

Updating to SOX Check Approval 2018-2025

This guide provides instructions for updating from earlier versions of SOX Check Approval to the *Standard and Enterprise versions* of SOX Check Approval 2018-2025.

Note: SOX Check Approval 2018-2025 requires Sage 300 2018 (6.5A) or higher.

- If you use **Sage 300 2017**, or prior versions, you must install **SOX Check Approval 2012-2017**.

If you try to Activate SOX Check Approval 2018-2025 on Sage 300 2017 or earlier, Sage 300 will display an error stating that SOX Check Approval 2018-2025 requires System Manager 6.5A or later.

New Features in SOX Check Approval

Note that the following features have been added to SOX Check Approval since August, 2019. Refer to the SOX Check Approval Setup Guide for descriptions of all features.

- Added bank-based workflow options for the Enterprise version of SOX Check Approval. (October 2022)
- Added new “Basic” workflow option. (October 2021)

SOX Check Approval supports four different check approval workflows.

See [Changing Approval Workflows If You Have Unapproved Batches](#), in this guide.

Strict: All checks must be approved at all levels

This workflow lets you specify up to three levels of check approvers. Choose this workflow when the top level of approval must see all checks in all batches. This workflow was in versions prior to 2018.

- **Basic: Checks above level limits must be approved at higher levels after first being approved by lower-level approvers**

Like the Strict workflow, this option lets you specify up to three levels of check approvers. Choose this workflow when the top levels of approval only want to see checks above specified limits, and those checks must first be approved at lower levels. This workflow was added in October 2021.

- **Relaxed: Checks above level limits must be approved at higher levels and not seen by lower-level approvers**

Like the Strict workflow, this option lets you specify up to three levels of check approvers. Choose this workflow when the top levels of approval only want to see checks above specified limits, and those checks are not to be approved at lower levels. This workflow was in versions prior to 2018.

- **Simplified: Checks must be approved by a number of users**

This workflow lets you require up to three check approvers. Choose this workflow when each check requires more than one approver, but there is no hierarchy or order for approvers. This workflow was added in August 2019.

- Option to use approval process for payment types other than Check. (October, 2020)
- Option to "Restrict Vendors in Payment Batch to Vendors whose Bank Matches the Payment Batch Bank". (July, 2020)
- Option so “A User Can Approve a Batch they Submitted”. (October 2022)
- Changed email notification to use the Email 1 address on the Sage 300 for Users form.
- Audit Report added for SOX Check Approval. (November 2019)

Preparation & Planning, Prior to Software Installation

Read this document thoroughly and create an upgrade plan. The plan should include the following items.

1. **Prepare a list of all servers and workstations that will require software upgrades:**

- All computers that run Sage 300 applications.
- All computers where the SOX Approval Console is installed. A second installation program installs the SOX Approval Console on users' workstations.

The SOX Check Approval 2018-2025 installation package includes 2 installation files for the standard Windows version of Sage 300.

INSTALLATION FILES FOR SOX CHECK APPROVAL	
• Desktop-2018-2025.msi	-- INSTALLS THE CHECK APPROVAL SETUP PROGRAM ON THE SAGE DESKTOP
• Console-2018-2025.msi	-- INSTALLS THE CHECK APPROVAL CONSOLE FOR USERS

The Check Approval Console is launched from the Windows Start list or Taskbar by approvers. The approvers' computers require Sage Workstation setup or a full Sage 300 installation.

If you are installing SOX Check Approval Web Screens, see the instructions in "Installing SOX Check Approval Web Screens."

2. **If you plan to change the check approval workflow**, we recommend first approving all submitted payment batches (or sending them back for resubmission) before making this change. **If you do not follow this recommendation**, prepare a list of all outstanding batches, the state those batches are in, and a list of all approval users at all levels.
3. **Schedule an outage with enough time to complete all steps.** Note that all users must log out of Sage 300 and the SOX Check Approval Console as the first step of an outage. Consider whether or not you wish TaiRox resources to be available during the outage.

TaiRox will review any outage plan at no charge if received several days prior to the outage.

Steps for Updating to SOX Check Approval 2018-2025

To update SOX Check Approval – Sage 300 Desktop and Check Approval Console:

1. Have all users log out of Sage 300 and the SOX Check Approval Console.
2. *Uninstall "TaiRox SOX Check Approval" from all computers running Sage 300 applications.*
3. *Uninstall "TaiRox SOX Check Approval Console" from all computers running the Check Approval Console. (This will include all computers running Sage 300 applications.)*
4. **If you previously installed the Web Screens**, uninstall "TaiRox SOX Check Approval Web Screens" from all computers running Sage 300 applications.

Run "iisreset" after uninstalling prior versions of SOX Check Approval Web Screens, and clear your browser's cache of temporary Internet files.

See the instructions in "Installing SOX Check Approval Web Screens."

5. Install the new Check Approval desktop software on all computers running Sage 300 applications using the following installation file.

Desktop-2018-2025.msi

This program installs the new version of the Check Approval Setup program. As of 2022, it also installs a new version of the Extended Payment Batch List for handling the new check approval workflow.

Run RegAcc.exe on each workstation that runs Sage 300 from a server (or run Workstation Setup with “repair”).

6. Install the new Check Approval Console on all computers in step 3, above, using the following installation file.

Console-2018-2025.msi

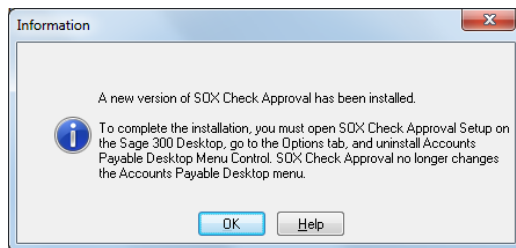
WARNING: You MUST update the Console for ALL Check Approvers.

Some new features will not work properly if you continue to use the old Check Approval Console.

Note: if you are adding new approvers, you must add them first as users to Sage 300.

- You must install the Console on all computers where Sage 300 is physically installed and on all approvers’ computers where you want to run the Check Approval Console.
 - You must also install Sage 300 – or run Sage 300 workstation setup – on all approvers’ computers where you want to run the Check Approval Console.
7. Activate the new version of SOX Check Approval *if you are updating from a version prior to SOX Check Approval 2018-2021 (January 2021).*

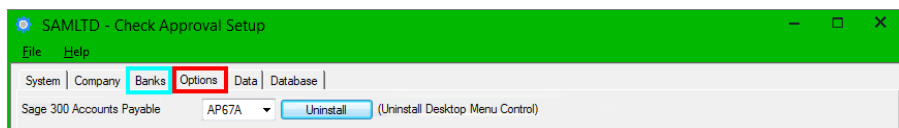
The program will display the following message after you activate the new version:



The message tells you that you must perform step 8 (below) to uninstall the Desktop Menu Control before you can use the new version.

You must also perform step 9 to update the approval database to version 4.0.

8. Uninstall the Desktop Menu Control *if you are updating from a version prior to SOX Check Approval 2018-2021 (January 2021).*
 - Select the Options tab.
 - Click Uninstall Desktop Menu Control button.



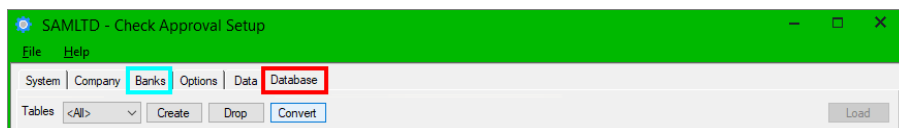
As of January 2021, SOX Check Approval does not use the Desktop Menu Control. If you are updating from an older version, you must uninstall it first.

You must uninstall the Desktop Menu Control from all workstations and all RDP computers that have a full install of Sage 300.

Note that the “Banks” tab shown above appears only if you have the Enterprise version of SOX Check Approval.

9. Update the Approval Database to version 4.0 *if you are updating from a version prior to SOX Check Approval 2018-2021 (January 2021).*

- Select the Database tab.
- Click the Convert button



The “Banks” tab will appear only if you are using the Enterprise version.

10. Now that you have updated SOX Check Approval, you can choose new Check Approval workflows using the SOX Check Approval Setup program.

If you have the Enterprise version of SOX Check Approval, you can also set up approval workflows for each bank used for payments.

Important: Read [Changing Approval Workflows if You Have Unapproved Batches](#) if you are changing approval workflows *and* batches have already been submitted for approval.

Note: Under the Strict, Basic, and Relaxed workflows, you cannot select the same check approvers at multiple levels. If you want multiple approvers – in any order – choose the Simplified workflow.

Changing Approval Workflows If You Have Unapproved Batches

To avoid issues with approving batches, you should approve all batches that are currently in progress before changing workflows.

Note – When Changing Approval Workflows or Limits: You can change from one workflow model to another and change the levels of check approval and the approval limits.

Any batches that were already submitted will continue to use the previous settings.

- If the level changes from 3 to 2, any unapproved batches that have ***already been submitted for approval*** will still need a third level of approval.
- If you change from the multi-level “strict” or “basic” workflow to the “simplified” workflow, unapproved batches will still need the approvers who were previously at the second and third levels to approve checks.

This means that you must not remove existing check approvers from the Level 2 and Level 3 lists when you reduce levels or switch to the Simplified workflow!

For example, assume that you currently have 3 levels of check approval, and all checks have to be approved at all levels. Currently, the User tab on the Check Approval Setup screen will look like this:

Strict: All checks must be approved at all levels

Levels of Check Approval: 3

Check Approval Level 1

- ☐ Administrator
- ☒ Carla Simpson
- ☐ Don Fenske
- ☒ Frederic Winkler
- ☐ John Newby
- ☐ Keith Wilson
- ☒ Morgan Evans
- ☒ Samantha Long

Check Approval Level 2

- ☐ Administrator
- ☐ Carla Simpson
- ☐ Don Fenske
- ☐ Frederic Winkler
- ☒ John Newby
- ☐ Keith Wilson
- ☐ Morgan Evans
- ☒ Samantha Long

Check Approval Level 3

- ☒ Administrator
- ☐ Carla Simpson
- ☒ Don Fenske
- ☐ Frederic Winkler
- ☐ John Newby
- ☒ Keith Wilson
- ☐ Morgan Evans
- ☐ Samantha Long

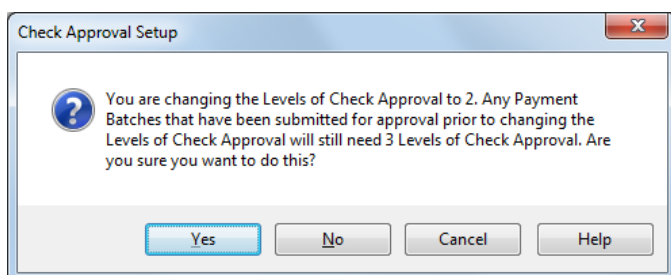
If you change to the Simplified model, you will need to keep John and Samantha as approvers for Level 2 and Don, Keith, and the Administrator as Level 3 approvers in order to finish approving all batches that are currently “in Processing”.

When you select the Simplified workflow, the boxes for Level 2 and Level 3 will disappear from the screen – **but**, they will still be used for batches with unfinished approval cycles.

New Simplified Approval Users —add all approvers—	Check Approvers for Levels 2 and 3 for Strict Workflow —DO NOT REMOVE SELECTIONS—
<p>Simplified: Checks must be approved by a number of users</p> <p>Approval Users Required: 3</p> <p>Approval Users</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Carla Simpson <input checked="" type="checkbox"/> Don Fenske <input checked="" type="checkbox"/> Frederic Winkler <input type="checkbox"/> John Newby <input checked="" type="checkbox"/> Keith Wilson <input checked="" type="checkbox"/> Morgan Evans <input checked="" type="checkbox"/> Samantha Long 	<p>These boxes will no longer appear – but will be used for existing batches</p> <p>Check Approval Level 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrator <input type="checkbox"/> Carla Simpson <input type="checkbox"/> Don Fenske <input type="checkbox"/> Frederic Winkler <input checked="" type="checkbox"/> John Newby <input type="checkbox"/> Keith Wilson <input type="checkbox"/> Morgan Evans <input checked="" type="checkbox"/> Samantha Long <p>Check Approval Level 3</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Administrator <input type="checkbox"/> Carla Simpson <input checked="" type="checkbox"/> Don Fenske <input type="checkbox"/> Frederic Winkler <input type="checkbox"/> John Newby <input checked="" type="checkbox"/> Keith Wilson <input type="checkbox"/> Morgan Evans <input type="checkbox"/> Samantha Long

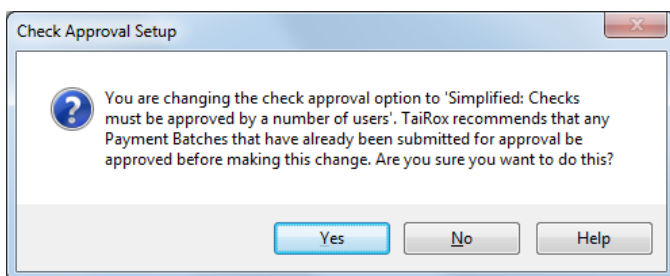
Warning message when you change the number of levels or the workflow

You will see the following warning message if you change the number of check approval levels:



As noted above, the prior Check Approval Level 3 list is still in affect. Make sure that you do not remove all approvers from the list when you change the levels.

The following message will appear if you change the workflow.



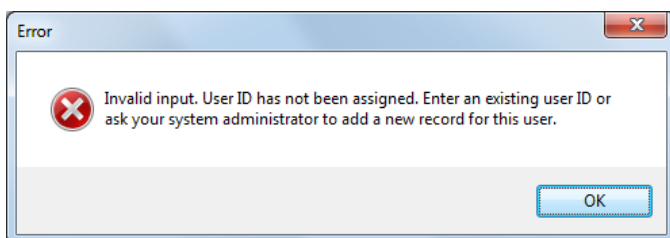
This message recommends that you should approve all batches that are currently in progress before changing workflows.

Make sure that you understand the issues detailed on the previous pages before continuing.

Check Approval Console sign on error messages – if you added new approvers

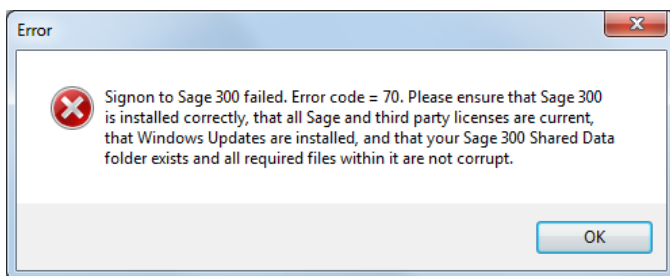
The following error messages may appear when new check approvers sign on for the first time to the Check Approval Console.

Invalid input: The following error message will appear if the ID entered has not been added to Sage 300 or if the password entered by the user is incorrect.



If this is the first time signing in, check that the User ID has been added in Sage 300, and confirm the password. (You can test the ID by using it to sign on to Sage 300.)

Signon failed: This next message can appear if you were assigned a new Sage 300 ID that required a password change on the first login, or if the ID password has expired.



If this is the first time the user has signed in, they should sign in to Sage 300 to ensure their ID works properly, and then change their password if requested by Sage.