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SGA Accounting
Version 13.4 Release Guide

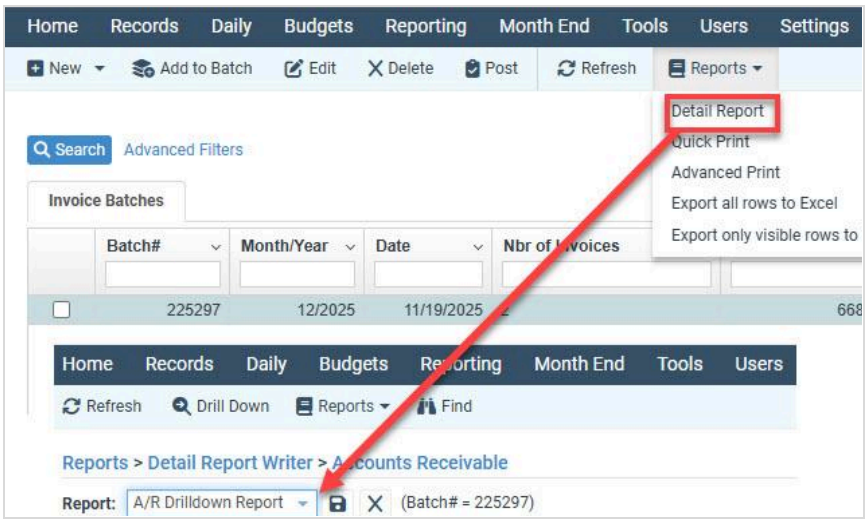
Enhancements:

Accounts Receivable

Detail Report Link For AR Invoice Batch And AR Invoice List

Daily > A/R Invoice Batch List & A/R Invoice List

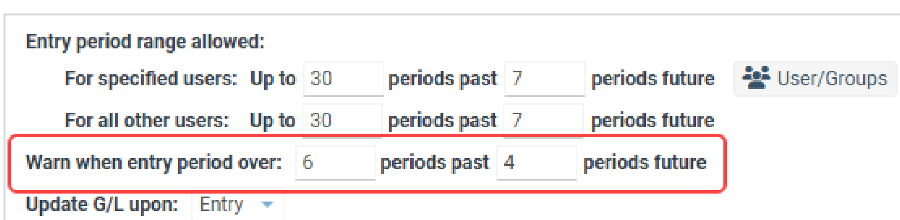
A "Detailed Report" link has been to the Reports drop-down menu. This shortcut will automatically run a batch detail report for the highlighted A/R invoice batch. Additionally, the option to 'Export only visible rows to Excel' has been added to the Reports menu for A/R functions.



Period Entry Warning

Settings > Accounts Receivable > Entry Options

A setting has been added to warn when an Accounts Receivable entry is made to a specified number of past or future periods. This warning was previously set under Settings > General Ledger > Entry Options which will now only control General Ledger entries.

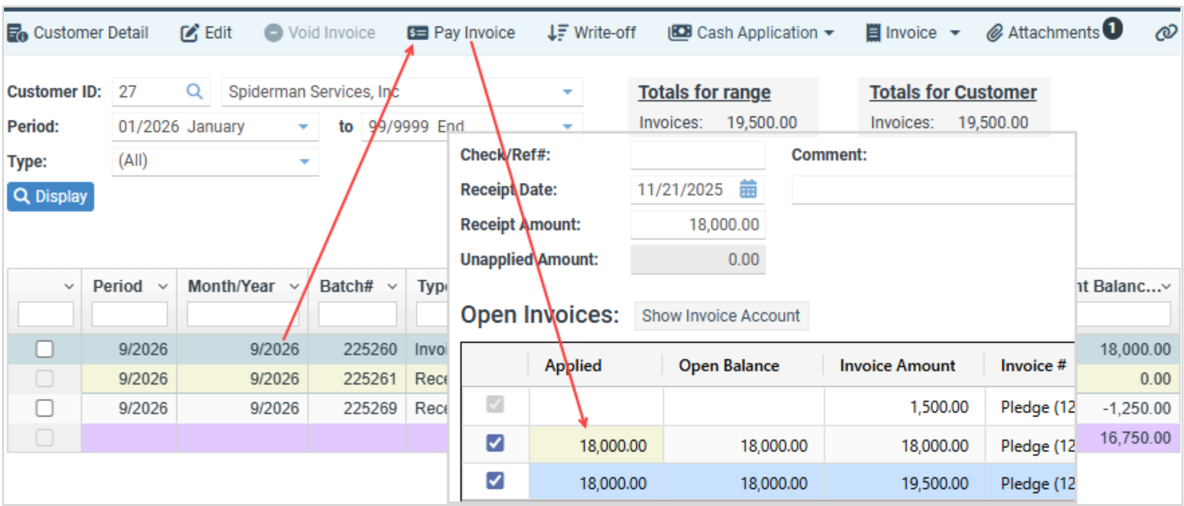


Accounts Receivable (contd.)

Pay Invoice Directly From Customer Summary/Detail

Daily > Customer Summary/Customer Detail

The option to 'Pay Invoice' has been added to the Customer Summary and Customer Detail menus. When clicked, the A/R Receipt entry screen will be opened with all checked/highlighted invoices automatically selected for payment. Payment amounts to be applied may be adjusted as needed.

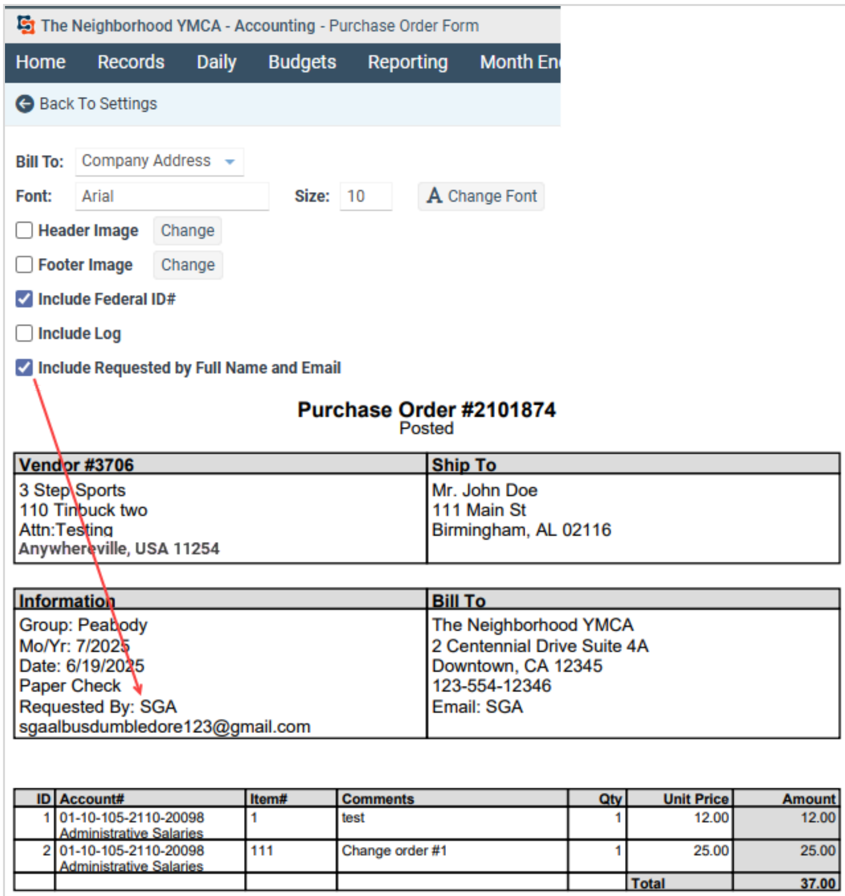


Purchase Orders

Show Full “Requested by” Name And Email On PO Form

Settings > Purchase Order > Purchase Order Forms

A checkbox has been added to display the requester’s full name and email address on the PO Form.



Purchase Orders (contd.)

Include Attachments When Deleting A Purchase Order

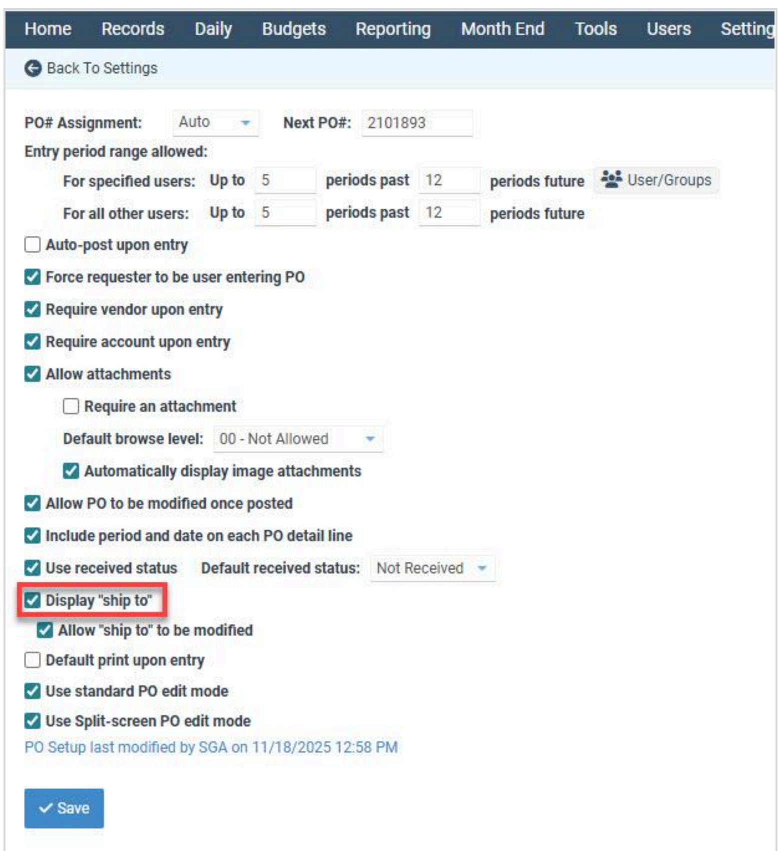
Daily > Purchase Order List

When an unposted purchase order is marked as deleted, the attachments will now also be marked as deleted. The ability to delete unposted purchase orders is available for users with the permission to create purchase orders.

Optional Setting Display/Hide Ship-to Address

Settings > Purchase Order > Entry Options

A checkbox has been added to enable or disable the display of the vendor's "ship to" address when entering a PO. If the "Ship to" address is displayed it may not be modified unless modification is enabled.



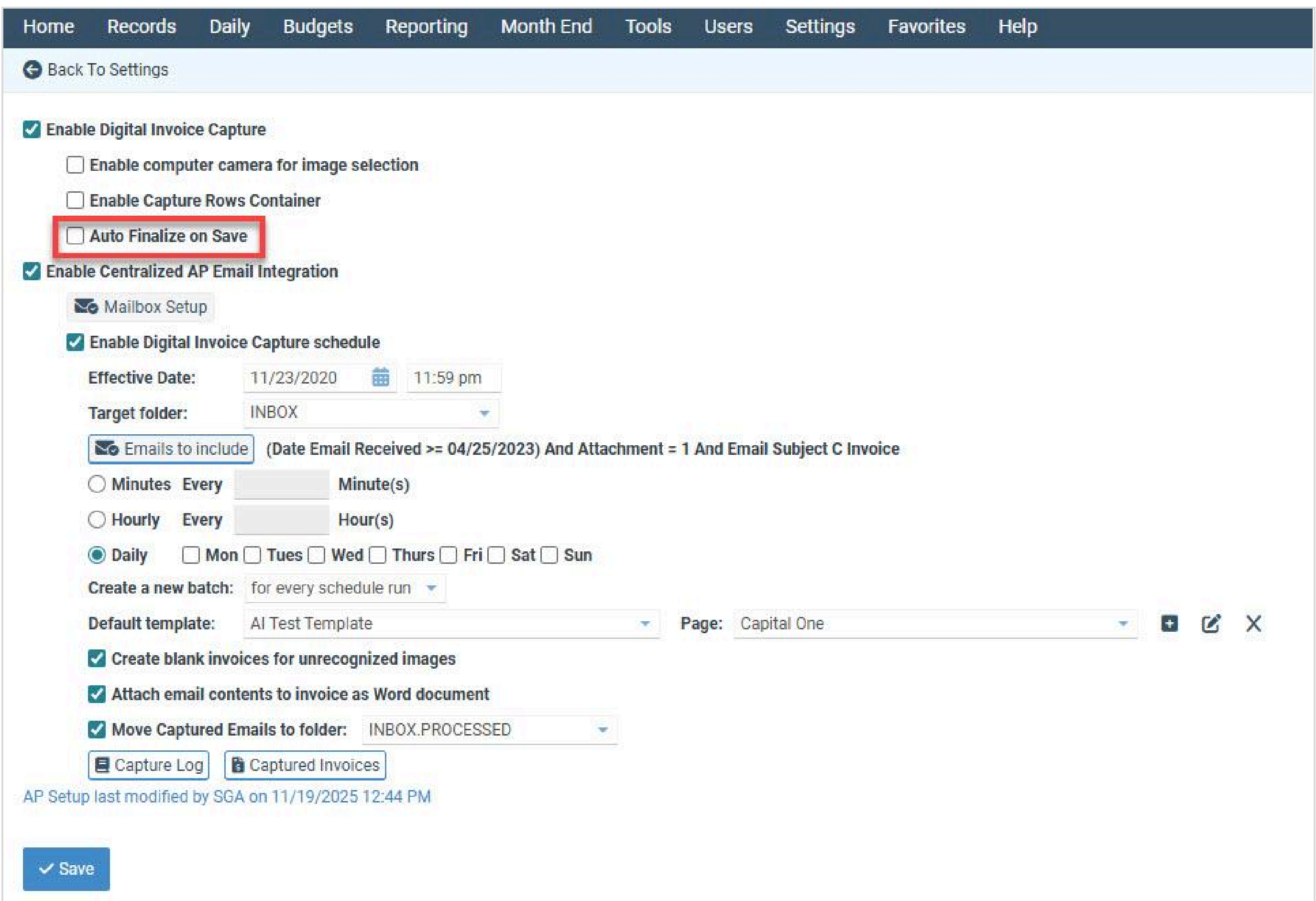
AP Automation

Setting To Auto-Finalize Digital Invoice Capture Batch on Save

Settings > Accounts Payable > Digital Capture Options

When AP invoices are captured, if any required information is missing (vendor id, GL account, and/or amount), a temporary invoice batch is created. Once all missing information is entered a temporary batch may be “finalized” and converted to a true AP invoice batch for posting.

A setting has been added to “Auto Finalize on Save”. If enabled, when the last missing piece of information in a temporary batch is entered and saved, the system will automatically finalize the batch. If the setting is not enabled, temporary batches will continue to be finalized manually.



AP Automation (contd.)

New Permission Access Levels

Users > Permissions > Accounts Payable > Digital Invoice Capture

A new '99- A.I. Response Review' access level has been added to the Digital Invoice Capture permission. Users with this access level may test and evaluate the A.I. program response when editing capture templates *(Settings > Accounts Payable > Digital Invoice Templates)*.

Users > Permissions > SignOn > Users

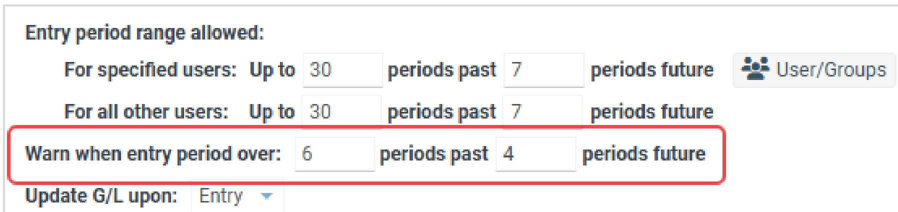
A new '03- Modify Vendor Portal Users' access level has been added to the Users permission. Users with this access level may create user IDs for Vendor Portal users, but may not create any other system user IDs. This permission is required to invite AP Vendors to the Vendor Portal from the Vendor List (*Records > Vendors*).

Accounts Payable

Period Entry Warning

Settings > Accounts Payable > Entry Options

A setting has been added to warn when an Accounts Payable entry is made to a specified number of past or future periods. This warning was previously set under Settings > General Ledger > Entry Options which will now only control General Ledger entries.



New Vendor Maintenance Permission Access Level

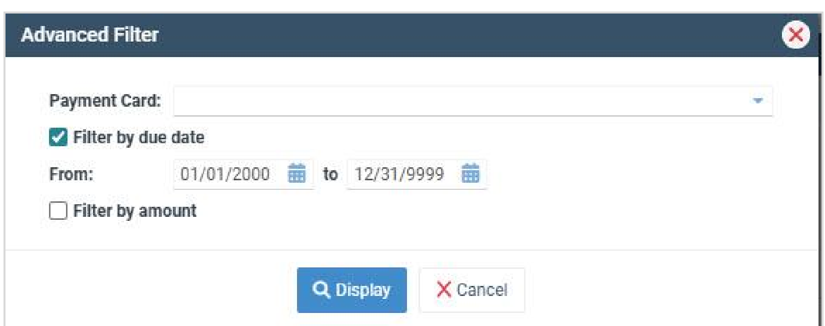
Users > Permissions > Accounts Payable

A new '01- Create New Vendors' access level has been added to the Vendor Maintenance permission. Users with this permission access level may create new vendors, but may not edit existing vendors.

Due Date Filter When Tagging Invoices for Payment

Daily > Payment Batches > Tag Invoices > Advanced Filters

A new advanced filter has been added allowing users to filter the invoice list by due date. When checked, a date range selection will display allowing users to specify the due date range.

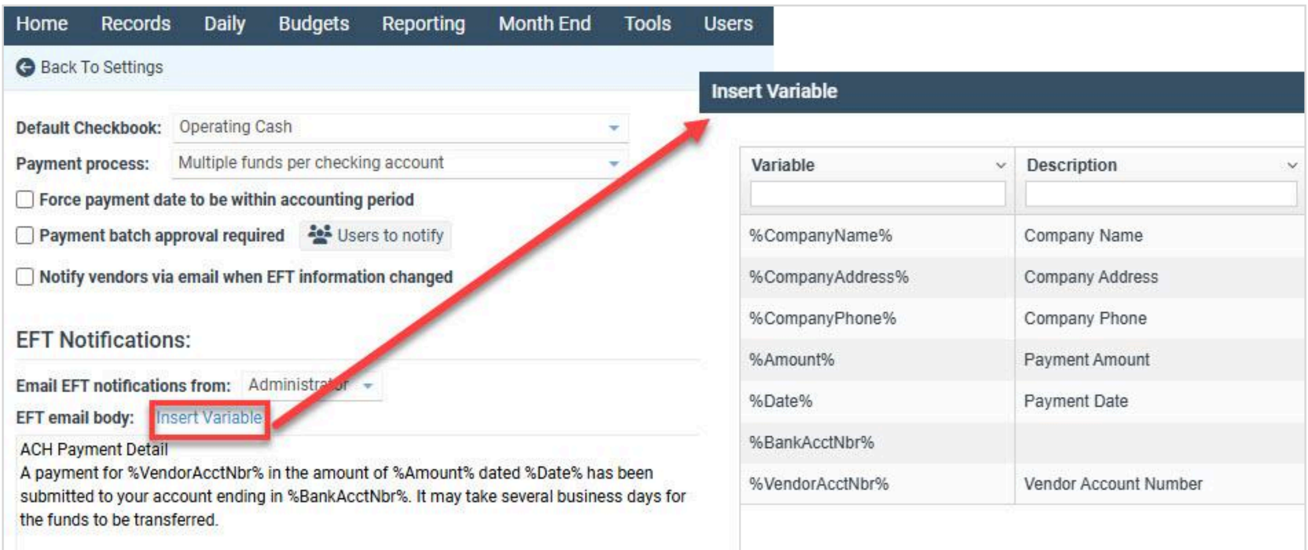


Accounts Payable (contd.)

Vendor Account Number Added For EFT Notifications

Settings > Accounts Payable > Payment Options

Vendor Account Number has been added as a variable to add to the EFT Notification Email.



Changes To Existing Vendor Information Via Import

Records > Vendors > Edit > Update on Import

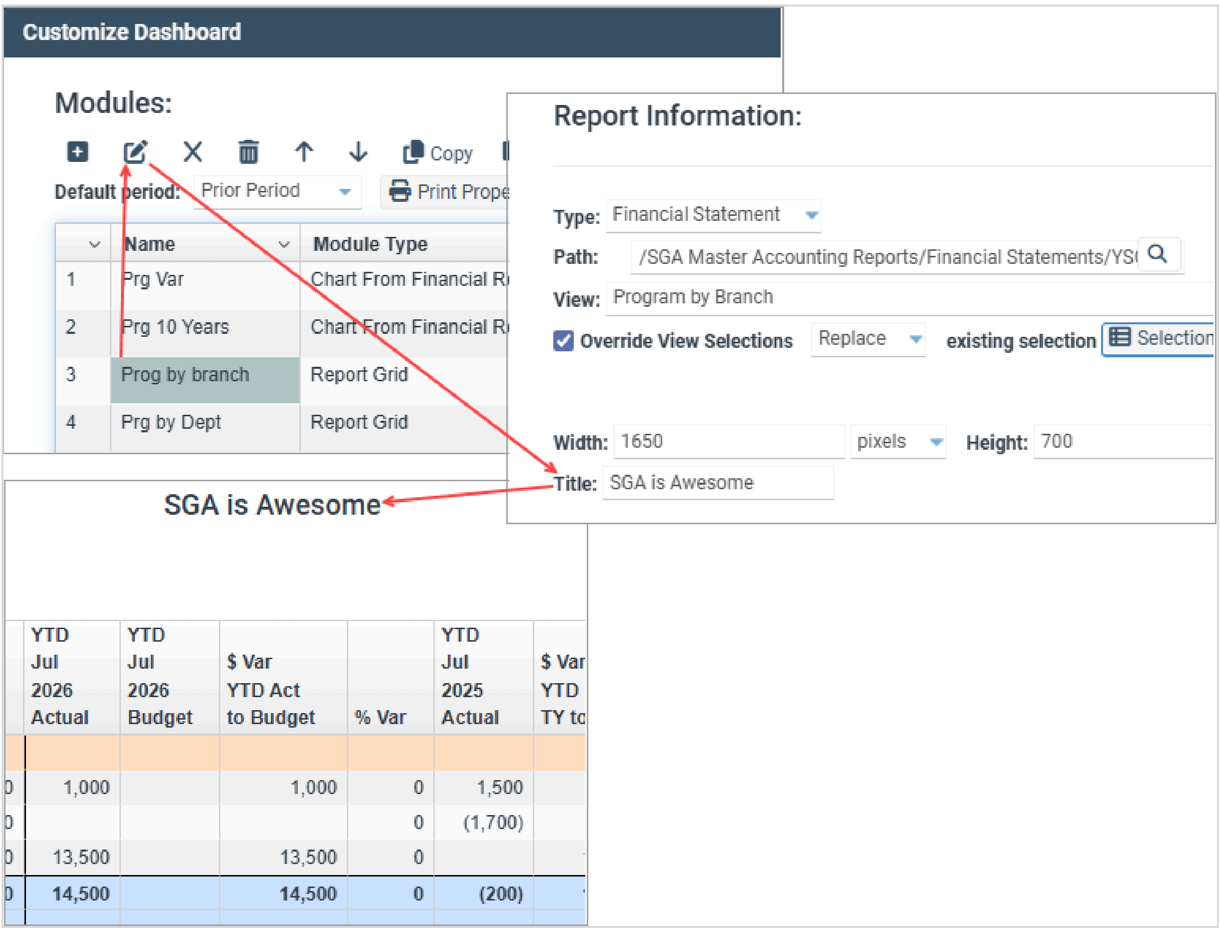
Changes to Vendor contact, address, and custom information for existing Vendors may now be updated via import. Vendor Update import formats may be created under *Settings > Accounts Payable > Vendor Update Imports*. The existing Name and Vendor ID are required to update information for existing vendors and does not allow the creation of new vendors

Dashboards

Custom Report Grid Titles

Home > Customize Dashboards

Custom Titles may now be added for Report Grids. When entered, Titles are used for the dashboard report label. If no title is entered the Report name is used. Additionally, Reports > Excel will export all Report Grids into separate sheets in a single Excel file.



Report Grid Export To Separate Excel Sheets

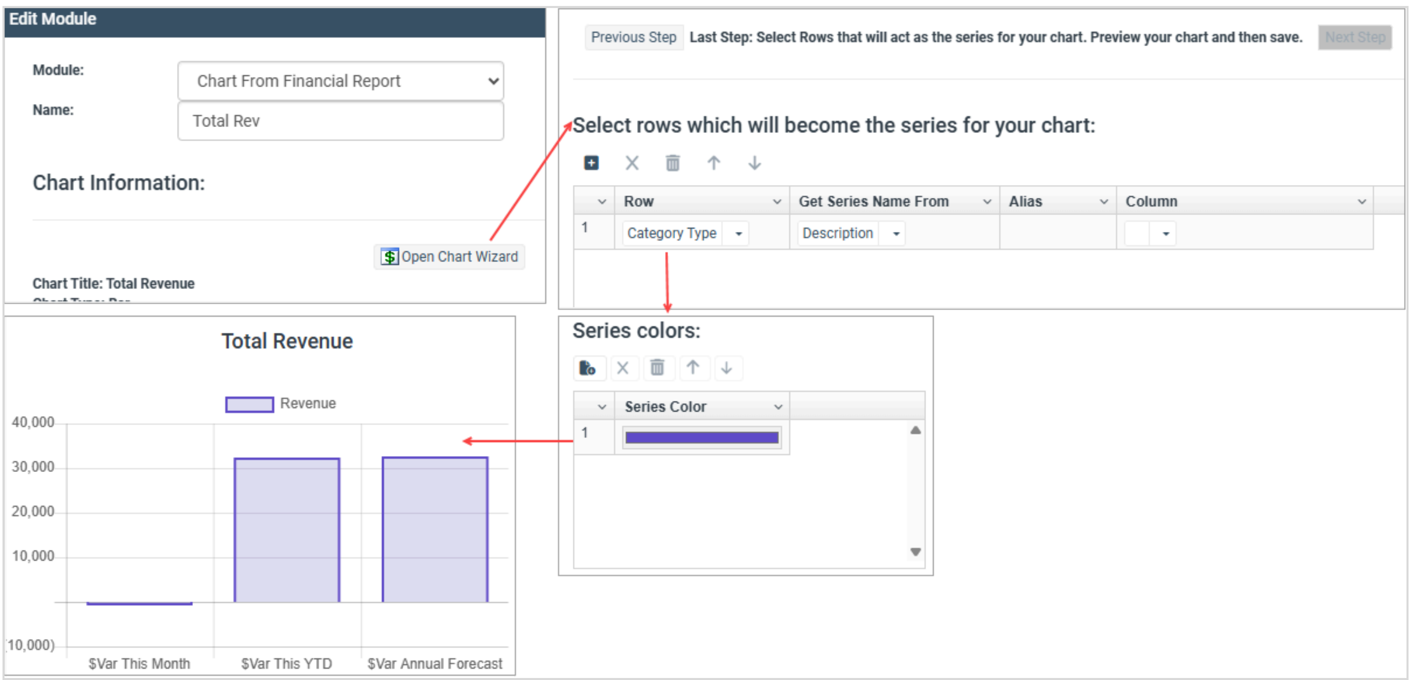
When Dashboards containing Report Grids are exported to excel, each report grid will now be separated onto its own excel sheet.

Dashboards (contd.)

Custom Chart Coloring By Data Series

Home > Customize Dashboards > Edit Module > Chart Wizard

Color schemes may now be defined for Report Charts. Charts displaying multiple data series may have different colors set for each series.



Generic reports with links in cells will now show and operate properly.

Member ID	Participant Name	Age	Gend	Birthdate	Phone
67332-1	Stock, Karmen	47	F	1/02/1978	555-555-5…
6301-2	Stocker, Samuel	15	M	12/14/2009	555-555-5…
67314-2	Stockless, Luke	22	M	7/03/2003	555-555-5…
	Count: 3				

General

Warning Message For Global Account Edit

Records > Accounts > Edit > Global Edit

A warning message will now display prior to completing a global edit detailing how many accounts will be affected by the edit process.

System Change To Report From Email Addresses

Settings > General Settings > Email Settings

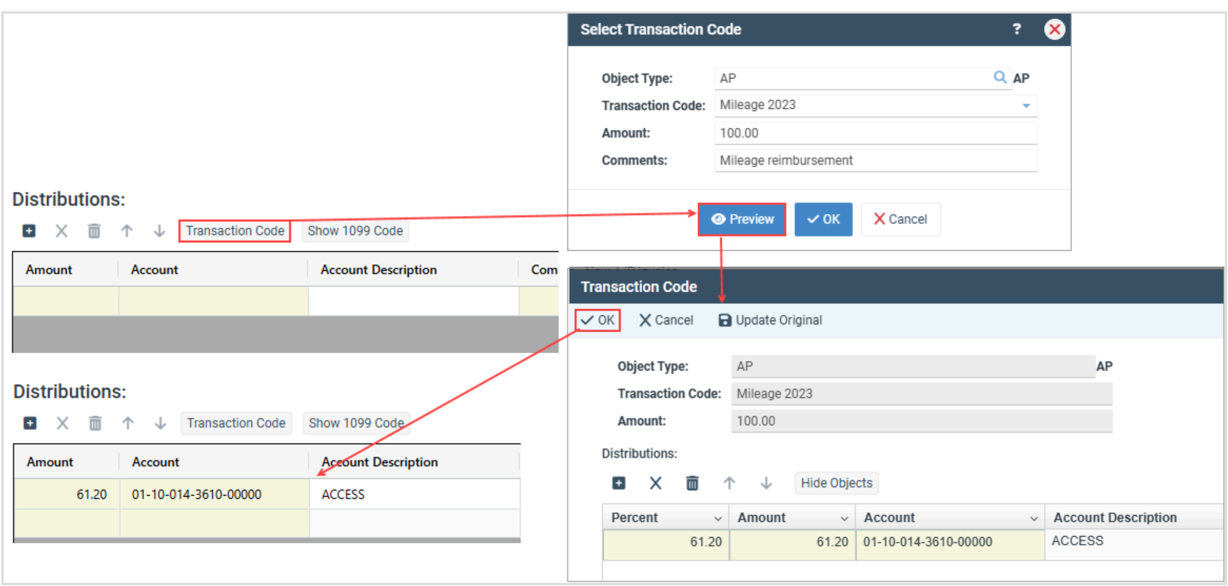
To increase security and authenticate email addresses, "Report From" email addresses will now be hard-coded to end in "_noreply@sgasoftware.app". The initial text of the email address may still be manually entered.

Transaction Code Preview Mode

PO/AP Invoice/AR Invoice/AR Receipt entry

When using Transaction Codes users can now click "Preview" to view the GL distributions that will be created by the selected Transaction Code, or simply click "OK" to run the Transaction Code.

In preview mode the Transaction Code setup screen will be displayed with proposed distributions to be created, and amounts and GL accounts may be modified as needed. If modifications are made, the Transaction Code setup changes may be saved by clicking "Update Original". Clicking "OK" will run the Transaction Code and return the user to the entry screen with the newly created GL distribution line(s) visible.



General (contd.)

Display Image Shortcut Added To Entry Screens

Daily > PO/AR/AP/JE Entry

A shortcut icon has been added to the auto-displayed image on the entry screens for Purchase Orders, Accounts Payable, Journal Entry, and Accounts Receivable. When selected, the displayed image will open in a separate browser window.

Post Date and Post User Columns Added

JE/PO/AP Invoice/AP Payment/AR Invoice/AR Receipt

Post Date and Post User data fields have been added for all entry types (JE, AP, AR, & PO), and are available in all detail reports and information grids. Please note that the new data fields will be populated for entries going forward; they will be not available for historical transactions.

Entry Description Added To Import Setups

Settings > Payables/AR Invoice/AR Receipt/Journal Entry Imports

"Entry Description" has been added as an available column to the import setups for Journal Entries, AP Payables, AR Invoice, and AR Receipt. For Journal Entry Imports, this field has been added to the Columns tab and titled "Specify Entry Description".

Layout Changes For Bank Reconciliation Drilldown To Detail

Month End > Bank Reconciliation > Drilldown to Detail

Screen layout changes have been made to the "Drilldown to Detail" screen. Amounts for "Total Items", "Tagged for Clearing", and "Remaining Uncleared" are now visible in the upper portion of the screen, "Reconcile Date" has been removed.

Locked Custom Information Fields For Fixed Assets

Settings > Object Types > Asset > Custom Information > Items

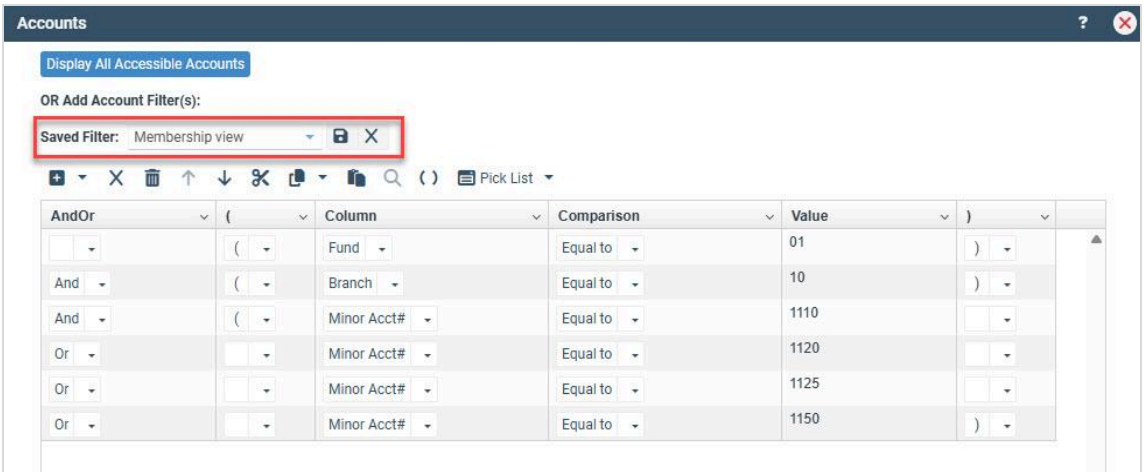
Calculated Fixed Asset custom fields may no longer be modified. These fields include Purchase Mo/YR, Start Depreciation Mo/YR, Purchase Amount, Depreciation, Years/Months to Depreciate, Book Value, Moved Object, Date Added, and Disposal Comment.

General (contd.)

Actuals/Budget Multi-Account Entry Pre-set Filters

Budgeting > Actuals / Budget Multi-Account Entry

Account selection filters may now be saved and made available for use by "All Users", a specific User, or specific User Group. The pre-set filters may be selected from the "Saved Filter" drop-down menu, or filters may continue to be added/removed manually.



2025 Form Updates For 1099s

Month End > 1099 Process > Back of Form

Form adjustments and the "Back of Form" text have been added for the 2025 year. To apply the update for the current year select the Year, the Form, and click "Apply annual form update".