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SGA Fund Accounting
Version 13.2 Release Guide

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Enhancements:

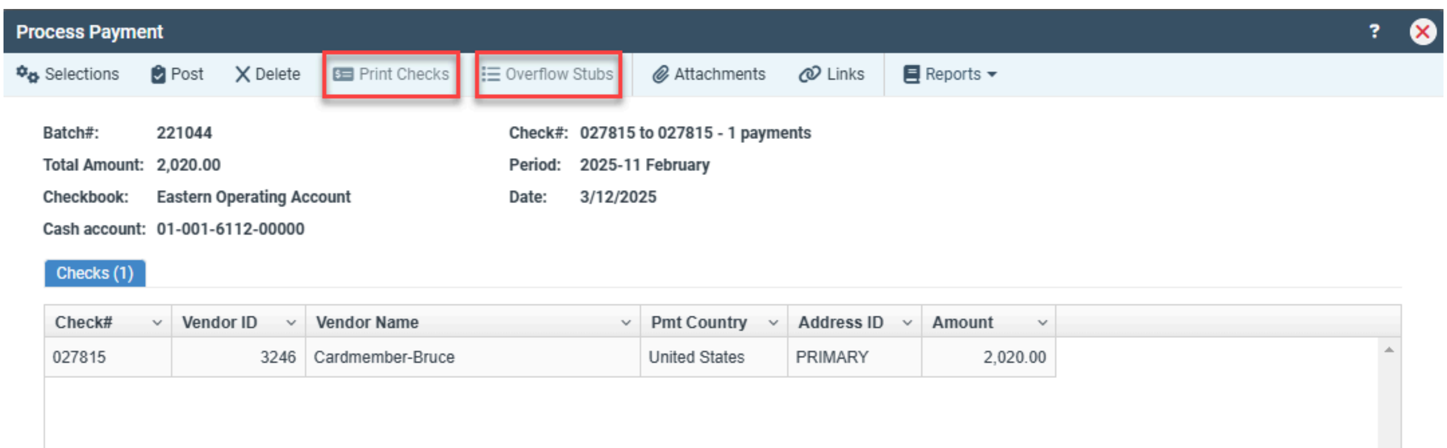
Accounts Payable

Daily > Payment Batches

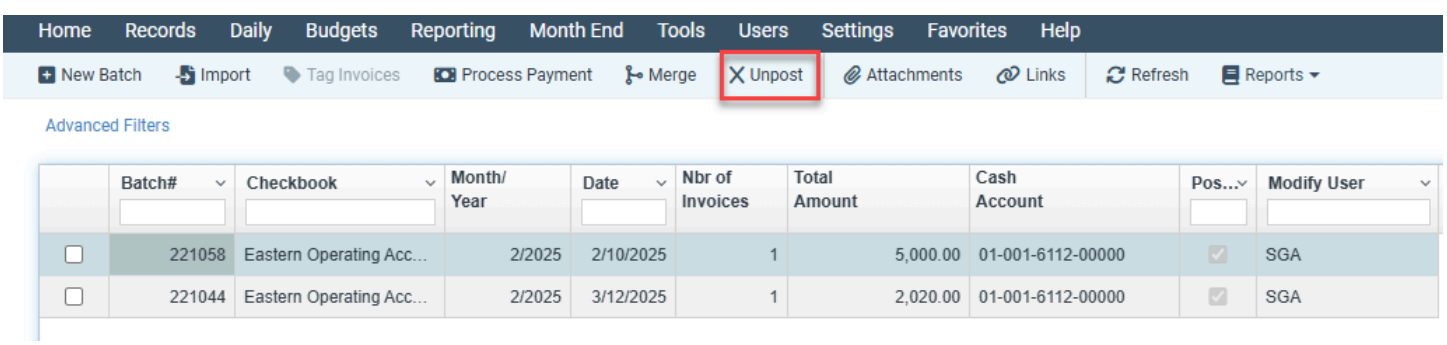
System functionality has always been designed to balance convenience and data security. To that end, to ensure that outgoing payments remain in sync with system entry, payment batches must now be posted prior to printing checks and/or generating ACH file exports..

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.



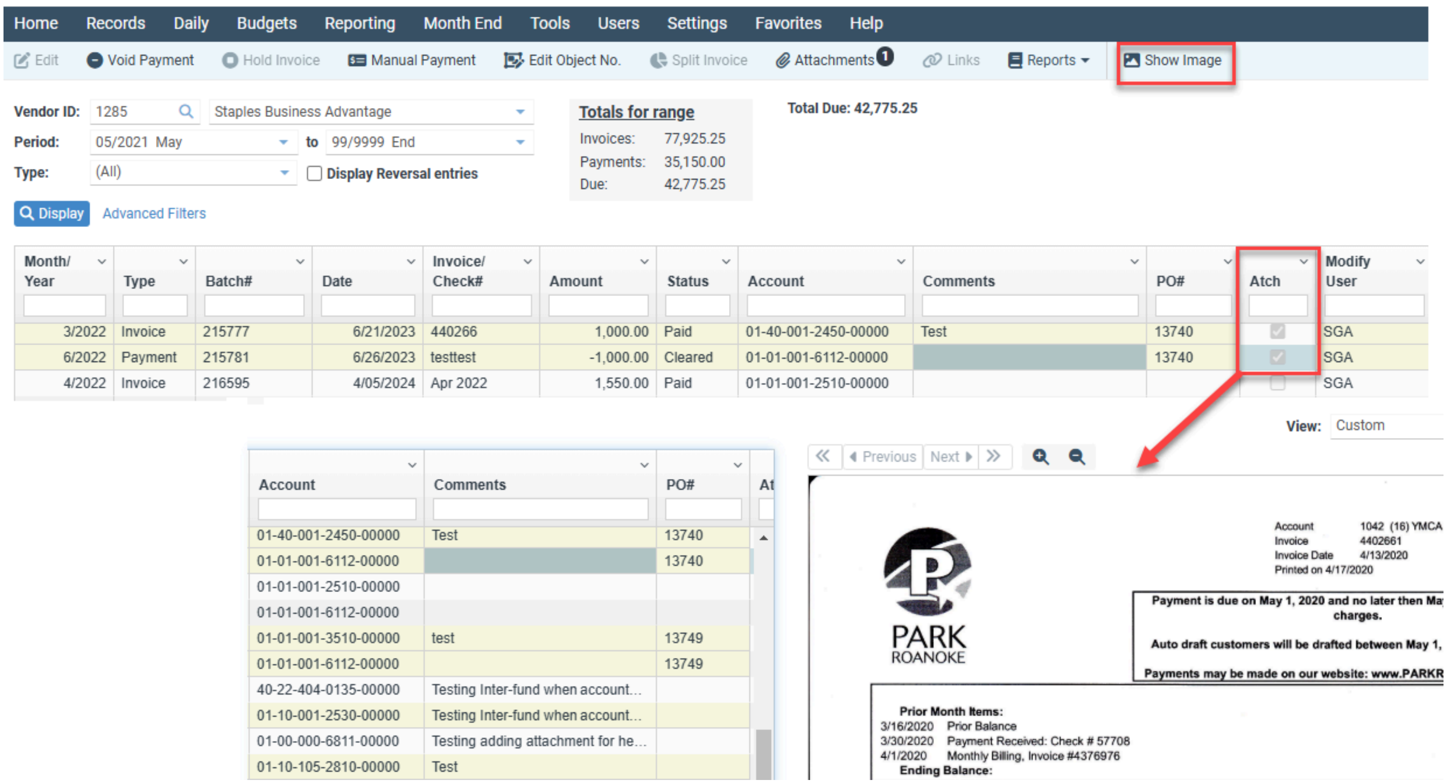
Once a payment batch has been posted, the option to Delete will be removed and Unpost will be available. To renumber checks, select UnPost and right click on the first check number to be renumbered. Once check numbers are updated, Post must be selected before checks can be reprinted.



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.

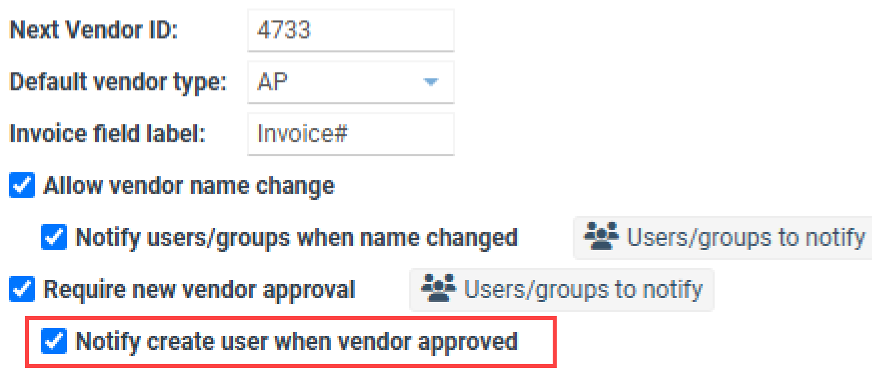


Settings > Accounts Payable > General Options

'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.

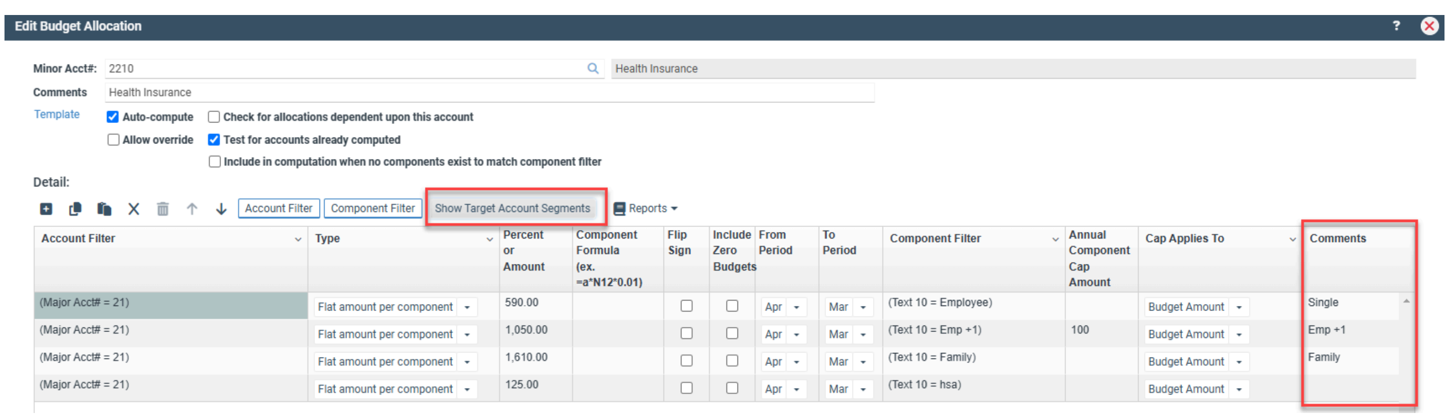


Budgeting

Budget Allocations

Settings > Budgeting > Allocations

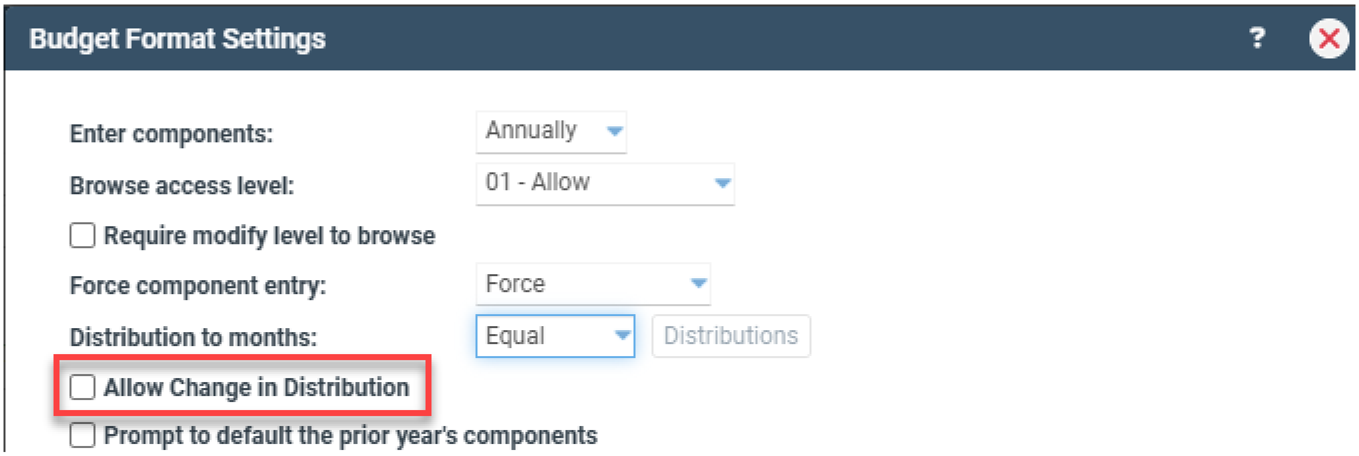
When adding or editing a Budget Allocation, the default columns have been optimized to allow Comments to be viewed without scrolling. Additionally, a Show Target Account Segment button has been added to filter for those columns.



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.



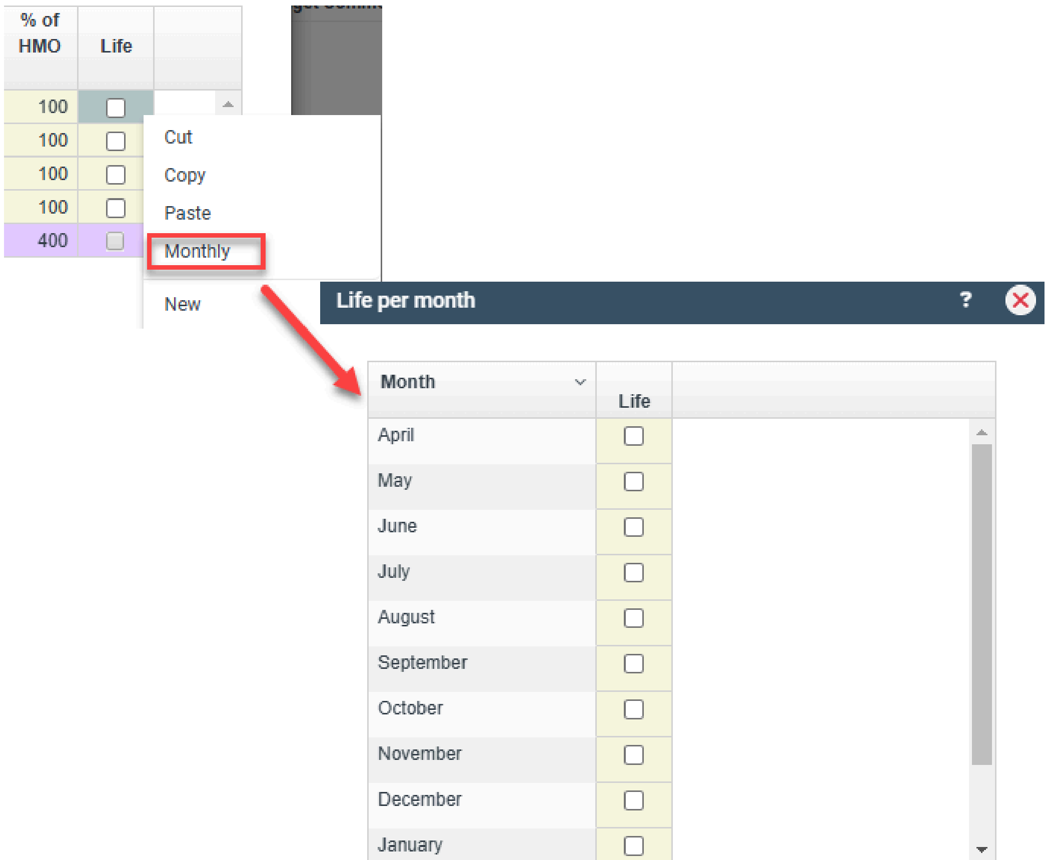
Budget Years

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.

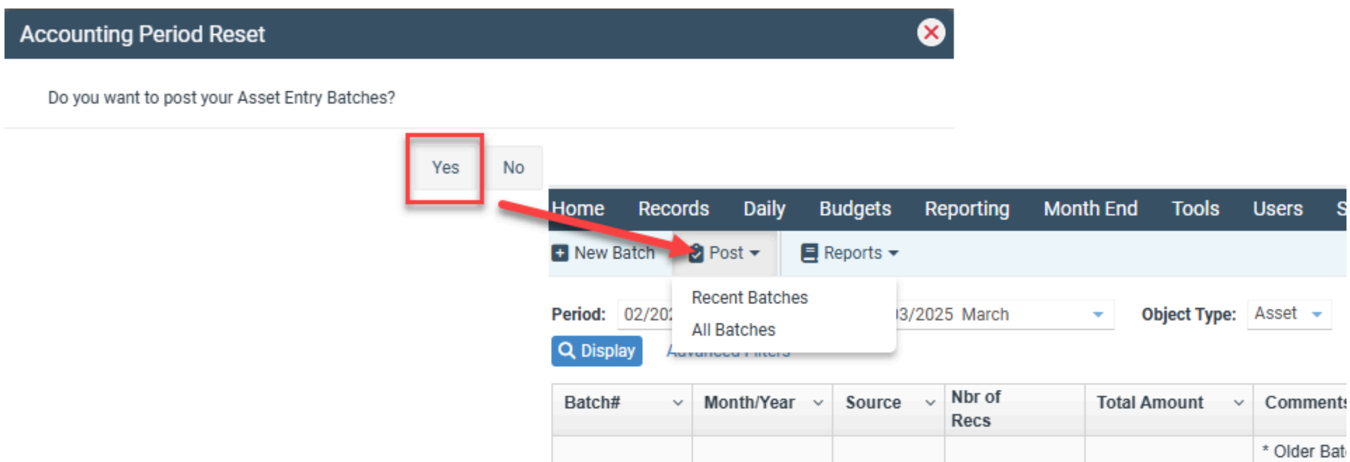


General

Month End

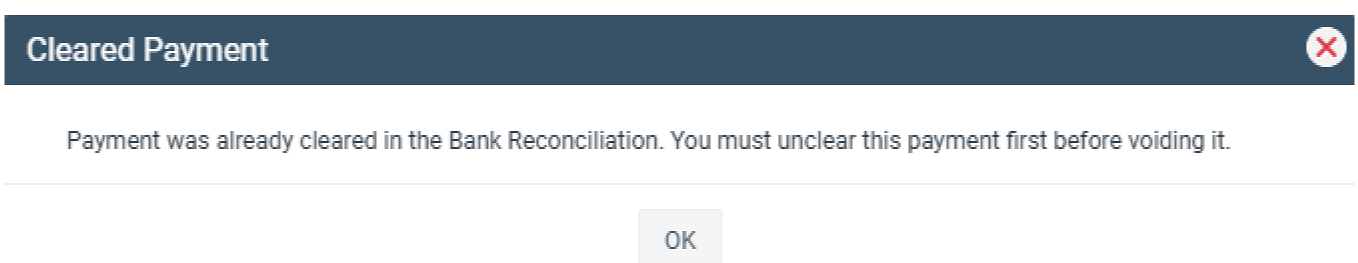
Month End > Accounting Period Reset

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.



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.



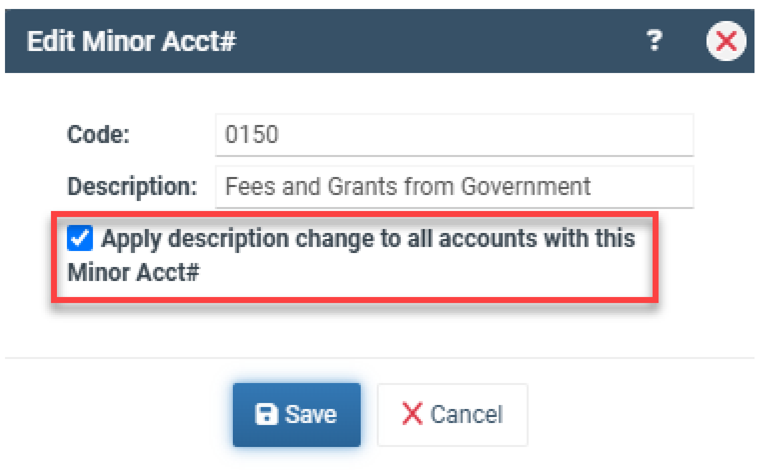
Month End > 1099 Process > Generate

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.



Users

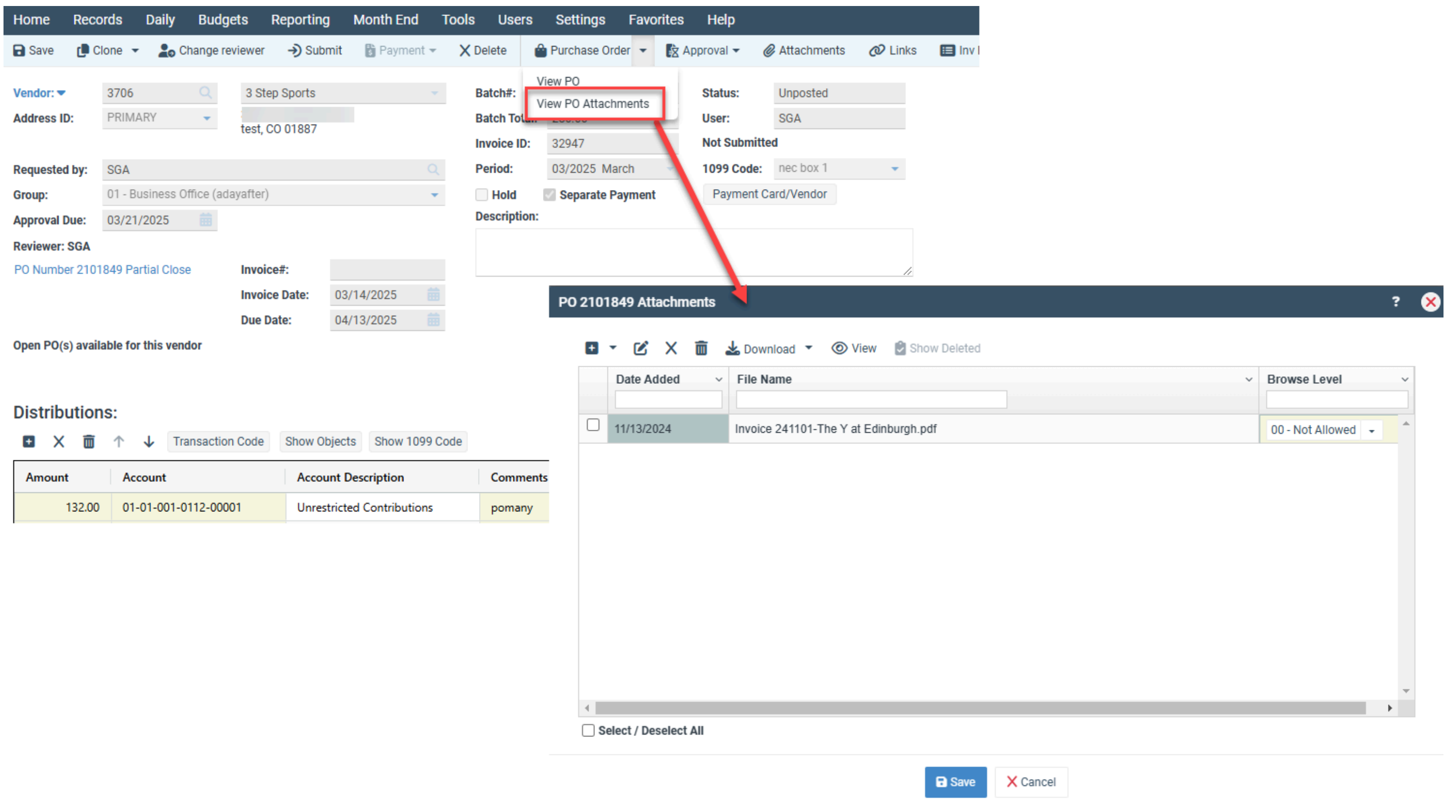
Users > System Users

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.

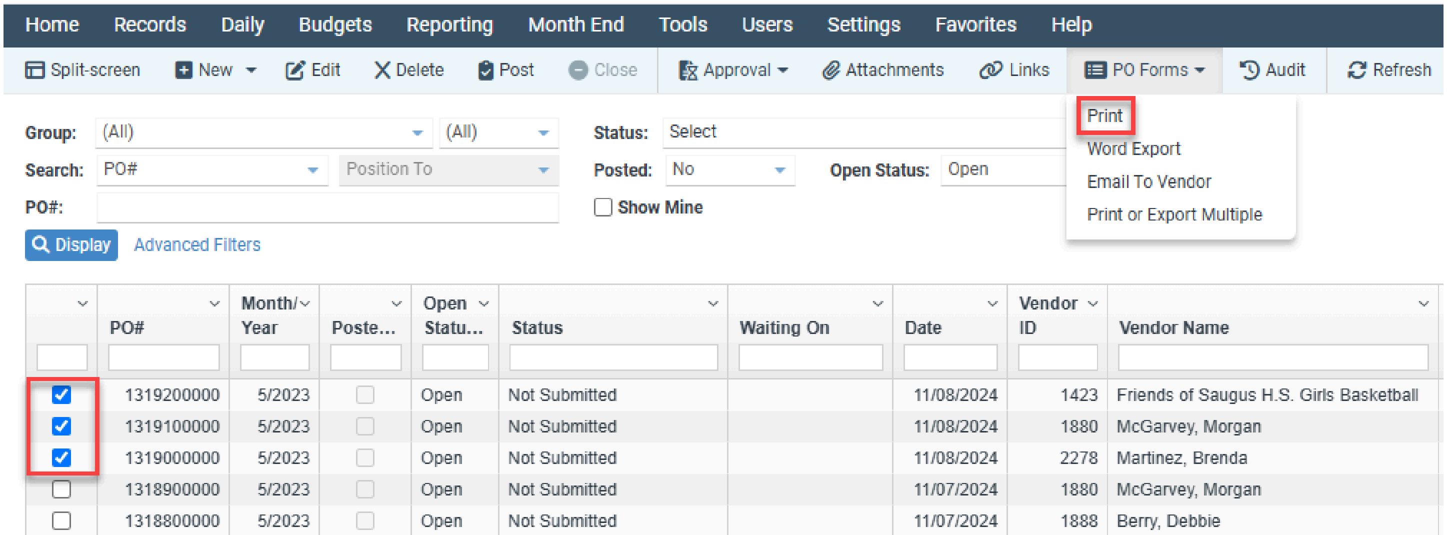


Daily > A/P Invoice List

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.



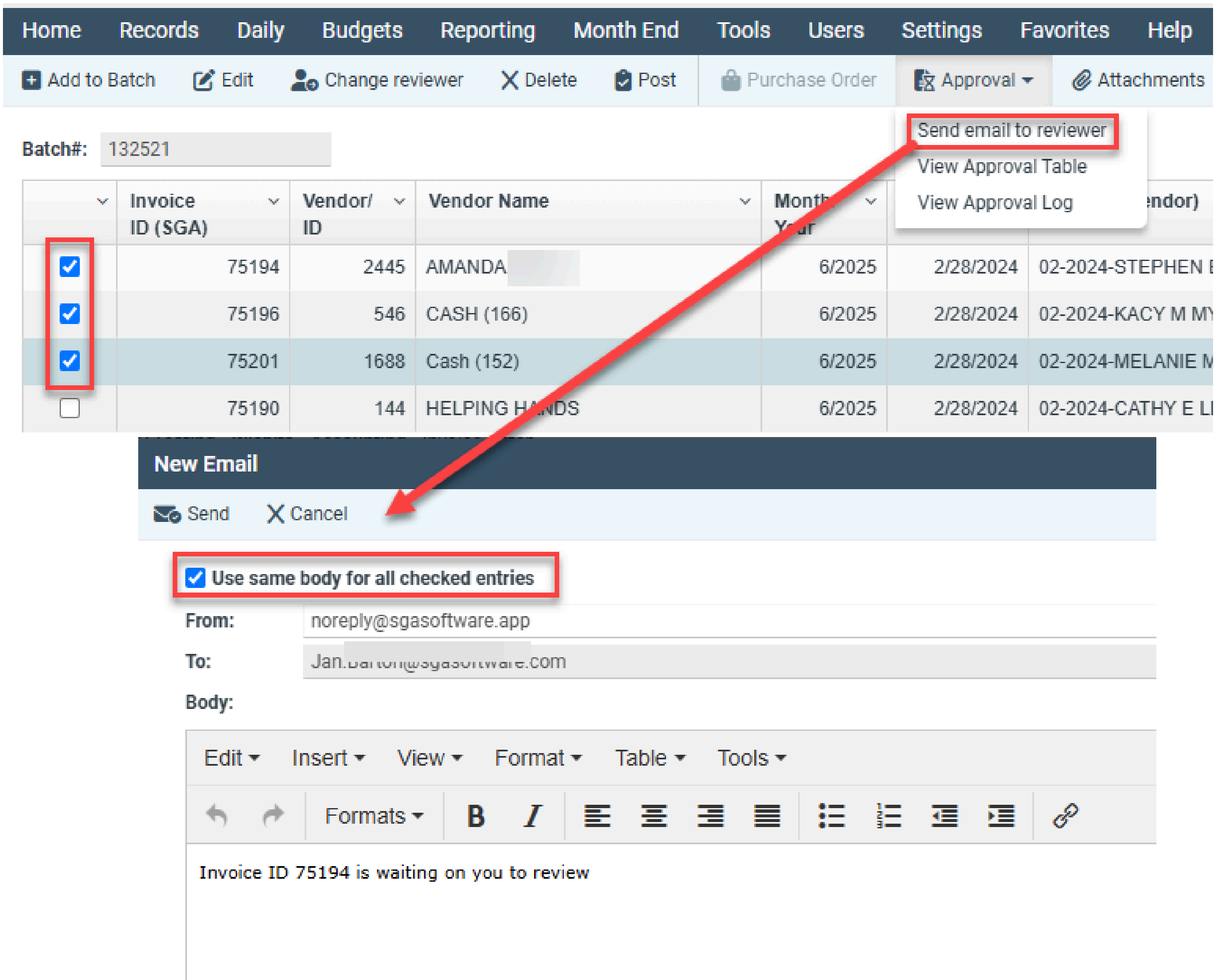
Approvals

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' form the Approval sub-menu. 'Use same email message for all checked entries' checkbox was added when sending the notifications.



New Features:

Accounts Receiveable

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.