

SGA Accounting

Version 13.6 Release Guide

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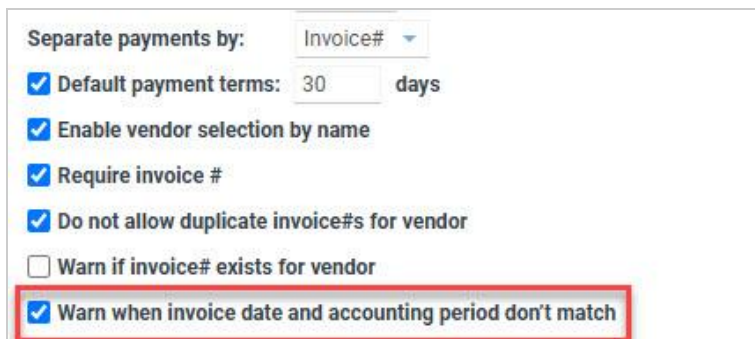
Enhancements

Accounts Payable:

Warning for Invoice Date Outside Invoice Month

Settings > Accounts Payable > Entry Options

“Warn when invoice date and accounting period don’t match” checkbox has been added to Accounts Payable Entry Options. If activated, when A/P Invoices are saved this setting presents a warning if the invoice date falls outside the selected accounting period. This setting will default to unchecked.



Separate payments by: Invoice#

☒ Default payment terms: 30 days

☒ Enable vendor selection by name

☒ Require invoice #

☒ Do not allow duplicate invoice#s for vendor

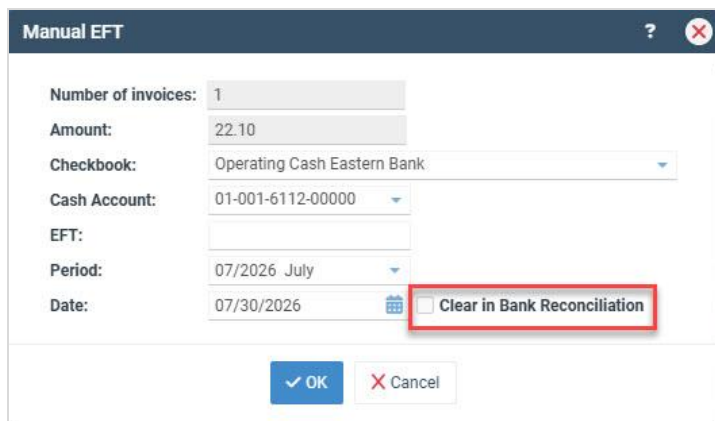
☐ Warn if invoice# exists for vendor

☒ Warn when invoice date and accounting period don't match

Clear Manual Payments At Creation

Daily > Manual Payment > EFT

‘Clear in Bank Reconciliation’ checkbox has been added to Manual EFT Payments. Checking this box will mark the payment as cleared in the Bank Reconciliation and the vendor history once saved. Users must have permission for Bank Reconciliation to check this box.



Manual EFT

Number of invoices: 1

Amount: 22.10

Checkbook: Operating Cash Eastern Bank

Cash Account: 01-001-6112-00000

EFT:

Period: 07/2026 July

Date: 07/30/2026

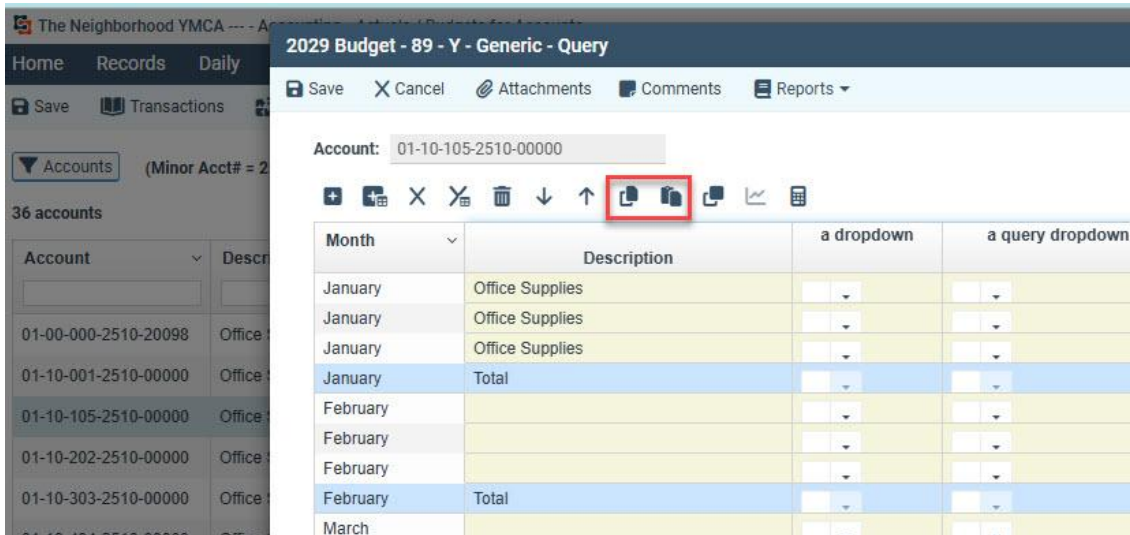
☒ Clear in Bank Reconciliation

OK Cancel

General:

Copy/Paste for Line Item Entry

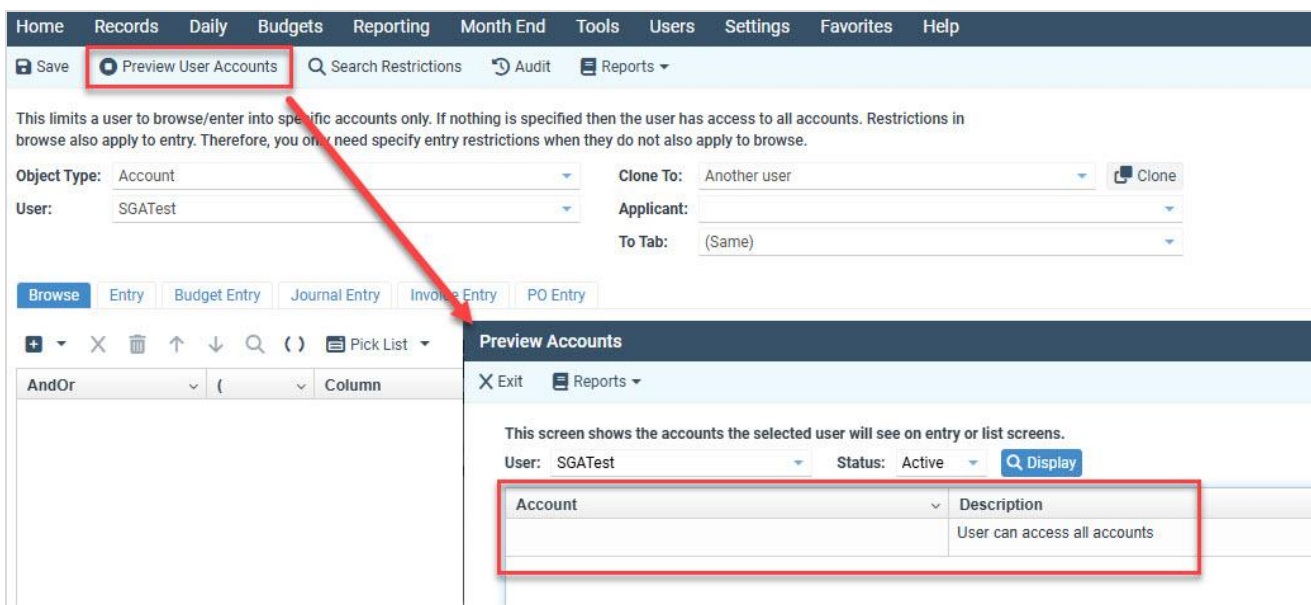
Copy and Paste functions have been added to line item entry grids (A/P Invoice Entry, G/L Journal Entry, A/R Invoice Entry, A/R Receipt Entry, and Budget Components). When clicked, “Copy” will now copy the entire row currently highlighted, and “Paste” will add the copied data as a new row below a highlighted row.



Display Indicating Absence of Account/Object Restrictions

Users > Account/Object Restrictions > Preview User Accounts

The Preview User Accounts function will now display “User can access all accounts” if no account restrictions are present.



Permissions Grid Expansion

Users > Permissions

The Permissions grid display has been expanded to enable viewing more permissions without scrolling.

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

Permissions
Options
Audit
Reports

User or Group: SGA
Application: Pulse
Category: (All)
Permission:

Global Edit: Clone selected to
Show only enabled users

Permission	Access Level	Description	Permission comes from
Refund Manual Payments	01 - Allow	Refund payments not send to the payment processor	User
Return Payments	01 - Allow	Return payments	User
Rewards	02 - Modify	Defines rewards	User
Void EFT Payments	01 - Allow	Void EFT Payments	User
Void Manual Payments	01 - Allow	Void payments not send to the payment processor	User
Calendar			
Calendar Attendance	02 - Modify		User
Calendar Categories	02 - Modify		User
Calendar Events	02 - Modify		User
Calendar Instructors	02 - Modify		User
Calendar Locations	02 - Modify		User
Campaign			
Campaign Detail	02 - Modify	Defines product campaign structures	User
Campaign Donors	03 - Add/Delete	Defines product campaign donors	User
Campaign Permissions	02 - Modify	Defines product campaign permissions	User
Campaign Setup	02 - Modify	Defines product campaigns with a tree structure	User
Donor Profile	01 - Allow	Browse donor information	User
Member Activity			
A/R Transactions	01 - Allow	Browse Accounts Receivable transactions for a member	User
Activities	01 - Allow	Browse activities for a member	User
Allow Donor Data Before Offering	01 - Allow	Allow you to register a member and change the basic data to a date before the product basic data to product	User

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Customizable Special Forms for Purchase Orders

Settings > Reporting > Detail Reports

Purchase Order Forms can now be customized through the use of Special Forms. Any Special Form (Reporting > Special Forms) can be defined as the default Purchase Order form in **SETTINGS > GENERAL LEDGER > REPORTING → DETAIL REPORTS > REPORT: Purchase Order > TYPE: Special Form**.

The selected report will be generated when a Purchase Order is exported, printed, or emailed from the Purchase Order List PO Form menu.

Conditional Vendor ID Assignment

Settings > Digital Invoice Templates > Page Settings > General Settings

To address circumstances where a single vendor is represented by multiple Vendor IDs in A/P, the option to 'Conditionally assign Vendor ID' has been moved to Page Settings. When checked, the 'Conditions' screen will give the ability to define custom conditions to control which vendor ID is used for a captured invoice for page template settings.

Page Settings

General Settings

Advanced Settings

☐ Capture Distributions Only

Default Vendor ID: 962 Rebello, Neil

Conditionally assign Vendor ID: ☒ Conditions

Default Payment Card/Vendor

Default Approval Group: 01 - Business Office test group

Conditionally assign approval group: ☐ Conditions

OK

Cancel

Vendor ID Conditions

X

Selection

Reports

Vendor ID	Description	Image Information	Text to Identify
625	4imprint, Inc	Bill To	Central Branch
3620	Advanced Photo, Inc.	Bill To	East Branch

OK

Cancel

Document Approval:

Checkbook ID Added as Available Condition Criteria in Approval Table Setup

Settings > Document Approval > Approval Tables > Approval Table Edit → Payment Approval Type

'Checkbook ID' has been added as a selectable condition for Payment Batch Approval Tables. Once added as a Condition, the magnifying glass can be selected to view available Checkbooks.

Edit Approval for Payment Group - Approval group for payments - Payment Approval

General Permissions

Approval Type: Payment approval

Approval Group: Payment Group - Approval group for paym

Approval Table: Payment Approval

Description:

Sort Order: 0

☒ Stand Alone Table ☒ Use Email Notifications

☒ Display in Selection Dropdowns ☐ Use Text Message

☒ Condition

Copy Condition to All Rows

Log Audit Reports

User/Group	Proxy Approver 1	Proxy Approver 2	Additional Notifier (Email Address)	Minimum Amount	Maximum Amount	Condition	Notes
atestuseremail			@sgasoftware.com	0.00	0.00	Checkbook ID = 3	
aday			@sgasoftware...	0.00	0.00	Checkbook ID = 2	

Conditions

AndOr () Pick List

Column Comparison Value

Checkbook ID

Equal to

2

If no conditions are met, use this user/group: Proxy:

Checkbooks

New Edit Delete Reports

ID	Description	Active	Sort Order
14	Test Non A/P Account Reconciliation	☒	
15	Non A/P	☒	
2	North Shore Bank	☒	2
3	Northern Bank	☒	3
4	People's United Bank	☒	4
17	test	☒	4
5	Eastern/Funds Held for Others	☒	5
6	Eastern - Lynn Capital Campaign	☒	6
12	Boston Private - PPP Operating	☒	12
1	Operating Cash Eastern Bank	☒	13
22	Test Encryption	☒	22

OK Cancel

OK Cancel