

SGA Fund Accounting

Version 13.2 Release Guide

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Enhancements:

Accounts Payable

Daily > Payment Batches

System functionality has always been designed to balance convenience and data security. To that end, to ensure that outgoing payments remain in sync with system entry, payment batches must now be posted prior to printing checks and/or generating ACH file exports..

After selecting Process Payment, the options to Print Checks or Overflow Stubs will be greyed out until Post is selected. When greyed out, hover text has been added to those buttons stating that the batch must be posted prior to printing. Once Posted, the Process Payment window will refresh to allow printing.

The Process Payments menu bar has been reordered to Selections (previously Settings), Submit (if Payment Batch approval is activated), Post, Delete or Unpost, Print Checks, and Overflow Stubs.

The screenshot shows the 'Process Payment' window. The menu bar includes: Selections, Post, Delete, Print Checks, Overflow Stubs, Attachments, Links, and Reports. The 'Print Checks' and 'Overflow Stubs' buttons are highlighted with red boxes. Below the menu, the following details are displayed:

- Batch#: 221044
- Check#: 027815 to 027815 - 1 payments
- Total Amount: 2,020.00
- Period: 2025-11 February
- Checkbook: Eastern Operating Account
- Date: 3/12/2025
- Cash account: 01-001-6112-00000

A 'Checks (1)' section contains a table with one row:

Check#	Vendor ID	Vendor Name	Pmt Country	Address ID	Amount
027815	3246	Cardmember-Bruce	United States	PRIMARY	2,020.00

Once a payment batch has been posted, the option to Delete will be removed and Unpost will be available. To renumber checks, select UnPost and right click on the first check number to be renumbered. Once check numbers are updated, Post must be selected before checks can be reprinted.

The screenshot shows the main application menu bar with the following items: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, Help. Below the menu bar, the 'Unpost' button is highlighted with a red box. Below the menu bar, the following details are displayed:

- New Batch
- Import
- Tag Invoices
- Process Payment
- Merge
- Unpost
- Attachments
- Links
- Refresh
- Reports

Advanced Filters

	Batch#	Checkbook	Month/Year	Date	Nbr of Invoices	Total Amount	Cash Account	Pos...	Modify User
<input type="checkbox"/>	221058	Eastern Operating Acc...	2/2025	2/10/2025	1	5,000.00	01-001-6112-00000	<input checked="" type="checkbox"/>	SGA
<input type="checkbox"/>	221044	Eastern Operating Acc...	2/2025	3/12/2025	1	2,020.00	01-001-6112-00000	<input checked="" type="checkbox"/>	SGA

Vendors

Settings > Accounts Payable > Entry Options

'Enable image attachment display on Vendor Summary and Detail screens' checkbox has been added that will add the Show Image button on Vendor Summary and Vendor Detail. This will show attachment images for the selected invoice directly on the screen.

The screenshot displays the Vendor Summary interface for Vendor ID 1285 (Staples Business Advantage). The 'Show Image' button is highlighted in the top navigation bar. Below, a table lists invoices with columns for Month/Year, Type, Batch#, Date, Invoice/Check#, Amount, Status, Account, Comments, PO#, Atch, and Modify User. A red arrow points from the 'Atch' column to the 'Show Image' button in the vendor detail view, which displays a sample invoice from Park Roanoke.

Month/Year	Type	Batch#	Date	Invoice/Check#	Amount	Status	Account	Comments	PO#	Atch	Modify User
3/2022	Invoice	215777	6/21/2023	440266	1,000.00	Paid	01-40-001-2450-00000	Test	13740	<input checked="" type="checkbox"/>	SGA
6/2022	Payment	215781	6/26/2023	testtest	-1,000.00	Cleared	01-01-001-6112-00000		13740	<input checked="" type="checkbox"/>	SGA
4/2022	Invoice	216595	4/05/2024	Apr 2022	1,550.00	Paid	01-01-001-2510-00000			<input type="checkbox"/>	SGA

Settings > Accounts Payable > General Options

'Show vendor custom information on edit screen' checkbox has been added to display Custom Information on the Vendor Edit window eliminating the need to select the Custom Information button.

Settings > Accounts Payable > General Options

'Notify create user when vendor approved' checkbox has been added when new vendor approval is required. If checked, the user who created the vendor will receive a notification when the vendor is approved.

Next Vendor ID:

Default vendor type:

Invoice field label:

Allow vendor name change

Notify users/groups when name changed

Require new vendor approval

Notify create user when vendor approved

Budgeting

Budget Allocations

Settings > Budgeting > Allocations

When adding or editing a Budget Allocation, the default columns have been optimized to allow Comments to be viewed without scrolling. Additionally, a Show Target Account Segment button has been added to filter for those columns.

Edit Budget Allocation ? X

Minor Acct#:

Comments

Template Auto-compute Check for allocations dependent upon this account
 Allow override Test for accounts already computed
 Include in computation when no components exist to match component filter

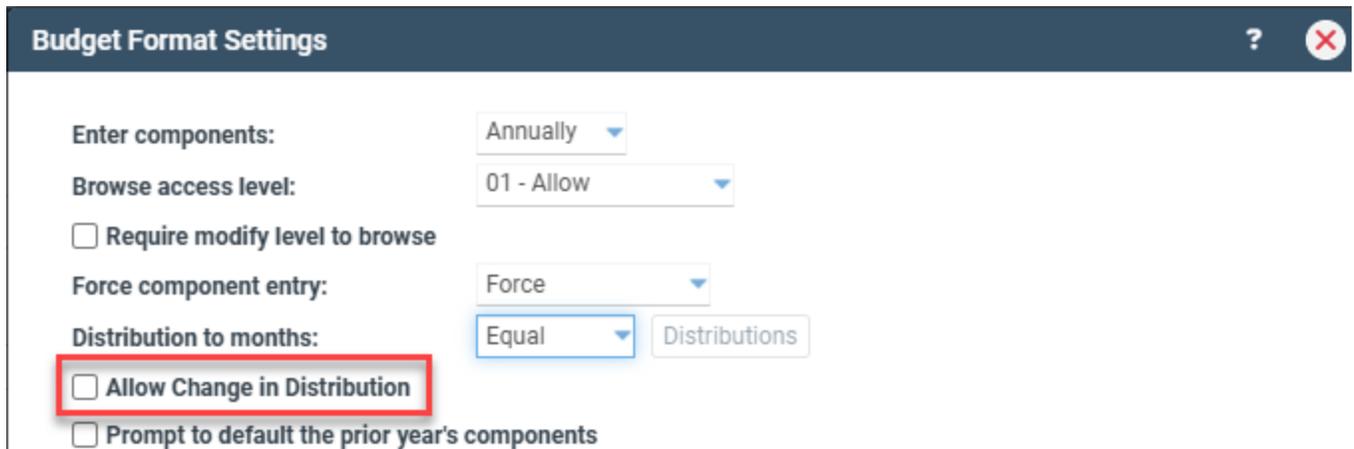
Detail:

Account Filter	Type	Percent or Amount	Component Formula (ex. =a*N12*0.01)	Flip Sign	Include Zero Budgets	From Period	To Period	Component Filter	Annual Component Cap Amount	Cap Applies To	Comments
(Major Acct# = 21)	Flat amount per component	590.00		<input type="checkbox"/>	<input type="checkbox"/>	Apr	Mar	(Text 10 = Employee)		Budget Amount	Single
(Major Acct# = 21)	Flat amount per component	1,050.00		<input type="checkbox"/>	<input type="checkbox"/>	Apr	Mar	(Text 10 = Emp +1)	100	Budget Amount	Emp +1
(Major Acct# = 21)	Flat amount per component	1,610.00		<input type="checkbox"/>	<input type="checkbox"/>	Apr	Mar	(Text 10 = Family)		Budget Amount	Family
(Major Acct# = 21)	Flat amount per component	125.00		<input type="checkbox"/>	<input type="checkbox"/>	Apr	Mar	(Text 10 = hsa)		Budget Amount	

Budget Formats

Settings > Budgeting > Formats

'Allow Change in Distribution' checkbox has been added to Budget Format Settings with annual entry. When checked, the distribution column will be visible and allow the user to manually adjust the distribution. If unchecked, only the default distribution selected will be available.



The screenshot shows the 'Budget Format Settings' dialog box. It has a dark blue header with a question mark and a close button. The settings are as follows:

- Enter components:
- Browse access level:
- Require modify level to browse
- Force component entry:
- Distribution to months:
- Allow Change in Distribution (highlighted with a red box)
- Prompt to default the prior year's components

Budget Years

Settings > Budgeting > Years > New/Edit > User Restrictions

Only enabled users as setup under System Users will be available to be selected under User Restrictions for Budget Years.

Budget Components

If an annual budget component has columns for applying payroll benefits and needs to only be applied to part of the year, users can now right-click on the cell in the benefit column to access the Monthly options. Check the months to apply this allocation and save.

The screenshot illustrates the process of applying payroll benefits to a budget component. It shows a table with columns for '% of HMO' and 'Life'. A right-click context menu is open over a cell, with the 'Monthly' option highlighted. A red arrow points from this option to a 'Life per month' dialog box. The dialog box contains a table with columns for 'Month' and 'Life', listing months from April to January with checkboxes for selection.

% of HMO	Life
100	<input type="checkbox"/>
400	<input type="checkbox"/>

Context Menu Options:

- Cut
- Copy
- Paste
- Monthly
- New

Dialog Box: Life per month

Month	Life
April	<input type="checkbox"/>
May	<input type="checkbox"/>
June	<input type="checkbox"/>
July	<input type="checkbox"/>
August	<input type="checkbox"/>
September	<input type="checkbox"/>
October	<input type="checkbox"/>
November	<input type="checkbox"/>
December	<input type="checkbox"/>
January	<input type="checkbox"/>

General

Month End

Month End > Accounting Period Reset

For clients using Object (Asset) Tracking, a 'Do you want to post your Asset Entry Batches?' prompt will display when updating the default accounting period. Selecting 'Yes' will open Asset Entry Batches to select the Period and Post Recent Batches or All Batches.

The screenshot shows a dark blue dialog box titled "Accounting Period Reset" with a close button (X) in the top right corner. Below the title bar, the text "Do you want to post your Asset Entry Batches?" is displayed. Two buttons, "Yes" and "No", are positioned below the text. The "Yes" button is highlighted with a red square, and a red arrow points from it to the "Post" dropdown menu in the background application interface. The background interface includes a navigation bar with "Home", "Records", "Daily", "Budgets", "Reporting", "Month End", "Tools", and "Users". Below the navigation bar, there are buttons for "New Batch", "Post", and "Reports". A "Period:" field shows "02/2025" and "March 2025", and an "Object Type:" dropdown is set to "Asset". A "Display" button is also visible. Below these elements is a table with columns: "Batch#", "Month/Year", "Source", "Nbr of Recs", "Total Amount", and "Comments". The table contains one row with a comment "* Older Bat".

Month End > Bank Reconciliation

An error message will display when a user attempts to void a cleared check replacing the previous warning that allowed the payment to still be voided. This error will disallow voiding of a cleared check until the clear date is removed.

The screenshot shows a dark blue dialog box titled "Cleared Payment" with a close button (X) in the top right corner. Below the title bar, the text "Payment was already cleared in the Bank Reconciliation. You must unclear this payment first before voiding it." is displayed. At the bottom center of the dialog box is an "OK" button.

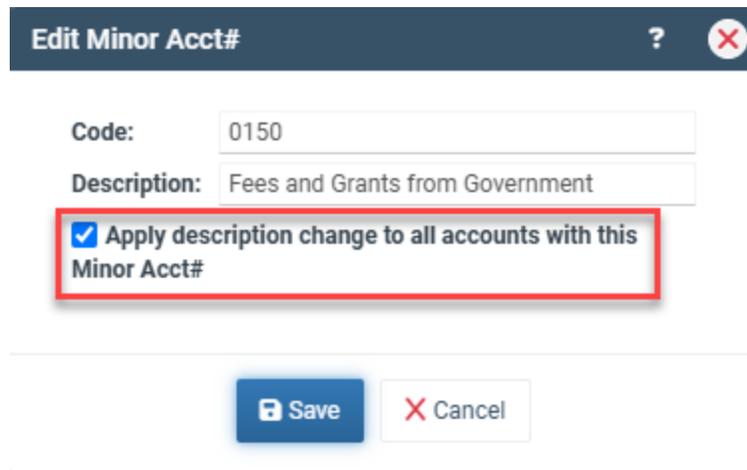
Month End > 1099 Process > Generate

An annual update is provided by SGA with the Back of Form updates for that year. If the instructions on the back of form exist for the current year, then they will automatically be populated when Generate is selected. To apply the update for the current year manually, select the Year, the Form, and 'Apply annual form update'.

Accounts

Settings > Minor Acct#'s

'Apply description change to all accounts with this Minor Acct#' checkbox has been added when adding or editing a Minor Acct#. If checked and a change is saved, then the user will be prompted to confirm that they want to replace the existing account description for all accounts using that Minor Acct#. If unchecked and a change is saved, then the minor descriptions for existing accounts will not change but will be reflected for all new accounts created.



Edit Minor Acct# ? X

Code: 0150

Description: Fees and Grants from Government

Apply description change to all accounts with this Minor Acct#

Save Cancel

Users

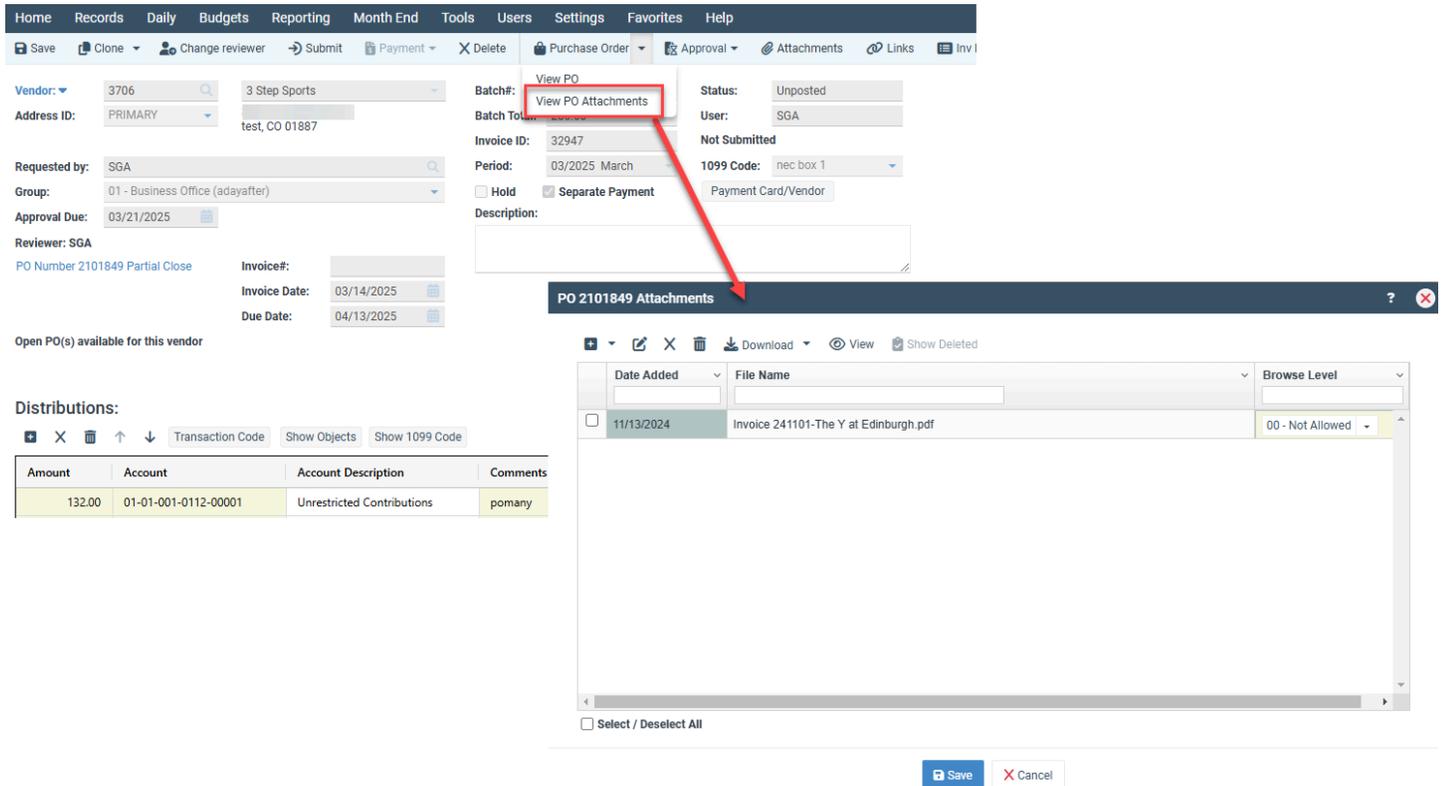
Users > System Users

For Pulse clients, a "Last Pulse Login Date" has been added to show the most recent login date for users with access to the Pulse Staff Site.

Purchase Orders

Daily > A/P Invoice List

When viewing an Invoice with a Purchase Order attached, users will be able to select View PO from the Purchase Order sub-menu or View PO Attachments to open the attachments menu for the associated PO directly.

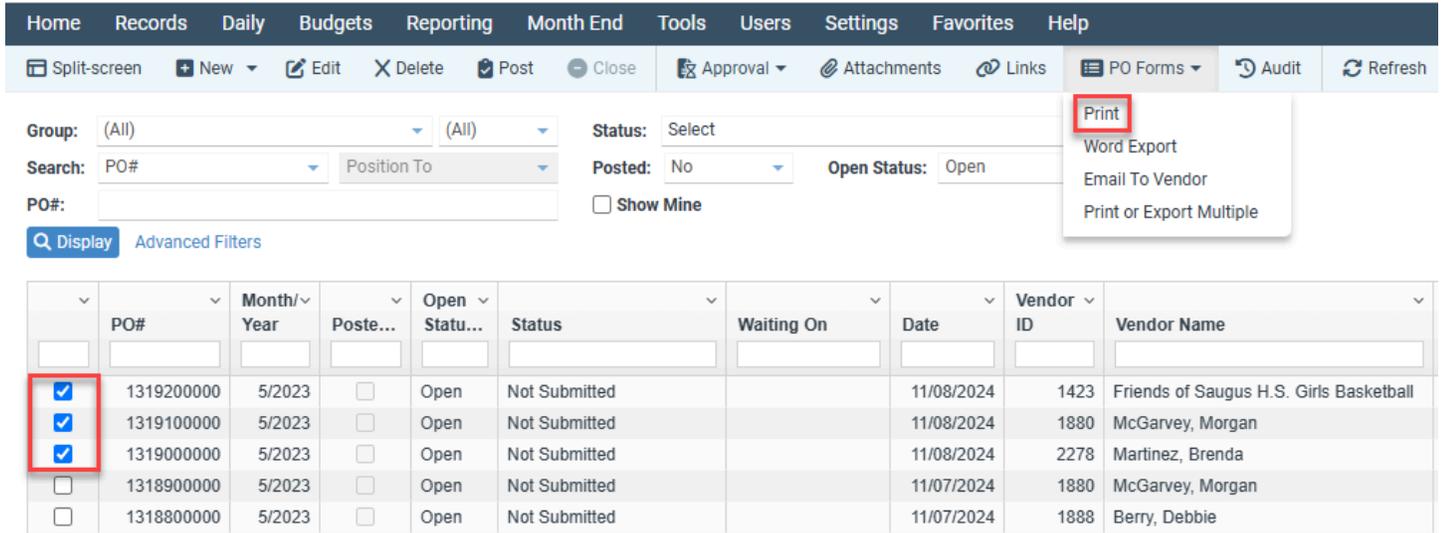


Daily > A/P Invoice List

The Full Close PO method will be applied to temporary invoices with a Purchase Order. The Full Close PO method generates PO closing entry(ies) for the remaining balance of the selected line(s) regardless of the invoice amount. This ensures that no additional invoices may be applied to the selected PO line(s). When PO lines with open balances are not selected, and the Full Close PO method is chosen, the user will be prompted to confirm whether they intend to close: **Selected PO Lines** - when the invoice is saved, closing entries are generated for only the PO lines associated with the invoice, and the remaining PO lines are left open for future invoice entry or **Entire PO** - when the invoice is saved, closing entries are generated for the remaining balances of all open PO lines and the PO is closed to future invoice entry.

Daily > Purchase Order List

Multiple Purchase Orders can be printed at the same time by checking the boxes in the list and selecting PO Forms > Print. Print or Export Multiple from the PO Forms menu will still allow the printing of multiple Purchase Orders by the filters selected in that menu.



The screenshot shows the 'Purchase Order List' interface. At the top, there is a navigation bar with tabs: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, Help. Below this is a toolbar with icons for Split-screen, New, Edit, Delete, Post, Close, Approval, Attachments, Links, PO Forms, Audit, and Refresh. The 'PO Forms' dropdown menu is open, showing options: Print (highlighted with a red box), Word Export, Email To Vendor, and Print or Export Multiple. Below the toolbar are filter fields for Group, Search, PO#, Status, Posted, and Open Status. A 'Display' button and 'Advanced Filters' link are also present. The main area contains a table with columns: PO#, Month/Year, Poste..., Open Statu..., Status, Waiting On, Date, Vendor ID, and Vendor Name. The first three rows of the table have their checkboxes checked and are highlighted with a red box.

PO#	Month/Year	Poste...	Open Statu...	Status	Waiting On	Date	Vendor ID	Vendor Name
<input checked="" type="checkbox"/>	1319200000	5/2023	<input type="checkbox"/>	Open	Not Submitted	11/08/2024	1423	Friends of Saugus H.S. Girls Basketball
<input checked="" type="checkbox"/>	1319100000	5/2023	<input type="checkbox"/>	Open	Not Submitted	11/08/2024	1880	McGarvey, Morgan
<input checked="" type="checkbox"/>	1319000000	5/2023	<input type="checkbox"/>	Open	Not Submitted	11/08/2024	2278	Martinez, Brenda
<input type="checkbox"/>	1318900000	5/2023	<input type="checkbox"/>	Open	Not Submitted	11/07/2024	1880	McGarvey, Morgan
<input type="checkbox"/>	1318800000	5/2023	<input type="checkbox"/>	Open	Not Submitted	11/07/2024	1888	Berry, Debbie

Approvals

Settings > Approval Type > Edit > Communications

To reduce the risk of emails being flagged for 'spoofing' or 'spam', all emails must be sent from the system administrator email address. As a result, the From Email drop-down menu has been removed from the Communications options for all Approval Types.

Daily > A/P Invoice Batch List

When creating an AP Invoice Batch with Reviewers, notification emails can be sent to all Reviewers in bulk by checking the boxes in the list or Select All and then selecting 'Send email to reviewer' from the Approval sub-menu. 'Use same email message for all checked entries' checkbox was added when sending the notifications.

The screenshot displays the 'A/P Invoice Batch List' interface. At the top, there is a navigation bar with tabs: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, and Help. Below this is a toolbar with icons for 'Add to Batch', 'Edit', 'Change reviewer', 'Delete', 'Post', 'Purchase Order', 'Approval', and 'Attachments'. The 'Batch#' is set to 132521.

	Invoice ID (SGA)	Vendor/ ID	Vendor Name	Month Year			Vendor)
<input checked="" type="checkbox"/>	75194	2445	AMANDA	6/2025	2/28/2024	02-2024-STEPHEN I	
<input checked="" type="checkbox"/>	75196	546	CASH (166)	6/2025	2/28/2024	02-2024-KACY M MY	
<input checked="" type="checkbox"/>	75201	1688	Cash (152)	6/2025	2/28/2024	02-2024-MELANIE M	
<input type="checkbox"/>	75190	144	HELPING HANDS	6/2025	2/28/2024	02-2024-CATHY E LI	

A red box highlights the checkboxes in the first column of the table. A red arrow points from the 'Send email to reviewer' option in the 'Approval' dropdown menu to the 'Send' button in the 'New Email' dialog box.

The 'New Email' dialog box has a 'Send' button and a 'Cancel' button. Below it, a checkbox labeled 'Use same body for all checked entries' is checked and highlighted with a red box. The email fields are as follows:

From: noreply@sgasoftware.app
To: Jan.Dart@sgasoftware.COM

Body:

Invoice ID 75194 is waiting on you to review

New Features:

Accounts Receivable

A new version of the AR module will be available with this update. This new design includes a new layout and more intuitive functionality.

An [Accounts Receivable Training Guide](#) is available in Help with an overview of the new functionality.