

How to Delete a Check in Payroll Mate®

Start by Opening your
Payroll Mate
Program



Tutorial Company - Payroll Mate (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

September

Open Company

Company Name:

Sample Company 2012
Tutorial

Click -> OK

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

2013

Checks
Employees
Forms
Reports
Company
Vendor Center

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

Arranged By: Date

All Checks
 This Month
 This Quarter
 This Year

09/04/2013
 Leader Smith

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

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00

Tax Details

Title:	Amount:	YTD:
(e)	\$14.00	\$14.00
(e)	\$11.16	\$11.16
(e)	\$2.61	\$2.61
(e)	\$0.00	\$0.00
(e)	\$0.00	\$0.00
State Disability Insurance (Employee)	\$3.60	\$3.60
Social Security (Employer)	\$11.16	\$11.16
Medicare (Employer)	\$2.61	\$2.61
Fed Unemployment (Employer)	\$1.08	\$1.08

Deduction Details

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

Go to → Checks 4

Select a Check to be Deleted 5

2013

Checks
 Employees
 Forms
 Reports
 Company
 Vendor Center

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit **Delete** Print Selected Check Print Multiple Checks Direct Deposit

Checks

Arranged By: Date

September

09/04/2013
Leader Smith

Click → Delete **6**

ew [09/04/2013] - Check # [1]

Check Summary "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013
Net Pay: \$146.83

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00

2013

Checks
Employees
Forms
Reports
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Delete Check

Are you sure you want to delete this record?

Click → Yes **7**

Yes No

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

Arranged By: Date

- All Checks
- This Month
- This Quarter
- This Year

2013

Checks
Employees
Forms
Reports
Company
Vendor Center

Check Preview

Check Summary

Income Details

Tax Details

Deduction Details

No Checks appear 8



Congratulations. The check has been deleted!

www.PayrollMate.com

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