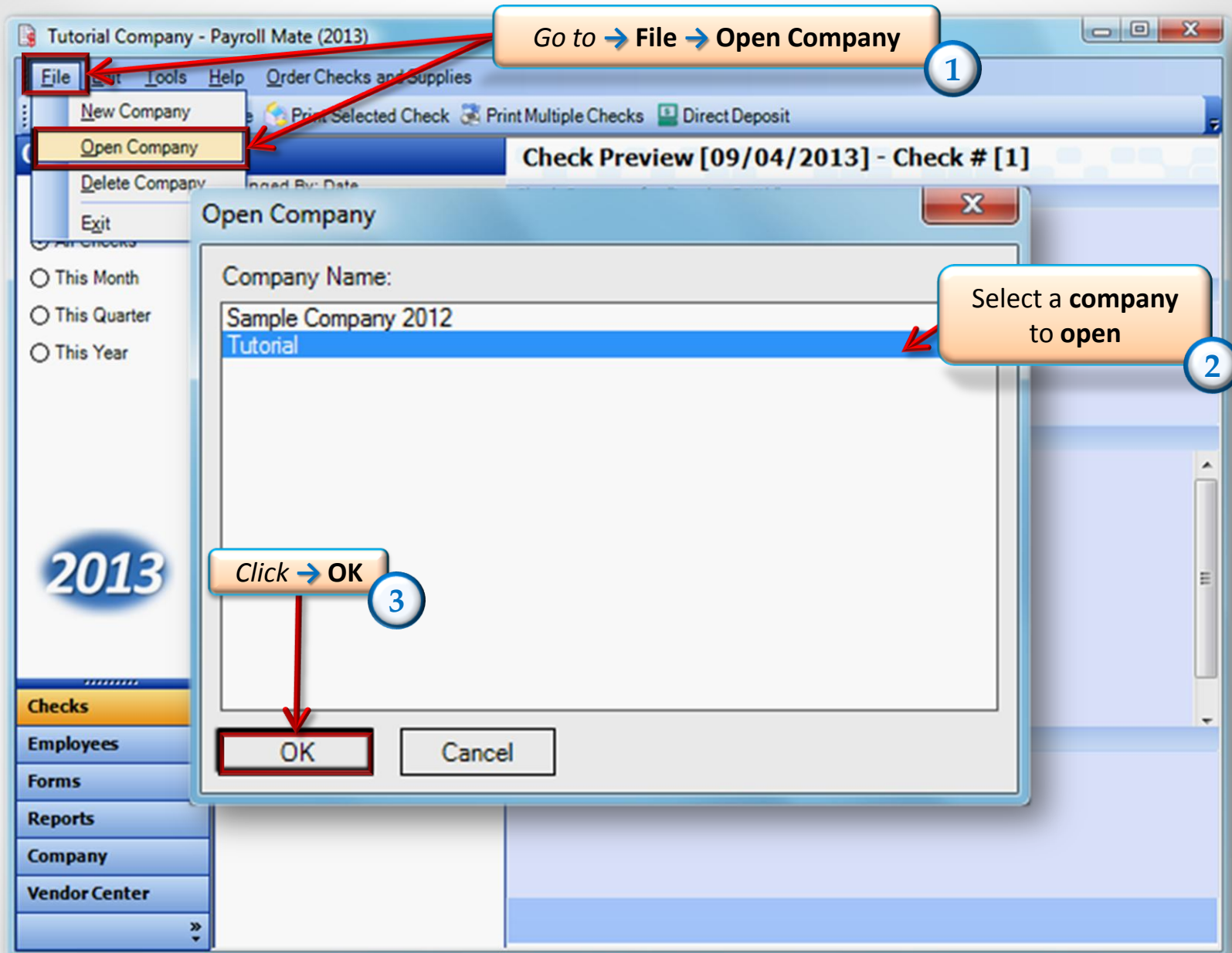


How to Pay a Vendor in Payroll Mate®

Start by Opening your
Payroll Mate
Program






Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Vendor Center







Pay 1099 Contractors

Issue 1099 Forms

Track and Pay Bills

2013

- Checks
- Employees
- Forms
- Reports
- Company
- Vendor Center**

Manage Vendors Pay Vendor Manage Checks Vendor Reports Tax Forms Export to W2 Mate

Vendor Tax ID	Vendor Name	Telephone Number
▶ 465465189	Helper Happy Boss	(543) 641-8364

Go to → Vendor Center 4

5 Click on a → Vendor to be paid



Pay 1099 Contractors

Issue 1099 Forms

Track and Pay Bills

2013

Checks

Employees

Forms

Reports

Company

Vendor Center



6 Click → Pay Vendor

Manage Vendors

Pay Vendor

Manage Checks

Vendor Reports

Tax Forms

Export to W2 Mate

Vendor Tax ID	Vendor Name	Telephone Number
45645686	Happy Helper Jr	(131) 605-1660

REPORT

Name	Rate
John	\$46.2
Jane	\$45.2
Bob	\$45.2
Mary	\$45.2

Vendor Payment
box will appear

Vendor Payment

7

Vendor

Happy Helper Jr

Pay Date

Tuesday, September 17, 2013

Check #

1

Amount

0.00

Category

Miscellaneous

New Category

Memo

OK

Cancel

Vendor Payment

Vendor

Happy Helper Jr

Pay Date

Tuesday, September 17, 2013

Select a Pay Date

8

September, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: 9/17/2013

OK

Cancel

Vendor Payment

Vendor
Happy Helper Jr

Pay Date: Tuesday, September 17, 2013

Check #: 1

Amount: 350.00

Category: Miscellaneous

Memo

OK Cancel

Enter amount 9

Vendor Payment

Vendor
Happy Helper Jr

Pay Date: Tuesday, September 17, 2013

Amount: 350.00

Category

- Rent or Lease
- Payroll Taxes - State
- Payroll Taxes - SUTA
- Penalties and Fines
- Phone
- Postage and delivery
- Professional Services (Accounting, Legal)
- Rent or Lease
- Repairs

New Category

Select a Category for payment 10

If there is NOT a category for your payment you can create a new category

Vendor Payment

Vendor
Happy Helper Jr

Pay Date
Tuesday , September 17, 2013

Check #
1

Amount
350.00

Category
Rent or Lease

Memo

OK

Click → **New Category** **11**

Vendor Payment Category
box will appear

Vendor Payment Category

Name the **new Category** **12**

Category Name
Ticket

Abbreviation
Ticket

OK Cancel

Click → **OK** **13**

Vendor Payment

Vendor: Happy Helper Jr

Pay Date: Tuesday, September 17, 2013

Amount: 350.00

Category: Ticket

Memo:

Click → OK

OK Cancel

The new Category now appears

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Congratulations. You know how to pay a vendor!

www.PayrollMate.com

1-800-507-1992