



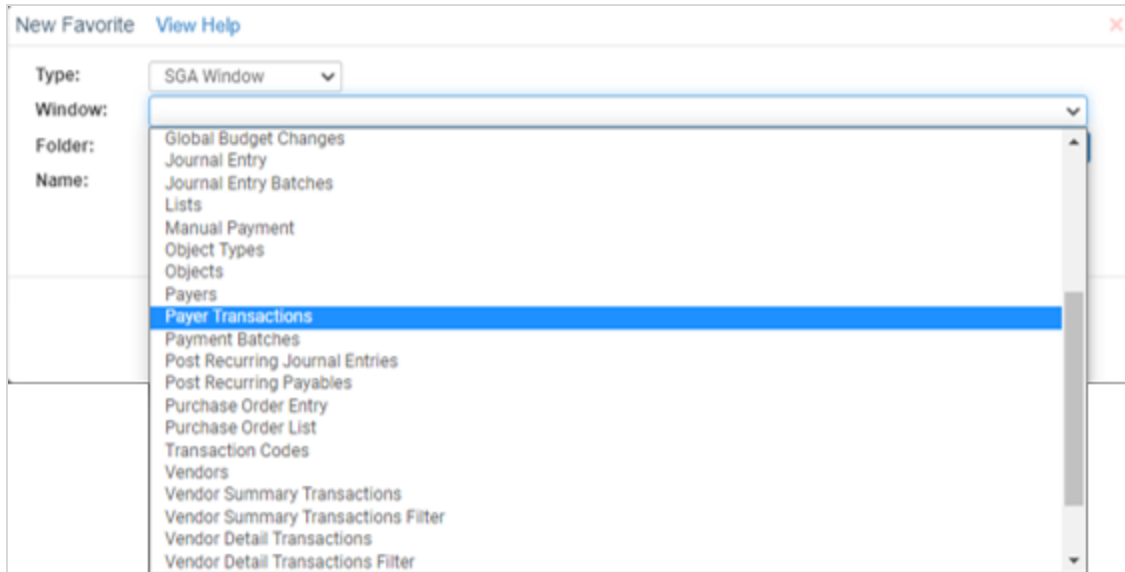
SGA Fund Accounting Version 12.1 Release Guide

New Features:

- ★ Payer Transaction Favorites Menu Option..... 2
- ★ Global Account Edit Validation..... 3
- ★ User Last Login Date..... 4
- ★ User Profile Attachments..... 4
- ★ Payment Batch Attachments..... 5
- ★ Batch Review Attachment Access..... 5
- ★ Random Password Generation and Notification Email..... 6
- ★ Attachment Download Via Multi-select With Optional Combination..... 7
- ★ AP Automation
 - Vendor Portal
 - Custom Information Fields..... 8
 - Vendor Account..... 9
 - 1099 Code..... 9
 - User Information..... 9
 - Centralized AP Inbox
 - Delete Folder..... 10
- ★ Document Approval
 - Approval Log Access From Entry..... 11
 - Remove/Replace User For Disapproved/Not Submitted Entries..... 12
 - Reviewer Entry Submission Via Notification Email Link..... 13
 - Insert Approver In Existing Approval Table..... 14

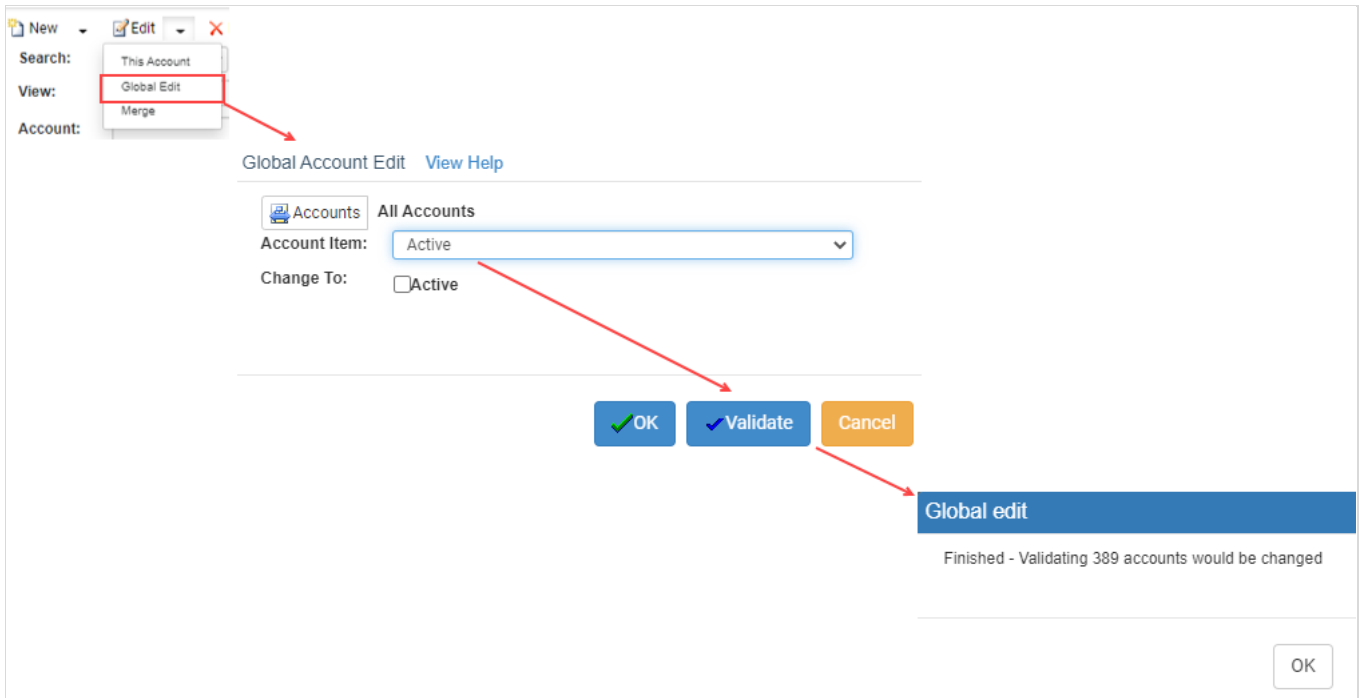
Payer Transaction Favorites Menu Option

Users may now choose the Payer Transactions SGA Window when creating shortcuts for the Favorites menu.

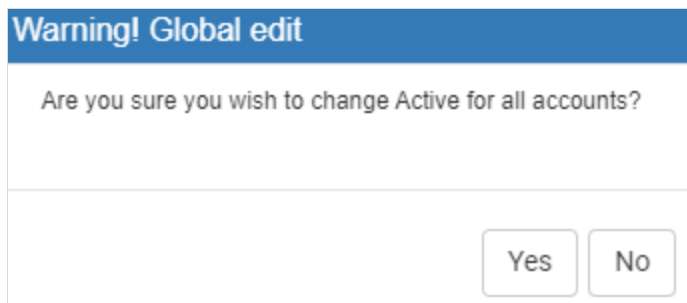


Global Account Edit Validation

When making Global Account edits users now have the ability to validate changes prior to completing them. The validation process notifies the user how many accounts will be affected by the proposed edit.

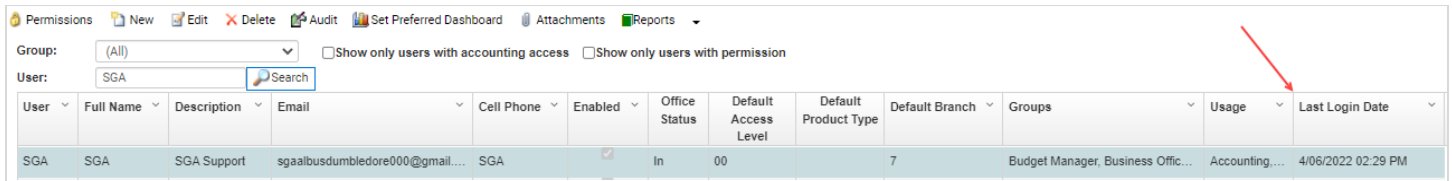


If a Global Edit is attempted for all accounts the system will prompt the user with a warning message requesting confirmation that the change is intended.



User Last Login Date

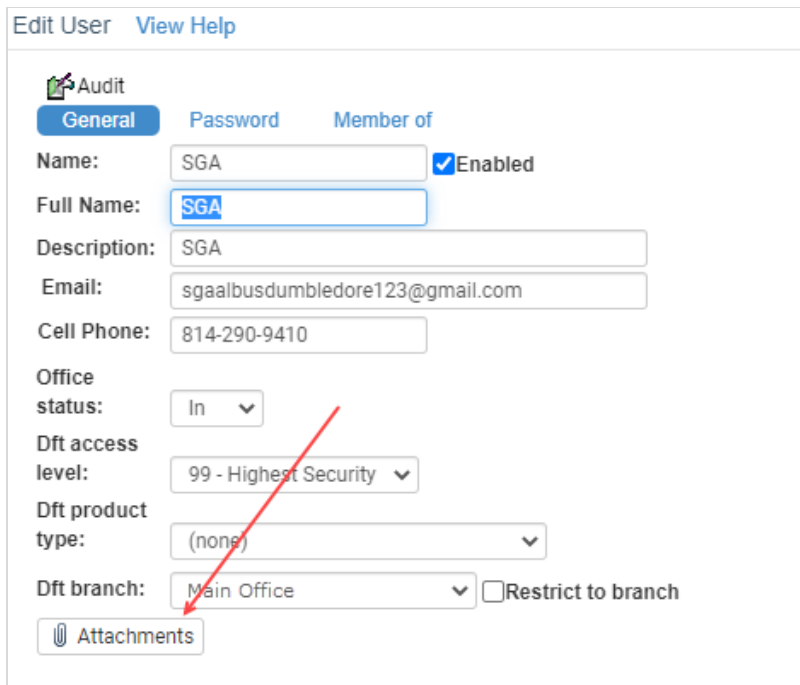
The Sign-On User list now displays the last login date. This field will update each time a user accesses the system.



| User | Full Name | Description | Email | Cell Phone | Enabled | Office Status | Default Access Level | Default Product Type | Default Branch | Groups | Usage | Last Login Date |
|------|-----------|-------------|--------------------------------|------------|-------------------------------------|---------------|----------------------|----------------------|----------------|-----------------------------------|----------------|--------------------|
| SGA | SGA | SGA Support | sgaalbusdumbledore000@gmail... | SGA | <input checked="" type="checkbox"/> | In | 00 | | 7 | Budget Manager, Business Offic... | Accounting,... | 4/06/2022 02:29 PM |

User Profile Attachments

User profiles may now have attachments added to them. As with other attachment menus in the system, files may have browse-level permissions assigned to them to limit visibility when needed.



Edit User [View Help](#)

Audit

General Password Member of

Name: SGA Enabled

Full Name: SGA

Description: SGA

Email: sgaalbusdumbledore123@gmail.com

Cell Phone: 814-290-9410

Office status: In

Dft access level: 99 - Highest Security

Dft product type: (none)

Dft branch: Main Office Restrict to branch

[Attachments](#)

Payment Batch Attachments

Payment batches may now have attachments added to them. As with other attachment menus in the system, files may have browse-level permissions assigned to them to limit visibility when needed.

Process Payment [View Help](#)

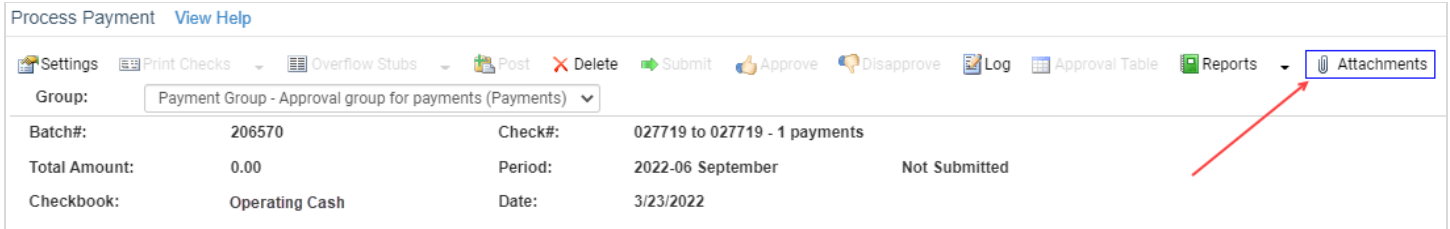
Settings Print Checks Overflow Stubs Post Delete Submit Approve Disapprove Log Approval Table Reports Attachments

Group: Payment Group - Approval group for payments (Payments)

Batch#: 206570 Check#: 027719 to 027719 - 1 payments

Total Amount: 0.00 Period: 2022-06 September Not Submitted

Checkbook: Operating Cash Date: 3/23/2022



Batch Review Attachment Access

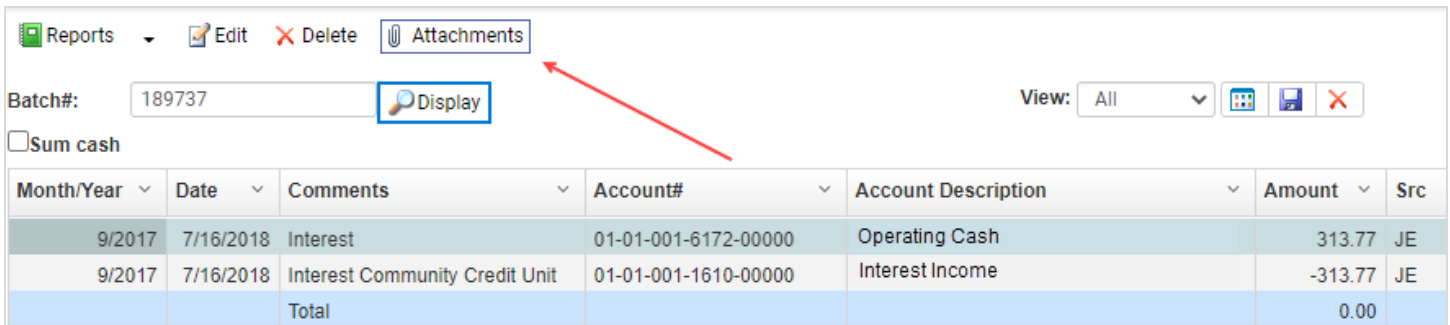
Entry attachments are now accessible when browsing batch detail. Batch detail may be accessed directly via the TOOLS > BROWSE BATCH screen, or by drilling down from the account transactions screen.

Reports Edit Delete Attachments

Batch#: 189737 Display View: All

Sum cash

| Month/Year | Date | Comments | Account# | Account Description | Amount | Src |
|------------|-----------|--------------------------------|----------------------|---------------------|---------|-----|
| 9/2017 | 7/16/2018 | Interest | 01-01-001-6172-00000 | Operating Cash | 313.77 | JE |
| 9/2017 | 7/16/2018 | Interest Community Credit Unit | 01-01-001-1610-00000 | Interest Income | -313.77 | JE |
| | | Total | | | 0.00 | |



Random Password Generation and Notification Email

The system will now generate a random password and notify users when their user profile has been updated.

The screenshot shows two instances of the 'New User' form. The top instance has the 'Generate random password and notify user after save' checkbox unchecked. The bottom instance has this checkbox checked. A red arrow originates from the unchecked checkbox in the top form and points to the checked checkbox in the bottom form.

New User [View Help](#)

General **Password** Member of

Password expires every days

Force user to change password on next login

Generate random password and notify user after save

Password

Confirm password:

To make your password more secure:

- Use letters and numbers
- Use special characters (e.g. %)

New User [View Help](#)

General **Password** Member of

Password expires every days

Generate random password and notify user after save

The user receives a notification email containing their user credentials and is required to change their password upon logging-in to the system.

A SGA Development site v12.1 user has been created for you. A temporary password has been issued for your new user and is listed below.

[SGA Development site v12.1](#)

Username: EWatkins

Password: N6u@5D*!3i

You will be required to change this password once you log in.

If you did not request this user please contact us at:

123-554-12345 or support@sgasoftware.com

Regards,

SGA Development site v12.1

The option to manually enter a password for users remains unchanged.

Attachment Download Via Multi-select With Optional Combination

Attachments may now be downloaded or viewed in bulk via multi-select. In addition, when attachments are image files, .pdg, .jpg, .png, etc., they may be combined into a single .pdf file when downloaded.

The screenshot displays the Attachments interface. At the top, there is a toolbar with buttons for 'Download', 'View', and 'Show Deleted'. Below the toolbar is a table with columns for 'Date Added' and 'File Name'. Two rows are visible, both with checked checkboxes. A dropdown menu is open under the 'Download' button, showing options: 'Download (2)', 'View (2)', and 'Show Deleted'. Below the dropdown, two rows of attachments are visible, both checked with blue checkmarks. The first row is 'AmazonBusinessInvoice#1YK4-H7RY-L79Q-000001.png' and the second row is 'AmazonBusinessInvoice#1YK4-H7RY-L79Q-000002.png'. Red arrows point from the 'Download' button in the top panel to the 'Download (2)' option in the dropdown menu.

Available options for attachments are now as follows:

Download (#): Download the checked attachments as individual files

Download all checked image attachments as pdf: Download the checked attachments as a single .pdf file (*Note only image files may be combined. The system cannot combine non-image files such as .doc, .xls, or .txt)

View: Open all attachments in individual browser tabs

When downloading and viewing multiple files you may need to modify your browser to allow pop-ups.

AP Automation

Vendor Portal

Custom Information Fields

The Vendor Portal now allows vendors to enter custom information listed on vendor records.

Vendor Information

Log Contact Us

Contact Information Banking Information Tax Information Account History 1099 History Upload Invoices User Information

Vendor ID: 625

Name: Donnie D's Discount Boot Emporium

Payment Name: Donnie D's Discount Boot Emporium

Vendor Account:

Address Information

Address Type: REMIT

Contact: Captain Awesome

Address 1: 12453 Nowhere Dr

| Item | Value | Value Description |
|------------------------------|-------|-------------------|
| Supplier Diversity | | |
| Minority Business Enterprise | | |

The fields' visibility can be controlled through the vendor custom information setup:
SETUP > CUSTOM INFORMATION > VENDORS

Setup Month End Sign On Help Favorites

Welcome!

Items New Edit Delete

Category

New Vendor

Supplier Diversity

Vendor - New Vendor Items View Help

| Item | Description | Data Type | Sl.: | Format | Lengt.: | Case | Data Codes | Vendor Portal |
|-----------------|-----------------|-------------|------|--------|---------|--------|------------|--------------------------|
| New Vendor Form | New Vendor Form | VarChar(50) | 2 | | 50 | Normal | | <input type="checkbox"/> |
| W-9 | W-9 | VarChar(50) | 3 | | 50 | Normal | | <input type="checkbox"/> |

Vendor - New Vendor Edit Item View Help

Category: New Vendor

Item: New Vendor Form

Description: New Vendor Form

Data Type: VarChar(50) Slot: 2

Length: 50

Case: Normal Active

Has data codes Validate data codes

Required entry Search button Vendor portal

Default value:

1. From the Vendor Custom Information Categories screen select the category
2. Click "Items"
3. Highlight the custom information item that should be displayed in Vendor Portal
4. Click "Edit"
5. Check the box for "Vendor Portal"
6. Click "Save"



Vendor Account, 1099 Code

The Vendor Account and 1099 code fields are now available for vendor entry.

Vendor Account is listed on the Custom Information tab:

1099 code is listed on the Tax Information tab:

Welcome to the SGA Client Vendor Portal!

Vendor Information  

Contact Information Banking Information Tax Information Account


Vendor ID:

Name:


Payment Name:

Vendor Account:


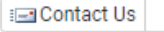
Address Information

Address Type: 

Contact:

Address 1: 

Address 2:

Vendor Information  

Contact Information Banking Information **Tax Information**

Vendor ID:

Name:

Payment Name:


Vendor Account:

Tax Information


Tax ID/EIN:

Business Type:

Name Override:

Address Override: 


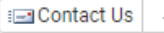
1099 Code:

 W9 Attachments

User Information

Vendors may now change the username associated with their account.

Username is listed on the User Information tab:

Vendor Information  

Contact Information Banking Information Tax Information Account History 1099 History Upload Invoices **User Information**

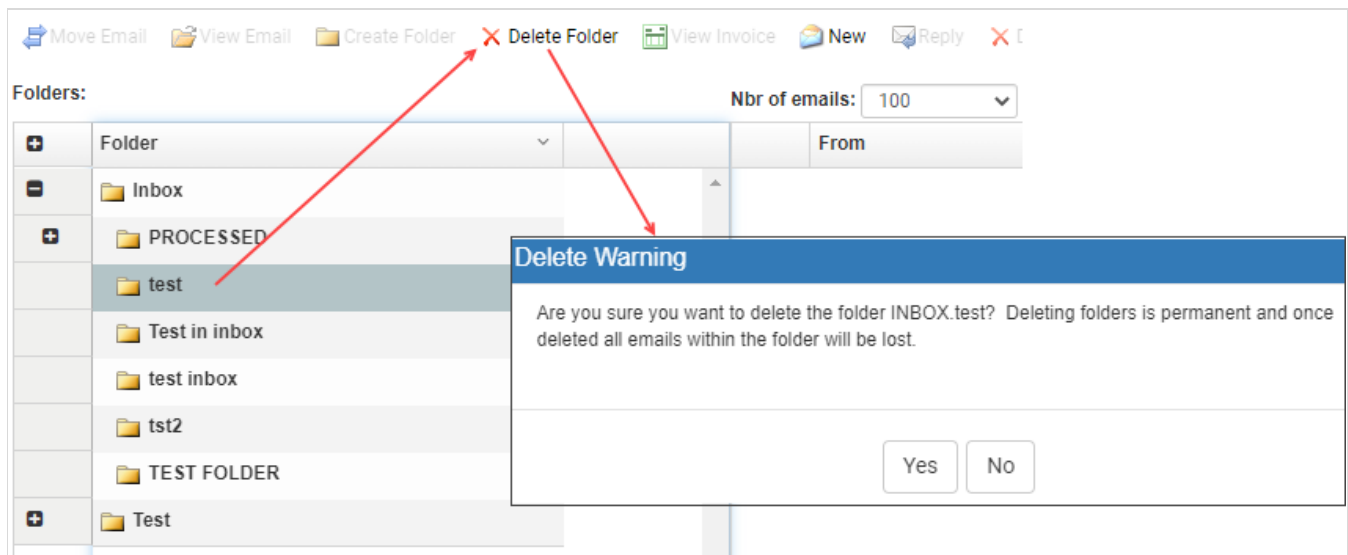
User Name:

Email:

Centralized AP Inbox

Delete Folder

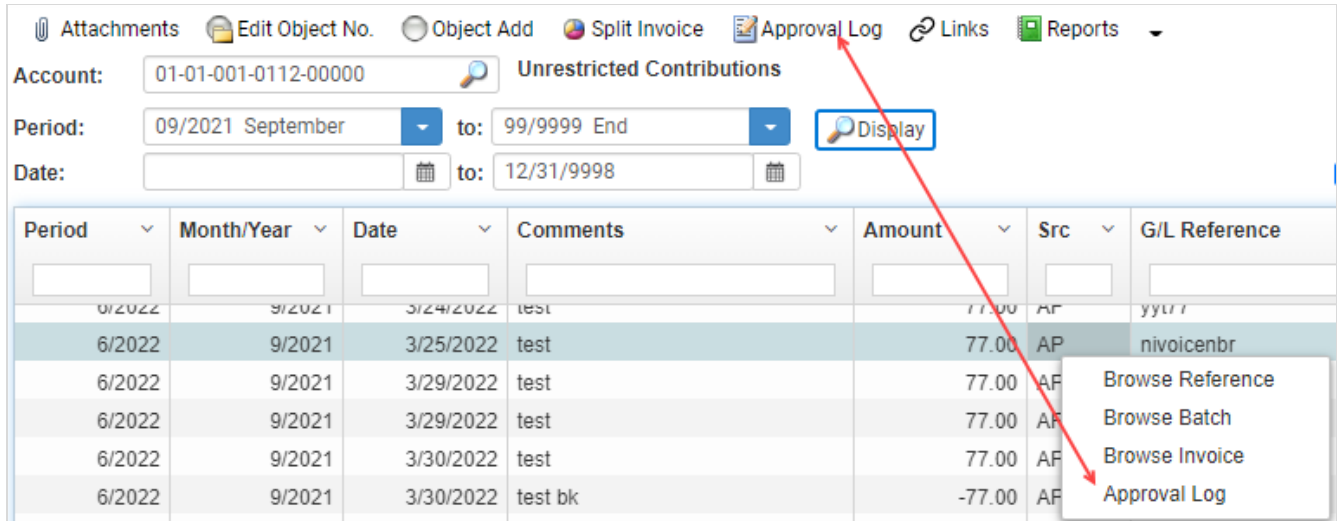
Folders in the Centralized AP Inbox may now be deleted if not needed. All folders except for "Inbox" are eligible for deletion. Note that when a folder is deleted the user is asked to confirm the folder should be deleted.



Document Approval

Approval Log Access From Entry

In the Approval Transactions screen users may now access the approval log for an entry. The Approval Log can be accessed by highlighting an entry and clicking "Approval Log" or right-clicking and selecting "Approval Log" from the menu.



The screenshot shows the 'Approval Transactions' screen. At the top, there are navigation icons for Attachments, Edit Object No., Object Add, Split Invoice, Approval Log, Links, and Reports. Below these are search and filter fields: Account (01-01-001-0112-00000), Unrestricted Contributions, Period (09/2021 September), to: 99/9999 End, and Date (to: 12/31/9998). A 'Display' button is next to the period field. A table of transactions is shown below, with columns for Period, Month/Year, Date, Comments, Amount, Src, and G/L Reference. The second row is highlighted. A context menu is open over this row, showing options: Browse Reference, Browse Batch, Browse Invoice, and Approval Log. A red arrow points from the 'Approval Log' menu item back to the 'Approval Log' icon in the top navigation bar.

| Period | Month/Year | Date | Comments | Amount | Src | G/L Reference |
|--------|------------|-----------|----------|--------|-----|---------------|
| 6/2022 | 9/2021 | 3/24/2022 | test | 77.00 | AF | yyt / |
| 6/2022 | 9/2021 | 3/25/2022 | test | 77.00 | AP | nivoicenbr |
| 6/2022 | 9/2021 | 3/29/2022 | test | 77.00 | AF | |
| 6/2022 | 9/2021 | 3/29/2022 | test | 77.00 | AF | |
| 6/2022 | 9/2021 | 3/30/2022 | test | 77.00 | AF | |
| 6/2022 | 9/2021 | 3/30/2022 | test bk | -77.00 | AF | |

Remove/Replace User For Disapproved/Not-Submitted Entries

When a user is marked out-of-office or inactive they may be removed or replaced in the approval table for any entries that are currently waiting on them for approval or that will eventually require their approval.

[View Help](#)

Your user exists as the current waiting on user in entry approval tables and can be removed/replace before continuing.

Remove/Replace user for:


All Entries

Remove user

Replace user

Selected Entries

Entries to replace/remove in:

 Edit Entry

| Type | Reference |
|----------------|-----------|
| Purchase Order | 13517 |
| Purchase Order | 13523 |
| Purchase Order | 13540 |

The list will now include any disapproved or not-submitted entries.

Reviewer Entry Submission Via Notification Email Link

When Reviewers are notified that entries have been assigned to them the notification email now includes a hyperlink to submit the entry. Users no longer have to access an entry if no changes are needed prior to approval submission.

Comment: Please review this PO and submit when ready.

SGA has assigned Purchase Order 13618 to you to review on 4/6/2022 1:44 PM. Please review and submit this Purchase Order at the edit link below.

Branch: Business Office

Ship To:

PO#: 13618

Vendor: 4imprint, Inc.

Date: 3/15/2022

Total Amount: \$5,929.00

Details (Account#, Acct Description, Item#, Quantity, Unit Price, Comments):

01-01-001-0112-00000, Unrestricted Contributions , 66, 77.00, \$77.00, test

-To view a PDF with more information about this Purchase Order click [Here](#)

-To edit this Purchase Order click [Here](#)

-To submit this Purchase Order click [Here](#)

-To review all your Entries Pending Approval, click [Here](#)

Insert Approver In Existing Approval Table

Approval tables for entries are determined when they are submitted. The capability has been added to insert an additional approver as needed. Adding approvers does not remove any users currently in a workflow.

Approval Table | Log | Post | Filter

- Review approval table
- Send email to current approver
- Approve for current approver and move to next approver
- Insert new approver

Insert new approver for Invoice ID 31328 [View Help](#)

User to insert:

Insert New Approver Above This User (check a row to insert the approver above)

| | User/Group | If group, Require all users? | Proxy User 1 |
|-------------------------------------|-------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Gozer | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | SGA | <input type="checkbox"/> | |
| <input type="checkbox"/> | Insert as last approver | <input type="checkbox"/> | |

Insert new approver for Invoice ID 31328 [View Help](#)

User to insert:

Insert New Approver Above This User (check a row to insert the approver above)

| | User | If group, Require all users? | Proxy User 1 |
|--------------------------|--------------|------------------------------|--------------|
| <input type="checkbox"/> | SGATest | <input type="checkbox"/> | |
| <input type="checkbox"/> | DocBrown | <input type="checkbox"/> | |
| <input type="checkbox"/> | BiffTannen | <input type="checkbox"/> | |
| <input type="checkbox"/> | Gozer | <input type="checkbox"/> | |
| <input type="checkbox"/> | MartyMcFly | <input type="checkbox"/> | |
| <input type="checkbox"/> | EgonSpangler | <input type="checkbox"/> | |
| <input type="checkbox"/> | PeterVenkman | <input type="checkbox"/> | |
| <input type="checkbox"/> | RayStantz | <input type="checkbox"/> | |

Approval Table for invoice ID 31328 [View Help](#)

Add Approvers | Reports

| User/Group | If group, Require all users? | Proxy Approver 1 | Proxy Approver 2 | Additional Notifier (Email Address) | Comes From Approval Type | Comes From .. |
|------------|------------------------------|------------------|------------------|-------------------------------------|--------------------------|-----------------|
| Gozer | <input type="checkbox"/> | | | | Invoice approval | 01-INV |
| SGATest | <input type="checkbox"/> | | | | | Inserted by SGA |
| SGA | <input type="checkbox"/> | | | | Invoice approval | 01-INV |