SOX Check Approval for Sage 300

Available for $2195 + $550 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).

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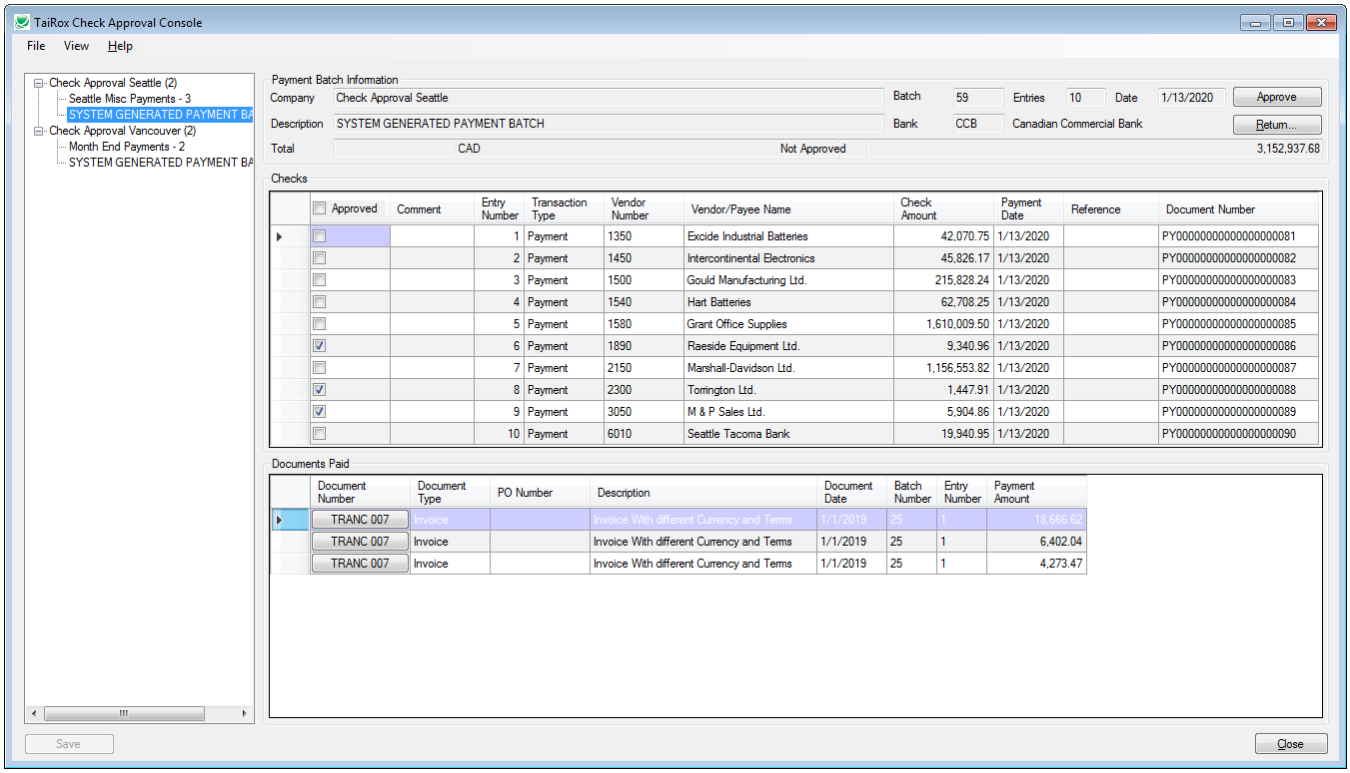
Check Approval Console - See: Console User Guide



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.

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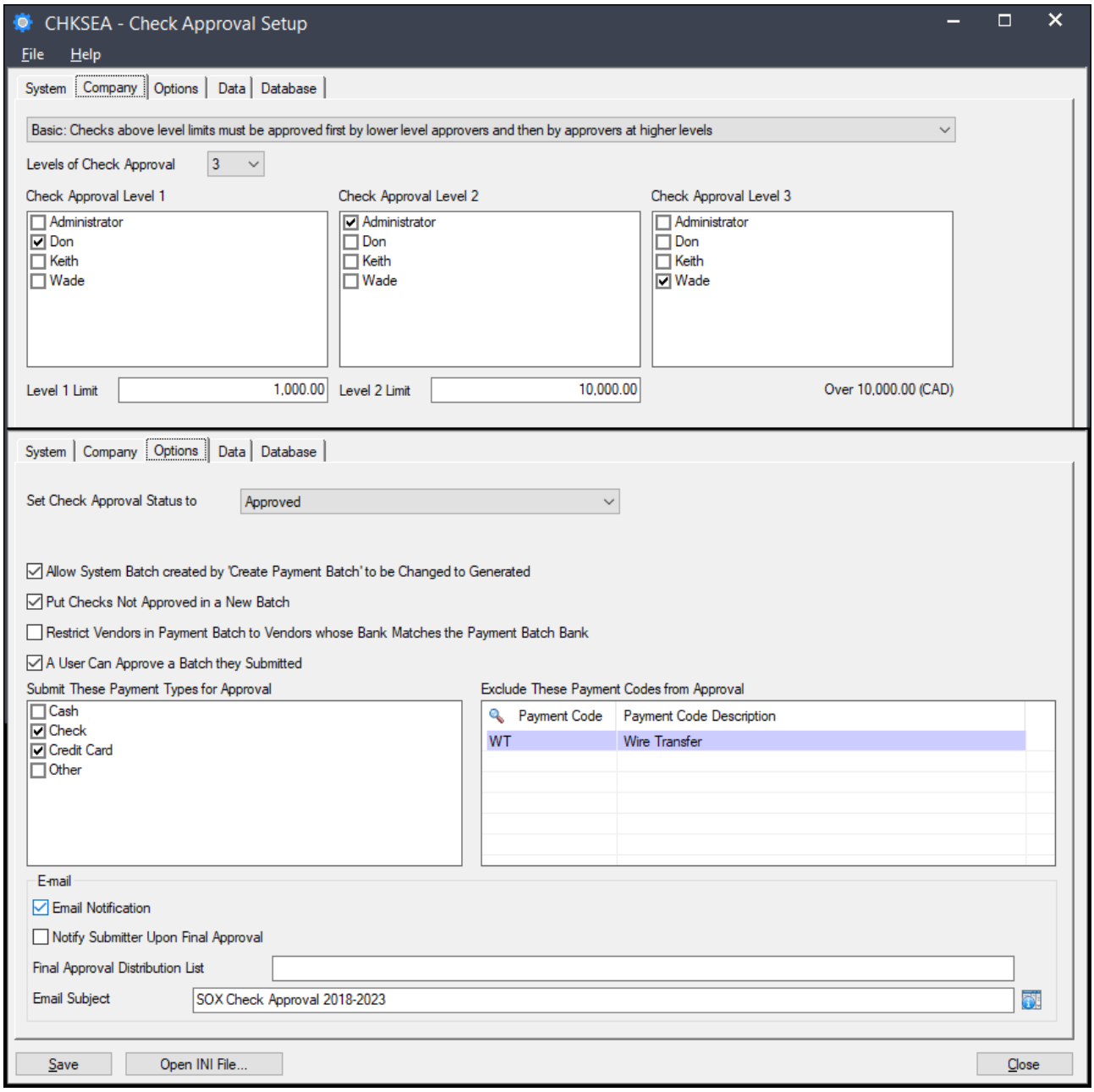
Setup - See: [Setup User Guide]



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.

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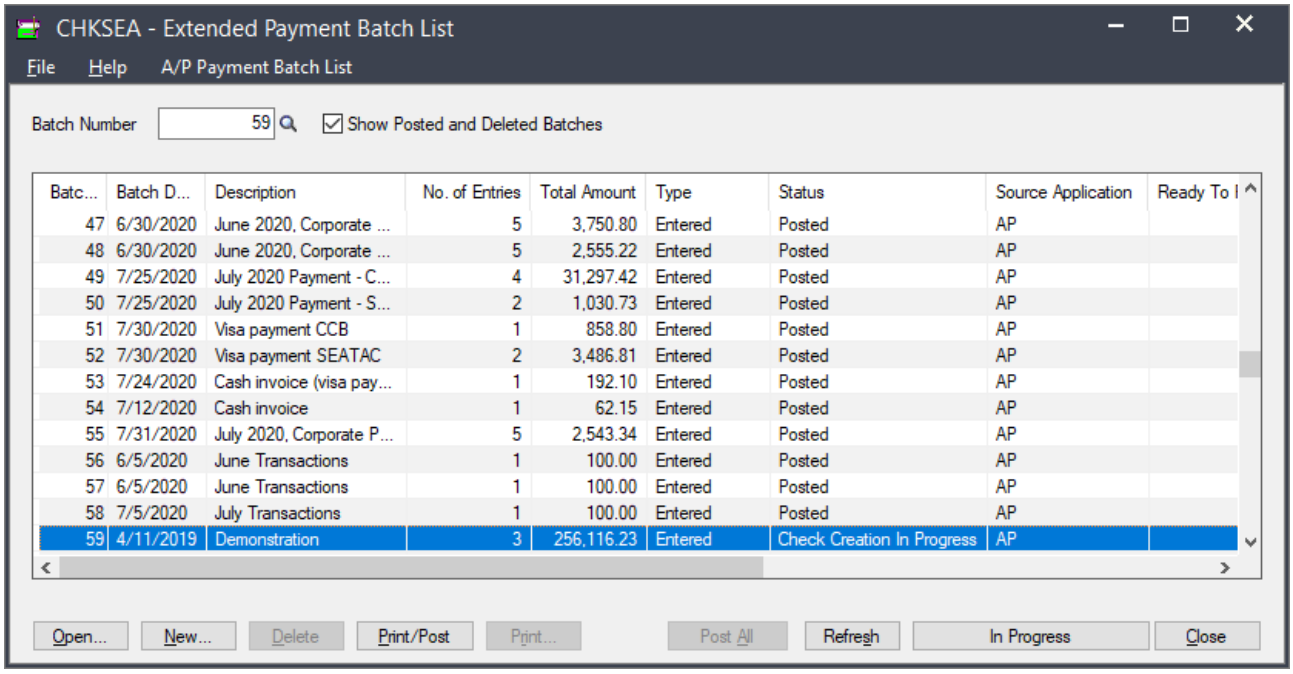
Extended Payment Batch List - See: [User Guide]



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

Batch Number	Description	Batch Date	Batch Type	Batch Status	Bank Code	Bank Currency Code	Submitted By
63	Resubmitted Payments from Dec 31 batch (61)	2021-01-13	Generated	In Progress	SEATAC	USD	Mary Sellers
	Approval Pending						
	Simplified: Checks must be approved by a number of users: 2						
	Level	Approved By	Date Approved				
	1	Carla Rojas	2021-01-13 11:20:19 AM				
	2						
	Checks Pending Approval						
	Entry Number	Payment Date	Vendor Number	Vendor/Payee Name	Payment Amount	Entered By	Comment
	1	2021-01-13	3050	M & P Sales Ltd.	4118.33	Sam	
					4118.33		
	Checks Not Approved						
	None						

Batch Number	Description	Batch Date	Batch Type	Batch Status	Bank Code	Bank Currency Code	Submitted By
64	Jan 15 Invoice payments - SAMLTD	2021-01-19	Generated	Open and Approved	CCB	CAD	Joan Spring
	Approved						
	Relaxed: Checks above level limits must be approved at higher levels: 2						
	Level	Approved By	Date Approved				
	1	Carla Rojas	2021-01-19 10:25:10 AM				
	2	Don Fenske	2021-01-20 10:05:19 AM				
	Checks Approved						
	Entry Number	Payment Date	Vendor Number	Vendor/Payee Name	Payment Amount	Entered By	Comment
	1	2021-01-19	1350	Excide Industrial Batteries	47555.72	Sam	
	2	2021-01-19	1540	Hart Batteries	67784.42	Sam	
	3	2021-01-19	1890	Raeside Equipment Ltd.	10710.90	Sam	
	5	2021-01-19	5000	Deca Management	2039.07	Sam	
	6	2021-01-19	5030	Donald & Donald	775.99	Sam	
	7	2021-01-19	5080	Head Office - Stewart Office S	1662.52	Sam	
					130528.62		
	Checks Not Approved						
	Entry Number	Payment Date	Vendor Number	Vendor/Payee Name	Payment Amount	Entered By	Comment
	4	2021-01-19	2300	Torrington Ltd.	17178.46	John	Goods damaged.
					17178.46		

Batch Number	Description	Batch Date	Batch Type	Batch Status	Bank Code	Bank Currency Code
65	Payments not Approved for Batch 64	2021-01-19	Generated	Open	CCB	CAD
	Batch was not submitted for approval.					

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.