



# SOX Second Sight

## User Guide

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### **Important Notice**

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# SOX Second Sight

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SOX Second Sight lets you ensure that the Sage 300 user posting a General Ledger, Accounts Payable or Accounts Receivable batch was not involved in the preparation of that batch.

Although Sage 300 separates the data entry and posting permissions, you may have the same users performing data entry and posting. If you also have a requirement that different users perform these tasks for each batch, Second Sight can help you enforce that requirement.

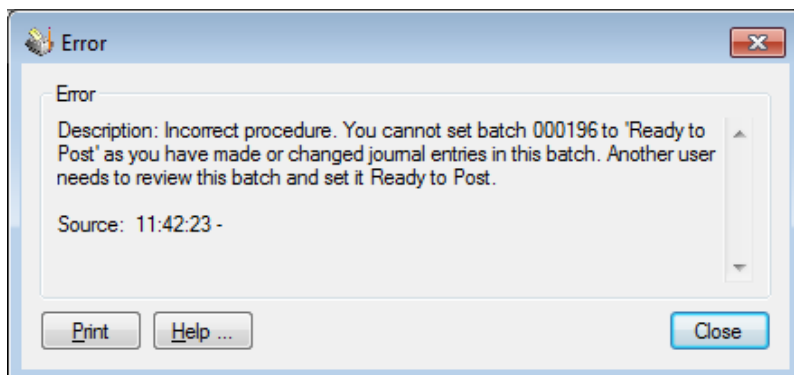
**Note:** TaiRox has a product named SOX Check Approval that takes control of the Accounts Payable Payment Batch List function. SOX Second Sight and SOX Check Approval can both be installed and activated, but only one can take control of the Payment Batch function at a time.

## Overview

Once SOX Second Sight is installed, activated and set up, the standard A/P, A/R and G/L Transaction Entry and Transaction Batch List functions are replaced by “Extended” Transaction Entry and “Extended” Batch List functions.

The sole purpose of the Extended functions is to check the entries in a batch and block a status change to “Ready to Post” if the current Sage 300 user is the last user to have entered or changed any of the entries in the batch (as determined by the Sage 300 “audit stamp”).

The only difference in behavior between Sage 300 Transaction Entry and Batch List functions and the TaiRox “Extended” functions is that an error message will appear if a user who edited a batch tries to set the batch to Ready to Post (by double-clicking on the Ready to Post column in a batch list or clicking the Post button in a batch list or in transaction entry).



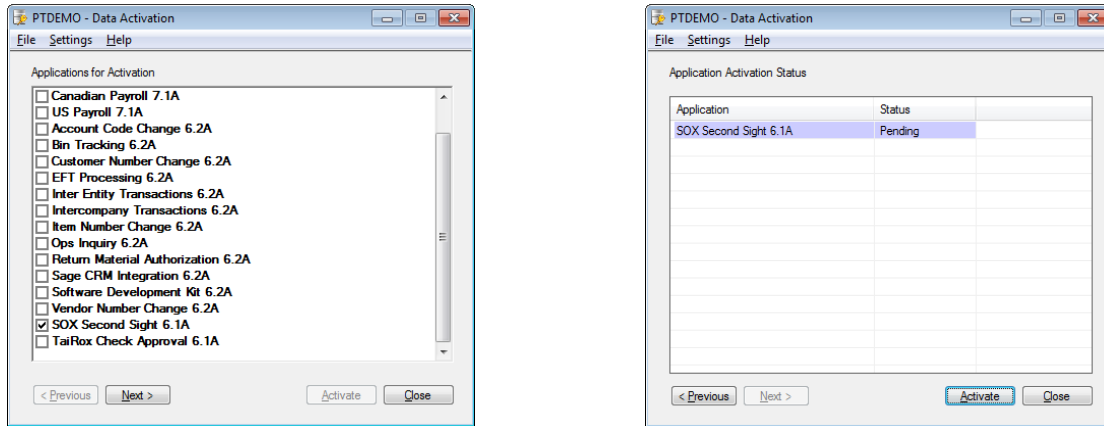
## Installing and Setting Up SOX Second Sight

SOX Second Sight is activated just like any Sage 300 application. You must activate it for all companies for which you need to control batch entry and posting. A single version of SOX Second Sight (6.1A) will operate correctly with multiple versions of Sage 300.

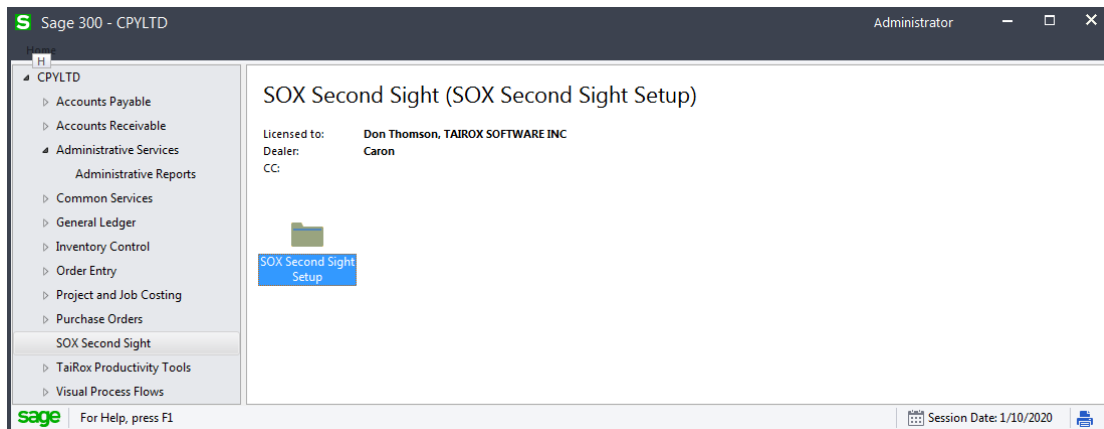
**Important Note:** SOX Second Sight enforcement can be turned on and off by a user with full administrative rights, as described in this section. It's a good idea for Second Sight to be set up by a user that does not enter or post batches.

Also note that if you have one or more RDP servers and use workstation setup, make sure that you install SOX Second Sight on all RDP servers – and run RegAcc.exe on each workstation that runs Sage 300 from a server (or run Workstation Setup with “repair”).

**Activating SOX Second Sight**

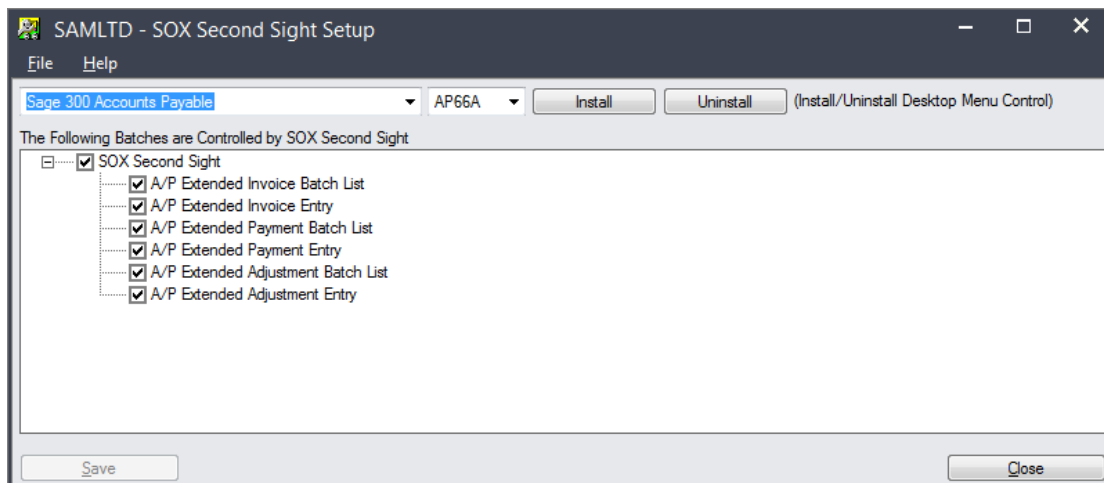


**Once activated, SOX Second Sight Setup appears on the Sage 300 Desktop:**



**SOX Second Sight Set Up**

Double-click the Sox Second Sight Setup icon to open the setup program:



The setup function either installs or uninstalls Desktop Menu Control for the module selected in the first field of the form – for example, Sage 300 Accounts Payable.

- The menu control is applied to all transaction entry and batch list functions with selected checkboxes – removing the standard Sage 300 transaction entry and batch list functions from the Sage desktop and adding the TaiRox “extended” functions.

See the next section, Desktop Changes – SOX Second Sight, for desktop screen shots.

- If you change any of the checkbox settings (for example, if you uncheck one of the forms because you DO NOT want to install the extended form, click the Save button on the form to save the new settings.
- Click the Install button to install the extended functions on the Sage 300 desktop.

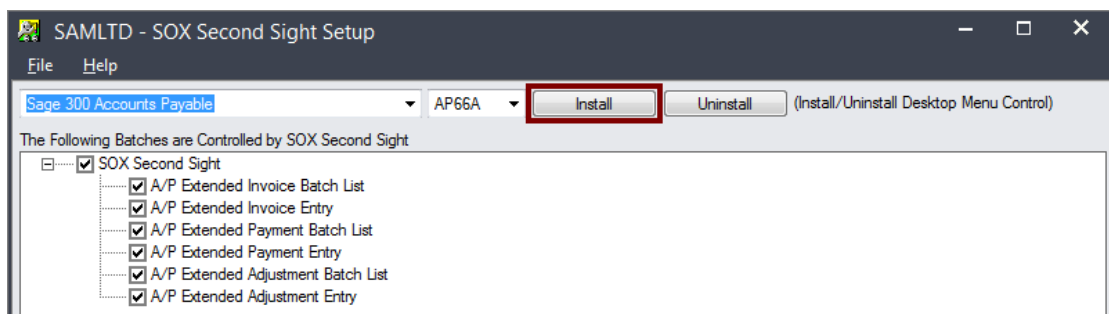
Note that you must run the Desktop Menu Control installation for all server installations of SOX Second Sight.

The Save button will be active if the checkbox selection changes so that settings will be remembered for the next software update.

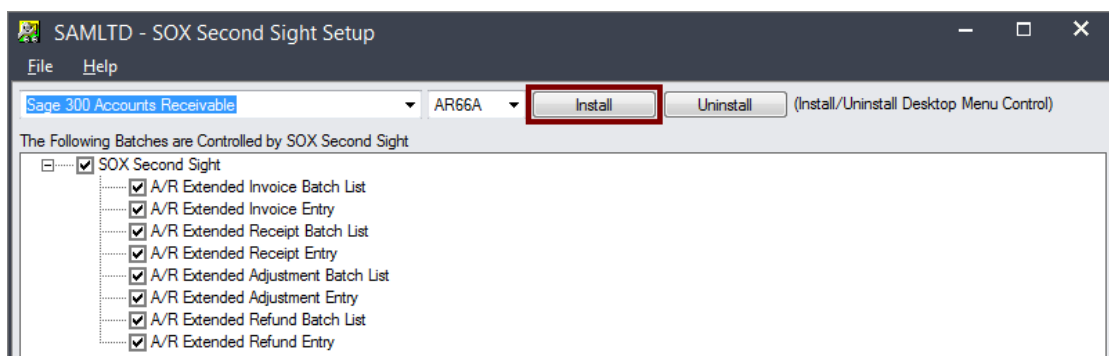
**Important Update Note:** If you install an update to SOX Second Sight, you should uninstall the menu control for Accounts Payable, Accounts Receivable, and General Ledger, and then reinstall the controls.

Choose each Sage 300 module and click the Install button for each one:

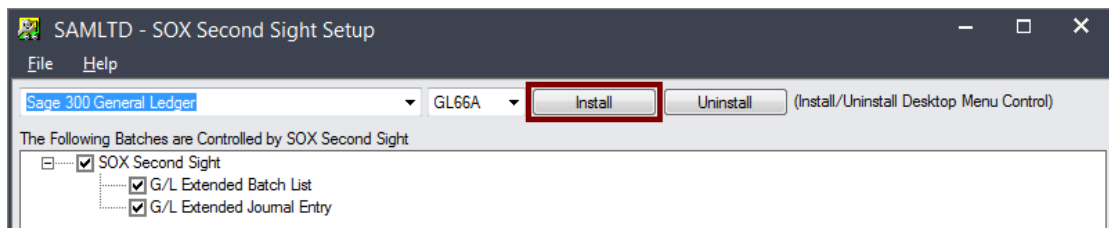
- Accounts Payable:



- Accounts Receivable:



- General Ledger:

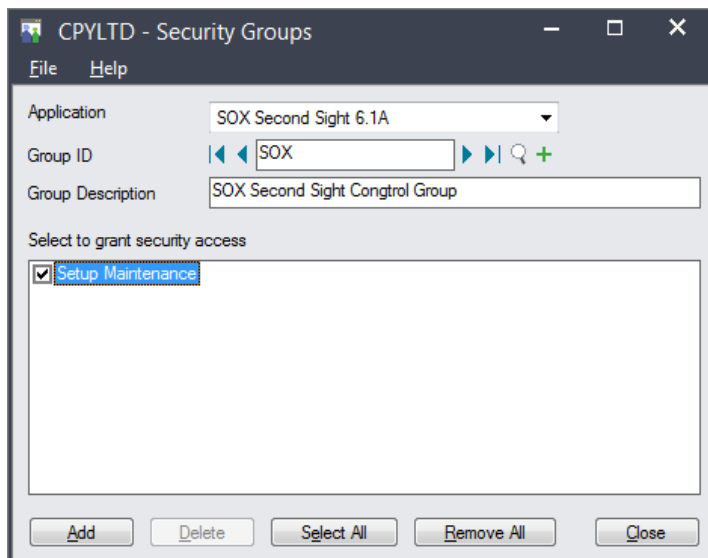


**Note:** Some versions of Sage 300 do not properly refresh the desktop with the new set of icons until you close and reopen the company.

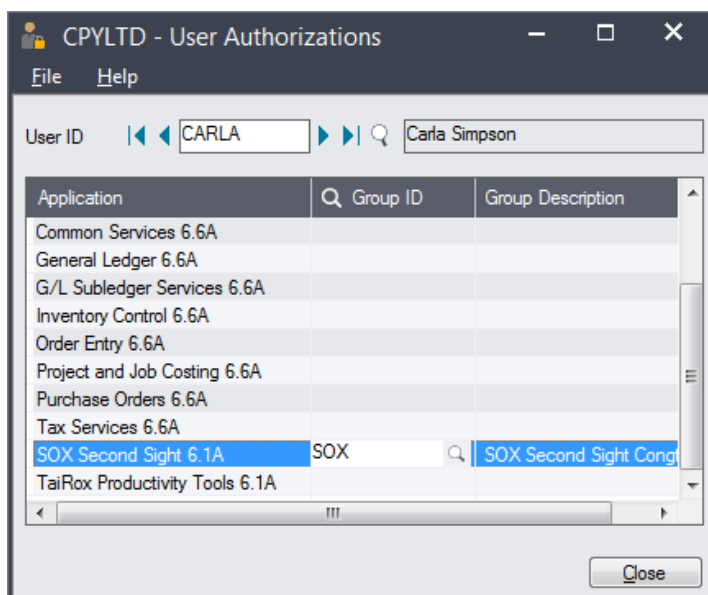
## Add SOX Second Sight Security Group

You should use the standard Sage 300 Security groups to ensure that non-administrators need specific security rights to turn SOX Second Sight on and off.

- Create the SOX security group.



- Add only the users that you want to be able to enable or disable SOX Second Sight.



# Desktop Changes – SOX Second Sight

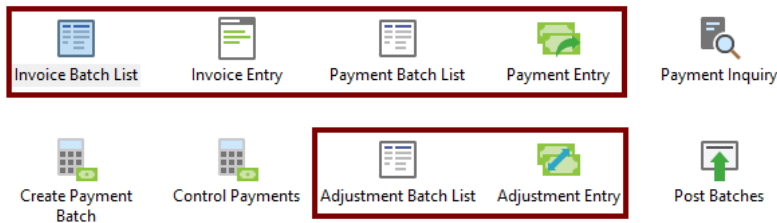
Installing SOX Second Site removes the standard Transaction Batch Entry and Batch List functions for A/P, A/R and G/L from the Sage 300 desktop and adds the Extended Batch Entry and Batch List functions – shown on the next page.

You can uninstall SOX Second site from each module to revert to the standard Sage 300 transaction entry and batch list functions.

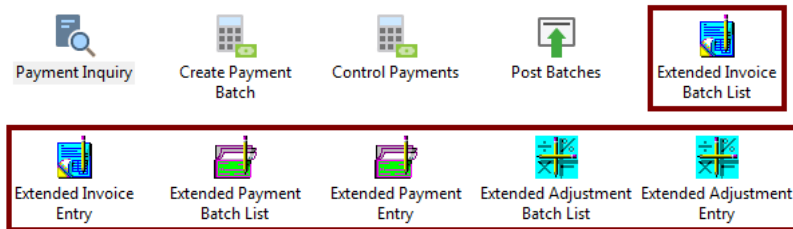
**Important Note:** Installing or Uninstalling Desktop Menu Control affects all companies in which SOX Second Sight has been activated.

## Accounts Payable

- A/P transaction icons *before* installing SOX Second Sight Desktop Menu Control:

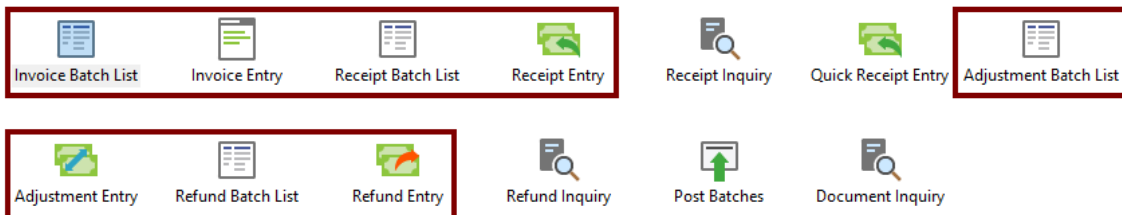


- A/P transaction icons *after* installing SOX Second Sight Desktop Menu Control:

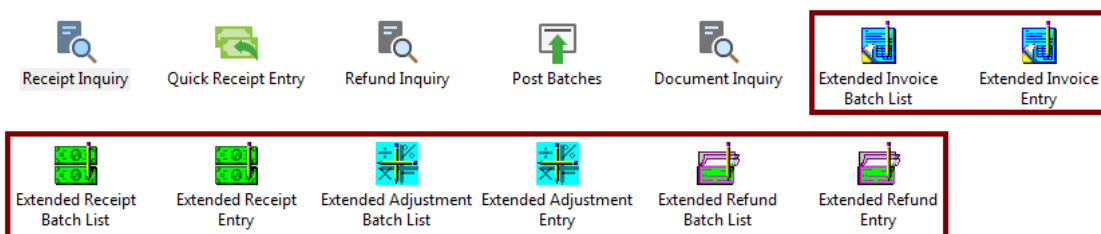


## Accounts Receivable

- A/R transaction icons *before* installing SOX Second Sight Desktop Menu Control:



- A/R transaction icons *after* installing SOX Second Sight Desktop Menu Control:

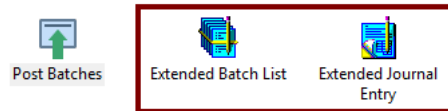


## General Ledger

- G/L transaction icons *before* installing SOX Second Sight Desktop Menu Control:



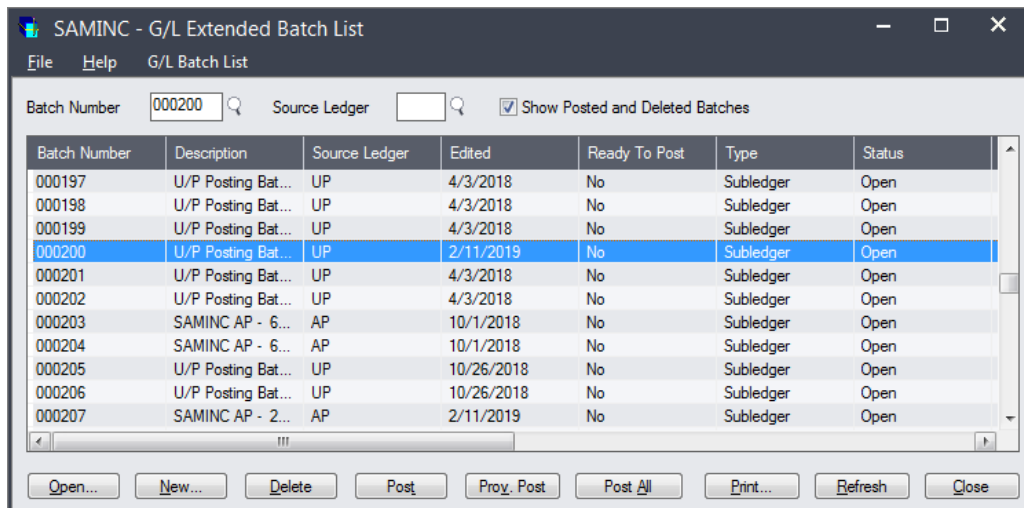
- G/L transaction icons *after* installing SOX Second Sight Desktop Menu Control:



# Running "Extended" Transaction Functions

The TaiRox Extended forms look the same as the standard Sage 300 forms. The only difference in operation is that the Extended Transaction Entry and Extended Batch List functions take control of the Ready-To-Post operation.

Before allowing a status change to "Ready-To-Post," the extended functions inspect the Sage 300 audit stamp to check that the current Sage 300 user has not entered or modified the batch.



If you modify the batch, and then click the Post button in a transaction entry or batch list form (or double-click to set "Ready To Post" to Yes), the following error message will appear (with Sage 300 warnings and messages).

