



SGA Fund Accounting Version 13.0 Release Guide

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Enhancements:

General


Vendor Name Change Notifications

Settings > Accounts Payable > General Options

When Vendor name changes are allowed, an existing setting allows for a list of users/groups to be notified whenever changes are made. Going forward, if the person making the name change is included in the list of users/groups to be notified, they will no longer receive an email to avoid redundancy.

Allow vendor name change

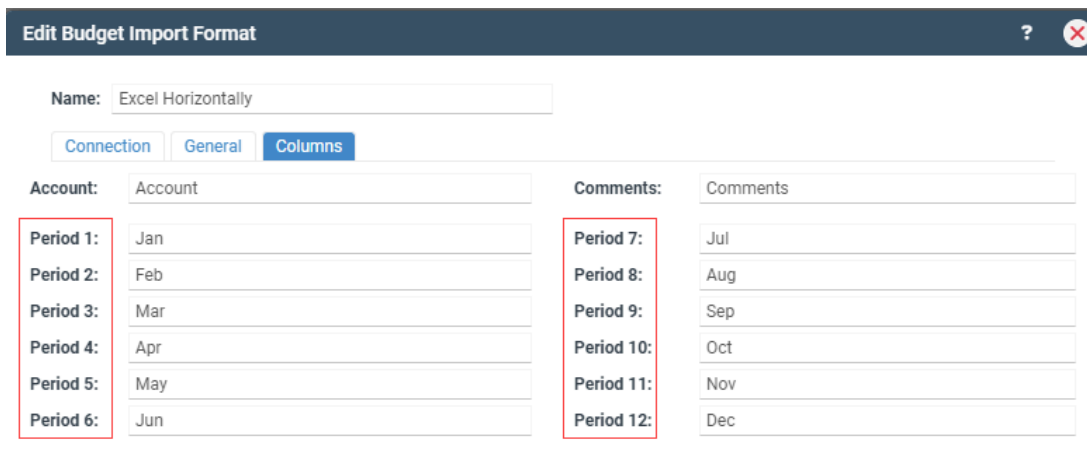
Notify users/groups when name changed

 Users/groups to notify

Budget Import Setup

Settings > Budgeting > Budget Import Formats

When adding or editing a Budget Import Format, the columns tab will now display periods 1-12 instead of months.

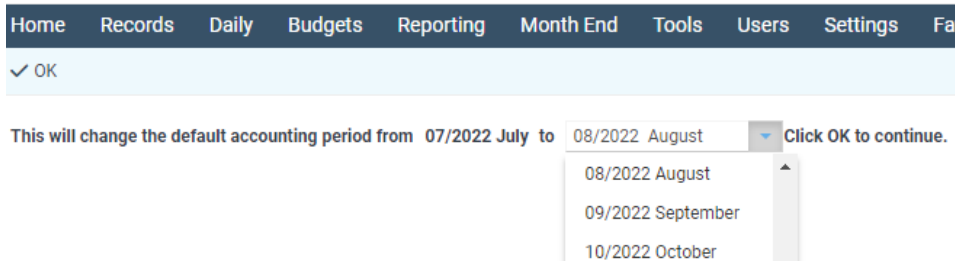


Edit Budget Import Format	
Name:	Excel Horizontally
Connection General Columns	
Account:	Account
Comments:	Comments
Period 1:	Jan
Period 2:	Feb
Period 3:	Mar
Period 4:	Apr
Period 5:	May
Period 6:	Jun
Period 7:	Jul
Period 8:	Aug
Period 9:	Sep
Period 10:	Oct
Period 11:	Nov
Period 12:	Dec

Accounting Period Reset Functionality

Month End > Accounting Period Reset

When resetting the accounting period users will now select the new default period from a drop-down menu. The selected period will become the default period and all entry period range settings will adjust accordingly.



Account Restriction View Display Options

Daily > Account Transactions

“Entry Description” was added as an available column. When added to the view, the Journal Entry descriptions and AP Invoice descriptions will display for account transactions.

Account: 01-01-001-2510-00000 Office Supplies

Period: 01/2021 January to 99/9999 End

Date: to 12/31/9998

Sum year-end closing entries and depreciation Sources

Display

Period	Month/Year	Date	Comments	Amount	Entry Description	Src	G/L
10/2021	1/2021	1/01/2021	Beginning Balance	0.00			
9/2022	12/2021	5/27/2022	test2	77.00	This is a description of what this invoice represents.	AP	wait
9/2022	12/2021		9/2022 Total	77.00			

Bank Reconciliation Cleared Icon Display

Month End > Bank Reconciliation

Outstanding entries that are marked cleared in a future period will now display with a grayed-out cleared icon. To adjust an entry's cleared status in the current reconciliation it must first be uncleared in the future period's reconciliation. This update prevents changing the cleared status of an entry that has been reconciled in a future period.

Grid Criteria:

Checkbook: Eastern Operating Account
Status: Outstanding for GL Mo/Yr
GL Mo/Yr: 06/2022 June
System Source: AP, JE, SL, AR
Clear date: 06/01/2022

Separate Checks and Deposits

Reconciliation Detail:

G/L Balance: -1,924,427.77
+ O/S Checks, Credits: 3,510,794.83
- O/S Deposits, Debits: 928,808.18
= Subtotal: 657,558.88
+ Adjustments to G/L Balance: 0.00
- Bank Statement Balance: 100.00
= Unreconciled Balance: 657,458.88

Clearing Tools:

Cleared Checks and Credits:
Cleared Deposits and Debits:
Global Clear
 By Condition/Row #
From Check#:

[Display](#) [Advanced Filters](#)

Row	Cleared	Check# or Ref#	Deposits And Other Debits	Checks And Other Credits	GL Mo/Yr	GL or Deposit Dates	Clear Date	Reconciled
11	<input checked="" type="checkbox"/>	026220		160.00	5/2019	2/13/2020	1/01/2023	
12	<input checked="" type="checkbox"/>	026422		134.00	6/2019	3/13/2020	1/01/2023	
13	<input checked="" type="checkbox"/>	026469		172.80	7/2019	4/01/2020	11/01/2022	
14	<input checked="" type="checkbox"/>	026484		201.00	7/2019	4/01/2020	11/01/2022	
15	<input type="checkbox"/>	026500		250.00	7/2019	4/01/2020		

Payment Attachment Indicator

Daily > Vendor Summary/Vendor Detail

The attachment column checkbox on Vendor Summary/Detail Transactions will now be checked on payment lines to easily identify when attachments have been added to payment records.

MN - Web Testing DEV - Accounting - Vendor Summary Transactions

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

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

Vendor ID: 1285 Staples Business Advantage

Period: 04/2022 April to 99/9999 End

Type: (All) Display Reversal entries

Totals for range: Invoices: 21,900.00, Payments: 2,374.74, Due: 19,525.26

Total Due: 27,690.2

Display Advanced Filters

Month/Year	Date	Type	Invoice#	Check# / EFT	Amount	Status	Batch#	Atch
6/2022	6/26/2023	Payment		testtest	1,000.00	Cleared	215781	<input checked="" type="checkbox"/>
4/2022	4/05/2024	Invoice	Apr 2022	027790	1,550.00	Paid	216595	<input type="checkbox"/>
4/2022	4/05/2022	Payment		027790	1,550.00	Cleared	216600	<input type="checkbox"/>

Tagged Invoice Payment Method Display

Daily > Payment Batches > Tag Invoices for Payment

Payment method has been added to the Tag Invoices screen that displays the default payment methods set for vendors.

View by: Vendor Name, Invoice Date

Vendor Type: (All)

Payment Method: (All)

Tag By: Vendor ID

Tag Untag

Total Payables: 2,825,865.59

Tagged for Payment: 0.00

Remaining Due: 2,825,865.59

Display Advanced Filters

Vendor Name	Vendor ID	Month/Year	Date	Invoice#	Amount	Pmt Country	Status	Due Date	Batch#	Payment Vendor Name	Payment Vendor ID	Payment Card	Address ID	Payment Method
Essex Media Group	2811	11/2019	8/16/2020	596493	350.00	United States	Unpaid	9/16/2020	205368	Essex Medi...	2811		PRIMARY	Paper Check
Essex Media Group	2811				0.00									

Document Approval

Purchase Order Form Data

Daily > Purchase Order List

The "Requested By" field has been added to the exportable/printable purchase order form.

Purchase Order #13800 Not Submitted

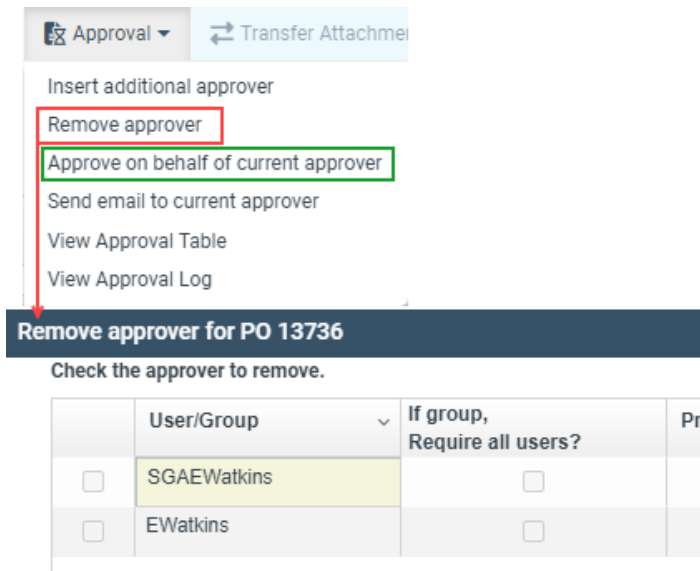
Vendor #3706	Ship To
3 Step Sports 340-C Fordham Road test, CO 01887	
Information	Bill To
Group: Business Office Mo/Yr: 6/2022 Date: 6/24/2024 Paper Check Requested By: SGA	MN - Web Testing DEV 2 Centennial Drive Suite 4A Downtown, CA 12345 123-554-12346 Email: SGA EIN# 54-1234567

Approval Table Dropdown Options

Daily > Pending Approval List > Approval Table Drop-Down Menu

The ability to “Remove Approver” has been added to the “Approval” dropdown menu. This option will only be available to administrators and enables the removal of approvers after an entry is submitted. Only approvers after the current waiting-on user may be removed.

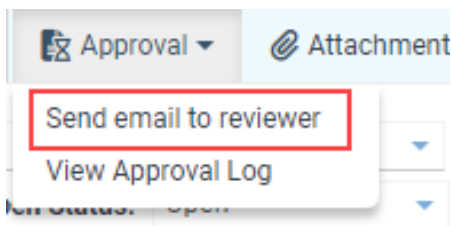
In addition, “Approve for current approver and move to next approver” is now labeled “Approve on behalf of current approver”.



The screenshot shows the 'Approval' dropdown menu with the following options: 'Insert additional approver', 'Remove approver', 'Approve on behalf of current approver', 'Send email to current approver', 'View Approval Table', and 'View Approval Log'. The 'Remove approver' option is highlighted with a red box, and the 'Approve on behalf of current approver' option is highlighted with a green box. Below the menu, a dark blue header reads 'Remove approver for PO 13736'. Underneath, a text prompt says 'Check the approver to remove.' followed by a table:

	User/Group	If group, Require all users?	Pr
<input type="checkbox"/>	SGAEWatkins	<input type="checkbox"/>	
<input type="checkbox"/>	EWatkins	<input type="checkbox"/>	

The option to “Send email to reviewer” has been added to resend notification emails to reviewers. This option will be available for entries with a “Not Submitted” or “Disapproved” status and assigned to a reviewer.

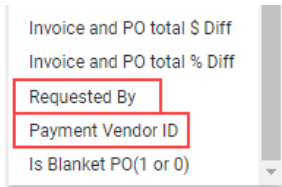


The screenshot shows the 'Approval' dropdown menu with the following options: 'Send email to reviewer' and 'View Approval Log'. The 'Send email to reviewer' option is highlighted with a red box.

Approval Table Conditions Options

Settings > Document Approval > General Options > Approval Sources > Invoice > Edit

The option to add "Requested by" and/or "Payment Vendor ID" as available conditions for Invoice approval has been added. When added as approval conditions these features enable routing an invoice based on the invoice's requesting user or its assigned Payment Vendor.



Approval Table Edit Screen Display Simplification

Settings > Approval Tables

To simplify the approval table edit process an option to "Show Advanced Options" has been added. It controls whether the following columns are displayed:

- If group, require all users? - if the approval line is a user group, all users in the group must approve the entry
- Do not use group default segment(s) - deactivates the use of default account segments if they are assigned to the approval table line
- Disregard Approval Type Conditions - deactivates the user of default approval conditions applied according to the approval type.

Edit Approval for 01 - Business Office - PO

General Permissions

Approval Type: Purchase Order approval + X

Approval Group: 01 - Business Office + X

Approval Table: PO Active

Description:

Sort Order: 0

Stand Alone Table

Use Email Notifications

Display in Selection Dropdowns Use Text Message

Show Advanced Options

User/Group	Proxy Approver 1	Proxy Approver 2			
DDavis	EWatkins		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hide Advanced Options Search Users Condition

User/Group	If group, Require all users?	Do not use group default segment(s)	Disregard Approval Type Conditions	Proxy Approver 1	Proxy Approver 2
DDavis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EWatkins	

AP Automation

Digital Invoice Capture Template Setup Display Simplification

Settings > Accounts Payable > Digital Invoice Templates > Edit > Template Page

To simplify the Digital Invoice Capture template creation process the extraction item setup layout has been updated. Selection item options controlling how text is to be extracted have been moved to an "Identification Criteria" subheader, GL account and Comment assignment options have been moved to a "Distribution Options" subheader, and advanced settings for adjusting extraction field margins of error, amount sign reversal, etc. have been moved to an "Advanced Options" subheader:

▼ Identification Criteria	
(Name) ?	VendorID
Use adjacent text to identify item?	<input type="checkbox"/>
Item to return is below adjacent text?	<input type="checkbox"/>
Text to find	<input type="text" value="Get Text"/>
Text to ignore	<input type="text"/>

▼ Distribution Options	
GL Account Assigned ?	<input type="text"/>
Conditionally assign GL Account	<input checked="" type="checkbox"/> <input type="text" value="Conditions"/>
Conditionally assign transaction code	<input type="checkbox"/> <input type="text" value="Conditions"/>
Comment Assigned ?	<input type="text"/>

▼ Advanced Options	
Conditionally include row	<input type="checkbox"/> <input type="text" value="Conditions"/>
Row Nbr	<input type="text" value="4"/>
Reverse Sign	<input type="checkbox"/>
Label vertical margin of error ?	<input type="text" value="5"/>
Remove spaces in value	<input type="checkbox"/>
Force new call to Computer Vision	<input type="checkbox"/>

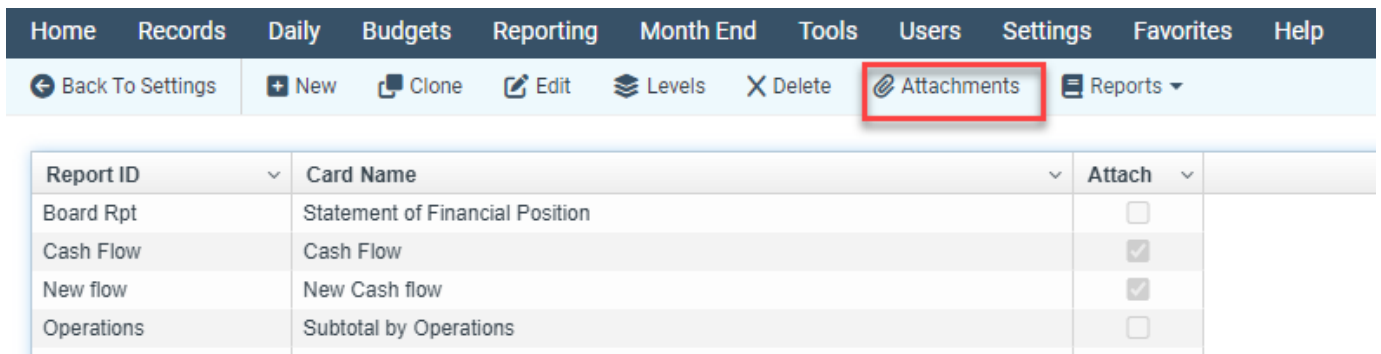
New Features:

Reporting

Report Description Setup Attachments

Settings > General Ledger > Report Descriptions

Attachments may now be added to the report description setup. These files can be used to provide additional context for how the report descriptions are used and to which accounts the different levels are applied.

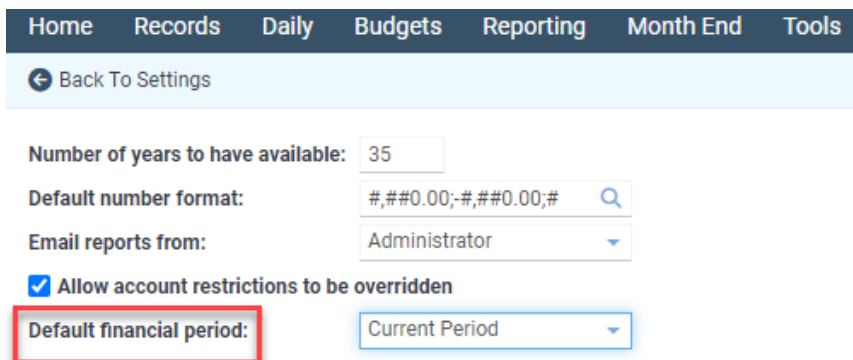


Report ID	Card Name	Attach
Board Rpt	Statement of Financial Position	<input type="checkbox"/>
Cash Flow	Cash Flow	<input checked="" type="checkbox"/>
New flow	New Cash flow	<input checked="" type="checkbox"/>
Operations	Subtotal by Operations	<input type="checkbox"/>

Report View Default Period Setup

Settings > General Ledger > Reporting

A setting for "Default Financial Period" has been added for users to select which period will be initially selected for Financial Statement reports. The period may still be modified prior to displaying the report.



Home Records Daily Budgets Reporting Month End Tools

Back To Settings

Number of years to have available: 35

Default number format: ###0.00;-###0.00;#

Email reports from: Administrator

Allow account restrictions to be overridden

Default financial period: Current Period

User Permissions for Reporting

Users > Permissions

Application: SignOn > Save Reports for All Users

A new permission has been added indicating whether a user or user/group has the capability to save report views for just their profile or for all users. When users are limited to saving reports only for themselves a report name validation has been added that prevents them from using the same report name as a currently existing report to prevent confusion. To maintain pre-update functionality, the access level has been set to 01-Allow upon release and can be changed as needed.

Application: User or Group:

Permission:

Permission	Access Level
Generic Report Writer	98 - Edit General Tab
Groups	02 - Modify
Lists	50 - Maintain lists for any user or group
Options	02 - Modify
Permissions	02 - Modify
Query Variables	02 - Modify
Register	02 - Modify
Report Data Sources	02 - Modify
Report Folders	99 - Administrator
Save Reports For All Users	01 - Allow

General

Approval Group Restriction Audit

Users > Approval Group Restrictions

An audit log has been added to enable the search of all audit records for a specified user to determine if/when approval group restrictions have been modified.

The screenshot shows the 'Approval Group Restrictions' interface. At the top, there is a navigation bar with tabs: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, and Settings. Below this is a secondary bar with buttons: Save, Preview User Approval Dropdown Options, Search Approval Restrictions, and Audit. A red arrow points from the 'Audit' button to the 'User Audit History' section below.

Below the navigation bar, there is a text box: "This limits a user to browse/enter into specific workflows/groups/approval tables only. If nothing is specified t".

Below that, there are two input fields: "User: EWatkins" and "Clone To: Another user".

The "User Audit History" section has a "Reports" dropdown menu. Below it are several filter fields: "Account ID: 699", "User Name: EWatkins", "Application: (All)", and "Modify User: (All)". To the right of these are "Date:", "Column:", "Old Value:", and "New Value:" fields.

Below the filters are "Operations:" checkboxes for "Insert", "Update", and "Delete", along with a "Search" button.

At the bottom, there is a table with the following data:

Account ID	User Name	Operation	Column	Old Value
699	EWatkins	Update	Nbr Login Attempts	0

Account/Object Restrictions Search/Preview

Users > Account/Object Restrictions

“Search Restrictions” has been added to display all users that have access to selected accounts. This list can be printed or exported to Excel if needed.

MN - Web Testing DEV - Accounting - Restrictions

Home Records Daily Budgets Reporting M

Save Search Restrictions Audit Reports

Search Account Restrictions

Edit User Account Restrictions X Exit Reports

This screen shows users that have access to the selected Accounts. (This Accounts)

Display

User	Full Name	Account Restrictions
------	-----------	----------------------

In addition, once a user is selected the option to “Preview User Accounts” has been added to display the accounts that will be available to the user on entry and list screens based on their account restrictions.

MN - Web Testing DEV - Accounting - Restrictions

Home Records Daily Budgets Reporting Month End Tools

Save Preview User Accounts Search Restrictions Audit Rep

This limits a user to browse/enter into specific accounts only. If nothing is specified then the browse also apply to entry. Therefore, you only need specify entry restrictions when they d

Object Type: Account

User: EWatkins

Preview Accounts

X Exit Reports

This screen shows the accounts the selected user will see on entry or list screens. User: EWatkins

Display

Account	Description
	User can access all accounts

Advanced Print Header/Footer Setup

Setting controls have been added to allow modification of the Header and Footer when using the Advanced Print function.

The screenshot displays the 'Advanced Print' dialog box with the following settings:

- Adjust to: 100 % normal size.
- Page Header: Change Header
- Page Footer: Change Footer
- File Name: GL Bank Reconciliation
- Font: Microsoft Sans Serif 9 Change Font
- Header: [Empty field]
- Font Size: [Empty field]
- Top Margin: 0.6 Bottom Margin: 0.45
- Right Margin: 0.2 Left Margin: 0.2

The 'Override Column Widths' section contains a table with the following data:

Column Name	Width
Row	Auto
Cleared	Auto
Check#/Ref#	Auto
Deposits And Other Debits	Auto
Checks And Other Credits	Auto
GL Mo/Yr	Auto
GL or Deposit Dates	Auto
Clear Date	Auto
Reconcile Date	Auto
Name	Auto
Source Description	Auto

The 'Header' section shows a preview of the printed output with the following text:

To format text: select the text to be modified and click the Font icon.
To insert a page number, date, time, filepath, filename, or tab name, position the cursor in the desired section location and click the associated icon.
Note that # (Number of Pages) applies only to Excel print properties.

The preview is divided into three sections: Left Section, Center Section, and Right Section. The Left Section contains the following text:

Bank Reconciliation for: Eastern Operating Account, Reconc
GL Balance: 0.00
- O/B Checks, Credits: 0.00
- O/B Deposits, Debits: 0.00
= Reconciled: 0.00
= Bank Statement Balance: 0.00
= Adjustments: 0.00
= Unreconciled Balance: 0.00

The preview also includes an 'Insert Variable' button and a toolbar with icons for font, bold, italic, underline, strikethrough, bullet point, numbered list, and text color. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

Bank Reconciliation Historical Transaction Checkbook Assignment

Settings > Accounts Payable > General Options

When GL activity is created for GL accounts linked to AP Checkbooks the transactions are automatically linked to the checkbook and displayed in the Bank Reconciliation screen. GL transactions in existence prior to a checkbook's creation, however, are not automatically linked.

When new checkbooks are created with existing cash GL accounts the "Assign Checkbook ID" feature may be used to retroactively link existing GL transactions. First, select the checkbook(s) for which the associated GL accounts have unlinked transactions. Then, select the oldest period containing transactions that need to be linked and click "Assign". All transactions with checkbooks assigned will then display in the Bank Reconciliation screen.

In addition, a "Daily Cash Reconciliation" checkbox has been added for users to indicate if they perform daily cash reconciliations. If unchecked, the reconciliation date field and "Display Future Entries" will be hidden to simplify the reconciliation process.

Use G/L Bank Reconciliation

Daily Cash Reconciliation

Group SL Payment Methods

Assign Checkbook ID to transactions beginning:

Separate entries and create separate rows beginning:

Document Approval

Approval Type Default Conditions

Settings > Approval Type

The option to set "Default Approval Conditions" for an Approval Type has been added. This allows default conditions to be applied to all approver lines within approval tables built for the Approval Type automatically.

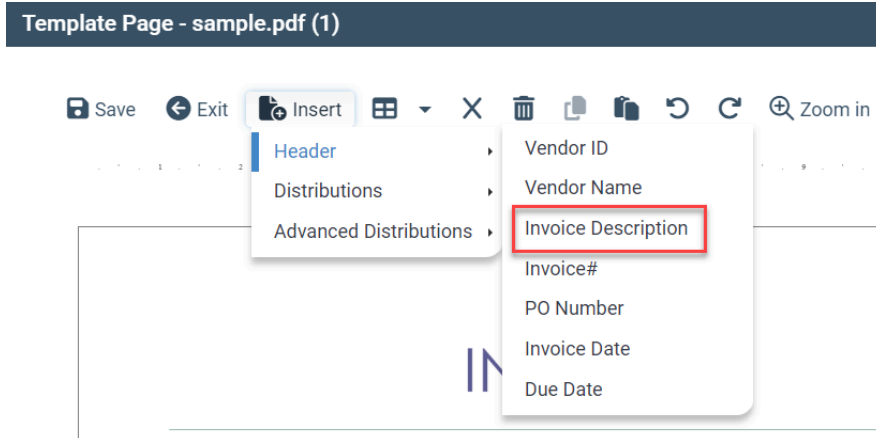
The screenshot shows the 'Edit Approval Type - Invoice approval' configuration window. At the top, there are three tabs: '1. Approval Type', '2. Approval Groups', and '3. Approval Table(s)'. The 'Source' is set to 'Invoice'. The 'Type Name' is 'Invoice approval' and it is marked as 'Active'. The 'Description' and 'Sort Order' (0) are also visible. Below these are three sub-tabs: 'General', 'Communications', and 'Permissions'. The 'General' tab is active and contains several checkboxes: 'Allow adding attachments during workflow', 'Allow editing attachments during workflow', 'Allow use of reviewers', 'Allow adding additional users to workflow', 'Before Workflow' (checked), and 'After Workflow' (unchecked). There are also checkboxes for 'Enable Disapprove and Resubmit function', 'Include Due Date' (with a 'Default due date days' input of 7), 'Allow Due Date Change', 'Show Ship to Address', 'Include (First) Table', and 'Include (Last) Table'. On the right side, there is a 'Default Approval Conditions' dropdown menu, which is highlighted with a red box and shows 'Default Conditions' with a help icon. At the bottom, there are buttons for 'Next', 'Finish', 'Save', 'Save as new', and 'Cancel'.

AP Automation

Digital Invoice Capture Setup Extraction Field Addition

Settings > Accounts Payable > Digital Invoice Templates

“Invoice Description” has been added as an available invoice header extraction field.



Rotate/Reorder Digital Capture Attachments

Daily > A/P Invoice Batch List > New > Digital Invoice Capture

To allow for modification of image page orientation and/or image order after files have been selected for Capture a “Rotate/Reorder” feature has been added. The Rotate icon will rotate images clockwise, and the Up and Down arrows will allow image pages to be reordered as necessary.

