

HOW TO EDIT A VENDOR CHECK

Question

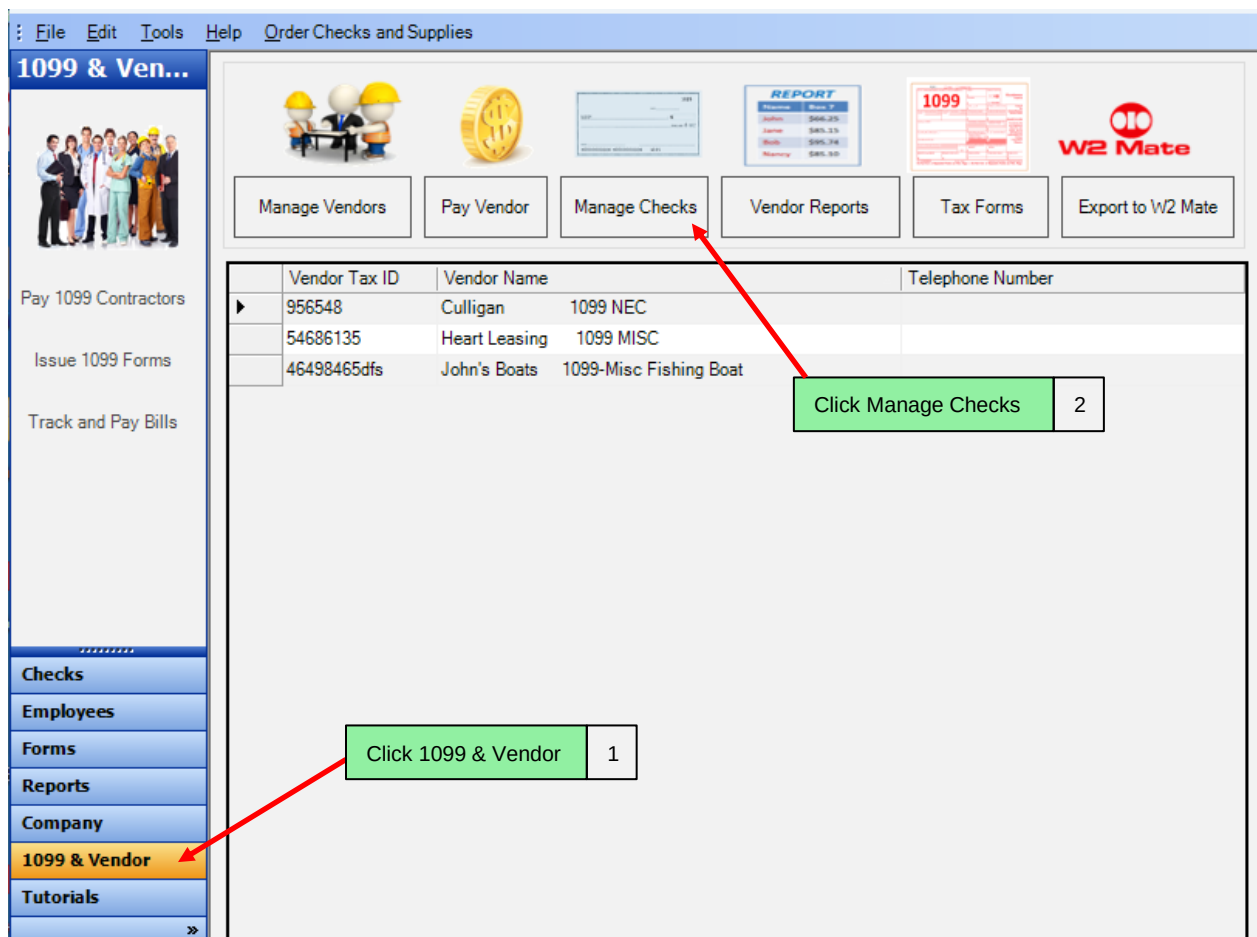
PLEASE REFER TO THE STEPS BELOW:

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**

Select Begin Pay Date & End Pay Date

3

Click here to REFRESH the List of Checks

5

Vendors Checks
×

Step 1: Select the date range for the checks to view

Begin Pay Date

End Pay Date

Step 2: Select one or more from the list of vendors below

Vendors who received checks in the specified period:

- ☐ Culligan 1099 NEC
- ☐ Heart Leasing 1099 MISC
- ☐ John's Boats 1099-Misc Fishing Boat

Step 3: Select one or more checks to view, print, or delete

Date	Check#	Vendor	Amount
Please start by specifying the values under steps 1 and 2 and then click the REFRESH button to display the list of checks that meet your criteria.			

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

Click Edit Selected Check

7

Vendors Checks

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Step 3: Select one or more checks to view, print, or delete

	Date	Check#	Vendor	Amount
☒	MM/DD/YYYY	3	Culligan 1099 NEC	200.00
☐	MM/DD/YYYY	4	Culligan 1099 NEC	500.00

Select a check

6

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**

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

Vendor

Culligan 1099 NEC

Pay Date

Month DD, YYYY

Check #

3

Amount

200.00

Category

New Category

New Category

Memo

OK

Cancel

Edit the information

8

Click OK

9

10. Click **OK**

Notice that Check # 3
is now \$150.00

Vendors Checks

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Step 3: Select one or more checks to view, print, or delete

Date	Check#	Vendor	Amount
☐ MM/DD/YYYY	3	Culligan 1099 NEC	150.00
☐ MM/DD/YYYY	4	Culligan 1099 NEC	500.00

Congratulations. You know how to edit a vendor check!