

SOX Check Approval for Sage 300

Available for \$1795 + \$360 per year, SOX Check Approval takes control of the Sage 300 check printing process. Checks for one or more companies are approved by managers from an easy-to-use, central console. Payment batches are prepared by staff and submitted for approval. One to Three levels of approval are required. Unapproved checks are removed from the payment batch and approved checks are released for printing and distribution. A full audit report is available as an Excel spreadsheet. Integrations with Altec DocLink and Orchid Document Management Link are available (requires an additional license of \$995 + \$200/year). **Watch a SOX Check Approval Overview:** <https://youtu.be/7Ra3d23qC54>

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

- An administrator sets the approval database for all companies.
- Workflows, users and levels are set up on a per-company basis.
- There are three different approval workflows to control the approval process:
 - **Strict:** All checks must be approved at all levels
 - **Relaxed:** Checks above level limits must be approved at higher levels
 - **Simplified:** Checks must be approved by a number of users with no hierarchy or order

CHKSEA - Check Approval Setup

File Help

Approval Database Connection String Test Connection

Database Query Timeout (milliseconds)

Users | Data | Database | Installation | Email Notification

Sage 300 User Password Test Connection

Levels of Check Approval

Checks above level limits must be approved at higher levels

Check Approval Level 1

Administrator

Anne Third

Clerk

Frank First

Steve Second

Check Approval Level 2

Administrator

Anne Third

Clerk

Frank First

Steve Second

Check Approval Level 3

Administrator

Anne Third

Clerk

Frank First

Steve Second

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

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

Payment Code	Payment Code Description
WT	Wire Transfer

Save Open INI File... Close

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Check Approval Console - See: [Console User Guide](#)

- Companies and batches are displayed in an easy-to-use tree view.
- When a batch is approved, unapproved checks are removed from the batch and the batch is released for printing in the source company.
- Batches can be sent back to a previous approval level or all the way back to batch entry.

The screenshot shows the 'TaiRox Check Approval Console' window. On the left is a tree view with folders for 'Check Approval Seattle (2)', 'Seattle Misc Payments - 3', 'SYSTEM GENERATED PAYMENT BATCH', 'Check Approval Vancouver (2)', 'Month End Payments - 2', and 'SYSTEM GENERATED PAYMENT BATCH'. The main area displays 'Payment Batch Information' for 'Check Approval Seattle' with details like Batch 59, Entries 10, Date 1/13/2020, Bank CCB, and a total amount of 3,152,937.68. Below this is a table of checks with columns for 'Approved', 'Comment', 'Entry Number', 'Transaction Type', 'Vendor Number', 'Vendor/Payee Name', 'Check Amount', 'Payment Date', 'Reference', and 'Document Number'. The 'Checks' table lists 10 entries, with the 6th entry (Raeside Equipment Ltd.) checked. Below the checks is a 'Documents Paid' table with columns for 'Document Number', 'Document Type', 'PO Number', 'Description', 'Document Date', 'Batch Number', 'Entry Number', and 'Payment Amount'. It lists three invoices from 'TRANC 007'.

The screenshot shows the 'Return Payment Batch Back To' dialog box. It has a dropdown menu set to 'Level 1 Approvers'. Below the dropdown is a text box containing 'The Person Who Submitted the Payment Batch for Approval'. The dialog also displays 'Payment Batch Information' for 'Sample Company Inc.' with details like Batch 28, Entries 10, Date 8/3/2020, and Bank SEATAC. There is a section for 'Level 1 Approvers' with a list containing '--- Administrator'. At the bottom, there is a 'Comment' field and 'Return' and 'Cancel' buttons.

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Extended Payment Batch List - See: [User Guide](#)

- Accounts Payable Payment Batch List and Payment Entry functions are replaced with versions that restrict the entry, approval and printing of checks.
- A "Submit for Approval" button puts a batch into the "Check Creation in Progress" state, which stops further modification of the batch by staff.
- 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.

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	

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	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	

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Check Approval Audit Report - See: [Audit Report Guide](#)

- **For Completed Batches** provides a per-level record of which user approved or disapproved each payment in the batch.
- **For Batches in Progress** provides a per-level record of which user has disapproved a payment and which payments are pending approval.

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.

<u>Batch</u>	<u>Description</u>	<u>Batch Date</u>	<u>Batch Type</u>	<u>Batch Status</u>			
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							
<u>Level</u>	<u>Appr By</u>						
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
<u>Batch</u>	<u>Description</u>	<u>Batch Date</u>	<u>Batch Type</u>	<u>Batch Status</u>			
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							
<u>Level</u>	<u>Appr By</u>						
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							