



## SGA Accounting Version 13.1 Release Guide

### New Features:

#### AP Automation:

★ AP Automation A.I. Machine Learning..... 2

#### System Users:

★ System Users Email Communication Administration..... 3

### Enhancements:

#### Reporting:

★ Report Description Level Assignment by Account Filter..... 4

#### Purchase Orders:

★ Invoice Entry PO Line ID Modification..... 5

★ Invoice Entry PO Line ID Select all/Deselect all..... 6

★ Invoice Entry PO Full Close - Select Lines or Entire PO..... 6

#### Budgets:

★ Budget Component Format Setup Copy Prior Year Comments..... 7

#### Accounts Payable:

★ Invoice Entry "Requested by" field..... 7

#### General:

★ Attachments Added to Imports..... 8

★ Budget Account Comments Displays as Link ..... 8

★ Select All/Deselect all Added to Centralized AP Inbox..... 8

★ "Require Attachment" Validation Changes..... 8

★ Vendor ID/Name Columns Added to Object List..... 8

★ Enabled Users Filter Added to Groups and Permissions ..... 8

★ 2024 Back of Form Update for 1099s..... 8



## 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.

### New Digital Invoice Capture Template

 Save  Cancel

Name:

[Pages](#) [A.I. Settings](#) [Setup Options](#)

**Enable A.I. machine learning**

**Enable Vendor ID inference**

**Data to Capture:**

|   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Invoice Number</b> | <input checked="" type="checkbox"/> <b>Amount(s)</b> <input type="text" value="Total Only"/> |
| <input checked="" type="checkbox"/> <b>Invoice Date</b>   | <b>Default GL Account:</b> <input type="text"/>  |
| <input checked="" type="checkbox"/> <b>Due Date</b>       | <input checked="" type="checkbox"/> <b>Comments</b>  |

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.

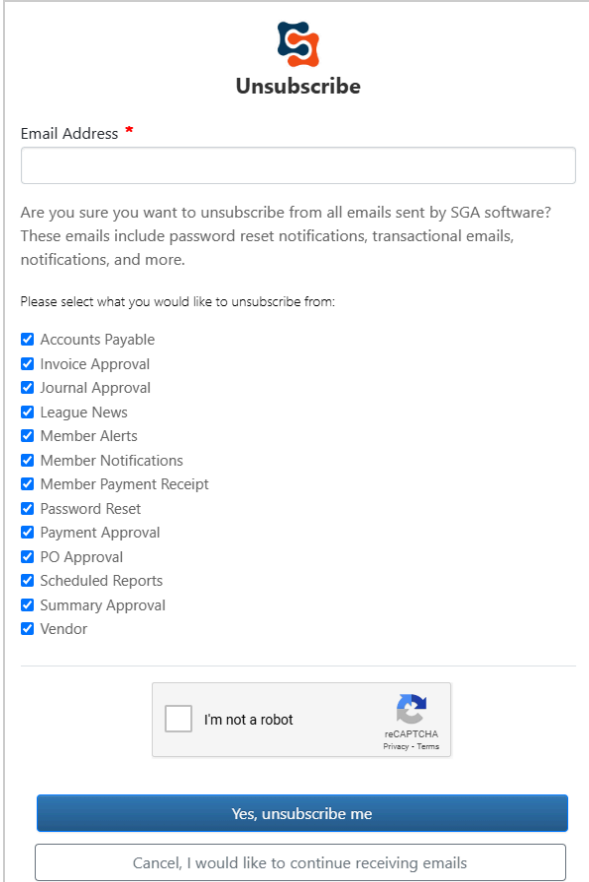
To add the AP Automation module, or for assistance with the new tools, contact SGA Support.

## System Users Email Communication Administration:

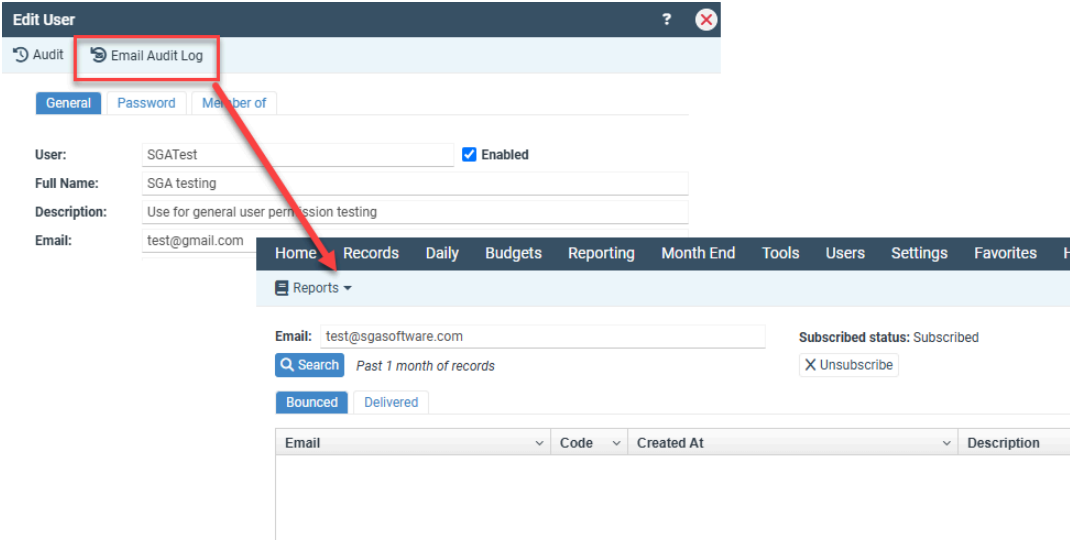
*Users > System Users > Edit User > Email Audit Log*

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.



The image shows a confirmation dialog box titled "Unsubscribe" with the SGA logo. It contains a text input field for "Email Address" with a red asterisk indicating it is required. Below the input field, there is a confirmation question: "Are you sure you want to unsubscribe from all emails sent by SGA software? These emails include password reset notifications, transactional emails, notifications, and more." Underneath, a section titled "Please select what you would like to unsubscribe from:" lists various email types, each with a checked checkbox: Accounts Payable, Invoice Approval, Journal Approval, League News, Member Alerts, Member Notifications, Member Payment Receipt, Password Reset, Payment Approval, PO Approval, Scheduled Reports, Summary Approval, and Vendor. At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "Yes, unsubscribe me" button. A "Cancel, I would like to continue receiving emails" button is located at the very bottom.



The image shows a screenshot of the "Edit User" interface. At the top, there are tabs for "Audit" and "Email Audit Log", with the latter highlighted. Below the tabs are fields for "User" (SGATest, Enabled), "Full Name" (SGA testing), "Description" (Use for general user permission testing), and "Email" (test@gmail.com). A red arrow points from the "Email Audit Log" tab to the "Email Audit Log" section below. This section includes a search bar for "Email" (test@sgasoftware.com), a "Subscribed status" of "Subscribed", and an "Unsubscribe" button. There are also "Bounced" and "Delivered" tabs. At the bottom, a table header is visible with columns for "Email", "Code", "Created At", and "Description".

## 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.

**Reports > Financial Statements > Y - Budget Reports**

Report: 12 month spread Bgt by Br by Dept by Rev Exp Net Jan to Dec

Select General Rows Columns

Use Report Description: Board Rpt + New Edit Delete Levels

**Levels for Statement of Financial Position**

+ New Edit Delete Account Filter Apply Conditions Attach

Search by: Level Position to

Level: [ ] [ ] [ ] [ ] Search

| Level 1 | Level 2 | Level 3 | Level 4 | Description               |
|---------|---------|---------|---------|---------------------------|
|         |         |         |         | Not Assigned              |
| 10      |         |         |         | ASSETS:                   |
| 10      | 10      |         |         | Unrestricted              |
| 10      | 10      | 10      |         | Cash and cash equivalents |
| 10      | 10      | 15      |         | Restricted cash           |

## 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.

#### Distributions:

Auto Add New Rows
 Transaction Code
Distribution Method: Account
Show Objects
Show 1099 Code

| Amount   | Account              | Account Description  | Comments  | Budget Remaining | PO ID |
|----------|----------------------|----------------------|---|------------------|-------|
| 2,600.00 | 01-10-909-2520-00000 | Maintenance Supplies | Ordered placed June 15, estimated date of arrival lat   | -2,600.00        | 1     |
| 2,600.00 | 01-10-909-2520-00000 | Maintenance Supplies | Ordered placed July 8, estimated date of arrival is aft | -2,600.00        | 2     |
| 201.00   | 01-10-909-2520-00000 | Maintenance Supplies | Quote not placed. Hand sanitizer for lobby and Glov     | -201.00          | 3     |
| 1,300.00 | 01-10-909-2520-00000 | Maintenance Supplies | Quote for 20 cases of Wipes. I was told the way thin    | -1,300.00        | 4     |

**PO#:** 13198 Partially Paid **Description:**

**Group:** AP - (Approval) This Po is for multiple orders and in theory these will provide us incoming

**Requested By:**

**Vendor:** 1712 ERC Wiping Products **Notes:**

**Address ID:** PRIMARY 19 Bennet St  
Lynn, MA 01905

**Date:** 08/06/2020  Blanket PO

**Period:** 11/2019 November Payment Card/Vendor

#### Details:

Auto Add New Rows
 Transaction Code
Distribution Method: Account & Object

|                          | ID | Sub ID | Item# | Quantity | Unit Price | Amount   |
|--------------------------|----|--------|-------|----------|------------|----------|
| <input type="checkbox"/> | 1  | 0      |       | 1        | 2,600.00   | 2,600.00 |
| <input type="checkbox"/> | 1  |        |       |          |            | 2,600.00 |
| <input type="checkbox"/> | 2  | 0      |       | 1        | 2,600.00   | 2,600.00 |
| <input type="checkbox"/> | 2  |        |       |          |            | 2,600.00 |

### 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.

**Purchase Order #13749**

✓ OK Clone X Delete Post Close Approval Attachments Links PO Forms Audit Show Image

PO#: 13749 Partially Paid Description: Ship To: Name: Address 1: Address 2: City: State: Zip: Country: United States

Group: 01 - Business Office (no approvers)

Requested By: SGA

Vendor: 1285 Staples Business Advantage

Address ID: PRIMARY BOS P.O. Box 415256 Boston, MA 02241-5256

Date: 07/24/2023 Blanket PO

Period: 03/2022 March Payment Card/Vendor

**Details:**

Auto Add New Rows Transaction Code Distribution Method: Account Show Objects

| ID   | Sub ID | Item# | Quantity | Unit Price | Amount    | Account              | Account Description                  | Comments   |
|--|--------|-------|----------|------------|-----------|----------------------|--------------------------------------|------------|
| <input type="checkbox"/>                       | 1      | 0     | 1        | 30.00      | 30.00     | 01-01-001-0160-00000 | New Description                      | Test PO ID |
| <input type="checkbox"/>                       | 1      | 1     | 1        | -30.00     | -30.00    | 01-01-001-0160-00000 | New Description                      |            |
| <input type="checkbox"/>                       | 1      |       |          |            | .00       | Total                |                                      |            |
| <input type="checkbox"/>                       | 2      | 0     | 1        | 15.00      | 15.00     | 01-01-001-0160-00000 | New Description                      | Test PO ID |
| <input type="checkbox"/>                       | 2      | 1     | 1        | -1,500.00  | -1,500.00 | 01-01-001-0160-00000 | New Description                      |            |
| <input type="checkbox"/>                       | 2      |       |          |            | -1,485.00 | Total                |                                      |            |
| <input type="checkbox"/>                       | 3      | 0     | 1        | 50.00      | 50.00     | 01-01-001-0160-00000 | New Description                      | Test PO ID |
| <input type="checkbox"/>                       | 3      |       |          |            | 50.00     | Total                |                                      |            |
| <input type="checkbox"/>                       |        |       |          |            |           |                      |                                      |            |
| <input type="checkbox"/> Select / Deselect All |        |       | Total    |            | -1,435.00 |                      | Add Shipping & handling Add Discount |            |

### 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:

**PO Open Lines**

PO line items with open balances exist that are not included in this invoice.

Please select one of the following Full Close options:

Selected PO lines - Fully Close only the selected PO line items

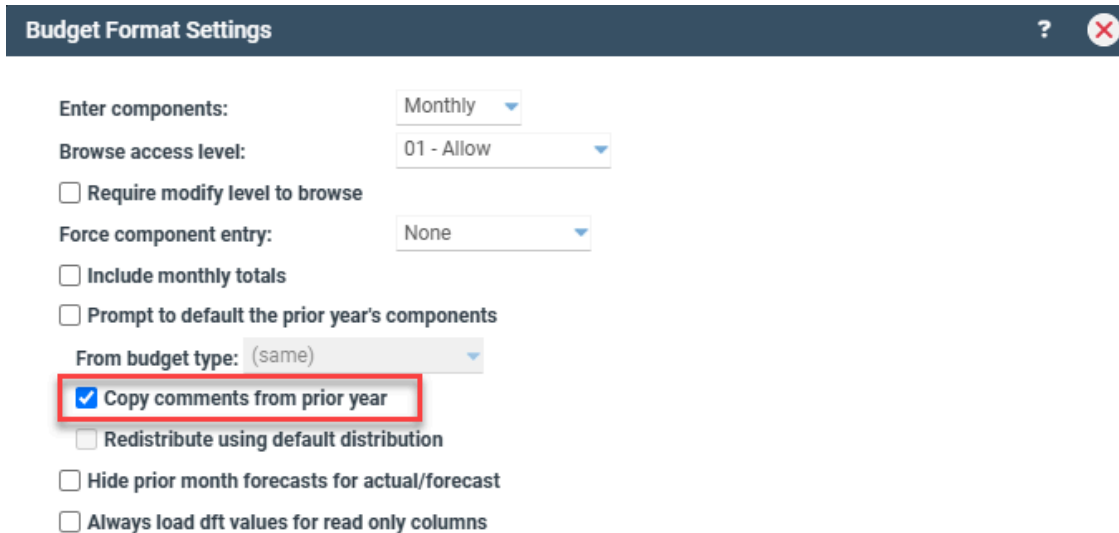
Entire PO - Fully Close the entire PO

Selected PO lines Entire PO Cancel

## 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.



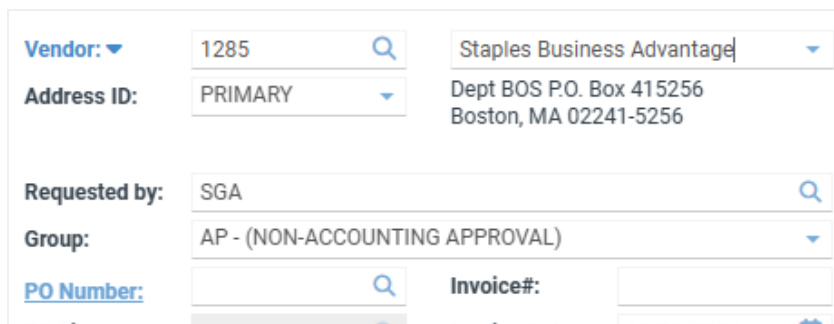
The screenshot shows a 'Budget Format Settings' dialog box with the following options:

- Enter components: Monthly
- Browse access level: 01 - Allow
- Require modify level to browse
- Force component entry: None
- Include monthly totals
- Prompt to default the prior year's components
- From budget type: (same)
- Copy comments from prior year
- Redistribute using default distribution
- Hide prior month forecasts for actual/forecast
- Always load dft values for read only columns

## 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.



The screenshot shows an 'Invoice Entry' form with the following fields:

- Vendor: 1285 (Staples Business Advantage)
- Address ID: PRIMARY (Dept BOS P.O. Box 415256, Boston, MA 02241-5256)
- Requested by: SGA
- Group: AP - (NON-ACCOUNTING APPROVAL)
- PO Number: [empty]
- Invoice#: [empty]

## 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".