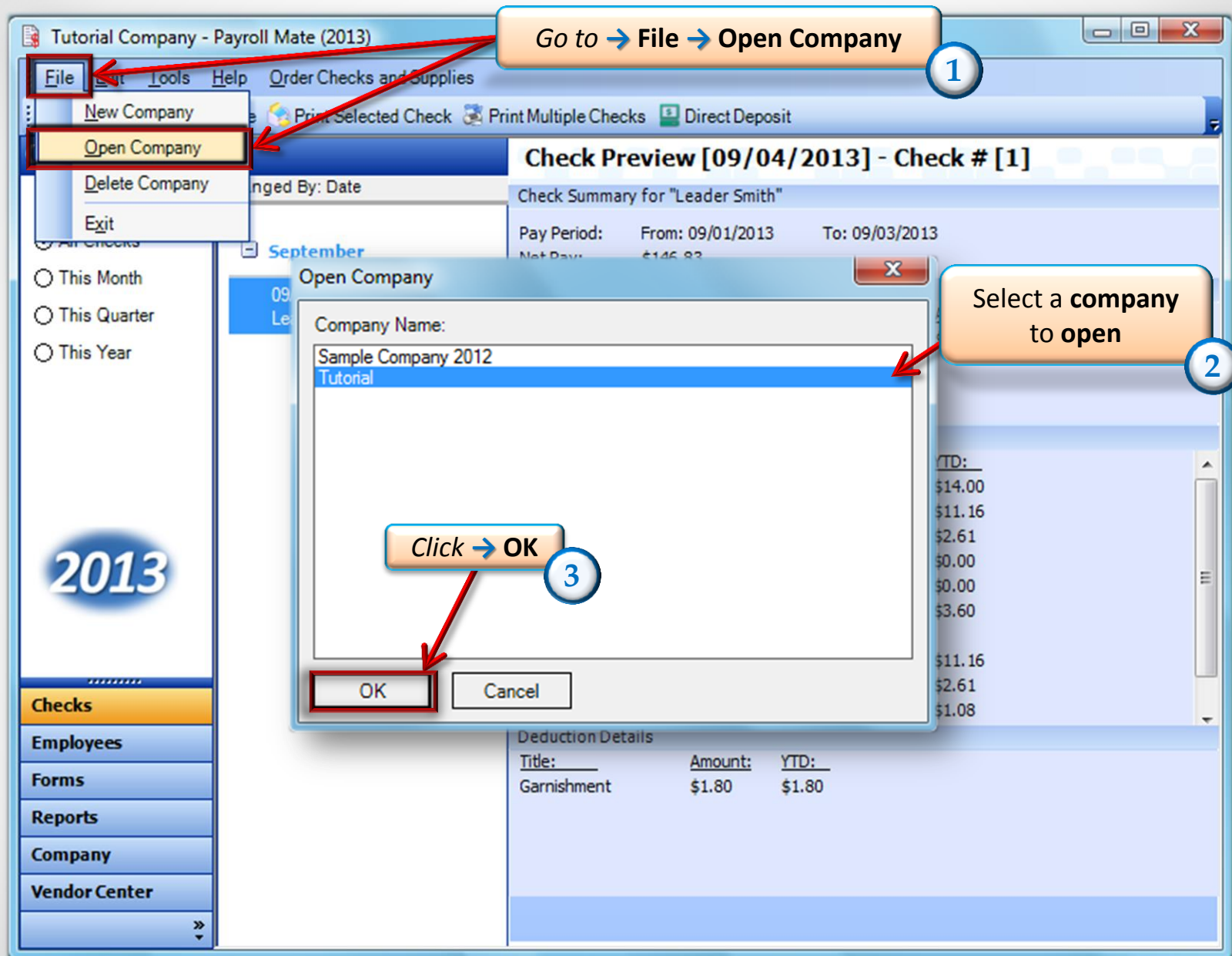


How to Edit a Deduction Category in Payroll Mate®

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 edit

2013

Checks
Employees
Forms
Reports
Company
Vendor Center

Click → Edit

Add Edit Delete

**Here is where you can edit the Deduction category that was created.
Once you are done editing click ok!**

Deduction Details

Title: Calculation:

Abbreviation: Paid by:

Default Quarterly Rates: Cutoff:

☐ Inactive

W-2 Options

☐ Use on Box 10 (Dependent Care Benefits)

☐ Use on Box 12

☐ Use on Box 14 (Other)

Exemptions

OK Cancel



Congratulations. You have edited a deduction category!

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