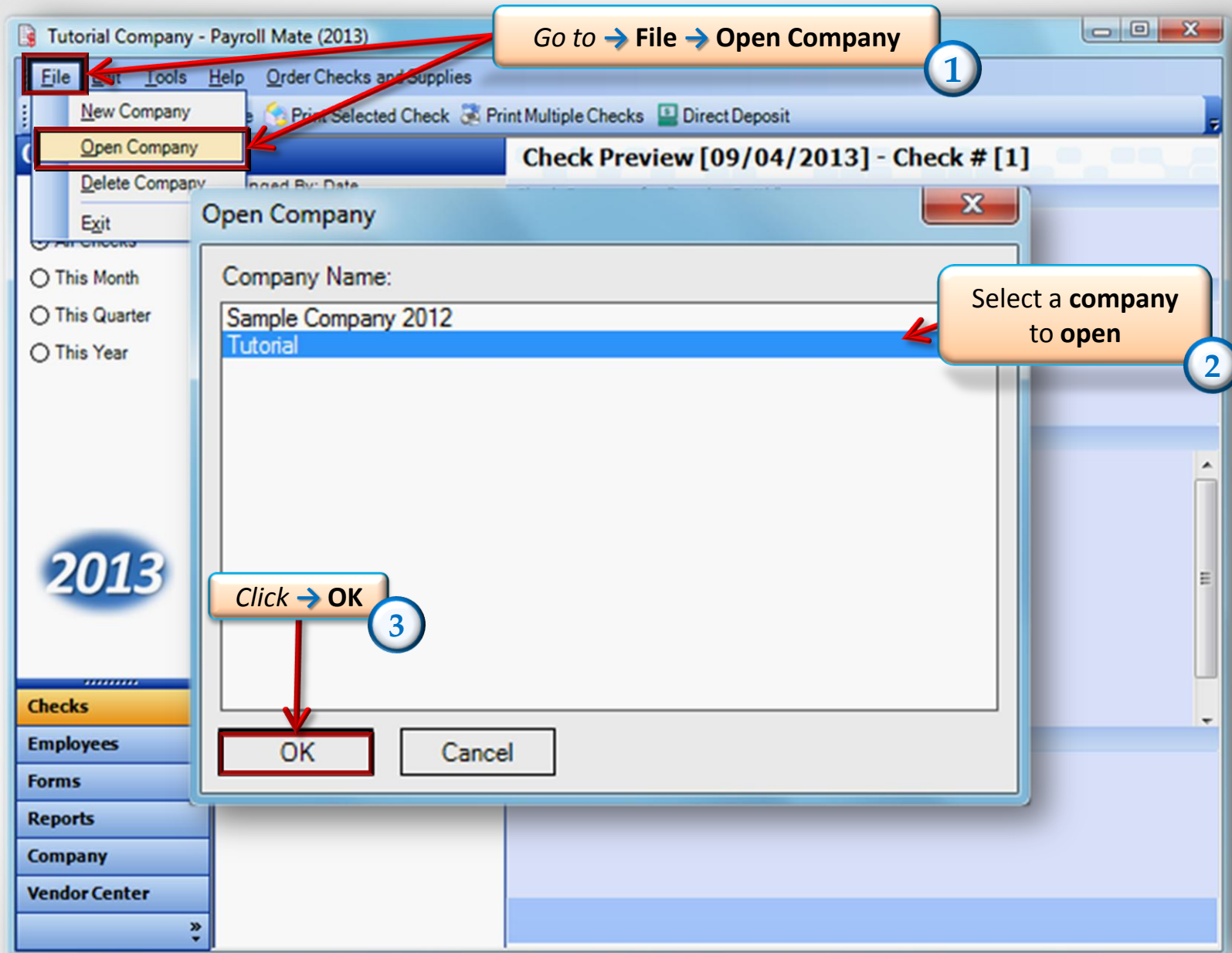


How to Edit a Vendor in Payroll Mate®

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)

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Click → Vendor to be edited

5

Tutorial Company - Payroll Mate (2013)

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Pay 1099 Contractors
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Manage Vendors Pay Vendor Manage Checks Vendor Reports Tax Forms Export to W2 Mate

New Vendor
Edit Vendor
Delete Vendor

Vendor Name	Telephone Number
Mr. Happy Boss	(543) 641-8364

REPORT

Employee	Hours
John	500.0
Jane	500.0
Bob	500.0
Mary	500.0

Go to → Manage Vendors → Edit Vendor 6

Edit Vendor box will appear

7

Edit Vendor

Vendor's Tax Identification #

465465189

Payments made to this vendor go to 1099-Misc box:

1. Rents

Vendor Name Line One (Example: John Doe)

Helper Happy Boss

Vendor Name Line Two (optional, use if you need to)

Street Address Line1

456 Help In

Street Address Line2

City

Question

State

AZ

Zip code

13655-854

Non-US Address

Telephone

(543) 641-8364

Fax

(498) 167-4169

Email

Print on Checks as

Helper

Memo

Click → OK

9

OK

Cancel

8

Edit Vendor information in this screen



Congratulations. You know how to edit a vendor!

www.PayrollMate.com

1-800-507-1992