

TaiRox™ Memo

Check Approval Workflows

Summary

TaiRox's check approval product, SOX Check Approval, supports 4 different workflow types: Strict, Basic, Relaxed and Simplified. This memo describes how to use the Strict and Basic workflows to create "hybrids" of the Strict, Basic, and Simplified workflow types.

The 4 Standard 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.

Hybrid A (Strict and Simplified)

You want to have any 2 of 3 people approve at level 1 and then any 1 of 2 people approve at level 2. Select the Strict option with 3 levels instead of 2. Then assign approvers as shown.

The screenshot shows the configuration for a Strict workflow with 3 levels of approval. The workflow type is set to "Strict: All checks must be approved at all levels". The "Levels of Check Approval" is set to 3. The configuration is as follows:

Check Approval Level 1	Check Approval Level 2	Check Approval Level 3
<input checked="" type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Administrator
<input checked="" type="checkbox"/> Don	<input checked="" type="checkbox"/> Don	<input type="checkbox"/> Don
<input checked="" type="checkbox"/> Keith	<input checked="" type="checkbox"/> Keith	<input type="checkbox"/> Keith
<input type="checkbox"/> Marie	<input type="checkbox"/> Marie	<input checked="" type="checkbox"/> Marie
<input type="checkbox"/> Wade	<input type="checkbox"/> Wade	<input checked="" type="checkbox"/> Wade

Hybrid B (Strict and Simplified)

You want to have any 1 of 3 people to approve at level 1 and then 2 people both approve at level 2. Select the Strict option with 3 levels instead of 2. Then assign approvers as shown.

The screenshot shows the configuration for a Strict workflow with 3 levels of approval. The workflow type is set to "Strict: All checks must be approved at all levels". The "Levels of Check Approval" is set to 3. The configuration is as follows:

Check Approval Level 1	Check Approval Level 2	Check Approval Level 3
<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Administrator	<input type="checkbox"/> Administrator
<input checked="" type="checkbox"/> Don	<input type="checkbox"/> Don	<input type="checkbox"/> Don
<input checked="" type="checkbox"/> Keith	<input type="checkbox"/> Keith	<input type="checkbox"/> Keith
<input type="checkbox"/> Marie	<input checked="" type="checkbox"/> Marie	<input checked="" type="checkbox"/> Marie
<input type="checkbox"/> Wade	<input checked="" type="checkbox"/> Wade	<input checked="" type="checkbox"/> Wade

Hybrid C (Basic and Simplified)

You want to have any 2 of 3 people approve checks up to \$10,000 with checks above that amount approved by 1 of 2 other people. Select the Basic option with 3 levels instead of 2. Then assign approvers as shown.

System Company Banks 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	Check Approval Level 2	Check Approval Level 3
<input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Don <input checked="" type="checkbox"/> Keith <input type="checkbox"/> Marie <input type="checkbox"/> Wade	<input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Don <input checked="" type="checkbox"/> Keith <input type="checkbox"/> Marie <input type="checkbox"/> Wade	<input type="checkbox"/> Administrator <input type="checkbox"/> Don <input type="checkbox"/> Keith <input checked="" type="checkbox"/> Marie <input checked="" type="checkbox"/> Wade
Level 1 Limit 9,999.99	Level 2 Limit 10,000.00	Over 10,000.00 (CAD)

Hybrid D (Basic and Simplified)

You want to have any 1 of 3 people to approve checks up to \$10,000 with checks above that amount to be approved by 2 additional people. Select the Basic option with 3 levels instead of 2. Then assign approvers as shown. It is presumed that there are no checks above \$1,000,000.

System Company Banks 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	Check Approval Level 2	Check Approval Level 3
<input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Don <input checked="" type="checkbox"/> Keith <input type="checkbox"/> Marie <input type="checkbox"/> Wade	<input type="checkbox"/> Administrator <input type="checkbox"/> Don <input type="checkbox"/> Keith <input checked="" type="checkbox"/> Marie <input checked="" type="checkbox"/> Wade	<input type="checkbox"/> Administrator <input type="checkbox"/> Don <input type="checkbox"/> Keith <input checked="" type="checkbox"/> Marie <input checked="" type="checkbox"/> Wade
Level 1 Limit 10,000.00	Level 2 Limit 1,000,000.00	Over 1,000,000.00 (CAD)