



SGA Fund Accounting Version 12.6 Release Guide

New Features:

Login screen features:

- ★ New login options after session time-out..... 2
- ★ Remaining login attempts displayed..... 3

Entry save features:

- ★ New design for "Entry Saved" messages..... 4

Digital Invoice Capture features:

- ★ Option to combine unmatched images to previous invoice 5
- ★ Split attachment option added..... 5-6

Enhancements:

- ★ Permission levels modified for Document Approval, JE, and Vendor Portal..... 7
- ★ New OAuth fields available for administrators..... 7
- ★ Name field changed for system users..... 7
- ★ Modifications for Document Approval..... 8-9
- ★ Company Name can be changed on Vendor Portal Form.....9
- ★ Additional columns for AP invoice distributions grid..... 10

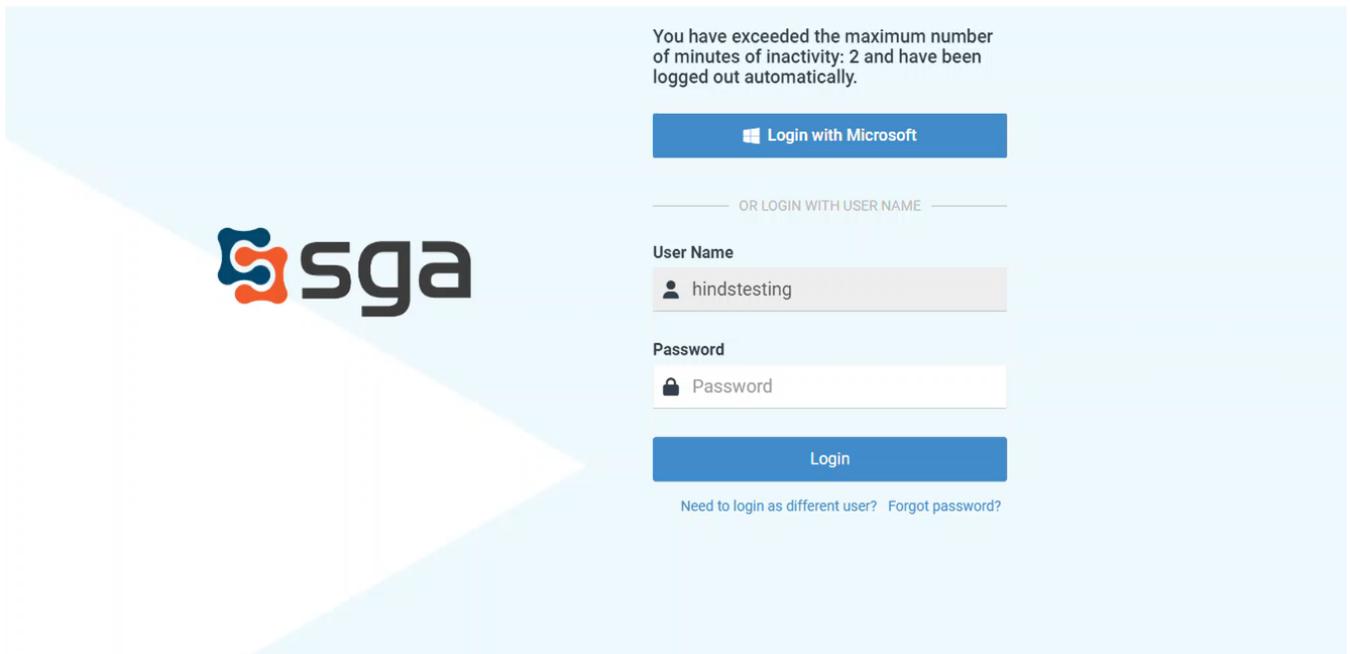
New Features:

Login Screen:

Settings > Authentication > Web Accounting System > Log out after # minutes of inactivity

Existing functionality allows for users to be logged out of the system due to inactivity by using the setting above. With this release, the login functionality has changed in an effort to preserve any in-progress entries that were not saved prior to the session time-out.

When logged out due to inactivity, the user will be prompted to login with the username entered for the previous session. For security reasons, the username cannot be changed from this view. After logging in, the user will return to the previously opened screens to resume work.

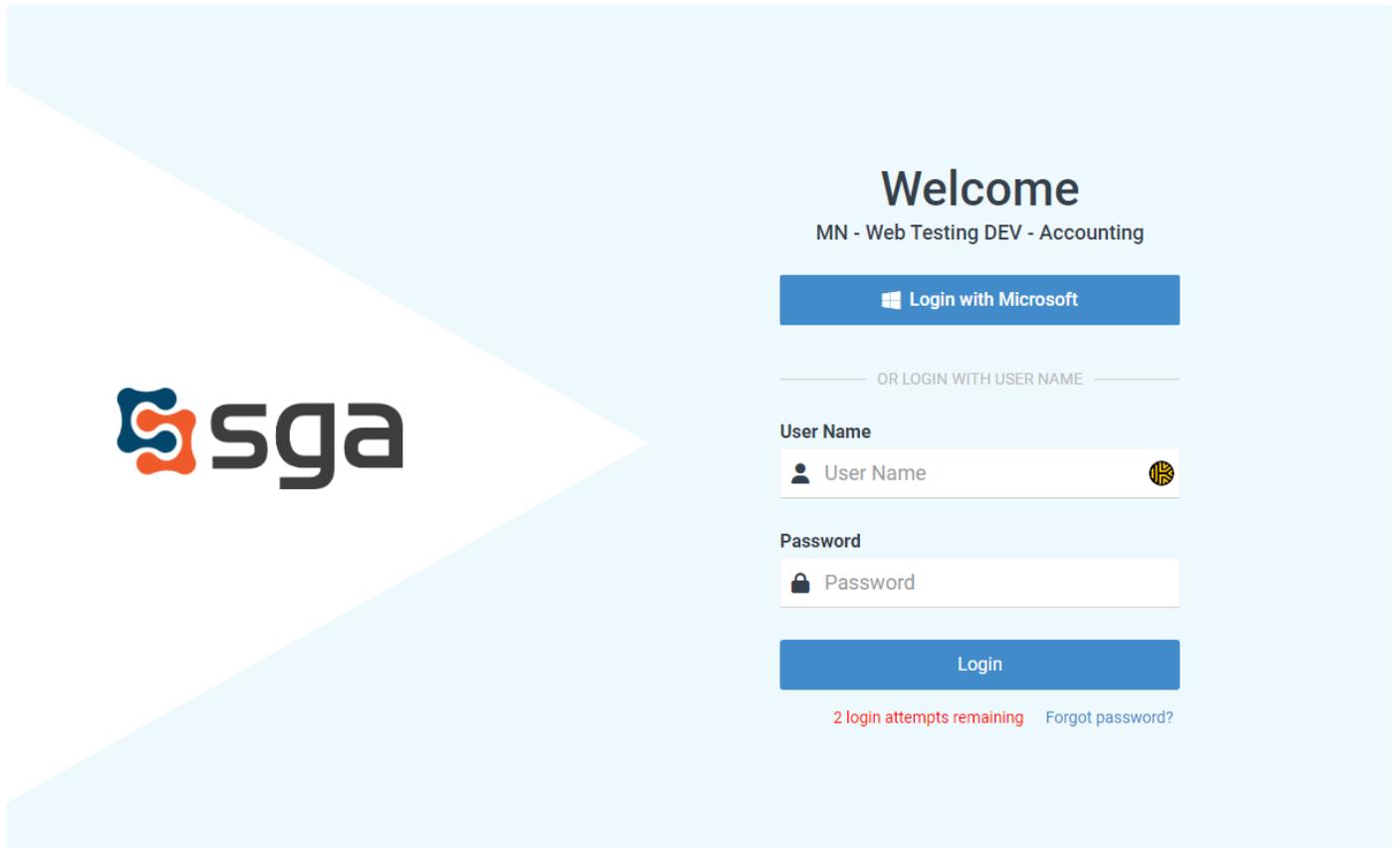


The screenshot shows a login interface for SGA. On the left is the SGA logo. On the right, a message states: "You have exceeded the maximum number of minutes of inactivity; 2 and have been logged out automatically." Below this message is a blue button labeled "Login with Microsoft". Underneath is a separator line with the text "OR LOGIN WITH USER NAME". Below the separator are two input fields: "User Name" with the value "hindstesting" and "Password" with the placeholder "Password". A blue "Login" button is positioned below the password field. At the bottom, there are two links: "Need to login as different user?" and "Forgot password?".

Settings > General Settings > Authentication

If "Disable user account after # login attempts" is selected in system settings; users will now receive a warning prior to running out of login attempts.

On the Login screen, users will receive warning messages indicating they have "2 login attempts remaining" and "1 login attempt remaining before your account is locked".



New Design for "Entry Saved" Messages

A smaller, temporary "Changes saved" message will appear in the lower right corner when changes are successfully saved.

The screenshot displays a software interface with a menu bar at the top (Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, Help) and a toolbar below it. The main area shows a table of budget data for 2022, with columns for each month and a total column. The table lists various account descriptions and their corresponding budget amounts. On the right side, there are panels for '2022 Budget Comments' and 'Account Comments'. In the bottom right corner, a red-bordered box highlights a success message: 'Success Changes saved'.

Account	Description	2022 Budget Apr	2022 Budget May	2022 Budget Jun	2022 Budget Jul	2022 Budget Aug	2022 Budget Sep	2022 Budget Oct	2022 Budget Nov	2022 Budget Dec	2022 Budget Jan	2022 Budget Feb	2022 Budget Mar	2022 Budget Total
01-01-001-2510-00000	Office Supplies		12	3	77				10					102
01-01-001-2520-00000	Maint Supplies	1	23	3	4	5	6	150		1,000			1	1,193
01-01-001-2530-00000	Program Supplies												-11,000	-11,000
01-01-001-2540-00000	Food	550	550	550	550	550	550	700	550	550	550	550	550	6,750
01-01-001-2555-00000	Special Event Supplies	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
01-01-001-2570-00000	Merchandise for Resale	16,655										150	11	16,996
01-01-001-2575-00000	Staff Apparel	870												870
01-01-014-2510-00000	Office Supplies									180				180
01-01-014-2530-00000	Event Supplies	600												600
01-01-014-2540-00000	Food	220												220
01-01-909-2560-00000	Laundry & Housekeep		150	150	150	150	50	150	150	150	150	50	150	1,450
01-01-LOU-2510-00...	Office Supplies		150	150	150	50	50	150	50	150	150	150	150	1,350
01-10-001-2510-00000	Office Supplies	150	150	50	15	1	150	50	150	150	51	50	50	1,017
01-10-001-2530-00000	Program Supplies	50	50				50	50	50	50	50		50	400
01-10-001-2540-00000	Food													
01-10-001-2545-00000	First Aid Supplies													
01-10-001-2555-00000	Special Event Supplies	100	100	100	100	100	100	100						700
01-10-001-2570-00000	Merchandise for Resale													
01-10-001-2575-00000	Staff Apparel	80		80		80		80		80		80		480
01-10-001-2590-00000	Grant Expense													
01-10-105-2510-00000	Office Supplies	25		25		25		25		25		25		150
01-10-105-2520-00000	Maintenance Supplies													

This message will appear when an entry is successfully saved for budgets (*Budgets > Account / Budget Entry and Multi-Account Entry*), Account Payable invoices (*Daily > Accounts Payable Invoices > A/P Invoice Batch List > New/Edit invoice*), journal entries (*Daily > General Ledger > Journal Entry*), and purchase orders (*Daily > Purchasing > Purchase Order Entry*).

Digital Invoice Capture:

New/Edit Digital Invoice Capture Template > Settings

Edit Digital Invoice Capture Template

Save Cancel

Name: Digital Capture Master Template

Pages Settings

Microsoft Computer Vision API key: 063a89f6bc7648f991e3d End Point: https://eastus.api.cognitiv Computer Vision API Help

Set as Default Template

Create a blank invoice for images not matched to any template page

Append images not matched to any template page to last invoice created for same filename

Copy invoice attachment(s) to associated PO when invoice posted

Format captured images to source file resolution (DPI)

An option has been added titled "Append images not matched to any template page to last invoice created for same filename". When checked, the system will combine any unrecognized images with the last invoice created for the file being captured. This option removes the need to create capture templates for invoice support pages unless those pages contain information related to the invoice's GL distributions.

A/P Invoice List

Home Records Daily Budgets Reporting Month End Tools Users Settings Favorites Help

Standard List New Finalize Delete Post Transfer Attachments Split Attachments Attachments 2 Refresh Reports

Show Mine Group: (All) (All) Status: Not Submitted, Waiting for Ap...

Display Advanced Filters

	Batch#	Month Year	Invoice ID (SGA)	Vendor ID	Vendor Name	Invoice # (Vendor)	Date	Due Date	Total Amou...	Status
<input type="checkbox"/>	215809	3/2022	31976	1285	Staples Business Advantage		6/29/2023		150.00	Disapproved
<input type="checkbox"/>	215835	3/2022	31986	1285	Staples Business Advantage		7/24/2023		30.00	Not Submitted
<input type="checkbox"/>	215836	3/2022	31987	1285	Staples Business Advantage		7/24/2023		12.00	Not Submitted

A new menu option has been added titled "Split Attachments" which will be available for unposted invoices with more than one file attached. When selected, a "Tag attachment(s) to move to a new invoice" window will appear. Users can multi-select attachments from the selected invoice with image previews available. After confirming the split on a warning screen, the selected attachments will be

removed from the original invoice and added to a blank invoice that will be created in a temporary invoice batch.

Invoice # (Vendor)	Total Amou...	Waiting On	Status	Posted	Attach ...
16GQ-JRNC-1WM6	30.36	Create user: SGA	Not Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Tag Attachment(s) to move to a new invoice

Check attachments to split from this invoice and add into a new blank temporary invoice.

File Name
<input checked="" type="checkbox"/> amazon_test invoice nan
<input type="checkbox"/> Lowes A.pdf

amazon business Invoice # 16GQ-JRNC-1WM6 | January 22, 2021

For customer support, visit www.amazon.com/feedback

Invoice summary	Payment due by March 08, 2021	Account # AU116ENR12P2
Item subtotal before tax	\$ 30.36	Payment terms 1Net-15
Shipping & handling	\$ 0.00	Purchase date 20-Jan-2021
Promos & discounts	\$ 0.00	Purchased by 16d1-Michael user
Total before tax	\$ 30.36	PO # 148823
Tax	\$ 0.00	Registered business name
Amount due	\$ 30.36 USD	Bill to
Pay by		

Transfer Warning

Warning: splitting attachment(s) will result in them being removed from Invoice ID: 112377 and moved to a new blank invoice. Are you sure you want to continue?

Attachments split

Attachments split successfully. The new blank temporary invoice ID 12 has been created in the temporary batch: 23624.

	Invoice ID (SGA)	Vendor ID	Vendor Name	Month Year	Date	Invoice # (Vendor)
<input type="checkbox"/>	12	0		6/2011	10/10/2023	

Enhancements:

Users > Permissions

Application: Accounts Payable > Invoices; Purchasing > Purchase Order Entry

A new permission level, 10-Modify Reviewer and Submit, has been added giving users other than the creator the ability to submit and/or change the reviewer. Permissions greater than 10-Modify Reviewer and Submit have also been given the ability to change reviewers.

Application: Accounts Payable > Approve Payment Batches

Permission settings have been adjusted to allow approval of payment batches without requiring the ability to create check runs.

Application: Vendor Portal

Vendor Portal users may now only be assigned permissions under the Vendor Portal application, and may only be added to the "Vendor Portal User" user group. The vendor audit log has been updated to include if any changes were made via the Vendor Portal and to indicate the SGA user who approved the change. Additionally, a separate "Skip Single Sign on login" has been added that only applies to vendor portal users, enabling the removal of the SSO requirement for non-client users

Application: General Ledger > Journal Entry

Users with "Level 70 - Edit Comments" will now be able to edit comments on a posted journal entry. Users with "Level 80 - Modify any batch" will now be able to edit the period on a posted journal entry; periods available for selection are limited to those within the user's allowed entry period range.

Settings > General Settings > Authentication

Users with administrator permissions will now have access to the "OAuth2 Login Providers" section. This will allow users to more easily maintain their credentials and configuration when using OAuth for SSO login.

Users > System Users

The "Name" field has been changed to "User" when adding or editing a system user.

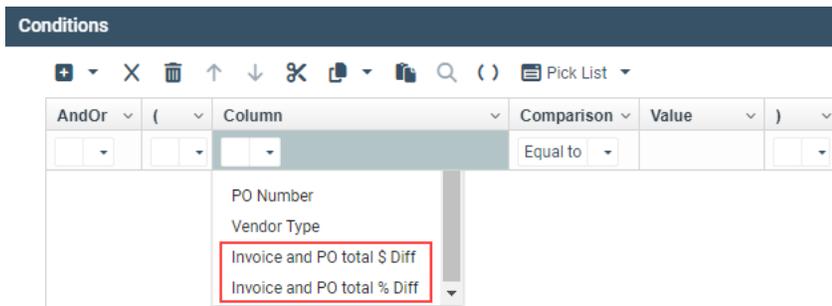
Document Approval

Settings > Document Approval > General Options > Approval Sources

Added system option to "Require Send to Reviewer comment" for all approval sources.

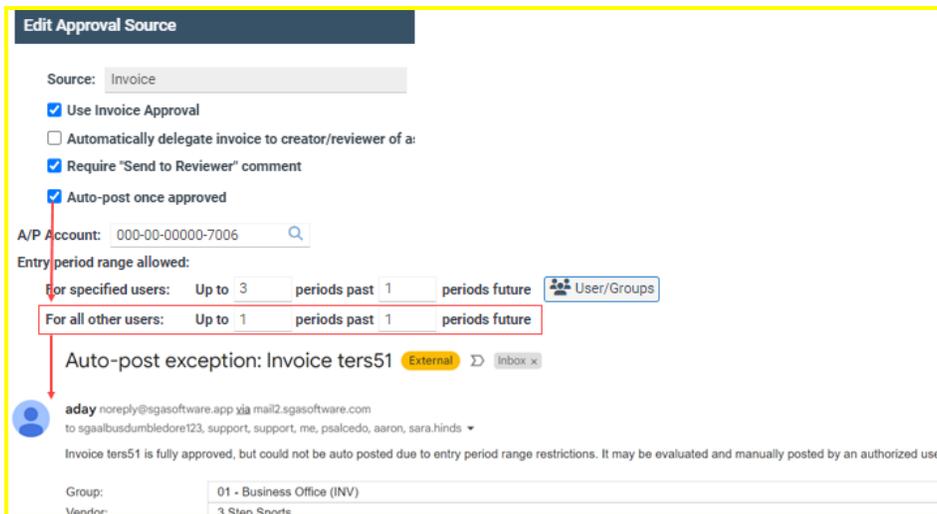
Settings > Document Approval > General Options > Approval Tables

Options have been added to approval table user conditions to allow for assignment of approvers when invoice amounts differ from the invoice's associated PO by a \$ or % threshold.



Settings > Accounts Payable > Entry Options

When the "auto-post once approved" option is selected, upon approval, invoices outside of the allowed entry period range will not auto-post. They will be left in "approved" status and an email will be generated to administrators indicating an approved invoice remains unposted and requires evaluation by an authorized user.



Settings > Document Approval > Approval Groups

When user groups are included in approval tables, in the event an entry requires approval by a user group, and that user group contains only the submitting user, the system will automatically bypass the submitting user. In addition, if the submitter is the only required approver they will no longer receive an email indicating when the entry has been fully approved.

Vendor Portal

Settings > Accounts Payable > Vendor Portal Options

Added system option to "Override Company Name for Payment Acknowledgement Form". When checked, the company name may be hardcoded or set by variable selection. If not checked, the company name will default to "YMCA" in the acknowledgement form.

The image shows two screenshots from a software application. The left screenshot is the 'Vendor Portal Options' settings page for 'ABC Organization, Inc. - Accounting'. It features a navigation menu with 'Home', 'Records', 'Daily', 'Budgets', 'Reporting', and 'Monthly'. Below the menu is a 'Back To Settings' button and a 'Users to notify' section. Three options are checked: 'Disable tax information tab', 'Allow payment method changes', and 'Override Company Name for Payment Acknowledgement form'. The 'Override' option has a text input field containing '%CompanyName%' and an 'Insert Variable' button. The right screenshot is an 'Agreement' form. It contains the text: 'By executing this form, I agree that:'. Below this are three numbered items: 1. 'This authorization agreement is effective as of the signature date below and is to remain in full force and effect until the YMCA has received written notification from my organization of its termination.' 2. 'I have confirmed with my organization's banking Institution that my organization's account has the ability to accept EFT payments, and my organization accepts sole responsibility for any related charges levied by the banking institution including any fees in relation to the transfer of funds or late fees if the funds committed are not credited through no fault of the YMCA.' 3. 'I will promptly inform the YMCA of any payments made in error and make arrangements with the YMCA for the earliest return or deduction of said funds.' Below the items is a date field 'Acknowledged and agreed to effective:' with the value '10/10/2023'. There are also fields for 'Name:' and 'Title:'. At the bottom, it says 'I have authority to bind the Vendor to these statements.'

A/P Distributions

Daily > AP Invoice Batch List > Distributions Grid

Users can select the "Customize View" icon next to the View drop-down menu to add additional columns of information to display on the grid. View can be saved using the "Save View" icon.

ABC Organization, Inc. - Accounting - Invoice Batch Welcome, SGA 29

Home Records Daily Budgets Reporting Month End Tools Users Settings Favorites Help

Split-screen Add to Batch Edit Delete Post Purchase Order Approval Attachments 1 Links Inv Forms Audit Refresh Reports

Batch#: 23443 View: Approval System Default ⌵ ⌵ ✕

<input type="checkbox"/>	Invoice ID (SGA)	Vendor ID	Vendor Name	Month/Year	Date	Invoice# (Vendor)	Amount	Waiting On	Status
<input type="checkbox"/>	112281	7910	Merit Parking Company	7/2011	8/08/2022	4402661	-2,189.18		Approved
<input type="checkbox"/>	112295	7910	Merit Parking Company	7/2011	8/08/2022	4402661	-2,189.18		Approved

Select / Deselect All

Distributions: View: Standard ⌵ ⌵ ✕

Amount	Account	Account Description	Comments
-1,094.58	01-011-12-00000-2810	Rental Of Space	Void Invoice
-547.30	01-031-35-00000-1362	Facilities & Equip Rental	Void Invoice
-547.30	01-020-35-00000-1362	Facilities & Equip Rental	Void Invoice