Sage Timberline Office Strike Sheet Instructions

ACCOUNTS PAYABLE STRIKE SHEET:

Overview:

1. From the Tasks menu, select Print Checks.
2. Enter the Bank Account. The Starting check number will prefill.
3. Click [Printer Setup] then select a printer.
4. Click [Align].
5. Click [Print sample form].
6. Click [OK] and review the printed strike sheet.

Note:

- If you are using more than one check format, print a strike sheet for each format.
- If you are using MICR, the bank account and starting check number will not print.

PAYROLL STRIKE SHEET:

Solution: Print a sample check to order check forms
Follow the steps below to print a sample check when you order check forms. Use the font size and style you intend to use in your live data when you print the sample checks. Before you print sample checks in Payroll, you must have a Payroll bank account in Cash Management. Refer to the Cash Management Help topic, Setting up a bank account.

1. From the **File** menu, select **Open Data Folder**, and select the Timberline Construction sample data.
2. Define the check format. Select the appropriate link below for details on how to modify a check format.
   Note: Select the **Single sheet check** check box if you use a laser printer.
3. From the **Tasks** menu, select **Enter Time**, and enter time for two or three employees as usual.
4. Process the time. Select the appropriate link below for details on how to process payroll.
5. Print the checks to plain paper.
   1. Verify that plain paper is on the printer.
   2. From the **Tasks** menu, select **Print Checks**.
   3. Click [**List**], select the bank account, and then click [**OK**].
   4. Enter a check date and starting check number, and then click [**Start**].

Notes:

- Use the printer and printer driver that you plan to use when you print Payroll checks.
- A 10 point maximum font size is allowed when you print checks.
- A default 12 point font is used when you print checks to a text file.
- If you use your live company data instead of Timberline sample data to print sample checks, you must void the checks.
- Print at least two sample checks at once on plain paper to ensure that your printer's continuous feed alignment is correct.
- For assistance with printer setup, refer to the Payroll Help topic, Setting up printers.

CHECK PRINTING

Solution: Modify the check format for Sage Timberline Office Accounting and Management Products 9.2.0 and later
Follow the steps below to modify the check format in Sage Timberline Office Accounting and Management Products 9.2.0 and later CDs.

1. In Payroll, from the **Tools** menu, select **Modify Forms** > **Check Forms**.
2. In the **Check Form:** box, select the check format.
3. On the **General** tab, select the format and define what information prints on the check stub, check face, or direct deposit notification.
   1. In the **Format** box, select one of the three formats for your checks. The format you select determines which options are available on the check or direct deposit notifications face and stub. Select the link below for details on each format.
   2. In the **Placement** box, select the option for your stubs and check face. Select the link on format differences for placement options available for each check format.
   3. Select the appropriate check boxes for the check or direct deposit notification stub and face. Select the link below for details on each option.
   4. In the **Message** box, type any message you want to print on the check stub (up to 80 characters) or check face (up to 25 characters).

1. Click the **Earnings** tab to select which earnings items print on the stub to report year-to-date totals, current pay period totals, or both. You cannot select earnings on this tab when you select the **Automatically prefill earnings** check box. Select the link below for details on how to specify which pay ID totals print on the Payroll check stub.
2. Click the **Deducts, Taxes & Fringes** tab to select which deduction, tax, and fringe items print on the stub to report year-to-date totals, current pay period totals, or both. You cannot select deductions, taxes, or fringes on this tab when you select the **Automatically prefill employee-paid taxes and deductions** check box. Select the link below for details on how to specify which deduction, tax, or fringe IDs totals print on the Payroll check stub.
3. Click “CLOSE”