



SOX Check Approval

Audit Report Guide

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Check Approval Audit Report

The Check Approval Audit Report provides an audit trail for the approval of Sage 300 check batches that pass through the TaiRox check approval process. The audit report trail includes the status of batches, names of check approvers, and, optionally, the details of each check approval.

The report generates an Excel Spreadsheet, and has a number of options to determine its content.

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.

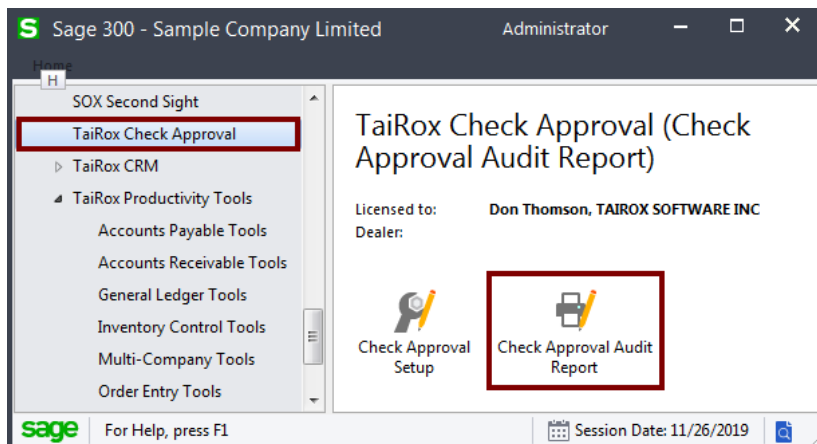
Batch	Description	Batch Date	Batch Type	Batch Status			
59	September 2019 Checks (Loc 1)	9/18/2019	Entered	Open and Approved			
	Approved						
	Simplified: Checks must be approved by a number of users: 2						
	Level		Appr By				
	1		Frederic Winkler				
	2		Keith Wilson				
	Checks Approved						
	Entry Number	Pmnt Date	Vendor #	Vendor Name	Amount Comment		
	1	9/18/2019	1400	Coastal Heating of Ottawa	1000.00		
	Checks Not Approved						
	Entry Number	Pmnt Date	Vendor #	Vendor Name	Amount Comment	Not Approved By	
	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				
	Entry Number	Pmnt Date	Vendor #	Vendor Name	Amount Comment
	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				

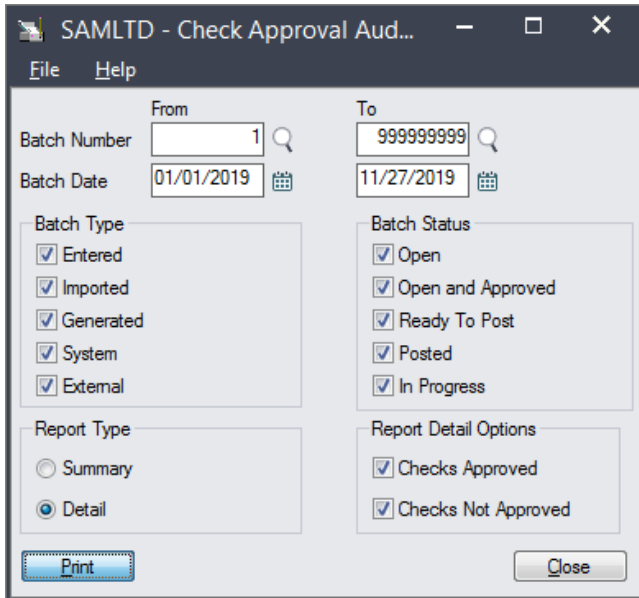
You can print reports for your audit trail records at any time.

To generate the Check Approval Audit Report:

- Open “Check Approval Audit Report” from the Sage 300 Desktop.



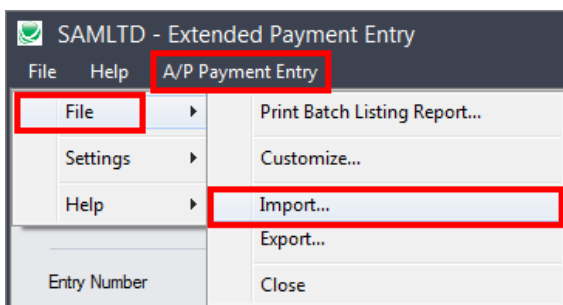
- Choose options for generating the report from the form that appears.



- Use the From and To **Batch Number** fields to specify the maximum range of batch numbers to include in the report.
The default range includes all batches from the beginning of the current fiscal year to the session date.
- Use the From and To **Batch Date** fields to specify the maximum range of batch creation dates.
- Select the types of batches that you want to include:

Entered – batches added manually in Sage 300 Accounts Payable using the Extended Payment Batch List program.

Imported – batches transferred to Sage 300 Accounts Payable using the A/P Payment Entry > File > Import command on the Extended Payment Entry screen.



These batches could be created by Sage 300 Accounts Payable at another location, or by a non-Sage 300 program. They could also be recurring batches that you created in your own Accounts Payable ledger, and then exported for later use.

Generated – batches created in Accounts Payable, such as transactions that were not approved previously or that were rejected during posting.

System – batches created using A/P's Create Payment Batch program.

External – batches created by other Sage 300 programs.

- Select the statuses of batches that you want to include on the report.
 - Open** – unlisted batches or edited batches that have not been relisted, that have not yet been submitted for approval.
 - Open and Approved** – unlisted batches, or edited batches that have not been relisted, that have gone through the approval process. Batches that have been approved by TaiRox Check Approval are marked as Open until the checks are printed and they are posted.
 - Ready To Post** – completed batches that have been marked Ready To Post.
 - Posted** – batches that have been posted.
 - In Progress** – batches that have been submitted for approval but have not yet finished the approval process.
- Select the report type – either Summary or Detail.
 - Summary** – lists batch information only, along with the batch approvers.
 - Detail** – lets you also list all approved and all rejected checks.

The report example on page 1 of this document shows a detail report with approved and rejected checks.