

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.

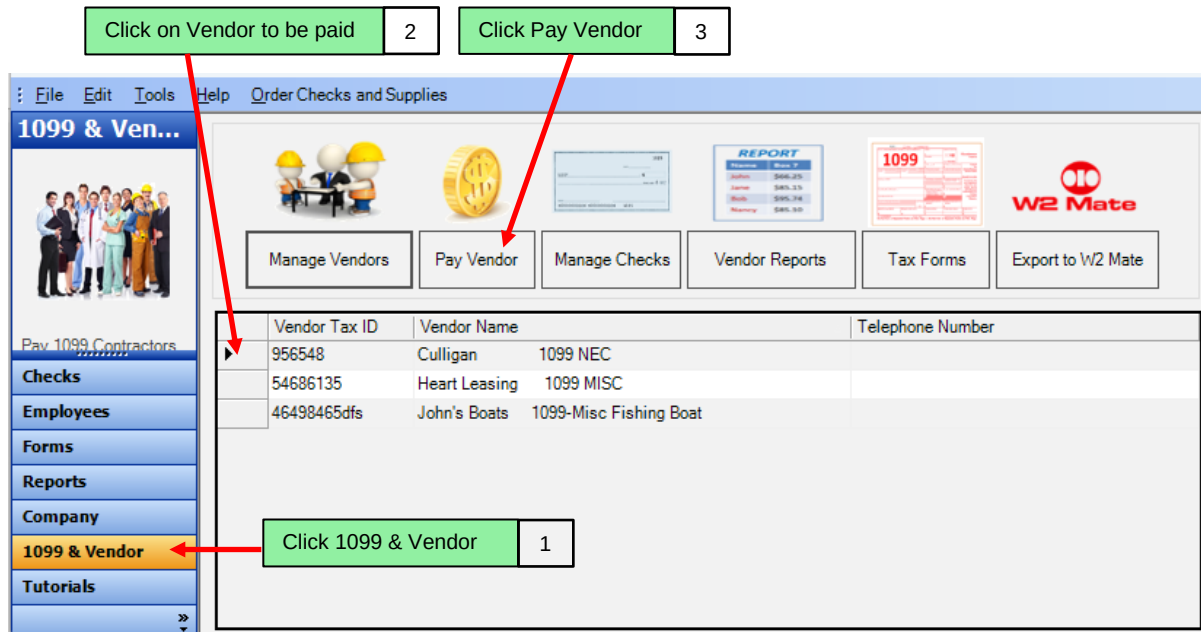
Once you have purchased this option you will be sent an email with a code to enable the feature within the software. The email will also contain step by step instructions on how to enable the feature.

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.

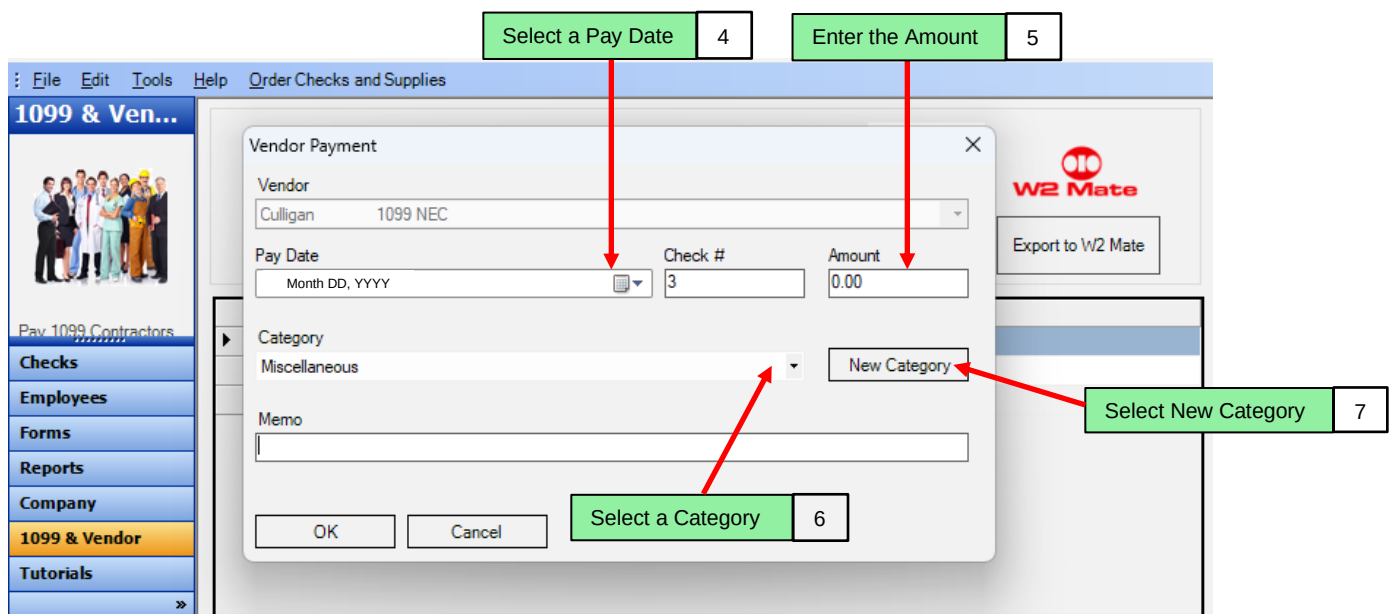
This tutorial is relevant once your Vendor/Contractor(s) have been created in Payroll Mate.

Make sure you have the correct company open inside Payroll Mate

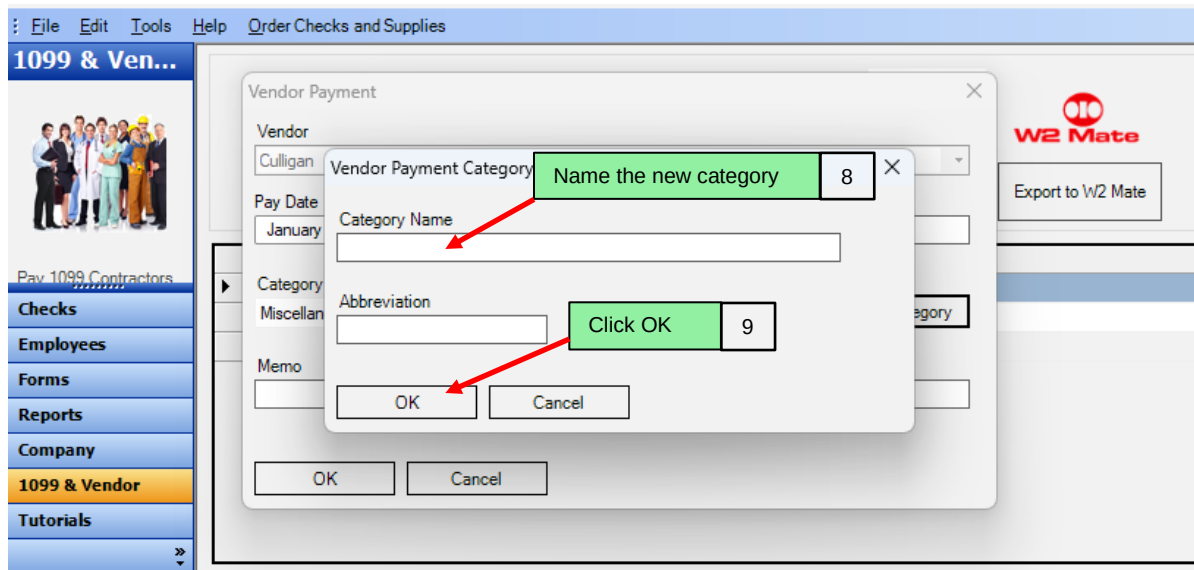
1. Click **1099 & Vendor**
2. Click on a **Vendor to be paid**
3. Click **Pay Vendor**



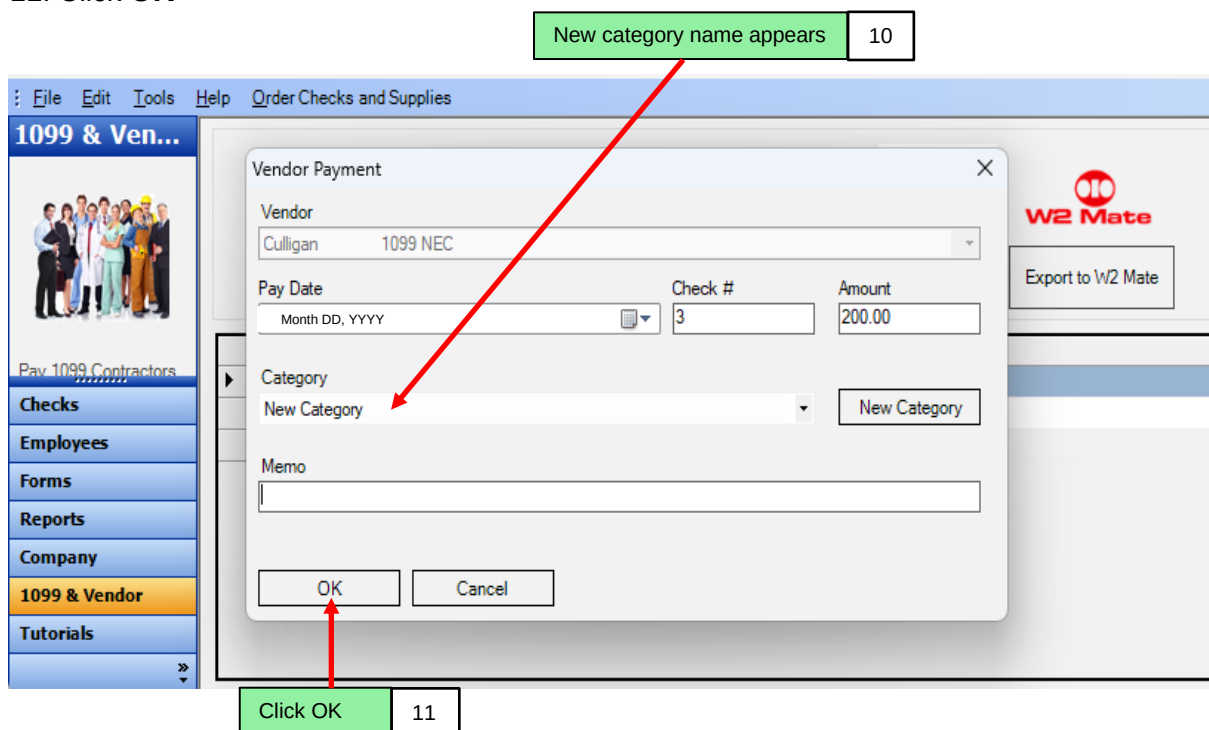
4. Vendor Payment box will appear. **Select a Pay Date**
5. **Enter the Amount**
6. **Select a Category** for payment
7. If your payment is not applicable to any of the categories provided, you can select **New Category**



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



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



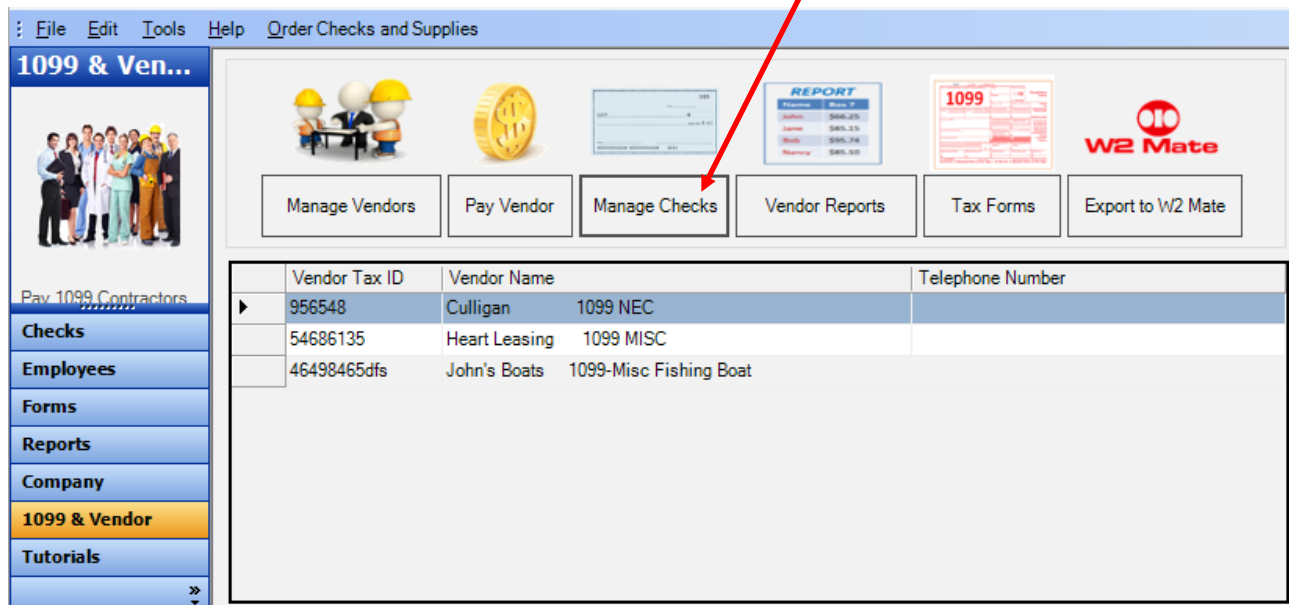
You will be brought back to the 1099 & Vendor screen.

Print the Vendor check(s):

1. Click **Manage Checks**

Click Manage Checks

1



1099 & Ven...

Pay 1099 Contractors

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

Manage Vendors

Pay Vendor

Manage Checks

Vendor Reports

Tax Forms

Export to W2 Mate

Vendor Tax ID	Vendor Name	Telephone Number
956548	Culligan 1099 NEC	
54686135	Heart Leasing 1099 MISC	
46498465dfs	John's Boats 1099-Misc Fishing Boat	

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

Select date range

2

Click on Click here to REFRESH the List of Checks

4

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
- ☒ Mart Leasing 1099 MISC
- ☐ Johns 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.			

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**

Select check(s) to print

5

Click Print Select Checks

6

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

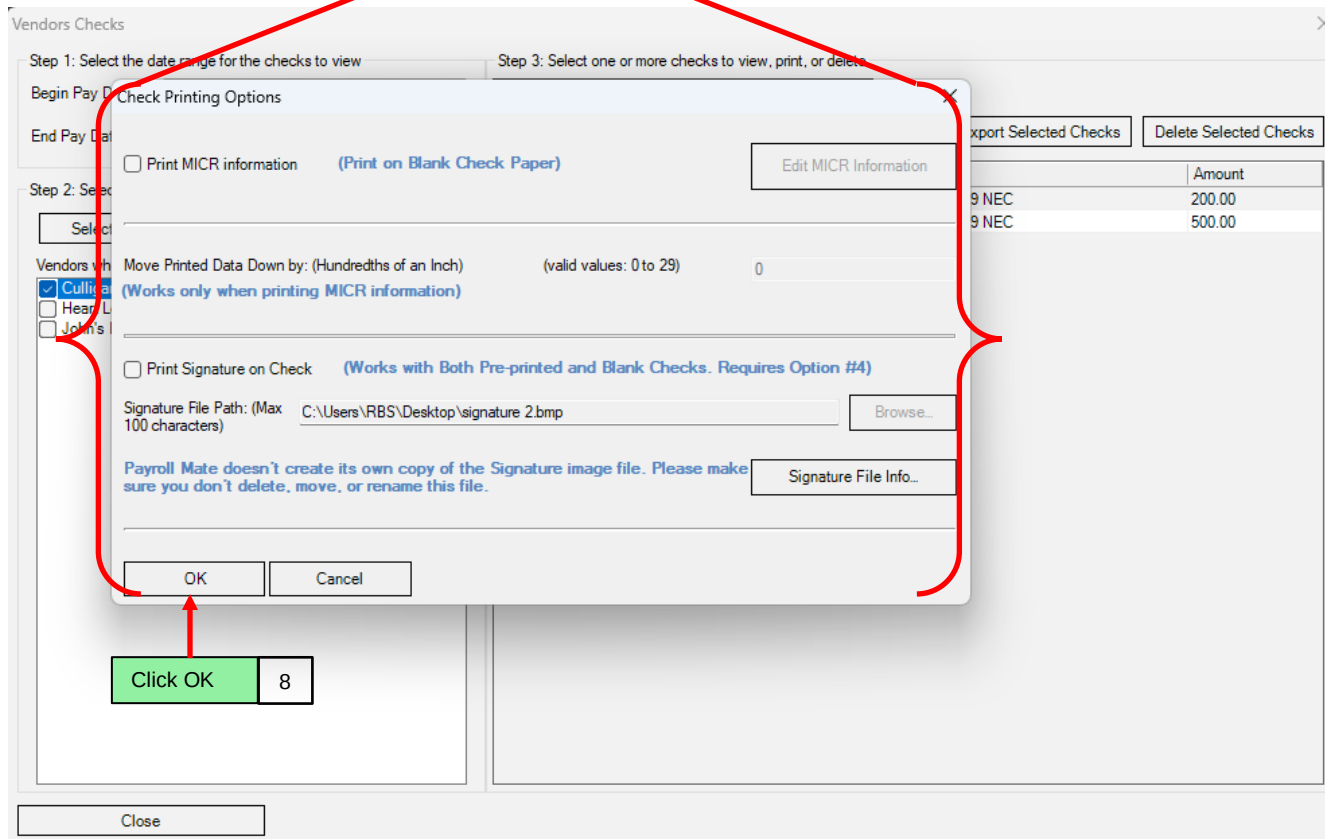
	Date	Check#	Vendor	Amount
☐	MM/DD/YYYY	3	Culligan 1099 NEC	200.00
☐	MM/DD/YYYY	4	Culligan 1099 NEC	500.00

Check Printing Options window will appear.

7. **Make your desired selections**

8. Click **OK**

Make your desired selection(s) 7



Vendors Checks

Step 1: Select the date range for the checks to view
 Begin Pay Date: End Pay Date:

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

Check Printing Options

☐ Print MICR information (Print on Blank Check Paper)

Move Printed Data Down by: (Hundredths of an Inch) (valid values: 0 to 29)
 (Works only when printing MICR information)

☒ Culligan
☐ Hearst
☐ John's

☐ Print Signature on Check (Works with Both Pre-printed and Blank Checks. Requires Option #4)
 Signature File Path: (Max 100 characters)
 Payroll Mate doesn't create its own copy of the Signature image file. Please make sure you don't delete, move, or rename this file.

Click OK 8

	Amount
9 NEC	200.00
9 NEC	500.00

9. **Select your printer**

10. Click **OK**

