

# *How to Run a Deposit Requirement Report 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

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

### Reports

2013

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

**4** Go to → Reports

**5** Click → Deposit Requirement

**Journal Summary**  
Payroll Journal Summary

**Journal Detail**  
Payroll Journal Detail

**Check Printing**  
Check Printing

**MICR Printing**  
Blank (MICR) Check Print

**Tax Liability**  
Tax Liability

**Deposit Requirement**  
Deposit Requirement

**Employee Earnings**  
Employee Earnings Total

**Employee List**  
Employees List

**Payroll Totals**  
Payroll Totals

**Payroll Detail**  
Payroll Details

**Pay Periods**  
Pay Periods

**Leave Hours**  
Leave Hours Details

Export Payroll  
[General Ledger](#)  
[Quicken QIF](#)  
[QuickBooks IIF](#)  
[W2 Mate](#)

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

## Reports

[Choose another General Report](#)  
**Deposit Requirement**

Report Options Preview - Export Print

**2013**

- This report lists the cash required to fund the payroll, with subtotals for net pay, Form 941 taxes, and each other tax and deduction that appears on pay checks in the specified period range.
- Click on "Report Options" button to change the period range.
- Click on "Preview" button to preview, export or e-mail the created report.
- Click on "Print" button to print the report.

Click → Report Options 6

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

**Reports**

[Choose another General Report](#)

**Deposit Requirement**

Report Options Preview - Export Print

This report lists the cash required to fund the payroll subtotals for net pay, Form 941 taxes, and each other deduction that appears on pay checks in the specified period range.

Report Options

Begin Pay Date Saturday, September 01, 2012

End Pay Date Monday, September 30, 2013

OK Cancel

2013

Checks

Employees

Forms

**Reports**

Company

Vendor Center

Select a **Begin** and **End Pay Date** for report

7

Click on "Print" button to print the report.

Click → OK

8

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Reports

[Choose another General Report](#)

Deposit Requirement

Report Options Preview - Export Print

2013

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Click → Preview 9

## Deposit Requirement Report

### Tutorial Company

Begin Date: 09/01/2012 End Date: 09/30/2013

<u>Item</u>	<u>Amount</u>	<u>Subtotal</u>
Net Pay	2543.71	2543.71
Federal Income Tax	327.00	
Social Security (Employee)	200.19	
Social Security (Employer)	200.19	
Medicare (Employee)	46.82	
Medicare (Employer)	46.82	
Form 941 Taxes		821.02
Federal Unemployment Insurance	19.37	19.37
State Income Tax	9.80	9.80
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	64.58	64.58
hiu	10.50	10.50
State Unemployment (Employer)	32.29	32.29
State Disability Insurance (Employer)	64.58	64.58
Trainer Tax	20.50	20.50
Deduction	5.90	5.90
Total Deposit Requirement		3592.25

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

## Reports

[Choose another General Report](#)

### Deposit Requirement

Report Options Preview - Export **Print**

*Click → Print*

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2013

Checks  
Employees  
Forms  
Reports  
Company  
Vendor Center



***Congratulations. You know how to run a deposit requirement report!***

**www.PayrollMate.com**

**1-800-507-1992**