

How to Make a Income Category Inactive in Payroll Mate®

Start by Opening your
Payroll Mate
Program



Tutorial Company - Payroll Mate (2013)

Go to → File → Open Company 1

File

New Company

Open Company

Delete Company

Exit

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

Open Company

Company Name:

Sample Company 2012

Tutorial

Select a company to open 2

Click → OK 3

OK Cancel

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

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

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

Go to → Company 4

Click → Income Categories 5

Title	Calculation
Regular Hourly Pay	Per Hour
Overtime Hourly Pay	Per Hour
Yearly Salary	Per Year
Bonus	Variable
Tips Received Directly by Employee	Variable
Tips Paid by Employer	Variable
Double-Time	Per Hour
Commission	Variable
Mileage	Per Mile
Piece Work	Per Piece
Fringe Benefits	Fixed
Life Insurance over 50,000	Variable
Sick Pay	Variable
Vacation Pay Hourly	Per Hour
Sick Pay Hourly	Per Hour
▶ Year to Date (YTD)	Variable

Add Edit Delete

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Year to Date (YTD)	Variable

2013

Checks
Employees
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Select an **Income** to deactivate 6

Click → Edit 7

Add Edit Delete

Income Details [X]

Title:

Abbreviation:

Type:

W-2 Box 12 Code:

W-2 Box 14 Abbreviation:

Reported tips (include in "So

Omit from Net Pay

Inactive

Check the box that says Inactive 8

Taxes Applied:

- Federal Income Tax
- Social Security (Employee)
- Social Security (Employer)
- Medicare (Employee)
- Medicare (Employer)
- Fed Unemployment (Employee)
- State Income Tax
- State Unemployment (Employee)

Deductions Applied:

- 401K (Employee)
- 401K (Employer)
- deduction

Click → OK 9



Congratulations. You have deactivated an Income category!

www.PayrollMate.com

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