Updating to SOX Check Approval 2018-2021

This guide provides instructions for updating from prior versions of SOX Check Approval to SOX Check Approval 2018-2021.

<p align="center">NOTE: This Guide describes the upgrade procedure
to <u>SOX Check Approval 2018-2021</u></p>

- SOX Check Approval 2018-2021 requires Sage 300 2018 (6.5A) or higher.

- If you try to Activate SOX Check Approval 2018-2021 on a version of Sage 300 that is earlier than 2018, Sage 300 will display an error stating that SOX Check Approval 2018-2021 requires System Manager 6.5A or later.

New Features in SOX Check Approval

Note that the following new features have been added to SOX Check Approval since August, 2019. Refer to the SOX Check Approval Setup Guide for descriptions of all new features.

- Option to use approval process for payment types other than Check. (October, 2020)

- New option "Restrict Vendors in Payment Batch to Vendors whose Bank Matches the Payment Batch Bank". (July, 2020)

- Improved compatibility with Orchid View Extender. (June 2020)

- Audit Report added for SOX Check Approval. (November 2019)

- Added new "Simplified" workflow option. (August 2019)

  SOX Check Approval supports three different check approval workflows:

  o **Strict: All checks must be approved at all levels**
    This workflow lets you specify up to three levels of check approvers. Choose this workflow when the top level of approval <u>must see all checks in all batches</u>.
    This workflow was in prior versions.

  o **Relaxed: Checks above level limits must be approved at higher levels**
    Like the Strict workflow, this option lets you specify up to three levels of check approvers. Choose this workflow when the top levels of approval <u>only want to see checks above specified limits</u>.
    This workflow was in prior versions.
    When you choose "Relaxed", you must also specify the approval limit for each level.

  o **Simplified: Checks must be approved by a number of users**
    This workflow lets you require up to three check approvers. Choose this workflow when each check requires more than one approver, but there is no hierarchy or order for approvers.
    This workflow was added in August 2019.

  See [Changing Approval Workflows if You Have Unapproved Batches](#), in this guide.

Preparation & Planning, Prior to Software Installation

Read this document thoroughly and create an upgrade plan. The plan should include the following items.

1. ***Prepare a list of all servers and workstations that will require software upgrades:***
   o All computers that run Sage 300 applications.
   o All computers where the SOX Approval Console is installed. A second installation program installs the SOX Approval Console on users' workstations.

   The SOX Check Approval installation package includes four installation files for SOX Check Approval 2018-2021:

   o **Desktop-2018-2021.msi**
   o **Console-2018-2021.msi**
   o **TSCAWeb_2021_1_setup.msi**
   o **TaiRox.SCA.Customization.zip**

   Note that the installation package also contains installation files for SOX Check Approval 2012-2017. These files are for users who are running Sage 300 2017 or lower.

   For each computer, note which installations will be required.

2. ***If you plan to change the check approval workflow***, we recommend first approving all submitted payment batches (or sending them back for resubmission) before making this change. ***If you do not follow this recommendation,*** prepare a list of all outstanding batches, the state those batches are in, and a list of all approval users at all levels.

3. ***Schedule an outage with enough time to complete all steps.*** Note that all users must log out of Sage 300 and the SOX Check Approval Console as the first step of an outage. Consider whether or not you wish TaiRox resources to be available during the outage.

Note: TaiRox will review any outage plan at no charge prior to the outage if received several days prior to the outage.

Steps for Updating to SOX Check Approval 2018-2021

SOX Check Approval 2018-2021 includes several installation programs:

- ***Desktop-2018-2021.msi*** – installs the Check Approval Setup program and the A/P Extended Payments Batch program on the Sage 300 Desktop.

- ***Console-2018-2021.msi*** – installs the Check Approval Console for approvers.

  The Check Approval Console is launched from the Windows Start list or Taskbar by approvers. The approvers' computers require Sage Workstation setup or a full Sage 300 installation.

- ***TSCAWeb_2021_1_setup.msi*** – installs web screens for SOX Check Approval (the browser-based Approval Console, Audit Report, and Submit Batch programs).

  Web screens are launched from Sage 300cloud running in a Web browser. You must install the Check Approval web screens on all computers running Sage 300 applications.

  Sage 300cloud web screens are version-specific. You must install web screens that match your version of Sage 300.

- **TaiRox.SCA.Customization.zip –** adds a button to the A/P Payment Batch List web screen for submitting payment batches for approval and for checking the status of payment batches in the approval process.

  You install the Payment Batch List customization if you are installing SOX Check Approval Web Screens.

To update SOX Check Approval:

1. Have all users log out of Sage 300 and the SOX Check Approval Console.

2. *Uninstall "TaiRox SOX Check Approval" from all computers running Sage 300 applications.*

3. *Uninstall "TaiRox SOX Check Approval Console" from all computers running the Check Approval Console. (This will include all computers running Sage 300 applications.)*

4. *If you previously installed the Web Screens, uninstall "TaiRox SOX Check Approval Web Screens" from all computers running Sage 300 applications.*

   Run "iisreset" after uninstalling a prior version of SOX Check Approval Web Screens, and clear your browser's cache of temporary Internet files.

5. Install the new Check Approval software on all computers running Sage 300 applications using the following installation file.

   Desktop-2018-2021.msi

   This program installs the new version of the Check Approval Setup program. It also installs a new version of the Extended Payment Batch List for handling the new check approval workflow.

6. Install the new Check Approval Console on all computers in step 3, above, using the following installation file.

   Console-2018-2021.msi

   WARNING: You MUST update the Console for ALL Check Approvers.

   Some new features will not work properly if you continue to use the old Check Approval Console.

   Note that if you are adding new approvers, you must add them first as users to Sage 300.

7. To run the browser version of the Check Approval Console, install the new Check Approval Console Web screens on all computers running Sage 300 applications, using the following installation file.

   TSCAWeb_2021_1_setup.msi

   Note: ***Sage 300cloud web screens are version-specific.*** *You must install web screens that match your version of Sage 300 – such as 2021.1 or 2021.2.*

8. Install the customization package for A/P on all computers where Sage 300 is physically installed and assign it to all companies that use SOX Check Approval. See [Installing Sage 300 Web Screen Customizations](#) for more information.

   TaiRox.SCA.Customization.zip

   Run "iisreset" after installing the SOX Check Approval Web Screen customizations and clear your browser's cache of temporary Internet files.

   See [Clearing Your Browser Cache After Installing Customizations](#).

9. Activate the new version of SOX Check Approval *if you are updating from a version prior to SOX Check Approval 2018-2021 (January 2021)*.

> The program will display the following message after you activate the new version:
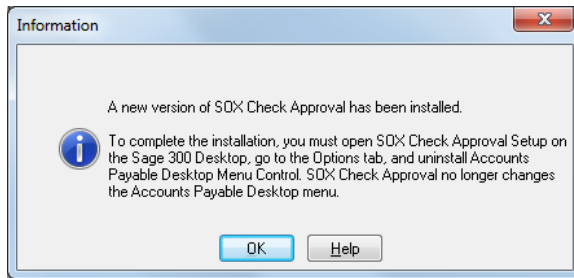

> The message tells you that you must perform step 10 (below) to uninstall the Desktop Menu Control before you can use the new version.

> You must also perform step 11 to update the approval database to version 4.0.

10. Uninstall the Desktop Menu Control *if you are updating from a version prior to SOX Check Approval 2018-2021 (January 2021)*.

   o Select the Options tab.
   o Click Uninstall Desktop Menu Control button.
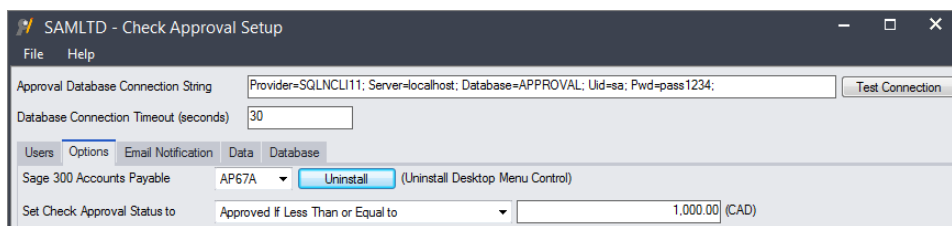
> As of January 2021, SOX Check Approval does not use the Desktop Menu Control. If you are updating from an older version, you must uninstall it first.

> ***You must uninstall the Desktop Menu Control from all workstations and all RDP computers that have a full install of Sage 300.***

11. Update the Approval Database to version 4.0 *if you are updating from a version prior to SOX Check Approval 2018-2021 (January 2021)*.

   o Select the Database tab.
   o Click the Convert button
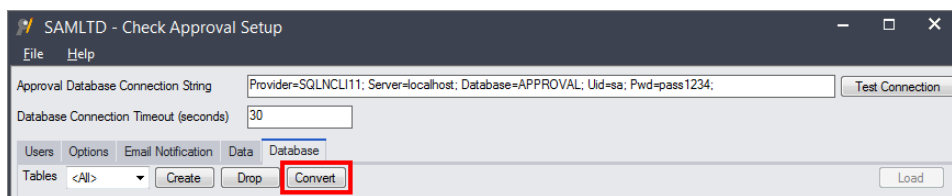
12. Now that you have updated SOX Check Approval, you can choose new Check Approval workflows using the SOX Check Approval Setup program.

Note: Under the Strict and Relaxed workflows, you cannot select the same check approvers at multiple levels. If you want multiple approvers – in any order – choose the Simplified workflow.

Important: **Read the next section for information on changing approval workflows if batches have already been submitted for approval.**

Changing Approval Workflows <u>if You Have Unapproved Batches</u>

You can select and change approval workflows on a per company basis.

<table>
<tr><td>

Note – When Changing Approval Workflows or Limits: You can change from one workflow model to another and change the levels of check approval and the approval limits.

Any batches that were already submitted will continue to use the previous settings.

- If the level changes from 3 to 2, any unapproved batches that have ***already been submitted for approval*** will still need a third level of approval.

- If you change from the multi-level "strict" workflow to the "simplified" workflow, unapproved batches will still need the approvers who were previously at the second and third levels to approve checks.

</td></tr>
</table>

This means that you must not remove existing check approvers from the Level 2 and Level 3 lists when you reduce levels or switch to the Simplified workflow!

For example, assume that you currently have 3 levels of check approval, and all checks have to be approved at all levels.

Currently, the User tab on the Check Approval Setup screen will look like this:

If you change to the Simplified model, you will need to keep John and Samantha as approvers for Level 2 and Don, Keith, and the Administrator as Level 3 approvers in order to finish approving all batches that are currently "in Processing".

When you select the Simplified workflow, the boxes for Level 2 and Level 3 will disappear from the screen – ***but***, they will still be used for batches with unfinished approval cycles.

| New Simplified Approval Users —add all approvers—	Check Approvers for Levels 2 and 3 for Strict Workflow —DO NOT REMOVE SELECTIONS—
	These boxes will no longer appear – but will be used for existing batches

Warning message when you change the number of levels or the workflow

You will see the following warning message if you change the number of check approval levels:
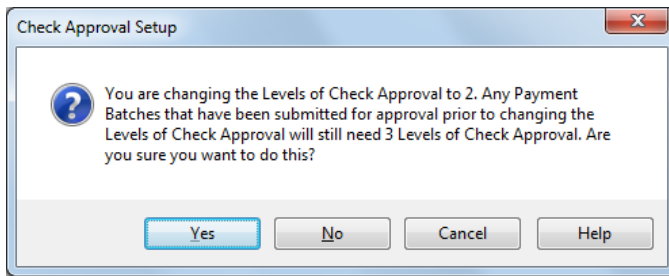
As noted above, the prior Check Approval Level 3 list is still in affect. Make sure that you do not remove all approvers from the list when you change the levels.

The following message will appear if you change the workflow.
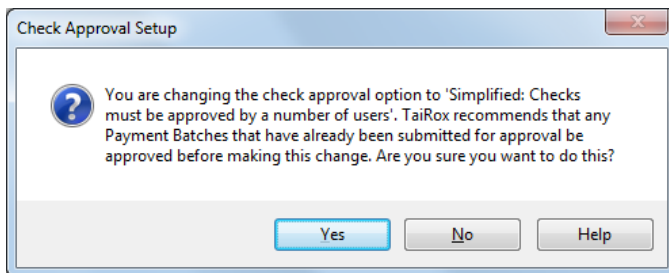
This message recommends that you should approve all batches that are currently in progress before changing workflows.

Make sure that you understand the issues detailed on the previous pages before continuing.

Check Approval Console sign on error messages – if you added new approvers

The following error messages may appear when new check approvers sign on for the first time to the Check Approval Console.

Invalid input: The following error message will appear if the ID entered has not been added to Sage 300 or if the password entered by the user is incorrect.
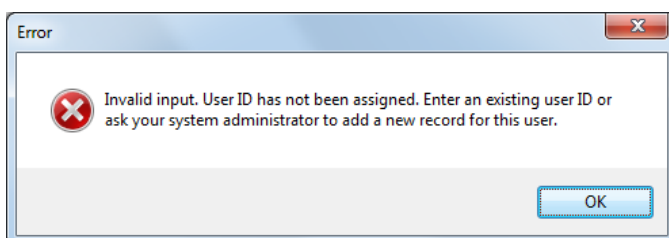
If this is the first time signing in, check that the User ID has been added in Sage 300, and confirm the password. (You can test the ID by using it to sign on to Sage 300.)

Signon failed: This next message can appear if you were assigned a new Sage 300 ID that required a password change on the first login, or if the ID password has expired.
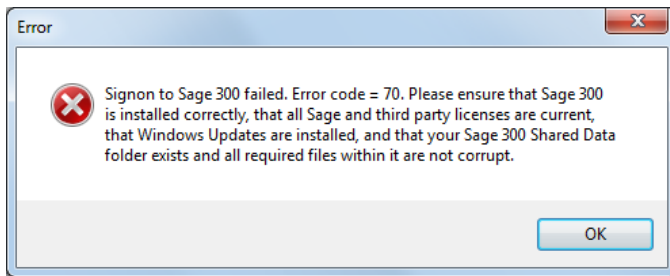
If this is the first time the user has signed in, they should sign in to Sage 300 to ensure their ID works properly, and then change their password if requested by Sage.

Installing Sage 300 Web Screen Customizations

Follow these instructions to install the Web Screen customization package for SOX Check Approval. The customization package adds a button to the A/P Batch Payment list for submitting payment batches for approval and for checking the approval status of submitted batches.

To install Web Screen customization packages for Sage 300cloud:

- Install the latest version of SOX Check Approval and SOX Check Approval Web Screens.

- Copy the customization zip file for SOX Check Approval Web Screens (for example, TaiRox.SCA.Customization.zip) to a convenient location. You will need to find it easily to import it.

- Open your browser and browse to *<Sageserver\instance>***Sage300/admin** to open the Sage 300 admin portal.
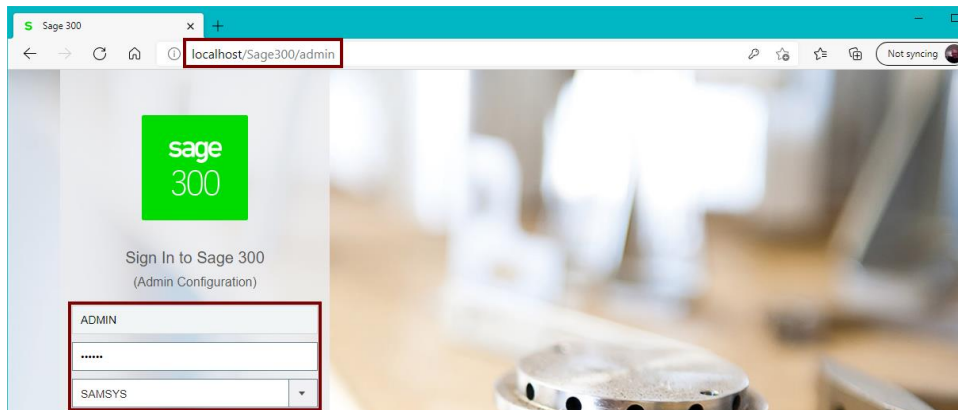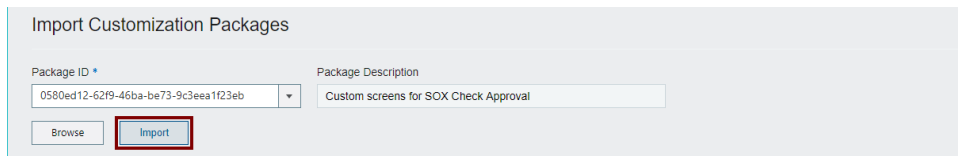

- Select the System database, and sign in with an Admin password.
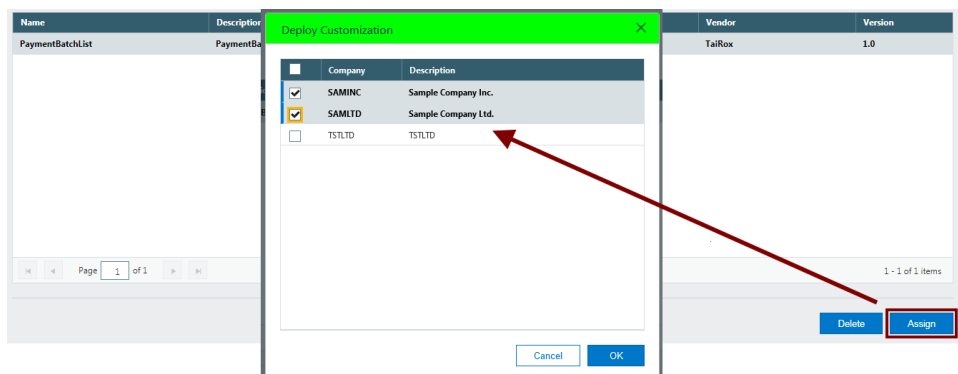
On the Import Customizations screen:

- Click the Browse button and find the Customization zip file (TaiRox.SCA.Customization.zip).
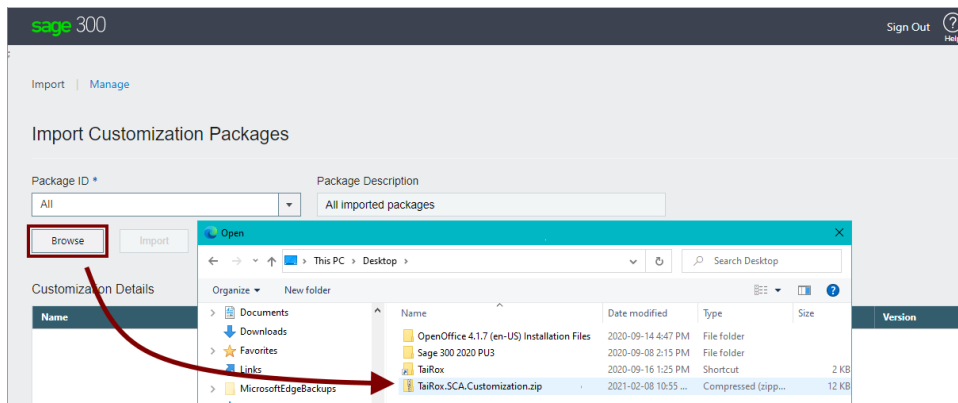
- Double-click the zip file to select it, and click Import button.)

- Click the Assign button at the bottom of the Import screen, select the companies that use SOX Check Approval, and click OK.
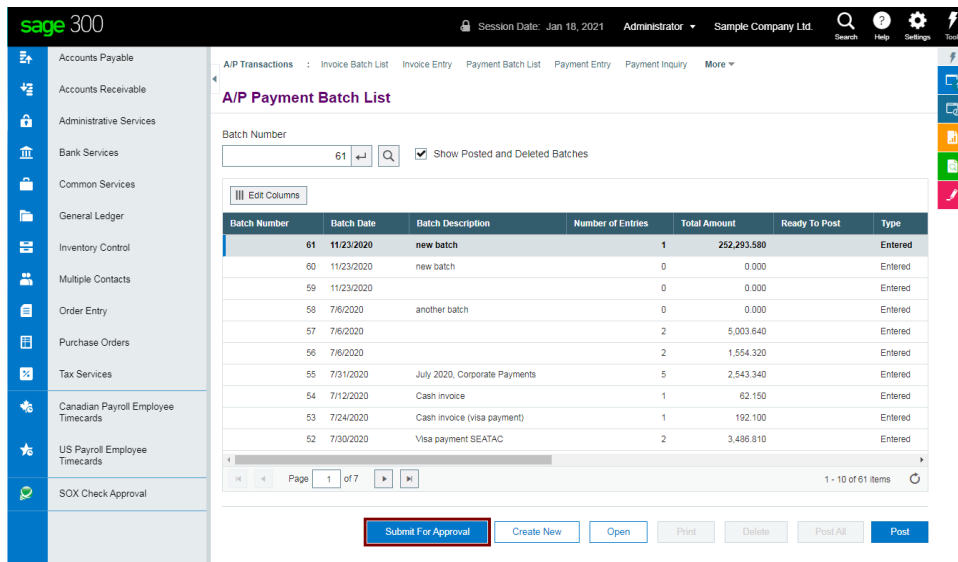

- Sign out of Sage 300 and exit the browser.

- Open a Command prompt and enter **iisreset** to restart iis.
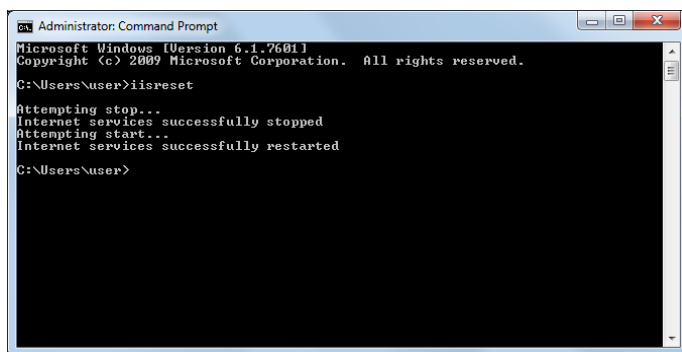
- Verify the installation by signing in to the Sage 300 portal and opening the AP Payment Batch List program.

Clearing Your Browser Cache After Installing Customizations

**Note that all users should clear their browser caches when
you update to a new version of Sage 300 or TaiRox Web screens.**

**Follow these instructions to clear the cache on different browsers:**

Microsoft Edge
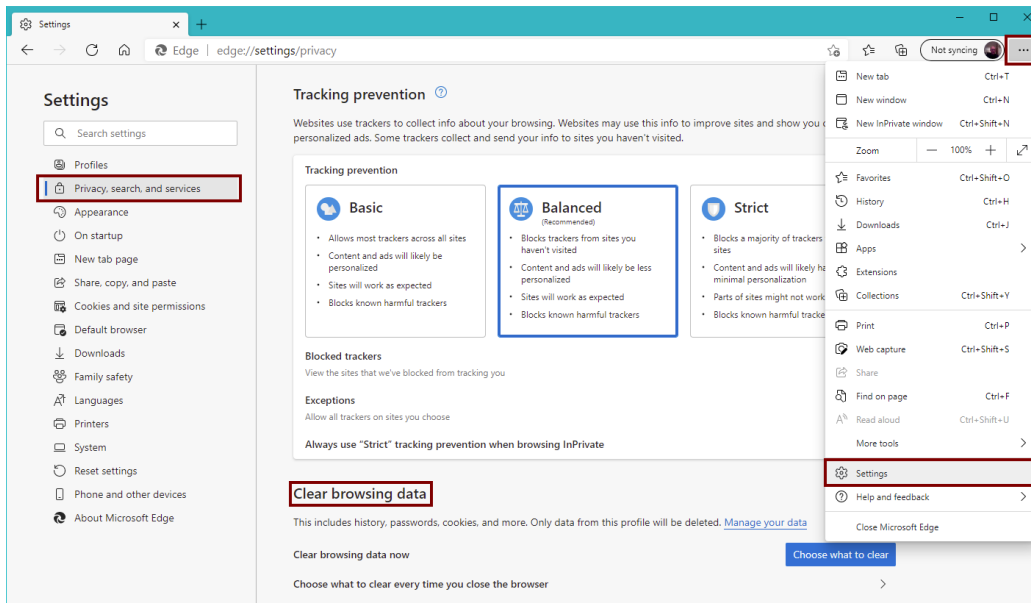
1. Click the **Settings and More** button in the upper-right corner to display the menu.
2. Select **Settings** from the Menu.
3. Select **Privacy, Search, and Services** from the Settings Menu.
4. Scroll down to **Clear Browsing Data**.

5. Click the **Choose What To Clear** button.

6. Select a Time Range of **All Time**.

7. Check **Cached Images and Files**. You can uncheck the other data if you want to keep it.

8. Click the **"Clear Now"** button.

9. Close ALL Edge browser windows

10. Restart Edge and sign on to Sage 300 again.

Internet Explorer
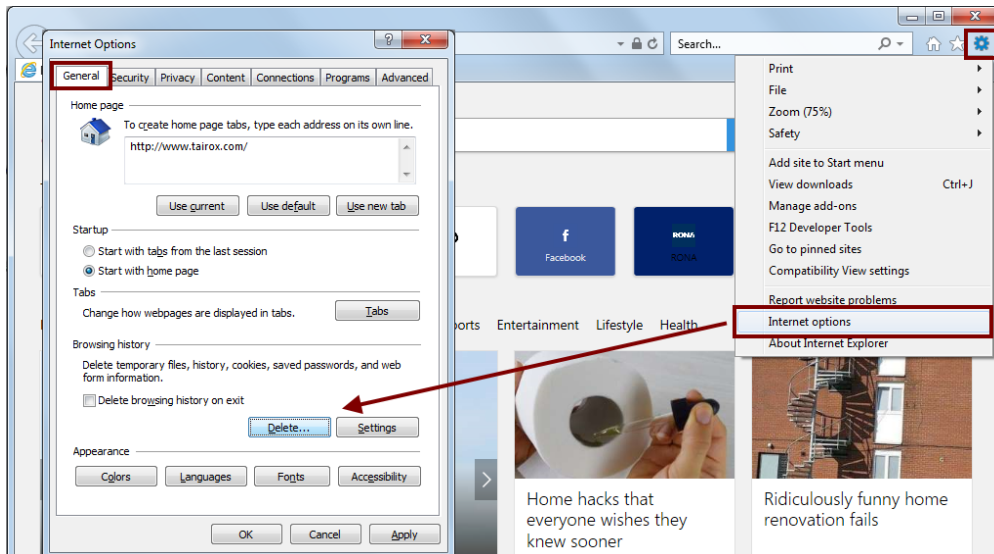
1. Go to the **Tools** menu (click button in the upper-right corner to display the menu).

2. Select "**Internet Options"** from the menu.

3. Under the **General** tab, **Browsing History** section, click on the **Delete** button

4. Check/select only the following items on the list:

   o   Preserve Favorites Website data
   o   Temporary Internet Files and Website files

5. Uncheck/deselect the rest of the items on the list, especially the **Passwords** item.

6. Click **Delete**.

7. Wait for the message **Internet Explorer has finished deleting the selected browsing history** to appear at the bottom of the page.

8. Click **Apply.**

9. Click **OK.**

10. Close ALL Internet Explorer browser windows.

11. Restart Internet Explorer and sign on to Sage 300 again.

Google Chrome
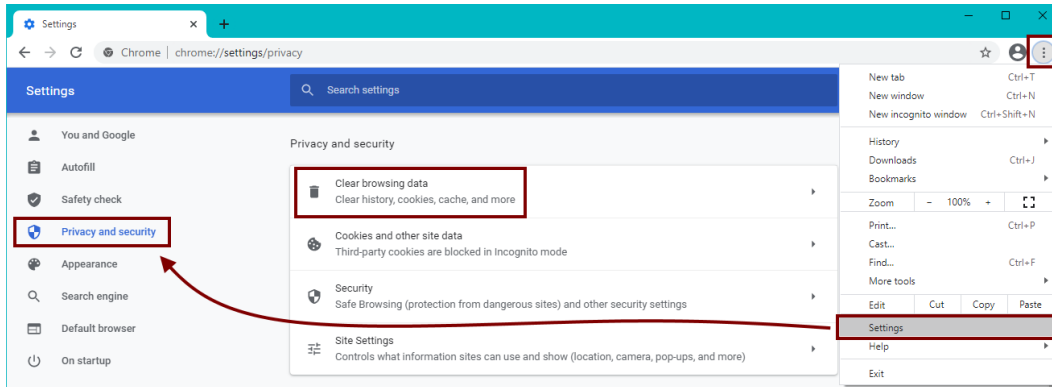
1. Click the **Settings** button (in the upper-right corner of the browser window).

2. Select **Settings**.

3. Select **Privacy and Security** on the Settings menu.

4. Click **Clear browsing data**.

5. Select **All Time** on the dropdown menu.

6. Check/select the following item on the list:

    o   Cached images and files

7. Uncheck/deselect the rest of the items on the list, especially the **Passwords** item.

8. Click the **Clear data** button.

9. Close ALL Google Chrome browser windows

10. Restart Google Chrome and sign on to Sage 300 again.

Mozilla Firefox
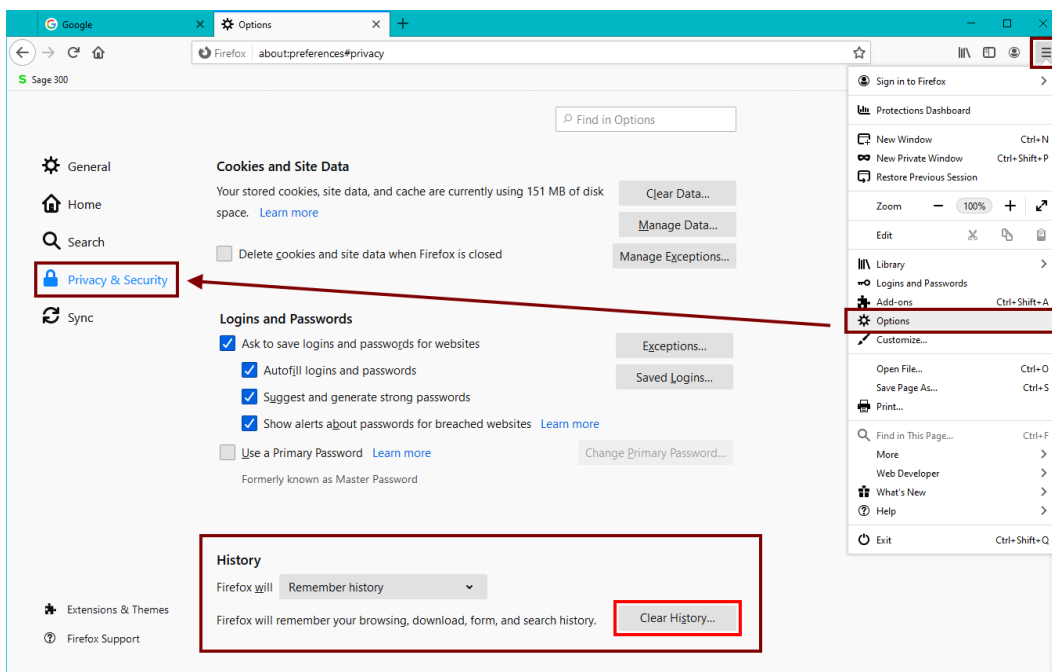
1. Click on the menu button (three bars in the upper-right corner of the browser window).

2. Select **Options**.

3. Select **Privacy and Security** from the Options menu.

4. Scroll down to the **History** section and click the **Clear History** button.

5. For "Time Range to Clear", select **Everything**.

6. Check/select only the following item on the list

   o Cache

7. Uncheck/deselect the rest of the items on the list, especially the **Active Logins** item.

8. Click the **OK** button.

9. Close ALL Mozilla Firefox browser windows

10. Restart Mozilla Firefox and sign on to Sage 300 again.

Apple Safari
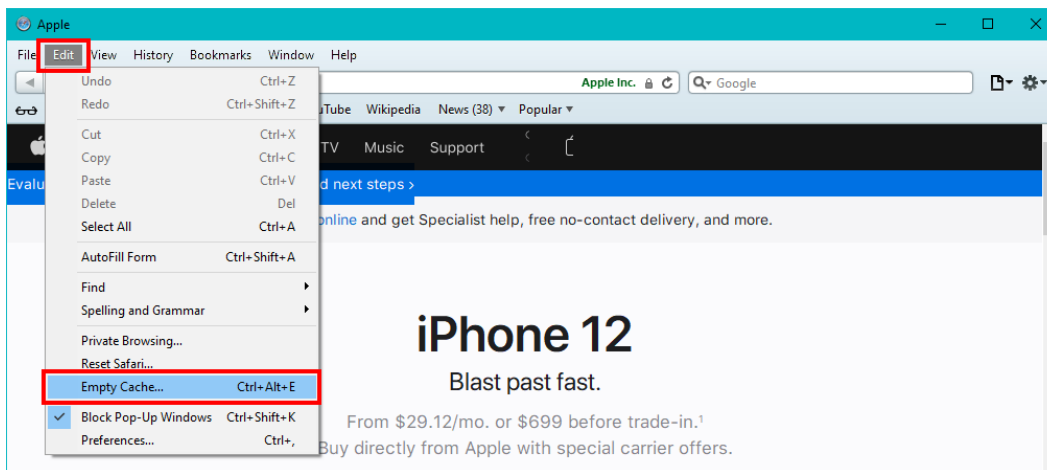
1. Select **Edit** on the menu bar.

2. Select **Empty Cache**.

3. Click **Empty**.
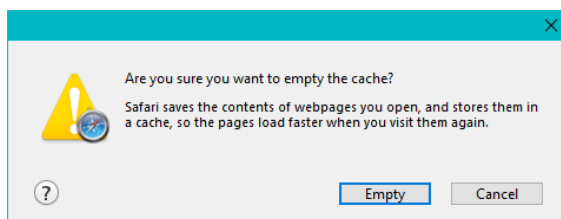
4. Close ALL Apple Safari browser windows

5. Restart Apple Safari and sign on to Sage 300 again.