



# Extended Payment Batch List

## User Guide

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# Check Approval System Overview

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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.

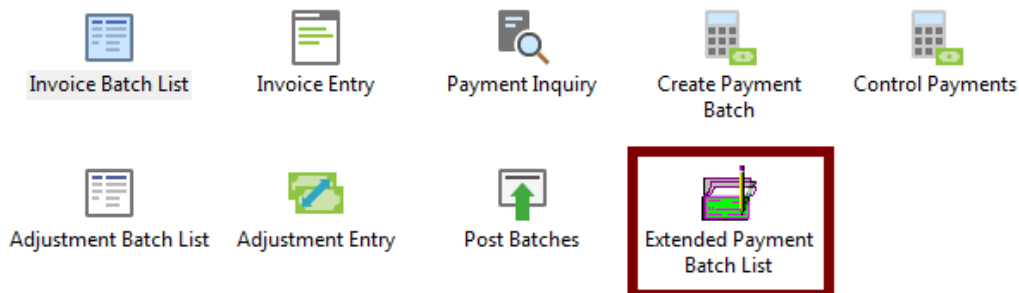
**Important Note:** You must reinstall Desktop Menu Control to remove the standard A/P payment icons after performing any Sage 300 update.

SOX Check Approval keeps status and audit information for multiple Sage 300 databases in an Approval Database. The Approval Database is not a Sage 300 database.

## Using the Extended Payment Batch List Form

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SOX Check Approval installation **adds** a new Extended Payment Batch List icon to the A/P Transactions menu and **removes** the Sage 300 Payment Batch List and Payment Entry icons.

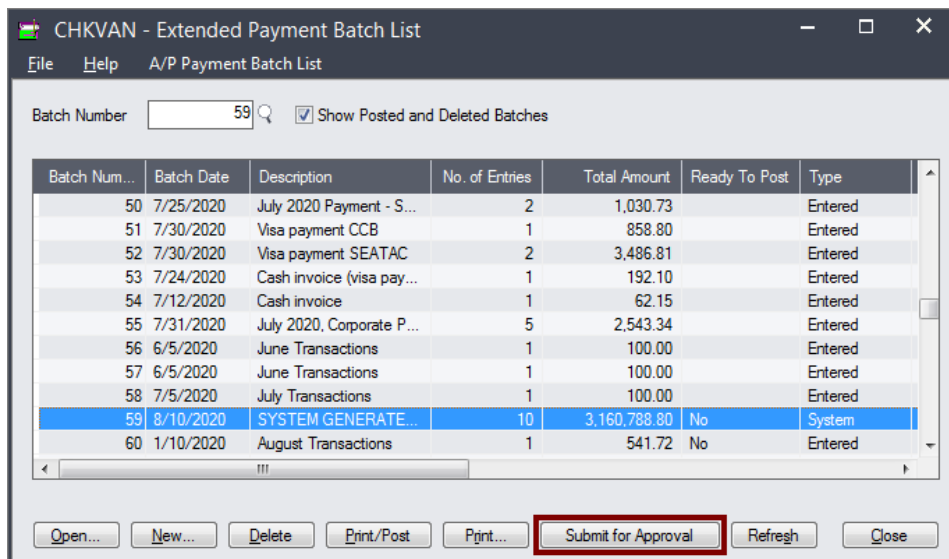


These changes restrict the entry, approval and printing of checks and force payment batches to go through an approval process.

## Opening the Extended Payment Batch List Form

Click the Extended Payment Batch List icon to display the form shown below.

The Extended Payment Batch Form is exactly the same as the standard Sage 300 form except that a “Submit for Approval” button has been added.



## Submitting Batches for Approval

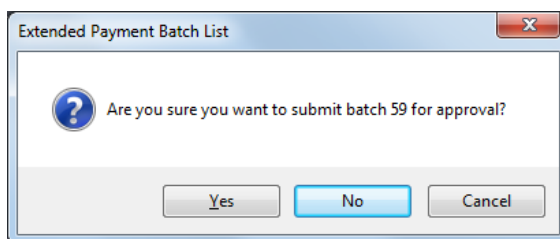
**Note:** Depending on how Check Approval has been set up, checks may need to be approved by up to 3 approvers. In Addition, TaiRox Check Approver includes the following options for approval:

- Strict: All checks must be approved at all levels (with lower-level approvals first)
- Relaxed: Checks above level limits must be approved at higher levels
- Simplified: Checks must be approved by a number of users (in any order)

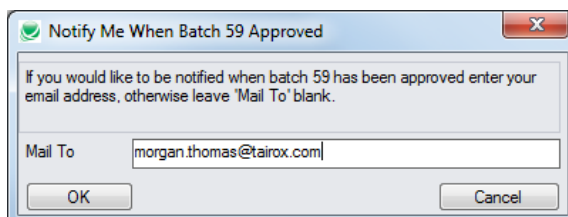
The screens for all options are very similar. This guide provides sample screens that show the differences.

### To submit batches:

- **Click the Submit for Approval button** to submit the highlighted payment batch to the first payment approver.
- The following confirmation message will appear:

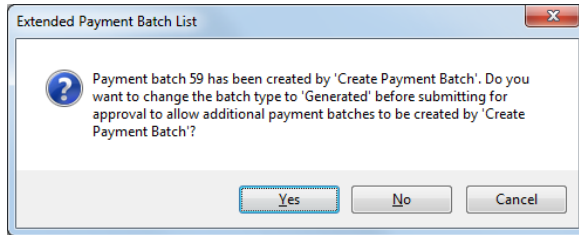


- **Click the Yes button to proceed.** You will be asked if you want to receive an email when the batch has been approved.



- **Enter your email address and click OK.**

***If the batch is of type “System” and your setup allows you to change the batch type, the following message will appear.***

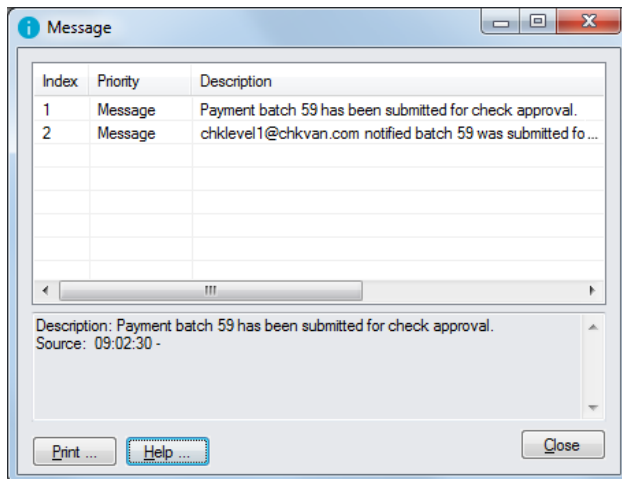


- **Click the Yes button to change the type to “Generated”.**

This lets you create a second system-generated before getting all approvals and posting the first one. Sage 300 does not allow you to have more than one System-generated batch open at one time.

See the Check Approval Setup User Guide for information on this setting.

- A message will confirm that the submission and email notification is successful.

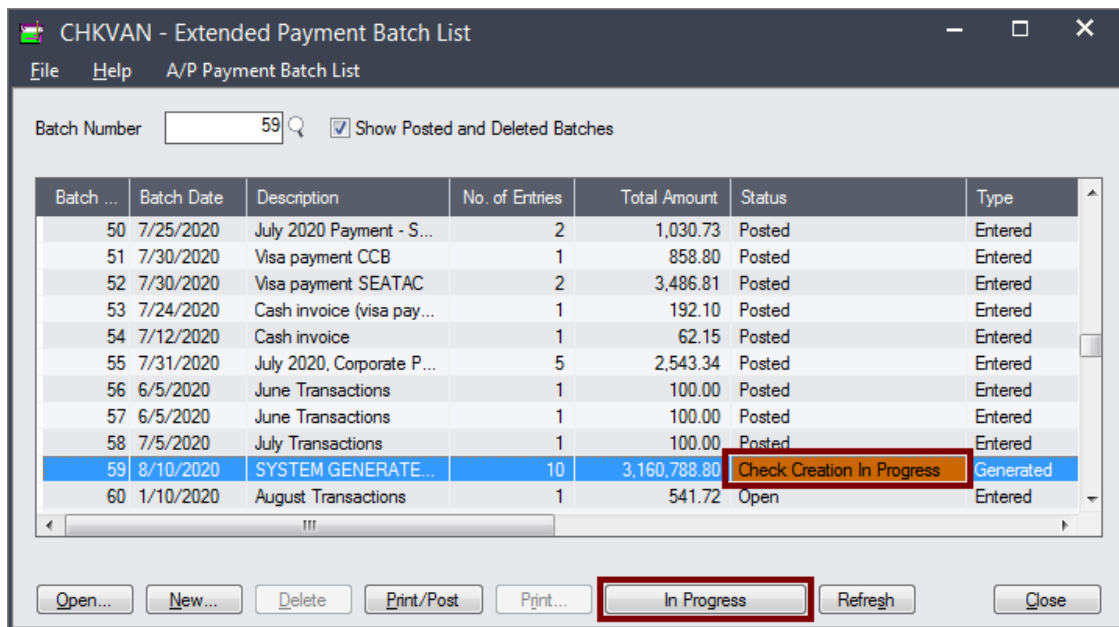


If there are issues with the batch or with sending the email to the level 1 / multiple approvers, the message will list all errors.

## Submitted Batches Have Status “In Progress”

A submitted batch has Status “Check Creation in Progress,”, which is a normal status used when generating checks.

This Status blocks further processing of the batch by normal users. A System type may be changed to Generated, depending on the options you chose for SOX Check Approval.



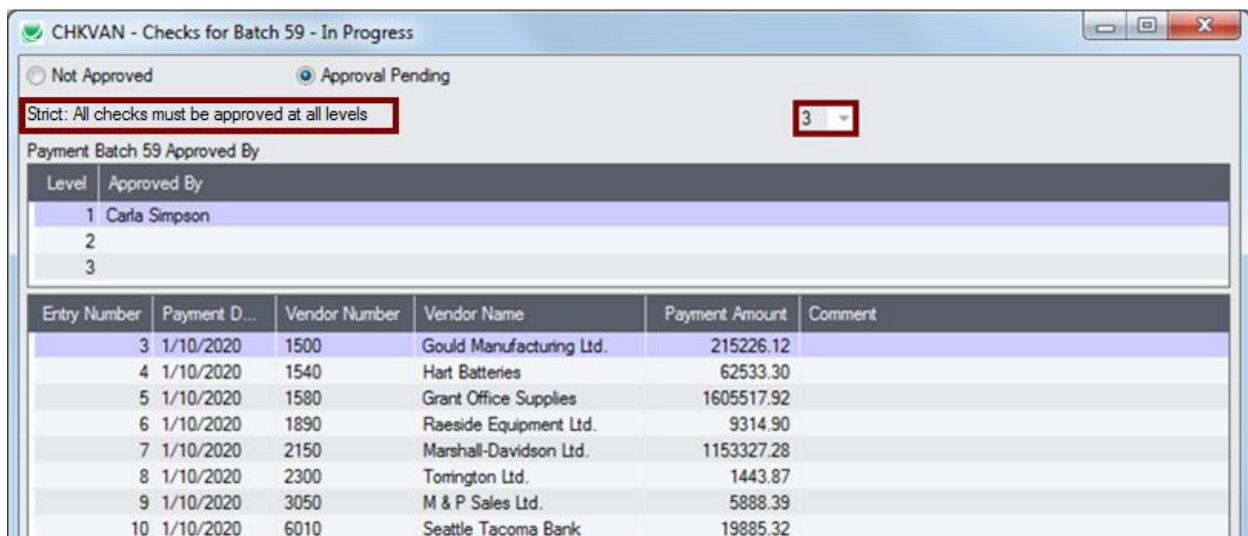
The “Submit for Approval” button changes to “In Progress” when you highlight the batch.

## Viewing the Approval Status of Checks in a Batch

Highlight the submitted batch and click the "In Progress" button to display the status of checks in the batch.

An asterisk (\*) in the Approved By column means that there are no checks in the batch that match the limits for this approval level.

### Approved by level 1 approver – where checks require 3 levels of approval



**Approved by first approver – where each check must be approved by 2 approvers in any order**

PTDEMO - Checks for Batch 60 - In Progress

Not Approved  Approval Pending

Simplified: Checks must be approved by a number of users 2

Payment Batch 60 Approved By

Level	Approved By
1	Carla Simpson
2	
3	

Entry Number	Payment D...	Vendor Number	Vendor Name	Payment Amount	Comment
1	8/19/2019	1200	Chloride Systems	6020.87	
2	8/19/2019	1350	Exide Industrial Batteries	6298.97	

**Rejected by level 1 approver**

CHKVAN - Checks for Batch 59 - In Progress

Not Approved  Approval Pending

Strict: All checks must be approved at all levels 3

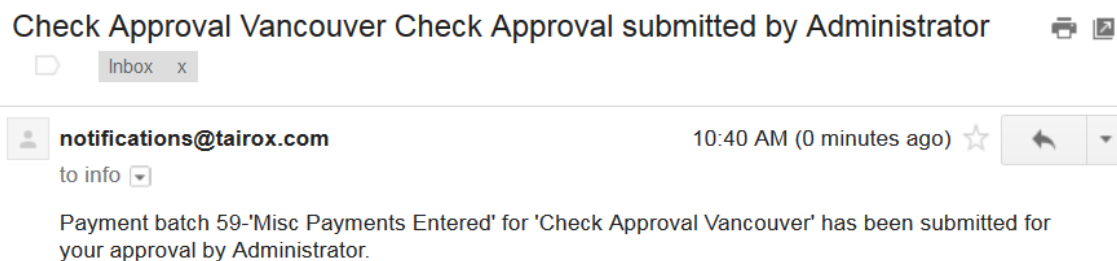
Payment Batch 59 Approved By

Level	Approved By
1	Carla Simpson
2	
3	

Entry Number	Payment D...	Vendor Number	Vendor Name	Payment Amount	Not Approved By	Comment
1	1/10/2020	1350	Exide Industrial Batteries	41953.38	Administrator	Payment on hold due to quality di...

**Typical Email Received by a Check Approver**

Check approvers receive an email letting them know that payments are waiting for approval.

**Approved Payment Batches Have Status of “Open”**

Once a batch has been approved at all levels, its status will show as open and the submit button will be “Approved” when you highlight the batch.

Batch ...	Batch Date	Description	No. of Entries	Total Amount	Status	Type	Ready To Post
51	7/30/2020	Visa payment CCB	1	858.80	Posted	Entered	
52	7/30/2020	Visa payment SEATAC	2	3,486.81	Posted	Entered	
53	7/24/2020	Cash invoice (visa payment)	1	192.10	Posted	Entered	
54	7/12/2020	Cash invoice	1	62.15	Posted	Entered	
55	7/31/2020	July 2020, Corporate Payments	5	2,543.34	Posted	Entered	
56	6/5/2020	June Transactions	1	100.00	Posted	Entered	
57	6/5/2020	June Transactions	1	100.00	Posted	Entered	
58	7/5/2020	July Transactions	1	100.00	Posted	Entered	
59	8/10/2020	SYSTEM GENERATED PAYMEN...	7	1,919,809.82	Open	Generated	No
60	1/10/2020	August Transactions	1	541.72	Open	Entered	No
61	8/10/2020	Cheques not Approved for Batch 59	3	1,240,978.98	Open	Generated	No

You will also see that the checks not approved will appear in a separate batch if this setup option is chosen – ready to be re-submitted.

You can click the Approved button for a summary of Approved and Not Approved payments.

Level	Approved By
1	Carla Simpson
2	Samantha Long
3	Frederic Winkler

Entry Number	Payment D...	Vendor Number	Vendor Name	Payment Amount	Comment
3	1/10/2020	1500	Gould Manufacturing Ltd.	215226.12	
4	1/10/2020	1540	Hart Batteries	62533.30	
5	1/10/2020	1580	Grant Office Supplies	1605517.92	
6	1/10/2020	1890	Raeside Equipment Ltd.	9314.90	
8	1/10/2020	2300	Tomington Ltd.	1443.87	
9	1/10/2020	3050	M & P Sales Ltd.	5888.39	
10	1/10/2020	6010	Seattle Tacoma Bank	19885.32	

## Opening Submitted Batches

You can select a submitted batch and open it to display an Extended Payment Entry form, with some operations restricted. The following message will appear as a warning:



## Extended Payment Entry Form

Double-clicking a batch in the Payment Batch List form to open the Extended Payment Entry form – or click the New button in the Payment Batch List form to create a new batch.

The Extended Payment Entry form looks just like the Sage 300 form. However, it will not allow certain operations, such as printing checks before the batch has been approved or changing payment amounts after check approval.

For example, if you try to print checks from this form before payments have been approved, the following message will appear, telling you that batches must be approved before you can print checks.

