



Stock, Garber & Associates
support@sgasoftware.com
814-472-5158

SGA Accounting

Version 13.4 Release Guide

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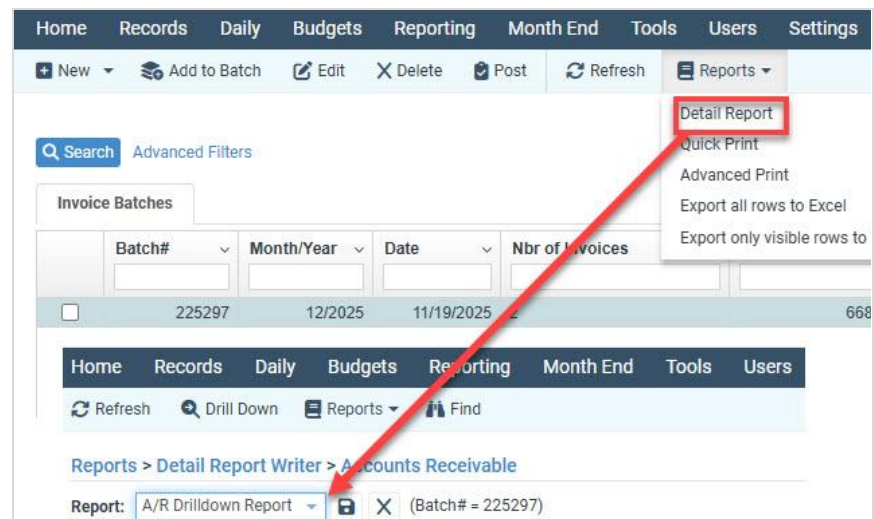
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Accounts Receivable

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.

Entry period range allowed:

For specified users:

Up to

30

periods past

7

periods future

User/Groups

For all other users:

Up to

30

periods past

7

periods future

Warn when entry period over:

6

periods past

4

periods future

Update G/L upon:

Entry

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.

Customer Detail Edit Void Invoice **Pay Invoice** Write-off Cash Application Invoice Attachments

Customer ID: 27 Spiderman Services, Inc. Totals for range Invoices: 19,500.00 Totals for Customer Invoices: 19,500.00

Period: 01/2026 January to 99/9999 End Type: (All) Display

Check/Ref#: Receipt Date: 11/21/2025 Receipt Amount: 18,000.00 Unapplied Amount: 0.00 Comment:

Open Invoices: Show Invoice Account

	Applied	Open Balance	Invoice Amount	Invoice #	
☐					18,000.00
☐					0.00
☒	18,000.00	18,000.00	1,500.00	Pledge (12	-1,250.00
☒	18,000.00	18,000.00	18,000.00	Pledge (12	16,750.00
☒	18,000.00	18,000.00	19,500.00	Pledge (12	

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.

The Neighborhood YMCA - Accounting - Purchase Order Form

HomeRecordsDailyBudgetsReportingMonth End

Back To Settings

Bill To: Company Address

Font: ArialSize: 10Change Font

☐ Header ImageChange

☐ Footer ImageChange

☒ Include Federal ID#

☐ Include Log

☒ Include Requested by Full Name and Email

Purchase Order #2101874
Posted

Vendor #3706	Ship To
3 Step Sports 110 Tinbuck two Attn:Testing Anywhereville, USA 11254	Mr. John Doe 111 Main St Birmingham, AL 02116

Information	Bill To
Group: Peabody Mo/Yr: 7/2025 Date: 6/19/2025 Paper Check Requested By: SGA sgaalbusdumbledore123@gmail.com	The Neighborhood YMCA 2 Centennial Drive Suite 4A Downtown, CA 12345 123-554-12346 Email: SGA

ID	Account#	Item#	Comments	Qty	Unit Price	Amount
1	01-10-105-2110-20098 Administrative Salaries	1	test	1	12.00	12.00
2	01-10-105-2110-20098 Administrative Salaries	111	Change order #1	1	25.00	25.00
Total						37.00

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.

The screenshot shows the 'Purchase Order Entry Options' settings page. The page has a dark blue header with navigation tabs: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, and Settings. Below the header is a light blue bar with a 'Back To Settings' link. The main content area is white and contains various settings for purchase order entry. The 'Display ship to' checkbox is highlighted with a red box. Other settings include 'PO# Assignment' (Auto), 'Next PO#' (2101893), 'Entry period range allowed' (Up to 5 periods past, 12 periods future), 'Auto-post upon entry' (unchecked), 'Force requester to be user entering PO' (checked), 'Require vendor upon entry' (checked), 'Require account upon entry' (checked), 'Allow attachments' (checked), 'Require an attachment' (unchecked), 'Default browse level' (00 - Not Allowed), 'Automatically display image attachments' (checked), 'Allow PO to be modified once posted' (checked), 'Include period and date on each PO detail line' (checked), 'Use received status' (checked), 'Default received status' (Not Received), 'Allow ship to to be modified' (checked), 'Default print upon entry' (unchecked), 'Use standard PO edit mode' (checked), and 'Use Split-screen PO edit mode' (checked). At the bottom, there is a 'Save' button and a footer note: 'PO Setup last modified by SGA on 11/18/2025 12:58 PM'.

Home Records Daily Budgets Reporting Month End Tools Users Settings

Back To Settings

PO# Assignment: Auto Next PO#: 2101893

Entry period range allowed:

For specified users: Up to 5 periods past 12 periods future User/Groups

For all other users: Up to 5 periods past 12 periods future

☐ Auto-post upon entry

☒ Force requester to be user entering PO

☒ Require vendor upon entry

☒ Require account upon entry

☒ Allow attachments

☐ Require an attachment

Default browse level: 00 - Not Allowed

☒ Automatically display image attachments

☒ Allow PO to be modified once posted

☒ Include period and date on each PO detail line

☒ Use received status Default received status: Not Received

☒ Display "ship to"

☒ Allow "ship to" to be modified

☐ Default print upon entry

☒ Use standard PO edit mode

☒ Use Split-screen PO edit mode

PO Setup last modified by SGA on 11/18/2025 12:58 PM

Save

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.

[Home](#) [Records](#) [Daily](#) [Budgets](#) [Reporting](#) [Month End](#) [Tools](#) [Users](#) [Settings](#) [Favorites](#) [Help](#)

[Back To Settings](#)

☒ **Enable Digital Invoice Capture**

☐ Enable computer camera for image selection

☐ Enable Capture Rows Container

☐ **Auto Finalize on Save**

☒ **Enable Centralized AP Email Integration**

Mailbox Setup

☒ **Enable Digital Invoice Capture schedule**

Effective Date: 11/23/2020 11:59 pm

Target folder: INBOX

Emails to include

(Date Email Received >= 04/25/2023) And Attachment = 1 And Email Subject C Invoice

☐ Minutes Every Minute(s)

☐ Hourly Every Hour(s)

☒ Daily ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Create a new batch: for every schedule run

Default template: AI Test Template Page: Capital One

☒ Create blank invoices for unrecognized images

☒ Attach email contents to invoice as Word document

☒ Move Captured Emails to folder: INBOX.PROCESSED

Capture Log

Captured Invoices

AP Setup last modified by SGA on 11/19/2025 12:44 PM

☒ Save

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.

Entry period range allowed:

For specified users: Up to 30 periods past 7 periods future

User/Groups

For all other users: Up to 30 periods past 7 periods future

Warn when entry period over: 6 periods past 4 periods future

Update G/L upon: Entry

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.

Advanced Filter

Payment Card:

☒ Filter by due date

From: 01/01/2000 to 12/31/9999

☐ Filter by amount

Display

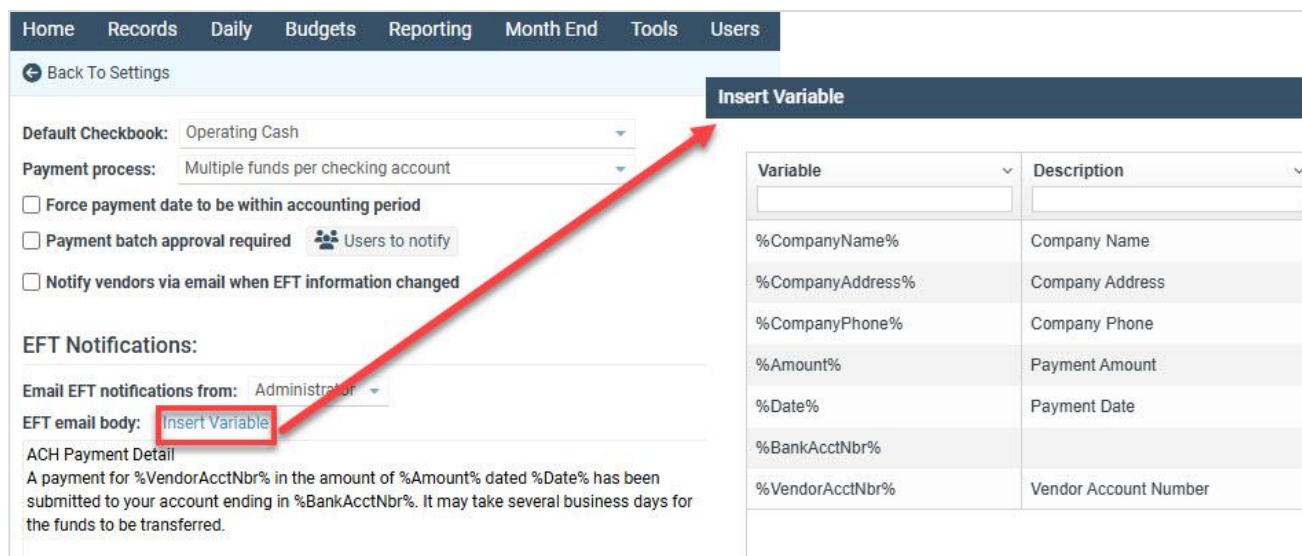
Cancel

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.



Home Records Daily Budgets Reporting Month End Tools Users

Back To Settings

Default Checkbook: Operating Cash

Payment process: Multiple funds per checking account

☐ Force payment date to be within accounting period

☐ Payment batch approval required  Users to notify

☐ Notify vendors via email when EFT information changed

EFT Notifications:

Email EFT notifications from: Administrator

EFT email body: **Insert Variable**

ACH Payment Detail

A payment for %VendorAcctNbr% in the amount of %Amount% dated %Date% has been submitted to your account ending in %BankAcctNbr%. It may take several business days for the funds to be transferred.

Insert Variable

Variable	Description
%CompanyName%	Company Name
%CompanyAddress%	Company Address
%CompanyPhone%	Company Phone
%Amount%	Payment Amount
%Date%	Payment Date
%BankAcctNbr%	
%VendorAcctNbr%	Vendor Account Number

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 (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.

Module:

Chart From Financial Report

Name:

Total Rev

Chart Information:

Open Chart Wizard

Chart Title: Total Revenue

Total Revenue

Revenue

\$Var This Month

\$Var This YTD

\$Var Annual Forecast

40,000

30,000

20,000

10,000

10,000

Previous Step

Last Step: Select Rows that will act as the series for your chart. Preview your chart and then save.

Next Step

Select rows which will become the series for your chart:

Row	Get Series Name From	Alias	Column
1	Category Type	Description	

Series colors:

Series Color
1

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

Aquatics

RefreshCustomize ViewDrill DownReportsFind

Member ID	Participant Name	Age	Gender	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					

sga

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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

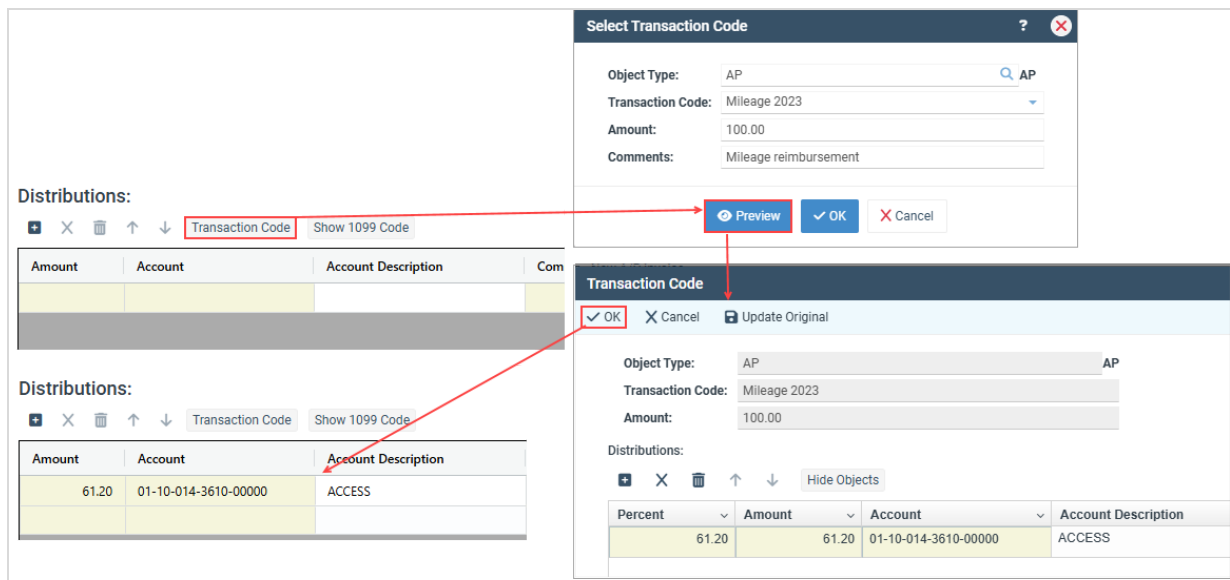
To increase security and authenticate email addresses, "Report From" email addresses will now be hard-coded to end in "_noreply@sgasoftware.app". The initial text of the email address may still be manually entered.

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.

The screenshot shows the 'Accounts' window with a dark blue header. Below the header is a button labeled 'Display All Accessible Accounts'. Underneath is the text 'OR Add Account Filter(s):'. A red box highlights the 'Saved Filter:' dropdown menu, which currently shows 'Membership view'. To the right of the dropdown are icons for saving and deleting filters. Below the dropdown is a toolbar with various icons for adding, deleting, and editing filters, along with a 'Pick List' button. The main area of the window contains a table with columns: 'AndOr', 'Column', 'Comparison', and 'Value'. The table has several rows of filters, including 'Fund', 'Branch', and 'Minor Acct#' with various values and comparison operators.

AndOr	Column	Comparison	Value
	Fund	Equal to	01
And	Branch	Equal to	10
And	Minor Acct#	Equal to	1110
Or	Minor Acct#	Equal to	1120
Or	Minor Acct#	Equal to	1125
Or	Minor Acct#	Equal to	1150

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".