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SGA Fund Accounting
Version 12.0 Release Guide

Document Approval New Features:

Other Notes:

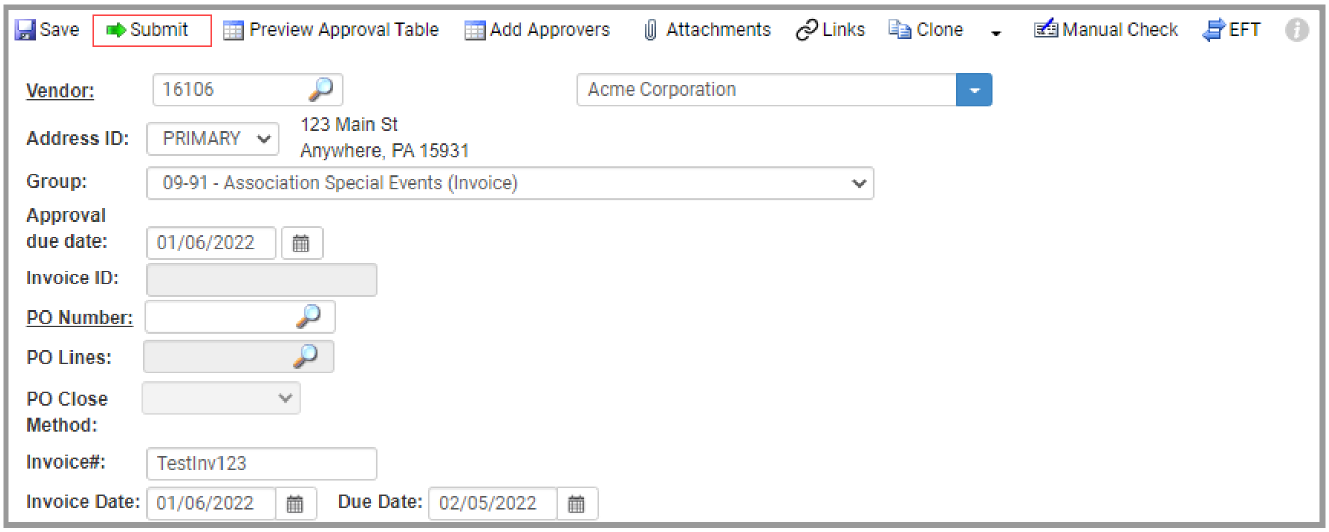
January 2022

Document Approval New Features:

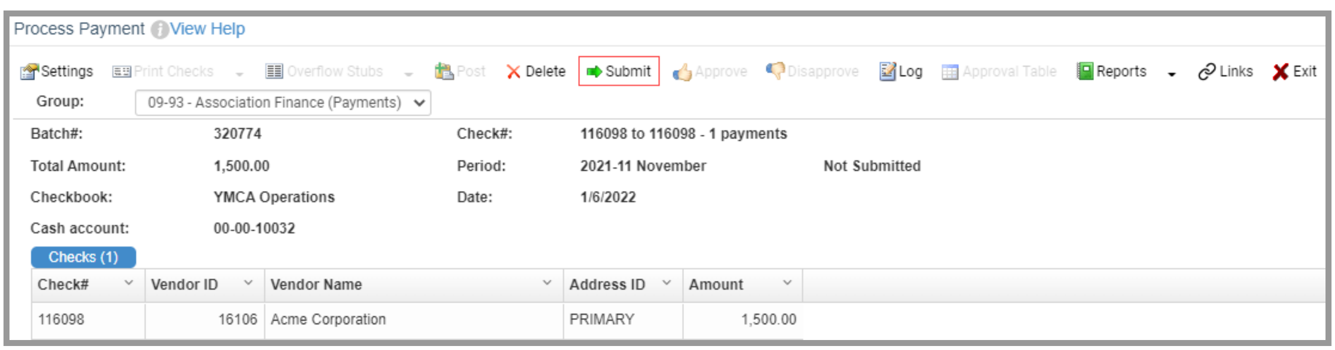
Source Types

Two new source types have been added: Accounts Payable invoices and Payment batches.

Accounts Payable Invoices



Payment Batches

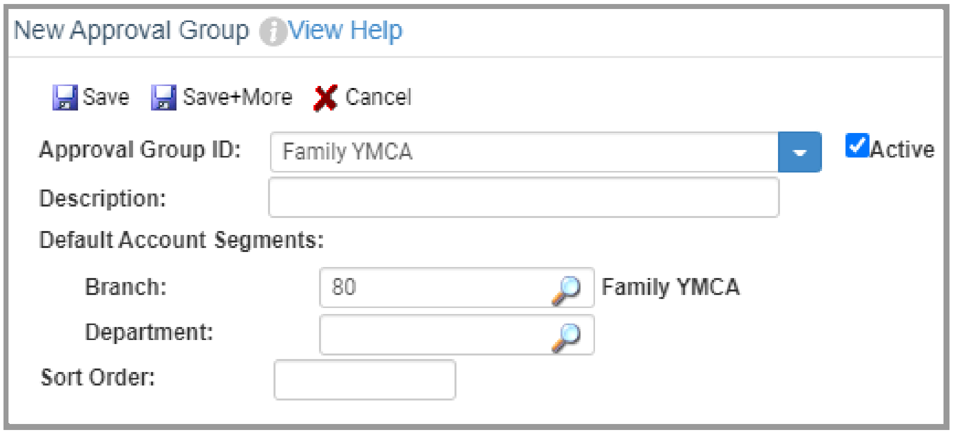


Administration and Use

Assigning Default GL Account Segments

Approval Branches in the past allowed you to create approval tables for whatever grouping structure you chose; Organization branches, locations, teams, etc. The Approval Branch housed the Ship-to address, but otherwise had no link to any aspect of the general ledger.

Approval Groups may now be associated with up to two GL account segments. If your Approval Groups are created to mirror your organization's branches, for example, each may now have its Branch set as its default condition: **Branch = XX**.



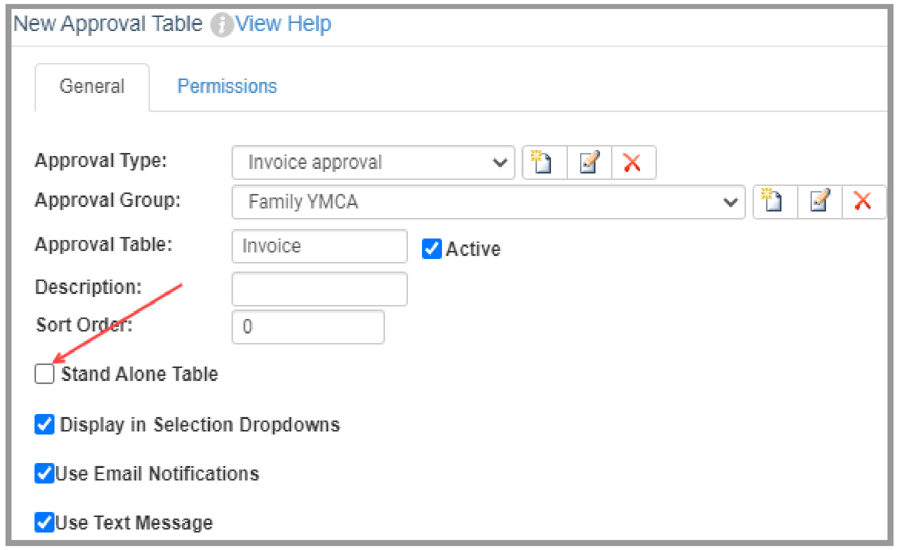
Any approval tables built for an Approval Group will have its default branch set as a minimum condition for all approvers. When multiple approval tables are reviewed for an entry this will ensure only affected users are included in the final approval workflow.

Stand-Alone vs. Non-Stand-Alone Approval Tables

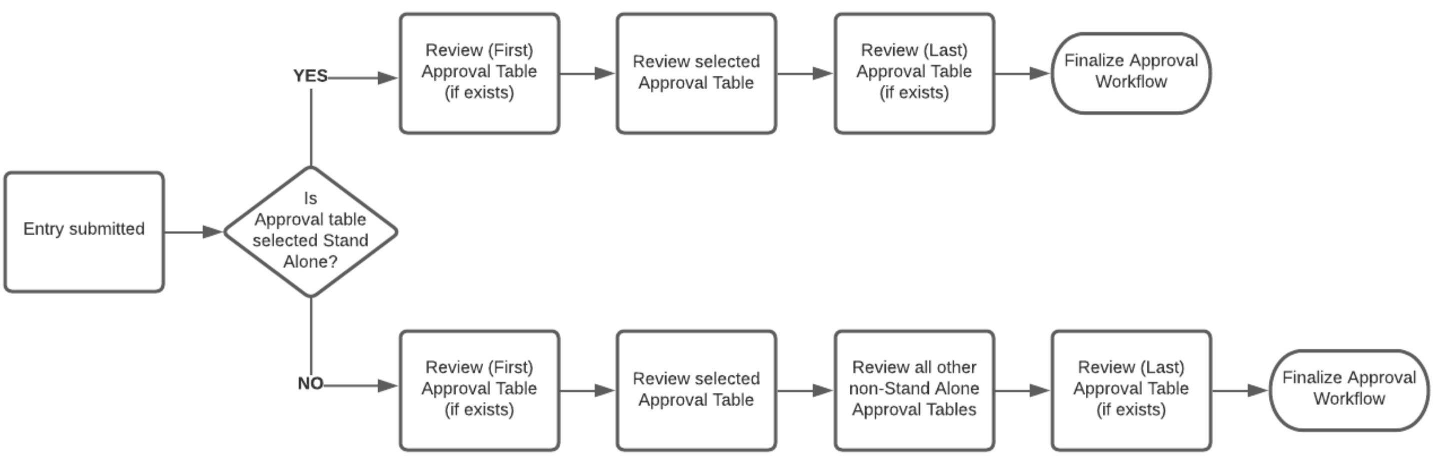
In the previous software release when a purchase order was submitted the user was required to select an Approval Branch. The Purchase Order approval table for the selected Branch dictated which users would be reviewed for potential inclusion in the PO's approval workflow. This Stand-Alone setup resulted in the exclusion of users from other Branches who may have been affected by the PO.

Setup options will now allow you to have multiple Approval Group tables reviewed when a PO is submitted for approval. By unchecking "Stand Alone Table" an approval table is made "Non Stand Alone".

When a "Non Stand Alone" table is selected for an entry, upon submission the system will review it and all other "Non Stand Alone" approval tables for the approval type (Approval Tables for the (First) and (Last) Approval Groups are always reviewed).



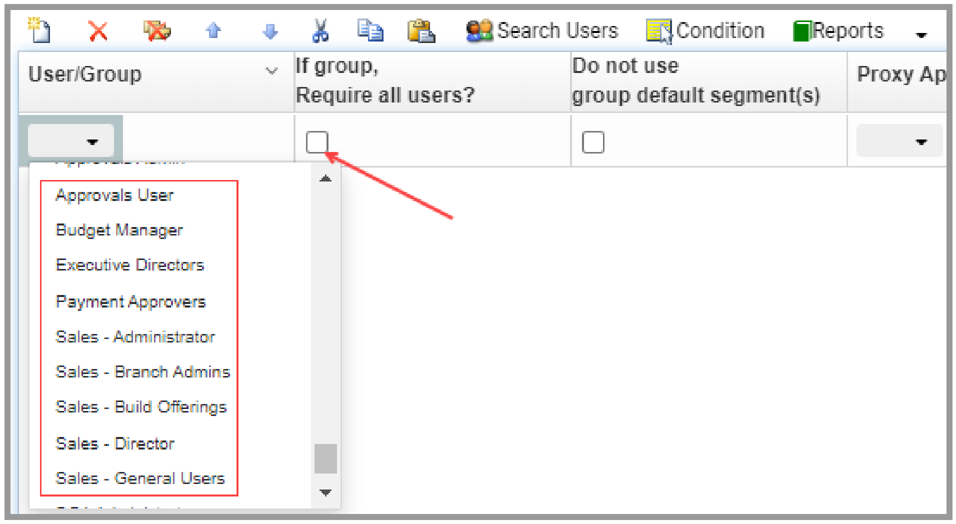
The below process flow walks through which approval tables are reviewed for user conditions when an entry is submitted for approval:



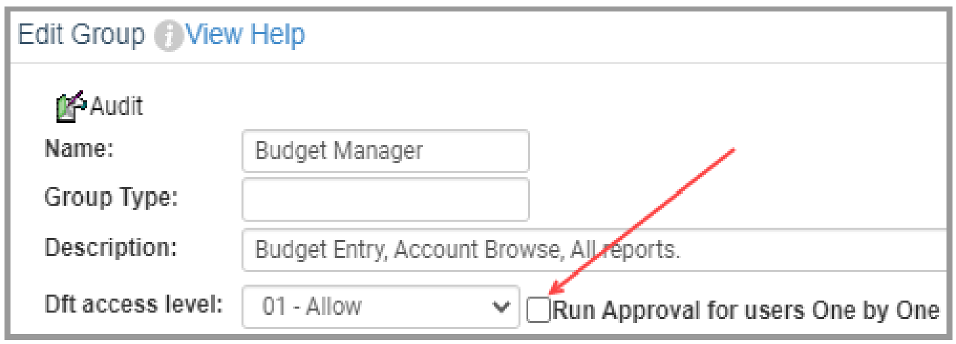
Sign-on Groups in Approval Tables

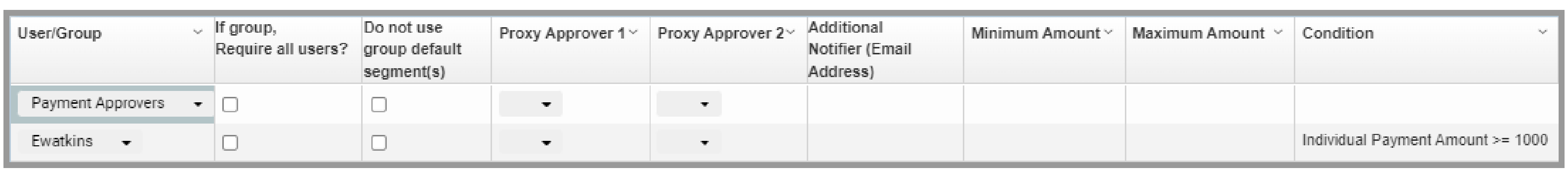
In addition to individual system users you may now list Sign-On user groups in approval tables.

Groups are selected via dropdown menu the same way as users. When Sign-On Groups are included in entry approval workflows, the Group's users are notified either sequentially (in alphabetical order) or simultaneously according to the Group's settings.



You may also indicate if approval is required from all users in the group, or if the entry may move to the next approver if any user in the group approves. This could especially aid the approval of payment batches where approval could be required from all payment approvers, or any user with payment batch approval permissions.

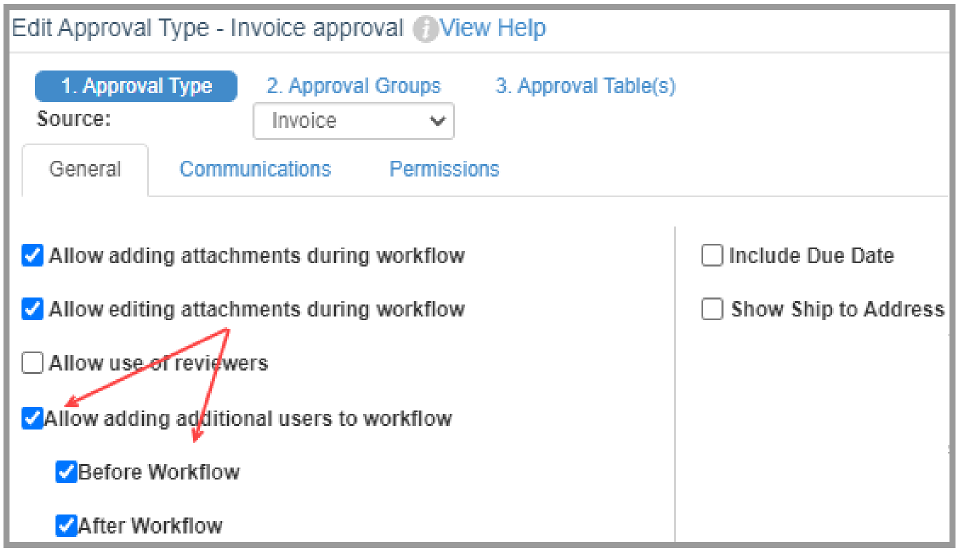


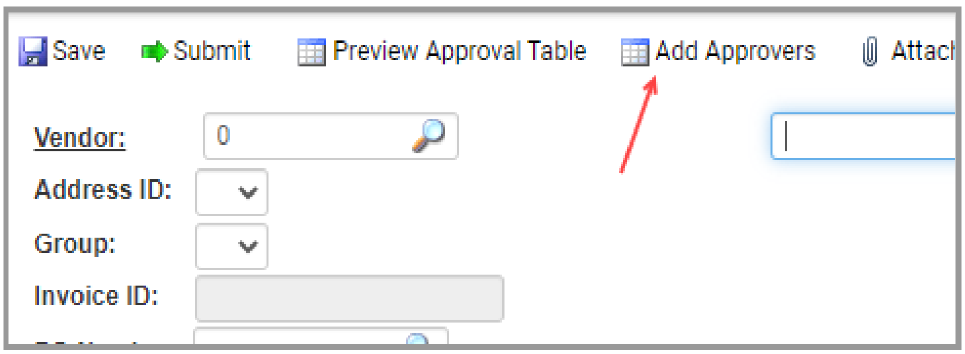


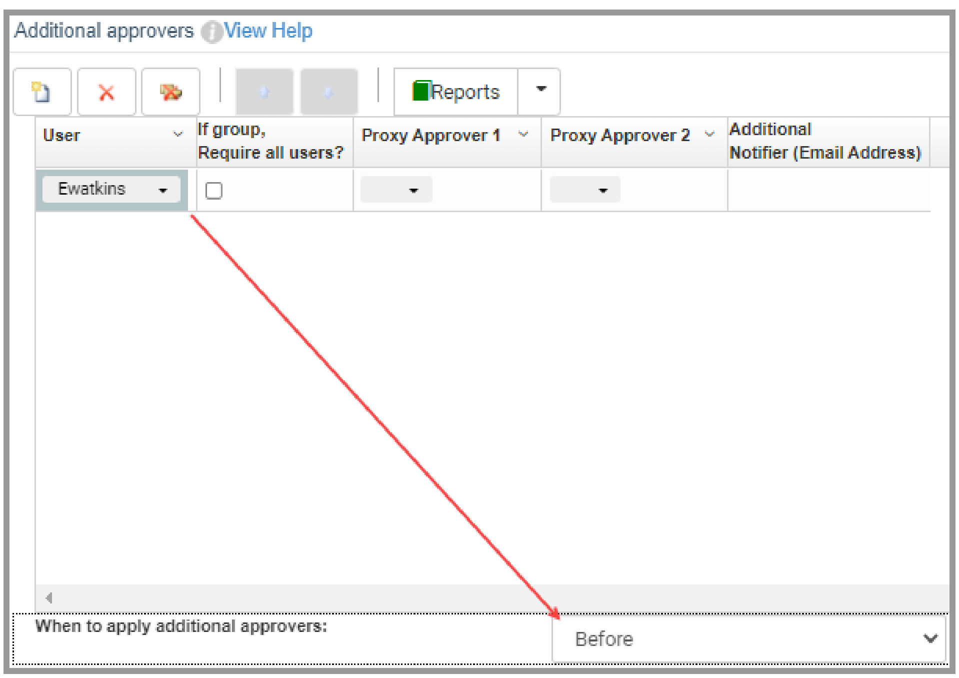
Adding Additional Approvers

Prior to the update, entry approval workflows were solely determined by the system. If a user's conditions were not met they were excluded from the approval process, even if in practice they may have needed to approve the entry.

You may now also allow your users to add additional staff to entry approval workflows. Approval workflows are still determined when entries are submitted, but additional users may be added to the beginning or end of the process as needed.





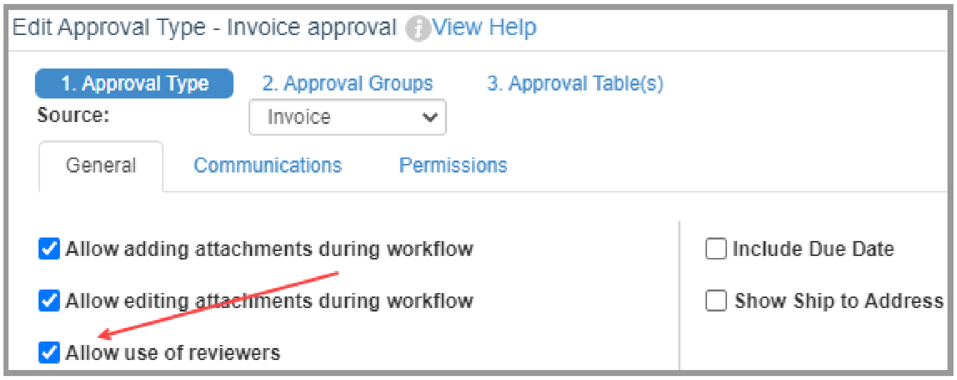


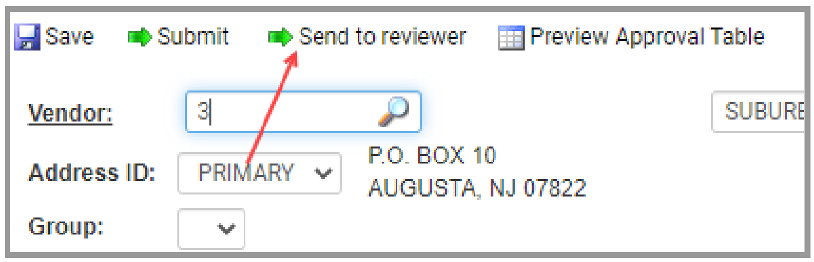
Using Reviewers

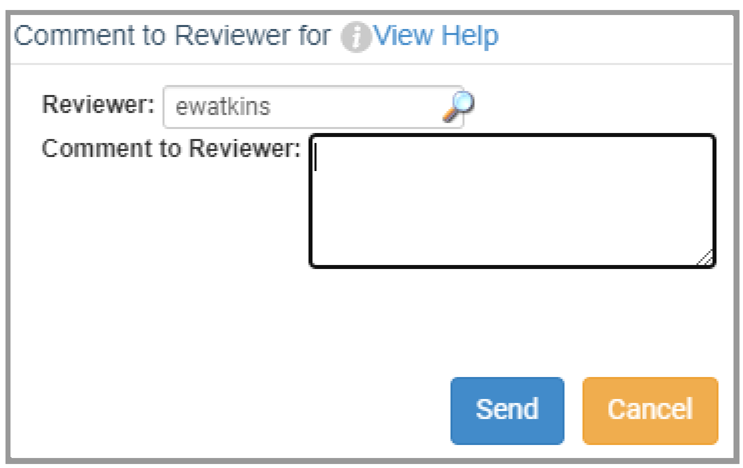
You may now assign entries to reviewers prior to their submission for approval. Reviewers become the "owner" of the entry and are granted access to make any changes needed. Upon submission the entry is handled through the normal approval workflow process.

This allows for an entry to be created and have input from another system user prior to progressing through the approval process.

For example, an invoice may be entered by the AP team and assigned to a Branch Exec for the addition of the necessary GL distribution lines. The Branch Exec, who does not have AP invoice entry access in the system, is granted limited access to modify the assigned invoice and submit it for approval.

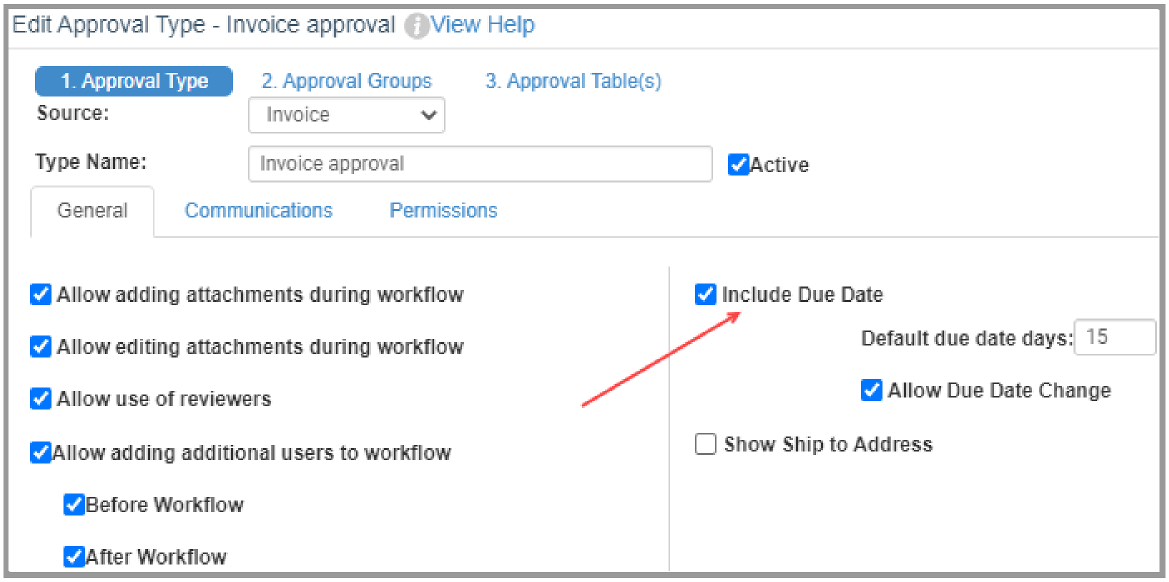


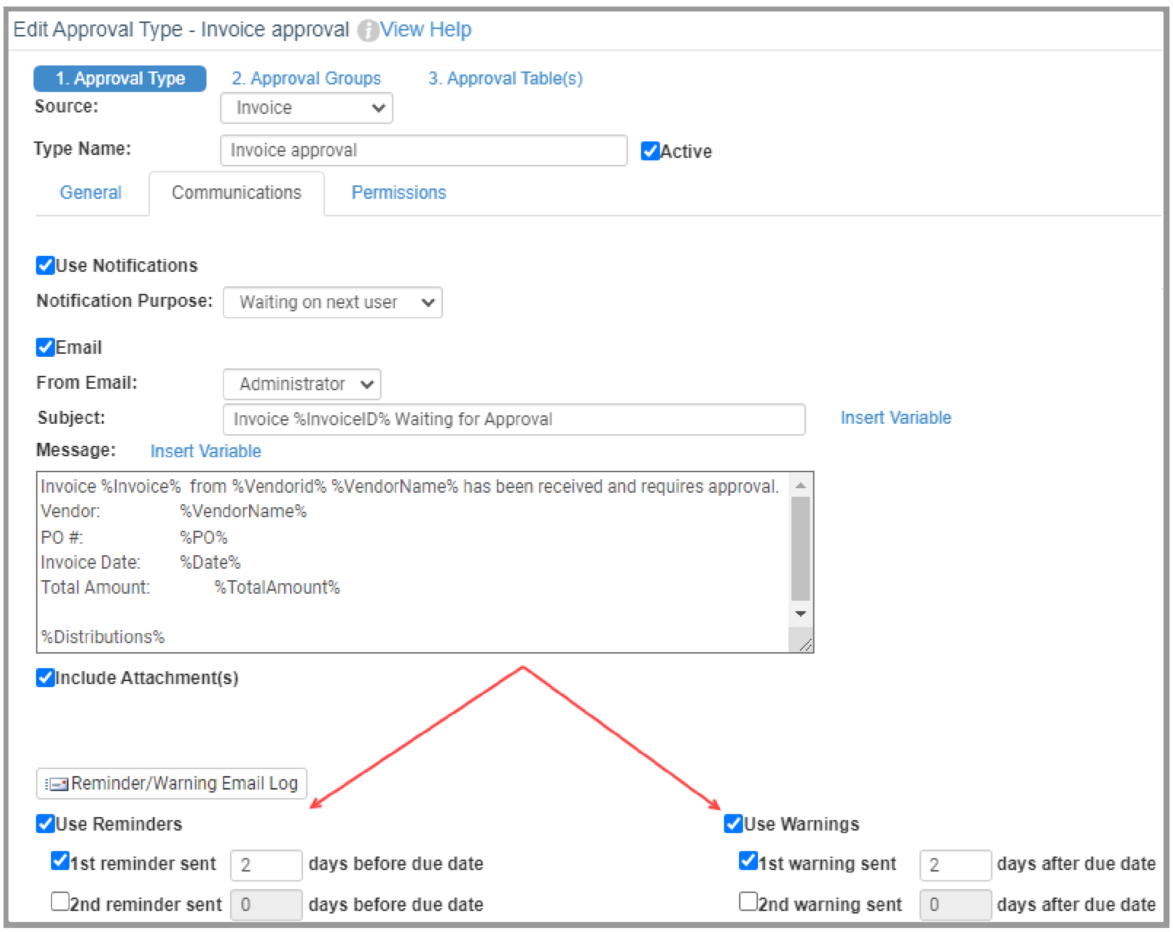




Applying Due Dates: Sending Reminders and Warnings

System settings will now allow for approval due dates to be used. If activated, automated reminder and warning notifications are sent to approvers set numbers of days before or after an entry's due date.



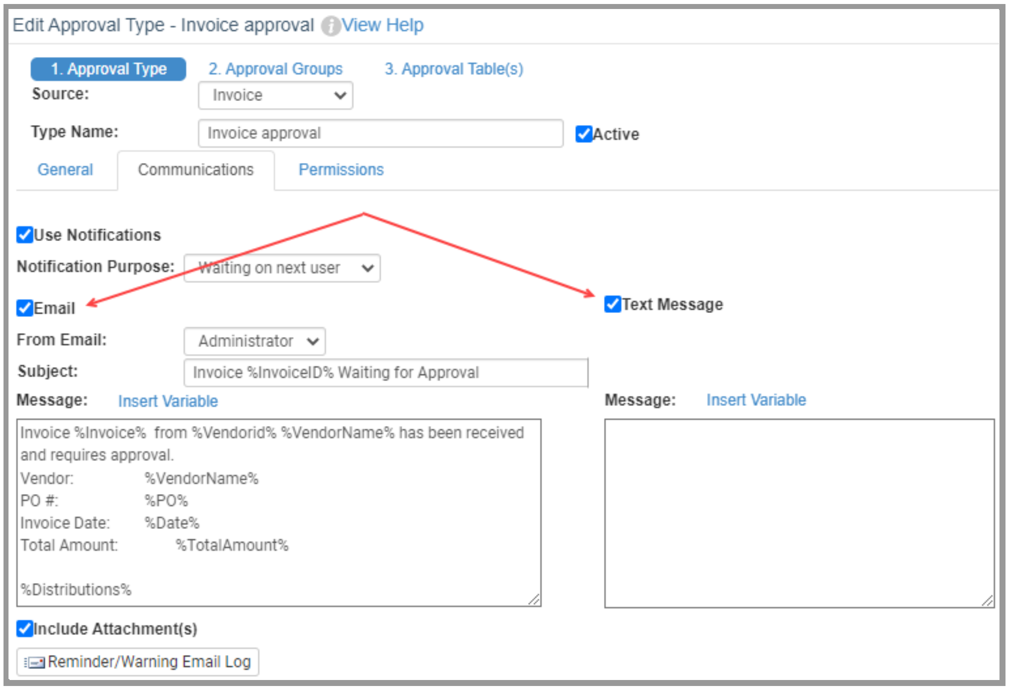


Enabling Notifications: Modifying Types and Formatting

Notifications can be enabled at the approval type level. When enabled, approvers are notified of entries awaiting their approval, entries that have been assigned to them for review, and/or if entries awaiting their approval are nearing their due dates or are past due.

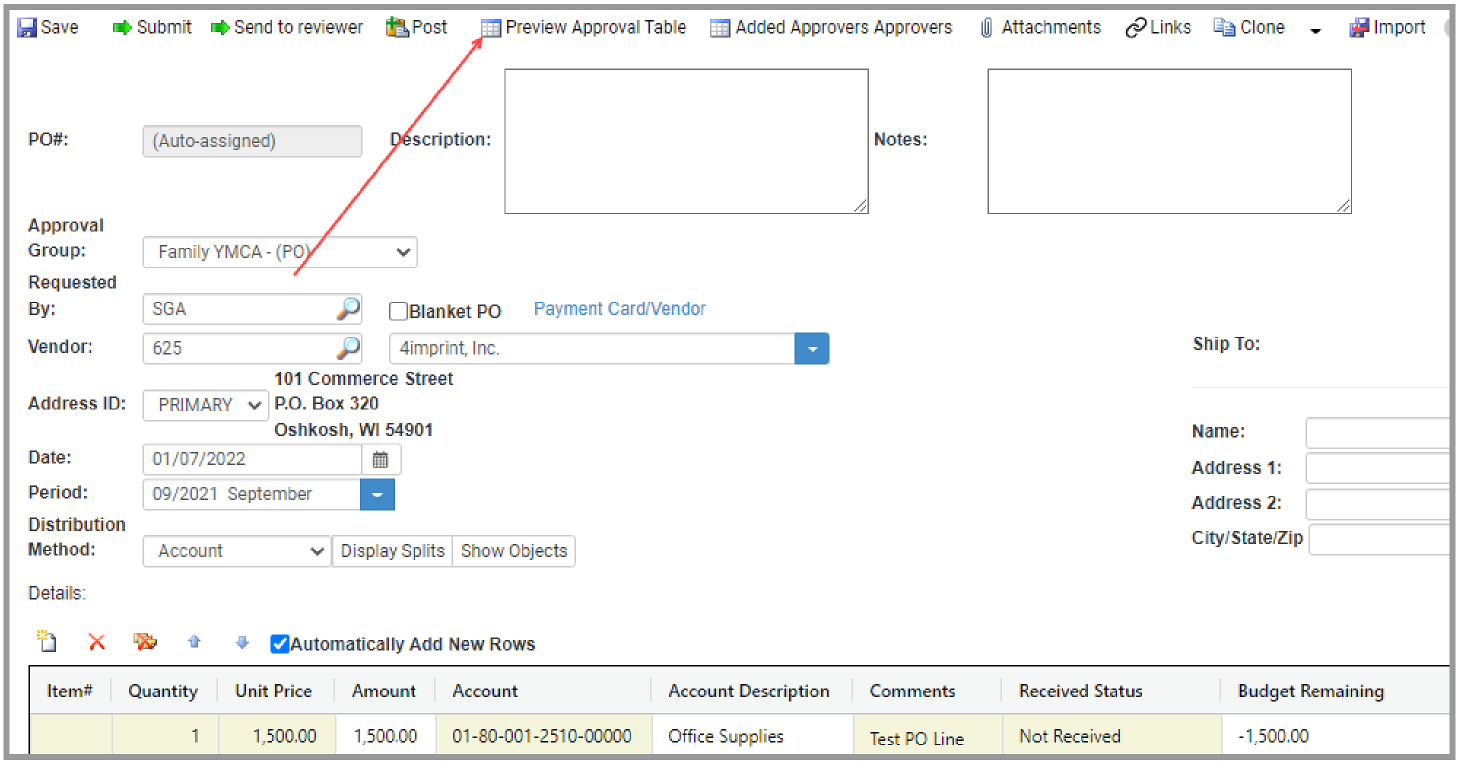
When notifications are enabled, users receive emails and/or text messages (if your organization has a Twilio account established).

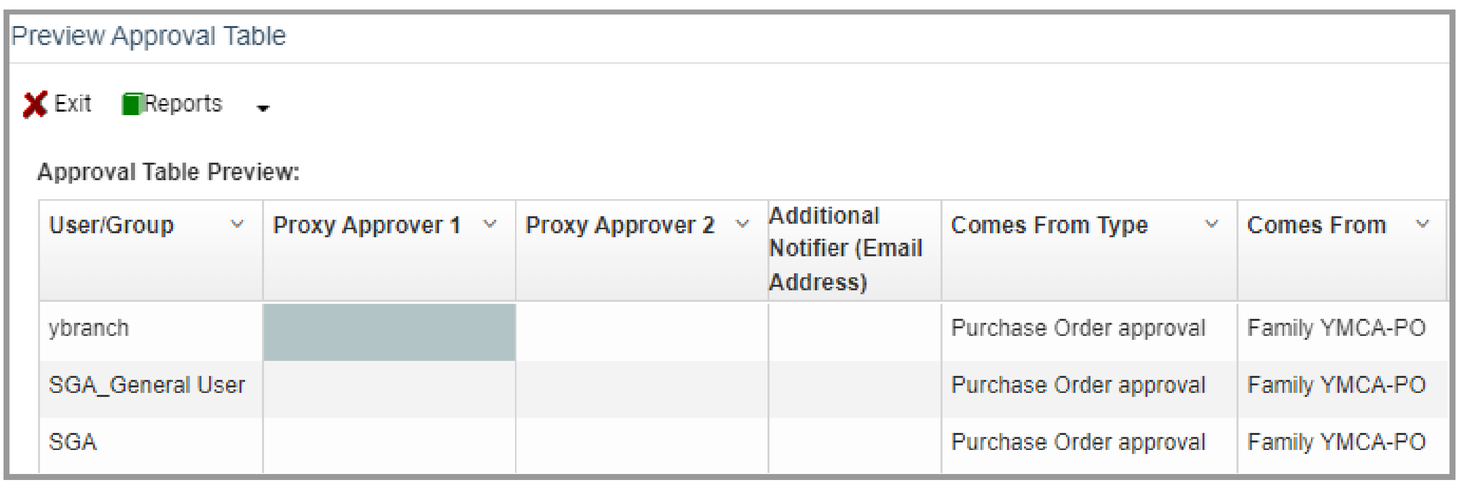
The different notification types have system default wording, but the information included may be modified as needed.



Previewing Approval Tables

Prior to submitting an entry users may preview the approval table that will be created upon submission. When “Preview Approval Table” is clicked that system evaluates the entry, reviews the required approval table conditions, and presents the prospective approval table on the screen.





Disapproving and Resubmitting Purchase Orders

In addition to approving or disapproving Purchase Orders it is now possible to "Disapprove and Resubmit". When selected the option disapproves the PO and immediately opens it in edit mode for the disapproving user. The user may make any necessary changes needed and resubmit the entry for approval, which begins the approval process again.

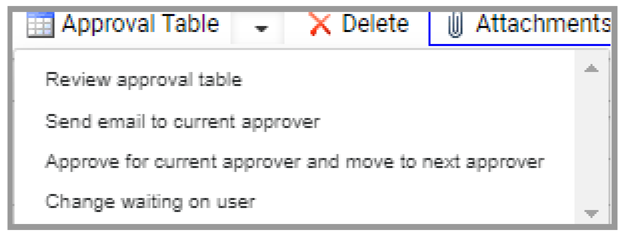
All activity for the disapproved purchase order is logged. This allows for the full life-cycle of the purchase order to display, from submission to initial approvals, then disapproval and resubmission through final approval.

Modifying Entry Approval Workflows After Submission

Occasionally, entries need to have their approval tables adjusted after submission: a purchase order is waiting for approval by one user, but needs to be approved by another instead, or a journal entry is awaiting approval from an out-of-office user and is time-sensitive. Historically, the system has allowed for the "Waiting-On" user to be changed by reviewing the approval table and selecting a new user from a dropdown list. The approval table review and modification process has been formalized and is now accessible via a menu selection with multiple available actions.

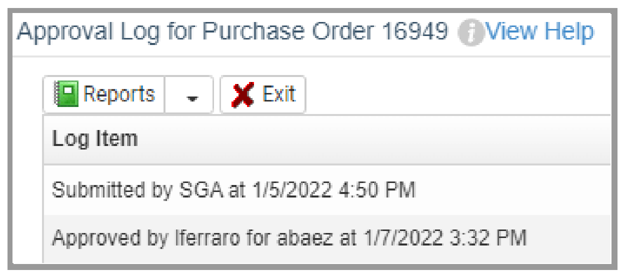
Selecting the dropdown arrow beside the "Approval Table" icon reveals a list of available actions:

Review approval table
This option will display the entry's Approval table in a pop-up.

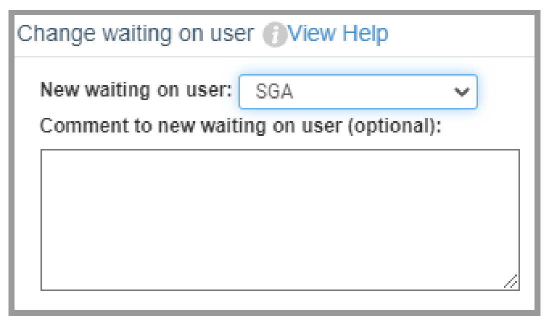


Send email to current approver
This option will send a follow-up notification email to the current "Waiting-On" user reminding them of the need for approval.

Approve for current approver and move to next approver
For users with administrator level access this option will approve on behalf of the "Waiting-On" user and advance the entry to the next step of the approval process. The activity log reflects that the entry was "Approved by (admin user) for (waiting-on user) at MM/DD/YYYY hh:mm".



Change waiting on user
(only for purchase orders)
When selected this option will display a pop-up window requesting the user who should be assigned as the new "Waiting-On" user and a comment that should be included in the notification sent to them.

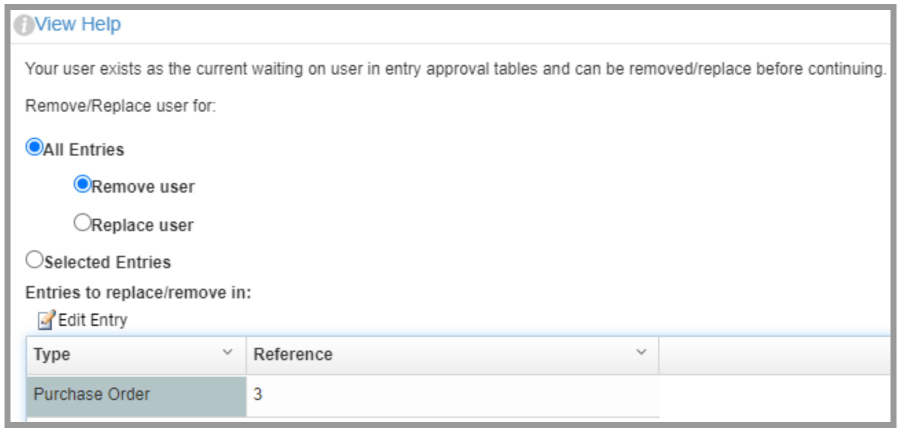


Removing or Replacing Out-of-office and Inactive Users

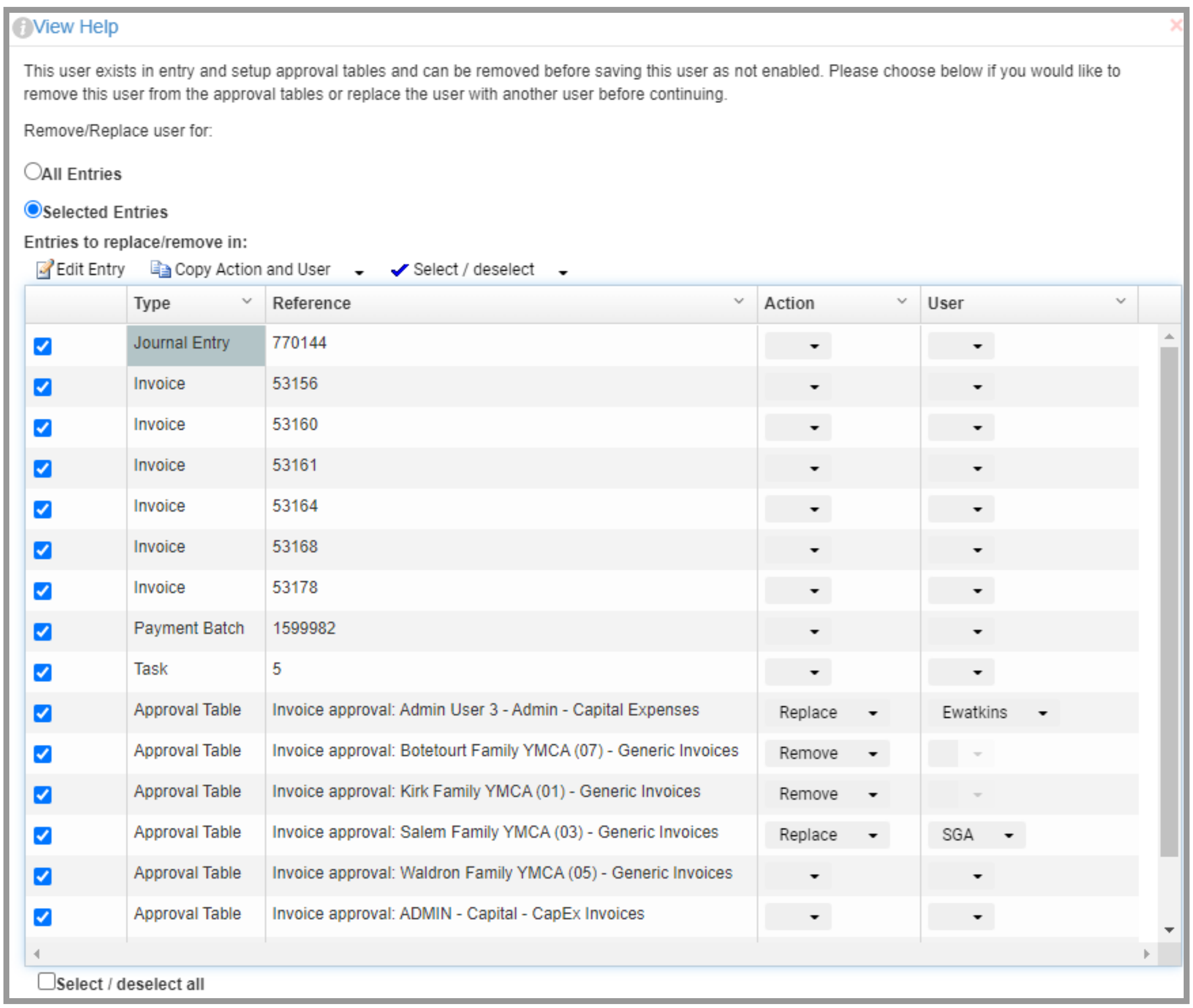
When users are marked out-of-office or inactive there are new system prompts that will appear.

When a user is marked out-of-office, if they are included in any active approval workflows the system will ask if you would like to remove them or replace them with another user.

If they are marked inactive the system will also ask if you would like to remove them from, or replace them in, all affected approval table setups.

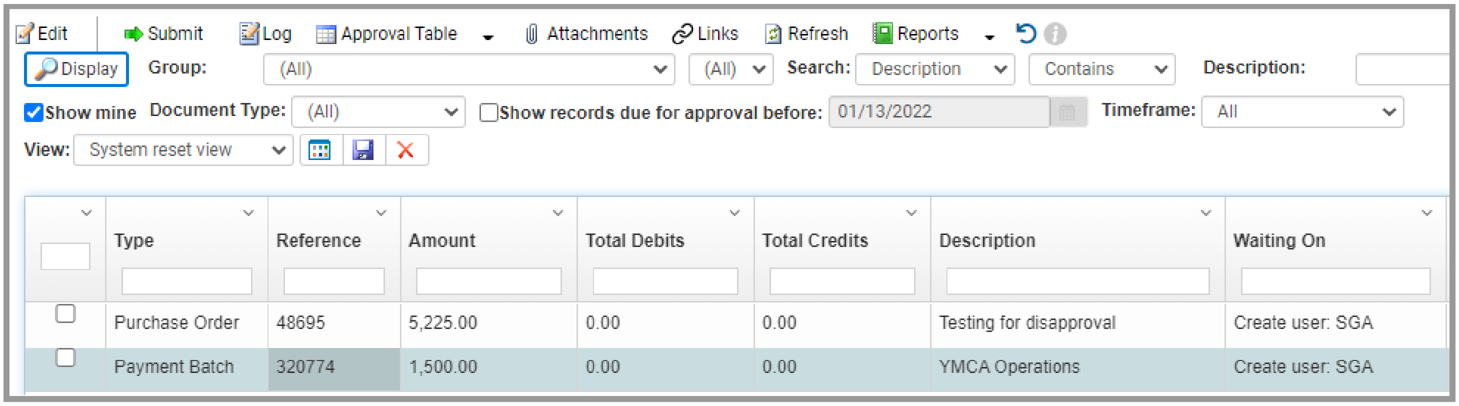


In either instance you may choose to replace or remove the user in all instances, or multi-select which entries/tables to affect and indicate the action (and replacement user) to use for each.



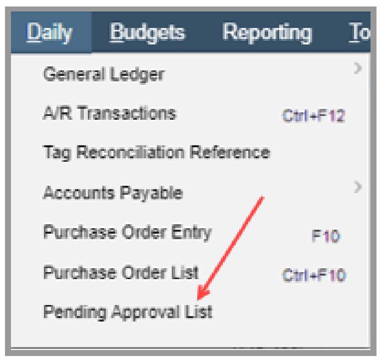
Pending Approvals List

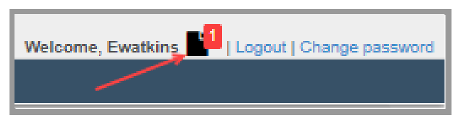
Users now have access to a single screen displaying all entries awaiting their action.

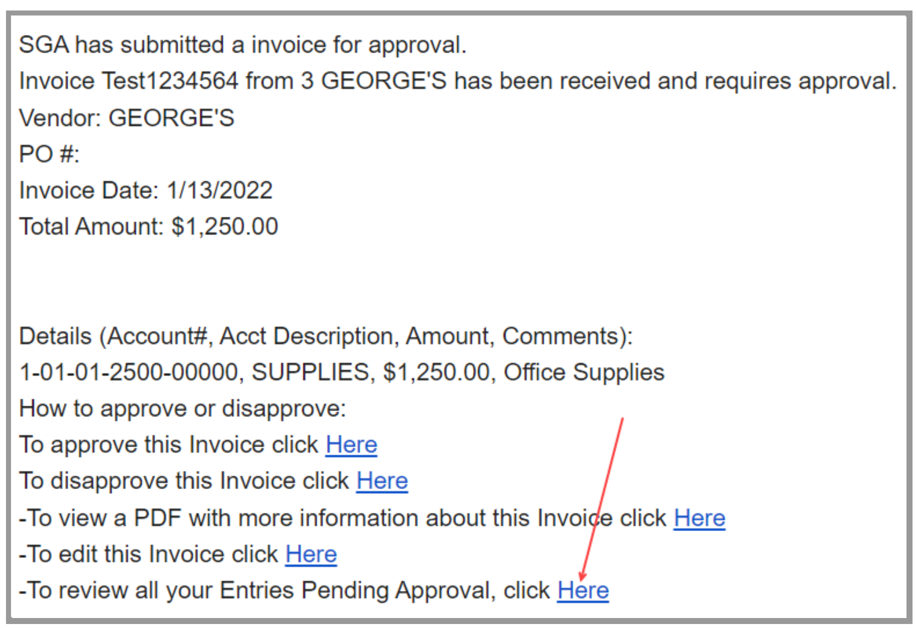


The screen may be accessed through the following ways:

- Daily > Pending Approval List
- Clicking on their username in the upper right corner of the screen
- Clicking the hyperlink in their approval notification email






SGA has submitted a invoice for approval.
Invoice Test1234564 from 3 GEORGE'S has been received and requires approval.
Vendor: GEORGE'S
PO #:
Invoice Date: 1/13/2022
Total Amount: $1,250.00

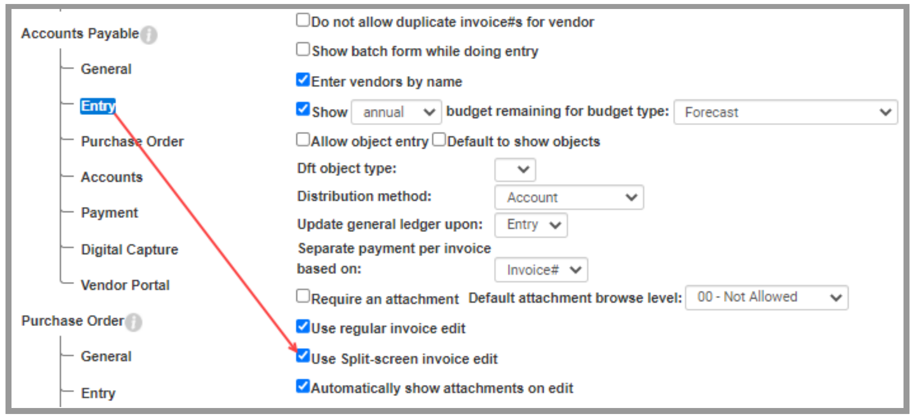
Details (Account#, Acct Description, Amount, Comments):
1-01-01-2500-00000, SUPPLIES, $1,250.00, Office Supplies
How to approve or disapprove:
To approve this Invoice click Here
To disapprove this Invoice click Here
-To view a PDF with more information about this Invoice click Here
-To edit this Invoice click Here
-To review all your Entries Pending Approval, click Here

Other Notes:

Optional Split-screen Edit view (JE, PO, and AP)

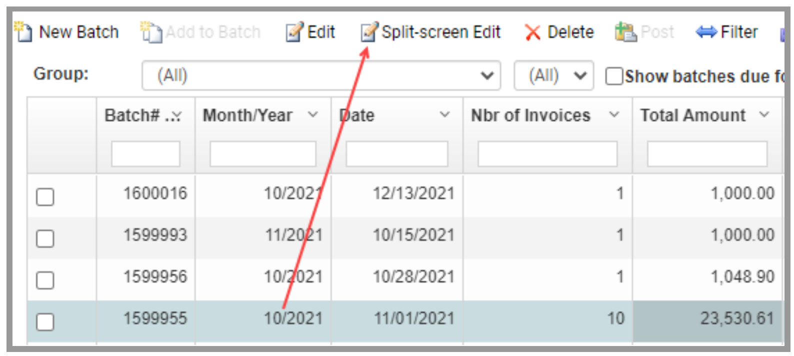
A new screen view has been added that displays batch/list information, entry detail, and attachments on the screen simultaneously.

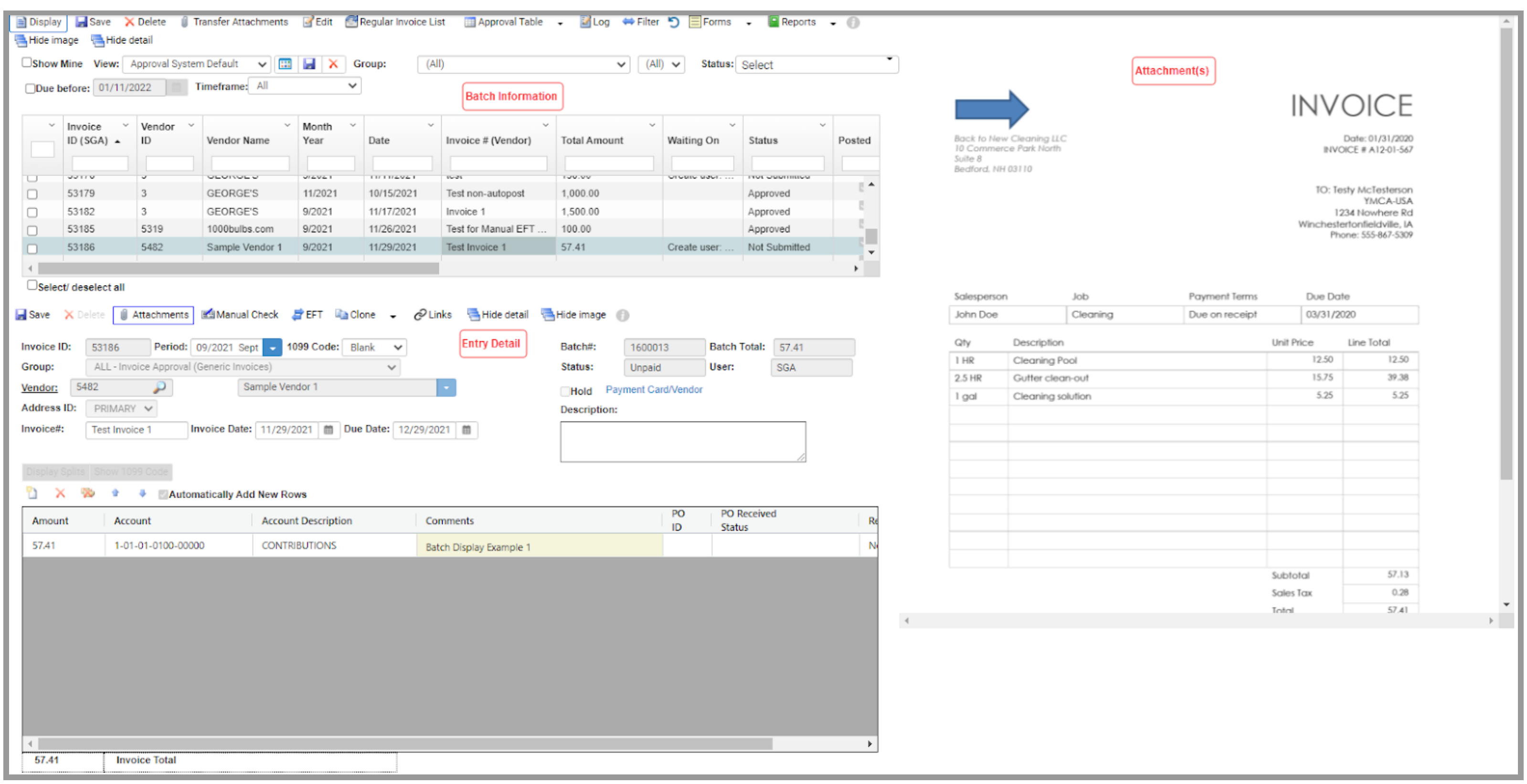
The attachment and entry information displayed are determined by the line item selected within the batch/list information grid.



It may be activated for the following screens:

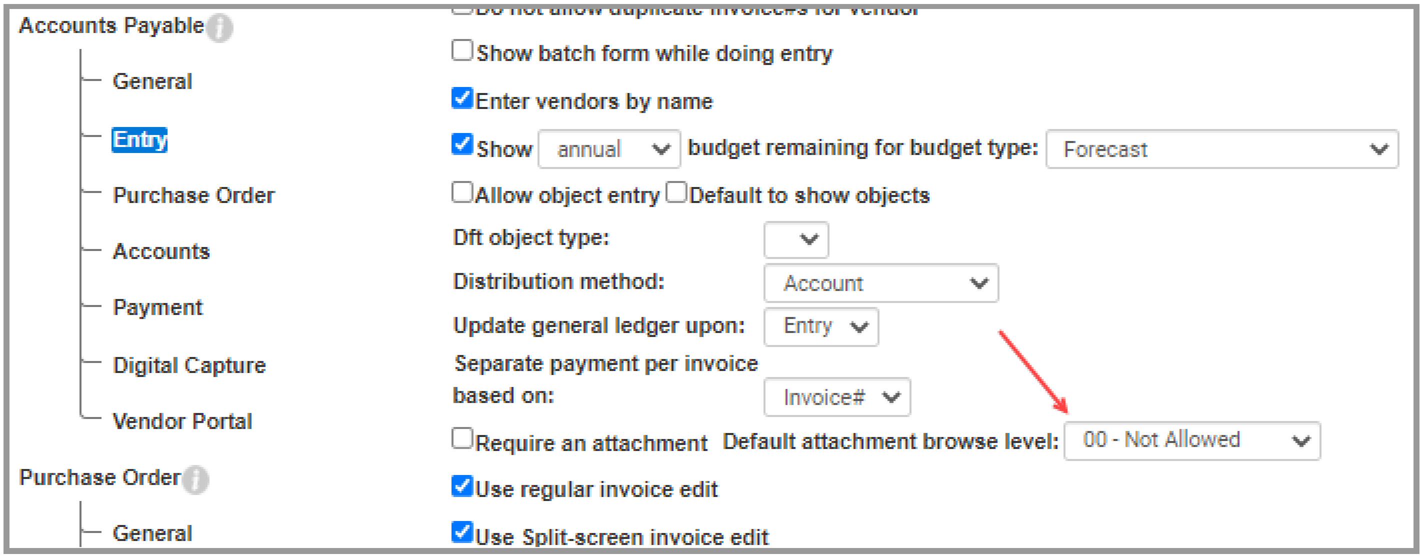
- Purchase Order List
- Journal Entry Batches
- AP Batches



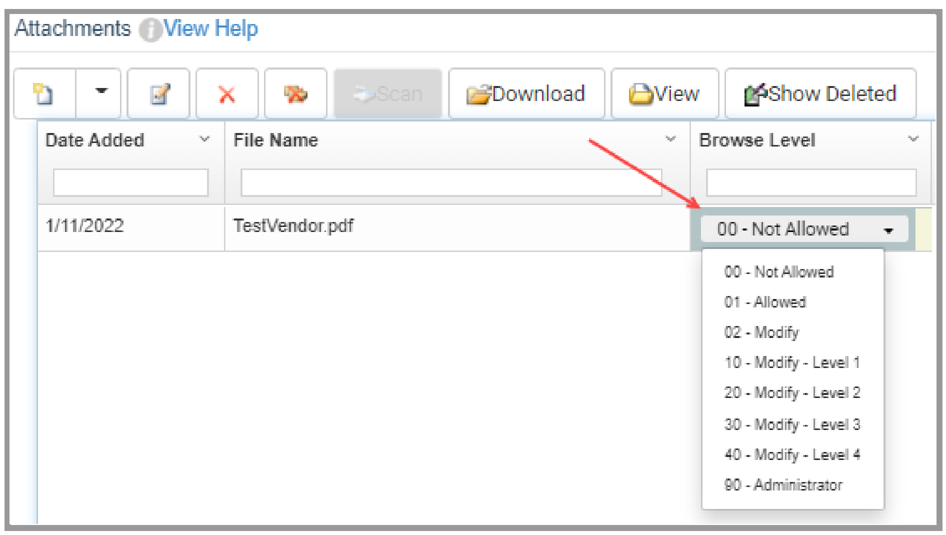


Attachment View Permissions

Permissions may be set to control user access to browse entry attachments. They are selected when an attachment is initially added and may be changed by users with sufficient administrative permissions. The initial view permissions applied to attachments may now be set by entry type within Setup > Options:



Users must have a minimum access permission in excess of an attachment's selected browse level permission to display it. For example, a browse level of "00-Not Allowed" indicates that any user with access permissions 00 or above may view the document.

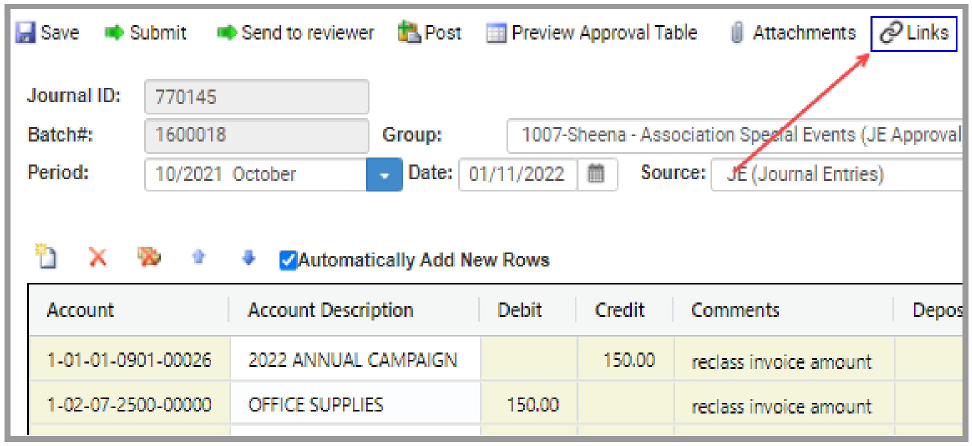


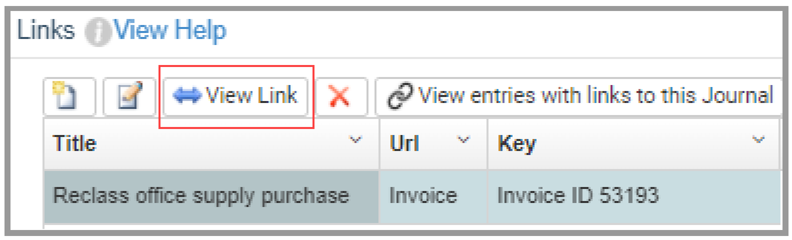
Links

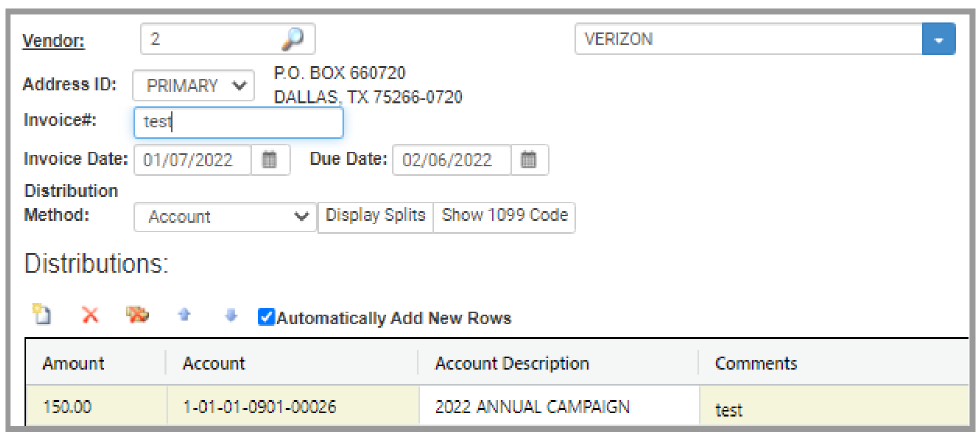
Entries (journal entries, accounts payable invoices, purchase orders, and payment batches) may now be linked to other entries, objects, actuals/budget entry screens, and custom URLs. Links serve as “shortcuts” to information associated with an entry.

Whenever a link is created to another entry an inverse link is created. This allows for quick and easy reference between associated entries.

For example, assume an AP invoice is posted and paid and it is subsequently determined that the debit amount was applied to the wrong GL account. When a journal entry is created to reclass the amount and a link is created to associate it with the original invoice, it provides an additional layer of support and a traceable audit trail in the system.



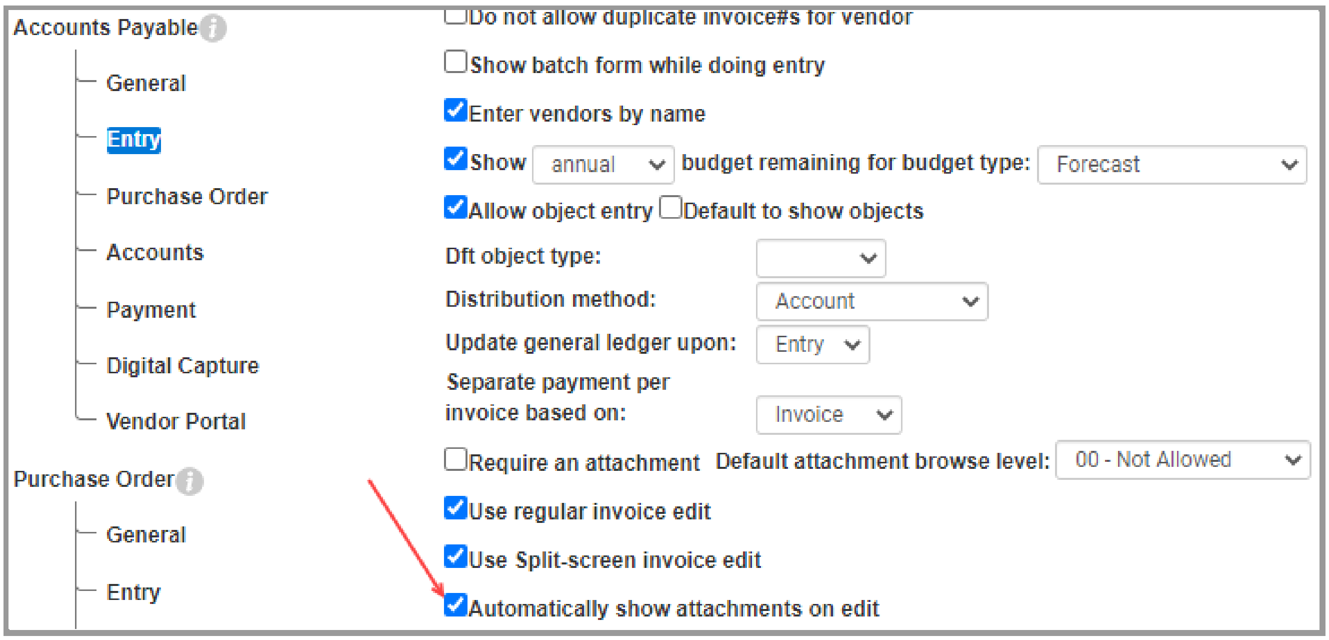




Automatic Attachment Display

By default, attachments are now set to display automatically when viewing entry detail screens (AP invoice, journal entry, and purchase order). Attachments will be visible on the right side of the screen and may be hidden by clicking an icon labeled “Hide Image”. Should a user hide the image and save any work completed, their preference will be stored and attachments hidden for any entries viewed in the future.

This view option may be deactivated in Setup > Options under the respective system area.



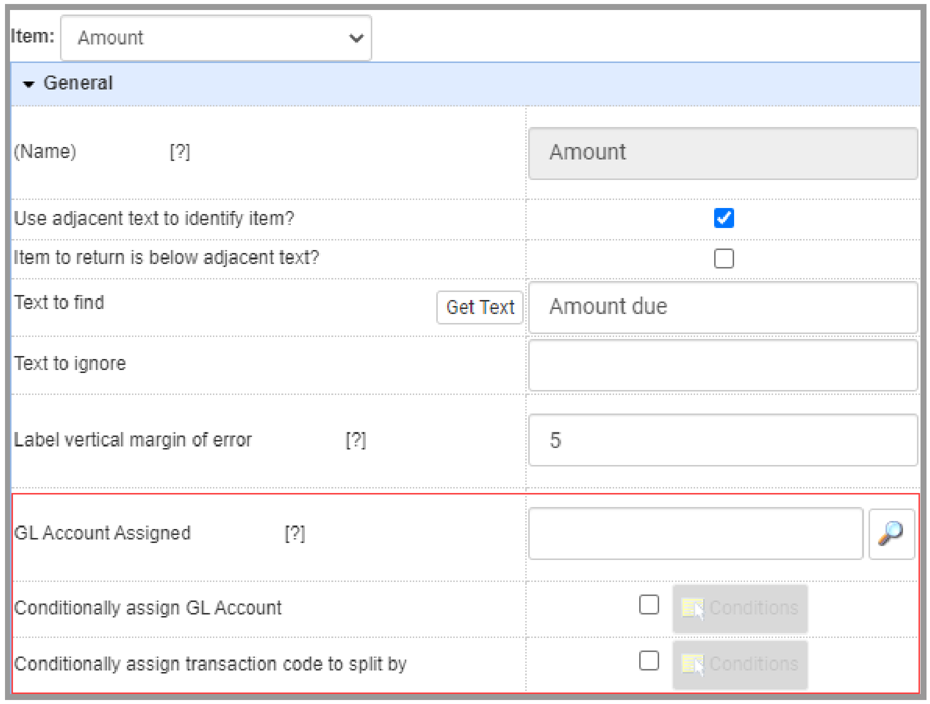
Conditionally Assign GL Accounts in Digital Capture

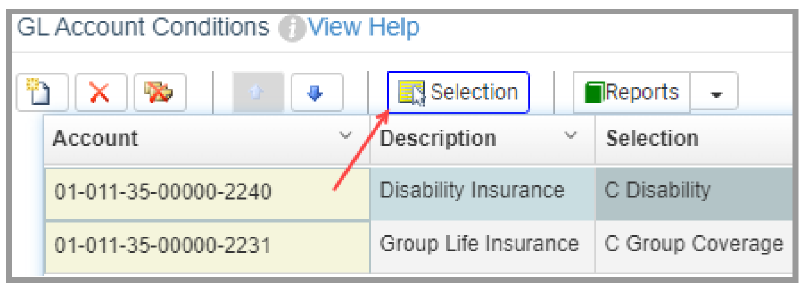
In template setup the option is now available to assign GL accounts to invoice amounts by default, or to assign GL accounts or Transaction Codes by condition.

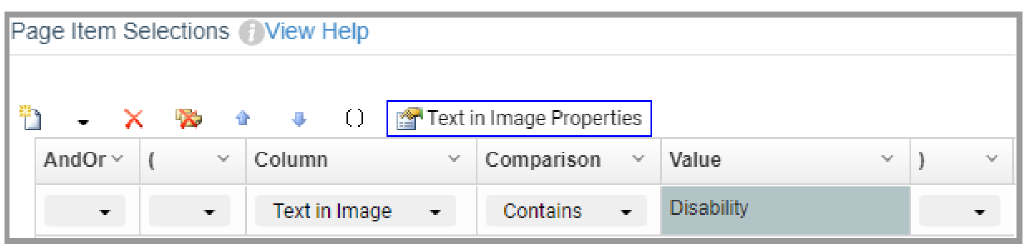
GL Account Assigned
The stated GL account will be used for any amount extracted.

Conditionally assign GL Account
Similar to template page selections, criteria may be set which instruct the system when to apply specified GL accounts.

Conditionally assign transaction code to split by
As described above, criteria may be set which instruct the system when to apply a specified transaction code to an amount. When a transaction code is conditionally applied it will override any transaction code listed in the template settings.



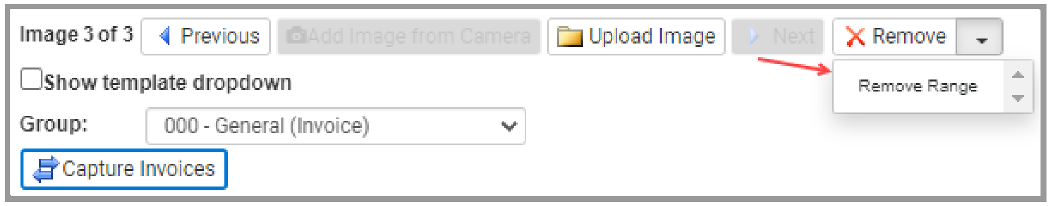




Digital Capture Page Range Removal

Previously, invoice document pages could be removed prior to initiating the Capture process. You may now remove multiple pages via checkbox selection.

From the Capture process screen select the down arrow beside "Remove" and choose "Remove Range".



On the following screen the pages from the selected documents will be displayed in thumbnail format. You may "tag" pages for removal by clicking their checkbox. When all desired pages have been selected click "OK". The pages will be removed and will not be included in the Capture process.