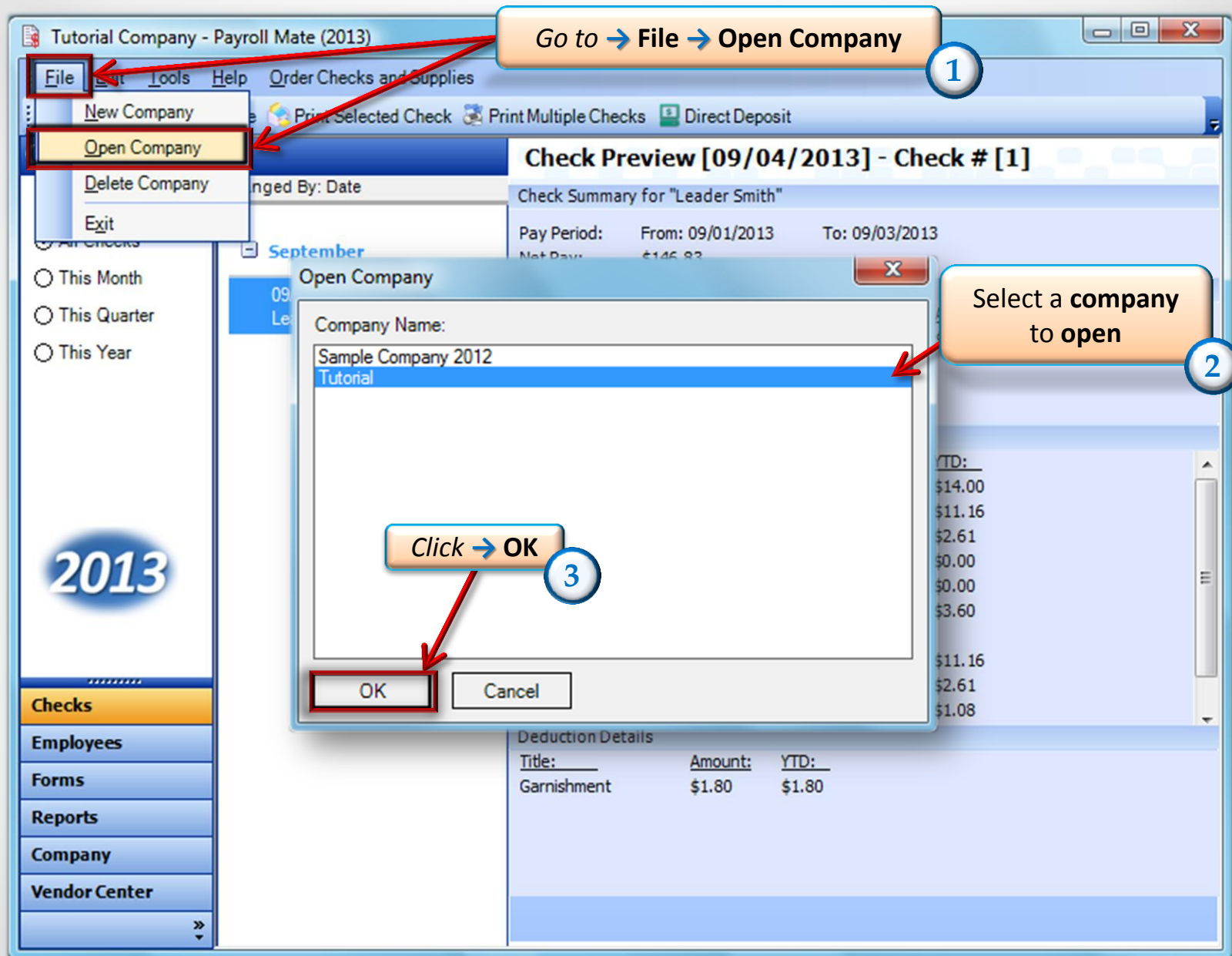


How to Delete a Deduction Category in Payroll Mate®

Start by Opening your
Payroll Mate
Program





Tutorial - Payroll Mate (2013)

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

Tutorial - Payroll Mate (2013)

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 Delete 6

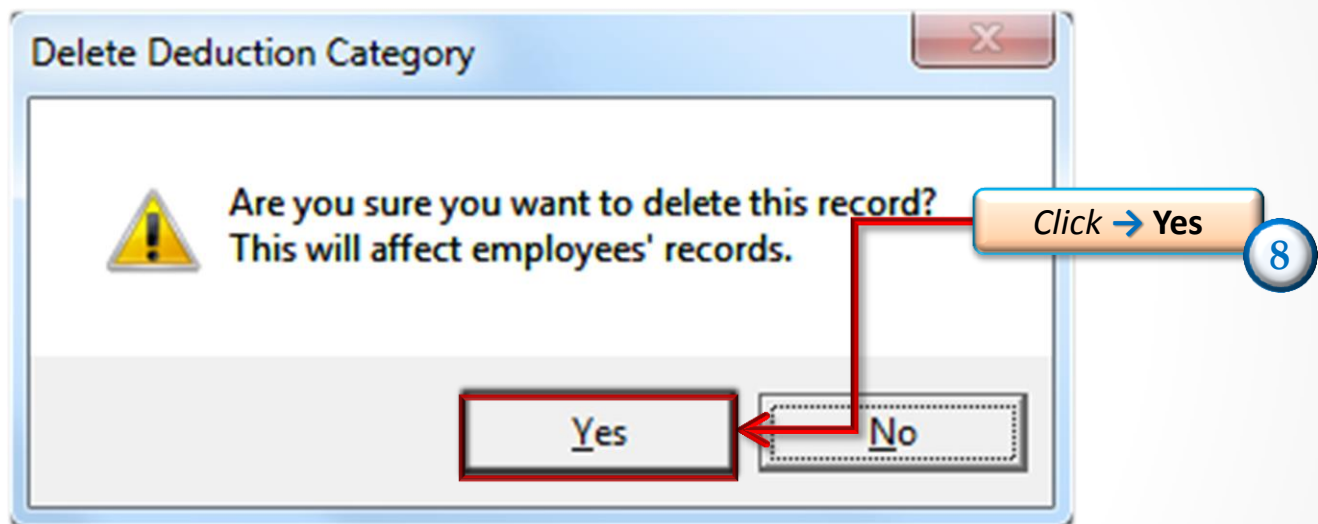
2013

Checks Employees Forms Reports Company Vendor Center

Add Edit Delete

Click → Delete 7

The screenshot shows the 'Company' section of the Payroll Mate software. A table lists deductions: '401K (Employee)', '401K (Employer)', and 'deduction'. The 'deduction' row is highlighted. A callout box with the number 6 points to this row with the text 'Select a Deduction to Delete'. At the bottom right, a 'Delete' button is highlighted, with a callout box with the number 7 pointing to it with the text 'Click → Delete'. The left sidebar shows a menu with 'Company' selected. The top of the window shows the title 'Tutorial - Payroll Mate (2013)' and a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu bar is a sub-menu 'Order Checks and Supplies'. The year '2013' is displayed in a large font on the left side of the main content area.





Congratulations. You have deleted a deduction category!

www.PayrollMate.com

1-800-507-1992