HOW TO EDIT A VENDOR CHECK

Question

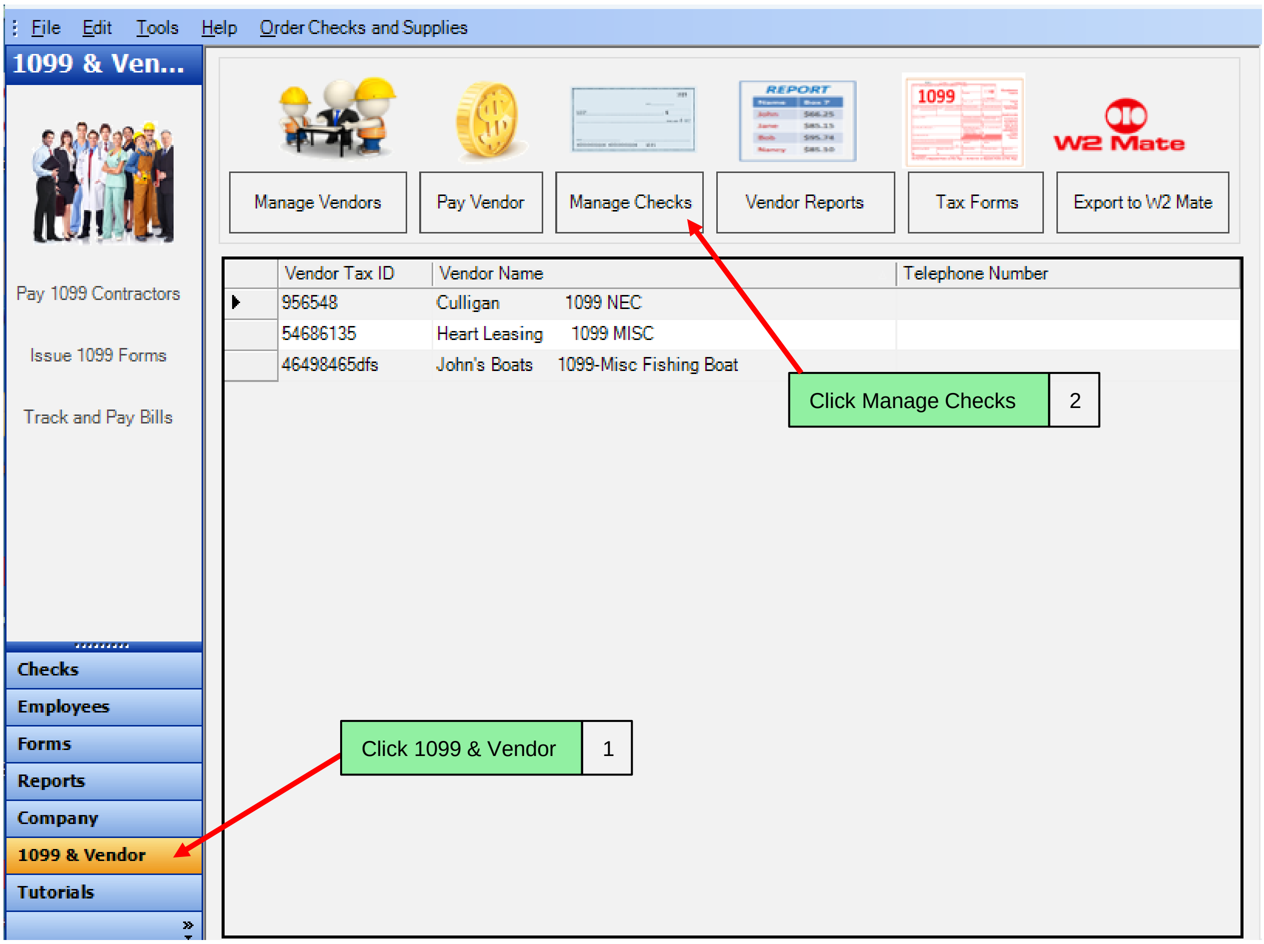
PLEASE REFER TO THE STEPS BELOW:

Answer

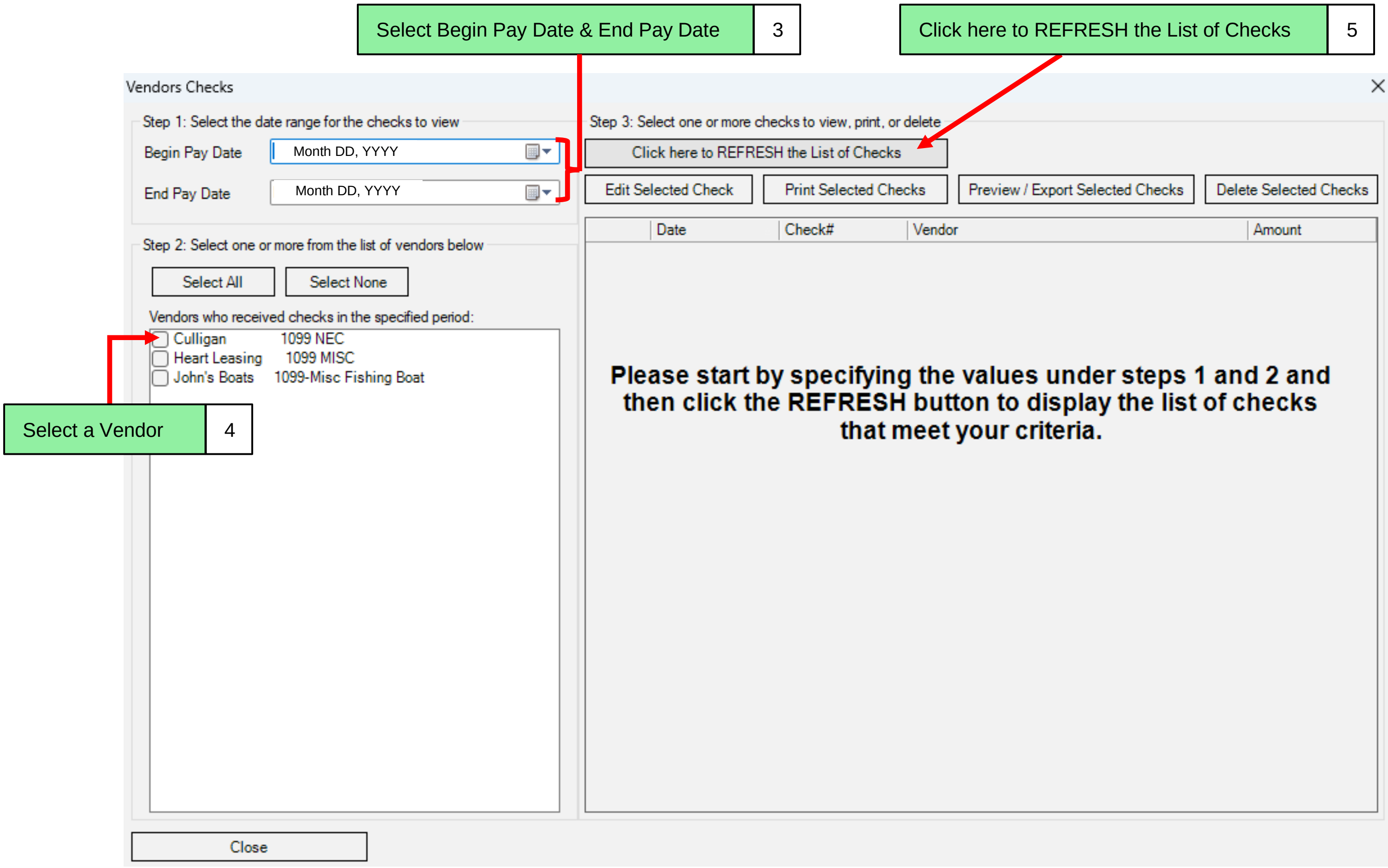
To manage vendors and 1099's, you need to purchase and enable Payroll Mate Option #6 (Vendor and 1099 Center) in addition to the purchase of Payroll Mate Software PC Download.

Make sure you are in the correct company.

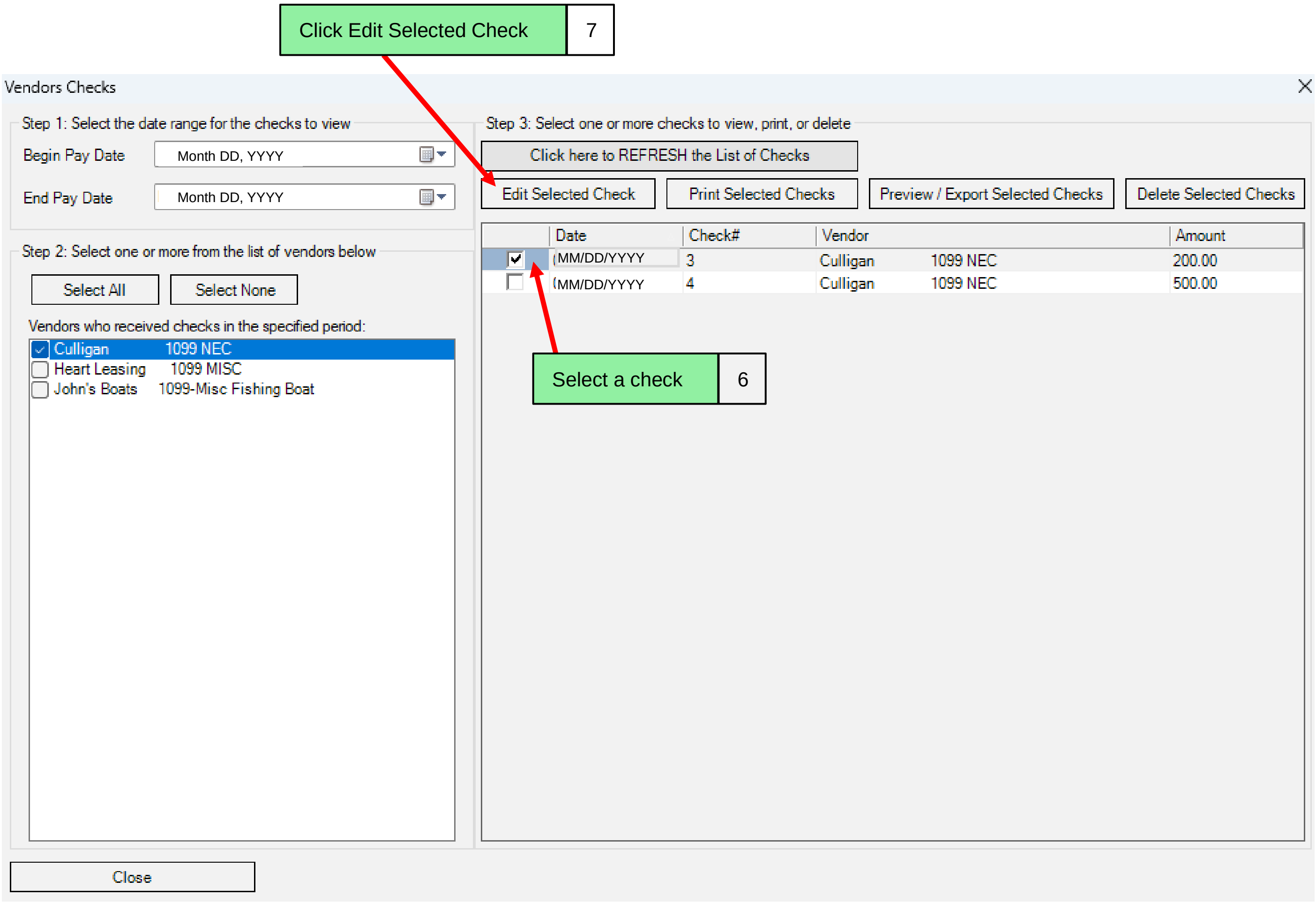
1. Click **1099 & Vendor**
2. Click **Manage Checks**



3. Select a **Begin Pay Date and End Pay Date** of checks to be edited
4. Select a **Vendor**
5. Click on **Click here to REFRESH the List of Checks**



6. **Select a check** to edit
7. Click **Edit Selected Check**

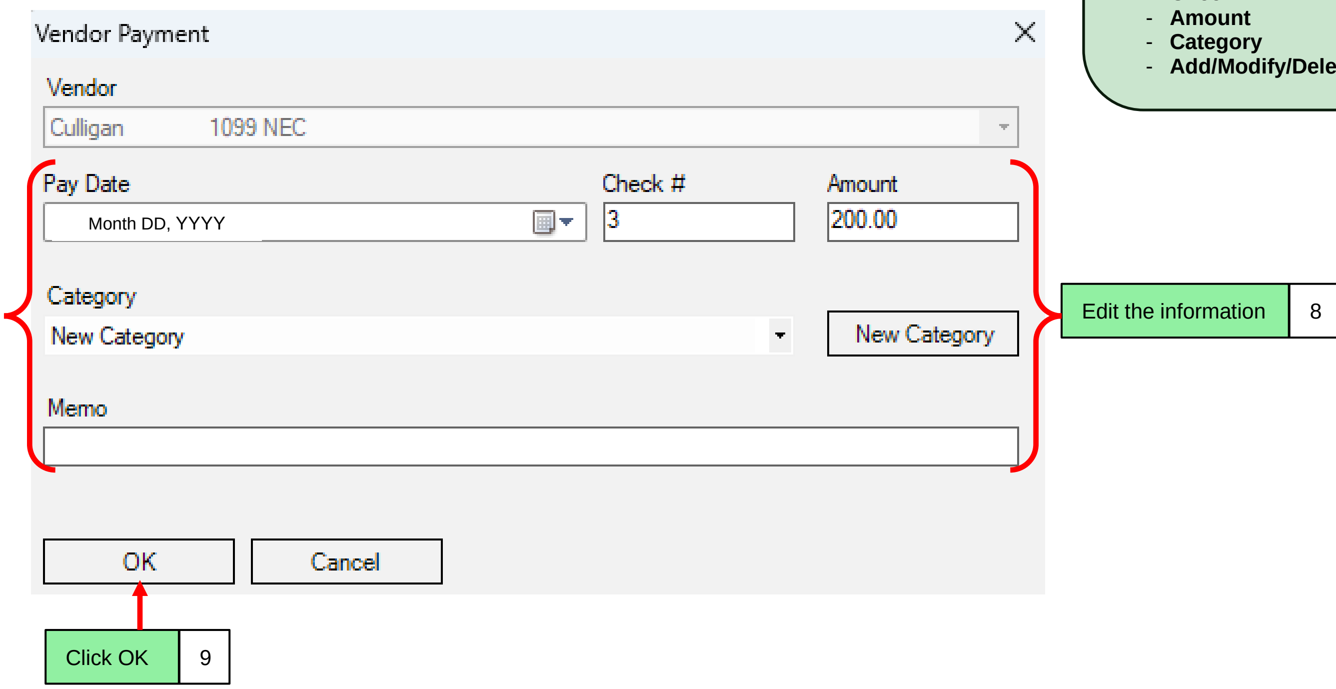


Example for this tutorial:
Changing the amount from $200.00 to $150.00.
This is the screen before changing the amount.

You can change:
- **Pay Date**
- **Check #**
- **Amount**
- **Category**
- **Add/Modify/Delete Memo**

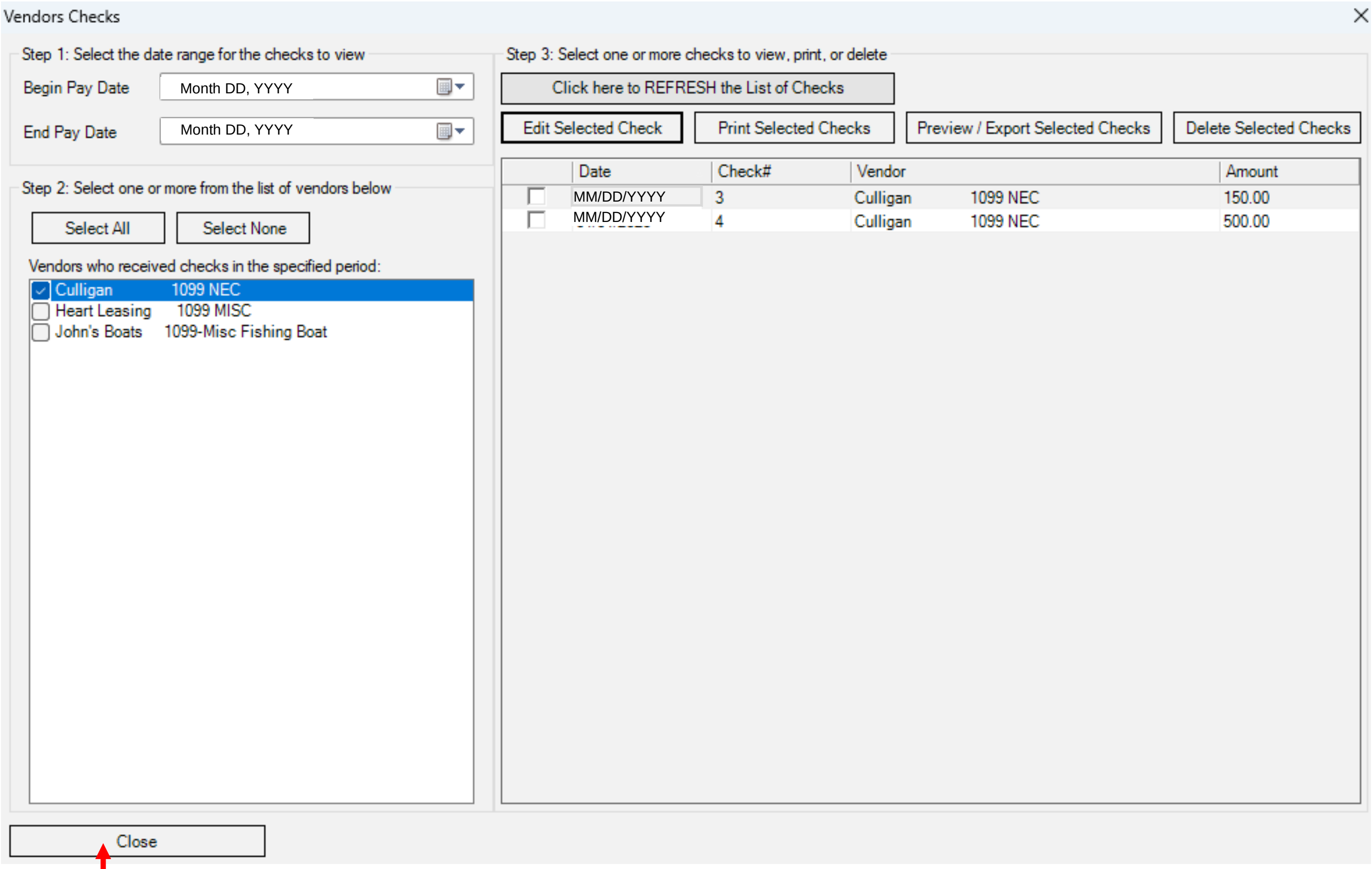
Vendor Payment box will appear for the check you select to edit.

8. **Edit the information you need** for the Vendor Check
9. Click **OK**



10. Click **OK**

Notice that Check # 3 is now $150.00



Click Close | 10

Congratulations. You know how to edit a vendor check!