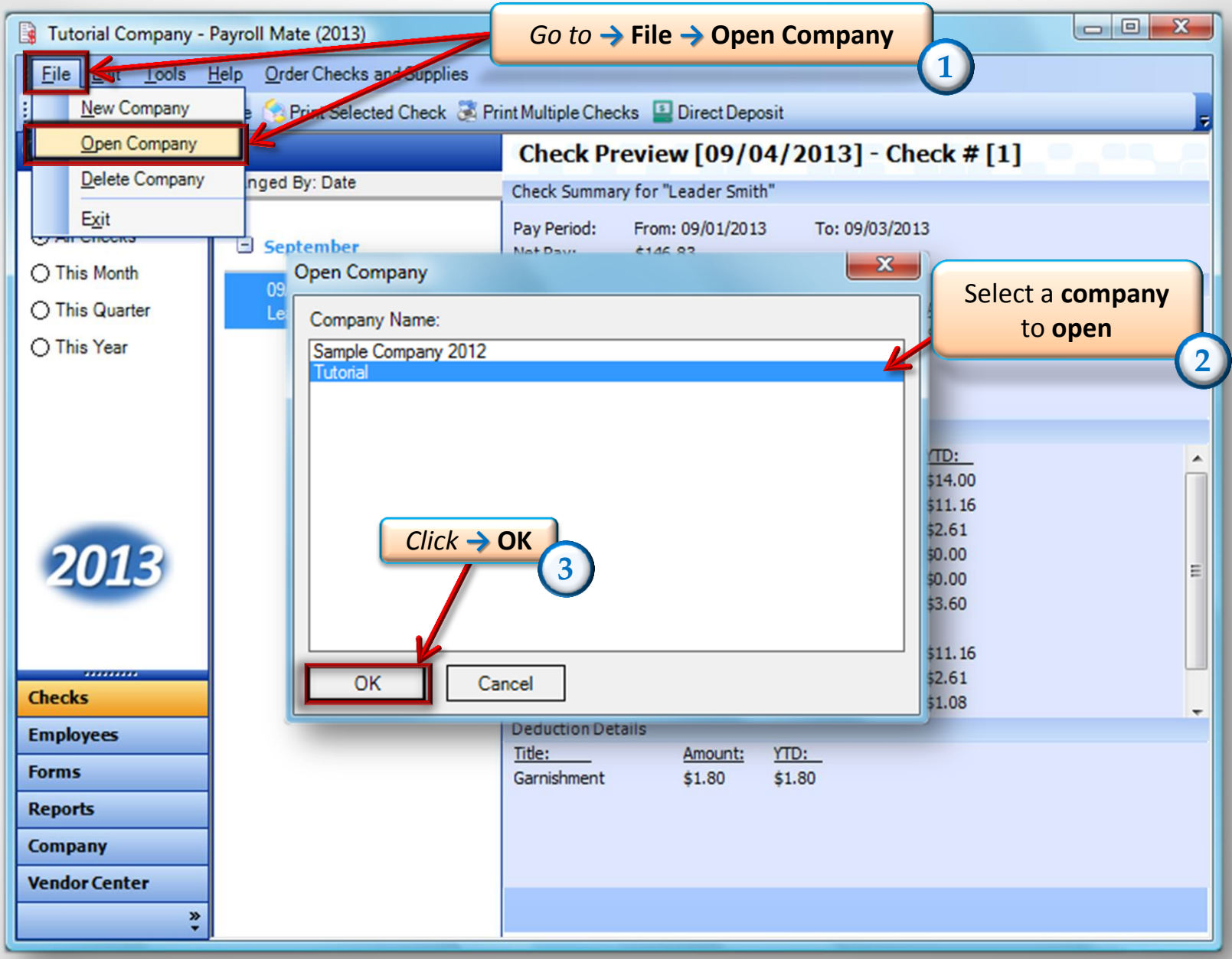
How to Edit a Check in Payroll Mate®

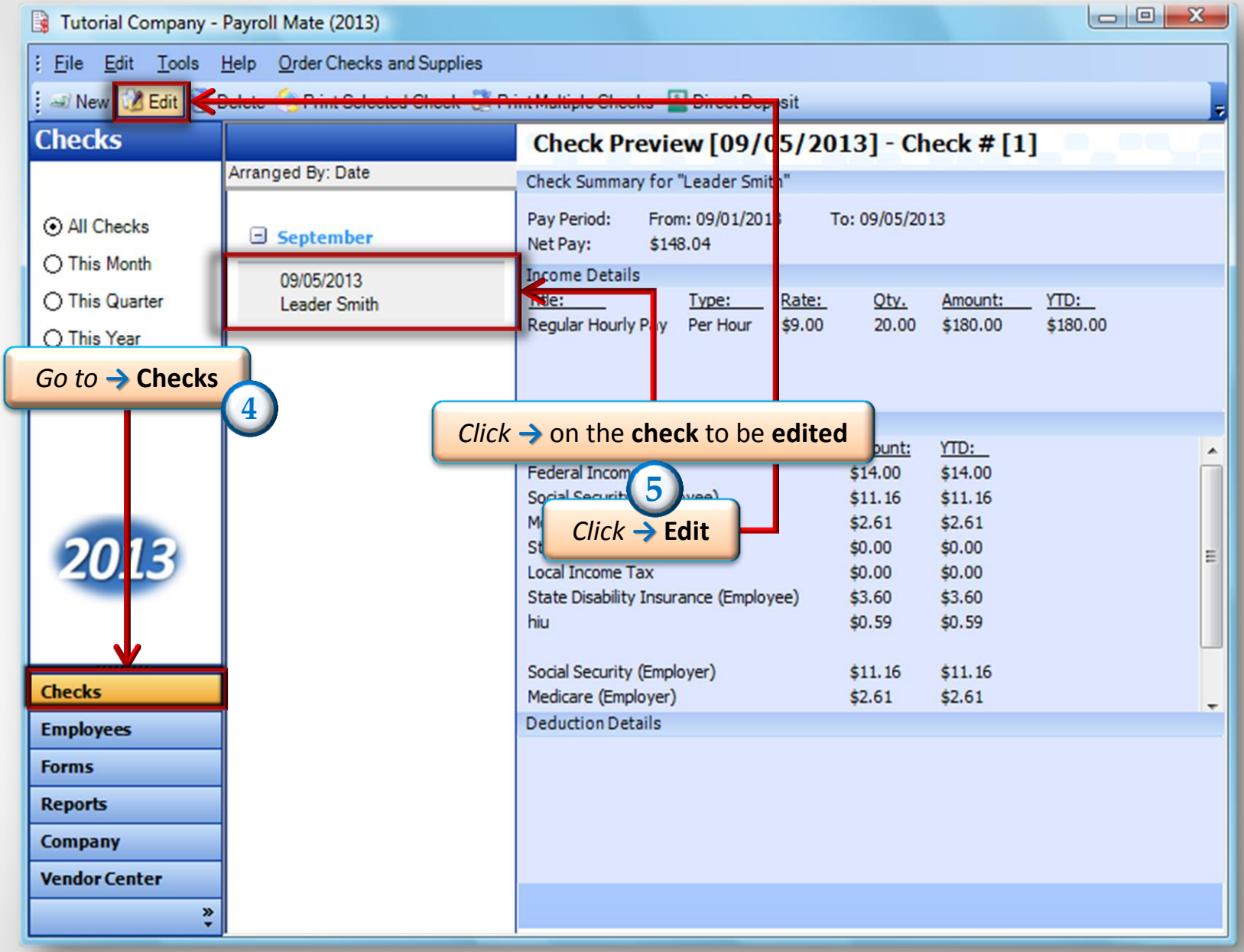
Start by Opening your

Payroll Mate

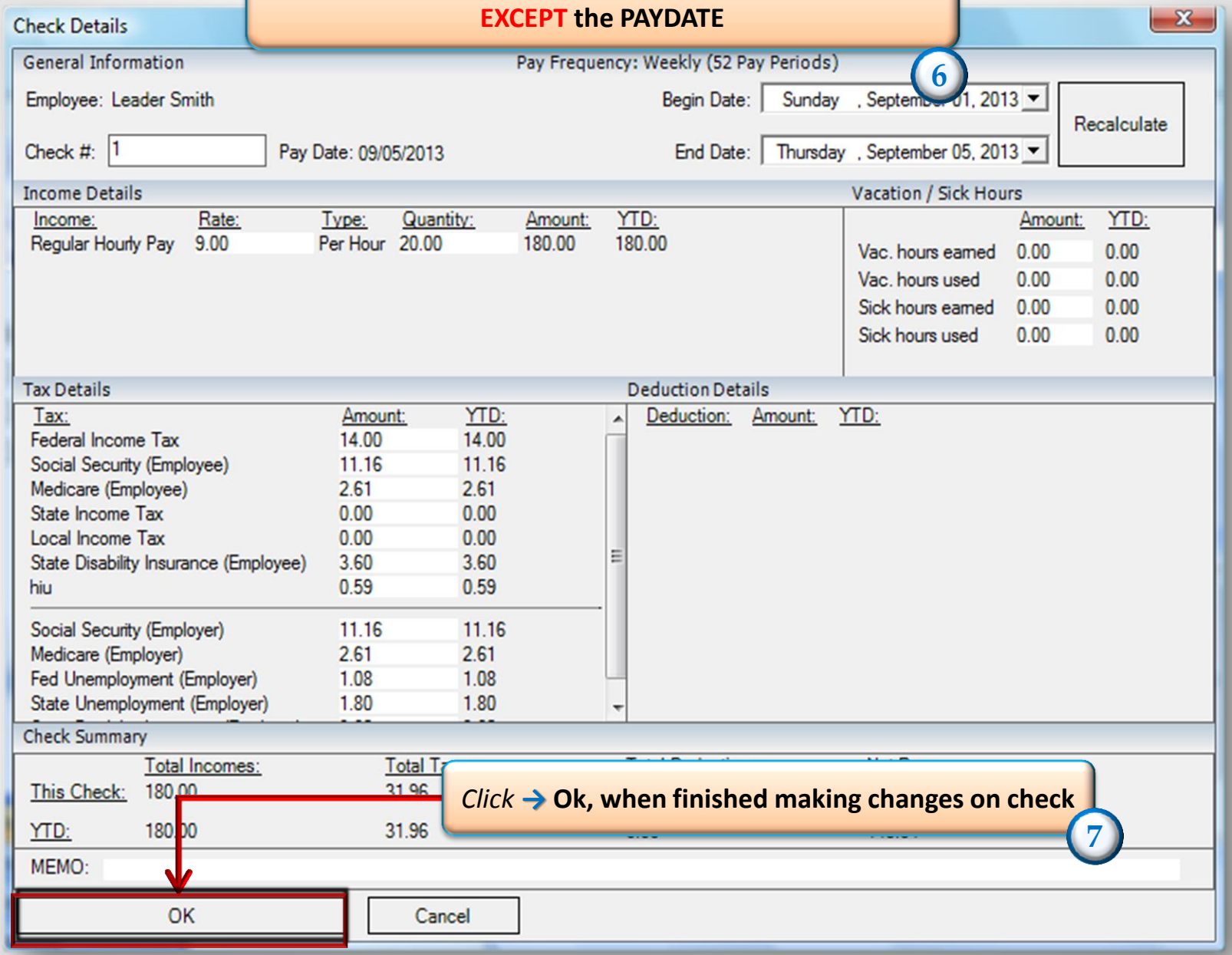
Program

•www.PayrollMate.com (800)-507-1992


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
New Edit
Checks
Arranged By: Date
All Checks
This Month
This Quarter
This Year
September
09/05/2013
Leader Smith
Check Preview [09/05/2013] - Check # [1]
Check Summary for "Leader Smith"
Pay Period: From: 09/01/2013 To: 09/05/2013
Net Pay: $148.04
Income Details
Type: Rate: Qty. Amount: YTD:
Regular Hourly Pay Per Hour $9.00 20.00 $180.00 $180.00
Federal Income $14.00 $14.00
$11.16 $11.16
$2.61 $2.61
$0.00 $0.00
Local Income Tax $0.00 $0.00
State Disability Insurance (Employee) $3.60 $3.60
hiu $0.59 $0.59
Social Security (Employer) $11.16 $11.16
Medicare (Employer) $2.61 $2.61
Deduction Details
Go to → Checks
4
Click → on the check to be edited
5
Click → Edit
2013
Checks
Employees
Forms
Reports
Company
Vendor Center

In this screen you can change anything on the check
EXCEPT the PAYDATE



Congratulations. The checks has been edited!

www.PayrollMate.com

1-800-507-1992