HOW TO PAY A VENDOR / CONTRACTOR

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

To track and manage vendors and recipients you will need to purchase **Payroll Mate Option #6 (Vendor and 1099 Center)**. This option needs to be purchased in addition to Payroll Mate Software.

This option will allow you to track and manage your vendors and recipients. This option supports printing non-payroll checks.

Once you have purchased this option you will be sent an email with a code to enable the feature within the software. The email will also contain step by step instructions on how to enable the feature.

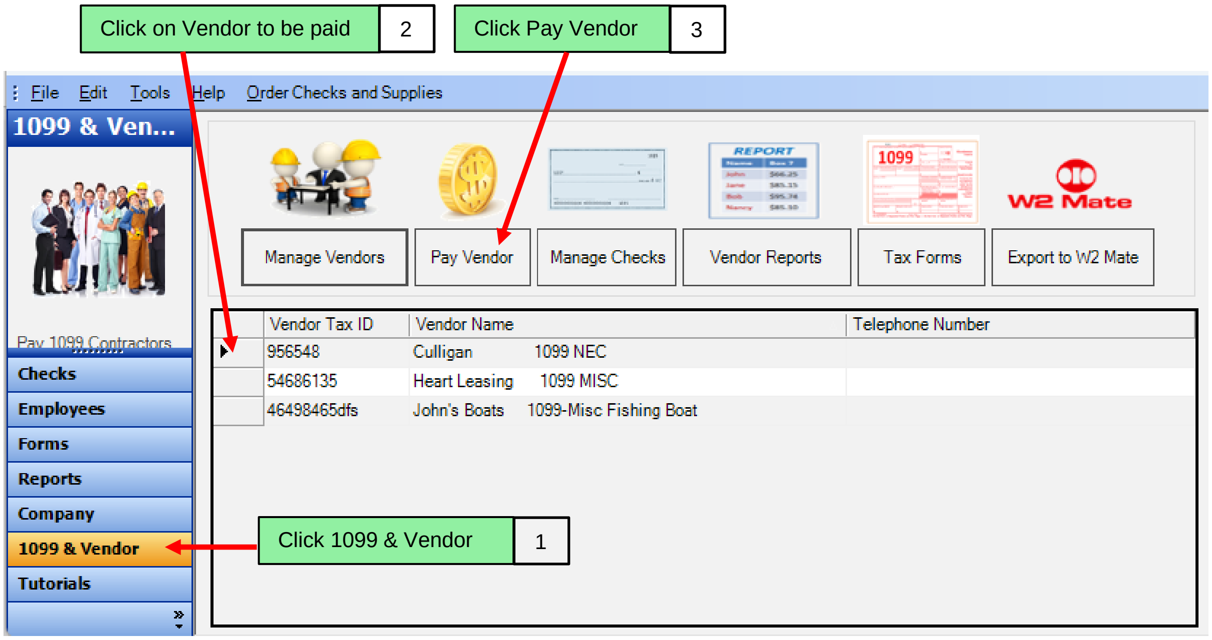
Once you have enabled Payroll Mate Option #6 (Vendor and 1099 Center), 1099 & Vendor will be added to your shortcut menu in the Payroll Mate Software.

This tutorial is relevant once your Vendor/Contractor(s) have been created in Payroll Mate.

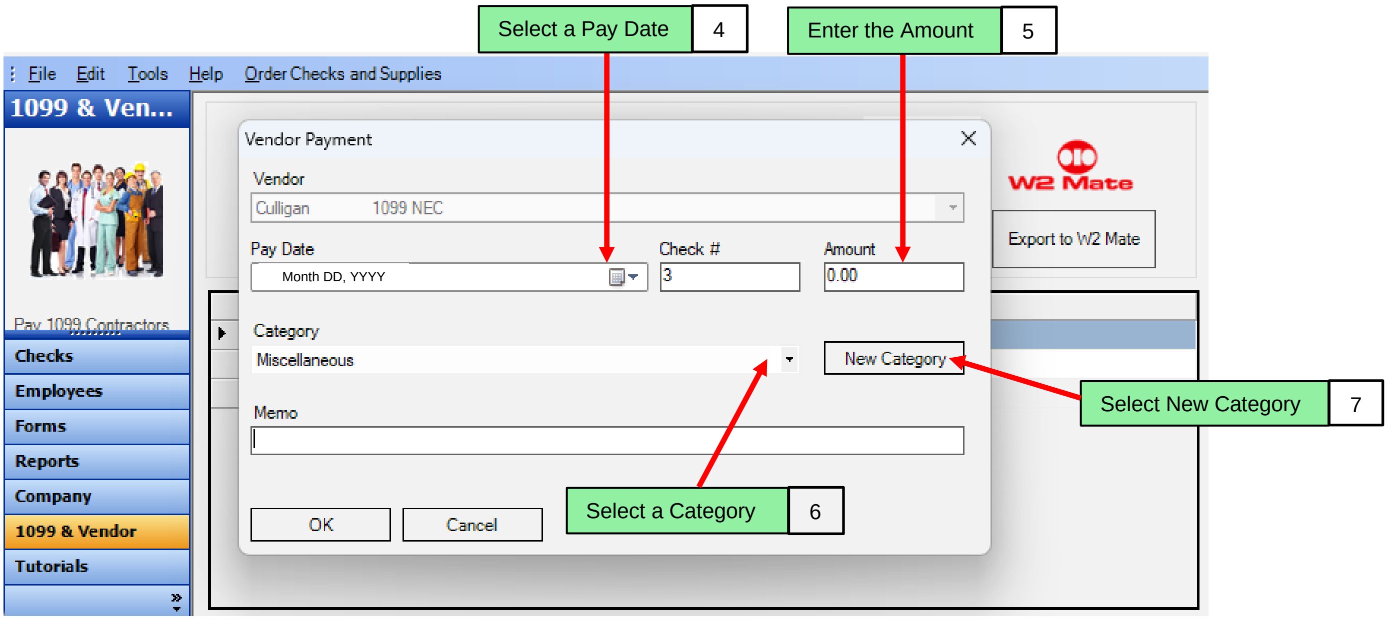
Payroll Mate

Make sure you have the correct company open inside Payroll Mate

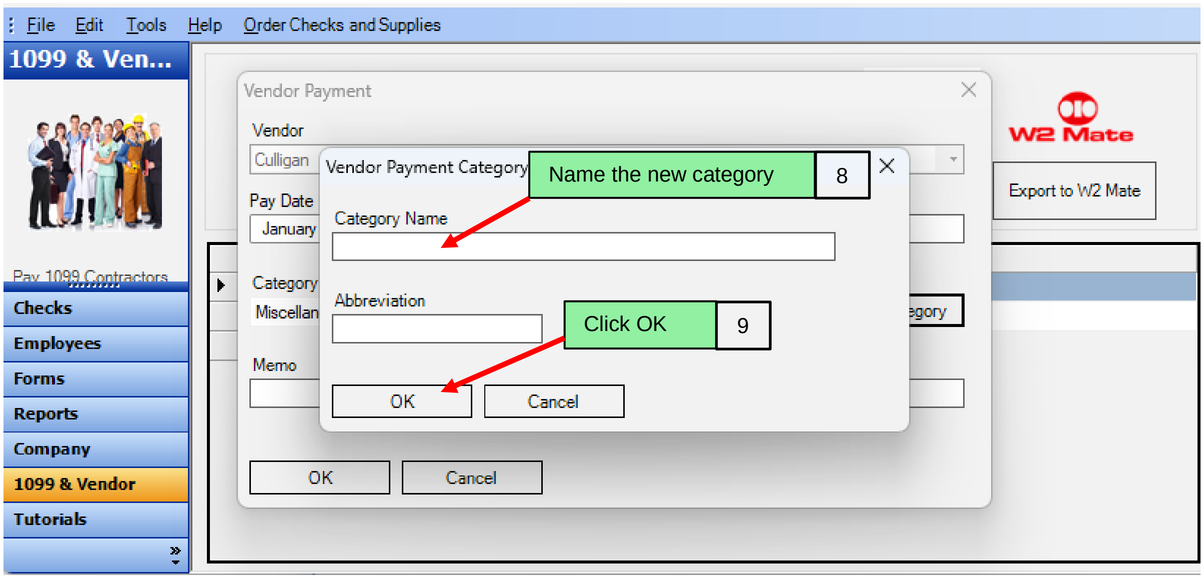
1. Click **1099 & Vendor**
2. Click on a **Vendor to be paid**
3. Click **Pay Vendor**



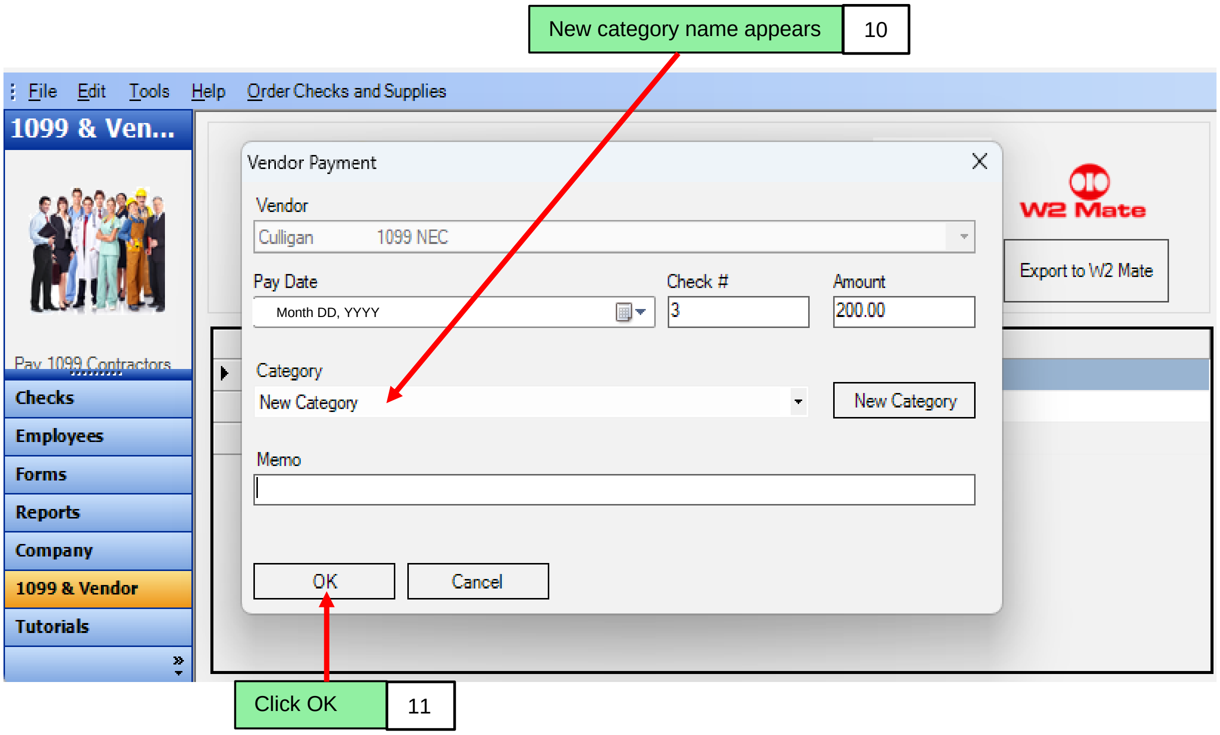
4. Vendor Payment box will appear. **Select a Pay Date**
5. **Enter the Amount**
6. **Select a Category** for payment
7. If your payment is not applicable to any of the categories provided, you can select **New Category**



8. Vendor Payment Category box will appear. **Name the new category**
9. Click **OK**



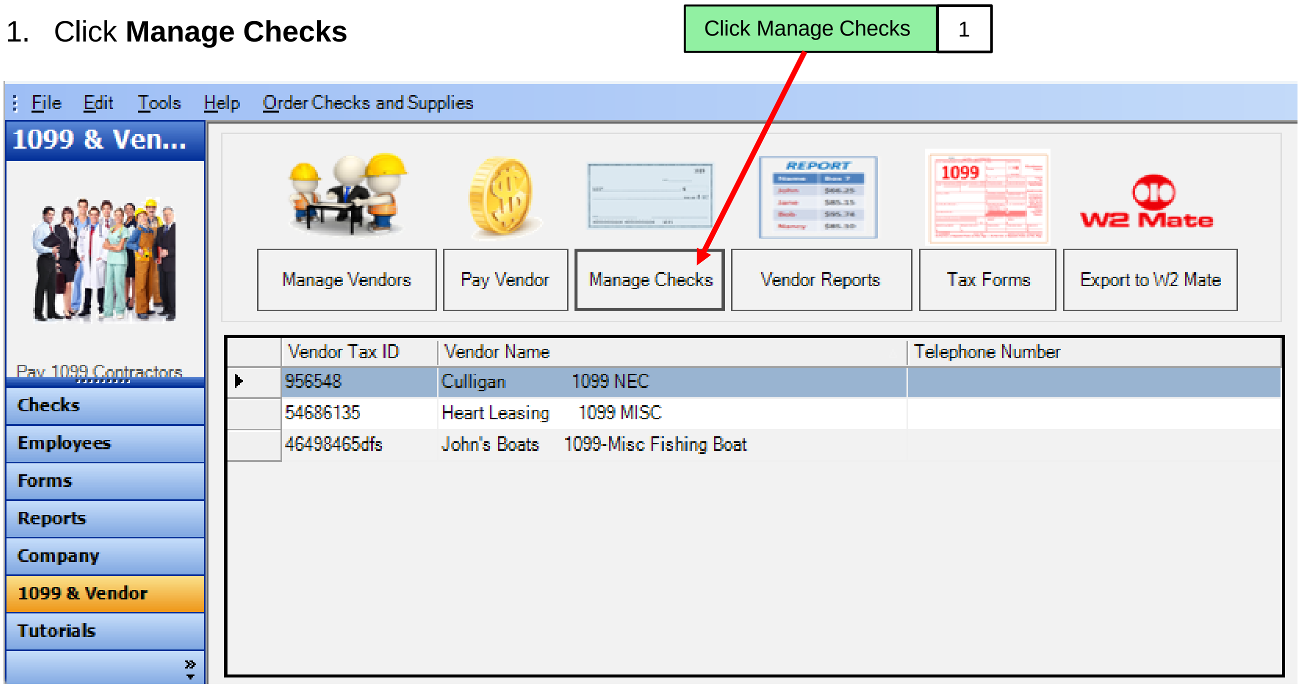
10. The **new category name appears**.
11. Click **OK**



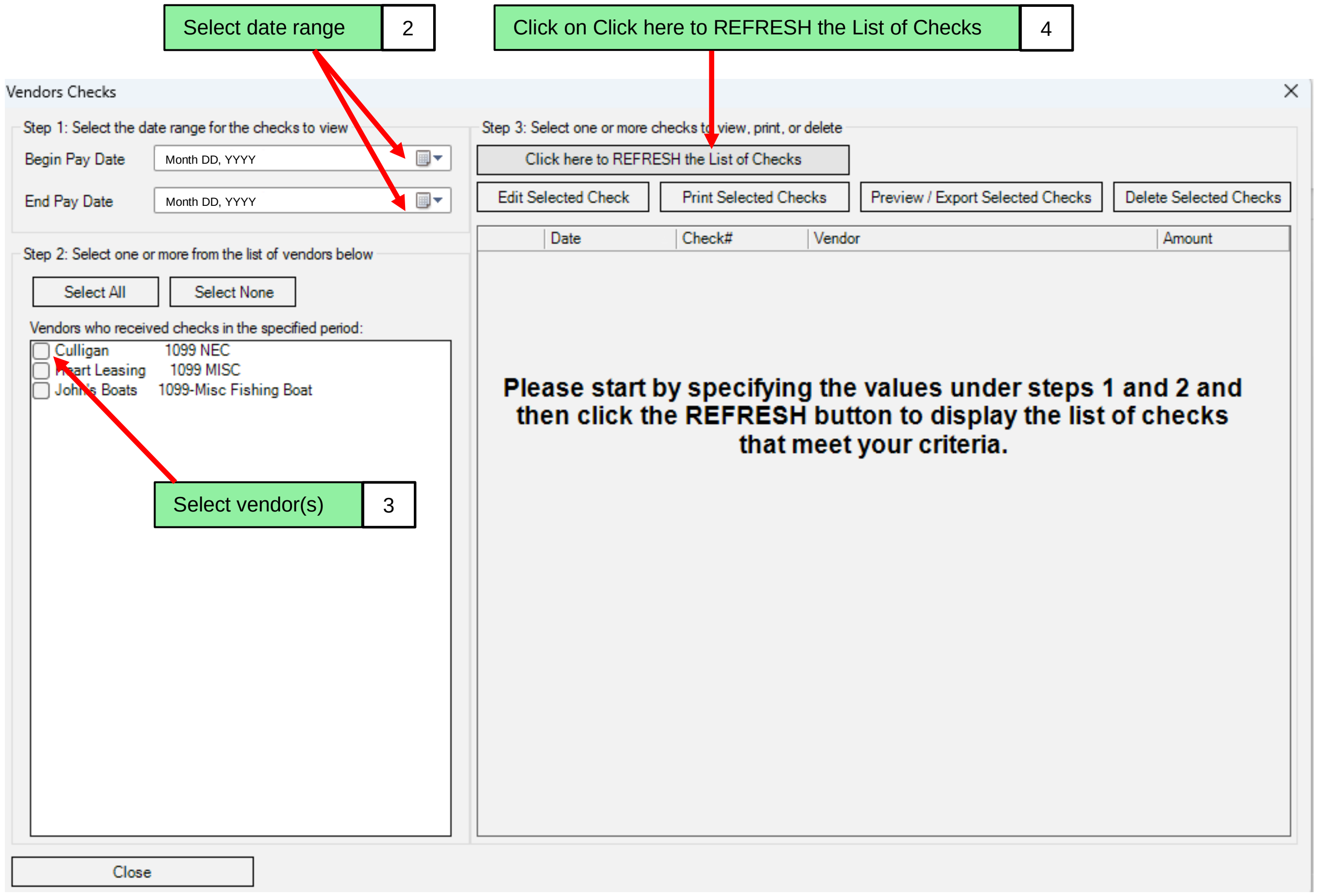
You will be brought back to the 1099 & Vendor screen.

Print the Vendor check(s):

1. Click **Manage Checks**

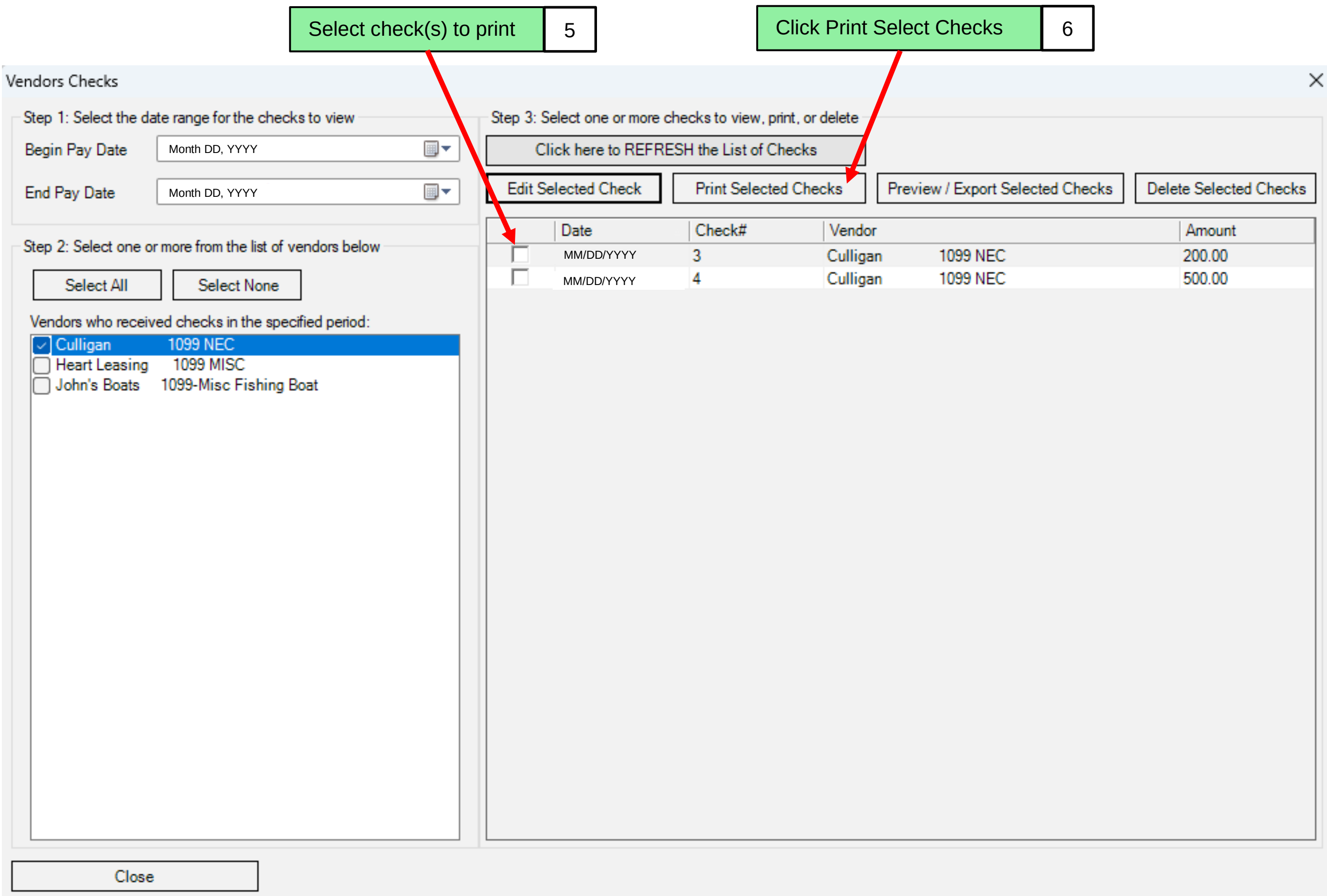


2. Vendors Checks window will appear. **Select the date range for the checks**
3. **Select the vendor(s)**
4. Click the **Click here to REFRESH the List of Checks** button



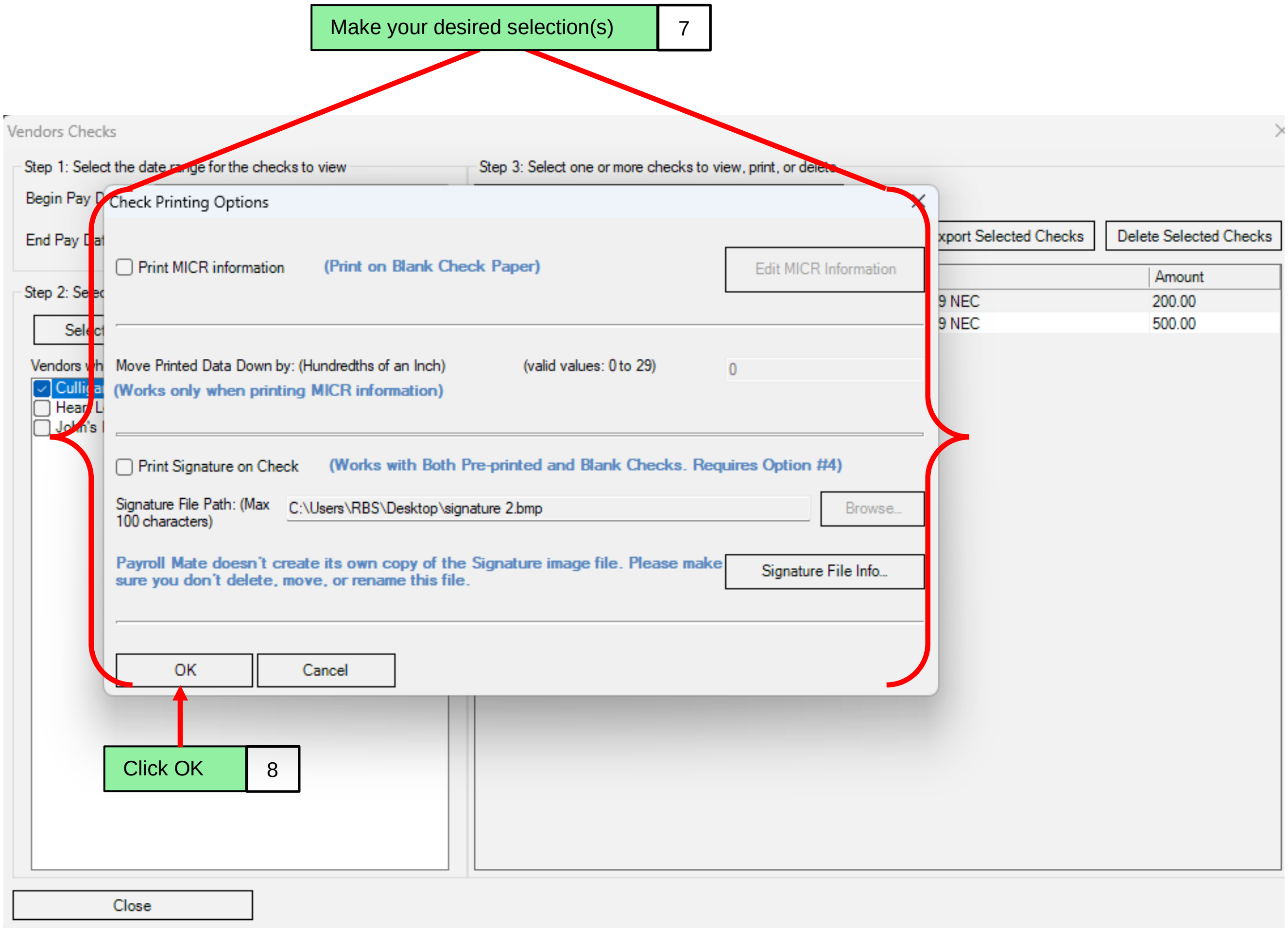
List of checks for that date range and vendor(s) selected will appear.

5. **Select the check(s) you want to print**
6. Click **Print Selected Checks**



Check Printing Options window will appear.

7. **Make your desired selections**
8. Click **OK**



9. **Select your printer**
10. Click **OK**