

# How to Edit Deduction Type

- 1. Click **Deduction Types** from **Payroll** module.
- 2. Select **deduction type** from the grid
- 3. Click **Open** toolbar button.

Deduction Type

New Open Refresh Export Close

Layout Filter Records (F3) 4 record(s) [1 selected]

Deduction ID	Description	Calculation Type	Amount/Percent	Deduct From	Limit
<input type="checkbox"/> 401K	401K Deduction	Percent	3.00	Gross Pay	10,500.00
<input type="checkbox"/> IRA	IRA Match	Percent	3.00	Gross Pay	0.00
<input type="checkbox"/> Uniforms	Uniforms	Fixed Amount	0.00	Gross Pay	0.00
<input checked="" type="checkbox"/> DED	For Deduction Type	Fixed Amount	5.00	Gross Pay	10.00

- 4. Edit fields as necessary.
- 5. Click **Save** toolbar button to save changes made.

Deduction Types - DAT

New Save Search Delete Undo Update Employees Close

Details

Deduction ID: DAT

Calculation Type: Fixed Amount

Description: New Deduction

Amount: 1.00

Limit: 10.00

Paid By: Employee

Deduct From: Gross Pay

Account ID: 20000-0000-000

W2 Code:

Expense Account: 50000-0000-000

Vendor Id: 0001005165

Deduction Taxes

+ Quick Add

X Remove

Filter Records (F3)

Tax ID	Description	Type	Paid By
<input type="checkbox"/> SDI-CA	State Disability Insurance - CA	USA State Disability	Employ...
<input type="checkbox"/> CA State Tax	California State Tax	USA State	Employ...
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	Employ...
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	Employ...

Page 1 of 1

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Filter Records (F3)

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<input type="checkbox"/> CA State Tax	California State Tax	USA State	Employ...
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	Employ...
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	Employ...

Page 1 of 1