Printing Preferences

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Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

Current Settings: Simply displays the settings that are currently being used.

Global: The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

Application: If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

Database: Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

User: Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

Printing Checks Preference

Defines the printer used to print checks, the check format to use when printing checks, whether to Preview checks before printing, and whether to print the check number on the printed check.

General

- **Select Printer To Print Checks To** - Select the printer to print the checks to. Setting this at the database level allows a different printer for each database.
- **Select Check Type** - Forms added (custom forms) by you are listed first followed by system- supplied forms. The choices are: Check/Stub/Stub, Stub/Check/Stub, Check/Detail, Check/Stub/Stub (Alternate) (Compatible with the Perception top check LT103), Canadian, or ACH Payment Advice.
- **Select Stub Type -**The options are Standard (Detail), Standard (Summary), TP Standard (Detail), and TP Standard (Summary).

Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.

- **Print Check Number On Check** - Select Yes to print the check number on the check form or select No to print the check without the check number (for pre-printed checks).

- **Print Company Name and Address** - Select **Yes** to print the company name and address on the check form or select No to print the check without the company name and address (for pre-printed checks).
- **Number of Copies** - Select the number of copies to print when you select to print checks and overflow statements. This setting will determine the number of copies that print for checks and overflow statements.

Payroll Advices Preference

This preference allows specification of Printer, Advice and Stub layout, as well as various options to print or suppress certain advice information.

Note: If not specified here, when printing, settings are used from Payroll – Check Printing. Overflow sheets will print to the printer set under the appropriate preference, i.e. Check Overflow will print to the same printer as the checks; while Advice overflow will print to the Advice printer.

1. Select **Payroll Printing** >**Payroll -Advice Printing**.
    - Under General, in the **Select Printer to Print Advices To** box, select the printer used to print direct deposit advices. (Example: Setting this at the database level allows a different printer for each database.)
    - In the **Select Advice Type** box, select the advice type. The choices are stub/check/stub, check/stub/stub, check/detail stub, Check/Stub/Stub (Alternate) (compatible with the Perception top check (LT103), and Canadian.
    - In the **Select Stub Type** box, select the stub type:

Note: The stub type is dependent on which advice type is selected.

    - In the **Print Advice Number** box, select whether you want to have the advice number print on the advice form.
    - In the **Print Company Name and Address** box, select whether you want to have the company name and address print on the advice form.
    - In the **Print Social Security Number** box, select whether you want to have the employee's social security number print on the advice.
        - To print all characters of the SSN the **Print Social Security Number** option must be set to **Yes**.
        - To print only the last four digits of the SSN the **Print Social Security Number** option must be set to **Last 4 Digits** (this is the default value).
        - To suppress printing of the SSN the Print Social Security Number option must be set to No.
    - In the **Print Hours Offered** box, select whether you want an Hours Offered total to print on the lower-left corner of the pay stub. The amount printed is the total from the Offered column for all earnings. An Offered column can be added to Pay Employees and Time Sheet Entry by right-clicking in the data entry grid, selecting Add/Remove Columns, selecting the Offered check box, and then clicking OK.
    - In the **Number of Copies** box, select the number of copies to print when you select to print advices during payroll processing .
    - In the **Print Direct Deposit Amounts** box, select whether you want to have direct deposit distribution break-down of net pay on the check stub (for all pay stub types). The check stub will include a total of all direct deposit records that use a Checking status and a total of all direct deposit records that use a Savings status. Click here for an example of the text on the check stub (this text will be the same for all pay stub types, this is just one example of a pay stub).
    - In the **Export PDF Files** box, select Yes to have the direct deposit advices exported to a PDF file instead of printing them when you pay your employees. If you chose to export the direct deposit advices to a PDF file instead of printing them.
    - In the **Export Path** box,select the location to export the PDF files to. A subfolder will be created within the specified location using the pay run sequence number, for example, Payrun.00036. If the subfolder already exists, a suffix will be added, for example, Payrun.00036.1, Payrun.00036.2, etc. (a subfolder will never be overwritten). Each direct deposit advice (PDF) will be named using the employee abbreviation and Name, i.e. AppleS.Sam Apple.pdf. If an employee has an overflow sheet, the PDF file will be named with a suffix, i.e., AppleS.Sam Apple.1.pdf.

Note: If this feature is turned on and direct deposit advices have been exported you will see a Direct Deposit Advices successfully exported to message during pay run processing with the path you selected to export the advices to. If an advice cannot be exported, you will be notified and then can choose **Yes** to export the advice to another path, choose **No** to move to the next advice , or choose **Cancel** to cancel the remaining advice export process. Direct deposit advices can be re-exported using the Reprint Payroll Checks/Advices option.

Payroll Checks Preference

This preference allows specification of Printer, Check and Stub layout, as well as various options to print or suppress certain check information.

Note: Overflow sheets will print to the printer set under the appropriate preference, i.e. Check Overflow will print to the same printer as the checks; while Advice overflow will print to the Advice printer.

- Select File > Preferences > **Payroll** >**Printing-Checks** .
- Click the **Database** tab.
  - Under General, in the **Select Printer to Print ChecksTo** box, select the printer used to print payroll checks. (Example: Setting this at the database level allows a different printer for each database.)
  - In the **Select Check Type** box, select the check form. Forms added (custom forms) by you are listed first followed by system- supplied forms. The system-supplied form choices are: Check/Stub/Stub, Stub/Check/Stub, Check/Detail, Check/Stub/Stub (Alternate) (Compatible with the Perception top check LT103), Canadian., or ACH Payment Advice.
  - In the **Select Stub Type** box, select the pay stub type. Forms added (custom forms) by you are listed first followed by system- supplied forms. The system-supplied form choices are: Standard Stub, Standard with Leave and Benefits, Standard with Benefits, Piece Rate, Standard Plus Piece Rate, Standard without YTD Hours, Standard without Leave, or 15 Detail Lines (This stub will use a reduced font size for stub detail allowing 15 lines to be included before moving to an overflow sheet). .

Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.

Note: The information on the check/stub may change based on settings that can be changed in File > Preferences > Payroll > Printing - Checks. To view an example with descriptions of each setting, select one of the links in the Select Check Type description above and view the Standard Stub example.

  - In the **Print Check Number On Check** box, select whether you want to have the check number print on the check form.
  - In the **Print Company Name and Address** box, select whether you want to have the company name and address print on the check form.
  - In the **Print Social Security Number** box, select whether you want to have the employee's social security number print on the pay stub.
    - To print all characters of the SSN the **Print Social Security Number** option must be set to **Yes**.
    - To print only the last four digits of the SSN the **Print Social Security Number** option must be set to **Last 4 Digits** (this is the default value).
    - To suppress printing of the SSN the Print Social Security Number option must be set to No.
  - In the **Print Hours Offered** box, select whether you want an Hours Offered total to print on the lower-left corner of the pay stub. The amount printed is the total from the Offered column for all earnings. An Offered column can be added to Pay Employees and Time Sheet Entry by right-clicking in the data entry grid, selecting Add/Remove Columns, selecting the Offered check box, and then clicking OK.

- In the **Print Memo On Check** box, select whether you want a Memo to print on the check (body). If this preference is set to Yes or Not Set, the Memo will print on the body of the check.
- In the **Number of Copies** box, select the number of copies to print when you select to print checks during payroll processing (for example, if you want a check to print on check stock and a file copy on plain paper stock).
- In the **Bilingual Stubs** box, select whether you want to print multiple language check stubs. This preference will print one check stub in the language you select in the preference and the other check stub in the language set in Setup > Employees. Select **Yes** to print multiple language check stubs, and then click the down-arrow next to the Yes setting and select the language you want one of the stubs to print in (the other stub will print with the setting for the employee in Setup > Employees).