



## SGA Fund Accounting Version 12.3 Release Guide

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## New Features:

### General System:

#### *Audit log for JE, AP Invoice, and PO entry changes*

Save Log Approval Table Attachments Links Clone Forms Manual Check EFT Audit

Vendor: 3706 3 Step Sports

Address ID: PRIMARY 340-C Fordham Road  
Wilmington, MA 01887

Group: 01 - Business Office (test group)

Approval due date: 11/03/2022

Invoice ID: 31646 Approved

Audit History for Invoice ID 31646 [View Help](#)

Reports

Date: to: 11/29/2022 11:59 PM

User: (All) Search

Type	Operation	Column	Old Value	New Value	User	Date
Detail Row 1	Update	Comments	Test	Changing the comments	SGA	11/2/2022, 08:50 AM
Header	Update	Calendar Month	2	7	SGA	11/2/2022, 08:49 AM
Header	Update	Calendar Year Month	2022-02	2022-07	SGA	11/2/2022, 08:49 AM
Header	Update	Fiscal Period	11	4	SGA	11/2/2022, 08:49 AM
Header	Update	Fiscal Year	2022	2023	SGA	11/2/2022, 08:49 AM

From the Journal Entry, AP Invoice entry, and PO entry screens an audit log may now be accessed that displays all actions (additions, changes, deletions, etc.) for any selected time period. Log records display the action taken, the entry area impacted, the field changed, the old and new values, and the modify user and date.

*Actuals/Budget Multi-Account Entry account description options*

View: Multi-Standard

Customize View View Help

Columns General Account Order

Account Description

Fund

Branch

Major Dept

Department

Major Acct#

Minor Acct#

PCS

Accounts (Major Acct# = 25)  
364 accounts

Account	Description	Fund	Branch	Department	Minor Acct#	PCS
01-01-001-2510-00000	Office Supplies	01 Operating Fund	01 Business Office	001 Administrative	2510 Office Supplies	00000 General
01-01-001-2520-00000	Maint Supplies	01 Operating Fund	01 Business Office	001 Administrative	2520 Maintenance Supplies	00000 General
01-01-001-2530-00000	Program Supplies	01 Operating Fund	01 Business Office	001 Administrative	2530 Program Supplies	00000 General

Account segment descriptions have been added to the Customize View General tab settings within the Multi-Account Budget Entry screen.

*Budget type/year attachment lockdown when entry disallowed*

Edit Budget Year View Help

Year: 2023

Type: Budget

Disallow entry on specific dates Dates

Allow Entry Account Restrictions

Allow change to annual amount User Restrictions

Lockdown attachments when not enabled for entry

The option to lock budget attachments when budget entry is disallowed has been added to the Budget Year screen. Attachments may be viewed and/or downloaded, but no new attachments may be added or existing attachments deleted.

## Document Approval:

### Reviewer capability limitation options

Edit Approval Source View Help

Source: Invoice

Use Invoice Approval

Automatically delegate invoice to creator/reviewer of associated PO

Auto-post once approved

Show PO log on invoice print

Allow existing distribution line GL accounts to be changed after final approval

Allow Reviewers to change: All invoice information

System notifications: All invoice information  
All invoice information except total invoice amount  
Only GL distribution accounts and amounts  
Only GL distribution accounts and amounts but not total invoice amount

Notify submit user: Only GL distribution accounts and amounts but not total invoice amount

When invoice disapproved

When invoice fully approved

Edit Approval Source View Help

Source: Purchase Order

Use Purchase Order Approval

Auto-post once approved

Allow Reviewers to change: All PO information

System notifications: All PO information  
All PO information except total PO amount  
Only GL distribution accounts and amounts  
Only GL distribution accounts and amounts but not total PO amount

Notify submit user: Only GL distribution accounts and amounts but not total PO amount

When invoice(s) associated with purchase order are paid

When purchase order manually closed

When purchase order disapproved

When purchase order fully approved

It is now possible to limit what data Reviewers may change for Purchase Orders and/or AP Invoices assigned to them for review.

- *All (Invoice/PO) information:* Changes may be made to any information (Header: vendor id, date, description, etc. Detail: GL accounts, amounts, comments, etc.)
- *All PO information except total (Invoice/PO) amount:* Changes may be made to header and detail information, but not the total amount. If the total amount does not match the amount when the entry was assigned to the Reviewer, the entry may not be saved or submitted.
- *Only GL distribution accounts and amounts:* Changes may be made only to GL distributions (accounts and amounts). All other fields are locked to entry.
- *Only GL distribution accounts and amounts but not total (Invoice/PO) amount:* Changes may be made only to GL distributions (accounts and amounts). All other fields are locked to entry. If the total amount does not match the amount when the entry was assigned to the Reviewer, the entry may not be saved or submitted.

## AP Automation:

### Digital Capture template page categories

The screenshot shows the 'Edit Digital Invoice Capture Template' interface. At the top, there are 'Save' and 'Cancel' buttons, and a 'Name' field containing 'YMCA Roanoke Master'. Below this are 'Pages' and 'Settings' tabs, and a 'Category' dropdown set to '(All)'. A toolbar includes 'Generate Pages' and 'Page Selections' (highlighted with a blue box). A modal window titled 'Page Selections' is open, showing a 'Category' dropdown set to '(All)', a 'Set Category on All Checked rows' checkbox (checked), and an 'Exit Set Category Mode' button. Below the modal is a table with columns 'Tag', 'Category', 'Page Nbr', and 'Page Name', containing two rows: one for 'R&M Consultants' (Page Nbr 18) and one for 'KSS' (Page Nbr 19), both with checked checkboxes. The main grid below the modal shows a table with columns 'Category', 'Page Nbr', 'Page Name', 'Vendor ID', and 'Vendor Name'. The first two rows are highlighted in grey, corresponding to the modal's data. A second screenshot below shows the 'Page Selections' modal closed, and the 'Category' dropdown set to 'Category 1'. The main grid now shows only two rows, both with 'Category 1' in the 'Category' column, corresponding to the rows in the modal.

Category	Page Nbr	Page Name	Vendor ID	Vendor Name
	18	R&M Consult		
	19	KSS		

Tag	Category	Page Nbr	Page Name
<input type="checkbox"/>			
<input checked="" type="checkbox"/>		18	R&M Consultants
<input checked="" type="checkbox"/>		19	KSS

Category	Page Nbr	Page Name	Ve
Category 1	18	R&M Consultants	51
Category 1	19	KSS	23

Digital Invoice templates may now be categorized for easier grouping and administration. A newly added Category dropdown enables filtering the grid display to only select templates.

## Enhancements:

### General System:

*Bank rec system source dropdown change to remove PR type*

Checkbook:	Eastern Operating Account
Status:	Outstanding for GL Mo/Yr
GL Mo/Yr:	11/2022 November
System Source:	AP, JE, SL, AR
Clear date:	11/01/2022

The Bank Reconciliation system source filter no longer lists the PR source type. These items are now considered part of the AP system source when controlling which transactions display in the grid.

### Document Approval:

*Approval log change to differentiate between manual and auto post*

Log Item
Submitted by EJones at 11/10/2022 4:57 PM
Approved by Arob at 11/10/2022 4:59 PM
Approved by Jtims for Tmack at 11/10/2022 4:59 PM
Auto Posted on approve by Bsmith at 11/10/2022 4:59 PM

Log Item
Submitted by acarter at 11/10/2022 4:55 PM
Approved by acarter at 11/10/2022 4:55 PM
Posted by SGA at 11/11/2022 8:35 AM

Entries posted automatically upon final approval are now marked as "Auto Posted on approve by..." with the final approver's user name. All other entries that are manually posted are marked as "Posted" by the posting user.

*Approval table conditions expansion to include PO number and Vendor type*

Conditions <a href="#">View Help</a>					
✚ ✖ ✕ ⬆ ⬇ ✂ 📄 🔍 ( ) 📄 Pick List					
AndOr	(	Column	Comparison	Value	)
	(	Vendor Type	Equal to	RF	)

Conditions <a href="#">View Help</a>					
✚ ✖ ✕ ⬆ ⬇ ✂ 📄 🔍 ( ) 📄 Pick List					
AndOr	(	Column	Comparison	Value	)
		Vendor Type	Equal to	AP	
And		PO Number	Equal to	0	

Approval table user condition options have been expanded to include Vendor Type (PO and AP approval types) and PO Number (AP approval type). Use of these new conditions further expands the ability to assign users to approval workflows for complex scenarios.