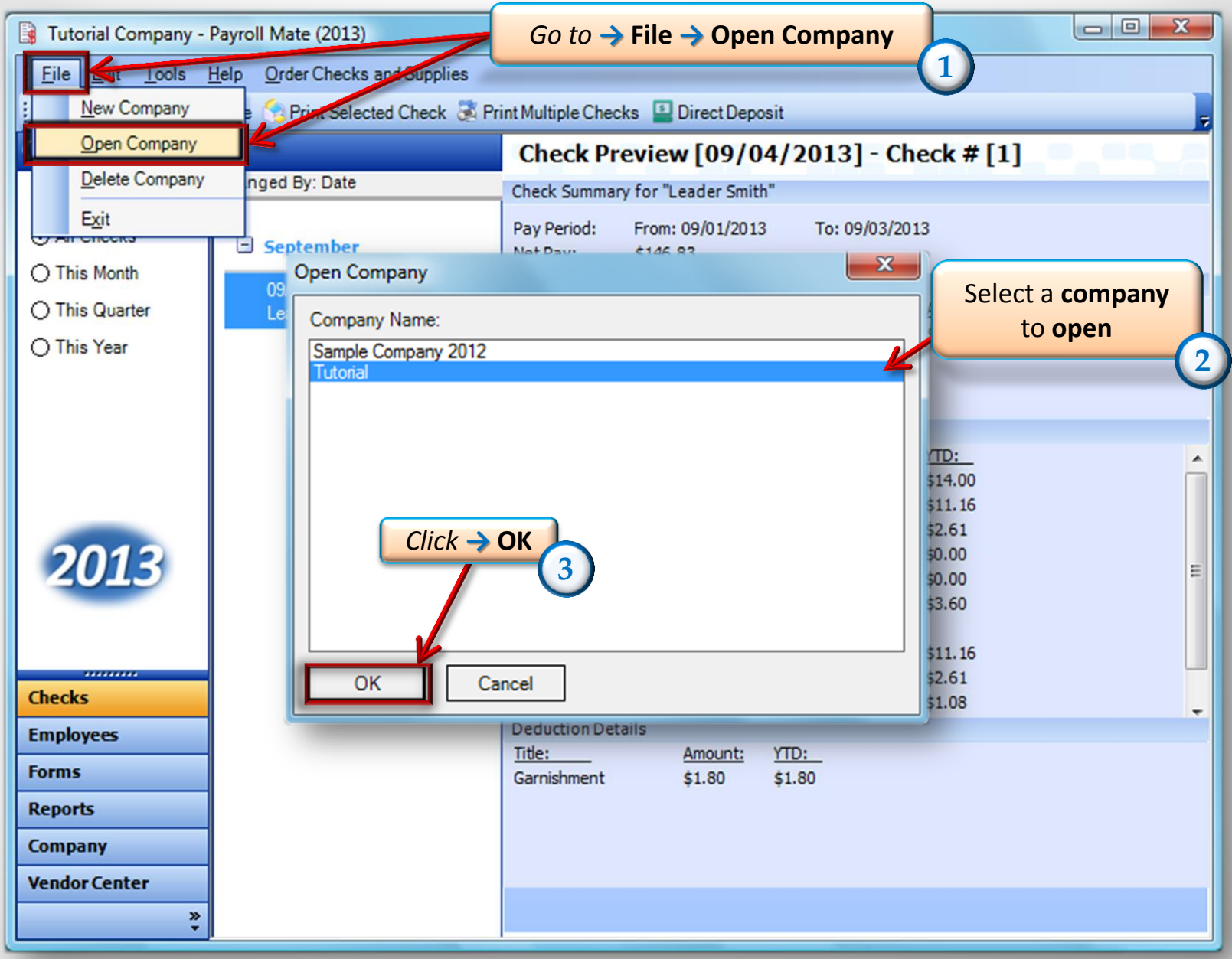
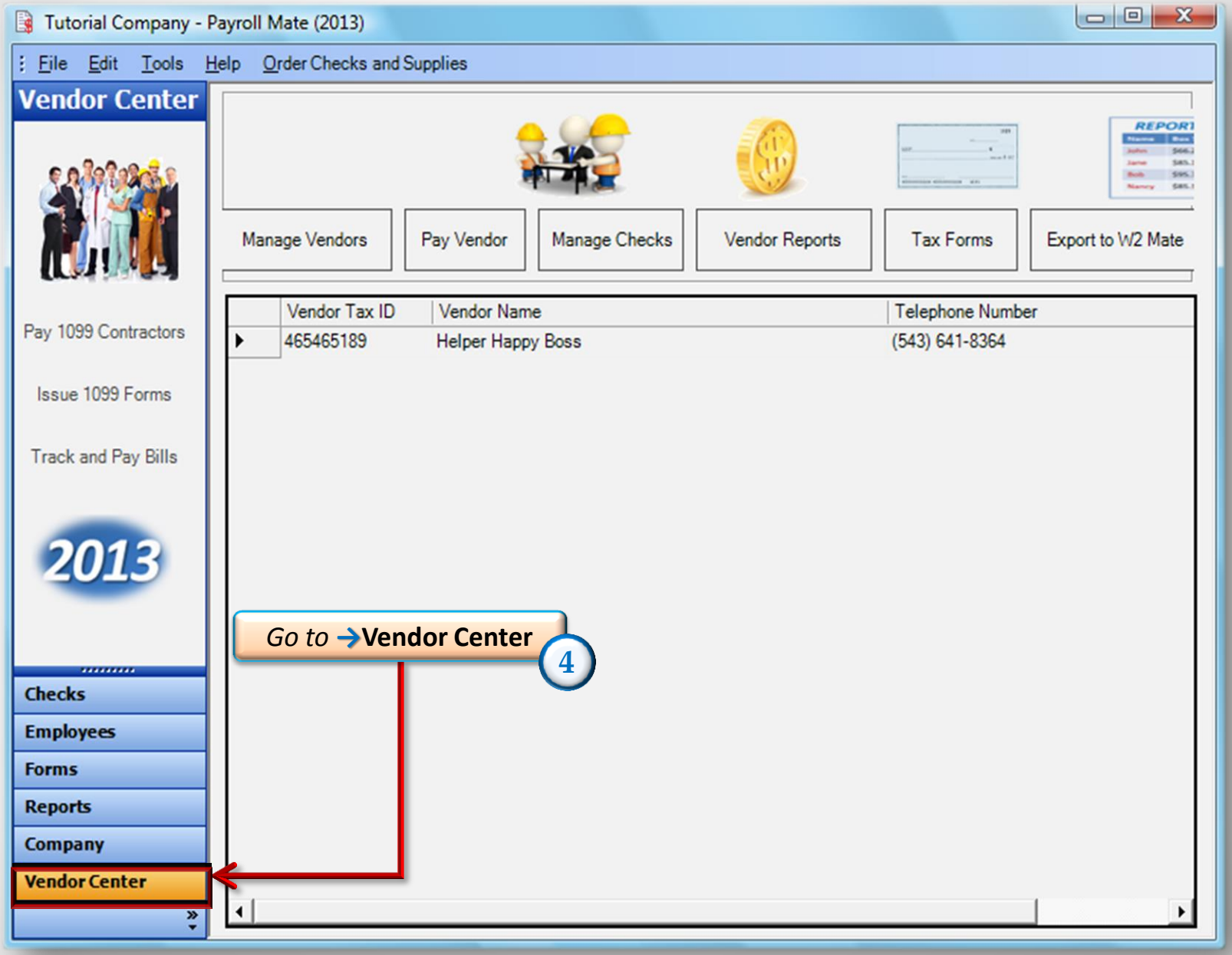
How to Edit a Vendor in Payroll Mate®

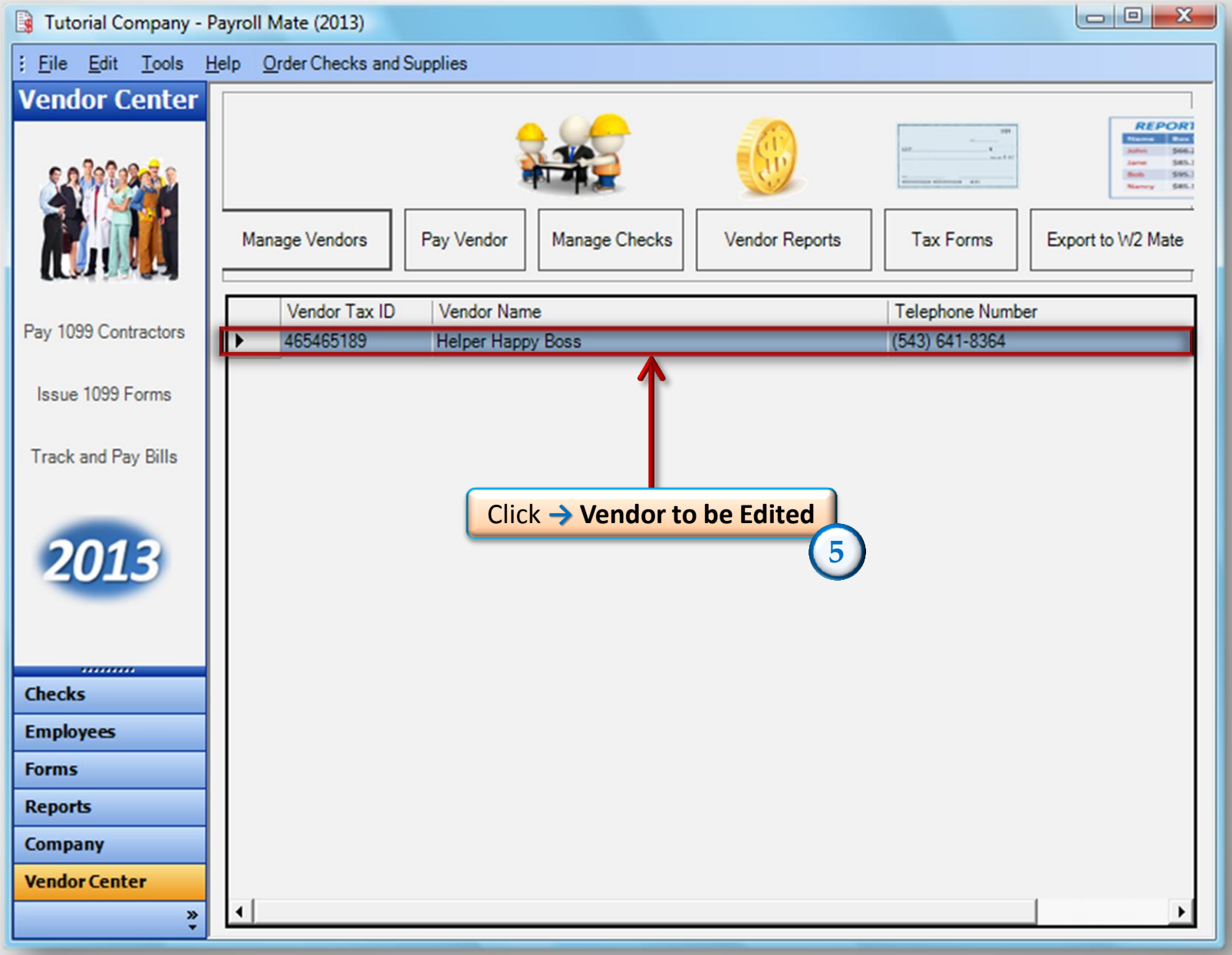
Start by Opening your

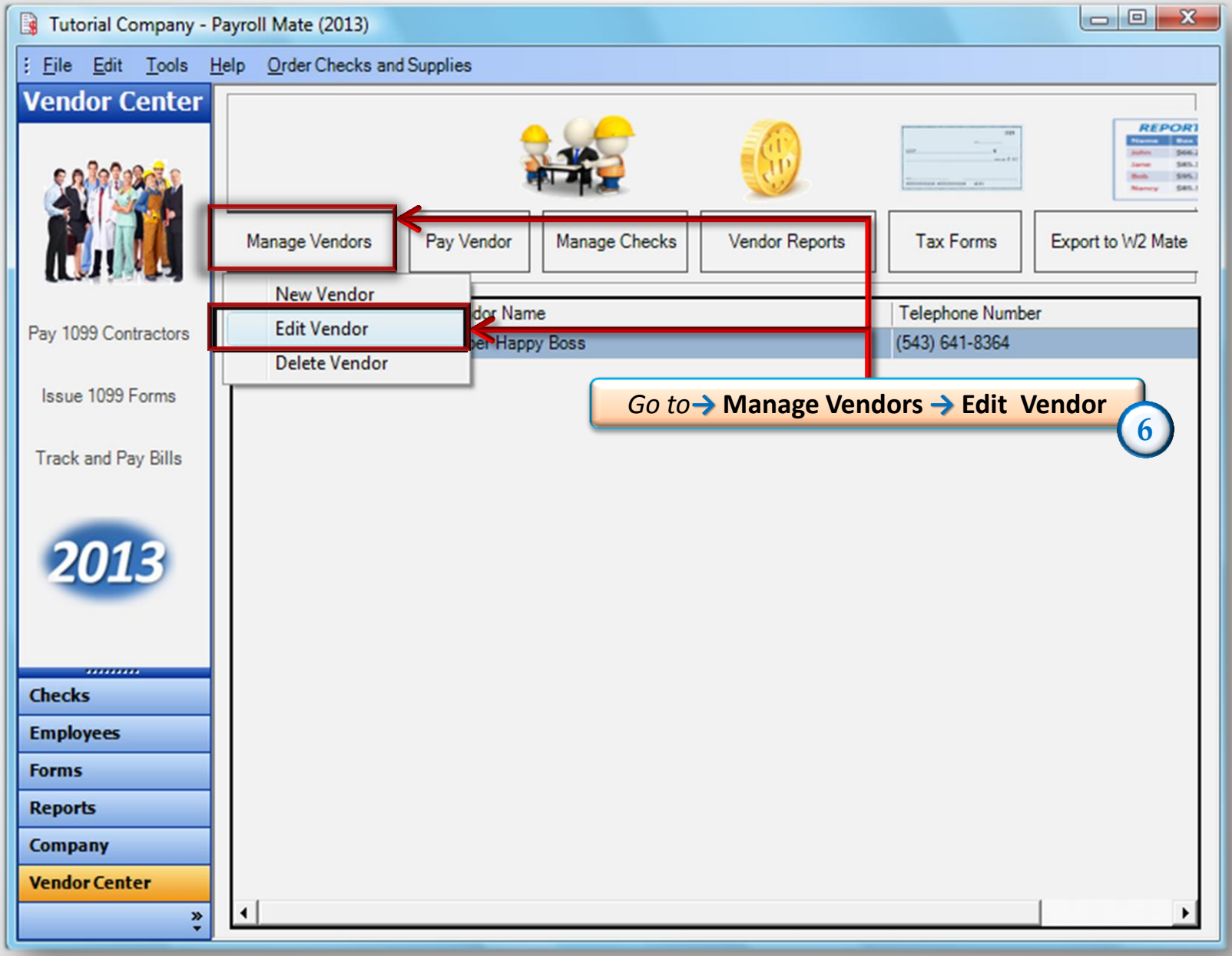
Payroll Mate

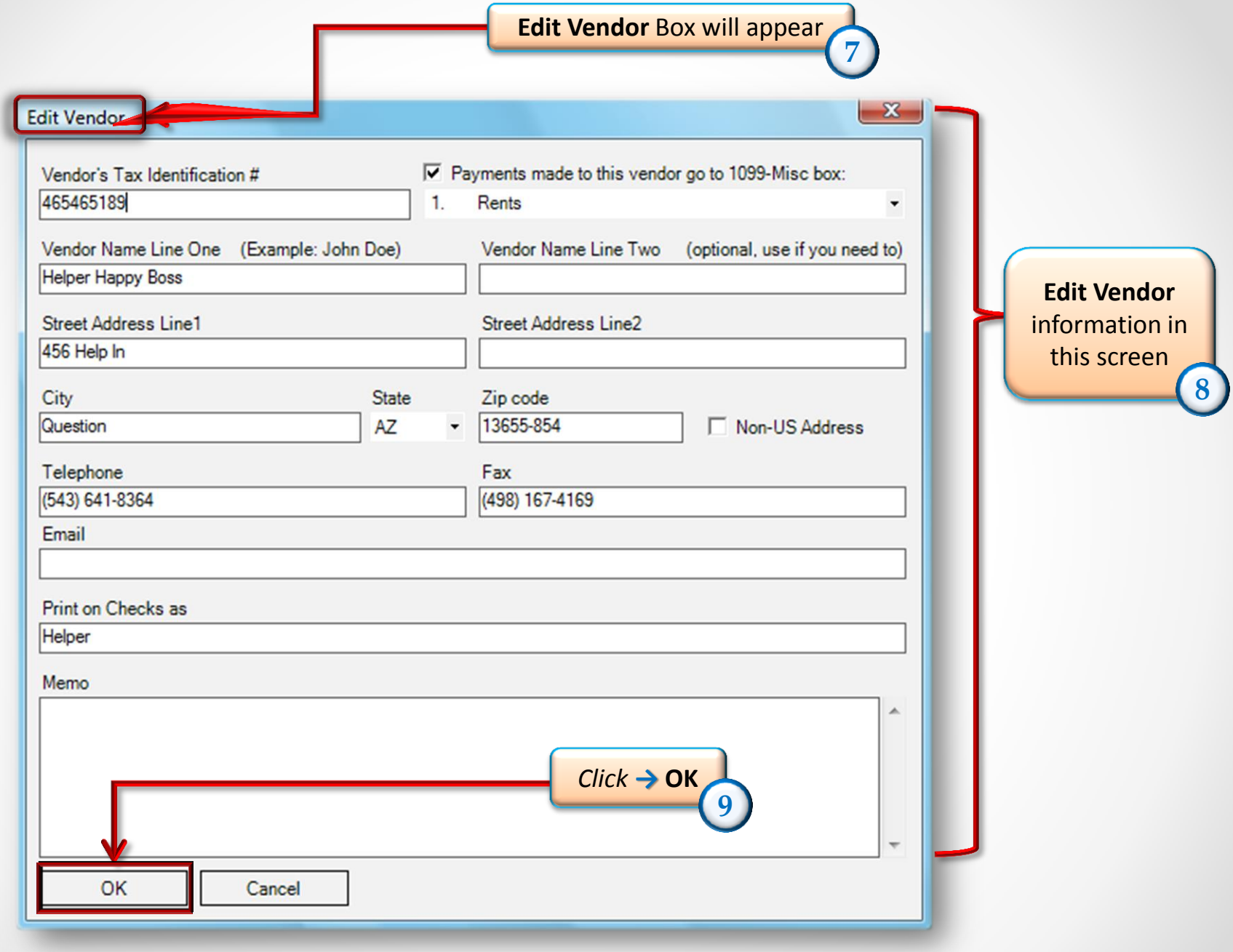
Program


Tutorial Company - Payroll Mate (2013)
Go to → File → Open Company
1
File
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
This Month
This Quarter
This Year
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Open Company
Company Name:
Sample Company 2012
Tutorial
Select a company to open
2
Click → OK
3
OK
Cancel
Deduction Details
Title:
Amount:
YTD:
Garnishment
$1.80
$1.80


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
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
Checks
Employees
Forms
Reports
Company
Vendor Center


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 → Vendor to be Edited
5


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
New Vendor
Edit Vendor
Delete Vendor
Telephone Number
(543) 641-8364
Go to → Manage Vendors → Edit Vendor
6


Edit Vendor Box will appear
7
Edit Vendor
Vendor's Tax Identification #
465465189
Payments made to this vendor go to 1099-Misc box:
1. Rents
Vendor Name Line One (Example: John Doe)
Helper Happy Boss
Vendor Name Line Two (optional, use if you need to)
Street Address Line1
456 Help In
Street Address Line2
City
Question
State
AZ
Zip code
13655-854
Non-US Address
Telephone
(543) 641-8364
Fax
(498) 167-4169
Email
Print on Checks as
Helper
Memo
Edit Vendor information in this screen
8
Click → OK
9
OK
Cancel

Congratulations. You now know how to edit a vendor!

www.PayrollMate.com

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