

HOW TO MAKE AN INCOME CATEGORY INACTIVE

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click **Company**
2. Click **Income Categories**
3. **Select an Income** to deactivate
4. Click **Edit**

File Edit Tools Help Order Checks and Supplies

Company

Click Company 1

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

General Information
Federal Tax Information
State Tax Information

Income Categories
Tax Categories
Deduction Categories

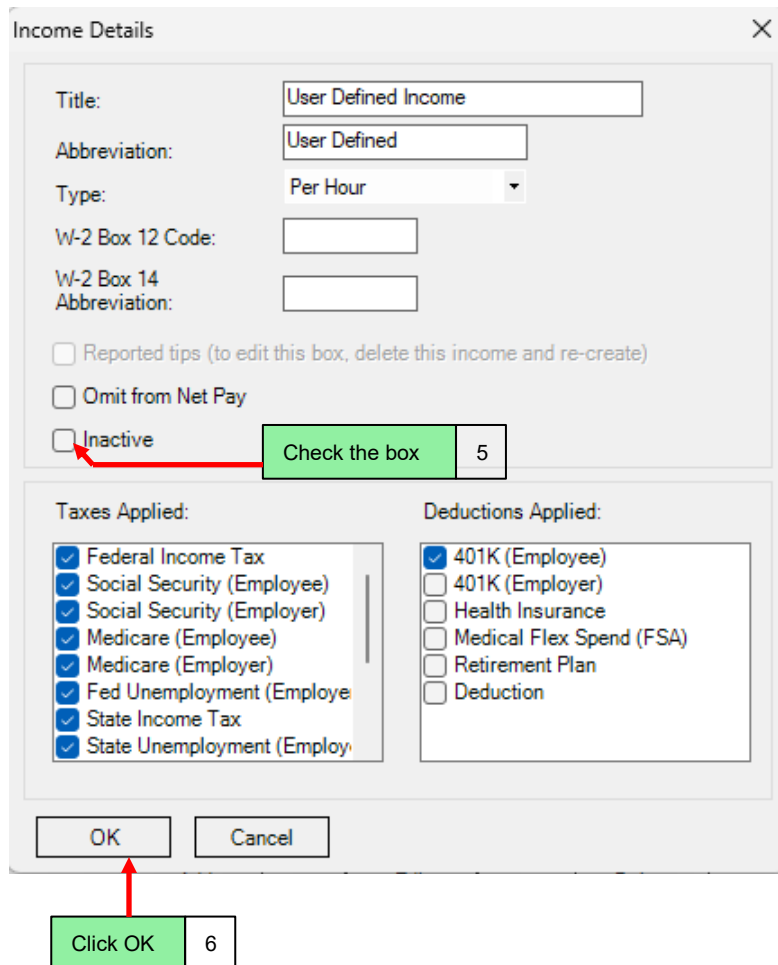
	Title	Calculation
▶	Regular Hourly Pay	Per Hour
	Overtime Hourly Pay	Per Hour
	Yearly Salary	Per Year
	Bonus	Variable
	Tips Received Directly by Employee	Variable
	Tips Paid by Employer	Variable
	Double-Time	Per Hour
	Commission	Variable
	Mileage	Per Mile
	Piece Work	Per Piece
	Fringe Benefits	Fixed
	Life Insurance over 50,000	Variable
	Sick Pay	Variable
	Vacation Pay Hourly	Per Hour
	Sick Pay Hourly	Per Hour
	Housing Allowance	Per Year
	User Defined Income	Per Hour

Add
Edit
Delete

[How to Create an Income Category](#)

Click Edit 4

5. Check the box that says Inactive
6. Click OK



Congratulations. You have deactivated an income category!