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SGA Fund Accounting
Version 12.8 Release Guide

New Features:

Reporting:

Vendor Transactions:

Vendor Records:

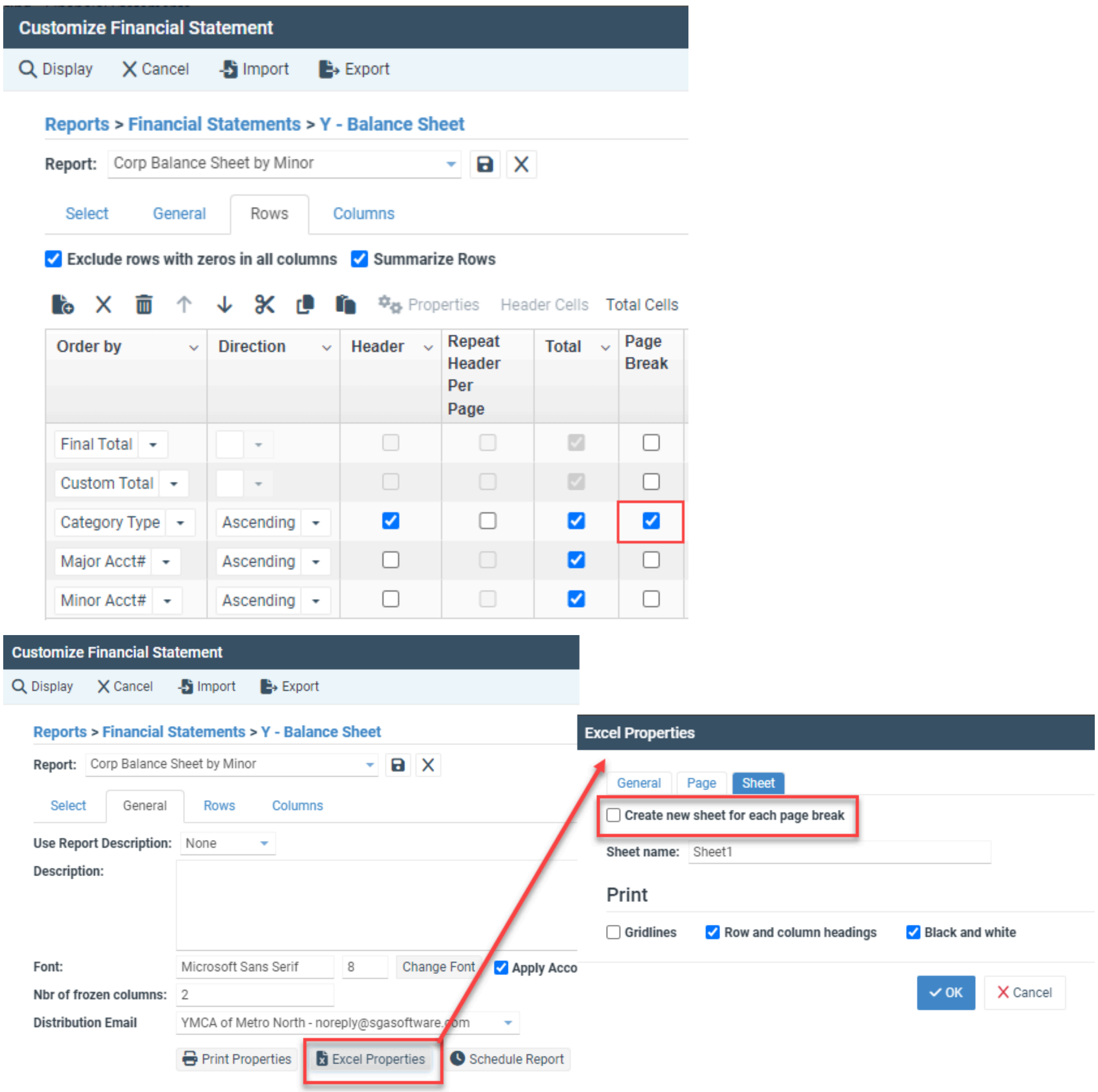
Enhancements:

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).



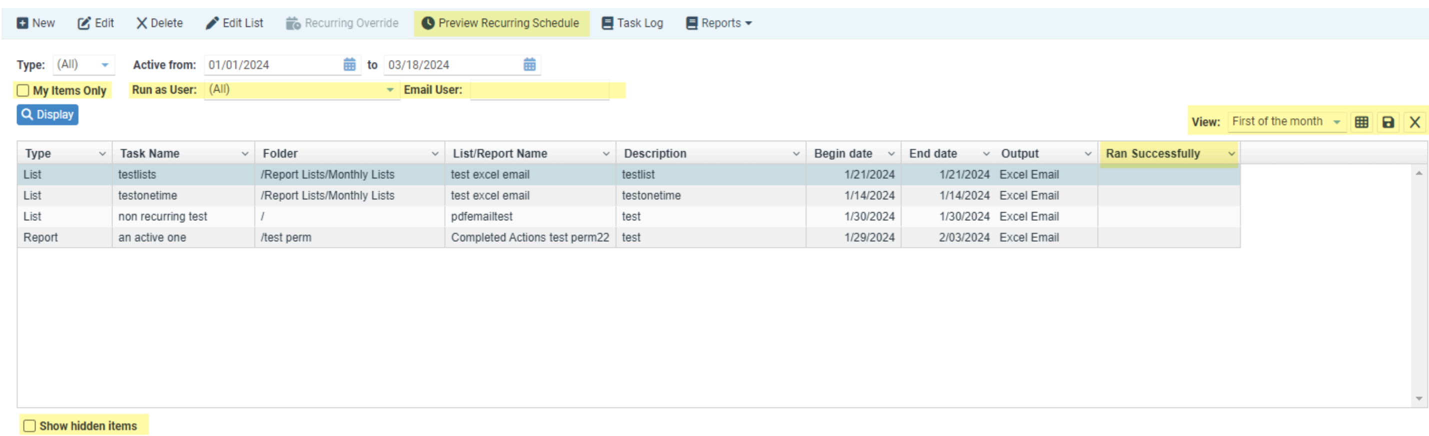
Enhancements for Scheduled Reporting:

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).

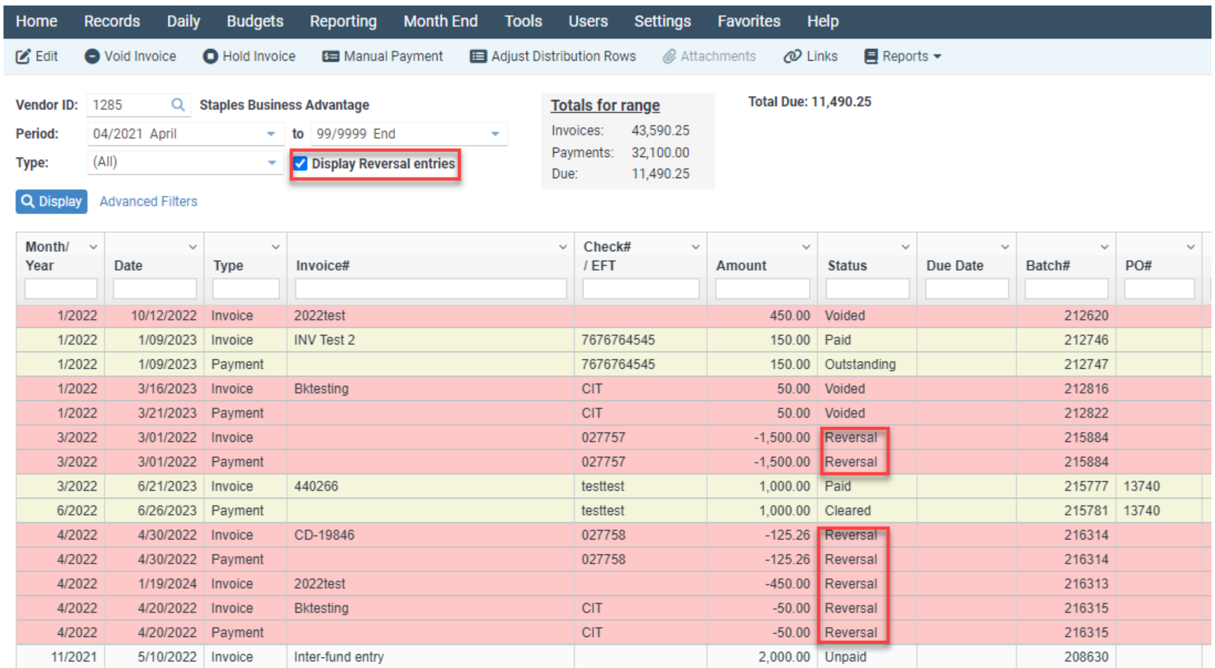
Filter options were added to view “My items Only” and a drop-down menu for “Run As User”. Additionally, an Email User textbox was added to search for a user or email address. A “Show hidden items” filter was added at the bottom of the list form which will be visible for administrators with permission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



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.

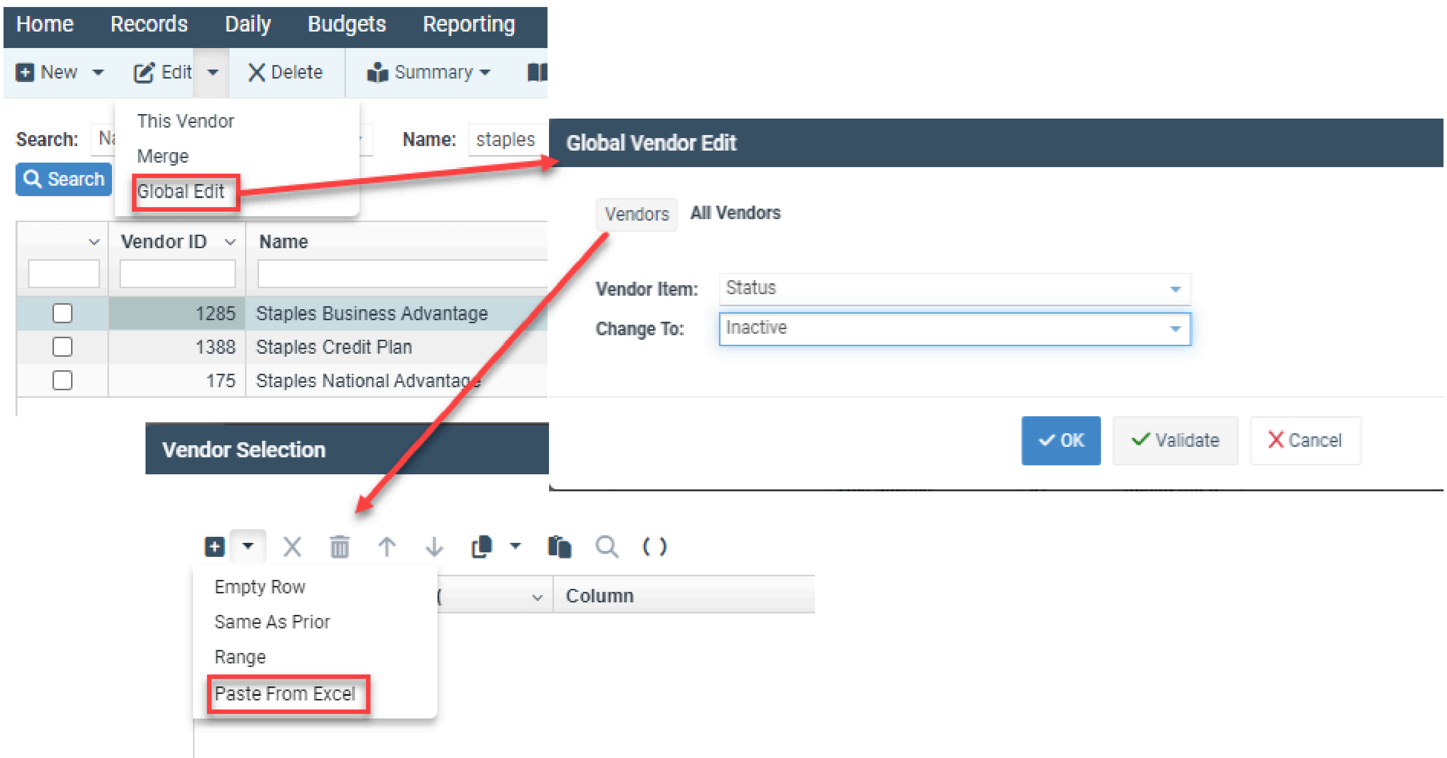


Month/ Year	Date	Type	Invoice#	Check# / EFT	Amount	Status	Due Date	Batch#	PO#
1/2022	10/12/2022	Invoice	2022test		450.00	Voided		212620	
1/2022	1/09/2023	Invoice	INV Test 2	7676764545	150.00	Paid		212746	
1/2022	1/09/2023	Payment		7676764545	150.00	Outstanding		212747	
1/2022	3/16/2023	Invoice	Bktesting	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

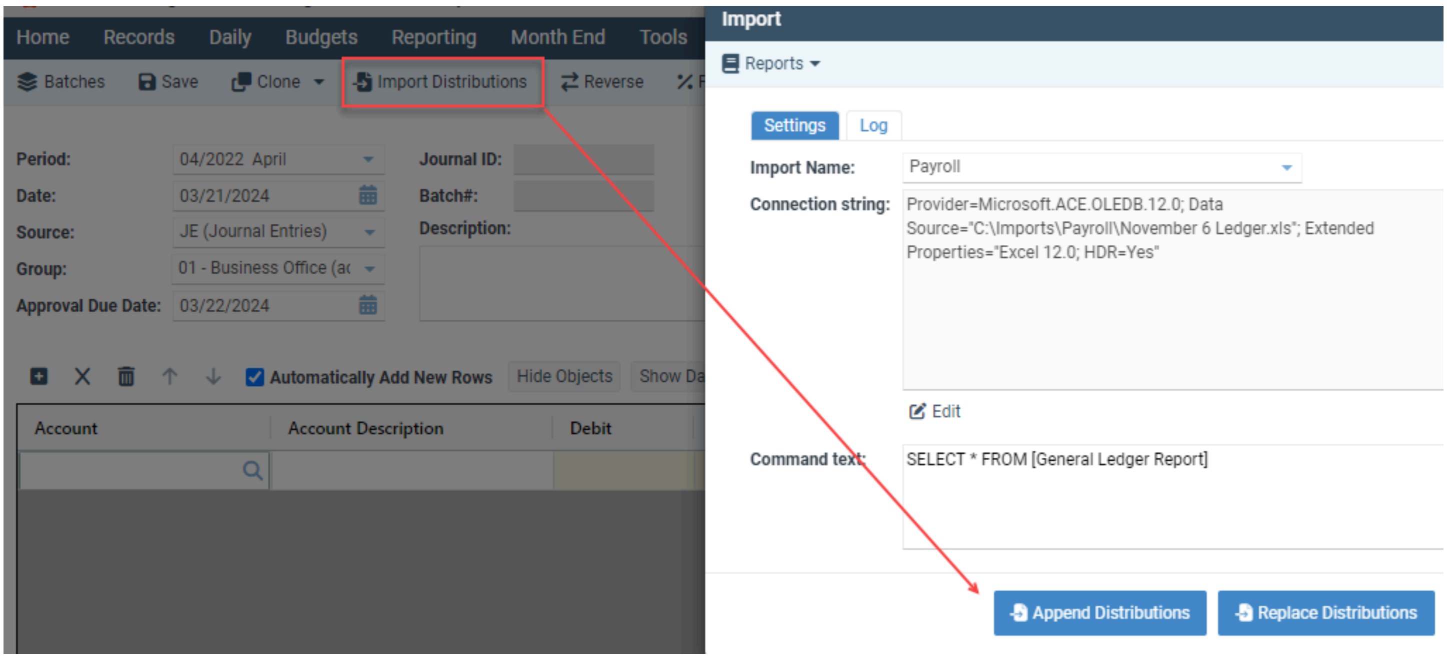
A "Global Edit" option has been added to the Vendor Edit drop-down menu. It allows users to change vendor types and/or active statuses for multiple vendors at once. In addition, to simplify the selection process, the ability to "Paste from Excel" has been added to the Vendor Selection filter screen.



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.

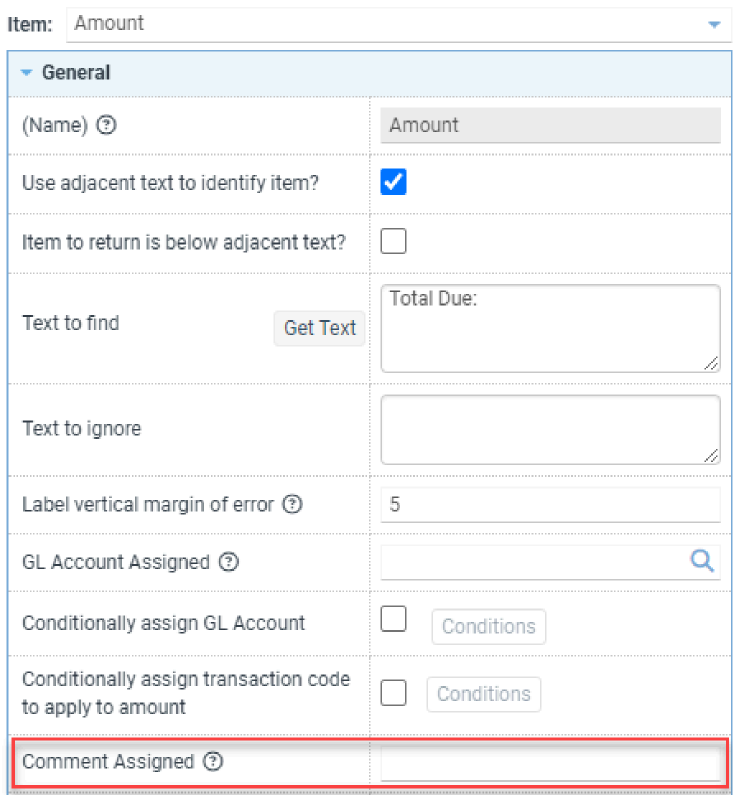
Application: Accounts Payable > Invoices
Permissions levels updated where "02-Modify" or higher is needed for users to access the "Clone" feature.

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.

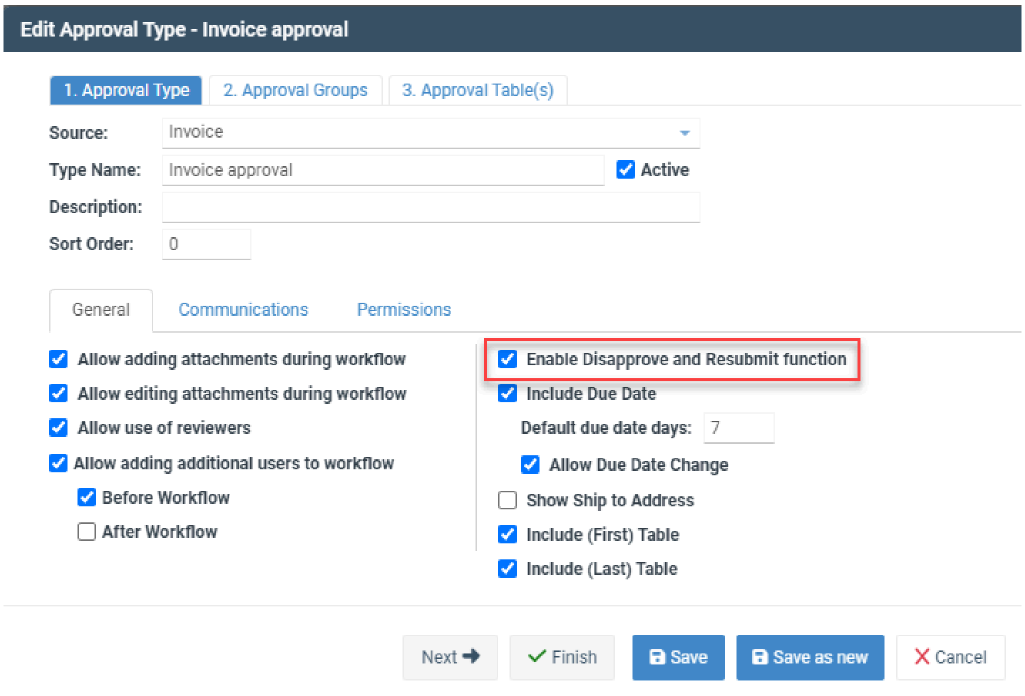
Daily > AP Invoice > Digital Invoice Capture

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).



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.



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.