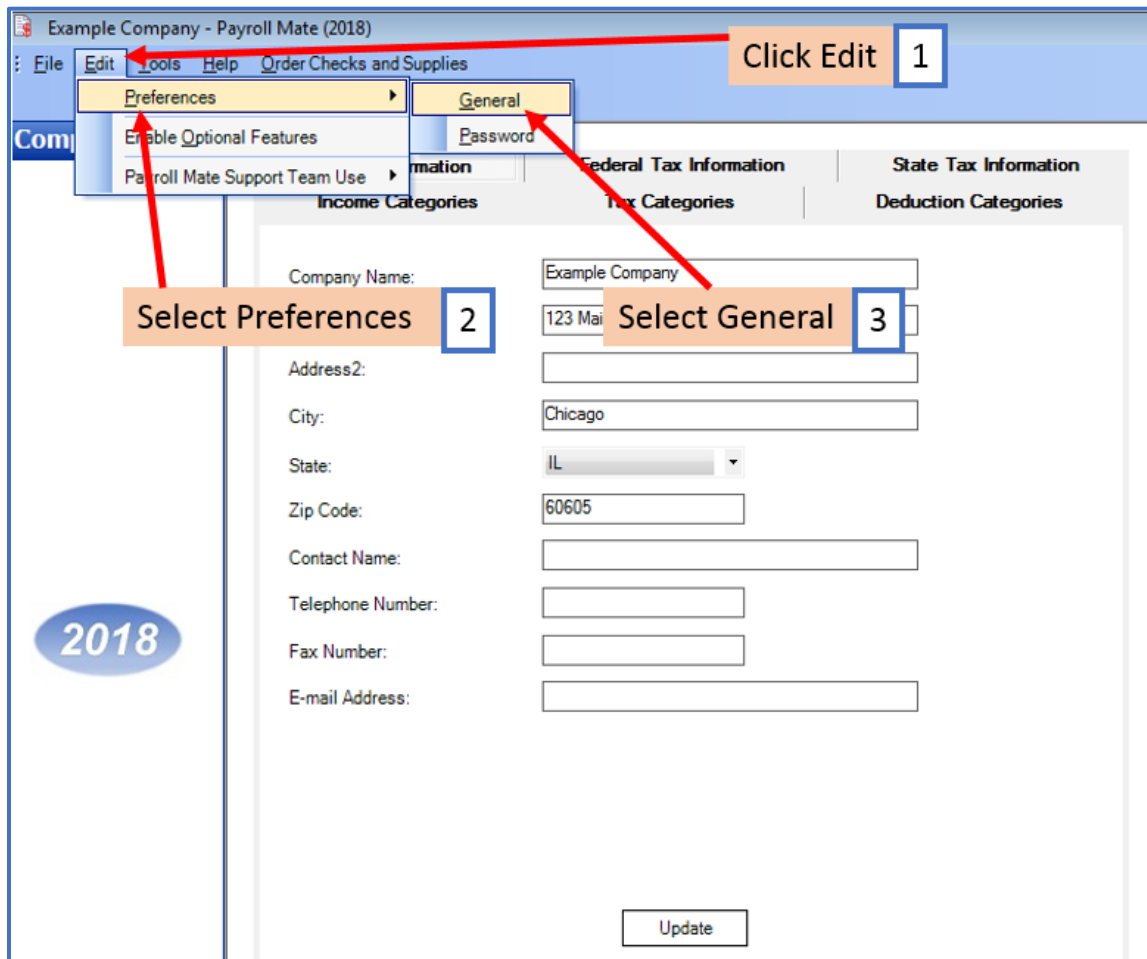# How to Update Sample Company to Correct Company Name in Payroll Mate
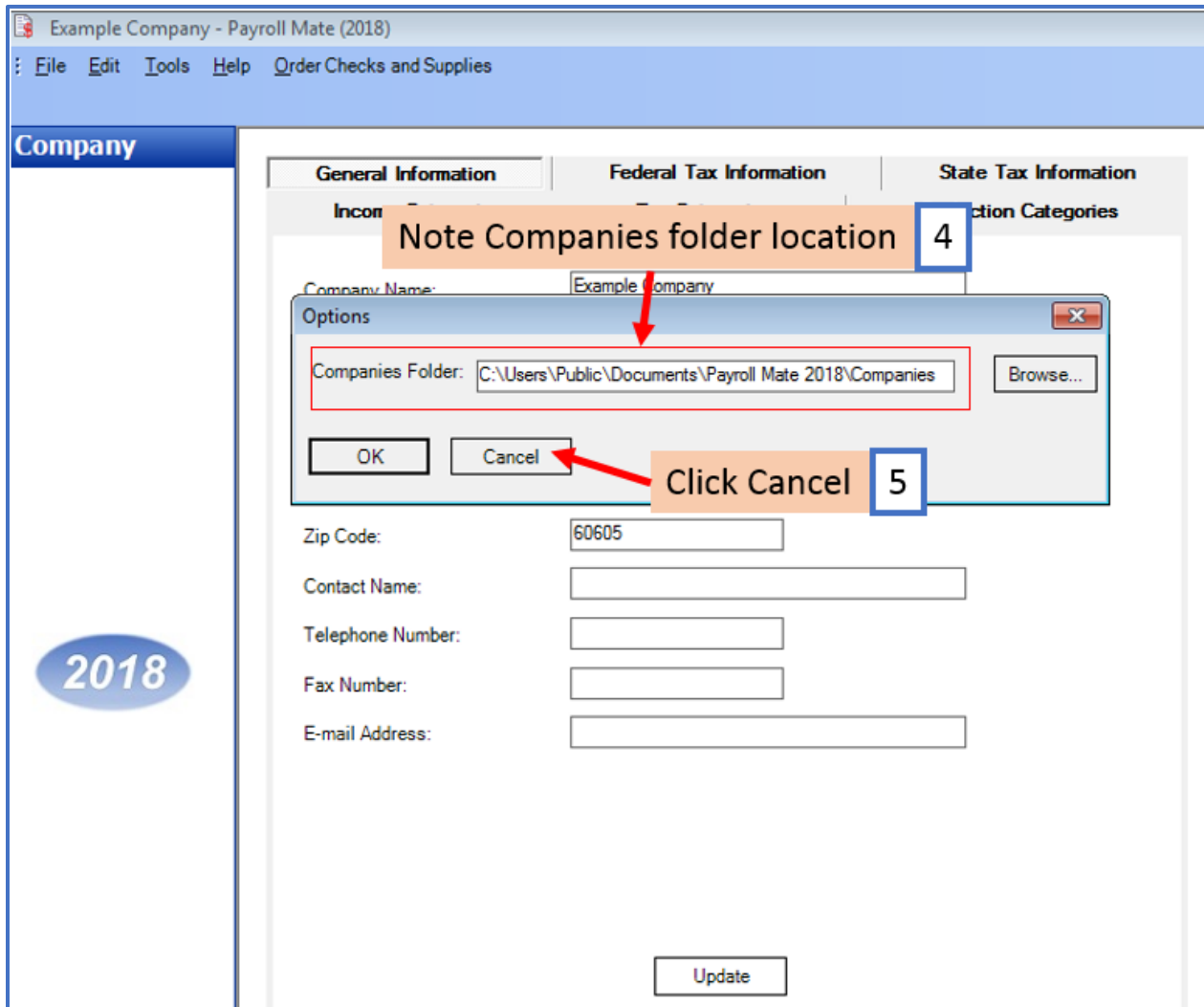
Payroll Mate comes with a Sample Company already created inside the software.  If you edited the sample company file that comes with Payroll Mate instead of creating your own company file, the database for your company will still show the name of Sample Company. To fix this you will need to change the database file name to be the company name you want.

1. Inside Payroll Mate Software Click Edit

2. Select Preferences

3. Select General

4. Carefully note the text under "Companies Folder" section of the window. If the name is long, it will end with (...), move your mouse over the name to display the full name so you can write it down
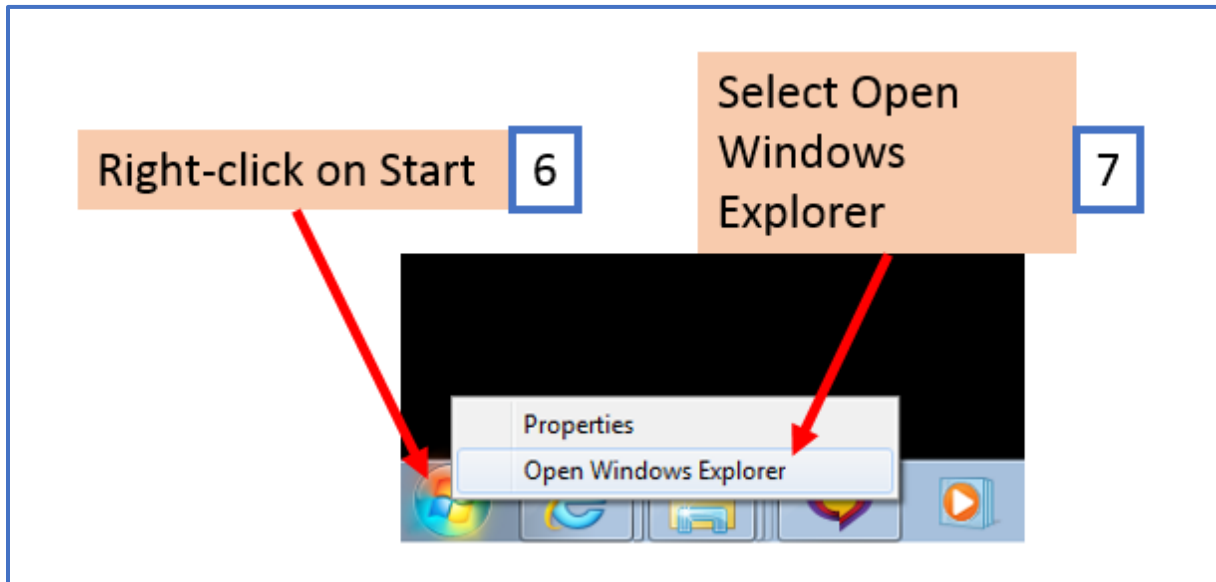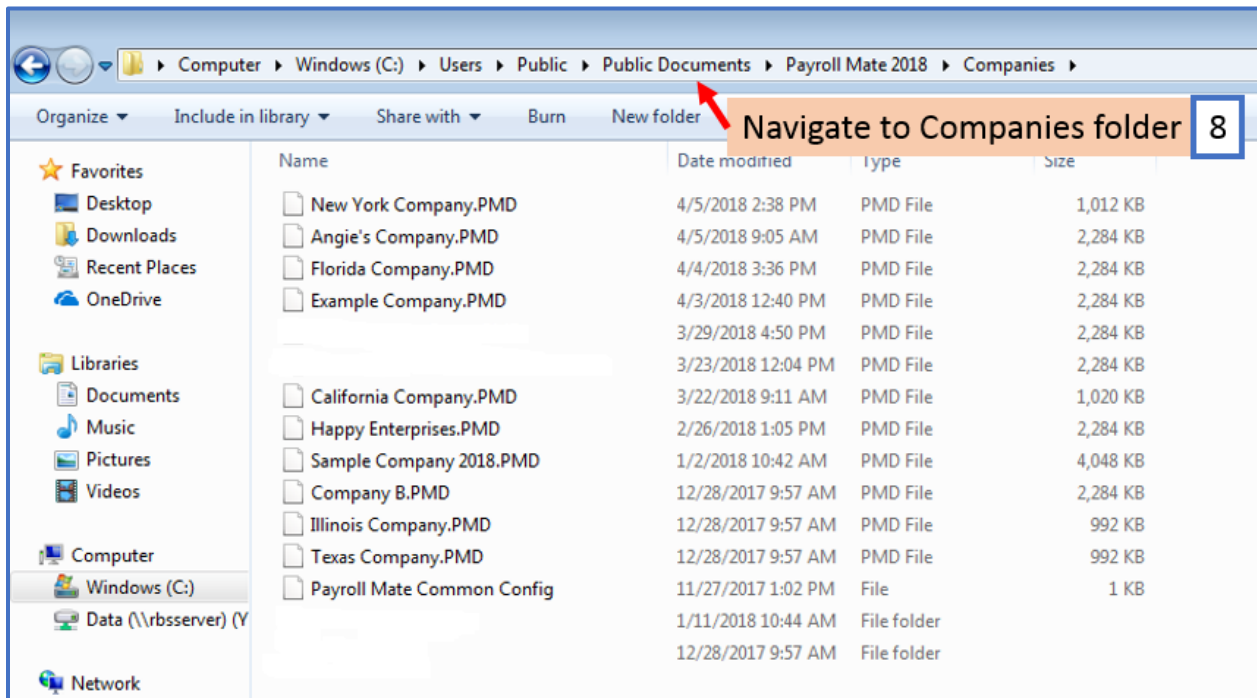
5. Click Cancel

Close Payroll Mate

6. Right-click the Windows Start button
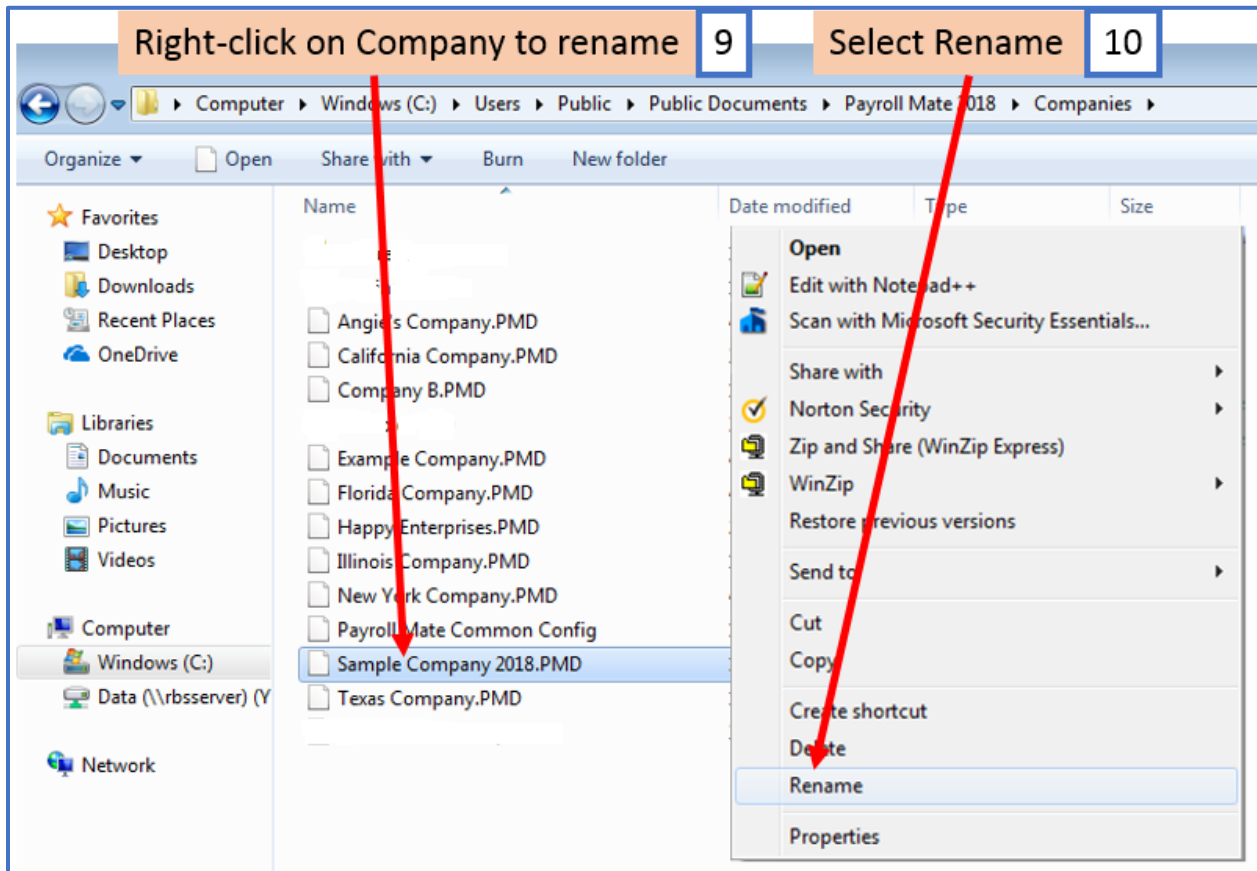
7. Select Open Windows Explorer



8. Navigate to the Companies folder location you noted above

In the Companies folder you should see one of the files named "Sample Company XXXX.pmd" (where XXXX represents the year such as 2017). If you find more than one file named "Sample Company XXXX.pmd" you will need to sort the files by modified date and select the file that was most recently modified (assuming that the last company you had open in Payroll Mate is the one you want to rename).

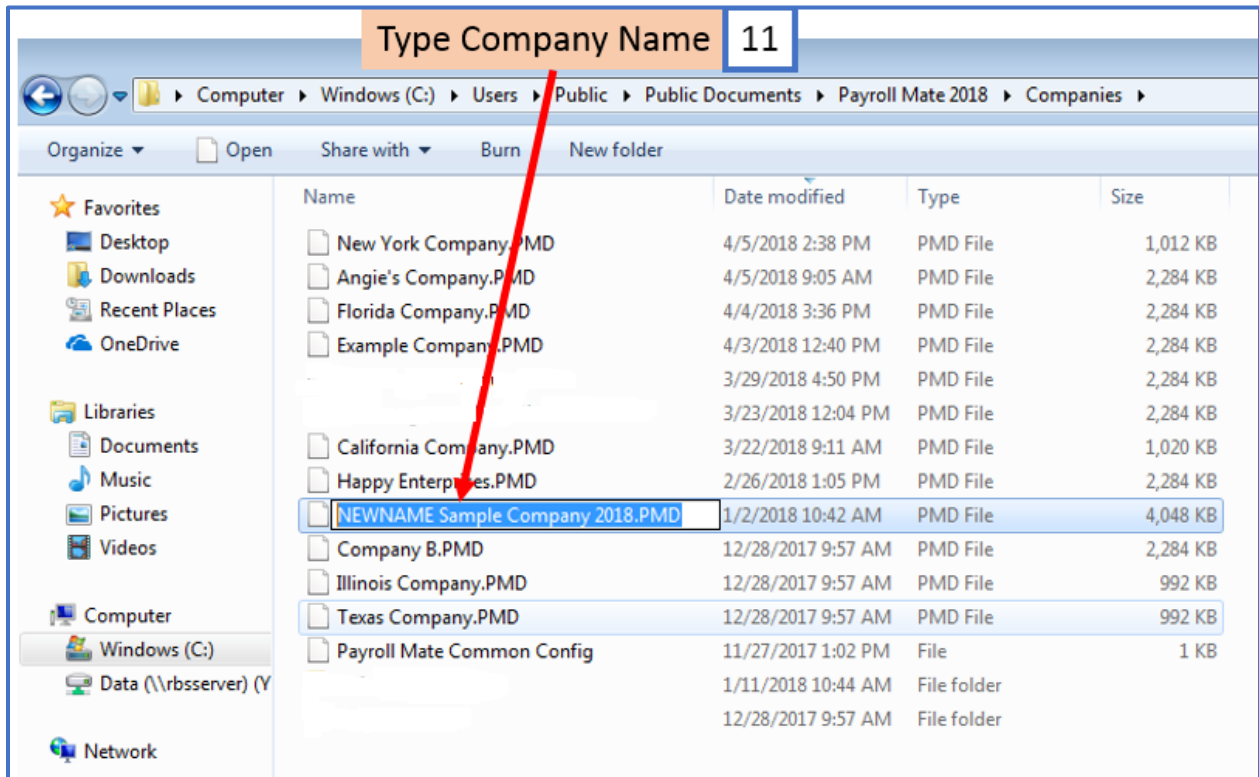9. Right-click on the Sample Company XXXX.pmd file

10. Select Rename

11. Type the new company file name and press Enter

Note: If Windows prompts you to confirm that you want to rename the file, verify that you have entered the new file name correctly and click Yes.
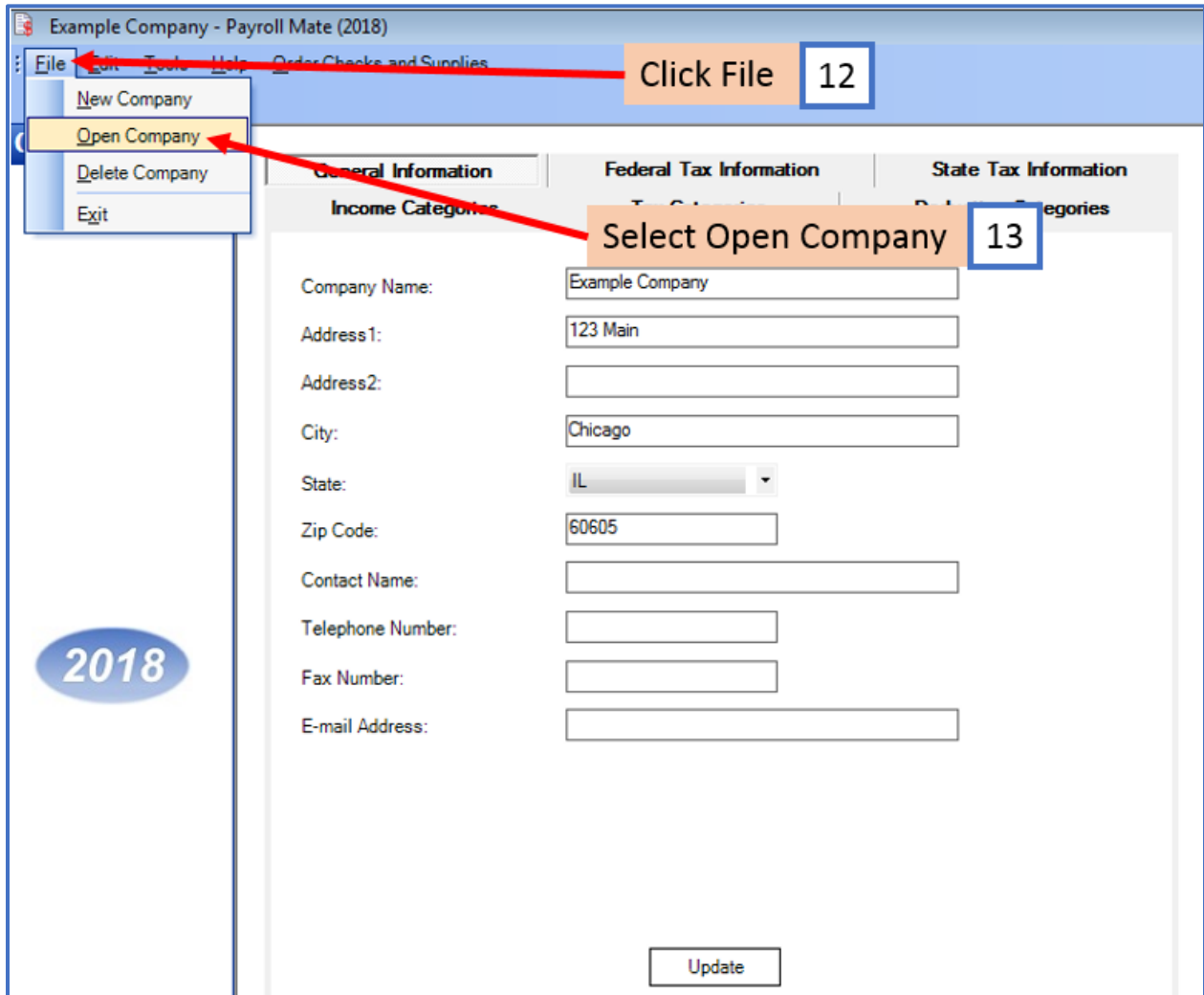Do not delete the .pmd file extension

Close the database folder by clicking the X in the top right corner
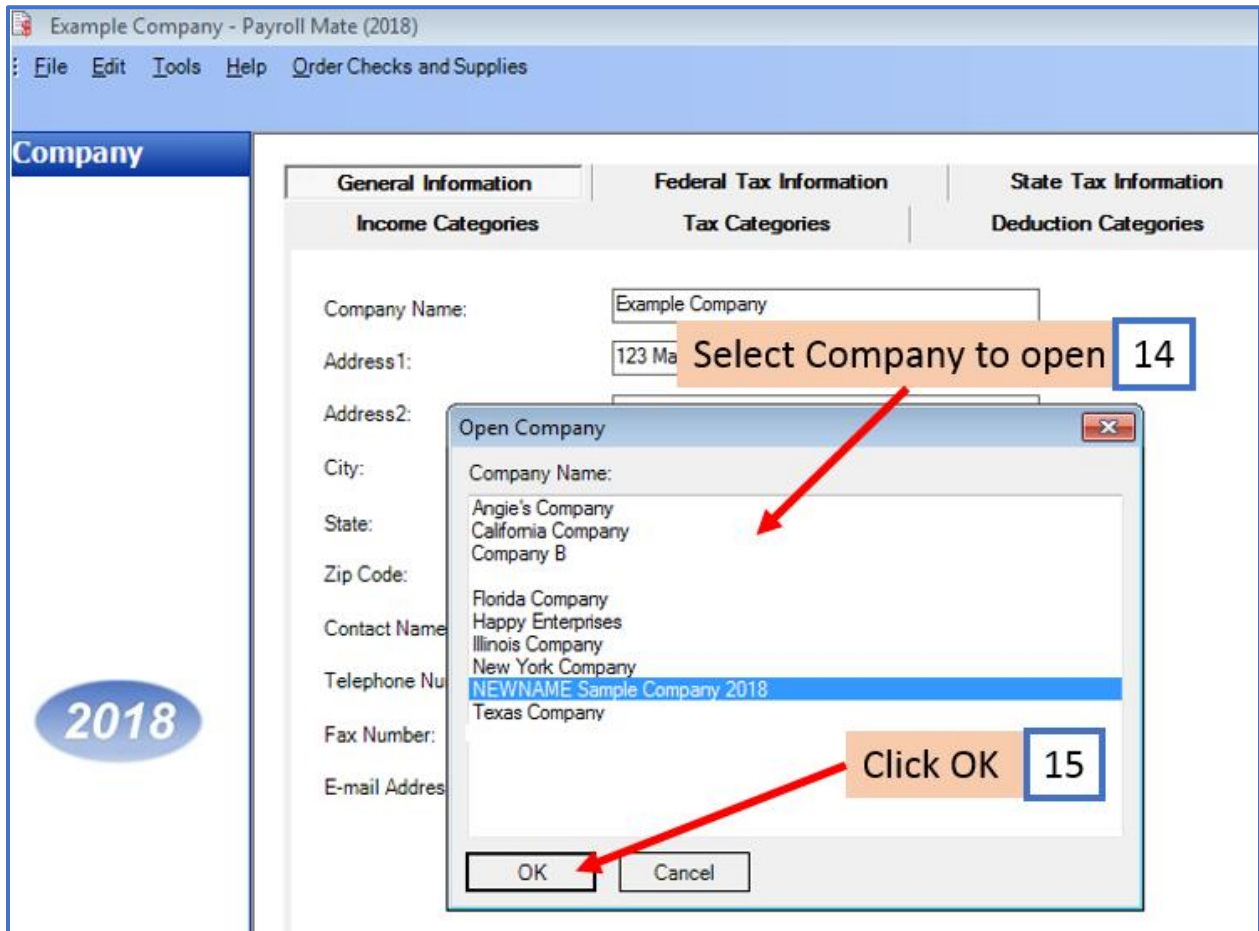
Open Payroll Mate

12. Click File

13. Select Open Company

14. Select the Company to open from the list (you should see the corrected name)

15. Click OK

16. Now Payroll Mate will open your company file with the correct name and will show the correct name in the top title bar