General Ledger

➢ Account Structure
- Completely variable account structure.
- Ability to resize existing account number.
- Ability to add an additional part to existing account numbers.
- Old accounts can be marked inactive to disallow future entry.

➢ Merge Accounts
- Can be used to change an existing account's number.
- Combine (merge) multiple accounts into one.
- Merging accounts option may be beneficial in cleaning up old/dead accounts or freeing up account numbers.

➢ Accounts
- Account Browse
  - Ability to search by account number or account description.
  - Security filtering can be set so a user is limited to a range of accounts for browsing, entry, and printing.
  - From the browse screen, the user may select a screen filter to browse a range of the user's accounts. For example, you are able to see only one department, see only office supply accounts for all departments, etc.
  - Ability to browse account balances as well as budget, forecast, and encumbered figures.
  - Ability to drill down to browse unlimited past general ledger transactions. Further ability to drill down to view the whole batch, invoice, vendor history, attachments, etc. (i.e. If a journal entry, you can view it in entirety.)
  - Account balances are updated upon entry so they are always up to the moment.
- New Accounts
  - Auto-generates new G/L accounts by cloning another selection or range of accounts.
  - Account Multiple add: select any/all account divisions you wish to add and every combination of account# will be created.

➢ Accounting Procedures
- Beginning of month
  - Reset the accounting period to be defaulted on all entry screens. Any recurring journal entries and/or recurring payables are auto-posted with option to bypass.

- Daily Entry
  - Enter invoices, payments, and journal entries to the assigned accounting period. The accounting period governs where the entry will hit general ledger, regardless of invoice/transaction date.
- Month End
  - No concern about crossing month end. Entries can be made to past, current, or future month/s, depending upon your high-level setting.
  - No special month-end processing, such as an update, additional posting, etc.
  - Print any journals and month-end reports if desired. They can always be reprinted at any time.
- Year End
  - No concern about crossing year end. Entries may be made to past, current, or future year/s, depending upon your high-level setting. The system will automatically adjust the year-end closing entries for any entry done to a prior year, as well as balance forward to the new year.
  - A 13th month is available if desired, though entry can be done to any prior month if enabled.
  - Year-end reports can be reprinted at any future time.

- Reporting
  - All Reports
    - Can be easily customized, allowing an unlimited number of columns.
    - Can be displayed on screen, printed, or exported to Excel.
    - Reports are saved for all users, a specific user, or a group of users.
    - User can define the figures to be placed in each column, including (but not limited to) current month, year-to-date, annual budget, monthly forecast, prior year, dollar or percent variance comparing two columns, etc.
    - User can define the sort order, subtotals, and totals of any report.
    - User can save a list of reports, which can then be printed, exported to Excel and automatically emailed, or displayed as a dashboard.
  - General Ledger Reports
    - Can be generated to screen or printed for any range of G/L accounts for any selected range of time.
  - A/P Reports
    - Journals are available for A/P invoices, payments, purchase orders, and/or journal entries.
  - Financial Statements
    - Produces budget, forecast, income/expense statements, balance sheet, trial balance, etc.
    - User selects a range of accounts and the amount columns to display such as: current month, year-to-date, annual budget, monthly forecast, prior year, dollar or percent variance, etc.

    - Statement can be displayed at any level in the account number structure. The user can view a higher summary level, drill down (with the simple right click of a mouse) to a more detailed level, or even drill down to the transaction history.

- Contains user-defined format with the ability to filter amounts. i.e. User can display only those expense accounts with an increase of 20% over budget or display only those expense accounts exceeding $20,000.

➢ Journal Entry
  - Unlimited number of entries can be made on one screen.
  - Entries allowed to multiple funds in the same journal entry as long as each entry balances.
  - Ability to clone a prior journal entry. This is a time saver if you have similar journal entries every month. Simply clone a prior one, change amounts or whatever needs changed, and post.
  - Ability to add attachments to a journal entry.
  - Easy entry and reversing entry for accruals.
  - Easy entry to prior month or prior year/s.
  - Post immediately or save in batch for later review.
  - Enter recurring journal entries that repeat every so often. Option to auto-post at month-end or however often they occur.

➢ Importing
  - Ability to import from any file as a journal entry batch. This is how we import from outside systems, such as Payroll and Sales systems.
  - Ability to import A/P invoice information from a spreadsheet or file with credit card information.
  - If the file you are importing does not match your current chart of accounts, a cross-reference file can be maintained to specify which code or old account# equals which SGA account#.

Budgeting

➢ Store multiple budget types for maintaining multiple budget scenarios, such as preliminary budget, approved budget, forecast, fixed forecast, etc.

➢ Multiple ways to do budget entry
  - Maintain annual or monthly budgets by simply keying in the amount directly on the budget entry screen or break down into more detail using components.
  - User-defined entry screens for entering budget detail.
  - Ability to add attachments to the budget/forecast for any account number.
  - Columns of entry are user-defined including formulated columns to compute budgets.
  - Budget detail can be entered on a monthly or annual basis. If annual you can distribute the monthly budgets in various ways.

- Start with a template for budgeting common types of accounts, such as Generic, Membership, Payroll, Programs, Program Income, etc.
- Ability to add checkboxes on payroll budgeting screens for selecting various insurances, retirement, etc. so specified rates are calculated for the appropriate expense accounts (insurances, retirement, etc.).
- Entry screens are defined for a range of accounts.

➢ Actuals / Budgets screen
- Viewing actuals and budgets as well as doing budget entry for a G/L account number is all done from the same screen.
- Presents a grid of monthly actuals and budgets in a user-defined view for an unlimited number of years.
- Allows the user to specify the columns they want to see and in what order.
- User-defined variances and formulas.
- Double-click on any actual monthly figure to drill down to the G/L transactions that makes up this number.
- Browse years of actual and budget figures for a range of account numbers summed together on one screen. i.e. All accounts in one department summed.
- Option to utilize graphs for visual aids.
- Print or export to Excel whatever is displayed at any moment.

➢ Global Budget Tools
- Can calculate percentage increase, trend based on past years, and average percentage increase.
- Can be used for calculating the budget amount for an account based on a percentage of a group of other accounts. (For example, FICA and/or workmen's comp expenses are calculated based on a percentage of salary expense.)
- Allow calculation of budgets for a range of accounts rather than working with individual accounts.
- Can spread an annual budget (for a selected group of accounts) into monthly budget either evenly or on a percentage based on last year.

➢ Formulas for calculating next year's budget and hold in a worksheet until you have selected a budgeted calculation. i.e. Calculate a 2% increase over previous year's actual amount. Then calculate a 3-year trend and compare to the previous calculation.

➢ Ability to import annual or monthly budget amounts from a spreadsheet. This feature can be beneficial for a branch manager when they want to work on the budget at home and then bring it back into the system.

Accounts Payable

- Vendors
    - Search by name, vendor number, or address.
    - Inactivating a vendor disallows future entry but holds all history.
    - Ability to categorize vendors by vendor type.
    - Ability to add attachments for the vendor; for example, a vendor's W9 form, contract information, etc.
    - Option for electronic payments (EFT).
    - A/P vendor history displays both invoice and payment information, regardless of payment type: computer printed checks, manual checks, automatic bank drafts, or EFT vendor payments.
    - Easy voiding of invoices.
    - Ability to add custom fields of various information to the vendor screen, which can be tracked using the report writer.

- Invoice Entry
    - Invoices are entered into a batch. Multiple users may enter invoices into the same batch or individual batches. Batches can be posted at any time: weekly, daily, or several times a day.
    - Invoices can be tied to a purchase order.
    - Checks budget remaining. Option to allow, warn, or stop entry if budget is exceeded for this account.
    - Search ability for vendors, account number, etc.
    - Ability to clone a prior invoice for a vendor, make changes, and add the new invoice.
    - Optional warning if the invoice number already exists for this vendor, to avoid duplication of entry.
    - Entry to any month is allowed, past, present, or future, depending on your high-level setting.
    - Enter Recurring Invoices as well as payments that repeat monthly, quarterly, etc., with automatic posting upon monthly reset.
    - Ability to set up a predefined split for an invoice that is always split between account numbers. i.e. You may set up a split named TEL for a telephone bill that is always split with the same % split among an unlimited number of accounts. When entering the invoice, you simply enter the whole amount, enter the split's name (TEL) and the computer calculates the % split amount for the account numbers. The split can then be changed on the fly.
    - Invoices may be deleted while still in batch. After invoices are posted as live, they must be voided rather than deleted.
    - Ability to mark an invoice "On Hold" so invoice cannot be tagged for payment until the hold is released.
    - Import invoice and payment information from any file (Excel, text, etc.).

- 1099 Reporting
  - System contains tool for analyzing vendor payments at end of the year and printing 1099-MISC forms.
  - Examples of filters are:
    - Display vendor total payment, amount tagged for 1099, and amount not tagged for 1099.
    - Display vendors with/without W9 on file.
    - Display vendors paid over user-designated dollar amount and no W9 on file, etc.
  - Option to print 1099-MISC forms on either preprinted forms or blank paper.
  - Generates file for transmittal to the IRS.

Payments

- Option for utilizing multiple checking accounts for issuing payments.

- Option for setting up a master Accounts Payable fund where payments are made through the master fund with each coinciding fund paying the master fund its share. The computer auto-generates the due-to and due-from entries between funds.

- Payment Process
  - Tag selected invoices for payment.
  - Enter payment information.
  - Print checks; reprint one or more checks if necessary; restart printing in middle of print job.
  - Create EFT file if necessary for transmittal to the bank.
  - Post payment batch.

- Ability to pay invoices upon entry or at a later time.

- Ability to track bank drafts by assigning an EFT number to the vendor payment.

- Print on preprinted check stock or blank check stock using a MICR toner cartridge.

- Check forms are completely customizable.

- Option for computer-printed signatures, with a set dollar threshold that requires a manual signature.

- Payment Cards
  - Ability to mark an invoice with a payment card, which is used for a credit card, pay card, debit card, or charge card.

- This is for the purpose of entering A/P invoices and payments to the purchasing vendor, but issuing the payment to a separate vendor.
- Assigning a payment card allows all transaction history to be browsed from the purchasing vendor. Transaction history can also be browsed from the payment vendor, similar to a credit card statement.

➤ Ability to create a positive pay file to send to the bank.

➤ Easy voiding of checks with option to reopen the invoices, avoiding reentry of the invoices. All necessary accounting for the void is automatically handled.

➤ Bank Reconciliation
- Ability to manually mark checks returned from the bank for reconciliation purposes.
- Option to import a data file of returned checks from the bank.

Purchasing

➤ Staff members enter a purchase order under a location and submit for approval.
- Once a purchase order is submitted, it goes through an approval process, based on the approval table for the location setup, with automatic email notification at each step of the approval process.
- Option to print purchase orders, export to Word, and email to the vendor.
- Approver tables are set per location.
- Conditional approvers can be added for specific account ranges or on a specified dollar threshold.

➤ Ability to add attachments to each purchase order.
- Browse the attachment at any time. This allows you to be paperless!

➤ Security for branch can be incorporated so a user can be restricted to the purchase orders he can view.

➤ Browse, add, edit, delete, post, or close purchase orders.

➤ Option to encumber budget money by utilizing purchase orders.

➤ Invoices can be tied to a purchase order number for in-house control purposes.

➤ Includes reports for open and closed purchase order journals.
➤ Option to browse open and/or closed purchase orders for a selected vendor, as well as ability to browse current or past purchase orders based on filters set.

Object Tracking

➢ Used for tracking grants, projects, fixed assets, work orders, and other. Can be used for a very wide range of objects.

➢ Completely user-defined object structure.

➢ Option to tie or not tie to General Ledger.
  • If tied to G/L, in entry, can enter an account that gives you object(s) or an object that gives you account(s).

➢ Ability to create user-defined columns for objects or just a part of the object number.

Asset Management

➢ Automated tracking of acquisitions and disposals.

➢ The various information to be recorded for an asset is defined by the user.

➢ Assets can be linked to any vendor invoice related to the purchase of the asset.

➢ Allows for the entry of both depreciable and non-depreciable assets.

➢ Includes asset label printing for inventory purposes.

➢ Ease of entry when adding multiple quantities of the same asset.

➢ G/L expense accounts are defined by asset type.

➢ Automated posting of monthly depreciation to the general ledger.

➢ Ability to move/track assets for inventory and general ledger.

Accounts Receivable

➤ Ability to record receipt and (optional) invoice information that is outside your main sales/membership system.

➤ Invoice and receipt transaction history is maintained under the specific payer.

➤ Various transaction reports are available.

Standard Features

➤ Generic Report Writer
  - Create reports from any data source inside or outside of SGA data.
  - Connect to any data source that supports an OLEDB connection, whether it be SQL Server, iSeries, Access, an Excel spreadsheet, etc.

➤ Create dashboards, which are simply multiple reports open on the same screen in smaller windows, each will full drilldown ability.

➤ Move columns in the order you prefer simply by dragging them.

➤ Sort columns simply by clicking on the column header within a grid.

➤ Print or export any grid to Excel is always available.

Security

➢ Security is set for every menu option on a user and/or group basis.

➢ Each user has a user name to sign on to the system and a password. Passwords can either be maintained in SGA Accounting or use Windows authentication.

➢ User preferences (Each user can set his/her own preferences for screen colors, font sizes, etc.)

➢ Account restrictions can be set so a user is limited to a range of G/L accounts for browsing, entry, and printing. A major benefit to this is users can run any association/branch report but will only have access to their specific branch or range of accounts.

Help Documentation

➢ Help is available for any option by pressing F1.
➢ Includes a table of contents, topic index, and complete word search.
➢ Links to related topics within help context provide additional information.
➢ Help illustrations give step-by-step instructions in picture form.