

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.

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.

SOX Check Approval for Sage 300

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.

SOX Check Approval for Sage 300

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

PTDEMO - Check Approval Setup

File Help

System Users 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 THomson

Keith Schenkeveld

Wade Forster

Check Approval Level 2

Administrator

Don THomson

Keith Schenkeveld

Wade Forster

Check Approval Level 3

Administrator

Don THomson

Keith Schenkeveld

Wade Forster

Level 1 Limit 100.00 Level 2 Limit 50,000.00 Over 50,000.00 (CAD)

Email Notification

Email Distribution Lists

Check Approval Level 1 keith@tairox.com,wade@tairox.com

Check Approval Level 2 don.thomson@tairox.com

Check Approval Level 3 info@tairox.com

Payment Batch Finally Approved accounting@tairox.com

Email Users Who Submit Payment Batches When They Are Approved

Email Subject SOX Check Approval 2018-2022

System Users 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

Submit These Payment Types for Approval

Cash

Check

Credit Card

Other

Checks Excluded from Approval Process Based on the Following Payment Codes for

Payment Code	Payment Code Description
WT	Wire Transfer

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](#)

Batch Number	Batch Date	Description	No. of Entries	Total Amount	Status	Reac
50	7/25/2020	July 2020 Payment - S...	2	1,030.73	Posted	
51	7/30/2020	Visa payment CCB	1	858.80	Posted	
52	7/30/2020	Visa payment SEATAC	2	3,486.81	Posted	
53	7/24/2020	Cash invoice (visa pay...	1	192.10	Posted	
54	7/12/2020	Cash invoice	1	62.15	Posted	
55	7/31/2020	July 2020, Corporate P...	5	2,543.34	Posted	
56	6/5/2020	June Transactions	1	100.00	Posted	
57	6/5/2020	June Transactions	1	100.00	Posted	
58	7/5/2020	July Transactions	1	100.00	Posted	
59	1/13/2020	SYSTEM GENERATE...	10	3,169,631.41	Check Creation In Progress	
60	1/13/2020	Month End Payments	2	33,324.54	Check Creation In Progress	

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.

Batch	Description	Batch Date	Batch Type	Batch Status			
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							
Level		Appr By					
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
Batch	Description	Batch Date	Batch Type	Batch Status			
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							
Level		Appr By					
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.