



## SGA Fund Accounting Version 12.5 Release Guide

### New Features:

#### A more intuitive and improved user interface including:

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## New Features:

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

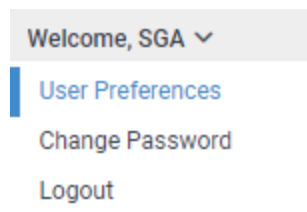
## Menus:

Home	Records	Daily	Budgets	Reporting	Month End	Tools	Users
		<b>General Ledger</b>					
		Account Transactions					
		Journal Entry					
		Journal Entry Batches					
		Recurring Journal Entries					
		Browse Batch					
		A/R Transactions					
		Asset Entry Batches					
		<b>Purchasing</b>					
		Purchase Order Entry					
		Purchase Order List					
		Pending Approval List					
		<b>AP Automation</b>					
		Vendor Portal Review					
		Vendor Uploaded Invoices					
		Centralized AP Inbox					
		Email Attachment Import					
						<b>Vendor History</b>	
						Vendor Summary	
						Vendor Detail	
						<b>Accounts Payable Invoices</b>	
						A/P Invoice Batch List	
						A/P Invoice List	
						Recurring Payables	
						Invoice Holds	
						Void Invoice	
						<b>Accounts Payable Payments</b>	
						Payment Batches	
						Manual Payment	
						Void Payment	
						Generate ACH File	
						Create Positive Pay	
						Enter Unused Checks	

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:

Users	Settings	Favorites	Help
<b>Users/Groups</b>			<b>Access Controls</b>
System Users			Account/Object Restrictions
System Groups			Approval Group Restrictions
Vendor Portal Users			Permissions

\*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.

Settings

<b>Accounts</b> Configuration Custom Information Cross References Cross Reference Imports Funds Branches Major Depts Departments Major Acct#'s Minor Acct#'s PCS's Categories	<b>General Ledger</b> Sources Journal Entry Imports Report Descriptions Transaction Codes Transaction Code Imports Query Variables General Options Entry Options Reporting	<b>Budgeting</b> Years Types Formats Format Account Ranges Allocations Budget Import Formats Budget Options
<b>Accounts Payable</b> Vendor Types Payment Cards 1099 Codes Checkbooks Check Forms Vendor Custom Info Vendor Imports Payables Imports External Payments Imports Digital Invoice Templates EFT File Formats Positive Pay Formats Clear Check Imports 1099 Formats General Options Entry Options Purchasing Options Payment Options Digital Capture Options Vendor Portal Options	<b>Accounts Receivable</b> A/R Object Types Imports Invoice Options Receipt Options	
<b>Purchase Order</b> Purchase Order Form Received Statuses Unit Price Codes Purchase Order Imports General Options Entry Options	<b>Document Approval</b> Approval Types Approval Group Approval Tables General Options	<b>Object Tracking</b> Object Types Object Divisions Object Imports
<b>General Settings</b> Company Information Excel Settings Print Settings Email Settings Applications Connection Strings Web Menu Authentication API API Documentation		

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:

Post	New	Create Batch	Edit	Delete	Log	Reports ▾
Status:	Active ▾	Period:	04/2023 April ▾	Date:	04/30/2023	
To Be Posted	ID	Description	Source	Frequency		
<input checked="" type="checkbox"/>	04	04	JE	Monthly		
<input type="checkbox"/>	05	05	JE	Monthly		
<input type="checkbox"/>	01	01	JE	Monthly		
<input type="checkbox"/>	02	02 Testing	JE	Monthly		

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:

Post	New	Create Batch	Edit	Delete	Log	Reports ▾
Period:	04/2023 April ▾					
To Be Posted	ID	Vendor Name	Description			
<input checked="" type="checkbox"/>	01	Staples Credit Plan	01			
<input type="checkbox"/>	02	Staples Credit Plan	02			

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  Release Hold

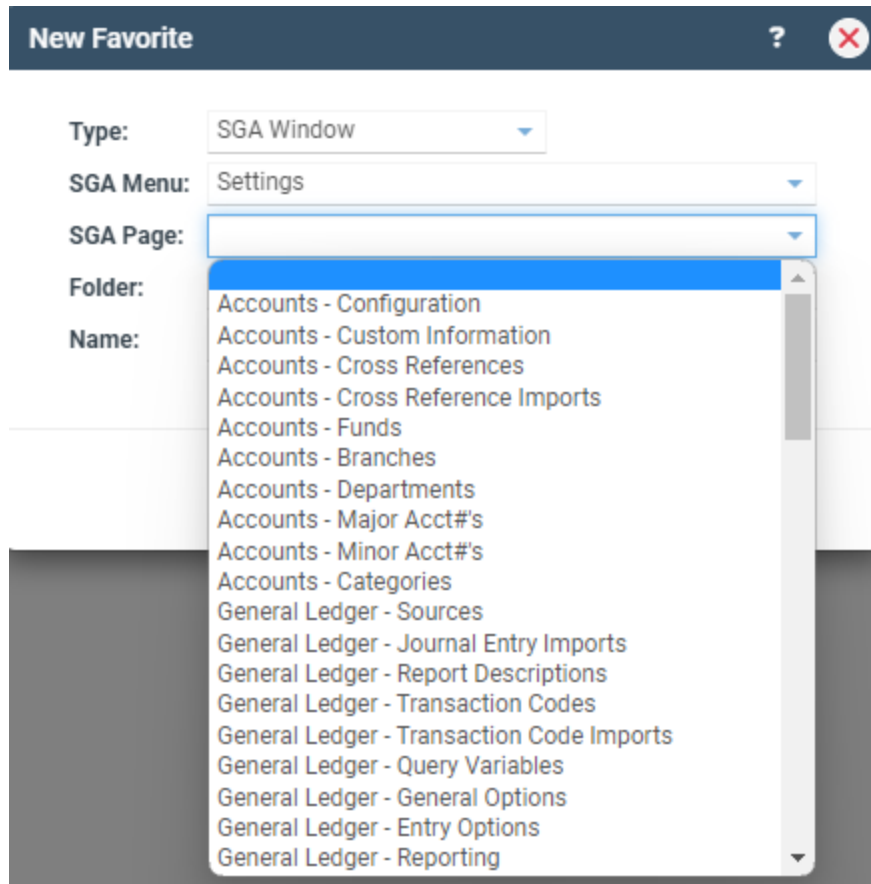
Vendor ID:

	Month/ Year	Date	Invoice#	Amount	Status
<input type="checkbox"/>	12/2019	4/25/2023	bk2014	55.00	Unpaid
<input checked="" type="checkbox"/>	5/2020	4/19/2023	123452020	50.00	Unpaid
<input type="checkbox"/>	6/2020	4/19/2023	TestBk1234	50.00	Unpaid

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.*

Account: 01-01-001-0110-00000 Business Office Administrative Annual Campaign View: Simple

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:**

**Account Comments:**

Comment

YTD August: 5,619.45

MTD September: 0.00

YTD Current: 6,218.09

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.

**Hide Comments**

**Budget Comments:**

**Show Comments**

## 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.

The screenshot shows the 'New Approval Types' dialog box with the 'Communications' tab selected. The 'General' tab is also visible. The 'Use Notifications' checkbox is checked. The 'Notification Purpose' is set to 'Waiting on next user'. The 'Email' checkbox is checked. The 'From Email' is set to 'Administrator'. The 'Subject' is 'Purchase Order %PONum%' with an 'Insert Variable' link. The 'Message' field contains the following text: '%RequestedBy% has submitted purchase order %PONumber% for your approval. %POGeneralLabelToValueArea% %PODescriptionLabelToValueArea% %Distributions% %POShipToLabelToValueArea%'. The 'Include Attachment(s)' checkbox is checked. The 'Include Disapprove and Resubmit Button' checkbox is checked and highlighted with a red box. The dialog box has a 'Next' button, a 'Finish' button, a 'Save' button, a 'Save+More' button, and a 'Cancel' button.

### 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.

← Back To Settings

Enable Purchase Orders

Default PO close method: Partial Close ▾

Force PO distribution method during invoice entry

Force PO amount on full close

Disallow invoice entry when PO exceeded by: 0 Percent ▾

Notify first approver when PO exceeded by: 0 Percent ▾

Update PO Received Status at invoice entry to: Ready to Pay ▾

Prompt when open PO present on invoice entry

✓ Save

Vendor: ▾ 3706 3Step Sports, LLC ▾

Address ID: PRIMARY ▾

Branch: Approvals - (INV) ▾

PO Number: PO Lines: PO Close: Invoice#: 123 Invoice Date: 11/03/2022 Due Date: 12/03/2022

Open PO(s) available for this vendor

### 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.