SGA Fund Accounting
Version 13.0 Release Guide

Enhancements:

New Features:

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.
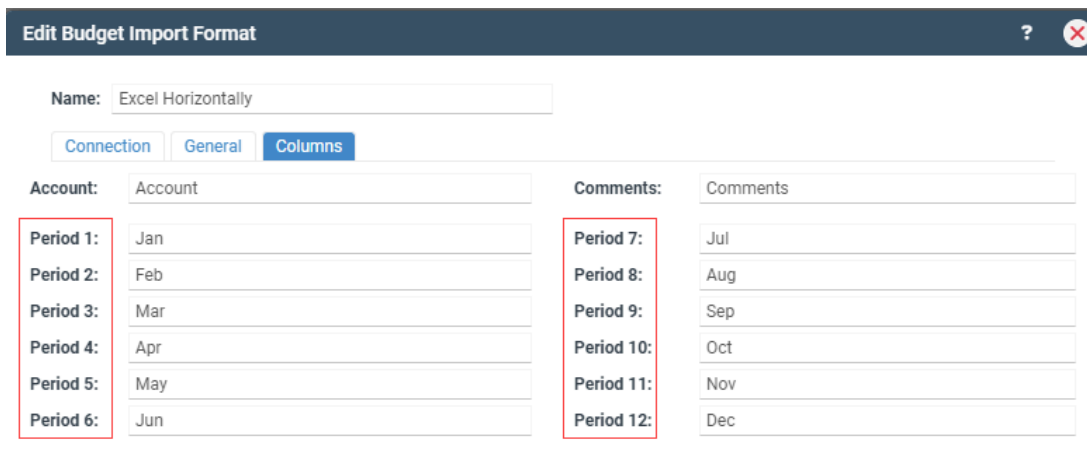

Budget Import Setup

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.
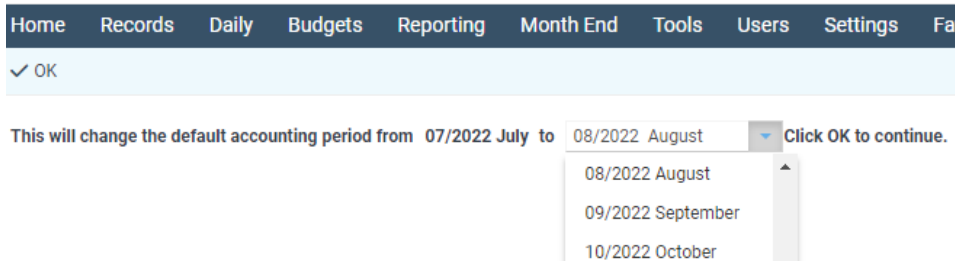
Accounting Period Reset Functionality

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.

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 ▾	Re Da
11	☑	026220		160.00	5/2019	2/13/2020	1/01/2023	
12	☑	026422		134.00	6/2019	3/13/2020	1/01/2023	
13	☑	026469		172.80	7/2019	4/01/2020	11/01/2022	
14	☑	026484		201.00	7/2019	4/01/2020	11/01/2022	
15	☐	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.

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.

Document Approval

Purchase Order Form Data

Daily > Purchase Order List

The "Requested By" field has been added to the exportable/printable purchase order form.
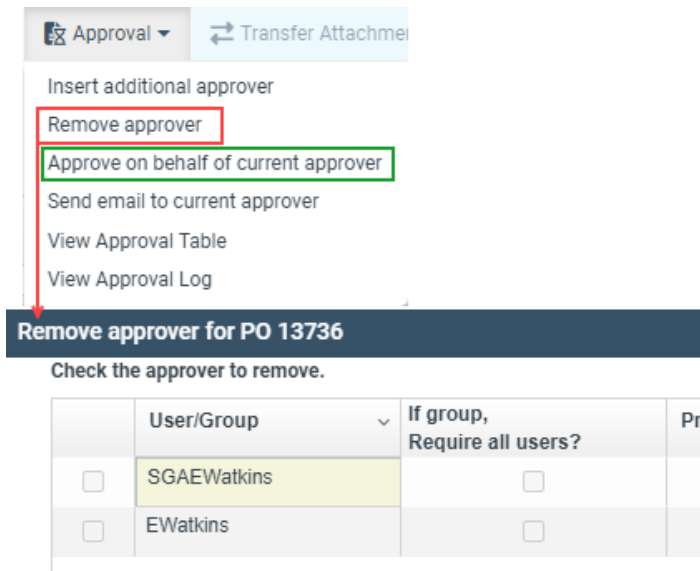
Purchase Order #13800
Not Submitted

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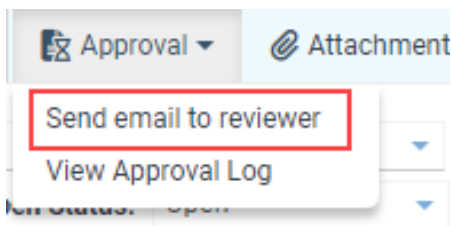
In addition, "Approve for current approver and move to next approver" is now labeled "Approve on behalf of current approver".

The 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.
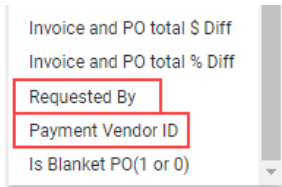
Approval Table Conditions Options

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.

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:
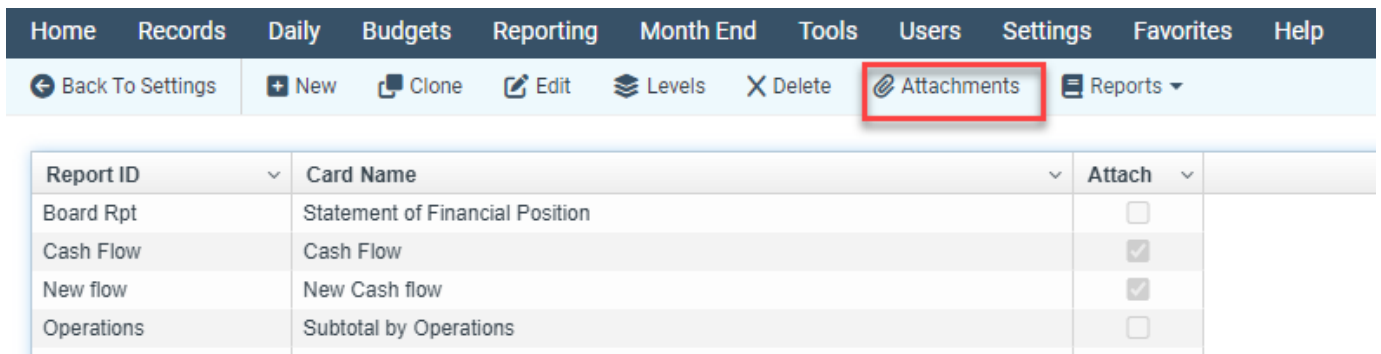
New Features:

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.
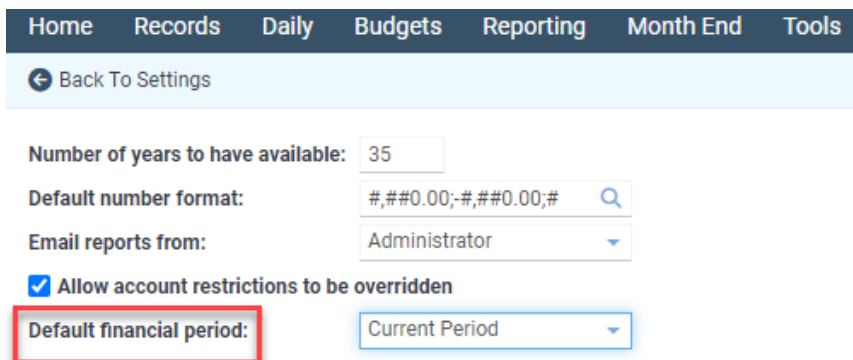

Report View Default Period Setup

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.

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.

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.

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.

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.

Advanced Print Header/Footer Setup

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

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.

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.
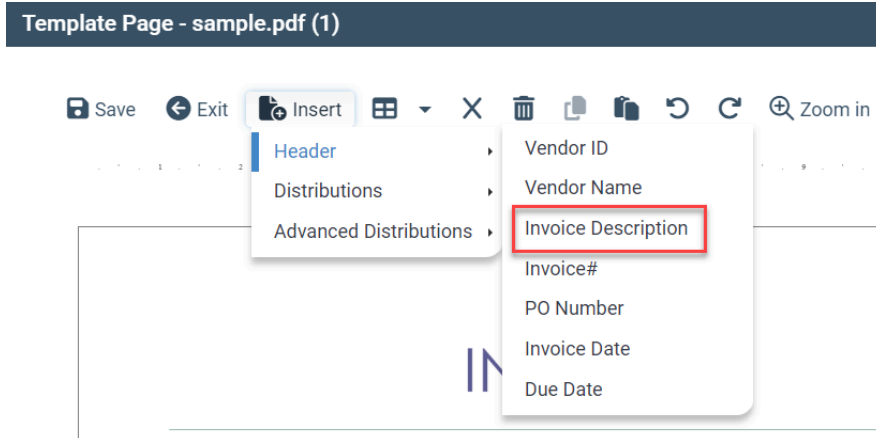
AP Automation

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.