

SAGE 300 CONSTRUCTION AND REAL ESTATE STRIKE SHEET INSTRUCTIONS

Accounts Payable Strike Sheet:

Note: If you are unsure which check format you use, start the Cash Management application, and from the **Setup** menu, select **Bank Accounts**. Select the appropriate bank from the list and make note of the format in the **AP check format** section before you begin the steps below.

1. From the **Tools** menu, select **Check Formats**.
2. Enter the check format name in the field. You can also click [**List**] to select a check format.
3. Press ENTER and then click [**Print sample**].
4. Select the print sample option you want.
5. Click [**Start**] and review the printed strike sheet.

Tip: If you use more than one check format, print a strike sheet for each format.

Payroll Strike Sheet:

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 Company**, and select the Sage 300 Construction and Real Estate 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.
6. Verify that plain paper is on the printer.
7. From the **Tasks** menu, select **Print Checks**.
8. Click [**List**], select the bank account, and then click [**OK**].
9. 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 Sage 300 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.

Direct Deposit Notifications Strike Sheet:

Follow the steps below to print a sample direct deposit notification. Print sample notifications using the same check format, font size and style you intend to use when you print notifications in your live data. Before you print sample notifications in Payroll, you must have a Payroll bank account in Cash Management. Select the link below for detailed steps to set up a Payroll bank account.

1. From the **File** menu, select **Open Data Folder**, and select **Sage 300 Construction and Real Estate Sample Data**. **Note:** If you use your live company data instead of Sage 300 Construction and Real Estate sample data to print sample notifications, you must void the notifications after you complete the steps below.

2. From the **Tools** menu, select **Modify Forms > Check Forms**, and select the same check format that your company uses in live data.
Note: Select the **Single sheet check** check box if you use a laser printer.
3. From the **Setup** menu, select **Employee**, and set up direct deposits on two or three employees. For detailed steps on how to set up direct deposits, select the appropriate link below.
4. From the **Tasks** menu, select **Enter Time**, and enter time for the same employees selected in Step 3.
5. Process the payroll. For detailed steps on how to process payroll, select the appropriate link below.
6. Generate Direct Deposits.
7. From the **Tasks** menu, select **Generate Direct Deposits**.
8. Click [**List**], select the bank account, and then click [**OK**].
9. Click [**List**], select the check form, and then click [**OK**].
10. Type the effective date and the direct deposit path.
11. Click [**Start**] and print the notifications on plain paper.

Notes:

- Use the printer and printer driver that you plan to use for your Payroll check runs.
- A 10 point maximum font size is allowed when you print notifications.
- A default font size of 12 points is always used for notifications printed to a text file.
- Be sure to verify you have the same check format in **Tools > Modify Forms > Check Forms** as your live data prior to generating the strike sheet in sample data.
- Print at least two sample notifications in one direct deposit generation onto 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:

Modify the check format for Sage 300 Construction and Real Estate Products

Follow the steps below to modify the check format in Sage 300 Construction and Real Estate:

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.
 - a. 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.
 - b. 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.
 - c. Select the appropriate check boxes for the check or direct deposit notification stub and face. Select the link below for details on each option.
 - d. 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).
4. 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.
5. 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.
6. 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.
7. Click "CLOSE"