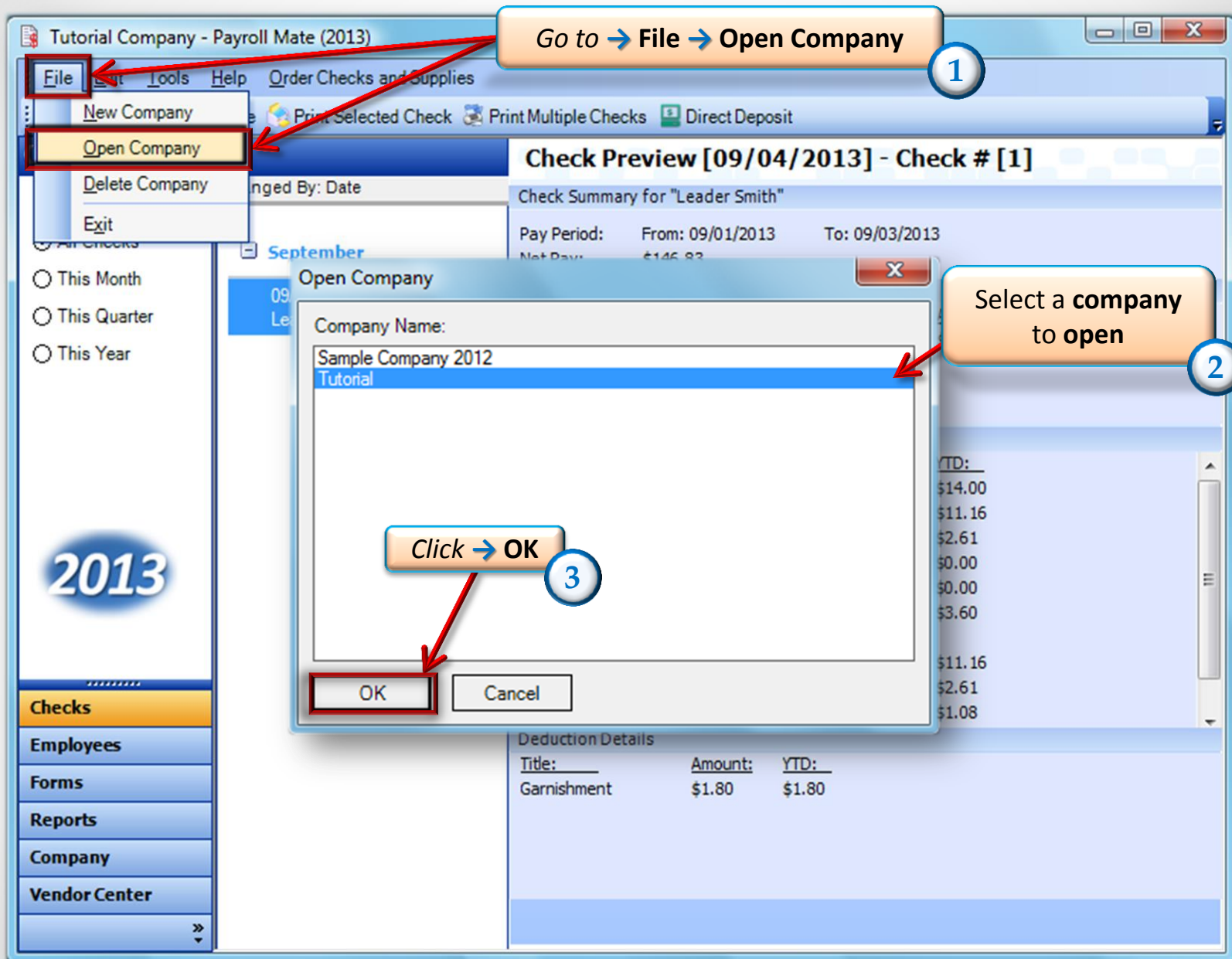


# *How to Delete a Vendor Check in Payroll Mate®*

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)

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

Click → Manage Checks 5

Select a **Begin** and **End Pay Date** of Checks to be Deleted

6

### Vendors Checks

Step 1: Select the date range for the checks to view

Begin Pay Date Tuesday, January 01, 2013

End Pay Date Tuesday, December 31, 2013

Step 2: Select one or more from the list of vendors below

Select All

Select None

Vendors who received checks in the specified period:

☒ Happy Helper Jr

Step 3: Select one or more checks to view, print, or delete

Click here to REFRESH the List of Checks

Edit Selected Check

Print Selected Checks

Preview / Export Selected Checks

Delete Selected Checks

	Date	Check#	Vendor	Amount
<input type="checkbox"/>	09/17/2013	1	Happy Helper Jr	350.00

Select a **Vendor**

7

Click → "Click here to  
REFRESH the List of Checks"

8

Close

9

Select a **Check to Delete**

10

Click → "Delete Selected Check"

Vendors Checks

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Begin Pay Date Tuesday , January 01, 2013

End Pay Date Tuesday , December 31, 2013

Step 2: Select one or more from the list of vendors below

Select All

Select None

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Click here to REFRESH the List of Checks

Edit Selected Check

Print Selected Checks

Preview / Export Selected Checks

Delete Selected Checks

	Date	Check#	Vendor	Amount
<input checked="" type="checkbox"/>	09/17/2013	1	Happy Helper Jr	350.00

Close

Vendors Checks

Step 1: Select the date range for the checks to view

Begin Pay Date: Tuesday, January 01, 2013

End Pay Date: Tuesday, December 31, 2013

Step 2: Select one or more from the list of vendors below

Select All Select None

Vendors who received checks in the specified period:

☒ Happy Helper Jr


Step 3: Select one or more checks to view, print, or delete

Click here to REFRESH the List of Checks

Edit Selected Check Print Selected Checks Preview / Export Selected Checks Delete Selected Checks

	Date	Check#	Vendor	Amount
<input checked="" type="checkbox"/>	09/17/2013	1	Happy Helper Jr	350.00

Attention

 You have selected 1 check(s).  
Are you sure you want to delete these checks?

Yes No

Click → Yes

11

Close

Vendors Checks

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Begin Pay Date Tuesday, January 01, 2013

End Pay Date Tuesday, December 31, 2013

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Select All Select None

Vendors who received checks in the specified period:

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Click here to REFRESH the List of Checks

Edit Selected Check Print Selected Checks Preview / Export Selected Checks Delete Selected Checks

Date	Check#	Vendor	Amount
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Click → Close 12

Close





***Congratulations. You now know how to delete a vendor check!***

**[www.PayrollMate.com](http://www.PayrollMate.com)**

**1-800-507-1992**