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SGA Fund Accounting
Version 12.5 Release Guide

New Features:

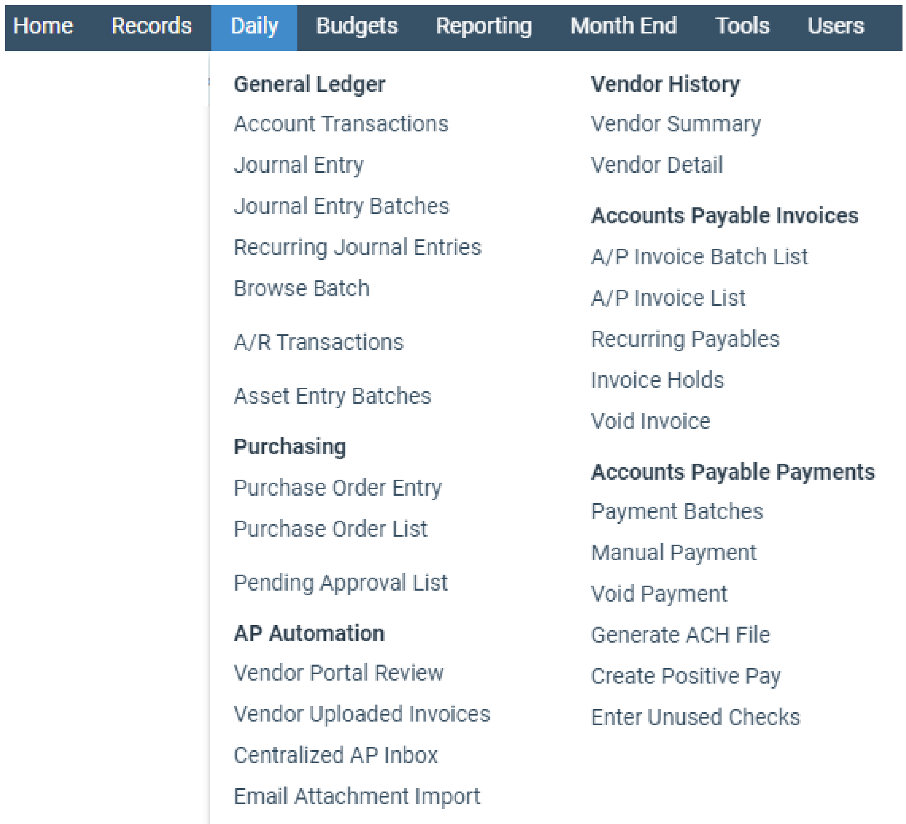
A more intuitive and improved user interface including:

Enhancements:

New Features:

A newly designed interface with streamlined menus and more efficient layouts.

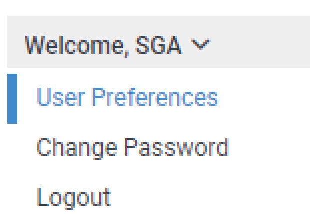
Menus:



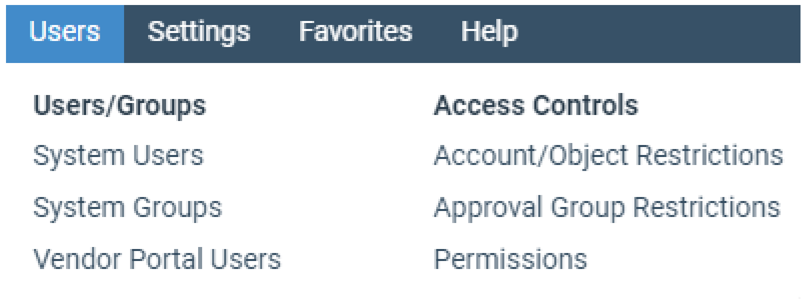
A new menu layout will allow users to quickly view all menu items available for selection. Several menu items were reorganized based on functionality, these include:

Daily menu will now include Browse Batch, Vendor Uploaded Invoices, Centralized AP Inbox, Email Attachment Import (all formally from the Tools menu), and Vendor Portal Review (formally from the Records menu).

User Preferences (formally from the Tools menu) is now located under the Welcome menu on the top menu bar.



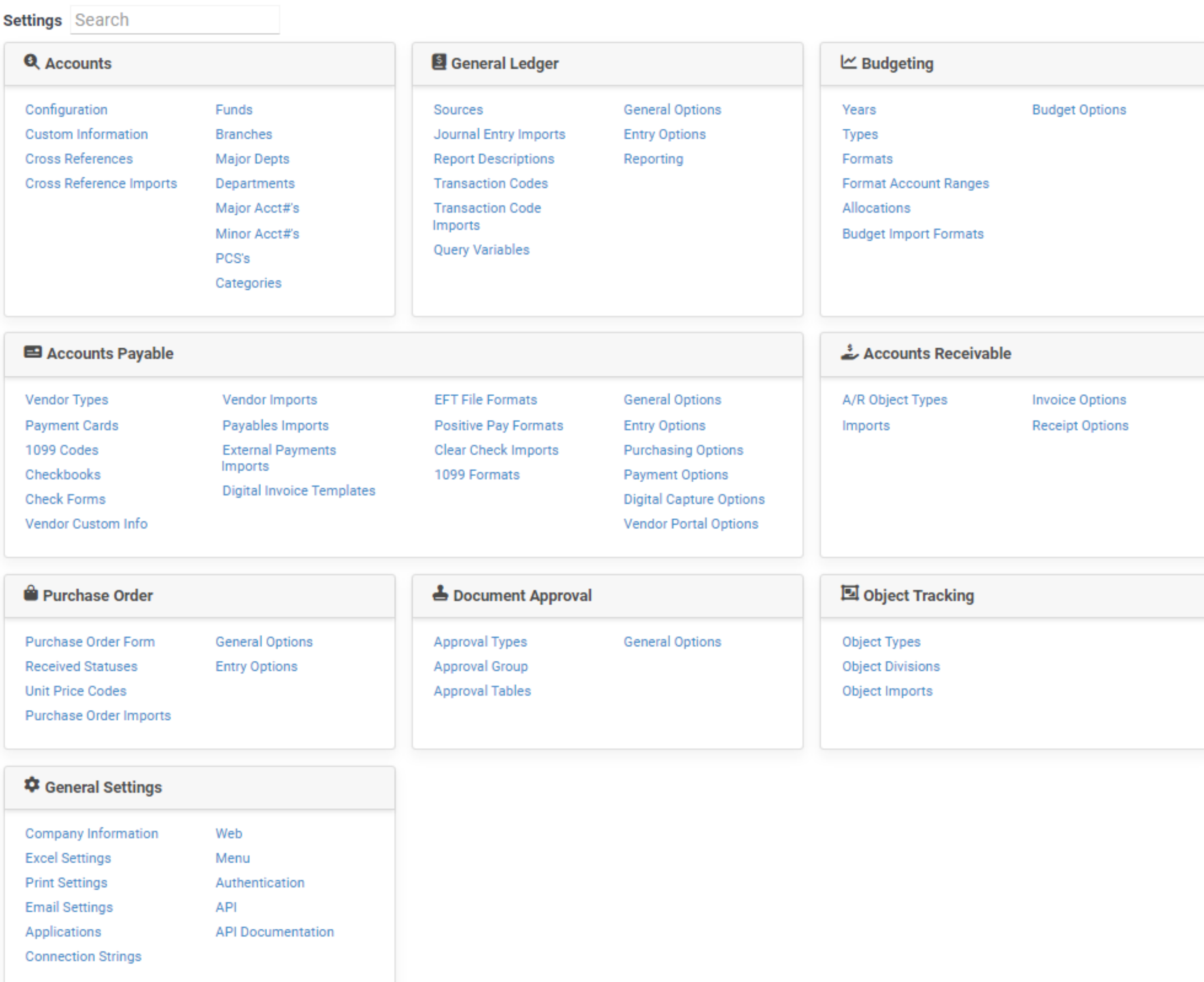
Sign On is now titled Users and includes the following items:



*User access to menu items will be based upon permissions and licensed modules.

Settings Menu:

All system settings are available on one menu screen for easy navigation.



This new page includes the following information:

- All items from the previous Setup menu
- Applications and Options from the previous Sign On menu
- Years, Types, Formats, Format Account Ranges, Allocations, and Import Formats previously from the Budgets menu
- Data Sources previously from the Reporting menu
- Transaction Codes previously from the Records menu
- A/R Object Types are now separate from Object Types

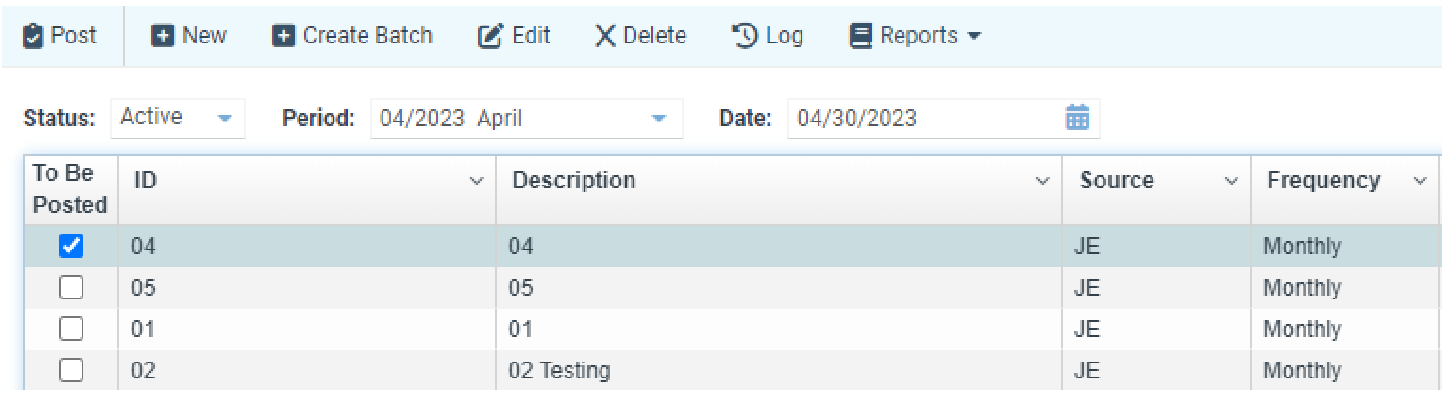
Utilize the Search bar to easily find items. Once a menu item is selected, “Back to Settings” will allow users to quickly return to the Settings menu.

*User access to menu items will be based upon permissions and licensed modules.

Combined Menu Items:

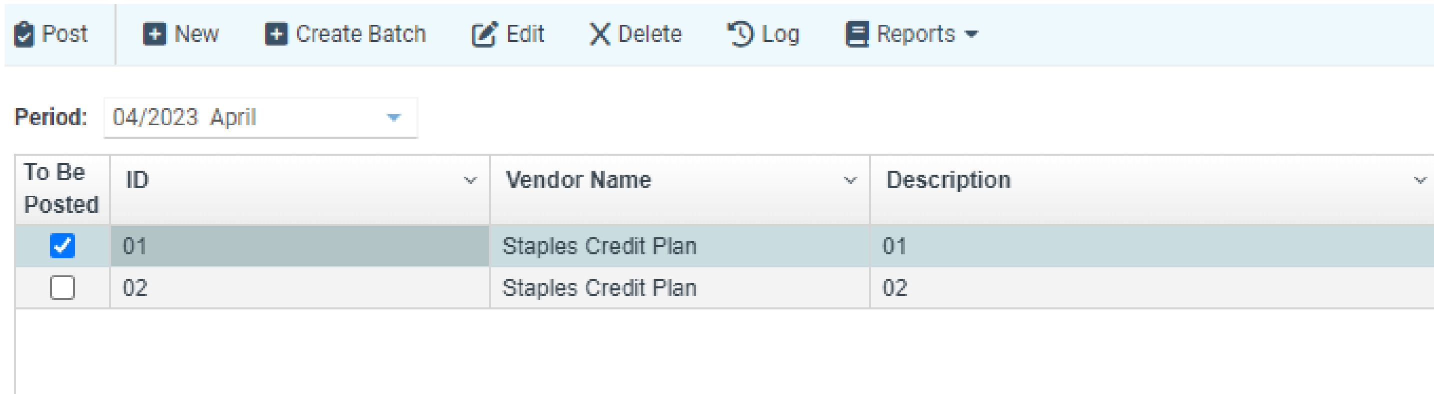
*Several menu items have been combined based on functionality***.**

Daily > Recurring Journal Entries:



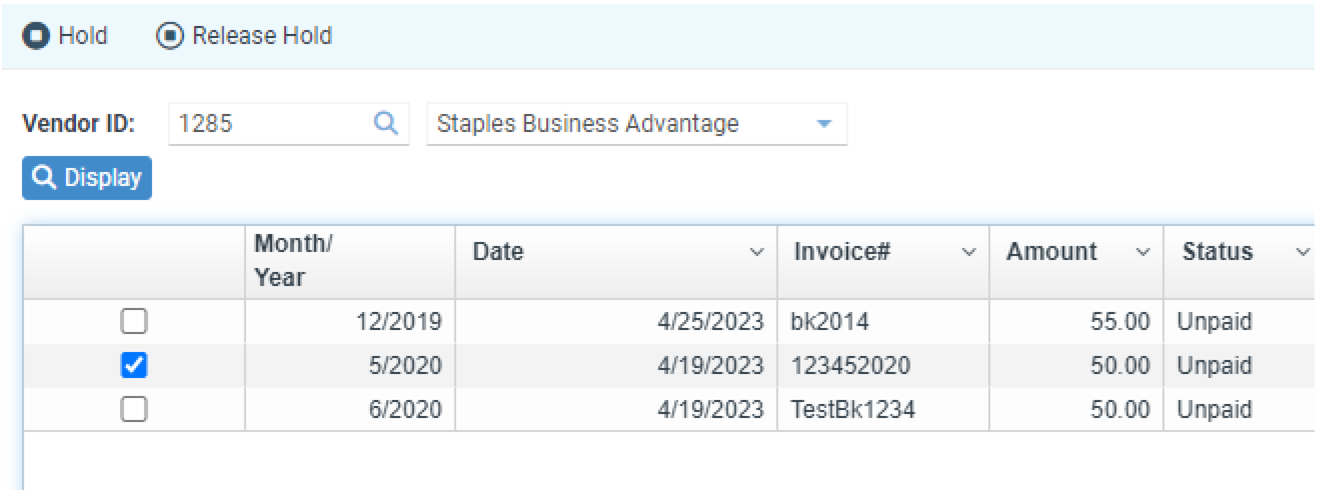
Recurring Journal Entries has been combined with Post Recurring Journal Entries. Users can post by checking boxes in the "To Be Posted" column and selecting "Post". An entry can be edited by clicking the journal entry line to highlight and selecting "Edit". Only one entry can be edited at a time.

Daily > Recurring Payables:



Recurring Payables has been combined with Post Recurring Payables. Users can post by checking boxes in the "To Be Posted" column and selecting "Post". An entry can be edited by clicking the invoice line to highlight and selecting "Edit". Only one entry can be edited at a time.

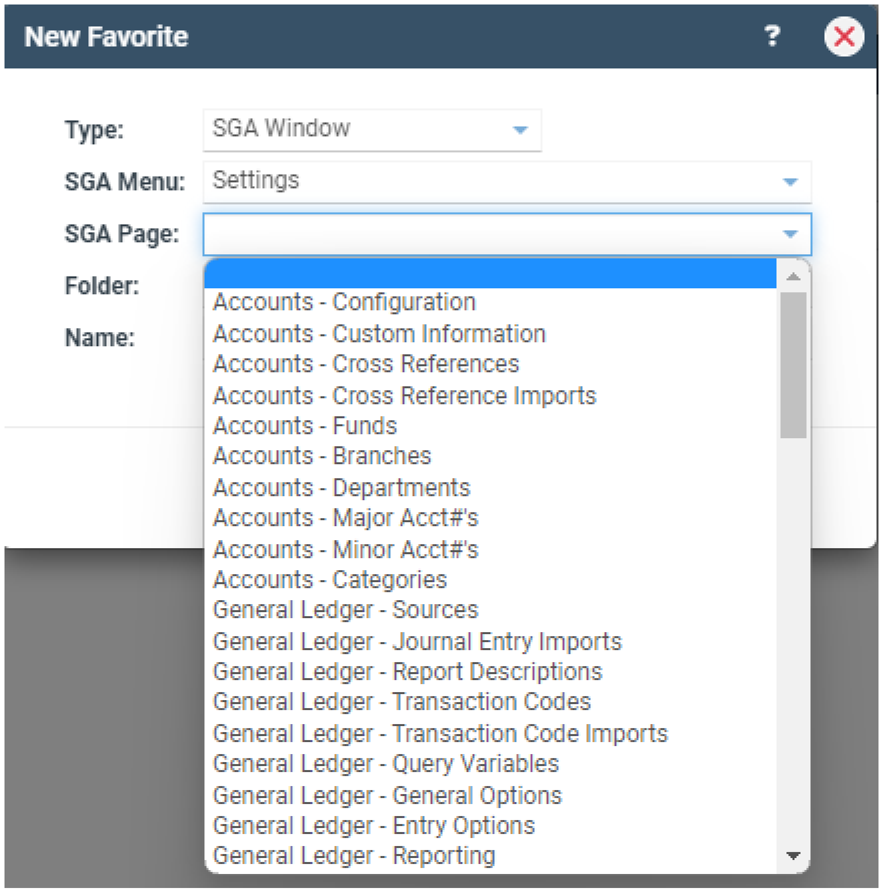
Daily > Invoice Holds:



Hold Invoice has been combined with Release Hold Invoice. After displaying a vendor, users can check the boxes next to invoices and select either “Hold” or “Release Hold”.

Favorites Menu:

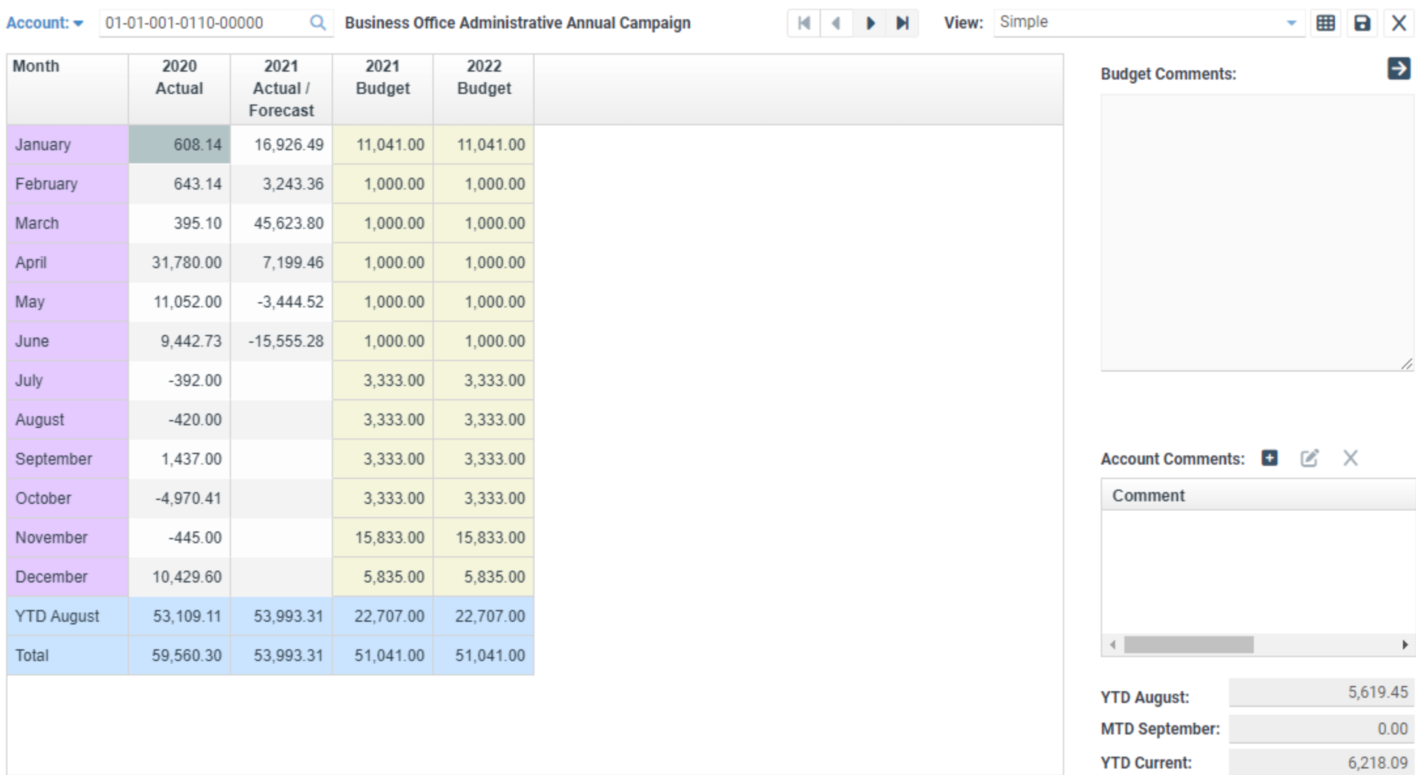
New menu items are available to add as Favorites and are organized by menu header.



Users can quickly access frequently used menu items by organizing their Favorites menu. Items are now organized by Menu header under the SGA Menu drop-down. Individual pages are then selected under the SGA Page drop-down.

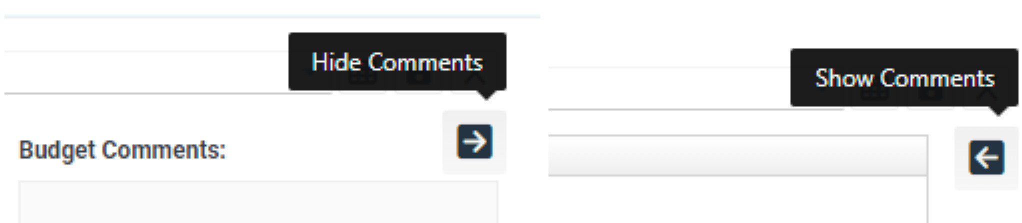
Budget Entry:

Budget and account comments are more easily visible during budget entry.



Month	2020 Actual	2021 Actual / Forecast	2021 Budget	2022 Budget
January	608.14	16,926.49	11,041.00	11,041.00
February	643.14	3,243.36	1,000.00	1,000.00
March	395.10	45,623.80	1,000.00	1,000.00
April	31,780.00	7,199.46	1,000.00	1,000.00
May	11,052.00	-3,444.52	1,000.00	1,000.00
June	9,442.73	-15,555.28	1,000.00	1,000.00
July	-392.00		3,333.00	3,333.00
August	-420.00		3,333.00	3,333.00
September	1,437.00		3,333.00	3,333.00
October	-4,970.41		3,333.00	3,333.00
November	-445.00		15,833.00	15,833.00
December	10,429.60		5,835.00	5,835.00
YTD August	53,109.11	53,993.31	22,707.00	22,707.00
Total	59,560.30	53,993.31	51,041.00	51,041.00

Budget Comments and Account Comments have been moved to the right of the budget display for Budgets > Actuals/Budget Entry and Actuals/Budget Multi-Account Entry. The comments section can be hidden to view more columns.



Enhancements:

Vendor Name Filter:

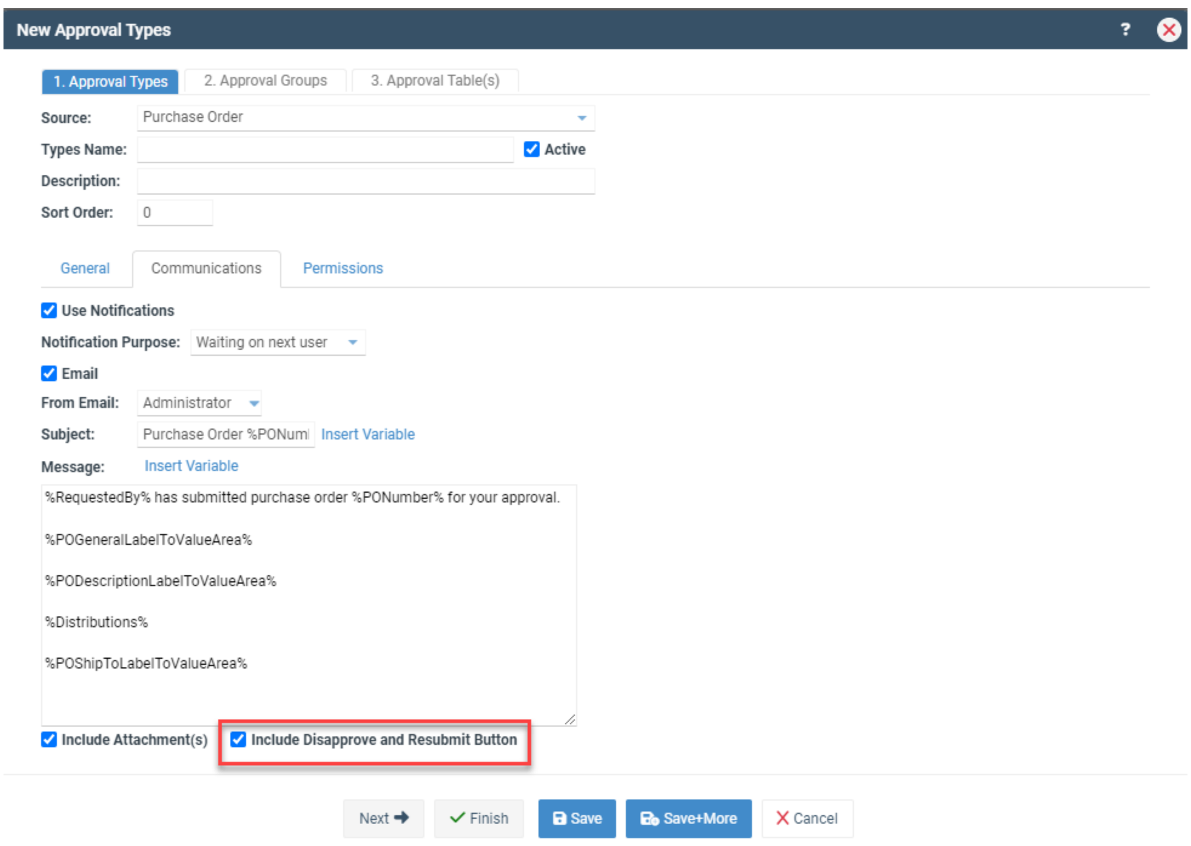
Vendor Name has been added as an optional filter to Daily > Void Invoice, Vendor Summary, Vendor Detail, Vendor Portal Review, and Manual Payment. Users can type into the Vendor Name field or use the drop-down menu. Vendor ID will remain an available filter. This filter can be added under Settings > Accounts Payable > Entry Options > Enable vendor selection by name.

Budget Formats In Use:

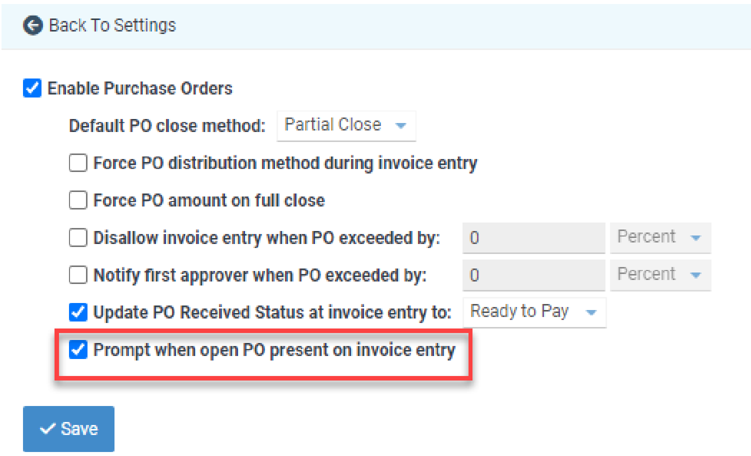
Settings > Budgeting > Formats. An "In Use" column has been added where formats listed under Format Account Ranges will be checked. Checked items will display first and then unchecked, both lists are in alphabetical order by Format ID.

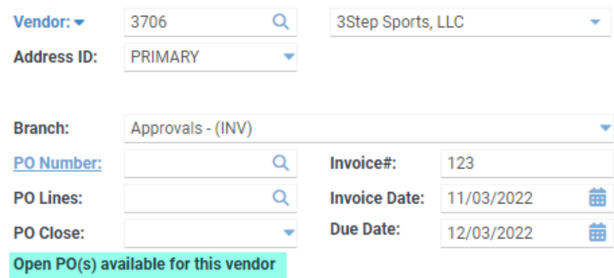
Approval Type Email Notifications:

Settings > Document Approval > Approval Types. When adding or editing an approval type, a checkbox has been added to the communications tab to control if the "Disapprove and Resubmit" button is present in notification emails.



Prompt for Open Purchase Orders:
Settings > Accounts Payable > Purchasing Options. A checkbox has been added to "Prompt when open PO present on invoice entry". When selected, users will receive a message after a vendor is selected that has purchase orders available during invoice entry.





Warning for Payment and Invoice Periods:
As a best practice, the invoice period should be the same or prior to the payment period. Users will now receive warning messages for the following scenarios: when a payment is issued using a period that is before the invoice period, when a user attempts to edit a period for a posted and paid invoice that is after the period for the payment, and when a user attempts to edit a period for a posted payment that is prior to the period for the invoice.

Additional Vendor Fields:
Records > Vendors. Vendor Account and Country have been added as optional columns under View. When adding or editing vendors, an optional field has been added for Website.

Country Code for Vendors:
Records > Vendors. When adding or editing vendors, a drop-down menu has been added for Country. Select country codes also provide a list of valid State/Province codes.