



SGA Fund Accounting Version 12.2 Release Guide

New Features:

General System features

- ★ Attachment options for auto-reversing entries when attachment required..... 2
- ★ Option to add account segment columns to Accounts screen View..... 2
- ★ Separate Due-To/Due-From GL account options for Auto-generated entries..... 3
- ★ Different months-back/months-forward limitations by specified user..... 4
- ★ Year-end reset limitation in the presence of unposted invoices..... 4
- ★ New Vendor Approval..... 5
- ★ "New invoice" shortcut from Vendor List and Vendor Info screens..... 6
- ★ "Email Vendor" directly from Vendor List..... 7
- ★ Split-screen attachment display added to "New A/P Invoice" screen..... 8

AP Automation features:

- ★ Default naming convention options added to Digital Capture templates..... 9
- ★ Option to include attachments with Vendor Portal welcome email..... 9
- ★ Vendor Portal user deactivation..... 10

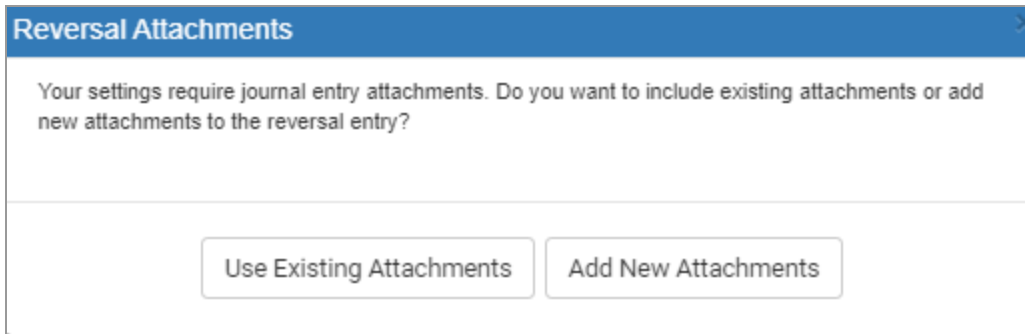
Document Approval features:

- ★ Disapprove and Resubmit option added to invoices..... 11
- ★ GL Distribution account changes to unposted invoices..... 12
- ★ New approval email layout..... 13

General System features:

Attachment options for auto-reversing entries when attachment required

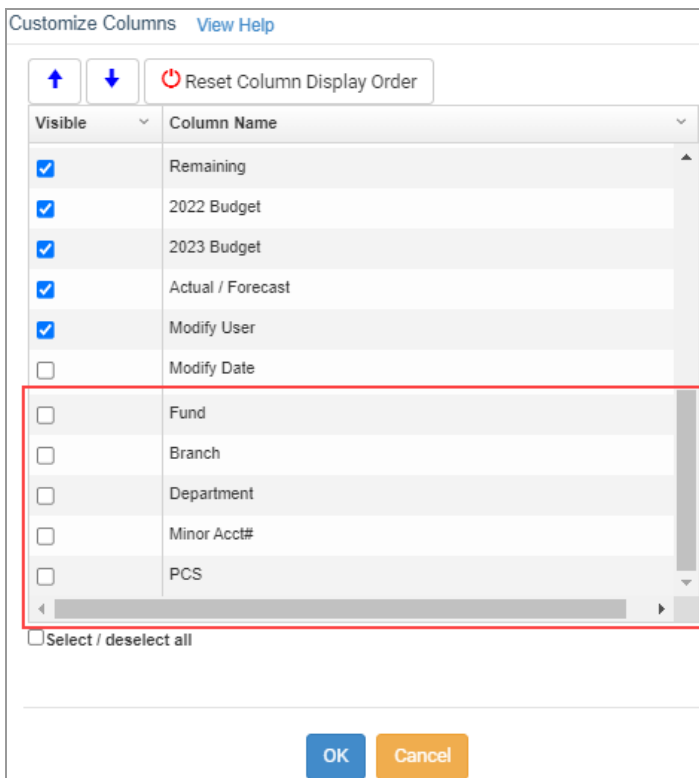
When system settings require attachments for journal entries and reversing entries are auto-created the system will now prompt the user to include attachments and provide the option to use attachments added to the original entry or to select new attachments.



The dialog box titled "Reversal Attachments" contains the following text: "Your settings require journal entry attachments. Do you want to include existing attachments or add new attachments to the reversal entry?". Below the text are two buttons: "Use Existing Attachments" and "Add New Attachments".

Option to add account segment columns to Accounts screen View

The Accounts screen View column selections now include GL account segments. Previously only the account segment descriptions were available for selection.



The "Customize Columns" dialog box features a "Reset Column Display Order" button and a list of columns. The columns are as follows:

Visible	Column Name
<input checked="" type="checkbox"/>	Remaining
<input checked="" type="checkbox"/>	2022 Budget
<input checked="" type="checkbox"/>	2023 Budget
<input checked="" type="checkbox"/>	Actual / Forecast
<input checked="" type="checkbox"/>	Modify User
<input type="checkbox"/>	Modify Date
<input type="checkbox"/>	Fund
<input type="checkbox"/>	Branch
<input type="checkbox"/>	Department
<input type="checkbox"/>	Minor Acct#
<input type="checkbox"/>	PCS

At the bottom of the dialog box, there is a "Select / deselect all" checkbox and "OK" and "Cancel" buttons.

Separate Due-To/Due-From GL account options for Auto-generated entries

Checkbook setup will now allow different Due-To and Due-From GL accounts to be selected for auto-creation of inter-fund due-to/due-from entries.

Auto-generate due to/from entries

Due To/From

Payment Fund: Operating Fund

Due To Account:


Due From Account:


Source:

PAYMENT ENTRY								
	DEBIT	CREDIT		DEBIT	CREDIT		DEBIT	CREDIT
FUND 01 AP	100		FUND 02 AP	50		FUND 03 AP	100	
FUND 01 CASH		(100)	FUND 02 CASH		(50)	FUND 03 CASH		(100)
AUTO-GENERATED DUE-TO/DUE-FROM ENTRIES								
	DEBIT	CREDIT		DEBIT	CREDIT		DEBIT	CREDIT
FUND 01 DUE FROM	150		FUND 02 CASH	50		FUND 03 CASH	100	
FUND 01 CASH		(150)	FUND 02 DUE TO		(50)	FUND 03 DUE TO		(100)
NET GL IMPACT OF PAYMENT AND DUE-TO/DUE-FROM ENTRIES								
	DEBIT	CREDIT		DEBIT	CREDIT		DEBIT	CREDIT
FUND 01 DUE FROM	150		FUND 02 AP	50		FUND 03 AP	100	
FUND 01 AP	100		FUND 02 DUE TO		(100)	FUND 03 DUE TO		(100)
FUND 01 CASH		(250)						

Different months-back/months-forward limitations by specified user

System settings will now allow for specified users and/or groups of users to be granted permission to post entries to different numbers of periods back and forward than general users. For example, general settings may limit the entry period range for journal entries to one period past and up to three periods future. The Controller may then be granted permission to post up to nine periods past and up to six periods future.

Entry period range allowed:  Years

For specified users:  User/Groups Up to: periods past periods future

For all other users: Up to: periods past periods future

[User/Groups](#) [View Help](#)

<input type="checkbox"/>	User or Group	Name
<input type="checkbox"/>	test new2	test
<input type="checkbox"/>	test user2	test 2
<input type="checkbox"/>	Test2	Test2
<input type="checkbox"/>	Test3	Bk
<input type="checkbox"/>	testperm	test

Year-end reset limitation in the presence of unposted invoices

Unposted entries can be reflected in the general ledger upon entry depending on system settings. To prevent issues the year-end reset process will now be restricted if unposted entries exist for the year being closed. A link to the unposted entries is provided to aid the user.

Unposted Entries


Year-end reset cannot be completed while unposted invoice entries exist for the year being reset. Click the link below to view all unposted invoice batches:







[Unposted AP Invoices](#)

New Vendor Approval

A system setting has been added to require approval of new vendors. When new vendors are added the system will automatically notify the users and/or groups of users specified in Setup. Only users with at least "01-Allow" access to the Accounts Payable "Approve Vendors" permission may approve. Until approval has been provided new vendors may not be used to create purchase orders or invoices.


Require new vendor approval

 Users/groups to notify [View Help](#)

      Reports ▾

And Or ▾ User/Group ▾ Additional Notifier (Email Address)








▾ SGATest ▾

Application: Accounts Payable ▾  Search

Permission:

Permission ▾	Access Level ▾	Description
1099 Codes	02 - Modify	Define the codes for use in the 1099 process
1099 Process	30 - Maintain views	Browse, create, and deploy 1099s for vendors
Approve Payment Bat...	01 - Allow	Approve payment batches for posting and printing when payment batch appro
Approve Vendor Port...	01 - Allow	Approve and disapprove vendor portal vendors.
Approve Vendors	01 - Allow	Approve creation of new vendors for use when Vendor approval is enabled

Vendor ID 4594 [View Help](#)


 New  Delete  Audit  Purchase Orders  Summary ▾  Detail ▾  Email Vendor Approve

Vendor ID: 4594 Status: Active


Name: Captain Awesome Inc. Type: AP

Payment Name: Captain Awesome Inc. Vendor Account:

Primary Address

Address ID: PRIMARY 

Contact:

Address 1: 123 Main St 

Address 2:

City: Ebensburg

State: PA

Zip: 15231




Phone 1:

Phone 2:

Fax:

Email:

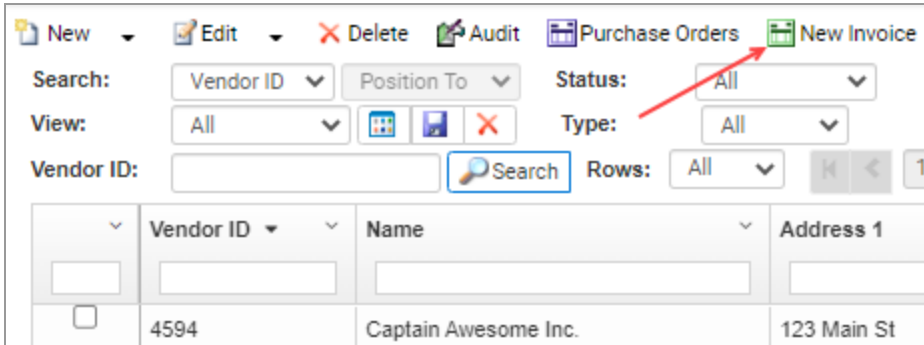
Comments:

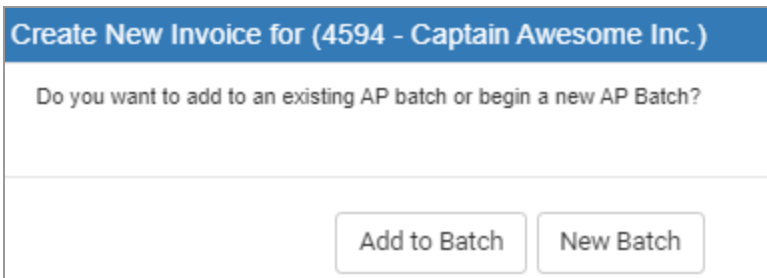
Comment

“New invoice” shortcut from Vendor List and Vendor Info screens

A shortcut to the invoice entry screen has been added to the Vendor list. When a vendor is selected and the icon clicked the user is prompted to choose to add the new invoice to an existing batch or create a new batch.



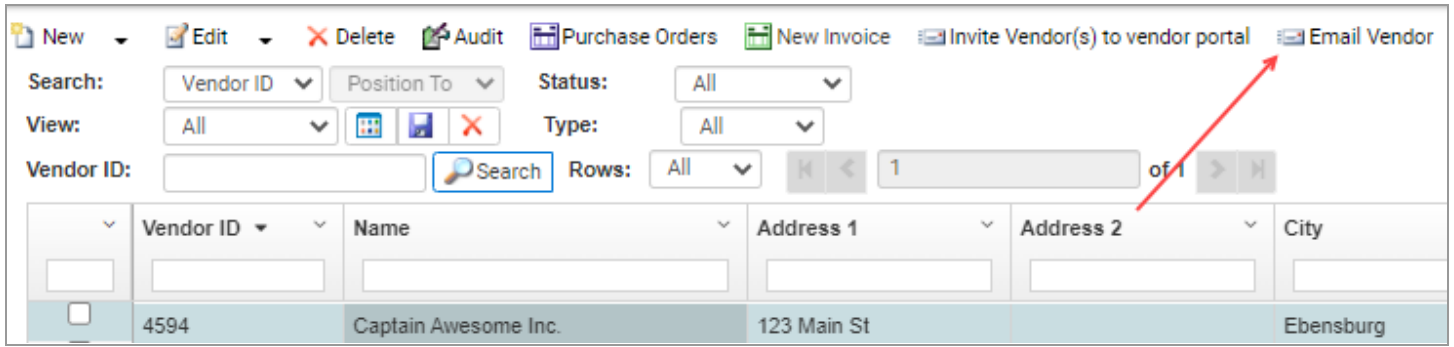
The screenshot shows the Vendor List interface. At the top, there is a toolbar with icons for New, Edit, Delete, Audit, Purchase Orders, and New Invoice. The 'New Invoice' icon is highlighted with a red arrow. Below the toolbar, there are search and filter options: Search (Vendor ID, Position To, Status: All), View (All), Type (All), and Vendor ID (with a search button). A table below shows a list of vendors with columns for Vendor ID, Name, and Address 1. The first row is selected, showing Vendor ID 4594, Name Captain Awesome Inc., and Address 1 123 Main St.



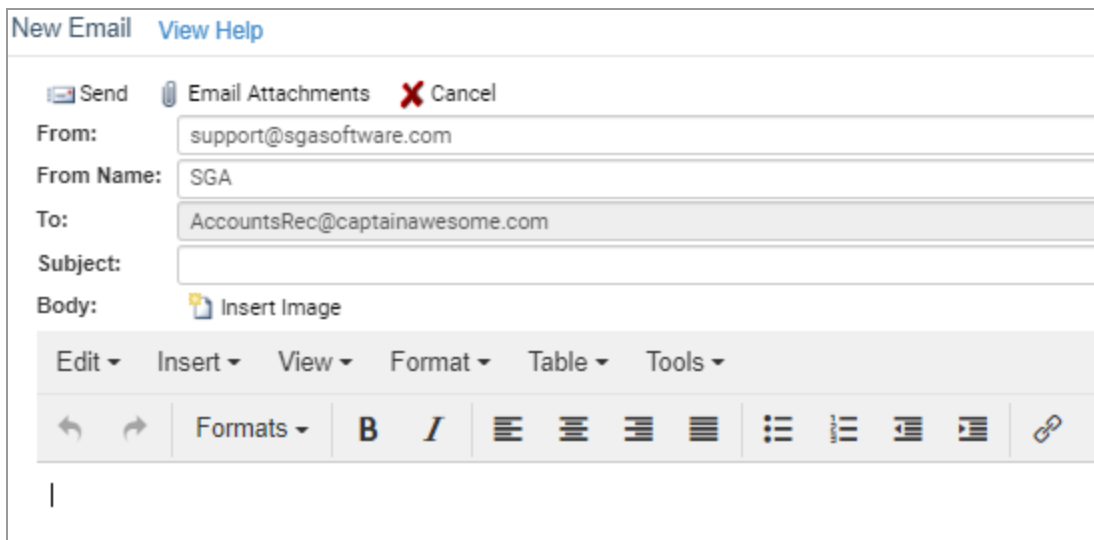
The screenshot shows a dialog box titled "Create New Invoice for (4594 - Captain Awesome Inc.)". The dialog box contains the text "Do you want to add to an existing AP batch or begin a new AP Batch?" and two buttons: "Add to Batch" and "New Batch".

“Email Vendor” directly from Vendor List

Vendors may now be emailed directly from the Vendor list. When a vendor is selected and the icon clicked the “New Email” dialogue will open with the Vendor’s email address listed. The user’s email address and “From Name” will automatically populate, but may be modified as necessary. All other functionality mirrors that of any common email client.



The screenshot shows a software interface for managing vendors. At the top, there is a menu bar with options: New, Edit, Delete, Audit, Purchase Orders, New Invoice, Invite Vendor(s) to vendor portal, and Email Vendor. Below the menu is a search and filter section with dropdowns for Vendor ID, Position To, Status (set to All), and Type (set to All). A search button is present. Below this is a table with columns: Vendor ID, Name, Address 1, Address 2, and City. The table contains one entry: Vendor ID 4594, Name Captain Awesome Inc., Address 1 123 Main St, and City Ebensburg. A red arrow points to the 'Email Vendor' button in the top right corner of the interface.



The screenshot shows a 'New Email' dialog box. At the top left, there are buttons for Send, Email Attachments, and Cancel. The 'From:' field is pre-filled with support@sgasoftware.com. The 'From Name:' field is pre-filled with SGA. The 'To:' field is pre-filled with AccountsRec@captainawesome.com. The 'Subject:' field is empty. Below the fields is a 'Body:' section with an 'Insert Image' button. At the bottom, there is a rich text editor toolbar with menus for Edit, Insert, View, Format, Table, and Tools. The toolbar includes icons for undo, redo, text color, bold (B), italic (I), bulleted list, numbered list, link, and unlink.

Split-screen attachment display added to "New A/P Invoice" screen

Attachments added during the invoice entry process will now automatically display on the screen when attached. The user may remove the image from the screen by clicking the "Hide Image" icon.

Save Submit Send to reviewer Preview Approval Table Add Approvers Attachments Links Clone Manual Check EFT Hide image

Vendor: 4540 Park Roanoke Period: 01/2022 - January Batch#:

Address ID: PRIMARY Group: 01 - Business Office (INV) 1099 Code: Blank Hold Payment Card/Vendor

Approval due date: 07/22/2022 Invoice ID:

PO Number: PO Lines: PO Close: Method:

Invoice#: 4402662 Invoice Date: 07/15/2022 Due Date:

Distribution Method: Account Display Splits Hide Objects Show 1099 Code

Account 1042 (16) YMCA Of Roanoke Valley, INC. Invoice 4402661 Total Due: \$2,189.18 Invoice Date 4/13/2020 Parking for 5/1/2020 Printed on 4/17/2020

PARK ROANOKE

Payment is due on May 1, 2020 and no later than May 5, 2020 to avoid late charges.
Auto draft customers will be drafted between May 1, 2020 and May 5, 2020.
Payments may be made on our website: www.PARKRoanoke.com/payments

Prior Month Items:		
3/16/2020	Prior Balance	\$0.00
3/30/2020	Payment Received: Check # 57708	(\$2,189.18)
4/1/2020	Monthly Billing: Invoice #4376976	\$2,189.18
	Ending Balance:	\$0.00
Current Charges: Billing for 5/1/2020		
1	Parker: YMCA LOT #1- CHURCH & 5TH STREET @ \$1,018.72	\$1,018.72
1	Parker: YMCA LOT #2 - CHURCH AVE. @ \$1,170.46	\$1,170.46
	Parking	\$2,189.18
	Total Current Charges:	\$2,189.18
	Total Due:	\$2,189.18

AP Automation features:

Default naming convention options added to Digital Capture templates

Attachments automatically added to invoices created through the Digital Capture process may now have default naming conventions applied. Within the Digital Invoice Capture template advanced page settings default file names can be specified. When attachments are added to their captured invoices the text included, or variables listed, will be used for the name followed by "-00001", "-00002", etc. to denote the page number.

Page Settings [View Help](#)

[General Settings](#) **Advanced Settings**

Dft PO Close Method: Full Close

Default GL distributions to open PO line balances upon Capture

Append to/replace Invoice #

Replace type: Append Before

Append/Replace text: @Fixed.AcctNbr4@-@Fixed.AcctNbr-div2@

Default File Name: @Fixed.OriginalFileName@

[Insert Variable](#) [View Help](#)

Variable	Description	Example
Standard Variables		
@Fixed.VendorID@	Invoice Vendor ID	
@Fixed.VendorName@	Invoice Vendor Name	
@Fixed.InvoiceNbr@	Invoice #	
@Fixed.OriginalFileName@	Original File Name	
@Fixed.YYYY+1@	Next Year	2023
@Fixed.YYYY@	This Year	2022

Option to include attachments with Vendor Portal welcome email

Attachments may now be included in welcome emails sent to Vendors invited to use the Vendor Portal.


Accounts Payable

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

Use upload invoices

Include welcome email header

Welcome email header title: Metro North YMCA Vendor Portal

Email Header Image [Change](#)  [Attachments](#)

Portal welcome email body: [Insert Variable](#)

Welcome %UserFullName% to the %CompanyName% vendor portal. Your account has been provisioned for use. Through this account you can maintain your company information such as contact address, tax documents and banking information. Please use the hyperlink below to log-in to your account. Test modify

Vendor Portal user deactivation

When Vendor ids are deactivated any associated Vendor Portal user credentials will now automatically be deactivated.

Vendor ID 4594 [View Help](#)

[New](#) [Delete](#) | [Audit](#) [Purchase Orders](#) [New Invoice](#) [Summary](#) [Detail](#) [Email Vendor](#) [Approved](#)

Vendor ID: 4594 Status: Inactive
Name: Captain Awesome Inc. Type: AP
Payment Name: Captain Awesome Inc. Vendor Account:

Primary Address

Address ID: PRIMARY

General Password

For Vendor: Captain Awesome Inc.

Name: Captain Awesome Inc. Enabled

Full Name: Captain Awesome Inc.

Description:

Email: AccountsRec@captainawesome.com

Cell Phone:

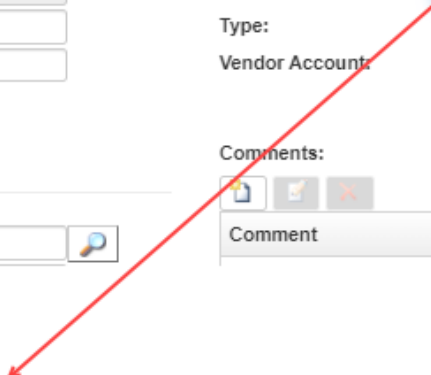
Warning: sending a welcome email or a password reset email after save will reset the user's password because the user's password is encrypted and cannot be read.

Send Welcome Email After Save

Send Password Reset Email After Save

Comments: [New](#) [Edit](#) [Delete](#)

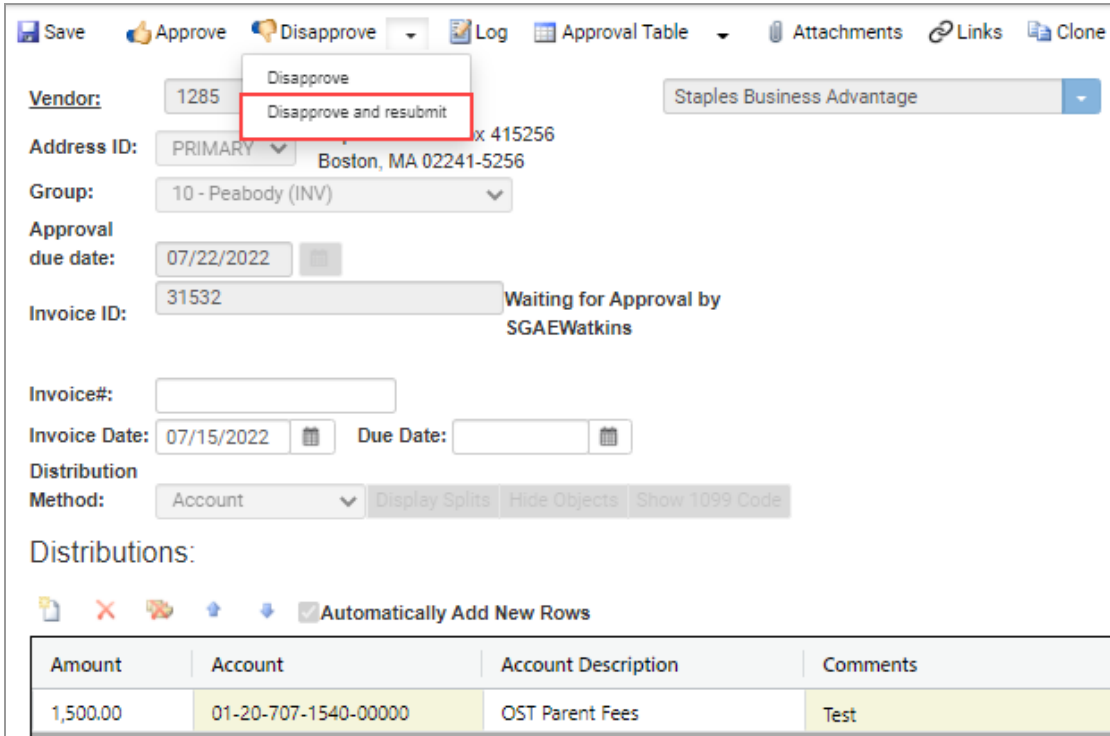
Comment



Document Approval features:

Disapprove and Resubmit option added to invoices

The Disapprove and Resubmit feature utilized with purchase orders has been added to Accounts Payable invoices. When a user selects "Disapprove and Resubmit" the invoice is marked as disapproved and the user is presented with the Edit screen. Here they can make any changes required and resubmit the invoice for approval.



The screenshot displays an invoice approval interface. At the top, there is a toolbar with buttons for 'Save', 'Approve', 'Disapprove', 'Log', 'Approval Table', 'Attachments', 'Links', and 'Clone'. The 'Disapprove' button is open, showing a dropdown menu with two options: 'Disapprove' and 'Disapprove and resubmit'. The 'Disapprove and resubmit' option is highlighted with a red box. Below the toolbar, the invoice details are shown: Vendor: 1285 (Staples Business Advantage), Address ID: PRIMARY (Boston, MA 02241-5256), Group: 10 - Peabody (INV), Approval due date: 07/22/2022, Invoice ID: 31532 (Waiting for Approval by SGAEWatkins), Invoice #: [empty], Invoice Date: 07/15/2022, Due Date: [empty], Distribution Method: Account (Display Splits, Hide Objects, Show 1099 Code). Below the details, there is a 'Distributions:' section with a table containing one row of data.

Amount	Account	Account Description	Comments
1,500.00	01-20-707-1540-00000	OST Parent Fees	Test

GL Distribution account changes to unposted invoices

Users with the "99-Modify Distributions after final approval" access level to the Accounts Payable "Invoices" permission may now change GL accounts of existing GL distribution lines for unposted invoices, either awaiting approval or fully approved. When changes are made a log entry is recorded detailing which accounts were changed and all users in the approval table are notified. New GL distributions may not be added.

Approval Log for Invoice ID 31531 [View Help](#)

Changed Accounts
 Reports
 Exit

Log Item

Submitted by SGA at 7/15/2022 7:42 AM

Distribution accounts were modified while the invoice was waiting for approval by SGA at 7/15/2022 1:47 PM

[Changed Accounts](#) [View Help](#)

Reports
 Exit

Detail ID	Old Account	New Account	Amount
1	01-01-014-3610-00000 ACCESS	01-40-707-1540-00000 OST Parent Fees	77.00

SGA sgaalbusdumbledore123@gmail.com via mail2.sgasoftware.com
to me, sgaalbusdumbledore123

SGA has modified Invoice 31530 account distributions on 7/15/2022 1:56 PM.
Information: Distribution accounts were modified while the invoice was waiting for approval

Changed Accounts:

Detail ID	Old Account	New Account	Amount
1	01-20-710-3330-00000 Accreditation	01-20-105-3610-00000 ACCESS	\$1,500.00

Branch: Peabody

Vendor: Staples Business Advantage

PO #: -

Invoice Date: 7/14/2022

Due Date: -

Total Amount: \$1,661.00

Details:

Account#	Account Description	Amount	Comments
01-20-105-3610-00000	ACCESS	\$1,500.00	test
01-20-105-3610-00000	ACCESS	\$150.00	test
01-40-707-2110-00000	Administrative Salaries	\$11.00	test

[VIEW/EDIT](#)

New approval email layout

Emails issued by the Document Approval system have a new look. Entry information (Vendor name, GL Distribution details, etc.) are now presented in a grid, approval hyperlink options have been changed to color-coded buttons, and the entry's approval log has been added.

SGA 8:15 AM (0 minutes ago) ☆

to me ▾

Invoice "" has been submitted for your approval.

Branch:	Peabody
Vendor:	Staples Business Advantage
PO #:	-
Invoice Date:	7/15/2022
Due Date:	-
Total Amount:	\$1,500.00

Details:

Account#	Account Description	Amount	Comments
01-20-707-1540-00000	OST Parent Fees	\$1,500.00	Test

VIEW/EDITAPPROVEDISAPPROVEDISAPPROVE & RESUBMIT

Approval Log:

Message
Submitted by SGA at 7/15/2022 8:15 AM

[Show me all of my entries pending approval](#)