



## SGA Fund Accounting Version 12.4 Release Guide

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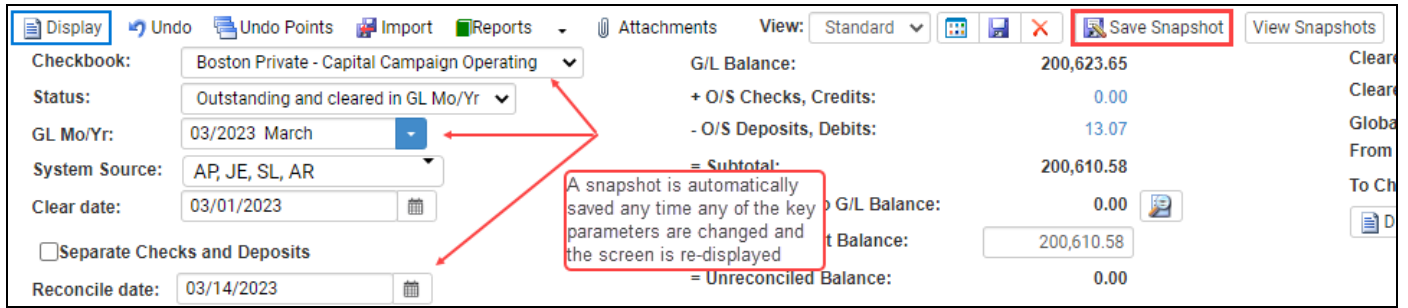
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## New Features:

### General System:

#### *Bank Rec snapshot auto-save*



Snapshots may be saved at any time while in Bank Rec by clicking "Save Snapshot". These snapshots store the screen display parameters (checkbook, GL Mo/Yr, and reconcile date), adjustments, bank statement balance, and attachments, and may be used to historically review which transactions met the specified criteria regardless of their current status (cleared/uncleared).

The system will now automatically save a snapshot whenever any of the key parameters are changed and the screen is re-displayed. The bank statement balance and adjustments from the most recent snapshot for the selected GL Mo/Yr are carried forward.

## AP Automation:

### Period selection for Capture process

The screenshot displays a user interface for AP Automation. At the top, there is a scanned invoice image. The invoice header includes the Park Lane logo and contact information for Park Lane, Roanoke, VA. The invoice details show an account number of 1042, a location of VAD1001433, an invoice number of 4402001, a date of 5/1/2020, and a total due amount of \$2,193.18. Below the invoice image, there is a navigation bar with buttons for 'Previous', 'Add Image from Camera', 'Upload Image', 'Next', and 'Remove'. A checkbox labeled 'Show template dropdown' is present. Below this, a 'Period:' dropdown menu is highlighted with a red box, showing '01/2022 January' as the selected option. A 'Group:' dropdown menu shows '01 - Business Office (INV)'. At the bottom, there is a blue button labeled 'Capture Invoices'.

When initiating the Capture process the system has been modified to allow for the selection of a default Accounting Period. The Accounting Period selected will be used for all invoices created. Individual invoices may then have their Accounting Periods changed as needed during batch review.

## Document Approval:

### Approval Table audit log

Audit History

✖ Exit   Reports

Source: Journal Entry   Table: 01 - Business Office   JE

Date:   to: 03/16/2023

Column: (All)   Old Value: (All)

Modify User: (All)   New Value: (All)

Operations:  Insert    Update    Delete   Search

Approval Table	Approver ID	Operation	Column	Old Value	New Value	Modify User	Date
01-JE	2	Update	User/Group	aday	Ed	SGA	03/15/2023, 09:07 AM
01-JE	3	Delete	Approver Deleted		(User/Group = ballis And Min Amount = 0 And Max Amount = 0)	SGA	06/22/2022, 08:12 AM

Changes made to approval tables may now be viewed in an approval table audit log. The log may be accessed from the following screens:

- Approval Type Edit (Setup > Approval > Approval Type > Edit > Audit)
- Approval Group Edit (Setup > Approval > Approval Group > Edit > Audit)
- Approval Table list (Setup > Approval > Approval Tables > Audit)
- Individual Approval Tables

## Reminder/Warning Email log display

The image shows a sequence of three screenshots illustrating the process of viewing a Reminder/Warning Email Log. A red arrow points from the 'Send email to current approver' option in the 'Approval Table' menu to the 'Reminder/Warning Email Log' button in the 'Approval Log for Invoice ID 31647' window. A second red arrow points from this button to the detailed 'Reminder/Warning Email Log' window.

**Approval Table** (Menu):

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

**Approval Log for Invoice ID 31647** (Window):

- Reminder/Warning Email Log
- Reports
- Exit
- Log Item
- Submitted by SGA at 10/31/2022 12:13 PM

**Reminder/Warning Email Log** (Table):

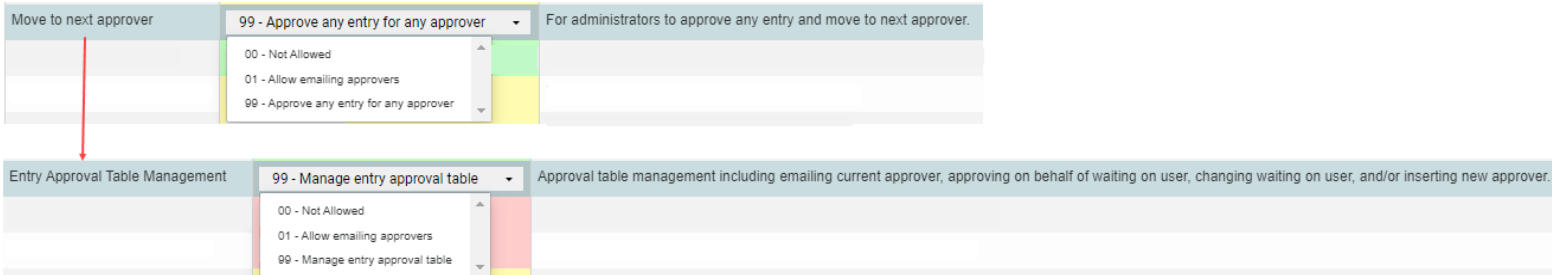
Type	Date
First reminder	11/06/2022 04:00 AM
Second reminder	11/07/2022 07:01 PM
Second warning	11/07/2022 07:01 PM
First warning	11/13/2022 04:00 AM
Manually sent by SGA	3/15/2023 11:12 AM

Each entry (journal entry, purchase order, AP invoice, and Payment Batch) has an associated Approval log that displays all approval related activity. A Reminder/Warning Email Log keeps track of any system generated reminders or warnings sent to users throughout the life of the entry. When reminders and/or warnings exist the box is highlighted in blue.

This Reminder/Warning Email Log now also lists any emails manually sent to users through the "Send email to current approver" function. Adding these log items allows for a full display of all communication generated for any entry.

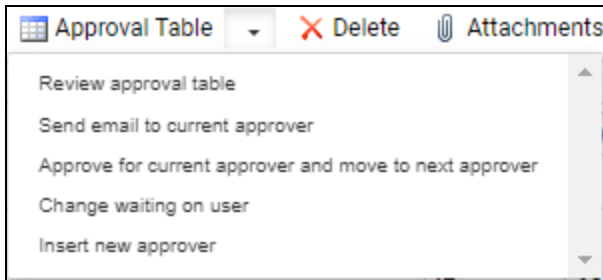
## Enhancements:

### *Document Approval system approval table management permission label change*



The “Move to next approver” permission within the Centralized Approval application has been relabeled as “Entry Approval Table Management” to clarify the capabilities granted.

This permission controls the actions displayed when the Approval Table dropdown is selected for any entry awaiting approval. Users with “01 - Allow emailing approvers” may only access “Review approval table” and “Send email to current approver”, while users with “99 - Manage entry approval table” are presented with the following options:



(note that “Change waiting on user” is only available for Purchase Orders)

