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SGA Accounting
Version 13.1 Release Guide

New Features:

AP Automation:

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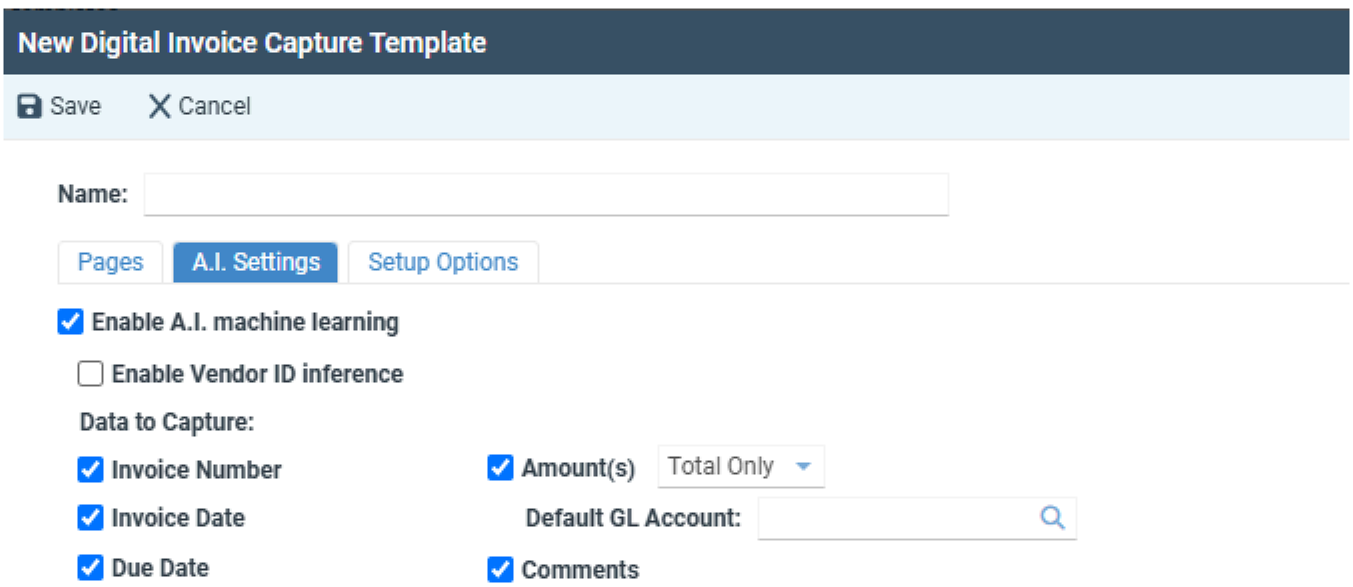
New Features:

AP Automation A.I. Machine Learning:

Settings > Accounts Payable > Digital Invoice Templates

AP Automation is now more automated with a new machine-learning enhancement to the Digital Capture feature that utilizes cutting edge artificial intelligence tools. These new capabilities drastically reduce reliance on invoice templates, simplify system setup, and can be activated without impacting your current processes.



To activate the new tools go to SETTINGS > ACCOUNTS PAYABLE > DIGITAL CAPTURE TEMPLATES, edit your existing Digital Capture template, click on the A.I. Settings tab, and click “Enable A.I. machine learning”. The options displayed represent the data fields the system will attempt to extract when invoices lacking existing template pages are captured. If “Enable Vendor ID inference” is activated, the system will attempt to select a vendor id by comparing the vendor name in the invoice image to your vendor list.

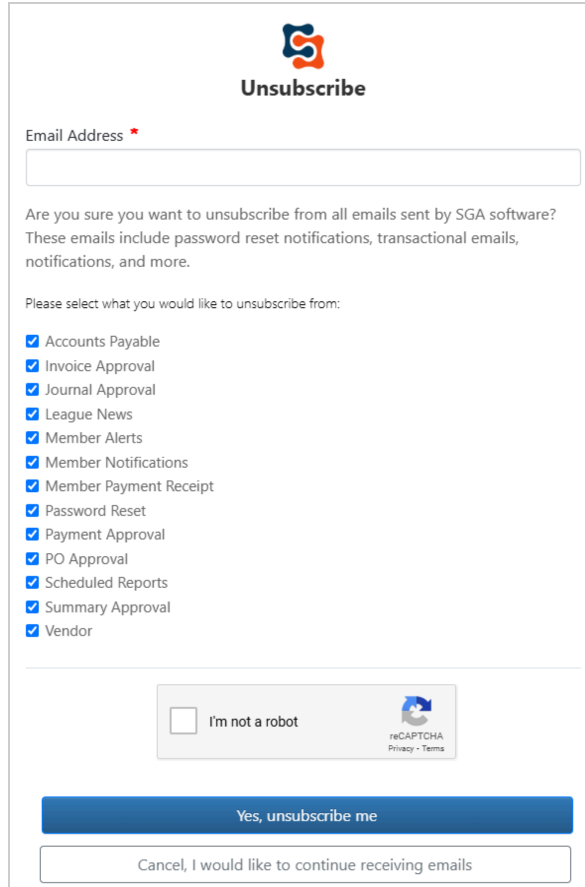
To add the AP Automation module, or for assistance with the new tools, contact SGA Support.

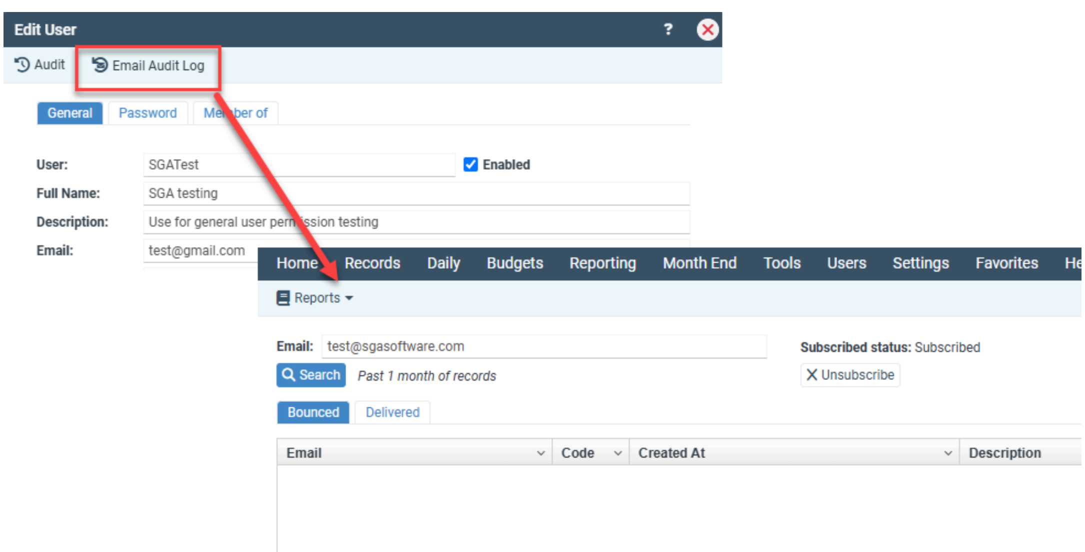
System Users Email Communication Administration:

Users > System Users > Edit User > Email Audit Log

In accordance with the CAN-SPAM act, email providers have been initiating new protocols that include a requirement for all bulk email senders to include a "one-click unsubscribe" option in outgoing emails. To ensure delivery of outgoing correspondence from SGA systems, unsubscribe links have been added at the end of all outgoing emails. When unsubscribing, users are presented with a confirmation menu indicating the different email types from which they can choose to unsubscribe.

Unfortunately, inclusion of the new unsubscribe links can result in existing SGA users and Vendor Portal users unsubscribing from important system notification emails inadvertently. So, a new Email Audit log has been added to the User Edit screen (USERS > SYSTEM USERS > EDIT) to aid in administration of email communications. This new tool displays the subscribed status and delivered/bounced email activity of any selected user's email, or other searched email address, for the immediately preceding month. If necessary, email addresses may be unsubscribed or resubscribed by a system administrator. When unsubscribing/resubscribing, a menu is presented indicating the different email types that can be added/removed.





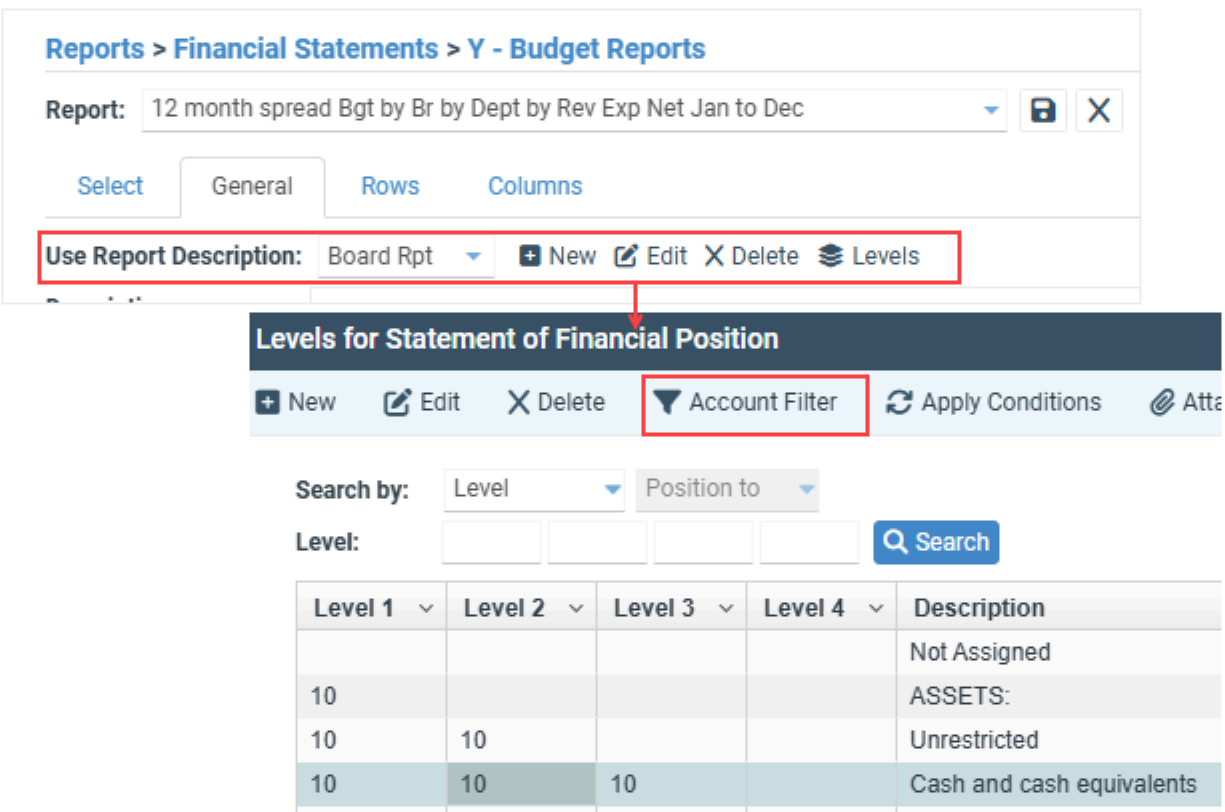
Enhancements:

Report Description Level Assignment by Account Filter

Settings > General Ledger> Report Descriptions

Report descriptions can be used to modify report layouts beyond the standard Financial Statement Report Writer tools. Using Report Description levels, accounts can be ordered and/or subtotaled in highly customized ways. To improve the end-user experience, setup of Report Descriptions can now be accessed directly from the Financial Statement report General tab.

In addition to the above changes, Report Description levels can now be assigned by account filter. When added, account filters ensure that all accounts meeting the filter conditions have the associated Report Description levels assigned to them. Further, when new accounts meeting the filter conditions are added, Report Description levels are assigned immediately at creation. Report Description level filters may be modified at any time. Changes to filter conditions automatically update the assigned report description levels of all affected accounts.

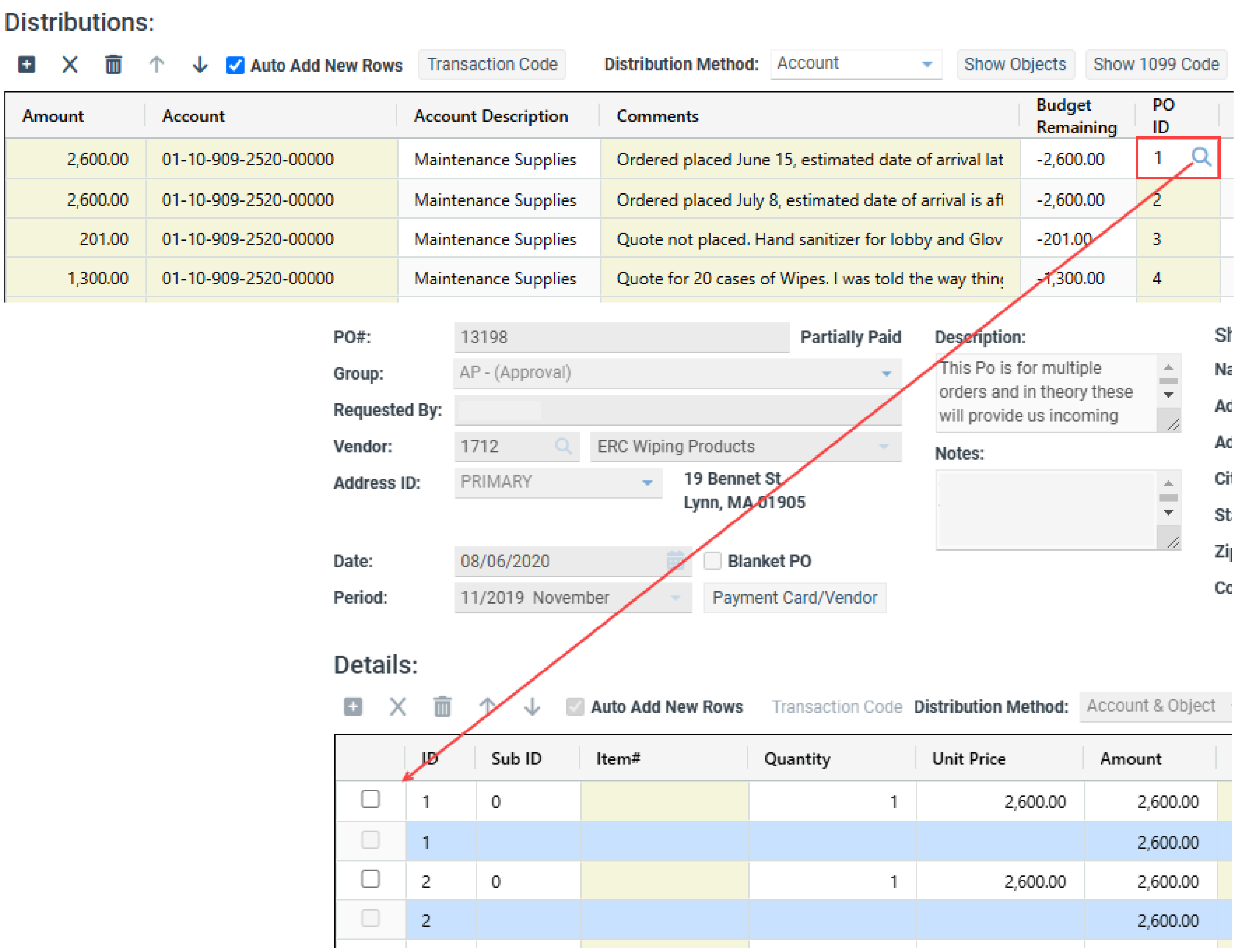


Invoice Entry Purchase Order IDs

Daily > A/P Invoice Batch List > Invoice Entry

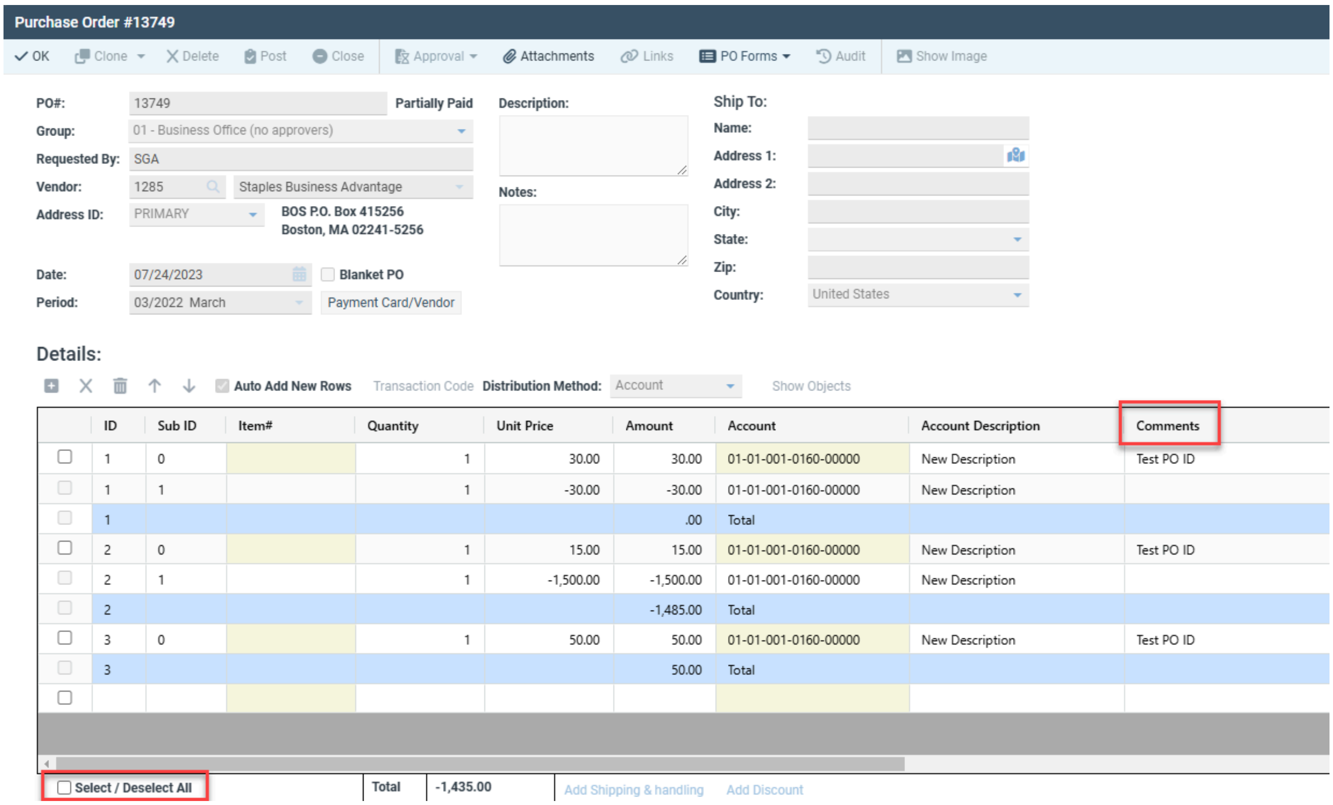
PO Line ID Modification:

When invoices are applied to Purchase Orders, each invoice distribution line is assigned the ID number of the PO line the invoice distribution is closing. The ability to modify these PO IDs has been added. Using this capability existing invoice distribution lines may now be adjusted to apply to different PO IDs as needed. PO IDs may be manually keyed or selected by clicking the magnifying glass to view the Purchase Order.



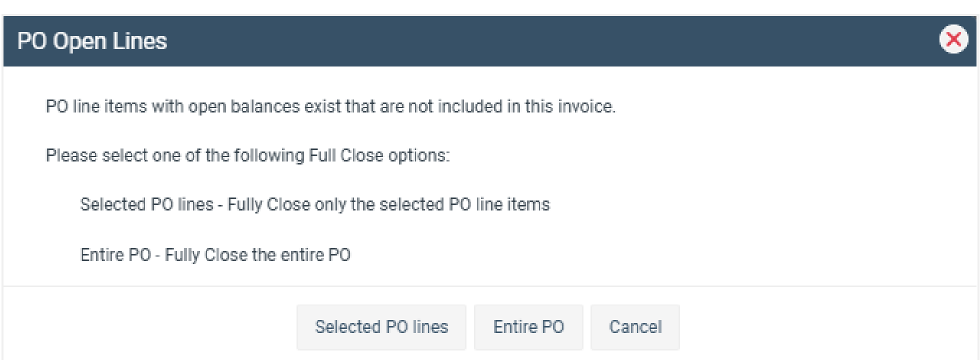
PO Line Select all/Deselect all:

When selecting PO lines to apply to an invoice for closure, an option to Select All/Deselect All has been added, and the details grid has been optimized to allow the Comments column to be visible without scrolling.



PO Full Close - Select Lines or Entire PO:

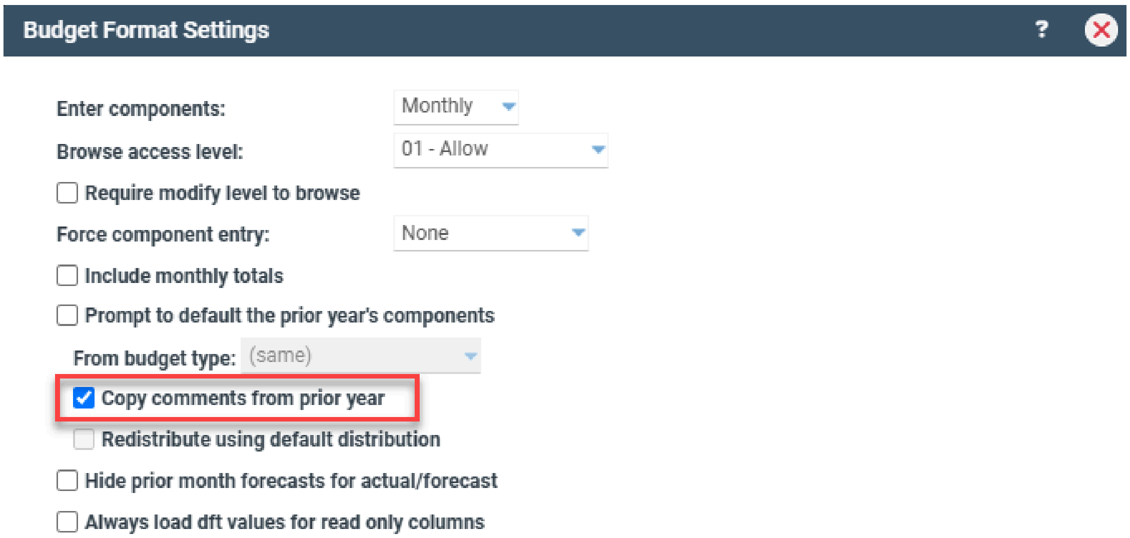
Historically, the Full Close PO close method has applied only to the PO line IDs associated with the invoice being entered. Purchase Orders can now be fully closed in entirety. If the Full Close option is selected, and there are PO line IDs with open balances unaffected by the invoice being entered, the user can now choose to close only the selected PO lines or the entire PO:



Budgets

Settings > Budgeting > Formats

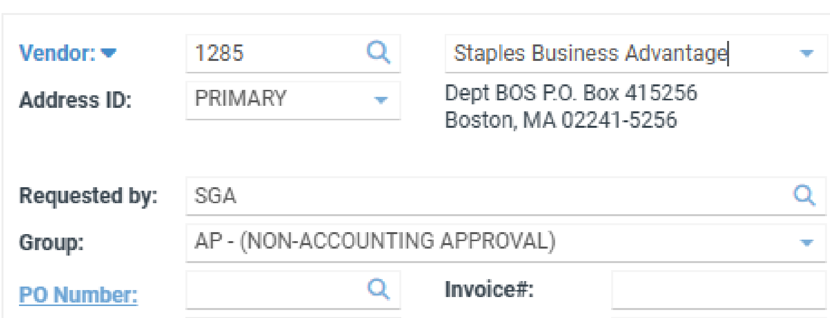
In budget format setup it is now possible to indicate whether prior year comments should be copied to the current budget year when users copy prior year components.



Accounts Payable

Daily > A/P Invoice Batch List > Invoice Entry

When Invoice Approval is active, and the option to use the “Requested by” user field is selected, a new “Requested by” field will appear on the Invoice Entry screen. This field can be used in approval table conditions to ensure invoices are routed to the appropriate staff based on the requesting user; typically the user responsible for the purchase of the good/service being invoiced. When entering a new AP Invoice the "Requested by” field will now auto-populate with the current user.



General

Settings > Imports (Accounts Payable, General Ledger, Purchase Order, Budget, AR)

Templates or schema needed to import can now be attached to the import setup for AP, Journal Entry, Purchase Order, Budget, and AR imports.

Budgets > Actuals / Budget Entry & Actuals / Budget Multi-Account Entry

The Account Comments box has been replaced with a link that can be opened to view or create comments that are specific for the selected account(s).

Daily > Centralized AP Inbox

A Select all/Deselect all option has been added to the Centralized AP Inbox to more easily delete or move emails in bulk.

Settings > Entry Options (Accounts Payable, General Ledger, Purchase Order)

If "Require an attachment" is checked in Entry Options the validation to confirm an attachment has been added will now only occur when entries are posted. This will allow users to work on entry preparation without needing an attachment to save, but will ensure that attachments are present before entries may be posted; or, if Document Approval is activated, before entries are submitted for approval.

Records > Objects

Vendor Name and Vendor ID are now available column selections in the Object list.

Users > System Groups > Edit & Users > Permissions

Added a checkbox to "Show only enabled users" to filter out disabled users when editing a System Group or viewing Permissions.

Month End > 1099 Process > Back of Form

The text which prints on the back of the 1099 form has been added for the 2024 year. To apply the update for the current year, select the Year, the Form, and click "Apply annual form update".