



Extended Payment Batch List

User Guide

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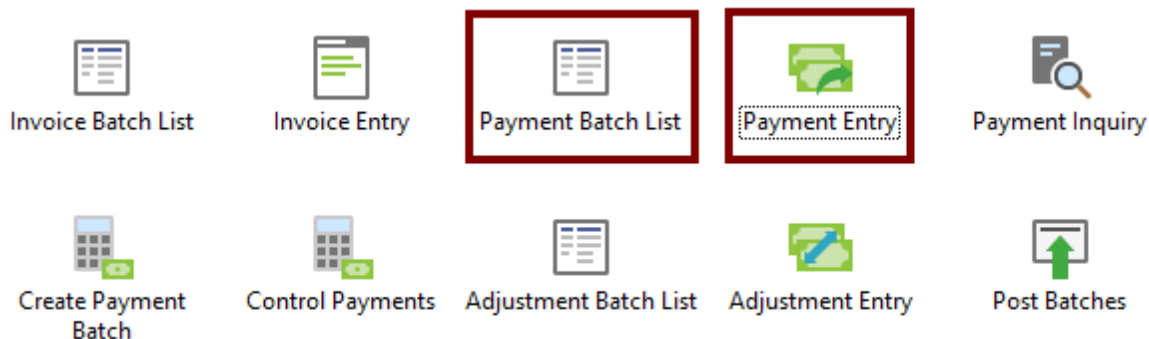
SOX Check Approval System Overview

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 Web Screens User Guide** is for users of the web-based versions of Sage 300 who approve A/P payment batches or submit them for approval.
- **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.

Using the Extended Payment Batch List Form

SOX Check Approval installation updates the A/P Payment Entry and A/P Payment Batch List programs to force payment batches to go through an approval process.



Once you create a new batch of payments, you must use the Payment Batch List program to submit the batch to check approvers before you can print checks and post payments.

Once a batch of checks has been approved, you can print the checks and post the batch.

Opening the Extended Payment Batch List Form

Click the Payment Batch List icon to display the Extended Payment Batch List 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.

Batch Number ☐ Show Posted and Deleted Batches

Batch Num...	Batch Date	Description	No. of Entries	Total Amount	Ready To Post	T
46	2020-05-31	May 2020, Corporate Payments	5	2,885.06		Er
47	2020-06-30	June 2020, Corporate Payments	5	3,750.80		Er
48	2020-06-30	June 2020, Corporate Payments	5	2,555.22		Er
49	2020-07-25	July 2020 Payment - CCB	4	31,297.42		Er
50	2020-07-25	July 2020 Payment - SEATAC	2	1,030.73		Er
51	2020-07-30	Visa payment CCB	1	858.80		Er
52	2020-07-30	Visa payment SEATAC	2	3,486.81		Er
53	2020-07-24	Cash invoice (visa payment)	1	192.10		Er
54	2020-07-12	Cash invoice	1	62.15		Er
55	2020-07-31	July 2020, Corporate Payments	5	2,543.34		Er
56	2020-12-28	Cash invoice	1	55.00		Er

Open... New... Delete Print/Post Print... Post All Refresh **Submit for Approval**

Submitting Batches for Approval

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

- **Strict:** All payments must be approved at all levels (with lower-level approvals first)
- **Basic:** Checks above level limits must be approved first at lower levels and then by approvers at higher levels
- **Relaxed:** Payments above level limits must be approved at higher levels
- **Simplified:** Payments 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:

Extended Payment Batch List

Are you sure you want to submit batch 60 for approval?

Yes No

- Click the **Yes** button to proceed.

You will be asked if you want to receive an email when the batch has been approved.

Notify Me When Batch 60 Approved

If you would like to be notified when batch 60 has been approved enter your email address, otherwise leave 'Mail To' blank.

Mail To:

OK Cancel

- **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.

Extended Payment Batch List

Payment batch 61 has been created by 'Create Payment Batch'. Do you want to change the batch type to 'Generated' before submitting for approval to allow additional payment batches to be created by 'Create Payment Batch'?

Yes No

- **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 SOX Check Approval Setup User Guide for information on this setting.

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

Message

Index	Priority	Description
1	Message	Payment Batch 59 has been submitted for check approval.
2	Message	morgan.thomas@tairox.com notified batch 59 was submitte...

Description: Payment Batch 59 has been submitted for check approval.
Source: 14:50:26

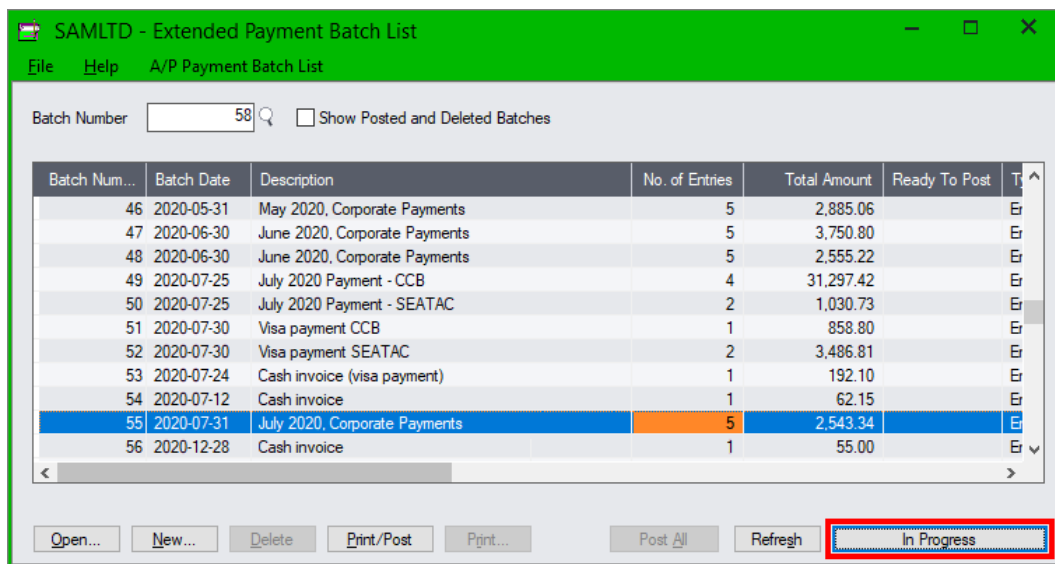
Print ... Close

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 payments.

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.



Batch Num...	Batch Date	Description	No. of Entries	Total Amount	Ready To Post	
46	2020-05-31	May 2020, Corporate Payments	5	2,885.06		Er
47	2020-06-30	June 2020, Corporate Payments	5	3,750.80		Er
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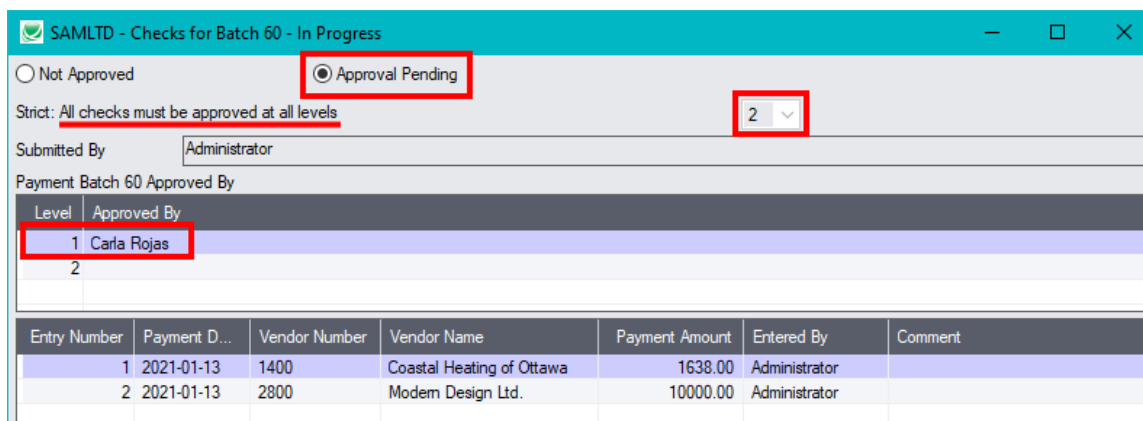
The “Submit for Approval” button changes to “In Progress” when you highlight the batch.

Viewing the Approval Status of Payments in a Batch

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

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

Approved by level 1 approver – where payments require 2 levels of approval



Level	Approved By
1	Carla Rojas
2	

Entry Number	Payment D...	Vendor Number	Vendor Name	Payment Amount	Entered By	Comment
1	2021-01-13	1400	Coastal Heating of Ottawa	1638.00	Administrator	
2	2021-01-13	2800	Modern Design Ltd.	10000.00	Administrator	

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

SAMLTD - Checks for Batch 60 - In Progress

☐ Not Approved ☒ Approval Pending

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

Submitted By Administrator

Payment Batch 60 Approved By

Approved By

Carla Rojas

Entry Number	Payment D...	Vendor Number	Vendor Name	Payment Amount	Entered By	Comment
1	2021-01-13	1400	Coastal Heating of Ottawa	1638.00	Administrator	
2	2021-01-13	2800	Modem Design Ltd.	10000.00	Administrator	

Rejected by level 1 approver

SAMLTD - Checks for Batch 60 - In Progress

☒ Not Approved ☐ Approval Pending

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

Submitted By Administrator

Payment Batch 60 Approved By

Approved By

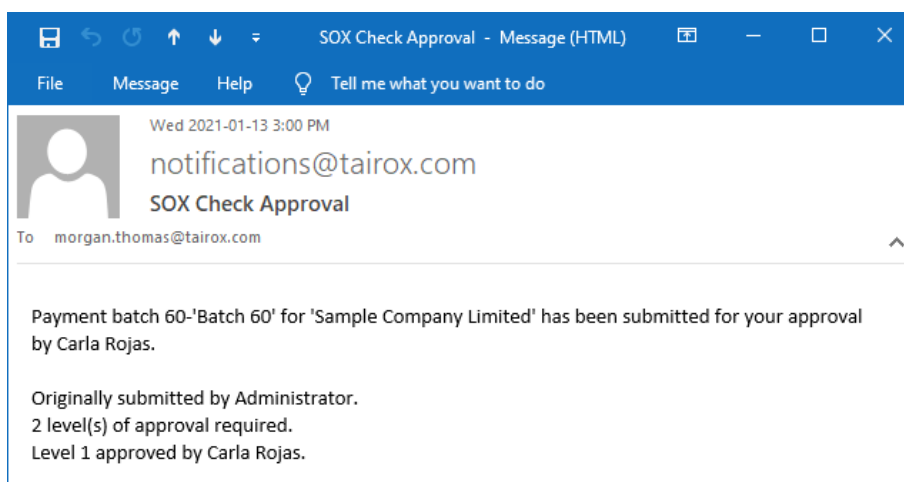
Carla Rojas

Entry Number	Payment D...	Vendor Number	Vendor Name	Payment Amount	Entered By	Comment
3	2021-01-13	8950	Vulcan & Sons	791.00	Administrator	Please add the work order number

Carla is the first approver, and she rejected entry number 3. The remaining payments will move on to the second approver.

Typical Email Received by a Payment Approver

Payment 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 display the word “Approved” when you highlight the batch in the list.

SAMLTD - Extended Payment Batch List

File Help A/P Payment Batch List

Batch Number ☐ Show Posted and Deleted Batches

Batch Num...	Batch Date	Description	No. of Entries	Total Amount	Status	Ready To Post	T
46	2020-05-31	May 2020, Corporate Payments	5	2,885.06	Posted		Er
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48	2020-06-30	June 2020, Corporate Payments	5	2,555.22	Posted		Er
49	2020-07-25	July 2020 Payment - CCB	4	31,297.42	Posted		Er
50	2020-07-25	July 2020 Payment - SEATAC	2	1,030.73	Deleted		Er
51	2020-07-30	Visa payment CCB	1	858.80	Deleted		Er
52	2020-07-30	Visa payment SEATAC	2	3,486.81	Open		Er
53	2020-07-24	Cash invoice (visa payment)	1	192.10	Check C		Er
54	2020-07-12	Cash invoice	1	62.15	Open		Er
55	2020-07-31	July 2020, Corporate Payments	5	2,543.34	Open		Er
56	2020-12-28	Cash invoice	1	55.00	Open		Er

Open... New... Delete Print/Post Print... Post All Refresh **Approved**

You will also see that the payments 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.

SAMLTD - Checks for Batch 61 - Approved

☐ Not Approved ☒ **Approved**

Simplified: Checks must be approved by a number of users

Submitted By

Payment Batch 61 Approved By

Approved By

Don Fenske

Carla Rojas

Entry Number	Payment D...	Vendor Number	Vendor Name	Payment Amount	Entered By	Comment
1	2021-01-13	1200	Chloride Systems	8264.61	Administrator	
2	2021-01-13	1450	Intercontinental Electronics	33321.23	Administrator	
3	2021-01-13	1500	Gould Manufacturing Ltd.	150624.25	Administrator	
4	2021-01-13	1580	Grant Office Supplies	1123641.50	Administrator	
5	2021-01-13	1750	Esser Engineering Ltd.	266.84	Administrator	
6	2021-01-13	2150	Marshall-Davidson Ltd.	806825.94	Administrator	
8	2021-01-13	6010	Seattle Tacoma Bank	13907.76	Administrator	

In this case, you will see entry #7 if you select the “Not Approved” choice.

Using the A/P Payment Entry Form

The A/P Payment Entry form will not allow certain operations, such as printing checks before the batch has been approved or changing payment amounts after 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.

The screenshot shows the 'SAMLTD - A/P Payment Entry' window. The form contains various fields for batch and transaction details. An error dialog box is overlaid on the form, displaying the following information:

Error

Description: Batch 60 has not been approved to print checks.

Source: 10:07:38

The dialog box has 'Print' and 'Close' buttons.

The background form includes fields for:

- Batch Number: 60
- Batch Date: 2021-01-13
- No. of Entries: 3
- Total Amount: 12,429.00
- Bank: CCB
- Currency: CAD
- Entry Number: 3
- Entered By: ADMIN
- Transaction Type: Misc. Payment
- Payment Date: 2021-01-13
- Posting Date: 2021-01-13
- Vendor Number: 8950
- Vendor Name: Vulcan & Sons
- Currency: CAD
- Remit To: Vulcan & Sons
- Account Set: OTHER
- Payment Code: CHECKCAD
- Print Check: ☒ (Not printed)
- Check Number: 000000000000000000
- Check Language: ENG
- Reference: Roof repair
- Document Number: PY000000000000
- Payment Amount: 791.00 CAD
- Tax Group: BCTAX
- Optional Fields: ☐ (Job Related)
- Account/Tax: 91.00 CAD

At the bottom of the form, there are buttons for 'Save', 'Delete', 'Post', 'Print Check...', 'Void Check', and 'Close'.

Opening Submitted Batches

You can select a submitted batch and open it to display the A/P Payment Entry form. As notes above, if you click the Post button or the Print Check button on the Payment Entry form, the following message will appear as a warning:

The screenshot shows an error dialog box with the following information:

Error

Error

Description: Batch 64 has not been approved to print checks.

Source: 10:54:06

The dialog box has 'Print' and 'Close' buttons.