

SOX Check Approval for Sage 300

Available for \$1995 + \$500 per year, SOX Check Approval takes control of the Sage 300 payment approval and check printing process. Payment batches are prepared by staff and submitted for approval. Payments for one or more companies are approved by managers from an easy-to-use console. Unapproved checks are removed from payment batches before batches are released for printing. Integrations with Altec DocLink and Orchid Document Management Link are available (requires an additional license of \$995 + \$250/year).

Watch SOX Check Approval Overview: <https://vimeo.com/605825793>

Chose from 4 Different Approval Workflows

- **Strict:** Specify one to three levels of check approval. All checks must be approved at all levels. Choose this workflow when the top level of approval must see all checks in all batches.
- **Basic:** Specify one to three levels of approval, with lower levels having approval limits. Checks above limits must be approved at higher levels after first being approved by lower-level approvers. Checks below limits are not seen by higher-level approvers.
- **Relaxed:** Specify one to three levels of approval, with lower levels having approval limits. All checks are approved at only one level, as determined by level limits
- **Simplified:** Checks must be approved by one to three users. Choose this workflow when each check requires more than one approver, but there is no hierarchy of approval.
- **Hybrid:** Our [Workflow Memo](#) describes how to use the Strict and Basic workflows to create "hybrids" of the Strict, Basic, and Simplified workflow types.

Features

- Any number of Sage 300 users belong to an approval level.
- Select different workflows, levels and users for different companies.
- All approval submission and approval activity is maintained in an audit log.
- Supports Orchid EFT batches and all Sage 300 payment types.
- Supports company-wide or bank-specific workflows (with an Enterprise license).

SOX Check Approval for Sage 300

Check Approval Console - See: [Console User Guide](#)

The screenshot displays the 'TaiRox Check Approval Console' interface. On the left, a tree view shows the navigation structure: 'Check Approval Seattle (2)' > 'Seattle Misc Payments - 3' > 'SYSTEM GENERATED PAYMENT BATCH'. The main area is divided into three sections:

- Payment Batch Information:** Shows 'Company: Check Approval Seattle', 'Batch: 59', 'Entries: 10', and 'Date: 1/13/2020'. The 'Description' is 'SYSTEM GENERATED PAYMENT BATCH' and the 'Bank' is 'CCB Canadian Commercial Bank'. The 'Total' is 'CAD' and 'Not Approved' is '3,152,937.68'.
- Checks:** A table listing 10 payments with columns for 'Approved', 'Comment', 'Entry Number', 'Transaction Type', 'Vendor Number', 'Vendor/Payee Name', 'Check Amount', 'Payment Date', 'Reference', and 'Document Number'. Rows 6, 8, and 9 are checked for approval.
- Documents Paid:** A table listing three invoices with columns for 'Document Number', 'Document Type', 'PO Number', 'Description', 'Document Date', 'Batch Number', 'Entry Number', and 'Payment Amount'. All three are for 'TRANC 007' invoices dated 1/1/2019.

Console Details

- Companies and batches are displayed in an easy-to-use tree view.
- Batches can be sent back to a previous level or all the way back to batch entry.

SOX Check Approval for Sage 300

Setup - See: [Setup User Guide](#)

CHKSEA - Check Approval Setup

File Help

System Company Options Data Database

Basic: Checks above level limits must be approved first by lower level approvers and then by approvers at higher levels

Levels of Check Approval 3

Check Approval Level 1

Administrator
 Don
 Keith
 Wade

Check Approval Level 2

Administrator
 Don
 Keith
 Wade

Check Approval Level 3

Administrator
 Don
 Keith
 Wade

Level 1 Limit 1,000.00 Level 2 Limit 10,000.00 Over 10,000.00 (CAD)

System Company Options Data Database

Set Check Approval Status to Approved

Allow System Batch created by 'Create Payment Batch' to be Changed to Generated
 Put Checks Not Approved in a New Batch
 Restrict Vendors in Payment Batch to Vendors whose Bank Matches the Payment Batch Bank
 A User Can Approve a Batch they Submitted

Submit These Payment Types for Approval

Cash
 Check
 Credit Card
 Other

Exclude These Payment Codes from Approval

Payment Code	Payment Code Description
WT	Wire Transfer

E-mail

Email Notification
 Notify Submitter Upon Final Approval

Final Approval Distribution List

Email Subject SOX Check Approval 2018-2023

Save Open INI File... Close

Setup Details

- An administrator sets up the approval database for all companies.
- A per-company list identifies payment codes to be excluded from the approval process.
- Executive passwords are encrypted and stored in the Sage 300 shared folder.

SOX Check Approval for Sage 300

Extended Payment Batch List - See: [User Guide](#)

CHKSEA - Extended Payment Batch List

File Help A/P Payment Batch List

Batch Number Show Posted and Deleted Batches

Batc...	Batch D...	Description	No. of Entries	Total Amount	Type	Status	Source Application	Ready To I
47	6/30/2020	June 2020, Corporate ...	5	3,750.80	Entered	Posted	AP	
48	6/30/2020	June 2020, Corporate ...	5	2,555.22	Entered	Posted	AP	
49	7/25/2020	July 2020 Payment - C...	4	31,297.42	Entered	Posted	AP	
50	7/25/2020	July 2020 Payment - S...	2	1,030.73	Entered	Posted	AP	
51	7/30/2020	Visa payment CCB	1	858.80	Entered	Posted	AP	
52	7/30/2020	Visa payment SEATAC	2	3,486.81	Entered	Posted	AP	
53	7/24/2020	Cash invoice (visa pay...	1	192.10	Entered	Posted	AP	
54	7/12/2020	Cash invoice	1	62.15	Entered	Posted	AP	
55	7/31/2020	July 2020, Corporate P...	5	2,543.34	Entered	Posted	AP	
56	6/5/2020	June Transactions	1	100.00	Entered	Posted	AP	
57	6/5/2020	June Transactions	1	100.00	Entered	Posted	AP	
58	7/5/2020	July Transactions	1	100.00	Entered	Posted	AP	
59	4/11/2019	Demonstration	3	256,116.23	Entered	Check Creation In Progress	AP	

Open... New... Delete Print/Post Print... Post All Refresh In Progress Close

Payment Batch Details

- Accounts Payable Payment Batch List and Payment Entry functions block check posting and printing until the batch is approved.
- A "Submit for Approval" button puts a batch into the "Check Creation in Progress" state, which stops further modification of the batch.
- When a payment batch is submitted for approval, the batch and its entries are copied from the source company into an Approval Database that is managed by the Check Approval Console.
- Accounting staff can click on the In Progress button to view the status of a batch.

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Check Approval Audit Report - See: [Audit Report Guide](#)

For example, here is a portion of an audit report showing two check batches. Batch 59 has been reviewed by two approvers, and one check was rejected by the first approver. Batch 60 checks have not been reviewed yet, and are pending approval.

<u>Batch</u>	<u>Description</u>	<u>Batch Date</u>	<u>Batch Type</u>	<u>Batch Status</u>			
59	September 2019 Checks (Loc 1)	9/18/2019	Entered	Open and Approved			
Approved							
Simplified: Checks must be approved by a number of users: 2							
	<u>Level</u>		<u>Appr By</u>				
	1		Frederic Winkler				
	2		Keith Wilson				
Checks Approved							
	<u>Entry Number</u>	<u>Pmnt Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Comment</u>	
	1	9/18/2019	1400	Coastal Heating of Ottawa	1000.00		
Checks Not Approved							
	<u>Entry Number</u>	<u>Pmnt Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Comment</u>	<u>Not Approved By</u>
	2	9/18/2019	1400	Coastal Heating of Ottawa	1500.00	Disputing amount of invoice	Frederic Winkler
<u>Batch</u>	<u>Description</u>	<u>Batch Date</u>	<u>Batch Type</u>	<u>Batch Status</u>			
60	September 2019 Checks (Loc 2)	9/18/2019	Entered	In Progress			
Approval Pending							
Simplified: Checks must be approved by a number of users: 2							
	<u>Level</u>		<u>Appr By</u>				
	1						
	2						
Checks Pending Approval							
	<u>Entry Number</u>	<u>Pmnt Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Comment</u>	
	1	9/18/2019	1200	Chloride Systems	1390.00		
	2	9/18/2019	1200	Chloride Systems	1980.00		
	3	9/18/2019	1350	Excide Industrial Batteries	30885.80		
Checks Not Approved							
None							

Audit Report Details

- **For Completed Batches** provides a per-level record of which user approved or did not approve each payment in the batch.
- **For Batches in Progress** provides a per-level record of which user did not approve a payment and which payments are pending approval.