



Check Approval Console

User Guide

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Important Notice

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Check Approval System Overview

The use of SOX Check Approval is described in several documents, each one targeted at a different kind of user.

- **SOX Extended Payment Batch List User Guide** is a document written for users of Sage 300 who prepare payment batches and submit them for approval.
- **SOX Check Approval Console User Guide** is a document written for key users who will perform a 1, 2 or 3-step approval. These users may not be familiar with Sage 300.
- **SOX Check Approval Audit Report User Guide** is for users who oversee the A/P check process. The report provides an audit trail for the approval of Sage 300 checks.
- **SOX Check Approval Setup Guide** is a document written for system administrators who set up databases and configure the solution.

Check Approval Console Operation

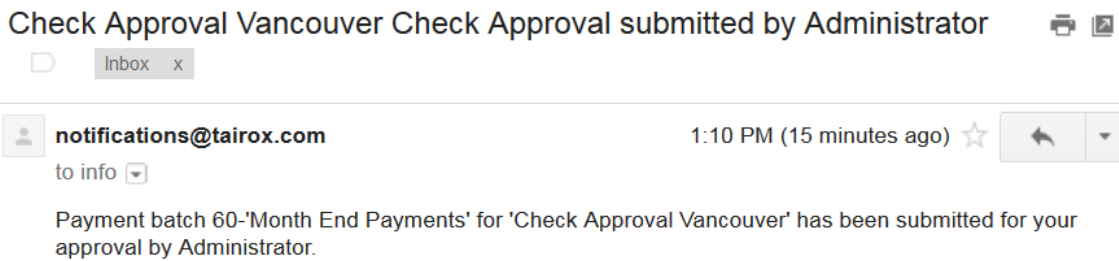
The Check Approval Console program is designed to be as simple as possible for check approvers:

- Check approvers get an email when a batch of payments are ready for approval.
- They start the Check Approval Console from the Windows Start List, Windows Taskbar, or from an icon on the Windows desktop.
- Check approvers log onto the Check Approval Console using a Sage 300 user ID.
They do not run Sage 300 to approve checks, *but they must be added to Sage 300 as users*, and must be identified as check approvers in the Check Approval Setup program.
- If you use the Simplified workflow (with multiple approvers at a single approval level), users may see checks that have been approved by 0, 1, or 2 other users.
- If you use multiple approval levels, Level-1 approvers only see checks that have not been approved by anyone, and Level-2 approvers only see checks that have been approved by level-1 approvers, etc.
- Once checks have been reviewed and all edits are complete, approvers click the Approve button or the Return button to move the check batch to the next phase of the approval process or return it to the previous phase.
Approvers at the next level will get an email stating that the new batch requires approval.
If you use the Simplified workflow, other approvers will be sent an email stating that the batch has been approved by a first approver.

Typical Email Notification

When email notifications are turned on for a company, an approver will receive an email identifying the batch, company and submitter, and will know they should open the Check Approval Console to approve payments.

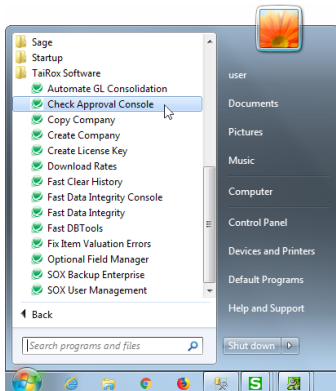
For example, the following message shows that “Administrator” submitted a batch.



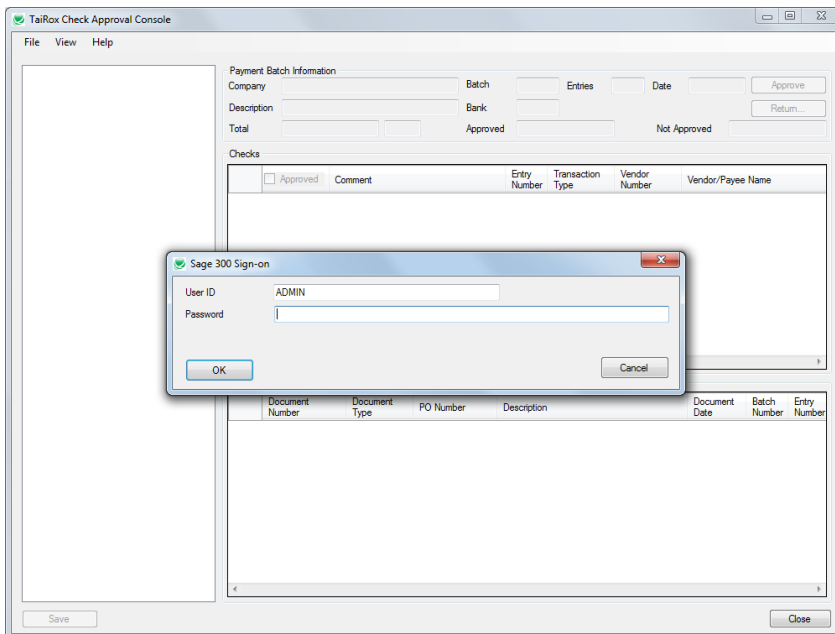
Note: The Check Approval Console lets you send test emails to ensure that email works properly. See [Sending Test Emails from the Console](#), at the end of this guide.

Starting the Check Approval Console

- Launch the Check Approval Console from **Start Menu > All Programs > TaiRox Software > Check Approval Console**.

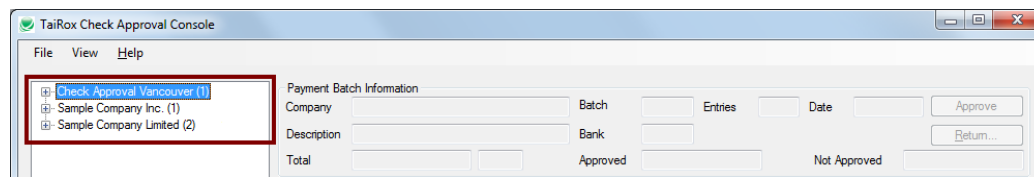


The following window will appear.



- **Enter your Sage 300 user ID and Password**

The console will display the companies requiring check approvals and show the number of payment batches for each company requiring approval.



The tree-view navigation device provides a simple way to select a company and its batches. The console will initially appear with the tree-view not expanded.

Remember:

In a strict workflow:

- A level 1 approver will only see check batches and checks that have not been approved by anyone. Once the checks are approved, they are moved to the next step of the approval process.
- The level 2 user will only see checks that have been approved by a level-1 approver.

In a relaxed workflow:

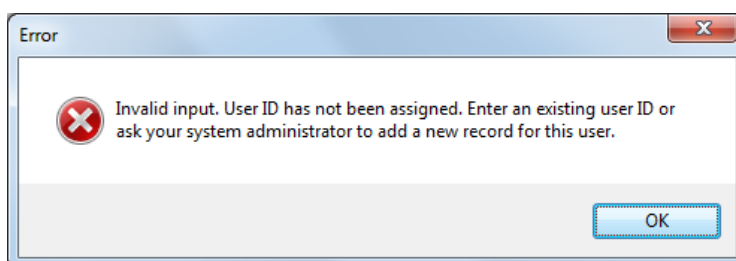
- A level 1 approver will only see check batches and checks that have not been approved by anyone. Once the checks are approved, they are moved to the next step of the approval process.
- The level 2 user will only see checks that have been approved by a level-1 approver – and that are above the check amount limit for the level 1 approver.

In a simplified workflow:

- An approver will see all check batches and checks that have not yet been approved by the required number of approvers.

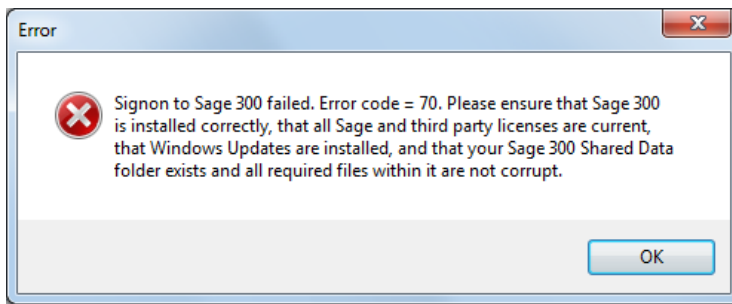
Logon error messages

Invalid input: The following error message will appear if the ID you entered has not been added to Sage 300 or if the password you entered is incorrect.



If this is your first time signing in, check with a system administrator that the User ID has been added in Sage, and confirm the password. (You can test the ID by signing on to Sage 300.)

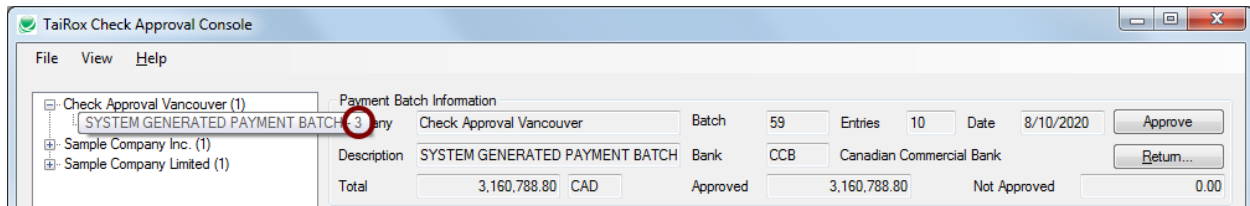
Signon failed: This message can appear if you were assigned a new Sage 300 ID that required a password change on the first login.



If this is your first time signing in, you should sign in to Sage 300 first to ensure your ID works properly, and then change your password if requested by Sage.

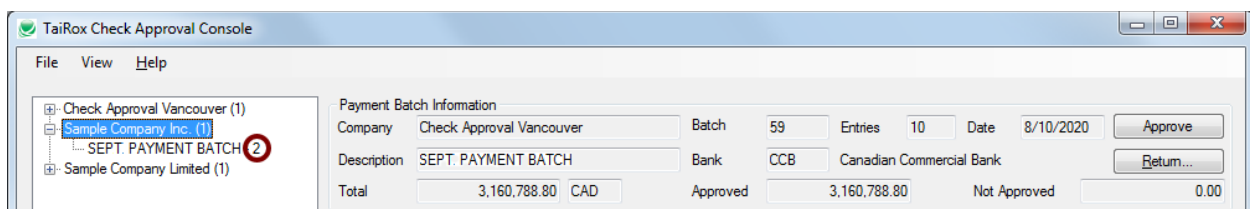
Approving/Rejecting Checks

When you expand the tree-view is expanded, the number at the end of each batch show the number of approvers – or the number of approval levels – that the batch requires – “3” approvers or approval levels in the example below.



This number will be the same for all batches in the same company (unless batches were submitted and then the approval workflow for the company was changed).

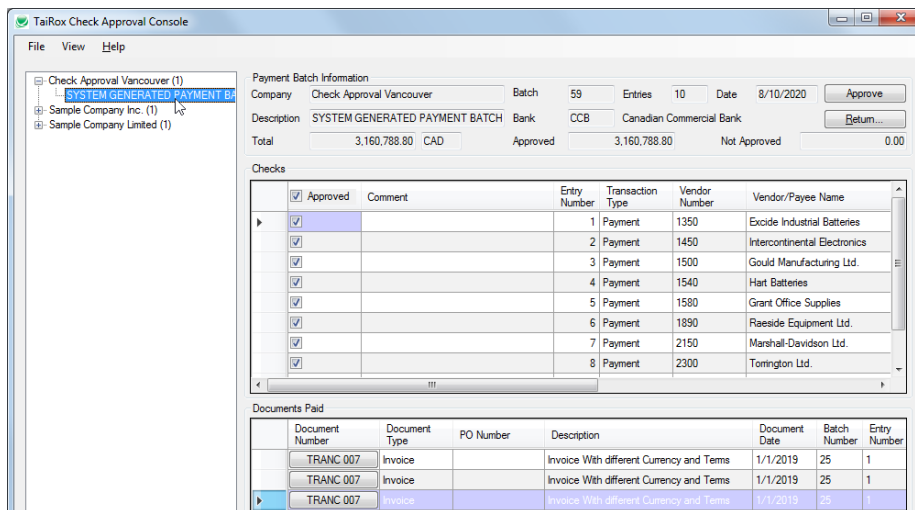
Different companies can have a different approval workflow – “2” levels for Sample Company Inc., shown below.



Once a batch is submitted, the number of approvers or the number of levels of approval cannot be changed.

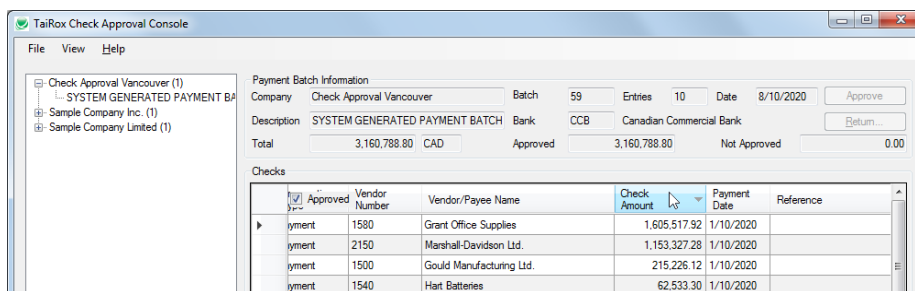
To Approve Checks

- **Click the batch to list all checks in that batch that need approval** – as shown below.

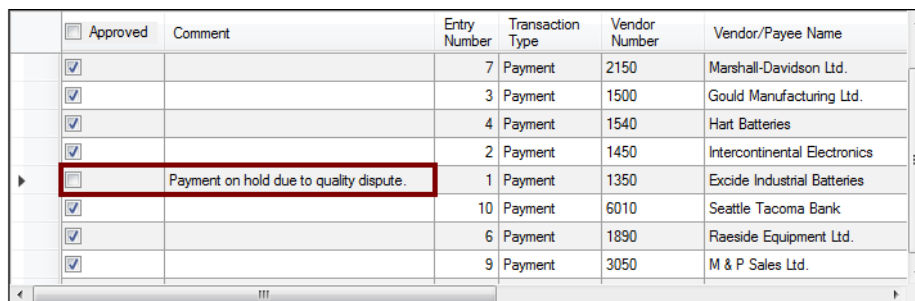


Notice that checks are marked as “Approved” by default. This is an optional setting.

- **Click a column title in the Checks grid to sort by that column.** For example, click the Check Amount column to see checks sorted by amount (as below).

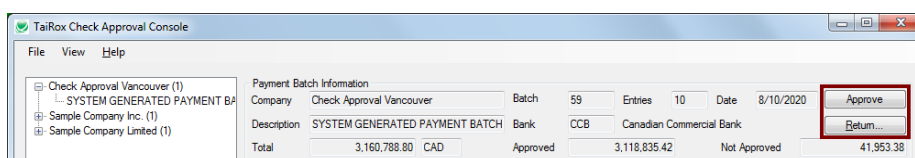


- **Deselect checks to reject payment. You MUST add a comment if you reject a check. (Reasons are required for rejected checks.)**



The Approve and Return buttons will be grayed out if checks are not approved. You must provide comments for all unapproved payments and click the Save button to continue.

- **Click the Save button at the bottom of the form to save your edits.**
 - You cannot save until you enter comments for all unapproved checks.
 - When you save your edits, the Approve and Return buttons will become active.



- **Once all edits are complete and saved, click the Approve button or the Return button.**

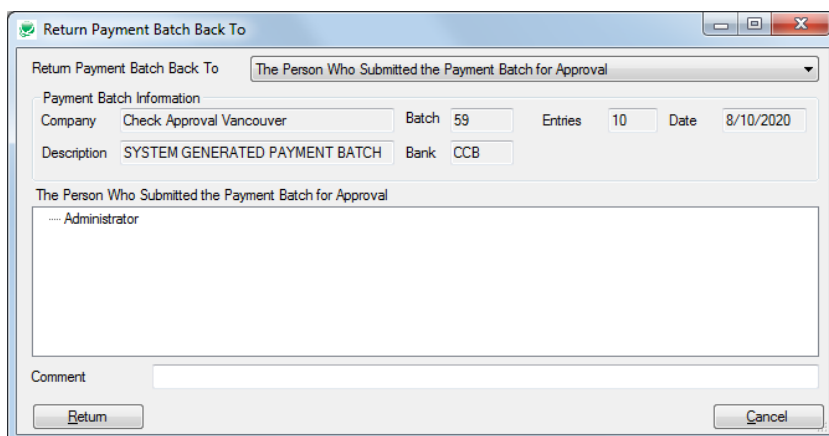
- The Approve button will move the check batch to the next phase of the approval process.

If you are the final approver, the batch status will change to “Open” and unapproved checks will be deleted from the batch. Depending on the options chosen for your company, the deleted checks may be added to a new batch.

The approved checks can now be printed using the Extended Payment Batch List program.

- The Return button will return the batch to the previous phase of the process.

If you click the Return button, then following message will appear:



- **Click the Return button to confirm.**

Check Approval Option to Automatically Approve Checks Under a Threshold

SOX Check Approval includes an option to automatically approve checks under a particular threshold.

The following example shows how a payment batch will appear if you choose automatic approval for payments below \$10,000.

Notice that the payments below the \$10,000 threshold default to "Approved" and the payments above the threshold require the approver to specifically select these payments.

You will not be able to save this batch until comments are provided for all payments that are not approved.

<input type="checkbox"/>	Approved	Comment	Entry Number	Transaction Type	Vendor Number	Vendor/Payee Name	Check Amount	Payment Date	Reference	Document Number
<input type="checkbox"/>			1	Payment	1350	Excide Industrial Batteries	42,070.75	1/13/2020		PY000000000000000000081
<input type="checkbox"/>			2	Payment	1450	Intercontinental Electronics	45,826.17	1/13/2020		PY000000000000000000082
<input type="checkbox"/>			3	Payment	1500	Gould Manufacturing Ltd.	215,828.24	1/13/2020		PY000000000000000000083
<input type="checkbox"/>			4	Payment	1540	Hart Batteries	62,708.25	1/13/2020		PY000000000000000000084
<input type="checkbox"/>			5	Payment	1580	Grant Office Supplies	1,610,009.50	1/13/2020		PY000000000000000000085
<input checked="" type="checkbox"/>			6	Payment	1890	Raeside Equipment Ltd.	9,340.96	1/13/2020		PY000000000000000000086
<input type="checkbox"/>			7	Payment	2150	Marshall-Davidson Ltd.	1,156,553.82	1/13/2020		PY000000000000000000087
<input checked="" type="checkbox"/>			8	Payment	2300	Tomington Ltd.	1,447.91	1/13/2020		PY000000000000000000088
<input checked="" type="checkbox"/>			9	Payment	3050	M & P Sales Ltd.	5,904.86	1/13/2020		PY000000000000000000089
<input type="checkbox"/>			10	Payment	6010	Seattle Tacoma Bank	19,940.95	1/13/2020		PY000000000000000000090

Viewing Source Documents from the Check Approval Console

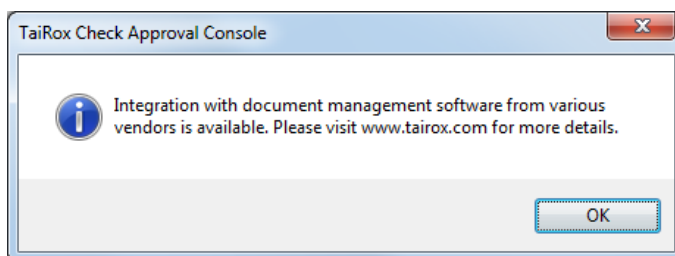
SOX Check Approval integrates with Integrations with Altec DocLink, Orchid Document Management Link, and docSTAR Eclipse allowing check approvers to drill down to and examine source documents that have been paid – mainly invoices.

When applicable, the Document Number column has a button that you can click on to launch a document management product.

Documents Paid								
	Document Number	Document Type	PO Number	Description	Document Date	Batch Number	Entry Number	Payment Amount
	▶ TRANC 007	Invoice		Invoice With different Currency and Terms	1/1/2019	25	1	18,666.62
	▶ TRANC 007	Invoice		Invoice With different Currency and Terms	1/1/2019	25	1	6,402.04
	▶ TRANC 007	Invoice		Invoice With different Currency and Terms	1/1/2019	25	1	4,273.47

- Click the buttons in the Document Number column to display documents.

If no document management product has been installed, the following message will be displayed



Note that miscellaneous payment batches do not have Document numbers or buttons.

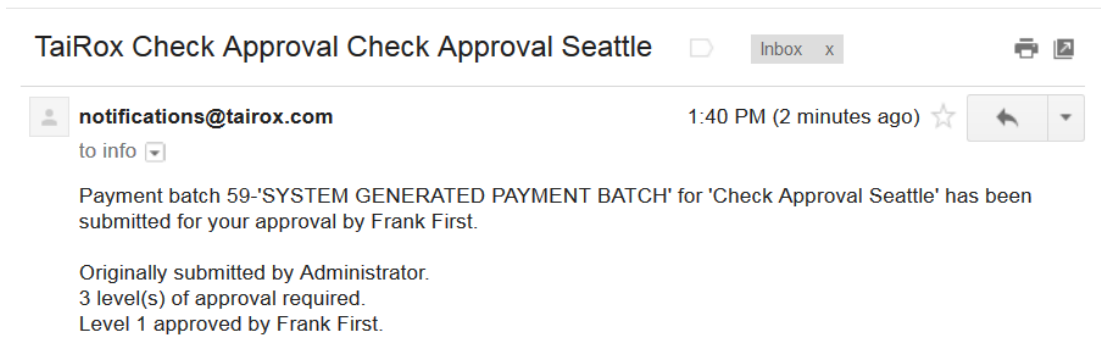
Checks										
	<input type="checkbox"/> Approved	Comment	Entry Number	Transaction Type	Vendor Number	Vendor/Payee Name	Check Amount	Payment Date	Reference	Document Number
	<input checked="" type="checkbox"/>		1	Misc. Payment	1200	Chloride Systems	2,405.74	1/13/2020		PY000000000000000000091
	<input type="checkbox"/>		2	Misc. Payment	1400	Coastal Heating of Ottawa	13,786.00	1/13/2020		PY000000000000000000092

Miscellaneous Payment Distribution						
	Distribution Code	Description	G/L Account	Account Description	Amount	Reference
	▶ MISC	Purchases - miscellaneous	6380	Purchases - miscellaneous	350,000	
	MISC	Purchases - miscellaneous	6380	Purchases - miscellaneous	1200,000	

Emails Generated When You Approve a Payment Batch

If the payment batch is approved to the next level or next approver, an email will be sent to the next level of approvers (or to all approvers if you just have multiple approvers).

If all payments in the batch have been approved by the first approver, the email will be short – like this:

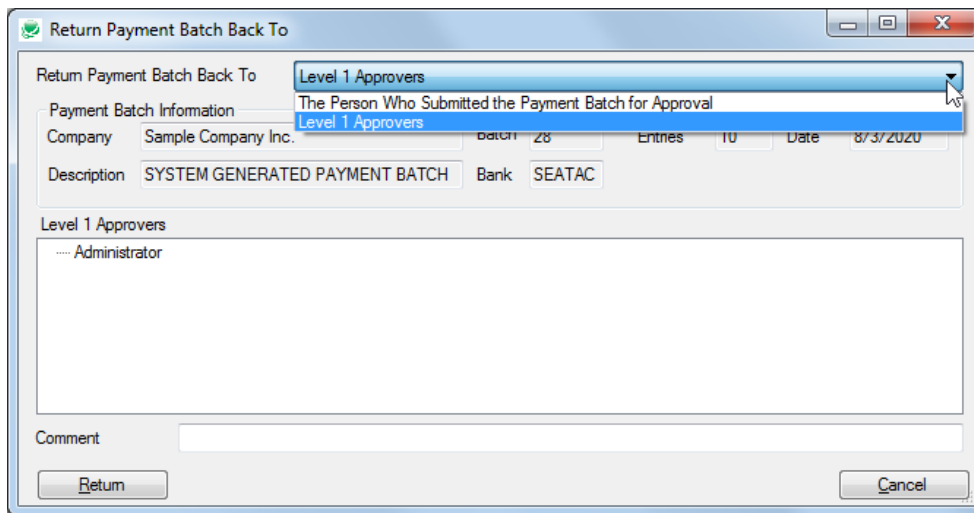


If the payment batch has rejected payments, and the batch is passed to another level or returned, the email includes an audit of deleted entries in the email body:



Returning Batches

When an approver returns a batch, they can choose to return it to an earlier approver (if there are multiple levels of approvals) or to the original submitting Sage 300 user.



If the batch is returned to the original Sage 300 batch submitter, the batch status will be set back to Open.

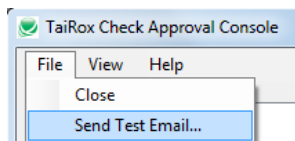
The original submitter can then edit the batch and resubmit it for approval.

Sending Test Emails from the Console

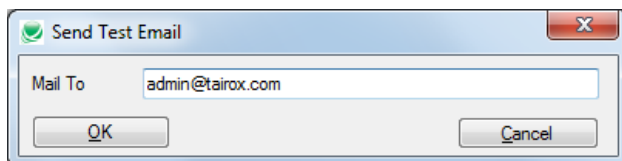
The Check Approval Console lets you send test emails to ensure that email works properly.

To send a test email

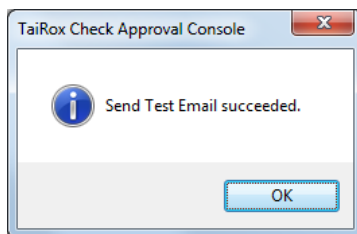
- Choose File > Send Test Email...” from the Check Approval Console.



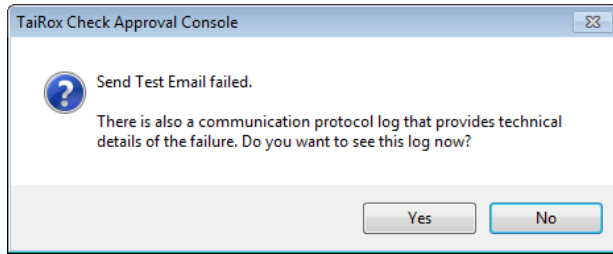
- Enter an email address for the test, and click OK.



If the test is successful, the following message will appear.

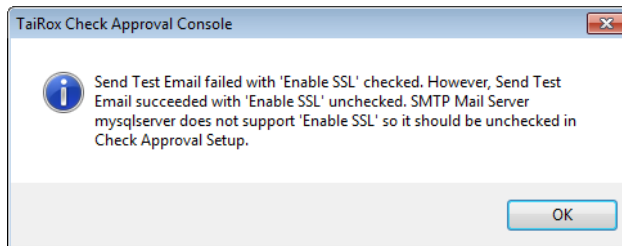


If the email test fails, you will receive the following message.



- Click the Yes button to display the error log.
- To save the log file (for example, to send it to your system administrator), open the log file and click File > Save As to save it on your desktop.

If the following message appears, let your system administrator know. They will have to change the Enable SSL setting in the Check Approval Setup program.



Note regarding “Enable SSL” if unsupported by the SMTP server

If you select the “Enable SSL” checkbox in the Check Approval Setup program, the program will first try to send a test email securely. If it does not succeed, it will try to send a test email insecurely.

The program displays the error message if the secure test fails, but the insecure test is successful.

In other words, this message means that:

- Your SMTP server does not support current email communication styles on the port provided. (The "Enable SSL" checkbox has different meanings for different email sending mechanisms, particularly older ones.)
- You should uncheck “Enable SSL” to send emails without SSL protection.

See the Check Approval Setup User Guide. You will have to change the settings in the Check Approval Setup program on the Sage Desktop.