

SGA Accounting Version 13.5 Release Guide

BUDGETING MODULE IMPROVEMENTS:

Component Formats & Account Ranges:

- ★ Added Component Format Unique ID Numbers..... 2
- ★ Annual Component Formats and Account Range Assignment by Year/Budget Type..... 2
- ★ Added Component Format Assignment Clone and Global Copy..... 8

Allocations:

- ★ Validate Budget Allocations..... 10
- ★ Added Optional Allocation Account Exclusion..... 11

Other Budgeting Functionality:

- ★ New Budgeting Permission Access Level..... 12
- ★ Global Budget Changes Dropdown Defaults..... 12
- ★ Added Component Format Audit History..... 13
- ★ Component Format Setup Screen Layout Updates..... 13
- ★ Export Component Format Setup..... 14

NEW FEATURES:

Reporting:

- ★ Report Folders Tree View..... 15
- ★ Report Description Default Category..... 16
- ★ Row Font Style Formatting..... 17

Accounts Payable:

- ★ New Manual Payments Import..... 18

ENHANCEMENTS:

Reporting:

- ★ Background Color Selection..... 19
- ★ Report Link Variable Added for Scheduled Report Emails..... 20
- ★ "Sum Cash By" Option Changed to Payment Date..... 20

Attachments:

- ★ Require Attachments for Amount Threshold..... 21

Purchase Orders:

- ★ Email Purchase Order to Vendor Upon Post File Format..... 21

Accounts Receivable:

- ★ A/R Import Receipt Comments..... 22
- ★ Warnings For Cleared Transactions..... 22

Bank Reconciliation:

- ★ Importing Check Clear Dates Validation Update..... 22

General:

- ★ New Permission Menu Categories..... 23
- ★ Active Setting for Import Setups..... 23
- ★ System Log for Merged Payment Batches..... 24
- ★ Comments Added to Object Imports..... 24

COMING SOON

- ★ Automate eCard/NMI Import for Pulse Clients..... 25

BUDGETING MODULE IMPROVEMENTS:

Component Formats & Account Ranges

Added Component Format Unique ID Numbers

Settings > Budgeting > Component Formats

Background:

Prior to v13.5, Component Formats were identified by name, Budget Type, and effective year. While this configuration was productive it required Component Format versions to maintain the same name, and required Component Format Assignments to remain static.

Improvement Description:

Component Formats will now be identified by unique FormatID numbers and no longer require "Budget Type" and "Effective Year" designations. Coupled with other system improvements this change allows for flexibility in the application of Component Formats to account ranges across different Budget Years and Types.

| ID | Name | Year | Entry | In Use |
|----|---|------|---------|-------------------------------------|
| 1 | Camp OCP | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 5 | Childcare for use with SGA Pulse -- 2026 | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 7 | Childcare for use with SGA Pulse -OST -- 2026 | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 9 | Contribution | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 25 | Equipment Lease Interest | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 31 | Full-Time Hourly -- 2026 | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 32 | Generic | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 33 | Generic with adjustments | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 35 | Guest Passes | 2027 | Monthly | <input checked="" type="checkbox"/> |

Annual Component Formats and Account Range Assignment by Year/Budget Type

Background:

Prior to v13.5, Component Format setup included "Budget Type" and "Effective Year" fields. These two selections controlled when and how the format would be displayed for any affected Component Format Assignment account range. Here are two examples:

Budget Type = (All), Effective Year = 2022:

Accounts within the selected account range display the Component Format layout for all Budget Types beginning in 2022, and all following years until a new format by the same name is created with a later effective year.

Budget Type = Forecast, Effective Year = 2024:

Accounts within the selected account range display the Component Format layout for only Budget Type "Forecast" beginning in 2024, and all following years until a new format by the same name is created with a later effective year.

Annual Component Formats and Account Range Assignment by Year/Budget Type (continued)

This made it possible to have Component Format versions assigned to different Budget Types, and/or to have versions of a Component Format applied to different Budget Years, but it required the different Component Format versions to have the same name and Component Format Assignments to remain static.

Improvement Description:

Component Format Assignments are now set by Budget Year and Budget Type, and Component Formats no longer require "Budget Type" or "Effective Year" designations, but instead have year-specific versions.

On the Component Format Assignment screen, the Year selection dropdown controls to which Budget Year the added account ranges are applicable, and which year-version of the selected Component Formats will be displayed. The Budget Type selected on account ranges then controls to which Budget Type the selected Component Formats are assigned (All or specific).

Year: 2026

| | Fund | Branch | Department | Minor Acct# | PCS | Budget Type | Format Name | Format ID |
|--------------------------|---------|---------|------------|-------------|---------------|-------------|--------------------------|-----------|
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 0000 - 9999 | 00000 - 99999 | All | Y - Generic | 88 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | All | SGA 1 - Membership ... | 39 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1160 - 1185 | 00000 - 99999 | All | *Metro North - Memb... | 3 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1300 - 1399 | 00000 - 99999 | All | *Metro North - Progra... | 17 |

New Budget Format Account Range

Budget type: All

Fund: 00 to 99

Branch: 00 to 99

Department: 000 to 999

Minor Acct#: 2100 to 2199

PCS: 00000 to 99999

Format ID: 42 SGA 1 Payroll Annual

Year: 2026

| | Fund | Branch | Department | Minor Acct# | PCS | Budget Type | Format Name | Format ID |
|--------------------------|---------|---------|------------|-------------|---------------|-------------|-----------------------------|-----------|
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 0000 - 9999 | 00000 - 99999 | All | Y - Generic | 88 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | All | SGA 1 - Membership - Ty... | 39 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1160 - 1185 | 00000 - 99999 | All | *Metro North - Membersh... | 3 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1300 - 1399 | 00000 - 99999 | All | *Metro North - Program I... | 17 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 2100 - 2199 | 00000 - 99999 | All | SGA 1 - Payroll - Annual | 42 |

The following screenshots highlight examples of this new configuration where a single account range has different Component Formats assigned to it for three separate Budget Years:

Annual Component Formats and Account Range Assignment by Year/Budget Type (continued)

Example 1:

Component Format Assignments are uniquely established for Budget Year 2024 with FormatID 105 "SGA 3 - Y Field Trips" assigned to Budget Type "Forecast" for minor 2541, and FormatID 89 "SGA 2 - Generic" assigned to all other Budget Types for minor 2541.

Component Account Ranges

Year: 2024

| Fun... | Branc... | Departm... | PCS | Minor Acc... | Budget Type | Format Name | Format ID |
|--------|----------|------------|---------------|--------------|-------------|-------------------------------|-----------|
| 1 - 1 | 1 - 4 | 00 - 99 | 01000 - 01000 | 2610 - 2610 | All | Telephone | 150 |
| 1 - 1 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2500 - 2599 | All | Supplies | 149 |
| 0 - 1 | 1 - 4 | 00 - 00 | 01000 - 99999 | 1450 - 1455 | All | SHR-Y Facility Rental Revenue | 123 |
| 0 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3310 - 3320 | All | SGA 3 - Y Travel & Conference | 118 |
| 1 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3460 - 3460 | All | SGA 3 - Y Field Trips | 105 |
| 0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | All | SGA 2 - Generic | 89 |
| 0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | Forecast | SGA 3 - Y Field Trips | 105 |

Component Format Setup Year-versions

Template

Format ID: 89 Year: 2024

Name: SGA 2 - Generic

Columns:

| Header | Type | Default Value | Formula |
|-------------|----------|---------------|---------|
| Description | Text 1 | | |
| Quantity | Number 1 | 1 | |

Template

Format ID: 105 Year: 2024

Name: SGA 3 - Y Field Trips

Columns:

| Header | Type | Default Value | Formula |
|---------------------|--------|---------------|---------|
| Program Name | Text 1 | | |
| Field Trip Location | Text 2 | | |

For Budget Year 2024:

Format ID 105 (2024 version): "SGA 3 - Y Field Trips" will be used for Budget Type "Forecast"

Format ID 89 (2024 version): "SGA 2 - Generic" will be used for all other budget types

Annual Component Formats and Account Range Assignment by Year/Budget Type (continued)

Example 2:

Component Format Assignments are uniquely established for Budget Year 2025 with FormatID 149 "Supplies" assigned to Budget Type "Forecast" for minor 2541, and FormatID 89 "SGA 2 - Generic" assigned to all other Budget Types for minor 2541.

Component Account Ranges

Year: 2025

| <input type="checkbox"/> | Fun..v | Branc..v | Departme..v | PCS | Minor Acc..v | Budget Type | Format Name | Format ID |
|--------------------------|--------|----------|-------------|---------------|--------------|-------------|-------------------------------|-----------|
| <input type="checkbox"/> | 1 - 1 | 1 - 4 | 00 - 99 | 01000 - 01000 | 2610 - 2610 | All | Telephone | 150 |
| <input type="checkbox"/> | 1 - 1 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2500 - 2500 | All | Supplies | 149 |
| <input type="checkbox"/> | 0 - 1 | 1 - 4 | 00 - 00 | 01000 - 99999 | 1450 - 1455 | All | SHR-Y Facility Rental Revenue | 123 |
| <input type="checkbox"/> | 0 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3310 - 3320 | All | SGA 3 - Y Travel & Conference | 118 |
| <input type="checkbox"/> | 1 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3460 - 3460 | All | SGA 3 - Y Field Trips | 105 |
| <input type="checkbox"/> | 0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | All | SGA 2 - Generic | 89 |
| <input type="checkbox"/> | 0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | Forecast | Supplies | 149 |

Component Format Setup Year-versions

Format ID: 89 Year: 2025

Name: SGA 2 - Generic

Columns:

| Header | Type | Default Value | Formula |
|-------------|----------|---------------|---------|
| Description | Text 1 | | |
| Quantity | Number 1 | 1 | |

Format ID: 149 Year: 2025

Name: Supplies

Columns:

| Header | Type | Default Value | Formula |
|---------------------|--------|---------------|---------|
| Program Name | Text 1 | | |
| Field Trip Location | Text 2 | | |

For Budget Year 2025:

Format ID 149 (2025 version): "Supplies" will be used for Budget Type "Forecast"

Format ID 89 (2025 version): "SGA 2 - Generic" will be used for all other budget types

Annual Component Formats and Account Range Assignment by Year/Budget Type (continued)

Example 3:

Component Format Assignments are uniquely established for Budget Year 2026 with FormatID 118 "SGA 3 - Y Travel & Conference" assigned to Budget Type "Forecast" for minor 2541, and FormatID 89 "SGA 2 - Generic" assigned to all other Budget Types for minor 2541.

Component Account Ranges

Year: 2026

| Fun... | Branc... | Departm... | PCS | Minor Acc... | Budget Type | Format Name | Format ID |
|--------|----------|------------|---------------|--------------|-------------|-------------------------------|-----------|
| 1 - 1 | 1 - 4 | 00 - 99 | 01000 - 01000 | 2610 - 2610 | All | Telephone | 150 |
| 1 - 1 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2500 - 2500 | All | Supplies | 149 |
| 0 - 1 | 1 - 4 | 00 - 00 | 01000 - 99999 | 1450 - 1455 | All | SHR-Y Facility Rental Revenue | 123 |
| 0 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3310 - 3320 | All | SGA 3 - Y Travel & Conference | 118 |
| 1 - 1 | 1 - 4 | 00 - 99 | 01000 - 99999 | 3460 - 3460 | All | SGA 3 - Y Field Trips | 105 |
| 0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | All | SGA 2 - Generic | 89 |
| 0 - 9 | 0 - 9 | 00 - 99 | 00000 - 99999 | 2541 - 2541 | Forecast | SGA 3 - Y Travel & Conference | 118 |

Component Format Setup Year-versions

Format ID: 89 Year: 2026

Name: SGA 2 - Generic

Columns:

| Header | Type | Default Value | Formula |
|-------------|----------|---------------|---------|
| Description | Text 1 | | |
| Quantity | Number 1 | 1 | |

Template

Format ID: 118 Year: 2026

Name: SGA 3 - Y Travel & Conference

Columns:

| Header | Type | Default Value | Formula |
|----------------|--------|---------------|---------|
| Employee Name | Text 1 | | |
| Position Title | Text 2 | | |

For Budget Year 2026:

Format ID 118 (2026 version): "SGA 3 - Travel & Conference" will be used for Budget Type "Forecast"

Format ID 89 (2026 version): "SGA 2 - Generic" will be used for all other budget types

Annual Component Formats and Account Range Assignment by Year/Budget Type (continued)

Each time a new Budget Year is opened all Component Format Assignments are copied from the prior year, and as Component Formats now have year-specific versions, new year-versions of all existing Component Formats are automatically generated by the system for the new Budget Year.

This process provides continuity from year to year without requiring user intervention to manually re-enter Component Format Assignments. In addition, it enables annual version control for Component Formats, and allows for annual Component Format modification without impacting prior year data.

When viewing the Budget Format list, the “Year” dropdown will adjust the grid to show only the versions of existing Component Formats applicable to the selected year.

Year:

| ID | Name | Year | Entry | In Use |
|----|--|------|---------|-------------------------------------|
| 1 | Camp OCP | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 5 | Childcare for use with SGA Pulse - - 2026 | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 7 | Childcare for use with SGA Pulse -OST - - 2026 | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 9 | Contribution | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 25 | Equipment Lease Interest | 2027 | Monthly | <input checked="" type="checkbox"/> |
| 31 | Full-Time Hourly - - 2026 | 2027 | Monthly | <input checked="" type="checkbox"/> |

When edits to existing Component Formats are saved, if future year-versions exist the system will allow the user to indicate if the changes should be saved for only the selected year-version, for the selected and all future year-versions, or if a new Component Format should be created. No changes are made to prior year-versions.

Format Save
✕

Format ID: 5
Format Name: Childcare for use with SGA Pulse - - 2026
Selected Year: 2026

This Format exists for future budget years. Please indicate below how the changes should be saved.

Selected Year - the changes will be saved to the Format for the selected year
 All Years - the changes will be saved to the Format for the selected and all future years
 Save as New - the format setup should be saved as a new Format

Save for selected Year
Save for all Years
Save as New

Added Component Format Assignment Clone and Global Copy

Clone:

As mentioned above, Component Format Assignments now include a Budget Type selection. To aid in copying existing account ranges for use with a different Budget Type in the same Budget Year a Clone feature has been added.

Clicking "Clone" opens a menu where the new Budget Type is selected. When "Copy" is clicked, all selected account ranges, either a single highlighted row or multiple rows marked by checkbox, will be copied with the selected Budget Type assigned. Once created, different Component Formats may be selected for the new account ranges as needed.

The Neighborhood YMCA - Test - Accounting - Budget Format Assignments

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

Back To Settings New Edit Delete Global Copy Clone Reports

Year: 2027

| | Fund | Branch | Department | Minor Acct# | PCS | Budget Type | Format Name | Format ID |
|-------------------------------------|---------|---------|------------|-------------|---------------|-------------|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 0000 - 9999 | 00000 - 99999 | All | Y - Generic | 88 |
| <input checked="" type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | All | SGA 1 - Membership - Types - - 2023 | 39 |

Copy Budget Format Ranges to Type ? X

To Type: Forecast

Year: 2027

| | Fund | Branch | Department | Minor Acct# | PCS | Budget Type | Format Name | Format ID |
|--------------------------|---------|---------|------------|-------------|---------------|-------------|-------------------------------------|-----------|
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 0000 - 9999 | 00000 - 99999 | All | Y - Generic | 88 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 0000 - 9999 | 00000 - 99999 | Forecast | Y - Generic | 88 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | All | SGA 1 - Membership - Types - - 2023 | 39 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | Forecast | SGA 1 - Membership - Types - - 2023 | 39 |

Added Component Format Assignment Clone and Global Copy (continued)

Global Copy:

Also as mentioned above, Component Format Assignments are now set by Budget Year. To aid in copying existing account ranges for use in a different Budget Year a Global Copy feature has been added.

Clicking "Global Copy" opens a menu displaying a list of the current Budget Year's Component Format Assignments. Entering a "To Year" and clicking "OK" will create copies of all checked Component Format Assignments for the selected "To" Budget Year.

The Neighborhood YMCA - Test - Accounting - Budget Format Assignments

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

Back To Settings New Edit Delete Global Copy Clone Reports

Year: 2025

| | Fund | Branch | Department | Minor Acct# | PCS | Budget Type | Format Name | Format ID |
|--------------------------|---------|---------|------------|-------------|---------------|-------------|-------------------------------------|-----------|
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 0000 - 9999 | 00000 - 99999 | All | Y - Generic | 88 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | All | SGA 1 - Membership - Types - - 2023 | 39 |

Budget Format Assignments

New Edit Delete Reports

From Year: 2025 To Year: 2027

| | Fund | Branch | Department | Minor Acct# | PCS | Budget Type | Format Name | Format ID |
|-------------------------------------|---------|---------|------------|-------------|---------------|-------------|--------------------------------------|-----------|
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 0000 - 9999 | 00000 - 99999 | All | Y - Generic | 88 |
| <input checked="" type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | All | SGA 1 - Membership - Types - - 2023 | 39 |
| <input checked="" type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1160 - 1185 | 00000 - 99999 | All | Membership Join Fees | 4 |
| <input checked="" type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 1300 - 1399 | 00000 - 99999 | All | Program Income | 17 |
| <input checked="" type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 2100 - 2199 | 00000 - 99999 | All | VARIANCE REVIEW | 87 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 2110 - 2110 | 00000 - 99999 | All | VARIANCE REVIEW | 87 |
| <input type="checkbox"/> | 00 - 99 | 00 - 99 | 000 - 999 | 2510 - 2510 | 00000 - 99999 | All | Y - Generic - Query | 89 |
| <input type="checkbox"/> | 01 - 01 | 00 - 99 | 000 - 999 | 1100 - 1199 | 00000 - 99999 | Forecast | SGA 1 - Membership - Simple - Jud... | 37 |
| <input type="checkbox"/> | 01 - 01 | 00 - 00 | 000 - 000 | 1234 - 1234 | 00000 - 99999 | All | Object Budgets | 29 |
| <input type="checkbox"/> | 01 - 99 | 00 - 99 | 000 - 999 | 1500 - 1599 | 00000 - 99999 | All | Child Care Programming | 24 |
| <input type="checkbox"/> | 01 - 01 | 01 - 01 | 001 - 001 | 0112 - 0112 | 00001 - 00001 | All | VARIANCE REVIEW | 87 |

Select / Deselect All

Allocations

Validate Budget Allocations

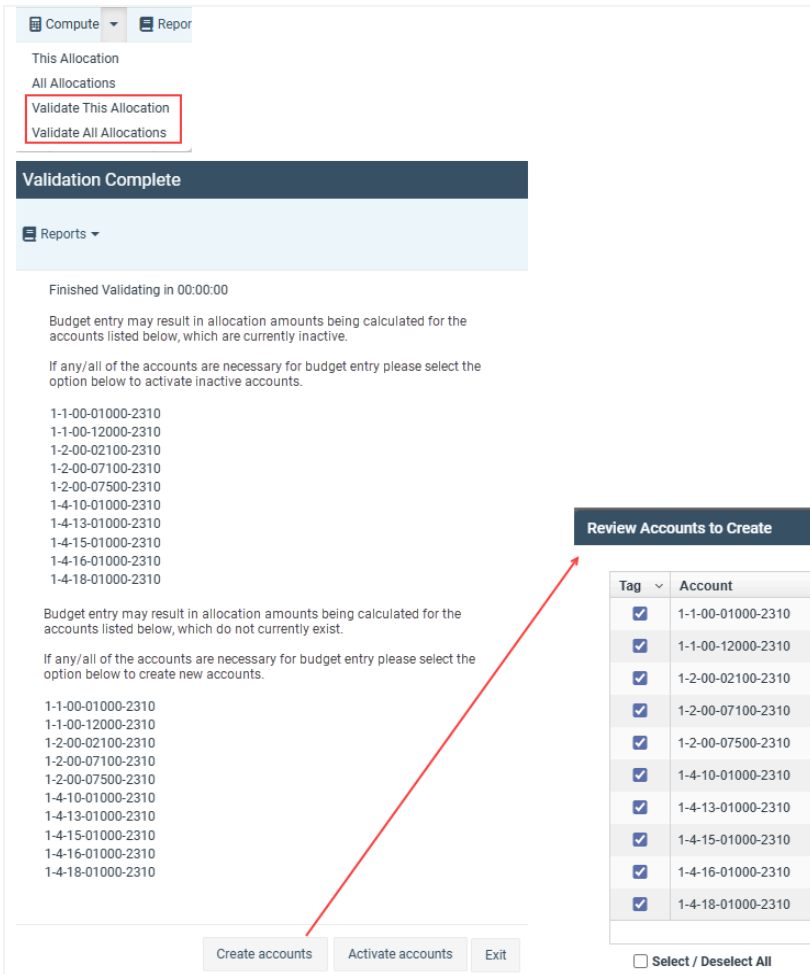
Settings > Budgeting > Allocations > Compute (Drop-Down Menu)

Background:

Allocations are used to automatically calculate budget amounts for GL accounts whose budgets are dependent upon budgets of other accounts. By default, the calculated amounts are entered into the specified minor accounts in the same string as the source accounts. For example, payroll taxes calculated for salaries entered into 01-10-20-**2110** might be calculated and entered into 01-10-20-**2310**. This process, however, requires that active destination GL accounts exist for budget amounts to be calculated correctly.

Improvement Description:

To ensure that active destination accounts exist a new option has been added to validate allocations. The validation process tests allocations to determine if amounts would be calculated for accounts that are either inactive or that do not exist. Validation may be run for an individual allocation or all allocations at once, and when presented with the validation results, users have the option to selectively create accounts or re-activate existing inactive accounts.



Compute ▾ Reports

This Allocation
 All Allocations
 Validate This Allocation
 Validate All Allocations

Validation Complete

Reports ▾

Finished Validating in 00:00:00

Budget entry may result in allocation amounts being calculated for the accounts listed below, which are currently inactive.

If any/all of the accounts are necessary for budget entry please select the option below to activate inactive accounts.

1-1-00-01000-2310
 1-1-00-12000-2310
 1-2-00-02100-2310
 1-2-00-07100-2310
 1-2-00-07500-2310
 1-4-10-01000-2310
 1-4-13-01000-2310
 1-4-15-01000-2310
 1-4-16-01000-2310
 1-4-18-01000-2310

Budget entry may result in allocation amounts being calculated for the accounts listed below, which do not currently exist.

If any/all of the accounts are necessary for budget entry please select the option below to create new accounts.

1-1-00-01000-2310
 1-1-00-12000-2310
 1-2-00-02100-2310
 1-2-00-07100-2310
 1-2-00-07500-2310
 1-4-10-01000-2310
 1-4-13-01000-2310
 1-4-15-01000-2310
 1-4-16-01000-2310
 1-4-18-01000-2310

Review Accounts to Create

| Tag ▾ | Account |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | 1-1-00-01000-2310 |
| <input checked="" type="checkbox"/> | 1-1-00-12000-2310 |
| <input checked="" type="checkbox"/> | 1-2-00-02100-2310 |
| <input checked="" type="checkbox"/> | 1-2-00-07100-2310 |
| <input checked="" type="checkbox"/> | 1-2-00-07500-2310 |
| <input checked="" type="checkbox"/> | 1-4-10-01000-2310 |
| <input checked="" type="checkbox"/> | 1-4-13-01000-2310 |
| <input checked="" type="checkbox"/> | 1-4-15-01000-2310 |
| <input checked="" type="checkbox"/> | 1-4-16-01000-2310 |
| <input checked="" type="checkbox"/> | 1-4-18-01000-2310 |

Select / Deselect All

Create accounts Activate accounts Exit

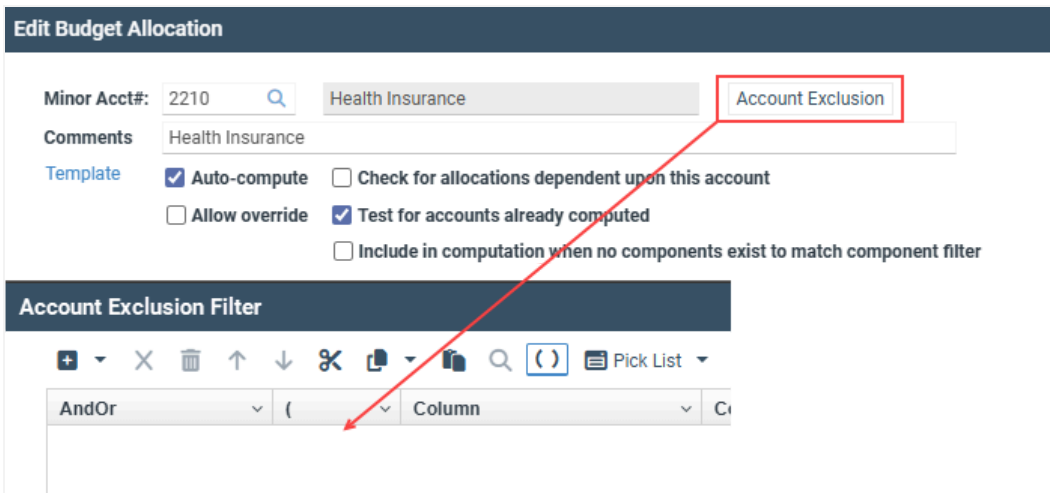
Added Optional Allocation Account Exclusion

Background:

Prior to v13.5, allocations created for a specific minor account would prevent manual entry into all account strings containing the minor account unless the "Allow Override" option was checked in the allocation setup. Unfortunately, this resulted in amounts manually entered into the minor accounts being overlaid if budget entry for other accounts was saved. This effectively made it a requirement that manual entry be the last step completed prior to deactivating budget entry for the amounts to be retained.

Improvement Description:

A new "Account Exclusion" capability has been added to the Budget Allocation setup. Accounts entered into the filter selection will not be included in the allocation calculation process, and will allow manual budget entry like all other entry-eligible GL accounts.



The screenshot displays the 'Edit Budget Allocation' interface. At the top, the 'Minor Acct#' is set to 2210, and the account name is 'Health Insurance'. A red box highlights the 'Account Exclusion' field, which is currently empty. Below this, the 'Comments' field contains 'Health Insurance'. The 'Template' section includes several checkboxes: 'Auto-compute' (checked), 'Check for allocations dependent upon this account' (unchecked), 'Allow override' (unchecked), 'Test for accounts already computed' (checked), and 'Include in computation when no components exist to match component filter' (unchecked). Below the template section is the 'Account Exclusion Filter' section, which features a toolbar with icons for adding, deleting, and sorting items, as well as a search and pick list function. The filter section shows a dropdown menu set to 'AndOr' and a list of filter items, including a parenthesis '(' and a 'Column' entry.

Other Budgeting Functionality

New Budgeting Permission Access Level

Users > Permissions > General Ledger (Application) > Budgeting (Category)

Within system settings for Budgeting an option exists to deactivate budget entry for individual months as of specific dates (Settings > Budgeting > Year > Disallow entry on specific dates).

A new "Skip Budget Disallow Dates" permission access level has been added to preempt this setting for individual users and/or groups of users. Users with this new permission access level are exempt from the entry date restrictions allowing them to enter budgets for all months regardless of physical entry date.

| Budgeting | | |
|----------------------------|--|---|
| Actuals / Budgets | 30 - Maintain views for any user or group ▾ | Browse actuals and budgets for chart of accounts. |
| Budget Allocations | 02 - Modify ▾ | Define budgets that are auto-computed based on the budget of other chart... |
| Budget Entry | 02 - Modify ▾ | Enter or modify budgets for chart of accounts |
| Budget Formats | 02 - Modify ▾ | Define the format in which budgets and forecasts are entered |
| Budget Import Formats | 02 - Modify ▾ | Define formats or templates in which budgets can be imported from |
| Budget Types | 02 - Modify ▾ | Define the types of budgets that can be used. Typically there is a type for ... |
| Budget Years | 02 - Modify ▾ | Define the years that budget types exist for. Until you add a budget year th... |
| Global Budget Changes | 02 - Modify ▾ | Modify the budget for one or more chart of accounts at a time, such as a a... |
| Import Budgets | 02 - Allow ▾ | Import budget from an external data source, such as an Excel spreadsheet |
| Skip Budget Disallow Dates | 00 - Administrator 00 - Not Allowed 02 - Allow | Administrator permission to be exempt from disallow budget entry on dates |

Global Budget Changes Dropdown Defaults

Budgets > Global Budget Changes

Global Budget changes can be performed to modify large numbers of accounts at once. To ensure that changes are not inadvertently made to the incorrect budget year and/or type, selection dropdowns will now default to blank and require user selection.

Change the budget for multiple accounts.

Action:

Accounts **All Accounts**

To Accounts (Same)

Copy into different months

From: Jan to Dec

To:

Compute auto-computed allocations

Added Budget Format Audit History











An audit history has been added that logs all changes made to any selected Component Format.

Component Format Setup Screen Layout Updates

Modifications have been made to the layout of the Component Format Setup and Format Settings screens. The grid column ordering has been adjusted, icons have been added to selection items, and several settings labels have been revised to improve the user experience.

Setup Grid:

Updated View:

Columns:       Conditional Values  Default Value Query  Dropdown Values  Dropdown Values Query  Reports

| Header | Type | Default Value | Formula | Drop-down Values (comma separated) | Format | Width | Read Only | Total | Hide | Frozen | Copy From Last Year |
|----------------------|----------|---------------|---------|------------------------------------|-------------------|-------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Description | Text 1 | | | | | 220 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Quantity | Number 1 | 1.00 | | | ###0.00;-###0.00# | 80 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Price or Unit Amount | Number 2 | | | | ###0.00;-###0.00# | 80 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Subtotal | Number 3 | | =N1*N2 | | ### | 90 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Adjustment | Number 4 | | | | ### | 80 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| %Type Amount | Budget | | =N3+N4 | | ### | 100 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Additional Comments | Text 5 | | | | | 200 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Settings (Monthly entry method):

Updated View:

Budget Format Settings

Security:

Minimum budget entry permission required to view Components: 02 - Modify

Restrict Component access to users with budget entry authorization

Options:

Require Component Entry: Force

Non-component Budget Entry column: 13

Prompt to default the prior year's components

Component Entry Method: Monthly

Include Monthly Totals

Pre-load default values for all rows

Hide prior month forecasts for actual/forecast

Default Number of Component Rows:

All months: 1 Disable Component row add/delete

Per month: Months Enable Individual Month Component Row Add/Delete

Settings (Annual entry method):

Updated View:

Budget Format Settings

Security:

Minimum budget entry permission required to view Components: 02 - Modify

Restrict Component access to users with budget entry authorization

Options:

Require Component Entry: Force upon save

Non-component Budget Entry column: 5

Prompt to default the prior year's components

Component Entry Method: Annually

Include merit increase

Monthly Distribution: Custom

Distribution Adjustment Column: 9

Allow Change in Distribution

Force distributions to match annual amount

Pre-load default values for all rows

Hide prior month forecasts for actual/forecast

Default Number of Component Rows:

All months: 5 Disable Component row add/delete

Per month: Months Enable Individual Month Component Row Add/Delete

Export Component Formats

Settings > Budgeting > Component Formats

To assist with the development and/or editing of Budget Component Formats a new export capability has been added to budget format setup. Within the "New/Edit Budget Format" screen the new export can be accessed via the "Reports" icon:

Columns:

+ X [trash] ↑ ↓ Conditional Values Default Value Query Dropdown Values Dropdown Values Query Reports

| Header | Type | Default Value | Formula | Drop-down Value (comma separa |
|--------|--------|---------------|---------|-------------------------------|
| Class | Text 1 | | | |

Print
Excel Spreadsheet

NEW FEATURES:

Reporting

Report Folders Tree View

Reporting > Report Folders

A new report tree layout has been added to the Report Folders screen. The new display allows users to expand, collapse, and click between report folders for easy access to report storage. When a folder is selected it is highlighted in the tree and the contents are displayed in the report grid.

The new view can be activated/deactivated by clicking "Show/Hide Tree" to the right of the white search bar, and will be displayed according to the user's last selection.

Reports > SGA Standard Reports > Financial Statement Reports > Income Statement Reports > 12-month Spread Income Statement Reports > FY - Apr to Mar

< > Search FY - Apr to Mar Hide Tree

| Folder | Name | Description | Type | Dependent | Last Ran Date |
|--|--------------------------------|-------------|---------------------|-----------|--------------------|
| SGA Master Accounting Reports | Branch by Major | | Financial Statement | | |
| SGA Master Dashboards | Branch by Major (in Thousands) | | Financial Statement | | |
| SGA Master Sales Reports | Branch by Minor | | Financial Statement | | 3/31/2026 01:04 PM |
| SGA Standard Pulse Reports | Branch by Minor (in Thousands) | | Financial Statement | | |
| SGA Standard Reports | Corp by Major | | Financial Statement | | 3/12/2026 03:16 PM |
| Conversion | Corp by Major (in Thousands) | | Financial Statement | | |
| Detail Reports | Corp by Minor | | Financial Statement | | |
| Financial Statement Reports | Corp by Minor (in Thousands) | | Financial Statement | | |
| Income Statement Reports | Fund by Major | | Financial Statement | | |
| 12-month Spread Income Statement Reports | Fund by Major (in Thousands) | | Financial Statement | | |
| FY - Apr to Mar | Fund by Minor | | Financial Statement | | |
| | Fund by Minor (in Thousands) | | Financial Statement | | |

Report Description Default Category

Settings > General Ledger > Report Description > Levels

Within the Financial Statement Report Writer the Rows tab controls how account information is ordered and summarized. Report Descriptions allow you to summarize and order GL accounts into custom groupings that differ from your standard Chart of Accounts structure.

Historically, when multiple account categories were summarized under the same report description level, row totals were calculated using a standard formula based on the included account categories. For example, when revenue and expense accounts were combined, totals would always be calculated as (Revenue - Expense). This could potentially result in totals displaying inaccurately for below-the-line calculations and other custom reporting scenarios.

Users can now specify a default category for any report description level. This selection automatically adjusts the calculation method for the row total, ensuring accurate sign display. Calculation methods for each default category are listed below:

Revenue: Revenue - Expense

Expense: Expense - Revenue

Asset: Assets - (Liability and/or Equity)

Liability: (Liabilities and/or Equity) - Assets

Equity: (Liabilities and/or Equity) - Assets

| Level 1 | Level 2 | Level 3 | Level 4 | Description | Default Category | | |
|---------|---------|---------|---------|---------------------------|------------------|--|---------------------------------------|
| 20 | | | | Non-Operating Rev/Exp | Revenue | | Non-Operating Rev/Exp |
| 20 | 10 | 10 | 5 | Misc Revenue | | | Micellaneous Revenue 155,446 |
| 20 | 10 | 10 | 10 | Depreciation/Amortization | | | Depreciation/Amortization (84,287) |
| 20 | 10 | 10 | 20 | Expense Allocation | | | Expense Allocation |
| | | | | | | | Non-Operating Rev/Exp 71,159 |
| Level 1 | Level 2 | Level 3 | Level 4 | Description | Default Category | | |
| 20 | | | | Non-Operating Rev/Exp | Expense | | Non-Operating Rev/Exp |
| 20 | 10 | 10 | 5 | Misc Revenue | | | Micellaneous Revenue (155,446) |
| 20 | 10 | 10 | 10 | Depreciation/Amortization | | | Depreciation/Amortization 84,287 |
| 20 | 10 | 10 | 20 | Expense Allocation | | | Expense Allocation |
| | | | | | | | Non-Operating Rev/Exp (71,159) |

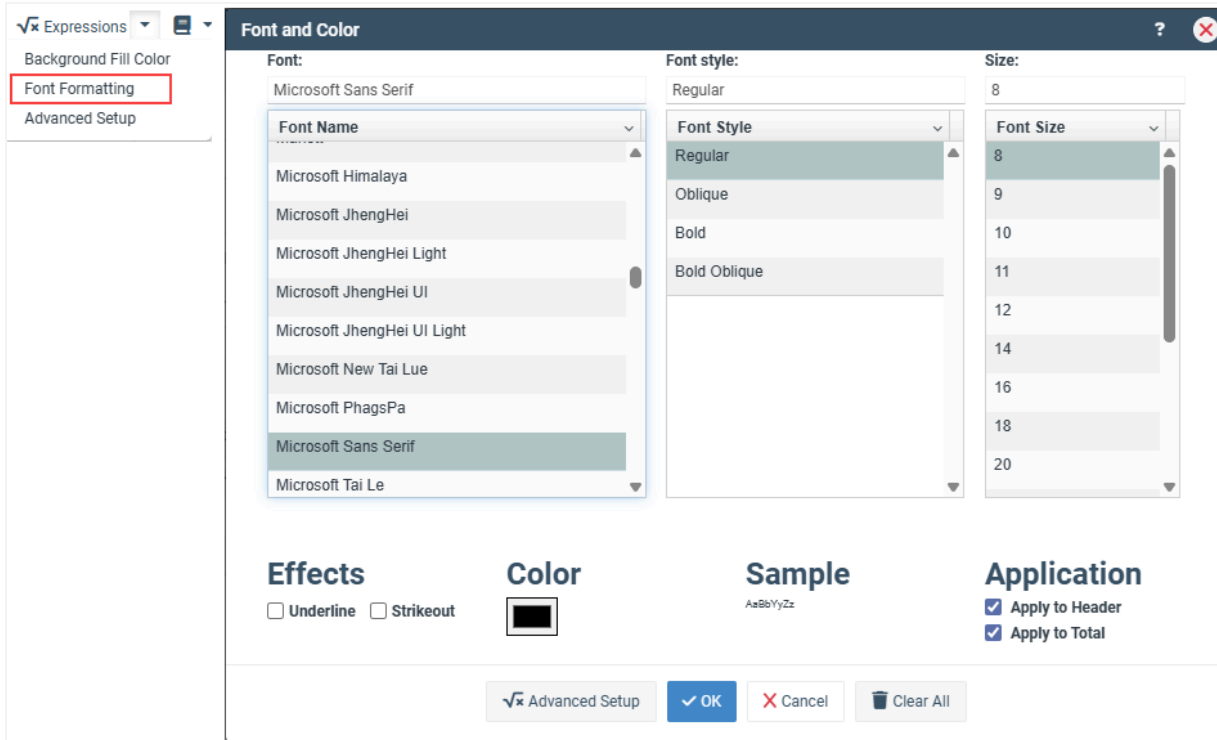
Row Font Style Formatting

Reporting > Financial Statements > Customize Report > Rows

Reporting > Detail Reports > Customize Report > Rows

Reporting > Generic Reports > Customize Report > Rows

It is now possible to adjust font formatting for report rows. Through the “Font Formatting” option of the “Expressions” menu users can adjust the row font, font size, font effect (bold, oblique [italic], underline, strike-through, etc.), and/or font color. Selections can be applied to a row’s Header, Total, or both by checkbox selection, and can be set by default or condition through “Advanced Setup”.

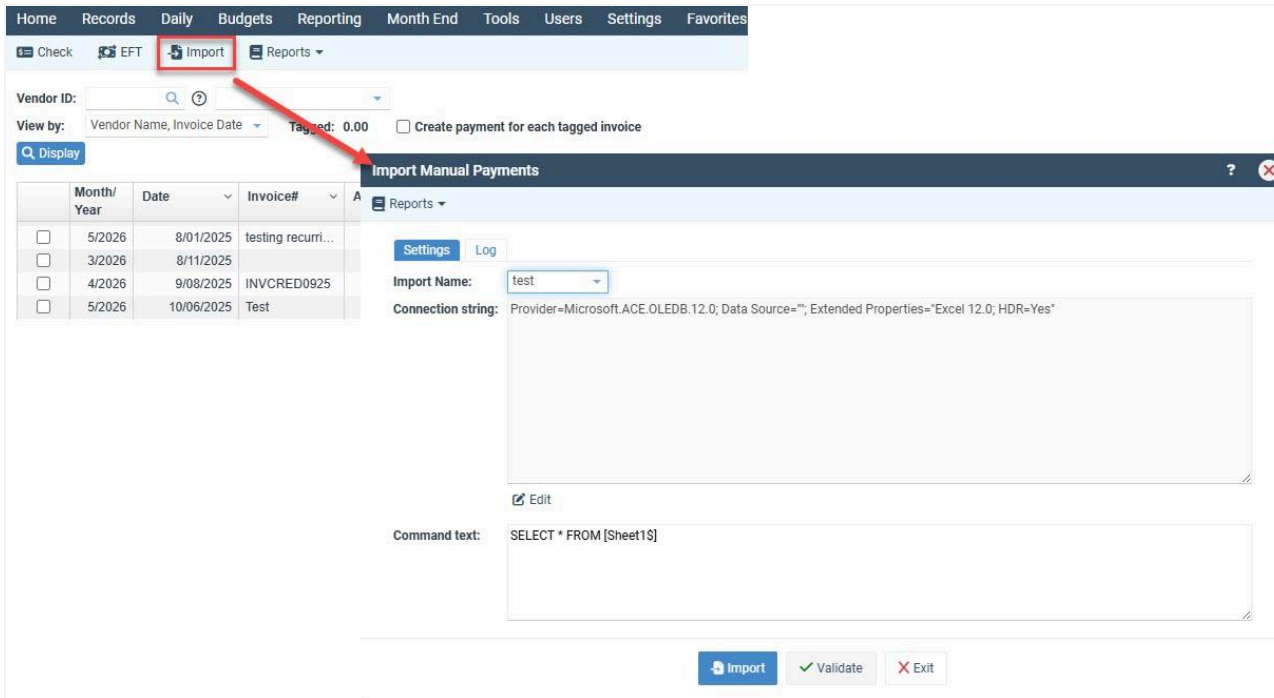


Accounts Payable

Imports

Settings > Accounts Payable > Manual Payments Imports

A new Manual Payments option has been added under Daily > Manual Payment > Import allowing payments from outside systems to be imported and applied to existing invoices.



The screenshot shows the SGA Accounts Payable interface. The top navigation bar includes 'Home', 'Records', 'Daily', 'Budgets', 'Reporting', 'Month End', 'Tools', 'Users', 'Settings', and 'Favorites'. The 'Daily' menu is open, showing 'Check', 'EFT', 'Import', and 'Reports'. The 'Import' button is highlighted with a red box and an arrow pointing to the 'Import Manual Payments' dialog box.

The 'Import Manual Payments' dialog box has a title bar with a question mark and a close button. It contains a table with the following data:

| Month/Year | Date | Invoice# | |
|---------------------------------|------------|--------------------|---|
| <input type="checkbox"/> 5/2026 | 8/01/2025 | testing recurri... | A |
| <input type="checkbox"/> 3/2026 | 8/11/2025 | | |
| <input type="checkbox"/> 4/2026 | 9/08/2025 | INVCRED0925 | |
| <input type="checkbox"/> 5/2026 | 10/06/2025 | Test | |

Below the table, there are several fields and buttons:

- Settings** and **Log** buttons.
- Import Name:** A dropdown menu with 'test' selected.
- Connection string:** A text area containing 'Provider=Microsoft.ACE.OLEDB.12.0; Data Source=""; Extended Properties="Excel 12.0; HDR=Yes"'. Below this is an **Edit** button.
- Command text:** A text area containing 'SELECT * FROM [Sheet1\$]'.
- At the bottom, there are three buttons: **Import**, **Validate**, and **Exit**.

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

ENHANCEMENTS:

Reporting

Background Color Selection

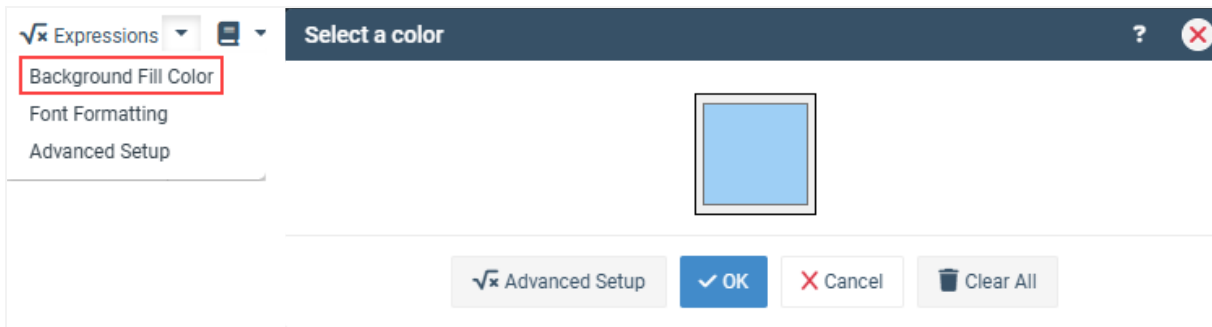
Reporting > Financial Statements > Customize Report > Rows/Columns tabs

Reporting > Detail Reports > Customize Report > Rows/Columns tabs

Reporting > Generic Reports > Customize Report > Rows/Columns tabs

In report setup it has been possible to customize background colors of rows and/or columns by adding rules to the "Expressions" menu. In version 13.5 this process has been made easier by allowing colors to be selected from a standard color palette.

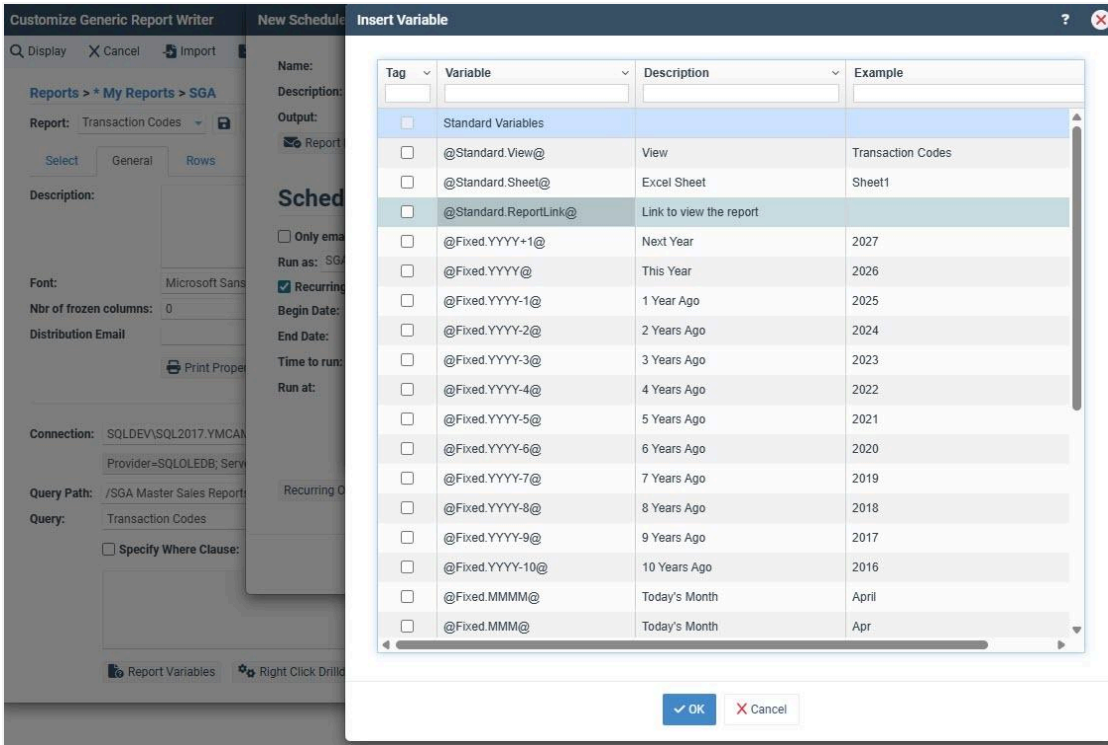
Color selections can be made for columns, row Headers, and/or row Totals, and can be set by default or condition through "Advanced Setup".



Report Link Variable Added for Scheduled Report Emails

Reporting > Financial Statements > Customize Report > General Tab > Schedule Report
Reporting > Detail Reports > Customize Report > General Tab > Schedule Report
Reporting > Generic Reports > Customize Report > General Tab > Schedule Report

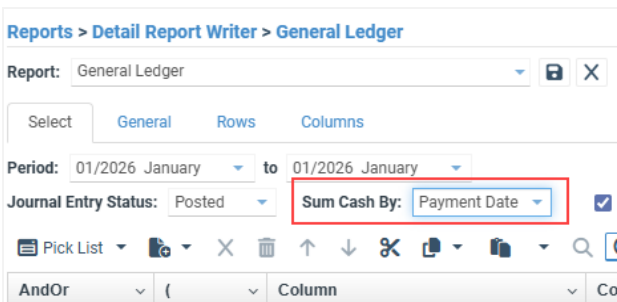
A new Report Link variable (@Standard.ReportLink@) can now be added to scheduled report emails. When added, the report distribution email body will include a clickable hyperlink to access the report directly within the system.



"Sum Cash By" Option Changed to Payment Date

Reporting > Detail Reports > Customize Report

Detail Reports allow for cash-related transactions to be displayed in detail or summarized by selected criteria. The "Sum Cash By" menu "Check Date" option has been relabeled "Payment Date" as it includes both check and EFT payments.



Attachments

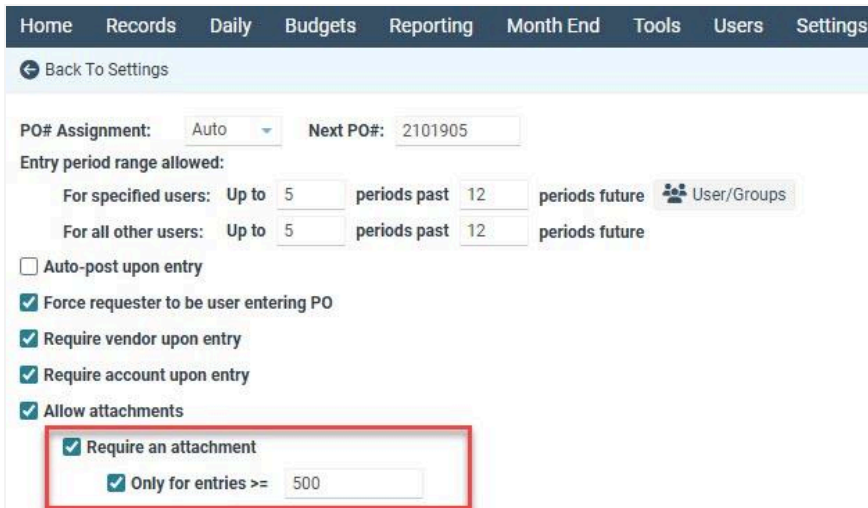
Require Attachments for Amount Threshold

Settings > Purchase Order > Entry Options

Settings > Accounts Payable > Entry Options

Settings > Accounts Receivable > Entry Options (Invoice and Receipt)

A new optional condition has been added to require attachments only when a total entry amount exceeds a threshold. Once 'Require an attachment' is selected, a sub-option is made available to indicate if the requirement should only be applied if entries exceed an entered amount.



The screenshot shows the 'Settings' menu with 'Purchase Order' selected. Under 'Entry Options', the following settings are visible:

- PO# Assignment: Auto
- Next PO#: 2101905
- Entry period range allowed:
 - For specified users: Up to 5 periods past, 12 periods future
 - 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
 - Only for entries >= 500

Purchase Order

Email Purchase Order to Vendor Upon Post File Format

Records > Vendors

When the "Email PO to Vendor Upon Post" option is checked within an individual Vendor's setup the vendor is sent a copy of the purchase order for informational purposes immediately upon the purchase order being posted.

Historically, PO attachment emails have been sent to vendors with the purchase order information in MS Word format. Effective with this version release the attachments will now be sent as a more secure PDF document.

Accounts Receivable

A/R Import Receipt Comments

Settings > Accounts Receivable > A/R Receipt Imports

Receipt detail may be imported from outside file sources, and may be applied to invoices and/or keyed to general ledger accounts upon import. When an individual receipt applied to multiple invoices is imported, all amounts applied to invoices will use the first comment in the import file for the selected receipt. Any receipt distribution amounts not applied to invoices will use the comment associated with the amount in the import file.

Warnings for Cleared Transactions

Daily > Void Receipt

If an A/R Receipt that has been marked cleared in Bank Reconciliation is voided, a warning message will now be displayed and the user must confirm before continuing.

Void Warning ✕

The receipt selected has been marked cleared in Bank Reconciliation. Do you wish to continue voiding?

Bank Reconciliation

Importing Check Clear Dates Validation Update

Month End > Bank Reconciliation > Import

To prevent inadvertently clearing checks with future clear dates, when check clear dates are imported from an outside file source, if the cleared date for any check is greater than the current reconciliation date the system will now present a warning message and will not import the future clearing date.

Import Bank Reconciliation

▾

Importing...

Error on check# 001759 - clear date of 12/25/2026 cannot be greater than reconcile date of 01/21/2026

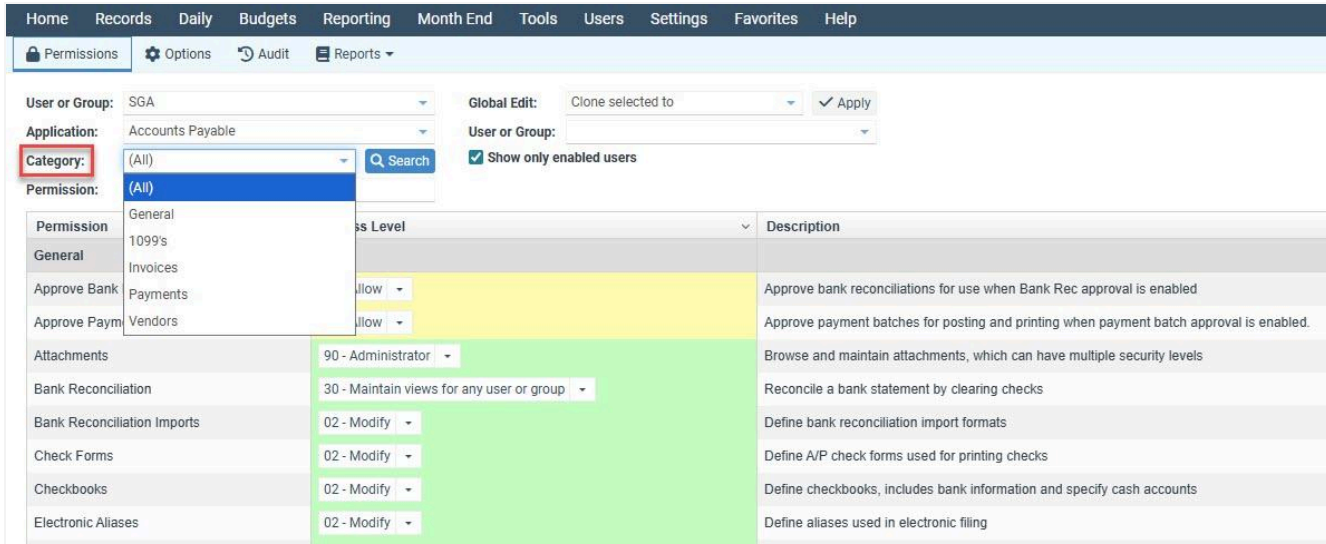
General

New Permission Menu Categories

Users > Permissions

Categories have been added to Permission Applications to organize permissions by function, and a Category filter has been added to easily search for a group of permissions within any individual application.

In addition, the "Signon" Application has been renamed "Administrator" and "Sales" has been renamed "Pulse".

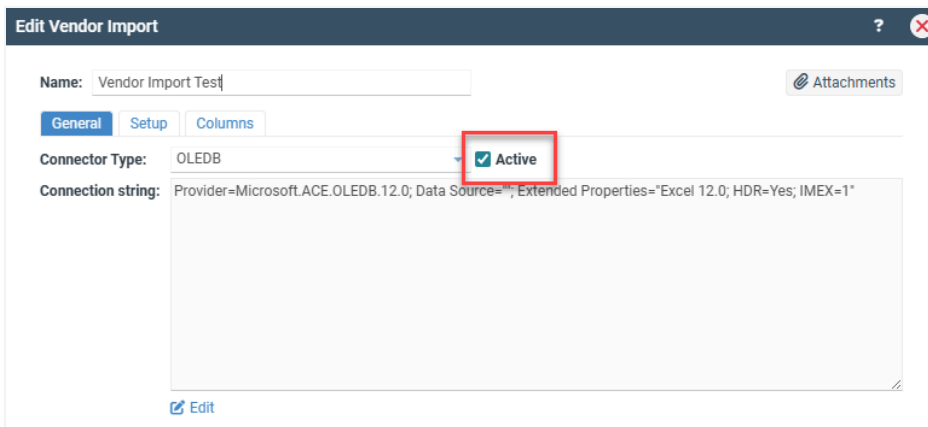


| Permission | Security Level | Description |
|-----------------------------|---|--|
| General | | |
| 1099's | | |
| Invoices | | |
| Approve Bank Payments | Allow | Approve bank reconciliations for use when Bank Rec approval is enabled |
| Approve Payment Vendors | Allow | Approve payment batches for posting and printing when payment batch approval is enabled. |
| Attachments | 90 - Administrator | Browse and maintain attachments, which can have multiple security levels |
| Bank Reconciliation | 30 - Maintain views for any user or group | Reconcile a bank statement by clearing checks |
| Bank Reconciliation Imports | 02 - Modify | Define bank reconciliation import formats |
| Check Forms | 02 - Modify | Define A/P check forms used for printing checks |
| Checkbooks | 02 - Modify | Define checkbooks, includes bank information and specify cash accounts |
| Electronic Aliases | 02 - Modify | Define aliases used in electronic filing |

Active Setting for Import Setups

Settings > Imports

All Import Setups will now include an Active checkbox. Only Import Setups marked as Active will display in the correlating Import drop-down selection menu.



Edit Vendor Import

Name: Vendor Import Test

Connector Type: OLEDB Active

Connection string: Provider=Microsoft.ACE.OLEDB.12.0; Data Source=; Extended Properties="Excel 12.0;HDR=Yes;IMEX=1"

System Log for Merged Payment Batches

[Tools](#) > [System Log](#)

The System Log has been enhanced to log when payment batches are merged to clearly reflect any changes made in [Daily > Payment Batches > Merge](#).

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

Reports ▾

User: (All) Date: 12/30/2025 12:00 AM to 12/30/2025 11:59 PM

Application: (All) Task: (All)

Message: (All) Include scheduler events

Event Types: Information Warning Error

| Type | Date and Time | Application | Task | User | Message |
|-------------|--------------------|------------------|--------------------|------|--|
| Information | 12/30/2025 2:23 PM | Accounts Payable | Post Payment Batch | SGA | Batches: 225306, 225252 merged into 225308 |
| Information | 12/30/2025 2:23 PM | Accounts Payable | Post Payment Batch | SGA | Batches: 225309 merged into 225310 |

Comment Added To Object Import

[Settings](#) > [Object Tracking](#) > [Object Import](#)

“Comments” has been added as an available column to the Object Import setup. When included in import setup, during the import process comments in the import file will be added as Object numbers are created.

New Object Import

Name:

General Setup **Columns**

+ X

| From Column | To Column |
|-------------|------------------|
| Comment | - |
| | Book Value |
| | Moved Object |
| | Date Added |
| | Disposal Comment |
| | Serial# |
| | Model |
| | Manufacturer |
| | Description |
| | Alias |
| | Active |
| | Comments |

Description: 3RD floor renovation Active

Alias:

Asset Account: 01-20-001-6920-00000 **Buildings**

Depr Exp Account: 01-20-001-4000-00000 **Depreciation**

Comments: +

| Comment |
|--|
| This is a sample comment added during Object import. |

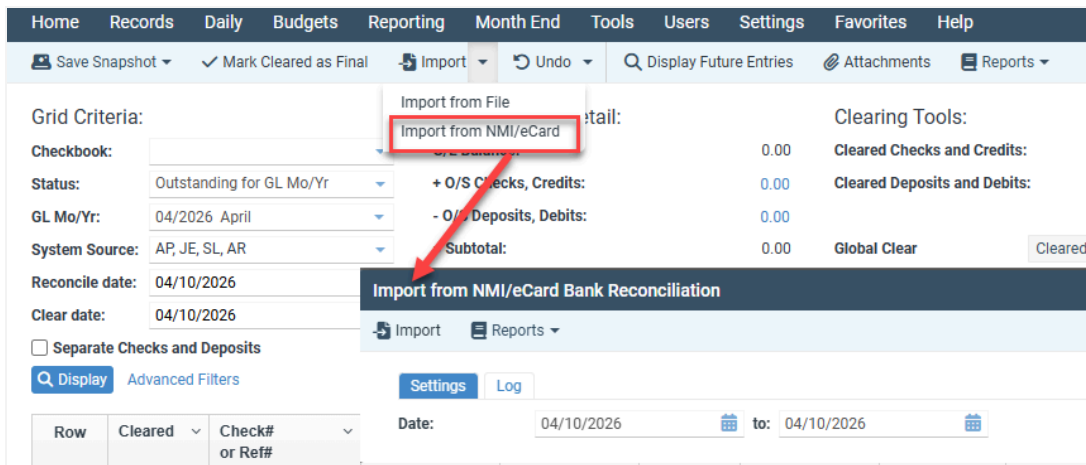
COMING SOON:

Bank Reconciliation

Automate eCard/NMI Import for Pulse Clients

Month End > Bank Reconciliation > Import from NMI/eCard

SGA Pulse clients have the option to import clear dates directly from NMI/eCard. If NMI/eCard is used for ACH payments, the import will include the clear dates for both ACH and credit card payments.



The screenshot shows the SGA Pulse software interface for Bank Reconciliation. The 'Import' dropdown menu is open, and 'Import from NMI/eCard' is highlighted with a red box. A red arrow points from this option to the 'Import from NMI/eCard Bank Reconciliation' dialog box. The dialog box has 'Import' and 'Reports' buttons. The main interface includes a navigation menu (Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, Help), a toolbar (Save Snapshot, Mark Cleared as Final, Import, Undo, Display Future Entries, Attachments, Reports), and a main area with filters (Grid Criteria, Checkbook, Status, GL Mo/Yr, System Source, Reconcile date, Clear date, Separate Checks and Deposits) and a table with columns for Row, Cleared, and Check# or Ref#.

SGA Pulse clients electing to import clear dates from an outside file will select an Import Type for either eCard/NMI (previously Credit Cards) or ACH.com (previously ACH) depending on the processor.