How To

Sage 300 Trade Specialty (formally Timberline Enterprise)

How do I print a strike sheet or sample check in Accounts Payable?

Article ID: KB10054

Does this article apply to my products?

Special Considerations or Warnings

None

Solution

A strike sheet or sample check can be printed and sent to your check form provider to verify check form alignment.

1. Review the Cash Management Bank Account setup.
   a. Review the **check format:** setup on **Cash Management>Setup>Bank Account>Account details tab**. The bank account determines what check format is used to print checks.
   b. Review **Cash Management>Setup>Bank Account>Security tab** and ensure your user id has **Pay invoices** access.

2. Select and review the Accounts Payable Vendor setup (**Accounts Payable>Setup>Vendors**).
   a. Open an existing Vendor or setup a new Vendor to print the sample check. If you need to setup a new Vendor, refer to help topic: **Accounts Payable> Setting up vendors**
   b. Select the **Vendor > Payment tab** and ensure the **Payment method:** is set to **Check**.

3. Enter and pay a test invoice to generate a sample check
   a. **Accounts Payable> Tasks > Invoices** click **[New]** .
   b. Enter the invoice information using the Vendor from the prior step and enter the line item details on the **Details tab**.
   c. Click **[Pay when posted]** .
   d. In the **Pay When Posted window**, select the **bank account** and enter the **check date**. (Do not select the **Manual check was issued** check box.)
   e. Click **[Save]** to save this information and return to the Invoices window.
   f. Click **[Post]** to post the invoice and print the check.

4. Void the sample check in **Accounts Payable>Tasks>Void Payment**.
   a. **Accounts Payable> Tasks > Void Payments**.
   b. In the Void Payments window, select the **bank account**.
   c. If desired, select a filter to limit the payments displayed in the grid to specific vendors, payment dates, or payment numbers.
   d. On the **Check payments tab**, select the check box next to the sample check that you want to void.
   e. If desired, change the **Void date** in the grid Click **[Void]** .

5. Void the test invoice entered in **Accounts Payable>Tasks > Invoices**.
   a. **Accounts Payable>Tasks > Invoices**
   b. In the Invoices window, click **[Open]** .
   c. In the Open Invoices window, select the invoice and click **[Open]** . You can use the **Filters** area to limit the invoices in the Open Invoices window.
   d. In the Invoices window, click **[Void]** .