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SGA Accounting

Version 13.7 Release Guide

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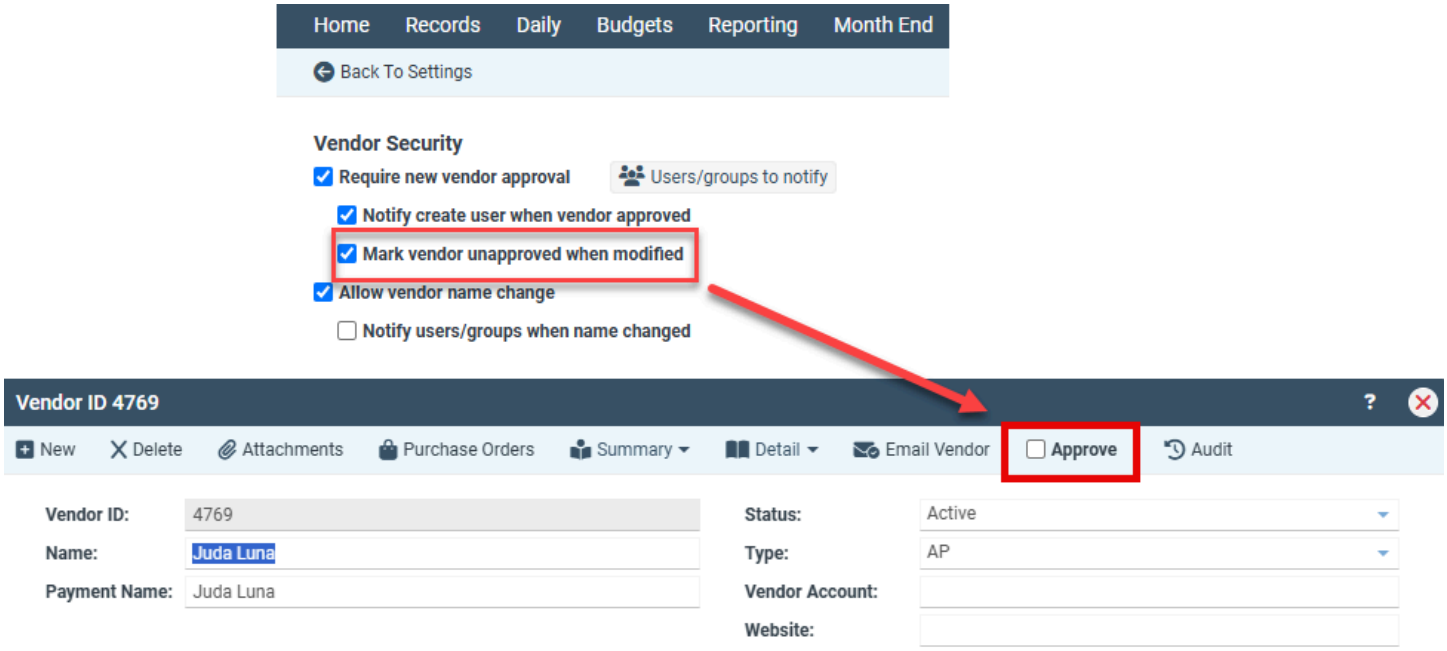
Enhancements

Accounts Payable:

Reset Approval for Vendor Changes

Settings > Accounts Payable > Security Options

A **"Mark vendor unapproved when modified"** has been added to the Vendor Security options as a sub-option to "Require new vendor approval". When enabled, the system will automatically reset an approved vendor's status to unapproved whenever vendor information is edited and saved. Upon save, approval notification emails are then sent to all users/groups listed in the "Users/groups to notify" selection



Mass Vendor Deletion

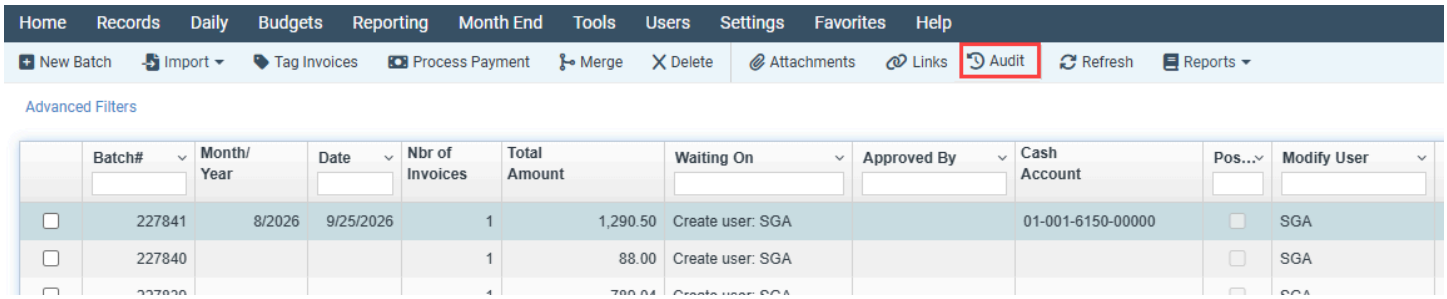
Records > Vendors > Edit Drop-down Menu > Global Delete

A **Global Delete** feature has been added to simplify vendor management and database cleanup. Authorized users can now delete multiple vendors simultaneously by manually entering vendor IDs, specifying vendor ID ranges, or pasting a list of vendor IDs from excel into the "Vendor Selection". The system will automatically validate each vendor prior to deletion and generate an Vendor Audit history record for each deleted Vendor ID. Vendors with activity history will not be deleted.

Payment Batch Audit

Daily > Payment Batches

An **Audit Log** has been added to **Payment Batches** to capture critical batch operations such as invoices added, invoices removed, and check renumbering.



EFT Fraud Mitigation Enhancements

The System Log will track when **Accounts Payable EFT File Fraud Mitigation Measures** (Settings > Accounts Payable > Security Options) is enabled With Verification or Without Verification.

Access Level 10 for the Vendor EFT Account Verification permission has been renamed 'Account Verification'. Additionally, Account Validate Comments are appended directly to the verification log entry in the **Vendor Validate Log**.

Bank Reconciliation:

Clear Check Import for ACH/Payment Ids

Month End > Bank Reconciliation > Import

Enhanced the **Bank Reconciliation Import** to support alphanumeric check numbers allowing users to import and automatically clear ACH or Payment Id transactions. Clear Check Import formats may be created under *Settings > Accounts Payable > Clear Check Imports.*

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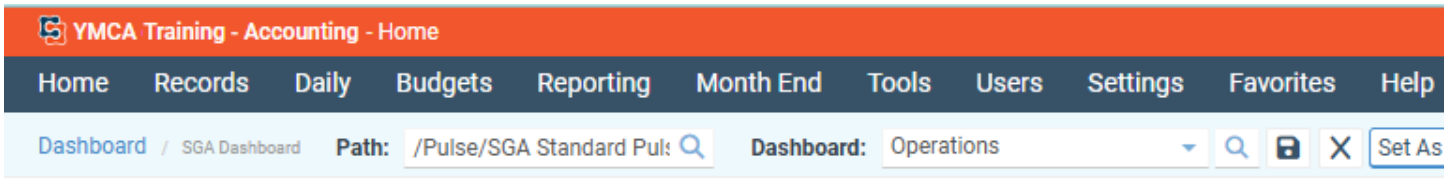
General:

Accounting Train Sites

To prevent confusion between live SGA Accounting sites and test environments, the top header bar on all SGA Accounting train sites will display as orange instead of beige.



2026 Form Updates for 1099s

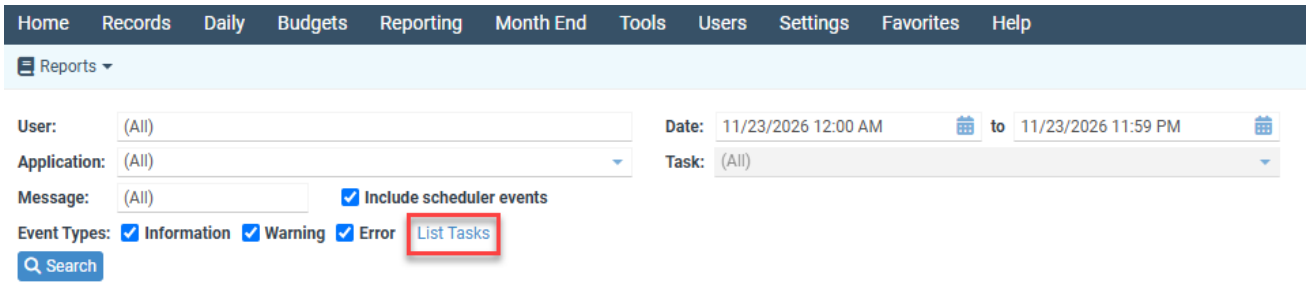
Month End > 1099 Process > Back of Form

Form adjustments and the "Back of Form" text have been added for the 2026 year. To apply the update for the current year, select the Year, the Form, and click "Apply annual form update". Additionally, starting with the 2026 tax year, the reporting threshold for Forms 1099-NEC and 1099-MISC has increased from $600 to $2,000.

Automated Cleanup of System Log

Tools > System Log

To optimize database performance and reduce storage consumption, an automated retention and cleanup process has been implemented for the System Log (TOOLS > SYSTEM LOG) which tracks all system access and user actions. A **List Tasks** display has been added which identifies the retention periods for all system events by system application and task. Log entries related to data changes will continue to remain indefinitely.



Changes to Existing Customer and GL Account Information via Import

Records > Customers/Accounts > Edit Drop-down Menu > Update on Import

Changes to address, email, phone, etc, for existing **Customers**, and changes to description, alias, etc. for GL Accounts, may now be updated via import. Update import formats may be created under *Settings > Accounts Receivable > Customer Update Imports* and *Settings > Accounts > Account Update Imports*. Imports require the existing Customer ID/GL Account to update information, and do not create new Customers/GL Accounts.

Budgeting:

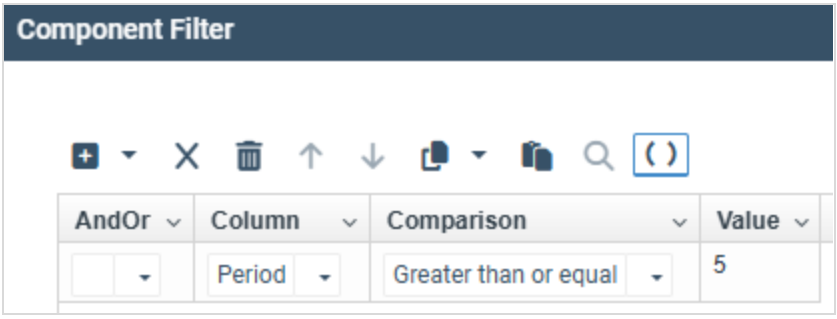
Define Starting Period for Budget Caps

Settings > Budgeting > Allocations

By default, caps applied to budget allocations, either the max budget amount that should be considered for the allocation, or the max amount that should result from the allocation, are calculated with the cap amount accumulation beginning in the first period of the budget year.

It is now possible to set the beginning accumulation period in Component Filters. Among other use cases, this change will now allow for cap calculations for FICA, unemployment, etc to follow a cycle distinct from an organization's fiscal year start date (ex. FICA salary caps can begin accumulating on a calendar-year basis in January even if the organization operates on a fiscal year).

Note that Period Component Filters should be entered using the fiscal period number of the beginning month (ex. For a fiscal year beginning in September, cap calculations beginning in January would entered as "Period >= 5)



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Digital Invoice Capture:

Digital Invoice Template Enhancements

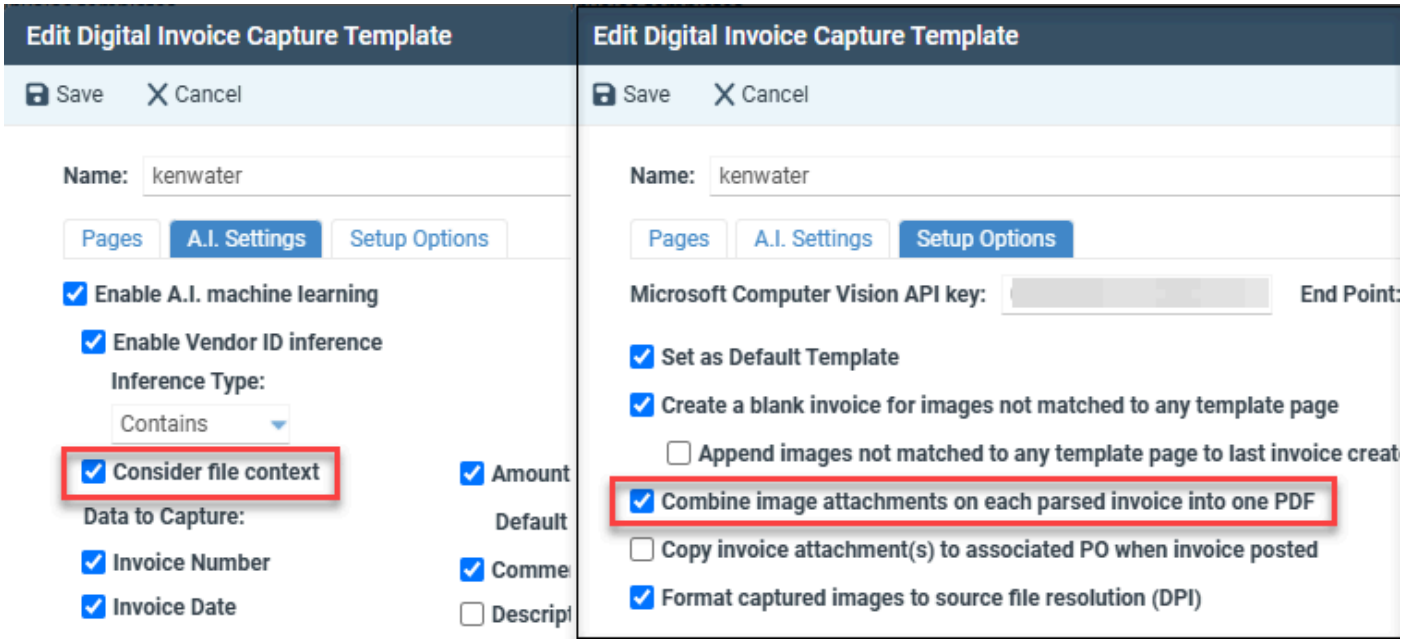
Settings > Digital Invoice Templates > Edit > A.I. Settings/Setup Options

To improve data capture accuracy on multi-page invoices and streamline document handling, two new configuration options have been added to Digital Invoice Templates: **Consider file context** and **Combine image attachments into one PDF.**

By default, the Digital Invoice Capture system evaluates each loaded image page by page, and processes each individually according to the stored Digital Invoice template instructions as it creates invoice entries.

When “Consider file context” is enabled, the AI engine will evaluate the entire image file, determine which pages represent an entire invoice, and then apply Digital Invoice template instructions to all required pages prior to creating invoice entries. This improves accuracy when key invoice details are spread across multiple image pages (e.g., vendor name and account number on Page 1, invoice date on Page 2, and totals on Page 3).

When “Combine image attachments into one PDF” is enabled the system will merge all image pages into a single pdf prior to attachment to the associated invoice entry. This enables the final attachment to more closely align with the structure of the original image file. Note that the AI engine can make mistakes, and pages may be combined incorrectly. Once combined pdf files cannot be broken apart. So, this option should be used with caution.



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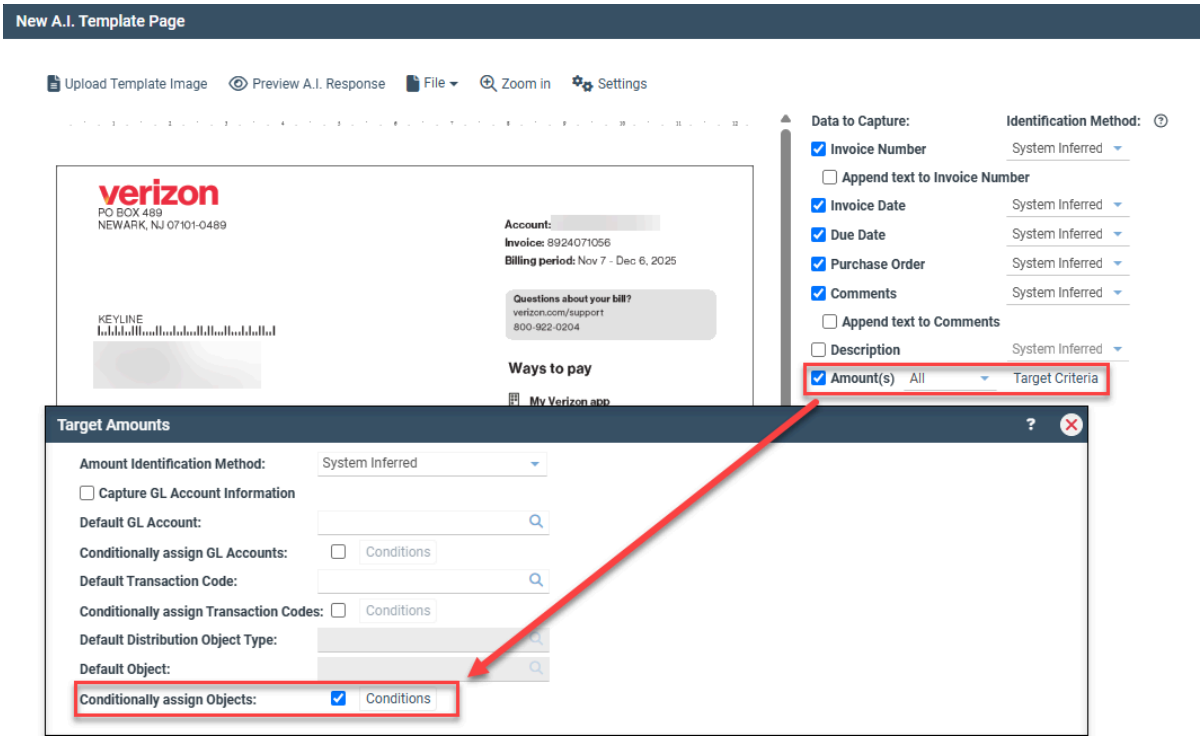
Conditionally Assign Objects for Target Amounts

Settings > Digital Invoice Templates

It is now possible to conditionally assign Object numbers, or assign default object numbers, to extracted amounts during Digital Capture. This option requires that Object Tracking be enabled.



Document Approval:

Approval Log Wording Update for Automatically Approved Invoices

Daily > A/P Invoice Batch List > Approval > View Approval Log

At submission, if an entry is deemed to not require approval by any users, an action is logged in the Approval log indicating the entry was auto-approved when submitted. The Approval Log wording has been updated to more clearly reflect the action logged: “Auto-approved when submitted by (submit user) at (time and date stamp)”. Previously, the log reflected that the entry was approved by the submitting user.

