# 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

Example Company - Payroll Mate (2018) Eile Edit Tools Help, Order Checks and Supplies						
i al New Val Edit i Delete Sprint Selected Check R Print Multiple Checks II Direct Deposit						
Checks		Check Preview [04/16/2018] - Check # [8]				
	Arranged By: Date	Check Summary for "Sally Tester"				
All Checks	🛨 April	Pay Period:         From: 04/09/2018         To: 04/13/2018           Net Pay:         \$524.32				
O This Month	🖃 January	Income Details           Title:         Type:         Rate:         Oty.         Amount:         YTD:           Regular Hourly Pay         Per Hour         \$17,0000         \$680.00         \$4080.00				
⊖ This Year	01/12/2018 Tester, Sally	Overtime Hourly Pay         Per Hour         \$25,5000         \$0.00         \$0.00           Sick Pay Hourly         Per Hour         \$17,0000         \$0.00         \$0.00				
2018	01/12/2018 Sample, Samuel	Tax Details				
	01/12/2018 Sample, Stuart	Ittle:         Amount:         YTD:            Federal Income Tax         \$69.40         \$347.00           Social Security (Employee)         \$42.16         \$210.80				
	01/12/2018 Tester, Tommy	Medicare (Employee)         \$9.86         \$49.30           State Income Tax         \$33.66         \$168.30				
	01/19/2018 Sample, Samuel	Local Income Tax \$0.00 \$0.00 State Disability Insurance (Employee) \$0.00				
	01/19/2018 Sample, Stuart	NY Disability \$0.60 \$3.00				
	01/19/2018 Tester, Tommy	Medicare (Employer) \$9.86 \$49.30				
	01/26/2018 Sample, Samuel	k Chasks 1				
Checks Employees	01/26/2018 Sample, Stuart					
Forms	01/26/2018 Tester, Tommy					
Reports Company	. 01/26/2018 Tester, Sally					
1099 & Vendor	01/19/2018 Tester, Sally					
Tutorials *						

#### 2. Select check to edit

#### 3. Verify check number

4. Click Edit (from second menu bar)

😼 Example Company - Payroll Mate (	Select chec	k to edit	2 1	/orify_chock #			
: <u>F</u> ile <u>E</u> dit <u>T</u> ools <u>H</u> elp <u>O</u> rderCh	Select check to eart		2	/егиу спеск н	5		
🗧 🖾 New 🕜 Edit 🗑 Delete 😚 Print S	t Multiple Checks  😫 [	Direct Deposit		-			
Checks		Check Previe	ew [01/12/2	2018] - Ch	eck # [1]		
Arranged By	: Date	Check Summary for	"Sally Tester"				
All Checks     Janua	агу	Pay Period: From: 01/08/2018 To: 01/12/2018 Net Pay: \$680.00					
O This Month 01/12/	/2018	Income Details					
O This Quarter Tester	r, Sally	Title: Regular Hourly Pay	Per Hour \$17.	<u>e: Qty.</u> .0000 40.0000	Amount: YTD: \$680.00 \$680.00		
⊖ This Year 01/12/ Sampl	/2018 le, Samuel						
01/12/ Sampl	01/12/2018 Sample, Stuart	Tax Details					
01/12// Tester	2018 r, Tommy						
Click Edit (from second menu bar)		4					
2018							
		Deduction Details					

5. Click Yes to continue if ONLY editing check number



# 6. Type in correct check number

## 7. Click OK

General Information	Туре со	prrect	check #	6	cy: Weekly (52 Pa	y Periods)			×
Employee: Tester, S	ally				Begin Date:	January	08, 2018		ecalculate
Check #:	Pay	Date: 01/12	/2018		End Date:	January	12, 2018		
Income Details Vacation / Sick Hours									
Income:	Rate:	Type:	Quantity:	Amount:	YTD:			Amount:	YTD:
Regular Hourly Pay	17.0000	Per Hour	40.0000	680.00	680.00		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					Deduction Detai	ls			
Click	OK 7								
Click	OK 7		Check Summ	nary					
Click Other Optional Det Hours Worked	OK 7 ils <u>Amount:</u> 0.00	<u>YTD:</u> .00	Check Summ	nary <u>Total In</u> 680.00	comes: Total 0.00	Taxes:	Total Deduction 0.00	<u>15: Net F</u> 680.0	' <u>ay:</u> 0
Click Other Optional Deta Hours Worked Weeks Worked	OK 7 ils <u>Amount:</u> 0.00 0.00	<u>YTD:</u> .00 .00	Check Summ This Check YTD:	nary <u>Total In</u> <u>5</u> 680.00 680.00	<u>comes:</u> <u>Total</u> 0.00 0.00	Taxes:	Total Deduction 0.00 0.00	n <u>s: Net F</u> 680.0 680.0	2 <u>av:</u> 0
Click Other Optional Det Hours Worked Weeks Worked MEMO:	OK 7 ils <u>Amount:</u> 0.00 0.00	<u>YTD:</u> .00 .00	Check Summ This Check YTD:	Total In 680.00 680.00	<u>comes:</u> <u>Total</u> 0.00 0.00	Taxes:	Total Deduction 0.00 0.00	<u>ns: Net F</u> 680.0 680.0	° <u>av:</u> 0

# 8. Verify Edited check number

Example Compar	ny - Payroll Mate (2018) <u>H</u> elp <u>O</u> rder Checks and Supplies	Edited check # 8					
🚦 🜌 New 🏼 🖉 Edit  🗎	Delete 😏 Print Selected Check 🕃 P	rint Multiple Checks 🔛 Direct Deposit					
Checks		Check Preview [01/12/2018] - Check # [10]					
ñ.	Arranged By: Date	Check Summary for "Sally Tester"					
All Checks	January	Pay Period: From: 01/08/2018 To: 01/12/2018 Net Pay: \$680.00					
O This Month	01/12/2018 Tester, Sally 01/12/2018 Sample, Samuel	Income Details					
O This Quarter		Title: Type: Rate: Oty. Amount: YTD:					
O This Year		Regular Houriy Pay Per Hour \$17.0000 40.0000 \$680.00 \$680.00					