

Extended Payment Batch List

User Guide

© 2009-2025 TaiRox Software Inc. All rights reserved.

Important Notice

TaiRox does not warrant or represent that your use of this software product will be uninterrupted or error-free or that the software product can be run with any versions of Sage 300 other than 2018 to 2025, or that the information in this document is completely accurate. TaiRox warrants that any media by which you have received this software is free from defects. TaiRox will replace any such defective media. TaiRox expressly disclaims all other warranties, representations, conditions and guarantees of any kind including, but not limited to, warranties for merchantability or fitness for a particular use.

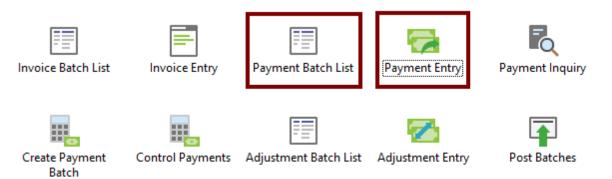
SOX Check Approval System Overview

The use of SOX Check Approval is described in several documents, each one targeted at a different kind of user.

- **SOX Extended Payment Batch List User Guide** is a document written for users of Sage 300 who prepare payment batches and submit them for approval.
- SOX Check Approval Console User Guide is a document written for key users who will perform a 1, 2 or 3-step approval. These users may not be familiar with Sage 300.
- SOX Check Approval Web Screens User Guide is for users of the web-based versions of Sage 300 who approve A/P payment batches or submit them for approval.
- SOX Check Approval Audit Report User Guide is for users who oversee the A/P check process. The report provides an audit trail for the approval of Sage 300 checks.
- **SOX Check Approval Setup Guide** is a document written for system administrators who set up databases and configure the solution.

Using the Extended Payment Batch List Form

SOX Check Approval installation updates the A/P Payment Entry and A/P Payment Batch List programs to force payment batches to go through an approval process.



Once you create a new batch of payments, you must use the Payment Batch List program to submit the batch to check approvers before you can print checks and post payments.

Once a batch of checks has been approved, you can print the checks and post the batch.

Opening the Extended Payment Batch List Form

Click the Payment Batch List icon to display the Extended Payment Batch List form shown below.

The Extended Payment Batch Form is exactly the same as the standard Sage 300 form except that a "Submit for Approval" button has been added.

atch Number	5	8 ♀ Show Posted and Deleted Batches			
Batch Num	Batch Date	Description	No. of Entries	Total Amount	Ready To Post
46	2025-05-31	May 2025, Corporate Payments	5	2,885.06	
47	2025-06-30	June 2025, Corporate Payments	5	3,750.80	8
48	2025-06-30	June 2025, Corporate Payments	5	2,555.22	1
49	2025-07-25	July 2025 Payment - CCB	4	31,297.42	
50	2025-07-25	July 2025 Payment - SEATAC	2	1,030.73	1
51	2025-07-30	Visa payment CCB	1	858.80	1
52	2025-07-30	Visa payment SEATAC	2	3,486.81	1
53	2025-07-24	Cash invoice (visa payment)	1	192.10	1
54	2025-07-12	Cash invoice	1	62.15	1
55	2025-07-31	July 2025, Corporate Payments	5	2,543.34	
56	2025-12-28	Cash invoice	1	55.00	1
<					2

Submitting Batches for Approval

Note: Depending on how SOX Check Approval has been set up, payments may need to be approved by up to 3 approvers. In Addition, SOX Check Approver includes the following options for approval:

- Strict: All payments must be approved at all levels (with lower-level approvals first)
- **Basic:** Checks above level limits must be approved first at lower levels and then by approvers at higher levels
- **Relaxed:** Payments above level limits must be approved at higher levels
- **Simplified:** Payments must be approved by a number of users (in any order)

The screens for all options are very similar. This guide provides sample screens that show the differences.

To submit batches:

- Click the Submit for Approval button to submit the highlighted payment batch to the first payment approver.
- The following confirmation message will appear:

Extended	d Payment Batch List	\times
?	Are you sure you want to submit batch 60 for approval?	
	<u>Y</u> es <u>N</u> o	

• Click the Yes button to proceed.

You will be asked if you want to receive an email when the batch has been approved.



• Enter your email address and click OK.

If the batch is of type "System" and your setup allows you to change the batch type, the following message will appear.



• Click the Yes button to change the type to "Generated".

This lets you create a second system-generated before getting all approvals and posting the first one. Sage 300 does not allow you to have more than one System-generated batch open at one time.

See the SOX Check Approval Setup User Guide for information on this setting.

• A message will confirm that the submission and email notification is successful.

(i) Mes	isage	- 0	\times
Index	Priority	Description	:
1	Message	Payment Batch 59 has been submitted for check approval.	•
2	Message	morgan.thomas@tairox.com notified batch 59 was submitte	
<			>
	tion: Payment B : 14:50:26	atch 59 has been submitted for check approval.	~
<u>P</u> rint		Cos	e

If there are issues with the batch or with sending the email to the level 1 / multiple approvers, the message will list all errors.

Submitted Batches Have Status "In Progress"

A submitted batch has Status "Check Creation in Progress,", which is a normal status used when generating payments.

This Status blocks further processing of the batch by normal users. A System type may be changed to Generated, depending on the options you chose for SOX Check Approval.

atch Number	5	8 C Show Posted and Deleted Batches			
Batch Num	Batch Date	Description	No. of Entries	Total Amount	Ready To Post
46	2025-05-31	May 2025, Corporate Payments	5	2,885.06	E
47	2025-06-30	June 2025, Corporate Payments	5	3,750.80	E
48	2025-06-30	June 2025, Corporate Payments	5	2,555.22	E
49	2025-07-25	July 2025 Payment - CCB	4	31,297.42	E
50	2025-07-25	July 2025 Payment - SEATAC	2	1,030.73	E
51	2025-07-30	Visa payment CCB	1	858.80	E
52	2025-07-30	Visa payment SEATAC	2	3,486.81	E
53	2025-07-24	Cash invoice (visa payment)	1	192.10	E
54	2025-07-12	Cash invoice	1	62.15	E
55	2025-07-31	July 2025, Corporate Payments	5	2,543.34	E
56	2025-12-28	Cash invoice	1	55.00	E
<					>

The "Submit for Approval" button changes to "In Progress" when you highlight the batch.

Viewing the Approval Status of Payments in a Batch

Highlight the submitted batch and click the "In Progress" button to display the status of payments in the batch.

An asterisk (*) in the Approved By column means that there are no payments in the batch that match the limits for this approval level.

Approved by level 1 approver – where payments require 2 levels of approval

👳 SAMLTD - CI	hecks for Batc	h 60 - In Progress	;			-		×
O Not Approved		Approv	val Pending					
Strict: All checks must be approved at all levels								
Submitted By	Administra	itor						
Payment Batch 60	Approved By							
Level Approve	ed By				Da	te Approved		
1 Carla Ro	ojas				20	25-04-16		
2								
Entry Number	Payment D	Vendor Number	Vendor Name	Payment Amount	Entered By	Comment		
1 2	2025-04-13	1400	Coastal Heating of Ottawa	1638.00	Administrator			
2 2	2025-04-13	2800	Modern Design Ltd.	10000.00	Administrator			

Approved by first approver – where each payment must be approved by 2 approvers in any order

💆 SAMLTD - 🤇	Checks for Bate	:h 60 - In Progress	;				—	×
Not Approved		Appro	val Pending					
Simplified: Checks	s must be approv	ved by a number of	users	[2 ~			
Submitted By	Administr	ator		•				
ayment Batch 6	0 Approved By							
Approved By						Date Approved		
Carla Rojas						2025-04-16		
Entry Number	Payment D	Vendor Number	Vendor Name	Payment Amount	Entered By	Comment		
1	2025-04-13	1400	Coastal Heating of Ottawa	1638.00	Administrator			
2	2025-04-13	2800	Modern Design Ltd.	10000.00	Administrator			

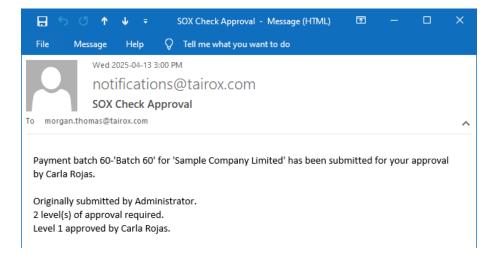
Rejected by level 1 approver

💹 SAMLTD - C	hecks for Batc	h 60 - In Progress							_		×
Not Approved			val Pending								
Simplified: Checks must be approved by a number of users 2											
Submitted By	Administra	ator									
Payment Batch 60	Approved By										
Approved By							Date	e Approved			
Carla Rojas							202	5-04-16			
Entry Number	Payment D	Vendor Number	Vendor Name		Payment Amount	Entered By		Comment			
3 2	2025-04-13	8950	Vulcan & Sons		791.00	Administrator		Please add th	ne wor	k order nu	umber
3 3	2025-04-13	8950	Vulcan & Sons		791.00	Administrator		Please add th	ne wor	k order nu	umber

Carla is the first approver, and she rejected entry number 3. The remaining payments will move on to the second approver.

Typical Email Received by a Payment Approver

Payment approvers receive an email letting them know that payments are waiting for approval.



Approved Payment Batches Have Status of "Open"

Once a batch has been approved at all levels, its status will show as Open and the submit button will be display the word "Approved" when you highlight the batch in the list.

atch Number	5	8 🔾 🔲 Show Posted and Deleted Ba	atches			
Batch Num	Batch Date	Description	No. of Entries	Total Amount	Status	Ready To Post T
46	2025-05-31	May 2025, Corporate Payments	5	2,885.06	Posted	E
47	2025-06-30	June 2025, Corporate Payments	5	3,750.80	Posted	E
48	2025-06-30	June 2025, Corporate Payments	5	2,555.22	Posted	E
49	2025-07-25	July 2025 Payment - CCB	4	31,297.42	Posted	E
50	2025-07-25	July 2025 Payment - SEATAC	2	1,030.73	Deleted	E
51	2025-07-30	Visa payment CCB	1	858.80	Deleted	E
52	2025-07-30	Visa payment SEATAC	2	3,486.81	Open	E
53	2025-07-24	Cash invoice (visa payment)	1	192.10	Check Cr	E
54	2025-07-12	Cash invoice	1	62.15	Open	E
55	2025-07-31	July 2025, Corporate Payments	5	2,543.34	Open	E
56	2025-12-28	Cash invoice	1	55.00	Open	E
c						>

You will also see that the payments not approved will appear in a separate batch if this setup option is chosen - ready to be re-submitted.

You can click the Approved button for a summary of Approved and Not Approved payments.

🗾 samltd - (Checks for Bate	h 61 - Approved:					
Not Approved	I	Appro	ved				
implified: Check	s must be approv	ved by a number of	users		2 ~		
Submitted By	Fred Bow	/l					
ayment Batch 6	1 Approved By						
Approved By						Date Approved	
Don Fenske						2025-04-16	
Don Fenske Carla Rojas	-					2025-04-16 2025-04-18	
	-						
	Payment D	Vendor Number	Vendor Name	Payment Amount	Entered By		
Carla Rojas Entry Number	Payment D 2025-04-13	Vendor Number 1200	Vendor Name Chloride Systems	Payment Amount 8264.61	Entered By Administrator	2025-04-18	
Carla Rojas Entry Number 1						2025-04-18	
Carla Rojas Entry Number 1 2	2025-04-13	1200	Chloride Systems	8264.61	Administrator	2025-04-18	
Carla Rojas Entry Number 1 2 3	2025-04-13 2025-04-13	1200 1450	Chloride Systems Intercontinental Electronics	8264.61 33321.23	Administrator Administrator	2025-04-18	
Carla Rojas Entry Number 1 2 3 4	2025-04-13 2025-04-13 2025-04-13	1200 1450 1500	Chloride Systems Intercontinental Electronics Gould Manufacturing Ltd.	8264.61 33321.23 150624.25	Administrator Administrator Administrator	2025-04-18	
Carla Rojas Entry Number 1 2 3 4 5	2025-04-13 2025-04-13 2025-04-13 2025-04-13	1200 1450 1500 1580	Chloride Systems Intercontinental Electronics Gould Manufacturing Ltd. Grant Office Supplies	8264.61 33321.23 150624.25 1123641.50	Administrator Administrator Administrator Administrator	2025-04-18	

In this case, you will see entry #7 if you select the "Not Approved" choice.

Using the A/P Payment Entry Form

The A/P Payment Entry form will not allow certain operations, such as printing checks before the batch has been approved or changing payment amounts after approval.

For example, if you try to print checks from this form before payments have been approved, the following message will appear, telling you that batches must be approved before you can print checks.

SAMLTD - A/P File Settings H	Payment Entry – 🗆 🗙
Batch Number Batch Date Bank	I 60 ► I - - 2025-04-13 No. of Entries 3 Total Amount 12,429.00 CCB Q Currency CAD Q
Entry Number Transaction Type Vendor Number Remit To Payment Code Reference	Image: ADMIN Entered By ADMIN Misc. Payment Payment Date 2025-04-13 2025-04 8950 Image: Vulcan & Sons Currency CAD Image: Vulcan & Sons Currency CAD Image: Vulcan & Sons Currency CAD Image: Vulcan & Sons Account Set OTHER Image: Vulcan & Sons Currency CAD Image: Vulcan & Sons Account Set OTHER Image: Vulcan & Sons Check Number 00000000000000000 Image: Check Not printed Check Number Optional Rields Roof repair Image: Check Image: Check Image: Check
Document Number	PY0000000000 S Error X Job Related
Payment Amount Tax Group Lin Q. Dist. C 1 EQUIP	Error BCTAX Description: Batch 60 has not been approved to print checks. ode Description Equipment Print Close 791.00 CAD 91.00 CAD 91.00 CAD Account/Tax 700.00 Roof Repair
< Save	Delete Post Void Check Close

Opening Submitted Batches

You can select a submitted batch and open it to display the A/P Payment Entry form. As notes above, if you if you click the Post button or the Print Check button on the Payment Entry form, the following message will appear as a warning:

S Error	×
Error Description: Batch 64 has not been approved to print checks. Source: 10:54:06	^
Print	Qose