

SGA Accounting

Version 13.3 Release Guide

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New Features:

Accounts Payable

Imports

Settings > Accounts Payable > Invoice Payments Imports

A new Invoice Payments option has been added under Daily > Payment Batches > Import allowing Accounts Payable Payments to be imported and applied to existing invoices.

The screenshot displays the SGA software interface. The 'Daily' menu is open, and the 'Import' option is highlighted with a red box. A red arrow points from this box to the 'Import Invoice Payments' dialog box. The dialog box has a dark header with the title 'Import Invoice Payments'. Below the header, there are tabs for 'Settings' and 'Log'. The 'Settings' tab is active, showing fields for 'Import Name' (set to 'test') and 'Connection string' (set to 'Provider=Microsoft.ACE.OLEDB.12.0; Data Source=''; Extended Properties='Excel 12.0; HDR=Yes'). There is an 'Edit' link next to the connection string. Below these fields is a 'Command text' field containing the SQL query 'SELECT * FROM [Sheet1\$]'. At the bottom of the dialog, there are three buttons: 'Import' (blue), 'Validate' (green), and 'Exit' (red).

| Batch# | Checkbook | Month | Year |
|--------------------------|-----------|--------------------------|--------|
| <input type="checkbox"/> | 224552 | | |
| <input type="checkbox"/> | 224551 | Eastern Operating Acc... | 7/2021 |
| <input type="checkbox"/> | 223701 | Eastern Operating Acc... | 7/2021 |

The import format must be set up prior to importing data into SGA. These formats are maintained under Settings > Accounts Payable > Invoice Payments Imports.

Enhancements:

Accounts Receivable

Customer Summary & Detail

Daily > Customer Summary/Customer Detail

Customer Summary and Customer Detail menu options have been added to easily toggle between the two screens for the selected customer. On Customer Summary, a 'Customer Detail' button has been added to view detailed transaction history for the same period and customer previously selected. On Customer Detail, a 'Customer Summary' button has been added to display summarized transaction history. [This functionality was also added to AP Vendor Summary and Vendor Detail.](#)

The screenshot displays two views of the software interface. The top view is the 'Customer Summary' screen, and the bottom view is the 'Customer Detail' screen. Both views show a navigation bar at the top with options like Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, and Help. The 'Customer Summary' view includes a 'Customer ID' field (22), a 'Period' dropdown (07/2025 July), and a 'Type' dropdown ((All)). It also features a 'Totals for range' table and a 'Totals for Customer' table. The 'Customer Detail' view shows a list of transactions with columns for Period, Month/Year, Batch#, Type, Date, Due Date, Invoice, Check/Ref#, Amount, and Current Balance. The 'Customer ID' field is also present in the 'Customer Detail' view.

| Period | Month/Year | Batch# | Type | Date | Due Date | Invoice | Check/Ref# | Amount | Current Balance... |
|--------|------------|--------|---------|-----------|-----------|---------|------------|---------|--------------------|
| 4/2026 | 7/2025 | 224539 | Receipt | 6/20/2025 | | | 12909 | -20.00 | 0.00 |
| 4/2026 | 7/2025 | 224557 | Invoice | 7/01/2025 | 7/31/2025 | | | 250.00 | 0.00 |
| 4/2026 | 7/2025 | 224558 | Invoice | 7/01/2025 | 7/31/2025 | | | -250.00 | 0.00 |
| 4/2026 | 7/2025 | 224560 | Receipt | 7/01/2025 | | | TEST123 | 300.00 | 0.00 |

Write-Offs

Daily > Write-off A/R Invoice/Write-off Receipt

Attachments of corresponding documentation can now be added when writing off an A/R Invoice or Receipt.

Home Records Daily Budgets Reporting Month End Tools Users Settings

Write-off Write-off Guide **Attachments**

Customer ID: 15 Ed Watkins, Inc.

Write-off Period: 07/2025 July

Write-off Date: 07/01/2025

Distribution Method: Entry

Write-Off Account:

Write-Off Comment:

Open Invoice Balances: Hide Detail

Daily > Write-off A/R Invoice/Write-off Receipt & Daily

Daily > Void A/R Invoice/Void Receipt

A/R Invoices and Receipts that have been voided will now display the Void Month/Year, Void Date, Void Comments, and a hyperlink to the Void Entry ID. Similarly, A/R Invoice and Receipt write-off entries will now display the Write-off Month/Year, Write-off Date, Write-off Comments, and a hyperlink to the entry for which the write-off was completed.

Home Records Daily Budgets Reporting Month End Tools Users Settings Favorites Help

Save Clone Cash Application Delete Attachments Links Audit Show Image

Customer ID: 1 Sheena test

Address ID: PRIMARY 1710 Hillside Ave

Invoice:

Invoice Date: 06/24/2025

Payment Terms: Net 30 days

Due Date: 07/24/2025

Batch#: 224542

Batch Total: 25.00

Invoice ID: 98

Period: 07/2025 July

Description:

Status: Voided

User: SGA

Void Month/Yr: 07/2025

Void Date: 07/01/2025

Void Entry ID: 98

Void Comments: Void Invoice

Distributions:

Show Objects Show AR Accounts

| AR Type | Quantity | Unit Price | Amount | Account | Account Description | Comments |
|-------------|----------|------------|--------|---------------------|---------------------|----------|
| ACCOUNTS... | 1.00 | 25.00 | 25.00 | 01-01-001-1700-0... | Misc Income | |

Budgeting

Budget Imports

Settings > Budgeting > Budget Imports

The ability to cross-reference accounts has been added when importing budgets from outside files into SGA. Cross-reference mapping can be set up when one GL account number from an outside system needs to be translated to a different GL number in SGA. New Cross-Reference Formats can be added under Settings > Accounts > Cross References.

New Budget Import Format

?

✕

Name: 2025 Budget

Attachments

Connection

General

Columns

Reference columns by: Name

Budget amounts stored: Horizontally

Relative Account: Cross Reference

Format: testform

☐ Create accounts that don't exist

☐ True sign

Save

Cancel

Budget Settings

Settings > Budgeting

To more accurately describe the functionality, the following sections have been renamed: 'Formats' is now 'Component Formats', 'Format Account Ranges' is now 'Component Account Ranges', and 'Budget Import Formats' is now 'Budget Imports'. The functionality of each menu item remains the same.

Accounts

Accounts List View

Records > Accounts

A new column was added to view the actuals for the prior month. This column will display as 'Actuals Prior MM/YYYY' with the month and year of the current accounting period minus one. Additionally, the column for the current period was renamed from 'Entered MM/YYYY' to 'Actual MM/YYYY' with the month and year of the current accounting period displayed. The YTD column was renamed from 'Current' to 'YTD Month/Year'.

Customize Columns?✕

↑

↓

⏻

Reset Column Display Order

| Visible | Column Name |
|-------------------------------------|-----------------------|
| <input checked="" type="checkbox"/> | Actual YTD Jun 2025 |
| <input checked="" type="checkbox"/> | Actual 07/2025 |
| <input checked="" type="checkbox"/> | Encumbered |
| <input checked="" type="checkbox"/> | YTD Month/Year |
| <input checked="" type="checkbox"/> | 2027 Budget |
| <input type="checkbox"/> | Forecast |
| <input checked="" type="checkbox"/> | Remaining |
| <input checked="" type="checkbox"/> | 2026 Budget |
| <input type="checkbox"/> | Actual / Forecast |
| <input type="checkbox"/> | Modify User |
| <input checked="" type="checkbox"/> | Alias |
| <input type="checkbox"/> | Modify Date |
| <input type="checkbox"/> | Atch |
| <input type="checkbox"/> | 2024 Actual |
| <input checked="" type="checkbox"/> | 2025 Actual |
| <input checked="" type="checkbox"/> | Actuals Prior 06/2025 |

☐ Select / Deselect All

✓ OK

✕ Cancel

Preview User Accounts

Users > Account/Object Restrictions

An Account Status drop-down menu has been added to Preview User Accounts. Active, Inactive, or All can be selected when displaying the accounts that will be available to the user on entry and list screens based on their account restrictions.

Preview Accounts

X Exit

≡ Reports ▾

Current Account Restrictions: (Branch = 20) And (Major Dept = 4) And (Department = 105 Or Department = 202)

This screen shows the accounts the selected user will see on entry or list screens.

User:

ACroce1 ▾

Status:

Active ▾

Q Display

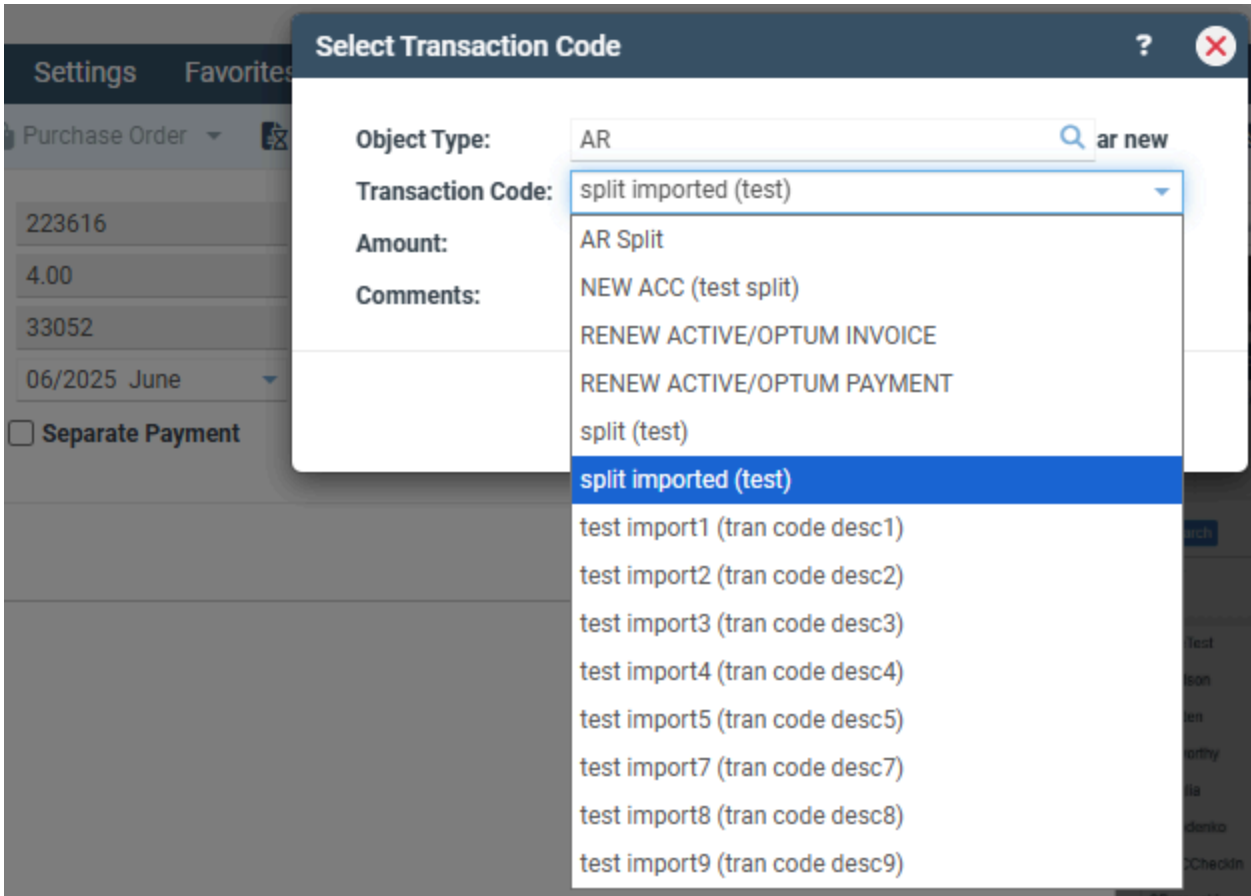
| Account | Description |
|---------|-------------|
|---------|-------------|

General

Transaction Codes

Settings > General Ledger > Transaction Codes

When selecting a Transaction Code for an entry, the name will display in parentheses to help identify the Transaction Code needed. The names for Transaction Codes can be added or edited under Settings > General Ledger > Transactions Codes.



Permissions

Users > System Users

When adding or editing a System User, the Default Access Level for Permissions will no longer show and the default security level will be 00-Not Allowed. Permission access can be granted as needed for each System User or System Group. Additionally, the Default Access Level column will no longer show when viewing a list of System Users.