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SGA Fund Accounting Version 12.0 Release Guide

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Document Approval New Features:

Source Types

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

Accounts Payable Invoices

Save Submit Preview Approval Table Add Approvers Attachments Links Clone Manual Check EFT

Vendor: 16106 Acme Corporation

Address ID: PRIMARY 123 Main St
Anywhere, PA 15931

Group: 09-91 - Association Special Events (Invoice)

Approval due date: 01/06/2022

Invoice ID:

PO Number:

PO Lines:

PO Close Method:

Invoice#: TestInv123

Invoice Date: 01/06/2022 Due Date: 02/05/2022

Payment Batches

Process Payment View Help

Settings Print Checks Overflow Stubs Post Delete Submit Approve Disapprove Log Approval Table Reports Links Exit

Group: 09-93 - Association Finance (Payments)

Batch#: 320774 Check#: 116098 to 116098 - 1 payments

Total Amount: 1,500.00 Period: 2021-11 November Not Submitted

Checkbook: YMCA Operations Date: 1/6/2022

Cash account: 00-00-10032

Checks (1)

Check#	Vendor ID	Vendor Name	Address ID	Amount
116098	16106	Acme Corporation	PRIMARY	1,500.00

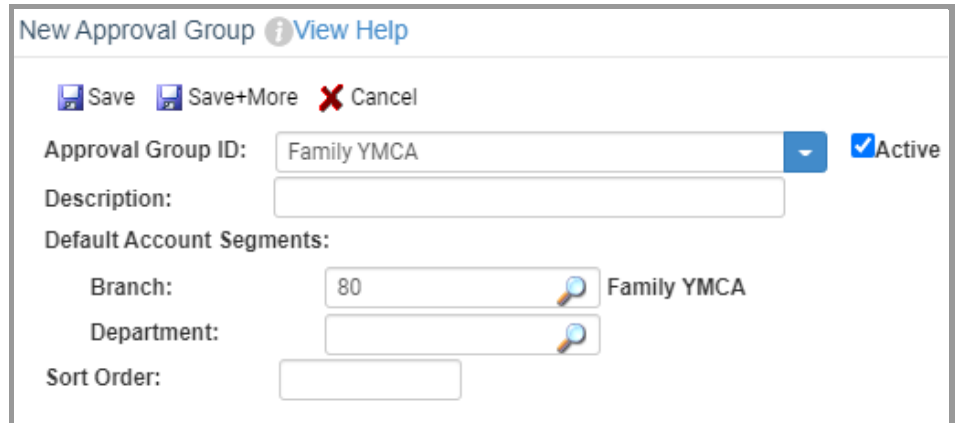
Administration and Use

Assigning Default GL Account Segments

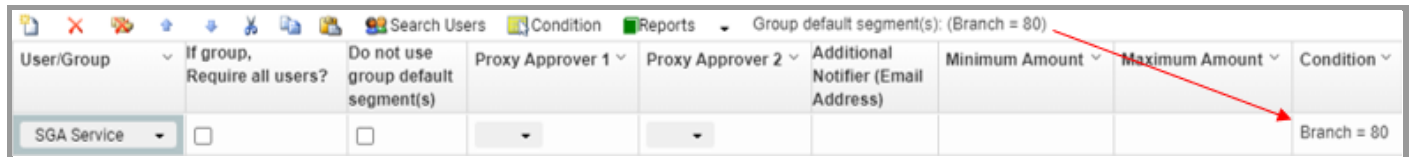
Approval Branches in the past allowed you to create approval tables for whatever grouping structure you chose; Organization branches, locations, teams, etc. The Approval Branch housed the Ship-to address, but otherwise had no link to any aspect of the general ledger.

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.



User/Group	If group, Require all users?	Do not use group default segment(s)	Proxy Approver 1	Proxy Approver 2	Additional Notifier (Email Address)	Minimum Amount	Maximum Amount	Condition
SGA Service	<input type="checkbox"/>	<input type="checkbox"/>						Branch = 80

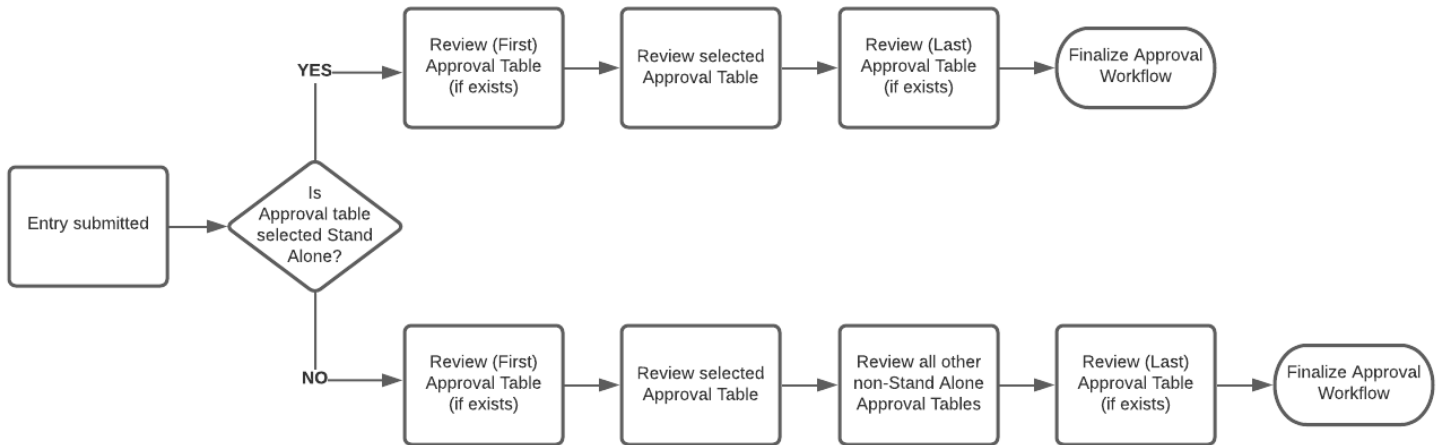
Stand-Alone vs. Non-Stand-Alone Approval Tables

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:

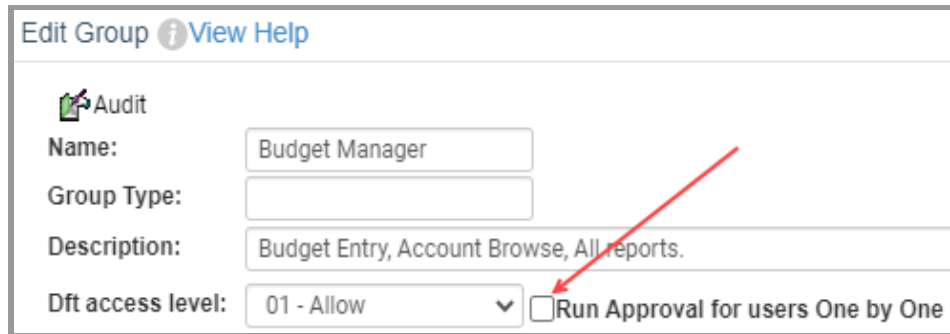
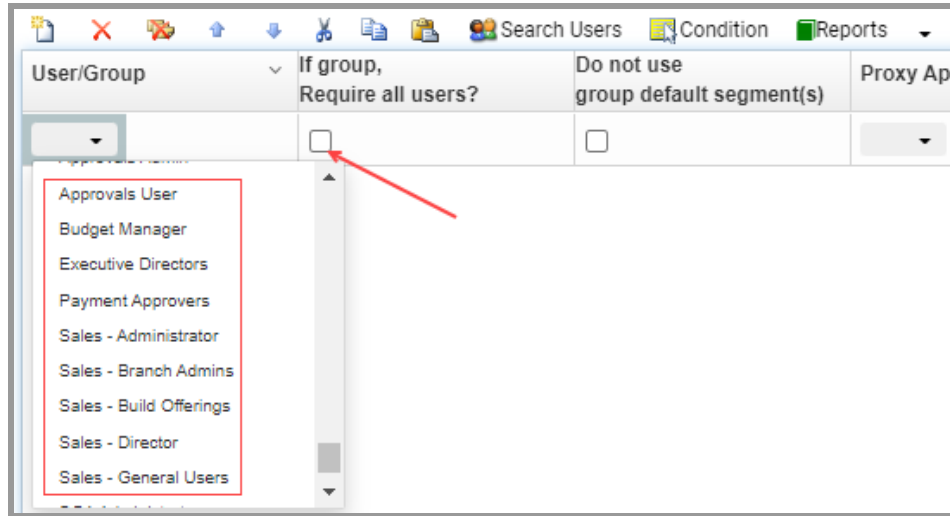


Sign-on Groups in Approval Tables

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.



User/Group	If group, Require all users?	Do not use group default segment(s)	Proxy Approver 1	Proxy Approver 2	Additional Notifier (Email Address)	Minimum Amount	Maximum Amount	Condition
Payment Approvers	<input type="checkbox"/>	<input type="checkbox"/>						
Ewatkins	<input type="checkbox"/>	<input type="checkbox"/>						Individual Payment Amount >= 1000

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.

Edit Approval Type - Invoice approval [View Help](#)

1. Approval Type 2. Approval Groups 3. Approval Table(s)

Source: Invoice

General Communications Permissions

Allow adding attachments during workflow

Allow editing attachments during workflow

Allow use of reviewers

Allow adding additional users to workflow

Before Workflow

After Workflow

Include Due Date

Show Ship to Address

Save Submit Preview Approval Table Add Approvers Attach

Vendor: 0

Address ID:

Group:

Invoice ID:

Additional approvers [View Help](#)

Reports

User	If group, Require all users?	Proxy Approver 1	Proxy Approver 2	Additional Notifier (Email Address)
Ewatkins	<input type="checkbox"/>			

When to apply additional approvers: Before

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.

Edit Approval Type - Invoice approval [View Help](#)

1. Approval Type 2. Approval Groups 3. Approval Table(s)

Source: Invoice

General Communications Permissions

Allow adding attachments during workflow Include Due Date

Allow editing attachments during workflow Show Ship to Address

Allow use of reviewers

Save Submit Send to reviewer Preview Approval Table

Vendor: 3 SUBURE

Address ID: PRIMARY P.O. BOX 10
AUGUSTA, NJ 07822

Group:

Comment to Reviewer for [View Help](#)

Reviewer: ewatkins

Comment to Reviewer:

Send Cancel

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.

Edit Approval Type - Invoice approval [View Help](#)

1. Approval Type 2. Approval Groups 3. Approval Table(s)

Source: Invoice

Type Name: Invoice approval Active

General **Communications** Permissions

Allow adding attachments during workflow

Allow editing attachments during workflow

Allow use of reviewers

Allow adding additional users to workflow

Before Workflow

After Workflow

Include Due Date

Default due date days: 15

Allow Due Date Change

Show Ship to Address

Edit Approval Type - Invoice approval [View Help](#)

1. Approval Type 2. Approval Groups 3. Approval Table(s)

Source: Invoice

Type Name: Invoice approval Active

General **Communications** Permissions

Use Notifications

Notification Purpose: Waiting on next user

Email

From Email: Administrator

Subject: Invoice %InvoiceID% Waiting for Approval [Insert Variable](#)

Message: [Insert Variable](#)

Invoice %Invoice% from %Vendorid% %VendorName% has been received and requires approval.
Vendor: %VendorName%
PO #: %PO%
Invoice Date: %Date%
Total Amount: %TotalAmount%
%Distributions%

Include Attachment(s)

Reminder/Warning Email Log

Use Reminders

1st reminder sent 2 days before due date

2nd reminder sent 0 days before due date

Use Warnings

1st warning sent 2 days after due date

2nd warning sent 0 days after 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.

Edit Approval Type - Invoice approval [View Help](#)

1. Approval Type 2. Approval Groups 3. Approval Table(s)

Source: Invoice

Type Name: Invoice approval Active

General Communications **Permissions**

Use Notifications

Notification Purpose: Waiting on next user

Email Text Message

From Email: Administrator

Subject: Invoice %InvoiceID% Waiting for Approval

Message: [Insert Variable](#)

Invoice %Invoice% from %Vendorid% %VendorName% has been received and requires approval.
Vendor: %VendorName%
PO #: %PO%
Invoice Date: %Date%
Total Amount: %TotalAmount%
%Distributions%

Message: [Insert Variable](#)

Include Attachment(s)

Reminder/Warning Email Log

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.

Save Submit Send to reviewer Post **Preview Approval Table** Added Approvers Approvers Attachments Links Clone Import

PO#: (Auto-assigned) Description: Notes:

Approval Group: Family YMCA - (PO)

Requested By: SGA Blanket PO [Payment Card/Vendor](#)

Vendor: 625 4imprint, Inc. Ship To:

Address ID: PRIMARY 101 Commerce Street
P.O. Box 320
Oshkosh, WI 54901

Date: 01/07/2022

Period: 09/2021 September

Distribution Method: Account Display Splits Show Objects

Details:

Automatically Add New Rows

Item#	Quantity	Unit Price	Amount	Account	Account Description	Comments	Received Status	Budget Remaining
	1	1,500.00	1,500.00	01-80-001-2510-00000	Office Supplies	Test PO Line	Not Received	-1,500.00

Preview Approval Table

Exit Reports

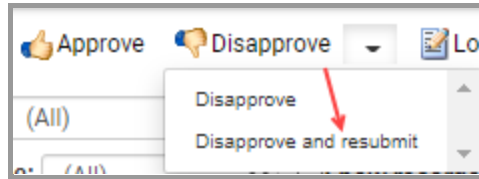
Approval Table Preview:

User/Group	Proxy Approver 1	Proxy Approver 2	Additional Notifier (Email Address)	Comes From Type	Comes From
ybranch				Purchase Order approval	Family YMCA-PO
SGA_General User				Purchase Order approval	Family YMCA-PO
SGA				Purchase Order approval	Family YMCA-PO

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.



Approval Log for Purchase Order 16942 View Help	
Reports	Exit
Log Item	
Submitted by SGA at 12/8/2021 3:23 PM	
Waiting on user kwalsh was replaced with abaez in the approval table by kwalsh at 12/16/2021 8:42 AM	
Approved by SGA for abaez at 12/16/2021 8:48 AM	
Waiting on user ABautista was replaced with kwalsh in the approval table by SGA at 12/16/2021 8:49 AM	
Waiting on user kwalsh was replaced with acroce in the approval table by SGA at 12/17/2021 11:46 AM	
Disapproved by acroce at 1/7/2022 3:02 PM, Reason: The purchase order is being fixed by the disapprover	

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

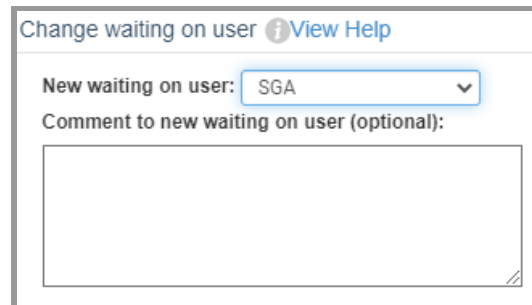
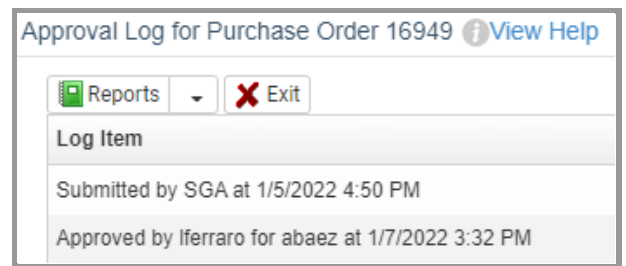
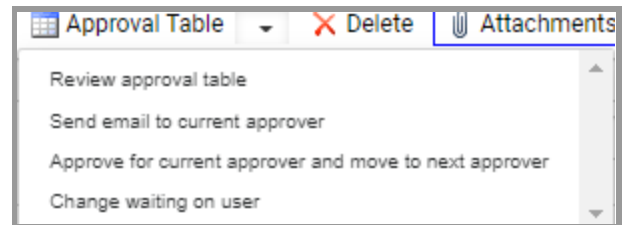
This option will send a follow-up notification email to the current "Waiting-On" user reminding them of the need for approval.

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.

	Type	Reference	Action	User
<input checked="" type="checkbox"/>	Journal Entry	770144		
<input checked="" type="checkbox"/>	Invoice	53156		
<input checked="" type="checkbox"/>	Invoice	53160		
<input checked="" type="checkbox"/>	Invoice	53161		
<input checked="" type="checkbox"/>	Invoice	53164		
<input checked="" type="checkbox"/>	Invoice	53168		
<input checked="" type="checkbox"/>	Invoice	53178		
<input checked="" type="checkbox"/>	Payment Batch	1599982		
<input checked="" type="checkbox"/>	Task	5		
<input checked="" type="checkbox"/>	Approval Table	Invoice approval: Admin User 3 - Admin - Capital Expenses	Replace	Ewatkins
<input checked="" type="checkbox"/>	Approval Table	Invoice approval: Botetourt Family YMCA (07) - Generic Invoices	Remove	
<input checked="" type="checkbox"/>	Approval Table	Invoice approval: Kirk Family YMCA (01) - Generic Invoices	Remove	
<input checked="" type="checkbox"/>	Approval Table	Invoice approval: Salem Family YMCA (03) - Generic Invoices	Replace	SGA
<input checked="" type="checkbox"/>	Approval Table	Invoice approval: Waldron Family YMCA (05) - Generic Invoices		
<input checked="" type="checkbox"/>	Approval Table	Invoice approval: ADMIN - Capital - CapEx Invoices		

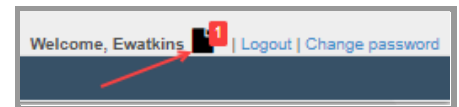
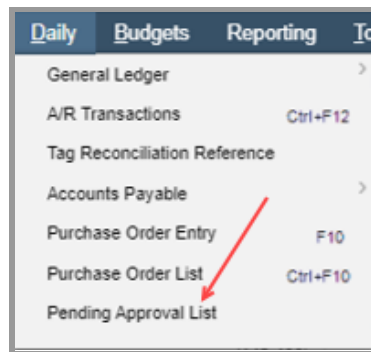
Pending Approvals List

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

	Type	Reference	Amount	Total Debits	Total Credits	Description	Waiting On
<input type="checkbox"/>	Purchase Order	48695	5,225.00	0.00	0.00	Testing for disapproval	Create user: SGA
<input type="checkbox"/>	Payment Batch	320774	1,500.00	0.00	0.00	YMCA Operations	Create user: SGA

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:

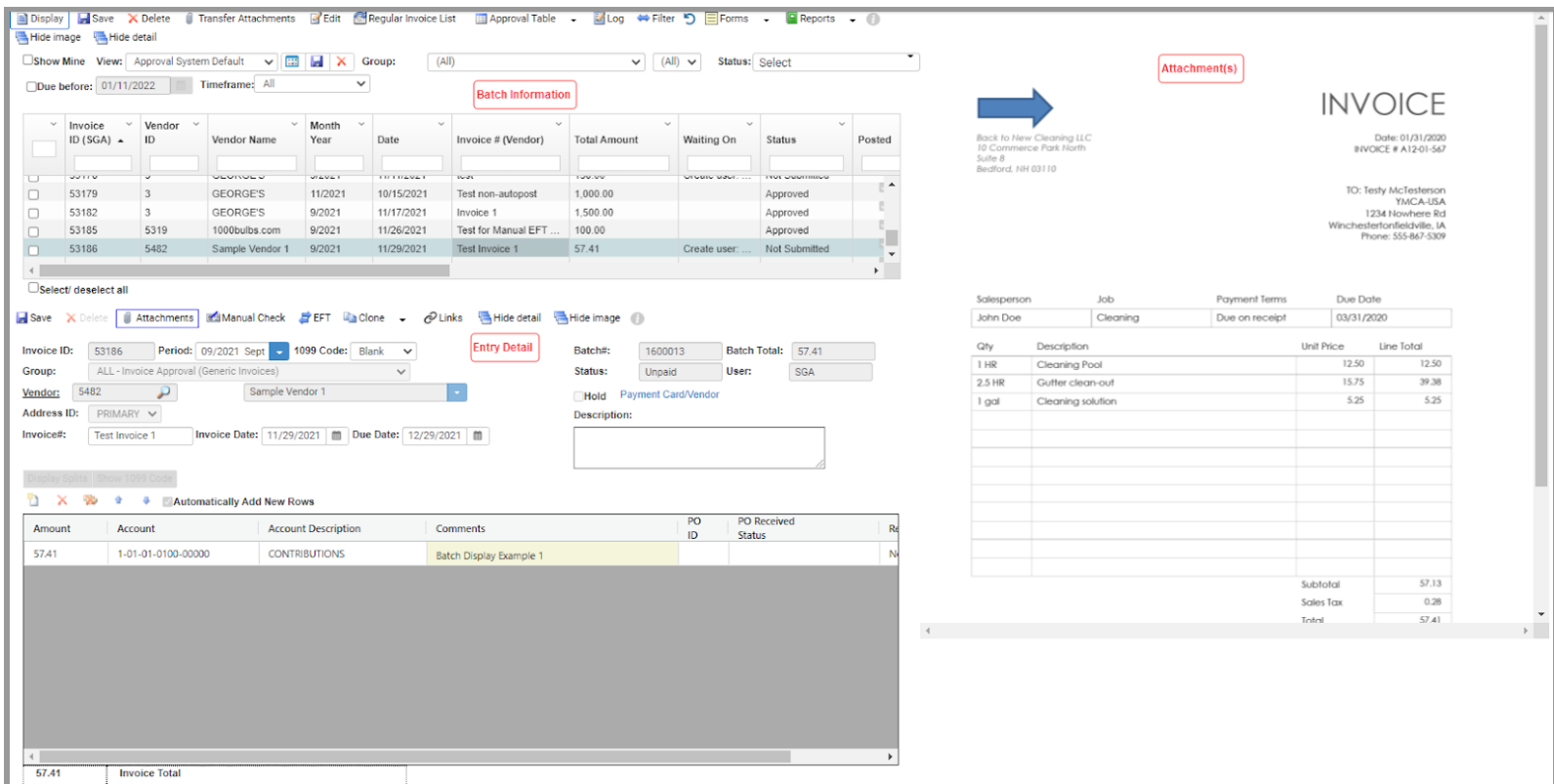
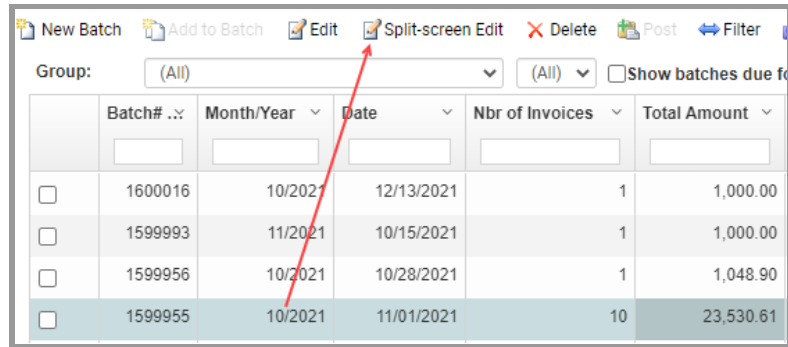
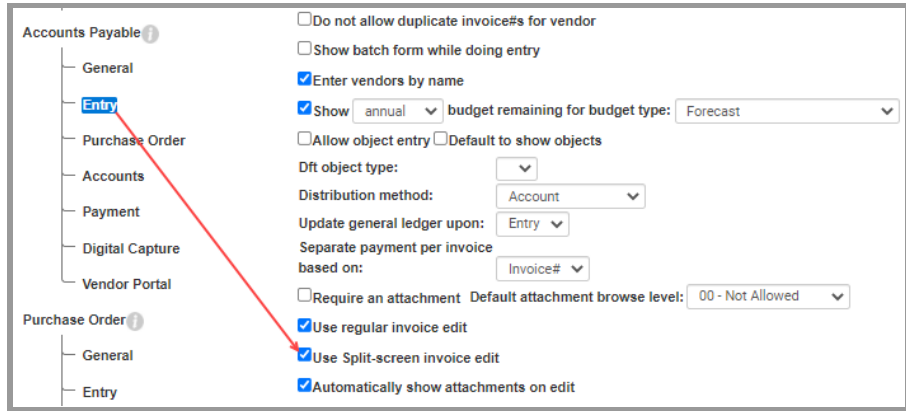
Optional Split-screen Edit view (JE, PO, and AP)

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:

The screenshot shows the 'Accounts Payable' setup options. On the left, a tree view shows 'Accounts Payable' expanded to 'Entry'. The main configuration area includes several options:

- Do not allow duplicate invoices for vendor
- Show batch form while doing entry
- Enter vendors by name
- Show annual budget remaining for budget type: Forecast
- Allow object entry Default to show objects
- Dft object type:
- Distribution method: Account
- Update general ledger upon: Entry
- Separate payment per invoice based on: Invoice#
- Require an attachment Default attachment browse level: 00 - Not Allowed (indicated by a red arrow)
- Use regular invoice edit
- Use Split-screen invoice edit

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.

The screenshot shows the 'Attachments' view. At the top, there are icons for file operations: Add, Delete, Scan, Download, View, and Show Deleted. Below is a table with columns for Date Added, File Name, and Browse Level.

Date Added	File Name	Browse Level
1/11/2022	TestVendor.pdf	00 - Not Allowed

A dropdown menu is open for the 'Browse Level' column, showing the following options:

- 00 - Not Allowed
- 01 - Allowed
- 02 - Modify
- 10 - Modify - Level 1
- 20 - Modify - Level 2
- 30 - Modify - Level 3
- 40 - Modify - Level 4
- 90 - Administrator

A red arrow points to the '00 - Not Allowed' option in the dropdown.

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.

Journal ID: 770145
 Batch#: 1600018 Group: 1007-Sheena - Association Special Events (JE Approval)
 Period: 10/2021 October Date: 01/11/2022 Source: JE (Journal Entries)

Automatically Add New Rows

Account	Account Description	Debit	Credit	Comments	Depos
1-01-01-0901-00026	2022 ANNUAL CAMPAIGN		150.00	reclass invoice amount	
1-02-07-2500-00000	OFFICE SUPPLIES	150.00		reclass invoice amount	

Links [View Help](#)

View Link View entries with links to this Journal

Title	Url	Key
Reclass office supply purchase	Invoice	Invoice ID 53193

Vendor: 2 VERIZON

Address ID: PRIMARY P.O. BOX 660720 DALLAS, TX 75266-0720

Invoice#: test

Invoice Date: 01/07/2022 Due Date: 02/06/2022

Distribution Method: Account Display Splits Show 1099 Code

Distributions:

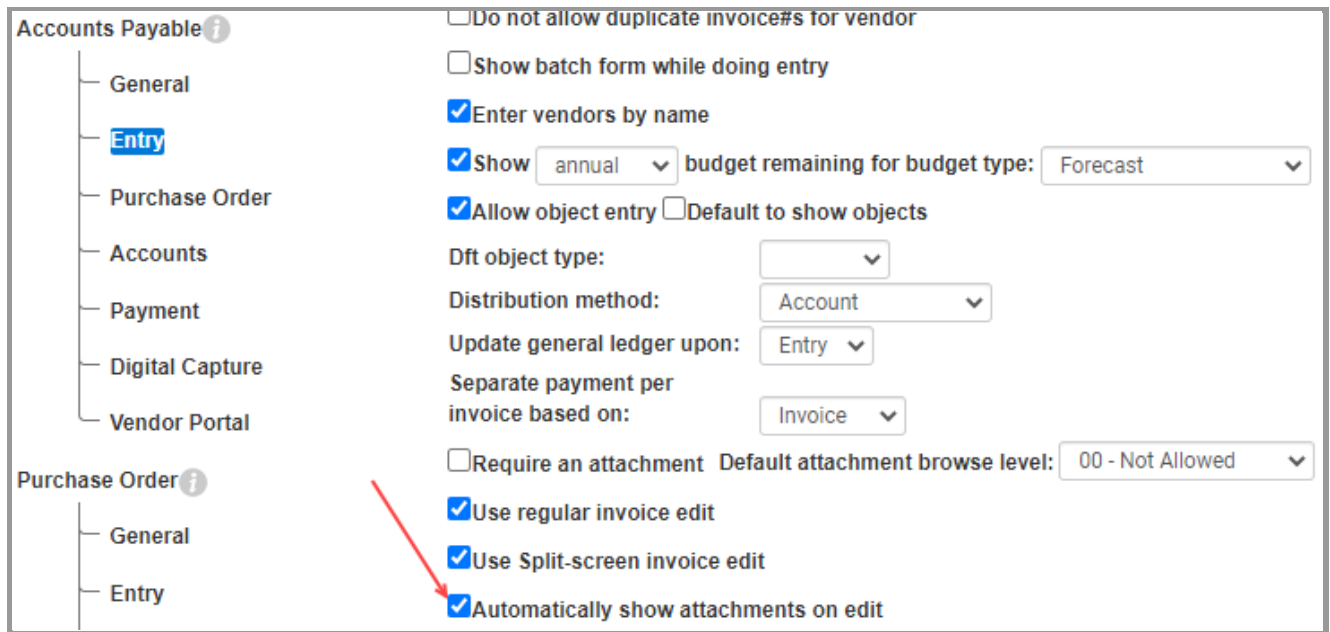
Automatically Add New Rows

Amount	Account	Account Description	Comments
150.00	1-01-01-0901-00026	2022 ANNUAL CAMPAIGN	test

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.



The screenshot shows the configuration options for Accounts Payable and Purchase Order. The 'Accounts Payable' section is expanded to the 'Entry' option. The 'Purchase Order' section is also expanded to the 'Entry' option. A red arrow points to the 'Automatically show attachments on edit' checkbox, which is checked.

Accounts Payable

- General
- Entry**
- Purchase Order
- Accounts
- Payment
- Digital Capture
- Vendor Portal

Purchase Order

- General
- Entry**

Do not allow duplicate invoice#s for vendor

Show batch form while doing entry

Enter vendors by name

Show budget remaining for budget type:

Allow object entry Default to show objects

Dft object type:

Distribution method:

Update general ledger upon:

Separate payment per invoice based on:

Require an attachment Default attachment browse level:

Use regular invoice edit

Use Split-screen invoice edit

Automatically show attachments on edit

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.

Item: Amount

General

(Name) [?] Amount

Use adjacent text to identify item?

Item to return is below adjacent text?

Text to find Get Text Amount due

Text to ignore

Label vertical margin of error [?] 5

GL Account Assigned [?]

Conditionally assign GL Account Conditions

Conditionally assign transaction code to split by Conditions

GL Account Conditions [View Help](#)

Selection Reports

Account	Description	Selection
01-011-35-00000-2240	Disability Insurance	C Disability
01-011-35-00000-2231	Group Life Insurance	C Group Coverage

Page Item Selections [View Help](#)

() Text in Image Properties

AndOr	(Column	Comparison	Value)
		Text in Image	Contains	Disability	

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.

