

HOW TO EDIT A CHECK NUMBER

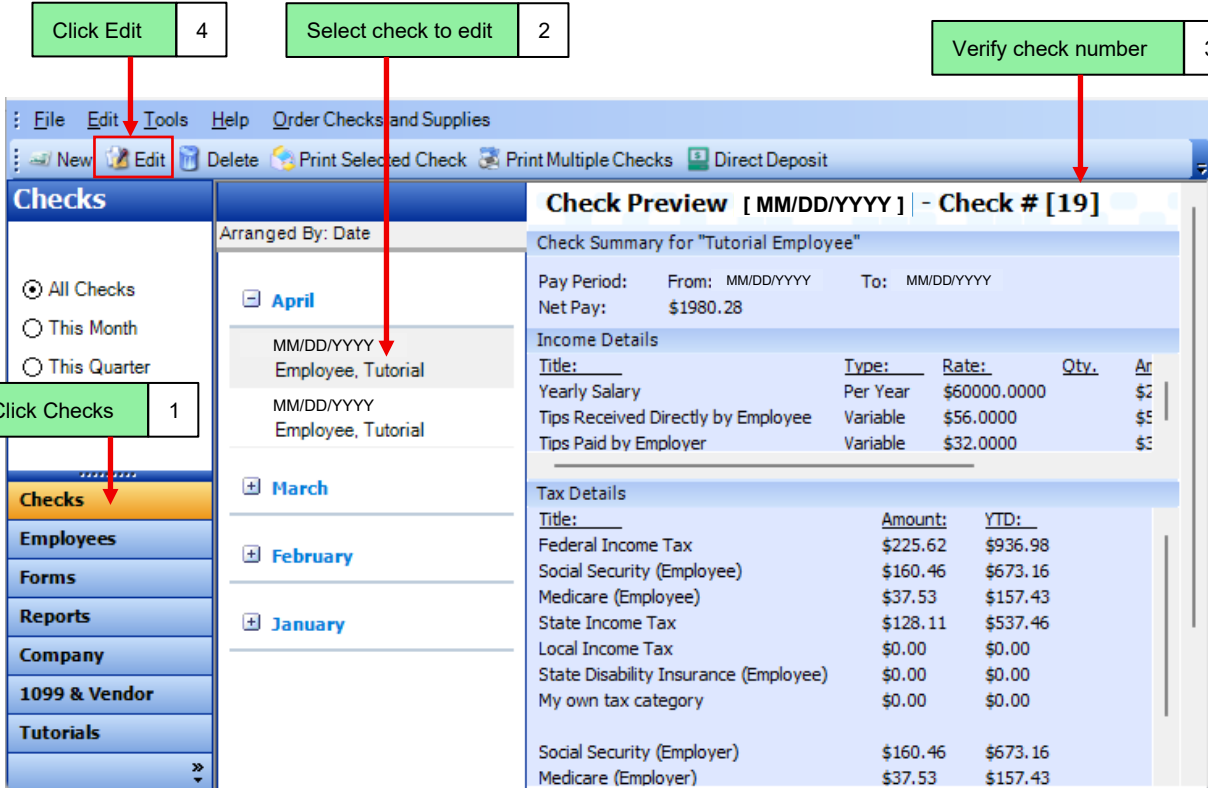
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click **Checks**
2. **Select check** to edit
3. **Verify check number** is the check you want to edit
4. Click **Edit**



Click Edit 4

Select check to edit 2

Verify check number 3

Click Checks 1

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

MM/DD/YYYY
Employee, Tutorial

MM/DD/YYYY
Employee, Tutorial

Check Preview [MM/DD/YYYY] - Check # [19]

Check Summary for "Tutorial Employee"

Pay Period: From: MM/DD/YYYY To: MM/DD/YYYY
Net Pay: \$1980.28

Income Details


Title:	Type:	Rate:	Qty.	Ar
Yearly Salary	Per Year	\$60000.0000		\$2
Tips Received Directly by Employee	Variable	\$56.0000		\$5
Tips Paid by Employer	Variable	\$32.0000		\$3

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$225.62	\$936.98
Social Security (Employee)	\$160.46	\$673.16
Medicare (Employee)	\$37.53	\$157.43
State Income Tax	\$128.11	\$537.46
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
My own tax category	\$0.00	\$0.00
Social Security (Employer)	\$160.46	\$673.16
Medicare (Employer)	\$37.53	\$157.43

5. Warning message will appear, **Read warning carefully**
6. Click **Yes**

Warning ×

 Payroll Mate has detected the following:

The setup of one or more of the check's incomes, taxes, or deductions has been modified since this check was first created. Accordingly, none of the checks' taxes or deductions amounts can be automatically calculated.

The "Pay Date" you picked will cause Payroll Mate to create a check that is out of sequential order. This will cause calculation problems for taxes and deductions with wagebase and cutoff limits. These problems might appear in this check or in subsequent checks.

Are you sure you want to continue?

Read warning carefully 5

Click Yes 6

7. Another warning will appear, **Read warning carefully**
8. **Click in the box** next to: "I have checked with the IRS or a tax professional and I would like to proceed. I understand this change might cause issues." That will place a large X in the box.
9. Click **Proceed**

Read warning carefully 7

TYPE	DATE	QTY	AMOUNT	YTD
Early Salary	Per Year	\$60000.0000	\$2500.00	\$10769.25
Is Received Directly by Employee	Variable	\$0.00	\$0.00	\$580.00
Is Paid by Employer	Variable	\$0.00	\$0.00	\$0.00

Warning!

This change might cause payroll errors and issues with your tax forms.

I have checked with the IRS or a tax professional and I would like to proceed. I understand this change might cause issues.

Click Proceed 9

10. Type in the **correct check number**
11. Click **OK**

Type in correct check number 10

Check Details ×

General Information Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Employee, Tutorial Begin Date:

Check #: Pay Date: End Date: Recalculate

Income Details Vacation / Sick Hours

Income:	Rate:	Type:	Quantity:	Amount:	YTD:		Amount:	YTD:
Yearly Salary	60000.0000	Per Year	N/A	2500.00	10769.25	Vac. hours earned	0.00	0.00
Tips Received Directly by Employee	56.0000	Variable	N/A	56.00	56.00	Vac. hours used	0.00	0.00
Tips Paid by Employer	32.0000	Variable	N/A	32.00	32.00	Sick hours earned	0.00	0.00
						Sick hours used	0.00	0.00

[Learn how to rollover hours from last year](#)

Tax Details Deduction Details

Tax:	Amount:	YTD:	Deduction:	Amount:	YTD:
Federal Income Tax	225.62	936.98			
Social Security (Employee)	160.46	673.16			
Medicare (Employee)	37.53	157.43			
State Income Tax	128.11	537.46			
Local Income Tax	0.00	0.00			
State Disability Insurance (Employee)	0.00	0.00			
My own tax category	0.00	0.00			
<hr/>					
Social Security (Employer)	160.46	673.16			
Medicare (Employer)	37.53	157.43			
Fed Unemployment (Employer)	0.00	49.60			
State Unemployment (Employer)	38.82	162.87			
State Disability Insurance (Employer)	0.00	0.00			
Retirement Savings	100.00	700.00			

Other Optional Details Check Summary

	Amount:	YTD:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	.00	<u>This Check:</u> 2588.00	551.72	0.00	1980.28
Weeks Worked	0.00	.00	<u>YTD:</u> 10857.25	2305.03	0.00	8496.22

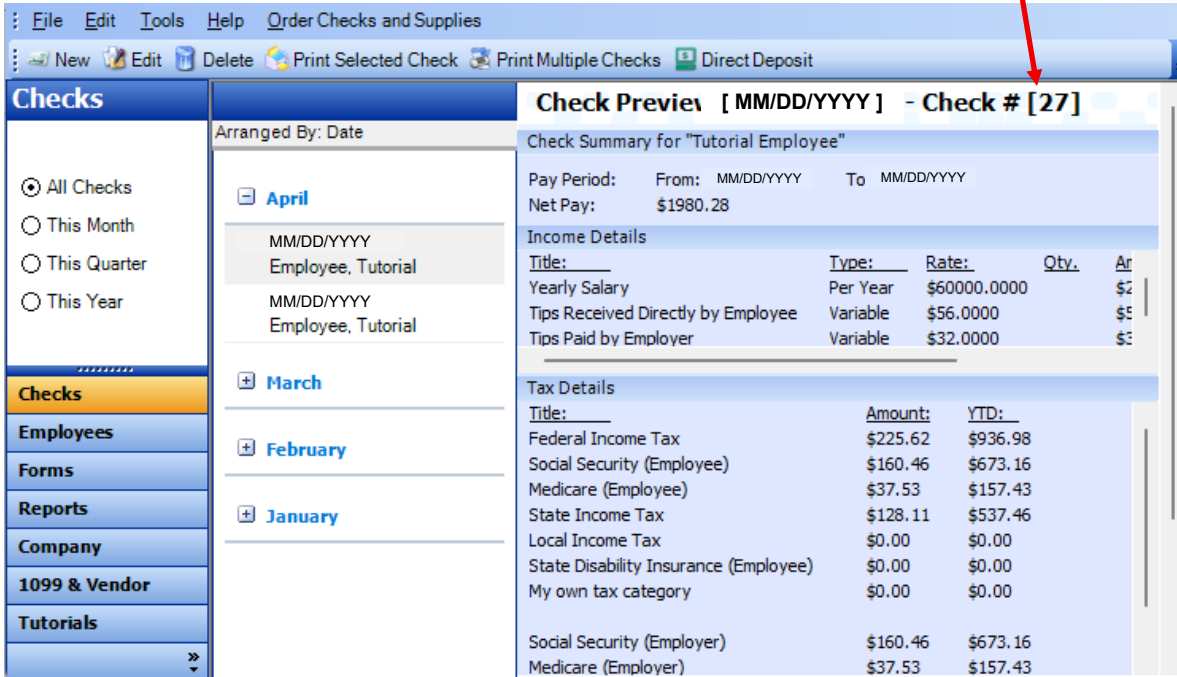
MEMO:

OK
Cancel

Click OK 11

12. Verify edited check number

Verify edited check number 12



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

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

Check Preview [MM/DD/YYYY] - Check # [27]

Check Summary for "Tutorial Employee"

Pay Period: From: MM/DD/YYYY To MM/DD/YYYY

Net Pay: \$1980.28

Income Details

Title:	Type:	Rate:	Qty.	Am
Yearly Salary	Per Year	\$60000.0000		\$2
Tips Received Directly by Employee	Variable	\$56.0000		\$5
Tips Paid by Employer	Variable	\$32.0000		\$3

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$225.62	\$936.98
Social Security (Employee)	\$160.46	\$673.16
Medicare (Employee)	\$37.53	\$157.43
State Income Tax	\$128.11	\$537.46
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
My own tax category	\$0.00	\$0.00
Social Security (Employer)	\$160.46	\$673.16
Medicare (Employer)	\$37.53	\$157.43

Congratulations! You have edited the check number.