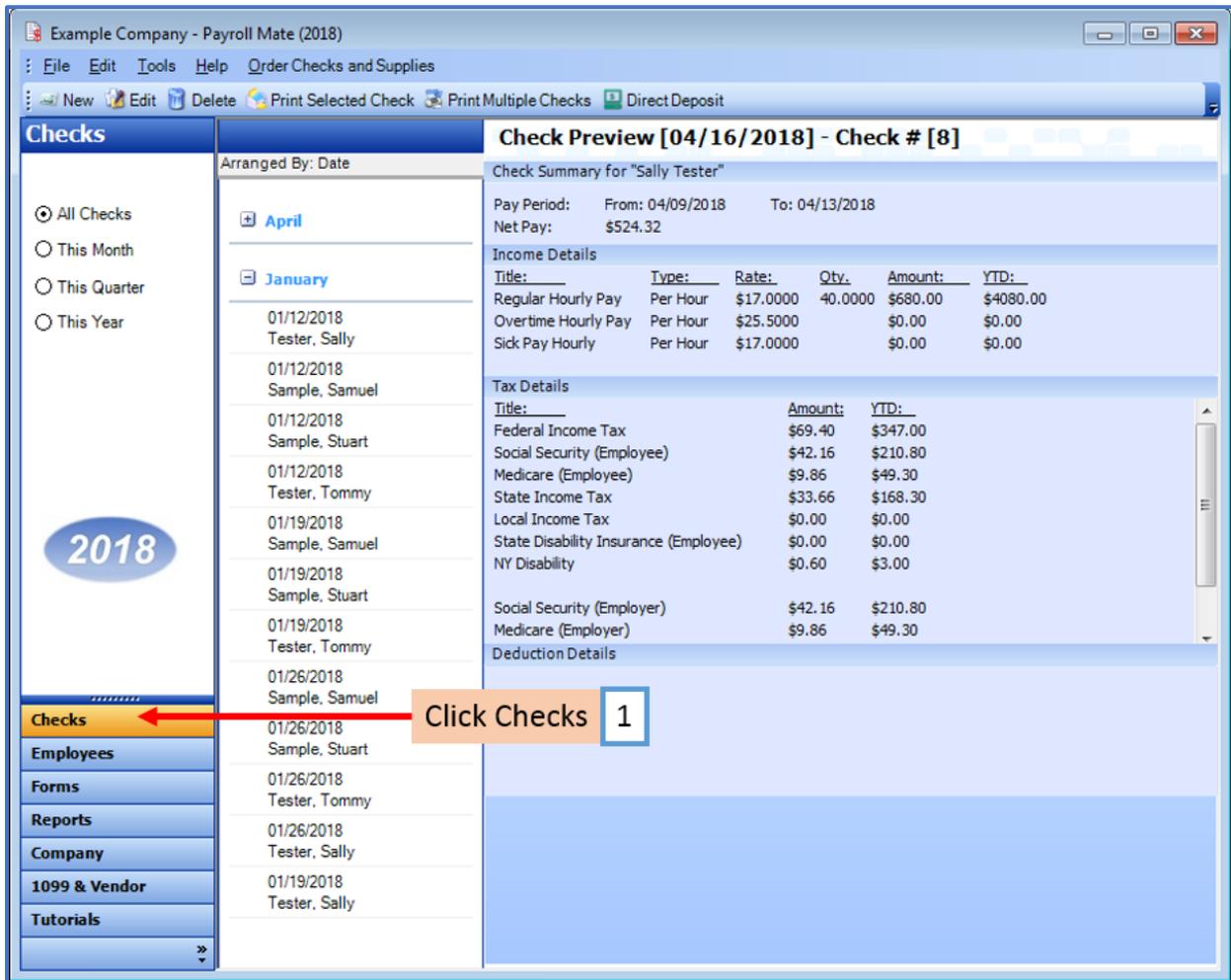


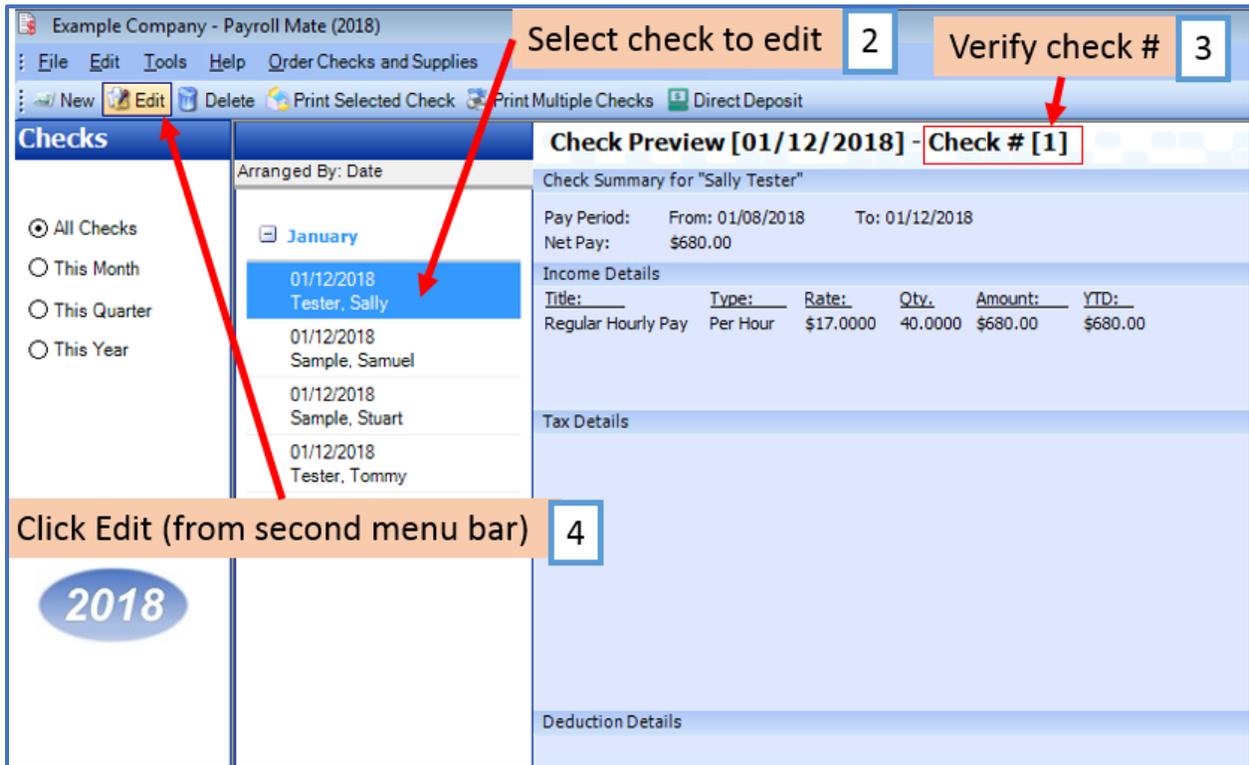
How to Edit a Check Number in Payroll Mate

Make sure you have the correct Company open inside Payroll Mate

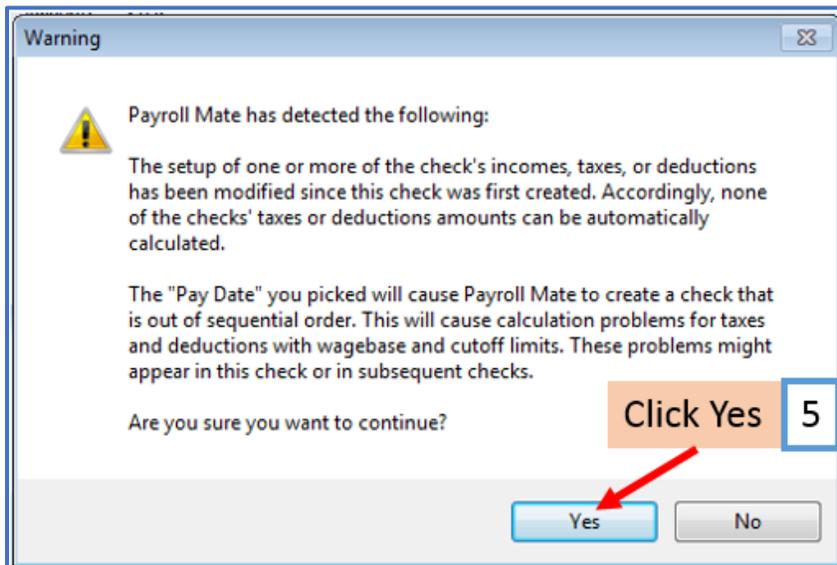
1. Inside Payroll Mate Software, Click Checks from Shortcuts



2. Select check to edit
3. Verify check number
4. Click Edit (from second menu bar)



5. Click Yes to continue if ONLY editing check number



6. Type in correct check number

7. Click OK

Check Details Type correct check # **6**

General Information
Employee: Tester, Sally
Begin Date: January 08, 2018
Check #: **6** Pay Date: 01/12/2018
End Date: January 12, 2018
Recalculate

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Regular Hourly Pay	17.0000	Per Hour	40.0000	680.00	680.00

Vacation / Sick Hours

	Amount:	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00

Tax Details

Tax:	Amount:	YTD:
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Deduction Details

Deduction:	Amount:	YTD:
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Other Optional Details

	Amount:	YTD:
Hours Worked	0.00	.00
Weeks Worked	0.00	.00

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
This Check:	680.00	0.00	0.00	680.00
YTD:	680.00	0.00	0.00	680.00

MEMO:

OK Cancel

8. Verify Edited check number

Example Company - Payroll Mate (2018)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

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

Arranged By: Date

- January
- 01/12/2018 Tester, Sally
- 01/12/2018 Sample, Samuel

Check Preview [01/12/2018] - Check # [10]

Check Summary for "Sally Tester"

Pay Period: From: 01/08/2018 To: 01/12/2018
Net Pay: \$680.00

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$17.0000	40.0000	\$680.00	\$680.00