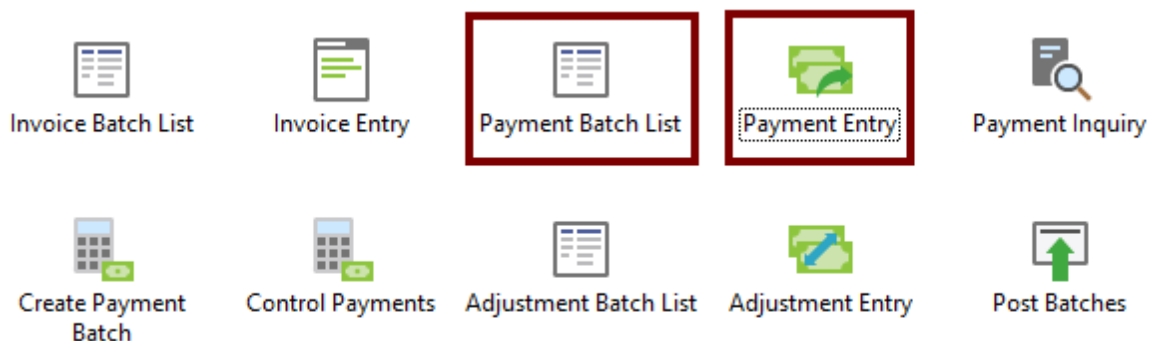# Extended Payment Batch List

User Guide

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.
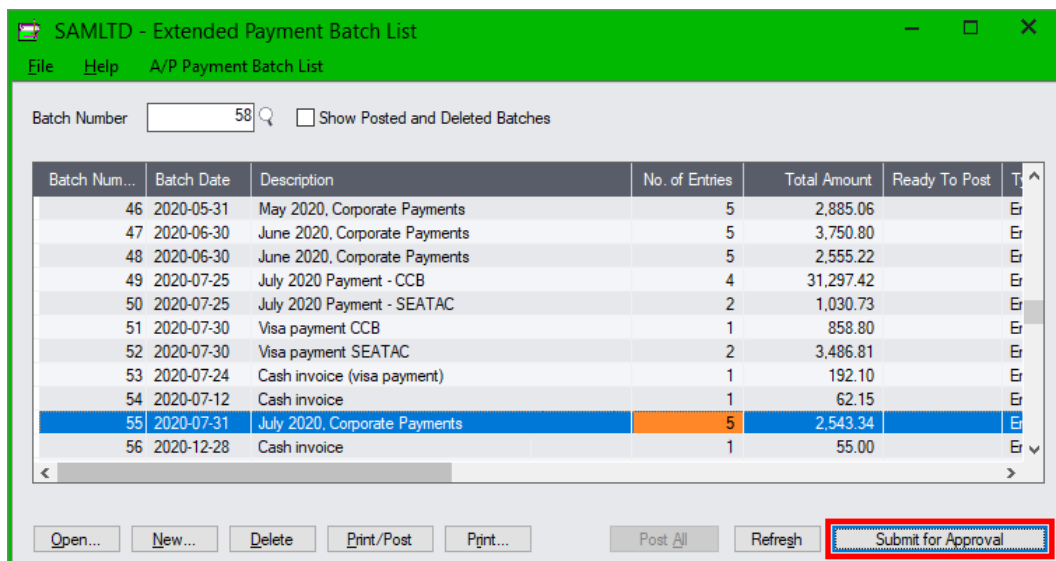
## Submitting Batches for Approval

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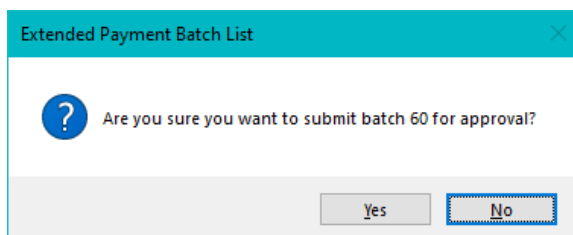
- **Click the Yes button to proceed.**

    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 SOX 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 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.
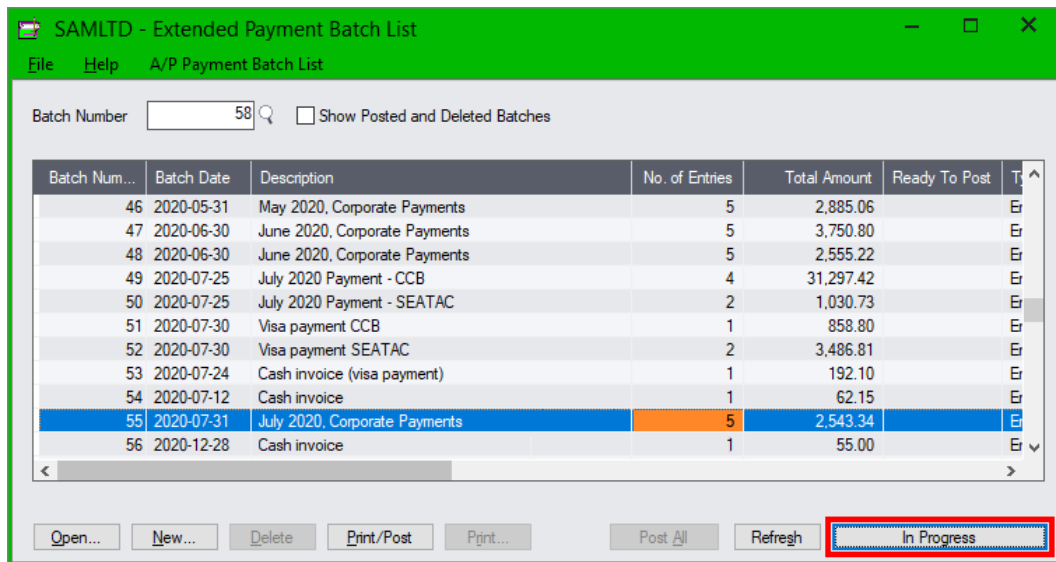
The "Submit for Approval" button changes to "In Progress" when you highlight the batch.

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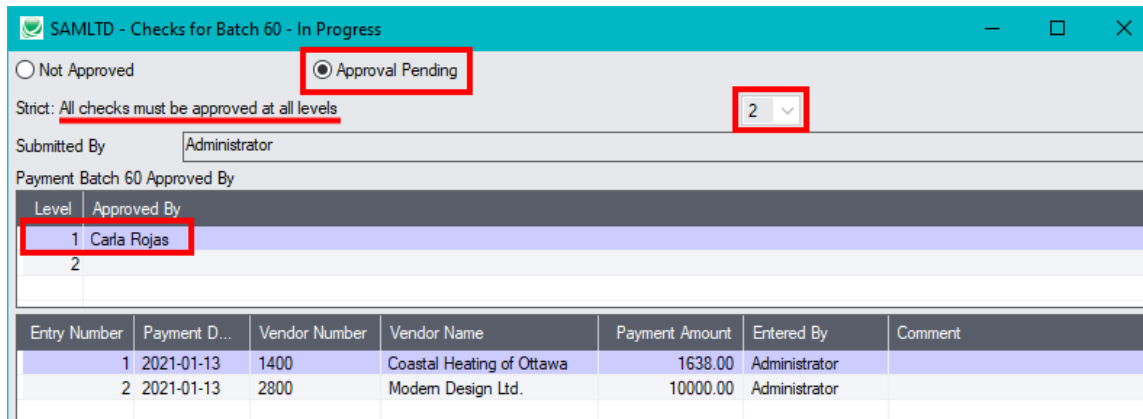
Approved by first approver – where each payment must be approved by 2 approvers in any order

Rejected by level 1 approver

Carla is the first approver, and she rejected entry number 3. The remaining payments will move on to the second approver.
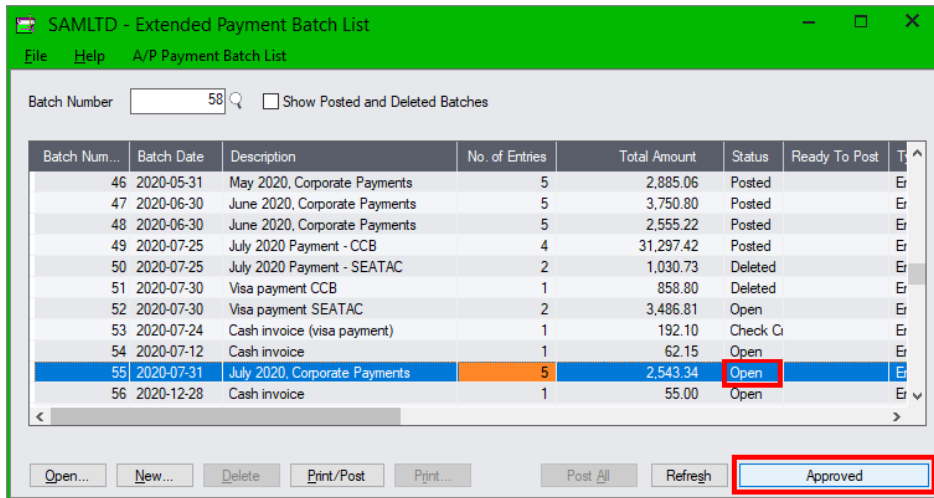
Typical Email Received by a Payment Approver

Payment approvers receive an email letting them know that payments are waiting for approval.
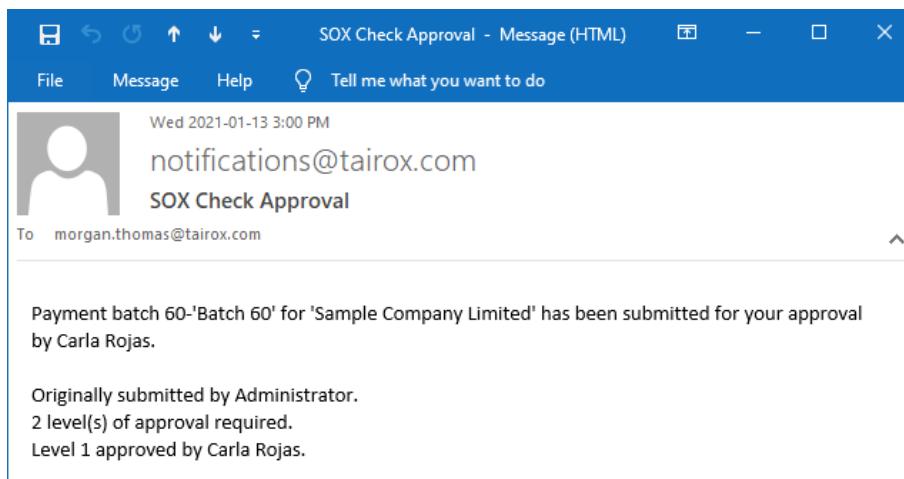
Approved Payment Batches Have Status of "Open"

Once a batch has been approved at all levels, its status will show as Open and the submit button will be display the word "Approved" when you highlight the batch in the list.

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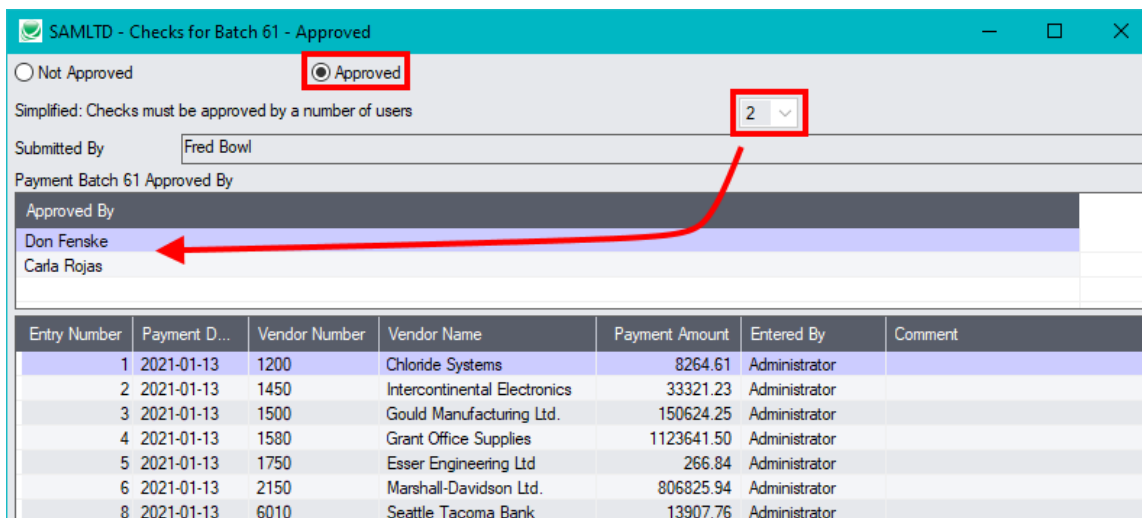
In this case, you will see entry #7 if you select the "Not Approved" choice.

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.

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 if you click the Post button or the Print Check button on the Payment Entry form, the following message will appear as a warning: