



SGA Fund Accounting Version 12.8 Release Guide

New Features:

Reporting:

★ New Excel sheets at page break.....	2
★ Enhancements for Scheduled Reporting.....	3

Vendor Transactions:

★ Hide Reversal Entries from Vendor Summary and Detail.....	4
---	---

Vendor Records:

★ Global Edit Available to Inactivate Vendors.....	5
--	---

Enhancements:

★ Import Distributions added to Journal Entry	6
★ Modifications to Permission Levels	6
★ Modify Object Numbers for Posted Entries	6
★ Comment field added to Invoice Capture	7
★ Allow Disapprove and Resubmit by Approval Type.....	8
★ Office Status Added to Email User Pick List	8

New Features:

Reporting:

Customize Report > Excel Properties on General Tab > Sheet Tab

The ability to split reports into separate excel sheets upon export has been added. When "Create new sheet for each page" is checked within "Excel Properties" (accessed via the General tab), the system will create a new excel sheet at each Page Break (selected on the rows tab).

Customize Financial Statement
Q Display X Cancel Import Export

Reports > Financial Statements > Y - Balance Sheet

Report: Corp Balance Sheet by Minor

Select General Rows Columns

Exclude rows with zeros in all columns Summarize Rows

Properties Header Cells Total Cells

Order by	Direction	Header	Repeat Header Per Page	Total	Page Break
Final Total		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom Total		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Category Type	Ascending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Major Acct#	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minor Acct#	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Customize Financial Statement
Q Display X Cancel Import Export

Reports > Financial Statements > Y - Balance Sheet

Report: Corp Balance Sheet by Minor

Select General Rows Columns

Use Report Description: None

Description:

Font: Microsoft Sans Serif 8 Change Font Apply Acco

Nbr of frozen columns: 2

Distribution Email: YMCA of Metro North - noreply@sgasoftware.com

Print Properties Excel Properties Schedule Report

Excel Properties
General Page Sheet

Create new sheet for each page break

Sheet name: Sheet1

Print

Gridlines Row and column headings Black and white

OK Cancel

Enhancements for Scheduled Reporting:

Reporting > Scheduled Reporting

Menu name has been changed to "Scheduled Reporting" from "Scheduled Lists". The option to "Preview Recurring Schedule" has been added to the sub-menu.

Users can now customize the columns displayed and save preferred "views". A new "Ran Successfully" column has been added to indicate success, an error, or blank (task has never run on a schedule).

Filter options were added to view "My items Only" and a drop-down menu for "Run As User". Additionally, an Email User textbox was added to search for a user or email address. A "Show hidden items" filter was added at the bottom of the list form which will be visible for administrators with permission level 99 for Report Folders.

The screenshot displays the 'Scheduled Reporting' interface. At the top, there is a navigation bar with options: New, Edit, Delete, Edit List, Recurring Override, Preview Recurring Schedule, Task Log, and Reports. Below this, there are filters for 'Type: (All)', 'Active from: 01/01/2024 to 03/18/2024', 'My Items Only' checkbox, 'Run as User: (All)', and an 'Email User:' text box. A 'Display' button is on the left, and a 'View: First of the month' dropdown is on the right. The main area contains a table with the following data:

Type	Task Name	Folder	List/Report Name	Description	Begin date	End date	Output	Ran Successfully
List	testlists	/Report Lists/Monthly Lists	test excel email	testlist	1/21/2024	1/21/2024	Excel Email	
List	testonetime	/Report Lists/Monthly Lists	test excel email	testonetime	1/14/2024	1/14/2024	Excel Email	
List	non recurring test	/	pdfemailtest	test	1/30/2024	1/30/2024	Excel Email	
Report	an active one	/test perm	Completed Actions test perm22	test	1/29/2024	2/03/2024	Excel Email	

At the bottom left, there is a 'Show hidden items' checkbox.

Hide Reversal Entries for Vendor Summary or Vendor Detail:

Records > Vendors

When invoices and/or payments are voided, in the Vendor Summary and Vendor Detail screens the entries are marked as voided and reversal entries are displayed to balance the listed transactions to the "Totals for range" summary. The option to control if the reversal transactions are displayed has been added. The original, voided entries highlighted in red will still be visible.

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

Edit Void Invoice Hold Invoice Manual Payment Adjust Distribution Rows Attachments Links Reports

Vendor ID: **Totals for range** Total Due: 11,490.25

Period: to Invoices: 43,590.25

Type: **Display Reversal entries** Payments: 32,100.00

Due: 11,490.25

Month/ Year	Date	Type	Invoice#	Check# / EFT	Amount	Status	Due Date	Batch#	PO#
1/2022	10/12/2022	Invoice	2022test		450.00	Voided		212620	
1/2022	1/09/2023	Invoice	INV Test 2	7676764545	150.00	Paid		212746	
1/2022	1/09/2023	Payment		7676764545	150.00	Outstanding		212747	
1/2022	3/16/2023	Invoice	Bktesting	CIT	50.00	Voided		212816	
1/2022	3/21/2023	Payment		CIT	50.00	Voided		212822	
3/2022	3/01/2022	Invoice		027757	-1,500.00	Reversal		215884	
3/2022	3/01/2022	Payment		027757	-1,500.00	Reversal		215884	
3/2022	6/21/2023	Invoice	440266	testtest	1,000.00	Paid		215777 13740	
6/2022	6/26/2023	Payment		testtest	1,000.00	Cleared		215781 13740	
4/2022	4/30/2022	Invoice	CD-19846	027758	-125.26	Reversal		216314	
4/2022	4/30/2022	Payment		027758	-125.26	Reversal		216314	
4/2022	1/19/2024	Invoice	2022test		-450.00	Reversal		216313	
4/2022	4/20/2022	Invoice	Bktesting	CIT	-50.00	Reversal		216315	
4/2022	4/20/2022	Payment		CIT	-50.00	Reversal		216315	
11/2021	5/10/2022	Invoice	Inter-fund entry		2,000.00	Unpaid		208630	

Global Edit Added to Vendors:

Records > Vendors > Edit drop-down > Global Edit

A "Global Edit" option has been added to the Vendor Edit drop-down menu. It allows users to change vendor types and/or active statuses for multiple vendors at once. In addition, to simplify the selection process, the ability to "Paste from Excel" has been added to the Vendor Selection filter screen.

The screenshot displays the software interface with two main sections. The top section is titled "Global Vendor Edit" and features a table of vendors and a "Vendor Selection" dropdown. The bottom section is titled "Vendor Selection" and features a dropdown menu with options like "Empty Row", "Same As Prior", "Range", and "Paste From Excel".

Global Vendor Edit Section:

- Navigation: Home, Records, Daily, Budgets, Reporting
- Actions: + New, Edit, X Delete, Summary
- Search: Name, Search
- Name: staples
- Global Vendor Edit (Title)
- Vendors: All Vendors
- Vendor Item: Status
- Change To: Inactive
- Buttons: OK, Validate, Cancel

Vendor ID	Name
1285	Staples Business Advantage
1388	Staples Credit Plan
175	Staples National Advantage

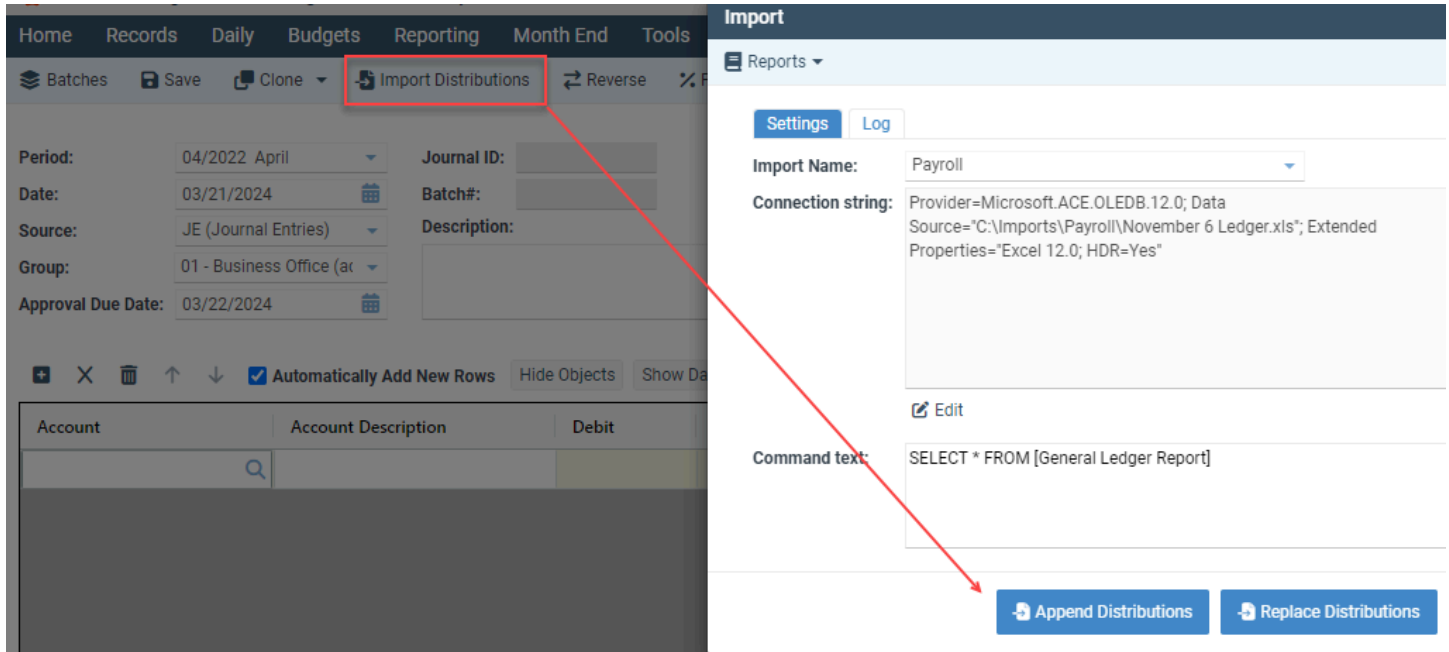
Vendor Selection Section:

- Actions: +, X, trash, up, down, copy, paste, search, ()
- Column
- Options: Empty Row, Same As Prior, Range, Paste From Excel

Enhancements:

Daily > Journal Entry

The ability to import entry lines from outside files directly into existing journal entries has been added. When importing, users may elect to append the additional line items or have them replace the journal entry's existing data.



Users > Permissions

Application: Vendor Portal > Change Password

Added permission for vendor portal users to change their own password.

Application: General Ledger > Account/Balance Import

Permission name has been changed from "Balance Forward Entry" and description has been changed to better explain functionality.

Application: Accounts Payable > Invoices

Permissions levels updated where "02-Modify" or higher is needed for users to access the "Clone" feature.

Daily > Journal Entry/AP Invoice

Users with entry permission level "02-Modify" or higher may now edit the object type and object number fields for posted entries.

Daily > AP Invoice > Digital Invoice Capture

Users may now specify default comments to apply to GL distribution lines for extracted amounts. When amounts are extracted Digital Capture will apply the default amount comment (if indicated), the comment extracted from the invoice image (if no default amount comment is indicated), or the default template comment from page settings (if no default amount comment is indicated and no comment is extracted).

Item: Amount

General	
(Name) ⓘ	Amount
Use adjacent text to identify item?	<input checked="" type="checkbox"/>
Item to return is below adjacent text?	<input type="checkbox"/>
Text to find	<input type="text" value="Total Due:"/>
Text to ignore	<input type="text"/>
Label vertical margin of error ⓘ	5
GL Account Assigned ⓘ	<input type="text"/>
Conditionally assign GL Account	<input type="checkbox"/> Conditions
Conditionally assign transaction code to apply to amount	<input type="checkbox"/> Conditions
Comment Assigned ⓘ	<input type="text"/>

Settings > Approval Type > Edit

By default the Document Approval system provides Approvers the ability to “Approve”, “Disapprove”, or “Disapprove and Resubmit” entries. When users elect to “Disapprove and Resubmit”, entries are marked as disapproved and the entry is opened in edit mode with the disapproving user assigned as the Reviewer. The ability to deactivate the “Disapprove and Resubmit” function by Approval Type has been added. Unchecking the checkbox for “Enable Disapprove and Resubmit function” from within the Approval Type General tab disables the feature and removes it from approval notification emails.

Edit Approval Type - Invoice approval

1. Approval Type | 2. Approval Groups | 3. Approval Table(s)

Source: Invoice

Type Name: Invoice approval Active

Description:

Sort Order: 0

General | Communications | Permissions

- Allow adding attachments during workflow
- Allow editing attachments during workflow
- Allow use of reviewers
- Allow adding additional users to workflow
 - Before Workflow
 - After Workflow
- Enable Disapprove and Resubmit function
- Include Due Date
 - Default due date days: 7
 - Allow Due Date Change
- Show Ship to Address
- Include (First) Table
- Include (Last) Table

Next → | Finish | Save | Save as new | Cancel

Email User Pick List

“Office Status” has been added as a column in the User picklist accessed when searching for users to assign as Reviewers for entries.

Users

Group: (All) Show only users without Microsoft accounts linked Show only users with accounting access

User: Show only enabled users Show only users with permission

Search

User	Full Name	Description	Email	Cell Phone	Office Status
Test new1	test user	desc	sgaalbusdumbledore123@gmail.com		In
test user2	test 2		sgaalbusdumbledore123@gmail.com		In
Test2	Test2		sgaalbusdumbledore123@gmail.com	sga	In
Test3	Bk		support@sgasoftware.com		In