

Fund Accounting Knowledge Base PDF

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Fund Accounting

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Related Articles

General Ledger

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Overview

This is what you might call the heart of the system. The chart of [accounts](#) is maintained in a general ledger, although accounts can also be accessed in other applications as well. You may [browse](#) any activity that occurred in a selected account.

Setup > Options > General Ledger needs to be set up before doing anything in the accounting system. SGA will do these setups in the implementation process.

To start adding accounts, you must first have the account divisions set up. General Ledger determines what type of account it is, as defined by the [category](#). This is what defines whether the account is an asset, liability, fund balance, revenue, or expense. Once the [account divisions](#) and [categories](#) are set up, go into Accounts > New from the account menu.

To see how budgeting works, see the [budget overview](#).

Related Articles

General Ledger Overview

Last Modified on 12/31/2024 2:34 pm EST

General Ledger Overview

This is what you might call the heart of the system. The chart of [accounts](#) is maintained in a general ledger, although accounts can also be accessed in other applications. You may [browse](#) any activity that occurred in a selected account.

Settings > Accounts > Configuration needs to be set up before anything in the accounting system can be done. SGA will set these up during the implementation process.

To start adding accounts, you must first set up the account divisions. General Ledger determines what type of account it is, as defined by the [category](#). This defines whether the account is an asset, liability, fund balance, revenue, or expense. Once the [account divisions](#) and [categories](#) are set up, enter *Accounts > New* from the account menu.

To see how budgeting works, see the [budget overview](#).

Accounts

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Related Articles

Accounts

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Accounts

Records > Accounting

This is the primary way to browse account information, including balances and other data.

Options

Search: Determines what to order by and search by.

Status: Select if you wish to see all active or inactive accounts.

View: This allows you to save your settings for which columns are displayed or hidden and what order columns show. To hide or unhide columns, click the customize columns button and check which columns are displayed. You can click the customize columns button, or drag columns where you want them by dragging the column header to order columns. You can save a view by clicking the save view button. You must be authorized in security to save or delete views.

Columns: For help on sign control, click [here](#).

Account#: The G/L account number consists of the different divisions separated by dashes. The account number size can be changed in *Settings > Accounts Configuration*. It is important that no changes are made to the account number structure (number of divisions and size of each) without first consulting with SGA.

Description: A brief description of what the account is. This is the description you will use when searching by account description.

Division Descriptions: Displays the descriptions for each account division.

Alias: This is an optional field used for your reference only to create a separate chart of account structure. It may be an old account number. If an alias is entered, the chart of accounts can be viewed in that order on the [accounts](#) screen.

Actual Last Period: Balance at the end of the last period.

Entered This Period: Amount entered into the current period.

Encumbered: This column represents the encumbered balance of any open purchase orders. Use of encumbrance is optional.

Current: The current balance of this account, including any entries in a batch that have not yet been posted.

Forecast: The current year forecast. If no forecasts were entered, then this is the budget. You can add or revise budgets in the [budget entry](#).

Remaining: The amount of budget remaining for the current year (Remaining = Annual Budget/Forecast (as set in *Settings > AP > Entry Options*) minus Actual YTD minus Encumbrance).

Original Budget: The original budget entry before any revisions or forecasting was done.

Active: An account must be active for entry to be allowed. If an account is inactive, all information and history may be browsed; however, entry will not be allowed. To deactivate a group of accounts, see [Global Account Edit](#).

Modify User: The user who last modified the account. To see who edited the account, go to audit history under the account menu.

Modify Date/Time: The account's date and time was last modified.

Account Maintenance

Settings > Accounts > Funds

New

Add a Single Account:

- Enter each part of the G/L account number (or click the Search icon to select). The description will be displayed to the right of the each part. If you are adding a new account segment, you may enter the new number and description here. A new fund must be first added/maintained under *Settings > Accounts > Funds*. If the fund exists, individual account numbers may be added here.
- If you wish to change the description of a part/division of the account number, this description will apply to all account numbers. These descriptions are maintained under *Settings > Accounts*.
- Description: This is the description that is assigned to the full account string.
- Active checkbox must be checked to allow entry to this account.
- Alias: Usually, the name of this G/L account is from a prior system if that needs to be held as a reference.
- Object: If using object tracking, the object number is assigned to this account.
- Report Descriptions: Alternate numbering structure for reporting purposes if the current charge of account structure cannot produce the report. For details, see [Report Descriptions](#).
- Custom Information: Allows you to set up custom fields within each vendor's profile to track things like delivery times, payment terms, or any other specific vendor-related information that is important to your business.
- Comments: any type of comments pertaining to this account that might be helpful to staff. For example, a directive for the staff indicating examples of what is charged to this account. These Comments are displayed on the budget entry screen. The Global Account Edit can be used to add/change comments on multiple accounts.

Add Multiple Accounts: Menu options exist to easily add multiple accounts, either by selecting account parts, cloning a selection of accounts, or importing a list of G/L account numbers from a spreadsheet. For details, see [Account Multiple Add](#), [Clone Accounts](#), and [Import Accounts](#).

Edit

Edit this account:

- An existing account number cannot be changed. Use [Merge Accounts](#) instead to move the account to a new number.
 - To inactivate an account, simply uncheck the Active box. Inactivating an account will not allow any future entry to this account number, but it will include all history in financial reports. Global Account Edit can be used to select multiple accounts to inactivate.
-

Delete

Delete an Account: Click to highlight an account number and click Delete. The system will not allow an account to be deleted if any type of activity exists.

- **Filter:** A setting to temporarily display selected accounts only. See [Filter Accounts/Object Ranges](#).
 - **Transactions:** See Account Transactions.
 - **Actuals/Budgets:** See Actuals/Budgets - Accounts.
 - **Audit:** The system holds an audit trail of any account additions or changes. Operation **Insert** indicates the account was added. **Update** indicates changes were made to the account, including old value, new value, and user date/time stamp.
-

Account Multiple Add

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Account Multiple Add

Records > Accounts > New

This allows you to add multiple accounts at once. Select all account divisions that you wish to add and every combination of account# will be created.

It is suggested to always first click the **Preview** button to see a list of the accounts that are about to be created. Use caution to not create a large volume of accounts that will not be needed, as this has the potential of slowing down the system in the future. Click **OK** to proceed with adding the new accounts. A log will also be generated.

When adding accounts this way as opposed to one account at a time, there is no way to specify any other properties of an account upon add, such as report descriptions, etc. After adding new accounts, the **global account edit** can be used to assign report descriptions and/or update any other properties for a selected group of accounts, including those just added.

Filter Accounts/Object Ranges

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Filter Accounts/Object Ranges

Records > Accounts

The Accounts screen will typically display all accounts the user has permission to access. The Filter button allows the user to temporarily limit the accounts shown on the Accounts list. This might be helpful if you wanted to view only (examples) salary accounts, office supply accounts, etc. To do so, click the **Filter** button and use the **Pick List** button to select the ranges of accounts you wish to filter. Click the **Save** button, and the account browse screen will display the filtered accounts. The Filter button applies only to the current user.

The tabs on this screen display various account permissions for this user for informational purposes only.

- **Advanced Filters:** This shows the range of accounts this user has currently filtered.
- **Restrictions:** This displays the range of accounts the user has permission to access. If nothing is displayed, the user has permission to access all accounts. Administrators maintain all account permissions settings.
- **Entry Restrictions:** If the user's permissions differ in accounts he can access vs. accounts he may do an entry, those restrictions can be seen under the various entry tabs. Entry Restrictions applies to any type of entry. Any account ranges shown in the Budget Entry, Journal Entry, Invoice Entry, and PO Entry tabs will limit a user to the accounts he may use for each type of entry.

IMPORTANT: When the accounts list is filtered, note the **Advanced Filters** button is highlighted. The **Filter** will remain on until you remove the filter. To do so, click the **Filter** button and delete all rows (with the "x" icon). Click **Save**. When the filter has been removed, your accounts will again be displayed.

When a filter has been set on accounts to browse, this filter also applies when paging forward/back through accounts on the **Actuals/Budget** entry screen. You may key an account number manually, but you must remove the filter to access other accounts in your permission range.

If **Object Tracking** is used, the same settings are available in *Records > Objects*.

Merging Accounts

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Merging Accounts

Records > Accounts > Edit (click dropdown arrow) > Merge

Merges G/L accounts, one into another. This includes balances as well as all transactions. Once merged, the account you are merging from will then be deleted.

It is recommended that no one enter or budget for any of the accounts being merged while the merge is running. All merged accounts will also be recorded in the [account audit history](#).

Merge Tab

Merge by: For a simple merge, choose to merge by account. If you wish to merge multiple accounts by an account division, select the division to merge by on the top of the screen. You can only merge one range of accounts at a time, with one type of account division at a time.

Filter (Appears on Specific Merge by): If merging for an account division rather than the whole account, you can specify an account filter or a range of accounts to limit the merge to. [Click here](#) to see how selections work.

Budget components: The monthly budget totals will merge together regardless, but this determines how the component details will merge together.

- **Merge together as additional rows:** This is the recommended choice for merging components that have multiple lines, which is typical except something like membership where components are forced to one row per month.
- **Merge numbers together in the same row:** Use this if components are forced to be in one row per month, such as membership. It will merge all numbers into the same row. Text and checkbox columns will remain as the To column is set.
- **Use from account:** This preserves the components in the from account, which will cause them to be out of sync with the monthly budget totals.
- **Use to account:** Preserves the components in the to account. This will throw the components out of sync with the monthly budget totals.
- **Delete for both from and to accounts:** Deletes all budget allocations for each account.

Create accounts that don't exist: Two accounts must exist to merge into them. If they don't exist and you wish to create them, then check this. All accounts that are added will be marked as active.

Table Tab

Click the new button to add the from and to accounts or account divisions (depending on what you have selected at the top).

Log Tab

This is a written log that shows what accounts are merged and any error that occurs.

Buttons (top of Merge G/L Accounts Screen)

Merge: First, validate, and if no errors are found, proceed with the merge process.

Validate: Click this if you want to get a list of any errors first. You can then export the log to text and print it if you wish using your favorite word processor.

Cancel: Closes the dialog box.

Reports: Exports the log to an Excel file or prints it.

Not Included in Merge

- Custom Information will be deleted for the from account.
 - Account Comments will be deleted for the from account.
 - Account Attachments will be deleted for the from account.
 - Report Descriptions will be deleted in the from account. Report descriptions will not be copied!
-

IMPORTANT: Permissions Needed

You will get a warning if merging across funds, however if you proceed in doing so this will throw your funds out of balance unless you are merging multiple accounts that, when totaled, balance to zero. You must have a security level of 99 on this task to even be allowed to do this.

Clone Accounts

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Clone Accounts

[Records](#) > [Accounts](#) > [New](#)

This allows you to auto-generate new G/L accounts by cloning another selection or range of accounts.

Accounts: Click the Accounts button and enter the selection or range of accounts to clone **from**.

Clone report descriptions: Option to include copying the report descriptions of each account when cloning.

Active Checkbox: When checked, the system will only clone active accounts.

Target: Add a row to select the account division or divisions of the new chart of accounts you wish to create. For example, if you want to generate a new department, add a target and specify the department within.

Each account division (branch, department, minor account, etc.) must already exist within G/L Setup before you can auto-generate a chart of accounts. It is suggested you always first click Validate to review the accounts the system is about to create. If you agree, click Clone to proceed with generating the new accounts.

Example 1:

- Add **Department 99** to every Branch in Fund 01.
- Add a target and specify department 99.
- In the accounts, specify the range to clone, such as Fund 01 and Department equal to xx.

Example 2:

- Add minor accounts 2222 and 2223 in every branch with PCS 30101.
- Add two targets for minor accounts 2222 and 2223.
- In the accounts, specify PCS equal to 30101.

Example 3:

- Add a new branch 050, cloning Branch 040, minor accounts 2550-2999 and 3001-3599.
- Branch 050 must be valid in *G/L > Setup > Branches*.
- Add a target and specify branch 050.
- In the accounts, specify the following:
 - Fund equal to 01 (if applicable)
 - And Branch equal to 040

- And Minor Account greater than or equal to 2500
- And Minor Account less than or equal to 2999
- Or Minor Account greater than or equal to 3001
- And Minor Account less than or equal to 3599

Example 4:

- Add a new branch 050 with departments 23 through 25 to the branch, same as Branch xx.
 - Add a target and specify branch 050.
 - In the accounts, specify the following:
 - Fund equal to 01 (if applicable)
 - And Branch equal to xx
 - And Department greater than or equal to 23
 - And Department less than or equal to 25
-

Global Account Edit

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Global Account Edit

Records > Accounts > Edit (down arrow) > Global Edit

When you need to edit an entire selection or range of accounts, use the global account edit. Enter the account selections you wish to edit and select the account item/process you want to edit. Then key the value, if applicable, that you wish to change the item to and click the **OK** button.

Accounts Tab

The edit screen will default to all accounts, choose accounts to use paste from Excel.

Paste from Excel: Offers the ability to paste account selections directly from Excel.

- Click the down arrow next to the plus icon to select the **Paste From Excel** column type from the drop-down menu - this can be completed for full accounts or any account segment.
- Copy the column in Excel and paste into the contents window. Commas are not needed, each cell will act as its own row.
- Select Import.

NOTE: The system shows the number of lines processed; however, it does not validate any accounts or segments.

All Accounts Tab

The edit screen will default to All Accounts. Specify the accounts you wish to change.

- **Account Item:** Select the account item you wish to edit.
- **Change to:** Specify the value you wish to change the item to.
- **How to deactivate a group of accounts:**
 - Select the accounts.
 - Choose a Status for the Account Item.
 - Uncheck the Active box.

- Click **OK**.
-

Account Transactions

Last Modified on 03/07/2025 8:23 am EST

Account Transactions

Daily > General Ledger > Account Transactions

Displays transactions for an account with a specified period and date range. The present balance is displayed at the bottom.

Period: The fiscal accounting period during which the transaction was recorded.

Date: The date the transaction was recorded.

Sum year-end closing entries: If this is an Asset Depreciation Expense account, the entries are summarized by default unless this box is unchecked.

Sources: Option to filter by a specific source or multiple sources to display on screen.

Edit Object No: If the SGA accounting object tracking function is used, you can search for and assign an existing object type and number to the selected transaction.

Object Add: If the fixed asset function of the SGA accounting is used, this will allow you to tag transactions related to asset purchases and take you directly to the new object entry screen to complete the needed items to create the depreciation schedule and add the asset.

Split Invoice: Since payments can only be tagged for an invoice amount, you may split a selected invoice into the amount/s of your choice to make a partial payment.

This menu option is only available on the [Vendor Detail Transactions](#) screen and the Account Transaction screen.

- Click to highlight the invoice line you want to split; click the **Split Invoice** button.
- Enter the amount you wish to split apart from the original amount and the number of invoice lines (items) you wish to create.

The system will recalculate the remaining amount, so the result is the requested number of invoice lines for the amount entered and any remaining amount.

Approval Log: Browse the log to see the history of events on a specific transaction.

Attachments: Documents associated with the Transaction. Attachments can be added at the time of entry or later from this screen.

Links: User created linkages to other system entries, system screens, and/or custom URLs.

Reports: This allows the user to print, print preview, or download the current screen display. The Generic Report Writer can be used to set up a report of budget component details. Contact SGA for assistance in setting up these custom reports.

View: This allows you to save your settings of which columns are displayed or hidden and what order the columns show in. To hide or unhide columns, click the customize columns button and check which columns are displayed. You can either click the customize columns button, or just drag columns where you want them by dragging the column header to order columns. You can save a view by clicking the save view button. You must be authorized in security to save or delete views.

Optional Column View items

Month/Year: The calendar accounting period during which the transaction was recorded.

Comments: A description of the transaction. Comments that are too long will wrap onto the next line.

Amount: The dollar amount of the transaction.

Src: The source type of transaction. These are defined in sources.

G/L Reference: For AP this is the invoice number, for CD the check number, and for RE the reference number.

Vendor ID: The A/P vendor ID or A/R payer ID.

Name: The name of the vendor or payer.

Object Type: If using object tracking.

Object: If using object tracking.

Object Description: If using object tracking.

Batch#: The batch number into which this transaction was entered. All transactions are assigned a batch number.

ID: This is the identifier within the main key of the transaction, and it is used for control purposes only.

Modify User: The user who last modified the transaction.

Modify Date/Time: The date and time the transaction was last modified.

Right Click Menus

Browse Reference: Shows all transactions for the G/L reference selected.

Browse Batch: Shows all transactions for the batch selected.

Clone Journal Entry: If a JE, opens the journal entry screen with the selected entry information cloned.

Browse Journal Entry: If a JE, opens the journal entry screen to display the JE detail.

Edit Comments: If a JE opens the **Edit Comments** box, the user can edit the line item comment.

Approval Log: This option allows users to view the approval log for Journal Entries and Invoices on the Account Transaction screen.

Browse Invoice: If an A/P invoice, shows the invoice details.

Browse Payment: If an A/P payment, shows the payment detail.

Actuals/Budgets - Accounts

Last Modified on 03/07/2025 8:30 am EST

Actuals/Budgets - Accounts

Budgets > Actuals/Budget Entry

This screen displays monthly and annual figures for one account for individual years: actuals, budgets, forecasts, variances, and formulas. It is also the main screen for budget entry. For help specific to budget entry, see [budget entry](#). For a look at the budget process or how to begin budgeting, see the [budget overview](#).

Account#: The account being displayed or budgeted. The arrows allow you to scroll through accounts. The previous and next buttons are also controlled by the page up and down keys. The Ctrl+Home and Ctrl+End keys also control the first and last buttons.

Save: Records all budget changes.

Refresh: Reloads screen data to most recent saved budget figures.

Transactions: Shows the actual G/L transactions for the selected year and period. You can browse transaction history by clicking to highlight a month in an actuals column and clicking the transactions button or by double-clicking on a month in an actuals column.

Filter: This filter restricts the accounts displayed to a range of selected accounts when completing an account search. The filter will remain until you remove it. If a filter has been applied, the Filter button will be encompassed with a box.

Sum: Modifies the budget entry screen to display the same columns for a summary of the total of accounts based on a selection of account divisions. Displaying accounts in summary mode removes the capability to make budget entries since budgets must be entered on an individual account basis. The Sum view is valuable when using the Graph option for presentation.

Components: Enables the user to enter the details of monthly budget amounts.

Attachments: This allows saving notes, worksheets, etc., for a specific budget type, year, and account number. If the budget is copied, the changes will not be carried forward until next year.

Undo: Reverts the user's most recent keystroke.

Worksheet: Records calculations from the formula menu for the budgeted account. It consolidates all formulas and manual data entry points in one screen display. The user can review all data entered, select the desired column, and click the replace budget button. The column selected will overlay the budget on the budget entry screen. Once a formula in a different column is entered, the worksheet clears and starts with the new column. The spreadsheet may also be removed manually.

Formula: This allows the user to calculate a budget figure using various formulas. The budget

year and period being calculated depend upon what is selected. See [budget formulas](#) for more information.

Graph: Graph displays are context-sensitive, and there are four different types from which to choose:

1. The first option displays the monthly amounts for the column and row highlighted.
2. The second shows an actual vs. budget comparison for the column and row highlighted.
3. The third shows an actual vs. budget comparison for every month in the year selected.
4. The fourth (Column) will show every period for the column in the year selected.

NOTE: *The default graph is a 2D Line graph. However, the system administrator can change this for each user. To change it, ask your system administrator to modify the permissions for your user by going to **Users > Permissions > Application General Ledger** and changing **Actuals/Budgets Graph Type** and **Actuals/Budgets Graph Dimensions** to your preference.*

Reports: This allows the user to print, print preview, or download the current screen display. The Generic Report Writer can be used to set up a report of budget component details. Contact SGA for assistance in setting up these custom reports.

Budget Comments: Every budget column has a comment stored along with it, specific to the year. Click to highlight any month on a selected column to see the comments for that column. If you have the authority to modify budgets, then you can also modify the comments.

Budget Audit Trail: Below the budget year's comment box is a link showing the last modified date/time and the user who made the change for the currently highlighted column. Click on this link to see details of changes, including old and new values. The audit trail holds any manual changes to the budget; details are not recorded for any global budget changes made by the administration.

Account Comments: These comments are stored for the G/L account, not for any particular budget year. These are the same comments on the [account maintenance](#) screen. You must have the authority to **Account Maintenance** to modify these comments.

Balance Forward Entry

Last Modified on 12/20/2024 10:26 am EST

Balance Forward Entry

Records > Accounts > New > Import

This option should be used only by SGA or at SGA's direction to import balance forwards for accounts or objects as of any point in time.

See import connections for help with setting up a connection to a file to import.

Signs

Enter the balance forward amounts as a positive number for **Asset and Expense** type accounts. Enter with a negative number the **Liability, Revenue, and Equity** type accounts. After balance forwards have been entered, you can view the current balance by going into **Accounts**. All amounts on that screen should show as positive numbers unless it is truly opposite what it should be.

Import Accounts

Last Modified on 03/10/2025 4:34 pm EDT

Import Accounts

Records > Accounts > New/Import

You can create new accounts by importing from an external list. To add the account number to an Excel, CSV, or text file, you simply need to specify the number.

Action: Select **Import Accounts**.

Connector type: Defines the communication method, protocol, or interface used to access and retrieve the data.

Connection string: A string of text that specifies the information needed to establish a connection between the software and the data source, such as a database file or external service. It acts like a set of instructions or a **key** that tells the software to locate and access the data it needs to import.

Reference columns by: Determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to data.
- **Reference by Number:** This means you refer to columns based on their position or index within the dataset. Instead of using the column name, you refer to the column by its numerical position.

Account column: Specify which column in the import file contains the account number to be imported. Based on the above Reference columns by value selected, identify the column by its heading or **column** number.

G/L Cross Reference Formats

Last Modified on 12/20/2024 1:09 pm EST

G/L Cross Reference Formats

Settings > Accounts > Cross References

If you have transactions you need to import from another system, but the account numbers do not match up with SGA account numbers then you can set up a cross reference to match them up.

Format: Enter a unique name to identify a set of cross reference numbers. Next, see [G/L Cross Reference Accounts](#) for more information to complete the formatting needs.

G/L Cross Reference Accounts

Last Modified on 12/20/2024 1:04 pm EST

G/L Cross Reference Accounts

Settings > Accounts

Cross-reference mapping can be defined when one GL account number from an outside system needs to be translated to a different GL number in SGA. Cross-reference accounts are used when importing files from systems like payroll, membership, or the like.

Create a New Account

Settings > Accounts > New

Format: A unique name to identify a set of cross-reference numbers. Multiple formats can be created as needed. The account mapping can be defined differently within each set.

Reference: The item from the outside source is assigned to a particular chart of account numbers.

G/L Reference: A description of the old reference number. This is an optional item and is used only to help in being able to search for accounts by the description used in the external system.

Account#: The SGA chart shows the account number to which the item gets applied.

SGA Description: Description of the SGA Account (auto-populated)

Cross Reference Imports

Settings > Accounts > Cross Reference Imports > New

Cross-reference mapping can be defined when one GL account number from an outside system needs to be translated to a different GL number in SGA. Cross-reference accounts are used when importing files from systems like payroll, membership, or the like.

Name: The name that will be displayed as the name of the import.

General Tab

- **Connector type:** See import connections for help setting up a connection to a file to import.
- **Connection string:** See import connections for help setting up a connection to a file to import.
- **Reference columns by:** See import connections.
- **Use schema:** In certain situations, the import setup may require a way to name the items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Account Tab

You can import the account number in just one or multiple columns. You can also add one or multiple rows to define all parts and order of the SGA account.

- **Relative Account:** This defines what account number to relate to in SGA. It can either be the SGA GL Account or the Alias.

Columns Tab

- **Format:** Define which column in the external file contains the name of the cross-reference format to use when adding the mapping. If the designated format does not exist, a new one will be created with the name given in the imported file.
 - **Reference:** Define what column in the external file contains the GL account number from the outside system.
 - **G/L Reference:** Define which column in the external file contains the GL account number's description from the outside system. This is an optional item used only to help search for accounts by the description used in the external system.
-

Journal Entry

Last Modified on 02/21/2023 3:26 pm EST

Related Articles

Journal Entry

Last Modified on 03/07/2025 4:09 pm EST

Journal Entry

Daily > Journal Entry

The New Journal Entry screen includes several menu options for adding journal entries. Below is a description of how to use these menu features.

Top Menus

Batches: Shows a list of all batches that have been saved but have not yet been posted. This is also where you go to import batches. From here, you can import a new batch or modify an existing batch. When you double-click a batch, you can modify, re-save, or post the batch.

Save: Saves the batch without posting it to the general ledger.

Clone (before initial save):

- **Clone:** This allows you to clone a prior journal entry, including all distribution lines.
 - This saves valuable keying time if this current journal entry is similar to a prior journal entry.
 - Journal entries will be displayed based on the filter selection at the top of the screen.
 - Highlight the desired journal entry and click Display.
 - The prior journal entry information will be displayed on the journal entry screen. You can make changes and add or delete distribution lines. Save when the entry is complete.
- **Clone with attachments:** Follow the clone steps from above and include all attachments from the cloned entry.

Import Distributions: Upload to Append Distributions, adding lines to the end of the existing distribution grid, or Replace Distributions, replacing all existing distribution lines with the lines from the import.

Reverse: This option reverses the debits and credits of the batch displayed. To reverse an existing batch, clone it and click the Reverse button. This option can be valuable for journal entry accruals for one month and manual reversals for the next month.

Percent: Adjust batch by a percent entered.

If Using Approvals:

- **Before Submission:**

- **Send to Reviewer (if activated in the Approval Type setup)** allows the journal entry to be assigned to a system user for review before clicking Submit. The Reviewer may change any or all journal entry information as needed.
- **Submit:** Begins the approval process.
- **Post:** If the user has **Post** permissions.
- **Approvals > Preview Approval Table: The creating user can** see the prospective approval table before submitting.
- **Approvals > Add Approvers (if activated in Approval Type setup):** Allows the creating user to add approvers to the journal entry's approval table created by the system at Submit.

- **After Submission:**

- **Post:** If the user has **Post** permissions.
- **Approve:** Approves the journal entry and moves it to the next step in the workflow.
- **Disapprove:** Disapproves the journal entry and returns it to the submitting user with the Disapprover's commentary (entered via a prompt).
- **Log:** Displays all approval activity for the selected journal entry.
- **Approval Table:**
 - **Review approval table: This displays the approval table for the selected journal entry,** with the current **Waiting on** user indicated.
 - **(Based on user permission):**
 - **Send email to current approver:** This opens an email dialogue, allowing the user to initiate an email. The commentary is appended to the original **waiting for approval** email and sent to the current waiting-on user.
 - **Approve for current approver and move to next approver:** This option allows the current user to approve on behalf of the current waiting-on user and progresses the entry to the next step in the workflow.
 - **Insert new approver:** This option allows the user to add an additional user to the workflow anywhere in the list after the current waiting-on user.

Attachments: One or more files (.pdf, .kpg, etc.) may be attached.

Links: User-created linkages to other system entries, screens, and/or custom URLs.

Audit (after initial save): A user can search all audit records specific to an individual journal entry.

Reports: Click the dropdown arrow to print, preview, or export whatever is currently displayed on the screen to Excel.

Journal Entry Header

Period: The accounting period the batch will get posted to in the general ledger. There is a setting that determines how many periods (past and future) you are allowed to complete entry into in [G/L options](#). If the Period needs to be changed after a journal entry has been posted, a user with high-level journal entry permission may browse the journal entry batch and click Edit.

Date: The date of the entry defaulted to today, which can be changed.

Source: The two-character sources will be assigned to this batch upon the post. Source codes are maintained in *Setup > Source*.

If using Journal Entry approval:

- **Group:** Select the appropriate approval table for this journal entry. The system defaults to the Group used for the user's last entry. The approval table is displayed as Approval Group ID - Approval Group Name - (Approval Table name).
- **Approval due date (if activated in Approval Type setup):** The date by which final approval of the journal entry must be complete.

Journal ID: The unique ID number of this entry.

Batch#: The unique batch number for this entry. This gets assigned once the entry is added.

Description: An overall explanation of the purpose of the journal entry. It displays only on the journal entry screen and is not shown with distribution line comments.

Auto-Create Reversal Entry: When entering a journal entry, this checkbox instructs the system to create the inverse entry in a specified accounting period.

- **Reversal Period:** The period in which the reversal entry should be posted.
- **Reversal Source:** The JE source type used for the reversal entry.
- **Reversal Date:** The date used for the reversal entry.
- **Copy Attachments:** Include all attachments from the initial JE with the reversal entry.

- **Reversing comments:** Commentary on the reversal of JE GL distribution lines.
 - **Append:** The commentary is added to the end of the initial JE's line-item comments.
 - **Replace:** The commentary replaces the initial JE's line-item comments.
 - ***Insert variable** may be used to add dynamic variables to the comments (reversal batch # & journalid).

***Note:** When the high-level option for required attachments is checked, the system will prompt the user to add the original attachment or add a new attachment upon saving.*

Show/Hide Objects: If an **Object Tracking** and/or **Asset Management** application is used, this button displays the Object number and description in the GL distribution grid. You may show the object information when needed, or hide it to shorten the screen width display.

Show/Hide Date: Click this button to display the transaction date on each row. Imported transactions can include various transaction dates, so this button displays each date.

Show/Hide Deposit: Displays the deposit date and deposit reference fields. You may show the deposit information or hide this information to shorten your screen width display. JE lines applied to cash accounts with the same Deposit Date and Deposit Reference are combined into a single line item in the Bank Reconciliation screen. For more information, see [Tag Transactions for Deposits](#).

GL Distributions

Insert Row: Adds a new row on the line above the selected row.

Delete Row: Deletes the selected row.

Clear All Rows: Deletes all rows on the screen, allowing you to start over with entry.

Up/Down arrows: Move the selected journal entry line up or down to reorder.

Automatically Add New Rows: When checked, the system automatically adds a new row each time the user tabs at the end of the current row.

Account#: This must be a valid account. You don't need an account number if you make an exclusive object journal entry. The resulting account balance is displayed.

Amount (Debit/Credit): Enter amounts into the Debit and Credit columns. Use the Tab key to move across to the following field. The amount needed to balance the journal entry is displayed as Balance at the bottom of the screen.

Comments: Description of the journal entry. If additional space is needed for remarks, click the adjacent icon to open a long-form entry pop-up. The comments entered will default to each row, but you may have different comments on any JE entry line.

If using Objects:

- **Object Type:** The object type chosen limits the grid information displayed when searching for Object# in the next field.
- **Object#:** The JE line item will be included in the **Object # Transactions** screen for the Object# listed.

Account Balance: The running GL account balance for the selected period included the amount for the GL distribution line.

Journal Entry Batches

Last Modified on 03/07/2025 3:22 pm EST

Journal Entry Batches

Daily > Journal Entry Batches

Displays all unposted **Journal Entry Batches**, with options to add, edit, delete, or import Journal Entries. To edit a posted journal entry, see below.

Top Menu Buttons

New: This button allows you to add a new Journal Entry.

New Dropdown: [Import](#) - opens the JE import dialogue to create multiple JEs from an outside data source.

Clone: This allows you to clone a prior journal entry, including all distribution lines.

- This saves valuable keying time if this current journal entry is similar to a prior journal entry.
- Journal entries will be displayed based on the filter selection at the top of the screen.
- Highlight the desired journal entry and click Display.
- The prior journal entry information will be displayed on the journal entry screen. You can make changes and add or delete distribution lines. Save when the entry is complete.

Clone with attachments: Follow the clone steps from above and include all attachments from the cloned entry.

Edit: This button allows you to edit the Journal Entry.

Delete: A JE cannot be deleted once posted unless you have high-level permission.

Post: Post the Journal Entry.

Attachments: Displays a list of all documents attached to the JE and enables view/download.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Audit (After Initial Save): The system stores any changes made, displaying the old value (before the change) and the new value (after the change).

Refresh: Refreshes the Journal Entries with the current filters.

Reports: You can print, preview, or export the list of Journal Entries displayed on the screen to

Excel.

- **Print Journal Entry:** This will open a detailed report showing the information on the currently selected journal entry.
- **Print:** Depending on the user's workstation settings, the **Select Printer** dialogue opens to print the JE list or generates a PDF of the list information.
- **Export only visible rows to Excel: This downloads** the JE list information in .xls format, containing only the currently visible rows.
- **Export all rows to Excel:** Downloads all cells' JE list information in .xls format.

Advanced Filter: Click this button below the menu to do advanced filtering. You can filter by vendor#, JE.#, or a range of accounting periods.

Approvals Options: (Must be enabled)

Send to Reviewer: This button sends the Journal Entry to the **Reviewer**.

Submit: This only appears on the screen if Journal Entry approvals are activated. Enter the branch approval table for this journal entry. The system remembers the last branch the user selected and defaults to it the next time.

Approval Table Dropdown (before submission):

- **View approval table:** Displays the active approval table for the selected JE. Other options are available if the user has sufficient permissions.
- **View Approval Log:** Lists all approval activity for the selected Journal Entry (submitted by, assigned to Reviewer, approved by, etc.).

Approval Table Dropdown (after submission):

- **Insert additional approver:** This option allows you to insert an additional approver after the current waiting on user.
- **Remove Approver:** This option allows you to remove an approver, after the current waiting on user.
- **Approve on behalf of current approver:** Approves on behalf of the current waiting-on user and moves JE to the next approver in the workflow.
- **Send email to current approver:** This sends a system-generated email to the current waiting-on user indicating that the JE has not yet been approved.

- **View Approval Table:** Displays the active approval table for the selected JE. Other options are available if the user has sufficient permissions.
- **View Approval Log:** Lists all approval activity for the selected Journal Entry (submitted by, assigned to Reviewer, approved by, etc.).

Groups: Select the [approval group](#) if you wish to view Journal Entries for just one Group, or select All to view Journal Entries for all approval groups. Adjacent to Group, a dropdown will display all Journal Entry approval tables for the selected group(s). Select a specific table as needed or leave it as (All) to display all approval tables.

Status: Filter by where JEs are in the approval process and are being paid.

Show only mine: Only those JEs that apply to you, which means only those you entered are waiting on you for approval or for you to post.

Show records due for approval before: When Due Dates are activated, this filter limits the JE list to those JEs due for approval before a specified date.

Right Click Menus

Edit: Adds a new row on the line above the selected row.

Delete: Deletes the selected row.

Edit a Posted Journal Entry

- **Change Accounting Period and/or Source:** If you know the batch#, go to *Daily > Browse Batch*. Click **Edit**. Or right-click *> Browse Batch* on a journal entry line when browsing **Account Transactions**. This option requires high-level journal entry permission.
- **Change Comments:** *Right-click > Edit Comments* on a journal entry line when browsing Account Transactions.
- **Change Amount, Account Number, dates, etc .:** If any of these fields need to be corrected, you should clone the journal entry, make corrections, and post. Then, delete the old/bad journal entry batch.

Recurring Journal Entries

Last Modified on 03/10/2025 12:34 pm EDT

Recurring Journal Entries

Daily > Recurring Journal Entries

This is a list of journal entry batches to be posted on a schedule. Typically, these are posted at the beginning of a month or the end of a month. Each month, the same journal entry (same G/L accounts and amounts) will be posted upon reset of the new month. To post a similar journal entry or a reversal of a prior journal entry, see [Clone](#).

Screen Icons

New: Opens a New Recurring Entry.

Create Batch: This allows you to create a journal entry batch by selecting one or more recurring batches (by checking the batch lines) and clicking Create Batch. You can see this batch/es under *Daily > Journal Entry Batches*.

Creating a recurring journal entry. The menu option is *Daily > Recurring Journal Entries*. Click **New**, enter the journal entry information, click the **Transactions** button to enter the journal entry lines, and click **Save**.

Edit: You can edit an existing recurring journal entry by highlighting the entry line and selecting Edit. Only one entry can be edited at a time. Checking multiple boxes under **To be posted?** will not highlight the rows and can only be used to manually post recurring journal entries.

Delete: This will delete the recurring journal entry.

Log: List all post date activities for each recurring entry.

Reports: Click the dropdown to print or export a recurring entry out to Excel.

Creating a Recurring Journal Entry

The menu option is *Daily > Recurring Journal Entries*. Click New, enter the journal entry information, click the Transactions button to enter the journal entry lines and click Save.

ID: A unique name for the entry.

Description: An optional description for the entry.

Transactions: This section defines individual transactions or line items of the entry. It includes the debit/credit amount, account number, and comments. See [Journal Entry](#) for more details.

Source: The two-character [source](#) assigned to this batch upon post.

Frequency: Determines how often the entry is to be posted.

Next post date: This field displays the next date this entry will be posted. The following post date is calculated based on the frequency and the last date posted. It is only used as a screen reminder; upon the next month's reset, you can confirm the post or bypass it.

Nbr times posted: Displays the number of times this entry has been posted.

Specify number of times to post: This option allows you to specify the number of times to post an entry.

Remove when number of times is reached: This deletes the recurring entry so that no future entries will be posted. It does not delete any already posted batches, only the schedule for future entries.

Posting a Recurring Journal Entry

When you reset the accounting period every month, recurring entries will default to post. You can then check or uncheck those you want to post.

Create Batch: This allows you to create a journal entry batch by selecting one or more recurring batches (by checking the batch lines) and clicking **Create Batch**. You can see this batch/es under *Daily > Journal Entry Batches*.

To post recurring entries manually, go to *Daily > Recurring Journal Entries*. Entries will default to post if the next post date is today or in the past. You may click **Log** anytime to see when the selected journal entry was last posted. Double-click a line once the log is displayed to see the entry detail. To manually post one or more journal entry batches, click on the checkbox/es on the journal entry lines you wish to post, set the accounting period and date, and click Post.

Journal Entry Import Setup

Last Modified on 03/07/2025 3:48 pm EST

Journal Entry Import Setup

Settings > General Ledger > Journal Entry Imports

Data can be imported from outside systems into SGA as a journal entry batch. This can be used for payroll, sales systems, etc. Journal entries, A/P invoices, and other data can also be imported from a spreadsheet. The import format must be in place before importing data into SGA. It is maintained under the menu *Settings > General Ledger > Journal Entry Imports*. The following are the settings for various types of import formats.

Name: The name that will be displayed as the name of the import.

Attachment: You can add the attachments of templates or Schema needed to import.

General Tab

See [import connections](#) for help setting up a connection to import files.

Source: The JE source when importing to a journal entry.

Account Tab

You can import the account# as just one or multiple columns. The account# column(s) in Excel must be formatted as Text to import correctly. The formatting must be done before the entry is made, or Excel will interpret the account# as numeric instead of text, which will not import correctly into SGA.

Relative Account: Defines what account number to relate to from the system being imported from. If the account number structure being imported doesn't relate to the SGA structure, then you will need to use an Alias or [cross-reference](#). When importing or validating, a log will be displayed with the accounts if any account is not found or inactive.

Chars Before: Specify any characters to add before the column.

Column: The column for the account or account division. If the account# is in just one column, then choose that column for each division and specify the start and length for each division.

Start/Length: You can substring the column if you wish; otherwise, leave this blank.

Pad Char: Fills the text with this character for the length specified.

Justify: Used for the pad character only.

Chars After: Specify any characters to add after the column.

Columns

Amount format: Determines how amounts are imported.

- **One column per row:** Amounts are contained within a single column. Credits are determined as negative numbers. The negative symbol must be on the left side of the amount.
- **One column per row:** another column dictates sign: Amounts are contained within a single column. However, another column determines if it is a debit or credit. Debits are identified by a **D or Debit**. Credits are identified by a **C or Credit**.
- **Separate columns for debits and credits:** The amounts are divided into two columns: one for debits and the other for credits.

Specify date: Check this if you have a column with a date so that it uses that date. Otherwise, it will use today's date.

Separate batches by date: When checked, the system will create a new batch based on the dates.

Specify period: Check this if you have a column with a period so that it uses that period. Otherwise, it will use the current period, but you can change it when posting.

Separate batches by period: When checked, the system will create a new batch based on the period.

Comments: Specify the comments columns if you have one that you'd like to use. If not, you can specify a comment for all line items in the **comments before**.

- Other Optional Columns to be included on the Import:
- Object Type Column
- Object Column
- Specific Deposit Date
- Specific Deposit Reference
- Separate Batches On

Update

Update rows imported: If you need to update rows imported in the original file, check this box. You will do this if you want to make sure you don't import the same records twice. However, this can only be done if the file allows it because it needs a posted status column or something.

For example, say you have a column called Posted with a value of 0 or 1. In your SELECT command text, you would include the following:

```
SELECT * FROM Transactions  
WHERE Posted = 0
```

Then, in the UPDATE command text, you would include the following:

```
UPDATE Transactions  
SET Posted = 1
```

Command text: The **UPDATE** command should include the **SET** clause. This should not include a **WHERE** clause because the **WHERE** clause from the **SELECT** command will be appended to it.

If you are importing entries with multiple lines per account and wish to summarize your journal entry, you can do so. Just key something like this in the command text:

```
SELECT Account, SUM(Amount), MIN(Comments) AS Comments, Date, Month  
FROM MySourceTable  
GROUP BY Account, Date, Month
```

The menu option to import is *Daily > Journal Entry Batches > New/Import*.

- Click the Import button.
- Click the Edit button to select the file to import.

You may click the Validate button before performing the actual import. When you click the Import button, the data will be imported onto the screen for review. The batch can then be reviewed and edited if necessary before posting.

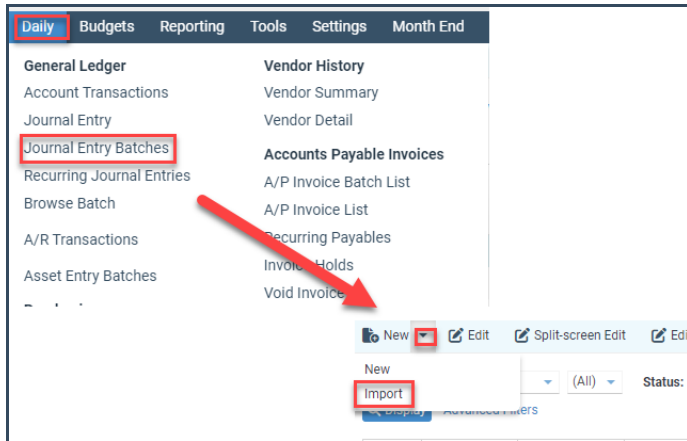
How To - Journal Entry Imports

Last Modified on 12/31/2024 9:29 am EST

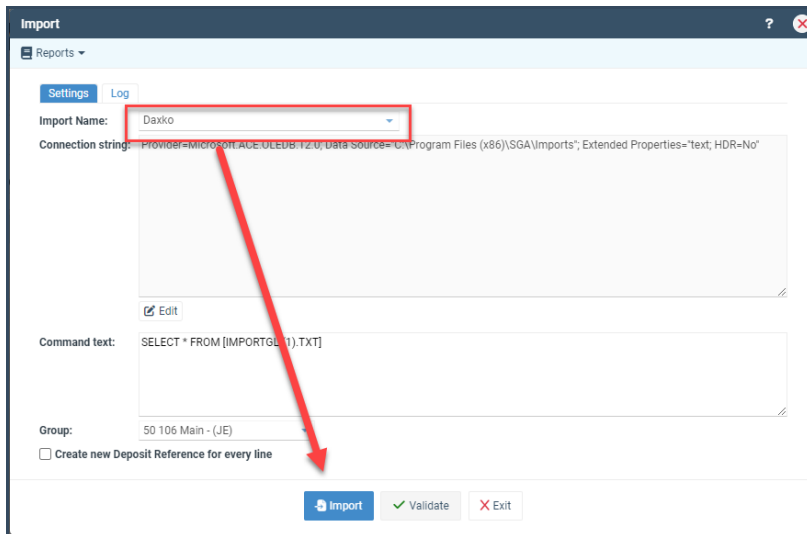
How To Import Journal Entries into SGA Web

Daily > Journal Entry Batches > New drop-down menu > Import

Navigate to the journal entry batches screen.

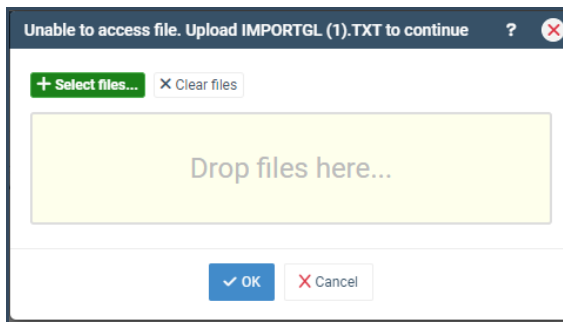


Choose your **Import Name** from the drop-down menu options, then click **Import**:



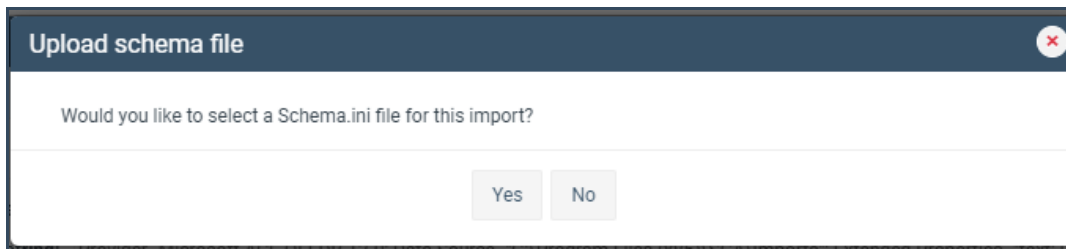
You will be prompted to **Select** your file or **Drag and Drop** your file into the yellow box.

There is no longer a need with Web for the computer to look to the \tsclient folder to get your imports. It will look directly to the computer you are working on.



Once your file is selected, click **OK**.

You will then be asked, **“Would you like to select a schema?”**



NOTE: An import schema defines each item's name and type. A schema is only needed in some cases; SGA can assist you if that situation occurs.

If you have a Schema that SGA set up, you will want to go ahead and choose **YES** and select that file, and the Import will then import.

If you do not, you will choose **NO**, and then the Import will be imported at that time.

Month End

Last Modified on 02/21/2023 3:27 pm EST

Related Articles

Accounting Period Reset

Last Modified on 12/31/2024 1:15 pm EST

Accounting Period Reset

Month End > Accounting Period Reset

When you first choose this menu, you will be prompted to reset the period. This is usually done on the first workday of the month (or whenever appropriate) so that the new month will be defaulted to daily entry. Choose the desired period from the drop-down menu and click **OK** to set a new period.

Entry is allowed in past and future months based on menu options in Settings. *General Ledger > Entry Options* and *Accounts Payable > Entry Options* have separate settings for the number of past and future month entries allowed. To grant access to specific users, click the **Users/Groups** to include them.

General Ledger > Entry Options also has a setting for **Years** for which entry is allowed.

13th Month

There is not a reset for the 13th month. Simply enter the accounting period as 13/yyyy (fiscal year end) on the entry screen.

When running financial reports, you can select month mm/yyyy (last month of the fiscal year) if you want figures through the previous month of the fiscal year; select 13/yyyy (fiscal year) if you include the 13th month.

If you click on the Customize View > Columns tab (month column):

- Month would include the month on the Select tab.
 - YTD YE (year-end) would consist of 13th-month amounts.
 - Annual would include 13th month amounts.
 - YTD Mo would be included throughout the month on the Select tab. This allows you to report through mm/yyyy (fiscal year end) or 13/yyyy (fiscal year). Thus, you can get a year-end report as of the end of the 12th month or a year-end report including the 13th month.
-

Update Monthly Balances

Last Modified on 03/10/2025 3:15 pm EDT

Update Monthly Balances

Tools > Update Monthly Balances

Update Monthly Balances reloads the database tables utilized by the Financial Statement Report Writer with transaction totals for all accounts. This process will update amounts forward, backward, or both from the beginning of the specified year.

Suppose financial statement reports become out of sync with general ledger activity due to internet connectivity or other issues. In that case, this option can be run at any time. It matches the account balances with the detailed general ledger transactions.

Timeframe: Specify if account balances should be reloaded going forward from the specified year, backward from the specified year, or both.

Base year: Determines the year to start when updating forward or backward.

Update monthly buckets:

- If **checked**, the system will read every detailed transaction in the account history to calculate each account's monthly total. This process reviews a large amount of data and can take significant time to complete.
- If **unchecked**, only the beginning balance for the year selected is updated

Important: If *Settings > Accounts Payable > Entry Options* is set to Update general ledger upon **Post**, all AP and AR batches must first be posted before running Update Monthly Balances. If unposted transactions exist, then the process may not be initiated.

Year End Reset

Last Modified on 12/31/2024 2:31 pm EST

Year End Reset

Month End > Year End Reset

This procedure resets the General Ledger and budget for the new fiscal year so that screens, such as Account Browse and Actuals/Budget Entry screens, display appropriately for the new fiscal year.

Before this option is run, you should have completed your usual month-end procedures for the last month of the fiscal year. Therefore, you have reset the period to be the first of the new fiscal year.

You may continue to enter the new year (or the old year) on a day-to-day basis whether or not you have run the year-end reset.

The year-end reset should only be run once. The system automatically adjusts balance forwards for the new year if subsequent journal entries are made to the prior fiscal year. No additional **close is** required.

If, for some reason, the year-end closing entries are incorrect, the Year End Reset option can be rerun so these closing entries are recreated. Suppose the year-end reset is run a subsequent time. In that case, the system will display an alert message saying the year-end reset was already run and alerting you that system-generated entries (only) will be deleted and recreated. This involves system-generated entries only—not any entries made by any user. Answer Yes to continue.

When you are ready to close out the prior fiscal year/s to any entry, go to **Settings > General Ledger > Entry Options**.

- Click the Years button and uncheck any years where entry is no longer allowed.

This will ensure that entry to past years is locked down. If, for any reason, you need to reopen the year for entry temporarily, check the box to allow entry and lock it down when you are finished.

The year-end reset will do the following:

1. Creates year-end closing entries to clear the revenue and expense accounts into retained earnings (the closing account as set in **funds**). One entry will be made for the total net of each fund. The option to create these closing entries is set per **fund**. The menu option is **Settings > Accounts > Funds. Clear Rev/Exp**. This box should be checked (the standard setting) if revenue/expense accounts are to be closed into the retained earnings/closing account. If this box is unchecked, the year-end balance of revenue/expense accounts will roll forward to the new year.
2. Creates actuals for the new year, carrying forth balance forwards appropriately.

If you have additional entries you wish to make into the prior year after the year-end reset has been run, you can still do so by changing the accounting period on the entry screen. The system will automatically adjust the year-end closing entries for any entry that was done in a prior year.

For more info on how to set up forecast and budget/forecast allocations for the new year, see [Year End Procedures](#).

Year-End Procedures

Last Modified on 12/31/2024 2:24 pm EST

Year-End Procedures

[Settings](#) > [General Ledger](#) > [Entry Options or Accounts Payable](#) > [Entry Options](#)

Entries to the last month of the fiscal year should be done the same as every other month. You may continue to do day-to-day entry into the new year (or the old year) whether you have run a year-end reset or not, based on controls set in [Settings](#) > [General Ledger](#) > [Entry Options or Accounts Payable](#) > [Entry Options](#).

These two settings control how many months of forward/back entry your organization allows.

When the regular monthly entry for the last month of the fiscal year is complete, you are ready to run the Year-End Reset; later, you may make additional journal entries for the prior year as needed.

- You should have already reset the period to be the first period of the new fiscal year. Menu option [Month End](#) > [Accounting Period Reset](#) should show the current month as the first month of your fiscal year.
- All users should stay out of SGA Accounting while the year-end reset runs.
- Run the menu option [Month End](#) > [Year End Reset](#).
- If you have additional entries to make into the prior year after the year-end reset has been run, you can still do so by changing the accounting period on the entry screen. To make a journal entry for the 13th period, change the period to 13/xxxx (your fiscal ending year) on the Journal Entry screen. The system will automatically adjust the year-end closing entries for any entry made in a prior year and change the balance forward to the new year.

Budget considerations

- [Settings](#) > [Budgeting](#) > [Allocations](#). If you are using the auto-calculation tool Budget Allocations, these should be in place for the new year. If not, you can copy them from the prior year by clicking Copy.
- [Settings](#) > [Budgeting](#) > [Years](#). The new year budget is probably already in place. If not, see [Budget Setup for New Year](#).
- If your organization uses Forecast (revised budget), you must set up the Forecast for the new year. See [Forecasting](#).

Year-End Closing Entries

Last Modified on 12/31/2024 2:18 pm EST

Year-End Closing Entries

Month End > Year End Reset

The 14th period holds the system-generated year-end closing entries for each account. YE closing entries are stored in a separate file from all other transactions for accounts. This allows us to run a report for an **Annual** figure and have the 12-month total shown (plus the 13th period if used). If these 14th-period transactions were not separated, the **Annual** total for every Rev/Exp type account would be zero. It is not a selectable period in the reporting from-to-period range. There is no entry or import to the YE file. These are generated only when physically running the **Year End Reset**.

Balance sheet accounts do not reset each year but roll forward.

If the fund setup is checked to clear revenue/expense, every revenue and expense account is closed out to start a new year. The balance at the end of the fiscal year is reversed out of the individual account, and the net of all the accounts is posted to each fund's closing account.

Ex: At the end of 2019, \$1,267.03 of expenses (debit) were in the staff apparel account below. The YE close created a credit amount to reset the account to zero for 2020. At the end of 2020, the YE close credited the \$299.22 balance to start 2021.

Month/Year	Date	Deposit Date	Comments	Amount	Src
12/2019	12/01/2019		Balance	856.63	
12/2019	11/05/2019		11/20 Court Products	202.49	AP
12/2019	12/02/2019		Windjackets	179.70	AP
12/2019	12/02/2019		Windjackets	179.70	AP
12/2019	12/02/2019		Custom Artwork	25.00	AP
12/2019	12/02/2019		Shipping	26.00	AP
12/2019	12/31/2019		Void EFT	-202.49	AP
12/2019			AP Total Accounts Payable	410.40	AP
12/2019			12/2019 Total	410.40	
2019			Year-End Balance	1,267.03	
2019			Year-End Close	-1,267.03	YE
1/2020	1/01/2020		Balance	0.00	
1/2020	1/17/2020		1/19 Court Products	158.14	AP
1/2020	1/31/2020		1/31 Court Products	80.19	AP
1/2020			AP Total Accounts Payable	238.33	AP
1/2020			1/2020 Total	238.33	
9/2020	9/01/2020		Balance	238.33	
9/2020	9/10/2020		10/2 Court Products	60.89	AP
9/2020			9/2020 Total	60.89	
2020			Year-End Balance	299.22	
2020			Year-End Close	-299.22	YE
3/2021	3/01/2021		Balance	0.00	

The category setup controls which minor accounts are debits and credits. Typically, Revenue accounts carry a credit balance all year, and expense accounts have a debit balance. The 14th period reverses each type accordingly.

Code	Description	Type
0	Contributions	Revenue
1	Revenue	Revenue
2	Expenses-2xxx	Expense
3	Expense 3xxx	Expense
4	Expense 4xxx	Expense
5	Expense 5xxx	Expense
6	Assets	Asset
7	Liabilities	Liability
8	Fund Balance	Equity
9	Closing Fund Balance	Equity

The GL account listed on the Fund setup is the account into which the rev/exp will close for each fund.

Code	Description	Closing Account	Clear Rev/Exp
01	Operating Fund	01-01-001-8000-00000	<input checked="" type="checkbox"/>
09	BK	09-01-001-8000-00000	<input checked="" type="checkbox"/>
40	Restricted Fund	40-01-001-8000-00000	<input checked="" type="checkbox"/>
70	Endowment Fund	70-01-001-8000-00000	<input checked="" type="checkbox"/>

You can find a YE batch number on any account by unchecking the **Sum** year-end entries checkbox.

Month/Year	Date	Deposit Date	Comments	Amount	Src	Batch#	Deposit Reference	Atch
1/2021	1/01/2021		Beginning Balance	-8,217,252.23				<input type="checkbox"/>
14/2021	2/14/2022		Year-End Close	813,381.74	YE	206466		<input type="checkbox"/>

The batch contains ALL accounts. The net of all accounts' debits and credits (per fund) gets posted to the fund close account.

NOTE: There can be multiple close batches. If an entry is made back to a closed year, the YE process is performed for each batch that gets posted.

Batch#: 206466 Display View: All

Month/Year	Date	Comments	Account#	Account Description	Amount	Src
14/2021	2/14/2022	Year-End Close	01-01-001-2813-00000	Office Rental	-10,170.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-2915-00000	Leased Equipment	-516.50	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3135-00000	Digital Marketing	-2,000.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3510-00000	Payment of Dues	-71,505.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3530-00000	YMCA Shared Services	-7,500.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-4000-00000	Depreciation	-18,885.72	YE
14/2021	2/14/2022	Year-End Close	01-01-001-8000-00000	Current Year Surplus (Deficit)	813,381.74	YE
14/2021	2/14/2022	Year-End Close	01-05-000-2121-00000	Program Youth	-13,264.00	YE
14/2021	2/14/2022	Year-End Close	01-10-001-0110-00000	Annual Campaign	400.00	YE

Financials and Net totals: (Note - Reports below are NOT true sign)

- Running a report with all accounts lists the total for all categories. Each Fund nets to zero. The amount shown for the Equity would be the **posted** amount for years that have been closed.

AccountingSupport1 As of Year-End	2021 Actual
Asset	19,769,380.04
Liability	1,526,759.33
Equity	16,633,812.20
Revenue	5,225,601.07
Expense	3,616,792.56
01 Operating - Unrestricted	
Asset	6,510,304.06
Liability	-1,698,064.52
Equity	4,862,900.58
Revenue	3,370,536.11
Expense	25,068.11
02 Operating - Temp Restricted	
Asset	27,894,763.76
Liability	321,244.76
Equity	27,530,675.00
Revenue	42,844.00
03 Operating - Perm Restricted	

Customize Financial Statement [View Help](#)

Display Cancel Import Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet

Revenue/Expense

AndOr (Column Comparison

- Running a report for Rev/Exp accounts lists the total for only those categories and a net profit/loss total exists for each fund. NOTE - The amounts for the categories below match the report for all accounts.

AccountingSupport1 As of Year-End	2021 Actual
Revenue	5,225,601.07
Expense	3,616,792.56
01 Operating - Unrestricted	1,608,808.51
Revenue	3,370,536.11
Expense	25,068.11
02 Operating - Temp Restricted	3,345,468.00
Revenue	42,844.00
03 Operating - Perm Restricted	42,844.00
Total	4,997,120.51

Customize Financial Statement [View Help](#)

Display Cancel Import Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet

Revenue/Expense

AndOr (Column Comparison

- Running a report for Balance sheet accounts lists the total for only those categories. Each Fund nets zero. The equity amount shown would be the **calculated** amount that starts with the posted balance and adds to the current year's net profit/loss (the sum of the revenue and expense accounts as of the reporting period).

AccountingSupport1 As of Year-End	2021 Actual
Asset	19,769,380.04
Liability	1,526,759.33
Equity	18,242,620.71
01 Operating - Unrestricted	
Asset	6,510,304.06
Liability	-1,698,064.52
Equity	8,208,368.58
02 Operating - Temp Restricted	
Asset	27,894,763.76
Liability	321,244.76
Equity	27,573,519.00
03 Operating - Perm Restricted	

Customize Financial Statement [View Help](#)

Display Cancel Import Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet

Revenue/Expense

AndOr (Column Comparison

In this example, the fund 01 equity of the full report is 16,633,812.20. For the balance sheet only, the fund 01 equity is 18,242.620.71. (16,633,812.20 + 1,608,808.51)

GL Setup

Last Modified on 08/20/2024 10:17 am EDT

Related Articles

Funds

Last Modified on 12/20/2024 2:06 pm EST

Funds

Settings > Accounts > Funds

Maintains the fund, to be used in creating the G/L chart of accounts. Fund can be 1-7 digits and can have a subdivision depending on the settings in *Settings > Accounts > Configuration*.

Code: This is the fund number.

Description: A description of the fund.

Closing Account: This is the G/L account the computer will close the revenue/expenses into upon closing year-end (a retained earnings account). This number is the whole account number, so it must also include the fund.

Clear Revenue & Expense at Year-End: When [year-end close](#) is run at the end of the year, if checked it will close out all revenue and expense accounts, so the new balance forward for the beginning of the year will be zero. Unless this is to be a life-to-date type fund, this should always be checked.

Inactivating a Fund

If you wish to inactivate an entire fund, go to the [global account edit](#), (located on the menu *Accounts > Edit*). Select the fund in the account ranges, choose Account Item **Active**. Uncheck the **Active** checkbox and click the **OK** button.

Cloning a Fund

If you wish to clone accounts from one fund to another fund, the menu option is located under *Accounts > New > Multiple Accounts*.

Account Divisions

Last Modified on 12/20/2024 2:10 pm EST

Account Divisions

Records > Accounts > Select Account > Divisions

Maintains the various divisions of the G/L account# to be used in creating the G/L chart of accounts. Each division can also have a subdivision depending on the settings in [G/L options](#). A subdivision allows reporting at a summary level for the division. Each division must exist on the table file before a G/L account can be added into the chart of accounts. However, you may add a division on the fly when adding [accounts](#).

Delete: A division should only be deleted if this division is not part of any existing G/L account number.

The account divisions are located on the menu under Settings > Accounts.

Categories

Last Modified on 12/20/2024 2:12 pm EST

Categories

Settings > Accounts > Categories

Maintains the account category (or type of account). This position in the account number determines if the account is an asset, liability, equity, revenue, or expense. The account number's category position(s) is specified in [G/L options](#).

Transaction Codes

Last Modified on 12/20/2024 2:19 pm EST

Transaction Codes

[Settings](#) > [General Ledger](#) > [Transaction Codes](#)

Maintains the various divisions of the G/L account# to be used in creating the G/L chart of accounts. Each transaction code works as an alias to provide you with corresponding G/L accounts and objects to charge. The code may be used as a shortened account number or a word of your choice referring to a G/L account number. Use of transaction codes for A/R invoice and receipt entry are activated in [A/R Options](#). A transaction code may also be used to assign a pre-defined split distribution of an invoice amount to two or more accounts and/or funds.

Object Type: All splits are added within an object type. An Object Type to be used for Accounts Payable must be named SPLIT. Multiple Object Types may be used for Accounts Receivable and may be named anything you like. Object Types are maintained in [Settings > Object Tracking > Object Types](#). A/R Object Types are maintained under [Settings > Accounts Receivable > A/R Object Types](#).

Transaction Code: May be any word or number you wish.

Name: A descriptive name for the transaction code.

Distribution Type: This determines if the split distribution is based on a flat amount or a percent.

Sign: Determines whether the account is debited or credited. This is used only for A/R entry.

Distributions: If there is no split distribution then just add one line.

In this example: Transaction Code **Cash** is used as a shortcut in AR Receipt entry, which, representing a debit to the G/L cash account.

The screenshot shows a web-based form for configuring a Transaction Code. At the top, there are 'Save' and 'Cancel' buttons. The form fields are as follows:

- Object Type:** A dropdown menu with 'AR001' selected.
- Transaction Code:** A text input field containing 'CASH' and a checked 'Active' checkbox.
- Name:** A text input field containing 'CASH'.
- Distribution Type:** A dropdown menu with 'Flat amount' selected.
- Sign:** A dropdown menu with 'Debit' selected.

Below these fields is a 'Distributions:' section with a table. The table has columns for 'Dollars', 'Account', 'Account Description', and 'Object'. There is one row in the table:

Dollars	Account	Account Description	Object
	01-6120-00	Cash-Checking	

Maintaining Split Transaction Codes

For a percentage split, enter the G/L account numbers and the percentage rate to be applied to each account. This will be the default but can be overridden during entry. Split percentages must total 100%.

In this example: Transaction Code **Electric** is used for the list of accounts to be defaulted in invoice entry and the percent distribution of each for an electric invoice.

Object Type: SPLIT
 Transaction Code: ELECTRIC Active
 Name: Electric % split
 Distribution Type: Percent Sign: Debit

Distributions:

Percent	Account	Account Description	Object
30.00	01-011-15-00000-2831	Utilities (elec,water,gs)	
15.00	01-020-35-00000-2831	Utilities (elec,water,gs)	
22.00	01-020-50-00000-2831	Utilities (elec,water,gs)	
27.00	01-030-50-00000-2831	Utilities (elec,water,gs)	
6.00	01-031-41-00000-2831	Utilities (elec,water,gs)	
100.00	Total		

For a flat rate distribution, enter the G/L account# and the flat rate amount (optional) to be distributed to the accounts listed. The split amounts will allow blank in setup, to be entered later in invoice entry.

In this example: Transaction Code **Tel** is be used for the list of accounts to be defaulted in invoice entry for a telephone invoice.

Object Type: SPLIT
 Transaction Code: TEL Active
 Name: Telephone
 Distribution Type: Flat amount Sign: Debit

Distributions:

Dollars	Account	Account Description	Object
	01-011-10-00000-2600	Telephone Expenses	
	01-011-12-00000-2600	Telephone Expenses	
	01-011-15-00000-2600	Telephone Expenses	
	01-011-45-00000-2600	Telephone Expenses	

For information on using transaction codes and split distributions in entry, see [split distribution](#).

Each division can also have a subdivision depending on the settings in [G/L options](#). A subdivision allows reporting at a summary level for the division. Each division must exist on the table file before a G/L account can be added into the chart of accounts. However, you may add a division on the fly when adding [accounts](#).

Delete: A division should only be deleted if this division is not part of any existing G/L account number.

The account divisions are located on the menu under *Settings > Accounts*.

Split Distribution

Last Modified on 12/20/2024 2:43 pm EST

Split Distribution

Settings > General Ledger > Transaction Codes > Double Click Transaction Code

On an entry screen, choosing **Transaction Code** allows you to enter a word (or number) code, as a shortcut, to represent one or more G/L accounts. Transaction Code can be selected on any entry screen, including [A/P invoice entry](#), [purchase order entry](#), and [revenue invoice and receipt entry](#). Normally an account is defaulted as the **Distribution Method** on these entry screens, but you may select Transaction Code instead.

The Distribution Method to be defaulted on each type of entry screen is set in Settings under Entry Options for each application and the Invoice Options for A/R.

Transaction Codes are maintained in menu option *Settings > General Ledger > Transaction Codes* and must be active to be available for selection.

Using transaction codes for split distribution in entry:

- On any A/R , A/P or PO entry screen, select Transaction Code by double-clicking.
- Make selections on the next pop-up screen.
 - If A/R entry, select the Object Type for the payer.
 - If A/P or PO entry, the Object Type is always SPLIT.
 - Enter the Transaction Code which contains the splits, total invoice amount, comments, etc. Click **OK**.
- A screen will be displayed with the accounts and distribution amounts.
 - **Percentage split:** Adds one line for each G/L account with the percentage amount that has been set. In the event the split is not equal, the extra penny will be added to the first split. On the invoice entry screen, enter the total invoice amount and enter the split code.
 - **Flat amount split:** Adds one entry line for each G/L account with the amount set.
 - **Update original:** If selected, this will replace the splits set up in transaction codes and replace them with the splits you have entered. This will only take effect when OK is clicked. You must have authority to modify splits to update the original setup.
- When **OK** is clicked, the split distribution of accounts and amounts will be displayed with the ability to change them. If any line within the split causes the budget to be exceeded for that account, the invoice line will display red and the entry will or will not be allowed, based on the

settings for the user. Allow/warn/force the invoice amount to be within the budget amount is set in user options.

Sources

Last Modified on 12/20/2024 4:23 pm EST

Sources

Settings > General Ledger > Sources

These are the available journal entry sources allowed for entry. Adding a source to a journal entry is a good way to categorize various types of journal entries, such as standard entries, recurring entries, year end entries, etc. A new source may be added at any time and will be immediately available for selection on the journal entry screen. Sources are also used in **Object Types** to control what functions an object will have.

SGA-required sources, such as AP, AR, CD, JE, PO, & YE, etc. The system will not allow these SGA-required sources to be deleted.

Audit History

Last Modified on 12/20/2024 3:41 pm EST

Audit History *Records > Choose Category*

All screens under Records have an audit icon. Audit history tracks any changes made for specific tables.

Enter the selection you wish to see at the top of the screen, or select it from the available choices by double-clicking, and then click the audit icon. The description specifies the item that was changed, and shows what it was before and what it became after the change. It also lists the user who made the change and the date and time.

Split-Screen View

Last Modified on 12/20/2024 2:46 pm EST

Split-Screen View

Settings > General Ledger > Entry Options

There is an optional view for the purchase order list, journal entry batch detail, and invoice batch detail screens that displays list/batch detail, entry detail, and entry attachments on the screen simultaneously.

Access is enabled under Entry Options settings within Settings and check the box for **Use Split-Screen Edit** within the system area (General Ledger (for JE), Accounts Payable (for invoice), or Purchase Order (for POs)).

For A/P Invoice Batch List, this view can be selected from the Edit drop-down menu once access is enabled.

General Ledger Options

Last Modified on 03/07/2025 11:06 am EST

General Ledger Options

[Settings](#) > [General Ledger](#) > [General Options](#)

This contains all high-level settings for the general ledger system. It should be set up before doing anything else in accounting, and it is essential to keep it.

Note: Company name, address, and Federal EIN are maintained in [Settings](#) > [General Settings](#) > [Company Information](#).

General Options

[Settings](#) > [General Ledger](#) > [General Options](#)

Controls the main preferences in the general ledger.

- **Fiscal Year:** Determines the budgetary year your company runs on.
- **Open Year:** Determines the current year that has yet to be closed.
- **Currency:** Determines the currency displayed in various places throughout the system.
- **Symbol:** Determines the currency symbol displayed in various places throughout the system.
- **Default object type:** The object type to be defaulted everywhere, if any.

Specify DTF source: When the Specify DTF source checkbox is checked, whatever default is chosen will automatically default whenever doing a Journal Entry. If **Blank** is selected, it will force the user to pick a source, as the system will not let you post with a Blank as a JE Source. If this is not checked, the source will populate with the source used on the last Journal Entry made by the User.

Period display format: Determines how an accounting period displays when selecting one from a drop-down. This only determines how it is shown, not entered. To enter an accounting period, you can key it in any format you can think of; see the account period entry formats below.

The example below is based on September 2014, with a fiscal year from August to July.

Code	Value	Example
FYYY	4-digit fiscal year	2015
FY	2-digit fiscal year	15

Code	Value	Example
CYYY	4-digit calendar year	2014
CY	2-digit calendar year	14
P	1 digit period	2
PP	2 digit period	02
M	1 digit month	9
MM	2 digit month	09
MMM	Short month name	Sep
MMMM	Long month name	September
Everything else	The literal value of anything else	

Entry Options

Settings > General Ledger > Entry Options

Controls preferences involving entry, mainly journal entry.

Use 13th Period: Includes the 13th period or month as an option for all entry types.

Next batch#: This is the following batch number used universally. The computer updates this number, and should not be changed except in rare circumstances.

The **Years button** overrides this setting and controls the (fiscal) years that are open/closed for entry. Note this is fiscal year end, not calendar year end!

Entry period range allowed up to x periods past/future:

- For specified users: Users/Groups selected are limited to the stated number of periods past and future for GL entries
- For all other users: Limits all users other than those specified above to the stated number of periods past and future for GL entries.

Force entries to balance by: Forces journal entries to balance by the fund, a subdivision of fund, entry, or nothing. If an **entry** or **nothing** is selected, the journal entry must balance to 0.00.

Distribution method: Determines the default distribution method for entry.

Warn of entry up to x periods past/future: Shows a warning if entry is made to a period back in time or the number of periods specified in the future. The 13th period is considered when counting #periods allowed past or future.

Disable G/L account entry restrictions: Disables the restriction error message that is generated on the screen when a user codes an entry with an account they do not have access to do an entry for.

Disallow entry for specific accounts: Account numbers selected here may not be used on journal entries.

Allow object entry: Using object entry allows objects and accounts to be entered. If this is checked, objects will always show and clutter up the journal entry screen a bit more.

Allow attachments: If checked, any file can be attached to a journal entry. This is useful for attaching documentation that goes along with a journal entry.

Default browse level: Attachments are given browse-level permission when initially added to the invoice. This permission may be changed from the dropdown before or after the complete attachment.

Require attachment: If checked, an attachment is required to Post or Submit a journal entry for approval.

Automatically display image attachments: Automatically display attachments on screen when the invoice is edited.

Display account number hash in the journal entry: It shows an account number hash on the total line.

Display account balance: Displays the account balance column under the distributions.

Use Regular JE Edit: Modify JE to display only journal entry information.

Use Split-screen Edit: Modify the invoice from the invoice edit screen displaying invoice entry information, invoice list information (subject to filters), and invoice attachment(s).

Account Configuration

Settings > Accounts > Configuration

Sets up the account number structure, defining each part of the account number (account divisions). This should be set up first before doing anything else in accounting. Once you change any account divisions or subdivisions, you must reconfigure accounts to update existing activity.

You can have up to 2 subdivisions within account divisions, selecting just a portion of the division for other purposes, such as reporting. The maximum length of the account number, including dashes, is 30 characters.

Financial statements and other reporting depend on how your account structure is laid out. Therefore, it is vitally important that the structure is broken down into different parts to accomplish every possible reporting need you may have.

Each division (part) of the G/L account number has its own table file located on the menu under Setup.

Name: Name of the division of the account number. This name will appear on all reports, screens, etc.

Length: Length of the account division.

Main Account: The unique division that controls the account description. This is usually called Minor Acct or Phase.

Category: Determines which division of the account number defines the [category](#) (type of account, such as asset, liability, income, expense, etc.)

Subdivision Name: Name of the subdivision of the account. This is the name that will appear on reports, etc.

Length: Length of the account subdivision.

Category Name, Start, Length: Defines the position(s) of the category, which determines the type of account.

Valid Characters: Choose what characters are allowed to be in account numbers.

Fill remaining account# with zeroes: If the last part of the G/L account number is normally all zeroes, checking this box will auto-fill zeroes in the last part of the account number without having to key those on an entry screen.

General Ledger Reporting

Settings > General Ledger > Reporting

Number of years to have available: When running reports, determine how many years are available.

Default number format: The default format for numbers to display in report writers. This is only a default.

Email reports from: Choose the from address for whom you want reports to be sent from when emailed using the lists feature.

Allow account restrictions to be overridden: If checked, anyone with an access level of 35 to the report writer can check this box per report and view any accounts. This applies to all report writers.

Default financial period: The default financial period will appear initially in the reports. It can be changed before the report is displayed, but this setting will drive the initial default period before display.

Pick List: The pick list is when you are on a screen where you can select or filter accounts, such as [financial statements](#). This defines which account divisions will show in that pick list and in what order.

Detail Report: Click on the dropdown arrow to select the report to be called from the menu.

Bank Reconciliation: Click on the dropdown arrow to select the report to be called from the menu.

Invoice Batch Detail: This report determines which report to run when printing invoice batch details. It can be run from *Invoices > Edit > Reports > Print Detail*.

Journal Entry Batch: Determines which report will run when printing Journal Entry Batches, *Reports > Print Journal*.

Tagged Invoices for Payment Report: Determines which report will run for printing tagged invoices, which can be run from the Tag Invoices for Payment screen during the payment process.

Budget Options

Settings > Budgeting > Budgeting Options

Round dollars to nearest: Option to round budget amounts to the nearest whole dollar or a more significant amount. If you do not want rounding, select 0.01.

DFT number format: The default format for numbers to display budgets as in [actuals/budgets](#). This is only a default.

Account division descriptions to display: Determines which descriptions display next to the account# on the [actuals/budgets](#) screen. Typically, this is the primary account division, but you can have up to three descriptions.

Disallow negative budgets: If checked, this does not allow negative (contra) budgets to be entered except for those specified in the list of exceptions.

Use actuals through dropdown for budget entry: This will display actuals through a specific month.

Default actuals through dropdown to: Determine what month to display when the month is set to the first period.

Last Modified on 03/10/2025 5:05 pm EDT

Transaction Code Import

Settings > General Ledger > Transaction Codes Imports

Name: The name that will be displayed as the name of the import.

General

-

Connector type: Defines the communication method, protocol, or interface used to access and retrieve the data.

-

Connection string: A string of text that specifies the information needed to establish a connection between the software and

-

Command text: When the Connection string is defined, the Command text will be defaulted to select all items from the external

-

Reference columns by: Determines how the columns in your data are identified during the import process.

-

Reference by Name: This means you use the column header or the column name to refer to data.

-

Reference by Number: This means you refer to columns based on their position or index within the dataset. Instead of us

- **Use schema:** In certain situations, the import setup may require a way to name the individual items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Setup

Relative Account: Select the method that the GL account will be identified. Valid choices are:

- Account
- Alias
- Cross Reference

Columns

From Column: Add lines for each external column you wish to import. **From Column** is the column name or number on the external file; see **Reference columns by** above.

To Column: Click on the drop down arrow to select the SGA item that matches what is listed in the **From Column**. The available columns will vary based on the object type.

Column Name	Required	Comments
Object Type	Yes	This identifies the object type of the transaction code.
Transaction Code	Yes	This identifies the transaction code to be created.
Name		Description for the transaction code.
Active	No	Indicates if the code is to be active or inactive. If not specified, the code will be active. Valid choices are 1 = Active or 0 = Inactive
Distribution Type	Yes	Valid choices are F= Flat amount or P = Percentage split
Sign	Yes	Valid choices are D = Debit or C = Credit
Account	No	GL account to charge.
Object	No	
Amount	No	Flat or percentage amount.

Approval Table

Last Modified on 12/20/2024 3:02 pm EST

Approval Table

[Settings](#) > [Document Approval](#) > [Approval Tables](#)

Approval tables specify who approves a document and in what order for a branch. The approval order goes from top to bottom of the table bypassing approvers if the document being approved does not meet the stated requirements. Approval requirements can be amount related (minimum or maximum) or conditional.

Conditional requirements can include the following:

- Full account = XX-XX-XX-XX-XXXX-XXXX
- Account segment (Fund, Branch, Major account, etc.) = XX
- Submitted by user = SGA user name
 - This level can be used in the event an item submitted by a user is required to be approved by a supervisor or specific personnel

See the below example:

Account	Account Description	Amount	Comment
10-10-00-01-2510-00000	Office Expense	\$1,000.00	Ink and paper
10-10-00-01-2565-00000	Staff Shirts	\$500.00	Shirts for camp
	Total Amount:	\$1,500.00	

The branch approval table assigned contains the following criteria:

Approver	Proxy Approver 1	Proxy Approver 2	Notify (Email Address)	Minimum Amount	Maximum Amount	Condition
SGA						
JDoe				\$500.00		
JSmith				\$2,000.00		
AJones						Minor Acct = 2565

As the purchase order progresses through the table it will ultimately require approval from SGA, JDoe, and AJones; JSmith will be bypassed. SGA approval is required as no specific requirements are indicated. JDoe approval is required as the total purchase order amount exceeds \$500.00. JSmith approval is not required as the total purchase order amount is less than \$2,000.00. AJones approval is required as one GL Distribution line contains minor 2565. Once AJones provides approval the document will be fully approved.

In event approver/s are required as the first or last level approval for all documents in the system, instead of having to add each of these approvers to every branch's approval table, you may add an approval branch named **(First)** or **(Last)** (as selected from the dropdown arrow). **(First)** will include the list of approvers at the beginning of the approval table for every branch, while **(Last)** will include them at the end of the approval table of every branch.

When passing the document on for approval, if the approver is **Out of the Office** the document will instead go to the listed Proxy Approver 1.

If Proxy Approver 1 is **Out of the Office**, it goes to the Proxy Approver 2.

If the approver is **Out of the Office** and no proxy approvers are designated, then the request will be put on hold until the approver is back in the office and approves it.

If at any point a document is awaiting approval from an incorrect user, someone with authority can modify the document to wait on a different user's approval or even change the status (approve the document themselves).

Other Item Descriptions

Notify (Email Address): You may add an additional email address for another individual to be notified at the same time the Approver is notified. The additional email notification will only happen if an email is in the approval line.

If there is no one to approve, use this approver: If you want to insure a document always requires approval, this allows you to specify an approver at the end of the approval table if the document does not meet any of the criteria in the list of approvers.

Status: If you have the authority, you can change the status of a document.

Waiting on user: If you have the authority, you can change the user being waited on for approval.

Adding Links

Last Modified on 12/31/2024 12:58 pm EST

Adding Links

Daily > Account Transactions

Three general ledger options in the daily menu support the ability to create links:

1. Account Transactions
2. Journal Entry
3. Journal Entry Batches

After navigating to the appropriate option, follow the instructions below to add links. An account must be selected if you are working with account transactions.

- Click the links icon from the screen menu.




- Click + to add a link.
- Select the type of link from the dropdown menu:
 - SGA Window: A shortcut to the selected SGA window.
 - Purchase Order: A PO number to which the current entry should be associated.
 - Add links to many POs: This allows users to select multiple PO numbers simultaneously. The entry being edited will include a link to each selected PO entry.
 - Journal Entry: A Journal Entry to which the current entry should be associated.
 - Add links to many Journals: This allows the user to select multiple Journal entries simultaneously. The entry being edited will include a link to each selected JE entry.
 - Invoice: An invoice to which the current entry should be associated.
 - Add links to many Invoices: This allows users to select multiple Invoices simultaneously. A link to each selected invoice will be added to the edit of the entry.
 - AP Payment Batch: A shortcut to the selected payment batch's Process Payment screen.
 - Object: A shortcut to the selected Object's detail screen.
 - Actuals/Budget Account: A shortcut to the selected GL account's Actuals/Budget entry screen.
 - Custom URL: A shortcut to the specified web address.
 - Task: A shortcut to the selected Task ID (available in future software releases).
 - SGA Sales options (available in future software releases).
- Name the link.

- Click **Save** to store the link.
 - Click **Save** to close the Links menu and retain all changes.
 - If a Link is added to a purchase order, journal entry, payment batch, or invoice, the linked entry will have an inverse link created for two-way access.
-

Editing Links

- Click the links icon from the screen menu.




- Highlight the desired link.
 - Click  .
 - Make desired changes.
 - Click **Save** to store the link.
 - Click **Save** to close the Links menu and retain all changes.
-

Accessing Links

- Click the link icon from the screen menu.



- Highlight the desired link.
 - Click  .
 - A new browser window will open, displaying the linked item (purchase order detail, invoice detail, journal entry detail, payment batch payment processing screen, Object detail, Actuals/Budget entry, or Custom URL).
-

Budgeting

Last Modified on 02/21/2023 3:27 pm EST

Related Articles

Budget Setup

Last Modified on 02/21/2023 3:27 pm EST

Related Articles

Forecasting

Last Modified on 12/30/2024 1:49 pm EST

Forecasting

Settings > Budgeting

If your organization uses Forecast for budget revisions, you will need to manually set up the Forecast for the new year. The usual procedure is to copy the final budget for the new year into a Forecast column so that the original budget can be locked down and revisions can only be made in the Forecast during the coming year.

Forecast Setup - Years

Settings > Budgeting > Years

- Click **New**. Enter the year and select Type Forecast.
- Check the box. Disallow entry on specific dates if you wish to set date restrictions for when forecast changes can be made each month. The system defaults to the last day of each month, but these dates may be overridden. If this box is unchecked, forecast changes will be allowed in any month as long as the **Allow Entry** box is checked.
- Allow Entry: opens the forecast for all users. If at any time you want to stop all users from doing forecast entries, simply uncheck this box. No other permission settings need to be changed.
 - The **Account Restrictions** button allows for restricting selected G/L accounts for entry in this forecast year. This setting may be changed at any time during the year. Allow entry box must be checked for this option to be available.
 - The **User Restrictions** button allows you to select specific users for which forecast entry for this year is open at this time. This setting may be changed at any time during the year. Allow entry box must be checked for this option to be available.
- Allow change to an annual amount. Uncheck this box if you want to allow users to spread/respond to monthly amounts but not change the total annual amount on the G/L account's forecast.
- See [Budget Years](#) for more information on these entry settings.
- If you are not ready to generate the forecast at this time, you may stop here and generate the forecast amounts later using Budgets > Global Budget Changes. To generate the forecast now, proceed as follows.
- Check the box to copy budgets from: (new year) Budget to (new year) Forecast. This will copy

monthly, annual, and component details from the budget to the forecast.

- Check the box to copy allocations from: the (new year) Budget to the (new year) Forecast.
 - Click **Save**.
-

Forecast Setup - Formats

Settings > Budgeting > Formats

- If no format changes are needed for the forecast for this year, the existing format remains in effect.
 - If the format name is defined for Budget Type **All**, this format will be used for both budget and forecast. You can have a different format for forecast with **Budget Type Forecast** and use the same Format ID/name as the budget format.
 - If you wish to make any changes to a format (columns, etc.), do not edit the existing format. Instead, create a new format name by clicking to highlight the format and click Copy. Remove the words - **Copy** from the name (format ID) and set the effective year for the new year and Budget Type **Forecast**. It is important that the name (Format ID) be exactly the same as the budget format so that components from the prior year can be viewed.
 - Make any format changes needed for the new year. If using columns for allocations, be sure the data slot number coincides with the appropriate allocation setup.
-

Forecast Setup -Allocations

Settings > Budgeting > Allocations

- The forecast year has its own allocation setups that might differ from the budget. If any rates have changed, simply make changes to the Forecast Allocation setups and recompute for the forecast if necessary.
-

Important: You will probably want to lock down the Budget for this year to ensure this is locked down for most users (or all users). Using *Settings > Budgeting > Years*, double-click to edit the appropriate budget year and uncheck **Allow Entry**. Click **Save**.

Budget Allocations

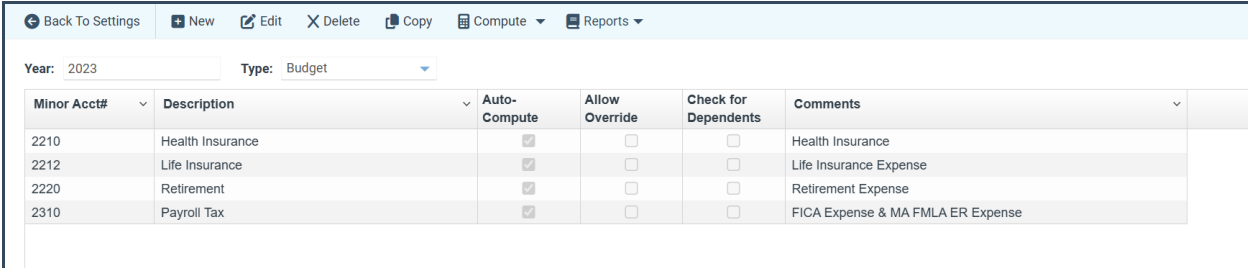
Last Modified on 12/30/2024 4:23 pm EST

Budget Allocations

[Settings](#) > [Budgeting](#) > [Allocations](#)

This tool automatically calculates budgets for accounts based on budget entries in other accounts. For example, FICA and other payroll tax/benefit expenses can be auto-calculated based on a percentage of salary expenses. The process totals the budget amount for each account/object and updates the budget in the target account.

Examples: Click here on [examples](#) to see various examples of allocations.



Minor Acct#	Description	Auto-Compute	Allow Override	Check for Dependents	Comments
2210	Health Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health Insurance
2212	Life Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Insurance Expense
2220	Retirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retirement Expense
2310	Payroll Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FICA Expense & MA FMLA ER Expense

Year/Type: Allocation tables are set per year and budget type; each has its own allocation table. To view the table for a specific year/type, select the year and the type at the top of the screen. All allocations for that year/type will be displayed. When adding allocations for a new year, you'll most likely want to copy allocations from the prior year as a starting point. You can do that by clicking the Copy button. From there you can add/edit/delete allocations as appropriate for the new year.

Minor Acct: This is the minor account division to be automatically calculated. It is the division that is marked as the main account, which is set in [G/L options](#).

Comments: Used for any documentation you wish to add.

Auto-Compute: If checked, this budget allocation will be computed on the fly as budgets are changed. If unchecked, budgets will only be computed when you manually click the Compute button.

Allow override: Determines if the budget for this computed account can be modified on the [actuals/budgets](#) screen. It can also be modified from [global budget changes](#) regardless of the checkbox. If auto-compute is activated, in normal circumstances, you would not want to check Allow Override, as any budgets manually entered in the resulting account will be overridden the next time a budget is entered in the filtered range of accounts and thus auto-computed.

Check for allocations dependent upon this account: This should only be checked when the account being computed is part of another allocation, so it can compute that allocation as well. If other allocations are not dependent upon this account, then leave this unchecked for best performance.

Test for accounts already computed: In some allocations, accounts may cross each other. This checks to see if the account was already computed so that it doesn't compute it again and, as a result, may be incorrect. This should always be checked unless you have a problem computing accounts, which is only in rare cases where you have the target accounts specified and other factors are involved.

Include in computation when no components exist to match component filter: Check this box if you want all the filtered accounts considered in the calculation, regardless of whether they have component entry or only monthly budget amounts.

Detail: The simplest allocation may consist of only one row. You will need multiple rows in some scenarios. For example, to specify an allocation with different amounts or percent rates per branch, or you might specify an allocation with one rate for the Period Jan through June and a different rate for the Period July through Dec. In these cases, you would need a row added for each specified rate.

Copy and Paste Options: Budget allocations can be selected and copied. This allows for easy creation of allocations that utilize the same account filters but have different amounts and/or component filters.

Account Filter: This is the range of accounts/objects that are included in the calculation. If the target is within the range, it will not be included. You may filter any range of accounts and account parts to include. The Pick List button is available for quick selection.

Type: Determines how to allocate budgets.

- **Percent:** Choose percent if you want to calculate based on a percent or 100 percent.
- **Flat amount per account:** This is based on the calculation of a flat amount per account. The flat amount will be summed for each account with a budget.
- **Flat amount per component:** This is based on the calculation of a flat amount per component or account. The flat amount will be summed for each component found with a budget. For example, if there are 3 components in a month for an account and the flat amount is \$100, then the allocation will compute at \$300. This is the usual setting for a flat amount.

If no components exist for an account, it will use one flat amount for that account, and the component filter will not be applied; it will always be included.

An example of using a **Flat amount per component** is calculating health insurance. The minor account is health insurance, and the account filter is set to all salary accounts. If an account has a monthly budget amount (no budget components), the health insurance accounts will be updated with the flat amount for each month. If an account has budget components, the health insurance accounts will be updated with the flat amount for each line of budget components if the health insurance is selected.

Note on Forecast Allocations: If components are not used for forecasting, delete any forecast

allocation table that is based on a component screen checkbox. Otherwise, the system will calculate the allocation as zero, as no checkbox exists. It is fine to have forecast allocations that are calculated on the monthly forecast amount (rather than a checkbox, such as FICA tax expense).

Percent or Amount: Depending on the type, this is either the percentage or flat amount.

Component Formula: If the budget needs to be modified at the component level then specify the formula here. This is typically used to apply a percentage to an allocated budget. Below are the specifications.

- All formulas must begin with =a, where a is the amount specified in the Percent or Amount column. If you include a percentage calculation, you may need to enter a number—at least '1.00' in the amount field so it does not multiply by zero.
- To reference a column in the components, use **N** plus the data slot number you want to refer to (i.e., N2 - refers to Number 2).
- Key any whole number or decimal to specify a fixed number.
- Use the standard operators (+ - * /)
- There is no order of operations. Everything is calculated from left to right.
- Example: =a*N8*0.01

Flip Sign: If checked, this will flip the sign of all amounts accumulated. Naturally, revenues are negative, and expenses are positive. Example: If you are allocating an expense account based on a calculation of income accounts, you would want to check the flip sign box.

Include Zero Budgets: Controls if the component information related to a budget line is to be included if the budget total on the specific component is zero. This applies to allocations that are based on a flat amount per component.

Periods: This field specifies the range of periods that will be included in the allocation row. You may add multiple rows to accomplish different ranges of periods. For example, you could add a row for January through June and; another row for July through December.

Group ID: By default allocation details lines within a single account are all treated separately, meaning they never meet. However, some allocations consist of more than one line that updates the same chart of accounts. In this case, it is necessary to group these detail lines together by assigning them all to the same group. A group can be anything: a word or a number.

Component Filter: This is where you can filter what is to be included in the calculation based on component information. Budget components are user-defined in the [budget component setup](#). Components can consist of the budget amount, text, numbers, and checkboxes. You can filter allocations by any of this information. In the case that no components exist for an account, then it treats each month as one component, and the component filter will not be applied; it will always be included.

- **Example:** on a health insurance allocation, you may set a component filter if Plan 1 is

selected on the budget entry screen, another row with a component filter for Plan 2, a third row with a component filter for Plan 3, etc. Another Example: on a retirement expense allocation, you may set a component filter if the retirement checkbox is checked on the budget entry screen. If the filter is based on a checkbox, add a component filter with Checkbox X (data slot number) Equal to 1 (indicates the box is checked).

Target Account Divisions: Normally, when an allocation is calculated, the minor account# will be updated in the same divisions (for example, fund/branch/dept/PCS) as the account that was calculated. Thus, the **Target** divisions are normally left blank. However, if you want to specify a selected division to be overridden, it may be entered in the appropriate Target division. For example, if you want all accounts that are calculated to update the allocated account in PCS 00000, enter **00000** under Target PCS.

Comments: Used for any documentation you wish to add to this row.

Annual Component Cap Amount: If the amount of the allocation at the component level has an annual cap, then specify it here.

Cap Applies To:

- **Budget Amount** – The allocation will only be calculated on the amount of the year-to-date budget up to the cap amount.
 - For example, on a FICA allocation, you may specify the annual cap amount. Since this will cap on each component row, be aware if you budget 5 part-time employees on one component row on a salary account, the FICA expense may cap on that row. So setting this cap amount may only be appropriate if you budget one employee only on each component row.
- **Calculated allocation** – The allocation will be calculated on the entire budget amount, but the result will not exceed the cap amount.

Buttons

Copy: This is a tool to copy the allocations for the year displayed to another year or from the budget this year to forecast this year.

Compute: This will recompute all budget allocations for this budget year and type and can be run at any time. You might need to recompute if budgets have already been entered for the year and you are just now setting up the allocation or if you later change something in the allocation and need to recompute a single (or all) allocation. A recompute of a complex allocation may take some time.

Speed

The speed of allocating budgets, which the computer does for you behind the scenes, is very quick. However, the more allocations you add and the more accounts/objects are within a single allocation, the slower the budgeting will become. If automatically updating budgets as they are entered slows down the budget entry process too much, then you can uncheck Auto-Compute for the budget allocation that is slowing it down. Then, budgets will only be calculated when you manually click the Compute button.

Click [Examples](#) to see more information about the speed and limitations.

Limitations

The following types of allocations will not work and are not supported:

- An allocation contains multiple lines, and the account filters are not the same. One of the lines is to update the same account in another line. This will work for computing manually, but not the auto-compute.
- An allocation having both a cap amount and a component filter. The component filter will be ignored.
- An allocation has a target division specified, but there are accounts that exist for this minor account that have other divisions other than the target. This will work for auto-computing but not computing manually.
- An allocation set to update the same minor account as the accounts filtered is not supported.
- When manually computing an allocation, the system will first clear all accounts for the minor before computing. Auto-computing of an allocation does not first clear all accounts for the minor; it simply calculates the allocation for the accounts in the same account divisions.

Troubleshooting if the computed account is not correct:

- Double-check the account filter. There might be an **Or** when there should be an **And** or vice versa.
- Ensure the computed account has the same account divisions as the accounts they are based on. If not, specify the appropriate target divisions.
- Ensure the allocation being set up does not fall under one of the limitations listed above.

Components

- When allocations are auto-computed, the **monthly** budget amounts are updated only. Budget allocations do not consider components, so if any component entry happens to exist in those accounts, those components will remain. This results in monthly budget amounts not equal to the component amounts, requiring manual adjustments to either the monthly or component amounts.

Budget Allocation Examples

Last Modified on 12/30/2024 4:36 pm EST

Budget Allocation Examples

Below are some example budget allocations for some of the more common computations. The account filter and target accounts will vary depending on where accounts are in your account structure. The ones with component filters require [budget components](#) to calculate correctly. Each checkbox and what it means is defined in the [budget format](#). You may also have multiple lines per allocation if the information differs per line item.

Financial Assistance

This example has a different percentage per branch. When the budget is changed on any 1103 account in the stated branch, the system automatically calculates the budget x the stated percent rate. It updates the budget in the Financial Assistance accounts.

Account Filter	Type	Percent or Amount
(Branch = 001) And (Minor Acct = 1103)	Percent	16.10
(Branch = 002) And (Minor Acct = 1103)	Percent	9.65
(Branch = 003) And (Minor Acct = 1103)	Percent	21.13

Another option to budget financial assistance is for the budget entry screen to have a column for entering a manual amount of assistance (data slot N7 in this example). A budget allocation could then be set to update the financial assistance/scholarship account with that flat amount. Check the box to flip the sign if calculating on an income account but updating an expense account.

Minor Acct: 41199 | Scholarships Granted - Membership

Comments

Template: Auto-compute Check for allocations dependent upon this account
 Allow override Test for accounts already computed
 Include in computation when no components exist to match component filter

Detail:

Account Filter	Type	Percent or Amount	Component Formula (ex. =a*N12*0.01)	Flip Sign	Include Zero Budgets	From Period	To Period	Group ID	Annual Component Cap Amount
(Minor Acct = 41110)	Flat amount per component	-1.00	=a*N7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jan	Dec		

Retirement

This example has a different percentage for branch 001 than the other branches. Suppose the retirement checkbox is checked on the salary (major 21) components screen when the budget is changed on any major 21 account in Branches not equal to 001. In that case, the system will auto-calculate the salary x 8% and update the budget in the retirement expense accounts. The second row applies when the Branch equals 001. In this example, Checkbox 1 must be assigned as Retirement in any/all payroll formats.

Account Filter	Type	Percent or Amount	Component Filter	Comments
(Branch <> 001) And (Major Acct = 21)	Percent	8.00	(Checkbox 1 = 1)	Checkbox 1 is Apply Retirement
(Branch = 001) And (Major Acct = 21)	Percent	9.25	(Checkbox 1 = 1)	Checkbox 1 is Apply Retirement

Unemployment

Normally, budgets are updated in each account within their respective divisions (same fund, branch, department, PCS).

Account Filter	Type	Percent or Amount
(Major Acct = 21)	Percent	0.80

The account number's Target parts (division) can be overridden, as shown below. In this example, Unemployment expense is calculated as salary budget x the defined percent. Because of the override settings shown here, the budget to be updated goes into the Unemployment account in the same Fund as salary, the same Branch as salary, Department 01, and PCS 00000.

Account Filter	Type	Percent or Amount	Target Fund	Target Branch	Target Department	Target PCS
(Major Acct = 21)	Percent	0.80			01	00000

Life Insurance

This example assumes you have one component row per employee. If the Life Insurance box is checked, Life Insurance is calculated as a flat \$3.50 on each component row in the salary budget components. In this example, Checkbox 1 must be assigned as Life Insurance in any/all payroll formats.

Account Filter	Type	Percent or Amount	Component Filter	Comments
(Minor Acct >= 2110 And Minor Acct <= 2175)	Flat amount per component	3.50	(Checkbox 1 = 1)	Checkbox 1 is Life Insurance

FICA

The annual component cap amount can be used if, in the budget components, one row is specified for each employee. If you budget multiple people on one salary row, such as five part-time employees on one row, it's possible to exceed the cap amount for this row. In this example, FICA would be auto-calculated as salary (Major 21) x the stated percent until the year-to-date total for this row meets the annual cap amount.

Account Filter	Type	Percent or Amount	Annual Component Cap Amount	Comments
(Major Acct = 21)	Percent	6.20	106,800	Social Security
(Major Acct = 21)	Percent	1.45		Medicare

Health Insurance

This example assumes you have one component row per employee. Note that Text 10 is a drop-down selection for various health plan options. Text 10 must be assigned as Health Insurance in any/all payroll formats in this example.

Account Filter	Type	Percent or Amount	Component Filter
(Major Acct = 21)	Flat amount per component	272.00	(Text 10 = Emp)
(Major Acct = 21)	Flat amount per component	513.00	(Text 10 = Emp & Spouse)
(Major Acct = 21)	Flat amount per component	342.00	(Text 10 = Emp & Child)
(Major Acct = 21)	Flat amount per component	501.00	(Text 10 = Emp & Children)
(Major Acct = 21)	Flat amount per component	727.00	(Text 10 = Family)

In Closing

Suppose an allocation setup is based on a text or number data slot in a budget format. In that case, the exact text or number data slot must be used in any/all formats used to calculate the allocation. For example, suppose a Health Insurance allocation is set based on Text 10. In that case, every payroll format must have Health Insurance with the same data slot—Text 10 for the allocation to calculate as you intend.

Also, if an allocation setup is based on a text or number data slot in a budget format and the allocation is set to calculate a percentage, each format connected to that allocation must include the same data slot, even if it's not applicable. The data slot can have a "1" defaulted, and that column is hidden if it does not apply, so it calculates correctly. If the data slot does not exist in such a format, the data slot would have a value of zero, and the system would not have an amount to calculate.

Budget Formats

Last Modified on 12/30/2024 3:31 pm EST

Budget Formats

[Settings](#) > [Budgeting](#) > [Formats](#)

Formats define a screen format for budgeting on a component or detailed basis and control settings for whether components are required for budget entry and/or permissions for which users may access the component detail. Each format to be used should be assigned to an account range in [budget format account ranges](#).

Main Menu Options

New: Click **New**, then the **Template** button to insert one of the standard formats as a beginning point. Changes can then be made to customize the format.

Edit: Opens the highlighted format for editing.

Delete: Deletes the highlighted format.

Copy: Allows an existing (highlighted) format to be copied and saved to a new name. Change the name (Format ID) of the new format, make appropriate changes, and click Save.

Recompute Components for Format: This process recomputes component lines for accounts to which the selected format is applied. It should be used when Format default values are changed after users have entered budget figures. As it may impact many accounts it is recommended to be run after hours when users are not active in the system.

- **Type:** If the Format is used for (All) budget types, the **Type** dropdown should be used to specify which budget type for the selected year should be recomputed. If the format is specifically applied to a single budget type, the **Type** dropdown will not be visible.
- **Year:** Specify the year of the Budget type being recomputed.
- **Extra Account Filter:** If only specific accounts should be computed, identify them using the **Extra Account Filter**. If no filters are added the system will recompute all accounts assigned the selected format.
- **Set default values for column (monthly formats only):** When the box is checked the system will update the default value for a single data column. By not selecting the checkbox, the system will update all default values for all periods.

Monthly Formats:

Recompute Components
?
✕

This process will recompute the components for every account that applies to this format and selected year. If an Extra Account Filter is selected, then only accounts that apply to the format and the selection will be recomputed.

Type:

Year:

Extra Account Filter **All accounts for format**

Set default values for column: period:

Consider accounts without components (may take a long time without an extra account filter)

Annual Formats:

Recompute Components
?
✕

This process will recompute the components for every account that applies to this format and selected year. If an Extra Account Filter is selected, then only accounts that apply to the format and the selection will be recomputed.

Type:

Year:

Extra Account Filter **All accounts for format**

Consider accounts without components (may take a long time without an extra account filter)

Column Headers

Format ID: The name used to identify the format.

Budget type: The budget type to which the format is applied. If set to All, the format is not limited to a specific budget type.

Effective year: The year the format initially took effect.

Entry: The entry type for the format, Monthly or Annually.

In Use: If checked, the format is currently listed with an account range in Format Account.

Format Creation/Edit

Template: This section lists predefined budgeting templates for various accounts. When adding a new format, choose a template (or copy an existing format) and customize it as needed.

Format ID: A name to identify the format. If different formats are used for budgeting vs. forecasting, the format ID must be exactly the same on both formats. Format Account Ranges designate one name for a range of accounts, regardless of the budget type. The year should not be included in the name.

Budget type: The budget type to which the format is applied. If set to All, the format is not limited to a specific budget type.

Effective year: The year the format will take effect. Formats are not required to be set every year; they stay in place until a new format with a new effective year is created. When adding a format with a new effective year, **do not delete the old format**. Doing so will affect how detailed the historical budget component is displayed.

Click Settings

Enter components:

- **Monthly:** If component details are to be entered monthly, use a monthly format. The months are listed vertically on the component entry screen.
- **Annually:** Use an annual format if component details are to be entered as a single yearly amount only. Amounts are entered as single annual line items and are distributed across months according to the **Distribute to months** settings.

Browse access level: Controls which users may access component details when viewing budgets. Only users with at least the selected access level for the **Budget Entry** permission may open the component detail screen for any accounts that have the format applied.

Require modify level to browse: When checked, only users for whom the account meets their **Budget Entry** tab selections in **Account/Object Restrictions** may access the component detail. (i.e., A branch exec is set to browse all accounts in multiple branches but can enter budgets for only their branch. The user needs to see the monthly budget amount for all accounts but may not access the component detail for any accounts other than those for which they have permission to enter budgets.)

Force component entry: This option deactivates monthly budget formula tools and requires that the component screen be accessed to enter budget details. If set to **Force**, it prevents all monthly entries. If set to **Force upon save** it confirms entry has been made only through components when the user clicks **Save**.

Include monthly totals: For monthly budget entries, if checked, this option includes a total for

each month's row.

Distribute to months: For annual component entry, this option controls how the annual amount entered is distributed across months.

- **Equal:** Distributes the annual amount evenly across all 12 months.
- **Last year:** Distributes the annual amount according to budget distribution for the last budget year.
- **Custom:** Distributes the annual amount according to the percent or number entered through the Distributions icon.

Prompt to default the prior year's components: When no components exist the system will prompt them for whether they want to copy components from a prior budget year as initial budget component detail.

- **From budget type:** Indicates the budget type from which component detail should be copied.
- **Copy comments from prior year:** indicates if prior year comments should be copied.
- **Redistribute using default distribution (annual formats only):** Redistributes the prior year's budget components according to the current budget format distribution method.

Force distributions to match annual amount (annual formats only): While annual components are initially distributed according to the distribution method, they may be modified. This option requires the distributions to equal the overall budget amount entered.

Hide prior month forecasts for actual/forecast: When viewing component details for Actual/Forecast, this option, when checked, will hide all months for closed periods. If unchecked all months will display with closed periods grayed out to entry.

Include merit increase (annual formats only): If checked, the component screen will display the Merit Increase icon. See [merit increase](#) for additional setup.

Always load dft values for read-only columns: When unchecked, the system will only load default values for newly added component lines.

Default number of components (monthly formats only): Sets the default number of component rows displayed when a user brings up the [components](#) screen for the first time. When All months are selected, the number of components entered is applied to all months. If Per Month is selected, different numbers of components may be set on a month-by-month basis.

Force number of components: Sets the default number of component lines and prevents adding or deleting.

Allow add/delete component for specific month: If unchecked, component lines may not be added or deleted for any individual month. Selected component lines must instead be added or

deleted for all months.

Column for budget placement when no components exist: When budget amounts are entered at the monthly level, the system creates an individual component detail line with the amount entered into the format column indicated. This ensures component detail and monthly budget amounts stay in sync.

Column for monthly distribution budget adjustment (annual formats only): When annual amounts are entered, and monthly distributions are changed, reducing the annual amount, the column indicated will be used for the applied adjustment amount.

Columns

Add: Add a new row. Each row represents a new sequential column to be displayed in the component screen.

Delete: Deletes the highlighted grid row.

Delete All: Deletes all rows in the grid.

Move Up/Down: Reorders the rows. Moving a row up will move its associated column to the left in the component screen display. Moving a row down will move its associated column to the right in the component screen display.

Conditional Default Values: Allows for a column's data to be auto-determined based on information entered into a separate selection column.

- Specify the Selection Column, the column containing the data that will be used to determine the default value(s)
- In the grid, specify
 1. The Selection Column Value is the value used to determine the default value.
 2. The Return Value is the default value to be used when the Selection Column Value is present in the Selection Column.

Default Value Query: Allows for default values to be defined according to the database query.

Dropdown Values: Grid entry of values to be displayed for selection from a dropdown in the highlighted column

Dropdown Value Query: Allows for dropdown values to be defined according to the database query.

Column Grid

Note: Each row entered represents a successive column in the component screen displayed to the user for entry

Header: The description to display for the data column.

Type: Click on the dropdown arrow and select a data slot for the computer to hold the information to be entered in this column.

- **Budget:** The field used to store the overall entered or calculated budget.
- **Number:** Allows up to 35 number columns for use in calculating the budget.
- **Text:** Allows up to 15 text columns for descriptions, comments, or dropdown selections.
- **Checkbox:** Allows up to 20 checkboxes, which are typically used in conjunction with budget allocations.

Length: The maximum length of numbers/characters that may be entered into the field.

Decimals: The number of decimals stored in the budget database for number columns. Note that while the number of decimals displayed in the budget entry is controlled by the format indicated, the budget entered will be rounded to the number of decimals indicated. Ex. If the number of decimals is listed as 0, the budget will be rounded to the nearest whole dollar.

Format: Determines how numbers and budget columns are displayed to the user. Common formats are listed in the drop-down. To ensure stored budgets match the displayed calculated amount, the number of Format decimal places should match the number of decimals set in the Decimals column.

Dft Value: The default value used for new component detail lines. A single value may be used, or the search icon may be used to specify separate values for each month.

Width: Specify the width of the column in pixels. If **Auto** is chosen, the column will be auto-sized to fit only the column header, not the column data.

Read Only: If checked, the column will not allow manual entry.

Formula: Budget and number columns may be calculated by the formula entered.

- All formulas must begin with an equals (=) sign.
- To reference another column in the same row, use "N" plus the data slot number (i.e., N2 - refers to Number 2).
- To reference another column in the prior row of the same month, use "P" plus the data slot number (i.e., P2 - refers to Number 2 in the prior row).
- To reference another column in the same row in a prior month, use "R" plus the data slot

number (i.e., R2 - refers to Number 2 in the prior month's relative row).

- Key any whole number or decimal to specify a fixed number.
- Use the standard operators (+ - * /)
- Parentheses are supported but not layered within each other.
- Formulas are calculated from left to right and do not follow the order of operations (i.e., =N1*(N2+N3)*0.01

Drop-down Values: Text displayed for use selection via dropdown.

- Text values may be manually entered into the column separated by commas
- Text values may also be entered by clicking Dropdown Values (see above)

Total: If checked, the column will have a total calculated for each month and annually.

Hide: If checked, the column will be hidden.

Frozen: If checked, the component screen will always display all columns to the left of and including the highlighted column when scrolling to the right.

Copy Next Year: If checked, when the user copies components from a prior year, the highlighted column's value will be copied. Columns that contain default values that change from year to year are not typically checked.

Apply Merit Increase (annual formats only): If checked, the highlighted column amount will be subject to the format's specified merit increase.

Important: Any format changes made that involve calculations are not automatically applied to components in existence prior to the format change. Changes to default values require the **Recompute Components** for the format process to be completed.

If changing a default value:

- Edit the budget format to update the default value.
- Access the main Budget Formats screen, highlight the desired format, and click Recompute Components for Format.
- See Recompute Components for Format for process instructions.

Click [here](#) to view a few budget format examples

Click [here](#) for a list of considerations and suggestions when setting up initial budget formats.

Budget Format Account Ranges

Last Modified on 12/30/2024 3:44 pm EST

Budget Format Account Ranges

Settings > Budgeting > Format Account Ranges

These ranges define the component format (detail budget entry screen) assigned for each G/L account. Components are defined according to a range of G/L accounts. You may use any/all parts of the G/L account number to define the ranges of accounts. Click **New** to add a new row, select the range of each part of the account number, and the [budget format](#) assigned to this group of accounts.

Account Ranges

- If you overlap ranges of accounts in various rows, the system will use the most prevalent range. For instance, if you are budgeting account 2160 and the component setup has a range of 2100 to 2199 and another range of 2150 to 2199, then the second range will be applied because it is more specific.
- It is good practice to add a generic range of 0000 to 9999, assigning a simple generic budget format that will be applied to any account that does not have a more specific range applied.
- If you need to assign a specific format to accounts that are not contiguous, simply add multiple rows as needed. For example, if a format is to be applied to accounts 2100 through 2199 but excludes 2150, add a row 2100-2149 for the selected format and another row 2151-2199 for the same format.

A format must be assigned to enter components into an account. If an account is not assigned a budget format, budgeting must be done on the **Actuals/Budget** entry screen, with no component breakdown available.

Budget Types

Last Modified on 12/30/2024 2:18 pm EST

Budget Types

[Settings](#) > [Budgeting](#) > [Types](#)

In Budget Types, different kinds of overall budgets are defined. These types are coded: **B (Budget)** and **F (Forecast)** are standard/required types. **X (Custom)** is also an included code to use for custom options. Budget types consist of a one-character code and a name. You may have as many budget-type scenarios as you like. It is recommended not to use a year in the name of a budget type so this budget type can be used again in future years. Budget Year will specify each year for the budget type.

Below are some examples of budget types that you may choose to create.

Fixed Forecast

You might create a fixed forecast in order to keep a copy of the actual/forecast for 12 months at some point in time. Here are the steps to creating a fixed forecast:

1. Create a fixed forecast type; you probably want to make the code an X. If you want to create a fixed forecast for each month, you could create 12 budget types (X1, X2, X3, through X12) representing the 12 months. Create a [budget year](#) for each type and allow entry to it. It must be set to allow entry temporarily so that we can fix the forecast in the next step.
 2. Copy the actual/forecast for the year into the fixed forecast for the appropriate budget type, using [global budget changes](#).
 3. Edit the fixed forecast budget year and uncheck allow entry to disallow entry.
-

Additional Budget Scenarios

You might create one or more additional budget scenarios to hold for next year until a final budget is approved.

1. Add an additional budget type and name it accordingly, such as Code 1, Name Budget 1, Code 2, Name Budget 2, etc.
2. Create a budget year for each type (Budget 1, Budget 2, etc.) for next year. Set to allow entry as you wish.
3. Global budget changes may be used to copy any/all actual/budget figures into the new budget scenario to save keying time. Once a final budget is approved, Global Budget Changes may be used to copy the appropriate budget column (Budget 1, Budget 2, etc.) into

Budget for next year.

Budget Years

Last Modified on 12/30/2024 2:10 pm EST

Budget Years

[Settings](#) > [Budgeting](#) > [Years](#)

This is where yearly budgets are defined according to their [budget types](#). When you are ready to begin budgeting for a new year, you must first come here to create the year for the type of budget. Later in the year, when you are ready to start forecasting, you will come here again and create a forecast for the year.

Adding New Budget Years

Click **New** to open a new budget year. Enter the year, and choose a type from the drop-down.

Disallow entry on specific dates: If the budget type you are working with is **Forecast**, you might want to set dates through which forecast changes can be made for each month. You can do that by clicking the **Dates** button and specifying each one. The dates entered are those on which entry will not be allowed in the future.

Note: *if annual budget formats are being used, do not set to disallow entry on specific dates. An annual budget format requires annual entry allowed on all dates so the annual budget amount can be appropriately distributed over the various months.*

Allow entry: When checked, this allows budget entry for the year. You can also restrict entry to only specific accounts or users. To do that, click the **account restrictions** or **user restrictions** button and specify the restrictions. To enable entry for all accounts, users leave them blank. If a user is included in one or more groups, the highest level of permission (user vs group) will take precedence. Therefore, if you remove permission at a user level and this user's group still has permission, the user will still have permission through the group setting.

Allow change to annual amount: When checked, this allows the total amount of the annual budget to change for the year. If unchecked, you can only change the budget's monthly distribution, which must total the annual amount. If your budget formats are set for annual rather than monthly budgeting, you cannot change the components on the annual tab.

Important: When **"Allow change to annual amount" is unchecked**, any budget allocations with auto-compute checked will still be updated, which could change the annual budget by a few dollars. This is because budget allocations are computed for each month and could change the annual budget. This box must be checked to allow global budget changes for the year (using the menu option [Budgets > Global Budget Changes](#)).

Lockdown attachments when not enabled for entry: When checked, and entry for the budget year has been disallowed, all account budget year attachments are treated as read-only. Attachments may be viewed and/or downloaded, but no new attachments may be added, and

existing attachments may not be deleted.

Locking Budgets

Lockdown budget entry for selected accounts: If you wish to restrict accounts, budgets can be entered. Click the Account Restrictions button and choose the accounts with allowed budget entry. If nothing is selected, entry is permitted for all accounts.

Lockdown budget entry for selected users: To restrict budget entry to selected users, click the User Restrictions button and select the users allowed to make budget entries. If no users are specified, all users can access budget entries if their menu permissions allow it.

Note: *When changes are made to **Settings > Budgeting > Years**, the user must log out and back into SGA Accounting before they see the changes refreshed.*

[Budget Setup for New Year.](#)

Budget Setup for New Year

Last Modified on 12/30/2024 2:44 pm EST

Budget Setup for New Year

[Settings](#) > [Budgeting](#) > [Years](#)

The following are the steps to set up a budget for a new year.

1. Click **New**

2. Enter the **new year**

3. Select **Type**

- Standard settings are to uncheck the box to disallow entry on specific dates. Check boxes to allow entry and allow change to annual amount.
- Lockdown budget entry for selected accounts: If you wish to restrict accounts, budgets can be entered. Click the **Account Restrictions** button and choose the accounts with allowed budget entry. If nothing is selected, entry is permitted for all accounts.
- Lockdown budget entry for selected users: To restrict budget entry to selected users, click the **User Restrictions** button and select the users allowed to enter a budget. If no users are specified, all users can access budget entry if their menu permissions allow it.
- If you wish to start the new year's budget with figures from the current year, check the box to copy budgets and select from the drop-down arrow. You can leave this box unchecked and copy the **Global Budget Changes** into chosen accounts later. The more popular option seems to start with a zero budget (on most accounts) and set the budget format to prompt the user to copy in the component (details) from last year on this account and then make appropriate changes.
- The standard setting is to check the box to copy allocations from the current year to the new year. Later, you will change (add, edit, delete) allocations as needed for the new year.
- See [Budget Years](#) for more information.
- Review [Settings > Budgeting > Formats](#)
- If no changes are needed for the new budget year, the existing format will remain in effect.
- If anything needs changing in the format for the new budget year, do not change the existing format. Instead, click to highlight the format and click Copy. Remove the words - **Copy** from the name (format ID) and set the effective year for the new year. The name (Format ID) must

be precisely the same as the format for the prior year so that prior year budget components can be viewed.

- Make any format changes needed for the new year. You may add, edit, delete rows or columns, change formulas, add optional checkboxes or text selections, etc., that are different from last year. Remember that any data you want to copy from the prior year must have the same data slot# assigned so the system knows what data to copy.
- To change the default value, such as the number of pay periods per month, click the search icon in the Dft Value column. If this is an annual format, click the Settings and then the Distribution buttons.
- Review the checkboxes for the columns you wish to **Copy to the next year** and uncheck any column you do not want to copy to the new year budget screen.

NOTE: If you use a default value, you will likely **NOT** want to copy this column to the new year so that the new year's default is presented instead.

New Year Budget Entry Prep

Before beginning budget entry for the new year, double-check that the following are in place:

- *Settings > Budgeting > Years*. The new year budget must be set to allow entry.
- *Settings > Budgeting > Allocations* should be in place for the new year. If they do not yet exist, you may click the Copy button to copy the allocations from a prior year. Be sure to review and edit allocations appropriately for the new year. If allocations are added or rates changed, the allocations can be manually re-computed at any time.
- **Optional:** *Budgets > Global Budget Changes* allows several optional formula calculations, such as percent change, average percent change, trend on past years, and spread evenly based on annual. Click the Accounts button to select the accounts to include in this calculation. Select the new year's budget. Check the box if you want the system to compute the allocations. Computing the allocations takes time, so you may prefer to calculate them manually later (from the *Settings > Budgeting > Allocations* menu).

An example of using a global budget formula calc when setting up the budget: If you know you want to budget a % increase over last year for a group of utility accounts, you can use the Global Budget Changes tool and calculate an x percent increase from a prior year, updating the new year budget. The calculation is complete as soon as you click the OK button. Then go to Budgets > Years and lock down that range of accounts in the new budget year. This saves time or errors with any manual calculation by budget directors.

- *Settings > Budgeting > [Format Account Ranges](#)*. This controls the budget format names displayed for detailed budget component entries for the assigned ranges of accounts. One format name is allowed for each account (or range of accounts). Therefore, the same name must exist for current and past years so that prior year budget details can still be seen. The format content may differ (columns, descriptions, etc.), but the Format ID/name must be the same.

To set up the forecast for the new year, see [Forecasting](#).

Budgeting Overview

There are different approaches and ways to do budgeting within SGA, with several options listed below for consideration.

- Enter an annual budget amount in selected accounts by keying the yearly amount in the first month. The menu option [global budget changes](#) allow you to spread the annual amount to all months of the fiscal year later.
- Create the budget for selected groups of accounts by running one of the global budget calculations to create a beginning budget based on past years' calculations.
- Do nothing, which gives you a blank slate to begin a new budget.
- Set the budget formats so that on the actuals/budget screen for each account, the user is prompted to have the budget (or forecast) copied from the prior year as a starting point. If components exist, it will also copy the component details. This allows the user to save time by seeing last year's details on each account and making changes as needed for the new year.
- From the [actuals/budgets](#) screen, enter the monthly amounts, allowing the user to calculate budgets based on various formulas. You can make good use of many budget tools on this screen. Compare formulas using the worksheet, a summary, graphs, and browsing [transactions](#). This screen displays actuals, budgets, forecasts, and variances. Then, if you wish, break down the details for each month by using [components](#).
- From the actuals/budget screen, go directly to components to enter the budget details for each month. The monthly amounts are auto-updated upon saving.
- At any point, you can see the budgeted amounts in a financial statement, which can be displayed, printed, or exported to Excel.

Other Budgeting Tools

- You can create as many budget columns or scenarios as you need using [budget types](#) and [budget years](#).

See [Budget Setup for New Year](#).

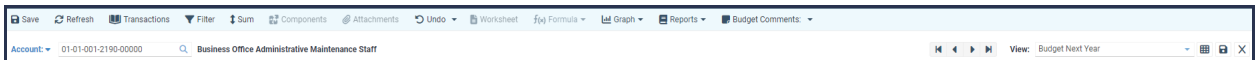
Actuals/Budgets

Last Modified on 12/30/2024 9:04 am EST

Actuals/Budgets

Budgets > Actuals/Budget Entry

Displays monthly and annual figures for one account for individual years: actuals, budgets, forecasts, variances, and formulas. This is also the main screen for budget entry. For help specific to budget entry see [budget entry](#). For a look at the budget process or how to begin budgeting see the [budget overview](#).



Account#: The account being displayed or budgeted. The arrows allow you to scroll through accounts. The previous and next buttons are also controlled by the page up and down keys. The first and last buttons are also controlled by the Ctrl+Home and Ctrl+End keys.

Save: Records all budget changes.

Refresh: Reloads screen data to most recent saved budget figures.

Transactions: Shows the actual G/L transactions for the year and period currently selected. You can browse transaction history by clicking to highlight a month on an actuals column and click the transactions button, by double clicking on a month in an actuals column, or by right-clicking on a month in an actuals column.

Month	2019 Actual	2020 Actual	2021 Budget
January	16,886	17,980	18,650

Account:	01-40-707-1540-00000	OST Parent Fees	
Period:	01/2020 January	to: 01/2020 January	Display
Date:		to: 12/31/9998	

Filter: Filters the accounts displayed to a range of selected accounts when completing an account search . The filter will remain until you remove it. If a filter has been applied the Filter button will be encompassed with a box.

Sum: Modifies the budget entry screen to display the same columns for a summary total of accounts based on a selection of account divisions. Displaying accounts in summary mode removes the capability to make budget entry, since budgets must be entered on an individual account basis. The Sum view is valuable when using the Graph option for presentation.

View: Allows saving various screen presentations of columns to display on this screen. A dropdown arrow allows selecting the view to display. For more info see [views](#).

Components: Enables the user to enter the details of monthly budget amounts.

Attachments: Allows saving notes, worksheets, etc. for a specific budget type, year, and account#. They will not be carried forward into the next year if the budget is copied.

Undo: Reverts the user's most recent keystroke.

Worksheet: Records calculations from the formula menu for the account currently being budgeted. It consolidates all formulas and manual data entry points in one screen display. The user can review all data entered, select the desired column and click the replace budget button. The column selected will overlay the budget on the budget entry screen. Once a formula on a different column is entered the worksheet clears and starts with the new column. The spreadsheet may also be cleared manually.

Formula: Allows the user to calculate a budget figure using various formulas. The budget year and period being calculated is dependent upon what is selected. See [budget formulas](#) for more information.

Graph: Graph displays are context-sensitive, and there are four different types from which to choose:

1. The first option displays the monthly amounts for the column and row highlighted.
2. The second shows an actual vs. budget comparison for the column and row highlighted.
3. The third shows an actual vs. budget comparison for every month in the year selected.
4. The fourth (Column) will show every period for the column in the year selected.

NOTE: *The default graph is a 2D Line graph. However, this can be changed per user by the system administrator. To change it, ask your system administrator to modify the permissions for your user by going to **Users > Permissions > Application General Ledger** and change **Actuals/Budgets Graph Type** and **Actuals/Budgets Graph Dimensions** to your preference.*

Reports: Allows the user to print, print preview, or download the current screen display. A report of budget component details can be setup using the Generic Report Writer. Contact SGA for assistance in setting up these custom reports.

Budget Comments: Every budget column has a comment that is stored right along with it, specific to the year. Click to highlight any month on a selected column to see the comments for that column. If you have the authority to modify budgets then you can also modify the comments.

Budget Audit Trail: Below the budget year's comment box is a link showing the last modified date/time, as well as the user who made the change, for the column currently highlighted. Click on this link to see details of changes, including old and new value. The audit trail holds any manual changes to the budget; details are not recorded for any global budget changes made by administration.

Account Comments: These comments are stored for the G/L account, not for any particular budget year. These are the same comments on the [account maintenance](#) screen. You must have authority to "Account Maintenance" in order to modify these comments.

Actuals/Budgets View

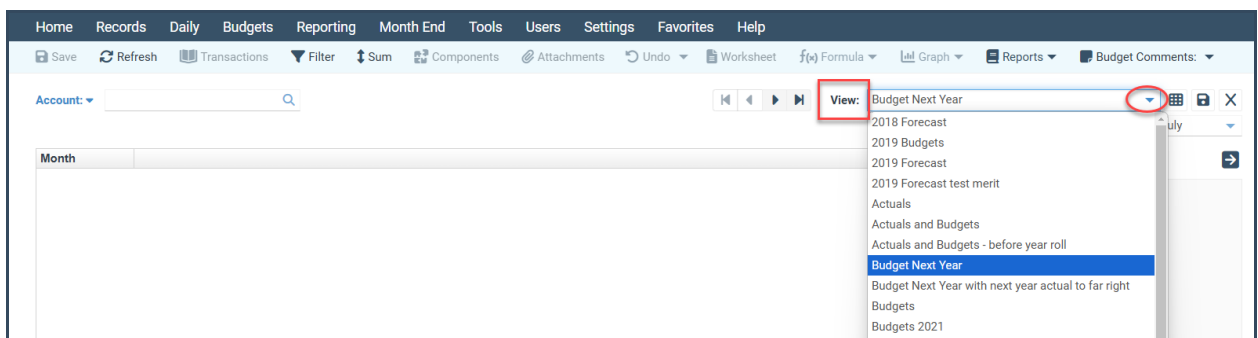
Last Modified on 03/07/2025 8:36 am EST

Actuals/Budgets View

Budgets > Actuals/Budget Entry

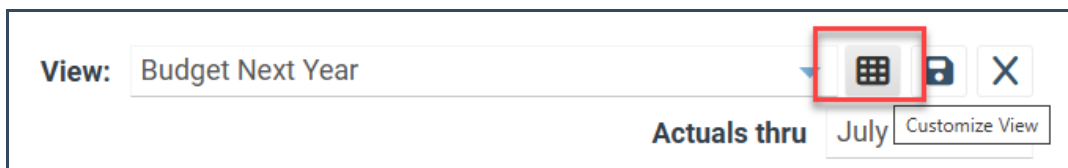
The actuals/budgets screen can be customized to display selected columns for any budget type, such as Actuals, Budgets, Forecast, dollar and percent variance, etc., for several past years. Views can be set up and saved for a specific user, group, or all users.

Select a View: Click the dropdown arrow on **View** to display various saved view names. Users can access the view names saved for their username, group, or all users. To the right of the View name are icons to customize, save, or delete the view.

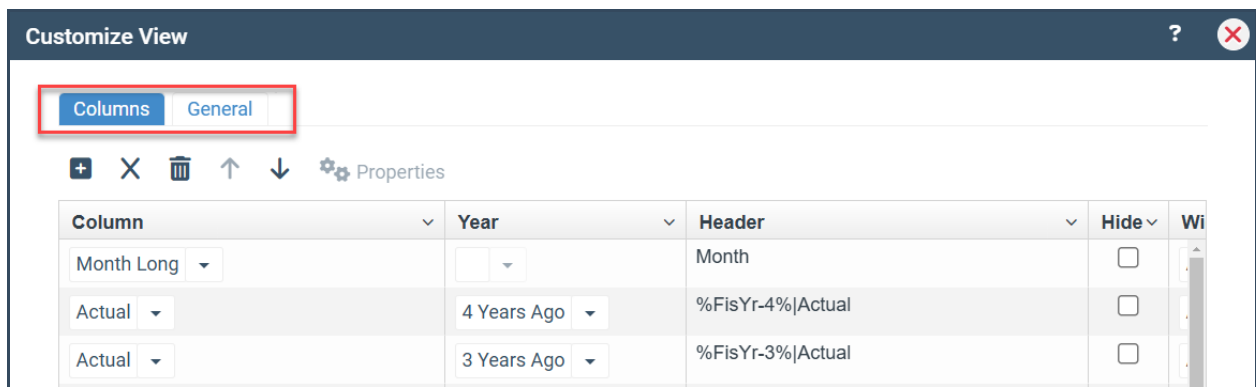


Customize View

This controls the columns displayed and other optional settings for this view name. To make changes to the current view or to add a new view, click the Customize View icon (to the right of the View name). When you click the Customize View button, note that there are two tabs (Columns and General).



There are two tabs within the customized view. Columns and General.



Columns Tab

This defines the horizontal layout of the screen for this view name. Each row listed represents the column of information to be displayed.

- Column:** When adding a column, select from the dropdown arrow, such as Actual, Budget, \$Var, etc. Choose blank if you want to show an empty space, which is handy for a space between columns. If you select a \$ or % Variance, a window will pop up asking you to define which two columns you want to compare. The variance is the difference between the two columns. This comparison can also be reviewed by clicking to highlight the row and clicking the Properties button. If you need a column that is not shown in the dropdown list, you can probably create it using a variance or a formula.
- Year:** Click on the dropdown arrow to select the year to display for this column (this year, 1 year ago, 2 years ago, YTD, annual, etc.) This will represent the current system year.
- Header:** The column header is defaulted but can be manually modified. The header will word wrap if it is too big to fit in one line, depending on the column width. You can force the column heading to word wrap by inserting a pipe (computer keyboard key of a vertical line |). To insert a pre-set variable, place your cursor at the appropriate place and click Insert Variable. A list of variables that can be used in a header will be displayed. You can mix variables in with regular text to your preference. It is best practice to use a variable rather than a key for the particular year so the header does not have to be changed in the future.
- Hide:** Hides the column. This is useful when calculating a variance or formula with data that is not an existing column.
- Width:** Specify the column's width. If you want the system to auto-fit the column, specify **Auto**.
- Format:** Determines how many columns are displayed. Click in the **Format** cell and click the search icon. You may select the number of decimal positions, how to display zero amounts, the \$ sign, the % sign, and how to display negative numbers. Click OK when finished. If you

need to change the number format for multiple columns, a quick way is to copy one format row (Ctrl+C) and paste (Ctrl+V) to each of the other appropriate rows.

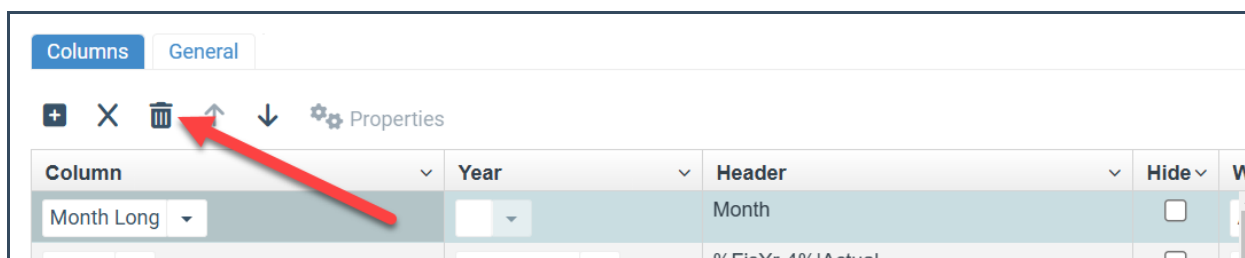
General Tab

- **Show True Sign:** Normally, signs are shown as positive (user-friendly) for all accounts unless it is genuinely backward from the category's true nature. For example, revenue accounts show positive results, as do expense accounts. If this is checked, figures will show with their true sign; revenue will show as negative. See sign control for more info.
 - **Beginning Balance:** If checked, the account's beginning balance is displayed in the first row. Revenue and expense accounts don't have a beginning balance, so this would only be useful for viewing balance sheet-type accounts.
 - **Year-End (13th Month):** If checked, the year-end (13th) month amount is displayed as a row before the total row. If this is checked, the 13th-month amount will be included in the total; otherwise, it will not.
 - **YTD Total:** If checked, the year-to-date total as of the current month is displayed above the annual total.
 - **Inactive Accounts:** If checked, all accounts (both active and inactive) will be available for display.
 - **Display actuals through a selected month dropdown:** If checked, an additional box showing actuals through a chosen month is available at the top right of the Actuals/Budget column. In the current year Actual/Forecast column, Actuals are typically demonstrated through the last closed month, and Forecasts are shown for the remaining months. This option (if checked) allows a user to override the standard display and select the month Actuals are displayed.
- Note:** This checkbox is only available if **Settings > Budgeting > Budget Options** is set to allow **the use of actuals through the dropdown for budget entry**. It is suggested that you save View names for the specific users/groups for whom you want this option available.*
- **Account Description:** When checked, the account description is displayed in the view.

Saving & Deleting Views

Saving changes to a View: When you are finished making changes in the Customize View screen, click OK. Your changes will now be displayed on the Actuals/Budgets screen. If you wish to save this view, click the Save View icon. Name your view (or overlay an existing view) and select the appropriate user/s/group/s this view will be saved. If you save it for other users/groups, user menu permissions control is available. Click Save to hold your changes or Cancel to exit the screen without saving any changes.

Delete a View: To delete a view name from your list (or for all users), first select that view name. Then click the Delete icon. User menu permissions control is available if a delete is allowed.



Budget Entry

Last Modified on 03/07/2025 10:28 am EST

Budget Entry

Budgets > Actuals / Budget Entry

The Actuals/Budget entry screen can be accessed from any of the following menus:

- *Budgets > Actuals/Budget Entry*. Select a G/L account number.
- *Records > Accounts* (Account Browse screen). Click to highlight an account and select Actuals/Budgets.
- From any report on the screen, click on a row representing one G/L account number; right-click and select Actuals/Budgets. You might first have to drill down to Account to see if the row on the report is at a summarized level.

On the Actuals/Budgets screen, click the dropdown arrow to select a **View** with the appropriate columns displayed for the budget entry you are about to do. The system will remember the last view you selected and default to that view each time you go into this screen unless you choose a different one. Budget columns open to allow entry for you are displayed in yellow.

Monthly Entry (no detail)

For simple budget entry:

- Key the amount in the appropriate budget month. To move to another month, click on the relevant month's entry field or use the arrow keys to move up/down between monthly rows in the entry column.
- If you wish to key an annual amount only, you may enter this amount in the row for the first period of the budget year (or any month you choose). The amount will be reflected in the annual row. You can later spread the annual amount to monthly if you wish.
- Various formula calculations are available to calculate the budget based on budgets from prior years. Click on the total row and select Formula at the top of the page.
- To save the budget entries on this screen, press the **Save** button (Alt+S) or hit the **ENTER** key to save and advance to the following account.

Component Entry (detail)

Click somewhere in the budget column where you wish to enter a budget and either click the components button or double-click. The components screen will display for this type of account, where you can enter the budget details for each month based on the format setup your organization has customized and specified for this account. When finished, click Save, and you will return to the former screen, with the updated monthly budget amounts. Click **Save** to hold the changes.

For the Branch Staff Training Guide, Click [Here](#).

If information cannot be entered into the budget year, it is because of one of the following reasons:

- The user does not have menu permission to enter budgets.
- The user's account/object restrictions do not allow entry of budgets into the specified account.
- *Settings > Budgeting > Years* setup does not allow entry for this user or G/L account.
- *Settings > Budgeting > Years* is set to disallow entry on specific dates, which are now in the past.
- Components are being forced or already exist for the column being modified. When components are forced or already exist, you must budget at the component level by double-clicking the column or clicking the components button.
- The account is inactive.
- *Settings > Budgeting > Allocations* are set to auto-compute the budget for this account, so manual entry is not allowed.

Global Budget Changes

The menu option *Budgets > Global Budget Changes* allows administrators to use various formulas to calculate the budget for a selected group of accounts based on budgets from prior years. This tool can also be used globally to spread annual budget amounts to monthly.

Forecast

Projected forecast figures for the budget year specified. Usually, the budget is copied to a **Forecast** column at the beginning of the fiscal year. The original budget is locked down, and the Forecast column is used to make projected budget modifications throughout the current year.

Actual/Forecast

This column presents actuals through the prior month (as set in the system) and forecasts for the remaining periods in the year, resulting in a year-end total projection.

Comments

Every budget column has a comment box for that individual account and budget year column. If you have the authority to modify budgets, you can also modify the comments. Any commentary entered will stay with the respective budget column and may be referenced at any time in the future.

Audit Trail

The Actuals/Budgets screen displays the user and date/time the Budget Year column was last modified as a hyperlink. Click on the link to see the audit trail of all manual budget changes made. Entries will list the changed information, the old and new values, who made the change, and when the change occurred. Manual budget changes may also be accessed via the Generic Report Writer. Audit records are not created when the account is modified from an allocation calculation or global budget changes. So, if nothing is displayed, it will indicate the budget/forecast change was an auto-calculation rather than the user making a manual budget change.

Multi-Account Budget Entry

Last Modified on 12/30/2024 10:57 am EST

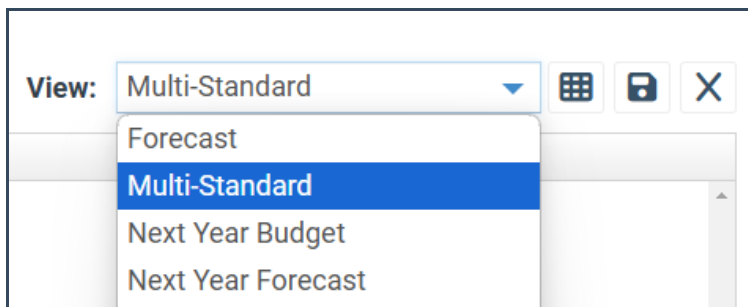
Multi-Account Budget Entry

Budgets > Actuals / Budget Multi-Account Entry

The Actuals/Budget Multi-Account entry screen can be accessed through either of the following methods:

- *Budgets > Actuals/Budget* Multi-Account Entry. Display all accessible accounts or add account filter ranges.
- From any Financial Statement report, click on any row, right-click, and select Actuals/Budgets Multi-Account. The Multi-Account Entry screen will open in a new tab displaying the accounts matching the parameters from the drill-down level.

Click the dropdown arrow on the Actuals/Budgets Multi-Account Entry screen to select a View with the appropriate budget years displayed for the intended budget entry. The system will remember the last view you selected and default to that view each time you go into this screen unless you choose a different one. Budget columns open to allow entry for you are displayed in yellow.



Monthly Entry (no detail)

For simple budget entry:

- Key the amount in the appropriate budget month. To move to another month, click in the proper month's entry field and use the left/right arrow keys, the enter key, or the tab key to move between monthly columns. To move to another account, click in any of its budget month columns or use the up/down arrow keys.
- If you wish to key an annual amount only, you may enter this amount in the column for the first period of the budget year (or any month you choose). The amount will be reflected in the Total column. The annual amount can later be spread to monthly amounts if you wish.
- Various formula calculations are available to calculate the budget based on budgets from

prior years. Click on the total column and select **Formula** at the top of the page.

- To save the budget entries on this screen, press the **Save** button (Alt+S). Budget entries for all accounts will be saved at once.

Component Entry (detail)

Click somewhere in the account's budget year in which you wish to enter a budget and either click the **components** button or double-click. The components screen will display where you can enter the budget details for each month based on the format setup your organization has customized and specified for the account. When finished, click **Save**, and you will return to the Multi-Account Budget Entry screen with the updated monthly budget amounts. Click **Save** to store the changes.

If information cannot be entered into the budget year, it is because of one of the following reasons:

- The user does not have menu permission to enter budgets.
- The user's account/object restrictions do not allow entry of budgets into the specified account.
- *Settings > Budgeting > Years* setup does not allow entry for this user or G/L account.
- *Settings > Budgeting > Years* is set to disallow entry on specific dates, which are now in the past.
- Components are being forced or already exist for the column being modified. When components are forced or already exist, you must budget at the component level by double-clicking the column or the components button.
- The account is inactive.
- *Settings > Budgeting > Allocations* are set to auto-compute the budget for this account, so manual entry is not allowed.

Global Budget Changes

The menu option *Budgets > Global Budget* changes allows administrators to use various formulas to calculate the budget for a selected account group based on prior years' budgets. This tool can also be used globally to spread annual budget amounts to monthly.

Comments

Every account budget row has a comment box for that individual account and budget year. If you

have the authority to modify budgets, you can also change the comments. Any commentary entered will stay with the respective budget and may be referenced anytime.

Audit trail

The Actuals/Budgets screen displays the user and the date/time the Budget Year was last modified as a hyperlink. Click on the link to see the audit trail of all manual budget changes made. Entries will list the information that was changed, the old and new values, who made the change, and when the change occurred. Manual budget changes may also be accessed via the Generic Report Writer. Audit records are not created when the account is modified from an allocation calculation or global budget changes. So, if nothing is displayed, it will indicate the budget/forecast change was an auto-calculation rather than the user making a manual budget change.

Actuals/Budget Multi-Account Entry Screen

Last Modified on 12/30/2024 10:20 am EST

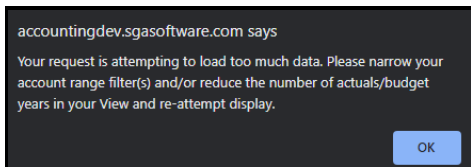
Actuals/Budget Multi-Account Entry Screen

Budgets > Actuals / Budget Multi-Account Entry Screen

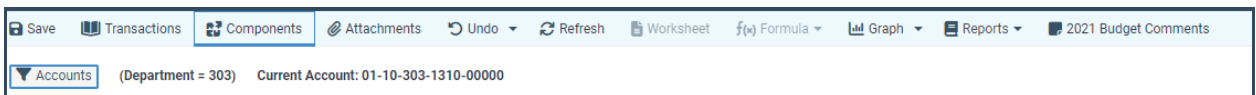
The multi-account screen displays monthly and annual figures for multiple accounts for individual years: actuals, budgets, forecasts, variances, and formulas. For help specific to budget entry, see [Multi-Account budget entry](#). See the budget overview for the budget process or how to begin budgeting.

The first time the screen is accessed, a menu will be presented, where the user must indicate whether all accessible accounts or only a filtered range of accounts should be displayed.

Note: The screen will limit the account/budget year combinations to 10,000. For example, all accounts will display if the organization has 5,000 GL accounts and the View selected contains only one budget year column. If there are three budget year columns, however, the user will receive a warning message indicating:



Adjusting the account filters or reducing the number of budget years in the View will allow the process to move forward.

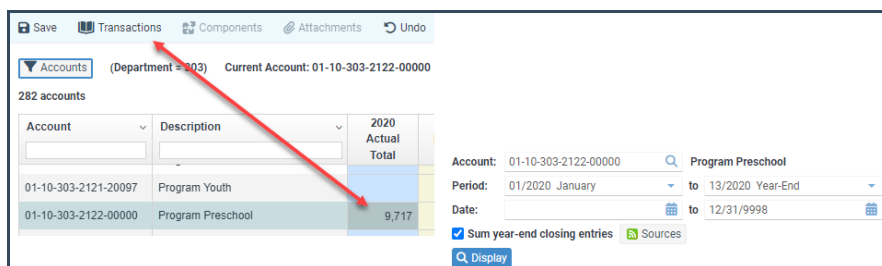


Accounts: The accounts/account filter ranges are displayed or budgeted. The number of accounts being displayed is listed below the button.

Current Account: The account is currently highlighted for entry in the grid display.

Save: Records all budget changes.

Transactions: Shows the actual G/L transactions for the selected year and period. To browse transaction history, click to highlight a month in an actual budget-type column, click the transactions button, or right-click on a month.



Components: Enables the user to enter the details of monthly budget amounts.

Attachments: This allows saving notes, worksheets, etc., for a specific budget type, year, and account number. If the budget is copied, the changes will not be carried forward until next year.

Undo: Reverts the user's most recent keystroke.

Refresh: Reloads screen data to most recent saved budget figures.

Worksheet: This worksheet records calculations from the formula menu for the account currently being budgeted. It consolidates all formulas and manual data entry points in one screen display. The user can review all data entered, select the desired column, and click the replace budget button. The column selected will overlay the budget on the budget entry screen.

Formula: Allows the user to calculate a budget figure using various formulas. The budget year and period being calculated are dependent upon what is selected. See [budget formulas](#) for more information.

Graph: Graph displays are context-sensitive, and there are four different types from which to choose:

1. The first option displays the monthly amounts for the column and row highlighted.
2. The second shows an actual vs. budget comparison for the column and row highlighted.
3. The third shows an actual vs. budget comparison for every month in the year selected.
4. The fourth (Column) will show every period for the column in the year selected.

NOTE: *The default graph is a 2D Line graph. However, the system administrator can change this for each user. To change it, ask your system administrator to modify the permissions for your user by going to *Users > Permissions > Application General Ledger* and changing **Actuals/Budgets Graph Type** and **Actuals/Budgets Graph Dimensions** to your preference.*

Reports: This allows the user to print, print preview, or download the current screen display. The Generic Report Writer can be used to set up a report of budget component details. Contact SGA for assistance in setting up these custom reports.

Budget Comments: Every budget type has a comment stored right along with it, specific to the year. Click to highlight any month for a budget year to see the comments. If you have the authority to modify budgets, you can also modify the comments.

Budget Audit Trail: Below the budget year's comment box is a link showing the last modified date/time and the user who changed the account, which is currently highlighted. Click on this link to see details of changes, including old and new values. The audit trail holds any manual changes to the budget; details are not recorded for any global budget changes made by the administration.

Account Comments: These comments are stored for the G/L account, not for any particular budget year. These are the same comments on the [account maintenance](#) screen. You must have the authority of **Account Maintenance** to modify these comments.

YTD (Month): The total actual cost for the selected account through the most recent closed accounting period.

MTD (Month): The actual cost entered in the current accounting period for the selected month.

YTD Current: YTD (Month) and MTD (Month) amounts.

View: This option allows saving various screen presentations of columns to display on this screen. A dropdown arrow allows selecting the view to display. For more info, see [Multi-Account views](#).

Actuals/Budgets Multi-Account View

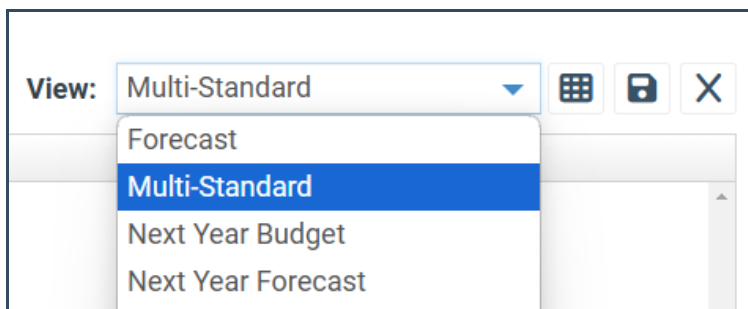
Last Modified on 12/30/2024 10:41 am EST

Actuals/Budgets Multi-Account View

Budgets > Actuals / Budgets Multi-Account View

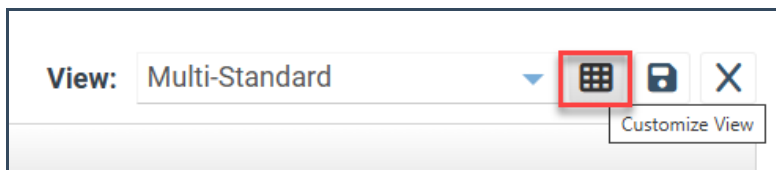
The actuals/budgets screen can be customized to display selected budget types, such as Actuals, Budgets, Forecasts, dollar and percent variance, etc., for any budget year. Views can be set up and saved for a specific user, group, or all users.

Select a View: Click the dropdown arrow on View to display various view names that have been saved. Users can access the view names saved for their user name, group, or all users. To the right of the View name are icons to customize, save, or delete the view.

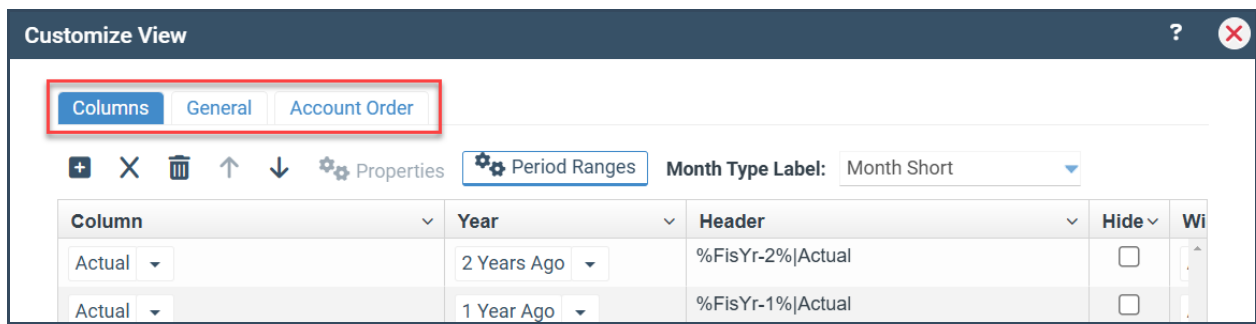


Customize View

This controls the budget years displayed and other optional settings for this view name. To change the current view or add a new view, click the Customize View icon (to the right of the View name). When you click the Customize View button, note that there are two tabs (Columns and General).



Customize View Tabs: Columns, General, and Account Order



Columns Tab

This defines the horizontal layout of the screen for this view name. Each row listed represents the budget type to be displayed.

- Column:** When adding a column, select from the dropdown arrow, such as Actual, Budget, \$Var, etc. To control the periods displayed, see the instructions below for **Period Ranges**. If you select a \$ or % Variance, a window will pop up asking you to define which two budget years you want to compare. This comparison can also be reviewed by clicking to highlight the row and click the Properties button.
- Year:** Click the dropdown arrow to select the year to display for the budget type (this year, 1 year ago, 2 years ago, YTD, annual, etc.). **This Year** represents the current system year.
- Header:** The column header is defaulted but can be manually modified. The header will word wrap if it is too big to fit in one line, depending on the column width. You can force the column heading to word wrap by inserting a pipe (computer keyboard key of a vertical line |). To insert a pre-set variable, place your cursor at the appropriate place and click **Insert Variable**. A list of variables that can be used in a header will be displayed. You can mix variables in with regular text to your preference. It is best practice to use a variable rather than a key for the particular year so the header does not have to be changed in the future.
- Hide:** Hides the column. This is useful when calculating a variance or formula using a budget year's data without displaying it.
- Width:** Specify the width of the columns and the total displayed for the budget year. Specify **Auto** if you want the system to auto-fit the column.
- Format:** Determines how amounts are displayed. Click in the **Format** cell and click the search icon. You may select the number of decimal positions, how to display zero amounts, founding, \$ sign, and % sign, as well as how to display negative numbers. Click **OK** when finished. If you need to change the number format for multiple columns, a quick way is to copy one format row (Ctrl+C) and paste (Ctrl+V) to each of the other appropriate rows.

- **Period Ranges:** Controls which period columns are displayed for the highlighted budget type. The Period Range button will be illuminated if any period range other than All is selected.
 - **All** – The system will display all periods and a total column for the budget year.
 - **Range** – The system will display only the selected period range and a total column for the budget year.
 - **Total Only** – The system will display only a total column for the budget year.
- **Month Type Label:** The period name format is applied to month columns for the highlighted budget type.
 - **Month Short** – Abbreviated month names: Jan, Feb, Mar, etc.
 - **Month Long** – Full month names: January, February, March, etc.
 - **Month Number** – Number for month in the year: Jan = 1, Feb = 2, etc.
 - **Period Number** – FY period number: Apr-Mar FY, Apr = 1, May = 2, etc.

Column names displayed for a budget year combine the Column Header and Month Type Label (2022 Budget Apr).

General Tab

- **Show True Sign:** By default, all budget entries are displayed as entered by the user. If this is checked, entered figures will display as compared to their default accounting balances; positive revenue amounts entered will display as credits, and positive assets and expense amounts as debits. See sign control for more info.
- **Beginning Balance:** If checked, the beginning balance for the budget year is displayed as the first column. Revenue and expense accounts don't have a beginning balance, which would only help view balance sheet-type accounts.
- **Year-End (13th Month):** If checked, the year-end (13th) month amount is displayed as a column before the total column. If this is checked, the 13th-month amount will be included in the total; otherwise, it will not.
- **YTD Total:** If checked, the year-to-date total as of the current month is displayed to the left of the annual total.
- **Inactive Accounts:** If checked, all accounts (both active and inactive) will be available for display.
- **Display actuals through a selected month dropdown:** If checked, an additional box showing actuals through a selected month is available at the top right of the Actuals/Budget

Multi-Account Entry screen. In the current budget year, Actual/Forecast actuals are typically shown through the last closed month, and Forecasts are shown for the remaining months. This option (if checked) allows a user to override the standard display and select the month through which Actuals are displayed.

Note: This checkbox is only available if **Settings > Budgeting > Budget Options** is set to allow **Use actuals thru dropdown for budget entry**. It is suggested that you save View names for the specific users/groups for whom you want this option.

- **Account Description:** This will display the account name to the right of the account number.

Account Order Tab

Any account segments indicated on this tab define the order in which accounts should be displayed for this view name. By default, accounts are shown in ascending order.

Savings & Deleting Views

Saving changes to a View: When you are finished making changes in the Customize View screen, click **OK**. Your changes will now be displayed on the Actuals/Budgets Multi-Account Entry screen. If you wish to save this view for future budget entry sessions, click the **Save View** icon. Name your view (or overlay an existing view) and select the appropriate user/s/group/s this view will be saved. If you save it for other users/groups, user menu permissions control is available. Click **Save** to hold your changes or **Cancel** to exit the screen without saving any changes.

Delete a View: To delete a view name from your list (or for all users), first select that view name. Then click the **Delete** icon. User menu permissions control is available if a delete is allowed.

Budget Formulas

Last Modified on 12/30/2024 4:51 pm EST

Budget Formulas

Budgets > Global Budget Changes

The following formula calculations are available when calculating budgets. These are available on the *Budgets > Actuals/Budget* screen for calculating an individual account and *Budgets > Global Budget Changes* for calculating a range of accounts.

Percent Change

Projects the new budget based on a percent increase or decrease for a selected year. You may select actual or budget figures to compute. You can do this for an individual month by selecting the month and the column, or you can increase it for all 12 months by selecting the entire column or just the annual amount. This option can be used for multiple accounts during global budget changes. If you wish to increase by 10%, you should enter the number 10.

Average Percent Change

Projects the new budget based on an average percent increase or decrease from last or past year's actuals. If the current year is selected as one of the years, the actual/forecast column is used to compute. This option can be run for multiple accounts in [global budget changes](#).

This example formula is based on a from/to selection of 2021 to 2024. * = multiply, / = divide.

a)	2024 Actual/Forecast
b)	2023 Actual
c)	2022 Actual
d)	2021 Actual

$$x = ((b / a * 100) - 100) * -1$$

$$y = ((c / b * 100) - 100) * -1$$

$$z = ((d / c * 100) - 100) * -1$$

$$\text{AverageIncrease} = (x + y + z) / 3$$

$$\text{NewAmount} = a + (a * \text{AverageIncrease} * 0.01)$$

If a = 0, then NewAmount will be zero.

If a, b, c, & d are all positive numbers and NewAmount is negative, then NewAmount will be zero.

If a, b, c, & d are all negative numbers and NewAmount is positive, then NewAmount will be zero.

Trend Based on Past Years

Projects the new budget based on a trend from past or last year's actuals. If the current year is selected as one of the years, the actual/forecast column is used to compute. This option can be run for multiple accounts in global budget changes.

This example formula is based on a from/to selection of 2018 to 2021.

|a)|2021 Actual/Forecast|

|b)|2020 Actual|

|c)|2019 Actual|

|d)|2018 Actual|

$$\text{\$x} = \text{a} - \text{b}$$

$$\text{\$y} = \text{b} - \text{c}$$

$$\text{\$z} = \text{c} - \text{d}$$

$$\text{Trend} = (\text{\$x} + \text{\$y} + \text{\$z}) / 3$$

$$\text{NewAmount} = \text{a} + \text{Trend}$$

If a = 0, then NewAmount will be zero.

If a, b, c, & d are all positive numbers and NewAmount is negative, then NewAmount will be zero.

If a, b, c, & d are all negative numbers and NewAmount is positive, then NewAmount will be zero.

Spread Amount Based on Column

Projects the new budget for an amount to spread based on a column. You may select actual or budget figures for any year to compute. It computes for the entire column no matter what month you have selected. This option can be used for multiple accounts during global budget changes.

When computed, if any figure remains that was not evenly distributed based on the percentage of each month, it will be added to the first month to make up the difference.

Spread Evenly Based on Amount

Spreads the amount entered evenly over the specified range of months. If you are rounding budgets, the figures will be rounded.

Budget Components

Last Modified on 12/30/2024 5:05 pm EST

Budget Components

Budgets > Actuals/Budget Entry > Account > Click Month Cell > Components

Budget components are used to break down a monthly budget amount into details. Each G/L account has a component detail screen format assigned with appropriate columns for budget entry for that type of account.

If components already exist for an account, monthly entry will no longer be allowed. The Components button at the top of the screen will be highlighted, indicating components exist; therefore, entry can only be done at the component level.

- If component entry is being forced due to a blank components screen being saved, you may go into the blank components screen and click the **Clear All** icon to delete the blank components, then **Save**. Entry will then be allowed at the monthly level.

Budget component details can be set up as annual or monthly.

Annual Component Entry

If the budget format uses annual budget entry as opposed to monthly, you will see an Annual Amount tab, as well as a Distribution tab. The Annual Amount tab is where you enter the annual budget amount and description. You may add as many rows as you like, as long as the format setup allows such. The distribution of this row is set in the far right column. The Distribution tab allows you to see how the annual amount has been distributed month by month. The distribution can be changed with icons at the top of the Distribution tab.

- **Custom Distribution:** Custom distribution can be defined in the budget format. This is typically by pay period.
- **Equal Distribution:** Distributes the annual budget to each month equally.
- **Percent Distribution:** Distribute the annual budget to each month based on the percentages you specify.
- **Column Distribution:** This option distributes the annual budget according to how the selected column was spread over months. Typically, this is the current year's actual/forecast.

Selecting Benefits

If an annual budget format has columns for applying retirement, medical plans, etc., you can select the option, and the benefit calculation will apply to the entire year. If you need to apply the

benefit for part of the year, click on the appropriate box (retirement, medical, etc.) and then click the Monthly button. Check the months to apply this allocation. This also allows you to change the selection mid-year for various medical plans.

Monthly Component Entry

If the budget format is set to use monthly entry, each month of your fiscal year will be listed vertically. You will enter the monthly budget amount and descriptions. You may add as many rows as you like, as long as the format setup allows such.

Various icons are available for the following. Use your mouse to hover over each icon for the description.

Add a row: Click the **New Row** icon to add a single row for the month selected.

Add a row for all months: Click the **New Row for All Months** icon to add a new row for all months.

Delete Row: This will delete the row you have highlighted.

Delete Row for all months: This will delete the row you have highlighted for all months.

Cut/Copy/Paste: This icon allows you to cut (Ctrl+X), copy (Ctrl+C), and paste (Ctrl+V) from one cell to another. The system allows Microsoft's shortcut keys.

Copy to other months: This allows you to do budget entry in one month and copy that row (or all rows for the month) into other months, thus saving a lot of entry time. When copying to other months, you may select which columns to copy, as well as the months to copy **to**. Entry information can then be changed on any month as needed. When copying to other months, the system is not looking at the text but will copy the selected **row** to that same row in each of the months to copy **to**. The system will warn if data already exists in the row you are copying **to**.

Adjust Column: Budget components can be copied or adjusted using a formula to other months using the copy button at the top of the screen. For example, you might want to increase an amount by 5 percent. Click on the amount column and select the Adjust Column icon. Select to adjust by % + 5. Click **OK**, and the system will recalculate the amounts in this column with a 5 percent increase.

Save: Temporarily records all budget changes for the account until the Save button on the actuals/budgets screen is clicked.

Comments: Comments or remarks entered in the comments box on the components screen pertain to and are held for the specific budget year. They also appear at the bottom of the [actuals/budgets](#) screen. The comments can be changed for multiple accounts in [global budget changes](#).

- The **Comments:** box label or post-it note icon at the top of the screen may be clicked to open a larger edit screen for data entry.

Copying Components from the Prior Year

If components exist for the prior year but don't yet exist in the current year, then you will be prompted if you want to copy the components from last year as a starting point. Changes can then be made as needed. The budget format determines if this feature is turned on. The budget format also controls which fields are copied (or not).

Troubleshooting

A computed column is not calculating correctly:

- Review the budget format to be sure the length, number of decimals, and format are correct for every number column involved.
- Review the budget format to be sure any/all formulas are set up correctly. Keep in mind the order of operations does not follow math rules; it is simply from left to right.
- The final budget amount will be rounded to whatever the global setting is in *Settings > Budgeting > Budget Options*. It is recommended that this be set to round the calculation to the nearest 0.01 for accuracy. The format can control the number of decimal positions displayed on the budget entry screen.

Change the merit increase after components have been entered: see [Budget Formats](#)

Forecasting with a monthly amount (not using components)

If components exist for budget but you do not want to use components for forecasting, you should not have a budget format specifically for the current year forecast. You can clear components in the forecast by using *Global Budget Changes > (Action) Clear Components* (all accounts) for the current year forecast. See the Budget Types section under [Budget Formats](#) for more information.

Budget Component Import

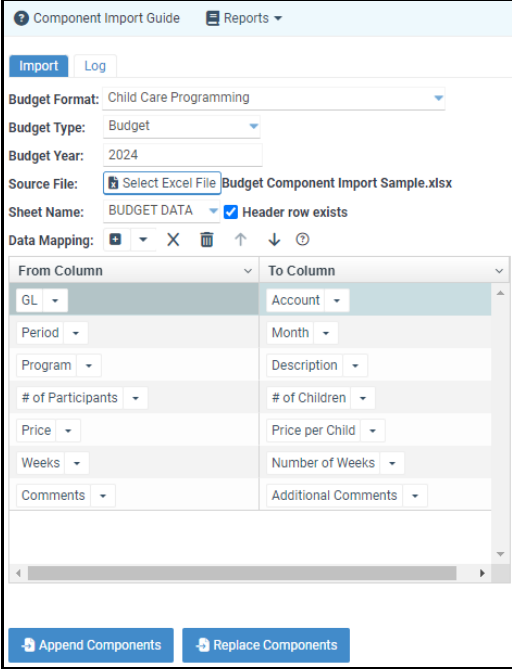
Last Modified on 12/31/2024 9:24 am EST

Budget Component Import

Budget > Import Components

This feature enables the import of budget component lines to account(s) from .xls files. The light blue menu bar provides access to the Component Import Guide, which provides step-by-step instructions for completing the process.

Selections



The screenshot displays the 'Component Import Guide' interface. At the top, there are 'Import' and 'Log' buttons. Below this, several configuration fields are visible: 'Budget Format' is set to 'Child Care Programming'; 'Budget Type' is set to 'Budget'; 'Budget Year' is set to '2024'; 'Source File' is 'Budget Component Import Sample.xlsx' with a 'Select Excel File' button; 'Sheet Name' is 'BUDGET DATA' with a checked 'Header row exists' option. A 'Data Mapping' section contains a table with 'From Column' and 'To Column' headers. The mapping includes: GL to Account, Period to Month, Program to Description, # of Participants to # of Children, Price to Price per Child, Weeks to Number of Weeks, and Comments to Additional Comments. At the bottom, there are 'Append Components' and 'Replace Components' buttons.

From Column	To Column
GL	Account
Period	Month
Program	Description
# of Participants	# of Children
Price	Price per Child
Weeks	Number of Weeks
Comments	Additional Comments

Budget Format: The budget format is applied to the accounts for which information is being imported.

Budget Type: The budget type into which information is being imported. Only Budget Types for which the selected Budget Format is applicable are available for selection. If only one Budget Type is applicable, it will be selected by default.

Budget Year: The budget year into which information is being imported.

Source File: The selected source .xls file containing the component data to be imported.

Sheet Name: The sheet within the source .xls file from which data will be extracted for the

import.

Data Mapping: A cross-reference identifying the source .xls file columns and to which budget format columns their data should be mapped.

Actions

Append Components: Initiates the component import process, adding the budget components from the source .xls file to the existing budget components for the selected Budget Type and Year.

Replace Components: Initiates the component import process to replace the existing budget components for the selected Budget Type and Year with those from the source .xls file.

Running the process:



From the Budgets menu, click Import Components and the Component Import screen will be displayed.

First, select the Budget Format applied to the accounts for which component data is being imported. All imported data must be related to the selected format.

Next, select the Budget Type and Year into which data will be imported, the source .xls file containing the component data for the import, and the source .xls file sheet from which data will be extracted.

- If the source .xls file does not contain a header row, deselect the checkbox for **Header row exists**. Then, data mapping will reference columns by number.

Next, map the source .xls file columns to their corresponding Budget Format data columns.

- If the source .xls file contains a header row, when the Sheet Name is selected, and if any column headers match those from the selected Budget Format, they will be added to the grid and mapped automatically.
- Individual source .xls file columns may be added by clicking  , or all columns may be added by accessing the sub-menu  and clicking **Add all Excel file columns**.
 - The Budget Format Account column must be mapped for the import process to be completed.
 - For Monthly budget formats, if component data is to be imported into specific months, the month names must be spelled out entirely (e.g., January, February, March, etc.). All component lines will be imported into the first Budget month if no months are specified.
 - Columns in the source .xls file may be referenced multiple times as needed; however,

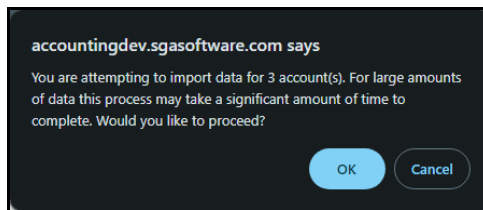
Budget Format columns may be selected only once. An error message will be presented if Budget Format columns are referenced more than once.

- Read-only Budget Format columns are not available for selection.

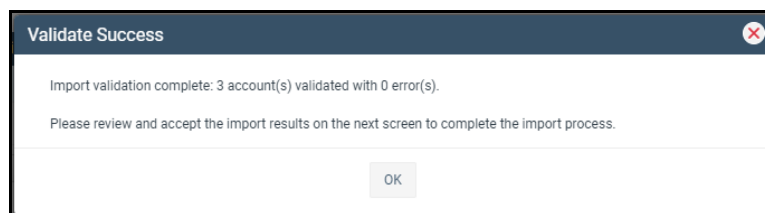
Once all desired source .xls file columns have been mapped to their corresponding **Budget Format** columns, the import process may be initiated by clicking either **Append Components** or **Replace Components**.

- **Append Components** will add the imported component lines to the existing budget components for the selected Budget Type and Year.
- **Replace Components** will remove the existing budget components for the selected Budget Type and Year and replace them with those from the source .xls file.

When a selection is made, the system evaluates the source .xls file and presents a preliminary message indicating the number of accounts into which data will be imported if the process is completed; it then requests confirmation to proceed.



Upon proceeding, the system will validate the imported component data and present the draft results to the user for acceptance prior to finalizing the import.



Actuals / Budgets for Accounts														
3 accounts														
Account	Description	2024 Budget Apr	2024 Budget May	2024 Budget Jun	2024 Budget Jul	2024 Budget Aug	2024 Budget Sep	2024 Budget Oct	2024 Budget Nov	2024 Budget Dec	2024 Budget Jan	2024 Budget Feb	2024 Budget Mar	2024 Budget Total
01-01-001-1535-00000	Late Fees	4,500.00	4,500.00	8,100.00	15,450.00	10,125.00	4,725.00	3,600.00	930.00	75.00	2,700.00	0.00	4,860.00	59,565.00
01-01-001-1535-20098	Late Fees	4,500.00	4,500.00	8,100.00	0.00	6,750.00	4,725.00	3,600.00	930.00	75.00	2,700.00	4,050.00	4,860.00	44,790.00
01-10-707-1550-00000	Registration Fees	4,500.00	4,500.00	8,100.00	15,450.00	10,125.00	4,725.00	0.00	0.00	0.00	2,700.00	4,050.00	4,860.00	59,010.00

The draft imported components may be accessed by double-clicking the desired account line, highlighting the desired account line, and clicking **Components**.

2024 Budget - Child Care Programming								
X Cancel Reports								
Account: 01-10-707-1550-00000								
Month	Description	# of Children	Price per Child	Number of Weeks	Subtotal	Flat Adjustment	Budget Amount	Additional Comments
April	Afterschool1	25.00	15.00	4	1,500		1,500	Afterschool care session pre-school
April	Afterschool2	25.00	15.00	4	1,500		1,500	Afterschool care session kindergarten
April	Afterschool3	25.00	15.00	4	1,500		1,500	Afterschool care session elementary
April	Total			12	4,500		4,500	
May	Afterschool1	25.00	15.00	4	1,500		1,500	Afterschool care session pre-school
May	Afterschool2	25.00	15.00	4	1,500		1,500	Afterschool care session kindergarten
May	Afterschool3	25.00	15.00	4	1,500		1,500	Afterschool care session elementary
May	Total			12	4,500		4,500	

To finalize the import process, click **Accept**. As changes cannot be reverted once completed, the system will present a confirmation request before completing the process to add the imported components to the selected Budget Type and Year.

Accept Changes ✖

Imported components will be added to the selected budget when accepted. These changes cannot be reverted once completed. Would you like to proceed?

To stop the import process, click **Cancel Import** to return to the Budget Component Import setup screen. On the Import tab, you can make any required import setup changes, and then you can re-initiate the process by clicking Append Components or Replace Components.

Follow these steps until the desired results are achieved.

[A Demo of Budget Component Imports](#) is also available for reference.

Global Budget Changes

Last Modified on 03/07/2025 11:20 am EST

Global Budget Changes

Budgets > Global Budget Changes

This is a high-level menu option for copying or calculating budgets for various G/L accounts. The budget year affected by the copy must be open in any of the following options to allow this process.

Step-by-step instructions for each option are listed below under **Walkthroughs**.

Copy

Allows you to copy a selected budget column for a year into another budget column.

For example, copy this year's budget into a column for this year's forecast or copy this year's budget into a new column for a pro forma budget. You may select to copy any budget column (budget, forecast, etc.). This can be used to copy from one year to another or one account to another. You may also select a range of months to copy **from** and/or **to**. The Accounts button lets you choose the accounts to copy **from** and **to**. It is essential to use this filter, as the default is set to all accounts. By default, the **to** accounts are set to (**Same**), meaning they will copy to the same account from which they are copied.

- If you are copying a budget or forecast, you can copy components or not.
- If you copy actual figures into a budget or forecast, any existing components in the resulting account/s will be deleted, as actuals do not have components. It is typically not recommended to copy actual figures into a forecast; the Actual/Forecast column on-screen displays or financial reports represent the Actuals for the month selected and the Forecast for the remainder of the year.

A checkbox controls if the allocations are to be re-computed in the resulting **to** account.

Copy One Account to Multiple

Copies a budget column for one selected account and converts it into another for one or more accounts. This can be useful if you wish to default the components (especially descriptions) from one account you already have set up to another. In this case, you would enter all the component details in one account that are appropriate for copying (probably descriptions without amounts). Then, use this tool to copy that one account's budget to a selected range of accounts. For example, enter rows for all the available classes in a program each month, then copy the descriptions in that account to other similar accounts. This assures that all these accounts have the same descriptions for users to begin budget entry and can later be used in a report to summarize component details by description for the organization.

Clear

This clears all months of budgets and components for a selected budget column for selected accounts. Use with caution, as a clear/delete cannot be undone! This allows testing/playing in a new budget column while formats are being established and tested. Run the clear when ready to begin real/live budgeting for that column.

Clear Components

This tool clears all components for the selected accounts in the budget column. It leaves the monthly budget amounts as is but clears the component details. This tool is mainly used when components exist for budgeting, but your organization does not want to use them for forecasting. After clearing the components, the monthly budget amounts can be changed on the Budget/Actuals screen.

Global Budget Formulas

This allows formula calculations for selected accounts. The exact formulas for individual accounts are available in the Actuals/Budget screen.

An example of using a global budget formula calculation as a starting point when setting up the budget: If you want to budget a percent increase over last year for a group of utility accounts, you can use the Global Budget Changes tool and calculate an x percent increase from a prior year, updating the new year budget. The calculation is complete as soon as you click the OK button. You might then go to *Settings > Budgeting > Years* and lock down that range of accounts in the new budget year. This saves time or errors with any manual calculation by budget directors.

Percent change: See budget formulas for the calculation. Any existing budgets and components will be cleared, and the monthly budget amounts will be updated on each account.

Average percent change: See budget formulas. Any existing budgets and components will be cleared, and the monthly budget amounts will be updated on each account.

Trend based on past years: See budget formulas. Any existing budgets and components will be cleared, and the monthly budget amounts will be updated on each account.

For more details on formula calculations, see [budget formulas](#).

Spread evenly based on annual: Spreads all 12 months evenly based on each account's existing annual budget amount. If *Settings > Budgeting > Budget Options* is set to round budgets, the figures will be rounded.

Edit comments: This option allows you to change the budget comments for the budget year on selected accounts to whatever is specified, even if it is to blank out the comments.

Account Selection

Click the Accounts button to designate the account ranges being changed. Accounts will be restricted to the [user's account restrictions](#) and any account restrictions set under the [budget year](#).

Compute auto-computed allocations

If this box is checked, all allocations will be computed for all accounts marked as auto-compute. Typically, you want to leave this checked. Suppose computing allocations takes a while, and you are doing multiple global changes. In that case, you may want to uncheck it and then compute the allocations during the last global change or afterward under [allocations](#).

Components

Components, such as percent change, will not be created when running one of the formulas. If budget figures already exist with components for the year being calculated, the total for the month will be displayed on the first line, and the remaining lines will be set to zero.

Walkthroughs

Percent change:

The following are instructions on creating budgets for next year for a specific range of accounts/objects based on a percentage increase from the prior year.

1. Select **Percent change** as the action.
2. You will then be prompted for the percentage increase, the year on which to base the calculation, and whether to calculate based on budget or actual figures for that year. Enter the percent in whole numbers. For example, enter 2 for two percent, 2.5 for two and one-half percent, etc.
3. Select the column from the dropdown that you want the percent change to apply. For example, Actuals, Actual/Forecast, Budget, etc.
4. Click the accounts button to enter the range of accounts for the budget year you are creating.

Copy from budget to forecast:

1. Select **Copy** as the action.
2. Choose the accounts you want to copy by clicking the Accounts button.
3. Leave the **To Accounts** alone.

4. **Copy into different months:** Check this box if you want to copy data into specific months of the calendar or fiscal year rather than across the entire year.
5. Select this year's budget for the From and this year's forecast for the To.
6. Optional checkbox to auto-compute the new forecast allocations. To save time in the Copy process, you may elect not to auto-compute the allocations at this time. Later, go to *Settings > Budgeting > Allocations* and manually compute the allocations.

Copy budget from one department to another:

1. Select **Copy** as the action.
2. Choose the accounts you want to copy from by clicking the Accounts button.
3. Choose the accounts you want to copy to by clicking the To Accounts button.
4. **Copy into different months:** Check this box if you want to copy data into specific months of the calendar or fiscal year rather than across the entire year.
5. Select the budget you wish to copy From and To.
6. Optional checkbox to auto-compute the allocations, if appropriate to this group of accounts.

Note: The budget in the **from** account will be copied to the **to** account, overlaying anything in the budget in the **to** account. Components will also be copied if the box to copy components is checked on the **Global Budget** copy screen.

Copy one account to multiple:

This is helpful if you add the budget component detail to one account and then wish to copy it to one or more other accounts.

1. Select **Copy one account to multiple** as the action.
 2. Choose the single account you want to copy from.
 3. Choose the accounts you want to copy to by clicking the To Accounts button.
 4. **Copy into different months:** Check this box if you want to copy data into specific months of the calendar or fiscal year rather than across the entire year.
 5. Select the budget you wish to copy From and To.
 6. Optional checkbox to auto-compute the allocations, if appropriate to this group of accounts.
-

Budget Merit Increase

Last Modified on 12/31/2024 9:25 am EST

Budget Merit Increase

Settings > Budgeting > Formats

When setting up budget formats, you may want to include columns to calculate a merit increase, especially for payroll budgeting. The budget format has a setting for entering annual or monthly component details. Double-click to edit a format, then click the Settings button.

Annual Budget Format

If the format is set to enter components **Annually**, add a row defined for merit increase on the Format setup. Set the Type to Checkbox 1 (or any other available checkbox number).

- At the top of the **Edit Budget Format** screen, click on the **Settings** button. Check the box **Include Merit Increase** and click on **Settings**, where you will define the merit increase.
 - **Percent increase:** The percent that you wish to increase by. This will be applied to each month starting with the effective month. (Example: enter 2% as 2.00).
 - **Checkbox column:** This is the Checkbox number assigned to the merit increase row on the previous screen under **Type**.
 - **Effective month:** Determines what month to begin applying the merit increase.
 - **Percent of effective month:** Determines the percentage of the increase to apply to the effective month. Typically this is 100%. If this were a payroll account, distributing by pay period, and there are two pays in the effective month, and you want to apply the percent increase starting with the second pay of the effective month, then you would enter 50% (50.00).
 - **Allow override:** Determines if a user can override the defaulted merit percentage during budget entry.
 - Click **OK** on each screen and **Save** when finished.
- The Budget Format must have the Apply Merit Increase box checked (on the far right side of the screen) on the appropriate row so the system knows which column to use to calculate the new salary amount.

Monthly Budget Format

If the format is set to enter components **Monthly**, the merit increase is defined on the Edit Budget

Format screen.

- Add a row for Merit Increase and assign a Number data slot under **Type**. The data slot number must be unique on this screen.
 - To set the rate for the merit increase, click the Dft Value cell on the merit increase row. Click on the Search icon. Check the Separate values per month box to enter the percentage rate for the merit increase in the appropriate effective month/s. (Example: enter **2.5 on the row for March** for a 2-1/2% increase in March.) Click **OK** when finished.
 - The Read Only box on the Merit Increase row determines if a user can override the defaulted merit percent settings during budget entry.
- If you want an option during budget entry to apply the merit increase to an employee or not, add a row on the Budget Format to enter a 1=Yes; 0=No.
- It is common to have columns on the budget entry screen for Hourly Rate, Merit Increase%, Apply Merit Y/N, and the new hourly rate. Any columns may be hidden as you wish. Here is one example:

Header	Type	Length	Decim.	Format	Dft Value	Width	Read Only	Formula	Drop/Total down Values (comma separated)	Hide	Frozen	Copy Next Year
HourlyRate	Number 2	11	2	\$###0.00-\$###0.00#		70	<input type="checkbox"/>	=R5		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MeritIncrease%	Number 4	9	2	###0.00%-##0.00%#	(monthly)	70	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Merit 1+Yes 0=No	Number 13	9		###	(monthly)	Auto	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NewHourlyRate	Number 5	11	2	\$###0.00-\$###0.00#		70	<input checked="" type="checkbox"/>	=N2+(N2*N13*N4*0.01)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Important: If a salary rate increase has been calculated using a merit increase and is saved on the budget entry screen, the new pay rate has been saved. Later, if it is decided to change the merit percentage, there is no way to change the merit percentage globally after budgets are entered. Changes to employee rate or merit % must be manually re-entered after a GL account's budget has been saved so the new rate is recalculated.

For more details on merit increase and suggestions on how to change the merit increase after components have been entered, see [Budget Formats](#).

Budget Imports

Last Modified on 03/07/2025 10:38 am EST

Budget Imports

Settings > Budgeting > New Budget Import Format

This is for importing budgets from outside systems into SGA.

Name: The name that will be displayed as the name of the import.

Connection: See import connections for help setting up a connection to import files.

General

Reference columns by: See import connections.

Budget amounts stored: Specify if the budget amount columns are stored horizontally (one column for each month) or vertically (one column with an extra column to determine the period).

Create accounts that don't exist: The imported budget must be valid. If you wish to create an account that doesn't exist, check this. All added accounts will be marked as active.

True sign: Check this if revenue budgets are negative. If you are budgeting everything as a positive number, leave this unchecked.

Columns

Account: The column where the G/L account resides.

Period: This is the column where the period or month is located. If you do not specify a period, the budget will be allocated for the first period.

Period format: Defines the format in which the period is stored.

Budget(s): The column where the budget amount resides. If amounts are stored horizontally, then you must specify the column for every month. If the amounts are stored vertically, select the one budget column.

Comments: This is optional. You can specify the comments column unique to the account and budget year.

Importing Specifications

- Components cannot be imported. See Budget Components Imports [here](#).

- Blank rows are not allowed.
 - Any blank cells will be filled in with zeros during the import process.
 - Any error that occurs will be displayed in an error log. If an error occurs, you can fix it in the data source, save it again, and re-import it.
 - The account must be on the first budget line of a budgeted account. If not, budgeting will be assumed for the last account specified in the rows above.
 - The account must have dashes.
 - If an account is not found, budgets for that account will be skipped.
 - To import specific months, designate these months on the columns tab, leaving the rest blank. (Horizontal setup only)
 - To import comments, leave month totals alone and specify only comments on the columns tab. (Horizontal setup only).
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Accounts Payable

Last Modified on 02/21/2023 3:27 pm EST

Related Articles

Accounts Payable Overview

Last Modified on 12/17/2024 8:24 am EST

Accounts Payable Overview

Each invoice/payment process step is located on the menu under Daily.

- [A/P invoices](#) are entered.
- [Payment Batches](#) allows you to tag invoices to pay and print checks, generate EFT's, etc.
- [Generate ACH File](#) generates the transmittal file to the bank for any EFT payments.
- [Create Positive Pay](#) generates a positive pay file to transmit to the bank (optional).

Vendor history allows browsing of invoices and payments. The Reports> Detail Report Writer allows printing of A/P reports, check registers, etc.

Vendors

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Related Articles

Vendors

Last Modified on 03/10/2025 4:15 pm EDT

Vendors

[Records](#) > [Vendors](#) > [Select Vendor](#)

This function maintains the A/P vendor information in the Accounts Payable invoice and payment entry. The vendor name and address are printed on A/P checks, as defined in [Settings > Accounts Payable > Check Forms](#).

Select your vendor and open the vendor screen by double-clicking.

Main Navigation

New: Vendors may be added manually or by importing a list of vendors from a spreadsheet. Contact SGA for assistance in importing.

Edit

- **This Vendor:** Edit a specific vendor's information by changing this screen.
- **Merge:** See [Merge Vendors](#) for more information.
- **Global Edit:** Update Vendor Status and Type in mass. Under the vendor button, insert vendor IDs to deactivate or change the status. You can use the paste from Excel function to add all Vendor IDs simultaneously.

Delete: To delete a vendor, select the vendor and click Delete. The system will not allow a vendor to be deleted if invoice/payment transaction history exists.

Summary: Visit invoices, payments, or all payable summaries.

Detail: Visit invoices, payments, or all payable details.

- **Vendor Transactions ([Summary](#) vs. [Detail](#))**
 - You can browse the invoices and payments for a vendor by going to the Summary or Detail menus. The main difference between the two is that the summary screen shows one line per invoice, while the detail screen shows all lines of an invoice with the G/L accounts and comments. You can see the G/L account and comments on the summary screen, but in a separate grid at the bottom when you select a specific invoice.
 - **Vendor List:** Vendors can be printed or exported to Excel from the reports menu. Select a view to display the columns you want to include. You may also filter the list of vendors to include (by status or type). Set the search for the order to list (name, number, etc.). Click the dropdown arrow on Reports to print the list or send it to Excel. If

you need a vendor list with the total amount paid per vendor, use the [detail report writer](#) to create the report.

Purchase Orders: If using Approvals, a selected vendor may browse the Purchase Order History.

New Invoice: A shortcut to create a new invoice for a selected vendor. The latest invoice may be added to an existing batch or created in a new batch.

Email Vendor: Initiate an email directly from the SGA window to a selected vendor's primary email address.

Audit: Any changes to vendor information are tracked and can be viewed by selecting the vendor and clicking **Audit**. This includes the before/after values, the user, and the date/time a change was made. The audit lists the operation as **Insert when a new vendor is added**. Changes are recorded as **Update**.

Vendor Maintenance

This screen allows you to edit, change, and update vendor information.

Screen Icons

New: Vendors may be added manually or by importing a list of vendors from a spreadsheet. Contact SGA for assistance with importing.

Delete: To delete a vendor, select the vendor and click Delete. The system will not allow a vendor to be deleted if an invoice/payment transaction history exists.

Attachments: This allows you to attach a file, PDF, document, etc., for this vendor.

Purchase Orders: If using Approvals, a selected vendor may browse the Purchase Order history.

New Invoice: A shortcut to create a new invoice for a selected vendor. The latest invoice may be added to an existing batch or created in a new batch.

Summary: Visit invoices, payments, or all payable summaries.

Detail: Visit invoices, payments, or all payable details.

- **Vendor Transactions (Summary vs. Detail):** You can browse the invoices and payments for a vendor by going to the Summary or Detail menus. The main difference between the two is that the summary screen shows one line per invoice, while the detail screen shows all lines of an invoice with the G/L accounts and comments. You can see the G/L account and comments on the summary screen, but in a separate grid at the bottom, when you select a specific invoice.
- **Vendor List:** Vendors can be printed or exported to Excel from the reports menu. Select a view to display the columns you want to include. You may also filter the list of vendors to

include (by status, or type). Set the search for the order to list (name, number, etc.). Click the dropdown arrow on Reports to print the list or send it to Excel. If you need a vendor list with the total amount paid per vendor, use the [detail report writer](#) to create the report.

Email Vendor: Initiate an email directly from the SGA window to the selected vendor's primary email address.

Audit: Any changes to vendor information are tracked and can be viewed by selecting the vendor and clicking **Audit**. This includes the before/after values, the user, and the date/time a change was made. The audit lists the operation as **Insert when a new vendor is added**. Changes are recorded as **Update**.

Vendor ID: This is a unique number assigned to the vendor upon addition by the computer. The following vendor ID to be assigned is held in *Settings > Accounts Payable > General Options*.

Name: The name of the vendor that displays everywhere in the system except checks and EFT's. If the vendor has a name change, change it here.

Payment Name: The name of the vendor to be used on printed checks and EFT's.

Primary Address: See [vendor addresses](#).

Status:

- **Active** - Allows invoices to be entered for this vendor.
- **Inactive** - This does not allow invoices to be entered for this vendor.
- **Temporary** - This option allows a one-time payment for this vendor. The next time a payment is posted to this vendor, the system will change the vendor's status to inactive.
- **Unapproved** - Does not allow invoices to be entered for this vendor until the vendor is marked **approved**.

Type: Used to help identify vendors by type, ex. A/P vendors, payroll vendors, etc. It may be used to tag invoices for selected vendor type/s. The vendor type also controls whether or not a PO number is required for invoice entries.

Vendor Account: This is the vendor's customer account number. The vendor account number may be printed on the check stub; it is optional on the Check Form setup.

Website: Optional field for a vendor's website.

Comments: Interoffice comments specific to this vendor. Add new comments using the add icon, edit comments using the pencil, or delete comments using the X delete icon.

Email PO to Vendor Upon Post: Check this box only if you want the system to auto-email a PO to the vendor when a PO for this vendor is posted. Note that a menu option allows you to email the individual PO to the vendor when browsing a PO.

Options

Invoice Entry Defaults:

- **Payment Card:** A card may be assigned here and defaulted to the invoice entry screen.
- **Payment Vendor:** A vendor may be assigned here and defaulted as the payment vendor on the invoice entry screen.
- **Distribution Method:** You can choose a default G/L account number (and/or Object#) to default on the screen during [A/P invoice entry](#). It would be helpful if invoices for this vendor were always charged to the same G/L account number. If a vendor usually has multiple distribution lines, ignoring this default and cloning a prior invoice during invoice entry is best.
- **Account:** You can manually enter or click the magnifying glass to select an account to default on the invoice under distributions.

1099:

- **Code:** If the vendor is a 1099-reportable vendor, assign a 1099 code to be defaulted on the A/P invoice entry screen. This code must be valid **and** maintained in the *Settings > Accounts Payable > 1099 Codes* menu option.
- **Federal ID#:** EIN or social security number of the vendor. You may enter the number with dashes. User menu permission is required to see the vendor's Federal ID number.
- **Business Type:** Used in reporting the type of business where required in 1099 reporting.
- **Name Override:** When 1099 forms are generated, this name will be used instead of the regular vendor name. Leave blank if the vendor name is correct for 1099 purposes.
- **Address Override:** This address will be used when 1099 forms are generated. Leave blank if the primary vendor address is correct for 1099 purposes.
- **W9 Attachments:** Allows saving 1099-related attachments, such as the vendor's W9 form.

Options:

- **Dft due date:** This will assign a due date on the invoice entry screen based on the number of days specified from the invoice date entered. If not specified, it will calculate the due date based on high-level setting in *Settings > Accounts Payable > Entry Options*, if any.
- **Comments:** Interoffice comments for this vendor.

Payment

Address ID: Displays the name of the address ID.

Payment Method:

- **Paper Check:** The vendor is to be paid with a computer-printed check.
- **Payment Method EFT:** The vendor must be paid via EFT directly to the vendor's bank account. When a payment batch is created, invoice payments will be displayed on a separate tab from paper checks. After checks are printed, the EFT file must be generated and transmitted to the bank. Enter the vendor's bank routing number and account where payments will be deposited.
 - **EFT-Vendor:** EFT payment is transferred using the Standard Entry Class Code of CCD (Cash Concentration or Disbursement).
 - **EFT-Individual:** EFT payment is transferred using the Standard Entry Class Code of PPD (Prearranged Payment and Deposit Entry).
 - **EFT-Invoices:** EFT payment is transferred using the Standard Entry Class Code of CTX (Corporate Trade Exchange).
- **Payment Method Draft:** Invoices cannot be tagged for check processing. Recording manual checks or EFTs is allowed only.

Your bank needs to provide the information regarding what Standard Entry Class Codes are accepted for each bank account and if different codes can be combined into a single transmission file. Some banks may require separating payments to businesses/corporations (CCD) from payments made to individuals (PPD). In contrast, other banks accept business and individual payments via the CCD code. The CTX format allows for additional addenda records to follow the payment information. These addenda records can include details about the invoices being paid.

Account Type: If this vendor is to receive an EFT payment, enter the type of account (checking vs savings).

Bank Routing#: Vendor's bank routing number where payment will be deposited.

Bank Account#: The vendor's bank account number where payment will be deposited. Note that changes to bank account information are not recorded in vendor audit history, which is used to keep bank information as private as possible within the system.

Bank Country: The Country in which the Vendor's bank resides.

Send email notification: When an EFT payment is processed to the vendor, you can send the vendor an email notification of this payment. The vendor email address is located on the Vendor Edit screen. You may include multiple email addresses for a vendor by separating each with a semi-colon, such as xxxxxx@xxxx.xxx; yyyyyy@yyyy.yyy.

Separate payment per invoice: If multiple invoices are paid to a vendor, they are combined into one paper check. If this vendor is to receive a separate check for each invoice number, check this box.

Comments: Interoffice comments.

Payment Agreement: Optional agreement form.

Bank Attachments: Optional attachment upload.

Custom Info

Custom Info: This allows you to create custom fields for information you wish to track on all vendors. SGA can assist you in setting up any custom fields and provide a report on custom fields for all vendors.

Vendor Portal

Invite Vendor(s) to vendor portal: Enabled vendors receive an email welcoming them to the Vendor Portal, including their username and temporary password.

General Tab:

- **User:** Add user name.
- **Full Name:** Add the full name of the vendor.
- **Description:** Optional.
- **Email:** Enter the vendor's email address. Send to more than one email address separately by comma.
- **Cell Phone:** Enter the vendor's cell phone number. This field is optional.
- **Attachments:** Give you the ability to attach any type of document in relation to the vendor.
- **Send Welcome Email After Save:** When this option is checked, a welcome email will be automatically sent to the vendor after their details are saved in the system. This email will include temporary login credentials, allowing the vendor to access their account in the vendor portal.
- **Send Password Reset Email after Save:** When this option is checked, the system will automatically send a temporary password to the vendor after saving their account details. This is useful in case the vendor cannot access the portal using the temporary credential they initially received.

Password Tab:

Choose a checkbox to set password expiration settings.

- **Password:** Enter a password for vendor portal access.
 - **Confirm password:** Confirm the password
 - Click **Save**.
-

Vendor Addresses

Last Modified on 12/16/2024 4:30 pm EST

Vendor Addresses

Records > Vendors > Search Account > Double Click to Select Vendor

This is the vendor's address and contact information. A vendor can have multiple addresses. When an invoice is entered for a vendor the address ID is also specified, designating where the check will be payable.

Address ID: This allows this vendor to maintain multiple addresses, such as a remittance address, a physical address, etc. You should use **PRIMARY** as the vendor address to print on the check. The PRIMARY address will be defaulted on the invoice entry screen, but a different address may be selected.

Address: The address information is printed on checks.

Country: The Country in which the vendor resides. Select country codes also provide a dropdown list of valid State/Province codes.

Phone 1 & 2: Used for internal use only.

Fax: Used for internal use only.

Email: Vendor's email address. You may email a vendor from the Vendors (list) screen, by locating the vendor, right-click, Email Vendor. This email address is also used for email notification of vendor payments via EFT, emailing a purchase order, etc.

Vendor Summary Transactions

Last Modified on 03/10/2025 3:51 pm EDT

Vendor Summary Transactions

Records > Vendors > Summary

Displays A/P invoices and payments for a vendor in summary. Invoices with multiple lines will display as one invoice line.

- When you select an invoice, the distributions or line items are displayed in a separate grid at the bottom of the screen.
- When you select a payment, the paid invoices are displayed in a separate grid at the bottom of the screen.

The menu option under Vendors allows you to display invoices, payments, or both (All Payables).

This screen displays invoices and payments in the following order: Year, Period, Date, Invoice ID, Invoice Sub ID, and Payment ID. Open invoices appear at the bottom in white, while all payments and paid invoices appear in yellow, which is the special color defined by user preferences. Voids appear in red.

The **Totals for the range** at the top of the screen represent the total invoices, payments, and dues for the selected period range. The total due for all periods is also shown here.

You can double-click on an invoice or payment or press the enter key when one is selected to display a popup window with more details about the transaction.

Vendor ID: This screen will display the current Vendor ID and Vendor Name based on your selection from the vendor list. If you'd like to review transactions for a different vendor, you can either manually enter a new Vendor ID or click the magnifying glass icon to select a different vendor from the list.

Period: Choose a range of periods. The default is from the beginning of the current year to the end.

Type: Option to filter for only invoices, payments, or both.

Display Reversal Entries: If unchecked, original entries will be visible in red with a "voided" status, but the associated reversal entries will not display.

View: This allows you to save your settings for which columns are displayed or hidden and in what order.

- To hide or unhide columns, click the customize columns button and check which columns are to be displayed.

- To order columns, you can either click the customize columns button or just drag columns where you want them by dragging the column header.

You can save a view by clicking the save view button. You must be authorized in security to save or delete views.

Advanced Filter

This is a quick way to locate any invoice#, PO#, or check# in the system without having to first select the vendor for this information. Click [here](#) for more info.

Buttons

Edit: Once an invoice is live, if a user's menu permissions allow, changes may be made to any field except amount and account#. If either of these fields is incorrect, you may go to the invoice entry screen and enter additional lines with plus (or minus) amounts to the appropriate account# numbers, or a journal entry may be made to correct the amount and/or accounts.

Voids

Void Invoice: If voiding an invoice, select the invoice you wish to void and click the Void button. If applicable, the PO will be reopened for the amount of the invoice. The system will not allow voiding an invoice that has already been paid. You must first void the payment.

Void Payment: To void a payment, select a payment you wish to void and click the Void button. A list of invoices that were paid with that payment will appear. Tag which ones you wish to reopen and click the void button. The Void Period, Void Date, and Void Comments are defaulted but may be overridden. It is generally advised to use the current period for a void so that G/L history is not changed for prior months.

Hold Invoice: This is for holding an invoice so that it cannot be tagged for payment until the hold is released. To hold an invoice, select the row and click the hold button.

Manual Payment: Use this to record a manual check or EFT. When you click this button, all unpaid invoices will be displayed for the vendor. Check the invoices to pay or click the select / deselect all checkbox at the bottom of the screen. Click the Check button to record a manual check that was hand-written in the system, or click the EFT button to record any type of electronic payment/wire transfer from your bank account for this invoice. Once you click either of those buttons, a second screen will allow you to enter the payment information for the appropriate checkbook.

Adjust Distribution Rows: This changes the grid height and controls the area displayed between the top (summary) and the bottom (distributions).

Attachments: Displays attachments, if any exist, for the invoice selected. Click to highlight the invoice line and click Attachments.

Links: Click the Links button to mark a different entry in the system related to the selected entry.

For example, if a journal entry is made to correct a G/L account# on an invoice, you may click the Links button to mark the selected journal entry as a related link. "Links" is available as a column on the View (Customize Columns) setting on this screen.

Vendor Detail Transactions

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Vendor Detail Transactions

Records > Vendors > Detail

It displays A/P invoices and payments for a vendor in great detail. Invoices with multiple lines display as separate lines, which allows you to see the G/L accounts and comments as well since they are at the detail level.

The menu option under Vendors allows you to display invoices, payments, or both (All Payables). This screen displays the invoices followed by the payment, which are grouped together and color-coded so they appear grouped together. Voids appear in red. All open invoices will be displayed at the bottom.

The screen is ordered by Checkbook ID, Payment ID, Type, Invoice ID, and Invoice Sub ID.

The **Totals for Range** at the top of the screen show the total invoices, payments, and dues for the selected period range. The total due for all periods is also shown here.

You can double-click on an invoice or payment or press the enter key when one is selected to display a popup window with more details about the transaction.

Vendor ID: This screen will display the current Vendor ID and Vendor Name based on your selection from the vendor list. If you'd like to review transactions for a different vendor, you can either manually enter a new Vendor ID or click the magnifying glass icon to select a different vendor from the list.

Period: Choose a range of periods. The default is from the beginning of the current year to the end.

Type: Option to filter for only invoices, payments, or both.

Display Reversal Entries: If unchecked, original entries will be visible in red with a "voided" status, but the associated reversal entries will not display.

View: This allows you to save your settings for which columns are displayed or hidden and in what order.

- To hide or unhide columns, click the customize columns button and check which columns are to be displayed.
- To order columns, you can either click the customize columns button or drag the column header to where you want them.

You can save a view by clicking the save view button. You must be authorized in security to save or delete views.

Advanced Filter

This is a quick way to locate any invoice#, PO#, or check# in the system without having to first select the vendor for this information. Click [here](#) for more info.

Buttons

Edit: Once an invoice is live, if a user's menu permissions allow, changes may be made to any field except amount and account#. If either of these fields is incorrect, you may go to the invoice entry screen and enter additional lines with plus (or minus) amounts to the appropriate account# numbers, or a journal entry may be made to correct the amount and/or account# numbers.

Void

Void Invoice: If voiding an invoice, select the invoice you wish to void and click the Void button. If applicable, the PO will be reopened for the amount of the invoice. The system will not allow voiding an invoice that has already been paid. You must first void the payment.

Void Payment: To void a payment, select a payment you wish to void and click the Void button. A list of invoices that were paid with that check will appear. Tag which ones you wish to reopen and click the void button.

Hold Invoice: This is for holding an invoice so that it cannot be paid until the hold is released. To hold an invoice, select it and click the hold button.

Manual Payment: Use this to record a manual check or EFT. When you click this button, all unpaid invoices will be displayed for the vendor. Check the invoices to pay or click the select / deselect all checkbox at the bottom of the screen. Click the Check button to record a manual check that was hand-written in the system, or click the EFT button to record any type of electronic payment/wire transfer from your bank account for this invoice. Once you click either of those buttons, a second screen will allow you to enter the payment information for the appropriate checkbook.

Edit Object No.: If using objects, you can edit the Object type and Object number linked to an entry.

Split Invoice: Since payments can only be tagged for an invoice amount, in order to make a partial payment of an invoice, you may split a selected invoice into amount/s of your choice.

This menu option is only available on the Vendor Detail Transactions screen and the [Account Transaction](#) screen.

- Click to highlight the invoice line you want to split; click the Split Invoice button.
- Enter the amount you wish to split apart from the original amount and the number of invoice lines (items) you wish to create.

The system will recalculate the remaining amount, so the result is the requested number of invoice lines for the amount entered, as well as any remaining amount.

- Click Save to complete the split (or Cancel).

If a split has been made in error, you can select one of the invoice lines.

- Click Split Invoice and select “Undo Split” to combine those split invoice lines back into one invoice line.

Attachments: Displays attachments, if any exist, for the invoice selected. Click to highlight the invoice line and click Attachments.

Links: Click the Links button to mark a different entry in the system related to the selected entry. For example, if a journal entry is made to correct a G/L account# on an invoice, you may click the Links button to mark the selected journal entry as a related link. “Links” is available as a column on the View (Customize Columns) setting on this screen.

Vendor Transactions Advanced Filter

Last Modified on 12/17/2024 3:23 pm EST

Vendor Transactions Advanced Filter

[Records](#) > [Vendors](#) > [Summary](#)

Searches for payables by Invoice#, PO Number, or Check# or EFT.

Invoice#: Specify the invoice# to search for and whether you want to search just within the current vendor or for all vendors.

PO Number: Specify the PO Number to search for. It searches all vendors regardless of the current vendor.

Check# or EFT: Specify the Check# or EFT to search for. It searches all vendors regardless of the current vendor. The check# does not have to have leading zeros specified.

Status: You may filter by a selected invoice status.

Merge Vendors

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Merge Vendors

Records > Vendors

This option merges one A/P vendor or just an address into another. It is helpful if the same vendor has been added twice. This option will combine everything related to the vendors, including invoices and payments, merging all history into the **to** vendor.

From the main menu choose Records > Vendors.

Click the down arrow next to Edit and choose Merge.

To merge, select the “from” and “to” vendors. Click the search icon to select the vendor IDs.

- If you wish to delete the **From** vendor after merging, then check the box to delete vendor after merge.
 - If you wish to merge into a different address under another vendor then uncheck the Delete checkbox and use the search icon to choose the Address ID for the **To** vendor you wish to merge into.
 - When merging two vendors, you will have the option to add the **From** vendor address to the **To** Vendor address as a historical record with an Address ID assigned using the **From** Vendor ID.
 - Click **Merge** from the menu in the Merge Vendors pop-up box.
-

Vendor Import Setup

Last Modified on 03/10/2025 4:59 pm EDT

Vendor Import Setup

Setup Path: *Settings > Accounts Payable > Vendor Imports*

Import Path: *Records > Vendors > New drop-down menu > Import*

Vendors can be imported to SGA from a list when many new vendors need to be added.

Name: The name that will be displayed as the name of the import.

General

Connector type: Defines the communication method, protocol, or interface used to access and retrieve the data.

Connection string: A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions or a key that tells the software to locate and access the data it needs to import.

Reference columns by: Determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to data.
- **Reference by Number:** This means you reference columns based on their position or index within a dataset. So instead of using the column name, you refer to the column by its numerical position.

Use schema: In certain situations, the import setup may require a way to name the individual items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Command text: When the Connection string is defined, the Command text will be defaulted to select all items from the external file. The Command text can be modified when there are situations that require the information from the file to be manipulated in some way in order to obtain certain results. An example of this would be when multiple columns from the external file need to be combined into one item to be used as a transaction comment. Another example would be if the information from the external file needs to be sorted or subtotaled in order to create a batch with fewer, or more meaningful, transactions. For additional information on this feature, please contact SGA support.

Setup

Primary Address ID: Enter the name of the default address ID to be assigned to the imported addresses.

Vendor Type: Select the default type to be assigned to the imported addresses.

Columns

From Column: Add lines for each external column you wish to import. **From Column** is the column name or number on the external file; see **Reference columns by** above.

To Column: Click on the drop down arrow to select the SGA item that matches what is listed in the From Column. The available columns are:

Column Name	Required	Comments
Name	Yes	The vendor name entered in the format used to search and sort in the vendor browse.
Payment Name	No	Name to be used on the check if different from the vendor name.
Status	No	Status to be used for the vendor. If not specified, the vendor will be added with an active status.
Vendor Type	No	Type of vendor. If not specified, the default Type from the Setup tab will be used.
Vendor Account	No	The number that identifies your organization to the outside vendor. This number can be included on payments to help ensure the monies are applied to the proper account.
Address ID	No	The name of the address ID to be assigned to the imported addresses. If not specified, the default ID from the Setup tab will be used.
Contact	No	Contact information for the imported vendor.
Address 1	No	First address line.
Address 2	No	Second address line.
City	No	City
State	No	2 digit state code
Zip	No	Zip code. Allows for up to 15 characters
Phone 1	No	Primary phone number
Phone 2	No	Secondary phone number
Fax	No	Fax number
Email	No	Email address
Dft Account	No	Default expense account for invoice entry
1099 Code	No	Default 1099 code for invoice entry
W9	No	Code to indicate if the W9 form is on file
Federal ID	No	Federal ID for 1099 reporting

1099 Name Override	No	Name to be used on the 1099 form if different from the vendor name
Separate Payment Per Invoice	No	If specified, each invoice will generate a unique check number upon making payment
Account Type	No	For EFT payments, specify the bank account type of C = Checking or S = Savings
Bank Routing Nbr	No	For EFT payments, specify the bank route number
Bank Account Nbr	No	For EFT payments, specify the bank account number
Send Email Notification	No	For EFT payments, specify if the remittance information is to be emailed to the vendor following the payment processing
Dft Due Date Days	No	If specified, the payment terms to be defaulted to the vendor invoices. Enter the number of days to calculate the due date starting with the invoice date.
Additional Custom Items	No	If custom information items exist on the Vendor maintenance screen, the items will also be available for mapping to the external file for importing.

Daily

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Related Articles

A/P Invoice Batch List

Last Modified on 03/07/2025 8:56 am EST

A/P Invoice Batch List

Daily > Accounts Payable Invoices > A/P Invoice Batch List

Displays all unposted invoice batches, with options to add, edit, delete, or import invoices.

Once an invoice has been posted, if user permission allows, anything except the account and amount may be changed.

The invoice summary information is displayed in the top section; click to highlight an invoice line. In the bottom section, all distributions or line items are displayed in a grid.

New Dropdown Menu/New Batch: Click this button to enter invoices in a new batch.

New Dropdown Menu/Digital Invoice Capture: Click this button to navigate to your file's location and upload your image file.

New Dropdown Menu/Import: This menu allows you to import invoices from outside systems. It is especially helpful for importing credit card invoices. Contact SGA for assistance in setting up the import specs. Click [here](#) for more details about importing.

Add to Batch: Click this button to enter additional invoices in the batch selected.

Edit: Double click the invoice line (or click to highlight an invoice and click Edit). Make changes and click Save (or hit Enter) when done. Additional line/s may be added to the invoice by simply keying in an additional distribution line in the grid. Right-click on a distribution line to delete a row, reposition a row in the grid, or copy comments to all rows.

Delete: Deletes an invoice and all distribution lines. Click to highlight the invoice and click Delete to delete the invoice. To delete the entire batch, "X" out of this screen, back to the Invoice Batches screen. Click to highlight the batch and click Delete.

If a P.O. has been tied to the invoice you wish to delete, the P.O. will be reopened as before the invoice was entered.

Post: You may post selected invoices from this screen by checking the box on the far left column and clicking [Post](#).

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. It is handy if another user is entering invoices at the same time.

Reports: Click the drop-down arrow to print, preview, or export the list of invoices currently displayed on the screen to Excel.

Advanced Filters: This allows you to view a range of batches, either posted or unposted, for a selected range of months.

A/P Invoice

Last Modified on 03/07/2025 4:25 pm EST

A/P Invoice

Daily > A/P Invoice Batch List

To enter A/P invoices, the menu option is *Daily > A/P Invoice Batch List*. Any invoice batches not yet posted will be displayed on this screen. See [Invoice Batches](#) for more options. You may double-click on a batch to review or edit the entries or add more invoices to this batch. If you prefer to enter invoices into a new batch, click New Batch.

Vendor ID: Must be an active [vendor](#). You can also click the vendor ID label to add a new vendor or access vendor maintenance. The cursor defaults to the vendor name field where you can begin keying the vendor name for selection, or you may enter the vendor#, or click the search icon to select the vendor from your vendor list.

Address ID: This specifies the address to which the check will be mailed. To add a new mailing address on the fly, click the Vendor ID label to edit the vendor. Click Save and return to the invoice entry screen, where you may now select the appropriate remittance address.

Requested by (if using approvals): The user name field is enabled to reference the user responsible for the invoice. This field may be added to the approval table conditions.

Group (if using approvals): Approval table selected (displayed as Approval Group ID – Approval Group Name – (Approval Table name).

PO Number (if using approvals): You may enter the PO# or click the search icon to browse open POs for this vendor. Select the appropriate PO# for this invoice.

- **PO Lines:** Use All if the invoice includes all lines on the PO, or click the search icon to select the appropriate lines for this invoice.
- **PO Close:**
 - **Full Close** - Generates PO closing entry(ies) for the remaining balance of the selected line(s) regardless of the invoice amount. This ensures that no additional invoices may be applied to the selected PO line(s).
 - When PO lines with open balances are not selected, and the Full Close PO Close method is chosen, the user will be prompted to confirm whether they intend to close:
 - **Selected PO Lines:** When the invoice is saved, closing entries are generated for only the PO lines associated with the invoice, and the remaining PO lines are left open for future invoice entry.
 - **Entire PO:** When the invoice is saved, closing entries are generated for the remaining balances of all open PO lines and the PO is closed to future invoice

entry.

- **Partial Close:** Generates PO closing entry(ies) for the selected PO line(s) for the associated invoice amount(s). This reduces the outstanding amount(s) of the selected PO line(s), leaving a remaining balance for future invoice applications.

Invoice#: This is the vendor's invoice#, which allows for alpha or numeric characters. *Settings > Accounts Payable > Entry Options* has a setting to require invoice# or not, warn if the invoice# already exists for the vendor, or do not allow duplicate invoice numbers.

Invoice Date: Records the date of the invoice. The invoice date and invoice number will be printed on the check stub. This can be the actual invoice date, as it will not control where the entry hits the general ledger.

Due Date: This is an optional date used to easily tag a group of invoices up through a specified due date for payment. Entry of the due date is optional and may be edited at any time. To edit after posting, edit the date from the vendor history browse screen.

Batch#: Every invoice is entered into a batch. This is the batch# for this batch of invoices.

Batch Total: Displays a summary amount for all invoices in this batch.

Invoice ID: This is a unique number assigned by the computer when an invoice is created. Therefore, it will appear blank until the invoice is created.

Period: The accounting period, which reflects the month and year the invoice is posted to the general ledger. *Settings > Accounts Payable > Entry Options* controls how many months forward/back invoices may be entered and may be changed at any time. Note that once overridden, the period will remain the same until you change it back or exit the screen. You can have invoices with different accounting periods within the same batch.

1099 Code: This is defaulted from the vendor maintenance screen but may be overridden here. You may designate a code if this invoice amount will be reportable on a 1099 at year-end. Even if a code is left blank during invoice entry, you may later (at year-end) include this payment for 1099 reporting. Designating payments for 1099 reporting during invoice entry is not required but makes year-end 1099 work easier.

Hold: Stops this invoice from being tagged for payment until the hold is removed.

Separate payment: Normally, if multiple invoices are tagged for payment to a vendor, they are combined into one payment. If checked, this will create a separate payment or check when this invoice is paid. This box defaults to the vendor maintenance screen.

Payment Card/Vendor: If payment is to be made to a credit card vendor instead of directly to the vendor, assign the appropriate payment card here. This allows invoices to be entered to the purchasing vendor (for invoice history purposes) but payment made to the credit card company. See [payment cards](#) for more info.

Description: Interoffice comments regarding this invoice (optional).

To prohibit a PO (or invoice) due to insufficient budget:

- **Users > Permissions.** Select the application Accounts Payable. Click Options at the top of this window. The task, **Force Budget Amount in Invoice Entry for General Ledger**. Select Yes if you want not to allow the budget to be exceeded; select No to allow the budget to be exceeded; or select Warn to warn that the budget will be exceeded but allow entry to continue.
- **To change the option for all users, select a user** application, Accounts Payable. Click Options at the top of this window. Select the appropriate Access Level. At the top of this screen, select **Clone selected to** and select All Users. Click the Apply button.
- **To change the option for selected users:** Right-click on this task's row and select Options for all Users. You may change the Access Level for selected users.

Distributions

Distribution Method: Normally, the invoice rows are entered into an account number, but there are alternate distribution methods if you use object tracking.

- When set to Account, it will default to the Object assigned to the Account (if any).
- When set to Object, it will default to the Account assigned to the Object (if any).

Transaction Code: When selected, it will prompt you for the transaction code, amount, and comments. Then, when you click OK, it will populate the distributions according to the split definition. The first step is to add a Transaction Code under *Settings > General Ledger > Transaction Codes*. This defines the split percentage (or flat amount) to the appropriate G/L accounts. See [Help](#) for Transaction Codes. On the Invoice Entry screen, enter the invoice number and date and select Transaction Code. Select the appropriate transaction code and enter the invoice total amount and the invoice.

Amount: You may enter a positive or negative number for the invoice amount. In *Users > User Options*, you can allow, warn, or force the invoice amount to be within the budget amount for both GL and Object Tracking. In *Settings > Accounts Payable > Purchasing Options*, you can disallow the invoice to exceed the PO amount by \$# of dollars or percent. If a PO# is entered, you can force the PO amount to close on a full close in [PO options](#).

If a PO# is entered without a line number, the full PO amount is forced.

Account#: The G/L Account number to charge. You may key the account number or click the search icon (or hotkey F4 for search). There is an option to force the account# to be the same as the PO account# in the [A/P options](#).

Comments: All comments entered here will be printed on the check stub, check registers, etc. There is an option to require comments in A/P options.

1099 Code: You can assign a 1099 code to a distribution row by selecting it from the dropdown.

Object Type (if using Object Tracking): Object type of Object # selected.

Object#: If using object tracking, this is the object# to charge.

Budget Remaining: Upon entering the amount, the remaining annual budget/forecast will be displayed for the G/L account. *Settings > Accounts Payable > Entry Options* controls whether the remaining amount is calculated based on budget or forecast.

PO Info: If a PO is designated on this invoice, the resulting PO balance (after this invoice) is displayed. PO IDs may be manually keyed or selected by clicking the magnifying glass to view the Purchase Order.

To add an additional line of distribution, tab down to the next line and enter the amount, account number, etc. When you're finished entering this invoice, hit Enter (or click Save). You may now begin entering the next invoice by selecting the vendor.

Buttons

Save: Adds the invoice and clears everything on the screen to allow entry of the next invoice. If editing an invoice, this will save any changes that have been made to the invoice and exit. The **ENTER** key is the same as clicking Save.

If Using Approvals, then the following options will be available under the Approvals Drop-down Menu:

- **Prior to Submission:**

- **Send to Reviewer (if activated in Approval Type set-up):** This allows the invoice to be assigned to a system user for review prior to Submission. The reviewer may change any/all invoice information as needed.
- **Submit:** Begins the approval process.
- **Log:** Displays all approval activity for the selected invoice.
- **Preview Approval Table:** Allows the creating user to see the prospective approval table prior to submitting.
- **Add Approvers (if activated in Approval Type set-up):** Allows the creating user to add approvers to the invoice's approval table created by the system at Submit.

- **After Submission:**

- **Approve:** Approve the invoice and move it to the next step in the workflow.
- **Disapprove:**
 - **Disapprove:** Disapproves the invoice and returns it to the submitting user with Disapprover's commentary (entered via a prompt).
 - **Disapprove and resubmit:** Disapproves the invoice and opens it in edit mode for the Disapprover to make changes. The Disapprover is now the Reviewer and is

considered the Submitting user when the invoice is subsequently submitted for approval.

- **Log:** Displays all approval activity for the selected invoice.
- **Approval Table:** Displays the approval table for the selected invoice with the current **Waiting on** user indicated.
- **Remove Approver:** After submission, a user can remove an approver from the workflow after the current waiting on user **ONLY**.

Delete: An invoice cannot be deleted once it has been submitted for approval or posted. If it has been posted and you need to delete it, you must [void the invoice](#) instead.

Attachments: Documents associated with the PO (Microsoft accepted file format). Attachments can be added at the time of invoice entry or later from the vendor transaction history screen. Select the invoice to add/edit attachments.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Clone:

- **Clone:** This allows you to clone a prior invoice for this vendor, including all distribution lines.
 - This saves valuable keying time if this current invoice is similar to a prior invoice.
 - Invoices for this vendor will be displayed based on the filter selection at the top of the screen Vendor Summary Transactions.
 - Double-click an invoice line.
 - The prior invoice information will be displayed on the invoice entry screen. Any changes may be made, as well as distribution lines added or deleted. Save when entry is complete.
 - If you have selected the wrong invoice to clone, simply exit the screen without saving.
- **Clone-Append Distributions:** This allows you to clone solely the distributions from a prior invoice for this vendor. They may be appended, added to the current distributions displayed, or replaced, overlaid over the current distributions displayed.

Forms: Print, Preview, or export invoice to Word.

Payment Drop-Down Menu/Manual Check: This will not issue a physical (printed) check but record a payment for this invoice for the vendor. It is used if a check was handwritten and now needs to be recorded in the system.

- Click the Manual check button and enter the payment information.
- Check number is a numeric entry.

- The accounting period is when the payment entry hits the cash account in the General Ledger.
- Date is the date of payment.
- The invoice and payment will be posted automatically upon clicking OK.

If an invoice has already been posted, you may record a manual check with the menu option *Daily > Manual payment*. A manual payment option is also available on the vendor transaction browse screen.

Payment Drop-Down Menu/EFT: This will not issue a payment, but will record an EFT payment (automatic withdrawal from a bank account) for this invoice for the vendor.

- Enter the invoice information and click EFT to enter the payment information.
- The EFT field allows you to record any meaningful notation of payment and can be alpha/numeric characters.
- The accounting period is when the payment entry hits the cash account in the General Ledger. * Date is the date of payment.
- The invoice and payment will be posted automatically upon clicking OK.

If an invoice has already been posted, you may record the EFT payment with the menu option *Daily > Manual payment*.

A manual payment option is also available on the vendor transaction browse screen.

Audit: Allows users to search all audit records specific to an individual invoice entry.

Show Image: Toggle on-screen display of invoice attachment(s) on/off

Shortcuts

Use tab key: Invoice entry screen is designed so you can tab through the entry fields without reaching for the mouse.

Easy Vendor search: Key the first few characters of the vendor name and use the up/down arrows on the keyboard to locate the appropriate vendor.

Add a vendor on the fly: Click on the word "Vendor" to add/edit a vendor during invoice entry.

Using a PO#: When assigning a PO # to an invoice, you don't have to select the vendor. Simply enter the PO#, and the system will locate the vendor.

PO Full/Partial: If entering a PO# for an invoice, tab across and key F (Full) or P (Partial) instead of having to reach for the mouse.

F4 Search for vendor, PO#, or account number: To search, hit F4 on your keyboard instead

of reaching for the mouse.

Save: When invoice entry is complete, hit the Enter key instead of reaching for the mouse and clicking Save.

Editing

While in batch, an invoice may be edited or deleted. On the Invoice Batch screen, simply double-click an invoice line to edit. Any field may be edited, and distribution lines may be added or deleted. Be sure to click Save to hold any changes. Once an invoice is posted, if user permission allows, anything except the account and amount may be changed. For details on how to correct an invoice, see [Post AP Batch](#)

Partial Payment of an Invoice

Settings > Accounts Payable > Payables Imports

If an invoice is to be paid in partial payments, it must be added as separate invoice lines, as the payment will happen. When tagging invoices for payment, the payment amount will be the amount of the invoice line/s selected. You may split an invoice into multiple lines to make a partial payment. See Split Invoice under [Vendor Detail Transactions](#).

Importing Invoices

The [import](#) format must be in place before you can actually import the invoices.

- Click Import.
- Select the Import name.
- Click on Connection string Edit button to select the path and filename to import.
- Select the accounting period for the invoices to be imported.

You may click Validate to see if any errors are found. If the import finds any errors, corrections must be made on the format setup and/or the spreadsheet before the spreadsheet will import.

- Click the Import button when ready to import.

The invoice batch can now be posted, more invoices added, edited, deleted, etc.

Invoice List

Last Modified on 02/25/2025 12:40 pm EST

Invoice List *Daily > A/P Invoice List*

Displays all unposted invoices in all batches.

From here, you can add invoices to an existing invoice batch, edit invoices, or delete invoices. Once an invoice has been posted, if user permissions allow, anything except the account and amount may be changed.

New Batch: Click this button to enter invoices in a new batch.

Digital Invoice Capture: click this button to navigate to your file's location and upload your image file.

Import: Allows you to import invoices from outside systems. This is especially helpful when importing credit card invoices. Contact SGA for assistance in setting up the import specs. Click [here](#) for more details about importing.

Add to Batch: Opens the invoice entry screen to add a new invoice to the batch of the selected invoice.

Edit: Opens the invoice edit screen for the selected invoice.

Delete: Deletes the selected invoice.

Post: Post the selected invoice(s) to the GL.

Submit (if invoice approval is activated): Submit the selected invoice approval.

Send to reviewer (if invoice approval activated): Allows the invoice to be assigned to a system user for review before Submit. Reviewer may change any/all invoice information as needed.

Approval Table: Displays the approval table for the selected invoice.

Approval Menu/Log: Lists all approval activity for the selected invoice (Submitted by, assigned to a reviewer, approved by, etc.).

Transfer Attachments: Moves all attachments from the selected invoice to a specified invoice in the same batch. All attachments are moved from one invoice to the other, and the original invoice is deleted.

Attachments: All attachments associated with the selected invoice.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Forms: Print, Preview, or Export to Word selected invoice(s).

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. This comes in handy if another user is entering invoices at the same time

Reports: Print Details, Print, or Export all displayed invoice rows to Excel. Print Detail opens the A/P Invoice Batch by Vendor detail report for the batch of the selected invoice.

Advanced Filters: Applies limiting filters to the displayed list.

Vendor Type: Displays invoices for vendors of the selected type(s).

Posted: Displays unposted, posted, or all invoices.

Period: The period range of entered invoices to display.

Due before: Limits the invoices displayed for those whose due dates are earlier than the specified date. If due dates are not activated in the Approval Type setup, this filter will not affect the displayed list.

Timeframe: Controls invoices displayed on the screen by the timeframe of invoice dates.

Search: Display only invoice(s) that meet search criteria.

Show Mine: Limits the invoices displayed to only those created by the user or for which the user is an approver.

View: Allows you to customize the columns and save your settings as a view. To hide or unhide columns, click the customize columns button and check which columns will be displayed. To order columns, you can either click the customize columns button or just drag columns where you want them by dragging the column header. Save a view by clicking the save view button. You must have proper permissions to save or delete views.

Group: Select the [Approval](#) Group if you wish to view invoices for just that Approval Group, or select All to view purchase orders for all Approval Groups.

Approval Table: The dropdown to the right of Approval Group is a selection of Approval Table(s) for the selected Approval Group

Status: Limits the displayed invoices to those having the selected approval status(es).

Post A/P Batch

Last Modified on 12/17/2024 11:12 am EST

Post A/P Batch

Daily > A/P Invoice Batch List > Double Click a Batch > Check a Batch > Click Post

An invoice must be posted before it can be paid or viewed in the vendor's transaction history. Invoices can be posted at any time—immediately, daily, weekly, etc. You may do a selective post based on a range of periods, invoice date, vendor ID, or vendor type. The selection screen will automatically show the highest and lowest values that are found in the batch being posted. Any invoices not selected for posting will remain unposted.

After an invoice is posted, it can no longer be deleted; it must be voided. If something needs corrected on a posted invoice, based on user permissions, the invoice can be edited (with exception of G/L account# and amount).

Corrections to an amount or account# on a posted/not paid invoice: Option 1--If the amount needs corrected, an additional invoice may be entered (with same Invoice#) for the additional amount (plus or minus). This can be done quickly by cloning the original invoice and entering the appropriate adjustment amount. The same can be done to correct an account#. Add a new invoice (with same Invoice#) with a minus amount for the original/incorrect account# and a 2nd line with a plus amount for the correct account#. Be sure to tag all invoice lines when making the payment. Option 2—clone the invoice, make any corrections needed; then void the old/wrong invoice.

Corrections to the G/L account# on a posted invoice: A journal entry can be made with a minus amount to the wrong account# and a plus amount to the correct account#. You may then link this journal entry to the original invoice by clicking the Links button. Select Type Invoice; Title A/P Invoices; click "Add links to many Invoices" and select the invoice/s that this journal entry applies. When browsing the vendor's transaction history, the linked correcting JE entry can be seen.

Recurring Payables

Last Modified on 03/10/2025 12:44 pm EDT

Recurring Payables

Daily > Recurring Payables

This is a list of payables (invoices and payments) that occur on a schedule. Typically, these are invoices that are exactly the same each month (including the same amount). A recurring payable can be set up once with a defined frequency (monthly, quarterly, etc.) and is auto-posted at the beginning of a month during the reset month/year. If the amount of the invoices changes month to month, rather than using recurring payables, using the Clone option on the invoice entry screen is recommended.

Screen Icons

New: Clicking this button will open a new recurring payable.

Create Batch: This allows you to create a payable batch by selecting one or more recurring batches (by checking the batch lines) and clicking **Create Batch**. You can see the batch/es under *the Daily > A/P Invoice Batch list*.

Edit: An existing recurring payable can be edited by highlighting the payable line and selecting **Edit**. Only one entry can be edited at a time. Checking multiple boxes under **To be posted?** will not highlight the rows and can only be used to manually post recurring payable entries.

Delete: Allows you to remove recurring payables from the system.

Log: Lists all post date activities for each recurring entry.

Reports: Click the dropdown to print or export a recurring payable out to Excel.

Creating a Recurring Payable

ID: A unique name for the payable.

Description: An optional description of the payables.

Invoice: Click this button to enter the invoice details. There are several variables you can use here, including %YYYY%, %FYYY%, %CYYY%, %MMMM%, and %MMM%. For example, to create an invoice number as the month/year, enter %MMMM% %YYYY% (note the space between the month and year).

Payment: If the vendor drafts the payment for this invoice, the payment information (checkboxbook, comment, and payment day) can be set up here and recorded, and the invoice will be auto-generated at the same time. Check the Create EFT Payment box to complete this information; leave the box unchecked to set up the recurring invoice without payment information.

Post to: Determines if the payable is posted to the current period of a prior period.

Frequency: Determines how often the payable is to be posted.

Next post date: This displays the suggested date this payable is to be posted. It is auto-updated based on the frequency and last date the payable was posted. The next post date is a reminder only and does not trigger anything in the system when that date is reached.

Nbr times posted: Displays the number of times this payable has been posted.

Specify the number of times to post: This allows you to specify the number of times to post an entry.

Inactivate when number of times is reached: Deletes the recurring entry so that no payables in the future will be posted. This does not delete any payables that have already been posted, but only the schedule for future payables.

Posting a Recurring Payable

When you reset the accounting period every month, recurring entries will default to post. This ensures that regular transactions are captured without needing manual input each time. If you are not ready to post the recurring payables immediately, you have the option to create a batch and the system will display this batch on the A/P Invoice Batch List.

If you wish to manually post recurring entries, go to *Daily > Recurring Payables*. Entries will default to post if the next post date is today or in the past. You may click on **Log** at any time to see when the selected payable was last posted. Once the log is displayed, you may double-click on a line to see the entry detail. To manually post one or more payable batches, click on the checkbox/es on the payable lines you wish to post, set the accounting period and date, and click Post.

Tag Invoices for Payment

Last Modified on 12/17/2024 10:42 am EST

Tag Invoices for Payment

Daily > Payment Batches

In order to generate a payment batch, the first step is to tag [invoices](#) to include for payment. Tag only the invoices to be included in the check batch you wish to create. If you have multiple check batches, tag the first batch and go through with the entire check run. Then, tag the next batch and do the same.

Click New Batch. Click on the dropdown arrow for View by to select the order unpaid invoices are to be displayed. You can also filter by vendor type if you wish by clicking the Types button and check the vendor types to include in the display. The total amount tagged and due (remaining untagged) show at the top of the screen.

To tag all invoices, Click the "Select / deselect all" checkbox at the bottom of the list.

To tag all invoices for a vendor, click on the vendor's total line. You may tag/untag invoice lines by checking/unchecking the invoice line.

To tag all invoices through a due date: If you wish to tag all invoices through a due date, click on the View by dropdown, select Due Date, and click Display. Check the total line for the due date you wish to tag through.

To tag all invoices for a Vendor ID, Batch#, or Fund#: At the top of this window, click on tag by Vendor ID, Batch#, or Fund; enter the appropriate number, and click Tag. All invoices for this selection will be tagged for payment.

To tag part of an invoice: When an invoice line has been clicked on to highlight, the distribution lines will be displayed at the bottom of this screen. You may tag selected distribution lines to pay. For more information on partial payments, see Split Invoice under [Vendor Detail Transactions](#)

You may use a combination of methods of tagging. Simply click Display to redisplay/refresh the screen.

If you would like a report of what is tagged, at the top menu click on Reports > Print Tagged Invoices. When done tagging, click OK. The Payment Batches screen will display the total amount tagged. If you need to go back to tag/untag invoices, click Tag Invoices button.

Next step is [Process Payment](#).

Void Invoice

Last Modified on 12/17/2024 10:44 am EST

Void Invoice

Daily > Void Invoice

To void an invoice, select an invoice you wish to void and click the Void button. A screen will display with all unpaid invoices for that vendor that are available to void, giving you the option to void more than one at a time. The invoice distributions or line items show at the bottom of the screen for the invoice you have selected at the top. You can choose to void part of an invoice by checking which distributions you want to void at the bottom.

Note that the invoice you had already selected is checked by default. Check all invoices that you wish to void. The void period and void date are at the top of the screen and can be changed. You may also enter a comment to explain the reason for the void. Click the Void button.

Hold Invoice

Last Modified on 12/17/2024 10:15 am EST

Hold Invoice

Daily > Accounts Payable Invoices > A/P Invoice Batch List

An invoice can be marked as hold, which disallows the invoice to be tagged for payment. To hold an invoice, select an invoice you wish to hold by double-clicking. A screen will display with all unpaid invoices for that vendor that are available to hold, giving you the option to hold more than one at a time. The invoice distributions or line items show at the bottom of the screen for the invoice you have selected at the top. You can choose to hold part of an invoice by checking which distributions you want to hold at the bottom.

Note that the invoice you had already selected is checked by default. Check all invoices that you wish to hold and click the Hold button.

Payment Cards

Last Modified on 12/17/2024 10:27 am EST

Payment Cards

[Settings](#) > [Accounts Payable](#) > [Payment Cards](#)

Use of payment card codes allows you to enter PO's and A/P invoices to the purchasing vendor, but make the payment to the credit card or payment vendor.

In this way, the A/P transactions can be viewed for each purchasing vendor rather than lumped together with all payments under a credit card vendor.

You can also use a debit or charge card.

Payment cards are maintained under the Settings menu. Use the card name to identify the credit card account. You may have multiple payment card codes for the same payment card vendor.

For example, If John, Mary, and Joe each have individual credit cards that are combined on one invoice/statement from the credit card company, you might add separate codes for John, Mary, and Joe, all with the same payment vendor.

See examples below.

In the tag for payment option, the invoices can be sorted in payment card order for easy reconciliation with the billing statement.

Payment Card ID: A unique number assigned by the computer.

Card Name: A descriptive name for the payment card.

Payment Vendor#: This vendor# is the payment (credit card) vendor.

Tagging for Payment Card Payment in Invoice Entry

In the invoice entry, if you wish to designate the invoice as a payment card payment, click Payment Card/Vendor and select the payment card from the drop-down list.

If an invoice has been assigned a payment card, the payment will be made to the payment card vendor (instead of the purchasing vendor).

You can browse invoices by payment card when you go to [tag them for payment](#) or when you actually [print the checks](#).

If using purchase order you can select the payment card upon [P.O. entry](#) and it will then carry over to the invoice. The payment card may be edited or deleted at any time up to the time of payment.

Vendor Transactions

Invoices and payments with a payment card can be viewed under the purchasing vendor as well as the payment card payment vendor.

Payment Card Statement

You can get a payment card statement at any time by simply [browsing A/P history](#) for the payment card vendor.

Every purchasing vendor will show up under this one payment vendor in one browse, which also has the ability to browse invoices and payments and also has an export to Excel.

Example 1:

Card Name: Jeff's Chase Mastercard
Payment Vendor: Chase

Example 2:

Card Name: Mike's Chase Mastercard
Payment Vendor: Chase

Example 3:

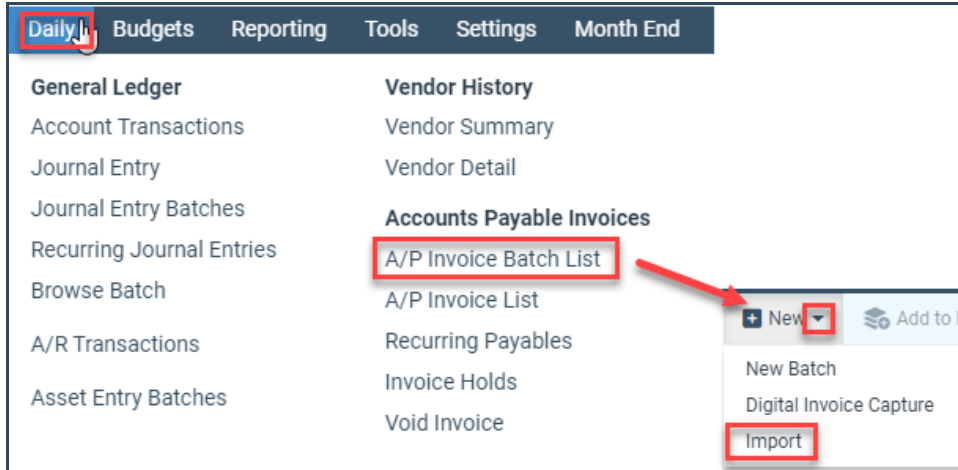
Card Name: Jeff's Bank of America Visa
Payment Vendor: Bank of America

How To - Importing A/P Invoices

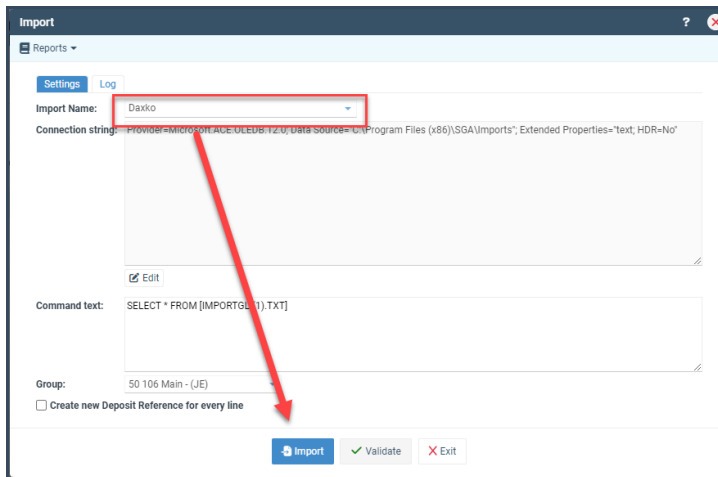
Last Modified on 12/17/2024 10:18 am EST

How To Import A/P Invoices into SGA Web

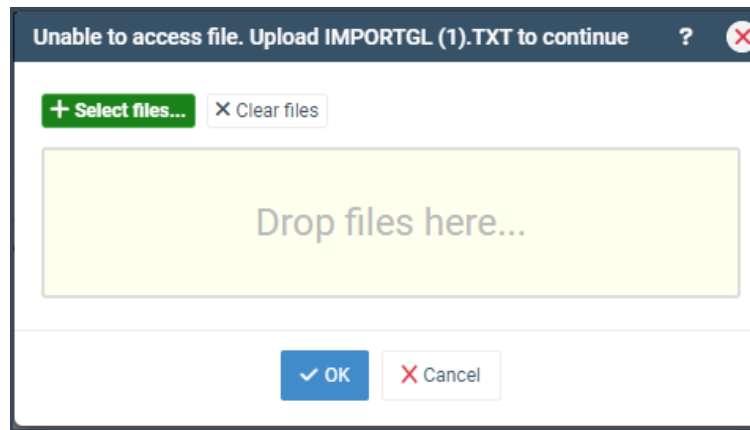
Daily > A/P Invoice Batch List > New/Import



- Choose your **Import Name** from the drop-down menu options then click **Import**

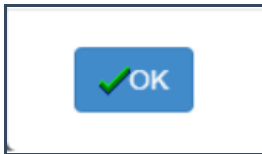


- You will be prompted to either **Select** your file or **Drag and Drop** your file into the yellow box.

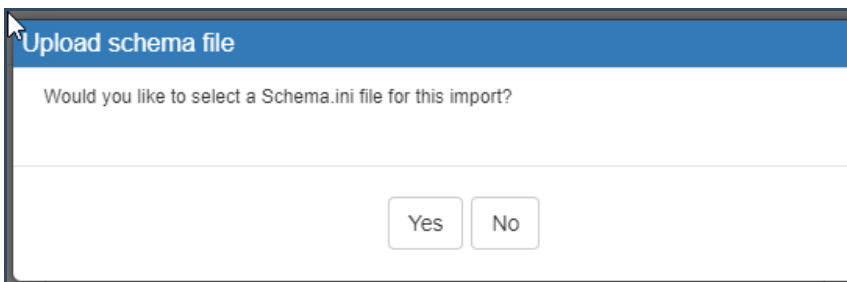


There is no longer a need with Web for the computer to have to look to the \tsclient folder to get your imports. It will look directly at the computer you are working on.

- Once your file is selected, go ahead and click **OK**.



- You will then be asked **Would you like to select a schema.**



NOTE: An import schema is used to define the name and type of each item being imported. A schema is only needed in some cases, and SGA can assist you if that situation occurs.

If you have a Schema that was set up by SGA you will want to go ahead and choose **YES** and select that file and the import will then import.

If you do not you will choose **NO** and then the import will then import at that time.

Payment Batches

Last Modified on 02/25/2025 12:56 pm EST

Payment Batches

Daily > Accounts Payable Payments > Payment Batches

Payment batches manage the process of creating and printing a payment batch or check run.

New Batch: Create a new payment batch. When clicking this button, you must tag which invoices will be paid.

Import: Import external payments. Click [here](#) to learn more.

Tag Invoices: For batches that have already been created, you can tag/untag which invoices are included in this batch. After creating the payment batch, you may return to the Tag Invoice screen and tag/untag additional invoices. After the tagging changes, click the Process Payment button to proceed.

Process Payment: Prompts you for the payment information and then brings up the [Process Payment](#) screen, where you print checks and/or create an EFT file.

Merge: Merges multiple unposted batches into a single batch. This allows multiple batches that are already tagged to be combined into one check run.

Delete: Deletes a payment batch. If a payment batch is deleted, the invoices will no longer be tagged for payment. This can also be used to delete a batch that has already been posted if you filter the batch number.

Unpost: Unposts a payment batch. If a payment batch is unposted, it will be re-opened with all the original invoices tagged for payment.

Submit (if payment approval is activated): Submit the selected payment batch for approval.

Approval: Within the approval drop-down, you will be able to review the approval table and approval log for each invoice. This allows you to track the status and history of approvals, ensuring all necessary actions are completed.

- **Review Approval Table:** Displays the approval table for the selected invoice.
- **View Approval Log:** Lists all activity for the selected invoice (submitted by, assigned to a reviewer, approved by, etc.).

Attachments: All attachments associated with the selected invoice.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. This comes in handy if another user is entering invoices at the

same time.

Reports: Print tagged invoices or print what is displayed. The Print Tagged Invoices detail report is assigned in *Settings > General Ledger > Reporting*.

Advanced Filters: By default, only unposted batches are displayed, but that can be changed here.

Negative Payments

If there are any negative payments, you won't be able to print checks until a negative payment balance is untagged.

Tag Invoices for Payment

Last Modified on 12/17/2024 1:18 pm EST

Tag Invoices for Payment

Daily > Account Payable Payments > Payment Batches

In order to generate a payment batch, the first step is to tag [invoices](#) to include for payment. Tag only the invoices to be included in the check batch you wish to create. If you have multiple check batches, it is recommended you tag the first batch and go through with the entire check run. Then, tag the next batch and do the same. Note: this option is to be used only for invoices to be paid by check or company-initiated ACH. To record manual checks or drafted payments, use [Manual Payment](#).

Daily > Payment Batches. Click New Batch. Click on the dropdown arrow for View to select the order unpaid invoices are to be displayed. You can also filter by vendor type if you wish by clicking the Types button and check the vendor types to include in the display. The total amount tagged and due (remaining untagged) show at the top of the screen.

To tag all invoices: Click the "Select / deselect all" checkbox at the bottom of the list.

To tag all invoices for a vendor: Click on the total line for the vendor. You may tag/untag invoice lines by checking/unchecking the invoice line.

To tag all invoices through a due date: Click on the View by dropdown, select Due Date, and click Display. Check the total line for the due date you wish to tag through.

To tag invoices for a payment card: Click on the View by dropdown, select Payment Card, and click Display. Check the total line for the payment card to select all invoices for the card. Uncheck rows for invoices not to be included in this payment.

To tag all invoices for a Vendor ID, Batch#, or Fund#: At the top of this window, click on tag by Vendor ID, Batch#, or Fund#; enter the appropriate number, and click Tag. All invoices for this selection will be tagged for payment.

To tag part of an invoice: When an invoice line has been clicked on to highlight, the distribution lines will be displayed at the bottom of this screen. You may tag selected distribution lines to pay. For more information on partial payments, see Split Invoice under [Vendor Detail Transactions](#)

You may use a combination of methods of tagging. Simply click Display to redisplay/refresh the screen. When you change the order to display, the system will ask if you want to keep the invoices tagged that have already been tagged.

If you would like a report of what is tagged, at the top menu click on Reports > Print Tagged Invoices. When done tagging, click OK. The Payment Batches screen will display the total amount tagged. If you need to go back to tag/untag invoices, click Tag Invoices button.

Next step is [Process Payment](#).

Process Payment

Last Modified on 03/10/2025 9:21 am EDT

Process Payment

Daily > Account Payable Payments > Payment Batches

Once you have tagged the invoices to pay in the payment batch, you will see your batch/es on this screen. If not, see [Tag Invoices for Payment](#).

Click to highlight the payment batch to process and click the **Process Payment** button.

Enter the Payment Information

Amount: The total amount of invoices that are tagged for payment for this check batch is displayed.

Checkbook: Select the checkbook from which this check batch will be processed. (The checkbook to be defaulted is assigned in Settings > Accounts Payable > Payment Options.)

Cash Account: Select the G/L cash account in which this check batch will be processed. The account is displayed without the fund#. This G/L cash account must exist for every fund for which invoices are being processed within this batch.

Beginning check#: Enter the first check# for this check batch. The next check# will be defaulted (Settings > Accounts Payable > Checkbooks) but can be overridden.

Period: The month/year this payment batch will be posted to the cash account/s in G/L.

Date: The payment date for this check batch.

Pay all vendors with paper checks: Check this box if you want to issue paper checks for all vendors in this check run, regardless of the vendor setting for electronic payments.

- Click OK.
- The payment batch will be displayed.

If this payment batch includes both paper and electronic (EFT) payments, tabs will separate the payment types (Checks vs. EFT Payments). Each payment type will be processed separately.

NOTE: *An EFT batch is auto-generated if the vendor's EFT screen is set to Pay Electronically. If an EFT payment batch should not have been generated, exit from this screen. Return to the Process Payment screen and check the box to Pay all vendors with paper checks.*

Post: This action records the payments in the system and reflects the adjustments on your financials. Once posted, you can print checks.

Unpost: This button will appear only after the payment batch has been posted. If you need to

unpost the batch to make any modifications, simply click **Unpost**.

Delete: Click this button only if you wish to start over with this payment batch. If the batch is deleted, the tags are removed. If you do not wish the tags to be removed but want to tag/untag additional invoices, exit from this screen and click Tag Invoices. Tag/untag additional invoices, then click Process Payment to proceed with the payment batch.

Print Checks: The payment batch must be posted before the **Print Checks** button is enabled. Once you've posted the payment batch, click on the dropdown arrow for Print Checks, if you would like to preview your checks. Click the Print Checks button to go directly to the printer. If you must reprint part of the check batch, click Print Checks, and enter the range of Check numbers to reprint. The check stub will print the Invoice Date, Invoice Number, Comments, and Amount. Multiple lines will be combined on the check stub if the date, Invoice Number, and Comments are the same. If any of these differ, separate lines will be printed on the stub. If using pre-printed forms, to avoid errors of check number assignment, it is **highly recommended** you compare the beginning and ending check numbers printed on the check stubs against the beginning/ending check number displayed on the screen.

To renumber checks: If the printer jams in the middle of the check print, or for some other reason, you must renumber checks, click the Unpost button, then right-click on the first check number to be renumbered. This allows you to renumber the remaining checks in this batch. You must click Post, once you've renumbered your checks, before you can print checks.

Overflow Stubs: If any checks have too many lines to fit on the stub, the Overflow Stubs button will be highlighted as an alert for you. After all checks have been printed, load plain paper in the printer and click the Overflow Stubs button to print this information. See [Print A/P Check Stubs](#) on how to reprint after the batch is posted.

Reports: The reports dropdown arrow allows you to print (or send to Excel) the list of payments displayed on this screen.

PMT Country: The Country in which the Vendor's bank resides that is set up on the Vendor Maintenance Screen.

Electronic Payments (EFT)

If EFT Payments exist in this payment batch (company-initiated payments directly to vendors via ACH), they will be displayed on a tab named EFT Payments. The reports dropdown arrow allows you to print (or send to Excel) the list of EFT payments displayed on this screen.

After the payment batch is posted, go to Daily > [Generate ACH File](#) to create the transmittal file to send to the bank. The file format is defined in Settings > Accounts Payable > EFT File Formats.

Note: *If there is a problem with an electronic payment batch after the batch has been posted, you can go to Process Pay, filter it, and find the posted batch. Delete the batch. This leaves the payments still tagged. You can then process payment again by changing the month, date, etc. When you post the batch, you must go to Generate EFT. If you need to send the file to the bank, it is available. If you do not need to send the file to the bank again, just change the status on your*

batch to Processed.

How to remove a vendor payment from the ACH file before transmitting it to the bank:

- Go into My Computer and delete the ACH text file that was already created.
- Go to A/P vendor transaction history and void the payment.
- Menu option Daily > Generate ACH File. Select the checkbook and status Processed.
- Double-click on the appropriate batch. The payment you do not want to include is now marked as Void. Cancel from this screen.
- Check the **Include** box on the batch/es to include and click Create File.
- Proceed with transmitting the newly generated file to the bank.

Check Register: Use Detail Report Writer to print a check register. The register can include (or Exclude) all types of payments (paper checks, EFT, unused check numbers, and any manual payments recorded).

Unused Check#'s: The menu option is Daily> Enter Unused Checks. If you wish to record in the system any check forms that were not used due to printer jams, etc., you can do so *by selecting the option*. If unused checks are recorded in the system, they can be included in the printed check register for audit purposes.

Positive Pay: If your bank requires a positive pay file for fraud prevention, the menu option to generate this is *Daily > Create Positive Pay*.

How to print A/P checks if the batch is already posted: You can print checks that have already been posted. Menu option *Daily > Payment Batches*. Click the Advanced Filters button. Select Posted Yes and enter either the batch# or the month/year. Click OK. Double click on the appropriate batch. Click OK on the Process Payment screen. You can print checks from there. The batch is already posted, so exit from this screen when finished.

Print A/P Check Stubs

Last Modified on 12/17/2024 1:02 pm EST

Print A/P Check Stubs

Daily > Payment Batches

Prints check stub info for any check that exceeds the maximum number of lines available for printing on the stub.

This page may be mailed with the check to show detailed payment information.

To print/reprint the overflow stubs for a check batch that is already posted:

- Daily > Payment Batches.
- Click the Advanced Filters button.
- Change Posted to Yes and enter the batch# and/or the period from/to.
- Double-click to select the appropriate batch.
- Click OK, and the check batch is displayed.
- Click the Overflow Stubs dropdown arrow and print.

Exit from the screen when finished.

Auto-generate Due to/from Entries

Last Modified on 12/17/2024 11:14 am EST

Auto-Generate Due To/From Entries

If a payment batch includes invoices expensed to multiple funds, this optional setting will direct the system to auto-generate journal entry records for due to/from entries to move the cash credits to a primary payment fund.

The following is an example of the process:

Invoices were expensed as follows: \$100 to Fund 01, \$50 to Fund 02, and \$100 to Fund 03. These invoices were tagged to pay a total of \$250 from the main operating checkbook, where Fund 01 is the designated payment fund.

When payments are generated, the system will **always** credit cash and debit accounts payable in

PAYMENT ENTRY							
		DEBIT	CREDIT			DEBIT	CREDIT
each fund:	FUND 01 AP	100		FUND 02 AP	50	FUND 03 AP	100
	FUND 01 CASH		(100)	FUND 02 CASH		FUND 03 CASH	(100)

If the checkbook is set to auto-generate due to/from entries, in addition to the above entries, the following journal entry records will be automatically created:

AUTO-GENERATED DUE-TO/DUE-FROM ENTRIES							
		DEBIT	CREDIT			DEBIT	CREDIT
	FUND 01 DUE FROM	150		FUND 02 CASH	50	FUND 03 CASH	100
	FUND 01 CASH		(150)	FUND 02 DUE TO		FUND 03 DUE TO	(100)

The net effect of entries resulting from the payment batch is as follows:

NET GL IMPACT OF PAYMENT AND DUE-TO/DUE-FROM ENTRIES							
		DEBIT	CREDIT			DEBIT	CREDIT
	FUND 01 DUE FROM	150		FUND 02 AP	50	FUND 03 AP	100
	FUND 01 AP	100		FUND 02 DUE TO		FUND 03 DUE TO	(100)
	FUND 01 CASH		(250)				

Note: When a payment batch is posted, the system generates the CD (CR Cash; DR A/P) and JE (Due-To/Due-From entries) within the same batch. Therefore, if for any reason the payment batch is deleted, the corresponding Due-To/Due-From entries are deleted as well.

Required Setups for Auto-Generating Due To/From Entries Between Funds





Settings > Accounts Payable > Payment Options. Set Payment Process as “Multiple funds per checking account”.

Setting > Accounts Payable > Checkbooks. Edit any checkbook for which payments are to be

made for multiple funds. On the right side of the screen, check the box “Auto-generate due to/from entries”.

Note that the “Auto-generate due to/from entries” checkbox is only visible if the “Payment Process” option is set to “Multiple funds per checking account”.

Complete the following:

Payment Fund:	<input type="text" value="01"/>		Operating Fund
Due To Account:	<input type="text" value="00-000-7605-00000"/>		
Due From Account:	<input type="text" value="00-000-6811-00000"/>		
Source:	<input type="text" value="JE"/>		

- **Payment Fund:** The Fund number where the total payments will be credited.
- **Due To Account:** The GL account to which the Due-To entries will be credited. Enter the account number without the fund. This account number must exist for every fund other than the Payment Fund. Go to *Records > Accounts to add Account numbers* as needed.
- **Due From Account:** The GL account to which the Due-From entries will be debited. Enter the account number without the fund. This account number must exist for the Payment Fund. Go to *Records > Accounts to add Account numbers* as needed.
- **Source:** The Due-To/Due-From entries will be assigned this source code. You may prefer source JE or this can be a source that represents Due To/Due From entries only. Note: Source codes are maintained in *Settings > General Ledger > Sources*.

Generate ACH File

Last Modified on 12/18/2024 3:35 pm EST

Generate ACH File

Daily > Accounts Payable Payments > Generate ACH File

EFT File Formats

Settings > Accounts Payable > EFT File Formats

When paying vendors via EFT, the invoices are tagged, a payment batch is created, and subsequently posted (see Process Payment). After a payment batch is posted, you must generate the ACH file and then transmit it to the bank for payment directly to the vendor's bank account. *Settings > Accounts Payable > EFT File Formats* defines the bank-required file format.

The checkbook's country code will be compared to the vendors' country code for electronic payments. If a vendor is selected to be paid electronically and the vendor's country is different from the checkbook county, a warning message will be displayed.

Generating the ACH File

Daily > Accounts Payable Payments > Generate ACH File

Your EFT payment batch is displayed. You may double-click on the batch# to see vendors about to be paid, amount, bank account, etc. To print a list of payment info, click on **Reports > Print (or Preview)**. Cancel from this screen to return to the Generate ACH File screen.

- For more information, please refer to this article: [Export Permissions](#)

A status of "Ready to Send" indicates the ACH file has not yet been generated. A status of "Processed" indicates the ACH file has been generated. Check the box on the batch(es) you wish to include. Click Create File. The ACH file is now generated and must be transmitted to the bank according to your bank's requirements.

Email Notifications: Sends each vendor an email notification of payment that was made to the vendor's bank account.

1. Check the Include box on the appropriate batch and click Email Notifications.
2. Click Send Emails.
3. The email sent to the vendor will state the payment amount, date, and bank account# ending in xxxx. Also included in the email will be a line for each invoice#, invoice date, comments, and amount. Emails can be resent to vendors later, if necessary. The vendor's email address can be updated and the email resent, all from this same screen.
4. Check the **Update Email Address** box if you wish to permanently change the email address on the vendor maintenance screen.

Resend Email Notifications: If you need to send/resend email notifications to vendors:

1. Go to *Daily > Generate ACH File*.
2. Change Status to All.
3. Check the Include box on the appropriate batch.
4. Click Email Notifications.
5. Vendors and information will be listed.
6. Check the Send box for any vendors to send email notification.
7. Click Send Emails.

NOTE: *If an EFT payment batch is deleted, the system will automatically delete the corresponding ACH file.*

Create Positive Pay

Last Modified on 12/17/2024 11:15 am EST

Create Positive Pay

Daily > Create Positive Pay

Creates a text file based on the [checkbook's](#) selected [positive pay format](#).

This file is transmitted to the bank for verification that the bank will allow only checks included in this file to be processed for payment from the designated checking account. Some banks may require a positive pay file. A payment batch must be posted before those checks can be included in the Positive Pay transmittal file.

To create the file, menu option is **Daily > Create Positive Pay**. Choose your checkbook, specify the name of the text file to be created, and key either a range of check numbers or check dates. When the file is created, the system will confirm the total amount and where the file was saved.

- For more information please refer to this article: [Export Permissions](#)

Checkbook: The checkbook in which to extract checks from.

Text File Output: The path and file name of the positive pay text file to be created. ([Download](#))

Manual Payment

Last Modified on 03/07/2025 4:10 pm EST

Manual Payment

Daily > Accounts Payable Payments > Manual Payment

This is used to record a manual check or EFT that has already been issued. Before you can enter manual payment information, an A/P invoice must have already been entered for the vendor.

You can record a manual payment from three different places:

1. Directly in the invoice entry there is a manual check button. This will create a manual payment for the invoice on the screen. The manual payment and the invoice are posted immediately upon entry.
2. From the main menu, go to Daily > Manual Payment. This will force you to key the vendor ID before continuing.
3. Select vendors and choose any of the summary or detail menus. Click the Manual Payment button to do a manual check or EFT.

View by: Allows you to select the sort order of the unpaid invoices displayed. This is especially helpful if this is a payment card vendor, where you have many invoices to tag to be included in the payment entry.

The invoice distributions or line items show at the bottom of the screen for the invoice you have selected at the top. You can choose to pay part of an invoice by checking which distributions you want to pay at the bottom. Check all the invoices you wish to pay and click the Manual Check or EFT button, depending on how you would like the C/D recorded.

Number of invoices: Number of invoices to be paid.

Amount: The total payment amount.

Checkbook: This is the checkbook under which to record the payment. Either start keying the checkbook name or click the dropdown arrow to select the appropriate checkbook.

Cash Account: If you have multiple cash accounts, select which one you want this payment charged. Cash accounts are set up under the checkbook.

Check number / EFT: If a manual check, this is the check number. If an EFT, this is a transfer number or any description you wish to enter.

Period: The accounting period the payment will be recorded in the General Ledger.

Date: The date of the payment, defaulted to today.

Once you click OK, the check will be recorded. If the amount is incorrect, click the cancel button to return to the prior screen and check the invoices you wish to pay.

Void Payment

Last Modified on 12/17/2024 2:24 pm EST

Void Payment

Daily > Accounts Payable Payments > Void Payment

A check or EFT can be voided from one of two places:

1. Go to *Daily > Accounts Payable Payments > Void Payment*. Select the checkbook and enter the check# to void. This is a quick way to void multiple checks, as you enter only the check number and the check information will then be displayed. After voiding, you can enter the next check number to void.
2. Within [vendors](#) browse the [summary](#) or [detail](#) transactions. Select the payment line you wish to void and click the "Void Payment" button.

Choose the checkbook and enter the check# or EFT as well as the period for the void and the void date. The void date is defaulted to the original payment date but can be overridden.

A comments box allows you to enter the reason for the void. A list of invoices that were included in the payment you are voiding is displayed. Uncheck the Reopen box on any invoice lines that should remain voided. Click the void button.

The payment and corresponding invoices will be voided with the void period and void date specified. Any reopened invoices will be also be created in the period assigned. If applicable, the P.O. seq# will be reopened for the original P.O. sequence amount.

How to remove a vendor payment from the ACH file before transmitting to the bank: See [Process Payment](#).

Create Unused Checks

Last Modified on 12/17/2024 11:18 am EST

Create Unused Checks

Daily > Enter Unused Checks

If for any reason you have a gap in check numbers and you wish to record that fact you can use this to enter your unused check numbers into the accounting system. They will be created as a payment, but with no vendor, a zero amount, and marked as cleared.

Examples of adding unused checks are a voided check form given as an example to a vendor, check forms ruined due to a printer jam, etc. This option is only for the purpose of tracking any unused paper checks for audit purposes.

Select the appropriate checkbook and enter the range of check numbers, accounting period, and date. A comment is optional.

External Payments Import

Last Modified on 12/17/2024 11:27 am EST

External Payments Import

[Settings](#) > [Accounts Payable](#) > [External Payments Import](#)

External payments can be imported to SGA to clear checks. The payment can be imported from files like payroll.

Name: The name that will be displayed as the name of the import.

General

Connector type: See import connections for help with setting up a connection to a file to import.

Connection string: See import connections for help with setting up a connection to a file to import.

Reference columns by: See import connections.

Use schema: In certain situations, the import setup may require a way to name the individual items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Command text: When the Connection string is defined, the Command text will be defaulted to select all items from the external file. The Command text can be modified when there are situations that require the information from the file to be manipulated in some way in order to obtain certain results. An example of this would be when multiple columns from the external file need to be combined into one item to be used as a transaction comment. Another example would be if the information from the external file needs to be sorted or subtotaled in order to create a batch with fewer or more meaningful transactions. For additional information on this feature, please contact SGA support.

Setup

Checkbook: Enter the checkbook to be associated with the payments.

Columns

From Column: Add lines for each external column you wish to import. "From Column" is the column name or number on the external file; see "Reference columns by" above.

To Column: Click on the drop-down arrow to select the SGA item that matches what is listed in the From Column. The available columns are:

Column Name	Required	Comments
-------------	----------	----------

Payment	No	This identifies check number of the payment. If no check number is specified, a unique number consisting of the batch and auto-assigned sequence will be generated.
Employee ID	No	If the payment is associated with an employee, the employee ID can be specified for informational purposes only. The ID will be displayed in the Vendor column of the Check reconciliation.
Payment Type	No	CC = Computer Check, CM = Manual Check, CU = Unused Check, EC = Computer EFT, EM = Manual EFT
Amount	Yes	Amount of the payment
Account	No	If specified, the account listed will be used to determine the checkbook to assign the payments to. A single file can contain payments for multiple checkbooks based on the GL Account. If no account is specified, the payments will be assigned to the checkbook selected on the Setup tab.
Status	No	If none specified then the checks will be marked as outstanding. Valid codes are O = Outstanding, C = Cleared, V = Void, R = Reversal
Date	No	Date of the Payment. If none specified the date of the import is used.
Source	No	The Source Code for the payment. If specified, this can be used for sorting or selecting the payments in the bank reconciliation process.
Clear Date	No	If the payment has already been cleared, enter the date
Employee Name	No	Name associated to the payment

AP Setup

Last Modified on 08/20/2024 10:17 am EDT

Related Articles

Master A/P

Last Modified on 12/17/2024 8:57 am EST

Master A/P

Settings > Accounts Payable > Entry Options

The Master A/P process is outlined below. In the payment process, each fund feeds the payment amount (with a manual check) to the Master A/P fund for payment out of that checking account (defined in Settings > Accounts Payable > Entry Options).

Payments processed through the other funds may be processed as computer or manual checks.

Below is the outline of the entire process in addition to the norm.

Payment is Created

The following entries are made for the total of each expense fund, all of which use the same payment batch, acct period, and current date.

All journal entries are marked with a Master A/P source in [A/P options](#).

1. Invoice to master A/P vendor
2. Debit Master A/P Clearing account for expense fund
3. Credit A/P account for expense fund for the SA entry
4. Journal Entry for master A/P fund
5. Debit Cash account
6. Credit A/P account
7. Journal Entry for expense fund
8. Debit A/P account
9. Credit Master A/P Clearing account

Checks should be written to the Master A/P vendor. (Each contributing fund pays the master A/P.)

1. Dr. A/P account (each fund)
 2. Cr. Cash (each fund)
-

Void Payment

The following entries are made for the total of each expense fund, all of which use the same void payment batch, acct period, and current date.

All journal entries are marked with the Master A/P source in [A/P options](#).

1. Auto-generated void payment to Master A/P vendor.
 2. Dr. Master A/P fund Cash
 3. Cr. Master A/P fund A/P account
 4. Auto-generated void invoice to misc vendor.
 5. Dr. A/P account (each fund)
 6. Cr. Expense (each fund)
 7. Auto-generated JE will wash liability back to the fund.
 8. Dr. Master A/P fund A/P account
 9. Cr. Master A/P fund Void Payment account
 10. Auto-generated A/P invoice to each fund vendor. (Payable for Master A/P to return the money to each fund.)
 11. Dr. Master A/P fund Void Payment account
 12. Cr. Master A/P fund A/P account
 13. Auto-generated journal entry
 14. Dr. Void Payment account (each fund)
 15. Cr. A/P account (each fund)
 16. Auto-generated journal entry to deposit money back to each fund.
 17. Dr. Cash (each fund)
 18. Cr. Void Payment account (each fund)
-

A check should be written to each fund vendor. (Master A/P bank account returns money to each fund).

1. Dr. Master A/P fund A/P account
2. Cr. Master A/P fund Cash

When using Master A/P there is also a Print Unsatisfied menu that shows during the payment process. This allows you to print the unsatisfied invoices generated by the payment (or void) process.

The report must first exist and be specified in [A/P options](#).

Vendor Types

Last Modified on 12/17/2024 9:10 am EST

Vendor Types

Settings > Accounts Payable > Vendor Types

To maintain the vendor type, used to categorize vendors into groups such as:

- EM = Employees
- PA = Payroll Vendors, etc.

Force P.O.#: Is a P.O.# required in invoice entry for this vendor type? Used only if Use Purchase Order is set in Settings > Purchase Order > General Options.

1099 Codes

Last Modified on 12/17/2024 8:25 am EST

1099 Codes

[Settings](#) > [Accounts Payable](#) > [1099 Codes](#)

Maintains the A/P 1099 taxable codes used in reporting to the federal government on any Form 1099 at year-end.

1099 Taxable codes may be used in [A/P invoice entry](#) to designate that a payment to a vendor will be later reported for 1099 purposes. At year-end, you create 1099's and print them or export them to Excel; this is all done in the [1099 process](#).

Code: This code is assigned to payments designated for 1099 reporting.

Description: Name of the code.

Form: Designates the type of form (1099-MISC, 1099-NEC, or 1099-INT) this code applies for reporting purposes. 1099 codes must be unique. The same code cannot be used for MISC, NEC, or interest forms.

Federal Format: Designates which electronic form setup the system will use for reporting for this code. If the code represents a box# on a 1099-NEC form, then the federal format for 1099-NEC should be assigned. If the code represents a box# on a 1099-MISC form, then the federal format for 1099-MISC should be assigned.

Federal Box Number: Assign the Box number to report this code.

State Format: Currently applies to PA or VA. If your state requires electronic filing in a different format than the federal format, you can assign the format here.

State Income Box: Assign the Box number to report the state income amount.

State Withholding Box: This must be assigned under its own code for Withholding. You cannot assign federal/state box numbers, as well as a state withholding box.

State ID: If you wish to print your state ID number on the form or in electronic reporting, enter the number here.

Checkbooks

Last Modified on 03/07/2025 10:44 am EST

Checkbooks

Settings > Accounts Payable > Checkbooks

All payments are assigned to a checkbook. A checkbook designates the G/L cash account, and the check form used when checks are printed.

Checkbook ID: A unique number assigned to the checkbook by the computer.

Description: The description or name of the checkbook.

Active: Check the box if this checkbook is active.

Sort order: Allows you to establish the order active checkbooks will be displayed when processing a payment. Numbers are not required to be sequential, so you may leave spaces between numbers for future new checkbooks. This sort order affects the display only and may be changed at any time.

General

Check# handling: How check numbers are defaulted or forced.

Next check#: The next check number to be printed.

Check# length: The maximum length for check numbers.

Max amount for signature: If a number other than zero is specified, the signature on printed checks will not print if the check amount exceeds this amount.

Country: The country code where the bank account is established. This will be compared to the vendors' country code for electronic payments. A warning message will be displayed if a vendor is selected to be paid electronically and the vendor's country is different from the checkbook county.

Order checks by: Print checks in order of vendor ID, vendor name, or amount.

Print comments on stub: Determines if comments will be printed on the check stub. If not checked, invoice lines are combined, and only the invoice#, date, and total amount are printed on the stub. An option to print a total invoice amount (if an invoice has multiple lines to print) can be set on the [check form](#).

Print PO# on stub: Determines if the Purchase Order number will be printed on the check stub.

Cash Accounts: This field defines all possible G/L cash accounts for this checkbook. Do not specify the fund. You can check which account to default to, if any.

Non-A/P Cash Accounts: This button is available if *Settings > Accounts Payable > General Options* is set to use G/L Bank Rec. If there are any additional G/L cash accounts, other than those already listed for AP purposes, that should be included when displaying activity for this checkbook for bank rec purposes, add those G/L accounts here. Enter the entire account number string (including fund). Non-A/P cash account/s (entire account number string) listed must be unique to the checkbook.

Bank Information: This information can be printed on check forms. It is required only if using blank check forms. If you need more than one address line, use Ctrl+ENTER to move to the next line.

Formats

Check form: The format or layout checks will print as follows: (Maintained in *Settings > Accounts Payable > Check Forms*)

Bank rec import: The import format for importing a file from the bank to automatically clear checks from this checkbook. (Maintained in *Settings > Accounts Payable > Clear Check Imports*)

Positive pay format: If using positive pay, choose the format to use. (Maintained in *Settings > Accounts Payable > Positive Pay Formats*)

EFT format: If transmitting EFT payments for deposit directly to vendors' bank accounts, select the bank-required format. (Maintained in *Settings > Accounts Payable > EFT File Formats*)

Auto-generate due to/from entries: This is an optional setting. Click [here](#) for details.

Check Forms

Last Modified on 12/17/2024 8:46 am EST

Check Forms (Pre-printed vs. Blank)

Settings > Accounts Payable > Check Forms

Blank Check Forms

The biggest advantage of printing the entire check (MICR encoding included) is that you don't have the possibility of check#'s not matching the preprinted check#.

Preprinted checks become a hassle if the printer jams. With blank check stock, you don't have to worry about which check number is next.

If you use the printer for more than just printing checks, the disadvantage is the inconvenience of changing the printer cartridge before and after check printing (from regular to magnetic and then back).

Another advantage is pricing. Not having to buy preprinted checks is cheaper overall. However, MICR toner is usually double the price of a regular black toner cartridge, but with just one toner cartridge, you can print 5,000-10,000 (or more), depending on the size of your printer.

If you print blank check forms, once you have your check all set up, you have to send some samples to the bank to have it verified. Contact your bank for more information.

Pre-printed check forms

Pre-printed check forms may be used instead of blank check stock. If using preprinted check forms, both check stubs must be completely blank with the exception of a heading line for company name and preprinted check number on the top of each stub if you wish.

The advantage of pre-printed forms is that a regular printer cartridge is used for all printing, and no software setup is required.

Setting Up the First Check Form

1. Go to *Settings > Accounts Payable > Check Forms*
2. Go to File > New
3. Go to Insert > Standard Items > and choose the type of check form you want to start with. The standard check items will be added as default.
4. Make any changes necessary by reading below.
5. Save your changes by going to File > Save As. Give the form a name, such as your

company's name, and click Save.

Make Changes to the Form

1. Everything on the check form is either Text or an Image. Each of these has properties, as does the check form itself, which are displayed on the right side of the screen.
2. To add a new text object, go to Insert > Text.
3. Click on Text or an Image to select it. The properties of the selected object will appear on the right. You can change these properties right from here.
4. To move something, you can either change the Location property or click on it and use the arrow keys to move it one pixel at a time. Be sure to close all other windows within SGA before attempting this.
5. For Text objects, you can change the alignment, whether or not it auto-sizes with the width of the text, font, location, size, text, and variable.
6. If a variable is specified, the Text property will be changed to that variable when checks are printed. If no variable is specified, then the Text property is what prints.
7. Save your changes by going to File > Save to save over the same form or Save As to save as a new form.

Adding Images

1. To add a new text object, go to Insert > Image.
2. Click the Image property of the image, and you'll see an ellipsis button. Click it to change the image. Images are stored with the check. In other words, once an image is chosen, it does not reference the path from which it came.
3. For a clear image, do not use a smaller image than the original; use the original.
4. By default, the image is sized according to its size. You can change the image size using the Size property. To avoid loss of quality, the image size should be proportionate to the original dimensions.

Scan a Signature

1. Write the signature using a good black pen or a black marker (if the signature is not thick enough) on a good white surface, such as an index card with a white background; a thin marker is ideal.

2. Scan the picture at a large enough size; using the default, it should be plenty big enough.
3. For best results, crop the image so there is nearly no extra white space around the signature.
4. Save the image in a standard image type, such as a jpg.
5. If you wish to include a line under the signature, insert a text object using underscores to create a solid line.

MICR (Magnetic Ink Character Recognition)

1. The MICR line is simply a text object with the font called MICR, Size 10, Regular.
2. When printing blank checks, the MICR encoding must be in the correct position. Otherwise, the bank will reject the check, and additional fees may apply.
3. ANSI standards require all checks to have a clear band at the bottom. The only thing allowed in this clear band is a single line of MICR encoding. This clear band has a minimum height of 5/8 of an inch, although 3/4 of an inch is recommended. This clear band must be totally free of any other text or images, except for the MICR line. Therefore, if you have a printed signature, make sure it high enough on the check to avoid the MICR encoding, which is at least 5/8 of an inch above the band.
4. The MICR line must be positioned 3/16 to 1/16 of an inch from the bottom of the check, which is roughly the height of the MICR text itself.
5. The MICR line must start 5/16 to 1/16 of an inch from the right side of the check and cannot come closer than 1/4 inch to the left side of the check.
6. The best way to tell if the MICR is in the correct position is to use the TROY MICR Document Template. You can purchase one from Troy Group or mail a sample voided check to SGA.

TROY MICR DOCUMENT TEMPLATE

Successful MICR Printing Requires:

- **MICR Clear Band:** Only MICR characters; no extraneous MICR toner or other magnetic material on front or back.
- **MICR Character Skew:** Less than 1.5 degrees (*see Character Skew*).
- **MICR Line Skew:** Use blocks 22 and 42 to determine MICR line skew. It should not be off more than one division mark.
- **Horizontal Character Position:** Edge of document should be within the *Horizontal Edge Tolerance Zone* when transit characters are positioned under those on the template.
- **Vertical Character Position:** Entire MICR line should be between the top and bottom of the character position blocks.
- **Character Print Quality:** Good, with no voids or breaks and no visual fading across the page.
- **Correct Data:** Numbers and symbols should be correct and in correct positions.

TROY RECOMMENDED MICR CHAR. BASE LINE=1/4" FROM PAGE/CHECK BOTTOM

Character Skew
MAX. LEFT: -MAX. RIGHT

MICR Clear Band
(No magnetic printing other than coding below this line.)

Horizontal Edge Tolerance Zone

Part Number 54-17373-001

E13B CHARACTER SET:
0 1 2 3 4 5 6 7 8 9

SYMBOLS

■ = TRANSIT

■ = AMOUNT

|| = ON US

--- = DASH

58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1
<div style="display: flex; justify-content: space-between;"> AUXILIARY ON US FIELD TRANSIT NO. FIELD ON US FIELD AMOUNT FIELD </div>
<div style="display: flex; justify-content: space-between;"> EDGE OF DOCUMENT EDGE OF DOCUMENT </div>

Secure Fonts

1. If you wish to make your check more secure from check fraud by making the amount or payee name unchangeable, you can use secure fonts.
2. Click the amount label to select it.
3. Change the font to Secure1a or one of the other secure fonts below it.
4. Set the size to whatever you want, but it is recommended that you use 16 pt or more to make it easy to read.
5. Set the Variable to AmountInDollarsSecure.
6. Do the same for vendor names.

Formatting Dollar Amount

1. To include a dollar sign to the left of the dollar amount, include it in the text property (ie. \$3,299.99).
2. To include asterisks to the left of the dollar amount, include the number of asterisks in the text property (ie. ****\$3,299.99).
3. To include asterisks to the left and right of the spelled-out dollar amount, including the number of asterisks in the text property (i.e. Three thousand two hundred ninety-nine **dollars and 99/100**).

Check Properties

To access the check properties, click on an empty space without text or images. The properties will be displayed on the right. You can change these properties right from here.

CheckNumberOnStub: If set to True, the check number will be printed on the top right corner of the stub. If using pre-printed forms this is usually already printed for you, so this should be set to False.

CheckTop: The top margin of the check section is 100 = 1 inch.

CompanyNameOnStub: If set to True, the company name will be printed on the top left corner of the stub. If using pre-printed forms this is usually already printed for you, so this should be set to False.

InvoiceTotalsonStub: If set to True this prints a total line for an invoice# if that invoice has multiple lines printed on the stub. If an invoice only has one line, an additional line is not printed. A total payment amount is always printed on the stub, regardless of this setting.

Margins: The margins for the entire check with the stubs; 100 = 1 inch.

Size: The size of the check form. You should not have to change this.

Stub1Top: The top margin of the first stub; 100 = 1 inch.

Stub2Top: The top margin of the second stub; 100 = 1 inch.

Click the print or preview button at the top of the screen to print a test check and see what the check will actually look like when printed to paper.

Positive Pay Formats

Last Modified on 12/17/2024 8:58 am EST

Positive Pay Formats

Settings > Accounts Payable > Positive Pay Formats

Positive Pay is when you send a file to the bank for check verification. This allows you to define the format your bank requires. It is capable of creating a delimited or fixed-width text file. Maintain positive pay formats under Settings > Accounts Payable > Positive Pay Formats.

Format name: The unique name for this positive pay format.

Line type: If the format uses multiple record types, this defines them. If the format requires a single record type, just use the Detail line type; all other line types should not contain any columns. If there is a separate format for voids, use the Detail Void line type; otherwise, leave it blank.

Column type: Whether the format is delimited or fixed width/position.

Add pad blocks: Check this if the format requires a certain number of lines to exist. For example, if the number of rows has to be multiples of 10,

File path: The default path for the file to be created.

Void true/false value: The value of the void indicator column if the check is a void versus not voided.

Columns

Column ID: Identifies the column number.

Column Name: A way to identify what this column is. This is only used for documentation.

Length: The length of the data in the column.

Start-End: If fixed width, this shows the positions where this column will be placed.

Data Source: Whether the column is to be blank, a literal, or a constant. A literal outputs the Data Value. A constant is a variable for the payment that outputs the variable Data Value.

Data Value: The literal or constant value to output. A list of the available constants is in the drop-down.

Pad Char: A character to fill any remaining spaces with to fill the length of the column.

Remove Char: If you wish to remove a specific character from the data value, specify it here.

Justify: Whether the column is left or right justified. This will determine where the Pad Char is

placed.

Text Delimiter: Applies only if using a delimited column type. It will surround the column with the character specified. Typically this is quotation marks for text fields.

Format: Used only for numbers and dates.

Required: If checked it will show an error if this column is not specified during the export.

Description: This is only used for documentation.

The menu option to generate the positive pile file is under Daily > [Create Positive Pay](#).

Accounts Payable Options

Settings > Accounts Payable > General Options

Controls the main accounts payable options.

IMPORTANT: It's all the high-level settings for the Accounts Payable system.

General Options

Settings > Accounts Payable > General Options

Controls the main accounts payable options.

- **Next vendor ID:** Determines the next A/P vendor ID to be added. This is automatically incremented every time a vendor is added. Therefore, it should not be modified unless this is a first-time installation or if you want to temporarily control the next vendor ID to be added.
- **Default vendor type:** When adding a new vendor, this vendor type will be defaulted.
- **Invoice field label:** The caption of the invoice# in invoice entry and everywhere applicable. This is typically either invoice# or voucher#.
- **Allow vendor name change:** If this box is not checked, a new vendor must be added to reflect the vendor's name change.
 - **Notify Users/Groups when Vendor Name Changed:** Do you want a user or group to receive a notification when a vendor's name or payment name changes? There is also an option to enter an additional email address for notification. If a group is assigned, every member of the group and any additional email address assigned will receive this email notification. The user who made the change will not be notified.
- **Require new vendor approval:** If this box is checked, new vendors must be approved by any user with the appropriate permissions. Vendors are approved by clicking the Approve checkbox on the Vendor Info screen.
 - **Users/groups to notify:** Do you want a user or group to receive a notification when a new vendor is created and requires approval? There is also an option to enter an additional email address for notification. If a group is assigned, every member of the group and any additional email address assigned will receive this email notification. The user who made the change will not be notified.
 - **Notify create user when vendor approved:** The user who created the vendor will

receive a notification when the vendor is approved.

- **Display transactions not in G/L account restrictions:** If this box is checked, a user can view all A/P transactions for a vendor, regardless of this user's account restrictions.
- **Show vendor custom information on edit screen:** If this box is checked, custom information will show on the vendor edit screen rather than within the Custom Information button.
- **Generate 1099 on Payment Vendor:** The stored procedure will generate 1099 detail records based on PaymentVendorID. Otherwise, it will generate the 1099 detail records based on VendorID. If this option changes, you must regenerate your 1099s for that setting to take effect.
 - **1099 Margins Top & Left:** You can adjust the margins for 1099 form printing.
- **Use G/L Bank Rec:** If the box is checked, the bank reconciliation will include all activity, including deposits, that flows through the G/L cash accounts defined in [Checkbooks](#). If the box is unchecked, the older version of check reconciliation will remain in place, which includes only A/P payments, allowing payments to be marked as cleared.
 - **Daily Cash Reconciliation:** Select this checkbox to indicate if daily cash reconciliations are performed. If unchecked, the reconciliation date field and Display Future Entries will be hidden to simplify the reconciliation process.
 - **Group SL Payment Methods:** This option will summarize SL-type payment entries within the bank rec screen for SGA Pulse clients.
 - **Move records into G/L bank rec starting at:** This process applies information required for display in Bank Rec to all Cash account entries from the selected period forward. It should be run when new checkbooks are added and associated with existing cash GL accounts.
 - **Assign Checkbook ID:** Select the checkbook(s) to add transactions to the bank reconciliation(s) and select the Month and Year the transactions are to begin. Starting at this point, assign moves records to the G/L bank reconciliation. All transactions with checkbooks assigned will then be displayed on the Bank Reconciliation screen.
 - **Separate Bank Rec entries and create separate rows starting at:** All cash account entries from the selected period forward with source AR, JE, and/or CD that have the same batch # and GL account will have unique deposit references applied.

Entry Options

Settings > Accounts Payable > Entry Options

Controls the main preferences for [A/P invoice entry](#).

A/P Account: The scheduled account to be charged in the A/P entry is usually Accounts Payable. This account number does not include the fund; it must exist within each fund.

Entry period range allowed:

For specified users: Users/Groups selected are limited to the stated number of periods past and future for GL entries

For all other users: Limits all users other than those specified above to the stated number of periods past and future for GL entries.

The 13th period is considered when counting #periods allowed past or future. However, the Years setting in Settings > General Ledger > Entry Options overrides this setting.

Update G/L Upon: This setting determines if the general ledger is updated upon entry or post.

Separate Payments By:

- **Default due date:** This will assign a due date on the invoice entry screen based on the number of days specified from the invoice date entered. You can also set this per vendor, which would override this setting.

Disallow entry for specific accounts: Account numbers may be selected not to allow invoice entry or PO entry.

Require invoice number: If checked, entering an invoice number is required on the invoice entry screen. If not checked, entering an invoice number is optional.

Do not allow duplicate invoice #s for vendor: Will not allow an invoice to be posted if a duplicate invoice# is found for the same vendor. This helps prevent accidental duplicate invoice entries. *Note: This option and Warn if invoice exists for vendor are either/or settings.*

Warn if invoice exists for vendor: Displays a warning if a duplicate invoice# is found for the same vendor. This helps prevent accidental duplicate invoice entries.

Require comments: if checked, it does not allow a blank comment upon invoice entry.

Show batch form while doing entry: Displays the invoice entry screen on the top and the batch screen below it, on the bottom. This allows you to see all invoices in the batch at the same time you are making an entry and also allows you to modify or delete invoices in the batch, all while the invoice entry screen is open. Anyone doing invoice entry must have a resolution of 1200 x 900 or higher for each screen to fit.

Enter vendors by name: This option allows for vendor selection by direct entry in the Vendor name field of the invoice entry screen.

Show annual(monthly) budget remaining: Displays the budget remaining during invoice entry for the budget type specified (usually Forecast).

Allow object entry: Determines if objects can be entered in invoice or PO entries.

Default to show objects: Defaults GL distribution lines to default display the Object Type and Object # fields.

DFT object type: The default object type has not been implemented.

Update general ledger: Determines if an entry updates the account balances upon entry vs. upon post.

Require an attachment: This forces the user to have at least one file attachment to post or submit an invoice for approval.

Default browse level: Attachments are given browse-level permission when initially added to the invoice. This permission may be changed from the dropdown before or after the full attachment.

Automatically show attachments on edit: Automatically display attachments on screen when the invoice is edited.

Allow Images to be shown on Vendor Summary and Detail Screens

Use Standard Invoice edit mode: Modify invoice from invoice edit screen displaying solely invoice entry information.

Use Split-screen Invoice Edit mode: Modify the invoice from the invoice edit screen, which displays invoice entry information, invoice list information (subject to filters), and invoice attachment(s).

Use vendor name filter on transaction screens

Purchasing Options

Settings > Accounts Payable > Purchasing Options

Select any of the following customized offerings if Enable Purchase Orders is checked.

Default PO close method: This method only applies if you enter invoices from a PO report using the detail report writer. If you right-click on a PO and choose to enter the invoice, this method will default to closing the PO.

Default PO close method: This method controls the closing of a purchase order when an invoice is entered into it.

Force PO distribution method during invoice entry

Force PO amount on full close: If you check and close a PO full during entry, you cannot change the invoice amount, thus forcing it to match the PO.

Force account/object/trans code to be the same as PO: If checked during entry, this does

not allow you to change the G/L account, object, or transaction code, thus forcing it to match the PO.

Disallow invoice to exceed PO amount: If checked, doesn't allow any invoice line to exceed a PO line by the amount/% specified. This looks at each line of the PO—not the total PO amount.

Notify first approver by email if invoice exceeds PO amount: Sends an email to the first approver if an invoice exceeds the PO amount by the specified amount. This looks at each line of the PO—not the total PO amount.

Update PO Received Status at invoice entry to: If checked, the PO status is automatically updated once an invoice is entered.

Prompt when open PO present on invoice entry

Payment Options

Settings > Accounts Payable > Payment Options

Sets up the options for payments and cash disbursements.

- **Default checkbook:** This setting defaults a checkbook to use. If none is specified, the user must choose a checkbook when payment information is required.
- **Payment process:** Select the method for processing payments for your organization.
 - **Master A/P Fund:** Invoices are charged to various funds. In the Cash Disbursements process, each fund feeds the payment amount (with a manual check) to the Master A/P fund for payment out of that checking account. If using the Master A/P fund option, all checks processed through the other funds are entered as manual checks.
 - **Multiple funds per checking account:** (Most commonly used) Invoices are charged to various funds but are paid out of one checking account. G/L cash and A/P accounts must exist in each fund.
 - **Separate each fund into its own payment batch:** Each fund has its own checking account, creating a payment batch for expenses to a single fund. Payment batches are then generated, and checks are printed separately.
- **Force payment date to be within accounting period:** If checked, this forces the payment or check date to be within the same month and year as the current accounting period. This is a good safeguard for the user.
- **Notify vendors via email when EFT information changed:** Vendors are notified via email when their EFT payment information changes.
- **EFT Notifications**
 - **Email EFT notifications from: Designates who sent the email notification (the from address), which is also the return address.**
 - **EFT email body: The text in the body of the EFT email notification. There are a**

few variables used here.

Digital Capture Options

Settings > Accounts Payable > Digital Capture Options

- **Enable Digital Invoice Capture: Enable the use of Digital Capture**
 - Enable computer camera for image selection: Enables the use of a Computer camera for image creation for the Capture process.
 - Enable Capture Rows Container: Enables the Capture Template tool for table extraction.

- **Enable Centralized AP Email Integration: Enable the use of Centralized AP Inbox**
 - **Mailbox setup**

 - **Enable Digital Invoice Capture Schedule**
 - **Effective Date:** The date on which the Capture Scheduler should commence.
 - **Target Folder:** Choose the folder location from the dropdown choices.
 - **Emails to include:** Criteria for which Capture Scheduler should consider emails.
 - **Minutes:** # of minutes between Capture Scheduler runs (optional)
 - **Hourly:** # of hours between Capture Scheduler runs (optional)
 - **Daily:** These are the days the Capture Scheduler should be completed. The capture process initiates at 3:00 am on the selected day(s).
 - **Create a new batch:** Batches should be created for every email or each Capture Scheduler run.
 - **Default Template:** Master template will be used when Capture Scheduler initiates (defaults to Master template).
 - **Page:** lists vendors.
 - **Create blank invoices for unrecognized images:** When an invoice is not recognized, the system should create blank invoices within batches created through the Capture process. When deselected, unrecognized invoices will be disregarded.

- **Attach email contents to the invoice as a Word document**
- **Move Captured Email to folder:** Centralized AP inbox folder to which Captured emails should be transferred when Captured.
- **Capture Log:** Emails received through Centralized AP Inbox will be converted to Word documents and attached to invoices created by Capture Scheduler.
- **Captured Invoices**

Vendor Portal Options

Settings > Accounts Payable > Vendor Portal Options

- **Users to notify:** Users to be notified when vendor users change information through the Vendor Portal.
- **Disable the tax information tab**
- **Vendor Portal Email:** Email from which correspondence will be issued when initiated.
- **Allow payment method changes:** Enable change to preferred payment method by Vendor Portal users.
 - Override Company Name for Payment Acknowledgment form (insert variable)
- **Allow vendor portal payment method change from Paper Check to EFT only:** Enable change to preferred payment method only from Paper Check to EFT by Vendor Portal users.
 - EFT Payment method options:
 - EFT-Vendor
 - EFT-Individual
 - EFT-Invoices
- **Require W9 attachment before allowing save:** Vendor Portal users must add an attachment to the Tax Information tab.
- **Require Bank attachment before allowing save:** Vendor Portal users must add an attachment to the Bank Information tab.
- **Allow invoice upload:** Allow vendors to upload invoices via Vendor Portal.
- **Notify vendor when Vendor Portal email changed**

Email

Vendor Portal Email: enter the email address that will be sent to vendors

- **Include welcome email header:** Allow for change to the Vendor Portal welcome email subject.
 - **Welcome email header title:** Subject for Vendor Portal welcome emails.
 - **Email Header Image:** Image file to include in the welcome email body.
 - **Portal welcome email body:** Wording will be used in welcome emails sent to vendors.
 - **Attachments:** Added files will be included in outgoing welcome emails.
-

Purchase Order Options

Last Modified on 03/10/2025 11:28 am EDT

Purchase Order Options

Settings > Purchase Order

Purchase Order General Options

Settings > Purchase Order > General Options

Use Purchase Order: Activates menus for Purchasing.

Use Approved Documentation: A checkbox during PO entry that states the attachments are sufficient for approval. This is simply a notation.

Use Item#: Includes use of an item# on each detail line of POs in addition to comments.

Use Encumbrance: If checked, the system will track the amount encumbered for each G/L account. This is the total amount of any POs with a balance remaining. This encumbered amount can then be displayed as a column on the account browse or a financial statement.

Search Purchase Orders for Vendor By Vendor Name: Controls the search preference (vendor name vs vendor number) for a vendor's POs from the menu option Records > Vendors > Purchase Orders.

Purchase Order Entry Options

Settings > Purchase Order > Entry Options

PO# Assignment: You may elect to have PO numbers auto-assigned by the system (recommended) or manual assignment upon entry.

Next PO#: This is the next PO# to be assigned.

Entry period range allowed: Limits all users to only be able to enter POs back in time, and in the future, the number of periods specified. However, this Years settings in *Settings > General Ledger > Entry Options* override this setting.

For specified users: User/Groups selected are limited to the stated number of past and future periods for GL entries.

For all other users: This option limits all users other than those specified above to the stated number of past and future periods for GL entries.

Auto-post upon entry: This only applies to organizations that enter POs but do not use an approval process. This setting controls whether POs are to be manually posted later or auto-posted upon entry. Always leave this box unchecked if using an approval process for purchasing.

Force requester to be user entering PO: If checked, **Requested By** may not be changed when entering a PO.

Require vendor upon entry: This requires a vendor number rather than allowing blanks, though a vendor is still required before it can be posted.

Require account upon entry: This option forces an account number rather than allowing blanks, though an account is still required before it can be posted.

Allow attachments: Allows users to attach any file to the PO. Attachments may be included in e-mails requesting approval.

Require an attachment: This forces the user to have at least one file attachment to post or submit a PO for approval.

Default browse level: This controls the minimum menu permission required for users to browse PO attachments.

Automatically display attachments on edit: If this is checked, the PO edit screen will be split, with the PO displayed on the left side and the attachment displayed on the right side, without having to click the Attachments button.

Allow PO to be modified once posted: This option allows the PO to be changed even after it has been posted if the user has the high-level (80) menu permission for Purchase Order Entry.

Include period and date on each PO detail line: Includes a column for the accounting period and date on each detail line when browsing a PO.

Use received status: Option to utilize a column for a user-defined status for POs, allowing you to flag items as Received, Not Received, etc (words of your choice). The table file is under Settings > Purchase Order > Received Statuses.

Default received status: The default received status to use for new POs. Typically, this is **Not Received**.

Allow SHIP TO to be modified: Do you want to allow the ship to address to be changed upon PO entry?

Default print upon entry: If this box is checked, the PO will be printed upon saving the PO (on the PO entry screen). This is rarely used.

Use Standard PO edit mode: If this is checked, the PO edit screen will be a full screen.

Use Split-screen PO edit mode: If this is checked, both the PO edit screen and the batch list will be displayed on the same screen.

NOTE: *The option to force entry of a PO# in invoice entry is set in [Vendor Types](#).*

Purchase Order Form

Settings > Purchase Order > Purchase Order Form

This controls the optional settings for a printed or emailed PO.

Bill To: Determines the address to show on the form; company or ship to.

Font: The font name and size to be used on the form for the vendor, ship to information, and bill to selections. Headers will be bolded. Distribution and the log will be -2 of the size specified here.

Header Image: This option allows you to include a custom image to use as a header (such as your company letterhead). It should be a wide image but not very high; roughly, 6 x 1 proportionally.

Footer Image: This option allows you to include a custom image for the footer. The image should be wide but not very high, roughly 6 x 1 proportionally.

Include Federal ID#: Include the company's federal ID# on the form.

Include Log: Includes the approval log on the form.

Margins: Adjust the margins for the form here.

Export Permissions

Last Modified on 12/17/2024 8:56 am EST

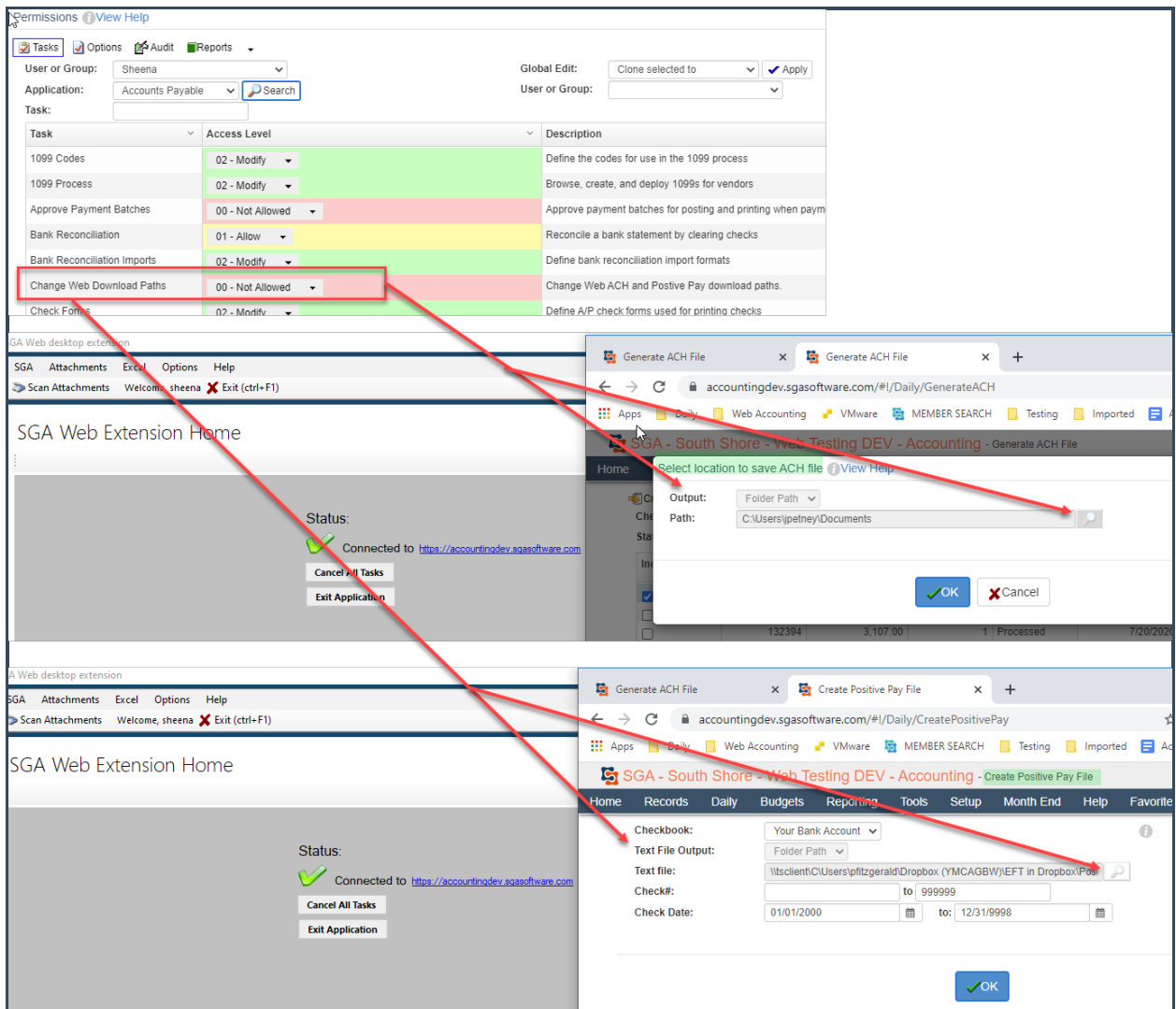
Export Permissions

Users > Permissions > Application Accounts Payable

If Permission **Accounts Payable > Change Web Extension Paths** is set to **00-Not Allow**, the user will not be able to switch the path from the one setup under **Settings > Accounts Payable > EFT File Formats** or **Positive Pay Formats** setup.

The web extension will only be able to look to that path when exporting and be retrieved there.

Both the output and a magnifying glass will be grayed out for the user on those export screens.



If Permission **Accounts Payable > Change Web Extension Paths** is set to **01-Allow**, the user will be able to override the path that the web extension will be looking to by clicking the magnifying glass.

Or send it straight to the downloads folder on their computer by choosing the file output **Download** on both the Positive Pay and ACH export screens.

The image shows a composite screenshot of the SGA software interface. At the top, a 'Tasks' table lists various system tasks. The 'Change Web Download Paths' task is highlighted with a red box. Below this, two browser windows are shown. The first window, 'Generate ACH File', has a 'Folder Path' dropdown menu open, with 'Download' selected. The second window, 'Create Positive Pay File', has a 'Folder Path' dropdown menu open, also with 'Download' selected. Red arrows point from the 'Change Web Download Paths' task in the table to the 'Download' options in both browser windows.

Task	Access Level	Description
1099 Codes	02 - Modify	Define the codes for use in the 1099 process
1099 Process	30 - Maintain views for any user or group	Browse, create, and deploy 1099s for vendors
Approve Payment Batches	01 - Allow	Approve payment batches for posting and printing when payment batch approval
Bank Reconciliation	02 - Modify	Reconcile a bank statement by clearing checks
Bank Reconciliation Imports	02 - Modify	Define bank reconciliation import formats
Change Web Download Paths	01 - Allow	Change Web ACH and Positive Pay download paths.
Check Forms	02 - Modify	Define A/P check forms used for printing checks
Check Print	10 - Reprint after posted	Print checks

Generate ACH File
Path: Folder Path Documents
Download
Dropbox

Create Positive Pay File
Folder Path
Folder Path
Download
Dropbox

EFT File Formats

Last Modified on 03/10/2025 4:30 pm EDT

EFT File Formats

[Settings](#) > [Accounts Payable](#) > [EFT File Formats](#)

This defines the format to use when transferring electronic vendor payments to a bank. This allows you to define the format your bank requires. Double-click any title to make changes.

Settings

Format name: The unique name for this positive pay format.

Line type: This defines multiple record types if the format requires a single record type. If the format requires a single record type, then just use the Detail line type; all other line types should not contain any columns.

Column type: Whether the format is delimited or fixed width/position.

Text Delimiter: This applies only if a delimited column type is used. It surrounds the column with the specified character. Typically, these are quotation marks for the text fields.

Add pad blocks: Check this if the format requires a certain number of lines to exist. For example, if the number of rows has to be a multiple of 10.

File extension: A group of letters occurring after a period in a file name, indicating the format of the file.

Show only user-defined columns: If checked, this option will display only columns explicitly specified or customized by the user, hiding any other columns.

Enable offset record: If checked, an offset record is included in the file.

Enable addenda record: If checked, allows you to include additional details about the payment, such as: Invoice numbers, Purchase order references, Descriptions of the transaction, and other payment-related information.

Columns

Column ID: Identifies the column number.

Column Name: A way to identify what this column is. This is only used for documentation.

Length: The length of the data in the column.

Start-End: If fixed width, this shows the positions this column will be placed in.

Data Source: Whether the column is to be blank, a literal, or a constant. A literal outputs the Data Value. A constant is a variable for the payment that outputs the variable Data Value.

Data Value: The literal or constant value to output. A list of the available constants is in the dropdown.

Pad Char: A character to fill any remaining spaces with to fill the length of the column.

Remove Char: If you wish to remove a specific character from the data value, specify it here.

Justify: Whether the column is left or right justified. This will determine where the Pad Char is placed.

Format: Various format options are available under the dropdown, based on the bank specifications.

Required: If checked it will show an error if this column is not specified during the export.

Description: This is only used for documentation.

The menu option to generate the file is under *Daily* > [Generate ACH File](#).

Payables Imports

Last Modified on 10/23/2024 12:32 pm EDT

Invoices and Payments can be imported from outside systems into an SGA batch. The import format must be in place before you can import data into SGA. These are maintained under menu Settings > Accounts Payable > Payables Imports. The following are the settings for various types of import formats.

Name: The name that will be displayed as the name of the import.

Attachment: Can add the attachments of templates or Schema needed to import.

General

Connector type: See import connections for help with setting up a connection to a file to import.

Connection string: See import connections for help with setting up a connection to a file to import.

Reference columns by: See import connections.

PO Full Close Import Mode: If selected, and purchase order number is required to be included in the information to be imported. The import will also require that the purchase order being imported is posted. The purchase order will be fully closed for each line item upon creating the payables batch.

Partially Close Purchase Orders: (Visible only at the time the import is being run, not available on the import setup) If selected, the import will try to match to and partially close specific PO line items.

Use schema: In certain situations, the import setup may require a way to identify the individual items being imported and/or the type of

Setup

Payment Card/Vendor: If specified all invoices will be related the specified payment card and/or vendor.

Create EFT payment: Check this box if you wish to auto-generate the EFT payment upon import. Select the checkbook and cash account to process.

Relative Account: Defines what account number to relate to from the system being imported from. If the account number structure being imported from doesn't relate to the SGA structure then you will need to use an Alias or a [cross reference](#). When importing or validating, if any account is not found or is inactive, a log will be displayed with the accounts.

Create new invoice for every line: If checked, this will force a new invoice number. If this is not

checked, all rows for the same vendor and same date can be grouped into one invoice with multiple distribution lines.

Create new deposit reference for every line: If checked, this will assign a unique number to each transaction amount for cash accounts associated with a checkbook. If this is not checked, the amounts for the same account and same date will be totaled together. This setting will control how the amounts are reflected in the Month End > [Bank Reconciliation](#).

Default Approval Group: When the approval feature of the system is used, this allows for you to specify a group to use as the default.

Columns

From Column: Add lines for each spreadsheet column you wish to import. "From Column" is the column name or number on the external file; see "Reference columns by" above.

To Column: Click on the drop down arrow to select the SGA item that matches what is listed in the From Column. Accounting Period is not a column definition but will be designated at the time of importing the invoices (on the actual import screen). The available columns are:

Column Name	Required	Comments
Vendor ID	Yes	This identifies the vendor of the invoice.
Address ID	No	If not specified, PRIMARY is used.
Invoice	No	Invoice Number (max 30 characters)
Invoice Date	No	If not specified, today's date will be used.
Due Date	No	If not specified, no due date will be used.
Payment Vendor ID	No	Payment vendor, if different from the invoice vendor.
Amount	Yes	
Account	Yes	GL account that is formatted as specified in the Setup tab.
Object Type	No	
Object	No	
Comments	No	
1099 Code	No	If not specified, blank will be used.
PO Number	No	If PO Number is included as a column, the PO will be closed out with a summary close
PO Detail	No	If specified, the import will try to match to and partially close specific detail lines
Payment	No	This can be the EFT# or check#. If not specified, it will be POS-[zero-filled 10-character Batch#]-[zero-filled 5-character sequence number] e.g. "POS-0000056944-00001".
Clear Date	No	If specified, the payment will be marked as cleared with this date. Otherwise, the payment will be outstanding.
Deposit Date	No	
Deposit Reference	No	

Attachment	No	If available, an external link to an attachment can be specified for the invoice.
Group ID	No	If approvals are being used, the Approval Group ID for the invoice
Approval Table	No	If approvals are being used, the approval table name which is associated with the approval group ID
Delegate User	No	If approvals are being used, the delegated reviewer.
Approval Due Date	No	If approvals are being used, date by which approval is required. Only used if due date is activated for the approval type

New Vendor

Map to and create vendors that do not exist : If this is checked, then additional vendor related definitions can be specified in order to create new vendors when processing a batch of invoices. The system will try to identify if the external vendor is already set up in SGA by looking for a match on the Vendor Account. If no match is found, it will check for a match based on the Federal ID. If again, no match found, then the name and address information from the invoice will be used to create a new vendor ID. If a vendor match is found on the criteria listed above, the SGA information will be updated with any address parts that exist on the import file.

From Column: Add lines for each external column you wish to import. "From Column" is the column name or number on the external file; see "Reference columns by" above.

To Column: Click on the drop down arrow to select the SGA item that matches what is listed in the From Column.

Primary AddressID: Select the address type to be used for the newly created vendor.

Vendor Type: Select the vendor type to be used for the newly created vendor.

Month End

Last Modified on 02/21/2023 3:27 pm EST

Related Articles

Last Modified on 03/07/2025 4:35 pm EST

G/L Bank Reconciliation

Month End > Bank Reconciliation

Checking the box, use **G/L Bank Rec** in *Settings > Accounts Payable > General Options*, which activates the complete G/L Bank Reconciliation tool.

Note: A requirement in using the G/L Bank Reconciliation is that G/L cash accounts to be included for deposit information must be unique to each checkbook. See *Checkbook Setup* for more details.

Screen Icons, Display Options/Detail, & Tools

Screen Icons:

Save Snapshot: This function saves a snapshot of the user's current reconcile date work using the selected display options with any applied attachments. Snapshots may be used to review historically which transactions met the specified criteria regardless of their current status.

- **Save Snapshot/View Snapshots:** A list of all previously saved snapshots for any selected GL Mo/Yr. Selecting a snapshot and clicking **Display Selected Snapshot** will reload the transaction grid using the snapshot's display options

Mark Cleared as Final: Marks all cleared entries as **Final**. Final cleared items may be **uncleared**, but to ensure the action is intended, the system will present a warning message indicating that the entries have been finalized. This is intended to prevent inadvertent **unclearing** of items included in previously completed reconciliations.

Import: Initiates the cleared entry bank statement file **import** process. Imports may be established for cleared checks (all clients) and third-party ACH/CC payments (Pulse clients).

- Transactions sent to a Payment Processor, which are normally CC and ACH transactions, each have a Payment ID field in Pulse. The payment processor can return this number with a clear date. This information can be imported into the bank rec system from a .csv or Excel file.

Undo: Reverses the most recent action.

- **Undo Points:** Presents a list of actions by date range and allows multi-selected actions to be reversed.

Attachments: All files attached to the user's selected snapshot or system generated, as well as the current reconciled date snapshot.

Reports: Exports transaction grid information

- **Print:** Sends information to the workstation's default printer.
- **Preview:** Opens a .pdf display of the information in a new browser window.
- **Advanced Print:** Sends information to the workstation's default printer, but allows for margins, fonts, and column width adjustments before doing so.
- **Excel Spreadsheet:** Exports information to an Excel spreadsheet saved to the user's downloads folder.
- **Create Bank Rec Reports:** Initiates the bank reconciliation finalization process. All cleared transactions are marked as final, exports listing outstanding and cleared items are created, and the user is prompted to save a snapshot, including the attachments.
- **Bank Reconciliation Report:** Runs the default detail report specified in *Settings > General Ledger > Reporting - Detail Reports, Report: Bank Reconciliation Detail*.

View: This controls which columns are displayed in the transaction grid and allows the user to specify their order. The user may save their selected view for future use by all users, a selected user, or a selected group of users.

Grid Criteria:

(left section)

Checkbook: the checkbook you are working with. *Settings > Accounts Payable > Checkbooks* defines the G/L accounts included in each checkbook.

Status: A filter controlling the transactions displayed in the grid.

- **Outstanding for GL Mo/Yr:** Transactions outstanding as of the selected GL Mo/Yr.
- **Outstanding and Cleared in GL Mo/Yr:** Transactions outstanding as of the selected GL Mo/Yr and those cleared in the GL Mo/Yr.
- **All - from current GL month:** All transactions, regardless of status, for the selected GL Mo/Yr being equal to the entry GL Mo/Yr transactions being displayed.
- **All - from all time:** All transactions, regardless of status, from the beginning of time through the selected GL Mo/Yr. This option may take time to load based on the potentially large number of transactions being displayed.
- **Cleared - from all time:** All cleared transactions from the beginning of time through the selected GL Mo/Yr. This option may take time to load based on the potentially large number of transactions displayed.
- **Voided - from all time:** All voided transactions from the beginning of time through the selected GL Mo/Yr. This option may take time to load based on the potentially large number of transactions displayed.

GL Mo/Yr: The GL Mo/Yr is being reconciled.

System Source: A filter controlling the transactions displayed in the grid based on the system origin.

- **AP** - All checks/EFTs generated through the AP module.
- **JE** - All entries generated through GL entry. While there may be many journal sources they are all considered JE source type.
- **SL** - (For Pulse clients) All entries are generated by the Pulse Member Management software system.
 - Cash and Checks are combined and totaled by Deposit Date and Deposit Reference Number. If there is no Deposit Date and Deposit Reference Number Entered, the summary is by G/L date.
 - Credit Cards are totaled by Card Type, Terminal ID, G/L Date, Debits, Credits, and cleared date.
 - ACH transactions are totaled by G/L date, Debits, Credits, and cleared date.

NOTE: *Payment Voids, Returns, or Refunds are recorded in their own payment transaction. This means you will see (in the drill down) this type of transaction clearly marked with the transaction type displayed.*

- **Payment Processor:** Transactions that are sent to the Payment Processor, which are normally credit card and ACH transactions, each have a Payment ID field in SGA Sales. This number can be returned from the Payment Processor with a clear date. This information can be imported into the bank rec system from a .csv or Excel file.
- **AR** - All receipts/refunds generated through the AR module

Reconcile Date: The date the reconciliation work is being completed. All transactions physically entered into the system through the reconciliation date will be displayed in the grid. The date should only be changed if/when a daily cash reconciliation is being completed.

Clear date: The date applied when entries are cleared. The default is the first day of the selected GL Mo/Yr, but it may be changed as needed. Note that clear dates for individual entries may be changed at any time by double-clicking into the **Clear Date** field and updating the date.

Separate Checks: This method orders the transaction grid first by checks in ascending and descending date order and then by deposits in ascending date order. Manual sorts may be completed for any column.

Display: Displays transactions in the grid based on the selected display options (see below).

Advanced Filters: Will override the display options filters and show transactions by check date, clear date, check number, range, and/or reconcile date. For example, you can select a range of

dates to see all transactions regardless of cleared status.

Reconciliation Detail:

(middle section)

G/L Balance: The ending G/L balance for accounts associated with the checkbook as of the GL Mo/Yr, including all entries made through the Reconcile date.

+ **O/S Checks, Credits:** All outstanding checks and credit entries as of the GL Mo/Yr and reconcile date. The hyperlink will open a pop-up displaying the details supporting the total balance.

- **O/S Deposits, Debits:** All outstanding deposits and debit entries as of the GL Mo/Yr and reconcile date. The hyperlink will open a pop-up displaying the details supporting the total balance.

= **Subtotal:** Adjusted ending GL balance as of the Mo/Yr after outstanding checks/credits are added back and outstanding deposits/debits are removed.

+ **Adjustments to G/L Balance:** Manual adjustments are made to align the subtotal with the bank statement balance. Adjustments should be entered for items not listed in GL.

- Click **New**. Enter a positive or negative amount and comment. Then click **Save**.
- This is useful for miscellaneous transactions that may be in transit and/or items that happened beyond the reconciliation date and will be entered into the G/L at a later date.

- **Bank Statement Balance:** The ending balance for the bank account is listed in the monthly statement.

= **Unreconciled Balance:** The ending reconciling variance for the GL Mo/Yr resulting from the Subtotal + Adjustments to G/L Balance - the Bank Statement balance.

Clearing Tools:

(right section)

Cleared Checks and Credits: The total of all checks and credits marked as cleared in the GL Mo/Yr. The hyperlink will open a pop-up displaying the details supporting the total balance.

Cleared Deposits and Debits: The total of all deposits and debits marked as cleared in the GL Mo/Yr. The hyperlink will open a pop-up displaying the details supporting the total balance.

Global Clear: A tool to assist with clearing checks in bulk.

- **From Check #:** The beginning check number in the range to be cleared.
- **To Check #:** The ending check number in the range to be cleared.
 - **Cleared:** When clicked, it will mark the range entries as cleared and apply the clear

date from the display options.

- **Outstanding:** When clicked, it will mark the range entries as outstanding and remove the clear date.

By Condition/Row Number: The beginning and ending row numbers for entries to be marked cleared or as outstanding. Note that the system will perform the action for all row numbers in the range, so the tool should only be used for contiguous row number ranges.

- **Cleared:** When clicked, it marks the range entries as cleared and applies the clear date from the display options.
- **Outstanding:** When clicked, it will mark the range entries as outstanding and remove the clear date.

Custom Conditions: Custom conditions to be used for the advanced global clear function.

Display Future Entries: Click to display entries made beyond the reconciled date and GL Mo/Yr selected. Future entries are highlighted in red. This option will only be available if/when a daily cash reconciliation is being completed.

Grid Display:

Column headers: The columns are listed in order based on the user's selected View.

- White filter boxes limit the entries displayed to only those that contain the entered information.

Sort: Columns may be sorted in ascending or descending order, and multiple columns may be sorted in successive order. As additional Sorts are added, the column header will indicate a number representing the column's order in the Sort hierarchy.

Right-click: Right-clicking on any entry will present a sub-menu for action selection.

- **AP entries:**
 - **Browse Reference:** Opens the **AP Payment detail** screen for the selected payment.
- **JE entries:**
 - **Browse Reference:** Opens the **Transactions for Journal** screen for the selected entry.
 - **Drilldown to Detail:** Opens a transaction detail pop-up displaying all line items for the selected entry and deposit reference.
 - Note that individual line items may be cleared and/or have different cleared dates applied.
 - If individual items are cleared, they are broken out onto a new line in Bank Rec,

leaving the remaining uncleared items in the original entry line.

- Bank Rec combines all entry lines that have the same deposit date and deposit reference into a single line item. This is helpful when JEs with multiple line items are entered for bank deposits, and the total of the JE matches the single deposit amount from the bank statement.

- **SL entries:**

- **Browse SGA Sales:** Opens the Pulse Member Management payments screen, displaying all payments for the selected deposit date.
 - **Drilldown to Sales:** Opens a **Sales Transactions** pop-up displaying member details for the selected payment.
 - If there are over/short transactions for a particular shift, you will see these displayed in addition to the other payments for that summary total.
 - A drill-down on these transactions will take you to the End of Shift Payment Batches for the deposit, which have the transactions for the over/Short amounts.
 - You may drill down to the payment details by right clicking one of the payments.
 - **Browse Deposit:** Opens the **Tag Reconciliation Reference** screen. This allows the user to assign new deposit references to line items should the overall entry total need to be broken into multiple lines in the grid.
-

Bank Reconciliation

Last Modified on 03/10/2025 9:10 am EDT

Bank Reconciliation

Month End > Bank Reconciliation

This is a simplified version of bank reconciliation. It displays only AP payments, both checks and EFTs, and allows you to mark them as cleared to assist in reconciling cleared checks with your bank statement. Click [here](#) for details on a complete G/L bank reconciliation tool.

To begin, select a Checkbook; enter Check Date as from (blank) to (bank statement date). Leave the other selections as defaulted; click Display. This will display all outstanding checks through the check date selected.

A check is outstanding when the Cleared box is not checked. To clear checks, you must enter a clear date on the top right of the screen. This date can be the bank's clear date or a date of your choice.

Checks may be marked as cleared (or outstanding) in the following ways:

1. Click the Clear checkbox for the check# to mark it as cleared; uncheck it to mark it as outstanding.
2. Enter a range of from/to check numbers you wish to mark as cleared or outstanding. Then click the Cleared or Outstanding button.
3. [Import a file from the bank](#) of checks that cleared the bank.

When a check has been marked as cleared, the clear date will also be filled in. You may click the Display button at any time to refresh the screen.

Checkbook: This is the checkbook you are working with.

Status: A filtering option to view all, outstanding, cleared, or voided payments.

As of: This filters using the clear date and the adjustment date (if any) of each check. If status is set to outstanding, this shows checks that were outstanding as of this date, meaning it will show all payments with a clear date after this date as well as all payments that have not yet been cleared. If status is set to cleared, this shows payments that were cleared as of this date, which will not include payments with a clear date or adjustment date after this date.

Payment Type: Option to view all checks, computer checks, manual checks, all EFTs, computer EFTs, or manual EFTs.

View By: You can view in order of check number, check date, vendor ID, or vendor name.

View: Allows you to change the columns displayed on the screen.

Check#: Option to filter a range of check numbers. This is generally used to find a specific check number to see whether it was cleared or is still outstanding.

Check date: Option to filter the information displayed on your screen by a check date range.

Clear date: Option to filter the information displayed on your screen by a clear date range.

Source: Option to filter the information displayed on your screen by a specific source.

Reconcile Check#:

Clear date: The date for which to mark cleared checks with, used when clearing checks manually as well as when clearing using a check# range.

From/To: Enter a range of check numbers and mark them as returned or outstanding by clicking the appropriate button.

Cleared: If this box is checked, the check is cleared or returned; if unchecked, it is outstanding. If this box is checked but greyed out, the entry is outstanding but has been cleared or voided in a future period.

Check#: Displays the check# or EFT# recorded.

Amount: The amount the payment was written for.

Check Date: The payment date.

Clear Date: If cleared, this is the date it was cleared. When clearing checks, this figure is plugged from the clear date at the top right of the screen.

Name: The vendor name the payment was for.

Vendor ID: The vendor ID for which the payment was made.

Payment Type: Indicates computer check vs EFT, etc.

Status: Specifies the status of the payment (cleared, outstanding, or voided).

Batch#: The batch# the payment was recorded in the system.

Source: Identifies where the check came from. This should always AP unless imported from another source, such as payroll.

Entry Date: The date the check was entered on.

Import: Allows you to [import bank or check reconciliation](#) from a file from the bank.

Text

Reports Click on the drop-down arrow to print, preview, or send to Excel the information currently displayed on the screen. If you want a listing of specific checks, change the filters at the top of the screen accordingly, and then click the Print drop-down arrow to include what is displayed on the

screen.

Text

NOTE: A complete bank reconciliation tool, including all activity and deposits that flow through the G/L cash accounts, is available by activating the check box setting in [Settings > Accounts Payable > General Options](#).

Import Bank Reconciliation

Last Modified on 12/19/2024 1:59 pm EST

Import Bank Reconciliation

Month End > Bank Reconciliation

Imports [bank](#) or [check reconciliation](#) from the bank.

The bank sends a file, which is typically a text file. This process reads that file and clears the checks in the file if the check# and amount from the file match up to the data within SGA.

If any of the information on the text file doesn't match up with the check, a log of errors will be generated.

- Select the [checkbook](#) you are working with.
- The [bank reconciliation import](#) is defined by the checkbook.

The file name is specified in the command text, which can be changed directly from this screen. You can also see the folder that the file is contained in within the connection string.

If you wish to browse for the file then click the Edit button, then the ellipsis button next to the file name. See import connections for help with setting up a connection to a file to import.

- Click the Import button to proceed with clearing the checks.

A log will be generated telling you how many checks got cleared, how many did not and why. The log can be printed by going to the reports menu.

Contact SGA to setup the file format for importing a file from your bank.

Steps for a Bank Reconciliation

Last Modified on 03/10/2025 3:07 pm EDT

Steps for a Bank Reconciliation

Month End > Bank Reconciliation

Here are the steps we recommend that you use in a typical bank reconciliation.

Steps to follow for a bank reconciliation:

Assume that we finished the April 2019 bank reconciliation

- And you now wish to start with the Month of May.

At the top menu go to Month End then Bank Reconciliation.

At the top left, select your Bank Account and switch the filter for the GL Mo/YR to the GL month you wish to reconcile, i.e. 05/2019 May.

- Click display to see the results based on the filter for the bank rec that you have set.

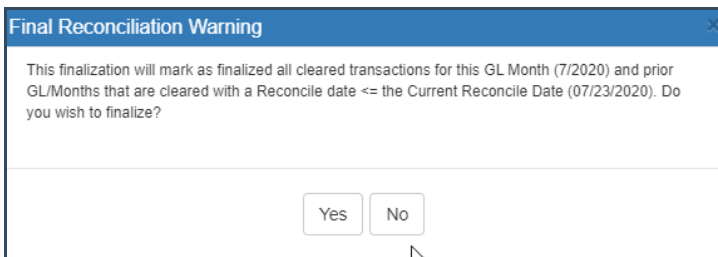
Import Cleared Items

- We recommend 3 imports. If you can get an electronic file from your bank, ACH processor, or Credit Card processor of the payments and when they cleared, then an import definition can be created to import that information into the bank reconciliation.
 - A/P Checks and cleared date.
 - If you are using SGA Pulse, you can import the ACH payments file, which will import the cleared dates of each payment received from Members.
 - If you are using SGA Pulse, you can import the Credit Card payments file, which will import the cleared dates of each payment received from Members.
- To do the import:
 - First go to the top Menu, *Settings > Accounts Payable > Checkbooks*.
 - To do an import, notice the dropdown to the lower right.
 - Select the dropdown of your next import. i.e. Cleared Checks.
- Then select the button in the Bank Rec for the Imports

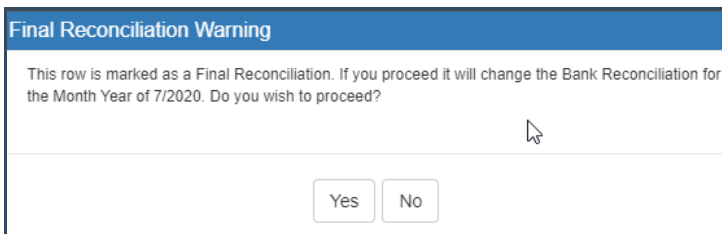
- o If you also use SGA Pulse and are importing credit cards, change the dropdown here to the import of cleared credit cards.
- Then select the button in the Bank Rec view for the Imports
 - o If you also use SGA Pulse and are importing ACH payments, change the dropdown here to the import of cleared ACH payments.
- Then select the button in the Bank Rec view for the Imports

Mark Cleared as Final button

- We recommend clicking “Mark Cleared as Final” at the top right after you do the imports or even after you have done a lot of manually clearing rows.



- This will mark the cleared rows as final. See the column called Final Reconciliation.
- What this does is warn you in the future if you **unclear** a row that was finalized.



- You can unclear a finalized item at any time; this warning just alerts you to the fact that you are doing it.
- We recommend that you use the **Mark Cleared as Final** button often.

Manually clear any remaining rows that were not cleared from your import files.

To manually clear a row:

- On the Bank Rec Filters, assuming you are in the correct “GL Mo/YR,” set the Clear Date and then click the column for **Cleared** on the detail row that you wish to clear. If you cleared the

wrong row, just click the cleared box again, and it will un-clear.

AP System:

- Manual EFT entries entered in the AP system probably have to be cleared manually in the Bank Rec.

Journal Entry system:

- Any source type that was imported in the journal entry system will need to be manually cleared.

SGA Pulse System:

- Checks/Cash combined into deposits will display for each deposit. Manually clear these.
- Other entries in SGA Pulse that did not get included in the ACH/Credit Card import files.

Other tools to help you with the Bank Reconciliation

System Source Filter:

- A tool that allows users to filter data based on specific source types, such as AP (Accounts Payable), JE (Journal Entries), and AR (Accounts Receivable). This can be useful when you need to view and analyze data from a specific system source, excluding others for clarity of reporting purposes.

Column sorts and filters:

- **Sorts**

- Each detail column can be sorted by clicking on the arrow in the header.
- Notice that you can do multiple sorts. Try by sorting a second or third column. Notice the small numbers that appear in the header of each column. These tell you the order of the sorts.

- **Filters**

- Each column has a filter box
- For example, type “bank” in the name filter and it will return all rows with the word “bank” anywhere in that field. This should make it easy to find check numbers or other information.

Try combining the System Source Filter and a column filter. For example, set the System Source = AP and type **manual** for the column filter on Payment Type to see all Manual Checks or Manual EFTs in the AP system.

Separate Checks and Deposits button:

- Located above the **Display and Advanced Filters** buttons, this sorts the view with all Checks first and Deposits second.

Notice the link for Cleared Checks and Credits or Cleared Deposits and Debits.

- These are located in the third column at the top of the bank rec. Click and review as needed.

Use the Status dropdown of Outstanding and Cleared in GL Mo/YR.

- This shows you both the outstanding rows and the rows that were cleared this month.

Does a row on the bank rec item contain more than one detail record?

- Right click and review the detail.
- For an AP source it is usually just the Browse Reference
- For a JE source use the **Drilldown to Detail**
 - If one or more of the items needs a different cleared date, you can change it there. Set the cleared date at the top of the view, then uncheck the item(s) to unclear it and then check it to set the new cleared date.
- For an SL source use the **Drilldown to Sales**
 - If one or more of the items needs a different cleared date, you can make that change here. Set the cleared date at the top of the view, then uncheck the item(s) to unclear it and then check it to set the new cleared date.

Button to Mark Cleared as Final.

- Cleared rows marked as **Finalized** will display a warning if an attempt is made to unclear it.

Review AP outstanding or do a manual Clear of AP items.

Switch the source button to just AP

- Hit display.

Set your clear date field at the top of the view found in the first column.

Clear the AP items as needed to match the O/S as of May.

- Do this by clicking on the check box to the left of the row with the AP item you are clearing.
- The cleared date to be used is a field at the top of the screen.
 - The “Reconcile Date” is fine to use today.
- Reconcile Date is the day that you worked on the bank reconciliation.
 - Leave the reconcile date on today if you are reconciling a month that is physically over (in the past.) For example if you are working on May ...but today is in June or more recent, don't change the reconcile date.
 - If you do daily reconciliations during the current month, you might want to change the reconcile date. For example, today is the 10th of the current month and you are going to reconcile the bank from the 1st to the 5th. Change the reconcile date to the 5th and the GL balance at the top will be thru the 5th.
 - **NOTE:** *Entries made in the GL dated the 6th thru the 10th will not display on the bank rec view nor will they be included in the GL balance. When you are ready to reconcile the 6th change the reconcile date again.*
- If you set up the “Bank Reconciliation Report” for the report drop down, also run it in a new tab. This report will give you the detail transactions that are in the bank gl account and the running cumulative gl balance.

Sometimes you might find it helpful to sort the rows by the column called “Checks and Other Credits”

- Click on the heading of that column. This will sort by check number, which might help in the reconciliation from the bank statement.

Column Filter. Notice that you can filter columns

- So, to find a check quickly type the number of the check in the column filter.
- This filter is a “contains” filter so you just need to type in part of the search. For example, “bank” in the Name column returns every row with bank in that field.

If you cleared an item by mistake.

Top left there is a drop down for Status

- Select the bottom one, **Outstanding and Cleared in GL Mo/YR**.
 - That will also show you the cleared items. Then you can uncheck the cleared check box, which will make the row outstanding. Then, check that row again to clear it with a different clear date.
-

Advanced Clear

You do not have to use this feature, but if you do the steps are:

- **NOTE:** *On the main screen, it is best to make sure System Source is on one item.*
- Click the top left button for Display. This makes sure that the rows are for one source.

Next, in the section Advanced Clear

- Fill in the "Row Nbr Between **X_** and **XX_**
 - You have 2 options in the buttons on the next row.
 - Click outstanding and it will remove the Clear Date and Reconcile Date
 - Or click on the button for Cleared and it will fill in a clear date.
-

Global Clear

You do not have to use this feature, but if you do, the steps are: *(Note: On the main screen, it is best to make sure System Source is on one item)*

Next, in the section Global Clear:

- Fill in the Row Nbr Between **X_** and **XX_**
- You have two options in the buttons on the next row:
 - Click outstanding and it will remove the Clear Date and Reconcile Date.
 - Or click on the button for Cleared and it will fill in a clear date.

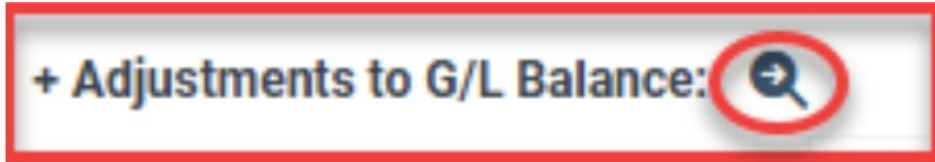
Global Clear (This is for A/P checks only)

- Fill in the From/To Check# range.

- Click either the button for Cleared or for Outstanding after you have set the check number range.

Enter Adjustments

Click the adj button and add or edit adjustments.



- If you made a lot of adjustments last month that might not have been resolved by this month, you might want to **Copy adjustments from another Snapshot**. Then, delete the rows that are no longer needed.
 - Click the button, select the GL Mo/YR, and select the Snapshot with those adjustments. This will copy those adjustments forward to this month. Delete any rows that you do not need for this month and save.

The adjustments are from the perspective of what you need to do to the book balance (GL Balance) to get it to match the bank.

- In-transit deposits... for example, these are deposits recorded in the GL and not yet received by your bank. This would be a negative number
- Any other JE's that you have in transit.
- Anything that has hit your bank statement that you have not yet entered in the books.

Save on the adjustment screen.

Save the Snapshot.

- This ensures that the adjustments are in the Snapshot.

Finish Bank Rec

When you have gotten this Snapshot as close as you can to reconciled ...

- Use the report dropdown and run **Create Bank Rec Reports**.
 - This will mark all cleared items as Final, create two Excel reports, and attach each to a Snapshot that you will be asked to name and save.
 - The status filter is set to **Outstanding**. This is basically a summary bank rec report that only includes the outstanding checks in the detail rows.

- The status filter is set to **Outstanding and Cleared in GL Mo/YR**. This is a detailed bank rec report that includes both the outstanding and the cleared checks in the detail rows.
- The naming convention is **The name of the CheckbookID, The Yr/Mo, The Status, and Bank Reconciliation** .xlsx

- This process will finish with the save snapshot.

Also, you might attach the PDF of the Bank Statement to this Snapshot.

- Click Save Snapshot to update the Snapshot with this attachment.

Repeat for each month.

FYI about Cash/Checks

- In Sales they are added together.
- The bank Rec will sum by the
 - Transaction date
 - Or the Deposit date if that is input.
 - And by the Deposit Ref #

Best Practice for Cash/Checks is to input both;

- a deposit date of when you took the deposit to the bank.
- And in the Deposit Ref#
 - to input the branch number
 - and have a distinct ref number for the actual deposit.

FYI about EFT transactions

- In Sales these are totaled by
 - ACH and then type of Credit Card
 - And the transaction Date
 - And then by Clear Date

- And by sign
- An import from the Credit Card and ACH provider marks each payment with a cleared date (just like the import for AP checks).

Over and Short entries in Sales

- These entries stay with the batch
 - An example of a shortage is the staff person who recorded \$100 in Cash during their shift. At the end of the shift, they only had \$80, so the deposit will only be \$80.00. Recording a shortage of \$20.00 will make the computer total match the deposit total.
 - The date for the Over/Short entry will default to the date of the Batch. It is recommended that you keep that date.
 - An Overage is the opposite. The staff person recorded \$80, and at the end of the day, they had \$100, which is the deposit to the bank. A 20 overage makes the computer total match the deposit to the bank.
 - The account numbers used for Over/Shorts are in the Branch table file for each MOP.
-

Steps for a Daily Bank Reconciliation

Last Modified on 12/19/2024 3:44 pm EST

Steps for a Daily Bank Reconciliation

Month End > Bank Reconciliation

Here are some key things to remember if you are doing daily bank reconciliations.

1. Daily Bank Reconciliation

- Some clients wish to reconcile to the bank balance during the current month. For example, the current month is April and **today** is 04/10 and staff want to reconcile through yesterday.
- Past GL Months are not part of daily reconciliation. If the month is physically in the past, then just reconcile for the entire month. Never change the reconcile date from today's date.

2. Reconcile Date

- In the following examples, we will pretend that today is 04/10 and we are reconciling to the bank balance as of 4/09.
- Change the reconcile date to 04/09. Click **Display**.
- The second column of the bank reconciliation view has the GL Balance which is now the GL balance at the end of the day on 04/09.
 - Important, this amount is based on the entry date (or modified date.) So, if a JE is entered on 04/10 or later, it will not be included in the GL balance.
- Bank Statement balance in the second column. Input the 4/09 bank balance.
- Clearing rows - you can now start clearing rows (checks, JE entries, deposits, etc.) Notice that when you clear a row that the reconcile date is 04/09/XXXX.
- Adjustments button. The adjustments needed as of 04/09 work just as if you were doing a reconciliation at the end of the month, except that the entry date is the cut off.
 - If there is a journal needed as of 04/09 but you are not physically entering it into the GL until 04/10 or later, you need to include this in the adjustment button.
- Entry Date - pretend that you see an entry in the bank that is needed in the GL and you do the entry today which is 04/10. That entry will not be displayed as a row on the reconciliation as of 04/09, so you need to enter an adjustment for that JE. When you reconcile 4/10 or later, remove the adj row. **NOTE: GL Date is not Entry Date.**
- You finished the daily rec for 04/09, click the report dropdown, select **Create bank rec reports**. This will create 2 Excel files and save them to a snapshot.
- You are ready to do a daily rec for 04/10 and today is 04/11 or later.

- In the GL Month for April set the reconciliation date to 04/10 and click display. You entered the JE on 04/10, so you can click on the adjustment button and remove the adjustment row that became the JE. Change the Bank Statement amount in column 2 to the bank balance at the end of 04/10 and click display. Continue with clearing rows and entering needed adjustments as of 04/10.

3. Examples of how a daily reconciliation can get confusing.

- You did not finish the reconciliation for 04/09 and you continue working on it on 04/11, but you forget and leave the reconcile date as 04/11 and click display. The GL balance in column 2 is now as of 04/11, so the **reconciliation** to 04/09 starts with the wrong ending balance in the GL.
 - On 04/11, you also clear a couple of rows, you made the cleared date 04/09 or earlier, but the reconcile date for those cleared rows is 04/11.
 - You realize the mistake and change the reconcile date to 04/09 and click display. Now, the rows that you cleared with a reconcile date of 04/11 are included as outstanding as of the reconcile date 04/09. If they cleared at the bank on or before 04/09, then you will need to unclear and then clear them to change the reconcile date to 04/09.
-

1099 Processing

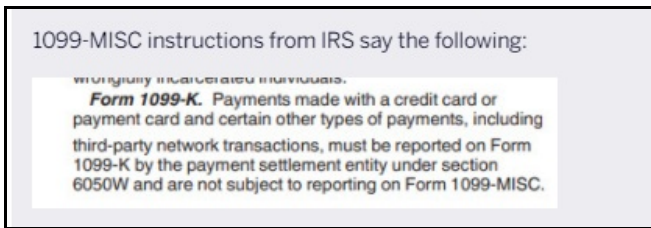
Last Modified on 01/21/2025 4:21 pm EST

1099 Processing

Review of Setups

Settings > Accounts Payable > General Options

- Check the boxes **Use 1099** and **Generate 1099 on Payment Vendor**. Payments made to vendors with some type of payment card should NOT be reported. It is the responsibility of the credit card company to report on Form 1099-K, per IRS instructions.



Settings > Accounts Payable > 1099 Formats

- A format is required depending on which system you are filling through electronically
 - 1099-Federal (FIRE)
 - 1099 NEC-IRIS, 1099 MI-IRIS, 1099 INT-IRIS
 - Pennsylvania businesses:
 - 1099-MISC - PA State
 - 1099-NEC - PA State
- PA State formats need to be added manually if they don't exist
- The federal format will already exist. If not, please contact SGA Support
- Rows marked in red may need to be completed within the format for the system you will be using.

1099 Electronic File Formats

Save Cancel Reports

Format name: 1099 Federal Insert Default

Line type: File Header Form G Default

Show only user defined columns

Column type: Fixed Width

File extension: txt

Add pad blocks

Pad character:

Number of pad chars: 0

Pad lines in multiple of: 0

Column ID	Column Name	Length	Start-En...	Data Source	Data Value	Pad Char	Remove Char	Justify	Format
4	Transmitter's TIN	9	7-15	Constant	Company FIN	0	-	Right	
5	Transmittal Control Code	5	16-20	Literal	XXXX			Left	
8	Foreign Entity Indicator	1	29-29	Literal				Left	
9	Transmitter Name	80	30-109	Constant	Company Name			Left	
10	Company Name	80	110-189	Constant	Company Name			Left	
11	Company Address	40	190-229	Constant	Company Address			Left	
12	Company City	40	230-269	Constant	Company City			Left	
13	Company State	2	270-271	Constant	Company State			Left	
14	Company Zip	9	272-280	Constant	Company Zip			Left	
17	Contact Name	40	304-343	Literal	XXXXXXXXXX			Left	
18	Contact Phone#	15	344-358	Literal	XXXXXXXXXX			Left	
19	Contact Email Address	50	359-408	Literal	XXXXXXXXXX			Left	

Double-check Form Amount Codes. They should be defined as shown for the different 1099 types

Home Records Daily Budgets Reporting Tools Settings Month End Users

Back To Settings New Edit Delete Form Amount Codes Reports

Format Name: 1099 Federal

Form Amount Codes

Form: MISC Amount Code: 1234567890

Form	Amount Code	Column
Payment Amount 1	1099 Amount 1	
Payment Amount 2	1099 Amount 2	
Payment Amount 3	1099 Amount 3	
Payment Amount 4	1099 Amount 4	
Payment Amount 5	1099 Amount 5	
Payment Amount 6	1099 Amount 6	
Payment Amount 7	1099 Amount 7	
Payment Amount 8	1099 Amount 8	
Payment Amount 9	1099 Amount 9	
Payment Amount A	1099 Amount 10	
Payment Amount B	1099 Amount 11	
Payment Amount C	1099 Amount 12	

Form Amount Codes

Form: INT Amount Code: 1234567890

Form	Amount Code	Column
Payment Amount 1	1099 Amount 1	
Payment Amount 2	1099 Amount 2	
Payment Amount 3	1099 Amount 3	
Payment Amount 4	1099 Amount 4	
Payment Amount 5	1099 Amount 5	
Payment Amount 6	1099 Amount 6	
Payment Amount 7	1099 Amount 7	
Payment Amount 8	1099 Amount 8	
Payment Amount 9	1099 Amount 9	
Payment Amount A	1099 Amount 10	
Payment Amount B	1099 Amount 11	
Payment Amount C	1099 Amount 12	

Form Amount Codes

Form: G Amount Code: 12345679

Form	Amount Code	Column
Payment Amount 1	1099 Amount 1	
Payment Amount 2	1099 Amount 2	
Payment Amount 3	1099 Amount 3	
Payment Amount 4	1099 Amount 4	
Payment Amount 5	1099 Amount 5	
Payment Amount 6	1099 Amount 6	
Payment Amount 7	1099 Amount 7	
Payment Amount 8	1099 Amount 8	
Payment Amount 9	1099 Amount 9	

Settings > Accounts Payable > 1099 Codes

- Examples below. Add codes as needed.
- PA businesses will want to report State information. Other states normally do not complete the State fields.

Code	Description	Box	Form	Federal 1099 Format	State 1099 Format	Alpha	State Income Box	State Withholding Box
	(Blank)	0	(Blank)			<input type="checkbox"/>		
A	Attorney	10	MISC	1099-Federal	1099-MISC - PA State	<input type="checkbox"/>	17	
C	Car Lease	1	MISC	1099-Federal	1099-MISC - PA State	<input type="checkbox"/>	17	
I	INTEREST	1	INT	1099-Federal		<input type="checkbox"/>		
N	NEC	1	NEC	1099-Federal	1099-NEC - PA State	<input type="checkbox"/>	7	
O	Other	3	MISC	1099-Federal	1099-MISC - PA State	<input type="checkbox"/>	17	
R	Rental	1	MISC	1099-Federal	1099-MISC - PA State	<input type="checkbox"/>	17	

Only complete these fields if client is within the state of PA

Settings > General Settings > Company Information

- Holds the company name, address, and EIN# for printing 1099's.
- The 1099 format allows for an override of company information for printing on the forms. Select Line Type Paper Form.

Month End > 1099 Process > Back of Form

- If the instructions on the back of the form do not yet exist for the current year, click Apply Annual form update.
- Set the Threshold amount at \$600.00
- Be sure the information on the back of the form exists for each form type.

Month End > 1099 Process > View

- The following views are suggested. When a view is saved, the columns of information and filter selections are saved in the View Name.

ALL

Generate Tag Vendor New Edit Delete Print 1099s Back of Form Create File Mark Year As Finalized Reports

Year: 2023 Order By: Name 1099 Form: (All) Vendor Code: (All) Summary
 Vendor Total
 Tagged Codes: (All) W-9 on File: (All) Amt Not Tagged Only
 Vendor Type: (All) Federal ID: (All) Amt Paid >= 0.00

View: All

PRINT 1099 MISC

Generate Tag Vendor New Edit Delete Print 1099s Back of Form Create File Mark Year As Finalized Reports

Year: 2023 Order By: Name 1099 Form: MISC Vendor Code: (All) Summary
 Vendor Total
 Tagged Codes: (Not Blank) W-9 on File: (All) Amt Not Tagged Only
 Vendor Type: (All) Federal ID: (All) Amt Paid >= 600.00

View: Print 1099-MISC

PRINT 1099 NEC

Generate Tag Vendor New Edit Delete Print 1099s Back of Form Create File Mark Year As Finalized Reports

Year: 2023 Order By: Name 1099 Form: NEC Vendor Code: (All) Summary
 Vendor Total
 Tagged Codes: (Not Blank) W-9 on File: (All) Amt Not Tagged Only
 Vendor Type: (All) Federal ID: (All) Amt Paid >= 600.00

View: Print 1099-NEC

Processing 1099s

From the top menu, go to *Month End > 1099 Process*. From this screen, 1099 reporting information can be generated, edited, forms printed, and the electronic file/s created for transmittal to the IRS.

Generate: The first step is to Generate the 1099 file for the year. Be sure you have reviewed the setup/table files before proceeding. The Generate option can be run anytime after the final payments are made (and posted) for the year. At the top menu, click Generate. This creates a file of all vendor payments for the selected year, whether 1099 is reportable or not. You can then view and analyze all vendor payments by selecting the appropriate view.

The Generate option uses the Transaction Date (check date) to pull vendor payments for the year, regardless of transaction month/year. If the Generate option is rerun, it will recreate this file of vendor payments for the year, replacing any manual adds or adjustments. Be careful NOT to run Generate after 1099 info has been imported from a prior accounting system (first year in SGA).

- **View:** Selects a saved view of which columns and filters are displayed. You can save a view of the columns to be displayed at any time by clicking the save view button. It is suggested you have views saved for All Vendor Payments, for 1099-MISC Payments, and for 1099-NEC Payments. Column "Amount Tagged" is what the 1099 print will use IF there is a "Tagged Code" marked on that row.
- **Display:** Shows the 1099 information with the selections you have made. If you change a selection, you must click the display button to refresh the screen.
- **View All:** To view all payments for the year, set each filter at the top of the screen to All, and check the Vendor Total box; click Display. Click the Customize Columns icon (to the right of View) to see available columns for this screen. Available amount columns are Amount Paid (total payments to the vendor), Amount Tagged (vendor payments tagged for 1099 purposes), and Amount Not Tagged (not tagged for 1099 purposes). Save the view if you like. When a view is saved, the selected columns, as well as filter selections are saved within a view name.
- **View 1099's to print:** To view what will be printed on 1099 forms, the filters should be the same as explained above in View All, except Tagged Code (Not Blank) and Amt Tagged checked. Select the columns to include in this view. Save this view if it does not already exist. This view will display the list of vendors with amounts tagged to report on the 1099. Untagged transactions will not be included on the printed forms (or transmission files).
- **Export to Excel:** Click the Reports dropdown arrow for options to print the current screen display or send it to Excel.
- **Filter Selections** (top of screen):
- **1099 Form:** Select the type you wish to view. (1099-MISC, 1099-NEC, 1099-INT, all, etc.)

- **Order by:** Choose whether you want to see 1099 information by vendor name, number, or 1099 code.
- **Year:** The year in which you want to display).
- **Tagged Code:** Choose whether you want to see all 1099 codes, blank, not blank, or a specific one for payments.
- **Vendor Type:** Choose whether you want to see all vendor types or a specific one.
- **Vendor Code:** Choose whether you want to see vendors coded (vendor edit screen) for all 1099 codes, blank, not blank, or a specific one for the vendor.
- **W-9 on File:** Filters vendor's **W-9 on File** flag.
- **Federal ID#:** Filters vendor's federal ID#.
- **Summary:** If viewing by vendor, this will show one line per vendor. If viewing by code, this will show one line per 1099 code. In order to edit a vendor with more than one 1099 code, you must have the Vendor Total checked rather than the Summary.
- **Vendor Total:** Includes a total line for any vendor who has multiple 1099 codes utilized in his payments.
- **Amt Tagged/Paid:** Filters vendors with an amount (tagged or paid) greater than an amount you define. This is only available if viewed by the vendor.
- **How to adjust amounts tagged for 1099 reporting:** Invoices were tagged for 1099 reporting (or not) at the time of invoice entry (1099 Taxable Code on the invoice entry screen.
- If the first year in SGA and amounts were imported from a prior system, do NOT use the Tag button. Instead, Edit the vendor row. Select the Year, Tagged Code, Vendor, and Amount Tagged.
- If there are no imported amounts (after the 1st year), you can click to highlight a vendor and click Tag. All payments for the vendor will be displayed and can be tagged/untagged for 1099 purposes.
- Click on the Tagged Code dropdown arrow to change the code if necessary. This will also update the invoice record, which can be found under the vendor history.
- To tag/untag all payments for 1099 reporting, select the code at the bottom of this window and select/deselect all. Select the blank code to untag all payments.
- Click Save to update changes and return to the 1099 browse screen.

- Click Display to refresh the screen at any time.
 - **New/Edit/Delete:**
 - Use the New button for a simple way to manually enter the 1099 payment amounts.
 - Enter the Year, 1099 code, vendor, and amount tagged.
 - Once a vendor and amount have been added, you can highlight that line and click Edit to change the amount or click Delete to remove this vendor line.
 - By using this manual New/Edit option, you do not run the generate option or look at 1099 codes on individual invoice payment lines. The adjustments you have manually entered will be displayed on this browse screen upon entry.
 - **Caution:** if manually adding payments, do not run the Generate option, as manual entry will be lost as the file of all vendor payments is again regenerated from the A/P system.
 - The Edit/Delete buttons are disabled if the Summary box is checked at the top of the screen.
 - To Add/Edit, uncheck the Summary box and click Display to refresh the screen.
-

Print 1099 Forms

1099-MISC, 1099-NEC, and 1099-INT forms:

- 1099 forms can be printed on blank (plain) paper or preprinted 1099-MISC or 1099-NEC laser forms (3 up). Two vendors are printed per sheet for MISC, and three Vendors are printed per sheet for NEC. If filing paper copies with the IRS, you must use a pre-printed (red copy) form. Do NOT cut apart pre-printed (red copy) forms. All other copies (vendor, office, etc.) may be printed on plain paper. The vendor/office copies print two vendors per page. The vendor copies may be cut in half with a paper cutter.
- Printing them on plain paper requires electronic filing to the IRS, as the IRS requires a red copy of paper filing.
- We recommend printing to .pdf an office copy of each 1099-type form and saving it on your computer for safe keeping.

Printing on blank paper:

- If printing on blank paper and you elect to print the instructions on the back of the form, be sure you have the current year software update. Click the Back of Form button and select the year. If instructions do not exist for the current year, click the Apply Annual form update button. If not available, contact SGA.

- Printing with Web Extension should allow printed forms to have the proper margins without adjusting printer settings
- **Review before printing:** Before you print 1099's be sure to review the tagged transactions as described above. Select the appropriate view name and click the Display button. The filters for the view of forms to be printed should all be set as **All**, except Tagged Code (Not Blank) and Amt Tagged checked. When you are ready to print the forms, load the laser forms in your printer, and from the menu at the top, select **Print 1099s**. If you are printing instructions on the back of the form, be sure your printer is set to duplex.
- Forms 1099-MISC, 1099-NEC, and 1099-INT must be printed separately by repeating the printing process for each form type.
- When 1099 Forms are printed, the filter selection is not considered. Forms are printed for any vendor that has a payment with a tagged code.

1099-INT forms:

- 1099-INT forms can be printed on blank (plain) paper (prints two vendors per page), which requires electronic filing to the IRS or government-preprinted 1099-INT laser forms.

Generate Electronic File for Transmittal to IRS

If you haven't done so this year, before creating the transmittal file, double-check the company name, address, and Federal ID# in Settings > General Settings > Company Information. Also, the settings in *Settings > Accounts Payable > 1099 Formats* contain the path/file name, as well as the contact information and Transmitter Control Code required on the transmittal file. The menu option is *Month End > 1099 Process > Create File*. Enter the year, the type of form, and the appropriate format based on the system you are filling with. Choose Download under Text File Output. This will download the file directly to your download folder, which you can then move to whatever folder you would like.

When finished, you can **Mark Year as finalized**. When this button is clicked, you can no longer regenerate unless you unmark the year as finalized first. If you have purchased the Vendor Portal, the 1099s will be visible to the vendor when they log into the portal.

NOTE: *1099s will still need to be mailed to the vendor.*

Generate 1099's

Last Modified on 12/20/2024 3:25 pm EST

Generate 1099s

This process auto-creates all 1099's for a year. Any vendor payment with a 1099 code on it will be processed. If a payment was made to a vendor and a 1099 code was not designated on the invoice line, that payment amount will not be included in the amount generated here. After the Generate has been run, click the Display button to see what was generated.

Creating 1099s Manually

If you would like to create 1099's manually instead of tagging every invoice you can do so simply by clicking the New button. Even if you do run the Generate, which creates 1099's, you may want to manually add other vendors and their corresponding 1099 amounts, which you can also do.

1099 Back of Form

Last Modified on 12/17/2024 1:17 pm EST

1099 Back of Form

Month End > 1099 Process > Back of Form

The text which prints on the back of the 1099 form is maintained under menu option Month End > 1099 Process > Back of Form.

An annual update is provided by SGA. To apply the update for the current year, select the year, the Form and click "Apply annual form update".

Threshold: The form will not be printed for any vendors with a total reportable amount of less than the amount entered here. This should normally be set at \$600.00.

If the annual update is not available, text can be manually keyed in each tab.

For more info, see [1099 Processing](#).

Tag 1099 by Vendor

Last Modified on 01/02/2025 3:50 pm EST

Tag 1099 by Vendor

Shows all payments for a vendor with the ability to change the 1099 status for each.

You can tag all payments by selecting the code and clicking **Tag All** at the bottom left of the screen. Then, you can tag each payment with a 1099 code (or leave it blank for none).

You can also edit the vendor's 1099 information (W9 on File, Federal ID#, and Type) at the top of the screen.

As you change the 1099 status here, the 1099 gets auto-created, so if you had already run the generate, this would recreate all 1099's for this vendor.

Running the [generate](#) at any point will recreate all 1099's for every vendor.

1099 Electronic Filing

Last Modified on 01/02/2025 1:53 pm EST

1099 Electronic Filings

Settings > Accounts Payable > 1099 Formats

Creates an electronic file for transmitting 1099 information to the IRS.

Starting tax year 2023, if you have 10 or more information returns, you must file them electronically. Find details on the [final e-file regulations](#).

You must have a TCC (Transmitter Control Code) already assigned by the IRS for the specific platform you are filling with. See the [article](#) to review both of those platforms offered by the IRS and changes made for the 2023 filing season.

Review the required 1099 format under *Settings > Accounts Payable > 1099 Formats*.

Edit each of the following fields of info before creating the electronic file for the platform you are filling with.

- Path/file name, Contact Email, Contact Name, Contact Phone, and Transmitter Control Code (provided by the IRS).

Menu option Month End > 1099 Process:

- Create File.
- Select the year.
- Select the form.
- Format: Select the format for the platform you are filling with.
- Text File Output: Download (This will send the file to your downloads folder on PC)
- Click OK.

For more info, see [1099 Processing](#).

1099 Processing for multiple EINs

Last Modified on 01/02/2025 2:26 pm EST

1099 Processing for Multiple EINs

Settings > Accounts Payable > 1099 Codes

The system can accommodate tracking and printing 1099 forms for more than one company and EIN#. Instructions are as follows:

- **Go to Settings > Accounts Payable > 1099 Codes.** This table assigns the box# and form type where the specific code will print and be reported.
 - You will want to add the same code for each company. For example, if you have two companies, you would add a code N=Non Employee Compensation (Form 1099-NEC) for Company 1 and a code N2=Non Employee Compensation (Form 1099-NEC) for Company 2. The codes can be names of your choice. See Help for 1099 Codes for details.
- **Go to Settings > Accounts Payable > 1099 Formats.** You must have a federal format for each company. Add a federal format for Company 1 and a second federal format for Company 2. The names can be anything you choose. Both 1099-MISC and 1099-NEC reporting will use the same federal format.
 - Edit the format and select Line Type **Paper Form**. Enter the company name/address information, phone number, and federal ID. Save the format. This information will be printed on the form and in the electronic file for this company.
 - Select Line, type **File Header**, and enter the Transmitter Control Code, Contact Name, Phone#, and Email Address. This screen does not require any other changes.
- On the 1099 Browse screen, when tagging payments for 1099 reporting, tag the amounts with the appropriate code (i.e., N vs. N2) to represent Company 1 vs. Company 2.
- On the 1099 Browse screen, you may filter what is displayed by clicking on Tagged Codes and selecting Company 1 or Company 2 codes. Click Display to refresh the screen. This will help you to analyze the reportable payments by company and by tagged code. Click the Reports drop-down arrow to export anything displayed on the screen to Excel.
- When printing the forms, select the year and the form type (MISC, NEC, etc.) and the appropriate format for printing (Company 1, Company 2, etc.).

Note: Forms are printed based on what is tagged for printing on the appropriate form, regardless of what is filtered at any time on the 1099 Browse screen.

Print 1099 Process

The following two forms options are available for printing Form 1099-MISC and 1099-NEC:

- **Blank form** (2 up). Prints two vendors per page. Option to print Recipient Copy B with or without instructions on the back. Using blank form requires electronic filing with the IRS. Copy B is the recipient (vendor) copy. Copy C is the payer (office) copy.
- **Preprinted IRS-approved form** (2 up). Prints two vendors per page. Reprint for additional copies. Example: Copy A (IRS), Copy B (recipient) , Copy C (office), etc.

Text

When a 1099 code is setup (Settings > Accounts Payable > [1099 codes](#)), the code is assigned the form type (1099-MISC, 1099-NEC, or 1099-INT) as well as the box# to print the reportable amount on the assigned form.

1099 codes must be unique; the same code cannot exist for both misc and interest forms.

Year: The 1099 reporting year.

Form: Select the form you are about to print

Format: Select the appropriate format for the forms you are about to print.

Minimum Amount: Minimum Amount: Specify a minimal tagged amount to print (leave zero for none). Forms will be printed only for vendors (who are included in the 1099 batch) with payment amounts above or equal to this specified amount.

Vendors: Allows you to print all vendors tagged for reporting; or selected vendors. Use this if the printer jams and you need to reprint or you just need to print for one vendor.

Paper: Select the form you wish to print (blank stock or pre-printed) The only reason for needing to use a pre-printed form is for the Payer Copy C, if you plan to file paper forms to the IRS. Starting tax year 2023, if you have 10 or more information returns, you must file them electronically. Find details on the [final e-file regulations](#). Recipient copies can always be printed on blank paper, regardless of how you file with the IRS.

Form: If you need to print multiple copies, simply do another print run with the appropriate selection.

Print a final total page: Prints an extra page at the end with the total forms printed and total amount.

Paper Size and Orientation: normally should always be Letter and Portrait.

Alignment

If the 1099 information is not lining up on the form, change the alignment setting for the top margin in [A/P options](#) and print again. You can print a sample page to test the alignment before printing 1099 MISC forms by clicking the Test Align button. Test print to 8 ½ by 11 paper and then place one of your good forms over top it to see if it is lined up correctly. It helps to place it over a light. Increase the alignment number to print lower; decrease the number to print higher on the form.

Preview

Displays the 1099's that will print. It is a good idea to first preview the forms about to be printed to make sure they are all correct, so you don't end up wasting forms.

Last Modified on 01/02/2025 3:47 pm EST

Steps to apply for TCC Code to File 1099s Electronically

Important: To the best of SGA's Knowledge, this is the process. SGA does not assign the TCC Code. Any questions should be directed to the IRS

Starting tax year 2023, if you have 10 or more information returns, you must file them electronically. IRS requires existing TCC (Transmitter Control Code) holders to complete the new IR Application for TCC to obtain new TCCs. The August 1, 2023, deadline to initiate your application to retain your Transmitter Control Code (TCC), obtained prior to September 26, 2021 (also known as a legacy TCC), has passed.

If you **did not complete** your application by the deadline:

- **Beginning January 2024, you will no longer be able to electronically file using your legacy TCC.**
- **Be sure to apply for your FIRE TCC well in advance of the 1099 filing due dates.** The IRS advises to allow at least 45 days for them to process your IR Application. Sometimes, the process is quicker, but this cannot be guaranteed.

The IRS encourages transmitters who file for multiple issuers to submit one application and use the assigned FIRE TCC for all issuers.

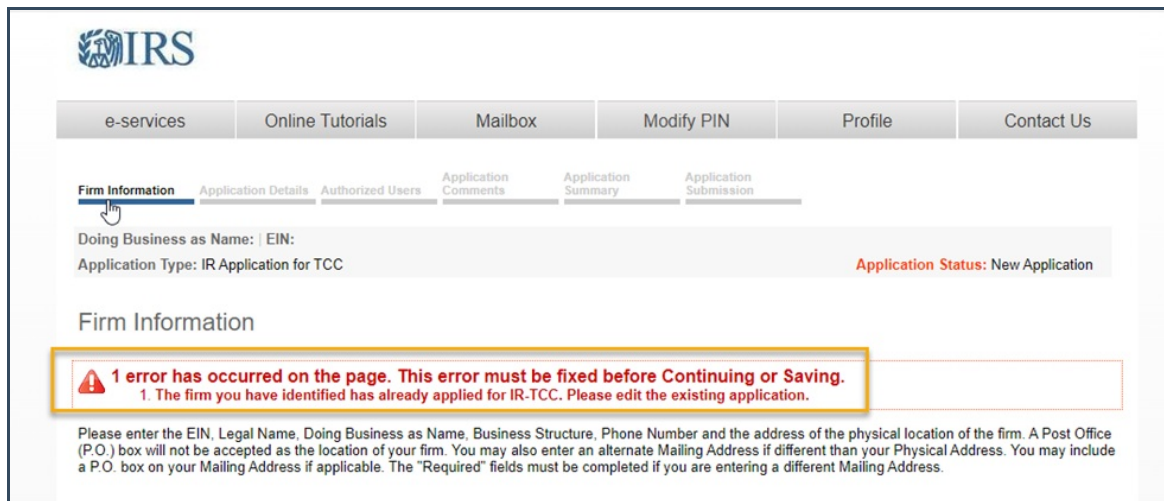
The purpose of the FIRE TCC is to identify the file's transmitter. You may transmit files for as many companies as you need under the one TCC.

To complete an IR application for a "FIRE" new TCC:

- Log into the IR Application for TCC with the following link: <https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>
- Click Access IR Application for TCC (menu on the right side).



- Sign in with id.me (or create a new id.me account if you don't already have one).
- A screen will appear where you may see your organization. Select **Individual**.
- If you receive this error message, go back and click Individual (instead of the company name).



- Click on New Application
- Click Continue and complete the information.
 - **Note:** The firm/organization name must be the same as the one associated with your EIN.
- Add Responsible Officials and Contacts. At least two are required for businesses (one for sole proprietors).
- Application Details page:
 - Check the first box for forms 1097, 1098, 1099, etc.
 - Role: Select Transmitter
- Click continue through pages, check the box to accept the terms of the agreement, enter your PIN, and click Submit.
- The application is not complete until each Responsible Official has signed and clicked Submit.
 - Each of these Responsible Officials will have to log in (through their id.me account) and

page through each page of the application, entering their 5-digit PIN to **sign** the application

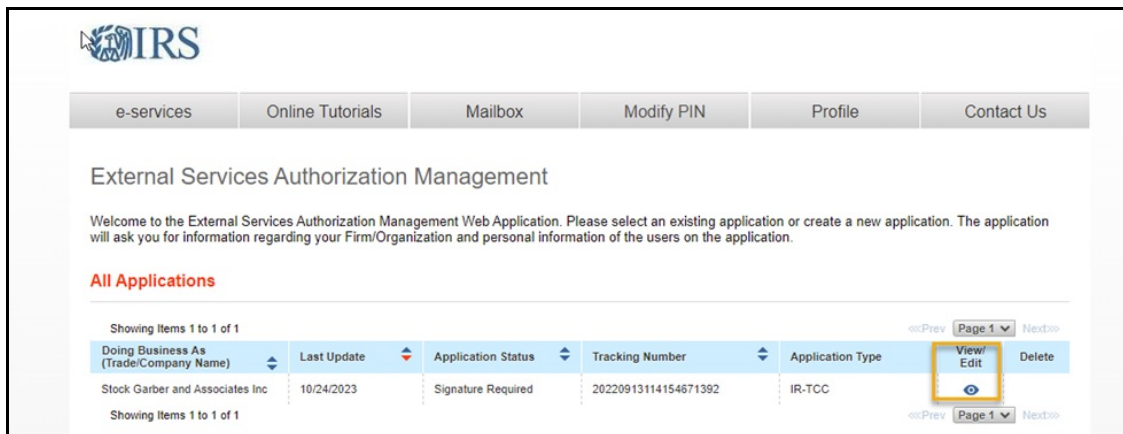
- **Note:** *Until the application is in **Completed** status, you must select **Individual** on the **Select Your Organization** page.*

Assignment of TCC code:

- The IRS will send a notice by mail with the assigned FIRE TCC. Allow 45 days for processing.

Online Confirmation of TCC Code Status:

- You can log into irs.gov to see the TCC code assigned with the following link:
 - <https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>
- Click Access IR Application for TCC (menu on the right side).
- Sign in with id.me (or create a new id.me account if you don't already have one).
- A screen will appear where you may see your organization. Select **Individual**.
 - If the organization is not shown, click on Individual.
 - Click on the View/Edit icon (eyeball).
 - You should see the TCC code assigned, as well as the status.



If the Application Status shows **Signature Required**, all authorized users on file have not yet signed the application. You are looking for a status indicating complete.

To request a new “IRIS” TCC code: (The IRS will eventually replace FIRE, but the IRS has stated that FIRE will not be leaving soon.)

In order for users to log in to IRIS to file 1099s, they need to apply for a separate TCC, even if they already have a FIRE TCC. The IRIS application is similar to the IR application to get a FIRE TCC. You can apply for an IRIS TCC code at any time so that this code will be assigned for the future when the FIRE system has been replaced.

- Apply using the following link: <https://www.irs.gov/tax-professionals/iris-application-for-tcc>
- Select **Individual**

- Click **New Application**

External Services Authorization Management

Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and personal information of the users on the application.

New Application

You will have the opportunity to save your application if you do not have all the required information. Once the application is saved, you may come back and revise the application at your convenience. When all of the information is entered, you will be allowed to submit the application for review by the Internal Revenue Service. The IRS will process your application and send you a notification of the application status.

NEW APPLICATION

All Applications

Showing Items 1 to 1 of 1

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete	Remove Affiliation
Stock Garber and Associates Inc	10/24/2023	Signature Required	20220913114154671392	IR-TCC			

Showing Items 1 to 1 of 1

- Select the IRIS Application and complete the information
- Select the following:
 - **Role** - Choose **Transmitter**
 - **Forms** - Chose **Form 1099 Series**
 - **Transmission Method** - Choose **Portal**

Doing Business as Name: Stock Garber and Associates Inc | EIN: [REDACTED]
Application Type: IRIS Application for TCC | Tracking Number: 20231024153939013309 Application Status: Saved

Application Details

Role

You are required to select a minimum of one role (Issuer, Transmitter, or Software Developer). You can select a combination of roles but not both Issuer or Transmitter.

An Issuer is a business filing their own information returns regardless of whether they are required to file electronically or they volunteer to file electronically. A Transmitter is a third-party sending the electronic information returns data directly to the IRS on behalf of any business, including their own. A Software Developer is a business that creates software applications that interface with IRS systems to allow authorized users to transmit information returns directly to the IRS via Application-to-Application (A2A).

Role	Role Status	Delete
Transmitter	Applied	

ADD

Form(s)

Software Developers continue to the Software Package tab to select the form-transmission method combination. Issuers or Transmitters must select the form-transmission method combination you will be transmitting electronically.

Two Transmission Method options:
Portal is a web-based IRS system that allows users to transmit 1099 forms online.
Application-to-Application (A2A) is the system interface that allows 1099 forms to be transmitted to IRS through authorized third-party software.

Forms	Transmission Method
<input checked="" type="checkbox"/> Form 1099 Series	<input type="checkbox"/> Application-to-Application (A2A) <input checked="" type="checkbox"/> Portal

PREVIOUS **SAVE** **CONTINUE** Cancel

- On the Authorized User page, click the Add button to add your responsible officials (two required).
- The All Applications screen will display each application type. IF-TCC is the FIRE

application. IRIS-TCC is the IRIS application. If the Application Status shows **Signature Required**, all authorized users on file have not yet signed the application. You are looking for a status indicating complete.

1099 Processing for First Year in SGA Accounting

Forms:

- If you plan to file paper forms with the IRS, you will need to purchase pre-printed (red copy) 1099-NEC and 1099-MISC (If used) forms.
- If you plan to file electronically with the IRS, you do not have to purchase pre-printed forms, as you can print the vendor/office 1099-NEC/MISC copies on plain paper. SGA Accounting prints two vendors per page for MISC and three vendors per page for NEC—the same look as a purchased pre-printed form. You can cut the sheets in half with a paper cutter. The forms will fit in the 2021 standard 1099-NEC window envelope for mailing if you like. **Note:** *The form has changed for NEC from a 2 up to 3 up for the year 2021.*
- In order to file electronically, you must have a TCC (Transmitter Control Code), which the IRS assigns. If you need to apply for such, file Form 4419 online with the IRS. <https://fire.irs.gov/>. We highly recommend electronic filing! For more information and detailed instructions, please email us at support@sgasoftware.com
- Vendor amounts paid in SGA and your old system will be combined, and one 1099-MISC form per vendor.

Steps to process 1099's: (after all payments have been processed through December 31)

1. Coordinate with SGA Support that all 1099 setups are in place for you and ready for you to proceed with the following processes. SGA Support will be happy to guide you through the process.
2. Menu option *Month End > 1099 Process*. At the top left of the screen, click Generate. This reads all of the vendor payments in SGA Accounting for the year and creates the 1099 figures. You will run this option only once. Running the generate option again will clear all existing totals—both auto-generated and those entered manually.
3. On the 1099 Browse screen, there are various view selections and/or filters available. Select a view that displays columns **Amount Paid** (total amount paid in SGA), **Amount Tagged** (invoices tagged for 1099 reporting during invoice entry throughout the year), and **Amount Not Tagged** (invoices that have not been tagged throughout the year. These three columns are helpful in analyzing what was paid vs. what is tagged for 1099 reporting.
4. The column **Vendor Code** displays those vendors who are designated as 1099 vendors (or

not). You can filter the screen to display only Vendor Code M.

- To tag/untag vendor payments (paid in SGA), click to highlight the row and click Tag (top of the screen). Mark the Tagged Code column with the appropriate code. (Example M=Box 7; R=Box 1, etc.) Click **Save** when finished. Click **Display** to refresh your screen as needed.
- If you have sent SGA your totals from the prior system, contact them at this point to add them in on the back end. If not, you can manually add the vendor payments from your prior system. At the top of the screen, click New. Add the total 1099-reportable amount paid from your prior system for each vendor.

The screenshot shows the 'New 1099 Detail' form with the following fields and callouts:

- Year:** 2021 (dropdown menu) with callout: 'Enter Payment Year'
- Tagged Code:** Blank (dropdown menu) with callout: 'Select appropriate code so amount is printed in correct box'
- Vendor:** (text field) with callout: 'Choose Vendor ID'
- Amount Paid:** 0.00 (text field)
- Amount Tagged:** (text field) with callout: 'Enter Total Amount to be reported from old system'
- Amount Not Tagged:** 0.00 (text field)
- Comments:** (text area) with callout: 'Enter any comments you wish to add'
- State Income:** 0.00 (text field)
- State Withholding:** 0.00 (text field)
- State ID:** (text field)

Buttons at the bottom: Save, Cancel

- If you have too many payments to enter manually, contact SGA to see if amounts can be imported from a spreadsheet.
- Rows displayed on the 1099 browse screen will be a total of your old system reportable payments, along with the SGA vendor total. In many cases, there will be two rows for the vendor total that together make up the reportable amount. To combine the total amounts displayed on the screen, check Summary at the top of the screen.
- If you need to adjust amounts that were manually entered from your old system, double-click on the row and edit the **Amount Tagged**.

Important! Using the Tag menu option will delete any manual 1099 amounts for the vendor and will be replaced with the amount tagged. If you have manual 1099 amounts entered from your old system, you should Edit the amount instead of tagging; in this way, both amounts (old system and new system) will remain.

- Forms will be printed for every amount that is **tagged** with any 1099 Form code. For a list of what will print, select the following filters. The Reports dropdown arrow allows you to print the list or send it to Excel.

ALL

PRINT 1099 MISC

PRINT 1099 NEC

11. To edit vendor name/address, click the Vendor button at the top of the screen. Click the Options button on the vendor screen to edit the vendor's Federal ID# or name override.

12. Before printing the forms, double-check the following settings:

- Go to *Settings > General Settings > Company Information*. The company name, address, and Federal ID# will be printed on the forms.

13. See [1099 Electronic Filing](#) for requirements to file electronically. Starting tax year 2023, if you have 10 or more information returns, you must file them electronically. Find details on the [final e-file regulations](#).

14. When you are ready to create the transmittal file, go to the 1099 Browse screen and click **Create File**. You must create a separate file for each form type needed (MISC, NEC, INT, etc.). The files are each created separately due to different reporting deadlines.

- Transmit each file separately to the IRS within the platform your TCC Code is assigned (FIRE, IRIS).

1099 Electronic Filing – Step by step instructions to upload a file to the IRS-FIRE website

Last Modified on 01/02/2025 2:03 pm EST

Last Updated 01/11/2022

1099 Electronic Filing - Step-by-step Instructions on how to upload a file to the IRS FIRE website

<http://fire.irs.gov> to connect to FIRE (Filing Information Returns Electronically)

First-time connection to the FIRE system:

You must create a new account.

Subsequent connection to the FIRE system:

Click **Log On**

Enter

- TCC
- Company EIN
- Company name (must be an exact match to what IRS has on file)
- User ID
- Password

Click **Login**

Click **Main Menu**

Uploading your file to the FIRE system:

At Menu Options, click **Send Information Returns**.

- Enter
 - TCC
 - Company EIN
- Click **Submit**
 - The system will display company information. The information will be used to email the transmitter, so be sure the email address is accurate. Update as appropriate and click **Accept**.
- Click on Original File.
 - Enter your 10-digit PIN
 - Click **Submit**
 - Click **Browse** to locate and select the 1099-NEC (or 1099-MISC) file.

- Click **Upload**

When the upload is complete, the screen will display the total bytes received and the file name you just uploaded. If you have a second file to upload, click the appropriate button to select and upload the second file. When finished, Click **Main Menu**.


Important: It is your responsibility to check your file's acceptability; therefore, check back into the system in 1-2 business days using the Check File Status option. You are looking for the status of **Good**.

1099 Electronic Filing – Step by step instructions to upload a file to the IRS-IRIS website.

Last Modified on 01/02/2025 2:04 pm EST

[How to upload 1099 forms with IRIS:](#)

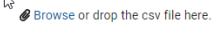
<https://www.irs.gov/filing/e-file-forms-1099-with-iris>

1. Click on Sign in to IRIS 
2. Sign In with your ID.me account. (An ID.me account is IRS-required for the individual logging in.)
3. Select your Organization: Your organization should be displayed on this screen. Click the Select button for Application Type IRIS TCC.
4. Click Upload CSV with Form Data



Upload CSV with Form Data
Upload a CSV with form data to the portal and
download CSV templates.

Under Upload file:

1. Click on Browse or drop the CSV file here. 
2. Locate your 1099 file on the computer you wish to upload and select the file. (The file name must have a .csv extension.)
3. Wait until your **Current Uploaded File** is shown.
 - If there are errors displayed, your file will not be accepted until the errors are corrected and the file is uploaded again. The Error message will explain what needs to be corrected.
4. Click to remove your current uploaded file before you attempt to upload the new file after corrections have been made.
5. If there are no errors, click the **Start** button to proceed.

Accounts Receivable

Last Modified on 02/21/2023 3:27 pm EST

Overview

SGA Accounting includes an A/R application, which allows invoices and/or receipts to be recorded under individual payer names and allows viewing the transaction history under each payer, similar to browsing A/P transaction history by vendor.

Related Articles

Last Modified on 12/20/2024 1:36 pm EST

Accounts Receivable Overview

SGA Accounting includes an A/R application, which allows invoices and/or receipts to be recorded under individual payer names and allows viewing the transaction history under each payer, similar to browsing A/P transaction history by vendor. The setups are as follows.

Settings > Accounts Receivable > A/R Object Types: At least one Object Type must be added for A/R purposes. Object Type, Type (10-character max) and Description can be names of your choice. Source must be AR. Click on Accounts Receivable to enter the scheduled account number.

- **Scheduled Account:** This is the Accounts Receivable balance sheet account that the system will use in each invoice and/or receipt transaction. If you plan to use more than one Accounts Receivable balance sheet account, you must add an Object Type for each.
- **Subsidiary Type.** Select the appropriate type.
 - Open Item: both invoices and receipts are entered to an invoice number.
 - Balance Forward: receipts only will be entered (without invoices). This allows recording income from a funding source so transaction history can be viewed under a payer (funding source name), instead of the income recorded as a journal entry.
- **Validate item ID:** In receipt entry, should the system validate that the invoice# already exists?
- **Flip sign for display:** Check this if Open Item; Uncheck this if Balance Forward. This does not affect G/L, but is for screen display purposes only. When viewing a payer's transaction history, the invoice shows as plus and receipts against the invoice show as a minus.
- **Get scheduled account fund from transaction account:** If more than one fund is used for invoice/receipt entry, check this box and enter the Scheduled Account (above) without the fund. The system will then use the Accounts Receivable balance sheet account for the same fund as used in the invoice/receipt entry.
- **Default next payer ID:** The system will automatically add a new payer with the next sequential payer number within the Object Type, but the payer number may be overridden here.

Settings > Accounts Receivable > Invoice Options: These are high level optional settings for your organization.

Records > Payers: can be added with name and address information under Records > Payers. A payer is added within an Object Type. The same payer may exist in more than one Object Type.

Entry: Invoices and subsequent **Receipts** can be entered under a selected payer name with month/year, invoice#, date, amount, comment, and G/L account#. Menu option is **Daily > AR Transactions**. Invoices and/or Receipts can also be imported from a spreadsheet.

- Invoices:
 - To start a new batch, Click New Invoice Batch
 - To add to an existing invoice batch, double-click on the batch and click New.
- Receipts:
 - To start a new batch, click New Receipt Batch.
 - Receipts can also be entered under a selected payer without an invoice having been entered.
 - It is recommended that each receipt batch represent a deposit to the bank, which will later aid in reconciling deposits in Bank Rec.

Be sure to post AR invoice and receipt batches at the appropriate time. By month end, all AR batches should be posted, although you may do entry to future or prior months as the AP Entry Options settings allows. Invoice and receipt batches can be edited or deleted up till the time of post. If a correction is needed after a batch has been posted, you must do reversal invoice entries to the Object Type/Payer/Item ID (Invoice#). A simple way to do a reversal is to select the payer on the entry screen and click Clone. Select the transaction you need to reverse and enter the amount as a minus to reverse the entry or to adjust the amount.

After invoice and/or receipt transactions have been entered, you may [browse](#) them by selecting the Payer > Transactions.

Invoices can be printed or emailed by using the menu option **Reporting > Special Forms**. The Select tab allows selection criteria, such as a range of dates, batch#, invoice#, etc. for printing invoices or emailing directly to the payer/s.

Edit Payor Invoices Header/Email Body Format: To Customize the Header and Email Body of an Accounts Receivable invoice, go to Reporting > Special Forms > AR Reports > AR Invoice > Click on Customize Report > General Tab. Click on the Email Settings button at the bottom. Here you can update the Payer Email, the Distribution Email, the File Name , and Subject fields that will populate on the .pdf report, along with the body of the email.

Email Settings

Email Address Column: [dropdown]
Distribution email: [dropdown]
 Do not include email attachment
File Name: SGA Invoice- September 2023
Subject: SGA Invoice# @Form.ItemID@

Insert Variable Insert Image

Edit Insert View Format Table Tools

Formats **B** *I* [text color] [background color] [bulleted list] [numbered list] [link] [unlink]

Hello @Form.PayerName@ Please see the attached invoice. If your account has been set up for automatic payment, your payment is currently being scheduled. For questions or additional assistance, please email ""EMAIL"". We appreciate your business. Thank you.

OK Cancel

Contact SGA for assistance in setup of a custom invoice form for your organization.

Reporting: Detail reports offer many options of printing invoice and/or receipt transactions, payer transaction history, a list of unpaid invoices, etc. Generic reports can produce an aging report as of any selected month end.

Payers

Last Modified on 02/21/2023 3:27 pm EST

Related Articles

Payers

Last Modified on 12/19/2024 4:19 pm EST

Payers

Maintains the accounts receivable payer information, used in [invoice](#) and [receipt](#) entry. The default search by is set in user options.

The [object type](#) must exist before a payer is added. The payer# is auto-assigned.

Payer#: To locate a payer, search by name of payer#. Select the Object Type, enter the payer name (or payer#), and click the Search button. Double-click or click Edit to view the payer info.

Address: This info can be used to print or email A/R invoices to the payer.

Country: The Country in which the vendor resides. Select country codes also provide a dropdown list of valid State/Providence codes.

Invoice Distribution Method: *Optional:*

- You may select the distribution method to default on the invoice entry screen for this payer. This would override the setting in Settings > Accounts Receivable > Invoice Options.

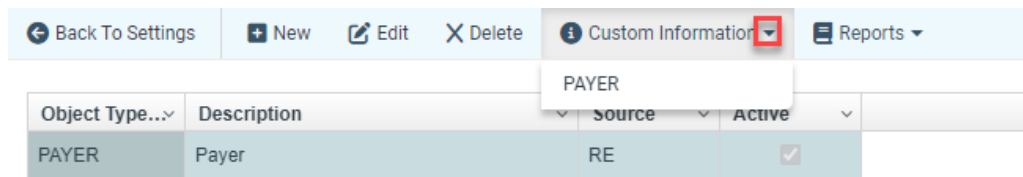
Receipt Distribution Method: *Optional:*

- You may select the distribution method to default on the receipt entry screen for this payer. This would override the setting in Settings > Accounts Receivable > Invoice Options.

Phone#/Fax#/E-Mail: *Optional:*

Comments: This is simply any notes or comments pertaining to this payer. Click the New icon to enter a comment.

Custom Information: Menu option to add custom information fields for revenue payers is Settings > Accounts Receivable > A/R Object Types > Customer Information drop-down menu > Payer.



Object Type...	Description	Source	Active
PAYER	Payer	RE	<input checked="" type="checkbox"/>

You must have an object type for AR named Payer.

Any custom fields must be added under this object type.

Custom fields are available on any AR payer screen, regardless of the payer's object type.

Payer Transactions

Last Modified on 01/16/2025 9:27 am EST

Payer Transactions

Browse of A/R invoice and receipt transactions for a selected payer.

You may enter a range of transaction month/years to browse. Information will be displayed based on the columns selected in the View setting at the top of the screen.

Right-click on any row allows you the option to browse the batch for that row.

Edit: After an invoice or receipt has been posted, the only thing you may edit is the Item ID (invoice#), Comments, Reference#, Date, or accounting period. Ability to edit is based on user menu permissions. If G/L account# or amount is wrong, you may enter reversal transaction/s to correct.

Edit by Item ID: Displays all lines of the selected invoice, allowing you to edit the comments and/or transaction date of the invoice.

Print Receipt: To print a receipt, click to highlight a receipt line and click *Receipt > Print* (or *Preview*).

Daily

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Last Modified on 12/20/2024 1:53 pm EST

A/R Invoices

Daily > A/R Transactions

Click New Invoice Batch to begin entering invoices. Invoice entry is available if Settings > Accounts Receivable > Invoice Options is set to "Use Invoices".

Object Type/Payer: Enter the object type and payer ID. Click on the browse icon (magnifying glass) to select an object type and payer, or you may tab or click on the desired box and hit F4 to browse.

Payer: Enter the object type and payer ID. Click on the browse icon to select an object type and payer, or you may tab or click on the desired box and hit F4 to browse.

Address ID: Allows you to select an alternate address for the payer, if such exists on the payer maintenance screen.

Item ID: Enter the Invoice#. Item ID is used only if object type is defined as Open Item.

Detail ID: this is a system-assigned number.

Distribution Method: The method in which you get the account#(s) and object#(s) (if using object tracking). You can key an account to get an object, an object to get an account, or a transaction code to get both or to **split distribution**. Depending on which method you select, the other fields will be disabled and will fill in automatically when you key the entry field.

If the invoice you are entering has multiple distribution lines and you are not using a pre-set transaction code, simply enter the Item ID/Invoice#, amount, account#, etc. for the first invoice line; hit the ENTER key (or click Save+More). Enter the information for the second invoice line; hit the ENTER key (or click Save+More), etc. You will see each distribution line in your batch.

Transaction Code: Use of **transaction codes** is optional. The transaction code will assign the G/L account#(s) and object#(s) to charge. The transaction code identifies the G/L accounts for distribution.

Object#: If using Object Tracking, this is the object# to charge.

Scheduled Account # / Transaction Account #

Displays the G/L debit and credit accounts to be charged based on the transaction code or account# entered. The Object Type setting controls the scheduled account# for the debit side of the entry.

Amount: Amount charged to this selected G/L Account number. If you have multiple lines of distribution, you will enter the next line of distribution on the next screen. You may enter a

negative amount to reverse a prior entry or as an invoice adjustment.

Comments: Comments entered here will be seen in the G/L transaction history. These comments can also be included on a printed or emailed invoice for the payer.

Date: Today's date is defaulted as the invoice date but may be overridden.

Period: The accounting period the invoice will get posted to in the general ledger. The same number of months forward and back is allowed as A/P. (Settings > Accounts Payable > Entry Options).

Reference: This field can be used to record any identifying information you would like to track for this invoice row. For example, this could be used to reference a PO number that the payer assigned for this invoice.

Buttons

Save+More (or ENTER key): Enter another invoice line for the same payer. You may select a new Payer ID if you are finished with the invoice and ready to enter a new invoice to a different payer.

Exit: Leaves the screen without saving.

Delete: Deletes the transaction.

Attachments: Allows adding an attachment to this A/R receipt entry.

Clone: Allows you to clone a single invoice line from the payer's history. Select the payer and click the Clone button, which displays the transaction history for this payer. Double click on the invoice transaction line you wish to clone. Make any changes as needed and save the new invoice.

Import: Invoices can be imported from the Accounts Receivable Batches screen. Import specs must first be defined in Settings > Accounts Receivable > Imports. Contact SGA for assistance in setting up the import specs.

Generating A/R Invoices for printing and/or emailing

Invoices can be printed or emailed by using the menu option **Reporting > Special Forms**. The Select tab allows selection criteria, such as a range of dates, batch#, invoice#, etc. for printing or emailing directly to the payer.

Contact SGA for assistance in setup of a custom invoice form for your organization.

A/R Batches

Last Modified on 12/19/2024 3:58 pm EST

A/R Batches

Daily > A/R Transactions

Displays any invoice or receipt batches that have not yet been posted.

A batch may contain transactions to multiple months, multiple object types, etc. The system will post the transactions according to the month assigned on each transaction.

New Invoice Batch: To enter an invoice in a new batch.

New Receipt Batch: To enter a receipt in a new batch.

Add to Batch: Allows you to enter additional invoices/receipts to the batch you have highlighted.

Delete: Deletes the batch that is highlighted.

Post: Highlight the batch and click Post.

Import: Allows importing either receipt or invoice batches. Import specs are defined in **Settings > Accounts Receivable > Imports**.

Filter: Can be used to select a range of batches to view.

Reports: Simply prints a list of the batch numbers shown. Use Detail Report Writer for any A/R-related transaction reports.

Double-click on a batch to view the entries.

New/Edit/Delete: You may add additional entries to a batch or edit any field of information by double clicking the entry, or by highlighting the entry and click Edit. To delete an entry, highlight the entry and click Delete.

Print: Prints the detailed information in this batch.

Print Receipt: Prints the individual receipt selected. (Available if Use Receipt# is set in Options)

A/R Receipt

Last Modified on 12/20/2024 2:08 pm EST

A/R Receipt *Daily > A/R Transactions*

To enter a revenue receipt, Daily > A/R Transactions. Click New Receipt Batch.

Object Type/Payer: Enter the object type and payer ID. Click on the browse icon (magnifying glass) to select an object type and payer, or you may tab or click on the desired box and hit F4 to browse.

Address ID: Allows you to select an alternate address for the payer, if such exists on the payer maintenance screen.

Item ID: Enter the invoice# to apply this receipt. Item ID (Invoice#) is used only if the Object Type is defined as open item, where you enter an invoice# and a subsequent receipt is assigned to that invoice#. Click the search icon (magnifying glass) to see a list of unpaid invoices for this payer. Note the filter for Type, which allows you to view invoices, receipts, or just the invoices with unpaid balances. From there you can double-click to select the appropriate invoice. If the invoice will be created later and does not yet exist, you may leave Item ID blank and later edit this receipt transaction to apply the appropriate Item ID.

Detail ID: this is a system-assigned number.

Distribution Method: The method in which you get the account#(s) and object#(s) (if using object tracking). You can key an account to get an object, an object to get an account, or a transaction code to get both or to **split distribution**. Depending on which method you select, the other fields will be disabled and will fill in automatically when you key the entry field.

Transaction Code: Use of **transaction codes** is optional. The transaction code will assign the G/L account#(s) and object#(s) to charge. The transaction code identifies the G/L accounts affected.

Object#: If using Object Tracking, this is the object# to charge.

Scheduled Account#/Transaction Account#:

Displays the G/L debit and credit accounts to be charged based on the transaction code or account# entered. The Object Type controls the scheduled account# for the credit side of the entry.

Print: Click Print if you wish to print a paper receipt upon entry. If receipt# is used, all transaction lines for this receipt# will be printed. There is a default for this in Settings > Accounts Receivable > Receipt Options.

Prints a receipt on 8 ½ by 11 inch paper. Settings > Accounts Receivable > Receipt Options has a setting if receipts will print a single copy on 8-1/2 x 11" paper (1-up) or a duplicate copy on a single sheet (2-up).

You can either print receipts upon entry or when viewing payer transaction history.

Amount Enter the payment amount. You may override the defaulted amount, in the case of a partial payment. You may enter a negative amount in order to reverse an entry.

Comments: Comments entered here will be seen in the G/L transaction history and will be included on a receipt if printed.

Receipt#: Optional. (Settings > Accounts Receivable > Receipt Options)

Check#: If payment was made by check, record the check# here. If payment was made in some other way (ACH or any type of electronic transfer of funds), you may enter the appropriate information in the Check# field.

Check Date: Today's date is defaulted but may be overridden. This is the date of payment.

Period: The accounting period the receipt will get posted to in the general ledger. The same number of months forward and back is allowed as A/P. (Settings > Accounts Payable > Entry Options).

Reference: This field can be used to record a receipt# or any info of your choice.

Deposit Reference: If you wish to combine multiple receipts into one row in bank rec, enter the same Deposit Reference name on each receipt transaction.

Deposit Date: May be assigned for reference in bank rec.

Buttons

Save+More (or ENTER key): Enter another receipt for the same payer.

Save: Returns the cursor to the Payer ID# so you can select a new payer.

Exit: Leaves the screen without saving.

Delete: Deletes the transaction.

Attachments: Allows adding an attachment to this A/R receipt entry.

A/R Post Batches

Last Modified on 12/19/2024 4:13 pm EST

A/R Receipt

Daily > A/R Transactions

Posts a batch of A/R invoices or receipts to live.

You may select a range of payers, periods, or transaction dates you wish to post. Any entries not posted will remain in the batch.

The computer will assign a batch# to each entry posted. In event of serious error, it is possible to **remove an entire batch** from the system by browsing the batch and click Delete. (User permission required)

AR Setup

Last Modified on 08/20/2024 10:24 am EDT

Related Articles

Last Modified on 12/19/2024 3:30 pm EST

Accounts Receivable Options

These are high level optional settings for your organization

Settings > Accounts Receivable > Invoice Options

Default object type: If you wish, you can specify an object type to default on an entry screen.

Invoice Distribution method: Determines the default distribution method for invoice entry.

Receipt Distribution method: Determines the default distribution method for receipt entry.

Use invoices: Is invoice entry used?

Use transaction codes: Do you want to use transaction codes for receipt/invoice entry? A transaction code will assign the account# (and the object# if applicable). Transaction Codes are maintained in Records > Transaction Codes. Advantages for using Transaction Codes include:

- Use a shortened number for entry (instead of having to enter the full string account number).
- Use alpha characters (word codes) for entry rather than numbers.
- If this box is checked, you are not required to enter a Transaction Code in receipt and invoice entry. The distribution method on the entry screen may be overridden to enter the G/L account, Object number, etc.

Allow object entry: Determines if object numbers can be entered in A/R invoice entry.

Settings > Accounts Receivable > Receipt Options

Use receipt#: If this option is chosen, a receipt number will be auto-assigned when a receipt is entered. The receipt number will be entered as Reference Number.

Default next receipt#: The system-assigned receipt number can be overridden here. Otherwise the system will use the next consecutive number.

Require a receipt#: Is this field required in receipt entry? (Rarely used)

Default print receipt upon entry: Do you want to auto-print a paper receipt upon each receipt entry. (Rarely used) If form is set for 1-up, receipts will print a single copy on 8-1/2 x 11" paper; if form is set for 2-up, two receipts will print on a single sheet if an office copy is needed.

Margins: Allows adjustments to top/bottom margins on a printed form.

AR Import

Settings > Accounts Receivable > Imports

Listing this information to be used for the “See import Connections” section...

Command text: When the Connection string is defined, the Command text will be defaulted to select all items from the external file. The Command text can be modified when situations require the information from the file to be manipulated in some way to obtain certain results. An example of this would be when multiple columns from the external file need to be combined into one item to be used as a transaction comment. Another example would be if the information from the external file needs to be sorted or subtotaled in order to create a batch with fewer, or more meaningful, transactions. For additional information on this feature, please contact SGA support.

Accounts receivable transactions can be imported for both invoices and receipts.

Name: The name that will be displayed as the name of the import.

General

Connector type: Defines the communication method, protocol, or interface used to access and retrieve the data.

Connection string: A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions of a key that tells the software to locate and access the data it needs to import.

Command text: When the Connection string is defined, the Command text will be defaulted to select all items from the external file. The Command text can be modified when situations require the information from the file to be manipulated in some way to obtain certain results. An example of this would be when multiple columns from the external file need to be combined into one item to be used as a transaction comment. Another example would be if the information from the external file needs to be sorted or subtotaled in order to create a batch with fewer, or more meaningful, transactions. For additional information on this feature, please contact SGA support.

Reference columns by:

This determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to data.
- **Reference by Number:** This means you refer to columns based on their position or index within the dataset. Instead of using the column name, you refer to the column by its

numerical position.

Create new deposit reference for every line: If checked, this will assign a unique number to each transaction amount for cash accounts associated with a checkbook. If this is not checked, the amounts for the same account and same date will be totaled together. This setting will control how the amounts are reflected in the Month End > [Bank Reconciliation](#).

Use schema: In certain situations, the import setup may require a way to name the individual items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Setup

Transaction Type: Select the type of import as either Invoice or Receipt

Columns

From Column: Add lines for each external column you wish to import. "From Column" is the column name or number on the external file; see "Reference columns by" above.

To Column: Click on the dropdown arrow to select the SGA item that matches what is listed in the From Column. The available columns will vary based on the object type.

Column Name	Required	Comments
Object Type	Yes	This identifies the object type of the invoice/receipt.
Payer ID	Yes	This identifies the payer of the invoice/receipt.
Item ID	No	Identifying the number of groups of invoices and receipts.
Amount	Yes	Amount of the transaction.
Account	Yes	GL account to charge.
Date	No	If not specified, today's date will be used.
Receipt Number	No	Receipt Number for payment transactions.
Address ID	No	If not specified, PRIMARY is used.
Check Number	No	Check the number of the receipt payment.
Transaction Code	No	Informational and reporting purposes only. The account distribution needs to be specified on the individual rows.
Comments	No	Description of the transaction.
Deposit Date	No	If specified, the date to be used for the bank reconciliation.
Deposit Reference	No	The deposit reference is to be used for the bank reconciliation. If not specified, the auto number checkbox will check if the imported batch number is used to create a unique deposit.
Reference	No	Informational only reference to a PO Number

Miscellaneous

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Custom Information

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Item Categories

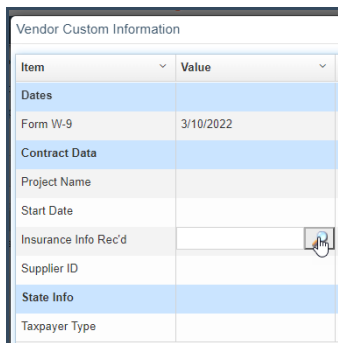
Last Modified on 12/31/2024 2:58 pm EST

Item Categories

Settings > Categories

The option exists to add custom fields to various maintenance screens, such as Vendors, Payers, Accounts, Objects, etc. Any custom information fields can be edited and viewed on the (vendor, payer, account, and object) maintenance screen and included in a custom report. Click on the **Custom Info button** on any of those screens.

Here's an example of a vendor screen.



Item	Value
Dates	
Form W-9	3/10/2022
Contract Data	
Project Name	
Start Date	
Insurance Info Rec'd	<input type="checkbox"/>
Supplier ID	
State Info	
Taxpayer Type	

Setup of Custom Information

Custom Information fields are added under the Settings menu. Once set up here, the custom fields are available on any vendor/payer, account, or object maintenance screen. Select the view type. View Type Vendors applies to both AP vendors and AR payers. For object tracking, view types are specified by the object type.

Category: this allows various rows to be grouped under a category header (shown in blue above). Categories will be displayed in the order shown but can be repositioned simply by clicking the category to be moved and using the up/down buttons.

- **Items:** Click to highlight a category and click Items to see the various custom fields within the selected category. (These would be the white rows in the example above.)
- **Data Codes:** the option to add a defined selection of choices to this Item. Note in the Insurance Info Rec'd row above; a search icon exists where a data code can be selected (Yes or No in this case).

Deleting a Category

If you wish to delete a category, you cannot delete a category that still has items in it. To delete a

category, delete all the items within it first, then delete the category.

Items

Last Modified on 03/07/2025 12:43 pm EST

Items

Settings > Accounts > Custom Information > Items

Items are the title or caption for the data (the field).

Each item must have a unique name throughout the system. A good way to ensure this is to precede the item with the category name. Then, in menu security, the program will be listed under the **Custom** application.

Each item is added within a [Category](#) (header for this grouping). Click to highlight a category name and click **Items**. To add a new item:

Category: Category associated with this Item.

Item: The title or caption for the line.

Description: Description of the item.

Data Type: The type of data: Text (VarChar), Number (Integer), Decimal or Date.

Slot: The data cell to which this item is assigned. Choose any available slot.

Length: Allowable length of the data field.

Case: Data entered will automatically become upper or lower case.

Decimals: If the Data Type is a number, how many decimals.

Format: Inserts characters into the data. For example, '()- - ' will make 8145552727 look like (814)-555-2727. You can also use an edit code with the data. For example, 12,345,67- 0 will insert commas, put the negative sign at the end, and show a zero if there is a zero value.

Has Data Codes: If checked, the data entered must be a valid data code. It allows you to enter a table of valid data for selection.

Validate Data Codes: If checked, the code entered must be a valid **Data Code**.

Required Entry: If checked, the data entered cannot be blank. However, the entry must be valid if the item has data codes. If a blank is a valid code, add it as a data code.

Search button: If checked, allows you to select predetermined values by clicking the magnifying glass.

Adding Items creates a new Audit History/Excel item. The setup for these items is under the Setup menu, marked Items.

Inactivating/Deleting Items

An item can be deleted if not mandatory, but the data in the DB file will not be changed until a new item is assigned to that same data slot.

In addition, any data codes for an item will not be deleted until the **Purge Category/Item/Data** option under the tools menu is run or the item is inactivated and deleted.

You cannot reuse the data slot until the item is completely deleted.

IMPORTANT: This is very dangerous! Not only will deleting the item remove the item from the item code list, but it will also delete the supporting data files and, more importantly, the master file data of the application (Ex. Vendors, payers).

If any data that was deleted from the master file exists, it will show on the audit history.

Data Codes

Last Modified on 12/31/2024 2:36 pm EST

Data Codes

Settings > Object Tracking > Object Types > Custom Information

Select the appropriate **View Type**. Click to highlight the category and click **Items**. Click on an Item and click **Data Codes**. This only applies if **Has Data Codes** is checked for the Item.

Data codes are the valid entries for selection within this [item](#).

Each Data code has a description assigned to it. The data codes are valid entries for a selected item and will show in a picklist if the search button is pressed when a data column is selected.

General Settings

Last Modified on 03/07/2025 11:13 am EST

General Settings

Settings > General Settings > Company Information

Company Information: This information may be used throughout the system wherever heading and address info is needed.

Enable system logs: If the box is checked, each time a user signs on or attempts to sign on is logged. This log can be accessed in the menu option *Users > Permissions > Sign On > Advanced > Users > Log*. Select the user or (All) and click.

URL for mapping addresses: Determines the link it goes to when you click the map address button to view the address on a map. The button looks like a globe and exists on the vendor edit form.

Time Zone: This information may be used in various places throughout the system wherever timestamps are used.

Sales System Transaction Drill Down:

Settings > General Settings > Web This is for use with the SGA Sales system only. This identifies the system (SGA Sales), source (SL), and URL path (client-specific) for drilling down from transactions in SGA Accounting directly to the registration detail in SGA Sales.

Path: Unique URL assigned by SGA for your SGA Accounting Web Application. **DO NOT CHANGE.**

Authentication

Settings > General Settings > Authentication

SGA Accounting allows the option to utilize your Windows Active Directory.

SGA authentication: user names and passwords are maintained in SGA Users.

Dft password expires every x number of days: If checked, the user must change their password regularly.

Warn x number of days before password expires: Warn the user before their password expires.

Allow user to change password after it expires: If this is not checked and a user's password expires, an administrator will need to log in and enable their user account.

Disable user account after x login attempts: If this is checked and a user's password expires, an administrator must log in and enable the user account. This is done from *Users > System Users*. Users will receive a message on the login screen when two or more login attempts remain

before the account is disabled.

Require letters: Forces a more secure password.

Require numbers: Forces a more secure password.

Require special characters: Forces a more secure password.

Minimum number of characters: Set the minimum number of characters required for a user password.

Maximum number of characters: Set the maximum number of characters required for a user password.

Strict Message: Rules for creating a password based on the settings above.

Log out after ____ minutes of inactivity: This is a security setting that logs the user out if there is no activity in the web browser for a set number of minutes. If enabled, the SGA recommends a minimum of 60 minutes or more to prevent work loss. This setting may require clearing browser cookies to take effect.

Log out every _____ days: If enabled, this security setting logs users out after a set number of days. Clearing browser cookies may be required for this setting to take effect.

Clear SGA Cookies when browser closes: If enabled, this setting will clear all authentication cookies when the web browser being used to access SGA is closed. This will also log users out and delete Two-Factor Authentication timeout tokens (if enabled). This setting may require clearing browser cookies to take effect.

Use Google Drive and OAuth2 for reports and lists: Define the settings for using Google Drive Excel connection strings on reports. When set, connections can have Google accounts applied to them, and an Excel file can be selected from the Google Drive picklist.
(Two Factor Authentication does not apply to Sales.)

Use Two-Factor Authentication: If enabled, users must enter an authentication code sent via email or SMS message to access SGA. A valid username and password or OAuth token are still required to log in. This is an all-or-nothing setting; it can not be applied to users selectively.

Use Two Factor Authentication for Windows : This setting applies only to the Legacy SGA Windows Application and is not used by SGA Web Accounting.

Use Device Authorization Timeout: If enabled, an SGA user can save a token that enables access to SGA without entering a 2FA authorization code. This token is user-specific and will expire after the period set in the **Device Authorization Timeout** field; SGA recommends that this be set to no less than 10 hours. This token is cleared when the web browser is closed if enabled by the **Clear SGA Cookies when browser closes** feature. Contact SGA Support for more information.

OAuth2 Login Providers: Users with administrator permissions will have access to this section to maintain their credentials and configuration when using OAuth for SSO login.

Excel Settings

Settings > General Settings > Excel Settings

This is where you can specify the properties of an Excel spreadsheet when something is exported to Excel. Reports exported using a report writer have their own Excel properties defined per report.

Page orientation: This determines whether a sheet will be portrait or landscape when printed. Using auto-determine will make a sheet portrait unless it overflows horizontally. In that case, it will be landscaped instead.

Initial save folder: The initial folder when saving or exporting to Excel, though you can change it at the time you export.

Gridlines: This exports with border lines the same color as the grid's lines, using Excel's borders. If this is checked, these lines will also print when the sheet is printed.

Bold headers and totals: Bolds all headers as well as total lines.

Header line: Adds a horizontal line to separate the column headers from the rest of the grid.

Colors/shades: This option exports rows the same color as those in the grid. However, these colors will also print, so if you do not use a color printer, the print will be in a relative shade.

Black and white: This determines whether color printing is enabled on all printers. If you wish to disable color printing so no one can print in color, check this.

Password-protect all workbooks: This feature protects all workbooks exported to Excel so that the data cannot be modified unless a password is supplied.

Font: The font name and size of all data exported in.

Print Settings

Settings > General Settings > Print Settings

This is where you can specify the properties in which reports are printed. Reports exported using a report writer have their Print properties, which are defined per report.

Page orientation: Determines if a sheet will be portrait or landscape when printing it.

Color: This determines whether color is enabled for all printers. If you wish to turn off color so no one can print in color, set this to black and white.

Gridlines: Prints gridlines the same color as the grid's lines.

Bold headers and totals: Bolds all headers as well as total lines.

Header line: Adds a horizontal line to separate the column headers from the rest of the grid.

Colors/shades: This option prints rows the same color as those in the grid. If you don't use a color printer, it will print in a relative shade.

Margins: The default margins for sheets exported to Excel.

Font: The font name and size of all data exported in.

Email Settings

Settings > General Settings > Email Settings

This defines the method by which you wish to send any emails in SGA through.

Email Method: Choose whether to send emails through Microsoft Outlook or SMTP. SMTP is recommended if you have access to an SMTP server. Most companies do; you have to talk to your IT staff to find out. If you use Outlook, a warning message will be displayed every time you send an email through SGA, which is a nuisance.

Outgoing mail (SMTP): If you wish to use the email capabilities of SGA software, then you must specify an SMTP server through which to send email. If using this method, you may need to use your ISP's mail router to send mail outside your domain. Most servers require authentication to send outgoing mail outside your domain. If this is the case, enter the username and password as well.

From Administrator: This is the **From** address for all emails appearing in people's inboxes. Remember that this will also be the address that will get replied to if the recipient chooses to respond to the email. If an invalid email address is entered, you will either get an error while mailing or an email will be sent to the **from address** as undeliverable.

Troubleshooting SMTP

If you are having trouble sending mail to an address outside your domain, you may need one or both.

- Change your SMTP server to be the mail router of your ISP.
- Specify a user and password for authentication.

If you get an error message saying it can't find the server, a firewall or antivirus software may be blocking your ability to send emails.

McAfee antivirus **VirusScan Enterprise** software will prohibit email sending by default. You need to add all email-sending executables to the **processes to exclude** the list found within the **prevent mass mailing worms from sending mail** rule within the **Antivirus Standard Protection** category within the **Access Protection Properties** within the **VirusScan Console**. Add SGA.exe to the list of executables.

For steps on adding a New From Email, click [here](#).

Constant Contact (API Key, Access Token): This service is used only for marketing emails by the SGA Sales member management system. Contact SGA Support for assistance setting up and enabling this service.

Mail Chimp (API Key): The SGA sales member management system uses Mail Chimp only for marketing emails. Contact SGA Support for assistance setting up and enabling this service.

Twilio: Twilio is used for SMS (text) messages. If enabled, two-factor authentication codes are available in SGA. Twilio also sends SMS (text) messages within the SGA Sales system. Each client must set up their own Twilio account to enable this feature. Twilio collects a per-message fee. Contact Support for assistance with setting up and allowing this service.

Applications

Last Modified on 03/10/2025 4:48 pm EDT

Applications

Applications are the SGA applications that you can execute from Settings. This is a high-level control for SGA use only based on the applications included in your current monthly fee. If anything needs to be modified, SGA does it at the time of purchase or cancellation of an application.

Application: The name of the application.

Short: The short name. This should normally be two characters.

Product: The application is for the SGA product.

Enable: Enables these applications to be visible within SGA.

Executable: Check this box if the application is executable.

Has Permissions: Indicates permissions are required for this application.

Two Factor Authentication

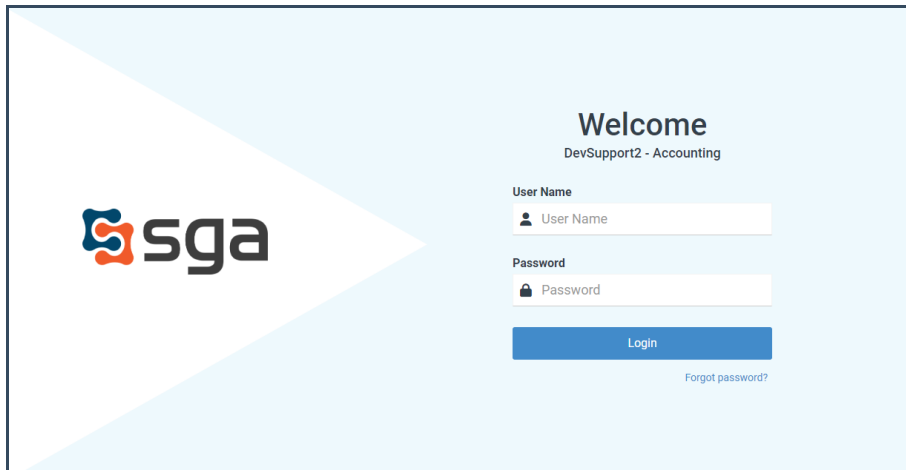
Last Modified on 01/02/2025 11:07 am EST

Two Factor Authentication

Two-Factor Authentication (2FA). SGA 2FA brings an added level of security by requiring two methods to verify identity. SGA 2FA requires that users not only know their username and password but also have access to an email account or SMS-enabled phone number associated with their username. SGA 2FA can also be set to authorize a device for access without requiring 2FA for a customizable period. 2FA protects against phishing, social engineering, and brute-force password attacks, and it secures your logins from attackers who exploit weak or stolen credentials.

How SGA Two Factor Authentication (2FA) Works:

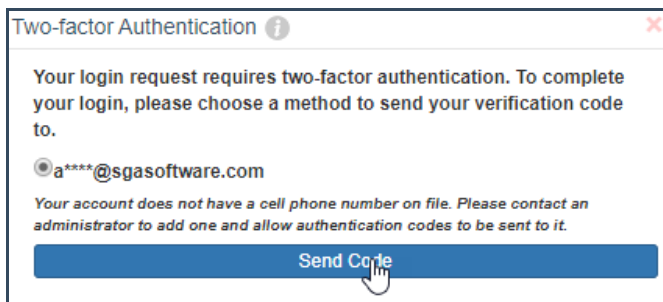
When SGA 2FA is enabled, users will log in with their username and password.



Users will then be asked how they would like to receive an authorization code by email or text.

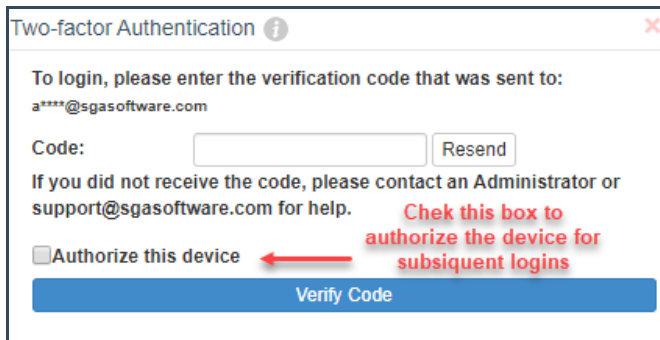
NOTE: If only one contact method is available to the user, that method will be available.

A one-time code will be generated and sent to the location that was chosen when the user presses the **“Send Code”** button:



This access code will need to be entered into the SGA dialog box.

If the user wants the device they're currently using to be authorized for subsequent logins, they need to check the "**Authorize this Device**" box:



NOTE: Your organization's SGA administrator sets the device authorization time limit. After reaching the time limit, the user must reauthorize the device to log in.

SGA Two Factor (2FA) Prerequisites:

All users **MUST** have a unique email address and/or an SMS enabled (cellular, SMS enabled VOIP) associated with their user name.

Any users without an email or SMS-enabled phone number associated with their account cannot access SGA.

Setting Up 2FA:

NOTE: This setting can only be enabled in SGA Web Accounting.

SGA 2FA can be enabled in the **Settings > General Settings > Authentication** menu.

2FA Settings:

- Use Two-Factor Authentication
 - Enables Two-Factor Authentication for SGA Web
- Use Two-Factor Authentication for Windows
 - Enables Two-Factor Authentication for SGA for Windows
- Allow SMS Two-Factor Authentication
 - *Enables 2FA codes via SMS **Requires Twilio Account**

- Allow Email Two-Factor authentication

*Enables 2FA codes via Email

Use Device Authorization Timeout

- Allows setting of a number of Hours or Days to authorize a device to access SGA web accounting without requiring re-authorization via 2FA authentication. This authorization is for one user on one device and will not be carried to other devices or users.

For assistance setting up Two Factor Authentication, please contact SGA Support.

Important: These settings will apply to **ALL** users accessing SGA and can not be limited to only a subset of users.

All users **MUST** have a unique email address and/or an SMS enabled (cellular, SMS enabled VOIP) associated with their username, or they will not be able to access SGA.

Report From Email Addresses Setup

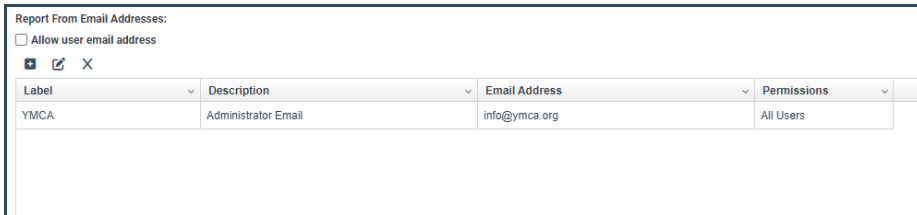
Last Modified on 01/02/2025 10:57 am EST

Setting a From Email Address

Settings > General Settings > Email Settings

In this screen, scroll down to the **Report From Email Addresses** section.

Email Settings allows the setup and permissions for **From** Emails to send reports. To do this, check the box for "Allow user email address."



Report From Email Addresses:

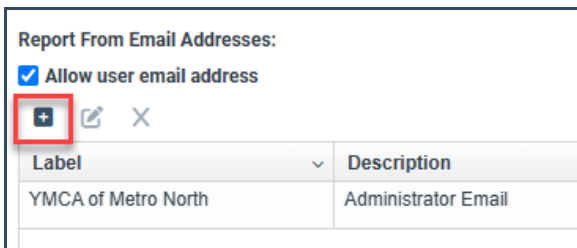
Allow user email address

+ ✎ ✕

Label	Description	Email Address	Permissions
YMCA	Administrator Email	info@ymca.org	All Users

Allow user email addresses: The check box must be checked so a user can choose the email address set up on their sign-on user profile.

When Setting up a new **from** email address, click the plus sign + icon.



Report From Email Addresses:

Allow user email address

+ ✎ ✕

Label	Description
YMCA of Metro North	Administrator Email

- **Label:** This is the name of the email address (Ex. Childcare team)
- **Description:** describes the intended purpose of the email
- **Email Address:** This is where the from email is defined
- **For:** This sets up the permissions. (All Users or User/Group)

If it is for a specific user or group, they would be added to a list in the grid.

Click **Save**.






New From Email

Label:

Description:

Email Address:

For:

Type	User/Group
Group	Executive Directors

Search Attachments

Last Modified on 03/10/2025 12:48 pm EDT

Search Attachments

Tools > Search Attachments

Search attachments will display a list of attachments in the system, with the ability to export the original document that was attached. The screen allows various filter abilities at the top of the screen, as well as a Select All button at the bottom.

View Entry: The option to browse the transaction entry for the attachment row is highlighted.

Download: Option to download selected attachments. Attachments are downloaded using the form in which they were saved.

All Attachments for Entry: The attachments screen for the transaction highlighted will be displayed.

Filter: Allows various selection criteria for attachments to view or download.

Account Filter: This allows you to filter the attachments displayed for selected G/L account numbers.

Refresh: Redisplay the screen.

Reports: Allows you to export the list as displayed on the screen.

Advanced Filters: Allows various selection criteria for attachments to view or download.

Activity Monitor

Last Modified on 01/02/2025 11:12 am EST

Activity Monitor

Tools > Activity Monitor

A few different tools within SGA allow you to see what users are logged into the system and end their processes.

The activity monitor is a tool that shows which users are currently accessing the SQL server and how many processes they are running. It summarizes the processes for the SGA user, NT user, and Login or Windows user. A process is not how many times a user is logged in but how many jobs the database is running for that user, which is usually several.

Right-click a user to see all the processes for that user, or click the **Databases** button to see a list of all databases or kill all processes for a database.

Processes

This shows processes, which is a database's most detailed level of activity. There are also filters at the top of the screen to narrow down your results.

Databases

This shows a list of all SQL databases on the server and whether they are online or offline. Right-click and select **Take offline** to take a database offline so that no one can access it for a period of time. Right-click and select **Kill all processes for database** to kick any user accessing that database out.

System Log

Last Modified on 01/02/2025 11:19 am EST

System Log

Tools > System Log

This displays the system log. System logging must be enabled in options for data to be recorded. This log records the user, date, and time of every user access and exit and various other important events for auditing purposes.

User: To see changes made in the system, select All or Individual users. The system defaults to All.

Date: The range of dates was entered to see the audit history in the system.

Application: Can see history within all applications and narrow it down to a specific application within the SGA system.

Task: Can choose all, one, or multiple tasks performed in the system.

Message: Displays the type of change made within the system.

Include scheduler event: This can be unchecked if you do not want to see the tasks performed due to a scheduled task. The default is to include the planned tasks and the processes done manually by a user.

Event Types: This can be used to limit the results of what log entries will be displayed. The default is to include all types. Informational entries are created for every process. If you are only concerned with log entries that generated a warning to the user or only want the processes that failed due to an error, you can change the checkbox selection to just what you want to see.

URL Referrer & Request Type: Provide advanced technical information used by the SGA developers to troubleshoot potential issues.

Edit Batch

Last Modified on 01/22/2025 12:55 pm EST

Edit Batch

Daily > Browse Batch

There are **two options** to browse batches:

- If you know the batch# to browse, you may go to *Daily > Browse Batch*.
- Another way to browse any batch in the system is from a transaction browse screen, such as Account Transactions or Vendor Transactions. **Right-click** on the row and select **Browse Batch**.

The entire batch, including debit and credit entries, will be displayed. Therefore, the batch should always total zero.

Edit: This allows you to change the accounting period, which is extremely helpful if an entire batch has been posted to the wrong month. Enter the correct accounting period (mm/yyyy) or select the month/year from the dropdown. A high-level user menu permission is required for this type of entry. The assigned source may also be changed in a journal entry batch.

Delete: An administrator can delete a batch with permission from a high-level user menu. Click [here](#) for more information.

Attachments: The Attachments box will be highlighted if any attachments exist for a selected transaction. Click to view the attachment.

Delete Batch

Last Modified on 01/02/2025 11:29 am EST

Delete Batch

Daily > Browse Batch

This option allows you to delete an entire batch already posted. It requires permission to Delete the batch under *Users > Permissions* and should only be given to an administrator.

This option is helpful if an entire batch, such as a journal entry, is wrong. Rather than doing reversals, it might be **cleaner** to clone the wrong journal entry batch, make corrections, and post the correct batch. Then go into Delete Batch and delete the original/wrong batch.

Delete Batch can also be used to undo a voided payment. If a payment has been voided by mistake, browse the vendor transactions. Click to highlight the void payment record. The Type will be Payment, and the Status will be Reversal. *Right Click > Browse Batch*. Review the batch and comments to be certain these are void CD records. When ready, click the **Delete** button. When you look at the vendor history transactions, it will display the payment as it happened (not voided).

The **Delete Batch** menu option can be accessed by clicking to highlight any transaction in the system and *Right-click > Browse Batch*. There is also a menu option, *Daily > Browse Batch* if you know the batch#.

Important: Use extreme caution and carefully review the batch before hitting the Delete button. Once deleted, the batch is gone from the system and cannot be recovered.

Sign Control

Last Modified on 01/02/2025 1:31 pm EST

Sign Control

Settings > Accounts > Categories

These define whether an account number is an asset, liability, income, expense, etc. Amounts are usually displayed as positive (user-friendly) for the type of account unless they reverse the norm.

For example, an income account has a credit balance (usually a negative sign), but it would display as positive (user-friendly) on reports or when browsing account balances. However, when browsing individual transactions, signs will show as they are (debit or credit transactions).

The only exception to this rule is if the General tab is set to **Show true sign** in a financial statement.

The **verbal way** of saying how signs are displayed for account variances is this:

- Good variances show as positive.
- Bad variances show as negative.
- Over in assets to last year or budget is good.
- Under in assets to last year or budget is bad.
- Over in liabilities to last year or budget is bad.
- Under in liabilities to last year or budget is good.
- Over in equity to last year or budget is good.
- Under in equity to last year or budget is bad.
- Over in revenue to last year or budget is good.
- Under in revenue to last year or budget is bad.
- Over in expenses to last year or budget is bad.
- Under in expense to last year or budget is good.
- Better in surplus to last year or budget is good.

Signs on a Variance Column

Comparing Year Variances:

For asset, equity, revenue accounts, and net gain loss, signs show a positive for an increase and a negative for a decrease.

For liability and expense accounts, signs show a negative for an increase and a positive for a decrease.

Account Type	This Yr	Last Yr	\$ Var	% Var	Increase shows as	Decrease shows as
Asset	2,100	2,000	100	5	Positive	Negative
Liability	1,100	850	-250	-23	Negative	Positive
Equity	1,200	1,050	150	14	Positive	Negative
Revenue	6,700	6,000	700	12	Positive	Negative
Expense	5,000	4,800	-200	-4	Negative	Positive
Net Gain/Loss	15,650	15,150	500	3	Positive	Negative

Actual to Budget Variances for the same year:

For asset, equity, revenue, and net gain loss accounts, the signs show a positive when the actual is over budget and a negative when the actual is under budget.

For liability and expense accounts, signs show a negative when actuals are over budget and a positive when actuals are under budget.

Account Type	Actual	Budget	\$ Var	% Var	Over budget shows as	Under budget shows as
Asset	2,100	2,000	100	5	Negative	Positive
Liability	1,100	850	-250	-23	Positive	Negative
Equity	1,200	1,050	150	14	Negative	Positive
Revenue	6,700	6,000	700	12	Negative	Positive
Expense	5,000	4,800	-200	-4	Positive	Negative
Net Gain/Loss	15,650	15,150	500	3	Negative	Positive

Financial Statements - Sign Control on Total Rows

By default, financial statements try to determine the correct sign to display in a total row. If a row on the report contains only revenue or expenses, it is a positive number.

A row comprising revenue and expense accounts shows as a net. Therefore, the total would be positive if you have a report showing a department or branch summary total that consists only of expense accounts and does not include revenue accounts.

If you have this issue with the sign displaying wrongly on a summary total, add any revenue account to that department or branch; it may be marked inactive. The summary total will display correctly as long as there are both revenue and expense accounts in whatever is being summarized (branch, department, etc.).

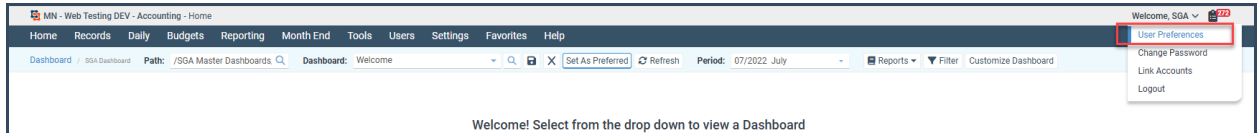
User Preferences

Last Modified on 01/02/2025 1:51 pm EST

User Preferences

Welcome > User Preferences

Allows the user to set a few personal preferences.



General

Office Status: Used in Approvals. Usually, the user's Office Status is "In." Suppose a user changes this status to "Out," and this user is included in any type of approval table. In that case, the system will bypass this user and notify the proxy instead for approval. If no proxy is assigned to the approval table, the item to be approved will wait for the user to return it. If a user is marked "Out", the next time he signs in, the system will ask if he is ready to change his office status back to "In".

If the user's menu permission allows it, a user's Office Status may also be maintained in *Users > System Users*.

Grid

Dft search type: You can choose from various search options on various screens. The default for this user is to search by "Position to," "Begins with," or "Contains."

Report Writer

Bold headers: Bold all headers in a report.

Bold totals: Bold all totals in a report.

Notifications

Approval Notification type: Distribution method for Document Approval notifications. [See Approval Notifications](#)

Tasks & Task Notifications

Use task messages: Allows SGA to send the users email messages about scheduled tasks.

Use Email Notifications and Notify: Allows SGA to send email notifications based on user selections.

Use Text Message: Allows SGA to send text messages.

Task Icons

Choose which icons are displayed. Some include specified days before or after due dates.

Task Due

Use Reminders: Allows SGA to send reminders.

Use Warnings: You can set the default due date as a number of days.

Favorites

Last Modified on 01/02/2025 1:21 pm EST

Favorites

Favorites > Organize Favorites

A user can create his own favorites menu with links to any SGA window, including a specific report, a file, or a URL. These favorites are shown by menu order and can be organized into folders. To customize your favorites, go to the Favorites menu and select **Organize Favorites**.

It might be helpful to save any report/s that you often run under your Favorites menu to avoid having to search through folders in the report writer for a particular report.

To add to your favorites list, go to *Favorites > Organize Favorites*. Click **New**.

- **Menu:** Click on the dropdown arrow to select the menu option in SGA.
 - To select a report, click on the search icon for Path and select your report. The report Name and Report name will be filled in.
 - To select a menu option, click on the dropdown arrow for **Page** and select the menu option.
 - You may assign this favorite to a new or existing folder of your choice.
 - **Folder:** Favorites can be organized into folders. Specify the name of the folder here (if any).
 - **Name:** The name for the favorite. This defaults for you but can be changed.
 - **Path:** The path of the report, select the magnifying glass to search.
 - **Report:** This is the name of the report.
-

Email Attachment Import

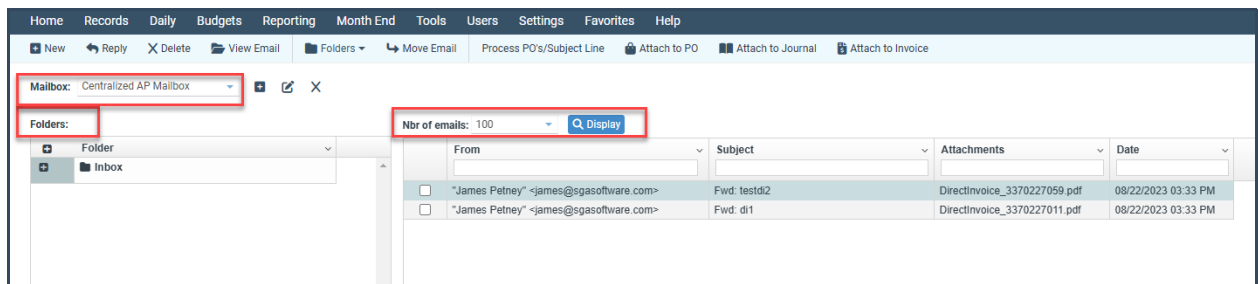
Last Modified on 01/02/2025 1:18 pm EST

Email Attachment Import

Daily > AP Automation > Email Attachment Import

For AP Automation, your organization must identify an email address for vendors to send email documents, such as AP@yourcompany.org or AccountsPayable@yourcompany.org.

Those emails could contain information about POs or invoices and even attachments. The email attachment import view is an interface for the email account named above. On the left-hand side, you will notice a folder hierarchy common to any email client, such as Inbox, Trash, Sent Mail, etc.

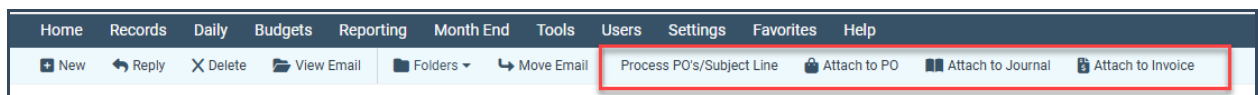


This view screen has several tools for attaching these emails to a PO, a JE, or an Invoice.

After you attach one of these emails, the process will move it from the INBOX to a folder that you designated during the mailbox's setup.

Note: SGA staff will help you set up this feature. More on that at the bottom section of this help.

Menu Options (Right-Side)



- Process POs/Subject Line:** This is the easiest and fastest way to attach emails to POs. It is located at the top right of the row of buttons.
 - Have your vendors place the phrase PO and the number like **PO 1234** or Purchase Order and the number like **Purchase Order 1234** anywhere in the subject line of their email.
 - By clicking the button called **Process POs/Subject Line**, the process will:
 - Scan the entire INBOX of this email client and look for emails that match actual POs in the system.
 - It will attach both the email and any attachments from the email to the actual PO in your system.
 - You will receive a log showing.

- Lists which emails were attached to which PO.
- The email has been moved to the folder (**folder name**) you named during setup.
- A message of **Unable to find Purchase Order 1234 for email PO 1234** means that the subject line appeared to have a valid PO, but the specific PO does not exist in SGA.
- Notice how the process **cleans up** the INBOX by moving the emails that found PO into a folder you designated during setup.

2. Attach to PO Button:

- Left-click on an email to select it, then click the **Attach to PO button**.
- The view shows
 - The subject and body of the email that you selected.
 - The attachments from that email are shown on the right side of the screen. Each attachment is **checked** to be included in the PO attachment. You may **uncheck** any attachments that you do not want attached to this PO.
 - Bottom Left is a list of drop-downs.
 - **Attach to:** Purchase Order
 - The default is the button you clicked. However, you can change it here from PO to JE.
 - **PO Number:**
 - If the email you selected found a valid PO number, then information from that PO is in the box below. If you wish to view the email, click the **View** link.
 - If the email does not find a valid PO, you can fix the number or click the search icon to find your PO. When you find a valid PO, the information will display in the box, and you can click the view link to see all the details about that PO.
 - **Set Received Status to:**
 - This will change the status of the PO that was received. The value you see here is the default identified during setup.
 - **Move Email to Folder:**
 - If you wish to move this email to a different folder, choose it here.
 - **Create and attach a Word document created from the email subject and body (Check Box)**
 - If you also want the email to be attached, click here. It might be that you wish to attach both the email and the email attachment, or it might be that the vendor did not send an attachment, but you still want to attach

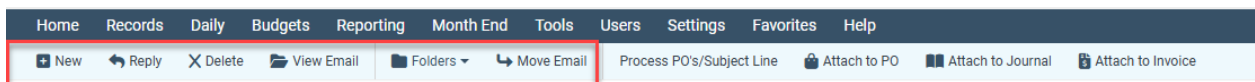
the email from the vendor.

- Delete Existing attachments. Eight attachments already exist.
- When you connect to a valid PO AND attachments already exist on that PO, checking this box will remove those attachments.
- Open the email.
- You decide to open the email instead of left-clicking the email.
- You can download an attachment (clicking on it will open the attachment) and examine it to help you decide which PO to attach it to.
- Click on the button called **Attach to PO**.

3. **Attach to Journal or Attach to Invoice buttons:**

- These work the same way as Attach to PO except that instead of a PO number, you have a Journal Number or an Invoice number.
 - There is no mass attach button like we have for POs.

Menu Options (Left-Side)



1. **The new and reply** buttons work like any other email provider. You can create a new email or reply to an existing one.
2. To view an email, double-click the email or highlight the email and click **View Email**.
3. **Folders** allow you to create more folders for email organization.
4. **Move or Delete Buttons**
 - Sometimes, this email account (AP@yourCompany.org) will receive junk mail or other mail unrelated to POs, JEs, or invoices. Use the move or delete buttons to get those emails out of the inbox.

Other

1. **Reports for POs in the detail report writer/Purchase Order Folder**
 - Look at this one. **Received and Ready to Pay - Detail**
 - You can right-click on a detail row, and there are several actions you can take. The right-click menu is Edit PO, Browse PO Attachments, Invoice for PO (creates an invoice,) Invoice for PO – just this line (creates an invoice for just this line,) Browse Reference, Browse Batch, Account Transactions, Vendor Summary, Vendor Detail.
 - Some clients go into Edit PO and rename the attachments, including the date and time they received them. They do this, especially for Blanket POs that might have many

attachments.

2. **Setup for Email Attachment Import**

- It is highly recommended that SGA staff help you with this one-time setup.
- A New Mailbox is created (you can have multiple Mailboxes.)
 - Mailbox Type and Name
 - The email address to which the vendor will send the email.
 - Connection information for that email address and the incoming server and outgoing server.

3. **Default Settings**

- PO Received Status on the PO after an email is attached.
 - The default folder to move emails to after it is attached.
-

Attachment Limit

Last Modified on 01/02/2025 12:36 pm EST

Attachment Limit

Keeping attachment file sizes to a minimum is essential to preserve system performance and speed.

Some general guidelines that will help reduce the size of attachments include the following:

- When scanning documents, scan them in black and white and at 150 dpi.
- Save scans and photo attachments as PDF documents.
- JPG files can be saved as PDF documents using the **Print to PDF** function in Windows
- PDF files can be reduced in size using Adobe Acrobat's free online tool, which can be found [here](#).
- Large multipage files that are not easily reduced in size can be broken into smaller files containing fewer pages using the **Print to PDF** function in Windows.

Additional Link to Adobe PDF compression tool:

<https://www.adobe.com/acrobat/online/compress-pdf.html?promoid=C12Y2YQN&mv=other>

If you have a file that is still too large to upload to SGA, please contact SGA support for more assistance.

Short Cut Keys

Last Modified on 01/02/2025 1:25 pm EST

Short Cut Keys

Below are the shortcut keys available in SGA Accounting (alphabetically within the menu).

Records

- Accounts F9
- Objects Ctrl+F9
- Payers Ctrl+F7
- Vendors F7

Budgets

- Actuals/Budget Entry F6
- Actuals/Budget Multi-Account Entry Ctrl+F6

Daily - Accounts Payable

- A/P Invoice Batch List F11
- Payment Batches Shift+F11

Daily - General Ledger

- A/R Transactions Ctrl+F12
- Account Transactions F8
- Journal Entry Shift+F8
- Journal Entry Batches Shift+F7

Daily - Purchasing

- Purchase Order Entry F10
- Purchase Order List Ctrl+F10

Reporting

- Detail Reports F3
- Financial Statements F2
- Generic Reports Ctrl+F3
- Report Lists Shift+F3
- Report Folders Shift+F2

- Search All Reports Ctrl+F2

Setup

- Settings Shift+F12
 - Transaction Codes Shift+F9
-

Assets / Object Tracking

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Objects

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Object Tracking Overview

Last Modified on 01/07/2025 9:03 am EST

Object Tracking Overview

The object tracking system is designed to allow the assignment of a unique identifier to transaction activity for any defined object (jobs, projects, special events, etc.) for reporting purposes.

The process to create an object is:

1. Create the Object Type (*Settings > Object Tracking > Object Type*).
2. Define the Object Divisions (*Settings > Object Tracking > Object Divisions*).
3. Create the Object (*Records > Objects > New*).

An Object Number can be assigned to any transaction line; only one object can be assigned to a transaction line.

Object Reporting is specific to each client; please contact support@sgasoftware.com for reporting requests.

Objects (Main Browse)

Last Modified on 03/10/2025 9:03 am EDT

Objects (Main Browse)

Records > Objects

This is the main way to browse for object information.

Navigate to *Records > Objects* and choose the appropriate Object Type from the Object Type drop-down

Buttons

New: Displays options for entry of a new object:

- **Single Object** - Displays the screen for the entry of a new object.
- **Clone** - Displays selected object information in the screen for entry of a new object.
- **Import** - Allows an import of objects.
 - Please get in touch with support@sgasoftware.com for object import setup.

Edit: Allows you to change information for an existing Object.

Delete: This option allows you to delete a previously entered object. However, once an activity exists for an object, it cannot be deleted.

Transactions: Displays [Object Transactions](#).

Asset Task: Allows various tasks to be performed on existing assets. See Fixed Assets > Asset Task [help](#).

Initiate Mass Disposal: Allows you to select and dispose of assets in bulk. See Fixed Assets > Asset Tasks Mass Disposal [help](#).

Audit: Generates audit log for the selected object.

Print Object: Print or Print Preview the object information displayed on the screen.

Reports: Options for downloading & / or printing the object information displayed on the screen.

Selects

Search: Determines what to order by and search by.

Advanced Filters: Additional filters are available to limit objects to be displayed.

Status: Select if you wish to see all active or inactive objects.

View allows you to save your settings for which columns are displayed or hidden and in what order.

- To hide or unhide columns, click the customize columns button and check which columns will be displayed.
- To order columns, click the customize columns button and use the Up & Down arrows to rearrange.

You can save a view by clicking the save view button. You must have appropriate permissions to save or delete views.

Rows: Allows you to choose the number of rows you would like displayed

Columns

Object: The object number, consisting of the different divisions separated by dashes. The object number structure can be changed in [object types](#).

Description: A brief description of what the object is. This is the description you will use when searching by object description.

Division Descriptions: Displays the descriptions for each object division.

Alias: This is an optional field for your reference, only to have a separate name or number for the object. The objects can be viewed in that order if an alias is entered.

Active: A checkbox denoting whether the object is active. An object must be active for entry to be allowed. If an object is inactive, all information and history may be browsed; however, entry will not be permitted.

Modify User: The user who last modified the object.

Modify Date: The date and time the object was last modified.

Object Types

Last Modified on 03/10/2025 8:59 am EDT

Object Types

Settings > Object Tracking > Object Types

The process to create an object is:

1. Create the Object Type (*Settings > Object Tracking > Object Type*)
2. Define the Object Divisions (*Settings > Object Tracking > Object Divisions*)
3. Create the Object (*Records > Objects > New*)

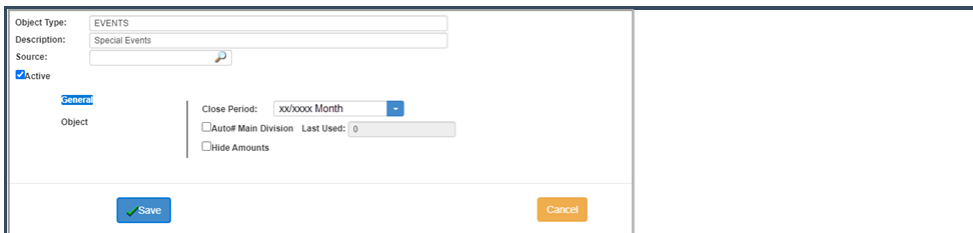
Create the Object Type

The structure of the Object Number (how many divisions, etc.) is determined by the setup of the Object Type. Object Types are defined in *Settings > Object Tracking > Object Types*:



New Object Type Setup - Example

General:

A screenshot of a 'New Object Type Setup' form. The form has several fields: 'Object Type' with the value 'EVENTS', 'Description' with 'Special Events', and 'Source' with a dropdown arrow. There is a checked 'Active' checkbox. Under the 'General' tab, there is a 'Close Period' dropdown set to 'xx/xx/xx Month'. Below that are two unchecked checkboxes: 'Auto# Main Division' and 'Hide Amounts'. At the bottom, there are 'Save' and 'Cancel' buttons.

Object Type: The Object Type you wish to create (e.g., PROJECT, EVENT, JOB, etc.)

Description: A description of the object type.

Source: Can be ignored.

Active: No entry will be allowed if the object type is inactive.

Close Period: Can be ignored.

Auto# Main Division: allows the system to assign the following sequential number for the Main division when adding new Objects.

Hide Amounts: Can be ignored.

- **Object:**

Edit Object Type

Object Type:

Description:

Source: 🔍 Grants

Active

General

Object

+ × 🗑️ ↑ ↓

Name	Length	Main Division	Subdivision Name
Funding	2	<input type="checkbox"/>	
Year	4	<input type="checkbox"/>	
Type	3	<input type="checkbox"/>	
Grant #	3	<input checked="" type="checkbox"/>	

Valid Characters: **Example:** 01-0123-012-012

Name: Name of the division of the object number. This name will appear on all reports, screens, etc.

Length: Length of the object division.

Main Division: The unique division that controls the object description (this is the division that will use auto number).

Subdivision Name: Name of the subdivision of the object. This is the name that will appear on reports, etc.

Length: Length of the object subdivision.

Valid Characters: Choose what characters are allowed to be in object numbers.

Object Divisions

Last Modified on 01/07/2025 8:29 am EST

Object Divisions

Settings > Object Tracking > Object Divisions

Creates the individual divisions of the object number. The divisions must already be entered if the division is to be validated based on the [object type](#).

If this division controls the object description, the description for all objects with that division of object number will also be altered when the description is changed.

You can set custom fields to track per object division. Go to *Settings > Object Tracking > Object Types > Custom Information* and select the object type to do this.

Div Level: Select the division of the object number, such as Company, Department, or Position. The list will be displayed when the division level is selected.

Search by: Option to display the list in number or name order.

Object Import

Last Modified on 03/10/2025 5:10 pm EDT

Object Import

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

When a large number of new objects need to be added, they can be imported from a list to SGA. The columns associated with each object vary based on the selected object type. The items related to each object type are defined under *Settings > Object Tracking > Object Types*.

Name: The name that will be displayed as the name of the import.

General Tab

Connector type: Defines the communication method, protocol, or interface used to access and retrieve the data.

Connection string: A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions or a key that tells the software to locate and access the data it needs to import.

Command text: When the Connection string is defined, the Command text will be defaulted to select all items from the external file. The Command text can be modified when situations require the information from the file to be manipulated in some way to obtain specific results. An example would be when multiple columns from the external file need to be combined into one item to be used as a transaction comment. Another example would be if the information from the external file must be sorted or subtotaled to create a batch with fewer or more meaningful transactions. For additional information on this feature, please get in touch with SGA support.

Start row: Using a number, enter the position of the start row.

Reference columns by: This determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to data.
- **Reference by Number:** This means you refer to columns based on their position or index within the dataset. Instead of using the column name, you refer to the column by its numerical position.

Use schema: In certain situations, the import setup may require a way to name the items being imported and/or the type of information (text, decimal, etc.) contained in each column.

Setup

Object Type: Select the type of object to be imported. The most common use of object imports would be fixed assets, but the import is not limited to just that type.

Columns

From Column: Add lines for each external column you wish to import. **From Column** is the column name or number on the external file; see **Reference columns by** above.

To Column: Click on the drop-down arrow to select the SGA item that matches what is listed in the From Column. The available columns will vary based on the object type.

NOTE: Contact SGA for more information on setting up a specific object type import.

Object Transactions

Last Modified on 01/07/2025 9:10 am EST

Object Transactions

Records > Objects

Displays transactions for an object with a specified period and date range.

Use the menu option *Records > Objects* and choose the appropriate Object Type from the Object Type drop-down.

There are two ways to access Transactions:

1. Double-click the Object to open the Object Screen and then click Transactions.
2. Single-click the Object so it is highlighted, and click Transactions.

Period: The accounting period in which the transaction was recorded.

Month/Year: The calendar month/year the transaction was recorded.

Date: The date the transaction was recorded.

Comments: A description of the transaction.

Amount: The dollar amount of the transaction.

Src: The source type of transaction. Sources are defined in *Settings > General Ledger > Sources*.

G/L Reference: For AP, this is the invoice number; for CD, the check number; and for RE, the reference number.

Account: The G/L account number.

Batch Number: The batch number of the transaction. All transactions are assigned a batch number.

Posted: Checkbox to denote whether the transaction has been posted

Atch: Checkbox to denote whether the entry has attachments that can be viewed.

Modify User: The user who last modified the transaction.

Modify Date/Time: The date and time the transaction was last modified.

Other Functions

Sources Filter: Select which sources to be included in the transactions listing.

Show Only Posted: If selected, the transactions that are not posted will not be shown.

Fixed Assets

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Last Modified on 01/03/2025 4:14 pm EST

Asset Management Overview

The Asset Management module utilizes **Object Tracking** to assign a unique identifying Object Number to each asset. The Object # is customized for each client to enable multi-level reporting.

SGA handles the setup of the Asset Object Type (including [Asset Sources](#)), associated Object Divisions, and Custom Information fields during the implementation.

After setup is complete, [Asset Additions](#) and [Asset Tasks](#) can be processed.

Transactions associated with each asset can be viewed under [Asset Transactions](#).

Asset activity is posted to the G/L via [Asset Entry Batches](#).

Assets (Main Browse)

Last Modified on 03/07/2025 10:36 am EST

Assets (Main Browse)

Records > Objects

This is the main way to browse for asset information.

Navigate to *Records > Objects* & select the Asset Object Type from the Object Type drop-down

Buttons

New: Displays options for entry of [Asset Additions](#):

- **Single Object** - Displays the screen for the entry of a new Asset
- **Clone** - Displays selected object information in the screen for entry of a new Asset
- **Import** - Allows the import of Assets
 - Please get in touch with support@sgasoftware.com for Asset import setup

Edit: Allows you to change the Description, Alias, and Active Status of an existing Asset.

Delete: This option allows you to delete a previously added Asset. However, once asset activity has been posted through Asset Entry Batches, it cannot be deleted.

Transactions: Displays [Asset Transactions](#).

Asset Task: Allows various tasks to be performed on existing assets. See *Fixed Assets > Asset Task help*.

Initiate Mass Disposal: Allows you to select and dispose of assets in bulk. See *Fixed Assets > Asset Tasks Disposal help*.

Audit: Generates audit log for selected Asset.

Print Object: Print or Print Preview the Asset information displayed on the screen.

Reports: Options for downloading & / or printing the Asset information displayed on the screen.

Selects

Search: Determines what to order by and search by.

Advanced Filters: Additional filters are available to limit the number of assets to be displayed.

Status: Select if you wish to see all active or inactive Assets.

View: Allows you to save your settings for which columns are displayed or hidden and in what order columns display.

- To hide or unhide columns, click the customize columns button and check which columns will be displayed.
- To order columns, click the customize columns button and use the Up & Down arrows to rearrange.

You can save a view by clicking the save view button. You must have appropriate permissions to save or delete views.

Rows: Allows you to choose the number of rows you would like displayed.

Columns

The columns displayed will depend on the selections in the View; the most common View includes the following:

Object: The object number, consisting of the different divisions separated by dashes. The object# structure can be changed in [Asset-Object Types](#).

Description: A brief description of the Asset. This is the description you will use when searching by Asset description.

Division Descriptions: Displays the descriptions for each Asset Object division.

Alias: This is an optional field for your reference only to have a separate name or number for the Asset. The Assets can be viewed in that order if an alias is entered.

Active: A checkbox denoting whether the Asset is active. An Asset must be active for entry to be allowed. If an Asset is inactive, all information and history may be browsed; however, entry will not be permitted.

Modify User: The user who last modified the Asset.

Modify Date: The date and time the Asset was last modified.

Asset Sources

Last Modified on 01/03/2025 4:18 pm EST

Asset Sources

The Fixed Asset module assigns the following sources to fixed asset GL activity; these sources are displayed on [Asset Transactions](#) & [Asset Entry Batches](#)

Asset Sources

AS: Asset Addition (the debit side of the asset addition entry).

SA: Schedule Account (the credit side of the asset addition entry and the debit side of the disposal entry).

DE: Depreciation Expense (the debit to depreciation expense).

DP: Accumulated Depreciation (the credit to accumulated depreciation).

MA: Move Asset (source to identify the change in the Asset PPE GL account when an Asset Task of Move is processed in the system).

MD: Move Depreciation (source to identify the Acc Dep GL account reclass when an Asset Task of Move is processed in the system).

DS: Disposal (source to identify all entries associated with a disposal).

Asset Additions

Last Modified on 01/03/2025 3:57 pm EST

Asset Additions

Records > Objects

Select the Asset Object Type from the Object Type drop-down to filter to specific object accounts.

The screenshot shows a software interface for 'Asset Additions'. At the top, there is a navigation menu with options: Home, Records, Daily, Budgets, Reporting, Month End, Tools, Users, Settings, Favorites, and Help. Below this is a toolbar with icons for New, Edit, Delete, Transactions, Audit, Print Object, and Reports. A search bar is present with 'Main Division' selected and a dropdown arrow. To the right of the search bar, there is a 'Status' dropdown set to 'All' and an 'Object Type' dropdown set to 'Grant management', which is highlighted with a red box. Below the search bar is a table with the following columns: Object, Description, Year Description, Active, Contact #, Total Award \$, Vendor Name, Modify User..., and Modify Date. The table contains two rows of data:

Object	Description	Year Description	Active	Contact #	Total Award \$	Vendor Name	Modify User...	Modify Date
01-2022-001-002	Example 2	2022 Award Year	<input checked="" type="checkbox"/>	1111	500,000.00		SGA	07/07/2022 10:19 AM
01-2022-001-001	Example 1 for testing Auto #	2022 Award Year	<input checked="" type="checkbox"/>	1111	500,000.00		SGA	07/07/2022 10:18 AM

New: The down arrow to the right of **New** will display the following three options for an Asset Addition.

Single Object: Displays the entry screen for an Asset Addition.

- Verify the Asset Period is accurate before adding the asset.
- Complete the Division fields.
- Options to [Link Invoice](#), [Link to J/E](#), & Add Attachments are available but not required.
- Complete the Required Asset Custom information (other fields may be required based on individual client setup; the following are system requirements):
 - Purchase Month/Year
 - Date of Purchase
 - Start Depreciation Month/Year
 - Purchase Amount
 - Depreciation Type
 - Years to Depreciate
 - Months to Depreciate
- The system calculates the helpful life of an asset as the combination of the Years to Depreciate & Months to Depreciate values (e.g., if an asset is to be depreciated over 5 years, input 5 years; **not** 5 years and 60 months).
- When all information is complete, click Save.

Clone: This option clones the information from the asset you choose and prefills the information in the entry screen for an Asset Addition; all fields can be modified.

- Verify the Asset Period is accurate before adding the Asset
- Options to [Link the Invoice](#), [Link to J/E](#), & Add Attachments are available but not required
- When all fields have been updated to reflect the new Asset, click Save

Import: Import of Asset Additions

- Please get in touch with support@sgasoftware.com to set up the asset import.

All Asset Activity is posted to the GL via [Asset Entry Batches](#).

Asset Tasks

Last Modified on 01/03/2025 4:42 pm EST

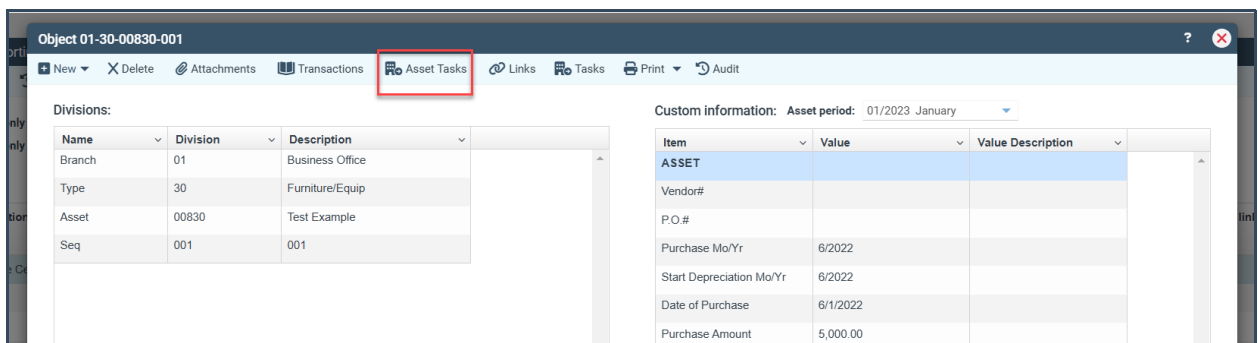
Asset Tasks

Records > Objects > Asset Object Type

The Fixed Asset module allows all tasks to be performed on existing assets. Select the Asset Object Type from the drop-down menu.

There are two ways to access Asset Tasks:

1. Double-click the Asset to open the Object Screen and click Asset Tasks.
2. Left-click the Asset to select and click Asset Tasks.



Asset Period: Determines which GL month your task(s) entries will start to take effect. The Asset Period does not update when accounting periods are closed; the Asset Period must be changed manually.

Schedule: This allows viewing of the Asset Cost & Useful Life Schedule; when viewing the Schedule, white shading indicates posted, and yellow shading indicates unposted.

- When performing **Asset Tasks***, the system will display two Schedules. The one on the left is current, and the one on the right is the schedule that will be in effect when you save the Task.

Asset Tasks [Save] [Transactions] [Exit]

Object: Asset 01-30-00830-001 Test Example

Task: Schedule

Asset Period: 01/2023 January

Accum Depr: 01-01-001-6939-00000 Accumulated Depreciation

Depr Exp: 01-01-001-4000-00000 Depreciation

Start Depr Mo/Yr: 06/2022 June

Amount: 5,000.00 Tagged A/P 0.00 + J/E 0.00 = 0.00. Difference of -5,000.00

Years: 5 Months: 0 Depr Type: Depreciating

Comments

Schedule

Depr Mo/Yr	Trans Mo/Yr	Amount	Balance	# Rem
			5,000.00	60
06/2022	06/2022	83.33	4,916.67	59
07/2022	07/2022	83.33	4,833.34	58
08/2022	08/2022	83.33	4,750.01	57
09/2022	09/2022	83.33	4,666.68	56
10/2022	10/2022	83.33	4,583.35	55
11/2022	11/2022	83.33	4,500.02	54
12/2022	12/2022	83.33	4,416.69	53
01/2023	01/2023	83.33	4,333.36	52
02/2023	02/2023	83.33	4,250.03	51

Disposal: Allows for disposal of a Single Asset

- See **Mass Disposals** if disposing of multiple assets
- Choose **Disposal** from the Task drop-down.
- Verify the Asset Period.
- Enter Disposal Date.
 - 1st - 15th = no depreciation expense captured for disposal month.
 - 16th - end of month = depreciation expense captured for disposal month.
- Add Disposal Comment.
- The Entry that will be available for posting through Asset Entry Batches after clicking save is displayed below the Task drop-down for you to review before saving the disposal.
- Click **Save**.

Asset Tasks

Save Transactions Exit

Object: Asset 01-30-00830-001 Test Example

Task: Disposal

Asset Period: 01/2023 January

Disposal Date: 01/03/2025

Debit 2,416.77 to: 01-01-001-6999-00000 Asset Clearing

Debit 2,583.23 to: 01-01-001-6939-00000 Accumulated Depreciation

Credit 5,000.00 to: 01-01-001-6930-00000 Furniture, Fixture and Equipment

Comments:

Tagged A/P 0.00 + J/E 0.00 = 0.00. Difference of -5,000.00

Years: 5 Months: 0 Depr Type: Depreciating

Depr Mo/Yr	Trans Mo/Yr	Amount	Balance	# Rem
			5,000.00	60
06/2022	06/2022	83.33	4,916.67	59
07/2022	07/2022	83.33	4,833.34	58
08/2022	08/2022	83.33	4,750.01	57
09/2022	09/2022	83.33	4,666.68	56
10/2022	10/2022	83.33	4,583.35	55
11/2022	11/2022	83.33	4,500.02	54
12/2022	12/2022	83.33	4,416.69	53
01/2023	01/2023	83.33	4,333.36	52
02/2023	02/2023	83.33	4,250.03	51

Asset Tasks

Save Transactions Exit

Object: Asset 01-30-00830-001 Test Example

Task: Schedule

Asset Period: Schedule

Accum Depr: Disposal

Depr Exp: Change Years/Months

Start Depr Mo/Yr: Change Start Depr Mo/Yr

Amount: Change Amount

Years: Change Depr Type

Comments: Split Object

Move Object

Accumulated Depreciation

Depreciation

Tagged A/P 0.00 + J/E 0.00 = 0.00. Difference of -5,000.00

Depr Type: Depreciating

Schedule

Change Years/Months*: This option allows you to modify the Years and months over which the asset will be depreciated and add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Start Depr Mo/Yr*: This option allows modification to the Start Depr Mo/Yr and the ability to add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Amount*: This option allows you to modify the amount of the Asset and add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

Change Depr Type*: You can modify the Depreciation Type and add Comments. The Schedule associated with the Change/Task is displayed to the right of the existing schedule.

- **Depreciation Types**

- D= Depreciating
- I = Inventory Only
- M = Immediately Depreciating
- N - Non-Depreciating

Split Object: Allows an Asset to be Split into two.

- Choose **Split Object** from the Task drop-down.
- Click OK to proceed to the asset add screen to define the split amount.
 - **Note:** *When the asset add screen displays, the asset number will default to the original asset number but be replaced with a new seq number.*
- Change the **purchase cost** to the amount to be split into a new asset.
- Click **Save**.

Move Object: Allows an Asset to be Moved

- Choose **Move Object** from the Task drop-down.
- Click OK to proceed to the asset add screen to define the split amount.
 - **Note:** *When the New Moved Asset screen displays, you can change all Object Divisions.*
- Update the Object Divisions to represent where the Asset should be moved.
- Click **Save**.

All Asset Activity is posted to the GL via [Asset Entry Batches](#).

Last Modified on 01/21/2025 4:26 pm EST

Asset Tasks Mass Disposals

Records > Objects

IMPORTANT: Only one Asset Period & one Disposal Date can be chosen for each mass disposal. There isn't an option to undo; please verify the Object #s, Asset Period, & Disposal Dates are correct before processing.

Mass Disposal via Multi-Select Checkboxes:

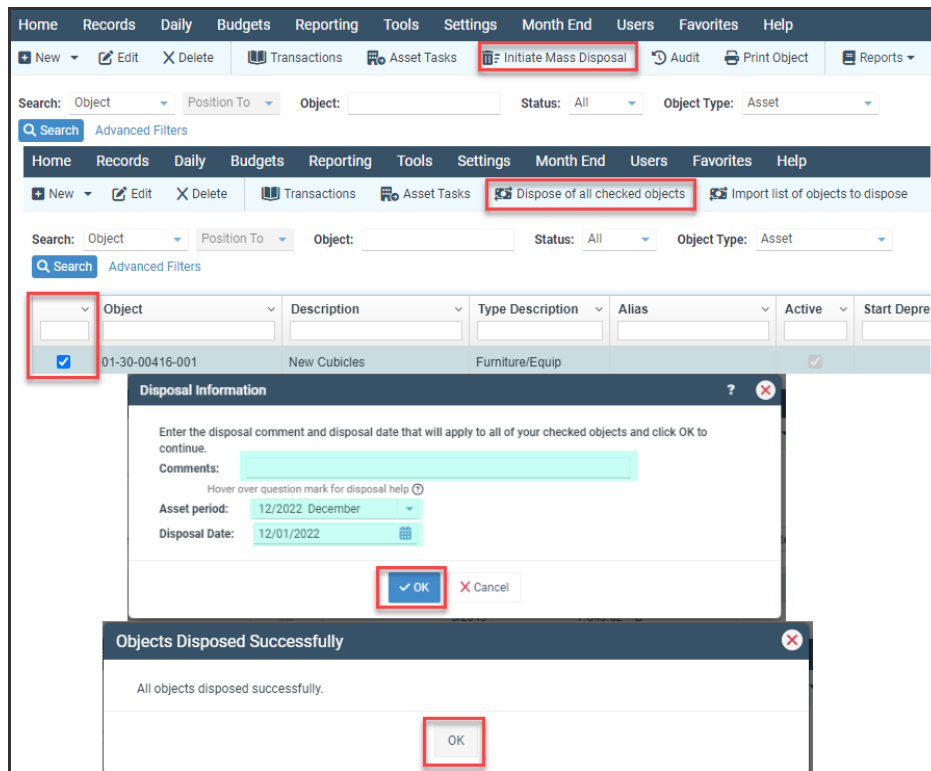
Step 1: Navigate to *Records > Objects* & click **Initiate Mass Disposal**

- After clicking *Initiate Mass Disposal*, checkboxes will appear to the left of the Object #.

Step 2: Select the objects to be disposed of & click **Dispose of all checked Objects**

Step 3: Add Disposal Comments, choose the Asset Period & Disposal Date & click **OK**.

- After clicking **OK**, the system will run through each asset identified and process disposal on each. **Please do not navigate away from the screen while the process is running.**
- When complete, a message will appear that confirms all Objects were disposed of successfully.



Mass Disposal via Import:

Step 1: Navigate to *Records > Objects* & click **Initiate Mass Disposal**.

Step 2: Click **Import list of objects to dispose**.

Step 3: Click **Edit** on the Connection String, define the fields on the Connection String Builder screen to match the type of file you will be importing, and click **OK**.

Step 4: On the next screen, type in the Object Column number & Click **OK**.

Step 5: Select the File and click OK. Then click No on the Upload schema file and OK on **Import Complete**.

Step 6: Review the Imported Objects to Dispose of, and after reviewing them, click **OK**.

Step 7: Add Disposal Comments, choose the Asset Period & Disposal Date & click **OK**.

- After clicking **OK**, the system will run through each asset identified and process disposal on each. Please do not navigate away from the screen while the process is running.
- When complete, a message will appear that confirms all Objects were disposed of successfully.

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

Initiate Mass Disposal

Step 1

Search: Object Position To Object Status: All Object Type: Asset

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

Dispose of all checked objects Import list of objects to dispose

Step 2

Search: Object Position To Object Status: All Object Type: Asset

Import List of Objects to Dispose

Connection string:

Edit

Step 3

Connection String Builder

Connection Type: Excel

Provider: Microsoft.ACE.OLEDB.12.0

Version: 2007 or later

FTP

Google Drive

Dropbox

File:

Sheet Name: Sheet1

Filter:

Has Header

Treat all columns as text

Import List of Objects to Dispose

Connection string: Provider=Microsoft.ACE.OLEDB.12.0;Data Source="";Extended Properties="Excel 12.0;HDR=NO"

Edit

Command text: SELECT * FROM [Sheet1]

Reference columns by: Number

Object Column: 1

OK

Exit

Step 4

Unable to access file. Upload YourImportFile.xlsx to continue

Select files... Clear files

Drop files here...

OK

Cancel

Upload schema file

Import Complete

Would you like to select a Schema.ini file for this import?

Number of Objects imported to dispose: 3. Please review the Objects imported on the next screen and click OK to continue.

Yes No

OK

Review Imported Objects to Dispose

Tag	Object	Description
<input checked="" type="checkbox"/>	01-20-06796-008	test original
<input checked="" type="checkbox"/>	01-20-06796-009	test original
<input checked="" type="checkbox"/>	01-20-06796-011	test original

Step 5

Step 6

Asset Transactions

Records > Objects

Displays transactions for an Asset with a specified period and date range.

Records > Objects and choose the **Asset Object Type** from the Object Type drop-down.

There are two ways to access Transactions:

1. Double-click the Asset to open the Object Screen, then click Transactions
2. Single-click the Asset so it is highlighted, and click Transactions.

Period: The accounting period in which the transaction was recorded.

Month/Year: The calendar month/year the transaction was recorded.

Date: The date the transaction was recorded.

Comments: A description of the transaction.

Amount: The dollar amount of the transaction.

Src: The source type of transaction. See: [Asset Sources](#).

G/L Reference: For 'AP,' the invoice#; for 'CD,' the check#; and for 'RE,' the reference#.

Account: The G/L account#.

Batch #: The batch number of the transaction. All transactions are assigned a batch number.

Posted: Checkbox to denote whether the transaction has been posted

Atch: Checkbox to denote whether the entry has attachments that can be viewed.

Modify User: The user who last modified the transaction.

Modify Date/Time: The date and time the transaction was last modified.

Other Functions

Sources Filter: Select which sources to be included in the transactions listing.

Show Only Posted: If selected, the transactions that are not posted will not be shown.

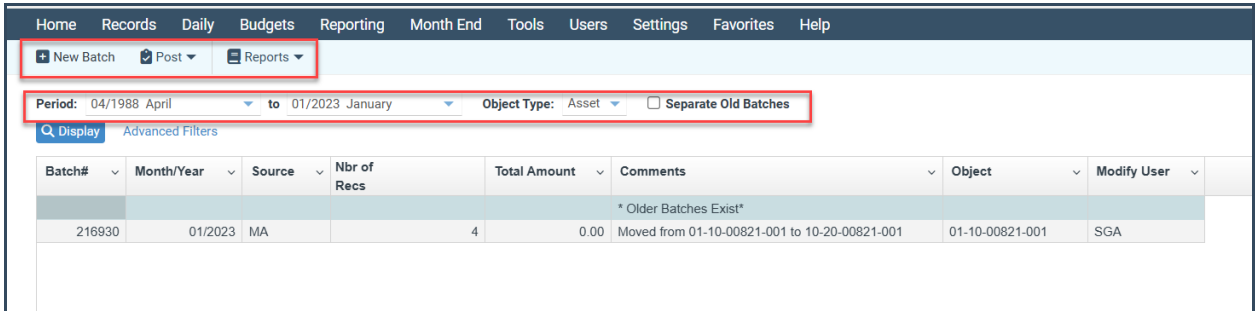
Asset Entry Batches

Last Modified on 01/03/2025 4:04 pm EST

Asset Entry Batches

Daily > General Ledger > Asset Entry Batches

All Fixed Asset GL activity is posted via Asset Entry Batches.



Menu Buttons

New Batch: Opens the Asset Tasks screen and will allow you to perform an Asset Task to be added to Asset Entry Batches.

Post Recent: Provides Period & Batch filters for posting the Asset activity to the GL

Post All Batches: Posts all Asset batches through the To: Period

Reports: Options to Print, Preview, or export the Batch grid that is displayed on the screen

Dropdowns

Period: The first period selection defaults in the system to the oldest period for which there was fixed asset activity; this period should not be changed

Period To: Select the period through which you would like to Display &/or Post Fixed Asset Batches

Object Type: Select the object type for the asset.

Separate Old Batches: Select this checkbox to see the batches in the period range selected for assets with an addition date in a prior period (recommended to select when displaying Asset Batches)

Posting Asset Entry Batches posts the Fixed Asset activity to the GL and flags each entry as posted on the [Asset Transactions](#)

Batch#s are reassigned upon POs.

Link to Invoices or Journal Entries

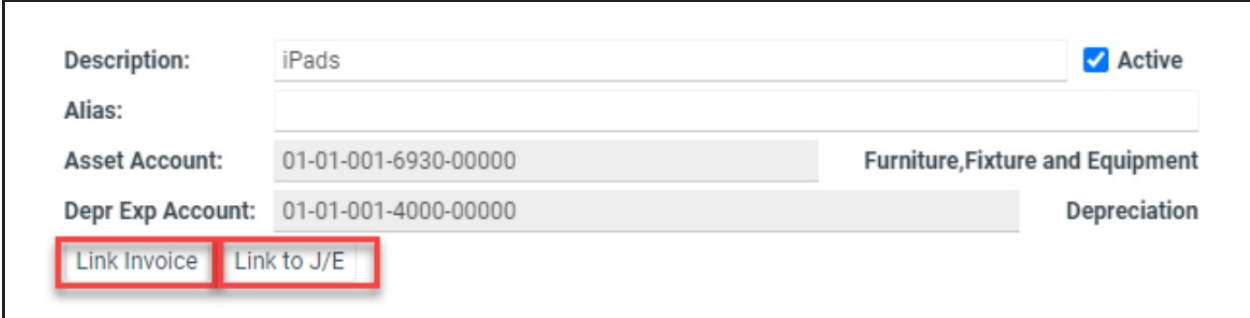
Last Modified on 01/06/2025 3:39 pm EST

Linking of Assets to Invoices or Journal Entries

There are two options for linking assets to invoices or J/E.

Option 1

Use the Link Invoice & Link to J/E buttons on the asset data display.

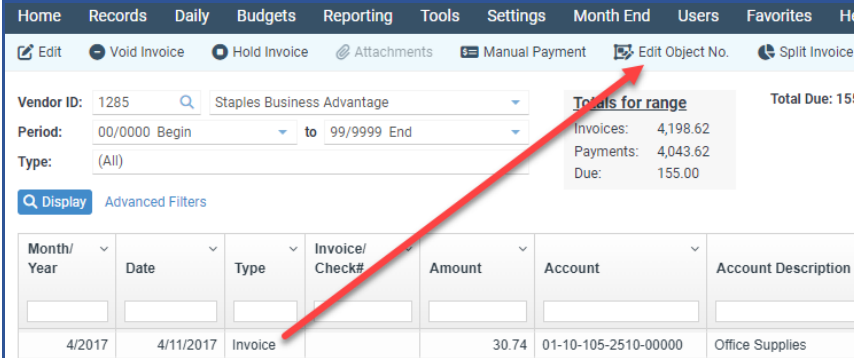


The screenshot shows a form for asset management. The 'Description' field contains 'iPads' and is checked as 'Active'. The 'Asset Account' is '01-01-001-6930-00000' with the label 'Furniture, Fixture and Equipment'. The 'Depr Exp Account' is '01-01-001-4000-00000' with the label 'Depreciation'. At the bottom, two buttons are highlighted with red boxes: 'Link Invoice' and 'Link to J/E'.

Note: you can only link to one of the two types at a time. After linking to invoice(s), save. Open the asset a second time to link to JE and save.

Option 2

Link transactions by entering the object number from the Browse History of a vendor or account.



The screenshot shows the 'Browse History' for Vendor ID 1285, Staples Business Advantage. The period is 00/0000 Begin to 99/9999 End. A 'Totals for range' box shows Invoices: 4,198.62, Payments: ,043.62, and Due: 155.00. A table of transactions is displayed below:

Month/Year	Date	Type	Invoice/Check#	Amount	Account	Account Description
4/2017	4/11/2017	Invoice		30.74	01-10-105-2510-00000	Office Supplies

Linked items are displayed on [Asset Transactions](#) if the source is set to be shown.

General Ledger Activity from Asset Transactions

Last Modified on 01/06/2025 2:07 pm EST

General Ledger Activity from Asset Transactions

When a new Object is added, the following general ledger entries are the result.

NOTE: The A/P invoice entry and C/D Check Run happened earlier.

The Fixed Asset add process starts at the Object Add below. The accounting for the cost basis to move from the clearing account to the final asset account and the resulting depreciation entries are automatically created in the background.

Accounting for a NEW OBJECT: In this example an automobile for \$24,000 will be added set to depreciate over 5 years.

Process	Account	Source	Debit	Credit
A/P Invoice Entry (Invoice is associated to the object)	Asset Clearing	SA	24,000.00	
A/P Invoice Entry	Accounts Payable	AP		24,000.00
C/D Check Run	Accounts Payable	AP	24,000.00	
C/D Check Run	Cash	CD		24,000.00
Object Add	Asset Account	AS	24,000.00	
Object Add	Asset Clearing	SA		24,000.00
Object Add	Accum Depreciation	DP		24,000.00 (60 months)
Object Add	Depreciation Expense	DE	24,000.00 (60 months)	

NOTE - The above grid applies to Depreciating objects. Inventory Only objects will not have any transactions associated to them. Immediately Depreciating objects will have the entire accumulated depreciation and expense amount in the current month. Non-Depreciating objects will not have the Accum Depreciation or Expense.

Suppose there is a gain or loss on the disposal of an asset. The one place in the asset system where you need to create a journal entry manually is related to disposal. The first part of the entry is automatic. The manual entry is required only for a gain or loss.

Accounting for a DISPOSAL: In this example an automobile for \$24,000 will be disposed of 1 year into depreciation (\$4800 of \$24000) then sold for \$20,000

Process	Account	Source	Debit	Credit
Disposal	Asset Account	DS		24,000.00
Disposal	Asset Clearing	DS	19,200.00	
Disposal	Accum Depreciation	DS	4,800.00	
Manual JE after Disposal	Asset Clearing	DS		19,200.00
Manual JE after Disposal	Cash	DS	20,000.00	
Manual JE after Disposal	Gain/Loss Revenue account	DS		800.00

NOTE: the current recommendation is to write a JE from the clearing account to the "Gain/Loss on the disposal of an Asset account.... For the full amount \$19,200

Debit the Gain/Loss account for 19,200 and credit the clearing account for 19,200.

And do the cash receipt separate by debiting cash 20,000 and crediting the Gain/Loss account for 20,000.

NOTE - Post puts out no additional records.

When an Asset is moved to a new department or branch, the accounting for the cost basis and depreciation is automatically created in the background.

Accounting for a MOVE: In this example an automobile for \$24,000 will be moved 1 year into depreciation (\$4800 of \$24000)

Object	Account	Source	Debit	Credit
New (moved to)	Asset Account	MA	24,000.00	
Original (moved from)	Asset Account	MA		24,000.00
New (moved to)	Accum Depreciation	MD		4,800.00
Original (moved from)	Accum Depreciation	MD	4,800.00	
New (moved to)	Accum Depreciation	DP		19,200.00 (48 months)
Original (moved from)	Accum Depreciation	DP	19,200.00 (48 months)	
New (moved to)	Depreciation Expense	DE	19,200.00 (48 months)	
Original (moved from)	Depreciation Expense	DE		19,200.00 (48 months)

NOTE - Post puts out no additional records. In reality the future accum depreciation (\$19,200) detail records are edited to reflect the new object# and accounts.

When splitting an Asset, all the cost basis and depreciation accounting are automatically created in the background.

Accounting for a SPLIT: In this example an automobile for \$24,000 will be split in half 1 year into depreciation (\$4800 of \$24000)

Object	Process	Account	Source	Debit	Credit
New (split to)	Split Add	Asset Account	AS	12,000.00	
New (split to)	Split	Asset Clearing	SA		12,000.00
Original (split from)	Split	Asset Account	AS		12,000.00
Original (split from)	Split	Asset Clearing	SA	12,000.00	
New (split to)	Split	Accum Depreciation	DP		12,000.00 (48 months)
New (split to)	Split	Depreciation Expense	DE	12,000.00 (48 months)	
Original (split from)	Split	Accum Depreciation	DP	12,000.00 (48 months)	
Original (split from)	Split	Depreciation Expense	DE		12,000.00 (48 months)

NOTE - Original object would have depreciated \$4800 past, so \$7200 for future. New object will depreciate \$12000 for future.

AP Automation

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Digital Capture

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Digital Capture Setup

Last Modified on 08/20/2024 10:19 am EDT

Related Articles

Template Page Category

Last Modified on 01/07/2025 3:54 pm EST

Template Page Category

Settings > Accounts Payable > Digital Capture Invoice Templates

Categorizing Template Pages

Categorizing template pages gives you the ability to label all the pages that are related to a specific function. This allows you to limit the number of template pages you see on the screen.

To categorize template pages, complete the following steps:

- Access the Digital Invoice Templates page by clicking *Settings > Accounts Payable > Digital Capture Invoice Templates* from the menu bar.
 - Highlight the Master Template.
 - Click **Edit**.
 - The Digital Invoice Capture Template will display:
 - Click the **Set Category** icon:
 - Enter the Category label of your choosing in the **Category To Set** field.
 - Check the box beside the template pages you wish to set under the category.
 - Click **Set Category on All Checked rows**.
 - You can continue labeling and setting up different categories by following the above steps.
 - Once you are finished, click **Exit Set Category Mode**.
 - Click **Save**.
-

Digital Capture Template Wizard

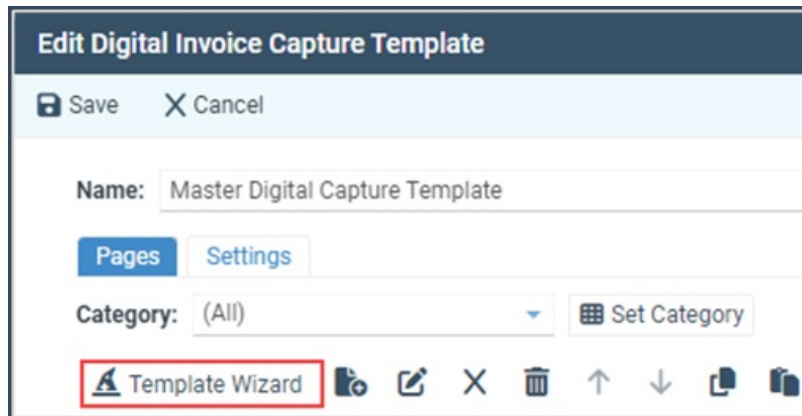
Last Modified on 01/31/2025 3:48 pm EST

Digital Capture Template Wizard

Settings > Accounts Payable > Digital Invoice Templates

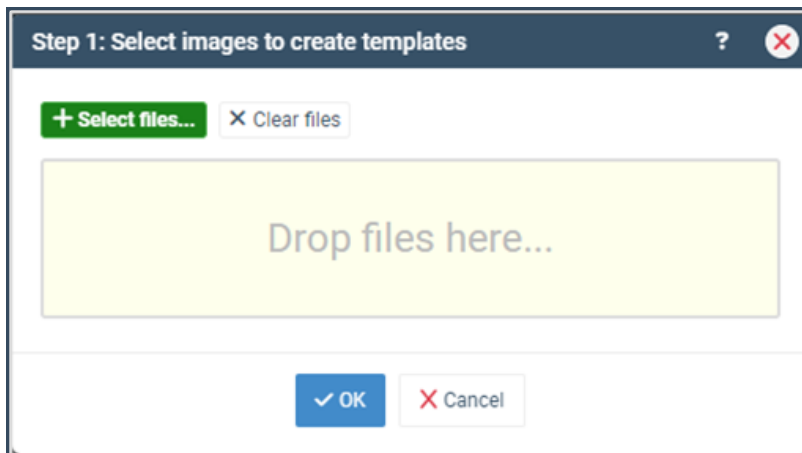
Using the Digital Capture Template Wizard:

- Access the wizard by clicking *Settings > Accounts Payable > Digital Invoice Templates*.
- Highlight the Master Template.
- Click **Edit**.
- The **Edit Digital Invoice Capture Template** page will display

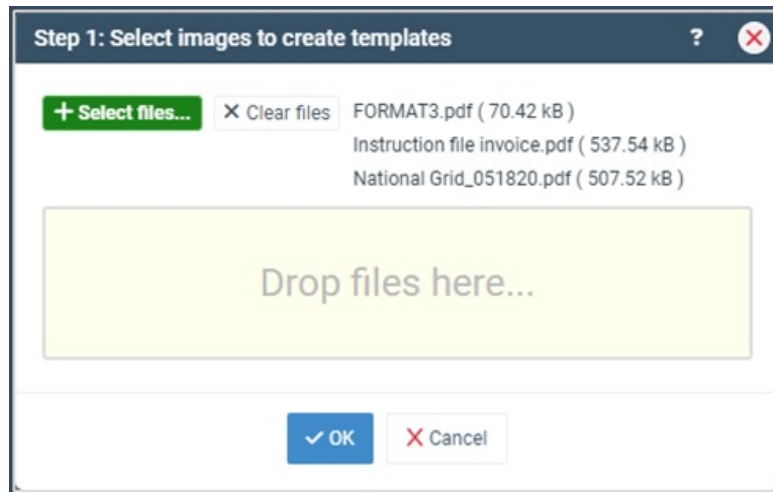


- Click Template Wizard.
- The Template Wizard file selection menu will open.

Step 1: Select images to create templates

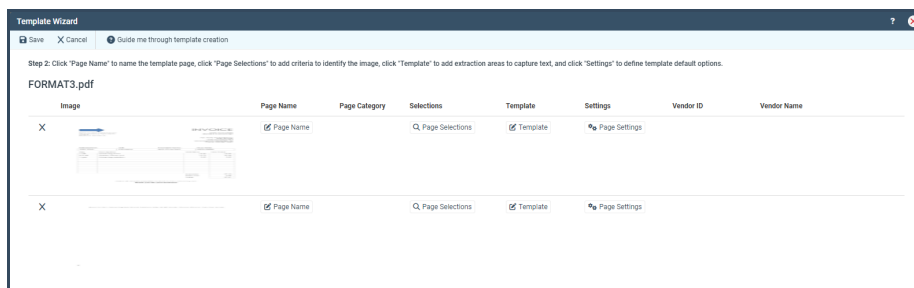


- Files may be selected from the user's computer or dragged/dropped into the menu, and when selected, will be listed in the menu.



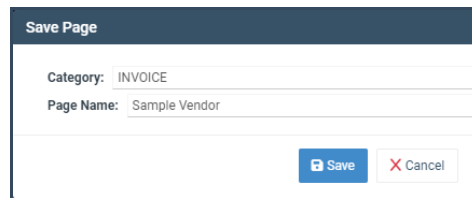
- Click **OK**.

The Template Wizard will open and display the selected file(s). All templates are defaulted to **A.I.** templates. Deselect the checkbox if the templates created will be Manual templates.



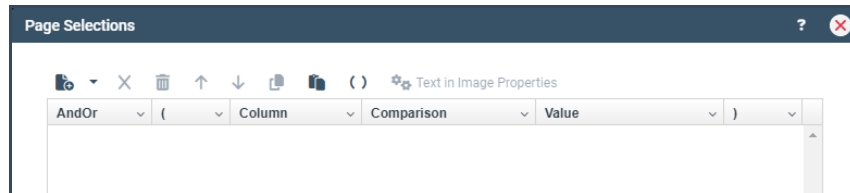
Step 2: Name the template page(s), add Page Selections, modify the template to identify information to capture, and define default options.

- Click **Page Name**.
 - (Optional) Enter a template category (utilized in the template page list for reference purposes)
 - Enter a Page Name to label the template page being created




The 'Save Page' dialog box has a dark blue header. Below the header, there are two input fields: 'Category' with the value 'INVOICE' and 'Page Name' with the value 'Sample Vendor'. At the bottom right, there are two buttons: a blue 'Save' button and a white 'Cancel' button with a red 'X' icon.

- Click **Save**.
- Click **Page Selections**.

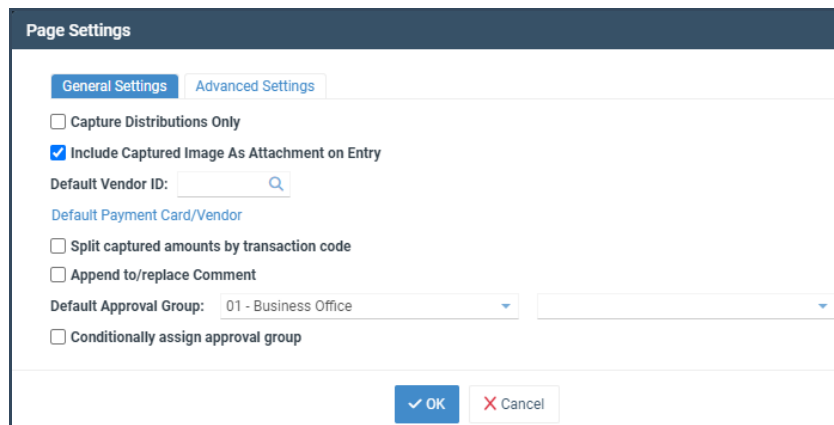


The 'Page Selections' dialog box has a dark blue header with a question mark and a close button. Below the header is a toolbar with icons for 'New', 'Close', 'Delete', 'Up', 'Down', 'Copy', 'Paste', and 'Text in Image Properties'. Below the toolbar is a table with columns: 'AndOr', '(', 'Column', 'Comparison', 'Value', and ')'. The table is currently empty.

- These are the parameters used by the system to know when to apply the template instructions being created
- Click **New** icon:
 - 
- Select a column type:
 - **Text in Image:** identifies a location in the image within which specific text should be present. If present, the system will apply the template instructions for Capture
 - **Image name:** the name applied to the image upon capture. By default, image names are the original filename + .00000X.png, where X is the file's page number.
 - **File Name:** the file name of the image being captured
 - **Select a comparison:** how the specified column should be compared to the entered value
 - **(Default) Contains:** the system will look for if the specified column merely contains the entered value
 - **Other options:** Equal to, Not equal to, Greater than or equal, Greater than, Less than or equal, Less than, Does not contain, Begins with, Does not begin with, Ends with, Does not end with, Like, Not like, Is nothing, Is not nothing
- Multiple Page Selections may be entered to allow for multiple scenarios in which the template should be applied
- Click **OK**.
- Click **Template**.



- Add all template extraction instructions (See “[Adding Template Pages](#)” steps for **Adding Text Extraction Fields**).
- Click **Page Settings**.



- Establish default settings (See [Adding Template Pages](#) steps for **Settings (adding defaults)**).
- Click **Save**.
- The **Edit Digital Invoice Capture Template** screen will display the template(s) created using the Template Wizard.
- Click **Save** to store all changes made to the Master Capture Template.

Capture Templates

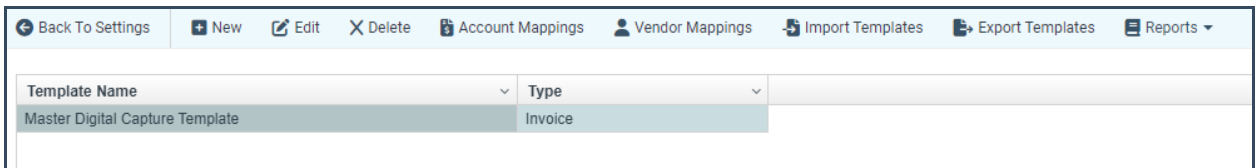
Last Modified on 01/31/2025 3:18 pm EST

Capture Templates

Capture templates instruct your accounting system on how to extract information from documents and what to do with it once extracted. Want to have all invoices vendor-driven to specific general ledger accounts? Should all invoice GL lines contain a default comment? These instructions will explain how to build your template pages to accomplish these tasks and more.

Master Template

Your Master Template is established during implementation and is the system's instruction booklet. As you identify invoice formats that need to be captured, you will create template pages. Template pages establish instructions specific to individual invoice layouts.



Template Name	Type
Master Digital Capture Template	Invoice

Adding Manual Template Pages

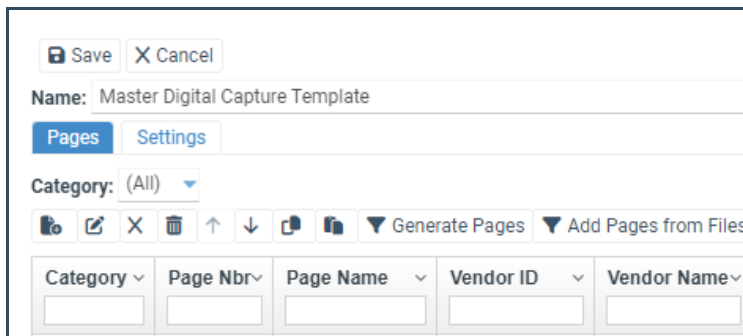
Last Modified on 01/07/2025 3:29 pm EST

Adding Manual Template Pages

Settings > Accounts Payable > Digital Invoice Templates

To add template pages, complete the following steps:

1. Access the Digital Invoice Templates page by clicking *Settings > Accounts Payable > Digital Invoice Templates* from the menu bar.
2. Highlight the Master Template.
3. Click **Edit**.
4. The **New Digital Invoice Capture Template** page will display:

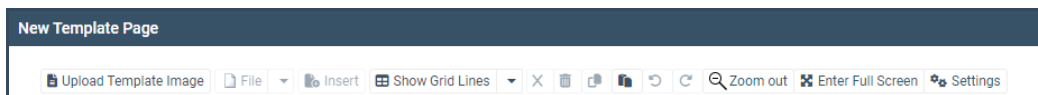


Category	Page Nbr	Page Name	Vendor ID	Vendor Name

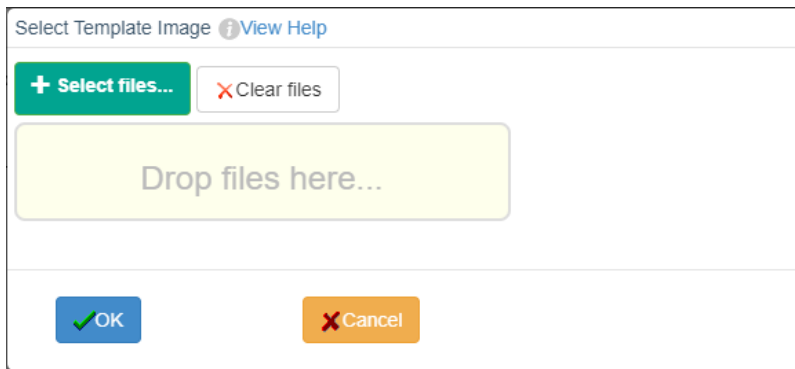
5. Click the New icon:



6. The **New Template Page** screen will display:

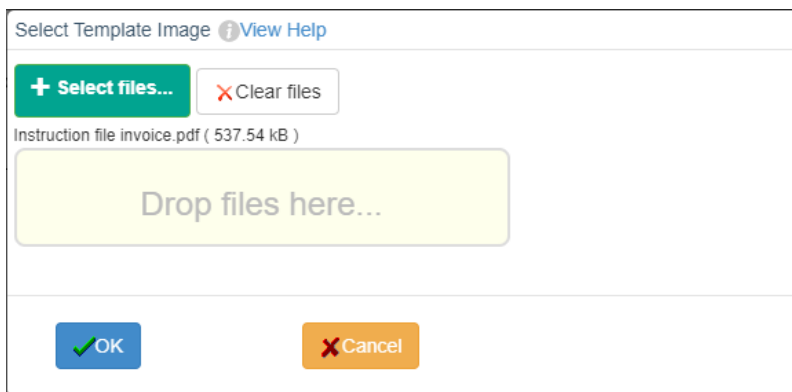


7. Click **Upload Template Image**.
8. The **Select Template Image** file selection screen will display:



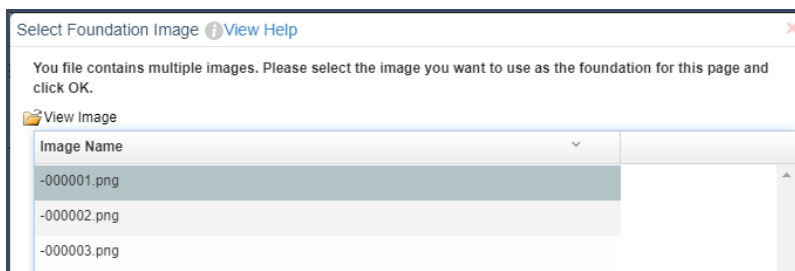
9. Click **+Select Files** to pull a document from a file location or drag and drop a file in the yellow **Drop files here...** box.

10. The selected file name will be displayed as having been selected:



11. Click **OK**.

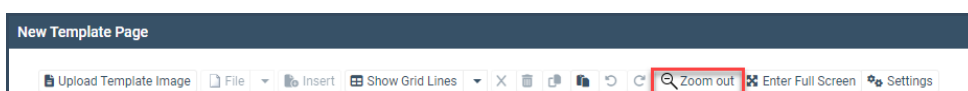
12. If the invoice file selected contains multiple pages, the **Select Foundation Image** screen will display where you will select the page from which information will be extracted:



13. When determining which page to select, you may view its image by highlighting the page number and clicking **View Image**. The image will be displayed in a new browser tab.

14. Once the desired page has been highlighted, click **OK**.

15. You will be returned to the **New Template Page**, and the image will be displayed in **Zoom in** format. To display the entire image, click **Zoom out**:

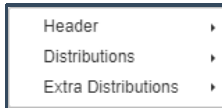


Adding Text Extraction Fields

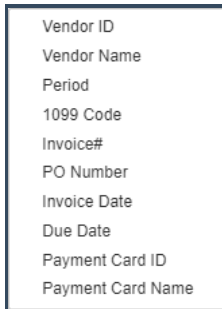
Text Extraction fields tell the system which locations you can find your desired information. To add them to the image, complete the following steps:

1. Click  from the menu bar.

2. A menu will display containing invoice entry sections for which information can be extracted:



3. The Header section contains fields for the invoice header:



4. The Distributions section contains fields for GL Distribution lines:



- Information extracted is added to the first GL Distribution line of the resulting invoice.
- Each field may be used only once.

5. The Extra Distributions section contains fields for additional GL Distribution lines:



- Information extracted is added to supplemental GL Distribution lines of the resulting invoice.
- Fields may be added to the template page as many times as necessary, each resulting in an additional supplemental GL Distribution line.

6. Information extracted using these fields is placed into the respective field in the invoice created through the Capture process. All fields are not required to be used but are available if needed.

7. Select the desired field for which to extract information.

8. An extraction box will be displayed on the invoice image:

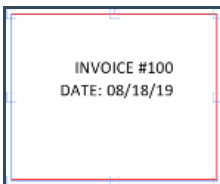


9. Move the box to the area of the image containing the information to be extracted.
10. If placed in a specific location, the system will extract all information contained within the box limits.

Locating Information Using Adjacent Text (Beside):

It is possible that the location of invoice information to be extracted can vary from invoice to invoice received from a vendor. In these circumstances, to improve the probability of extracting accurate information, you may use adjacent text to identify the information to be extracted. The following steps will describe how to use this process when the desired information lies to the right of adjacent text.

1. Once the extraction box has been moved to the desired location in Step 7 above, expand its size to encompass an area large enough to cover anywhere the information to be extracted may reside:



2. On the right of the screen, the extraction parameters are displayed:

Item:	InvoiceNbr	
▼ General		
(Name) [?]		InvoiceNbr
Use adjacent text to identify item?		<input type="checkbox"/>
Item to return is below adjacent text?		<input type="checkbox"/>
Text to find	Get Text	
Text to ignore		
Label vertical margin of error [?]		5
▶ Size		
▶ Location		

3. Check the box next to **Use adjacent text to identify item?** .
4. The **Text to find**, **Text to ignore**, and **Label vertical margin of error** entry fields will become available:

Item: InvoiceNbr	
▼ General	
(Name) [?]	InvoiceNbr
Use adjacent text to identify item?	<input checked="" type="checkbox"/>
Item to return is below adjacent text?	<input type="checkbox"/>
Text to find	Get Text
Text to ignore	
Label vertical margin of error [?]	5
▶ Size	
▶ Location	

5. The **Text to find** tells the system the text to use to identify the information being selected with the extraction box.
6. Text may be manually typed into the entry field, or the **Get Text** feature may be used.
 - When clicked, the **Get Text** button will review the extraction box and return all the text it finds. Using the feature will ensure the text in the entry field is formatted in the exact fashion the system will read it.

Item: InvoiceNbr	
▼ General	
(Name) [?]	InvoiceNbr
Use adjacent text to identify item?	<input checked="" type="checkbox"/>
Item to return is below adjacent text?	<input type="checkbox"/>
Text to find	Get Text INVOICE #100DATE: 08/18/19
Text to ignore	
Label vertical margin of error [?]	5
▶ Size	
▶ Location	

7. Remove all text from the entry field until only enough text is needed to identify the required information. In the above example, all text except the INVOICE number is not needed.
8. In instances where adjacent text within the extraction box is ambiguous, the **Text to ignore** entry field may be used.
 - If, for example, within the extraction box for Invoice Date, both **Invoice Date** and **Due Date** exist. The **Text to Find** may be set as **Date**, and to avoid system confusion, **Due** would be entered in the **Text to ignore** field. When reviewing the extraction box, the system will now be able to differentiate between **the Invoice Date** and the **Due Date** and pull the correct information.
9. In the event the information to be extracted does not align on the right exactly with its adjacent text if it is slightly above or below, the **Label vertical margin of error** entry field may be used.
 - The **Label vertical margin of the error** entry field tells the system how many pixels

above or below the adjacent text line may exist in the information to be extracted. The default setting is **5**, which is sufficient for most circumstances, but it can be modified to increase the +/- range.

10. When adding extraction boxes for **Amount** from the Distributions or Extra Distributions menu, additional optional fields are available: **GL Account Assigned**, **Conditionally assign GL Account** and **Conditionally assign transaction code to apply to the amount** .

General	
(Name) [?]	Amount
Use adjacent text to identify item?	<input checked="" type="checkbox"/>
Item to return is below adjacent text?	<input type="checkbox"/>
Text to find <input type="text"/> <input type="button" value="Get Text"/>	<input type="text"/>
Text to ignore <input type="text"/>	<input type="text"/>
Label vertical margin of error [?]	5
GL Account Assigned [?]	<input type="text"/> <input type="button" value="🔍"/>
Conditionally assign GL Account	<input type="checkbox"/> <input type="button" value="Conditions"/>
Conditionally assign transaction code to apply to amount	<input type="checkbox"/> <input type="button" value="Conditions"/>

- GL Account Assigned
 - Any GL account listed in this box will be used to extract the amount.
- Conditionally assign GL Account
 - When the box is checked, the **Conditions** box will be illuminated.
 - Click the **Conditions** box.
 - The GL Account Conditions window will open.
 - Click New to add a condition.
 - Enter the GL Account to assign to the amount when the condition is satisfied.
 - Highlight the **Selection** field and double-click or click Selection at the top of the window.
 - A Page Item Selections window will appear.
 - Click New to add a **Page Selection** instruction line.
 - Follow steps 1-11 listed below in **Saving a template page and adding Page Selections**.
 - Now, when running Capture, the system recognizes the page selection(s) and assigns the indicated GL account to the amount extracted.
- Conditionally assign transaction code to apply to the amount.
 - When the box is checked, the **Conditions** box will be illuminated.

- Click the **Conditions** box.
 - The Transaction Code Conditions window will open.
 - Click New to add a condition.
 - Select the Transaction Code to apply to the amount when the condition is satisfied.
 - Highlight the **Selection** field and double-click or click Selection at the top of the window.
 - A Page Item Selections window will appear.
 - Click New to add a **Page Selection** instruction line.
 - Follow steps 1-11 listed below in **Saving a template page and adding Page Selections**.
 - Now, when running Capture, the system recognizes the page selection(s) and applies the selected Transaction Code to the amount extracted.
- If no Account extraction field is used, no GL accounts are conditionally assigned, and no transaction codes are conditionally assigned, when the **Split Captured Distributions by transaction code** is checked in **Settings**, the system will apply the selected transaction code to the amount extracted.

Locating information using adjacent text (below):

The following steps will describe how to use this process when the desired information lies below the adjacent text.

1. Follow steps 1-3 for locating information using adjacent text (beside) above.
2. Check the box for **Item to return is below adjacent text?**

The screenshot shows a configuration window for the item 'InvoiceNbr'. The 'General' section is expanded, showing several fields and checkboxes. The 'Item to return is below adjacent text?' checkbox is checked. The 'Text to find' field is empty, and there is a 'Get Text' button next to it. The 'Text to ignore' field is also empty. The 'Nbr of lines below to consider' and 'Label horizontal margin of error' fields are both set to '[?]'. The 'Size' and 'Location' sections are collapsed.

Item: InvoiceNbr	
▼ General	
(Name) [?]	InvoiceNbr
Use adjacent text to identify item?	<input checked="" type="checkbox"/>
Item to return is below adjacent text?	<input checked="" type="checkbox"/>
Text to find	Get Text
Text to ignore	
Nbr of lines below to consider [?]	
Label horizontal margin of error [?]	
▶ Size	
▶ Location	

3. This tells the system that the information to be extracted exists below the text entered in the

Text to find entry field.

4. Follow steps 5-8 for **locating information using adjacent text (beside)** above.
5. The system will return all information below the adjacent text down to the bottom of the extraction box. To avoid extracting undesired text, indicate how many lines below the adjacent text the system should review in the **Nbr of lines below to consider** . Entering a value of 1, for example, will tell the system to review solely the first line of identified information below the **Text to find** .
6. In the event the information to be extracted does not align directly below the adjacent text, if it is slightly to the right or left, the **Label horizontal margin of error** entry field may be used.
 - The **Label horizontal margin of error** entry field tells the system how many pixels to the right or left below the adjacent text line the information to be extracted may exist.
7. If extracting an amount, follow step 10 from **location information using adjacent text (beside)** above.

Settings (Adding Defaults)

The following steps will describe how to change system settings for your template page as well as set defaults for the vendor, transaction code, commentary, and/or invoice number.

1. Click **Settings** from the menu bar.
2. The **Page Settings** screen will display.
3. The settings options are as follows:
 - **General Settings** – default settings are pre-selected
 - Capture Distributions Only – in the event your invoice is multiple pages and/or if information is needed from more than one invoice page, checking the box for **Capture Distributions Only** and selecting the primary vendor invoice template page will ensure that any information extracted will be added to the invoice created for the primary vendor invoice template page.
 - Include Captured Image As Attachment on Entry – checking this box will result in the image being added as an attachment to the invoice created in SGA.
 - Dft Vendor ID - by adding a vendor ID in this field, you are telling the system that any invoice created using this template page should be created for the specified vendor ID.

- Default Payment Card/Vendor – selecting a payment card or payment vendor will result in the invoice being created having the payment card/vendor assigned at creation.
- Split captured Distributions by transaction code – checking this box will result in the display of a selection dropdown containing transaction codes. The selected transaction code results in any amount extracted from the invoice being split among a GL distribution account or accounts based on its specified percentages.
- Append to/replace Comment – this dropdown indicates how the comment entered in the “Default Comment” entry field should be handled.
 - Default Comment Replace Type:
 - Append Before – the comment is added in front of any comment(s) extracted from the image.
 - Append After – the comment is added after any comment(s) extracted from the image.
 - Use when blank – the comment is added to all GL distribution account lines if no comment(s) is/are extracted from the image.
- Insert variable – date variables selected are added to the **Default Comment** entry field. Based upon the physical entry date of an invoice created from the Capture process, the date variable(s) will be updated to reflect the correct information. For example, if @Fixed.MMMM@ and @Fixed.YYYY@ are added to the entry field and an invoice is entered in July 2021, the system will append “July 2021” to the comment field for all GL Distribution lines according to the append/replace option selected.
- Dft Approval Group (If Document Approval Activated) – This is the approval group that will be applied to invoices created through the Capture template page.
- **Advanced Settings** – default settings are pre-selected
 - Dft PO Close Method – this dropdown establishes the default close selection made when a PO is referenced in an invoice batch during Capture.
 - Replace invoice distributions with open PO distributions on parse – this setting tells the system to automatically pull all PO lines for a referenced PO onto the GL Distributions and replace any information extracted from the image. Append to/replace Invoice number - this dropdown indicates how the text entered in the **Append/Replace text** entry field should be applied to the invoice number entry.
 - Replace Type:
 - Append Before – the text is added in front of any invoice number

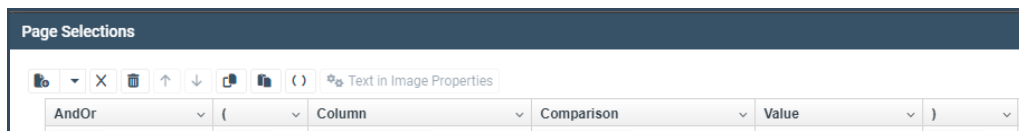
extracted from the image.


- Append After – the text is added after any invoice number is extracted from the image.
- Use when blank – the text is added to the invoice number field if no invoice number is extracted from the image.
- Insert variable – date variables selected are added to the **Append/Replace text** entry field. Based upon the physical entry date of an invoice created from the Capture process, the date variable(s) will be updated to reflect the correct information. For example, if @Fixed.MMMM@ and @Fixed.YYYY@ are added to the entry field and an invoice is entered in July 2021, the system will append **July 2021** to the invoice number field according to the append/replace option selected.
- Default File Name – the text entered in this field is used to name attachments applied to invoices created through Capture for the specified template. Variables may be included. The variable @Fixed.OriginalFileName@ will name the attachment using its original source document file name.

Saving a Template Page and Adding Page Selections

By saving your template page, you will store the settings and extraction boxes you have entered. The following steps will describe how to add **Page Selections** so the system knows how to identify when to apply your extraction instructions.

1. Upon saving, the **Page Selections** screen will display



2. Click  to add a **Page Selection** instruction line.
3. Select the **Page Selection** type in the Column:
4. By selecting **Text in Image**, you will be taken to the invoice image and provided with an extraction box to use to select unique criteria the system will use to identify the vendor invoice image format
5. Place the selection box around an item that will help the system identify the invoice format, such as vendor name, account number, bill-to address, etc.
6. Click **OK**.

7. The **Get Text** process will run, extract all information contained within your selection box, and add it to the **Value** field
 8. The **Comparison** type tells the system the match to make when reviewing invoices and comparing their text to the **Value**. It is recommended that the **Contains** option be selected to increase the probability of a match.
 9. When critiquing the text in the **Value** field, you will want to ensure that enough information is included to assist with identification, but not so much that if any future invoice deviates slightly, there may not be a match.
 10. If you are creating multiple template pages for the same vendor image format for a utility provider whose invoices are to be driven to different GL codes based on a bill-to location, perhaps you may consider adding additional **Page Selections**. For example, including a page selection to locate a vendor name, Dominion Utility, and a second to locate an account number, 1234-G, will enable the system to differentiate between invoices received from the same vendor and apply different logic to each.
 11. When all **Page Selections** have been entered, click **OK**.
 12. You will be returned to the **Edit Digital Invoice Template** screen.
 13. If no other template pages are to be created or changes made, click **Save**.
 14. Your templates are now saved and will be used during the Invoice Capture process.
-

Adding A.I. Template Pages

Last Modified on 01/31/2025 3:45 pm EST

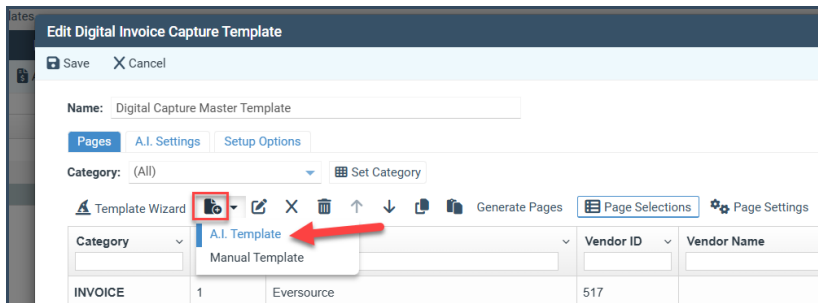
Adding A.I. Template Pages

Settings > Accounts Payable > Digital Invoice Templates

To add A.I. template pages, complete the following steps:

- Access the Digital Invoice Templates page by clicking *Settings > Accounts Payable > Digital Invoice Templates* from the menu bar.
- Highlight the Master Template.
- Click **Edit**.

The **Edit Digital Invoice Capture Template** page will display:

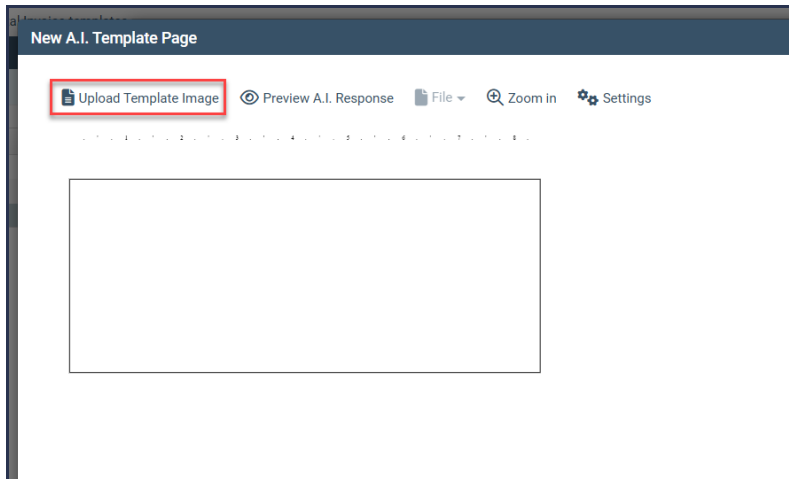


- Click the **New** icon and select **A.I. Template**.

The **New A.I. Template Page** screen will display:

- Click **Upload Template Image**.

The **Select Template Image** file selection screen will display:



- Click **+ Select Files...** to pull a document from a file location or drag and drop a file in the yellow **Drop files here...** box. The selected file name will be displayed.
- Click **OK**.
- If the invoice file selected contains multiple pages, the **Select Foundation Image** screen will be displayed. Select the image to use for the template page.
- Once the desired page has been highlighted, click **OK**.

The **New A.I. Template Page** screen will be re-displayed with the selected image and available Data Selections.

- Follow the **Data Selections** instructions below for selecting data to capture and establishing default settings for the Template page.

Data Selections

A.I. Data Selections indicate what data fields should be captured from the invoice image.

By default, the following fields are pre-selected:

- Invoice Number
- Invoice Date
- Due Date
- Purchase Order (if the purchasing system is activated)

- Comments
- Amount(s) – Total Only

When data field boxes are checked, the corresponding information is captured using the selected Identification Method (indicating specific locations is not required):

- System Inferred – the data is identified by A.I. interpretation.
- Custom Text – the data is identified using specific text. When selected, a text entry box will appear.

One of the following three options may be used to identify what amounts should be captured from invoice images:

- **Total Only** – A single GL distribution line will be created for the total invoice amount.
- **All** – GL distribution lines will be created for all amounts present in a list of invoice charges (ex., If an invoice contains a list of ordered items with unit prices, this option may be used to create individual GL distribution lines for each item).
- **Specific** – GL distribution lines will be created for all amounts identified using specific text (ex., If an invoice contains required amounts in multiple locations throughout the image, this option may be used to create individual GL distribution lines with the amounts identified by specific text).

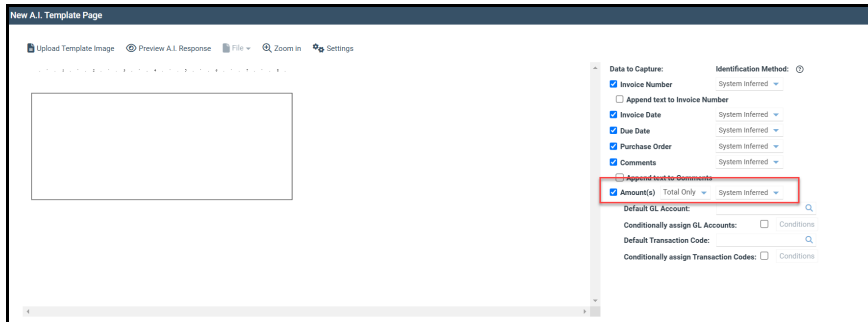
NOTE: *The Invoice Number and Comments fields allow for the specification of additional instructions as needed.*

- **Invoice Number**

- **Append text to Invoice Number** (checkbox) – additional text may be added before or after the data captured from the invoice image. Text may be manually entered, and/or variables may be added (ex., The invoice date may be added to the invoice number in various formats).
- **Append text to Comments** (checkbox) – additional text may be added before or after the data captured from the invoice image. Text may be manually entered, and/or variables may be added.

Capturing Amounts and Assigning GL Accounts (Total Only):

Indicate the identification method (System Inferred or Custom Text).

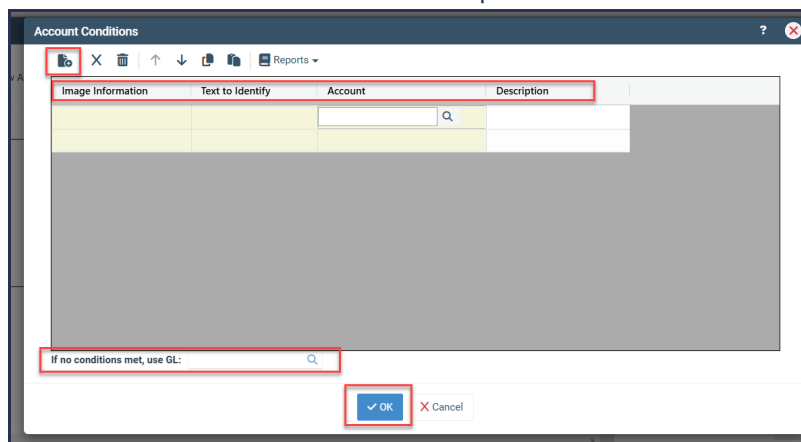


- Custom Text may be used when unique information from the image is used as the invoice number (e.g., account number, meter number, etc.).
- If GL accounting is required enter the following information (only one may be applied):
- Default GL account – the GL account that should always be used for the captured amount.
- Conditionally assign GL accounts – the GL account that should be assigned to the captured amount under specified conditions.
- Default Transaction Code – the Transaction Code that should always be applied to the captured amount.
- Conditionally assign Transaction Codes – the GL account splits that should be applied to the captured amount under specified conditions.

Conditionally assign GL Accounts:

1. Check the box for **Conditionally assign GL Accounts**.
2. Click **Conditions**.

The Account Conditions screen will open.



3. Click **New**.

4. Enter the following:

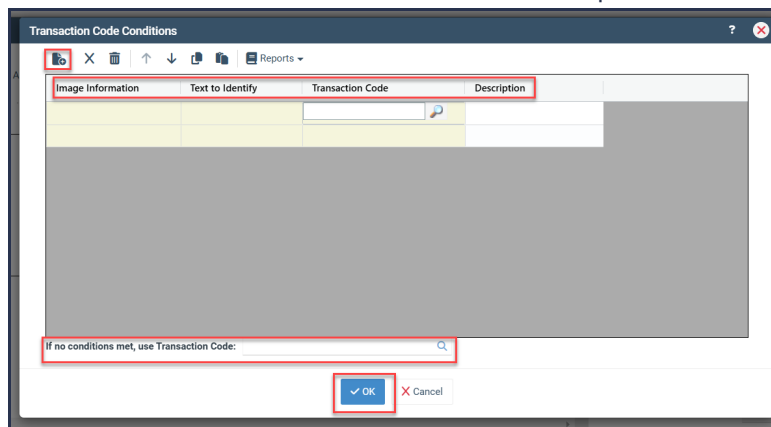
- **Image Information** – the image data that will be evaluated for the Text to Identify (ex. Ship-to address, Vendor Account #, Item ID, etc.).
- **Text to Identify** – the specific text in the Image Information that when present should result in the assignment of the associated GL account.
- **Account** – the GL account that should be assigned when the Text to Identify is present in the Image Information.
- Click **New** to add additional lines as needed.
- Enter a GL account in the **If no conditions are met, use GL** if a default GL account should be assigned in cases other than those listed.
- Click **OK**.

Conditionally assign Transaction Codes:

1. Check the box for **Conditionally assign Transaction Codes**.

2. Click Conditions.

The Transaction Code Conditions screen will open.



3. Click **New**.

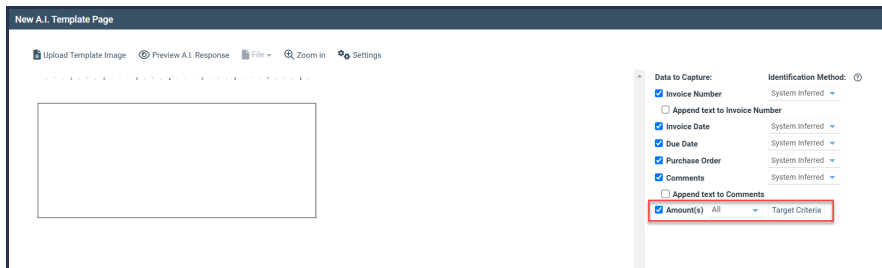
4. Enter the following:

- **Image Information** – the image data that will be evaluated for the Text to Identify (ex. Ship-to address, Vendor Account #, Item ID, etc.).
- **Text to Identify** – the specific text in the Image Information that when present should result in the application of the associated Transaction Code.

- **Transaction Code** – the Transaction Code that should be applied when the Text to Identify is present in the Image Information.
- Click **New** to add additional lines as needed.
- Enter a GL account in the **If no conditions met, use Transaction Code** if a default Transaction Code should be applied in cases other than those listed.
- Click **OK**.

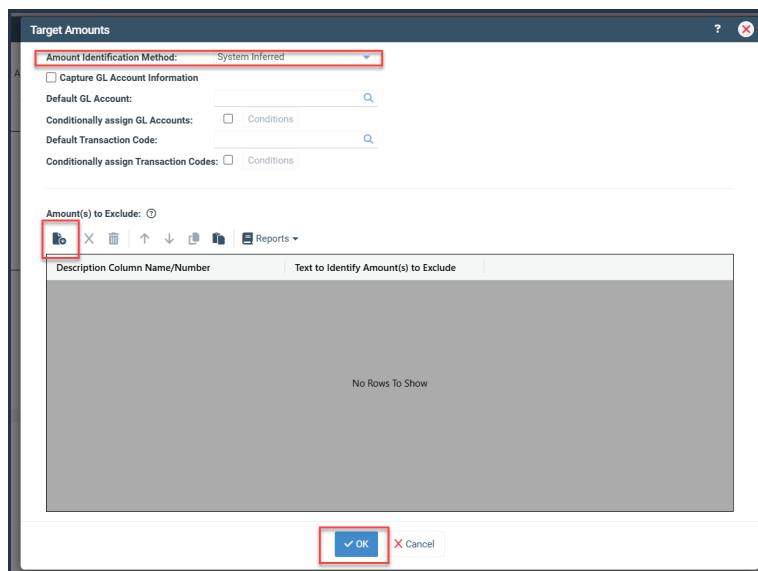
Capturing Amounts and Assigning GL Accounts (All)

Change the amounts drop down to **All**.



1. Click **Target Criteria**.

The **Target Amounts** screen will display



2. Indicate the Amount identification method:

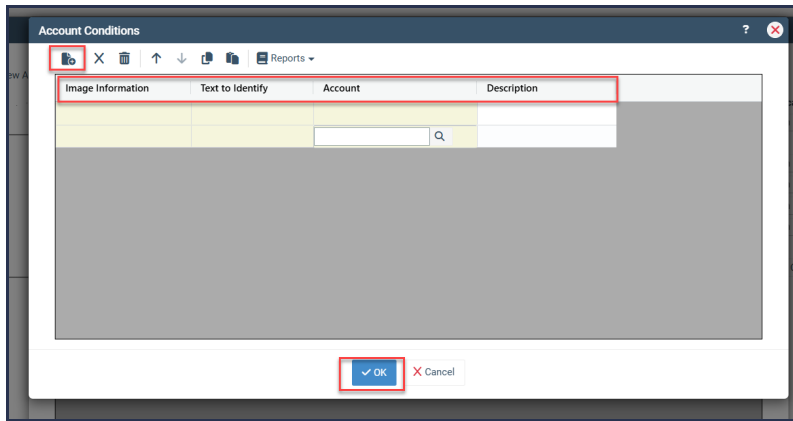
- **System Inferred** – the system will determine the column from the invoice image that

contains the list of amounts.

- Column Name/Number – the header label of the column containing the list of amounts. If the column does not have a header label, enter the column number (assume the columns are numbered from left to right).
- Click **Capture GL Account Information** if GL account information is to be captured from the image.
- Enter the Header Label or Column Number for the list column containing the GL account information.
- If GL accounting is required, enter the following:
 - Default GL Account – the GL account that should be used for captured amounts when no conditional GL Account or Transaction Codes are applied.
 - Conditionally assign GL Accounts - the GL accounts that should be assigned to the captured amounts under specified conditions (see below).
 - Default Transaction Code – the Transaction Code that should always be applied to the captured amount.
 - Conditionally assign Transaction Codes – the GL account splits that should be applied to the captured amounts under specified conditions (see below).
- To exclude amounts from the listed charges, enter lines into the **Amount(s) to Exclude** grid
- Click **New**.
 - Enter the Header Label or Column Number for the list column containing charge descriptions.
 - Enter the Text to Identify the amount(s) that should be excluded (ex. Sales tax, subtotal, etc.).
- Click **OK**.

Conditionally assign GL Accounts:

1. Check the box for **Conditionally assign GL Accounts**.
2. Click **Conditions**.
The Account Conditions screen will open.



3. Click **New**.

4. Enter the following:

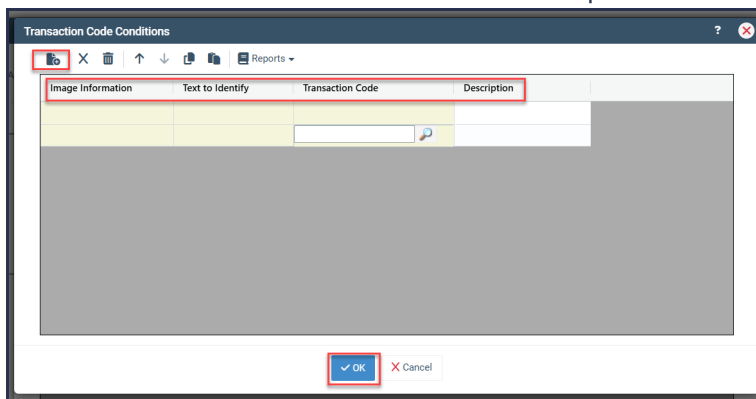
- Image Information - the image data that will be evaluated for the Text to Identify (ex. Ship-to address, Vendor Account #, Item ID, etc.).
- Text to Identify - the specific text in the Image Information that, when present, should result in the assignment of the associated GL account.
- Account - the GL account that should be assigned when the Text to Identify is present in the Image Information.
- Click **New** to add additional lines as needed.
- Click **OK**.

Conditionally assign Transaction Codes:

1. Check the box for **Conditionally assign Transaction Codes**.

2. Click **Conditions**.

The Transaction Code Conditions screen will open.



3. Click **New**.

4. Enter the following:

- Image Information – the image data that will be evaluated for the Text to Identify (ex. Ship-to address, Vendor Account #, Item ID, etc.).
- Text to Identify – the specific text in the Image Information that, when present, should result in the application of the associated Transaction Code.
- Transaction Code – the Transaction Code that should be applied when the Text to Identify is present in the Image Information.
- Click **New** to add additional lines as needed.
- Click **OK**.

Capturing Amounts and Assigning GL Accounts (Specific)

Change the amounts drop down to **Specific**.

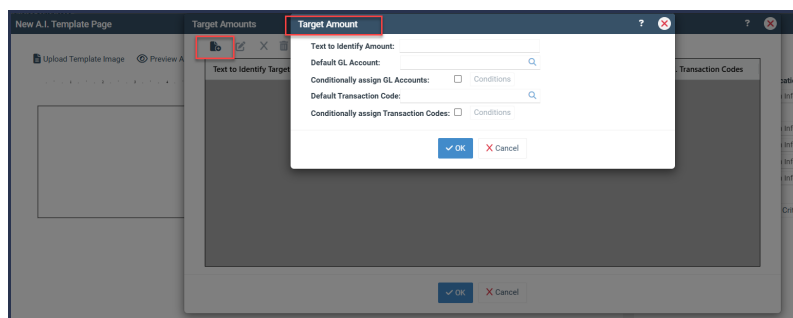


1. Click **Target Criteria**.

The **Target Amounts** screen will display.

2. Click **New**.

The **Target Amount** screen will display.



3. Enter the Text to Identify Amount – the specific invoice image text that identifies the amount to be captured.

4. If GL accounting is required, enter the following:

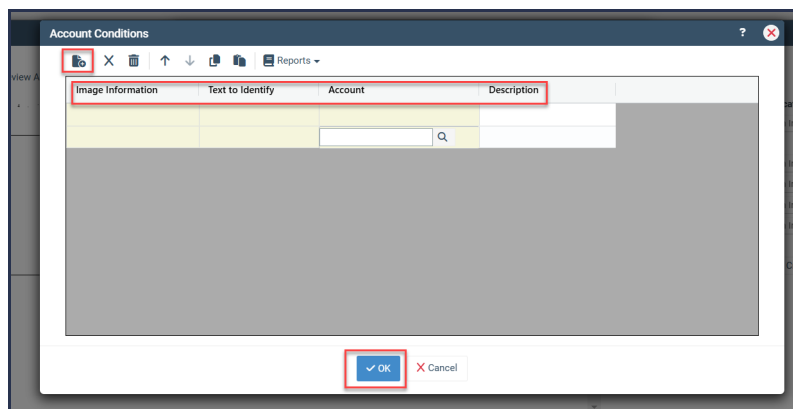
- Default GL Account – the GL account that should be used for captured amounts when no conditional GL Account or Transaction Codes are applied.
- Conditionally assign GL Accounts - the GL accounts that should be assigned to the captured amounts under specified conditions (see below).
- Default Transaction Code – the Transaction Code that should always be applied to the captured amount.
- Conditionally assign Transaction Codes – the GL account splits that should be applied to the captured amounts under specified conditions (see below).

Conditionally assign GL Accounts:

1. Check the box for **Conditionally assign GL Accounts**.

2. Click **Conditions**.

The Account Conditions screen will open.



3. Click **New**.

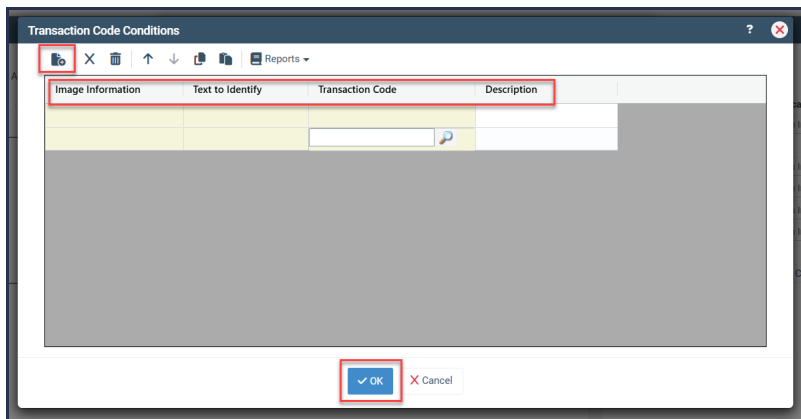
4. Enter the following:

- Image Information – the image data that will be evaluated for the Text to Identify (ex. Ship-to address, Vendor Account #, Item ID, etc.).
- Text to Identify – the specific text in the Image Information that, when present, should result in the assignment of the associated GL account.

- Account – the GL account that should be assigned when the Text to Identify is present in the Image Information.
- Click **New** to add additional lines as needed.
- Click **OK**.

Conditionally assign Transaction Codes:

1. Check the box for **Conditionally assign Transaction Codes**.
2. Click **Conditions**.
The Transaction Code Conditions screen will open.

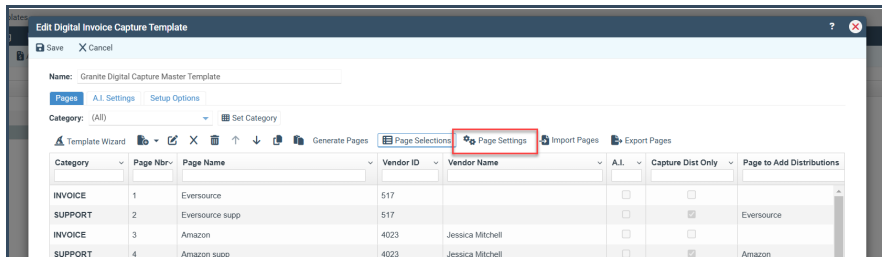


3. Click **New**.
4. Enter the following:
 - Image Information – the image data that will be evaluated for the Text to Identify (ex. Ship-to address, Vendor Account #, Item ID, etc.).
 - Text to Identify – the specific text in the Image Information that, when present, should result in the application of the associated Transaction Code.
 - Transaction Code – the Transaction Code that should be applied when the Text to Identify is present in the Image Information.
- Click **New** to add additional lines as needed.
- Click **OK**.

Settings (Adding Defaults)

The following will describe how to change system settings for templates. Through system settings, defaults may be set for Vendor ID, Payment Card/Vendor, Approval Group (if invoice approval is activated), invoice number, and comments.

From the Edit Digital Capture Template screen, click Page Settings.



General Settings Tab

Default settings are pre-selected.

1. **Capture Distributions Only** – in the event that an invoice is multiple pages and an amount of information is needed from more than the primary invoice page, checking the box for **Capture Distributions Only** and selecting the primary template page will ensure that any information captured is added to the invoice created for the primary template page.
2. **Default Vendor ID** – all invoices created using the template page will use the selected Vendor ID.
3. **Default Payment Card/Vendor** – all invoices created using the template page will have the selected Payment Card/Vendor ID assigned.
4. **Default Approval Group** – all invoices created using the template page will have the selected approval group assigned.
5. **Conditionally assign approval group** – approval groups are assigned to created invoices according to identified page selections.

Advanced Settings Tab

Default settings are pre-selected.

1. **Default PO Close Method** – the PO close method initially assigned to invoices at capture.

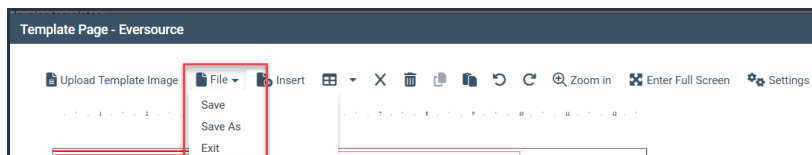
2. **Default Invoice Number** – default manually entered text and/or variables used for invoices created using the template page. If the Invoice Number is checked in Data Selections, this field is not accessible.
3. **Default Comments** – manually entered text and/or variables used as the default comment for all invoice GL line items created using the template page. If Comments is checked in Data Selections, this field will not be accessible.
4. **Default File Name** – the default naming convention for source files attached to invoices created for the template page. The default variable @Fixed.OriginalFileName@ results in the source attachment retaining its original file name.
5. **Additional A.I. Instructions** – this text field may be used to provide custom instructions for the system A.I. Special instructions are used to accommodate data issues not addressable with existing system settings.

Saving a Template Page and Adding Page Selections

Saving the template page stores data selections and default settings for the template. The following steps will describe how to save a template and add **Page Selections**, which provide criteria for the system to determine when to apply the template page instructions.

Saving a Template Page:

1. Once all settings have been established, click **File - Save**.



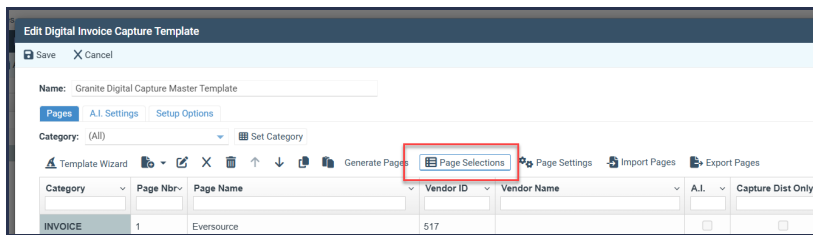
2. Enter a Category to identify the template page. This is optional and serves to help organize the template page list.
3. Enter a Page Name to identify the template page.
4. Click **Save**.
5. Upon clicking **Save**, the Page Selections menu will appear.

Adding Page Selections:

Page Selections identify when the template page instructions should be applied to invoice images.

To add template page selections, complete the following steps:

1. Click Page Selections to add a new Page Selection.



2. Click **New**.
3. Select the page selection type in the Column field.
 - Text in Image – identifies text located in the image.
 - Image Name – identifies a page by its assigned attachment name at capture.
 - File Name – identified a page by its original filename.
3. If the Page Selection indicated is **Text in Image**, the invoice image will be displayed, and a red identification box will be added.
4. Move the identification box to an area of the image containing unique identifying information. Typically, this includes a vendor name, address, and/or an account number. Expand the box to encompass the area, including and around the information, and click **OK**.
5. The **Get Text** function will display all text contained within the identification box and add it to the **Value** field.
6. Select the comparison type in the Comparison field. This criteria will be used to compare the text in the value field against invoice images. When the comparison criteria are met, the template page will be applied to Capture invoice information.
7. Add additional Page Selections as needed.
8. Click **OK**.
9. Click **Save**.

The template is now saved and will be applied during the invoice Capture process.

A.I. Settings

Last Modified on 01/07/2025 1:16 pm EST

A.I. Settings

Settings > Accounts Payable > Digital Invoice Templates

Digital Invoice Capture template A.I. settings enable the system to establish default instructions for invoices not separately identified by templates.

- **Enable A.I. machine learning** – activates A.I. machine learning for invoice data capture.
 - **Enable Vendor ID inference.** When activated, the system will attempt to match the vendor name in the invoice image to the master vendor list. The vendor ID is assigned to the captured invoice if a match is found.
 - **Data to Capture** – all checked items will be captured for invoices not separately identified by templates
 - Invoice Number
 - Invoice Date
 - Due Date
 - Purchase Order (if Purchasing system is activated)
 - Amount(s)
 - Total Only – only the overall total invoice amount is extracted
 - All – all listed invoice amounts are extracted
 - Default GL Account – the default GL account applied to all captured amounts
 - Comments
-

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Supplemental Information Templates

Settings > General Settings

Creating a Template Page for Supplemental Invoice Information

Vendors can sometimes include additional pages with their invoices containing needed invoice details and/or supporting documentation. The following steps will describe how to create template pages for invoice supplements and associate them with their primary template pages.

- Follow steps 4-14 from [Adding Template Pages](#).
 - Click **Settings**.
 - On the **General Settings** tab, check the box for **Capture Distributions Only**.
 - Select the template page from the dropdown menu on which this supporting document should be associated.
 - Click **OK**.
 - If any invoice information is needed on the selected page, follow the steps for identifying information in the Adding Template Pages section.
 - Click **File, Save**.
 - Name the template page.
 - When presented with the **Page Selections** screen, add page selections that will assist the system in identifying this page as a supporting document. For example, review the document for the same page selections as the primary invoice template page and add an additional page selection to review for **page 2**. Making the **Page Selections** unique will increase the probability of the system correctly identifying the document.
 - Click **OK**.
 - When all work is complete, click **Save** from the **Edit Digital Invoice Capture Template** page.
 - You are now finished, and your document should be associated with its parent invoice when it is processed.
-

Capture System Process

Last Modified on 01/07/2025 11:01 am EST

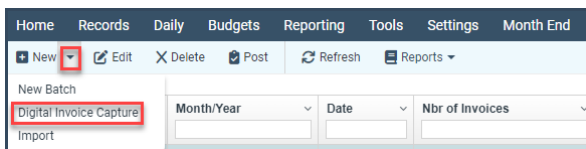
Capture System Process

The Capture process utilizes the template pages developed to create invoices containing the information extracted from your electronic documents. The resulting invoice batches are presented for review and can be modified prior to posting. The following instructions will explain how to use the system to save time processing your accounts payable invoices.

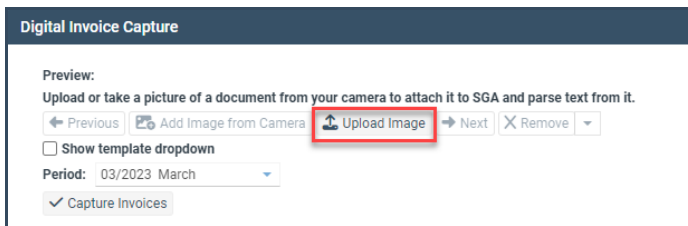
Running Capture

The following steps will explain where to locate the Digital Invoice Capture feature and how to initiate the process.

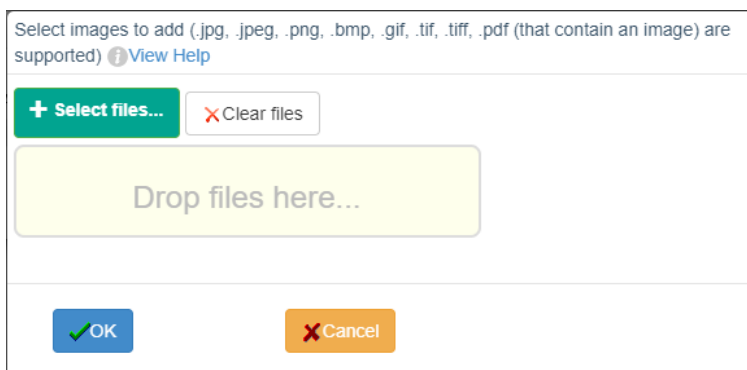
1. Access the AP Batches screen by clicking *Daily* > *A/P Invoice Batch List* from the main menu bar.
2. Click **Digital Invoice Capture** from the New menu:



3. The **Digital Invoice Capture** window will display:

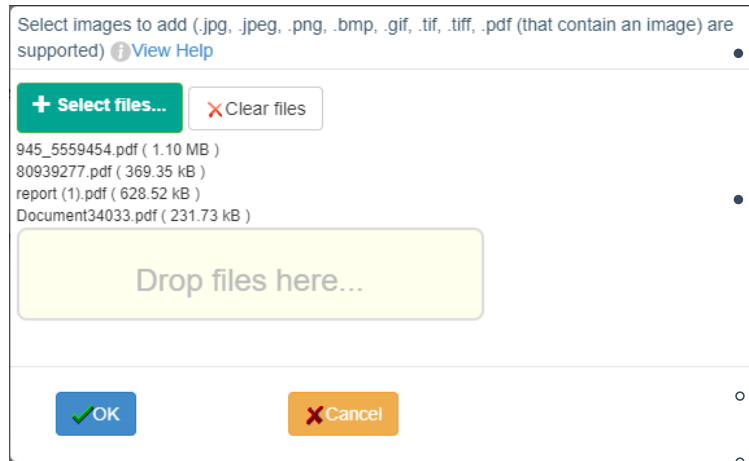


4. Click Upload Image to select files from which to Capture invoices.
5. The **Select images to add** window will display.



- You may drag and drop files directly from your desktop, email client, or other location into the **Drop Files here...** box. Or, you may click **Select files...** and a Windows File

Open dialog window will display.



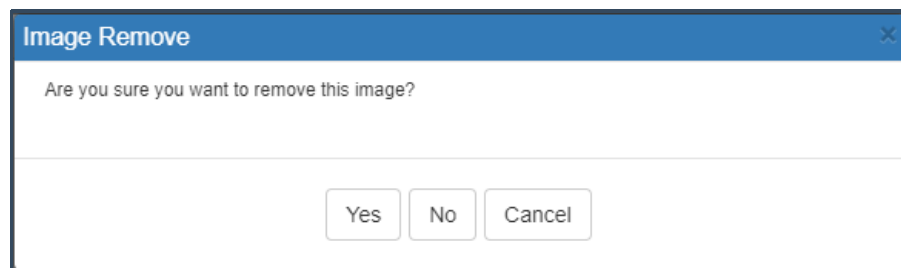
- All files that are selected will have their file names displayed:
- If additional files are needed, complete the **Select Files** as often as needed.
- Click **OK**.
- It is important to note that

since the system reviews each document on a page-by-page basis, there is no need to scan invoices into single electronic documents individually.

6. The system will review all files selected and present thumbnail images for all document pages.

7. Clicking Previous or Next to cycle through all invoice pages selected, you may review to ensure all desired information is present. The beginning or ending images may be accessed using the First and Last arrow icons.

8. Should an invoice page be present that is not needed, you may click it . A system dialog will appear asking for you to confirm you intend to delete the selected page:



9. If multiple invoices must be deleted, access the Remove sub-menu and click the Remove Range. The **Tag Pages to Remove** menu will be presented, where images may be chosen for deletion by multi-select.

- If a page is deleted, it may not be retrieved.
- To re-add deleted images, the source invoices will need to be loaded using steps 4-5.

10. Should invoice pages need to have their page orientation rotated or to be reordered, click the Rotate/Reorder icon.

- Highlighted invoices may be reordered up for down or may be rotated clockwise until the

desired orientation is achieved.

11. Once all invoice documents have been selected and desired invoice pages are present, confirm/select the desired accounting period in the **Period** dropdown. This period will be used for all invoices created.

12. Click **Capture Invoices**.

Reviewing Process Results

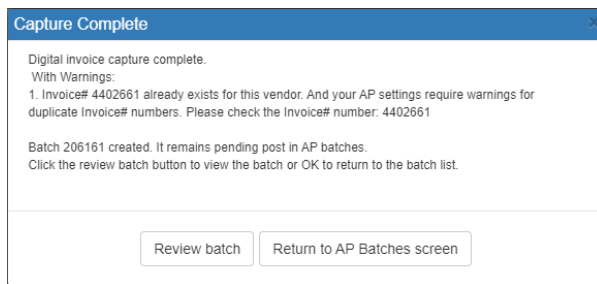
Last Modified on 01/07/2025 11:29 am EST

Reviewing Process Results

Invoices entered in SGA are immediately available in reports, as reports can be customized to include unposted entries. To be considered a real invoice, a document must include a vendor ID and at least one GL Distribution line containing both an amount and a GL account. If any of this information is missing, an invoice is considered **temporary** and unavailable in reports. The following steps will discuss how to review batches resulting from the Capture process when they contain real and temporary invoices.

Reviewing Batches Without Temporary Invoices

- Following Step 16 from **Running Capture**, the **Capture Complete** screen is displayed when the process finishes.
- The screen will display the batch number created and will notify you of any warnings that arise during processing. For example, if an invoice is a potential duplicate:



- Clicking **Return to AP Batches screen** will close the **Capture Complete** screen and return you to the AP Batches screen where the new AP Batch is now listed.

Batch#	Month/Year	Date	Nbr of Invoices	Total Amount	Vendor Name	Invoice	Comments	Modify User
206084	7/2021	4/13/2020	1	2,189.18	Park Roanoke	4402661	Parking lot leases	SGA

- To immediately review the resulting invoices, click **Review batch**. A new browser window will open, displaying the Invoice Edit screen.
- The Invoice Edit screen contains three sections:

Amount	Account	Account Description	Comments	Object Type	Object
100.00	01-01-014-3610-00000	ACCESS	INV test		
125.00	01-01-014-3610-00000	ACCESS	INV test		
150.00	01-01-014-3610-00000	ACCESS	INV test		

- AP Batch listing (upper left) – This section displays the batch detail listing every invoice created through the Capture process:
- Invoice detail (bottom left) – This section displays the invoice entry detail for the invoice line item highlighted in the AP Batch listing.:
- Invoice Attachment (right) – This section displays all attachment images associated with the invoice line item highlighted in the AP Batch listing.
- Changes may be made to any invoice in the AP Batch listing.
- If changes are made, click Save to store them until the batch is posted.
- If all information appears to be accurate, click **Post** to post the batch from the Invoice Edit screen or click **Post** from the AP Batches screen.

Reviewing Batches With Temporary Invoices:

- Following Step 16 from **Running Capture**, the **Capture Complete** screen is displayed when the process finishes.
- The screen will notify you of any warnings that arise during processing. For example, if an invoice is a potential duplicate. It will also notify you of any errors that arise during processing. For example, if an amount or GL account is missing or if the system was unable to interpret an invoice due to a lack of template page instructions:

Capture Complete

Digital invoice capture complete.
With Warnings:
1. Unable to capture image image 1. A blank temporary invoice was created for this image.

Blank Batch created. It remains pending review, modification, and approval.
Click the review batch button to view the batch or OK to return to the batch list.

Review batch Return to AP Batches screen

- Clicking **Return to AP Batches screen** will close the **Capture Complete** screen and return

you to the AP Batches screen, where the new temporary AP Batch is now listed and highlighted in red.

Batch#	Month/Year	Date	Nbr of Invoices	Total Amount	Vendor Name	Invoice	Comments	Modify User
39	7/2021	8/02/2021	1					SGA

- To immediately review the resulting invoices, click **Review batch**. A new browser window will open, displaying the Invoice Edit screen.
 - Changes may be made to any invoice in the AP Batch listing.
 - If changes are made, click **Save** to store them until a real invoice batch is created and/or the invoice is posted.
 - Invoices within the AP Batch listing that contain all the system required information, vendor ID, and at least one GL distribution line with amount and account may be posted directly from the Invoice Edit screen.
 - Check the boxes next to all desired invoices within the AP Batch listing section of the Invoice Edit screen.
 - Click **Post** at the top of the screen.
 - The system will remove the selected invoices from the temporary batch, assign them to a newly created real invoice batch, and post them.
 - The remaining invoices will continue to be included in the existing temporary invoice batch.
 - If changes are made such that all invoices in the AP Batch listing contain the required information, vendor ID, and at least one GL distribution line with amount and account, click Save at the top of the Invoice Edit Screen to convert the temporary invoice batch to a real invoice batch.
 - On the AP Batches screen, the previously red temporary invoice batch will now have a batch number assigned and will no longer be highlighted in red.
 - The new batch may now be posted from the Invoice Edit screen or AP Batches screen as needed.
 - The entire Capture process is now complete.
-

Digital Invoice Capture

Last Modified on 01/07/2025 11:07 am EST

Digital Invoice Capture

Upload Image: Click to select the files that will be used to create invoices.

Previous/Next: Allow the user to move through thumbnail images of pages from the selected files.

Remove: Click to remove the selected image from the pages to be reviewed for the Capture process.

Remove Range: Click for the **Tag Pages to Remove** screen where the user can review and multi-select pages to be removed for the Capture process.

Show template dropdown: Displays the system master digital capture template for edit in the event a new template page needs to be created.

Group (If using invoice approval): The approval table to assign to invoices created through the Capture process.

Digital Invoice Capture Batch Review (with temporary invoices)

Last Modified on 01/07/2025 11:11 am EST

Digital Invoice Capture Batch Review (with temporary invoices)

Display: Res-display batch detail according to screen selection options

Save: Save changes made to batch. When the save process is initiated, the system will attempt to convert the batch to a "true" invoice batch. If any invoices are missing the required information, the system will leave the batch in temporary status. If individual invoices containing all required information are selected via the checkbox and Save is clicked, the system will break the selected invoices out into a separate **true** invoice batch.

Delete: Remove selected invoice(s) from the temporary batch.

Transfer Attachments: Move attachments from the selected invoice to another invoice in the batch. Moving attachments will delete the original invoice.

Post: Post invoices to the GL. Temporary invoices missing required information will not be allowed to post.

Filter: Limit the displayed invoices by vendor type, posted status, period range, or search based on PO number, Vendor Name, Description, or Batch number.

Reset filters: Reset screen display to system default filters.

Reports: Print or export batch detail grid.

Hide Image: Hide the displayed image for the selected invoice and remove it from the screen.

Show Image: Re-display the image for the selected invoice.

Hide Detail: Hide the invoice header detail for the selected invoice and remove it from the screen.

Show Detail: Re-display the header detail for the selected invoice.

View: View options for columns displayed in the batch detail screen section.

Group (If using Document Approval): Invoice batch detail screen filter for specified approval groups. An additional dropdown represents the approval tables associated with the selected

approval group(s).

Status (If using Document Approval): Invoice batch detail screen filter for approval status.

Due Before (If using Document Approval): Invoice batch detail screen filter for due date limitation.

Digital Invoice Capture Batch Review (without temporary invoices)

Last Modified on 01/07/2025 11:17 am EST

Digital Invoice Capture Batch Review (without temporary invoices)

Display: Re-display batch detail according to screen selection options

Save: Save changes made to batch.

Add to Batch: Add a new invoice to the currently displayed invoice batch.

Delete: Remove selected invoice(s) from the temporary batch.

Transfer Attachments: Move attachments from the selected invoice to another invoice in the batch. Moving attachments will delete the original invoice.

Edit: Open the invoice edit screen for the selected invoice.

Regular Invoice List: Display invoices in a regular list presentation.

Submit (If using Document Approval): Submit invoice approval.

Send to Reviewer (if using Document Approval and "Use Reviewers" active): Send invoice to designated Reviewer for review/modification.

Approval Table (If using Document Approval): Review the approval table for the selected invoice.

Log (If using Document Approval): View system activity for the selected invoice.

Post: Post invoices to the GL. Temporary invoices missing required information will not be allowed to post.

Filter: Limit the displayed invoices by vendor type, posted status, period range, or search based on PO number, Vendor Name, Description, or Batch number.

Reset filters: Reset screen display to system default filters.

Forms: Print, Preview, or export selected invoice details.

Reports: Print or export batch detail grid.

Hide Image: Hide the displayed image for the selected invoice and remove it from the screen.

Show Image: Re-display the image for the selected invoice.

Hide Detail: Hide the invoice header detail for the selected invoice and remove it from the screen.

Show Detail: Re-display the header detail for the selected invoice.

View: View options for columns displayed in the batch detail screen section.

Group (If using Document Approval): Invoice batch detail screen filter for specified approval groups. An additional dropdown represents the approval tables associated with the selected approval group(s).

Status (If using Document Approval): Invoice batch detail screen filter for approval status.

Due Before (If using Document Approval): Invoice batch detail screen filter for due date limitation.

Timeframe: Invoice batch detail screen filter for invoice date range limitation.

Vendor Portal

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Vendor Portal Options

Last Modified on 03/10/2025 3:35 pm EDT

Vendor Portal Options

Settings > Accounts Payable > Vendor Portal Options

Users to notify when vendor portal user waiting approval: Specified users will receive email notifications each time vendors update their information through Vendor Portal.

Disable tax information tab: When this option is enabled, the tax information tab will be disabled in the vendor portal, preventing vendors from entering information on this tab.

Allow vendor portal payment change: When checking the preferred payment method field in the Vendor Portal Banking Information screen, it is eligible for change by the vendor.

Override Company Name for Payment Acknowledgement form: Allows you to enter a company name different from the one the form is pre-filled with for payment reporting purposes.

Allow Changes from Paper Check to EFT only: When checked, the preferred payment method field in the Vendor Portal Banking Information screen is eligible for change by the Vendor but will only allow change from Paper Check to EFT. If the preferred payment method is set as EFT, it may not be changed to Paper Check.

Require W9 attachment: When checked, the system will require the Vendor user to attach a file in the W9 attachment field on the Tax Information tab before allowing them to save any other information changes.

Require Bank attachment: When checked, the system will require the Vendor user to attach a file in the attachment field on the Banking Information tab before allowing them to save any other information changes.

Allow invoice upload: When checked, the system will allow invoices to be uploaded through the Vendor Portal.

Notify vendor when Vendor Portal email changed: When this option is enabled, the system will send a notification to the vendor that their email has changed. This is a great security measure to prevent fraud.

Vendor Portal Email: This is the **From** email address used for automated emails sent to vendors and when Vendors initiate correspondence. SGA initially sets it.

Include welcome email header: This option allows specified wording to be listed in the Subject line of Vendor Portal welcome emails sent to Vendors.

Email Header Image: Any image file selected will be included in the Vendor Portal welcome email signature line.

Portal welcome email body: This is the wording of all Vendor Portal welcome emails. Initially set by SGA, this text may be changed to whatever is preferred.

Insert Variable feature allows for the inclusion of the following dynamic information:

%CompanyName%: The listed SGA organization name in system options.

%CompanyAddress%: The listed SGA organization address in system options.

%CompanyPhone%: The listed SGA organization phone number in system options.

%UserFullName%: The Vendor's full name as listed in the Vendor record Vendor Portal tab.

Vendor Uploaded Invoices

Last Modified on 01/08/2025 10:20 am EST

Vendor Uploaded Invoices

Daily > Vendor Uploaded Invoices

This is specifically related to the optional vendor portal application and houses any invoices uploaded through the site. This is intended to be used if an organization uses the vendor portal but not the AP inbox.

It essentially serves as a holding site for all uploaded documents. It has the ability to run Capture directly instead of downloading the documents and then using the AP batches screen.

Add New User

Last Modified on 03/10/2025 3:28 pm EDT

Add New User

Records > Vendors

Two ways of adding a new user to the Vendor Portal are outlined below.

Option 1

Records > Vendors > Edit

On the edit vendor screen, there is a vendor portal button.

The info within this dialog box will auto-populate based on the information on the vendor edit page:

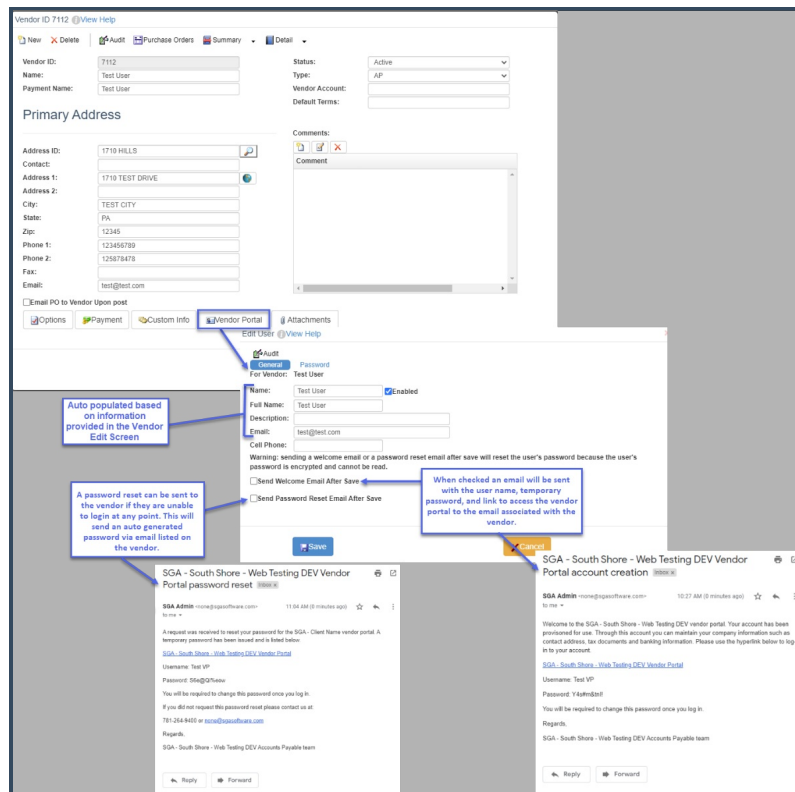
- **Name:** The username for the specific vendor. It will initially default to the Vendor name.
- **Full Name:** Based on the Payment Name given on the vendor edit screen

Send Email Notification After Save:

- When checked, this will send an auto-generated email with the username, temporary password, and link to access the vendor portal to the email associated with the vendor. As shown in the screenshot below.

Send Password Reset Email After Save:

- If the Vendor is unable to log in at any point, a password reset can be sent. This will send an auto-generated password via the email listed by the vendor.



Option 2 Users > Vendor Portal Users

You can add a new VP user from the list of vendors already created in the system or edit an existing VP user on this screen.

- **New:** You will select the magnifying glass to search choose from the Vendors within the system. You can then send them the welcome email and reset passwords from this page.
- **Edit:** The vendor information has already been filled out. You can send a password reset email or resend the welcome email if needed.

Send Email Notification After Save:

- When checked, this will send an auto-generated email with the username, temporary password, and link to access the vendor portal to the email associated with the vendor. As shown in the screenshot below.

Send Password Reset Email After Save

- If the vendor is unable to log in at any point, a password reset can be sent. This will send an auto-generated password via the email listed on the vendor's profile.

You can add a New VP User from the list of already created vendors in the system or to edit an existing VP user on this screen

New VP User: You will select the magnifying glass to search choose from the Vendors within the system. You will then be able to send them the welcome email as well as reset passwords from this page.

Edit VP User: The Vendor information is already filled in. You can send a password reset email if needed or resend the welcome email.

When checked an email will be sent with the user name, temporary password, and link to access the vendor portal to the email associated with the vendor.

A password reset can be sent to the vendor if they are unable to login at any point. This will send an auto generated password via email listed on the vendor.

SGA - South Shore - Web Testing DEV Vendor Portal account creation

SGA Admin mone@gasoftware.com 10:27 AM (0 minutes ago)

Welcome to the SGA - South Shore - Web Testing DEV vendor portal. Your account has been provisioned for use. Through this account you can maintain your company information such as contact address, tax documents and banking information. Please use the hyperlink below to log in to your account.

[SGA - South Shore - Web Testing DEV Vendor Portal](#)

Username: Test VP
 Password: Y4#fmkzbill

You will be required to change this password once you log in.

Regards,
 SGA - South Shore - Web Testing DEV Accounts Payable team

Reply Forward

Vendor Portal Staff Permissions

Last Modified on 03/10/2025 3:40 pm EDT

Vendor Portal Staff Permissions

Staff users must have at least: 01-Allow for AP - Approve Vendors to approve vendors.

To edit vendors, the same permissions as before still apply, and they would need at least 02-Modify for AP - Vendor Maintenance.

User or Group:	▼		
Application:	Accounts Payable ▼	🔍 Search	
Task:	▼		
User or Group ▼	Task ▼	Access Level ▼	Description
	Approve Vendors	01 - Allow ▼	Approve and disapprove vendor portal vendors.
	Vendor Maintenance	02 - Modify ▼	Maintenance of A/P vendor information

When Vendor Portal Users are set up, they are all given the same default permissions, as shown in the screenshot below. You can modify the permissions if needed.

- **1099 History:** Browse and print 1099 forms for vendors associated with the user.
- **Account History:** Browse Invoices for vendors associated with the user.
- **Change Password:** Ability for vendor portal user to change their own password.
- **Payment History:** Browse Payments for vendors associated with the user.
- **Skip Single Sign-on login:** Vendor portal permission to skip SSO login.
- **Vendor Custom Information:** Browse or modify the user-defined custom vendor info.
- **Vendor EFT:** Maintenance of A/P vendor EFT information.
- **Vendor Federal ID:** Browse or modify the vendor federal ID number.
- **Vendor Maintenance:** Maintenance of A/P vendor information.
- **Vendors:** Browse Vendor.

Access Levels

- **00-Not Allow:** Cannot view content related to that permission.
- **01-Allow:** Can view but not change content related to that permission.
- **02-Modify:** Can view and modify content related to that permission.

Communication

Last Modified on 01/07/2025 4:37 pm EST

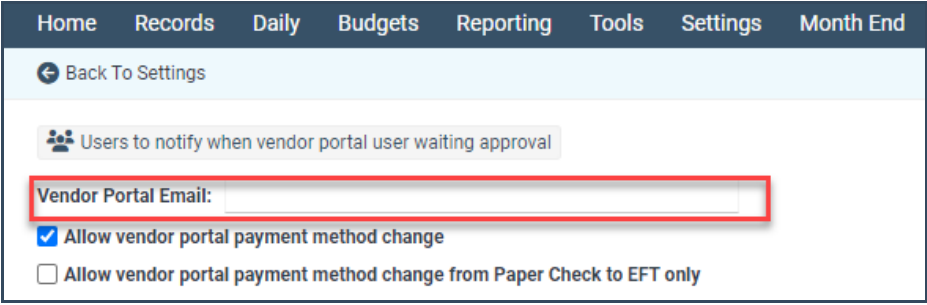
Communication

[Settings](#) > [Accounts Payable](#) > [Vendor Portal Options](#) > [Vendor Portal Email](#)

Setup

You will need to assign an email through which all correspondence between the staff and vendor will flow.

This will be entered under [Settings](#) > [Accounts Payable](#) > [Vendor Portal Options](#) > [Vendor Portal Email](#).



Home Records Daily Budgets Reporting Tools Settings Month End

← Back To Settings

Users to notify when vendor portal user waiting approval

Vendor Portal Email:

Allow vendor portal payment method change

Allow vendor portal payment method change from Paper Check to EFT only

Staff

Staff can communicate with the Vendor directly via the **Send Email** button located under [Daily](#) > [Vendor Portal Review](#) > [Choose Vendor ID](#) > [Send Email](#).

Attachments and images can also be added to the email sent to the vendor.

VP User

Vendors can email staff directly from the portal by clicking the Contact Us button located at the top of the screen.

They have several options when doing this.

Those are outlined below:

- **Email Us at:** This will copy the email address to then paste into your email of choice
- **With Gmail:** Will open a new internet tab to your Gmail account and send an email
- **With Yahoo:** Will open a new internet tab to your Yahoo account and send an email
- **With Hotmail/Outlook:** Will open a new internet tab to your Hotmail/Outlook account and

send an email






Contact Information

Last Modified on 01/07/2025 4:41 pm EST

Contact Information

Settings > Accounts Payable > General Options

- **Vendor ID:** This is a unique number assigned to the vendor upon addition by the computer. The next vendor ID is held in *Settings > Accounts Payable > General Options*.
- **Name:** The name of the vendor that displays everywhere in the system except checks and EFT's. If the vendor has a name change, simply change it here.
- **Payment Name:** The name of the vendor that displays on all checks and EFT's.
- **Address ID:** Allows maintaining multiple addresses for this vendor, such as a remittance address, as well as a physical address, etc. Using **PRIMARY** as the vendor address to print on the check is recommended. The **PRIMARY** address will be defaulted on the invoice entry screen, but a different address may be selected.
- **Address:** The address information is printed on checks.
- **Phone 1 & 2:** Used for internal use only.
- **Fax:** Used for internal use only.
- **Email:** Vendor's email address. You may email a vendor from the Vendors (list) screen by locating the vendor, right-clicking, and emailing the vendor. This email address is also used to notify vendors of payments via EFT, email a purchase order, etc.
- **Attachments:** Allows you to attach files, pdf, documents, etc., to send to SGA A/P Staff.


 New  Delete  Attachments  Purchase Orders  Summary ▾

Vendor ID:


Name:

Payment Name:

Primary Address

Address ID: PRIMARY 

Contact:

Address 1: 

Address 2:

City:

State: ▾

Zip:

Country: United States ▾

Phone 1:

Phone 2:

Fax:

Email:

1099 History

Last Modified on 01/07/2025 3:57 pm EST

1099 History

The 1099 Browse screen now has a button for **Mark Year as finalized** beside the **Create file** button.

When the button is clicked, the current year will be marked as finalized, and the 1099 will be visible to the vendor portal vendor to view and print their 1099. **NOTE:** *1099s will still need to be mailed to the vendor*

When the button has been checked as finalized, you can no longer regenerate unless you first unmark the year as finalized. When the button changes from **Mark year as finalized** to **Unmark year as finalized**, the 1099s for that year will be taken off the vendor portal.

Email Notification for Vendor Review

Last Modified on 03/07/2025 10:56 am EST

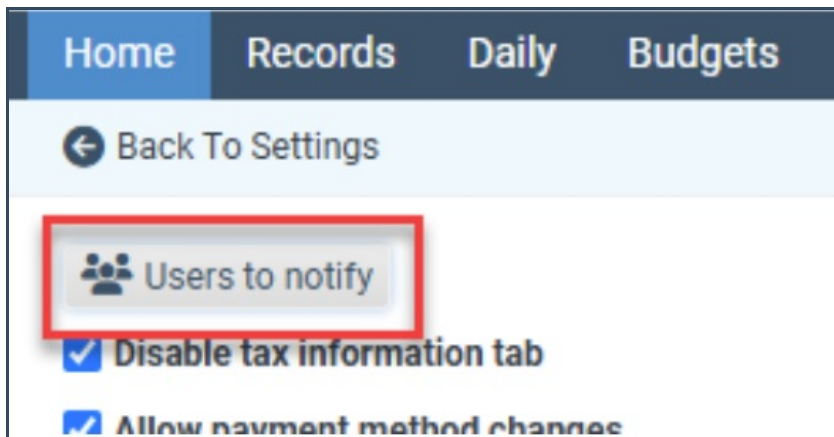
Email Notification for Vendor Review

Daily > Vendor Portal Review

An email notification can be sent to one or multiple people letting them know that vendor changes are awaiting approval under *Daily > Vendor Portal Review*.

Email Notification

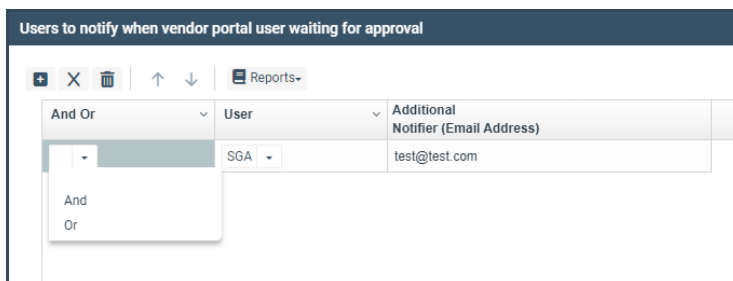
- *Settings > Accounts Payable > Vendor Portal Options > Users* to notify when vendor portal user is waiting for approval.



There can be multiple emails set up in the grid:

- If an **And** separates the rows, both emails will be notified.
- If an **Or** separates the rows, the other user will be notified if the user is on the row before it is out of office.

Once you hit Ok, you must hit save on the **Settings** screen to ensure the changes take effect.



Vendor Portal Review

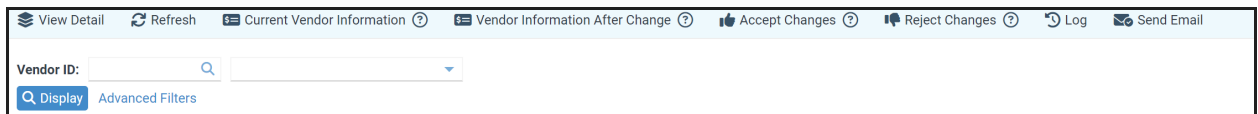
Last Modified on 03/10/2025 3:47 pm EDT

Vendor Portal Review

Daily > Vendor Portal Review

The new **Vendor Portal Review** menu item is used by staff to view and approve/disapprove changes made by the vendor in the portal. These changes are saved on a temporary table in the database and will not be written to the vendor tables till approved by A/P staff.

Menu Options:



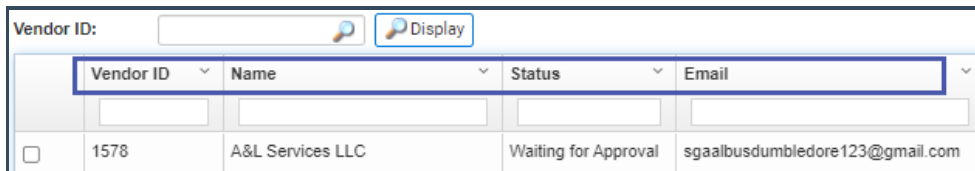
- **View Detail:** When a vendor is highlighted, and this button is checked, it will open a new tab indicating the info has changed.
- **Accept Changes:** Used to Approve the changes made by the vendor in the portal. Once this is hit, it will be written to the vendor tables in the database, and an email will be sent to the vendor stating their changes have been approved.
- **Reject Changes:** Used to Disapprove the changes made by the vendor in the portal. Once this is hit, you will be prompted to add feedback to an email that will be sent to the vendor, letting them know why it has not been approved.
- **Send Email:** You can send an email directly to the vendor email on file.
- **Current Vendor Information:** Look directly to the information for the vendor selected that is located under *Records > Vendors > Edit*
- **Vendor Information After Change:** Only the information that the vendor can see in the vendor portal is shown. (Contact, Banking, and Tax information)
- **Log:** This records the user, date, and time that a change was approved/disapproved, as well as an email sent to the vendor.
- **Refresh:** This will refresh the main screen, adding anything new that may have occurred during that time.
- **Advanced Filters:** Filter the displayed Vendor changes to **(All), Waiting for Approval, Approved, or Disapproved.**

To set notifications with who should be notified when a change is waiting on review, see Vendor Portal: [Email Notification for Vendor Review](#)

Home Screen of Vendor Portal Review

This page displays the following information.

- Vendor ID
- Name
- Status (Waiting for Approval, Approved, Disapproved)
- Email

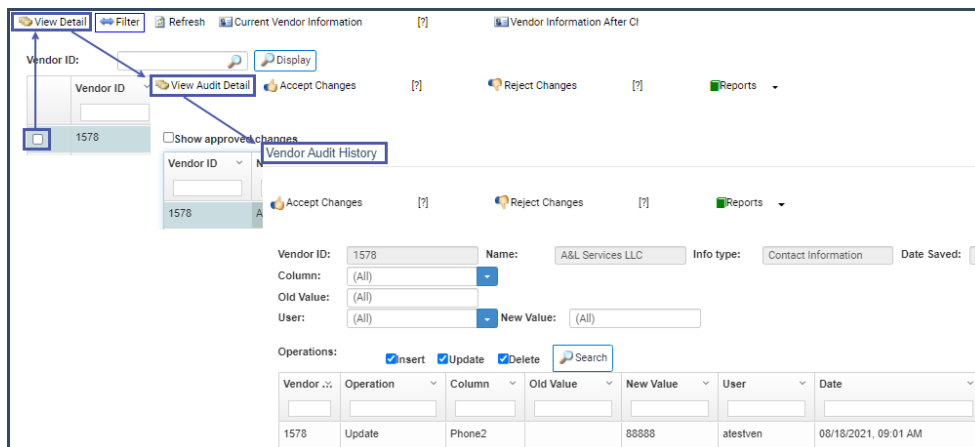


Vendor ID	Name	Status	Email
1578	A&L Services LLC	Waiting for Approval	sgaalbusdumbledore123@gmail.com

To review the vendor's changes, you will choose the vendor and click **View Detail**. This will show you who made the change and the time it was changed.

If you choose **View Audit Detail**, you will be able to see the operation of what was added, updated, or deleted, as well as the old value and the new value.

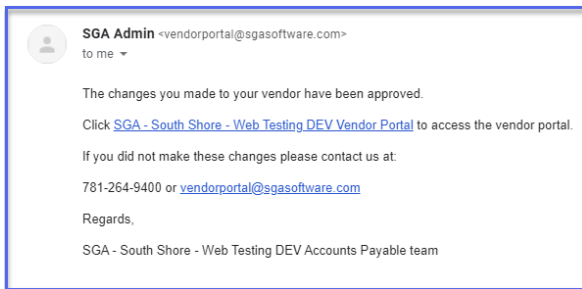
You can approve/disapprove from any of the three screens.



Vendor ID	Operation	Column	Old Value	New Value	User	Date
1578	Update	Phone2		88888	atestven	08/18/2021, 09:01 AM

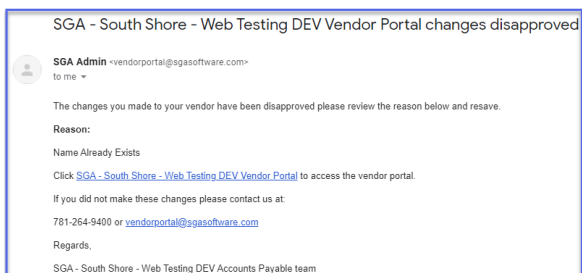
Accepting Vendor Changes

- To be able to approve vendors, the user must have at least allowed permission for Accounts Payable - Vendors and Approve Vendors.
- When the A/P staff approves a change, an email will be sent automatically to the vendor, letting them know the change was approved, like the one shown below.



Rejecting Vendor Changes

- To be able to disapprove vendors, the user must have at least allowed permission for *Accounts Payable - Vendors and Approve Vendors*.
- When the A/P Staff has disapproved a change, they will need to enter the reason why in the pop-up window, and an email will be sent automatically to the Vendor, letting them know the change was disapproved and why, like the one shown below.



Send Email

- Staff can communicate with the Vendor directly via the **Send Email** button. Attachments and images can also be added to the email sent to the vendor.

NOTE: For more information, see *Vendor Portal: Communication*

Current Vendor Information

- Look directly at the information for the vendor selected, which is located under *Records > Vendors > Edit*.

Vendor Information After Change

It only shows the information that the vendor can see in the vendor portal. (Contact, Banking, and Tax information).

Vendor ID 1578 [View Help](#)

[New](#) [Delete](#) [Audit](#) [Purchase Orders](#) [Summary](#)

Vendor ID: 1578
Name: [A&L Services LLC](#)
Payment Name: A&L Services LLC

Primary Address

Address ID: PRIMARY
Contact:
Address 1: c/o Baylor Management Corp
Address 2: 248 W. Bute Street, Ste 220
City: Norfolk
State: VA
Zip: 23510
Phone 1: 999999
Phone 2:
Fax:
Email:
 Email PO to Vendor Upon post

[Current Vendor Information](#) [?]

Vendor ID 1578 [View Help](#)

[Contact Information](#) [Banking Information](#) [Tax Information](#)

Vendor ID: 1578
Name: [A&L Services LLC new](#)
Payment Name: A&L Services LLC new

Address Information

Address Type: PRIMARY
Contact:
Address 1: c/o Baylor Management Corp
Address 2: 248 W. Bute Street, Ste 220
City: Norfolk
State: VA
Zip: 23510
Phone 1: 999999
Phone 2: 88888
Fax:
Email:
[Attachments](#)

[Vendor Information After Change](#)

Centralized AP Inbox Options

Centralized AP Email Integration

Use AP Email Integration Capture Recurrence: This option activates the Capture Recurrence scheduler to capture invoices from AP inbox emails received automatically. (If not activated, all options below will not be visible.)

Start: The date on which the Capture recurrence should begin.

The frequency at which the **Capture Recurrence** should review the email inbox for potentially received invoices:

- **Minutes (Every):** The minimum number is 30 minutes.
- **Hourly (Every):** The minimum number is every hour on the hour.
- **Daily: The days** on which the Capture Recurrence should run. The scheduled process runs at 4 am and reviews emails received before that time that have not yet been reviewed in a previous scheduled run.

Emails to include: The criteria the Capture Recurrence scheduler should use to determine whether an email contains an invoice to be Captured. SGA sets initial criteria during implementation.

Folder to look for emails in: The Capture Recurrence scheduler should review the email inbox folder for emails that could be captured. It was initially set as INBOX and should not need to be changed.

Move Emails to folder after Capture: If Captured, emails should be moved to a stated folder after being captured. If unchecked, all emails will remain in the INBOX folder.

Folder to move emails to after captured: Folder to which Captured emails should be moved after being captured.

Image to text template to parse attachments to: Master template to use when Capture Recurrence processes emails. Set by SGA as Master Template established during implementation and does not need to be changed.

Make a Word Document of email contents and include it as an attachment: If received, email contents should be added as a Word document attachment to invoices created through the Capture process (either through the Capture Recurrence scheduler or manual Capture).

Create a new batch: Should new AP batches be created for each Capture Recurrence schedule run or each invoice Captured?

Create temporary blank invoices for attachments that cannot be mapped to a page: If blank, invoices should be created for image files without template instructions. It should remain checked if invoices will be Captured for all vendors regardless of template instruction status.

Settings Specific to Digital Capture:

- **Parse Log:** Log results of each run of the Capture Recurrence scheduler indicate the number of emails reviewed and the number of invoices created.
 - **Parsed Invoices:** Invoices are created with the assigned invoice ID for each Capture Recurrence schedule run.
 - **Use Camera for Digital Invoice Capture:** Whether the user's system camera should be enabled to retrieve images for the Capture process. Defaulted to **Off**, given that the Capture process will most likely be completed from a desktop computer.
 - **Use Capture Rows Container:** This feature, activated in the event system, retrieves grid details from invoice documents. SGA activates it in cases where client Digital Capture templates require a complex setup.
-

Using the Centralized AP Inbox

Centralized AP Inbox review:

New: Create a new outgoing email.

Reply: Create a reply to the highlighted email.

Delete: Delete the highlighted or multiple checked emails from the email folder.

View Email: Opens the highlighted email in a pop-up window.

Create Folder: This allows the user to create an email folder. The parent folder is selected from the dropdown, and the new folder is named.

Move Email: Move the highlighted or multiple checked emails to a folder chosen from a dropdown.

Digital Invoice Capture: Initiate the Digital Capture process manually for the highlighted or multiple checked emails.

View Invoice: If the highlighted email has been captured, this option will open the batch created and display the created invoice.

Within Open Email:

Attach to PO: Opens the **Attach to PO** dialogue window where the user can choose the PO number to which the email and its attachments should be attached.

- **PO Number:** The PO Number to which the email files should be attached. The user may search for the correct PO Number via the Purchase Orders for Vendor dialogue.
- **Set Received Status to:** The received status to which the PO should be changed when the files are attached.
- **Move Email to Folder:** The email folder to which the email should be moved when the process is completed.
- **Create and attach Word document created from email subject and body:** If checked, the system will create a Word document of the email and attach it to the indicated PO.
- **Email attachments:** All attachments are included in the received email. Those checked will be applied according to the above options.

Attach to Journal: Opens the **Attach to Journal** dialogue window where the user can choose the Journal ID to which the email and its attachments should be attached.

- **Journal ID:** The email files should be attached to the Journal ID. The user may search for the correct Invoice ID via the Clone Journal Entry Batch dialogue.
- **Move Email to Folder:** The email folder to which the email should be moved when the process is completed.
- **Create and attach Word document created from email subject and body:** If checked from the email system, create a Word document of the email and attach it to the indicated Journal ID.
- **Email attachments:** All attachments are included in the received email. Those checked will be applied according to the above options.

Attach to Invoice: Opens the **Attach to Invoice** dialogue window where the user can choose the Invoice ID to which the email and its attachments should be attached.

- **Invoice ID:** The email files should be attached to the Invoice ID. The user may search for the correct Invoice ID via the Vendor Summary Transactions dialogue.
- **Move Email to Folder:** The email folder to which the email should be moved when the process is completed.
- **Create and attach Word document created from email subject and body:** If checked, the system will create a Word document of the email and attach it to the indicated Invoice ID.
- **Email attachments:** The received email includes all attachments. Those checked will be applied according to the above options.

Move Email: Move the email to the email folder selected from the dropdown.

Apple Mail

Apple Mail sometimes embeds attachments inline, which can cause confusion for recipients. To ensure the file is sent as a standard attachment, you can advise the sender to:

1. Go to **Preferences > Composing** in Apple Mail.
 2. Check the option for **Send Windows-Friendly Attachments**.
-

Document Approval

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Overall Setup

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Approval Types

1. Approval Types

General Tab

Allow adding attachments during workflow: Enables users' ability to add attachments to entries under review.

Allow editing attachments during workflow: Enables users' ability to edit attachments for entries under review.

Allow use of reviewers: When selected, entries created may be sent to users for review and edit prior to submission for approval. Reviewers are granted limited permissions for entries sent to them for review. For example, reviewers with no accounts payable system access may change anything about an invoice sent to them (vendor, GL account(s), amounts, etc.) before submitting it for approval. Outside of the sent entry, however, their normal permissions apply.

Allow adding additional users to workflow: Enables users to choose additional approvers to include in an entry's approval table.

- **Before Workflow:** Allows users to place chosen users at the beginning of approval tables prior to system selected approvers.
- **After Workflow:** Allows users to place chosen users into the approval workflow after system selected approvers prior to any (Last) table approvers.

Enable Disapprove and Resubmit Function: When enabled the Disapprove and Resubmit function disapproves an entry and assigns the disapproving user as the Reviewer. The user then has the capability to modify the entry prior to re-submitting it for approval.

Include Due Date: Enables entries to include a due date for approval and allows the user to set a default number of days by which an entry must be approved.

- **Allow Due Date Change (only shown if Include Due Date enabled):** Allows the user to override a calculated approval due date.

Show Ship-To Address: When selected, the Ship-To address will be displayed on the setup screens for approval tables. When an approval table is selected in the Purchase Order entry screen its Ship-To address is used for the purchase order. Ship-To addresses are not used with Journal Entries, AP Invoices, or Payment batches, so when these Approval Types are edited the field is deselected by default.

Include (First) Table: When selected, Approval Tables for the (First) Approval Group are evaluated for approver conditions.

Include (Last) Table: When selected, Approval Tables for the (Last) Approval Group are evaluated for approver conditions.

Default Approval Conditions: Default conditions are applied to all approver lines within approval tables built for the Approval Type.

Communications Tab

Use Notifications: When selected, users will be notified that entries have been submitted for their approval, are reminded of entries still awaiting their approval, and/or warned that documents awaiting their approval have not been approved by their due date.

- **Notification Purpose:** Dropdown to select the notification type for which the following settings are established (Waiting on next user, First Reminder, Second Reminder, First Warning, Second Warning).

Email: When selected, notifications will be sent via email.

- **From Email:** Indicates a specific email address from which notifications will appear to have been sent.
 - **Administrator:** Emails will present as having been sent from the system administrator email address.
 - **Submit User:** Emails will present as having been sent from the submitting user's email address.
- **Subject:** Specifies the subject wording that will be used for notification emails.

Include Attachments: When selected, entry attachments will be included with all notification emails.

Include Approve/Disapprove Buttons: When selected, approve, disapprove, and disapprove & resubmit action buttons will display in notification emails. Deselect this option if users are required to approve from within the system and not from email/mobile devices.

Reminder/Warning Email Log: A listing of all reminders and warnings sent for the Approval Type.

Use Reminders: When selected, approvers will receive reminder notification(s) at the stated days prior to an entry's due date.

Use Warnings: When selected, approvers will receive warning notifications(s) at the stated days following an entry's due date.

Text Message: When selected, notifications will be sent via text message.

NOTE: System settings must already be established to enable SMS messaging. Please see SMS setup instructions.

Permissions Tab

For: If “All Users” is selected there are no restrictions and all users may use approval tables associated with the approval type being edited. If a “User/Group” is selected, access to the approval type may be limited to specified users or groups of users. Any user or group not selected will not be eligible to use any approval tables associated with the approval type being edited.

2. Approval Groups

New: Opens the New Approval Group add screen.

Edit: Opens the Approval Group edit screen.

Delete: Deletes the selected Approval Group.

Reports: Prints or exports Approval Groups list

Approval Group List Grid

Approval Group: The Approval Group ID.

Name: The Approval Group name.

Branch: The Approval Group’s associated default account segment. See Default Account segment setup.

Sort Order: The order Approval Group tables are reviewed when Non-Stand Alone table setup is used. See Non-Stand Alone setup.

Active: Indicates if the Approval Group is active or inactive.

Deleted: Indicates if the Approval Group has previously been deleted.

Has Tables: Indicates if the Approval Group has approval tables for the Approval Type being edited.

3. Approval Tables

New: Opens the New Approval Table add screen.

Edit: Opens the Approval Table edit screen.

Delete: Deletes the selected Approval Table.

Preview Approval Table: Opens the Preview Approval Table window and allows the user to test Approval Table setups with sample entry GL distributions.

Clone Selected: Copies the selected Approval Table and allows the user to select which Approval Type, Approval Group, and Approval Table name to use for the resulting table.

Reports: Prints or exports Approval Groups list

Audit: Allows a user to search all audit records when an approval table has been modified.

Don't Show Stand-Alone Tables: Prevents display of stand-alone tables in the Approval Table grid display.

Status: Controls the display of approval tables by status (All, Active, Inactive).

Show Deleted: Controls the display of approval tables and includes previously deleted tables.

Approval Table List Grid

Display in Select: Controls whether the approval table is displayed in entry screen selection dropdowns.

Stand Alone: Controls whether the approval table is reviewed individually (stand alone) or in conjunction with other approval tables (non-stand alone).

Approval Table: The Approval Table name.

Approval Group: The Approval Group for which the Approval Table exists.

Group Default Account Segment(s): The default account segment(s) assigned to the Approval Group of the Approval Table.

Sort: Indicates the order in which the Approval Table is reviewed in the event there is more than one Approval Table for an Approval Group.

Notifications: Indicates if notifications are used for the Approval Table.

For User/Group: Indicates if there are permissions in place limiting access to the Approval Table.

Active: Indicates if the Approval Table is active. Inactive Approval Tables are not reviewed.

Deleted: Indicates if the Approval Table has previously been deleted.

Approval Type Menu Buttons

Previous: Moves to the preceding setup step. (to 1. Approval Type from 2. Approval Groups for example).

Next: Moves to the next setup step. (to 2. Approval Groups from 1. Approval Type for example).

Finish: Finalize Approval Type setup.

Save: Save any changes made to the Approval Type setup.

Save as New: Save any changes made to the Approval Type setup as a new Approval Type.

Cancel: Leave Approval Type setup without saving changes.

Approval Groups

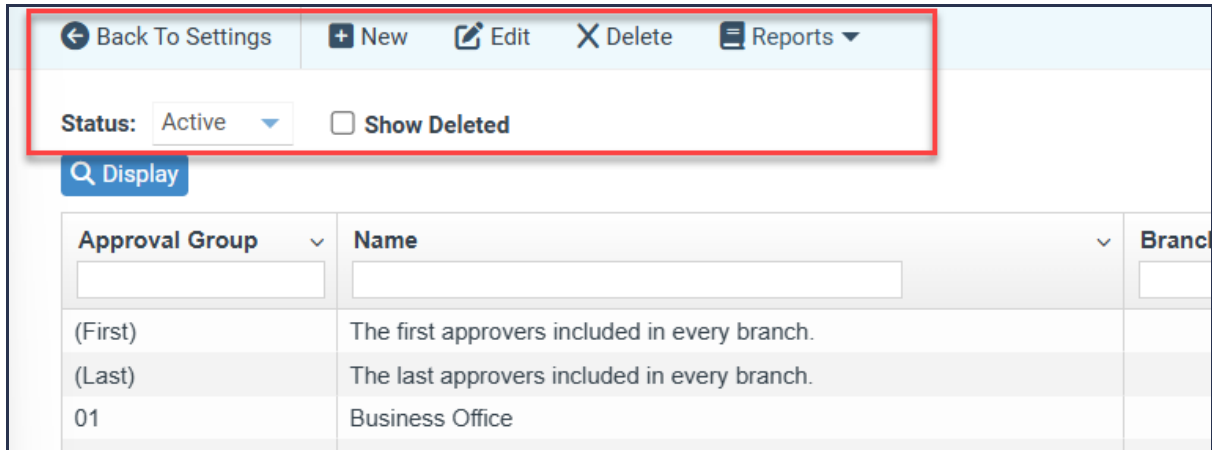
Last Modified on 01/14/2025 11:10 am EST

Approval Groups

Settings > Document Approval > Approval Group

This screen allows you to set up settings for document approval. To learn more about these settings, use the topics below.

Main Menu Buttons



New: Create a new Approval Group.

Edit: Edit the selected Approval Group.

Delete: Delete the selected Approval Group.

Reports: Print or export the Approval Group list grid.

Status: Controls the Approval Group list grid display by status (All, Active, Inactive).

Show Deleted: Controls the Approval Group list grid display to include previously deleted Approval Groups.

Approval Group List Grid

A screenshot of the software interface showing the Approval Group List Grid. The top navigation bar and filters are the same as in the previous image. A red box highlights the table header. The table has columns: 'Approval Group', 'Name', 'Branch', 'Sort Order', 'Active', 'Deleted', and 'Has Tables'. The table contains several rows, including '(First)', '(Last)', '01', '10', '106 Main', '20', and '23'. Each row has a 'Sort Order' value of 0, an 'Active' checkbox (checked), a 'Deleted' checkbox (unchecked), and a 'Has Tables' checkbox (checked).

Approval Group	Name	Branch	Sort Order	Active	Deleted	Has Tables
(First)	The first approvers included in every branch.		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(Last)	The last approvers included in every branch.		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01	Business Office		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Peabody		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
106 Main	106 Main		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Bk		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23	Case App Y4464		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Approval Group: The Approval Group ID.

Name: The Approval Group name.

Branch: The Approval Group's associated default account segment. See Default Account segment setup.

Sort Order: When the Non-Stand Alone table setup is used, the order of the Approval Group tables is reviewed. See Non-Stand Alone setup.

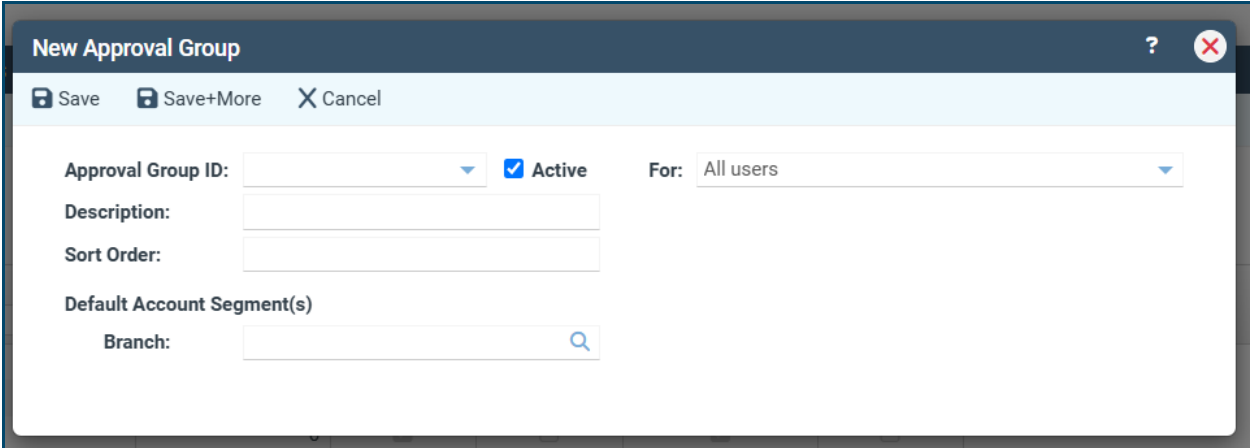
Active: Indicates if the Approval Group is active or inactive.

Deleted: Indicates if the Approval Group has previously been deleted.

Has Tables: Indicates if the Approval Group has approval tables.

Create a New Approval Group

Settings > Document Approval > Approval Group > New



Approval Group ID: This alpha-numeric identifier is a system ID for easy reference. It should be succinct, such as "10," "DT Br," "Aqua," etc.

Active: This checkbox defaults to checked for new approval groups.

For: Use this dropdown to specify which users can access this new group.

Description: This field allows you to provide a longer name for the group, such as "Downtown Branch Management," "Aquatics personnel," etc. Any name entered will be included in the approval table selection dropdown menus.

Sort Order: The order in which the Approval Groups are reviewed using a Non-Stand Alone Approval Table setup. See Non-Stand Alone Approval table setup.

Default Account Segments: Depending on your system settings, there may be one or two segment selection fields. These optional fields enable you to tie your approval groups to GL account segments. Any segments used, branch, dept, etc., are automatically applied to all users' conditions in approval tables built for the Approval Group. For example, in the above screenshot, if Branch is set as "10" when approval tables are established for the Approval Group, all users would have a default approval condition of "Branch = 10".

Branch: Allows you to tie this new approval group to just one branch. If left blank, all branches will have access.

Save: Save Approval Group changes.

Save+More: Save Approval Group changes and begin work on adding a new Approval Group.

Cancel: Leave Approval Group setup without saving changes.

Approval Tables

Last Modified on 01/14/2025 1:34 pm EST

Approval Tables

This screen displays all created Approval Tables. The list grid may be limited by Approval Source (Purchase Order, Journal Entry, Invoice, or Payment batch).

Menu Buttons

New: Opens the new Approval Group add screen.

Clone Selected: Copies the selected Approval Table and allows the user to select which Approval Type, Approval Group, and Approval Table name to use for the resulting table.

Global Copy: Allows the user to copy multiple Approval Tables at once and select which Approval Type, Approval Groups, and Approval Table names should be used for the resulting tables.

Edit: Opens the Approval Group edit screen for the selected Approval Table.

Delete: Deletes the selected Approval Group. Deleting an Approval Table does not remove it from the system but prevents it from being included in future Approval workflow determinations.

Preview Approval Table: Opens the Preview Approval Table window and allows the user to test Approval Table setups with sample entry GL distributions.

Audit: Allows a user to search all audit records when an approval table has been modified.

Reports: Prints or exports Approval Tables list.

Grid Selections

Status: Controls the display of Approval Tables by status (All, Active, Inactive).

User/Group: Controls the display of Approval Tables by included Users/Groups.

Approval Table: Controls the display of Approval Tables by Approval Table name(s).

Show Deleted: Controls the display of approval tables and includes previously deleted tables.

Approval Source: Controls the display of Approval Tables by selected Approval Source(s).

Approval Group: Controls the display of Approval Tables by selected Approval Group(s).

View: Controls which information columns are displayed in the Approval Tables list grid.

Create New Approval Table

Approval Type: The name of the Approval Type to which the Approval Table being created will be associated.

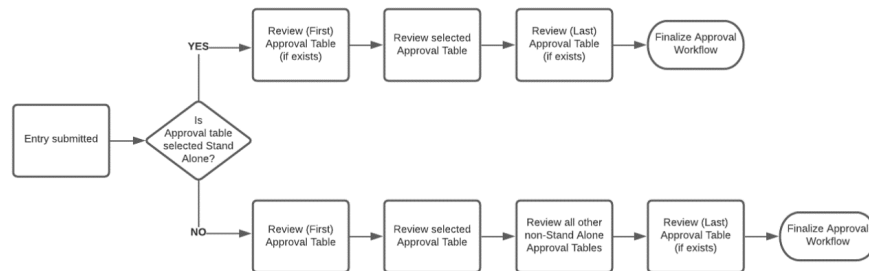
Approval Group: The name of the Approval Group for which the Approval Table is being created.

Approval Table: This is the name of the Approval Table being built. It, along with the Approval Group ID and Approval Group Description, will be displayed in concatenated form in system screens. For example, if Approval Group “DT Br” is used and the Approval Table name is saved as “Invoice review” the table name in all entry screens will be “DT Br - Downtown Branch Management - (Invoice review)”; The Approval Group ID - Approval Group Description - Approval Table Name.

Description: This field allows you to provide a more in-depth description of the purpose of the Approval Table.

Sort Order: The order in which the Approval Table will be reviewed when using Non-Stand Alone setup. See Non-Stand Alone setup.

Stand Alone Table: When selected the Approval Table will be the lone Approval Table reviewed for user conditions to determine the approval workflow for an entry. See below example.



Display in Selection Dropdowns: Controls whether the approval table is displayed in entry screen selection dropdowns.

Use Email Notifications: Controls whether email notifications will be used for the Approval Table. The setting will default to the Approval Type system setting, but may be changed for the individual Approval Table.

Use Text Message: Controls whether text messages will be used for the Approval Table. The setting will default to the Approval Type system setting, but may be changed for the individual Approval Table.

Approval Table List Grid

New: Add a new line to the Approval Table.

Delete: Delete the highlighted line from the Approval Table.

Delete All: Delete all lines from the Approval Table.

Move up: Move the highlighted line up in the Approval Table order.

Move down: Move the highlighted line down in the Approval Table order.

Cut: Cut the highlighted line to be pasted to another location in the Approval Table order.

Copy: Copy the highlighted line to be pasted to another location in the Approval Table order.

Paste: Paste a previously cut/copied Approval Table line.

Show Advance Options: Shows/hides the "If Group, require all users?", "Do not use group default segment(s)", and "Disregard Approval Type Conditions" grid columns.

Search Users: Open the Search Users list to find a user to add to the Approval Table.

Condition: Open the Conditions menu for the selected Approval Table line.

Copy Condition to All Rows: Copies the conditions for the selected row to all other rows of the approval table.

Approval Table

User/Group: The user or Sign-On user group for the highlighted Approval Table line.

If Group, Require all users?: When the Approval Table line is a Sign-On group this checkbox indicates if all users within the Sign-On Group must approve an entry before it moves to the next approver.

Do not use group default account segment(s): When Default Account Segments are activated this checkbox overrides their use for the selected Approval Table line.

Disregard Approval Type Conditions: When Default Approval Type conditions are activated this checkbox overrides their use for the selected Approval Table line.

Proxy Approver 1: User who should approve in place of the Approval Table line user in the event they are listed as out-of-office.

Proxy Approver 2: User who should approve in place of the Proxy Approver 1 in the event they are listed as out-of-office.

Additional Notified (Email address): An email address that should receive a notification when an entry reaches the highlighted Approval Table line.

Minimum Amount: The minimum amount for an entry to require the Approval Table line to be included.

Maximum Amount: The maximum amount above which the entry does require the Approval Table line to be included.

Condition: Listed conditions which when satisfied result in the inclusion of the Approval Table line in an entry's approval workflow.

Notes: Information only field that provides the user with the ability to describe the purpose of the approval table line for future reference.

If no conditions are met, use this user/group: The user that should be included in an entry's approval workflow in the event that no other conditions are satisfied.

Proxy: The user who should approval in place of the user in the event they are listed as out-of-office.

Save: Save any changes made to the Approval Table.

Save+More: Save any changes made to the Approval Table and begin work on a new Approval Table.

Cancel: Leave the Approval Table add/edit screen and discard changes.

Approval Options

Last Modified on 01/14/2025 1:27 pm EST

Approval Options

Use distribution accounts to assign approvers to entries: Activate default account segments to assign to Approval Groups. Up to two segments may be selected. When a default account segment is applied to an Approval Group it is assigned as a minimum condition for all users in Approval Tables created for the Approval Group.

Use approval table menus: Enables the display of the Approval Tables screen within Settings > Document Approval > General Options.

Approval Sources

- **Journal Entry:** See Journal Entry setup options.
 - **Invoice:** See Invoice setup options.
 - **Purchase Order:** See Purchase Order setup options.
 - **Payment:** See Payment Batch setup options.
-

Purchase Order

Last Modified on 02/21/2023 3:28 pm EST

Related Articles

Purchase Order Setup

Last Modified on 08/20/2024 10:20 am EDT

Related Articles

Purchase Order Received Statuses

Last Modified on 01/15/2025 9:06 am EST

Purchase Order Received Statuses

Settings > Purchase Order > Received Statuses

Status codes are used to flag P.O. items to mark them as Received, Not Received, etc. Status codes are maintained under *Settings > Purchase Order > Received Statuses*.

The P.O. status can be seen on the P.O. detail line. The status can be entered upon entry or changed at any time; however, User Account Restrictions are considered.

Purchase Order Preferences

Last Modified on 03/04/2025 8:27 am EST

Purchase Order Preferences

There are three options to set up for purchase orders:

General Options

Entry Options

Purchase Order Form

The instructions below, which include menu navigation, will help you set up these options.

Settings > Purchase Order > General Options

These preferences control the main preferences and current dates in the purchase order.

Use Purchase Order: Activates use of the Purchase Order system.

Use Approved Documentation: A checkbox during PO entry that states the attachments are sufficient for approval.

Use Item#: Includes an item# on each detail line of POs in addition to comments.

Use Encumbrance: Includes PO encumbrance, which tracks the amount encumbered for each G/L account. This can then be displayed on the account browse or a financial statement.

Settings > Purchase Order > Entry Options

PO entry information.

PO# Assignment: Enables automatic or manual PO # generation.

Next PO#: Lists the next PO# to be generated.

Allow entry up to x periods past/future: Limits all users to only be able to enter POs back in time and in the future the number of periods specified. However, the Years setting in *Setup > Options > General Ledger* Entry overrides this setting.

Auto-post upon entry: Automatically posts the PO when created.

Force requester to be user entering PO: If checked, it doesn't allow the requester to be changed.

Require vendor upon entry: Forces a vendor number rather than allowing blanks, though a

vendor is still required before it can be posted.

Require account upon entry: Forces an account number rather than allowing blanks, though an account is still required before it can be posted.

Allow attachments: Allows users to attach any file to the requisition during entry. This is used to attach a quote from the vendor. Attachments will also be included in e-mails requesting approval.

Require an attachment: Forces the user to have at least one file attachment.

Default browse level: The browse permission level is assigned to all attachments when initially added to POs.

Allow PO to be modified once posted: Allows the PO to be changed even after it has been posted.

Include period and date on each PO detail line: Shows the accounting period and date on each detail line, allowing it to be different per line rather than just keying it for the whole PO.

Use received status: Includes a status column for PO distributions, allowing you to flag items as Received, Not Received, etc.

Dft received status: The default received status to use for new POs. Typically, this is **Not Received**.

Allow “ship to” to be modified: Do you want to allow the requester to change the ship to address upon PO entry?

Default print upon entry: If this box is checked, the PO will be printed upon saving the PO (on the PO entry screen).

Use regular PO edit: Displays PO edit screen with just header and detail information.

Use Split-screen PO edit: Displays PO edit screen with three-way screen split: PO header detail in the upper left of the screen, PO entry detail in the lower left of the screen, and PO attachment to the right.

Automatically show attachments on edit: Automatically displays PO attachments on the right side of the screen when the edit screen is accessed. If the user chooses to **Hide image**, the system will remember the display the next time they access the PO edit screen.

Settings > Purchase Order > Purchase Order Form

Customizes how the PO forms are printed and exported to Microsoft Word.

Header Image: Allows you to include a custom image to use as a header. It should be a wide image, roughly 6 x 1 proportionally, but not very high.

Footer Image: Allows you to include a custom image to use as a footer. It should be a wide image, roughly 6 x 1 proportionally, but not very high.

Include Federal ID#: Include the company's federal ID# on the form.

Include Log: Includes the approval log on the form.

Bill To: Determines the address to show on the form: company or ship to.

Font: The font name and size to be used on the form for the vendor, ship to, information, and bill to sections. Headers will be bolded. Distributions and the log will be -2 of the size specified here.

Margins: Adjust the margins for the form here.

PO Setup Options for Document Approval

Last Modified on 01/15/2025 8:48 am EST

PO Setup Options for Document Approval

Use Purchase Order Approval: Activates the use of approvals with Purchase Orders.

Require "Send to Reviewer" comment: Optional setting for require comment.

Auto-post once approved: Controls if Purchase Orders are automatically posted upon final approval.

Allow Reviewers to change: Set restrictions for changes made by Reviewers.

- **All PO information:** Changes may be made to any PO information (Header: vendor ID, date, description, etc. GL distributions: GL accounts, amounts, comments, etc.)
- **All PO information except total PO amount:** Changes may be made to the PO header and GL distribution information, but not the total PO amount. If a PO's total amount does not match the amount when the PO was assigned to the Reviewer, changes may not be saved, and the PO may not be submitted.
- **Only GL distribution accounts and amounts:** Changes may be made only to GL distributions (accounts, amounts, comments, etc.). All other fields are locked to entry.
- **Only GL distribution accounts and amounts but not total PO amount:** Changes may be made only to GL distributions (accounts, amounts, comments, etc.). All other fields are locked to entry. If a PO's total amount does not match the amount when the PO was assigned to the Reviewer, changes may not be saved, and the PO may not be submitted.

System Notifications

Notify submit user:

- **When invoice(s) associated with purchase order are paid:** A notification is sent to the submitter when an Invoice associated with their Purchase Order has a payment issued.
- **When purchase order manually closed:** A notification is sent to the submitter when a Purchase Order is manually closed.
- **When purchase order disapproved:** A notification is sent to the submitter when a Purchase Order is disapproved. The notification email contains the reason provided for disapproval.
- **When purchase order fully approved:** A notification is sent to the submitter when a Purchase Order is fully approved.

- **When purchase order deleted:** A notification is sent to the submitter when a Purchase Order is deleted, regardless of the Purchase Order's approval status.

Notify administrator when submitted is only approver and purchase order is auto-approved: If the final approval table created for a Purchase Order contains only the submitter, it is auto-approved. When this happens, a notification is sent to the system administrator(s).

Notify user(s) when purchase order ready to be posted (comma separated): A notification is sent to the specified email addresses when a Purchase Order is eligible to be posted.

Include attachment(s) with all system notifications: All system notifications described above will include the Purchase Order's attachments.

Purchase Order Import Setup

Last Modified on 01/15/2025 8:59 am EST

Purchase Order Import Setup

[Settings](#) > [Purchase Order](#) > [Purchase Order Imports](#)

Purchase Orders can be imported into SGA. However, the import format must be in place before importing data.

Name: The name that will be displayed as the name of the import.

General: See import connections for help setting up a connection to import files.

Setup

Payment Vendor ID: Payment vendor.

Skip rows with zero quantity: If quantity is used, all rows with an amount that is not specified or zero will be skipped.

Skip rows with unit price: If checked, all rows with a unit price that is not specified or zero will be skipped.

Relative Account: This compares the account or alias from the source file to the account number, alias listing, or a specified cross-reference format.

Default Approval Group: The approval group/table with which all POs resulting from the import will be associated.

Columns

Add lines for each column you wish to import. The **From Column** is the column name or number in the imported file, depending on whether you reference columns by name or number.

Choose the **To Column** to map it to.

Accounting Period is not a column definition but will be designated when importing POs.

The available columns are:

Column Name	Required	Comments
Requested By	No	The person requesting the PO.

Column Name	Required	Comments
Vendor ID	No	This is the only way to identify what vendor to import into.
Address ID	No	If not specified, PRIMARY is used.
Date	No	If not specified, today's date will be used.
Payment Vendor ID	No	
Item#	No	
Quantity	No	
Unit Price	Yes	
Unit Price Code	No	
Account	Yes	It must be formatted exactly like the SGA account number.
Object Type	No	
Object	No	
Comments	No	
Ship To Name	No	
Ship To Address	No	
Description	No	
Received Status	No	
Payment Card ID	No	
Group ID	Yes	
Approval Table	No	
Delegate User	No	
Approval Due Date	No	

The **Menu** to import is *Daily > Purchase Order Entry > Import*.

Unit Price Codes

Last Modified on 01/15/2025 9:08 am EST

Unit Price Codes

Settings > Purchase Order > Unit Price Codes

Unit price codes create a set dollar amount for a code that can then be used in the purchase order import.

The dollar values have an effective date for items that can change over time. An example use of this would be for mileage reimbursement. This would allow the user to specify the number of miles to be paid for, and the PO import would multiply that amount against the effective rate (as the unit price) to calculate the PO Amount.

Code: Name assigned to the code.

Effective Date: The date the dollar rate becomes effective. This date is compared to the current date, not the date of the imported row.

Price: Dollar value assigned to the code.

Unit Price Codes can be added to [PO Imports](#).

Purchase Order Entry

Daily > Purchase Order Entry

To browse or edit a purchase order, go to **Purchase Order Lists** and double-click on a purchase order.

Top Line Buttons

Save: This adds the purchase order and clears everything on the screen so that you can enter the next purchase order. If you are auditing a PO, this will save any changes that have been made and exit.

If Using Approvals:

- **Before Submission:**
 - **Submit:** Begins the approval process.
 - **Send to Reviewer (if activated in Approval Type setup):** This allows the PO to be assigned to a system user for review before clicking **Submit**. The reviewer may change all PO information according to the reviewer's approval options.
 - **Post:** If the user has **Post** permissions.
 - **Preview Approval Table:** The creating user can see the prospective approval table before submitting.
 - **Add Approvers (if activated in Approval Type setup):** Allows the creating user to add approvals to the PO's approval table created by the system at Submit.
- **After Submission:**
 - **Post:** If the user has **Post** permissions.
 - **Approve:** Approves the PO and moves it to the next step in the workflow.
 - **Disapprove:**
 - **Disapprove:** This option disapproves the PO and returns it to the submitting user with the Disapprover's commentary (entered via a prompt).
 - **Disapprove and resubmit:** This disapproves the PO and opens it in edit mode for the Disapprover to make changes. The Disapprover is now the Reviewer and is considered the Submitting user when the PO is subsequently submitted for approval.
- **Log:** Displays all approval activity for the selected PO.
- **Approval Table:**

- **Review approval table:** Displays the approval table for the selected PO with the current **Waiting on** user indicated.
- **(Based on user permission):**
 - **Send email to current approver:** This opens an email dialogue, allowing the user to initiate an email. The commentary is appended to the original **waiting-for-approval** email and sent to the current waiting-on user.
 - **Approve for current approver and move to next approver:** Allows the current user to approve on behalf of the current waiting-on user and progresses the entry to the next step in the workflow.
 - **Change waiting-on user:** Moves the PO to another user's queue for approval.
 - **Insert new approver:** This option allows the user to add a user to the workflow anywhere in the list after the current waiting-on user.

Clone (submenu dropdown):

- **Clone:** Clones a prior PO, creating a new one with the same information.
 - Everything about the PO except the accounting period, date, requested by, received status, and attachments are cloned.
 - Select a vendor on the PO entry screen and click Clone to play all POs for that vendor.
 - If a vendor is not selected, clicking the Clone button will play all POs in the order of the PO number. You may filter the status of displayed POs.
 - Double-click to select the PO to be cloned. Anything may be changed (amounts, accounts, comments, etc.), as well as lines deleted or new lines added.
 - The user's PO Approval Group and account restrictions apply before the PO can be saved or submitted.
- **Clone Distributions Only:** This appends or replaces the distribution lines from the PO selected from the following dialogue window with the GL distribution grid for the current PO.

Post: This feature permanently posts the purchase order (PO) for invoice entry. It requires system permissions to be visible. A PO cannot be deleted once it has been posted. If it is posted and you must delete it, you lose the PO instead.

Attachments: Documents attached to the purchase order. All Microsoft-accepted file formats are permissible.

Links: User-created linkages to other system entries, screens, and/or custom URLs.

Forms:

- **Print:** Depending on the user's workstation settings, **the PO can be opened in the Select Printer** dialogue box and printed or generated as a PDF containing the PO information, vendor number, Bill-to, Ship-to, all identifying information, and GL distribution grid detail.
- **Preview:** This generates a PDF of the PO information, vendor number, Bill-to, Ship-to, all identifying information, and GL distribution grid detail.
- **Word Export:** This generates a Word document containing all PO information, vendor number, bill-to, and ship-to, as well as all identifying information and GL distribution grid details.
- **Email to Vendor:** If a default email address is set, this will email the vendor a copy of the PO in PDF form.

Audit: Allows users to search all audit records specific to a purchase order.

Show Image: Displays the attached documentation on the right half of the screen beside the PO entry information.

PO Header

GroupPO (when using PO approval): Every purchase order has an Approved Group/Table selected. The default is the last Approval Group selected by the user.

Requested by: The user or person requesting the purchase. This defaults to the user making the entry, though it can be changed.

Blanket PO: This can be checked as a notation for a blanket PO. This checkbox does not control anything in the system but is available as a column in Detail Report Writer.

Approved Documentation (if activated in system options): This indicates that the attachment is an original approved invoice and contains sufficient documentation for payment. You can run a report to get a list of only those with approved documentation.

Payment Card/Vendor: If payment is to be made to a different vendor, specify it here. See [payment cards](#) for more info.

Vendor ID: The vendor must be active. Click the vendor ID label to add a new vendor or access vendor maintenance. You can also select the vendor ID by typing in the Vendor name field or selecting the Vendor name from the dropdown.

Address ID: This specifies the address to which the check is mailed. To add a new mailing address on the fly, click the Vendor ID label to edit the vendor. Click **Save** and return to the purchase order entry screen, where you may now select the appropriate remittance address.

Date: Records the date of the purchase order.

Approval Due Date (if using PO approval and activated in Approval Type settings): The date PO for which the PO is required to be fully approved.

Period: The accounting period is the month and year the purchase order is associated with. The period allows for reporting and budget comparison capabilities.

Transaction Code: When selected, the system will prompt you for the transaction code, amount, and comments. Then, when you click OK, the distributions will be populated according to the split.

Description: This is an optional description or comment for an entire purchase order. Anything entered here will be printed on the bottom of the purchase order. When browsing POs, if a description is specified, it will be displayed in the description column. If no description is specified, then the first comments on the PO will be shown instead.

Notes: This section can be used for inter-office notes regarding this PO. These notes will not be printed on the PO form.

Ship To: Where the purchase requisition should be shipped. This will default from the approval table chosen but may be overridden.

Distributions

Item# (if activated in options): This is the purchase order's item number, which is optional. If the PO is not in the options, the option to show it is available.

Quantity/Unit Price/Amount: Number of items and the unit price. These will be multiplied together to give you the amount. You may enter a positive or negative number for the amount.

Account#: The G/L Account number to charge. You may key the account number or click the search button (or F4).

Object Type: If using object tracking, the object type chosen will limit the available object #s from which to choose.

Object#: If using object tracking, this is the object# to charge.

Comments: All comments entered here will be carried over to invoices associated with the PO.

Received POUs: Flag P.O. items with a status to mark them as Received, Not Received, etc. These statuses are defined as Setup> P.O. Received Statuses.

Budget Remaining: Upon entry into the amount, the remaining budget will be displayed for the G/L account.

- **TPOprohibit a PO (or invoice) due to insufficient budget:**
- **SignOn > Permissions.** Select the application Accounts Payable. Click Options at the top of this window. The task **Force Budget Amount in Invoice Entry for General Ledger** . Select Yes if you want not to allow the budget to be exceeded; select No to enable the budget to be exceeded; or select Warn to warn that the budget will be exceeded but allow entry to continue.

- **To change option for all users:** Select a user, application Accounts Payable. Click Options at the top of this window. Select the appropriate Access Level. At the top of this screen, select “Clone selected to” and select All Users. Click the **Apply** button.
- **To change option for selected users:** Right-click on this task’s row and select Options for all Users. You may change the Access Level for selected users.

PO Detail MontPOYear: Each PO detail line has a month/year assigned, which can differ from line to line. This controls the month/year of encumbrance. An optional setting controls whether the month/year field is displayed on each PO detail line.

- *Settings > Purchase Order > Entry Options* include the period and date on each PO detail line.
- The month/year can be edited anytime if the user's permission for Purchase Order Entry is set to **Level 80—Modify Anything**.

NOTE: *The Detail ID and Sub ID numbers are assigned when a PO is posted. If browsing POnon-posted PO, these columns will not be visible.*

For more information, see the [purchase order setup and rules](#).

Browse Purchase Orders

To browse purchase orders during the approval process, click on *Daily > Purchase Order List*.

The menu option to browse a purchase order after it has been posted is *Records > Vendors > Purchase Orders*.

Purchase Orders for Vendor

Last Modified on 01/16/2025 9:10 am EST

Purchase Orders for Vendor

[Records](#) > [Vendors](#) > [Purchase Orders](#)

This screen lists purchase orders for a vendor. By default, it shows all posted and opened purchase orders.

You can change the filters to find the POs you want to see. The buttons will be activated based on where you are in the approval table process.

The checkbox on the left side allows you to check multiple POs for approval, post, etc.

- Double-click on a line to view the details of the purchase order. If any attachments exist, you can also view them.
- To add a purchase order, click the New button.

Vendor ID: The vendor's purchase order will be displayed. Blank this out to browse POs for all vendors.

Open Status: Filter by whether POs are open or closed. A PO is considered closed when its balance is zero.

Posted: Filter by whether POs are posted or not.

Status: Filter by where POs are in the approval process and are being paid.

View: This option allows you to customize the columns and save your settings as a view. To hide or unhide columns, click the customize columns button and select which columns will be displayed.

To order columns, you can click the customize columns button or drag columns where you want them by dragging the column header. Save a view by clicking the save view button.

You must have proper permissions to save or delete views.

Buttons

New: Click this button to add a new purchase order. The Purchase Order entry screen will open with the selected vendor ID pre-populated.

Edit: Click this button or double-click a PO to edit it or see the full PO detail.

Approval Drop-down:

Submit: Submit the purchase order request for approval.

Send to reviewer: Sends to the first reviewer in the workflow.

Log: Browse the approval log for a purchase order.

Approval Table: Click this button to browse the approval table for this purchase order.

Post: Make the purchase order a permanent PO for invoice entry.

Approve: Approve the purchase request.

Disapprove: Denies approval. You must also specify a reason.

Delete: A PO cannot be deleted once has been posted. If it is posted and you must delete it, you must close the PO instead.

Attachments: Open the attachments list for the selected PO.

Close: Close the selected PO.

Import: Import purchase orders from a .xls, .csv, or .txt file.

Filter: Click this button to perform advanced filtering. You can filter by whether the PO was posted, vendor number, PO number, or a range of accounting periods.

Refresh: Refreshes the purchase orders with the current filters.

Forms: You can print, preview, export to Word, or email the selected purchase order as a Word document.

- **Print:** Depending on the user's workstation settings, either open a **Select Printer** dialogue to print the PO or generate a PDF of the PO information, vendor number, Bill-to, Ship-to, all identifying information, and GL distribution grid detail.
- **Preview:** This generates a PDF of the PO information, vendor number, Bill-to, Ship-to, all identifying information, and GL distribution grid detail.
- **Word Export:** Generates a Word document containing all PO information, vendor number, bill-to, and ship-to, as well as all identifying information and GL distribution grid details.
- **Email to Vendor:** If a default email address is set, this will email the vendor a copy of the PO in PDF form.

Reports: Print, preview, or export to Excel the list of purchase orders displayed as it is displayed on the screen.

- **Quick Print:** Depending on the user's workstation settings, either opens a **Select Printer** dialogue to print the PO list or generates a PDF of the PO list information.

- **Advanced Print:** This opens the Advanced Print dialogue, which allows the user to change file zoom, print margins, column widths, and other options.
- **Excel Spreadsheet:** Downloads the PO list information in .xls format.

For more information, see [purchase order setup and rules](#).

Purchase Order Close

Last Modified on 01/15/2025 9:24 am EST

Purchase Order Close

When an invoice is saved or submitted, the system auto-generates full or partial closing entries to the Purchase Order line/s selected. If later you find an open balance on a PO that is no longer needed, the menu option Close (on the PO Edit screen) will allow you to manually close out the PO or close selected line/s in a PO. The system will generate a closing entry for each line selected.

Closing Multiple POs that are No Longer Needed

- If you have many POs with balances to close out, using the Detail Report Writer to display a list of all open POs (Open Ledger by PO#) is helpful. Right-click on a detail row and select Edit PO. Click the Close button. After clicking Close, exit the screen, return to the report to review, and select the next PO you wish to close.
 - If you have many POs from old years with balances to close out, menu option Month End > Close all Purchase Orders is a quick way to close out all open POs through a selected month/year.
-

Reopening a PO

If a PO has been closed in error, the PO may be edited (if user permission allows), and one or more new lines may be entered with the appropriate amount to reopen.

Purchase Order Setup and Rules

Last Modified on 01/16/2025 8:59 am EST

Purchase Order Setup and Rules

Settings > Purchase Order > General Options

Activates use of Purchase Order.

User Status In/Out of Office

If a user wishes to change their (In/Out of Office) status, the menu option is Welcome Menu > User Preferences. Change Office status and click Save.

The new status remains until the user changes it upon the next login to SGA.

- If someone listed in the approval table has the status **out of the office**, the purchase order goes to the proxy approver (if applicable).
 - If no proxy approver is named, the purchase order waits for the approver's return.
-

Purchase Order List

Daily > Purchase Order List

Browse

- Displays the purchase orders. Purchase orders are created, approved, disapproved, etc., from this screen.
- Double-click on a line to browse the details of the purchase order. You may also browse file attachments if any exist.
- Various filters are displayed at the top of the screen, and a filter button allows for more advanced filters.
- Anyone can browse someone else's PO at any time unless approval branch restrictions restrict them.
- Buttons will be activated based on your position in the approval table process. A checkbox allows you to select multiple purchase orders for approval, posting, etc.
- Forms: Click this drop-down menu to print the PO or export it to Word.

Edit

- The requester can edit a PO until it is submitted, including adding or deleting attachments.

However, the requester can change the received status only after submitting the PO.

- Users with permission to post can edit any approved PO, including the vendor number. They must be able to do this because they need to complete incomplete requests. If permissions allow, the vendor can be changed after a PO has been posted; however, the vendor number cannot be changed once the PO has invoice activity.
- The Received Status can be changed at any time. However, account restrictions apply to the entire PO. If the PO contains any accounts that the user cannot access, the user cannot change the received status or anything else about the PO.
- Users with Purchase Order Entry permission 80-Modify Anything can add or delete attachments at any step of the PO process.

Delete

- The requester can delete a PO at any time until it is posted. This is needed if they discover they no longer need the item. If the requester deletes a PO that is **Awaiting Approval** or **Approved**, it will send an email notifying those who have already approved it.
 - Users with permission to post can delete any PO until it is posted. They must be able to do this to clean up old POs or those that have been disapproved but never deleted.

Approval/Submit

- Only the person who entered the PO can submit it.

Approval Process

- When a PO is approved, it moves to the next approver in the approval table. If there are no more approvers, the status will change to approved.
 - When a PO arrives at a user for approval, if the user is **out of the Office**, it will go to Proxy Approver 1 instead. If Proxy Approver 1 is **out of the Office**, it will go to Proxy Approver 2.
 - If the approver is **Out of the Office** and no proxy approvers are designated, this approver will get the request, and the PO will await their approval.
 - Suppose a PO is ever waiting on an out-of-office or incorrect user. In that case, someone with authorization can approve on behalf of the waiting user or modify the PO to stay on a different user's approval. Click the **Approval Table** dropdown and select **Approve for the current approver, move to the next approver**, or **Change Waiting on the user**.

- If a user disapproves a PO, they must specify a reason. If a PO is disapproved, it returns to the requester. This user can delete the PO, make changes, and resubmit it. The PO then goes through the approval process again. Only the requester receives an email notification if the PO is disapproved.
- If a user disapproves of and resubmits a PO, the system opens the PO in the edit form, allows the user to make modifications, and resubmits for approval. The disapproving user becomes the new submitter.

Post

- When a PO is posted, it encumbers the budget, reducing the budget remaining. Encumbrance is optional.

Close

- POs are closed when you create an invoice for them. They can be fully closed or partially closed.
 - To manually close a PO, click the Close button.

For details on entry, see [Purchase Order](#).

Purchase Order General (Encumbrance)

Settings > Purchase Order > General Options

Implementing the Use of Encumbrance

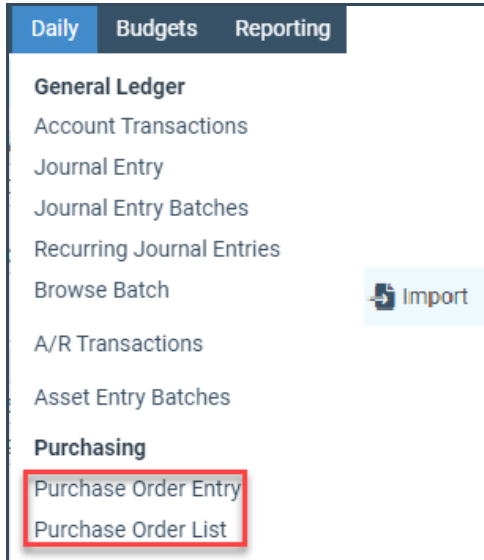
- **Use Encumbrance** (optional setting). If the box is checked, the encumbrance column on the G/L account file will be updated when a PO is posted. When this box is checked for the first time, contact SGA to run a one-time script to update the encumbered amount for any accounts with existing/open POs.
 - **Financial Statements:** The encumbered column indicates the total amount of open POs for this G/L account number.
 - **Detail Report Writer > Open Ledger by Account Number:** the listing of open POs for each G/L account# should equal the encumbered amount.
 - **Calculation of budget remaining if using encumbrance:**
 - *Settings > Accounts Payable > Entry Options.* **Show annual budget remaining for budget type** is the setting for the system to calculate the remaining budget based on either the original budget or forecast.
 - If high-level Options are set to use encumbrance, the encumbered amount will be considered when the system calculates the remaining budget/forecast for a G/L account number entered. The annual budget (or forecast) minus year-to-date actuals minus the encumbered amount minus the screen entry amount equals the remaining budget (or forecast).
-

How To - Purchase Order Import

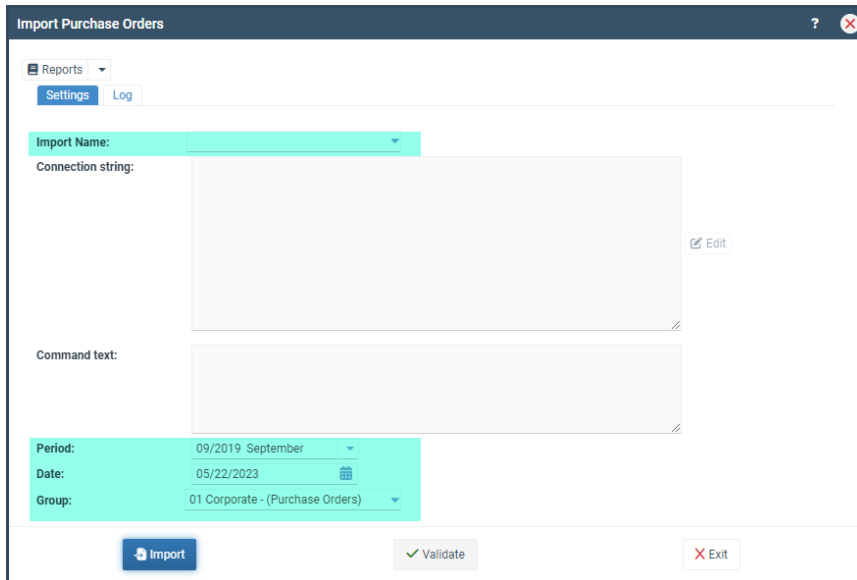
Last Modified on 01/15/2025 9:20 am EST

How to - Purchase Order Import

Daily > Purchase Order Entry > Import

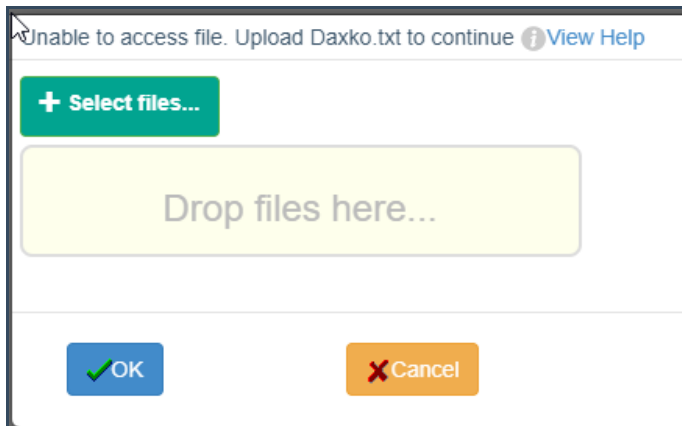


Choose your **Import Name. Period, Date, and Group:** Click Import from the drop-down menu options.



You will be prompted to **select** your file or **drag and drop** it into the yellow box. There is no

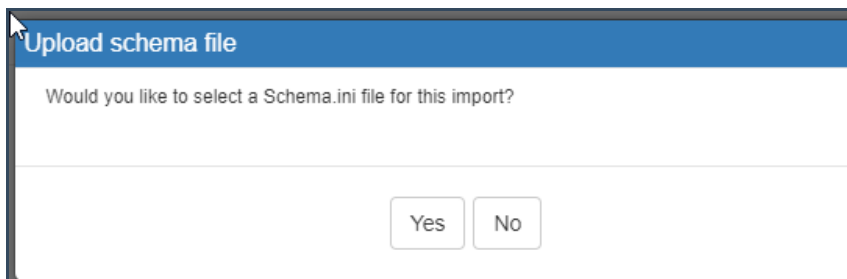
longer a need with the Web for the computer to look to the **\\tsclient folder** to get your imports. It will look directly at the computer you are working on. Once your file is selected, go ahead and click **OK**.



You will then be asked, **“Would you like to select a schema.”**

NOTE: An import schema defines each item's name and type. A schema is only needed in some cases; SGA can assist you if that situation occurs.

If you have a Schema that SGA set up, you will want to go ahead and choose **YES** and select that file, and the import will then import. If you do not, you will select **NO**, and then the import will be imported at that time.



Close All Purchase Orders

Last Modified on 01/15/2025 9:11 am EST

Close All Purchase Orders

Month End > Close All Purchase Orders

You can close a large number of purchase orders at one time using this menu option.

- **Close all thru:** This will close all POs before and including the month you select.
 - **Period:** This will determine the period you chose to close the above PO's in, the system will recognize as the 'close period'.
 - **Date:** This will determine the date you chose to close the above POs; the system will recognize them as the 'close date'.
 - **Comments:** This will be added as a comment on the closed PO.
 - **Accounts:** This will narrow down to include only certain accounts in the system rather than all existing POs.
 - **Type:** This will narrow it down to include only certain vendor types.
 - **OK Button:** This will execute the closing of POs based on what you have chosen in the above settings. There is no 'undo,' so be sure this is precisely what you want.
-

Purchase Order List

Last Modified on 01/16/2025 8:47 am EST

Purchase Order List

Daily > Purchasing > Purchase Order List

This screen lists all purchase orders. Change the filters to see only the POs you want. By default, it shows all unposted purchase orders.

Buttons will be activated based on where you fall in the approval table process. The checkbox on the left side allows you to check multiple POs for approval, post, etc.

- Double-click on a line to browse the details of the purchase order.

You may also browse the attachments if any exist.

- To add a purchase order, click the **New** button.

Group: Select the [approval group](#) if you wish to view purchase orders for just one Group, or select All to view purchase orders for all approval groups. Adjacent to Group, a dropdown will display all PO approval tables for the selected group(s). Select a specific table as needed or leave it as (All) to display all approval tables.

Search: Search for POs by PO#, Vendor Name, or Description.

Status: Filter by where POs are in the approval process and are being paid.

Show only mine: Only those POs that apply to you, which means only those that you entered are waiting on you for approval or are waiting for you to post.

Posted: Show any POs that have not been posted.

Open Status: Filter by whether POs are open or closed. A PO is considered closed when its balance is zero.

Vendor Type: Filter by type of vendor.

Show records due for approval before: When Due Dates are activated, this filter limits the PO list to those POs due for approval before a specified date.

Timeframe: This filter limits the PO list to POs whose dates fall within specified ranges.

View: Allows you to customize the columns and save your settings as a view. To hide or unhide columns, click the customize columns button and check which columns will be displayed. To order columns, you can click the customize columns button or drag columns where you want them by dragging the column header. Save a view by clicking the save view button. You must have proper permissions to save or delete views.

Buttons

New: Click this button to add a new purchase order.

Edit: Click this button or double-click a P.O. to edit it or see the full P.O. detail.

Split-screen Edit (when activated in system options): Opens the PO edit screen in a split-screen display listing the PO header information in the upper left, the PO entry detail in the bottom left, and PO attachment(s) (if any are present) displayed to the right.

(if the PO has not yet been submitted for approval)

Approval Menu/Submit: Submit the purchase order request for approval.

Approval Menu/Send to reviewer (when activated): Sends the selected PO to a specified user for review/edit before approval submission.

(if PO previously submitted for approval)

Post: Make the purchase order a permanent P.O. so it can be used in invoice entry.

Approve: Approve the selected PO.

Disapprove: This can be expanded to show the Disapprove submenu:

Disapprove: Disapproves the selected PO.

Disapprove and resubmit: This option denies approval and allows the user to alter the purchase order and resubmit it for approval. The disapproving user becomes the new submitting user.

Approval Menu/Log: Browse the approval log for a purchase order.

Approval Table

Displays the following approval table submenu options:

Review approval table: Displays the active approval table for the selected PO.

(Other options are available if the user has sufficient permissions)

Send email to current approver: Sends a system-generated email to the current waiting-on user indicating the PO has not yet been approved.

Approve for current approver and move to next approver: Approve on behalf of the current waiting-on user and move PO to the next approver in the workflow.

Change waiting on user: This option enables the user to modify the current waiting-on user and indicate a note to be sent to the substituted user.

Delete: A PO cannot be deleted once has been posted. If it is posted and you must delete it, you

must close the PO instead.

Attachments: Displays a list of all documents attached to the PO and enables view/download.

Links: Entries, SGA windows, and/or URLs linked to the current PO.

Close: Manually close the selected POs.

New/Import: Opens the PO import dialogue to create multiple POs from an outside data source.

Filter: Click this button to do advanced filtering. You can filter by vendor number, PO number, or a range of accounting periods.

Refresh: Refreshes the purchase orders with the current filters.

PO Forms: Print, preview, export to Word, or email the selected purchase order as a Word document.

Print: Depending on the user's workstation settings, either open a **Select Printer** dialogue to print the PO or generate a pdf of the PO information, vendor number, Bill-to, Ship-to, all identifying information, and GL distribution grid detail.

Preview: Generates a pdf of the PO information, vendor number, bill-to, and ship-to, as well as all the identifying information and GL distribution grid details.

Word Export: This function generates a Word document containing all PO information, vendor number, bill-to, ship-to, and identifying information, as well as GL distribution grid details.

Email to Vendor: If a default email address is set, this will email the vendor a copy of the PO in PDF form.

Reports: Print, preview, or export to Excel the list of purchase orders displayed as it is displayed on the screen.

Quick Print: Depending on the user's workstation settings, either opens a **Select Printer** dialogue to print the PO list or generates a PDF of the PO list information.

Advanced Print: This opens the Advanced Print dialogue, which allows the user to change file zoom, print margins, column widths, and other options.

Excel Spreadsheet: Downloads the PO list information in .xls format.

Excel Save: Depending on the user's workstation settings, the PO list information can be saved in .xls format or opened in a .xls save dialogue.

For more information, see the [purchase order setup and rules](#).

Journal Entry

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

JE Setup Options for Document Approval

Last Modified on 01/13/2025 3:07 pm EST

JE Setup Options for Document Approval

[Settings](#) > [Document Approval](#) > [General Options](#) > [Approval Sources](#) > [Journal Entry](#) > [Edit](#)

Use Journal Entry Approval: Activates the use of approvals with Journal Entries.

Require "Send to Reviewer" comment: Optional setting for require comment

Auto-post batches once approved: Controls if Journal Entries are automatically posted upon final approval.

System Notifications

Notify submit user:

- **When journal entry disapproved:** A notification is sent to the submitter when a Journal Entry is disapproved. The notification email contains the reason provided for disapproval.
- **When journal entry fully approved:** A notification is sent to the submitter when a Journal Entry is fully approved.
- **When journal entry deleted:** A notification is sent to the submitter when a Journal Entry is deleted regardless of the Journal Entry's approval status.

Notify administrator when submitted is only approver and journal entry is auto-approved: If the final approval table created for a Journal Entry contains only the submitter it is auto-approved. When this happens a notification is sent to the system administrator(s).

Notify user(s) when journal entry ready to be posted (comma separated): A notification is sent to the specified email addresses when a Journal Entry is eligible to be posted.

Include attachment(s) with all system notifications: All system notifications described above will have the Journal Entry's attachments included.

Invoice

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Invoice Setup Options for Document Approval

Last Modified on 01/31/2025 3:47 pm EST

Invoice Setup Options for Document Approval

[Settings](#) > [Document Approval](#) > [General Options](#) > [Approval Sources](#) > [Invoice](#) > [Edit](#)

Use Invoice Approval: Activates the use of approvals with AP Invoices.

Automatically delegate invoice to creator/reviewer of associated PO: If an Invoice is applied to a purchase order, the PO creator is automatically assigned as the invoice's reviewer. A notification email is distributed to the reviewer immediately upon the invoice being saved.

Require "Send to Reviewer" comment: Optional setting for require comment.

Auto-post once approved: Controls if Invoices are automatically posted upon final approval.

Show PO log on invoice print: When Purchase Orders are used, this option will append the PO approval log to the invoice detail print.

Allow existing distribution line GL accounts to be changed after final approval: This option allows users with sufficient permissions to modify existing GL distribution line accounts. New distribution lines may not be added, and amounts may not be changed.

Allow reviewers to change:

- **All invoice information:** Changes may be made to any invoice information (Header: vendor ID, date, due date, etc. GL distributions: GL accounts, amounts, comments, etc.)
 - **All invoice information except total invoice amount:** Changes may be made to the invoice header and GL distribution information, but not the total invoice amount. If an invoice's total amount does not match the amount when the invoice was assigned to the Reviewer, changes may not be saved, and the invoice may not be submitted.
 - **Only GL distribution accounts and amounts:** Changes may be made only to GL distributions (accounts, amounts, comments, etc.). All other fields are locked to entry.
 - **Only GL distribution accounts and amounts but not total invoice amount:** Changes may be made only to GL distributions (accounts, amounts, comments, etc.). All other fields are locked to entry. If an invoice's total amount does not match the amount when the invoice was assigned to the Reviewer, changes may not be saved, and the invoice may not be submitted.
-

System Notifications

Notify submit user:

- **When invoice disapproved:** A notification is sent to the submitter when an Invoice is disapproved. The notification email contains the reason provided for disapproval.
- **When invoice fully approved:** A notification is sent to the submitter when an Invoice is fully approved.
- **When invoice is deleted:** A notification is sent to the submitter when an Invoice is deleted, regardless of the Invoice's approval status.
- **When invoice paid:** A notification is sent to the submitter when an Invoice has a payment issued.

Notify "waiting on" user when invoice payment card information changes: Should an invoice's payment card/vendor information change while an invoice is awaiting approval, the current "waiting on" user will be notified via email.

Notify administrator when submitted is only approver and invoice is auto-approved: If the final approval table created for an Invoice contains only the submitter, it is auto-approved. When this happens a notification is sent to the system administrator(s).

Notify user(s) when invoice ready to be posted (comma separated): A notification is sent to the specified email addresses when an Invoice is eligible to be posted.

Include attachment(s) with all system notifications: All system notifications described above will include the Invoice attachments.

Payment Batch

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Payment Batches Setup Options for Document Approval

Last Modified on 01/15/2025 8:44 am EST

Payment Batches Setup Options for Document Approval

[Settings](#) > [Document Approval](#) > [General Options](#) > [Approval Sources](#) > [Payment](#) > [Edit](#)

Use payment batch approval workflow: Activates approvals with Payment Batches.

Require "Send to Reviewer" comment: Optional setting for require comment.

System Notifications

Notify submit user:

- **When payment batch disapproved:** A notification is sent to the submitter when a Payment Batch is disapproved. The notification email contains the reason provided for disapproval.
- **When payment batch fully approved:** A notification is sent to the submitter when a Payment Batch is fully approved.
- **When payment batch deleted:** A notification is sent to the submitter when a Payment Batch is deleted, regardless of the Payment Batch's approval status.

Notify administrator when submitted is only approver and payment batch is auto-approved: If the final approval table created for a Payment Batch contains only the submitter, it is auto-approved. When this happens, a notification is sent to the system administrator(s).

Notify user(s) when payment batch ready to be posted (comma separated): A notification is sent to the specified email addresses when a Payment Batch is eligible to be posted.

Additional Options

Last Modified on 02/21/2023 3:29 pm EST


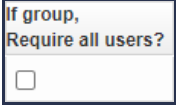

Related Articles

Adding Additional Users To An Approval Table

Last Modified on 01/08/2025 11:19 am EST

Adding Additional Users To An Approval Table

How to add additional approvers when creating an entry (PO, Inv, JE, or Payment batch):

- From the entry screen menu, click .
 - Click to add an approver.
 - If the approver added is a User Group, indicate if approval is required for all users in the Group.

 - If desired, set Proxy Approvers (1&2).
 - If desired, add an additional email that should be notified.
 - Click  to remove any added approver.
 - Indicate if the approver(s) should be added.
 - **Before:** any approvers added before will be listed as the first approvers in the approval table.
 - **After:** any approvers added after will be listed as the last approvers in the approval table before any approvers added from the (Last) group.
 - Click **OK**.
-

Using Reviewers

Last Modified on 01/08/2025 11:36 am EST

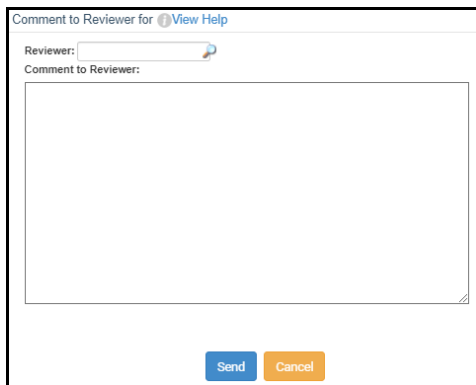
Using Reviewers

How to add a reviewer to a Purchase Order, Invoice, Journal Entry, or Payment batch:

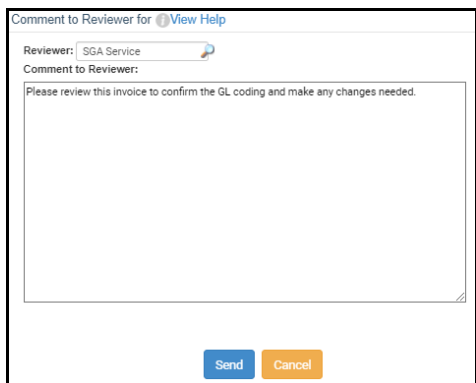
- Enter information to create the entry.
 - Create a PO
 - Create an Invoice
 - Create a Journal Entry
 - Tag invoices and save a Payment Batch
- Once all required fields have been entered, click **Send to Reviewer** from the entry menu

➡ Send to reviewer

- The **Comment to Reviewer** screen will appear:

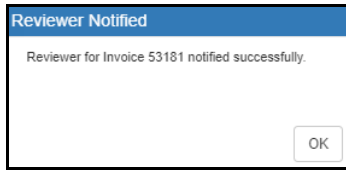


- Enter a username in the **Reviewer** box or click the looking glass tool to search for a user.
- Enter a comment to send to the reviewer. This text will appear in the notification email the Reviewer will receive indicating an entry has been sent to them for review:



- Click **Send**.

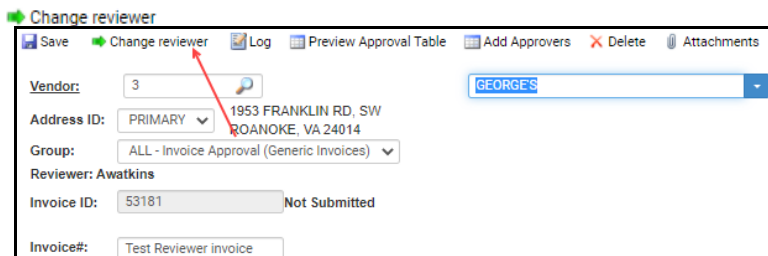
The Reviewer will be notified via email of the entry awaiting their review:



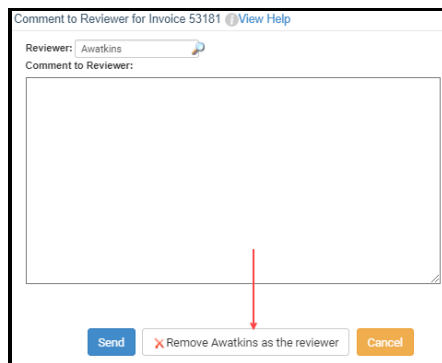
How to change the reviewer of a Purchase Order, Invoice, Journal Entry, or Payment Batch

From the entry (PO, invoice, etc):

- Click **Change Reviewer** from the list menu:



- If removing the reviewer and returning the entry to the original create user:
 - Click **Remove (username) as the Reviewer**.



- The entry will be returned to the original created user's queue, and they will be notified.
- If sending the entry to a different reviewer:
 - Enter the user's username in the **Reviewer** box or click the looking glass tool to search for a user.
 - Enter a comment to send to the new reviewer. This text will appear in the

notification email the Reviewer will receive indicating an entry has been sent to them for review:

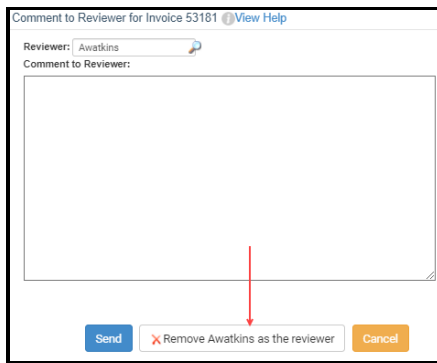
- Click **Send**.
- The Reviewer will be notified via email of the entry awaiting their review:

- From the Pending Approval List or Split-Screen edit view:
- Highlight the entry (PO, invoice, JE, etc)
- Click **Change Reviewer** from the list menu:

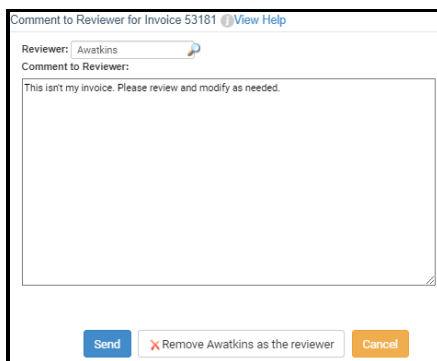
Change reviewer

Type	Reference	Amount	Total Debits	Total Credits	Description	Waiting
Payment Batch	1599902	100,688.00	0.00	0.00	Suntrust Bank Checking	Create u
<input checked="" type="checkbox"/> Invoice	53181	1,500.00	0.00	0.00	Test using a reviewer	Reviewe

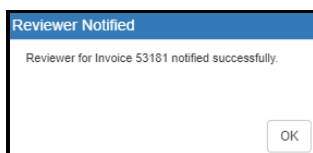
- If removing the reviewer and returning the entry to the original create user:
 - Click **Remove (username) as the Reviewer**.



- The entry will be returned to the original created user's queue, and they will be notified.
- If sending the entry to a different reviewer:
 - Enter the user's username in the **Reviewer** box or click the looking glass tool to search for a user.
 - Enter a comment to send to the new reviewer. This text will appear in the notification email the Reviewer will receive indicating an entry has been sent to them for review:



- Click **Send**.
- The Reviewer will be notified via email of the entry awaiting their review:



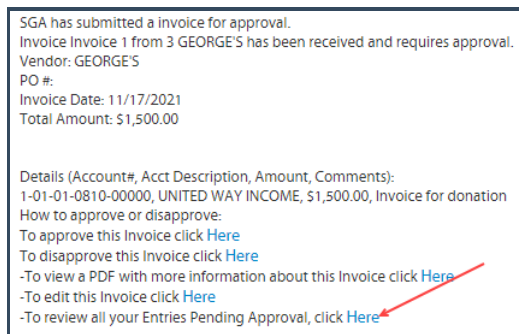
Using the Pending Approvals List


Last Modified on 01/08/2025 11:49 am EST

Using the Pending Approvals List

Reviewing the **Pending Approvals List** for entries requiring user action.

- Access the list:
 - From an approval notification email, click on **To review all your Entries Pending Approval, click Here:**



- Click the  icon in the upper right of the screen.
- Select **Pending Approval List** from the **Daily** menu.
- The list will initially display the following types of entries that require action by the user:
 - Entries that require the user's approval.
 - Entries that have been assigned to the user for review (if the reviewer feature is being used).
 - Entries the user has created but have not yet been submitted.
- Menu options for the screen will adapt based on the status of the entry line highlighted:
 - If an entry's status is **waiting on approval**, approval icons will be visible:






- If an entry has been assigned to the user for review, the **Submit** icon will be visible:





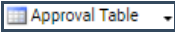
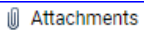

- If an entry the user created has not been submitted, the **Submit** icon will be visible:



- At any time, a highlighted entry may be:
 - Edited (if not yet submitted) by clicking 
 - Submitted for approval by clicking 
 - Approved/disapproved by clicking 

Reviewing the Pending Approvals List for all Other Entries when No Entries Require the User's Approval

- Select **Pending Approval List** from the **Daily** menu.
- By default, the list is limited to entries requiring action on the part of the accessing user (entries the user has created but not yet submitted, entries requiring the user's review, and entries requiring the user's approval).
- Entries displayed can be modified by adjusting the display filters:
 - **Group:** Will display all entries created using approval tables associated with the selected Approval Group.
 - **Table:** All entries created will be displayed using a specific approval table for the selected Approval Group.
 - **Search:**
 - By Description
 - By Batch Number
 - By PO# (only for PO entries)
 - By Vendor Name (only for PO and Invoice entries)
 - Task Name (used with Task Management, which will be included in a subsequent software release)
 - **Status (Multi-Select):**
 - **Not Submitted:** Entries not yet submitted
 - **Waiting for approval:** Entries currently being reviewed for approval
 - **Waiting on me:** All entries associated with the user
 - Entries created by the user
 - Entries where the user is assigned as a reviewer
 - Entries awaiting approval by the user
 - Entries that include the user in their approval table
 - **Approved:** Entries that have received final approval
 - **Disapproved:** Entries that have been disapproved
 - **Show records due for approval before:** Will display entries with due dates before the stated date and entries without.
 - **Timeframe:** Will display entries that have dates within the stated timeframe:
 - Custom date range
 - All dates
 - Last 30 days
 - Last 60 days
 - Last 90 days

- This year (the current system accounting year)
 - Last year (the accounting year preceding the current system accounting year)
 - Highlighting an entry and clicking  will open a new browser window displaying the entry detail screen.
 - If the entry has been submitted for approval, has been fully approved, or has been posted, modifications may only be made to select fields.
 - If the entry has not been submitted or has been assigned to a reviewer, it may be edited by any user or the assigned reviewer with sufficient permissions.
 - Highlighting an entry and clicking  will display the log of all activity for the entry.
 - Highlighting an entry and clicking  allows the user to:
 - Review the entry's assigned approval table, or
 - **If the entry has not been fully approved:** Send an email to the current approver, and the system will send a follow-up notification email to the current **waiting-on** user.
 - **Approve for current approver and move to the next approver:** If the accessing user has sufficient permissions, they may approve the current user and move the entry to the next step in the approval process.
 - Highlighting an entry and clicking  will display a window containing all attachments currently applied to the entry.
 - Highlighting an entry and clicking  will display all links currently in existence for the entry. Viewing a link from the menu will open a new browser window displaying the linked item.
-

Approval Notifications

Last Modified on 01/08/2025 11:26 am EST

Approval Notifications

When Approval Type settings indicate email notifications are to be used, users may receive notifications for the following purposes:

User Notification Type	Purpose	Purchase Order	AP Invoice	Payment Batch	Journal Entry
Assigned to Reviewer	An entry has been assigned to them for review	X	X	X	X
Waiting for Approval	An entry has been submitted that requires their approval	X	X	X	X
Moved to next Approver	An entry awaiting their approval has been approved on their behalf by an Administrator	X	X	X	X
GL Accounts Changed	An entry they have approved, or will be required to approve, has had its GL accounts changed by an Administrator	-	X	-	-
Approved	An entry they submitted has been fully approved	X	X	X	X
Disapproved	An entry they submitted has been disapproved	X	X	X	X
Posted	An entry has been fully approved and is ready to be posted	X	X	X	X
Deleted	An entry they submitted has been deleted	X	X	X	X
Paid	An invoice they submitted, or an invoice associated with a Purchase Order they submitted, has been paid	X	X	-	-
Modified After Final Approval	A fully approved Purchase Order they submitted has been modified	X	-	-	-
Manually Closed	A Purchase Order they submitted has been manually closed	X	-	-	-

In addition to the above notifications, Administrators may also receive the following:

Admin Notification Type	Purpose	Purchase Order	AP Invoice	Payment Batch	Journal Entry
Auto-Approved	An entry was submitted with no required approvers and was auto-approved	X	X	X	X
Approver Out of Office	An entry is awaiting final approval by a user who is currently out of office or inactive	X	X	X	X

Notifications that require action on the user's part will contain information about the entry, action buttons (approve, disapprove, etc.), the entry's approval log detail, and a hyperlink to their **Pending Approvals** list.

VIEW/EDIT
APPROVE
DISAPPROVE
DISAPPROVE & RESUBMIT

Approval Log:

Message

Submitted by SGA at 8/22/2022 1:33 PM

[Show me all of my entries pending approval](#)

Office Status - Remove/Replace Approver

Within User Preferences, users may change their Office Status to **Out** when away from the office for an extended period. Upon changing this status, if the user has entries awaiting their approval or entries for which their approval will eventually be required, they will be presented with the **Remove/Replace User** menu.

Using this menu, they may:

- **All Entries**

Remove/Replace user for:

All Entries

Remove user

Replace user

User to replace with:

- Remove user: remove themselves from all active entry workflows
- Replace user: replace themselves with a user in all active entry workflows

- **Selected Entries**

Selected Entries

Entries to replace/remove in:

Edit Entry Copy Action and User Select / deselect

Type	Reference	Action	User
<input checked="" type="checkbox"/> Purchase Order	13618	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Invoice	31530	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Invoice	31532	<input type="text"/>	<input type="text"/>

- Indicate an action, remove or replace with another specified user, for selected entries * (Unchecked entries' approval workflows will remain unmodified)

Summary vs Detail

Within User Preferences, a user may indicate if they want approval notifications to be sent to them in summary or detail:

Notifications

Approval notification type:

OR

- Summary notifications are received nightly with all entries from the preceding day
- Detail notifications are received for each entry when issued by the system

Summary notifications list information for entries the user has submitted broken down by category (fully approved, disapproved, etc.) and/or hyperlinks to entries requiring action by the user. A hyperlink to the Pending Approvals list is also provided:

You have entries pending your approval. To view the entries use the links below:

[Invoice Test Summary 123 - Vendor ID 3 - GEORGE'S](#)
[PO 8 - Vendor ID 2129 - STAPLES ADVANTAGE-DO NOT USE](#)

To view all of your entries pending approval use the links below:
[Pending Approvals List](#)

The following notifications will always be sent in detail:

- **All Users**

- An entry they submitted was deleted
- An entry they submitted or for which they are an approver has had its GL accounts modified (AP invoices)
- An entry awaiting their approval is approaching its approval due date (reminders)
- An entry awaiting their approval is past due (warnings)

- **Admin Users**

- The last approver for an entry is currently out of office
 - An entry was auto-approved without being viewed by any users
-

Reporting

Last Modified on 07/31/2023 9:15 am EDT

Related Articles

Customize Report

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Select Tab

Last Modified on 01/13/2025 2:57 pm EST

Select Tab

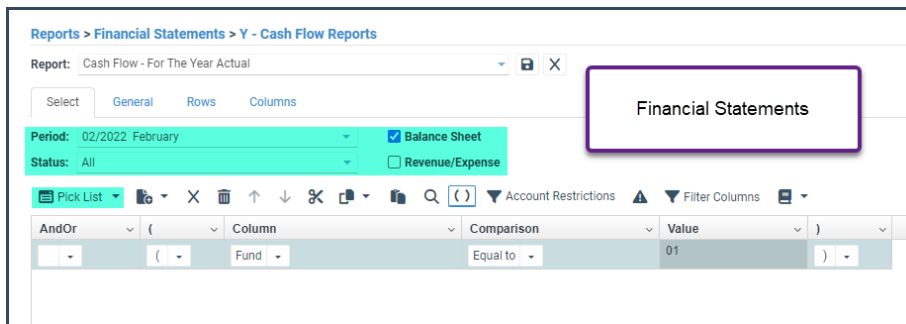
Customize Report > Select Tab


Select Tab of Customize Report

The general purpose of the select tab is to filter the report to include only the data needed. Each report writer has minor differences, but the majority of functionality is the same.

Each section will show highlighted items that are not present on all report writers.

Financial Statements




- Period filter: Runs the financial statement with all information as of that period.
- Status: refers to the accounts being included on the report. (All, Active, Inactive)
- Checkboxes for Balance Sheet and Revenue/Expense indicate which types of accounts to display.
- Pick List. This will allow the user to select different account parts and see the descriptions.
-  Allows users to see their current account restrictions. Account Restrictions are set up in Sign On by a system administrator for your organization.

Detailed Report Writer

- Period filter: Pulls all of the transactions within the specified range.
- Journal Entry Status: Refers to which journal entries should be included on the report. (Posted, Unposted, All)
- Sum Cash By: applies only to Report Type: General Ledger on General tab. It's an option to summarize entries to cash accounts, rather than listing each individual transaction on the cash accounts.
- Include Balance forwards: When you run a report that does not start at the beginning of the

year, this will add a row that shows the ytd up to the start of the report filter.

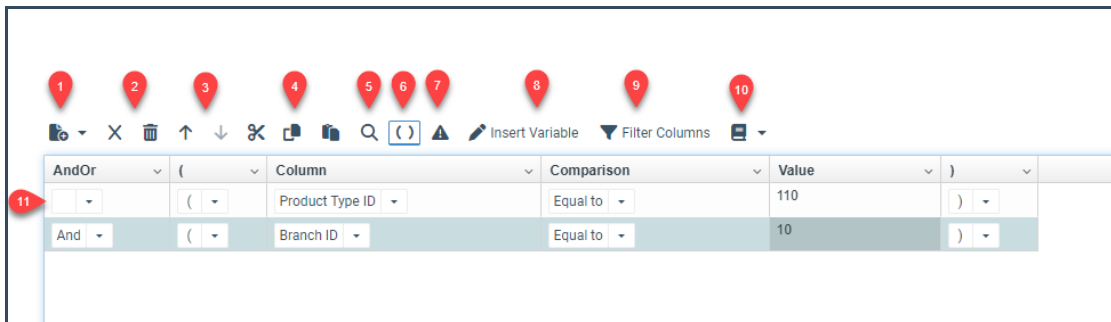
- Pick List. This will allow the user to select different account parts and see the descriptions.
- Allows users to see their current account restrictions. Account Restrictions are set up in Sign On by a system administrator for your organization.
-  Adds a variable for the current date. It is used in the lower part of the select area.

Generic Report Writer

The generic report writer can be used to create reports for any dataset. Because of this, the filters are set up under General tab > Report Variables. See the General Tab of the Generic report writer for more information on the setup. Generic reports are not required to have report variables set up. They may rely solely on the lower section of the select tab. The above image is just an example of how variables may appear. The next section will explain those features.

Lower Select Area

This section is on every report writer that generates a grid-style report. Any feature that is unique to a specific report writer is noted in its corresponding section above.



1. Add new row to logic section below
2. Delete one row or delete all rows
3. Move highlighted row up or down
4. Cut, copy, paste, selected row
5. Search for a specific item. This is dependent upon the data type of the field that you are filtering. If it is a date, then it will show the calendar to select a specific date. If it is an account, then it will allow you to search for an account, etc.
6. Add parenthesis to separate items
7. Adds a prompt to the value cell of a select row. When a prompt is saved, the report will not run until that item is filled in.
8. Insert a variable into the Value cell below. This allows for flexibility in the report. An example of a variable is @Fixed.Date@ which will always pull the current date.

9. Filter Columns: If the standard filtering on the Select tab does not contain the item you want to filter by you can filter based on column values. This is a little slower than a Select filter would be because it is after the data has already been queried from the database. Note: If a filter exists on an amount column, the total on the amount column will include everything selected—not just what is filtered. The filter is to limit lines that are displayed, not the underlying ones.
 10. Print the selection grid
 11. Select row: This adds logic to limit the records shown. It is read like a sentence from left to right. The example above reads “Only show the data where the product type ID is equal to 110 and the Branch ID equals 10. You can add as many pieces of logic as needed to narrow down your results.
-

General Tab

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

General Tab Options

Last Modified on 01/14/2025 3:17 pm EST

General Tab Options

Customize Report > General Tab

Each section will show highlighted items that are not present on all report writers.

Financial Statements

Customize Financial Statement

Q Display X Cancel ← Import → Export

Reports > Financial Statements > Y - Cash Flow Reports

Report: Cash Flow - For The Year Actual

Select General Rows Columns

Use Report Description: Cash Flow

Description: The key to this Cash Flow report... is the hidden columns...conditions for the cash accounts on those columns and then setting the Custom Totals in the Rows Tab.

Find the columns marke as hidden and that also have conditions and modify the 'condition' and identify your cash accounts.

Font: Arial 10 Change Font Apply Account Restrictions

Nbr of frozen columns: 2

Distribution Email: YMCA of Metro North - noreply@sgasoftware.com

Print Properties Excel Properties Schedule Report Schedule Log

- User Report Description: This is where you select which set of report descriptions that the report needs to use.

Detailed Report Writer

Customize Report Writer

Q Display X Cancel ← Import → Export

Reports > Detail Report Writer > General Ledger

Report: Cash Account Activity - for Bank Reconciliation

Select General Rows Columns

Report Type: General Ledger

Default Timing: Prior Period

Description:

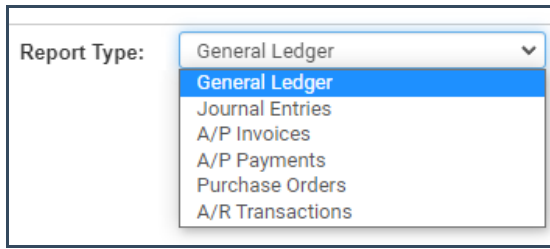
Font: Microsoft Sans Serif 8 Change Font Apply Account Restrictions

Nbr of frozen columns: 0

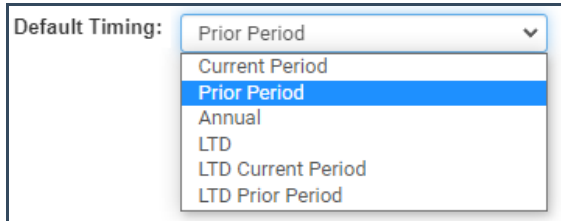
Distribution Email: YMCA of Metro North - noreply@sgasoftware.com

Print Properties Excel Properties Schedule Report Schedule Log

- Report Type: Refers to the type of transactions that the report is pulling. Depending on the type chosen, different fields will be available.

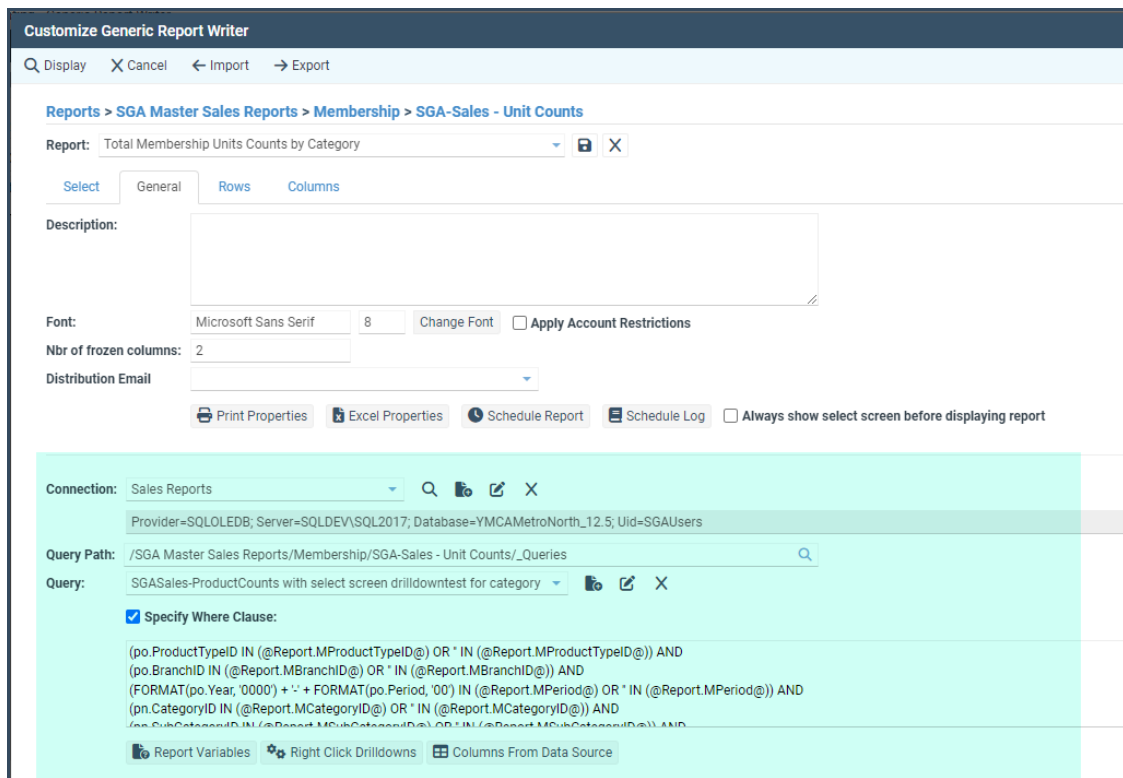


- Default Timing: Refers to the time period that the report defaults to when opened.



Generic Report Writer

NOTE: Due to the flexible nature of this report writer, it contains multiple advanced options that are not for standard users. Please contact an SGA team member for further assistance and training before editing these options.



- ***Connection:** This tells the report where to get the data it needs for the report. Most connections will be the main database for your organization and are set up when you start using SGA.

- **Query Path:** The folder that contains the query being used.
- ***Query:** The logic that tells the report what data to pull. This is an advanced feature and should only be used by someone that has a basic understanding of SQL code. Contact support@sgasoftware.com for further information.
- ***Columns From Data Source:** This allows additional columns to be pulled in from a separate data source.
- ***Specify Where Clause:** When checked, this is the where clause that fulfills the **%Where%** variable within the query.
- **Report Variables:** This is the set up of the filters that can be used on the Select Tab. See the [Report Variables](#) article for more information.
- **Always show select screen before displaying report:** When checked, you are unable to display the report until a user has navigated to the select screen.
- **Right Click Drilldowns:** This is the set up of the drill down paths after the report is generated. See the [Right Click Drilldowns](#) article for more information.

General Tab Options on All Report Writers

The screenshot shows the 'Customize Generic Report Writer' dialog box with the 'General' tab selected. The breadcrumb path is 'Reports > SGA Master Sales Reports > Membership > SGA-Sales - Unit Counts'. The report name is 'Total Membership Units Counts by Category'. The 'Description' field is empty. The 'Font' is set to 'Microsoft Sans Serif' with a size of 8. There is a 'Change Font' button and an unchecked 'Apply Account Restrictions' checkbox. The 'Nbr of frozen columns' is set to 2. The 'Distribution Email' field is empty. At the bottom, there are four buttons: 'Print Properties', 'Excel Properties', 'Schedule Report', and 'Schedule Log'.

- **Description:** This is the description that shows on the report folders grid. It is just a text box.
- **Font:** The font name and size that all data is displayed and printed in.
- **Nbr of frozen columns:** Freezes the left-most columns so that when you scroll to the right these columns will always stay in view.
- **From Email:** When choosing to email the report this is the email it will come from.
- **Apply account restrictions:** If checked this applies G/L account restrictions to the report. If unchecked any user who runs this report will be able view all accounts in this report regardless of their restrictions. User permission level 35 or higher is required on Financial Statements to change this check box.

Print Properties

- **General**

- Defines how/when you want the following items printed: Gridlines, Header line, Bold headers and totals, Color/shades
- Line Spacing: Defined in pixels (100 pixels is approx. 1 inch)

- **Page**

- Defines page orientation, size and scale

- **Margins**

- **Header/Footer**

- Uses variables to define what should be printed in these areas

- **Letter Head**

- This allows for a custom letterhead to be printed at the top a report when printed as a pdf. This is an advanced option and requires a Special Form to be set up. Please contact the SGA support team for assistance with this feature.

- **Special Forms Footer**

- This allows for a custom letterhead to be printed at the top a report when printed as a pdf. This is an advanced option and requires a Special Form to be set up. Please contact the SGA support team for assistance with this feature.
-

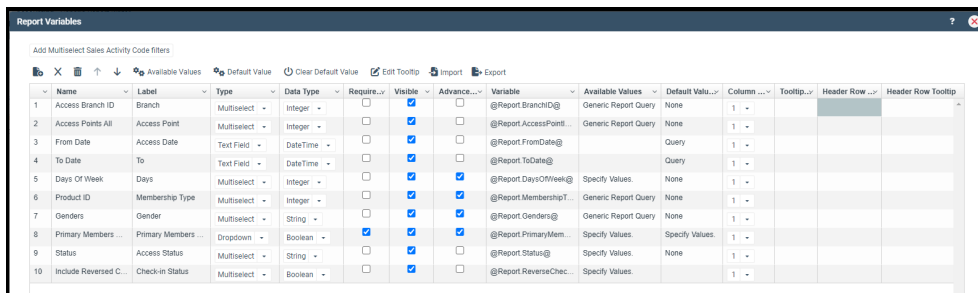
Report Variables

Last Modified on 01/14/2025 3:17 pm EST

Report Variables

General Tab > Report Variables

This is the setup of filters that appear on the Select Tab. The variables must appear somewhere in the where clause of the general tab or within the query. Setting up report variables requires a base knowledge of SQL and the query writer within the generic report writer. Before use, please get in touch with the SGA team for additional training.



Name	Label	Type	Data Type	Require...	Visible	Advance...	Variable	Available Values	Default Valu...	Column ...	Tooltip...	Header Row ...	Header Row Tooltip
1	Access Branch ID	Branch	Multiselect	Integer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	@Report.BranchID@	Generic Report Query	None	1			
2	Access Points All	Access Point	Multiselect	Integer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	@Report.AccessPoint...	Generic Report Query	None	1			
3	From Date	Access Date	Text Field	DateTime	<input type="checkbox"/>	<input type="checkbox"/>	@Report.FromDate@	Query	Query	1			
4	To Date	To	Text Field	DateTime	<input type="checkbox"/>	<input type="checkbox"/>	@Report.ToDate@	Query	Query	1			
5	Days Of Week	Days	Multiselect	Integer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	@Report.DaysOfWeek@	Specify Values.	None	1			
6	Product ID	Membership Type	Multiselect	Integer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	@Report.MembershipT...	Generic Report Query	None	1			
7	Gender	Gender	Multiselect	String	<input type="checkbox"/>	<input checked="" type="checkbox"/>	@Report.Genders@	Generic Report Query	None	1			
8	Primary Members	Primary Members	Dropdown	Boolean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	@Report.PrimaryMem...	Specify Values.	Specify Values.	1			
9	Status	Access Status	Multiselect	String	<input type="checkbox"/>	<input type="checkbox"/>	@Report.Status@	Specify Values.	None	1			
10	Include Reversed C...	Check-in Status	Multiselect	Boolean	<input type="checkbox"/>	<input checked="" type="checkbox"/>	@Report.ReverseChec...	Specify Values.	Specify Values.	1			

Add Multiselect Sales Activity Code Filters

- This is a **SGA Pulse only** feature. It adds all parts of the activity code as multi-select filters. The corresponding code will be added automatically if there isn't any text in the where clause box.

Toolbar

- **New:** Add a new report variable.
- Delete/delete all.
- **Arrows:** Move the variable up and down. The order of the variables within the setup dictates the order they appear on the Select tab.
- **Available Values:** This will only be available for variables that use the type multi-select or dropdown. This will be elaborated on further in the article.
- **Default Value:** This dictates what the report's default value is. This will be elaborated on further in the article.
- **Clear Default Value:** This is the only way to delete the default value.
- **Edit Tooltip:** This will open a text box that allows for an easier way to edit the tooltip or header row tooltip if that cell is selected.
- **Import/Export:** Exports a file with the report variable setup that can be imported to another report.

NOTE: The logic to alter the report with the variables must already be in the query or Where Clause box on the General Tab. The import/export is simply a tool for ease of setup.

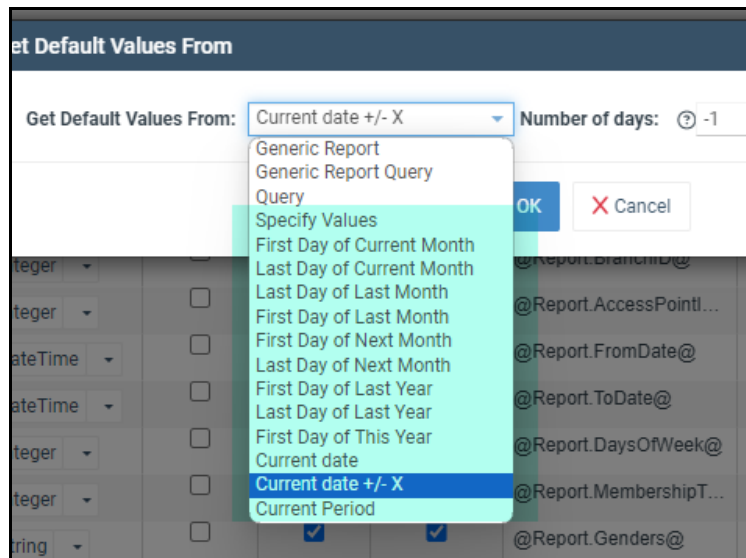
Variable Setup

- **Name:** Name of the variable.
- **Label:** This is what is seen on the **Select** tab.
- **Type:** Multiselect (can choose multiple items), Dropdown (Only one item can be chosen), and Text.
- **Data Type:** String, Integer, Decimal, DateTime, Date, Time, Boolean.

- **Required:**
- **Visible:** This will hide the variable from the **Select** tab.
- **Advanced:** If checked this will be under the “Show Advanced” button on the **Select** tab.
- **Variable:** this is the variable that is used within the query. It must be in the following format @Report.xxxxx@.

- **Available Values:** (Only used with dropdown and multiselect)
 - **Generic Report:** Use an id and name column from a report to get the values available.
 - **Generic Report Query:** Uses a query file within the reporting system to get the available values.
 - **Query:** Uses a query that is only available for that variable.
 - **Specify Values:** This gives the ability to key in custom values.

- **Default Values:**
 - **Generic Report:** Use an id and name column from a report to get the values available.
 - **Generic Report Query:** Uses a query file within the reporting system to get the available values.
 - **Query:** Uses a query that is only available for that variable.
 - **Specify Values:** This gives the ability to key in custom values.
 - **Default Values:** For when a data type is datetime or date.



- **Column Nbr:** defines if the variable is displayed on the select tab in the first or second column.
- **Tooltip:** This will put a help bubble on the variable
- **Header Row:** Add a gray header to help organize variables
- **Header Row Tooltip:** Adds a help bubble to the header row

Right Click Drilldown

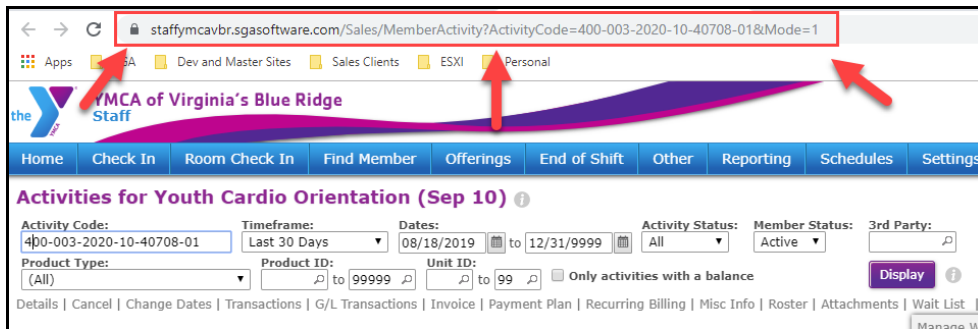
Last Modified on 01/13/2025 4:28 pm EST

Right Click Drilldown

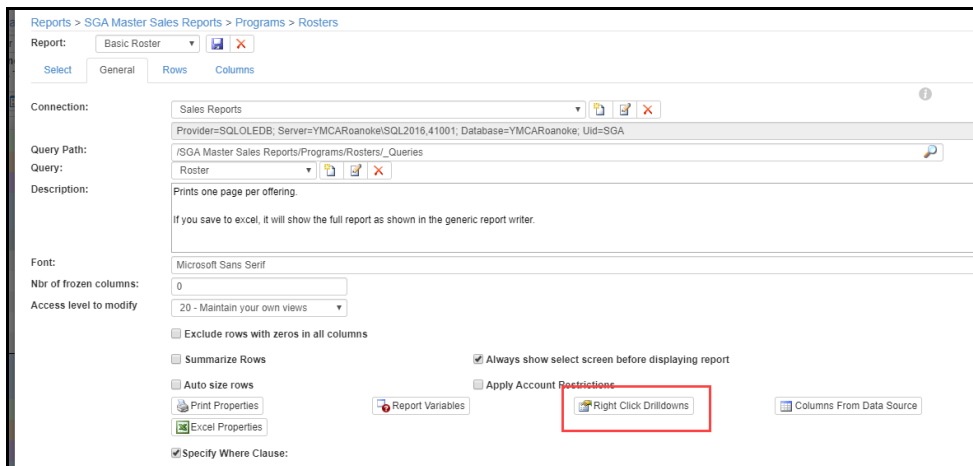
General Tab > Right Click Drilldown

Primary this feature is used for drilldowns to links within SGA Sales. For additional applications please contact the SGA support team.

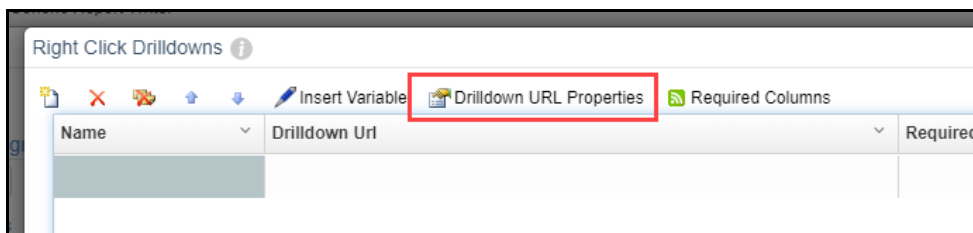
Find the sales URL that you would like to use as a drill down. See screenshot below.



On the General tab of the report that you wish to add the url drill down, select the “Right Click Drilldown” button.

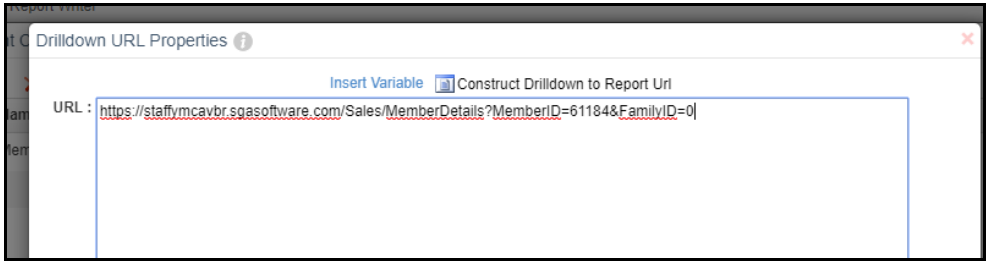


Add a new drilldown and then select Drilldown URL Properties



This will open up an editing window for the url link. This is where you want to paste the link for the

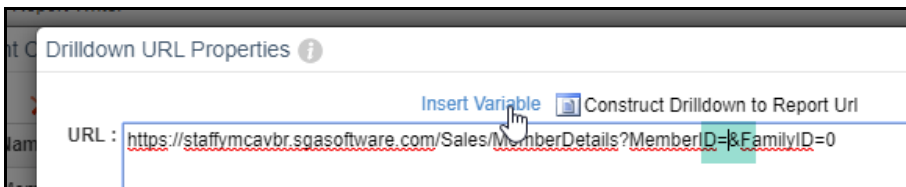
sales page that you want to navigate to in the report.



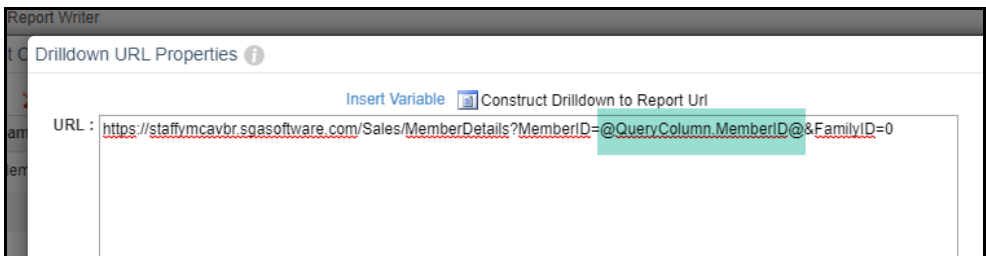
You will need to identify the values in the URL that make it unique and change them to variables. In the link below the values that need changed are the member id and family id.

<https://staffmcaivr.sgasoftware.com/Sales/MemberDetails?MemberID=61184&FamilyID=0>

These values will need to be replaced with a variable from the report query. The easiest way to do that is to remove the value 61184. Make sure your cursor is after the equal sign following MemberID=. Then click on the Insert Variable button.

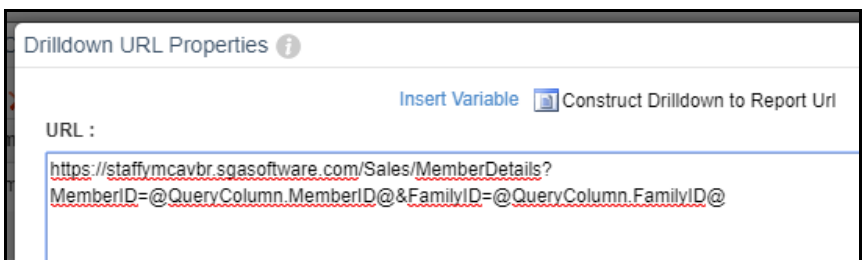


The Insert variable button will open up a window that shows all of the available variables. I always recommend using the Query Column Variables. If the variable that you need is not available as query variable, please email SGA or your reporting admin so that it can be added to the query. Select the variable that is needed for the URL. This should add it to your link.

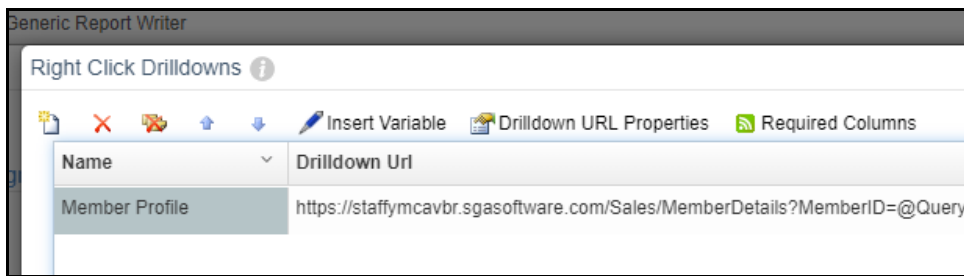


Repeat the same process for any remaining variables. In this case, it is the Family ID.

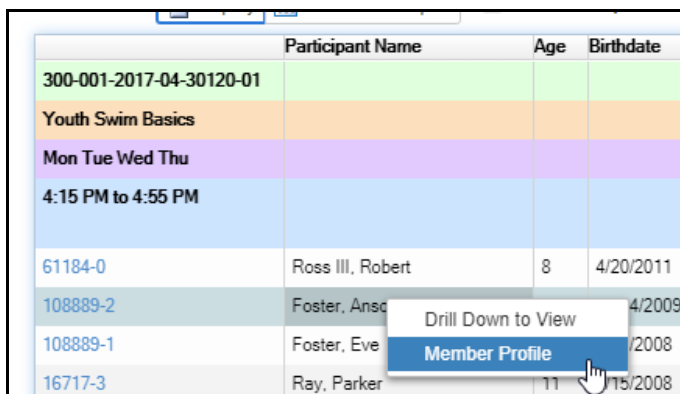
This is the completed URL:



After you have finished adding your variables to the URL, click OK to go back to the drilldown list. From here you will need to add a name to your Drilldown and select OK to save it. This does not permanently save the drilldown for the report. You must save the report as well.



To test your drilldown, display the report and right click on a row. This should now show the drill down that you added.



If the link does not navigate to where you expect it too, make sure that you have all the appropriate variables. After double checking your link, if it still does not work, please send an email to support@sgasoftware.com, In order to troubleshoot effectively, please include the following

- The report
- The link that you wish to navigate to (Ex.
<https://staffyourmca.sgasoftware.com/Sales/MemberDetails?MemberID=61184&FamilyID=0>)
- The altered URL that you are using
 (Ex. <https://staffyourmca.sgasoftware.com/Sales/MemberDetails?MemberID=@QueryColumn.MemberID@&FamilyID=@QueryColumn.FamilyID@>)

Scheduling a Report

Last Modified on 01/14/2025 1:38 pm EST

Scheduling a Report

General Tab > Scheduling a Report

To schedule a report, click on the Schedule Report button on the General Tab.

From here, you must fill in the name and description and then choose an output.

Output Options: The output selected in the schedule will override the output on the General tab.

- **Excel Email:** Emails the reports as an excel file.
- **Printable PDF Email:** Emails the reports as a pdf file
- **CSV Email:** Emails the reports as CSV files
- **Excel FTP Upload:** Uploads the reports as an excel file to an FTP. FTP must be set up on the General tab.
- **PDF FTP Upload:** Uploads the reports as a pdf file to an FTP. FTP must be set up on the General tab.
- **CSV FTP Upload:** Uploads the reports as a CSV file to an FTP. FTP must be set up on the General tab.
- **Excel Dropbox Upload:** Uploads the reports as an excel file to a Dropbox account. Dropbox must be set up on the General tab.
- **PDF Dropbox Upload:** Uploads the reports as a pdf file to a Dropbox account. Dropbox must be set up on the General tab.
- **CSV Dropbox Upload:** Uploads the reports as a CSV file to a Dropbox account. Dropbox must be set up on the General tab.

Schedule

- **Recurring:** indicates if you want it to be scheduled once or on a repeating basis.
- **Begin Date and End Date:** Sets the date range for the schedule
- Specify time to run
 - If you do not specify a time, then it will run at 12 am.
 - The times available are between 7 pm and 7 am. Reports cannot be scheduled to run between 7 am and 7 pm to avoid slowing down the servers. The report can be manually executed during normal business hours as needed.
- **Run Every:** Give the ability to run every day, week, month

- **Recurring Override:** This allows you to run or not run the list on a specific date
- **Preview Recurring Schedule:** This will show what days the list is scheduled to execute based on the above parameters.

NOTE: *Saving the Schedule does not commit it to the report. You must also save the report.*

Rows Tab

Customize Report > Rows Tab

Rows Tab of Customize Report

- **Exclude lines with zero amounts in all columns:** Check this if you wish to include only lines with at least one amount in the columns that are defined as a sum value type. If there are no lines displayed for an entire section, headings and totals will be excluded as well.
- **Summarize rows:** If checked, this summarizes the most detailed row on the Rows tab. If unchecked, this will always show the most detailed row regardless of what is defined on the rows tab.

Toolbar

- **Order By:** Specify the level breaks, one after another, in which to order the report by.
- **Direction:** Specifies the data to be Ascending or Descending
- **Header:** Check this if you want to show a header line every time the item changes.
 - **Header Cells:** Specifies the data to display on a header row and in which columns.
- **Repeat Header Per Page:** Prints the header at the top of every page regardless of when it level breaks. This only applies for printed reports, not reports exported to Excel.
- **Total:** Includes a total line for the item every time it changes. The last one should normally be checked.
 - **Total Cells:** Specifies the data to display on a total row and in which columns.
- **Page Break:** Whether or not to start a new page every time this item changes or level breaks. This only applies when the report is printed or exported to Excel.
- **Spaces:** The number of spaces to include before or after the header or total line. The color of these lines will be the same as the header or total line associated with it.
- **Borders:** Displays a defined border before or after the header or total line.
- **Auto generate conditional rows and columns (FS only):** This is a tool used to create advanced custom reports. It inserts several conditional columns to a report at one time.
- **Break at this level only (FS and DRW):** This allows rows to be based off of other rows depending on the other row selections.
- **Row to base on (FS and DRW):** This allows rows to be based off of other rows depending on the other row selections.
- **Expressions:** This will allow for rows to have a background color or text based on defined

conditions.

- **Additional row types:**

- **Final Total:** Choose this if you wish to show a final total at the end of the report.
 - **Custom Total:** Choose this if you wish to display a custom total that is for a specific data value or range of values. Click the properties button to define the custom total.
 - **Date Total:** Choose this if you wish to display a custom date total every so many days. Click the properties button to define the date total.
 - **Global Header:** Adds a header row the top of the report only.
 - **Sales Misc Information:** (GRW and SGA Sales only)
 - **Misc Info Properties:** Open the properties of the misc info row
-

Columns Tab

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Columns Tab Options

Last Modified on 01/14/2025 1:23 pm EST

Columns Tab Options

Customize Report > Columns Tab

- **Show true sign:** (Financial Statements only) Normally, signs are shown as positive for everything unless it is truly backward from the category's true nature. For example, revenue accounts show as positive as well as expense. If this is checked, figures will show with their true sign; revenue will show as negative. See [sign control](#) for more info.

Toolbar

- **New:** Add a single new column
- **Add Multiple New Columns**
 - **Add All Columns**
 - **Select columns to add:** This will open a window that allows a user to multi-select available columns
 - **Select Pulse Form columns:** This will open a window that allows a user to multi-select multiple form columns that are set up in their SGA Pulse system.
 - **Select Pulse Attachment columns:** This will open a window that allows a user to multi-select multiple form attachment columns that are set up in their SGA Pulse system. The data displayed will be the file name of the attachment. If more than one attachment was uploaded for that field, the most recent file name will display.
 - **Select Pulse Agreement columns:** This will open a window that allows a user to multi-select information about an agreement that was acknowledged. If more than one agreement is found that meets the criteria, the most recent agreement will be shown.
- **Delete:** Delete one column or delete a range of columns
- **Arrows:** Move columns up and down
- **Cut, Copy, Paste**
- **Properties:** This is used to open the properties window for applicable columns (formulas, count, etc.)
- **Misc Info Properties:** (GRW only) This will open the properties for a Sales Misc Info column
- **Audit Table Column Properties:** (GRW Only) This will open the properties for the Audit Table column
- **Condition:** This will open the window for the properties of a conditional column
- **Expressions:** This will allow for columns to have a background color or text based on defined conditions.

- **Show/Hide Advanced:** (GRW only) this will display the advanced set up options of the GRW
-

Setting Up a Column

- **Column:** Select the field or type of figures you wish to display in this column. Choose blank if you want to show an empty space, which comes in handy if you want to space out columns. There are several calculated columns that are available on all reports
 - **Count:** Keeps a running count of whatever field is defined in its properties. The field must also be present on the Rows tab.
 - **Formula:** This is set up under the properties of that column
 - **% Variance:** This is set up under the properties of that column
 - **\$ Variance:** This is set up under the properties of that column
 - **Audit Table Column (GRW only and is only applicable to SGA Pulse Clients):** This is used to insert the CreateUser, CreateDate, ModifyUser, or ModifyDate of a particular item in the SGA Sales system. It requires basic SQL knowledge in order to be set up. Please contact the SGA support team for further assistance.
 - **Pulse Form Column (GRW only and is only applicable to SGA Pulse Clients):** This is used to insert information from a custom form within the SGA Pulse system. It is only applicable if the query used by the report contains the MemberID and FamilyID. If you are pulling information that is stored by registration, then it will also require the RegistrationID.
 - **Pulse Agreement Column (GRW only and is only applicable to SGA Pulse Clients):** This is used to insert information from an agreement within the SGA Pulse system. It is only applicable if the query used by the report contains the MemberID and FamilyID.
- **Year:** (Financial Statements Only) If you choose a column that is an actual, budget, or encumbrance then you also need to specify the year.
- **Month:** (Financial Statements Only) If you choose a column that is an actual, budget, or encumbrance then you also need to specify the month.
- **Header:** This is what shows as the header at the top of the grid for this column. The header will word wrap if it is too big to fit in one line, depending on the column width. You can force it to word wrap by using the | (Shift + \) character. Headers are defaulted for the column you select. Click the Insert Variable button to show a list of variables that can be used in a header. You can mix variables in with regular text to your preference.
- **Hide:** Hides the column. This is useful when you need to calculate a variance or formula with data that is not an existing column. It is also useful if you want to show data in total row cells that is not an existing column.

- **Width:** Specify the width of the column. Specify “Auto” to auto-fit the column. This applies to how the report is displayed as well as printed. It does not apply when exported to Excel.
 - **Conditional:** Check this to only include data in this column when a certain condition is met. For example, you might want to print a column of figures for one item only. Click the Condition button to specify the condition.
 - **Align:** Specifies the text alignment of data.
 - **Header Align:** Specifies the text alignment of the header.
 - **Format:** Determines how amounts, numbers, and date columns are displayed. Click on the magnifying glass to view all available formats
 - **Value Type:** Specifies what value is displayed. For number type columns this is typically set to Sum. For text type columns you can set it to show the first or last value. However, if the data is not summarized to begin with this is irrelevant.
 - **First:** Displays the first value found.
 - **Last:** Displays the last value found.
 - **Min:** Displays the minimum or least value found.
 - **Max:** Displays the maximum value found.
 - **Sum:** Displays a summarized total of all values.
 - **Run:** Displays a running total of the values.
 - **Wrap Text:** Word wraps text only if the column width is set to a number and to “Auto”.
 - **Show New Lines**
 - **Flip Sign:** For amount type columns this flips the sign, making positive numbers negative and visa-versa.
 - **Border:** Displays a defined border on the left side of the column or on all sides.
 - **Excel Formula:** When exporting to Excel this column will be overlaid with the specified Excel formula. Formulas must be entered in the Excel R1C1 style. For example, if you create a formula that adds the prior column (1 column to the left of this one) to a column that 3 columns to the right of this one then the formula would be “=RC[-1]+RC[+3]”. Note that every formula must begin with an equals sign and cell references must be within brackets.
 - **Is Decimal:** Allows columns marked as first to have their cell values used in formulas and be considered numeric. Usually only columns marked as Run or Sun can be used in formulas.
-

Report Permissions

Last Modified on 01/13/2025 2:59 pm EST

Report Permissions

Sign On > Report Folders

When setting up permissions, this is the first place that you start.

- Application: Sign On > Report Folders
 - 00- Not Allowed: Users do not have access to reporting
 - 01- Allow: Users can access report folders but not make any changes to them. This means that a user will not be able to save reports at all because saving a report means making a change in that folder. Effectively this gives a user “view only” for all reports.
 - 99- Administrator: Users can create new folders and make changes to all report folders.

There is a permission for each report writer:

- Application: General Ledger > Financial Statements (FS),
- Application: General Ledger > Detail Report Writer (DRW),
- Application: Sign On > Generic Report Writer (GRW).

Each has the following permissions:

- 00- Not Allowed: Users do not have access to this type of report
- 01- Allow: Users can access and make changes to this type of report, but not save them.
- 02- Manage: Users can make changes and save this type of report
- 35- Allow account restrictions to be overwritten*:
 - This is only available on FS and DRW. It corresponds with a higher level option in the Accounting system setup. If the system option isn't enabled in accounting, then this will function as 02-Manage.
- 98- Edit General Tab*:
 - This is a grandfathered permission and is no longer used.

Application: Sign On > All Reports

- This controls the Search All Reports menu under Reporting
- 00- Not Allow: Users do not have access to this menu option
- 01- Allow: Users have access to this menu

Application: Sign On > Email Special Forms

- 00- Not Allow: Users cannot email special forms

- 01- Allow Email Current form: Users can email the displayed form only
- 99- Allow Email All Forms: Users can email all forms for a possible selection

Application: Sign On > Email- User Pick List

- The email pick list is used to select email from the users that are in SGA
- 00- Not Allow: Users do not have access
- 01- Allow: Users have access

Application: Sign On > Generic Report Queries

- Edit the Generic Report query where clause, Query, and report variable definitions.
- 00- Not Allow
- 01- Allow

Application: Sign On > Lists

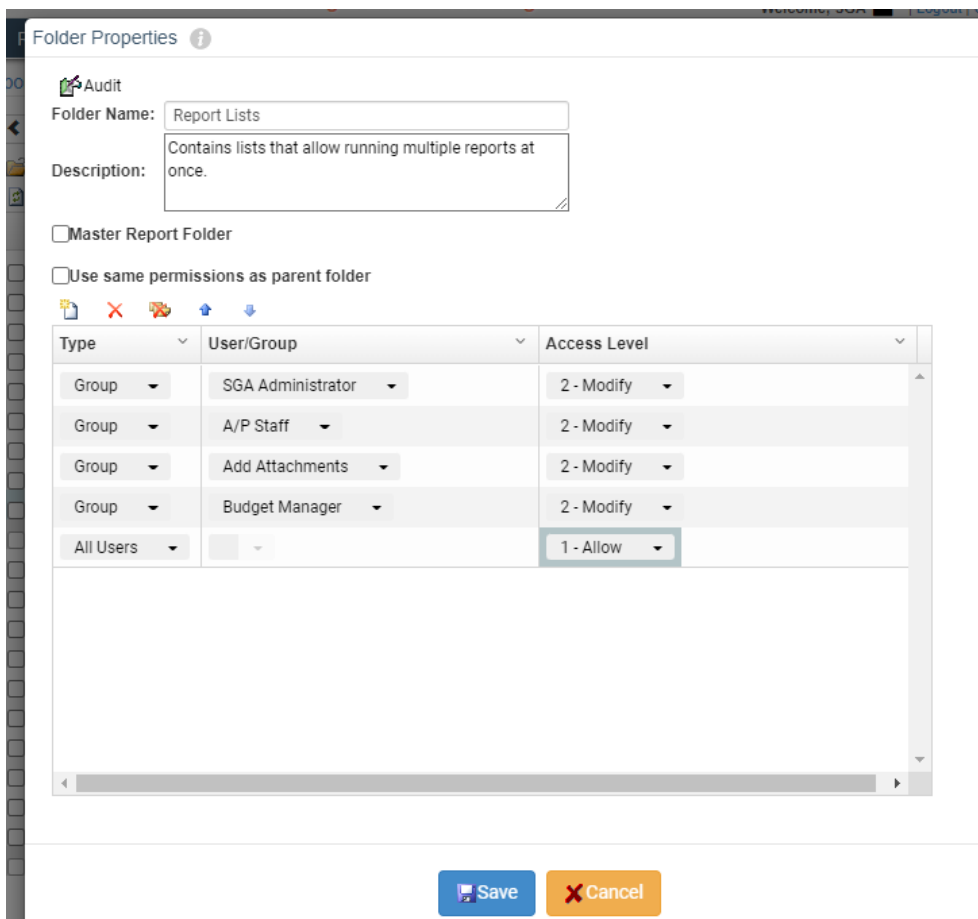
- 00- Not Allowed
- 01- Allow
- 02- Modify
- 30- Maintain your own lists
- 40- Save lists for any user or group
- 50- Maintain lists for any user or group

Application: Sign On > Report Data Sources

- View or modify report data (GRW and Special Forms) source connection strings.
- 00- Not Allowed
- 01- Allow
- 02- Modify

Permissions on Report Folders

The permissions on a folder control who can get into the folder, as well as who can edit and save reports there. To view the permissions, right-click on the specific folder and edit. This will take you to your folder properties.



For here you can save the folder for:

- All Users: Any user can access the folder and save items in it.
- Get Permissions From Parent: This will look to the folder before it gets the permissions. It will keep looking back in the file path until it hits a permission that is set up.
- User/Groups: This opens up a grid and allows you to set up user or group specific permissions.
 - When using these permissions, there is the ability to give the following access levels
 - 1- Allow: User can View and run a report in the folder
 - 2- Modify: Users can modify the folder. This means that they can save items into the folder and change the folder properties.

Folder Properties ⓘ

Folder Name: Financial Statements

Description: Contains Financial statements, which are income statement, budget reports, trial balance, or balance sheet.

Master Report Folder

For: User/Group

Type	User/Group	Access Level
Group	Administrator	2 - Modify
Group	Accounting Staff	1 - Allow
Group	Budget Manager	1 - Allow

- In the example above, the group administrators can edit and save the items in the folder that are saved for their user or “All Users”, but the Accounting Staff and Budget Manager Groups can only view and edit the reports, but not save any changes.

Permissions on Reports

To see the permissions that are set on a report, right click on the specific item and edit. This takes you to your report properties. From here, permissions work very similarly to that of report folders.

For here you can save the folder for:

- All Users: Any user can access, edit, and save the report.
- User/Groups: This opens up a grid and allows you to set up user or group specific permissions.
 - When using these permissions, there is the ability to give the following access levels
 - 1- Allow: Users can View and edit the report but not save the changes.
 - 2- Modify: Users can edit and save changes to the report.

Best Practice

If you want to give users the ability to save their own reports, but not make changes to your organization's reports.

- Use individualized permissions on your main folders. For example, on the Financial Statement folder, have 1-Allow for all groups except 2- Modify on Administrator. Users can then make a copy of the report and save it for themselves in their own folders.

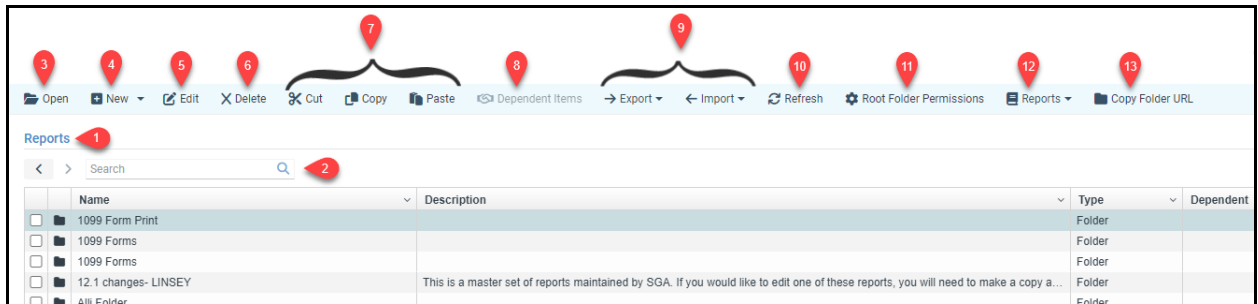
Permissions can be customized to suit your organization's structure. It is advised to have a conversation with the SGA team to get you started.

Report Folder

Last Modified on 01/21/2025 3:16 pm EST

Report Folder

Reporting > Report Folders



1. **Folder Path:** As you move through the folder structure this will allow you to see your folder location, as well as click on the folder within the path to quickly navigate back to it.
2. **Search Bar:** This is to search for an item that is within the folder you are currently located. It does not search all of Reporting. To search through all reports use the Search All Reports menu.
3. **Open:** opens a folder or item. Folders will open in the same tab. Reports will open in a new tab.
4. **New:** When clicked, it will default to adding a new folder. If you click the downward caret next to it, you will see multiple options, such as a new report.

NOTE: It is best practice when creating a new report to start with an existing one and modify it as needed.

5. **Edit:** This will open a pop-up window that allows you to edit the item's name, description, and permissions. This is also how you can view the permissions on a particular item.
6. **Delete:** This will delete any items checked or highlighted. There will be a prompt to confirm the deletion.
7. **Cut, Copy, Paste:** This allows you to cut, copy, and paste items.
8. **Dependent Items:** Open to a menu that shows which reports and queries have dependencies. Note: it is often recommended to check for dependent items before deleting
9. **Export/Import:** This allows you to export report setups and reimport them. A helpful application is to export your report setups as a back up periodically. In the event that something gets deleted, then you have the setup saved and can reimport.
10. **Refresh:** If you refresh your browser, you will be taken back to the root folder. Using the

refresh button allows you to refresh a specific folder.

11. **Root Folder Permissions:** This item will only be displayed when on the root folder. Click [here](#) for more information on folder permissions.
 12. **Print Reports:** This prints the grid of whatever is displayed. It does not print the reports.
 13. **Copy Folder URL:** This will copy a URL that will take you directly to the folder that you are in. This is a quick way to share your folder path with colleagues and SGA support.
-

Report Types

Last Modified on 01/09/2025 4:04 pm EST

Report Types

Financial Statements

- A report that summarizes transactions as of a particular period.

Detailed Report Writer

- A report that can list the individual transactions.

Generic Report Writer

- A report that connects to a data source (database, excel, etc) and relies on a set query. It is used for Sales reports and complex queries that are outside of the standard Financial Statements and Detailed Reports.

Special Forms

- A form that can include text boxes and images. Typically it is generated as a PDF and does not use grids like standard reports.
-

Lists

Last Modified on 02/11/2025 11:35 am EST

Lists

Lists give the ability to run multiple reports at one time.

General Tab

- **Descriptions**

- This is not required and is an information field only. This is for the user to write a description of the list.

- **Output Methods**

- Excel, PDF, CSV (Test)
 - Email
 - This is the best method for scheduling reports. The email addresses are added on the Reports tab, and the properties are on the Email Properties tab.
 - Download
 - This will download the report directly to the computer's download folder
- Open in Browser Tabs
 - This option will execute the reports with each report in a new tab of your browser
- Constant Contact, MailChimp, Emma
 - These options are unique to SGA Sales clients only. If you are interested in setting up member reports to go directly to Constant Contact or MailChimp, please contact SGA support at support@sgasoftware.com for assistance.
- Dropbox Upload
 - This requires an Auth Token from your Dropbox account. When the checkbox is selected, a properties button will appear. There are specific instructions on retrieving this code within that property menu.
- SFTP Upload
 - When the checkbox is selected, a properties button will appear. This will require a Username, Password, Host, and Port for the folder. This folder should be set up by someone in your organization's IT department or with SGA. For assistance with this feature, please contact SGA support at support@sgasoftware.com.

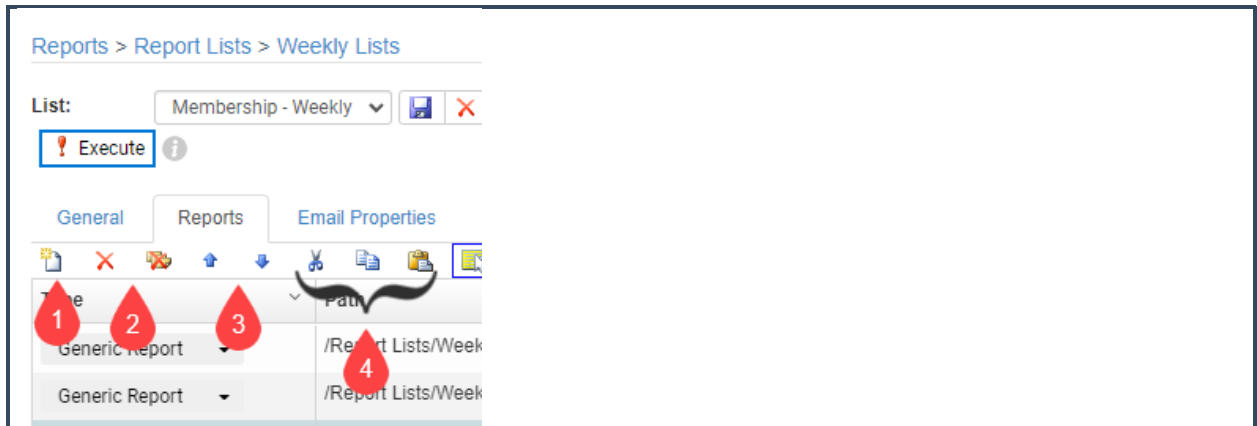
Reports Tab

- **Selections**

- Replace or Append will affect the selections that are carried through from the report.
- Default Period/ Accounting Period: This section is only used for the Detailed Report Writer and Financial Statement reports. This controls the period in which you want the reports to be run.

Adding Reports:

These are the options used to add, delete, and rearrange your reports.



1. Add a new report
2. Delete a report or delete all reports
3. Move a report up or down on the list. (This is important when running reports as separate tabs on one Excel file.)
4. Cut, copy, and paste reports

Choosing the reports and setting up the selections

- Selections
 - This section is only used for the Detailed Report Writer and Financial Statement reports. This controls the period in which you want the reports to be run for.

Type	Path	Report	Selection	Report Variable..	Description
Generic Report	/Report Lists/Weekly Lists	Membership Cancellation: Member Detail			
Generic Report	/Report Lists/Weekly Lists	Changed from one product to another		Product Type ID ...	Lists members t...
Detail Report	/Detail Report Writer/General Ledger	General Ledger	(Major Acct# = 11)		
Financial Statement	/Financial Statements/SGA - Balan	Corp Balance Sheet by Major test excel	(Major Acct# = 11)		

- Type - This is the type of item that you are adding to the list.
- Path - If you click on the cell a magnifying glass will appear. This will allow you to navigate through your report folder structure to choose the report.
- Report - shows the report name. You can also use the dropdown to choose a different report within the same folder.

- Selection
 - To get to the selections double click on the cell, or use the Selections button in the toolbar. This will open the selections for the report. This allows you to either append or replace the selections that are saved to the report. (replace or append existing selections is defined on the general tab of the list.)
- Report Variables
 - If there are variables that are set up on the report they will be displayed here. The default value of the variables will show when you double-click on the cell or use the report variable button on the toolbar. The Override Value checkbox must be selected for each variable that you are overriding. (It is never recommended to override a date variable. This must be done with a query on the report to ensure that the date is dynamic. Contact SGA support at support@sgasoftware.com for assistance.)
- Description - This is just the description of the report. It is not possible to edit this field.

Setting up the file

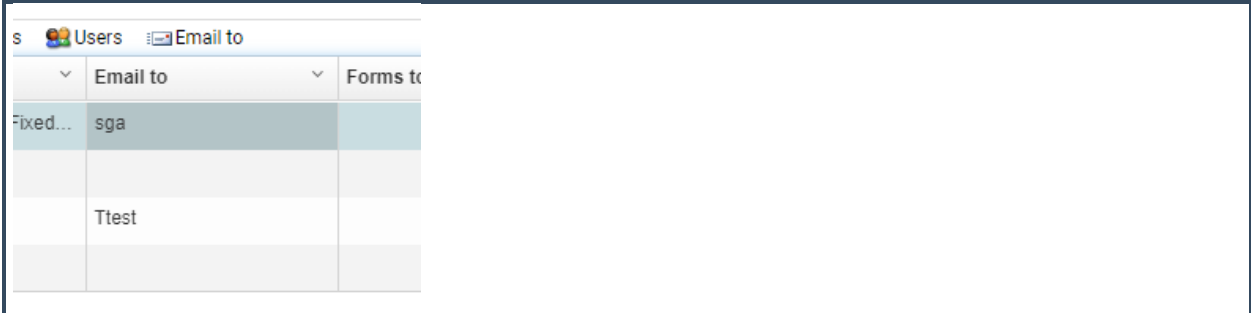
Insert Variable	
File Name	Sheet Name
Weekly Membership @Fixed.MM...	Cancellations
	Changed Membership
Membership Financials	Major Acct 11 GL
	Major Acct 11 Balance Sheet

- **File Name and Sheet Name**
 - A file name being present indicates that you are starting a new file. In the example above, there would be one Excel file called Weekly Membership that has a sheet for Cancellations and Changed Memberships. Then a second file called Membership Financials with a sheet called Major Acct 11 GL and Major Acct 11 Balance Sheet
 - Insert Variable- this option in the toolbar can be used to add items such as the date or month of the report to the file name or sheet name.
- **Excel Password (12.1)**
 - If there is a password entered on this field, the file will be locked.
 - It is recommended when sending sensitive data via email, the file type be Excel and a password added to the file.

NOTE: If the output is a CSV or PDF the Sheet Name and password column would not appear. The file name would be used to define which reports should be included in the document.

Email Properties Tab

Email addresses are set on the Reports tab. This field only shows if an output of email is set on the general tab.



The screenshot shows a software interface with a toolbar at the top containing a 'Users' pick list and an 'Email to' button. Below the toolbar is a table with three columns: a dropdown menu, 'Email to', and 'Forms to'. The first row has 'Fixed...' in the first column, 'sga' in the second, and a blank cell in the third. The second row has a blank cell in the first column, 'Ttest' in the second, and a blank cell in the third. The third row has blank cells in all three columns.

	Email to	Forms to
Fixed...	sga	
	Ttest	

- A blank field indicates that the report should be sent to the email address above it.
- To enter email addresses, double-click on the email address field. From here you can type in the emails separated by a semicolon. You can also click the Users pick list from the toolbar above. This will allow emails to be chosen from users that are already set up in SGA.
- Email To- This opens the Email field in a window that makes entering multiple emails more efficient.

Email Properties Tab

This tab is used to set up the subject and email body. The report list will be an attached file to the email.


General Reports **Email Properties** Schedules

Recipients are set up on the Reports tab

Subject:

Monthly Membership Report

Body:

 Insert Variable

Dear Membership Team,

Here are your monthly membership reports for @Fixed.MMMM@ @Fixed.YYYY@.

Please review tab 1 for a snapshot of membership holds last month. Review tab 2 for membership hold detail that drills down to the contact information of members who are currently on hold.


This report will help you determine hold trends and assist you in forecasting and budgeting revenue to account for future membership holds.

Have a great month!

Sincerely,

The monthly reporting courier

Please do not reply to this message.

 Attachments

- Insert Variable - This allows you to use variables so that the email does not need to be updated each time. The most commonly used variables are dates.
- Attachments - This allows you to attach an additional file to your email. Additional attachments cannot be saved and set on a schedule.

Schedules Tab

On the Schedule tab, you can add a new schedule, edit or delete* an existing schedule, and view the task log. To set up a new schedule, select “New” and a window will pop up.

NOTE: Best practice is to end date the schedule instead of deleting it. Deleting it will also delete the task log history.

Setu New Scheduled List Task [View Help](#)

Name:

Description:

Output:

Schedule

Only email/export reports with rows

Recurring

Begin Date:

End Date:

Time to run:

Run at:

Run every:

Day of week to run:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

From here, you must fill in the name and description and then choose an output.

Output Options: *The output selected in the schedule will override the output on the General tab.*

- Excel Email: Emails the reports as an Excel file.
- Printable PDF Email: Emails the reports as a pdf file
- CSV Email: Emails the reports as CSV files
- Constant Contact: Updates the specified contact list in Constant Contact. You must have Constant Contact set up in SGA.
- MailChimp: Updates the specified contact list in MailChimp. You must have MailChimp set up in SGA.
- Excel SFTP Upload: Uploads the reports as an Excel file to an SFTP. SFTP must be set up on the General tab.
- Pdf SFTP Upload: Uploads the reports as a pdf file to an SFTP. SFTP must be set up on the General tab.
- CSV SFTP Upload: Uploads the reports as a CSV file to an SFTP. SFTP must be set up on the General tab.
- Excel Dropbox Upload: Uploads the reports as an Excel file to a Dropbox account. Dropbox must be set up on the General tab.
- Pdf Dropbox Upload: Uploads the reports as a pdf file to a Dropbox account. Dropbox must be set up on the General tab.
- CSV Dropbox Upload: Uploads the reports as a CSV file to a Dropbox account. Dropbox must

be set up on the General tab.

- Send email Body and Attachments to Email Recipients from Report only: This does not use the reports on the views tab. It uses the email recipients from the "Get Email Recipients From Generic Report" report that is selected on the general tab. It will send the email on the general tab to every email address gotten from that report only.

Schedule

- Recurring: indicates if you want it to be scheduled once or on a repeating basis.
 - Begin Date and End Date: Sets the date range for the schedule
 - Specify time to run
 - If you do not specify a time, then it will run at 12 am.
 - The times available are between 7 pm and 7 am. Lists can not be scheduled to run between 7 am and 7 pm to avoid slowing down the servers. The list can be manually executed during normal business hours as needed.
 - Run Every: Gives the ability to run every day, week, and month.
 - Recurring Override: This allows you to run or not run the list on a specific date
 - Preview Recurring Schedule: This will show what days the list is scheduled to execute based on the above parameters.
-

Report Descriptions

Last Modified on 03/10/2025 5:08 pm EDT

Report Descriptions

Settings > Report Descriptions

Within the Financial Statement Report Writer, the Rows tab controls how account information is presented. Lines added to the Rows tab indicate the summary layer **Order by** which the report should be displayed (first by branch, then by department, then by Minor Account, etc.) with the Direction (ascending or descending) controlling the order of GL accounts for each summary level.

When it is necessary to summarize or order GL accounts in a more custom way, Report Descriptions may be used. Report Descriptions allow for up to four summary **levels** to be established and assigned to GL accounts. The summary **levels** can then be added to the report Rows tabs as **Order by** layers (first by Level 1, then by Level 2, then by Level 3, etc.) to control the order of the assigned GL accounts.

Actions:

New: Create a new Report Description from scratch

Clone: Create a new Report Description by cloning an existing Report Description

Edit: Edit an existing Report Description's Report ID, Report Name, and Level labels

Levels: Edit an existing Report Description's Levels

Delete: Delete an existing Report Description

Attachments: Access attachments applied to an existing Report Description (attachments are often added as background information explaining how/why the Report Description was established)

Reports: Export the list of Report Descriptions

Report Description Grid:

Report ID: A short name identifier for the Report Description

Report Name: A longform description for the Report Description often explaining its purpose

Attach: A checkbox indicating if any documentation is attached to the Report Description setup for backup/explanatory purposes

Creating a New Report Description

Follow these steps to create a new Report Description:

1. Click **New/Clone**
 2. Enter:
 1. **Report ID** - The identifier displayed in the Report Description selection dropdown menu accessible from the Financial Statement Report Writer
 2. **Report Name** - A longform description of the name/purpose of the Report Description
 3. **Level 1-4 Labels** - Description of the Level displayed on the Financial Statement Report Writer when the Level is added to the Rows Tab
 3. Click **Save**
-

Adding Levels for a Report Description

Actions:

New: Add a new Report Description Level grouping

Edit: Edit an existing Report Description Level grouping

Delete: Delete an existing Report Description Level grouping

Account Filter: Filters to identify GL accounts to which levels for the Report Description Level grouping should be assigned. The system will automatically update any accounts assigned a Report Description based on selections.

Apply Conditions: Manually initiate the assignment of Report Description Levels to accounts according to the established Account Filters

Attachments: Access attachments applied to an existing Report Description (attachments are often added as background information explaining how/why the Report Description was established)

Reports: Export the list of Report Description Level groupings

Follow these steps to add Report Description Levels:

1. Click **New** to add a new grouping of Report Description Levels
2. Enter identification numbers for Level(s)
 1. Numbers allow for the Level(s) to be displayed in ascending/descending order when the Levels are used in the Financial Statement Reports' Rows tab
3. Enter a description for the Levels
 1. The entered description will be displayed whenever the Level is used for a report total
4. Click **Accounts** to add Account Filters
 1. GL Accounts meeting entered Account Filter conditions will automatically have the Report Description Levels assigned upon save
 2. If GL Accounts meet the Account Filter conditions for multiple Report Description Level

groups, the Levels in the last Report Description Level group will be assigned.

3. **If no Account Filters are used, Report Description Levels may be manually added to GL accounts (RECORDS > ACCOUNTS > ACCOUNT EDIT > REPORT DESCRIPTIONS)
5. Click **Save** (all Report Description Levels will be assigned to accounts meeting any entered Account Filters)
6. When all necessary Report Description Level groups have been added, close the menu with the X in the upper right corner.

Example Report Description and Levels

Report Description:

Report ID: SOFP

Report Name: Statement of Financial Position

Level 1 Label: Account Category (Asset, Liability, Equity)

Level 2 Label: Restricted/Unrestricted

Level 3 Label: Current/Non-Current

Level 4 Label: Account(s)

Report Description Levels:

Level 1	Level 2	Level 3	Level 4	Description	Account Filters
10				ASSETS	
10	10			UNRESTRICTED	
10	10	10		CURRENT ASSETS	
10	10	10	10	CASH AND CASH EQUIVALENTS	(FUND = 01 AND (MAJOR ACCT# = 60 OR MAJOR ACCT# = 61))
10	10	10	20	RESTRICTED CASH	(FUND = 01 AND (MINOR ACCT# = 6120 OR MINOR ACCT# = 6130))
10	10	10	30	ACCOUNTS RECEIVABLE	(FUND = 01 AND MAJOR ACCT# = 63)
10	10	10	40	PLEDGES RECEIVABLE, NET	(FUND = 01 AND (MAJOR ACCT# = 64 OR MINOR ACCT# = 6390))
10	10	10	50	PREPAID EXPENSES	(FUND = 01 AND MAJOR ACCT# = 66)
10	10	20		NON-CURRENT ASSETS	
10	10	20	10	LAND, BUILDINGS AND EQUIPMENT, NET	(FUND = 01 AND MAJOR ACCT# = 69)
10	10	20	20	OTHER INTANGIBLE ASSETS	(FUND = 01 AND (MINOR ACCT# = 6960 OR (MINOR ACCT# = 6969))
10	10	20	30	INVESTMENTS	(FUND = 01 AND MAJOR ACCT# = 67)

Example Report Using Report Description Levels

Rows tab:

Order by	Direction	Notes	Header	Repeat Header Per Page	Total
Level 1	Ascending	Account Category (Asset, Liability, Equity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Level 2	Ascending	Restricted/Unrestricted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Level 3	Ascending	Current/Non-Current	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Level 4	Ascending	Account(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Report:

RD Level	RD Label	YTD 2024 Actual	2023 Actual	Change This Year
10	CASH AND CASH EQUIVALENTS	7,944,599.32	8,077,999.63	(133,400.31)
20	RESTRICTED CASH	(320,527.87)	(320,527.87)	
30	ACCOUNTS RECEIVABLE	8,090,280.15	8,090,130.15	150.00
40	PLEDGES RECEIVABLE, NET	2,120,337.24	2,110,337.24	10,000.00
50	PREPAID EXPENSES	104,217.00	104,217.00	
10	CURRENT ASSETS	17,938,905.84	18,062,156.15	(123,250.31)
10	LAND, BUILDINGS AND EQUIPMENT, NET	12,971,229.10	13,730,074.44	(758,845.34)
20	OTHER INTANGIBLE ASSETS	233,815.39	237,870.01	(4,054.62)
30	INVESTMENTS	6,684,760.78	6,684,760.78	
20	NON-CURRENT ASSETS	19,889,805.27	20,652,705.23	(762,899.96)
10	UNRESTRICTED	37,828,711.11	38,714,861.38	(886,150.27)
10	ASSETS	37,828,711.11	38,714,861.38	(886,150.27)

Selecting/Creating a New Report Description from within Financial Statement Reports

Reporting > Financial Statements > Customize Report > General Tab

If an existing Report Description should be applied to the Financial Statement Report, select it from the **Use Report Description** dropdown. Once selected, if the Report Description needs to be edited, click **Edit**, or if Levels need to be modified, click **Levels**.

See **Report Descriptions** section above for adding/editing Report Description setup and Levels.

Importing Report Descriptions Setup

Records > Accounts > New (Import)

This is used to import data to update Report Description setup information.

NOTE: When importing a Report Description setup the Report ID must initially be created

manually.

Action: The type of import being performed - Select 'Import report description setup'.

Connection string: A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions or a "key" that tells the software to locate and access the data it needs to import.

Reference columns by: This determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to data.
- **Reference by Number:** This means you refer to columns based on their position or index within the dataset. Instead of using the column name, you refer to the column by its numerical position.

Report ID: Select the Report ID to be updated with the imported values.

Description Column: Specify the column in the import file containing the description to be imported. Identify the column by the heading or by the column number based on the above 'Reference columns by' value selected.

Level 1 - 4 Column: Specify the column in the import file containing the specific level to be imported. Identify the column by the heading or by the column number based on the above 'Reference columns by' value selected.

NOTE: *The levels are numeric values, so numbers need to be specified in each of the columns in the import file, even if the value is zero.*

Importing Report Descriptions Levels for Accounts

Records > Accounts > New (Import)

This is used to import Report Description level groups to the Report Descriptions.

Action: The type of import being performed - Select 'Import report descriptions for accounts'.

Connection string: A string of text that specifies the information needed to establish a connection between the software and a data source, such as a database file or external service. It acts like a set of instructions or a "key" that tells the software to locate and access the data it needs to import.

Reference columns by: This determines how the columns in your data are identified during the import process.

- **Reference by Name:** This means you use the column header or the column name to refer to data.
- **Reference by Number:** This means you refer to columns based on their position or index

within the dataset. Instead of using the column name, you refer to the column by its numerical position.

Report ID: Select the Report ID to be updated with the imported values.

Add by: Specify how the GL accounts are to be identified for assigning the Report Description Levels. GL Accounts may be listed in the import file along with each account's assigned Report Description. Or, if the same Report Description Level group should be assigned to every account that matches a given account part, select the Account part from the "Add by". Identify the column by the heading or by the column number based on the above 'Reference columns by' value selected.

Account Column: Specify the column in the import file containing either the GL account or the account part to use as the criteria for which accounts are to have the Report Description Levels assigned. Identify the column by the heading or by the column number based on the above 'Reference columns by' value selected.

Level 1 - 4 Column: Specify what column in the import file contains the specific level to be imported. Identify the column by the heading or by the column number based on the above 'Reference columns by' value selected.

NOTE: *The levels are numeric values, so numbers need to be specified in each of the columns in the import file, even if the value is zero.*

Query Variables

Last Modified on 01/13/2025 1:04 pm EST

Query Variables

Setup > Query Variables

Query Variables are used throughout reporting.

Toolbar:

- New: add a new query variable
- Edit: edit an existing query variable
- Delete: Delete the query variable
- Reports: this prints the grid below the toolbar

Adding and editing a query variable:

- Variable Name: This is the variable It MUST begin and end with the % symbol
 - Description: This is for informational purposes and is only a text box
 - Value Type: This can be the result of a query or a fixed value
 - Connection: This tells the variable where to pull data from. Most often it is the same as the query that the report is using.
 - Select Command: This is where the query for the variable or the fixed value is stored
-

Data Sources

Last Modified on 01/13/2025 2:07 pm EST

Data Sources

Reporting > Data Sources

Data sources are used in the Generic Report Writer. They tell the report where to pull data from. It is recommended that these are only accessible to SGA administrators.

Toolbar:

- New: add a new data source
- Edit: edit an existing data source
- Delete: Delete the data source
- Reports: this prints the grid below the toolbar

Adding and editing a data source:

- Connection: This is the name of the connection and must be unique
- Description: This is for informational purposes and is only a text box\
- Permissions: (for) Permissions can be set for all users or specific groups/users. If you change the drop down to User/Group a grid will appear that enables, you to add the applicable users.
- Connection Type:
 - SQL Server
 - AS/400 (IBM iSeries)
 - Oracle
 - MySQL
 - Access
 - Excel
 - Text
 - Custom

It is recommended to contact the SGA support team when setting up a new connection string. This will ensure proper set up and permissions are in place.

Dashboards

Home

- **Dashboards** work with user account restrictions.
 - For example, a graph of total revenue will show the CFO user the total corporate revenue, while a youth sports director viewing the same graph will see only the total of youth sports revenue.
 - Because of account restrictions, one set of dashboards will work for all users.
- **SGA Master Dashboards** are a set of dashboards provided by SGA and are not able to be changed by the client just like master reports. These will periodically be updated to include new graphs or reports. Currently the list includes the following.
 - Quick Overview. This is 3 graphs, one for Total Revenue, Total Expense and Total Net.
 - Membership Review
 - Program Review
 - High Level Overview
 - High Level Overview Historical
 - High Level Overview in Numbers (no graphs)
 - Monthly Revenue by Department
 - Productivity Ratios are reports that show key indicators. There are columns that compare, for example, “Salaries & Benefits” as a percentage of “Total Revenue.”
 - Cash shows the change in Cash for the month and for each month of this year.
- **Preferred Dashboard.**
 - Each user can click on the **Set as Preferred** button. Each time they login to SGA their preferred dashboard will display. When dashboards are made live, the preferred is set to **Welcome**.
- **Right click on a graph or report** . The normal drill downs from reporting are available and the report, or view, “behind a graph” will open in a new tab for you to continue drilling down.
- **A copy of the Master Dashboards** can be made so that the client can begin to create additional dashboards.
 - We recommend that you touch base with SGA staff to begin this set up process.
 - Permissions for a user or group can be applied to a Dashboard.
 - Remember the account restrictions already do user specific dashboards.
- **Buttons, Drop-downs, and Links**
 - **Path** is the location of this Dashboard

- **Dashboard** drop-down is used to select a different dashboard. Click on the blue drop down if there are dashboards in more than one path location.
- **Set as Preferred.** The dashboard display at login.
- **Refresh.** Pressing refresh will recalculate the current dashboard. For example, you can change the period and then refresh the dashboard.
- **Period.** The user may change the period for the dashboard. The default in the dashboard setup is either the “prior period” or the “current period,” but the period can be changed with this dropdown.
- **Reports.** This will send the current screen to the Printer.

***NOTE:** there is no auto formatting when sent to the printer. So, to have a Dashboard print with a nice format to a printer, the dashboard needs to be formatted to a view for a printer instead of a view for your screen.*

- **Filter.** Like the **Select** tab in reporting, this link is used to narrow or expand the current dashboard. For example, if the CFO is looking at a dashboard which includes all branches, then by clicking filter and selecting only one branch then the current dashboard will display information for only that one branch.
 - **Customize Dashboard.** This is where the set up is done for this dashboard. Just like in “Reporting,” Master Dashboards cannot be changed/and saved. See above for getting started on the process to create user specific dashboards.
 - **Right click on a graph or report.** The normal drill downs for reporting are available and the report or view, “behind a graph,” will open in a new tab for you to continue drilling down.
-

Reporting with Custom Totals

Last Modified on 01/28/2025 11:26 am EST

Report with Custom Totals

Reporting > Report Folders

The following report is created with Custom totals.

Reports > Financial Statements > *Management Reports

Report:

Period:

	May 2022 Actual	YTD 2022 Actual	YTD 2022 Budget
Expense			
Salaries	-1,789.61	-166,647.83	-262,502.64
Supplies	-35,393.16		-135,344.81

Columns are created for the items that you wish to include. These columns will remain un-hidden. Following the items that represent the columns to be shown, the same columns are defined again, but these columns will be hidden. The hidden columns will contain the Conditional criteria.

NOTE: In the example below there is no Office Supplies YTD Month.

Column	Year	Month	Header	Hide..	Width	Conditional
				<input type="checkbox"/>	Auto	<input type="checkbox"/>
Actual	This Year	Month	%MMM% CaYr% Actual	<input type="checkbox"/>	Auto	<input type="checkbox"/>
Actual	This Year	YTD Mo	YTD CaYr% Actual	<input type="checkbox"/>	Auto	<input type="checkbox"/>
Budget	This Year	YTD Mo	YTD CaYr% Budget	<input type="checkbox"/>	Auto	<input type="checkbox"/>
Actual	This Year	Month	Office Salaries Month	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
Actual	This Year	YTD Mo	Office Salaries YTD Month	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
Actual	This Year	Month	Office Supplies Month	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
Budget	This Year	YTD Mo	Office Salaries YTD Budget	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>
Budget	This Year	YTD Mo	Office Supplies YTD Budget	<input checked="" type="checkbox"/>	Auto	<input checked="" type="checkbox"/>

Condition for Office|Salaries|Month [View Help](#)

AndOr	Column	Comparison	Value
	Minor Acct#	Equal to	52016
Or	Minor Acct#	Equal to	53037

AndOr	Column	Comparison	Value
	Minor Acct#	Equal to	53001
Or	Minor Acct#	Equal to	53007
Or	Minor Acct#	Equal to	53038
Or	Minor Acct#	Equal to	55500

On the rows tab, the first line is set to some item that will remain the same for the group of accounts. This will be the report heading row. On the Header Cells screen it is set to display the word 'Expenses'.

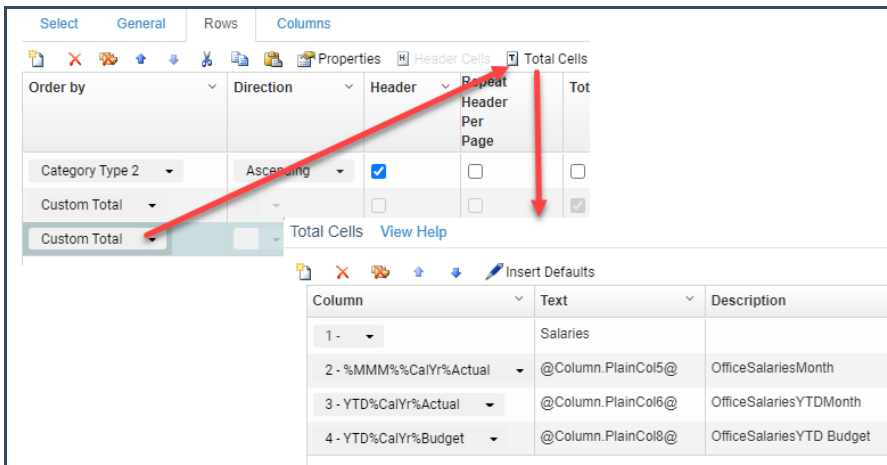
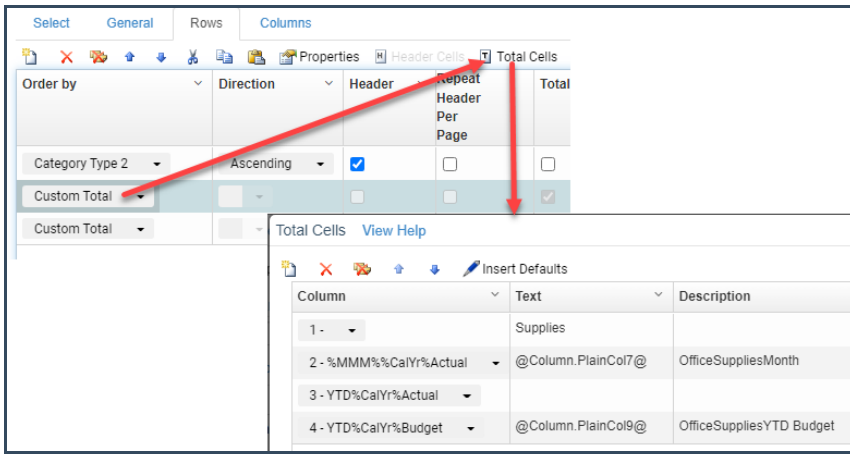
Column	Text	Description
1 -	Expense	

When creating the hidden columns for the report, it is helpful to enter a heading that is descriptive of the information.

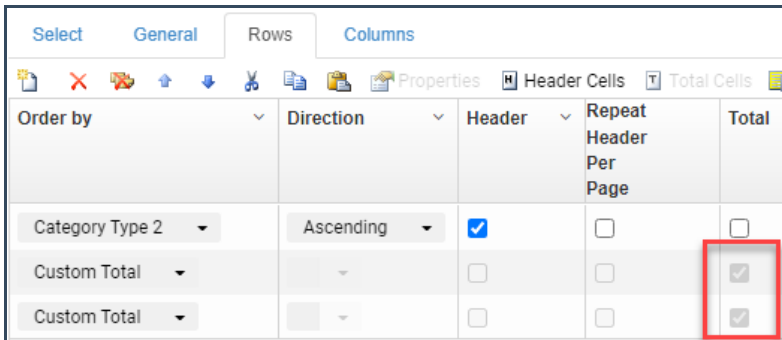
	Column..v	Year	Month	Header
1				
2	Actual	This Year	Month	%MMM% %CaYr% Actual
3	Actual	This Year	YTD Mo	YTD %CaYr% Actual
4	Budget	This Year	YTD Mo	YTD %CaYr% Budget
5	Actual	This Year	Month	Office Salaries Month
6	Actual	This Year	YTD Mo	Office Salaries YTDMonth
7	Actual	This Year	Month	Office Supplies Month
8	Budget	This Year	YTD Mo	Office Salaries YTD Budget
9	Budget	This Year	YTD Mo	Office Supplies YTD Budget

On the Total Cells screen, columns 1 through 4 are being overridden with values pulled from the hidden columns.

Since no conditional column exists for Office Supplies YTDMonth, it is necessary to specify that the third row is being overridden (with nothing) or the 'real' value of that row will be displayed.



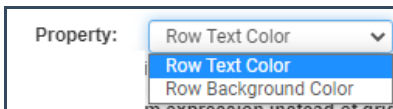
Since each one of the custom totals is defined as a level in the sort/subtotal function of the system, by default, colors will be assigned to everything except for the last level.



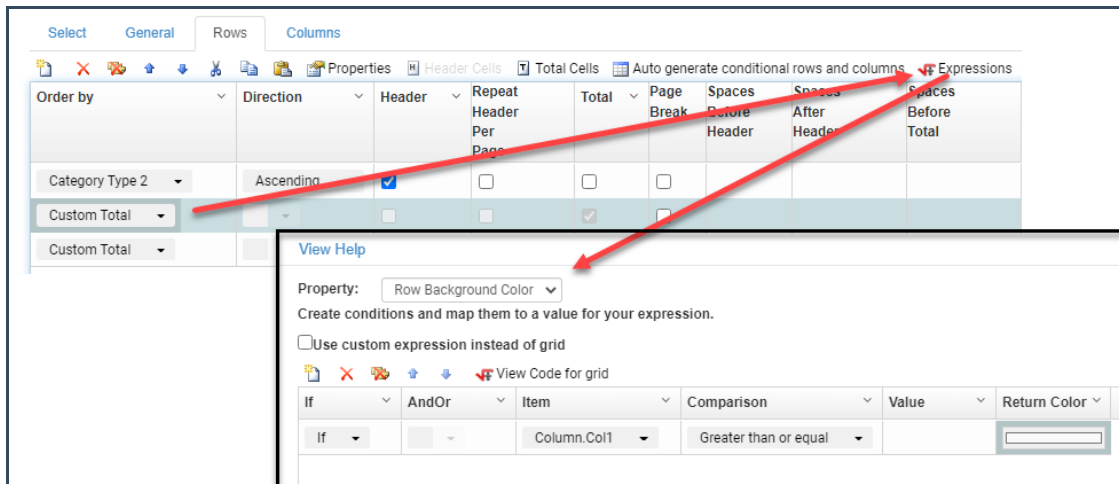
As a result, in this example, the Supplies line is shown in blue.

	May 2022 Actual	YTD 2022 Actual	YTD 2022 Budget
Expense			
Salaries	-1,789.61	-166,647.83	-262,502.64
Supplies	-35,393.16		-135,344.81

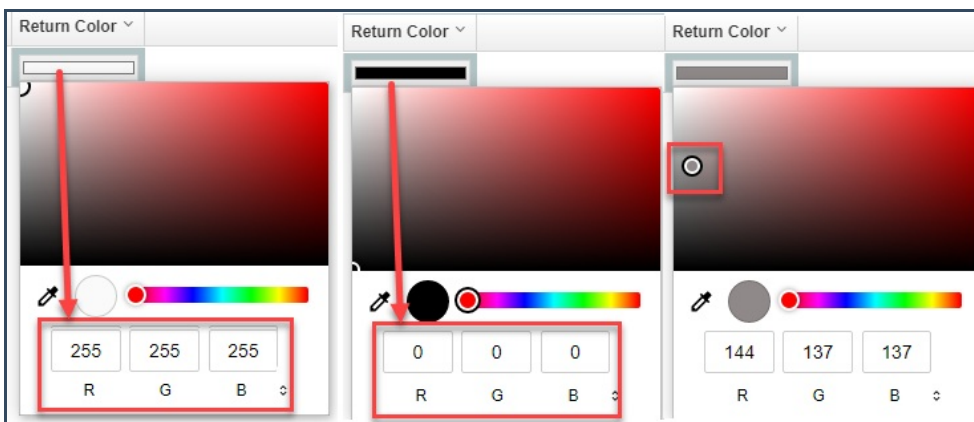
It is possible to override the defaulted text and/or background color by applying an expression to the total row.



The condition below tells the system to use a white background color when the value in column1 is greater than or equal to nothing. (In other words, always)



The colors can be selected by entering the numbers for the color or by dragging the color selector to a desired shade.



Users

Last Modified on 04/21/2023 3:29 pm EDT

Related Articles

SGA Users

Last Modified on 03/04/2025 9:09 am EST

Users

Users > System Users

Add users and customize each role, providing individual [permissions](#) and [restrictions](#) for specific tasks.

Permissions: To maintain the security of a user, select the user and click [permissions](#).

Delete: If an individual leaves your organization, you may choose to either delete or disable the user from the system. With either option, the user will no longer have access to the system. However, consider the following:

- **Delete:** Any views, reports, or budget views saved for that user name will be deleted. The user's name will remain in any audit or historical transactions. The create user field also remains the same.
- **Disable:** Edit the user name and uncheck the **Enabled** box. Although the user will no longer have access to the system, this will allow an administrator the option to access/review any reports saved for that specific user name. The user can later be deleted.

Account/Object Restrictions: To maintain the account/object restrictions, select the user and click Account/Object Restrictions or right-click from the user.

Audit: Tracks changes made on each user.

Set Preferred Dashboard: Sets the preferred dashboard for a group or user.

Reports: Export, Print, and/or Preview a list of information filtered on the screen.

Group: Filter users shown by the selected group.

Show Only Users Options: Check box to further filter users shown on screen

- Without Microsoft accounts linked
- Enabled Users Only
- With accounting access
- With permission

New/Edit User

Audit: Tracks the changes made on each user.

Email Audit Log: Displays the subscribe status and delivered/bounced activity of any selected

user's email, or other searched email address, for the immediately preceding month. If necessary, email address may be unsubscribed or resubscribed by a system administrator. When unsubscribing/resubscribing, a menu is presented indicating the different email types that can be added or removed.

General

User: The name that the user will sign in as. This can be a first name, last name, first and last name, or anything you want. Most people use the first letter of the first name and last name (i.e. JSmith). The user name is not case-sensitive.

Full Name: The full name of the user (i.e. John Smith).

Description: An optional description.

Email: The user's email address. This is required using email features within SGA.

Enabled: If this is not checked the user will not be able to login. If a user's password expires the user will be disabled.

Office status: Designates if user is currently logged in or out of the office. This is used only in approvals.

Dft access level: The default for all security for this user. Normally this is set to "00 - Not Allowed". If this is an administrator you may want to set it to "99- Highest Security". That way any time you get an upgrade that has new task you will automatically have full access to it.

Dft Product Type: For use with the SGA Sales system only. For users who work in a specific area, this defaults the product type selection on screens such as activity code setup.

Dft Branch: For use with the SGA Sales system only. The branch of the user is the branch to which their end-of-shift batch is associated and also defaults the branch selected on offering search.

Password

There are several [password options](#) that can be set globally.

Password expires every x number of days: If checked this requires the user to change their password regularly.

Force user to change password on next login: If checked the user will not be able to login until they change their password.

Generate random password and notify user after save: If this box is checked, upon Save, the system will auto-generate an email to the user with log in information and a temporary password. Upon log in, the user has the option to set a password of his choice.

Create a password or Change password: Allows you to manually assign a password for a new user or to reset a password for an existing user. With this option, no email is auto-generated to the user.

Member Of

Determines what groups this user is a member of. For more information, see [groups](#).

SGA Groups

Last Modified on 01/03/2025 4:00 pm EST

Groups

Users > System Groups

It is good practice to organize users into groups so that you can maintain permissions for an entire group rather than individual users.

Name: The name of the group (i.e. Administrators).

Group Type: In the Approval System, Groups can be assigned to an approval table. In the past only users could be placed in an approval table. Because groups can now be added, the Group view might have more Groups. The Group Type field is a column to help to organize Groups. You might for example input "Approval" for those Groups that you plan to use for the Approval System. On the browse of Groups, you can sort the view by the column for Group Type. Group Type is entered on the Group Edit view.

Description: An optional description.

Dft access level: The default for all security for this group. Normally this is set to "00 - Not Allowed". If this is an administrator you may want to set it to "99- Highest Security". That way any time you get an upgrade that has a new task this group will automatically have full access to it.

Run Approval for users One by One: If this box is checked and this group is used in the approval process, the order of the users for approval will be the sort order column and then the user column. If the box is not checked and this group is used in the approval process, then all members of this group will be notified at the same time.

Show only enabled users: If this box is checked only enabled groups will be visible on the screen, all others will be hidden.

Members: Determines what members or users are included in this group. For more information see [permissions](#).

- **User, Full Name, Description:** Defined under [user setup](#).
- **Approval Sort Order:** The order in which the users in the Group should be reviewed when the group is in an approval table. If no order is stated the users are reviewed alphabetically.
- **Proxy Approver:** Is the user to whom an approval should be sent if the indicated approver is out of office when a group is listed in an approval table.
- **User Status:** In the approval system if a user is out of the office and they are the next person to approve the item, then the process will skip them. It will go to their "Proxy Approver," or if that is blank the process will continue with the next row of the approval table.

If this user is the last user in the approval table, then the administrators will receive a notification to “look at this item because the last approver (User Name) is out of the office and so they should review it and approve as needed.”

- **Usage:** Defined by Permissions set under General Ledger > Usage > 01-Allow (Accounting) and Sales > Usage > 01-Allow (Sales)

To maintain the security for a group, select the group and click [permissions](#)

Permissions

Last Modified on 01/03/2025 2:39 pm EST

Permissions

Users > Permissions

This is where you set permissions for both [users](#) and [groups](#). Every option has a security level that allows or disallows access to the task, whether or not a user has permission to modify, or access anything on a higher level. To begin, select the user or group you are working with and the [application](#). To display a specific task for all users or all groups, right click on a task and choose the appropriate menu.

There are two separate types of permissions:

Tasks: This is the main part of permissions in the most detail. Tasks define who is allowed to do what.

Options: This is where other settings are stored per user (not group) that don't fit the mold of allow and modify security levels. You rarely have to change anything here. It is mainly used internally for storing data specific to a user.

Understanding Permissions

Permissions can be assigned to a user or group. Therefore, the highest level of permission is what applies to a user. In other words, if the individual user's permissions are set low and one of the groups that the user is a member of is higher, then the group permission will be applied because it is higher. This also works visa-versa. If a user is a member of a group and you try to change a user's permissions rather than one of the groups in which they are a member of, then a popup window will appear asking you if you want to apply the change to the user or one of the groups they are a member of.

User: The [user](#) or [group](#) to work with.

Application: The [application](#) to work with.

Task: The [task](#) to work with. This allows you to search for a specific task by a keyword. If you select all users and specify a task then you can display a specific task for all users.

Global Edit: This gives you the ability to clone permissions. This can be done by selecting what you want to do from the drop down and pressing the apply button. It also gives you the ability to, allow all, update all.

Clone selected to: Clones the currently selected task to another user, group, or all users.

Clone all from: Clones all permissions from another user or group into the user or group displayed.

Clone all to: Clones all permissions to another user, group, or all users.

Disallow all: Disallows access to all tasks for either the current or all applications for the user or group displayed.

Allow all: Allows access to all tasks for either the current or all applications for the user or group displayed, not overlaying any higher levels that already exist.

Allow all, no higher levels: Restricts to allow access to all tasks for either the current or all applications for the user or group displayed. This Replaces any levels greater than Allow.

Modify all: Allows access to modify all tasks for either the current or all applications for the user or group displayed, not overlaying any higher levels that already exist.

Modify all, no higher levels: Restricts to only be able to modify all tasks for either the current or all applications for the user or group displayed. This replaces any levels greater than Modify.

Highest security: Allows access to everything.

Account/Object Restrictions

Last Modified on 01/13/2025 2:41 pm EST

Account/Object Restrictions

Users > Account/Object Restrictions

This will limit a user to browse and/or enter only into a selection of account/object ranges. The user will be allowed to enter into an account/object, so long as the division falls within any ranges specified. If no ranges are specified, the user can browse and do entry for all accounts/objects.

Object Type: Each object type has its own range of accounts or objects. To access the regular account ranges, choose 'Account'.

User: The user to change account/object selections or the default account/object# for.

Group: This provides a way to group users so you have the ability to clone by group.

Clone to: Clones all ranges displayed. This can be applied to all users, another user, or a group of users. This clones the accounts only on the tab selected, so you must clone each tab individually as needed.

Search Restrictions: Displays all users that have access to the selected accounts. This list can be printed or exported to Excel.

Preview User Accounts: Displays the accounts that will be available to the user on entry and list screens based on their account restrictions.

Browse/Entry: Sets the accounts the user can browse/view vs. do entry. Browse restriction also applies to entry, so Entry tab does not need set unless this differs from Browse restrictions. All other tabs are specific to that type of entry and only need set if the specific restriction differs from the Entry tab setting. It is okay to specify entry restrictions on each tab, but not necessary.

Example 1

- Browse and do entry to branches 1 and 2
- Browse tab should be set to Branch equal to 1 OR Branch equal to 2. Entry tab does not need set as browse restrictions also apply to entry. No other tabs need set unless additional specific restrictions are needed, such as in Example 3 below.

Example 2

- Browse branch 1 and branch 2 but entry is limited to branch 1:
- Browse tab should be set to Branch equal to 1 OR Branch equal to 2; Entry tab should be set to Branch equal to 1.

Example 3

- Browse all branches; however entry is limited to branch 1; PO entry is limited to Dept 15 (within Branch 1).
- Browse tab should be left blank. Entry tab should be set to Branch equal to 1. PO Entry tab should be set to Dept equal to 15.

Example 4

- Browse Branches 1 and 2, as well as do PO entry to Branches 1 and 2, and Budget entry only to Branch 2.
- Browse tab should be set to Branch equal to 1 OR Branch equal to 2; Entry tab can be left blank. Budget entry tab should be set to Branch equal to 2.

Example 5

- Browse all branches except payroll budget detail/components; do budget detail/component entry only to Branch 2.
- Browse tab should be blank; Budget entry tab (what accounts can they do budget entry?) should be set to Branch equal to 2. This requires box checked in Budget Format Setting "Require modify level to browse". Otherwise all users with access to this salary account can see the budget detail/components as well.

Account Restrictions: Click here to see how selections work and some examples.

Clone restrictions to another user or to another tab for the same user

When looking at the account restrictions for one user, you may copy these settings to a selected tab for another user or group by clicking on the drop down arrow for Clone to. You may copy to the same tab or a different tab for the other user. You may also copy the settings on one tab for this user to another tab for the same user.

For information on restricting access to budget detail/component screens, see [Budget Formulas](#).

NOTE: *These user restrictions are part of security, which is set per database. If you have more than one database, such as another for training, you will need to maintain restrictions in both databases.*

Where restrictions are applied

Restrictions are applied throughout the system. Below is a complete listing of where browse/entry account restrictions are applied:

General Ledger

Accounts
Account Transactions
Financial Statements
Detail Report Writer
Journal Entry
Balance Forward Entry

Budgets

Actuals / Budgets
Global Budget Changes

Accounts Payable

A/P Invoices
A/P Invoice Batch
Purchase Order
Vendor Detail Transactions
Vendor Summary Transactions
Payment

Approval Group Restrictions

Users > Approval Group Restrictions

This will limit a user to browse and/or create entries only for the selected approval group, approval table, and/or default account segment(s). If no restrictions are specified, the user can browse and/or make entries for all approval groups, approval tables, and/or default account segments, provided the default account segments fall within their account/object restrictions.

Preview User Approval Dropdown Options: A search tool to display the approval groups that will be available to a selected user when creating entries by approval source type (Purchase Order, Invoice, or Journal Entry) and screen (Entry Screens, Lists).

Search Approval Restrictions: A search tool to display the users with access to selected Approval Sources, Groups, and/or Approval Tables.

User: The user for whom the restrictions are being set.

Audit: Allows a user to search all audit records for a specific user when approval group restrictions have been modified.

Column: The restriction type being set:

- *Group* – All approval tables for the specified group set to display in the selection dropdown.
- *Approval Table* – A specific approval table set to display in the selection dropdown.
- *Acc Div 1 (If default account segments used)* – All approval tables containing the default account segment.
- *Acc Div 2 (If default account segments used)* – All approval tables containing the second default account segment.

Clone to: Clones all ranges displayed. This can be applied to all users, another user, a group of users, or a selection of users.

Example 1

- Browse and make entries to all approval tables that exist for Approval Groups 1 and 2
- Columns should be set to Group equal to 1 OR Group equal to 2.

Example 2

- Browse and make entries for Approval Tables other 1.

- Column should be set to Approval Table not equal to 1.

Example 3

- Browse and make entries for Approval Tables containing Acc Div 1 equal to 20.
 - Column should be set to Acc Div 1 equal to 20.
-

Where restrictions are applied

When restrictions are set the user is limited to the following:

- Viewing entries for which they are listed as an approver
 - Viewing entries that meet the stated restrictions
 - Creating entries that utilize the approval groups and/or approval table the meet the stated restrictions
-

Tasks

Last Modified on 01/22/2025 1:20 pm EST

Tasks

IMPORTANT: Lists and maintains all permissions tasks in the system for security purposes. This is highly controlled and should never have to be changed by the client. To specify security for a task for a specific user or group, see permissions.

Pulse

Last Modified on 08/15/2024 11:55 am EDT

Related Articles

Check In

Last Modified on 01/14/2025 2:56 pm EST

Check In

[Access](#) > [Check In](#)

The instructions below will guide you through various check-in accesses.

Member Check In

1. Go to the Access tab and click **Check In**
 2. **Scan** member card or digital barcode.
- OR -
Click **Member Search**. Enter Last & First Name, and you will see a results grid. Find the correct person and click on their name. You can also search by birthdate, email address, phone number, or a combination of the above.
 3. If other members from the same unit are present, click **Check In Family**. Click **Check In** next to the name of each member who is here and needs to be checked in.
-

Nationwide Check In

Click the **Nationwide Site** link in the top right-hand corner. This link will take you to the nationwide check-in page, where you can log in and scan nationwide digital barcodes.

Update Access ID

[Find Member](#) > [Profile](#) > [Access ID](#)

If you cannot check in an individual with an active membership, check to ensure the member has an Access ID assigned. Click the edit pencil under Allow Access from the profile screen, enter the barcode number into the Access ID box, and click Save.

Room Check In

Last Modified on 01/14/2025 2:58 pm EST

Room Check In

Access > Room Check In

Use room check-in to scan members in and out of your organization's rooms and when they enter the building. This is most frequently used for the Child Watch/Stay & Playrooms but can also be used for popular fitness rooms.

1. Go to the Access tab and click **Room Check In** (it may be labeled Child Watch/Stay & Play/Y Play/Kid Zone/etc.).
 2. **Scan** member card or digital barcode.
-OR-
Click **Member Search** and enter the Last & First Name. A grid of results will be displayed. To find the correct person, click on their name. You can also search by birth date, email address, phone number, or combination.
 3. Enter **check-in details**.
 - Select/unselect children being checked in.
 - Select drop-off adult
 - Select the location where the drop-off adult will be
 - If needed, enter a phone number for the drop-off adult.
 4. Click **Check-In**.
 5. At pick-up, select children being checked out and pick-up adult, then click **Check Out**.
-

Find or Add an Account

Last Modified on 01/14/2025 3:07 pm EST

Find or Add an Account

Find Member > Add Individual

1. Click **Find Member**.
2. Search by last and first name. You can also search by birthdate, email address, phone number, or a combination of the above. Narrow the search further by using the options available under Advanced Search.
3. A list will populate if more than one individual meets the search criteria. Click on the correct person to open the profile page.
4. If only one result exists, the system will open that profile page.

NOTE:

- Use % before either name field to return all records that contain the sequence of letters following the %.
- Name searches are **begins with** searches, you do not need to add % at the end.

Adding an Account

1. If not found using the steps above, Click **Add Individual**.
 2. Fill in the information and click **Save**.
 3. Take photo.
-

Add Household Member

Last Modified on 01/14/2025 3:05 pm EST

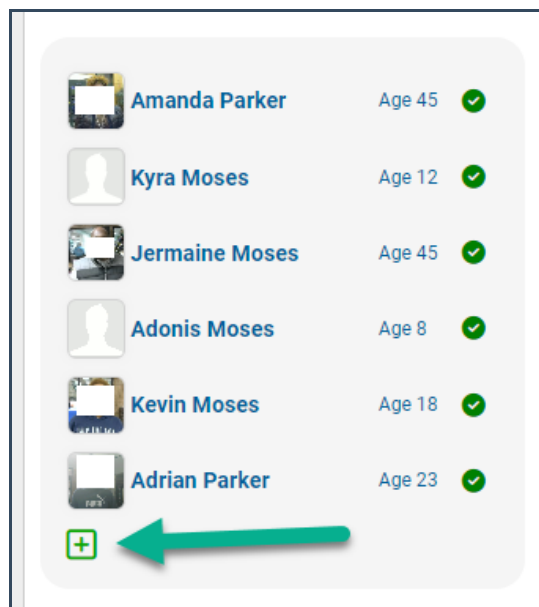
Add Household Member

Find Member > Access Existing Account

You can find the account and access the profile to add the household member to an existing account.

NOTE: When adding a new household member to an account with an **active membership**, please make sure the correct membership type is accurate for adding this new member. If not, replace the membership type before adding the new member.

1. From any profile page in the unit > Click on the **Green +** under the profile picture.
2. Add new member information. Can edit email and phone number if different from Primary Member.
3. Click **Save**.
4. Take photo.




To update who is part of a household membership, see [Household Membership Composition](#).

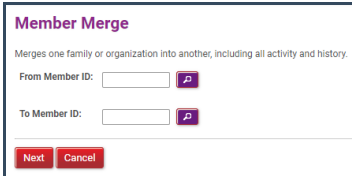
Member Merge

Last Modified on 01/28/2025 1:22 pm EST

Member Merge

Find Member > Access Account to be Merged

1. Click **Find Member** > Search for the **From** account (the account to be merged into another unit).
2. Click the **Merge**  icon on the profile screen (permission-based).
3. Use the magnifying glass to search for the **To** unit (the account that the from account will be merged to) and click **Next**.



The screenshot shows a 'Member Merge' form. At the top, it says 'Member Merge' and 'Merges one family or organization into another, including all activity and history.' Below this, there are two input fields: 'From Member ID:' and 'To Member ID:'. Each field has a magnifying glass icon to its right. At the bottom of the form, there are two buttons: 'Next' and 'Cancel'.

4. For each person in the **From** household account, select from the dropdown to tell the system whether that person should be merged with an existing person in the **To** household (if they are the same person) or become a new family member (if they are a separate person who doesn't yet exist in the **To** household unit). Click **Next**.
5. Select which demographic details and contact information to retain for each merged person.
6. Click **Finish** to finalize the merge. Remember, the merge is **final** and **cannot be reversed**. The From account will appear in the system as if it never existed.

IMPORTANT: *Merge is final and cannot be undone. Do not merge unless you are certain.*

The merge process combines household accounts. This means everyone in the **From** household is merged into the **To** household. Individuals cannot be extracted from a household account and merged into another household unit. All individuals in the from account must be merged.

If someone is no longer part of a household, they should be **hidden**, and a new account should be created. This keeps the history intact from when they were part of the old household unit.

Messages

Last Modified on 01/15/2025 8:40 am EST

Messages

Messages

Add Message

1. Click **Find Account** and search for Member.
2. Click **Messages**.
3. Choose Member from the drop-down menu.
4. Click **Add**.
5. Choose Message Type from the drop-down menu.
6. Add message text.
7. Leave status as Active.
8. Set expiration date if applicable.
9. Review **Deny & Display During** settings. These are defaulted from the message type and generally do not need to be changed.
10. Check attach to family if applicable.
11. Click **Save**.

Edit Message

1. Click **Find Account** and search for Member.
2. Click **Messages**.
3. Click the edit pencil icon.
4. Make changes.
5. Click **Save**.

Delete Message

1. Click **Find Account** and search for Member.
2. Click **Messages**.
3. Click the red X icon.
4. When confirmed, click **Yes**.

NOTE: Messages are never permanently deleted. They can be viewed or undeleted by clicking **Display Deleted** on the Messages screen.



Sell Membership

Last Modified on 01/14/2025 3:21 pm EST

Sell Membership

Find Member > Add Individual (if necessary) > Access Account > Offerings

1. Find or add a member.
2. Add family members, if applicable.
3. Hover over **Offerings** and click **Membership**. Then, choose a membership type.
4. Click **Add** on the selected membership.
 - a. Change the start date if not today.
 - b. Select a modifier if applicable.
 - c. Select price frequency (monthly, quarterly, biannually or annually).
5. Click **Add**.
6. If Done (not adding additional programs or items), **Go to Cart**.
7. Review Information in the cart for accuracy (Dates, Branch, Amounts, Forms).
 - a. The Draft Date will default to the next closest draft date. If the member wants to change the draft date, Click **Recurring Billing** and Change the next sale date to the desired date. The pro-rate due today will be updated accordingly.
 - b. Forms - Complete any forms required. If an error message displays under forms (red triangle), return to the form to correct errors.
8. Click **Proceed to Checkout**.
9. Select Payment Method.
 - a. If none is selected, click **Change**. You can choose a payment method or add a new one. Proceed to Payment will appear if a new method needs to be added. Finish entries on this page before proceeding to Payment. This allows entry of the new payment method before finalizing the order.
 - b. If the recurring payment method differs from the cart, go to Recurring Billing > Payment Method and select it from the drop-down menu.
10. Enter a promo code in the promo code box, and click **Apply**, if applicable.
11. Click **Finalize Order**, then Click **Yes, Finalize my Order**.
12. Send Receipt.
 - a. Email (preferred) and Choose the correct address.
 - b. If a printed receipt is desired, click **Print** and select **Window Envelope**.

13. Return to Profile and click the **Profile link**.

a. Take member photo(s) if not on file. Click the Camera Icon under Profile Picture/Space and click **Take Photo**.

b. Edit the Personal Info Access ID if not on file and add Bar Code (will change to Allow Access).

Membership Hold

Last Modified on 01/14/2025 3:13 pm EST

Membership Hold

[Find Member](#) > [Activities](#) > [Recurring Billing](#)

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the currently active membership.
 4. Click **Recurring Billing**.
 5. Click the hold check box and enter the date range.
 - Holds should begin on the member's bill date (e.g., the 1st, 15th, etc.) and end on the last day of the billing cycle.
 6. Enter hold dates and reason in the comments section for additional reference.
 7. Click **Save**.
 8. Verify hold on the Profile screen.
-

Shorten or Extend a Hold

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the currently active membership.
 4. Click **Recurring Billing**.
 5. Edit date range. Ensure the end date is on the last day of a billing cycle.
 6. Click **Save**.
 7. Verify changes on the profile screen.
-

Remove Hold

NOTE: A hold only needs to be removed if a member decides not to hold their membership. Expiring holds will be removed automatically after the end date.

1. Find member
 2. Click **Activities**
 3. Click on the row of the currently active membership
 4. Click **Recurring Billing**
 5. **Uncheck** the hold check box
 6. Click **Save**
-

Membership Modifiers

Last Modified on 01/28/2025 1:56 pm EST

Membership Modifiers

Find Member > Activities > Recurring Billing

Add Modifier (New Membership)

1. Follow the steps to [Sell a Membership](#).
 2. **Select** the modifier from the drop-down menu on the product details screen before adding the membership to the cart.
-

Add Modifier (Existing Membership)

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the currently active membership.
 4. Click **Recurring Billing**.
 5. Click **Adjustments**.
 6. Click **Add Modifier**.
 7. **Select Modifier** from the drop-down menu.
 8. Set Start Date.
 - Start date can be backdated to membership start date if it should have been added initially, otherwise start date should be today or future date when member will become eligible for the modifier.
 9. Set the End Date to reflect the approval length.
 10. Click **Save**
-

Edit Modifier Date Range

1. Find member.
2. Click **Activities**.
3. Click on the row of the currently active membership.
4. Click **Recurring Billing**.
5. Click **Adjustments**.
6. Click the **edit pencil** next to the active modifier.
7. Set end date.

8. Click **Save**.
-

Change Modifier

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the currently active membership.
 4. Click **Recurring Billing**.
 5. Click **Adjustments**.
 6. Click **Add Modifier**.
 7. Select Modifier from the drop-down menu.
 8. Set Start and end dates.
 9. Click **Save**.
 10. Click the edit pencil next to the active modifier.
 11. Set the end date to one day before the start of the new modifier.
 12. Click **Save**.
-

NOTE:

- *Do not let modifiers overlap.*
 - **Never delete a modifier** unless it should have NEVER been applied. Any prior discount will be removed, and dues will be generated.
 - *The discount will take effect on the start date and generate a credit if the full amount has already been paid.*
-
-

Household Membership Composition

Last Modified on 01/14/2025 3:11 pm EST

Household Membership Composition

[Member](#) > [Activities](#) > [Details](#)

1. Find member.
2. Click **Activities**.
3. Click on the row of the currently active membership.
4. Click **Details**.
5. Check and/or uncheck individuals as needed.
6. Click **Save**.

NOTE: *If the number of members included exceeds the limit of the membership type, first mark individuals as overriding the household limit allowed, then update the membership details.*

Override Household Limit

[Member](#) > [Edit](#)

This setting marks an individual exempt from the number of adults limit on a household membership. Apply according to your YMCA's policies.

1. Find or add member.
 2. Click the **edit** pencil next to the name on the profile.
 3. Click **Override household membership count** and enter a reason.
 4. Click **Save**.
 5. Complete other steps per your YMCA's policies (e.g., sell fee offering) if needed.
-

Replace Membership (Membership Type Change)

Last Modified on 01/14/2025 3:17 pm EST

Replace Membership (Membership Type Change)

Find Member > Offerings > Membership > Add

1. Find member.
 2. Hover over **Offerings** > Click **Membership**.
 3. Click **Add** on the new membership type.
 4. Choose the start date of the new membership.
 - Choose **Replace Immediately** for membership upgrades. The member will owe a prorated amount in the cart to pay for today through the first draft of the new membership.
 - Choose **Replace Effective** for membership downgrades. Set the start date as the member's next draft date. The member has already paid for the current billing cycle on their old membership so that nothing will be owed in the cart today.
 5. Follow the regular process for [selling a membership](#).
 6. Upon finalizing the transaction, the old membership is **canceled**, effective one day before the beginning date of the new membership.
-

Cancel Membership

Last Modified on 01/14/2025 3:10 pm EST

Cancel Membership

Find Member > Activities > Membership Activity

1. Click **Find Member** and search for a member.
 2. Click **Activities**.
 3. Click on the row of the **membership** type the individual is canceling.
 4. Click the **Cancel** link.
 5. Choose a reason for cancellation from the dropdown list.
 6. **Change cancellation date** if needed
 - Change the cancellation date to the last day of the member's final billing cycle. Any future sales already created beyond the cancellation date will automatically be reversed.
 7. Leave the Cancel Sales Transactions selection as is unless instructed otherwise.
 8. Click **Save**.
-

New Registration

Last Modified on 01/15/2025 8:34 am EST

New Registration

Find Member > Offerings

1. Find or add member.
 2. Hover over **Offerings** and click the program area from the drop-down menu.
 3. If needed, filter the list of available programs using the options on the left.
 4. Click **Add** on Selected item and review for accuracy.
 5. Click **Add**.
 6. Select additional items, if applicable.
 7. When done adding items, Go to Cart.
 8. Review the information in the cart for accuracy.
 9. If applicable, add any manual adjustments.
 - Click **Adjustment Details**.
 - Click **Add Adjustment**.
 - Select the transaction code from the drop-down list.
 - Enter the adjustment amount.
 - Change to Percent if needed.
 - Fill in the amount.
 - Change to Increase if needed.
 - Enter a comment.
 - Click **Save**.
 10. If applicable, enter the promo code in the promo code box.
 11. Select Payment Method.
 - **Add** if new.
 12. Click **Finalize Order** and **Yes, Finalize my Order**.
 13. Send Receipt.
 - Email (preferred) and choose the correct address.
 - If a printed receipt is desired, click **Print** and select Window Envelope.
-

Transfer Registration

Last Modified on 01/15/2025 8:36 am EST

Transfer Registration

Find Member > Activities > Select Activity > Transfer

The Transfer feature moves the participant from one activity to another. It auto-cancels the old activity and, if payment was made for the old activity, applies the credit amount to the new activity. Transfer may not be available on all product types.

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the activity from which the participant is transferring.
 4. Click the **Transfer** link.
 5. Choose the new activity from the available list and add it to the cart.
 6. In the cart, click **Finalize Order**.
 - Select a second payment method if the new activity costs more than the available credit.
 - If the new activity costs less than the available credit, the remaining credit will stay on the old activity and be available for future transactions.
-

Cancel Registration

Last Modified on 01/15/2025 8:30 am EST

Cancel Registration

Find Member > Activities > Select Activity > Cancel

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the activity being canceled.
 4. Click the **Cancel** link.
 5. Choose the reason for the cancellation from the drop-down list.
 6. Change the cancellation date if needed.
 - Leave the cancellation date today for programs and other one-time fee activities.
 - For activities with recurring billing, change the cancellation date to the last day of the member's final billing cycle. Any future sales already created beyond the cancellation date will automatically be reversed.
 7. Leave the Cancel Sales Transactions selection as is unless instructed otherwise.
 8. Click **Save**.
-

Sale Adjustments

Last Modified on 01/15/2025 8:35 am EST

Sale Adjustments

Find Member > Activities > Transactions > Select Activity > Make Adjustment

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the activity to be adjusted.
 4. Click **Transactions**.
 5. Click on the sale row.
 6. Click **Make Adjustment**.
 7. Select the transaction code from the drop-down list.
 8. Enter the adjustment amount.
 - Change to Percent if needed.
 - Fill in the amount.
 - Change to Increase if needed.
 9. Enter comment.
 10. Click **Save**.
-

Manage Payment Methods

Find Member > Payment Methods

Add New Payment Method

1. Find or add a member.
 2. Click **Payment Methods**.
 3. Click **Add Card** or **Add Bank Account** and enter the Account Information.
 4. Review payment disclosure on the screen with the member and click the check box.
 5. Click **Save**.
-

Transfer Multiple Activities to a Different Payment Method

1. Find member.
 2. Click **Payment Methods**
 3. Add a new payment method.
 4. Review current pending payments by clicking **Pending Payments** using the old payment method and clicking **Close**.
 5. Click **Transfer** on the old payment method.
 6. Check payments that should be moved to a new method (all payments do not need to be made unless the payment method expires or is deleted).
 7. Set the **To** payment method to be the new method already added.
 8. Click **Save**.
 9. Once all pending payments have been moved, you can delete the old billing method if needed.
-

Transfer One Activity to a Different Payment Method

1. Find a member.
2. Click **Activities**.
3. Click on the row of the activity.
4. Click **Recurring Billing** or **Payment Plan** (if neither link is available, the activity has no billing records).
5. Select a new payment method from the drop-down list.
6. Click **Save**.

Edit Payment Method

1. Find member.
2. Click **Payment Methods**.
3. Click **Edit**.
4. Make changes.
5. Click **Save**.

Delete Payment Method

A payment method cannot be deleted if associated with an activity with payment plan records or future recurring billing. First, transfer the activity to another payment method.

1. Find member.
 2. Click **Payment Methods**.
 3. Click **Delete**.
 4. Click **Yes** on the confirmation message.
-

Payment Adjustments (Refund and Void)

Last Modified on 01/15/2025 8:29 am EST

Payment Adjustments

Activities > Transactions

Always [cancel the activity](#) or [adjust the sale](#) before processing a refund or void. (Salt, then Pepper!) Adjusting a payment, either by refund or void, does not negate the sale, and the system will attempt to collect payment by creating a new payment plan record. The sale should be canceled or adjusted first, resulting in a credit of the desired refund amount before the refund or void. After the refund or void has been processed, the activity balance should be \$0.

Refund

1. Find member.
2. Click **Activities**
3. Click on the row of the activity with the payment to be refunded.
4. Click **Transactions**.
5. Click **Refund** for payments made via credit card or **Refund via A/P** for payments made via cash or check.
6. Enter the full or partial refund amount.
7. If the member cannot receive the refund via credit card (e.g., the card is no longer valid), uncheck the box next to the card before clicking **Save** and follow your YMCA's procedures for **Refund via A/P**. The refund must be issued manually — it cannot be refunded using a different payment method.
8. Enter Comment.
9. Click **Save**.
10. For a **Refund via A/P**, follow your YMCA's procedure for submitting the refund to the Finance Department. Although the refund is reflected in the SGA Pulse system, it will not automatically be issued to the member.

NOTE: *If the payment was already used to fulfill a transfer payment to another activity, the refund must still be completed under the original activity.*

Before processing the refund:

- Cancel/adjust the activity to the transfer payment was applied, resulting in a credit balance on that activity.
- Go to Make Payment and complete a transfer between the two activities to move the credit (a

positive amount on the original activity, equal to the negative amount on the activity with the credit).

- Complete the refund on the original activity.

Void

Payments should only be voided if they did not or should not have happened, such as charging a member by mistake or receipting a payment to the wrong member. Voids of credit card and ACH payments must be completed before the daily merchant processor cut-off. After that, the Void function will not work, and the refund procedure should be followed instead.

1. Find Member.
 2. Click **Activities**.
 3. Click on the row of the activity with the payment to be voided.
 4. Click **Transactions**.
 5. Click **Payment Details**.
 6. Click **Void**.
 7. Enter a comment explaining the void.
 8. Click **Yes**.
-

Gift Cards

Last Modified on 01/16/2025 9:20 am EST

Gift Cards

[Find Member](#) > [Offerings](#) > [Gift Cards](#)

Sell Gift Card

1. Find or add a member.
2. Hover over **Offerings** > Click **Gift Cards** from the drop-down menu.
3. Click **Add**.
4. Enter the gift card number and amount.
5. Click **Add** and follow the regular process for a New Registration.

Redeem Gift Card

1. Find or add a member.
2. Click **Payment Methods**.
3. Click **Redeem Gift Card**.
4. Enter the gift card number.
5. Click **Redeem**.
6. Gift card balance will be available as a payment method in the Cart and on the Make Payment screen.

NOTE: *Gift cards cannot be transferred. If a member wants to use their gift card balance on another account, sell a new gift card using the original gift card as the payment method, then redeem the new gift card on the other account.*

Approvals

Last Modified on 01/15/2025 8:38 am EST

Approvals

Approvals

Approvals are used to record pre-approved program financial aid. Modifiers are used for membership financial aid and other group discounting.

Add Approval

1. Find or add a member.
2. Click **Approvals**.
3. Click **Add Approval**.
4. Select the approval for which the member qualifies from the drop-down list.
5. Change the date range if needed.
6. Click **Save**.
7. Member will automatically receive the approved discount in the cart.

NOTE: Adding an approval **does not impact existing registrations**. However, approval must be given before a program is sold. A manual adjustment is required if an existing program needs to be discounted, but the approval is not in place.

Edit Approval

1. Find member.
 2. Click **Approvals**.
 3. Click the edit pencil on the approval being modified.
 4. Change the end date or other fields as needed.
 5. Click **Save**.
-

End of Shift

Last Modified on 01/14/2025 3:01 pm EST

End of Shift

[End of Shift > Edit](#)

Always follow your YMCA's specific end-of-shift procedures.

1. Click **End of Shift** on the top menu bar.
 2. Click on the edit pencil icon to the left of your shift total.
 3. Count cash received and enter the total in the Cash drawer total field.
 4. Add up checks received and enter the total in the Check drawer total field.
 5. Make sure the box next to **Close Batch** is checked.
 6. Click **Print** at the top of the window to print a close-out report if needed. If required, click **Payments** to view and print a detailed list of payments (use Ctrl+P to print)
 7. Click **Save**.
-

Deposits

Last Modified on 01/14/2025 3:04 pm EST

Deposits

[End of Shift](#) > [Edit](#) > [Print](#)

Always follow your YMCA's specific procedures.

1. Click **End of Shift**
2. Set the date range to the days being deposited.
3. Reconcile each batch
 - Count the cash and checks.
 - Click the edit pencil.
 - Compare the total amount entered for each payment method in the drawer to the amount in front of you.
 - Correct the drawer total amount if needed.
 - Record any variances by clicking **Over/Short** and entering the amount of the shortage or overage.
 - Follow the procedure for **VOID** if any payments are needed.
 - Enter the deposit date.
 - Enter the deposit reference using **123 MM/DD/YYYY**, where 123 is the branch number.
 - Check the **Reconciled** checkbox next to each payment type.
4. Print the **End of Shift** detail report, if needed, to help with step 3 above.
 - Click **Reporting** > **Sign In** using your regular SGA credentials.
 - In the SGA Master Reports folder, select the Transactions folder, then the **End of Shift** report.
 - Click **Customize**
 - Select Branch and edit the date range to reflect the days that will be deposited.
 - Click **Display**
 - Click **Reports** > **Print**
5. Print **End of Shift by Deposit Reference** report.
 - Follow steps 4a-4f above, but select the **End of Shift by Deposit Reference** report.
6. Prepare bank deposit.
7. Take the deposit to the bank.
8. Please send the Finance Office a copy of the **End of Shift by Deposit Reference** report and the bank deposit ticket.



Audit Outstanding Balances

Last Modified on 01/14/2025 2:59 pm EST

Audit Outstanding Balances

Reporting > SGA Master Pulse Reports > Transactions > Receivables Aging

Run **Receivables Aging** report

1. Click **Reporting** > Sign In using your regular SGA credentials.
 2. In the SGA Master Pulse Reports folder, select the Transactions folder, then the **Receivables Aging** report.
 3. Click **Customize**
 4. Select Product Type(s) and Branch(es). None selected will return all.
 5. Change as of date, if needed.
 6. Click **Display**
-

Uncollectible Balances

Last Modified on 01/14/2025 3:00 pm EST

Uncollectible Balances

Always follow your YMCA's policies and procedures for collections.

1. Cancel per your YMCA's policies

- Membership:

Cancel as of the last day of the last paid billing cycle. The system automatically reverses sales beyond that date, leaving a \$0 balance.

-OR-

Cancel as of today, and the balance will remain to be written off per the instructions below.

- Programs and other activities:

Cancel only if the individual does not owe the uncollected amount and should be removed from the roster. In most cases, you will not cancel programs but write off unpaid balances per the instructions below.

2. Adjust (Write off) unpaid balances

- Follow the procedure for [Manual Sale Adjustment on Existing Activity](#)

- Select the transaction code **Write Off**

3. Add a message to document the write-off.

4. If applicable, start the process with a third-party collections agency per your YMCA policies.

New Features

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Version 13.1 New Features

Last Modified on 01/22/2025 12:45 pm EST

Version 13.1 New Features

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v13.1.pdf>

Version 13.0 New Features

Last Modified on 01/22/2025 12:46 pm EST

Version 13.0 New Features

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v13.0.pdf>

Version 12.8 New Features

Last Modified on 07/09/2024 6:25 pm EDT

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.8.pdf>

Additional New Features:

[Digital Capture Template Wizard](#)

[Budget Component Imports](#)

[Demo of Budget Component Imports](#)

Version 12.7 New Features

Last Modified on 12/04/2023 2:15 pm EST

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.7.pdf>

Version 12.6 New Features

Last Modified on 12/04/2023 1:51 pm EST

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.6.pdf>

Version 12.5 New Features

Last Modified on 05/30/2023 3:28 pm EDT

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.5.pdf>

Demo of User Interface

Enhancements: <https://sgasoftware.com/downloads/Accounting-Release-v12.5-User-Enhancement-Overview.mp4>

Version 12.4 New Features

Last Modified on 03/27/2023 11:46 am EDT

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.4.pdf>

Version: 12.4.1

Program/Option: Permission

- Centralized Approval permission re-labeled and description changed. (27306)

Version: 12.4.1

Program/Option: Detailed Report Writer

- Vendor Payment Name is available as a column (27084)
-

Version 12.3 New Features

Last Modified on 03/20/2023 2:13 pm EDT

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.3.pdf>

Version: 12.3.14

Program/Option: Approvals

- Approval audit button added on all approval types (28849)

Version: 12.3.13

Program/Option: Approvals

- Reminder/Warning Email log now audits 'Send email to current waiting on approver.' (27371)

Version: 12.3.10

Program/Option: Approvals

- Remove "Insert Template" from New Email form (27348)

Version: 12.3.6

Program/Option: Vendor

- the vendor merge process not considering vendors from 1099 detail with more than one detail ID (26842)

Version: 12.3.4

Program/Option: Document Approval

- Email notification Office365 Safelinks mitigation measures (26066)

Version: 12.3

Program/Option: Object Tracking

- Object Type and Object Number fields on Imports are based on licensing for Objects (25235)

Version: 12.3

Program/Option: G/L Bank Rec

- Source type dropdown modified to remove PR and combine with AP (25127)

Version: 12.3

Program/Option: Approvals

- Disallow change of total invoice amount by Reviewers (23235)

Version: 12.3

Program/Option: Budget

- Budget Multi-Year View Columns (23071)

Version: 12.3

Program/Option: Approvals

- Code change to differentiate between auto and manual post in approval log(22500)

Version: 12.3

Program/Option: Approvals

- Approval due date defaults for new or cloned entries only. (24357)

Version: 12.3

Program/Option: Budget

- Recompute component default (23529)

Version: 12.3

Program/Option: AP

- Audit button now available on Edit AP Invoice screen(25057)

Version: 12.3

Program/Option: JE

- Audit button now available on the Edit Journal Entry screen (25056)

Version: 12.3

Program/Option: PO

- Audit button now available on the Edit Purchase Order screen (25058)

Version: 12.3

Program/Option: Budgeting

- Budget year setup option - lock attachments (22894)

Version: 12.3

Program/Option: Attachments

- Changed code to ignore deleted attachments when displaying number to be downloaded/viewed (25068)

Version 12.2 New Features

Last Modified on 02/21/2023 3:29 pm EST

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.2.pdf>

Multi-Account Budget Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.2-Addendum.pdf>

Version: 12.2.17

Program/Option: Budget Components

- Copy to Next year was not copying over data even when not checked to do so (22969)

Version: 12.2.17

Program/Option: Purchase Orders for Vendor

- Carry over Vendor ID to new PO entry screen (23805)

Version: 12.2.17

Program/Option: Fin Stmt Report Writer

- Drill-down to Multi-Account Budget when RDs present (23685)

Version: 12.2.17

Program/Option: Approvals

- Add fields to conditions options (23408)

Version: 12.2.17

Program/Option: Payers

- "DC" is now an option for State (23870)

Version: 12.2.14

Program/Option: Invoice Approval

- Auto post upon approval setting no longer looks at Invoice permission when auto approved by submitting user (23063)

Version: 12.2.14

Program/Option: Permission

- Invoice permission no longer required to browse attachments on browse batch screen. (23085)

Version: 12.2.12

Program/Option: Approvals notifications

- "Send email to current approver" modification (22895)

Version: 12.2.12

Program/Option: Pending Approvals list

- Add Invoice# to the view selection column options(22904)

Version: 12.2.12

Program/Option: Budget- Copy Months

- Copies ALL Component Rows to another month(s) even if rows were previously deleted. (22814)

Version: 12.2.12

Program/Option: Fin Stmt Report Writer

- Budget quarterly month type (22893)

Version: 12.2.12

Program/Option: Purchase Order

- Disapprove/Resubmit option is now available within disapprove dropdown menu (22913)

Version: 12.2.9

Program/Option: Approval Log Details

- Add a button to access Reminder/Warning notification list (22296)

Version: 12.2.6

Program/Option: Budgets

- Download options added to Budget Worksheet (21604)

Version: 12.2.6

Program/Option: Accounting

- Entry screen warning messages to prevent inadvertent data loss (21610)

Version: 12.2.4

Program/Option: Approvals

- "My Assignees Groups" - Task feature removed from display (21489)

Version: 12.2.4

Program/Option: Document Approval

- Notifications sent in Summary or Detail (16160)

Version: 12.2.2

Program/Option: Payment Card Notification

- Added 'Notify waiting on user when invoice payment card information changes' checkbox (18032)

Version: 12.2.2

Program/Option: Reporting

- Header and Total cells text window expanded (20909)

Version: 12.2.1

Program/Option: Digital Capture

- Template creation screen field labels changed (19054)

Version: 12.2.1

Program/Option: Detail Report Writer

- Invoice Description added as column option on Report Type: A/P Payments. (17792)

Version: 12.2.1

Program/Option: Accounts Payable

- Invoice Description now included on A/P Payment screen. (17792)

Version: 12.2.1

Program/Option: Vendor

- New Vendor information is now in the audit log, upon adding vendor. (17386)

Version: 12.2.1

Program/Option: Accounts Payable

- New Invoice shortcut added to Vendor List and Vendor Info screens (17559)

Version: 12.2.1

Program/Option: Digital Invoice Capture

- Modifications to Digital Invoice Capture Setup options and Digital Invoice Capture template page settings display (17994)

Version: 12.2.1

Program/Option: Reversing Journal Entries

- System prompts user to add current or new attachment when 'required attachment is checked'. (17151)

Version: 12.2.1

Program/Option: Reporting

- Override special forms email settings in a list (17156)

Version: 12.2.1

Program/Option: Vendors

- Now there is the option to require new vendors to be approved prior to being used with Purchase Orders and AP Invoices (16837)

Version: 12.2.1

Program/Option: Purchase Orders

- Posted Setting on PO List will be remembered for the user. (17112)

Version: 12.2.1

Program/Option: Vendor Portal

- Modification of vendor deactivation process to automatically deactivate any associated vendor portal user when a vendor is marked inactive (17609)

Version: 12.2.1

Program/Option: Digital Invoice Capture

- Modifications to Digital Invoice Capture template page settings to allow invoice attachment naming convention defaults (16830)

Version: 12.2.1

Program/Option: Vendor Portal

- Added option to include attachment(s) with Vendor Portal Welcome email (18018)

Version: 12.2.1

Program/Option: AP Payments

- Added the ability to specify different Due-To and Due-From GL accounts to the "Auto-generate due to/from entries" checkbook setting (18007)

Version: 12.2.1

Program/Option: AP Invoice

- Attachments will now automatically display when added to new invoice entries (17684)

Version: 12.2.1

Program/Option: Digital Invoice Capture

- Modifications to Digital Invoice Capture Setup options and Digital Invoice Capture template page settings display (17994)

Version: 12.2.3

Program/Option: Budgeting

- Shortcut/hyperlink added to open larger component comment edit box (21015)

Version: 12.2.10

Program/Option: Reporting

- Expressions now apply to any blanks before or after total rows to match main total row. (21487)
-

Version 12.1 New Features

Last Modified on 02/21/2023 3:29 pm EST

Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.1.pdf>

Version: 12.1.1

Program/Option: Reporting

- Added the ability to send password protected Excel files on list reports

Version: 12.1.1

Program/Option: Purchase Orders

- View now has the Objects/Object Types/Object Descriptions as an option.

Version: 12.1.1

Program/Option: Journal Entries

- When HighLevel Setting 'Must Include Attachment' is checked imports are now included

Version: 12.1.1

Program/Option: Reporting - Generic Report Writer

- Report Variables -Informational Tool Tip Bubbles Added

Version: 12.1.1

Program/Option: Budget Allocations

- Budget Allocation Cap amount - Clarification on max amount used

Version: 12.1.1

Program/Option: Accounts Receivable

- AR Invoice Entry - CR Tran Not Populating by Payer

Version: 12.1.1

Program/Option: Reporting - Detail Report Writer

- General Ledger - Journal Entry Status of Posted/Unposted/All now also applies to fixed asset batches

Version: 12.1.1

Program/Option: Favorites

- Favorites - Payer Transaction is now an option (16921)

Version: 12.1.1

Program/Option: Global Account Edit Validation

- Similar to Global Budget Change

Version: 12.1.1

Program/Option: SignOn Users

- Add last time a user accessed SGA (14434)

Version: 12.1.1

Program/Option: Reporting

- Added special forms advanced email editor (15139)

Version: 12.1.4

Program/Option: GL Accounts

- Fields added to the Accounts screen View column selection (17791)

Version: 12.1.8

Program/Option: Reporting

- Under the Total Cells, variable descriptions will now show when a variable is inserted (18235)

Version: 12.1.15

Program/Option: Account transactions

- The right-click drilldown was modified to include "Browse Journal Entry (18869)

Version: 12.1.18

Program/Option: Payment Batch

- Added report dropdown menu to print a payment records (16823)

Version: 12.1.18

Program/Option: Approvals

- Make "Include (First) Table" and "Include (Last) Table" approval type selections visible to SGA user (19359)

Version: 12.1.19

Program/Option: Fixed Assets / Object Tracking

- Auto# Main Division applies to lengths less than 5 (19332)

Version: 12.1.19

Program/Option: AR

- Custom Information available for Object Type PAYER with Source (AR) (19489)

Version: 12.1.21

Program/Option: Entries

- Code changed when entries are manually posted, status is set to approved. (19649)
-

Version 12.0 New Features

Last Modified on 02/21/2023 3:29 pm EST

New Features

12.0 Release Guide: <https://sgasoftware.com/downloads/Accounting-Release-Guide-v12.0.pdf>

Version: 12.0.28

Program/Option: Accounts Payable

- Expanded audit history for payment addresses (16288)

Version: 12.0.27

Program/Option: Accounting

- When Account numbers are Alphanumeric and when entering/importing into the database, make all letters uppercase (16465)

Version: 12.0.26

Program/Option: Accounts Receivable

- Allow AR entry to accept upper or lower case Object Type (16351)

Version: 12.0.26

Program/Option: Fixed Assets

- Gain/Loss Option in FA Disposal not available (16353)

Version: 12.0.26

Program/Option: Reporting

- Fixed variable additions (16422)

Version: 12.0.26

Program/Option: AR Attachments

- Change made that allows user to add AR Attachments from AR Transaction screen (16347)

Version: 12.0.24

Program/Option: PO Approvals

- Addition of "PO#(Invoice)" column to Pending Approvals list view (16158)

Version: 12.0.21

Program/Option: Purchase Order

- Adjustment of PO List screen to require a manual re-display after screen filters are selected

(15502)

Version: 12.0.21

Program/Option: AP Invoice

- Addition of a soft warning message when downloading attachments through the “Search Attachments” feature (15827)

Version: 12.0.18

Program/Option: Approvals

- Wording changed when user tries to approve already approved entry (15290)

Version: 12.0.11

Program/Option: Journal Entry Approval

- Excludes posted by Admin notification when posted admin equal current “waiting on user” (14362)

Version: 12.0.8

Program/Option: Vendor Portal Review

- Approve - Accept Changes/Disapprove - Reject Changes (14107)

Version: 12.0.8

Program/Option: Invoice

- Sort by Vendor ID column added on edit invoice batch list form (13780)

Version: 12.0.1

Program/Option: Fixed Assets

- Mass disposal (11037)

Version: 12.0.1

Program/Option: Detail Report Writer

- New Approvals table fields added to queries (13383)

Version: 12.0.1

Program/Option: Purchase Orders

- Module will remember some filters that user used last (13537)

Version: 12.0.1

Program/Option: Links

- Entries may now be linked to other entries, objects, actual/budget entry screens and custom URLs (13036)

Version: 12.0.1

Program/Option: Digital Capture

- Conditionally assign GL accounts to extracted invoice (13039)

Version: 12.0.1

Program/Option: Settings

- Attachments can show automatically or not show depending on settings and user preference (10718)

Version: 12.0.1

Program/Option: Accounts Payable

- New option to notify selected users when vendor name or payment name is changed (11814)

Version: 12.0.1

Program/Option: Recurring Invoices

- Added the ability to insert a variable into the invoice# field on recurring payables. (10288)

Version: 12.0.1

Program/Option: Reporting

- Only email/export reports with rows option added to scheduled reporting (10006)

Version: 12.0.1

Program/Option: GL Account

- Description field is increased to 100 characters (from 50) (9468)

Version: 12.0.1

Program/Option: Reporting

- When exporting a report to excel format blank cells as Number not as Text (9496)

Version: 12.0.1

Program/Option: Objects

- Increased Character allowance for object descriptions (8767)

Version: 12.0.1

Program/Option: Attachment Permissions

- View Permission selection dropdown for validation - default attachment view permission in SETUP (8795)

Version: 12.0.1

Program/Option: Report Form

- Multiple connection strings on a report (6162)

Version: 12.0.1

Program/Option: Check Form

- PO number is available to print on check (8261)

Version: 12.0.1

Program/Option: Purchase Orders

- Option to Limiting Invoice Overage on PO Total is available (6569)

Version: 12.0.28

Program/Option: Accounts Payable

- Expanded audit history for payment addresses (16288)

Version: 12.0.27

Program/Option: Accounting

- When Account numbers are Alphanumeric and when entering/importing into the database, make all letters uppercase (16465)

Version: 12.0.26

Program/Option: Accounts Receivable

- Allow AR entry to accept upper or lower case Object Type (16351)

Version: 12.0.26

Program/Option: Fixed Assets

- Gain/Loss Option in FA Disposal not available (16353)

Version: 12.0.26

Program/Option: Reporting

- Fixed variable additions (16422)

Version: 12.0.26

Program/Option: AR Attachments

- Change made that allows user to add AR Attachments from AR Transaction screen (16347)

Version: 12.0.24

Program/Option: PO Approvals

- Addition of “PO#(Invoice)” column to Pending Approvals list view (16158)

Version: 12.0.21

Program/Option: Purchase Order

- Adjustment of PO List screen to require a manual re-display after screen filters are selected (15502)

Version: 12.0.21

Program/Option: AP Invoice

- Addition of a soft warning message when downloading attachments through the “Search Attachments” feature (15827)

Version: 12.0.18

Program/Option: Approvals

- Wording changed when user tries to approve already approved entry (15290)

Version: 12.0.11

Program/Option: Journal Entry Approval

- Excludes posted by Admin notification when posted admin equal current “waiting on user” (14362)

Version: 12.0.8

Program/Option: Vendor Portal Review

- Approve - Accept Changes/Disapprove - Reject Changes (14107)

Version: 12.0.8

Program/Option: Invoice

- Sort by Vendor ID column added on edit invoice batch list form (13780)

Version: 12.0.1

Program/Option: Fixed Assets

- Mass disposal (11037)

Version: 12.0.1

Program/Option: Detail Report Writer

- New Approvals table fields added to queries (13383)

Version: 12.0.1

Program/Option: Purchase Orders

- Module will remember some filters that user used last (13537)

Version: 12.0.1

Program/Option: Links

- Entries may now be linked to other entries, objects, actual/budget entry screens and custom URLs (13036)

Version: 12.0.1

Program/Option: Digital Capture

- Conditionally assign GL accounts to extracted invoice (13039)

Version: 12.0.1

Program/Option: Settings

- Attachments can show automatically or not show depending on settings and user preference (10718)

Version: 12.0.1

Program/Option: Accounts Payable

- New option to notify selected users when vendor name or payment name is changed (11814)

Version: 12.0.1

Program/Option: Recurring Invoices

- Added the ability to insert a variable into the invoice# field on recurring payables. (10288)

Version: 12.0.1

Program/Option: Reporting

- Only email/export reports with rows option added to scheduled reporting (10006)

Version: 12.0.1

Program/Option: GL Account

- Description field is increased to 100 characters (from 50) (9468)

Version: 12.0.1

Program/Option: Reporting

- When exporting a report to excel format blank cells as Number not as Text (9496)

Version: 12.0.1

Program/Option: Objects

- Increased Character allowance for object descriptions (8767)

Version: 12.0.1

Program/Option: Attachment Permissions

- View Permission selection dropdown for validation - default attachment view permission in SETUP (8795)

Version: 12.0.1

Program/Option: Report Form

- Multiple connection strings on a report (6162)

Version: 12.0.1

Program/Option: Check Form

- PO number is available to print on check (8261)

Version: 12.0.1

Program/Option: Purchase Orders

- Option to Limiting Invoice Overage on PO Total is available (6569)
-

Version 11.8 New Features

Last Modified on 02/21/2023 3:29 pm EST

New Features

- **Version: 11.8.16**
Program/Option: Vendor Portal
 - Can require W9 for Employee (8814)

- **Version: 11.8.14**
Program/Option: Bank Rec
 - 2 new columns on Bank Rec are GL Description and Source Description (8358)

- **Version: 11.8.13**
Program/Option: Payer Screen
 - Modifications to the Payer Screen (8010)

- **Version: 11.8.13**
Program/Option: AR Transactions
 - Use of "PO Number" field added (8005)

- **Version: 11.8.10**
Program/Option: Setup Options AP General
 - Set detail to display as separate rows on Bank Rec (7569)

- **Version: 11.8.1**
Program/Option: AP Invoice
 - Show/Hi
 - de 1099 code (750)

Version: 11.8.1

Program/Option: Recurring Invoices

- The option to link to a PO is now removed to avoid confusion (8893)

Version: 11.8.1

Program/Option: Task Screen

- Simplified scheduled task screen on reports and list (1721)

Version: 11.8.1

Program/Option: Transaction Views

- Show the source description on total rows for the source (6257)

Version: 11.8.1

Program/Option: Report Queries

- Added the ability to search for generic report queries on the Search All Report menu (6502)

Version: 11.8.1

Program/Option: General Ledger

- Cloning report descriptions is now an option (4711)

Version: 11.8.1

Program/Option: Special Forms

- Multiple page feature added to Special Forms (3101)

Version: 11.8.1

Program/Option: Journal Entry

- Can now import to multiple batches (5776)

Version: 11.8.1

Program/Option: Security Settings

- Web Timeout Options are moved to be under signon (5106)

Version: 11.8.1

Program/Option: Journal Entries

- Can copy and paste attachments (3999)

Version: 11.8.1

Program/Option: Invoice

- Shortcut to Vendor summary/detail (4620)

Version: 11.8.1

Program/Option: 1099

- Copy A is now available upon print (3622)

Version: 11.8.1

Program/Option: Budgeting

- Actual thru option under the view never defaults to none (3173)

Version: 11.8.1

Program/Option: Year End Close

- End of year name changed to Reset (2735)

Version: 11.8.1

Program/Option: AP Payment

- Now has attachments as an option (2124)

Version: 11.8.1

Program/Option: Email

- Separate user email list permissions (2473)
-

Bug Fixes

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Bug Fixes for Accounting v13.1

- **13.1.1 Generate ACH File**

- When viewing the details of a processed batch, the last four digits of the routing and account number will display as of the time the file was created instead of the bank account information currently in the vendor profile.

- **13.1.1 Pending Approval List**

- The Pending Approval List will no longer show payment batches made prior to turning on approvals with a status of “posted”.

- **13.1.1 Budget Component Import**

- Removed the case sensitive requirement for month names when importing budget components.

- **13.1.1 Budgets**

- Updated multi-account budget entry to display all accounts in browse account restrictions and limit budget entry to accounts selected on budget entry restrictions.

- **13.1.1 Approval Table**

- Decimals are now included for the minimum and maximum dollar amounts entered on approval tables.

- **13.1.1 Budgets**

- Added a fix for summing the budget component percentages.

- **13.1.1 Approval Table**

- Approval groups will not show on the approval table preview unless it has at least one subgroup with “display in select” checked.

- **13.1.8 AP Vendor**

- Corrected an error that was occurring when merging vendors.

- **13.1.9 Attachments**

- Deleting multiple attachments at once is now possible by selecting the check box next to those attachments and selecting Delete.

- **13.1.9 Reports**

- Added a fix to copy conditions when a column is copied in the report writer.

- **13.1.9 Budgets**

- Corrected a rounding issue when components were loaded with decimals.

- **13.1.10 AP Invoice Batch**

- Users with permission: Invoice > 80 - Advanced Edit will be able to delete an AP Invoice batch that has been posted if no payments have been made.

- **13.1.10 Accounts**

- Corrected an error causing accounts to not show when the current period is set to 13.

- **13.1.10 Bank Reconciliation**

- Added an option to display transactions "All - from current GL month" for the selected GL Mo/Y

- **13.1.14 AP Invoice**

- New rows will now be added beneath the current row when adding new distribution lines. New rows will now be added automatically.

- **13.1.14 AP Invoice**

- The default distribution method will now be Account and Object eliminating the need to make a selection. New objects can be added when selecting the magnifying glass in the object column in distributions.

- **13.1.14 Report Descriptions**

- When saving, GL Accounts meeting entered Account Filter conditions will automatically have the Report Description Levels assigned.

- **13.1.14 Reports**

- Double click will now open reports under All Reports view.

- **13.1.14 Users**

- Account/Object Restrictions can now be accessed by right-clicking on a user.

- **13.1.14 1099 Process**

- Business Type has been added as an available column to be added.



Bug Fixes for Accounting v13.0

- **13.0.1 Approval Log for Invoices or Purchase Orders**

- If a transaction is approved before it was submitted, status for entries posted prior to submission will read "Posted prior to submission for approval by ____ at ____" .

- **13.0.1 Bank Reconciliation**

- Updated source filter to only include GL entries when both AP & AR are checked.

- **13.0.1 Favorites**

- Removed "type" as a requirement when creating a new favorite menu. Renamed "SGA Menu" and "SGA Page" to "Menu" and "Page".

- **13.0.1 Reporting**

- When on a drill down view and a new report is selected, the user will be prompted to "Keep Existing Selections?". If No is selected, then the selections and rows from the previous report will clear.

- **13.0.1 Approval Table**

- Added a fix to properly handle moving to the first group after submit and marking the submit user as approved in that group.
-

Version 12.8 Bug Fixes

Last Modified on 06/11/2024 8:37 am EDT

Bug Fixes for Accounting Version 12.8

- **12.8.1 Bank Reconciliation**

- Repaired the “Paste from Excel” option in the Global Clear “Clear Where Conditions” menu.

- **12.8.1 Reports Lists**

- Modified the error message returned when one of the reports does not return any rows and included the file name of the row.

- **12.8.1 Purchase Orders**

- An error message has been added when an invoice import is attempting to apply to a closed purchase order.

- **12.8.1 Purchase Orders Approval**

- Inactive users will now be replaced/removed from the approval table and any instances where that user was listed as a proxy user.

- **12.8.1 Vendor Activity**

- An error message will be displayed when a user attempts to delete a vendor with any historical posted and/or deleted transaction activity.

- **12.8.1 Budget Options**

- System will now take into account if a database is on calendar year or fiscal year when displaying the first month.

- **12.8.16 Accounts Payable**

- Check batches with invoice attachments will include the check number, vendor ID, and vendor name in the header of each attachment printed.
-

Version 12.7 Bug Fixes

Last Modified on 03/22/2024 10:01 am EDT

Bug Fixes for Accounting Version 12.7

- **12.7.18 Reports**
 - Changed the font color for total rows to be visible when exported to Excel and include colors/shades is checked.
 - **12.7.18 Account List**
 - Updated the column headers to display Calendar Month/Year to match the data displayed.
 - **12.7.1 Document Approval**
 - Correction added to the approval workflow code to ensure entries submitted by Reviewers are sent back to them as Reviewers when disapproved
 - **12.7.1 Purchase Order**
 - Detail credit lines will be validated and closed when an invoice is applied to a purchase order for a full or partial close.
 - **12.7.1 Objects**
 - When tagging accounting transactions for objects, different transaction types can now be selected in any order.
-

Version 12.6 Bug Fixes

Last Modified on 11/28/2023 8:24 am EST

Bug Fixes for 12.6

- **12.6.11 1099 Process**
 - A warning message has been added if the year has been finalized and a user attempts to generate 1099 data again.
 - **12.6.10 Reporting**
 - When "display" is selected with no report in the drop-down menu, the error message will now read "No report selected" for more clarity.
 - **12.6.10 System Messages**
 - Extended the length of time a message will display when an entry is successfully saved or submitted. Added additional entry details to save messages.
 - **12.6.8 Account Pick List**
 - Removed a scroll bar that was preventing easy account selection.
 - **12.6.4 Reports**
 - Corrected an issue that was preventing users from changing header fields when a large amount of columns are selected.
 - **12.6.4 AP Entry Option**
 - AP account must exist for any fund in order for the system to allow a save on the AP Entry Option.
 - **12.6.4 Document Approval**
 - When a user is both a reviewer and approver and is sent an entry, the system will now automatically approve the entry after submission. Also, when a reviewer is the submit user and an entry is disapproved, the invoice will now show in the pending approval list for that user.
 - **12.6.4 Accounts Payable**
 - When trying to void a payment that is prior to the invoice period, the user will receive a warning message but will be able to proceed if needed.
 - **12.6.4 Purchase Orders**
 - A full close of a purchase order will create a closing line for the entire PO balance, regardless of the invoice amount that was applied.
 - **12.6.4 AP Invoice**
 - Added an update to the stored AP Invoice number sequence to correct an issue with notification links in Document Approval emails.
-

Version 12.5 Bug Fixes

Last Modified on 10/02/2023 1:18 pm EDT

Bug Fixes for 12.5

- **12.5.13 AP/GL Entry Options**
 - Corrected a number format issue that was causing an error message when editing future/past period entry.
- **12.5.13 Account Transactions**
 - Extended the account field when a lengthy description is used for account transactions.
- **12.5.13 Purchase Orders**
 - Corrected an issue that was causing double closing entries when Full Close was selected with an invoice with PO attached.
- **12.5.13 Accounts Payable**
 - Fix added to only reflect payment information on posted/paid invoices when unposted invoices exist in the same batch.
- **12.5.10 Period Entry Options**
 - Removed the option to enter negative numbers when selecting periods past for General Ledger and Accounts Payable Entry Options.
- **12.5.10 Centralized AP Inbox**
 - Added a fix for email body attachments when selecting multiple emails at once.
- **12.5.10 Address Format**
 - States will display the full name in the dropdown menus for Purchase Order Entry and Payers.
- **12.5.10 Recurring Payables**
 - Removed an attachments link that was erroneously added to Recurring Payables.
- **12.5.10 Grid View**
 - Modified all screens with grid views containing checkboxes to default the checkbox be visible on the far left.
- **12.5.10 Pending Approval List**
 - Added the option to print tagged invoices under "Payment Forms" for selected payment batches.
- **12.5.10 AP Invoice**
 - When a user assigns a reviewer, the username will no longer be case sensitive when validating.
- **12.5.7 Dashboards**
 - Added "Print Data Set Labels" checkbox to the dashboard print form.

- **12.5.7 AP Invoice**
 - Corrected an issue causing erroneous attachments when creating an AP Invoice.
 - **12.5.7 Reporting**
 - When customizing a Financial Statement, the scroll bar on the columns tab will now work as expected.
 - **12.5.7 AP Payments**
 - Corrected an error that was occurring when checking the payment period for manual payments.
 - **12.5.7 Formats**
 - Added Julian Date format (0YYDDD) as an option in all format columns.
 - **12.5.7 Help**
 - The help widget is more responsive and will display the correct articles when closed and reopened on a new screen.
 - **12.5.7 Import Setup**
 - When editing command text on an import setup, the Enter key will now issue a hard return instead of saving/closing the setup window.
 - **12.5.4 Purchase Orders**
 - When a PO Detail ID row is deleted from an invoice and a new row is manually added, the system will default to use the first Open PO ID for that row.
 - **12.5.4 AP Invoice**
 - Corrected an issue that was causing invoice entry fields to be truncate when the browser width is between 1024 and 1400 pixels.
-

Version 12.3 Bug Fixes

Last Modified on 04/04/2023 12:31 pm EDT

Bug Fixes for 12.3

- **12.3.18 Reporting**
 - Picklist not displaying accurately on select tab (29764)
- **12.3.18 AR Receipt Batch**
 - Changed the program to allow blank check numbers in the grid. Check #'s no longer duplicating (29683)
- **12.3.13 Approvals**
 - System now considers reviewer when looking at submit user on approval table (29206)
- **12.3.13 Approvals**
 - Approval Group Restrictions change to allow non stand-alone setups to function correctly (28488)
- **12.3.9 Manual EFT Payment**
 - Scheduler will now look at number of invoices checked not at number on screen (28182)
- **12.3.9 AP Automation**
 - Duplicate reminder notifications (27564)
- **12.3.9 Fixed Assets**
 - Tag invoice and Tag JE screens were closing when user clicked outside of the screen (27797)
- **12.3.9 Payment Batch**
 - Post button was not posting payment batches (27443)
- **12.3.6 Payments**
 - Multiple ACH payments based on "separate payment" status(26518)
- **12.3.5 Resetting the Year**
 - This must be accomplished by performing the year end reset option, users can no longer override under the high level settings.(26629)
- **12.3.6 Editing 1099 Format**
 - Hitting Space on Literal Causes Deletion Of Cell (27020)
- **12.3.1 Accounts Payable**
 - User/Groups periods past/future applies to everything AP related.(26473)
- **12.3.1 Invoice Entry**
 - Tab key not working on distribution rows (26655)
- **12.3.1 Ap Invoices**

- When "Show batch form entry" is enabled, the system now shows existing batches at bottom when 'Add to Batch' is clicked. (26576)
 - **12.3.1 Ap Invoices**
 - The Post button was grayed out when a temporary invoice batch exists. (25872)
 - **12.3.1 Reporting**
 - Folder permissions for users w/o admin permission (25548)
 - **12.3.1 Browse Batch**
 - Error when searching for a Void Batch(25251)
 - **12.3.1 Bank Rec**
 - Error and log entry created when exception exists for clear date (attempting to clear an already cleared AP check with a different date) (21336)
 - **12.3.1 Attachments**
 - Maximum size for attachments set (22987)
-

Version 12.2 Bug Fixes

Last Modified on 02/21/2023 3:29 pm EST

Bug Fixes for 12.2

- **12.2.21 Journal Entry Imports**
 - Journal Entry Imports leaving out invalid accounts/amount lines (25062)
 - **12.2.21 A/R**
 - Accounts Payable Entry period ranges for specified users not applying to AR Entry (24536)
 - **12.2.12 Approvals**
 - Emails were including attachments that were marked as deleted (22943)
 - **12.2.10 Objects**
 - Object Tracking transaction permissions (22568)
 - **12.2.8 Approvals**
 - Issues with submitting Set up and Reversal entries (22025)
 - **12.2.8 Account/Object Restriction**
 - Dropdowns not loading properly (22018)
 - **12.2.6 Budgets**
 - Bug with view causing bypass of "Force" components (21912)
 - **12.2.4 Reporting**
 - Custom Totals will now update as columns are added to the report.(18235)
 - **12.2.4 Document Approval**
 - Remove Pending Approval List message notifying users of limited permissions (21380)
 - **12.2.4 Shortcut Keys**
 - No longer bypass restrictions. (21270)
 - **12.2.4 Budget**
 - Fixed monthly allocation dropdown (21513)
-

Version 12.1 Bug Fixes

Last Modified on 02/21/2023 3:29 pm EST

Bug Fixes for 12.1

- **12.1.26 Invoice batch**
 - When customizing new columns do not display when added (21058)
- **12.1.20 Fixed Assets**
 - Purchase Amount for Object created via split cannot exceed original asset purchase amount (18297)
- **12.1.23 PO Import**
 - When item# is unchecked, PO import does not require Item# column. (19712)
- **12.1.22 Approvals**
 - Change waiting-on user when current user inactive (20136)
- **12.1.22 Approvals**
 - Default "Use Email" when Reminders/Warnings activated (20084)
- **12.1.19 Two Factor Authentication**
 - Microsoft OAuth2 login functions to use TLS version 2 (20398)
- **12.1.19 Fixed Assets**
 - Older Batches Exist not displaying correctly (19551)
- **12.1.16 Digital Capture**
 - Fix was added allowing users to clone digital capture templates without overlaying original template. (19495)
- **12.1.15 AR Invoice entry screen**
 - Users can now edit accounts by segments on distribution rows. (19123)
- **12.1.16 Accounting Custom Information**
 - Apply default values on user-defined items (19187)
- **12.1.13 Import**
 - Default Timeout and rollback changed to prevent server error (18912)
- **12.1.5 AR Transactions**
 - Editing Posted AR transactions changed GL account (18166)
- **12.1.5 Vendor Maintenance**
 - Vendor audit history included invalid characters (18088)
- **12.1.1 Forecasting**
 - Comments were not saved when added to the Actual/Forecast column when a Forecast column existed (17952)

- **12.1.1 Payers**
 - AR Payer Transaction screen not updating Payer Name to match Payer ID (17543)
 - **12.1.1 Vendors**
 - Vendor number of days till due can be selected on the vendor import (13061)
 - **12.1.1 Payers**
 - Set AR Payer type to be uppercase when adding new AR Payers (17234)
-

Version 12.0 Bug Fixes

Last Modified on 02/21/2023 3:29 pm EST

Bug Fixes

12.0.28 Document Approval

- Allow change of Approval Table when disapproved invoice is resubmitted (16913)

12.0.28 Bank Reconciliation

- If zero adj the code was copying adjs from last snapshot. (16788)

12.0.28 Purchase Order

- Remove Vendor and save without error (16520)

12.0.27 AR

- Transaction Code changes were impacting previously posted entries when entries were modified (16362)

12.0.27 AR Receipt Print

- Chrome preventing window from opening (16511)

12.0.25 Accounts Payable

- Unable to tag payment vendor invoice for payment (15876)

12.0.25 Fixed Assets

- Asset Tasks Object Type dropdown limited to AS source Object types (16268)

12.0.23 Budgeting

- Budget file out of sync with components (15672)

12.0.21 Invoice Filter

- Modification of invoice list filters to only display temporary invoices when 'Posted' is set to 'No' (15922)

12.0.21 Approvals

- Posted JE Status changed from approved to waiting on user for NULL entries (15985)

12.0.21 Approval

- Correction of userID search code to call basic user picklist instead of sign-on menu user picklist to allow all users to use reviewer search regardless of permissions (15663)

12.0.20 Permissions

- Approval Group/Approval Table/Account-Object as relates to Invoices (15638)

12.0.19 Links

- Custom URL function not working correctly (15508)

12.0.17 Invoice List

- Multi-invoice post not working (15220)

12.0.17 Journal Entry

- Batches screen setup (15262)

12.0.15 Financial Report

- Do not default 13th period on main report form or customize view (15032)

12.0.15 Budget

- Distribution spreading of annual amount invalid 3 digit decimal (14935)

12.0.15 Budget

- 3 decimal place numbers in the component row budgets fixed (14935)

12.0.14 Journal Entry

- Fix added to prevent Journals without GL. accounts from being submitted from Journal List Form (14664)

12.0.14 Reports

- Fix added to prevent 3 decimal values from GL. Budget table from rounding incorrectly (14821)

12.0.13 Report List

- Email to filed open to a window (14509)

12.0.8 Accounts

- Grid Resizing Issue - Browser timeout added (13983)

12.0.8 Journal Entry Screen

- Description box now expanding and unable to select text within Description box (14271)

12.0.8 Accounts Payable

- Post button was invisible on dual list screen (13909)

12.0.7 Approvals

- Exclude disabled administrator users from approval emails to administrators (13762)

12.0.3 Purchase Order

- Error message occurred when PO Number is entered under the Filter Button on List Screen (13460)

12.0.3 Journal Entry

- Error Message when resubmitting a disapproved Journal Entry (13491)

12.0.1 Fixed Asset Task

- Limited tasks for disposed of assets (11854)

12.0.1 Purchase Order

- Remembering the last settings of the user (13483)
-

Version 11.8 Bug Fixes

Last Modified on 02/21/2023 3:29 pm EST

11.8.18 Manual Payment

- Primary Address not found error (9291)

11.8.17 Assets

- Magnifying glass on the object restrictions filter fixed (9173)

11.8.11 View Names

- User was unable to delete duplicate view names (7088)

11.8.10 Payers

- Error Occurring when attempting to change/save new payor name with an & symbol (7650)

11.8.6 Posting A/P

- Recurring-Server Error (7088)

11.8.2 Object Setup

- Alpha and Alpha- Numeric Values are now available (6575)
-

Training Guides

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Budget

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Budget Overview

The following topics need to be set up to operate Budgeting fully and are reviewed in detail in the rest of the document. They should be done in this order. For example, you can create a budget year for a type that does not exist.

- **Budget Types**
- **Budget Years**
- **Budget Formats**
- **Budget Format Account Ranges**
- **Budget Allocations** - Some allocations, such as Settings for Health Care Checkboxes, should be set first to create the format logically.
- **Global Budget Changes** is a budget tool that allows you to apply budget changes to various accounts.
 1. For example - starting budget for all accounts as a percent increase over last year (or any year)
 2. In addition, the electric budget should be set at a 5 % increase.
 3. In addition, set the goal (bgt) for program revenue to be a 4% increase
 4. Or Copy a budget to the Type **Approved by Board** from the type **Budget** when the board approves the budget.
- **Budget Years**
 - Add budget year
 - Allow entry checkbox controls if the budget can be entered for the year.
 - Set restrictions now or later by user or range of accounts. Leave blank to allow entry for all accounts and all users. If a user is included in one or more groups, the highest permission level (user vs group) will take precedence. Therefore, if you remove permission at a user level and this user's group still has permission, the user will still have permission through the group setting.
- **Add forecast year** (when ready to start forecasting)
 - **Disallow entry on specific dates** - assigns the dates each month to stop changes to the forecast. Entry or changes to the Forecast will not be allowed on or after the dates specified each month.
 - At the beginning of the year, use **Global Budget Changes** to copy the budget into the forecast for the new year.

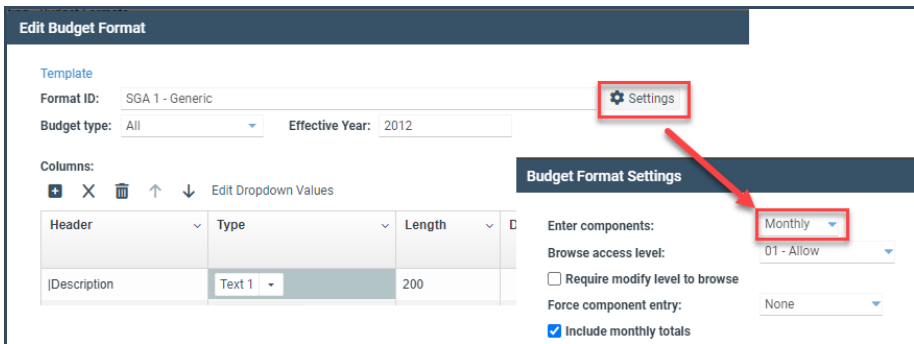
- Be sure to click **Save** to hold your settings.

- **Budget Types**

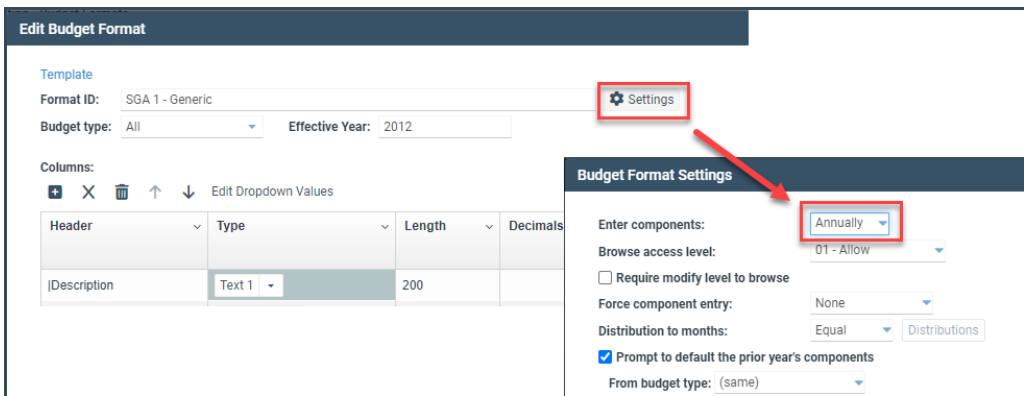
- Your data was probably set up to start with a type called Budget.
- However, if you need additional budget scenarios, add a new budget type (1 alpha/numeric character) and a budget year.

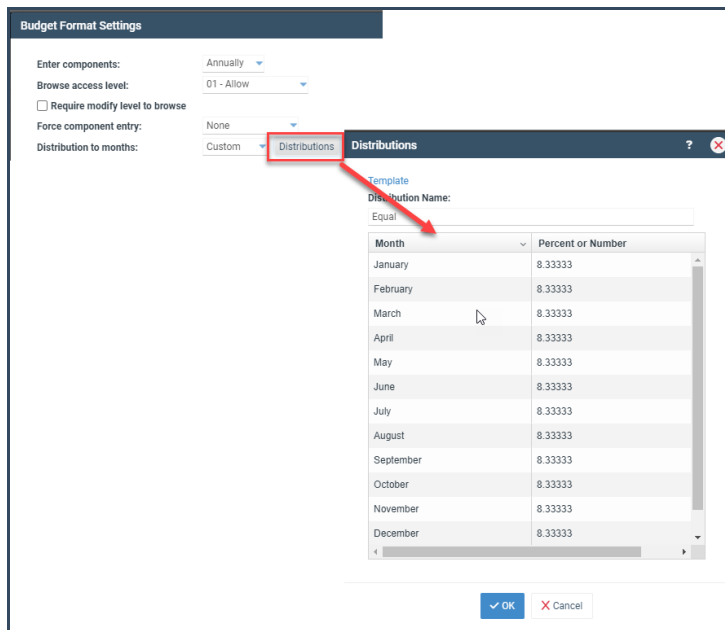
- **Formats**

- Defines the entry screen for budget components.
- Set up a general format to be used for all accounts that do not have an assigned format.
- Add a new format. Click the Template button to select a default, make changes, and save with a new Format ID (name), such as Membership or Salaries.
 - **Budget Type:** The exact format can be used for various budget types. Will this format be used for budget, forecast, or all budget scenarios?
 - **Effective Year:** formats stay in effect indefinitely unless a format with a new effective date kicks in.
 - **Settings:** Monthly vs Annual
 - **Monthly:** columns are defined here, and components are entered at the monthly level.



- **Annual:** Columns are defined here, and the annual budget amount is entered on one line. Then, using the Distributions button, it is distributed to monthly components as assigned. If the Distribution is set to **Last Year**, it is based on the Actual/Forecast of the prior year.





- **Browse access level:** The user must have this permission to allow and/or modify components using this screen format. For example, the salaries format could require more user permission to view the components screen. If the format level exceeds the user permission level, the user cannot see components.
 - Standard setting: format-01 and user permission 01, or 02=user can see monthly budget amounts and components.
 - Standard setting: format-02 and user permission 01=user can browse monthly budget amounts but not components.
 - Secure salary components: format-10 and user permission. 02=The user can see the monthly budget amount but not the components.
- **Default number of components:** can force the default# of components.
- **Force component entry:** disallows entry on budget screen by month—forces using components.
- **Distribute to months:** (applies to annual components only). How do you distribute the annual amount into monthly amounts? (equally, %, #pays, etc.) Click the Distribution button to assign a custom distribution.
- **Column for budget placement:** If monthly amounts were entered on the budget screen and the user clicks Components, which column should the budget amount be placed on the component screen? See Help text for more info on monthly vs. annual.
- **Prompt to default the prior year's components:** customarily checked.
- **Columns**

Columns:

Header	Type	Length	Decimals	Format	Dft Value	Width	Read Only	Formula
Employee Name	Text 1	200				225	<input type="checkbox"/>	
Nbr Emps	Number 1	11	2	###0.00;-###0.00#	1	70	<input type="checkbox"/>	
Hours per Week	Number 2	11	2	###0.00;-###0.00#	40	70	<input type="checkbox"/>	
Number Weeks	Number 3	11	2	###0.00;-###0.00#	52	70	<input type="checkbox"/>	
Hourly Rate	Number 4	11	5	###0.00###;-###0.00###...		70	<input type="checkbox"/>	
Adjustment or Annual Sal...	Number 5	11	2	###0.00;-###0.00#		85	<input type="checkbox"/>	
Merit Increase	Checkbox 1	1			0	70	<input type="checkbox"/>	
Initial Type%	Number 6	11	2	###		80	<input checked="" type="checkbox"/>	=N1*N2*N3*N4+N5
Test	Number 17	9		###		70	<input type="checkbox"/>	=N1*-N2-5
Distribution Adjustment	Number 7	11	2	###		80	<input type="checkbox"/>	
%Type Amount	Budget	11	2	###		80	<input checked="" type="checkbox"/>	=N6+N7

Header: This is what shows as the header for this column. The header will word wrap if it is too big to fit in one line, depending on the column width. You can force it to word wrap by using the '|' character.

Data Slot: Select the type of figures you wish to display in this column.

Text: Allows up to 15 text columns for you to specify your own descriptions or comments.

Number: Allows up to 35 number columns for use in calculating the budget.

Budget: This is the main budget. Whatever number ends up in this column will be the budget. You can formulate budgets by specifying a formula. The budget column is required.

Checkbox: Allows up to 20 checkboxes. These are used for conditional

Dft Value: This is the default value for this column, which is applied to any new rows. This can be single value or you can click the search icon to specify a separate value for each month.

Width: Specify the width of the column in pixels. If you choose "Auto" then the column will be auto-sized to fit only the column header, not the column data.

Read Only: If checked, this disallows entry into this column. Always check this for a formula column.

Formula: You can formulate budgets and number columns by specifying a formula here. See Help text for more info.

Additional Column selections:

Columns:

Header	Type	L.Y.	D.Y.	Dft	W...	Read Only	Drop-down Values (comma separated)	Total	Hide	Frozen	Copy Next Year	Apply Merit Increase
Employee Name	Text 1	2...				<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nbr Emps	Number 1	11	2	1		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hours per Week	Number 2	11	2	40		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number Weeks	Number 3	11	2	52		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hourly Rate	Number 4	11	5			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjustment or Annual Sal...	Number 5	11	2			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Merit Increase	Checkbox 1	1		0		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial Type%	Number 6	11	2			<input checked="" type="checkbox"/>	=...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test	Number 17	9				<input type="checkbox"/>	=...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distribution Adjustment	Number 7	11	2			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%Type Amount	Budget	11	2			<input checked="" type="checkbox"/>	=...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HMO	Text 10					<input type="checkbox"/>	, Emp, Emp & Spouse, Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
% of HMO	Number 8	9		100		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Life	Checkbox 5	1				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retire md	Checkbox 6	1				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Comments	Text 5					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Frozen: Check columns to freeze when scrolling to the right. (must be selected in order with no columns skipped in between).

Copy to Next Year: Check the lines you wish to copy when starting budgeting in the next year. Do not check lines where the new year's default should be used instead of prior year copied (such as # pays).

Instead of check boxes, a text data slot can be used with drop-down values to select insurance plans, etc.

Example: Payroll Annual with merit increase.

Edit Budget Format [View Help](#)

Template
Format ID: Demo SGA 1 - Payroll - Annual [Settings](#)

Budget type: All Effective Year: 2011

Columns:

Header	Type	Leng.::	De.::	Format	Dft.::	Width	Read Only	Formula	Drop-down Values (comma separated)	Total	Hide	Frozen	Copy Next Year	Apply Merit Increase
Employee Name	Text 1	200				225	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nbr Emps	Number 1						<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hours per Week	Number 2						<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number Weeks	Number 3						<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hourly Rate	Number 4						<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjustment of Annual Sal...	Number 5						<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Merit Increase	Checkbox 1						<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial Type%	Number 6						<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test	Number 17						<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distribution Adjustment	Number 7	11	2	###		80	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
%Type% Amount	Budget	11	2	###		80	<input checked="" type="checkbox"/>	=N6+N7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HMO	Text 10					80	<input type="checkbox"/>		Emp, Emp & S...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
% of HMO	Number 8	9		###		100	Auto			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Apply Merit Increase: Applies to annual only. If checked then the merit increase setting will be applied to this column. If you use a merit increase be sure to check which column(s) to apply it to.

If including a merit increase, click Settings to define the merit increase.

Budget Format Settings [View Help](#)

Enter components:

Browse access level:

Require modify level to bro

Force component entry:

Distribution to months:

Prompt to default the prior

From budget type: Budget

Redistribute using defau

Force distributions to mat

Hide prior month forecasts for actual/forecast

Include merit increase [Settings](#)

Always load dft values for read only columns

Number of components

Merit Increase [View Help](#)

Percent increase: 2.00

Checkbox column: 1

Effective month: May

Percent of effective month: 100.00

Allow override

OK Cancel

Note: if the merit increase percentage must be changed later, be aware that the system does not automatically update any budget amounts. However, if budget changes are made on the Actuals/Budget screen, the merit increase will be recalculated (for that G/L account only) upon clicking Save on the Actuals/Budget screen.

Payroll Monthly with merit increase:

A merit increase percentage in a monthly format must be added as a column. A checkbox cannot be used in a monthly format. In the following example, the budget entry screen will allow the user to enter the Hourly Rate. The merit increase percentage will default to the appropriate month but can be changed or blanked out if merit does not apply to the budget row. The New Hourly Rate will be calculated using a formula.

Number of employees	Number 1	9	2	###0.00;-###0.00#	1	70	<input type="checkbox"/>	
Hourly Rate	Number 2	11	2	\$###0.00;-###0.00#		70	<input type="checkbox"/>	=R5
Merit Increase %	Number 4	9	2	###0.00%;-###0.00%#	(monthly)	70	<input checked="" type="checkbox"/>	
New Hourly Rate	Number 5	11	2	\$###0.00;-###0.00#		70	<input checked="" type="checkbox"/>	=N2+(N2*N4*0.01)
Hours per Pay	Number 6							
Number Pays Per Month	Number 7							
Subtotal	Number 10							

Default the percentage amount of merit increase in the appropriate month

Formula calculates the Hourly Rate plus the merit increase equals the New Hourly Rate

- **Format Account Ranges**

- Assign a generic format for all accounts (000's to 999's).
- Assign each format to the range of accounts that apply to each. The generic format will default if a range of minor accounts does not have a specified format.

Fund	Branch	Department	PCS	Minor Acct.	Format ID
00 - 99	000 - 999	00 - 99	00000 - 99999	0000 - 9999	Demo SGA 1 - Generic
00 - 99	000 - 999	00 - 99	00000 - 99999	1100 - 1199	Demo SGA 1 - Membership - Simple
00 - 99	000 - 999	00 - 99	00000 - 99999	1104 - 1104	Demo SGA 1 - Membership - Types
00 - 99	000 - 999	00 - 99	00000 - 99999	1150 - 1150	Demo SGA 1 - Membership - Simple - Copy
00 - 99	000 - 999	00 - 99	00000 - 99999	1300 - 1399	Demo SGA 1 - Program Income
00 - 99	000 - 999	00 - 99	00000 - 99999	2100 - 2110	Demo SGA 1 - Payroll - Annual
00 - 99	000 - 999	00 - 99	00000 - 99999	2111 - 2111	Demo SGA 1 - Payroll - Monthly

- **Budget Allocations**

- Option to auto-calculate account budgets based on a % of other accounts.
- Option to disable auto-calculation and manually calculate when choosing to do so.
- Once allocations are defined, the computer automatically calculates them as budgets or forecasts for the specified accounts change. For example, FICA and/or workmen's comp expenses are calculated as a percentage of salary expenses. The process adds all budgets for the account range and places them in the target.
- Option to include/exclude individual component lines at the account# level in the auto-calculation of budget allocations, based on an optional checkbox on the budget entry component screen.
- See Help text for more info.

- **Global Budget Changes**

- Formula calculations are available for percentage increase, trend, etc., on a range of accounts, such as x% increase over the prior year auto-calculated for utility accounts.
- To create a Forecast column at the beginning of the year, Copy the new year's budget to the new year's forecast.
- To create a Fixed Forecast (snapshot of actual/forecast at any time), Copy the Actual/Forecast to the appropriate budget type (fixed forecast).

- **Actuals/Budget entry screen**

- Budget managers make all entries from this screen. The report writer can also access this screen at the account number level by right-clicking > Actuals/Budgets.
- Account# can be entered or click on search. No need to key dashes in the account#.
- Back/forward arrows will scroll through accounts.
- **Filter:** displays selected accounts only when paging forward/back. Filters remain until removed.
- Key in the division of an account# and click the previous or next button to jump to the following account in sequence.
- **View:** customize the screen by selecting the columns to display; save with a view name. Select from actual, budget, and forecast figures or add dollar or percent variance columns. Option to display yr-end adjusting entries or not.
- Save records of all budget changes.
- **Sum:** summarizes based on a selection of accounts. For example, select all accounts in a branch, all salary accounts, etc. Then, print to paper, Excel, or graph. Budget entry cannot be done in this summary mode.
- Double-click on any monthly (actual) amount to see the G/L transactions.
- **Budget Entry:**
 - The comments box allows notes for the specific budget year. **Forecasting** comments are kept separate from **budget** comments.
 - The last modified date and user are displayed in the bottom right corner. Click on this link to see the audit history of manual changes made to this column. (no audit history for global changes)
 - The appropriate format screen will be displayed for this range of accounts.
 - **Simple budget entry:**
 - Key the budget amount directly into the yellow area.
 - For formula calculations, click on the budget total line and select a formula calculation, such as percent increase. You may try different formula calculations. Click the Worksheet button to review multiple formula calculations and select the preferred calc.
- **Monthly components:**
 - Double-click or click Components to enter monthly budget amounts.
 - Copy to other months icon allows you to enter in one month and copy to a range of other months.
 - The Copy to Other Months icon allows you to enter multiple entries in one month and copy all lines to a range of other months.
 - User-defined checkboxes or drop-down selections for insurance, retirement, etc., can be

added to each component line and set to include or exclude each component line in the auto-calculation of budget allocations.

- **Annual budget entry, distributed monthly:**

- Enter the annual amount and define how to distribute monthly—equally, by %, by pay period, etc. Distribution is usually preset in the Format setup but can be overridden here if necessary.
- Option to set an effective month for a merit increase for salary accounts.
- Forecasting is done at the monthly distribution screen, allowing partial year entries.

- **Forecasting:** Forecasting/revising the budget is usually done in the same screen format as the original budget entry. An exception is if the screen format is set to enter the annual budget amount; in that case, the forecasting is done every month. So, if you have a new hire in mid-year, add a new line, enter each appropriate monthly amount, and select the relevant checkboxes.

- **Printing Budgets**

- **Reports-Financial Statements**

- Allows printing of monthly and/or annual budgets and actual amounts.

- **Reports-Generic Report Writer**

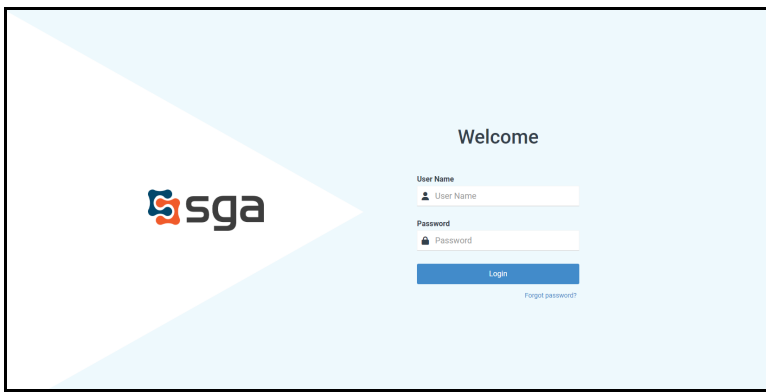
- Allows printing the breakdown of monthly budget amounts (budget components). Multiple budget component reports may be set up to match various budget formats if desired. For example, suppose a specific format screen is in place for entering budgets for salary accounts. In that case, you might prefer to have a report of budget components for salaries listing each of these specific amount columns. You might also have a report of budget components for accounts using a generic format screen. The Select tab must include lines for **Type = B** (budget) and **Year = xx**. If printing a report of forecast figures, select **Type = F** (forecast).
-

Budget Training Documentation (Branch Staff)

Last Modified on 01/03/2025 1:00 pm EST

Budget Training Documentation for Branch Staff

You will most likely be accessing SGA Accounting from the web. To sign on to the SGA software, you may be required to enter your username and password. Click OK. You may change your password at any time by clicking Change password. If ever you forget your password, enter your username and click Forgot my password. The system will email you a temporary password for you to sign in; you will be then asked to set a new password.



The main options you will use are:

Records > Accounts (list of accounts and balances) (F9)

Budgets > Actuals/Budget Entry (budget entry screen) (F6)

Reports > Financial Statements (report writer) (F2)

Records > Vendors for browsing invoice and/or payment history (F7)

Reports > Generic Report Writer (breakdown of monthly budget amounts by components) (CTRL + F3)

Records > Accounts

Accounts is a list of accounts to which you have authorization to view. (Top menu, Records > Accounts)

You may list accounts in order of Account# or Description. To change the order, click the dropdown arrow. Key all or part of the account# (you do not have to key the dashes) and press Enter. The screen will position the number you have keyed.

This screenshot shows the search interface with the following elements:

- Navigation bar: New, Edit, Delete, Transactions, Actuals/Budgets, Audit, Reports.
- Search: Account (dropdown), Position To (dropdown), Account: 01-01| (text input), Status: All (dropdown).
- Buttons: Search, Advanced Filters.

To search for an account# by description:

Key all or part of an account name, such as Supplies, and hit Search. The screen will position the accounts that meet the search criteria.

This screenshot shows the search interface with the following elements:

- Navigation bar: New, Edit, Delete, Transactions, Actuals/Budgets, Audit, Reports.
- Search: Description (dropdown), Begins With (dropdown), Description: supplies (text input), Status: All (dropdown).
- Buttons: Search, Advanced Filters.

You may also use the Page Up/Page Down keys, arrows up/down, or the arrow buttons on the screen to scroll through the list of accounts.

This screenshot shows a pagination control with the following elements:

- Navigation icons: Home, Previous, Next, End.
- Page number: 2
- Total pages: of 14

Click on the dropdown arrow and select the columns to display. This allows you to see the prior month-end balance, current account balance, etc., without having to run a report. Columns can be adjusted by clicking the customize view icon.

This screenshot shows a view and row selection control with the following elements:

- View: Standard (dropdown)
- Icons: Grid, Print, Close
- Rows: All (dropdown)
- Page navigation: Previous, Next, 1 of 1

The system will remember the name of the view you selected and display this same view the next time you browse the accounts list. From the **Daily** menu selection:

Account Transactions will allow you to browse the detailed G/L history for the highlighted account. Click Display to build the screen. You can move back to the beginning month to view history by clicking on the dropdown arrow for the beginning Period, or you can enter the beginning period, such as 062010 (no dashes required). Hit Enter or click Display to refresh the screen.

This screenshot shows the Account Transactions screen with the following elements:

- Navigation: Attachments, Edit Object No., Links, Reports.
- Account: 01-011-10-00000-2515, Supplies - Bldg. & Grnds.
- Period: 06/2022 June (dropdown), to: 99/9999 End (dropdown)
- Date: (calendar icon), to: 12/31/9998 (calendar icon)
- Buttons: Display

From the **Budgets** menu selection:

Actuals/Budgets: is the budget entry screen for the account that is highlighted. From this screen, you will view the actual history, budget, and forecast.

You can get there several ways;

- From the **Budgets** menu, **Actual/Budgets**.
- Or right-click on an account and select Actual/Budgets.
- From a report, drill down to the Account level, right-click, and select Actual/Budgets.

Use the arrows to scroll through accounts or key a new Account #

Click the dropdown to select different values (or columns) that are displayed--actuals, budgets, forecasts, variances and formulas.

Customize Columns allows you to select the columns to display

Double click on any past month to browse Transactions.

Month	2017 Actual	2017 Budget	2018 Actual	2018 Budget	2019 Actual	2019 Budget	2020 Actual / Forecast	2021 Budget
Beg Balance							7,134.87	
January	5,646.45	5,127.00	3,508.03	5,750.00	2,360.42	2,787.04		2,787.04
February	2,367.49	6,647.00	2,655.28	5,000.00	2,037.90	3,236.44		3,236.44
March	4,739.58	3,668.00	2,388.12	4,500.00	2,121.23	2,807.73		2,807.73
April	2,911.67	2,025.00	2,091.20	3,000.00	2,115.32	1,633.59		2,868.59
May	2,984.98	1,883.00	3,048.85	3,000.00	-1,500.00	2,594.57		2,594.97
June	1,581.04	1,800.00	1,276.97	1,378.00		2,403.72		2,403.72
July	1,702.78	1,718.00	166.16	1,619.00		1,921.55	1,921.55	1,921.55
August	1,227.35	1,565.00	2,759.02	1,369.00		2,158.06	2,158.06	1,565.00
September	1,541.93	1,731.00	2,126.44	1,507.00		2,002.37	2,002.37	2,002.37
October	1,449.58	2,823.00	1,871.50	2,900.00		2,229.63	2,229.63	2,229.63
November	2,332.45	4,801.00	2,599.80	4,900.00		2,594.57	2,594.57	2,594.57
December	2,249.59	5,225.00	1,242.72	5,300.00		3,342.16	3,342.16	3,342.16
Year-End								
YTD June	20,231.19	22,138.00	14,998.25	22,628.00	7,134.87	16,898.49	7,134.87	16,898.49
Total	30,734.87	40,001.00	25,723.89	40,204.00	7,134.87	30,948.83	21,383.21	30,948.83

This is also the main screen where you enter budgets. Budget entry screens will differ depending on the type of account (general, payroll, membership, programs, etc.).

Budget Entry: Budgets are entered into one account# at a time. You can enter budgets at a monthly level (Example 1 below), at a monthly level with a detailed breakdown for each month (Example 2 below), or you may be asked to enter budgets at an annual level with the monthly amounts then distributed (Example 3 below).

Example 1: General accounts (simple monthly budget amounts - no additional breakdown)

Account: 10-50-02-07-2831-00000

Month	2017 Actual	2017 Budget	2018 Actual	2018 Budget	2019 Actual	2019 Budget	2020 Actual / Forecast	2021 Budget
Jan	5,646.45	5,127.00	3,508.03	5,750.00	2,380.42	2,787.04		2,787.04
Feb	2,387.49	6,647.00	2,655.28	5,000.00	2,037.90	3,236.44		3,236.44
Mar	4,736.58	3,856.00	2,388.12	4,500.00	2,121.23	2,807.73		2,807.73
Apr	2,911.07	2,925.00	2,061.20	3,000.00	2,115.32	2,868.59		2,868.59
May	2,984.95	1,833.00	3,048.85	3,000.00	-1,500.00	2,594.97		2,594.97
Jun	1,581.04	1,890.00	1,276.97	1,378.00		2,403.72		2,403.72
Jul	1,702.78	1,718.00	166.16	1,619.00		1,921.55	1,921.55	1,921.55
Aug	1,227.35	1,555.00	2,759.02	1,350.00		2,158.08	2,158.08	2,158.08
Sep	1,541.93	1,731.00	2,126.44	1,507.00		2,002.37	2,002.37	2,002.37
Oct	1,449.58	2,823.00	1,871.90	2,900.00		2,229.63	2,229.63	2,229.63
Nov	2,332.45	4,801.00	2,589.80	4,900.00		2,594.57	2,594.57	2,594.57
Dec	2,249.59	5,225.00	1,242.72	5,300.00		3,342.16	3,342.16	3,342.16
Year-End								
YTD June	20,231.19	22,138.00	14,968.25	22,028.00	7,134.87	10,668.49	7,134.87	10,668.49
Total	30,734.87	40,001.00	25,723.89	40,204.00	7,134.87	30,949.83	21,383.21	30,949.83

Annotations:
 - Click to highlight the Total line for next year's budget, then click the Formula button to get budget calculations.
 - You may also enter or change the budget amount in individual months directly from here. Add any notes in the Comments box. Click Save to hold your changes.



Worksheet View Help

Replace Budget Clear Cancel

Recorded Budgets:

Month	-1 Budget before edit	5% Increase on 2019 Actual	3% Increase on 2018 Budget	Average percent change 1998 to 2019	Spread \$6,118.08 evenly
January	2,787.04	2,478.44	5,922.50	2,193.21	509.84
February	3,236.44	2,139.80	5,150.00	1,762.15	509.84
March	2,807.73	2,227.29	4,835.00	1,935.81	509.84
April	2,868.59	2,221.09	3,090.00	2,170.74	509.84
May	2,594.97	-1,575.00	3,090.00	-1,943.83	509.84
June	2,403.72	0.00	1,419.34	0.00	509.84
July	1,921.55	0.00	1,687.57	0.00	509.84
August	2,158.08	0.00	1,390.50	0.00	509.84
September	2,002.37	0.00	1,552.21	0.00	509.84
October	2,229.63	0.00	2,987.00	0.00	509.84
November	2,594.57	0.00	5,047.00	0.00	509.84
December	3,342.16	0.00	5,459.00	0.00	509.84
Year-End	30,948.83	7,491.62	41,410.12	6,118.08	6,118.08

Annotation: When using Formulas, click Worksheet (at the top of the screen) to display the various budget calculations, click on the column and click Replace Budget. The worksheet is held only while you are working with this account.

Attachments: You can add any notes or documentation as an attachment for this account. Click in the appropriate column, then click the Attachments button. Click on the New icon at the top left and select the file you wish to attach from your computer. You can attach as many files (Word Doc, Excel, .pdf, etc.) to be saved for the selected budget year. These attachments will be held and can be viewed at any time in the future.

Note: The following pages show examples of working with budgets at the Component level. Your organization will decide whether to use Budget Components and on which accounts. Your Components entry screen may look different from the examples, but the functionality should be the same.

Example 2: General accounts (entering budget at a more detailed level called Components)

Month	2017 Actual	2017 Budget	2018 Actual	2018 Budget	2019 Actual	2019 Budget	2020 Actual / Forecast	2021 Budget
Beg Balance							7,134.87	
January	5,646.45	5,127.00	3,508.03	5,750.00	2,360.42	2,787.04		
February	2,367.49	6,647.00	2,655.28	5,000.00	2,037.90	3,236.44		
March	4,739.58				2,121.23	2,397.73		
April	2,911.67				2,115.32	2,868.59		
May	2,984.96				-1,500.00	2,594.97		
June	1,581.04					2,403.72		
July	1,702.78	1,718.00	166.16	1,619.00		1,921.55	1,921.55	
August	1,227.35	1,565.00	2,759.02	1,350.00		2,158.06	2,158.06	
September	1,541.93	1,731.00	2,126.44	1,507.00		2,002.37	2,002.37	
October	1,449.58	2,823.00	1,871.50	2,900.00		2,229.63	2,229.63	
November	2,332.45	4,801.00	2,589.80	4,900.00		2,594.57	2,594.57	
December	2,249.59	5,225.00	1,242.72	5,300.00		3,342.16	3,342.16	
Year-End								
YTD June	20,231.19	22,138.00	14,968.25	22,628.00	7,134.87	16,698.49	7,134.87	
Total	30,734.87	40,001.00	25,723.89	40,204.00	7,134.87	30,946.83	21,383.21	

Details may be entered on the Components screen for each month. Your Components entry screen may look different from this example, but the functionality should be the same.

Month	Description	Quantity	Price or Unit Amount	Subtotal
January	Extension cords	1.00	15.00	15
January		1.00		
January		1.00		
January		1.00		
January	Total			15
February				

2021 Budget - SSY-Generic

Save Cancel Attachments Reports

Account: 10-50-02-07-2831-00000

Components

Entry may be done in the yellow columns. White columns are formula calculations and cannot have information entered.

Month	Description	Quantity	Price or Unit Amount	Subtotal
January	Extension cords	1.00	15.00	15
January		1.00		
January		1.00		
January		1.00		
January	Total			15
February		1.00		

To enter the same budget line for all months, Click to highlight the line (for example, misc. office supplies shown below) and click the **Copy to other months** icon.

2021 Budget - SSY-Generic

Save Cancel Attachments Reports

Account: 10-50-02-07-2831-00000

Components

Copy to other months View Help

Copy From: Current row

To Months: Jan To: Dec

Columns:

- Column
- Description
- Quantity
- Price or Unit Amount
- Subtotal
- Adjustment
- Adj By Br Exec
- Adj by AR Staff
- Adj during new Forecast
- %Type% Amount
- Additional Comments

Total Items: 10 (Selected Items: 10)

Copy Cancel

Month	Description	Quantity	Unit
January	Extension cords	1.00	
January		1.00	
January		1.00	
January		1.00	
January	Total		
February		1.00	
February		1.00	
February		1.00	
February	Total		
March		1.00	
March		1.00	
March		1.00	
March	Total		
April		1.00	
April		1.00	
April		1.00	
April	Total		
May		1.00	
May		1.00	

Result of copying the Extension cords line to months Jan to Dec:

2021 Budget - SSY-Generic

Save Cancel Attachments Reports

Account: 10-50-02-07-2831-00000

Components

Changes can be made on any line.

Month	Description	Quantity	Price or Unit Amount	Subtotal
January	Extension cords	1.00	15.00	15
January		1.00		
January		1.00		
January		1.00		
January	Total			15
February	Extension cords	1.00	15.00	15
February		1.00		
February		1.00		
February		1.00		
February	Total			15
March	Extension cords	1.00	15.00	15

You can also copy all component lines from one month into other months.

2021 Budget - SSY-Generic

Save Cancel Attachments Reports

Account: 10-50-02-07-2831-00000

Components

Copy to other months View Help

Copy From: All rows for current month

To Months: Jan To: Dec

Columns:

- Column
- Description
- Quantity
- Price or Unit Amount
- Subtotal
- Adjustment
- Adj By Br Exec

Enter all lines for the first month. Click Copy all rows for current month, and select range of months. The columns selected will be copied.

Month	Description	Quantity	Unit
January	Extension cords	1.00	
January	Switches	50.00	
January		1.00	
January		1.00	
January	Total		
February	Extension cords	1.00	
February		1.00	
February		1.00	

Adjust Columns View Help

Apply To: Current row

Adjust: + 1.02

Months: Jan to Dec

OK Cancel

Adjust Columns button allows you to do a calculation based on the column highlighted. This shows how to calculate a 2% increase on hourly rate.

Month	Description	Quantity	Price or Unit Amount
January		1.00	
January		50.00	
January		1.00	

2021 Budget - SSY-Generic

Save Cancel Attachments Reports

Account: 10-50-02-07-2831-00000

Components

Month	Description	Quantity	Price or Unit Amount	Subtotal
January	Extension cords	1.00	18.02	18
January	Switches	50.00	2.00	100
January		1.00		
January		1.00		
January	Total			116

Results

Be sure to click Save to hold your entry or changes before you close the components screen.

Save Cancel Attachments Reports

Be sure to click Save one more time on the Actuals/Budgets. If you don't click Save here you will be asked if you wish to save your changes.

Save Refresh Transactions Filter Sum

Account: 10-50-02-07-2831-00000

Month	2017 Actual	2017 Budget	2018 Actual	2018 Budget	2019 Actual	2019 Budget	2020 Actual / Forecast	2021 Budget
Jan	5,646.45	5,127.00	3,508.03	5,750.00	2,360.42	2,787.04		116.00
Feb	2,367.49	6,847.00	2,855.28	5,000.00	2,037.90	3,236.44		115.00

Components

If components exist, the monthly budget amount will be locked, so you won't be able to make changes by entering directly into the budget column. **If components exist, you MUST go into Components to make any changes.** This applies to changing Budget or Forecast amounts.

You may cancel at any time when doing any budget entry, changes, or forecasting. Nothing is saved until you click the Save button. When exiting the screen, which you can do by clicking the X at the top-right of the screen, you will be asked if you want to save your budget changes.

Entering budgets for the following year:

When you enter budgets for the new year, you may be asked if you want to copy last year's components. Answer Yes to bring in the component detail from last year so you don't have to key all the details again this year. Answer No to display a blank screen where you enter all component details.

Example 3: Entering Annual Budgets

Your budget entry screen may look different from this example, but the functionality should be the same.

Click here to add additional lines.

Merit increases can be set to auto-calculate starting with an effective month. Check the box if a merit increase applies to this employee.

Benefit can also be set to auto-calculate. Select the appropriate boxes.

Employee Name	Nbr Emps	Hours per Week	Number Weeks	Hourly Rate	Adjustment or Annual Salary	Merit Increase	Initial Budget	Distribution Adjustment	Budget Amount	Medical Ins	Dental Ins	Life Ins	LTD	Retire ment	Distribution
TEST	1	40.00	52.00	25.00		<input checked="" type="checkbox"/>	53,500		53,500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom
Test2	1	40.00	52.00	30.00		<input checked="" type="checkbox"/>	64,272		64,272	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equal
Total	2	80.00					117,832		117,832						

The Distribution tab displays the monthly budget amount for each employee, according to the selected distribution. This example is a semi-monthly payroll with equal amounts in each month.

You may make changes on this screen if necessary. For example, you may zero out the budget amount in Jan and Feb for the new hire beginning in March.

Click the Distribution tab to see how those annual amounts are distributed monthly.

Month	Total	TEST	Test2 ...
January	4,463	4,463	
February	4,463	4,463	
March	9,819	4,463	5,356
April	9,819	4,463	5,356
May	9,819	4,463	5,356
June	9,819	4,463	5,356
July	9,819	4,463	5,356
August	9,819	4,463	5,356
September	9,819	4,463	5,356
October	9,819	4,463	5,356
November	9,819	4,463	5,356
December	9,819	4,463	5,356
Total	107,120	53,560	53,560
Annual	117,832	53,560	64,272

An adjustment column on the Annual Amount tab is usually setup to identify any changes or adjustments to the monthly distribution of the annual amount.

The new hire in March's annual salary is \$64,272. The monthly salary was zeroed out in Jan and Feb (adjustment of \$10,712), resulting in the budget amount for the year of \$53,560 for this new employee.

Employee Name	Nbr Emps	Hours per Week	Number Weeks	Hourly Rate	Adjustment or Annual Salary	Merit Increase	Initial Budget	Distribution Adjustment	Budget Amount	Medical Ins	Dental Ins	Life Ins	LTD	Retire ment	Distribution
TEST	1	40.00	52.00	25.00		<input checked="" type="checkbox"/>	53,500		53,500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom
Test2	1	40.00	52.00	30.00		<input checked="" type="checkbox"/>	64,272	-10,712	53,560	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom
Total	2	80.00					117,832	-10,712	107,120						

Benefit allocations:

If the annual budget format has columns for applying retirement, medical plans, etc., and any of these should not apply for the entire year, you can select specific months by clicking on the appropriate cell (retirement, medical, etc.) and then click the Monthly button. Check the months to apply this allocation. This also allows you to change the selection mid-year for various medical plans.

Employee Name	Nbr Emps	Hours per Week	Number Weeks	Hourly Rate	Adjustment or Annual Salary	Merit Increase	Initial Budget	Distribution Adjustment	Budget Amount	Medical Ins	Dental Ins	Life Ins	LTD	Retire ment	Distribution
TEST	1	40.00	52.00	25.00		<input checked="" type="checkbox"/>	53,500		53,500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom
Test2	1	40.00	52.00	30.00		<input checked="" type="checkbox"/>	64,272	-10,712	53,560	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom
Total	2	80.00					117,832	-10,712	107,120						

This is the monthly tab for Medical Ins:

Forecasting:

Month	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual / Forecast	2012 Budget
January	1,281	2,851	4,480		2,692	2,992
February	2,648	4,291	2,974		2,692	2,992
March	3,145	2,974	3,048		2,731	2,731
April	2,851	2,974	3,048		2,731	2,731
May	2,851	2,974	3,048	2,019	2,731	2,731
June	2,851	2,974	3,048	2,692	2,992	1,628
July	2,851	2,974	615	4,038	4,442	2,992
August	4,291	4,480		2,992	2,992	2,992
September	2,851	2,974		2,992	2,992	2,992
October	2,851	2,974		2,992	2,992	2,992
November	2,851	2,974		2,992	2,992	2,992
December	2,851	2,974		3,904	2,973	2,973
YTD May	12,994	16,073	16,578	2,019	13,577	13,577
Total	34,450	38,375	20,242	23,423	35,802	32,988

The current year Actual/Forecast column displays actual amount up through the prior month end(white) and forecast amount for the remainder of the year(yellow).

Forecasts/Budget revisions are done on the same screen format as the original budget was entered. Simply make changes in the Forecast column.

You can enter notes in the Comments box. Comments are held separately for each budget and forecast by year. This comment is also on the Components screen.

YTD May: 13,579.68
MTD June: [dropdown]
Account Comments: [input]
2012 Budget Comments: [input]

When the budget entry is done at the annual level for an account, forecast changes are done on the monthly distribution screen. This allows you to change the monthly amounts as necessary throughout the year or add a new budget line at some point in the year.

Displaying/Printing reports

At the top menu, click on Reporting.

Budgets > Financial Statements

Financial Statements allow you to display and print income and expense statements, account balances, monthly or annual budget amounts, etc.

Reports > Financial Statements > YSGA - Income Statements - Monthly

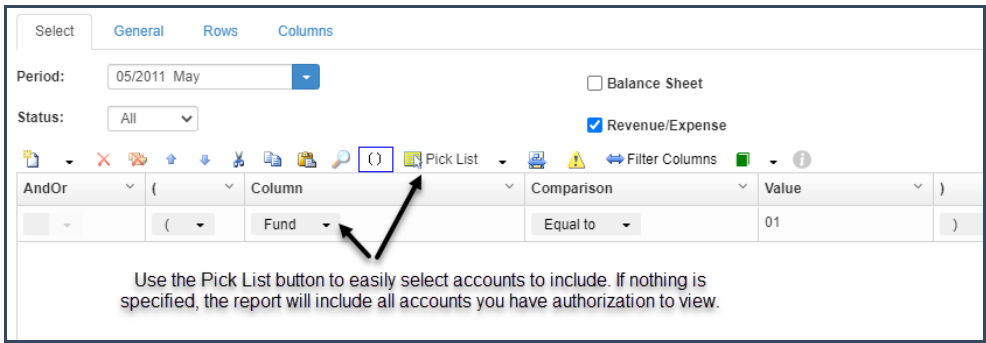
Report: Corp by Major [input] [display icon] [customize icon] [cancel icon]

Display [button] Customize Report [button] Period: 05/2011 May [dropdown] [checkbox checked] Generate Report On Server

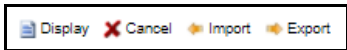
Select a report Folder and View, which is the name of the report.

Click Customize View if you want to select specific accounts to include.

Select the accounting period to report. You can select any past month/year or select the current month to see account balances up to the minute.



Click the Display button to build the report on the screen.



When any report is displayed on the screen, you can right-click on a line and drill down to a more detailed level. For example, drill down to Account to see every account line included in this total.

Reports > Financial Statements > YSGA - Income Statements - Monthly

Report: Corp by Major (Fund)

Display Customize Report Period: 05/2011 May [General]

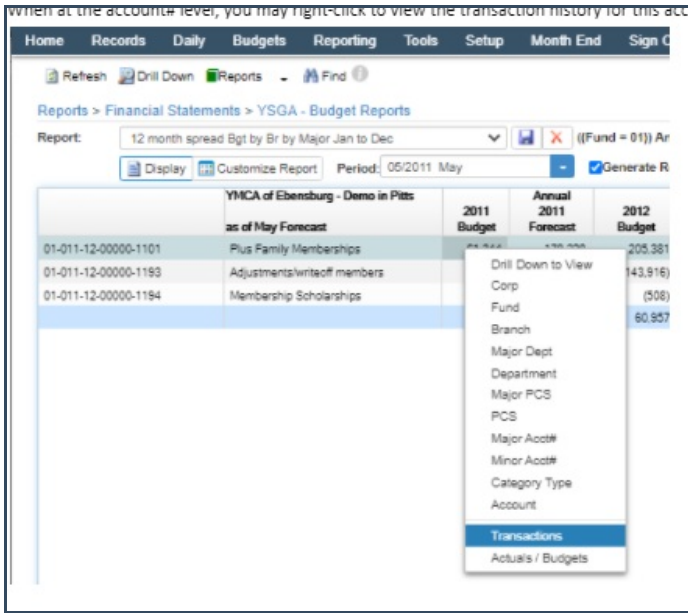
Rows: 1000 of 1

	Demo Organization As of May	May 2011 Actual	May 2011 Budget	\$ Var Actual to Budget	% Var
01	Contribution	34,674	39,385	(4,711)	-12
06	United Way	56,165	56,165	0	0
10	Government Funding	97,451	12		20
11	Membership Dues	781,779	80		-3
13	Program Service Fees	767,263	82		-7
14	Sales To Members	7,077	1		57
15	Mineral Royalties	159			59
16	Investment Income				0
17	Miscellaneous Income	1,876			35
19	Intra-Association Transfr	6,722			3
	Revenue	1,753,166	1,87		-6
21	Salaries	859,287	92		7
22	Employee Benefits	98,200	10		8
23	Payroll Taxes	80,909	8		8
24	Professional Fees	71,468	5		26
25	Supplies	136,370	156,939	20,569	13

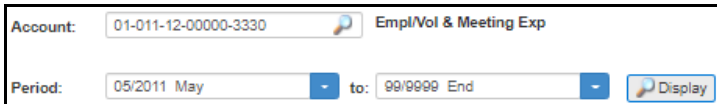
Drill Down to View

- Corp
- Fund
- Branch
- Major Dept
- Department
- Major PCS
- PCS
- Major Acct#
- Minor Acct#
- Category Type
- Account**
- Transactions
- Actuals / Budgets

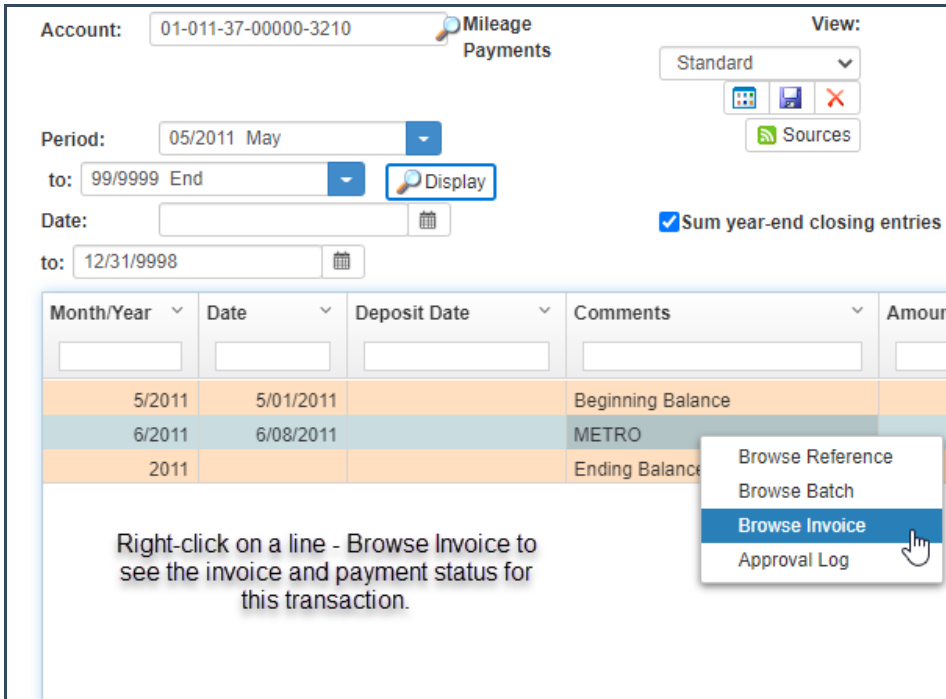
When at the account# level, you may right-click to view the transaction history for this account.



Select the beginning period and click Display.



Transaction details are displayed:



When browsing the invoice, you can see the payment status of the selected invoice.

Vendor: 8558 Masharki Cannon

Period: 05/2011 June Batch#: 20933

Address ID: PRIMARY 512 Lamar Suite 400 Edinburg, PA 15931

Group: 011 - Metropolitan (Utility Invoices) #

Invoice ID: 102290 Not Submitted

Invoice#: 5/16-31/11 MILEAGE

Invoice Date: 05/08/2011 Due Date:

1099 Code: Blank Hold Separate Payment

Status: Paid Paid with check# 229052

User: SG11 Payment date: 05/10/11 Vendor: Masharki Cannon

Description:

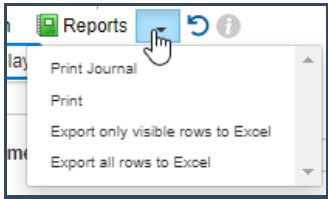
This invoice has been paid.

Distributions:

Amount	Account	Account Description	Comments	Object Type	Object	Object Description	PO ID	PO Received Status
115.26	01-011-37-0000-3210	Mileage Payments	METRO					

Budget/Forecast entry from report screen: If a report is displayed at the Account# level, you may go directly to the Actuals/Budget Entry screen by right-clicking on an account line and selecting Actuals/Budgets. From the Actuals/Budgets screen, you can make changes to the budget or forecast, save the changes, Cancel back to the report, and click Display to refresh the report with updated budget/forecast figures.

At the top of any screen is a Reports button, with options to print, preview, or export to Excel.



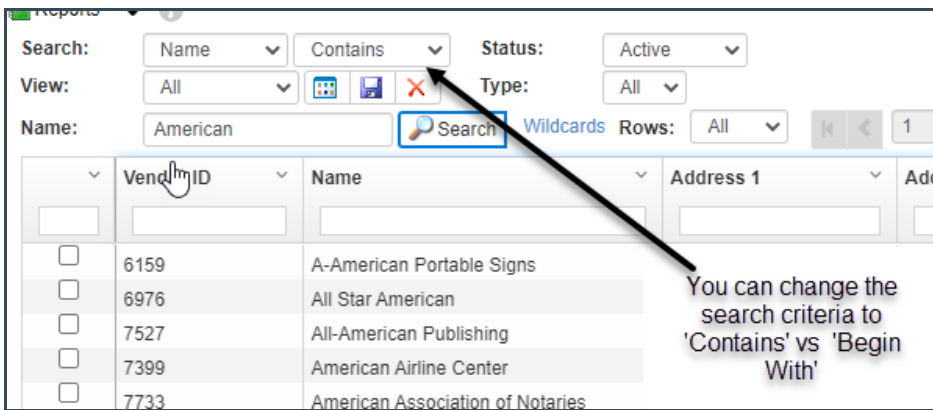
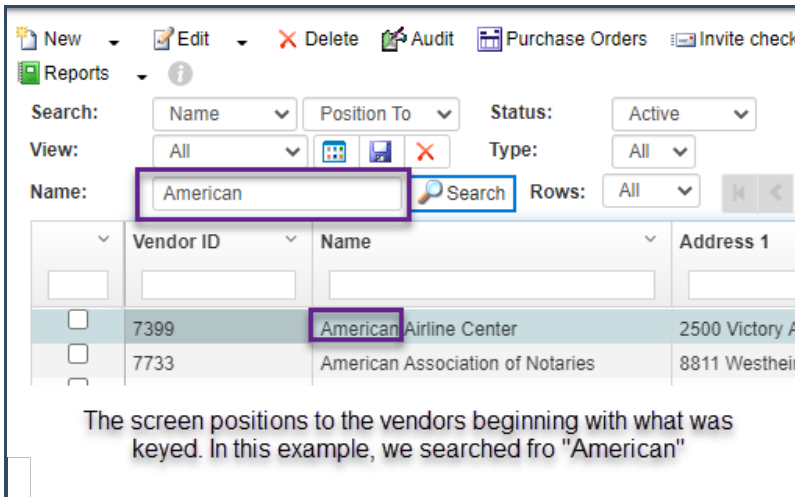
Generic Report Writer: This allows you to print a detailed breakdown of monthly budget components. These reports can be set to include the same columns as your budget components screen.

Reports Lists: Allows you to print or email a selected list of multiple reports with just one click.

Records > Vendors for Browsing Invoice and/or Payment History

At the top menu, click on *Records > Vendors*.

To find a vendor, select Name from the search dropdown, enter the vendor name, and press Search. The screen will position the list of vendors where you have keyed.

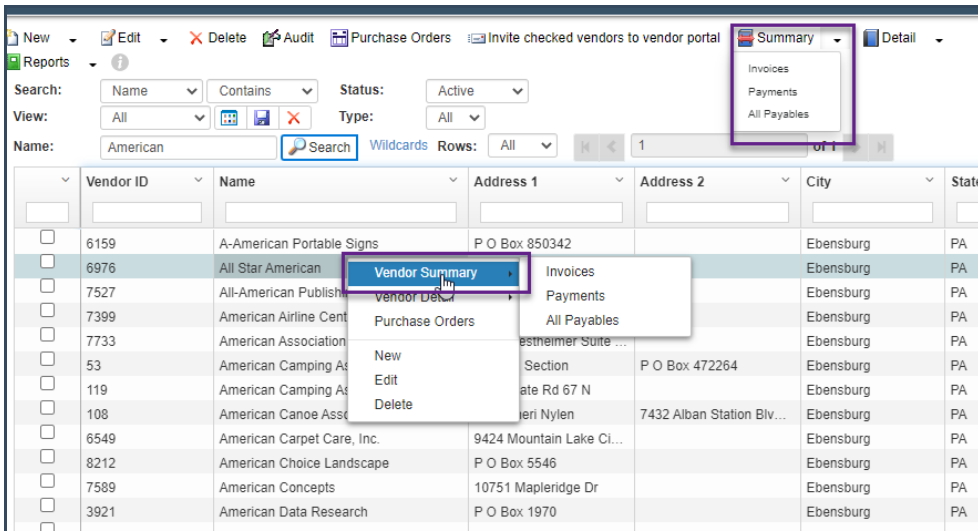


You may use the Page Up/Page Down keys, arrows up/down, or the arrow buttons on the screen to scroll through the list of vendors. Click on the X in the upper right-hand corner to close the screen.

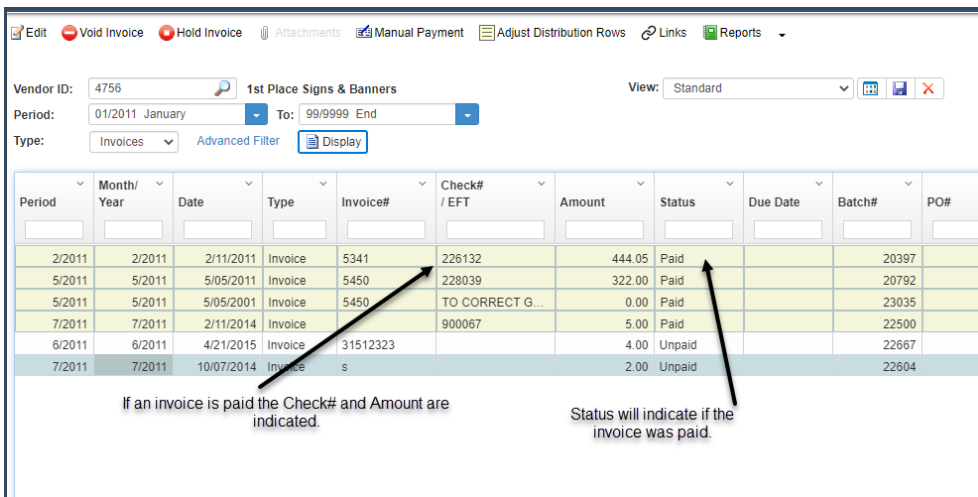


A/P Vendor Transactions:

To view the invoices and payments, select the vendor, and click the Summary menu or right-click to display a shortcut menu. You can choose to show Invoices, Payments, or All (both invoices and payments).



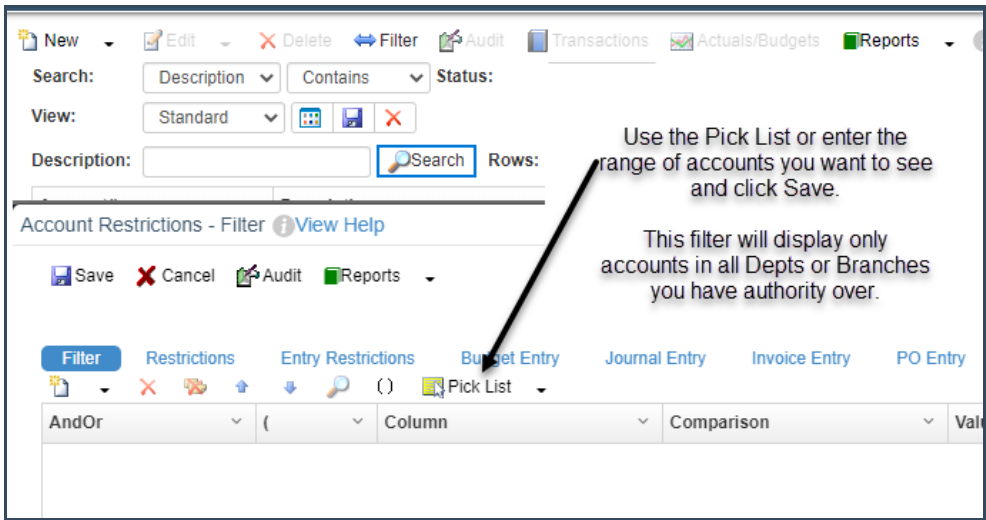
Each invoice is listed on this screen. You can view the details in this view or double-click on any invoice line to see the invoice entry screen, distribution lines, as well as payment status.



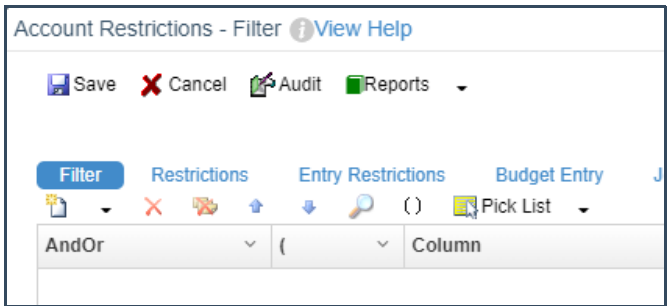
Click to highlight an invoice line. The distributions are shown at the bottom of the screen. Only distributions for the G/L accounts you have authorization to view are displayed. Only invoices entered in SGA can be seen in vendor history. Converted A/P will not show here.

Other Features in SGA

Filtering the list of Accounts: If you have specific accounts you want to view, the browse screen can be filtered to display selected accounts by clicking the Filter button. Note that when there is a filter set, the button is pressed down.



The accounts list will remain filtered by the criteria until the filter is removed. To remove, click the Filter button, click the Clear all button, or delete all lines and click **Save**.



Actual/Budget entry screen:

The View dropdown allows you to display different columns on this screen. The Customize Columns button defines which columns are displayed.

Account: 01-000-00-00000-1193
 Default
 No PCS Code
 Adjustments/writedoff members

View: Forecast

Customize Columns

Click the Save View button and name this new view, saving it for just your user name. It will then be available for you only on the list of Views.

Month	2011 Actual / Forecast	2011 Forecast
January		2,995
February	4,000	3,000
March		2,991
April		3,000
May	2,400	3,000
June	2,995	2,995
July	3,005	3,005
August	3,000	3,000
September	3,000	3,000
October	3,000	3,000
November	3,000	3,000
December	3,000	3,000
YTD May	6,400	14,988
Total	27,400	35,988

Customize View View Help

Columns General

Column Year Header

Column	Year	Header
Month Long	-	Month
Actual/Forecast	This Year	%FisYr% Actual /Forecast
Forecast	This Year	%FisYr% Forecast

Setting Up the Budget for a New Year

Last Modified on 01/03/2025 1:04 pm EST

Setting Up the Budget for a New Year

The following are the steps to set up the budget for a new year in SGA Accounting.

Settings > Budgeting > Years

- Click New. Add the new year and select the type Budget.
- Normal settings are to uncheck **disallow entry on specific dates**. Checkboxes to allow entry and allow change to the annual amount.
- Click the User Restrictions button only if you wish to restrict budget entry for now to selected users.
- Do not check the **Copy budgets from**.
- Check the box **Copy allocations from** the current year (select from the dropdown arrow) to the new year. You will later change rates in allocations as needed for the new year.

Settings > Budgeting > Budget Format Account Ranges

- Note the Format ID names that are currently being used. You will want to review each format name if any changes are to be made for the new year.
- One format name is allowed for each account (or range of accounts). Therefore, it is important that the same name exists for current and past years so that prior year budget details can still be seen. The format setup (columns, descriptions, etc.) may differ, but the Format ID/name must be the same year to year.

Settings > Budgeting > Formats

- If no changes are needed for the new budget year, the existing format will remain in effect.
- If anything needs to be changed in a format for the new budget year, do not change the existing format! The existing format must remain as is so you can browse the component details for the past year/s this format was in effect.
- Instead, click to highlight the format and click Copy. Remove the words - **Copy** from the name (format ID) and set the effective year for the new year. It is important that the name (Format ID) be exactly the same as the format for the prior year—just with a new effective year.
- Make any format changes needed for the new year.
- To change the default value, such as # pay periods per month, etc., click on the search icon in the DFT Value column. If this is an annual format, click on the Settings button and click on

the Distribution button.

- Click on the Settings button; review and make any changes if needed. If this is an Annual format, click the Distributions button to see if anything needs changing.
- Note **that the box Prompts the default of the prior year's components** . Most folks want to check this box so the user has the option to copy in the prior year's component detail when they begin the new year budget entry on an account#.
- After clicking **OK** on the **Budget Format** Settings screen, review the **Copy Next Year** checkboxes and uncheck any column you do not want to copy to the new year budget screen. If you are using a default value, you most likely will NOT want to copy this column from last year to the new year so that the new year's default is presented instead.

Settings > Budgeting > Allocations

- Select the new year and Budget. If the allocations do not yet exist, click the Copy button and select the prior year and the type to copy into the new year Budget.
- Double-click on each allocation to review rates; make any changes as needed for the new year.
- Budget allocations can be manually recomputed from this screen at any time in the future if rates are changed.
 - **Forecast**

Important: When the new year arrives, you must manually set up the forecast by copying the new year's budget into the forecast. For details, see SGA's Help; type Forecast Setup on the Index tab.

Budget Setup - Budget Component Format Examples

Last Modified on 01/03/2025 12:33 pm EST

Budget Setup - Budget Component Format Examples

Budget Format: Demo SGA 1 - Payroll - Monthly - with Cola and Merit

Hourly wages with preset merit increases and checkboxes for various benefits. In this example, the hourly rate is entered only in the 1st month and auto-calculated in subsequent months, which makes easy entry for users.

Month	Position Name	Number of employees	Hourly Rate	Merit Increase %	Hours per Pay	Number Pays Per Month	Subtotal	Flat Adjustment	Adj by Br Exec	Adj during Forecast	Budget Amount	HMO Emp	HMO Emp & Spouse	HMO Family	Life	Retire ment	Additional Comm
January	Pos 1	10.00	\$10.00		80.00	2.00	16,000				16,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
January	Pos 2 has 2 employees	2.00	\$10.00		80.00	2.00	3,200				3,200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
January		1.00										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
January		1.00										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
January	Total	14.00					19,200				19,200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
February	Pos 1	10.00	\$10.00	1.00%	80.00	2.00	16,160				16,160	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
February	Pos 2 has 2 employees	2.00	\$10.00	1.00%	80.00	2.00	3,232				3,232	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
February		1.00		1.00%								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
February		1.00		1.00%								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
February	Total	14.00					19,392				19,392	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
March	Pos 1	10.00	\$10.10		80.00	2.00	16,160				16,160	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
March	Pos 2 has 2 employees	2.00	\$10.10		80.00	2.00	3,232				3,232	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
March		1.00										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
March		1.00										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
March	Total	14.00					19,392				19,392	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
April	Pos 1	10.00	\$10.10	2.00%	80.00	2.00	16,480				16,480	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
April	Pos 2 has 2 employees	2.00	\$10.10	2.00%	80.00	2.00	3,296				3,296	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
April		1.00		2.00%								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
April		1.00		2.00%								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Another example is hourly wages with columns for optional merit (Y/N), salary adjustment percentages for those whose salaries are split between locations, and dropdown selection for benefit plans. Subsequent allocation can be set up to calculate health/dental benefits at a flat monthly rate x number of employees x salary adjustment %.

Month	Position Name	# of Employees	Hourly Rate	Merit Increase %	Merit 1-Year 0-No	New Hourly Rate	Hours Per Pay	# of Pays Per Month	Salary Adjustment %	Flat Adjustment	Budget Amount	Health Benefit	Dental Benefit	Workmans' Comp	Life	Retire ment	Addition
September	1st position	1.00	15.00		1	15.00	80.00	2.00	100		2,400.00	Family	Family	General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
September		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
September		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
September		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
September	Total	4.00									2,400.00				<input type="checkbox"/>	<input type="checkbox"/>	
October	1st position	1.00	15.00		1	15.00	80.00	2.00	100		2,400.00	Family	Family	General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
October		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
October		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
October		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
October	Total	4.00									2,400.00				<input type="checkbox"/>	<input type="checkbox"/>	
November	1st position	1.00	15.00		1	15.00	80.00	3.00	100		3,600.00	Family	Family	General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
November		1.00						3.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
November		1.00						3.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
November		1.00						3.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
November	Total	4.00									3,600.00				<input type="checkbox"/>	<input type="checkbox"/>	
December	1st position	1.00	15.00		1	15.00	80.00	2.00	100		2,400.00	Family	Family	General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
December		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
December		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
December		1.00						2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	
December	Total	4.00									2,400.00				<input type="checkbox"/>	<input type="checkbox"/>	
January	1st position	1.00	15.00	3	1	15.45	80.00	2.00	100		2,472.00	Family	Family	General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
January		1.00		3				2.00	100						<input type="checkbox"/>	<input type="checkbox"/>	

Payroll monthly format where reg/OT hours or annual salary can be entered and calculated by month.

Month	Position Name	# of employees	Hourly Rate	Pay Period Dates	Hrs PP 1	Hrs PP 2	Total Regular Hours	Hrs OT	Merit 1=Yes 0=No	New Hourly Rate Hourly	Total Regular Hrs Amount	Total OT Hrs Amount	Annual Salary	New Annual Salary Amount	Total	Budget Amount	Health Insurance	Retire ment	Addi Comm
January	1st position	1	\$15.00	1: Dec 21-Jan5 2:Jan 6-20	80.00	80.00	160.00	2.00		\$15.00	2,400	45.00			2,445	2,445	Emp Only	<input checked="" type="checkbox"/>	
January	2nd position	1		1: Dec 21-Jan5 2:Jan 6-20									45,000	3,750	3,750		Family	<input type="checkbox"/>	
January	5 part-time	5	\$13.75	1: Dec 21-Jan5 2:Jan 6-20	55.00	40.00	95.00			\$13.75	6,531			6,531				<input type="checkbox"/>	
January	Total	7			135.00	120.00	255.00				8,931	45.00		12,726	12,726			<input type="checkbox"/>	
February	1st position	1		1: Jan 21-Feb 5 2:Feb 6-20	80.00	80.00	160.00	2.00				2.00			2		2	Emp Only	<input checked="" type="checkbox"/>
February	2nd position	1		1: Jan 21-Feb 5 2:Feb 6-20									45,000	3,750	3,750		Family	<input type="checkbox"/>	
February	5 part-time	5		1: Jan 21-Feb 5 2:Feb 6-20	55.00	40.00	95.00											<input type="checkbox"/>	
February	Total	7			135.00	120.00	255.00				2.00			3,752	3,752			<input type="checkbox"/>	
March	1st position	1		1: Feb 21-Mar 5 2: Mar 6-20	80.00	80.00	160.00	2.00				2.00			2		2	Emp Only	<input checked="" type="checkbox"/>
March	2nd position	1		1: Feb 21-Mar 5 2: Mar 6-20									45,000	3,750	3,750		Family	<input type="checkbox"/>	
March	5 part-time	5		1: Feb 21-Mar 5 2: Mar 6-20	55.00	40.00	95.00											<input type="checkbox"/>	
March	Total	7			135.00	120.00	255.00				2.00			3,752	3,752			<input type="checkbox"/>	
April	1st position	1		1: Mar 21-Apr 5 2: Apr 6-20	80.00	80.00	160.00	2.00				2.00			2		2	Emp Only	<input checked="" type="checkbox"/>
April	2nd position	1		1: Mar 21-Apr 5 2: Apr 6-20									45,000	3,750	3,750		Family	<input type="checkbox"/>	
April	5 part-time	5		1: Mar 21-Apr 5 2: Apr 6-20	55.00	40.00	95.00											<input type="checkbox"/>	
April	Total	7			135.00	120.00	255.00				2.00			3,752	3,752			<input type="checkbox"/>	

Budget Format: Demo SGA 1 - Payroll - Annual

The annual salary format may have an hourly rate calculation, or you can simply enter the annual salary, which is distributed as defined in the **Distribution** column. Monthly distribution can be seen on the **Distribution** tab.

Employee Name	Nbr Empe	Hours per Week	Number Weeks	Hourly Rate	Adjustment or Annual Salary	Merit Increase	Initial Budget	Distribution Adjustment	Budget Amount	HMO	% of HMO	Life	Retire ment	Additional Comments	Distribution
Position 1 Merit in March	1.00	40.00	52.00	45.00		<input type="checkbox"/>	93,600		93,600	Emp	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Merit in March	Bi-Weekly
Position 2 Starts in Mid July	1.00	40.00	52.00	45.00		<input checked="" type="checkbox"/>	94,752	-47,016	47,736	Emp & Spouse	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	starts in July... hopefully	Custom
Position 3 = Semi Monthly Merit in Mid July	1.00	40.00	52.00	45.00		<input checked="" type="checkbox"/>	93,873		93,873		100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Semi monthly 2	Equal
60% of Position 4 = 6 Nbr Employees	0.60	24.00	52.00	45.00		<input type="checkbox"/>	33,696		33,696		100	<input type="checkbox"/>	<input type="checkbox"/>		Bi-Weekly
Total	3.60					<input type="checkbox"/>	315,921	-47,016	268,905		300	<input type="checkbox"/>	<input type="checkbox"/>		

Month	Total	Position 1 Merit in March	Position 2 Starts in Mid July	Position 3 = Semi Monthly Merit in Mid July	60% of Position 4 = 6 Nbr Employees
January	17,592	7,200		7,800	2,592
February	17,592	7,200		7,800	2,592
March	17,592	7,200		7,800	2,592
April	22,488	10,800		7,800	3,888
May	17,592	7,200		7,800	2,592
June	17,592	7,200		7,800	2,592
July	24,936	7,200	7,344	7,800	2,592
August	24,936	7,200	7,344	7,800	2,592
September	24,936	7,200	7,344	7,800	2,592
October	33,504	10,800	11,016	7,800	3,888
November	25,053	7,200	7,344	7,917	2,592
December	25,092	7,200	7,344	7,956	2,592
Total	268,905	93,600	47,736	93,873	33,696
Annual	268,905	93,600	47,736	93,873	33,696
Remaining					
Distribution		Bi-Weekly	Custom	Equal	Bi-Weekly

Payroll annual format with % distribution adjustment when salaries are split between locations.

Employee Name	Adjustment or Annual Salary	Merit Increase %	Salary W/ Merit	Account distribution %	Distribution Adjustment	Budget Amount	Health Insurance	Dental	Retire ment	Additional Comments	Distribution
1st position	50,000	2	51,000	100		51,000	Emp	Emp	<input type="checkbox"/>		Equal
2nd position	45,700	2	46,614	65		30,299	Family	Emp&Family	<input type="checkbox"/>	65% of salary charged to this Dept	Equal
3rd position	36,500		36,500	100		36,500			<input type="checkbox"/>	New hire in April	Custom
		2		100					<input type="checkbox"/>		Equal
Total	132,200	6	134,114	365		117,799			<input type="checkbox"/>		

Note: Allocations should be set to use the % of a distribution to calculate the appropriate % of (flat-rate) insurances.

Budget Format: Demo SGA 1 - Membership - Simple

Month	Units Beginning #	Units Ending #	Rate Per Member	Increase In Dollars	New Rate Per Member	Subtotal for The Avg Units	% Paid	Estimate Sign Up Fees	Flat Adjustment	Adj by Br Exec	Adj during new Forecast	Budget Amount	Additional Comment
January	830	830	83.00		83.00	68,969	100					68,969	No Joiner Fee
February	856	856	83.00		83.00	74,783	100					74,783	Member Get a Member
March	856	856	83.00		83.00	78,518	100					78,518	
April	856	856	83.00		83.00	78,518	100					78,518	
May	856	856	83.00		83.00	78,518	100					78,518	
June	856	856	83.00		83.00	78,518	100					78,518	
July	856	856	83.00		83.00	78,518	100					78,518	
August	856	856	83.00		83.00	78,518	100					78,518	
September	856	856	83.00		83.00	78,518	100					78,518	
October	856	856	83.00		83.00	78,518	100					78,518	
November	856	856	83.00		83.00	78,518	100					78,518	
December	856	856	83.00		83.00	78,518	100					78,518	
Total	472	144				965,385						965,385	

Budget Format: Demo SGA 1 - Membership - Types

Month	Membership Type Description	Beginning Number	Adds	Drops	Ending Number	Rate Per Member	Increase In Dollars	New Rate Per Member	Subtotal of The Avg Units	% Paid	Estimate Sign Up Fees	Flat Adjustment	Adj by Br Exec	Adj during new Forecast	Budget Amount	Additional Comment
January	adult	100	10	5	105	10.00		10.00	1,025	90					926	
January	senior adult	100	10		110	38.00		38.00	3,990	100					3,990	
January	young adult	100	10		110	25.00		25.00	2,625	100					2,625	
January	Total	300	30	5	305				7,640						7,541	
February	adult	105			105	10.00		10.00	1,050	100					1,050	
February	senior adult	110			110	38.00		38.00	4,180	100					4,180	
February	young adult	110			110	25.00		25.00	2,750	100					2,750	
February	Total	325	0	0	325				7,980						7,980	
March	adult	105			95	10.00	1.00	11.00	1,100	100					1,100	
March	senior adult	110			100	38.00	1.00	39.00	3,900	100					4,095	
March	young adult	110			100	25.00	1.00	26.00	2,730	100					2,730	
March	Total	325	0	0	295				7,825						7,825	
April	adult	95			95	11.00		11.00	1,045	100					1,045	
April	senior adult	100			100	39.00		39.00	3,900	100					3,900	
April	young adult	100			100	26.00		26.00	2,600	100					2,600	
April	Total	295	0	0	295				7,545						7,545	
May	adult	95			95	11.00		11.00	1,045	100					1,045	
May	senior adult	100			100	39.00		39.00	3,900	100					3,900	
May	young adult	100			100	26.00		26.00	2,600	100					2,600	
May	Total	295	0	0	295				7,545						7,545	
June	adult	95			95	11.00		11.00	1,045	100					1,045	
June	senior adult	100			100	39.00		39.00	3,900	100					3,900	
June	young adult	100			100	26.00		26.00	2,600	100					2,600	
June	Total	295	0	0	295				7,545						7,545	

Note: If Sign Up Fees, Scholarships, etc., are entered in a column on the budget entry screen, they can be included in the Budget Amount calculation. If separate account numbers exist for Sign Up Fees, Scholarships, etc. those amounts can be entered here and updated in the appropriate account number through the allocation setup.

Budget Format: Demo SGA 1 - Membership - Percentage

Account: 01-020-35-00000-1150 Silver Sneakers Senior Fitness
Default

Components

Month	Beginning Units	Retention (%)	Loss Due to Retention	New Unit Change (%)	New Members in Month	Net Change for Month	Ending Number	Amount Per Member	Budget for Membership Fee	Join Fee Budget	Financial Assistance (%)	F/A Budget Membership	F/A Budget Join Fees
January	1,000	70.00	-300	40.00	400	100	1,100	50.00	60,000.00	24,000	5.00	-3,000	-1,200
February	1,100	70.00	-330	40.00	440	110	1,210	50.00	66,000.00	26,400	5.00	-3,300	-1,320
March	1,210	70.00	-363	40.00	484	121	1,331	50.00	72,600.00	29,040	5.00	-3,630	-1,452
April	1,331	70.00	-399	40.00	532	133	1,464	50.00	79,850.00	31,920	5.00	-3,992	-1,596
May	1,464	70.00	-439	40.00	586	147	1,611	50.00	87,850.00	35,160	5.00	-4,392	-1,758
June	1,611	70.00	-483	40.00	644	161	1,772	50.00	96,650.00	38,640	5.00	-4,832	-1,932
July	1,772	70.00	-532	40.00	709	177	1,949	50.00	106,325.00	42,540	5.00	-5,316	-2,127
August	1,949	70.00	-585	40.00	780	195	2,144	50.00	116,950.00	46,800	5.00	-5,848	-2,340
September	2,144	70.00	-643	40.00	858	215	2,359	50.00	128,650.00	51,480	5.00	-6,432	-2,574
October	2,359	70.00	-708	40.00	944	236	2,595	50.00	141,550.00	56,640	5.00	-7,078	-2,832
November	2,595	70.00	-778	40.00	1,038	260	2,855	50.00	155,700.00	62,280	5.00	-7,785	-3,114
December	2,855	70.00	-856	40.00	1,142	286	3,141	50.00	171,300.00	68,520	5.00	-8,565	-3,426
Total			-6,416		8,557	2,141	23,531		1,283,425.00	513,420		-64,170	-25,671

Budget Format: Demo SGA 1 - Program Income Aquatics Monthly

Account: 01-020-41-00000-1343 Aquatics
Default

Components

Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Flat Adjustment	Adj by Br Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
January	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
January	Porpoise	5	3	20	300	2	35	350	650				650	
January	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
February	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
February	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
February	Porpoise	5	3	20	300	2	35	350	650				650	
February	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
March	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
March	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
March	Porpoise	5	3	20	300	2	35	350	650				650	
March	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
April	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
April	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
April	Porpoise	5	3	20	300	2	35	350	650				650	
April	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
May	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	

Budget Format: Demo SGA 1 - Program Income Day Camp - enter in the appropriate months

Account: 01-031-50-00000-1320 Child Care - Day Camp
Default

Components

Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Flat Adjustment	Adj by Br Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January														
January	Total													
February														
February	Total													
March	spg brk mbr	1	120	15	1,800	5		1,800					1,800	
March	spg brk non mbr	1	139	3	417			417					417	
March	Total	2	259		2,217	5		2,217					2,217	
April														
April	Total													
May	registrations	1	39	10	390	10	15	150	540				540	
May	dcamp wk 1 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
May	dcamp wk 1 non mbr	1	5	250	1,250			1,250					1,250	
May	Total	3	164		25,640	20		2,350	27,990				27,990	
June	registrations	1	39	10	390	10	15	150	540				540	
June	dcamp wk 2 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
June	dcamp wk 2 non mbr	1	5	250	1,250			1,250					1,250	
June	dcamp wk 3 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
June	dcamp wk 3 non mbr	1	5	250	1,250			1,250					1,250	
June	dcamp wk 4 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
June	dcamp wk 4 non mbr	1	5	250	1,250			1,250					1,250	
June	dcamp wk 5 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
June	dcamp wk 5 non mbr	1	5	250	1,250			1,250					1,250	

Note: Comments about Scholarships above under the Membership examples could also apply to program income.

Budget Format: SGA 1 - Program Expense - Annual - Summer Programs

Day Camp Annual – Enter the total amount and distribute according to last year.

Account: 01-033-50-00000-1320 Child Care - Day Camp Default											
Annual Amount Distribution											
Description	Quantity	Price	Sub-Total	Flat Adjustment	Adj by Br Exec	Adj during New Forecast	Sub-Total	Adj from Dist Tab	Budget Amount	Additional Comments	Distribution
Week 1 Full Mem	280.00	100.00	28,000				28,000		28,000		Last Year
Week 1 Prg Mem	100.00	120.00	12,000				12,000		12,000		Last Year
Week 2 Full Mem	300.00	100.00	30,000				30,000		30,000		Last Year
Week 2 Prg Mem	120.00	120.00	14,400				14,400		14,400		Last Year
Week 3 Full Mem	320.00	100.00	32,000				32,000		32,000		Last Year
Week 3 Prg Mem	130.00	120.00	15,600				15,600		15,600		Last Year
Week 4 Full Mem	320.00	100.00	32,000				32,000		32,000		Last Year
Week 4 Prg Mem	130.00	120.00	15,600				15,600		15,600		Last Year
Week 5 Full Mem	320.00	100.00	32,000				32,000		32,000		Last Year
etc...											Last Year
Total			211,600				211,600		211,600		

Annual Amount Distribution											
Month	Total	Week 1 Full Mem	Week 1 Prg Mem	Week 2 Full Mem	Week 2 Prg Mem	Week 3 Full Mem	Week 3 Prg Mem	Week 4 Full Mem	Week 4 Prg Mem	Week 5 Full Mem	etc...
January		1		-1							
February											
March	68	9	4	10	5	10	5	10	5	10	
April	92	12	5	13	6	14	7	14	7	14	
May	689	91	39	98	47	104	51	104	51	104	
June	73,848	9,772	4,188	10,470	5,026	11,168	5,444	11,168	5,444	11,168	
July	86,245	11,412	4,891	12,228	5,869	13,043	6,358	13,043	6,358	13,043	
August	50,658	6,703	2,873	7,182	3,447	7,661	3,735	7,661	3,735	7,661	
September											
October											
November											
December											
Total	211,600	28,000	12,000	30,000	14,400	32,000	15,600	32,000	15,600	32,000	
Annual	211,600	28,000	12,000	30,000	14,400	32,000	15,600	32,000	15,600	32,000	
Remaining											
Distribution		Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year

Budget Format: Demo SGA 1 - Program Income

All Day Care Monthly

Account: 01-020-55-00000-1302 All Day Child Care Default														
Components														
Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Flat Adjustment	Adj by Br Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January	Toddler I	1	9	150	1,350				1,350				1,350	
January	Toddler II	1	12	150	1,800				1,800				1,800	
January	Pre Kinder I	1	15	135	2,025				2,025				2,025	
January	Pre Kinder II	1	16	135	2,160				2,160				2,160	
January	Pre Kinder III	1	16	135	2,160				2,160				2,160	
January	Membership rate toddler	1	5	135	675				675				675	
January	Membership rate pre-K	1	10	122	1,220				1,220				1,220	
January	Total	7	83		11,390				11,390				11,390	
February	Toddler I	1	9	150	1,350				1,350				1,350	
February	Toddler II	1	12	150	1,800				1,800				1,800	
February	Pre Kinder I	1	15	135	2,025				2,025				2,025	
February	Pre Kinder II	1	16	135	2,160				2,160				2,160	
February	Pre Kinder III	1	16	135	2,160				2,160				2,160	
February	Membership rate toddler	1	5	135	675				675				675	
February	Membership rate pre-K	1	10	122	1,220				1,220				1,220	
February	Total	7	83		11,390				11,390				11,390	

Budget Format: Demo SGA 1 - Program Income

BASC Monthly

Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Flat Adjustment	Adj by BI Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January	Program Cost - Kinder SACC	1	25	45	1,125				1,125				1,125	
January	Program Cost - FWAS SACC	1	50	5	250				250				250	
January	Total	2	75		1,375				1,375				1,375	
February	Program Cost - Kinder SACC	1	25	45	1,125				1,125				1,125	
February	Program Cost - FWAS SACC	1	50	5	250				250				250	
February	Total	2	75		1,375				1,375				1,375	
March	Program Cost - Kinder SACC	1	25	45	1,125				1,125				1,125	
March	Program Cost - FWAS SACC	1	50	5	250				250				250	
March	Total	2	75		1,375				1,375				1,375	
April	Program Cost - Kinder SACC	1	25	45	1,125				1,125				1,125	
April	Program Cost - FWAS SACC	1	50	5	250				250				250	
April	Total	2	75		1,375				1,375				1,375	
May	Program Cost - Kinder SACC	1	25	45	1,125				1,125				1,125	
May	Program Cost - FWAS SACC	1	50	5	250				250				250	

Example of Before/After Child Care Income

Month	Program Type	Rate Spring 2018	# Enrolled per Week JAN 2018 - MAY 2018	Total Revenue Jan-May	Rate Fall 2018	# Enrolled per Week AUG 2018 - DEC 2018	Total Revenue Aug-Dec	Total Revenue Jan-Dec	PT % of Total Revenue	PT Discount \$ 41319	Scholarship % of Total Revenue	Scholarship \$ 41399	# Staff Required	Total # Enrolled Prior Year	# WI or M
January	Before / After	91	25	11,375				11,375	0.30%	34			4	28	
January	Before Only	60	5	1,500				1,500					4	4	
January	After Only	86	13	5,590				5,590					15	15	
January	Total		43	18,465				18,465		34			4	47	
February	Before / After	91	25	9,100				9,100	0.30%	27			4	28	
February	Before Only	60	5	1,200				1,200					4	4	
February	After Only	86	13	4,472				4,472					15	15	
February	Total		43	14,772				14,772		27			4	47	
March	Before / After	91	26	7,098				7,098	0.30%	21			4	28	
March	Before Only	60	5	900				900					4	4	
March	After Only	86	13	3,354				3,354					14	14	
March	Total		44	11,352				11,352		21			4	46	
April	Before / After	91	26	11,830				11,830	0.30%	35			4	28	

Example - Summer Day Camp (Kansas City)

Month	Program Week	# Enrolled Traditional	# Enrolled Specialty	Traditional Rate / Week	Specialty Rate / Week	Total Revenue	Scholarship % of Revenue	Scholarship \$ 41399	Total # Enrolled Prior Year	# Staff Required	Additional Comments
April	Total										
May	May 27	80		180	200	14,400	1.15%	166	117	12	
May	Total	80				14,400		166	117		
June	June 3	80		180	200	14,400	1.15%	166	119	12	
June	June 10	80		180	200	14,400	1.15%	166	120	12	
June	June 17	80		180	200	14,400	1.15%	166	116	12	
June	June 24	80		180	200	14,400	1.15%	166	118	12	
June	Total	320				57,600		664	473		
July	July 1	80		180	200	14,400	1.15%	166	94	12	
July	July 8	80		180	200	14,400	1.15%	166	115	12	
July	July 15	80		180	200	14,400	1.15%	166	119	12	
July	July 25	80		180	200	14,400	1.15%	166	112	12	
July	July 29	80		180	200	14,400	1.15%	166	113	12	
July	Total	400				72,000		830	553		

Budget Format: Demo SGA 1 - Generic

Example of Office Supplies

Month	Description	Quantity	Price or Unit Amount	Subtotal	Adjustment	Adj By Br Exec	Adj by Metro Staff	Adj during new Forecast	Budget Amount	Additional Comments
January	Copy Paper	10.00	19.95	200					200	
January	Tahits	500.00	5.95	2,975					2,975	February Family Night
January	Printer ribbons	10.00	10.00	100					100	
January	Pens box of 20	1.00	9.95							
January	we need less expense (Lou)	1.00					-500		500	
January		1.00								
January	Total			3,275			-500		2,775	
February										
February	Total									

Youth Sports (copied from last year)

Month	Description	Quantity	Price or Unit Amount	Subtotal	Adjustment	Adj By Br Exec	Adj by Metro Staff	Adj during new Forecast	Budget Amount	Additional Comments
January	Basketball Uniforms	360.00	10.00	3,600					3,600	
January	Basketball Equipment	1.00	400.00	400					400	
January	Difference from last year	1.00			-2,740				-2,740	Difference from last year
January	Total			4,000	-2,740				1,260	
February	Basketball Trophy	320.00	3.00	960					960	
February	Difference from last year	1.00			-751				-751	Difference from last year
February	Total			960	-751				209	
March										
March	Difference from last year	1.00			5,295				5,295	Difference from last year
March	Total				5,295				5,295	
April	Soccer uniforms	422.00	13.00	5,486					5,486	
April	Volleyball uniforms	153.00	13.00	1,989					1,989	
April	Soccer trophy	422.00	3.00	1,266					1,266	
April	Volleyball trophy	153.00	3.00	459					459	
April	Soccer equipment	1.00	250.00	250					250	
April	Difference from last year	1.00			-4,518				-4,518	Difference from last year
April	Total			9,450	-4,518				4,932	

Budget Format: SGA 1 - Conference & Staff Training

Month	Employee Name	Position Title	Conference Name and Location	Month	Amount	Adj by Br Exec	Adj during new forecast	Budget Amount	Additional Comments
January	Lou	CFO	Metro 30 / Urban Group CFO Conf	April	825			825	Airline tickets
January									
January									
January	Total				825			825	
February	Sally	Accountant	P&P	Feb	1,209			1,209	Train, Conf fees, hotel
February									
February									
February	Total				1,209			1,209	
March									
March									
March	Total								
April	Lou	CFO	Metro 30 / Urban Group CFO Conf	April	850			850	Hotel and meals for conf
April									
April									
April	Total				850			850	
May	Lou	CFO	Metro 30 / Urban Group CFO Conf	April	185			185	Bill from the Y for Conf Expenses
May									
May									

Budget Format: Demo SGA 1 - Program Expense - Annual - SumPrg

Day Camp Annual - Enter everything for the entire year and distribute according to last year.

Account: 01-031-50-00000-2503 Day Camp Supplies
Default

Annual Amount Distribution

Monthly

Description	Quantity	Price	Sub-Total	Flat Adjustment	Adj by Br Exec	Adj during New Forecast	Sub-Total	Adj from Dist Tab	Budget Amount	Additional Comments	Distribution
50 gal of paint	50.00	8.00	400				400		400		00
20001 shirts for kids	2,000.00	6.95	13,900				13,900		13,900		00
100 Staff Shirts	100.00	6.95	695				695		695		00
Paper	10.00	19.95	200				200		200		00
kickballs	10.00	10.00	100				100		100		00
											00
											00
											00
											00
											00
											00
Total			15,295				15,295		15,295		00

Annual Amount Distribution

% Col

Month	Total	50 gal of paint	20001 shirts for kids	100 Staff Shirts	Paper	kickballs	Line 6	Line 7	Line 8	Line 9	Line 10
January	-1	1	-1	-1	-1	1					
February											
March											
April	1,390	36	1,264	63	18	9					
May	4,172	109	3,791	190	55	27					
June	5,562	145	5,055	253	73	36					
July	4,172	109	3,791	190	55	27					
August											
September											
October											
November											
December											
Total	15,295	400	13,900	695	200	100					
Annual	15,295	400	13,900	695	200	100					
Remaining											
Distribution		00	00	00	00	00	00	00	00	00	00

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Budget Formats Considerations/Suggestions Budget Format Setup

Generic

- Columns for quantity/price/budget or simply description and amount? Are any adjustment columns needed?
-

Payroll

- Annual vs. Monthly formats
 - Are there GL accounts assigned explicitly to employees with exempt salaries?
 - If so, an annual format can be used for salaried employees.
- A monthly format is needed if both salary and hourly employees exist in the same GL account. The monthly format can have columns for hourly employees and a column for entering the amount. Then, alternatively, it is set to calculate strictly based on hourly rate x number of hours, etc.
 - Is the payroll biweekly, semi-monthly, etc.?
 - The format needs to be set to default the appropriate # pays (or # pay weeks) in each month)
 - **Monthly format:** the default is set on the column
 - **Annual format:** the default for distribution is set under Settings.
 - Payroll hours columns can be per pay, per week, per day, or whatever is needed for the payroll accounts in this specific format. **For example,** childcare salaries might have different columns than general staff salaries.
 - Text column/s can be added to display the pay period date range.
- Is a merit increase to be auto-calculated on the budget-entry screen?
 - **Monthly format:** the default is set on the column

- **Annual format:** the default is set under Settings

Warning: If a merit increase is set on the budget entry screen and the merit percentage changes later, it cannot be changed globally after budgets are entered. Changes to employee rates or merit percentages must be re-entered after a GL account's budget has been saved.

- Use the repeat formula Rx in the hourly rate column. This is a nice feature: The user enters the hourly rate once in the first month of the year. The system repeats the rate each month and auto-calculates any merit increase.
 - This eliminates the risk factor so the user cannot overlay the new rate (with merit) when copying the first month rows to other months.
 - If wages apply only to summer months, the user must enter the rate in the first month and then either clear # of employees or # of hours in the other months, so the budget is only calculated in summer months.
- Are there employees whose salaries are split between departments, programs, etc.? An allocation percentage can be entered in a column on the budget-entry screen. The format can be set to calculate the monthly salary, adjusted by the allocation percentage. This allocation percentage can also be included in the allocation formula, so medical/dental benefits are split between departments or programs.
- **Payroll format setup:** Is a higher browse level required to access component details? This is so general users can see the monthly budget amounts but not component details for salaries.
- If multiple budget formats are used for payroll, columns used in an allocation formula must be assigned the same data slot. (Example: number of employees column is assigned Data Slot x on all payroll formats; allocation percentage is assigned Data Slot y on all payroll formats.)
- Which benefits can be auto-calculated with an allocation? These can be either a checkbox or a dropdown selection. **Examples:**
 - Health Insurance
 - Dental Insurance
 - Life Insurance
 - Disability Insurance
 - Retirement

- Workers Comp
 - Unemployment
 - Any others?
 - It is recommended on payroll formats (Settings button) to **Force** component entry if benefits are to be calculated via allocations.
 - 1st year, enter all details. 2nd year, the format can be set to copy budget figures from last year.
 - Each format row can be set to copy to the next year (or not). For example, you might not want to copy the pay rate for each employee from last year, forcing the budgeting user to enter the rate rather than simply copying it from last year.
-

Allocations

- FICA allocation for all employees
 - Payroll benefit allocations as needed
 - Enter the employer's monthly expense amount when setting up an allocation with a flat amount (usually health/dental insurance). Add a formula to each allocation row to calculate the amount x the number of employees x the allocation percentage (if used).
 - The allocation setup allows the rate to be assigned for a range of months, accommodating the need to change the rate mid-year.
 - Some Y's use allocations for instances other than payroll benefits, such as calculating a percentage of all revenues and updating the national dues expense account.
-

Membership

- How do you want to calculate and budget membership?
 - Are there multiple types of membership in a G/L account? If so, a suitable format to start with is **SGA 1 - Membership - Types** and then customize.
 - How are fees and/or financial aid calculated?
 - Column/s can be added for sign-up fees, etc., reducing the membership budget.
 - Column/s can be added to enter a financial aid amount, but instead of reducing the

budget of this G/L account, use this amount in an allocation to update a financial aid G/L account.

Program Income

- Format **SGA 1 - Program Income** is usually a suitable format to begin with and customize.
 - **Pre-loading component descriptions:** You can pre-load one or more fields (such as multiple rows of descriptions of classes/programs, rates for each, etc.) To do so, add what you want to pre-load on one G/L account's budget components. Then, use Global Copy to copy that one account to other selected program accounts.
-

Accounts Payable

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Related Articles

SGA Accounts Payable Training Guide

A/P Invoice Entry

Daily > AP Invoice Batch List

- Invoices are entered into a batch. Multiple users may enter invoices into the same batch or individual batches. Click New Batch to begin an entry.
- If the invoice is tied to a purchase order, skip to IF USING PO: below.
- Select the vendor in one of the following ways. 1) Key several letters of the vendor name until you can select the correct vendor; 2) If you know the vendor number, you can key the number; 3) click on the search icon to select the vendor from the vendor list. When the vendor is selected, tab to the following field. Note: a high-level options setting controls if you prefer to enter the vendor# or name.
- If you need to add a new vendor for this invoice, click on the caption **Vendor > New**. You can edit existing vendor information by clicking **Vendor > Edit**. The vendor must be active to allow invoice entry to that vendor.
- Move from field to field with the Tab key or with the mouse. **Skip to CONTINUE: (below)**

IF USING PO: (if not using PO, skip to Continue)

- If the invoice is tied to a purchase order, entering the PO Number first is easiest. The system will locate the vendor for you. If you don't know the PO Number, select the vendor and follow the following instructions.
- If the invoice is tied to a purchase order, you must tell the system how the PO will be closed. The PO Number line has the following three fields:
 - Enter the PO number. Click the search icon to search for open POs for this vendor. Double-click the appropriate PO to select it.
 - PO line (which defaults All). Select All if you want to close all lines of the PO; otherwise, enter the PO line to close. The search icon allows you to browse the PO and select the appropriate line.
 - PO Full/Partial/Sum Close. You must tell the system how you want to close the PO. You may key F (full close), P (partial close), or S (summary close) or use the dropdown arrow to select.
 - Full close will close out the PO line/s selected.
 - Partial close will close out the PO line/s with the invoice amount, leaving the remaining balance open on the PO for future invoices.

- Sum (summary) close will close all lines of the PO, regardless of whether the invoice includes those PO lines or not. (Not commonly used.)
- See Help for more details on how to close a PO.

CONTINUE:

- Batches can be posted at any time: weekly, daily, or several times a day.
- Enter the invoice date; the due date is optional.
- The accounting period may be overridden by keying the month and year as mmyyyy or by clicking the dropdown arrow and selecting the accounting period. This is the month/year the invoice expense will appear in the general ledger. Your organization's high-level settings control how many months forward/back you may enter invoices.
- The 1099 code is defaulted from the vendor setup. This code may be overridden for this invoice. 1099-reportable amounts can be reviewed and edited at year-end, but time can be saved at year-end if invoices are tagged throughout the year.
- If you want to attach any file to this invoice, click the Attachments button and select the file/s. Click Save when finished. Attachments may also be added later if your user permissions allow it.
- Please check the box if you want to put a Hold on this invoice. The hold will prevent the invoice from being tagged for payment until the Hold is removed.
- If this vendor needs separate checks for each invoice number, you may check the box for Separate Payment. This box is defaulted in the vendor setup.
- The distribution method is typically an account, and you will enter the amount, account number, and comments on each invoice line at the bottom section of the A/P Invoice screen.
- Select the transaction code to auto-calculate a percentage split between multiple account numbers and/or enter an object# if you are using object tracking. See Help for more info.
- Enter the amount and the account number. When the cursor is in the account field, you can key the account# (the computer will place the dashes), search for the account# by hitting the F4 key (shortcut), or click the search icon. When the account# has been located, double-click on the account# to fill in this number on the invoice entry screen.
- Enter the comments, which are unlimited in size. The comments entered here will appear on the check stub, in the general ledger, and the vendor transaction history. Entering detailed comments now will be helpful later to other users viewing vendor transaction history.
- Multiple distribution lines: if the invoice has numerous lines, key in the amount, account number, and comments for each line. The Invoice is totaled at the bottom of this screen.
- If the invoice number already exists for this vendor, you will receive a warning. This avoids duplication of entries. You may proceed or correct the invoice number before saving the invoice. To cancel this invoice, exit the screen before saving.
- When entry is complete for this invoice, hit the **ENTER** key or click the **Save** button.

- Enter the next invoice by selecting the next vendor.
- When finished with invoice entry, exit the A/P Invoice screen.
- An optional setting warns (or stops) invoice entry if this account's annual budget/forecast is exceeded. Individual users can turn this warning on or off.
- How to delete a row: right-click in the column to the left of the amount column and select **Delete** Row.
- How to copy/change comments on all rows: After comments have been entered/changed in one row, right-click on the column to the left of the amount column and select Copy Comments to All Rows.

Recurring Invoices

Daily > Recurring Payables

- For invoices that are precisely the same each month (same vendor, amount, and account#), you can set up a recurring invoice for the system to auto-post each month/qtr/etc, when the month is reset. The menu option is *Daily > Recurring Payables*. See Help for details on how to set up.
- Use the Clone option for invoices that are somewhat the same each month. For example, the account numbers are generally the same, but the amount changes from month to month. Using the Clone button will save you from having to re-key the majority of the invoice information.
 - On the invoice entry screen, select the vendor, tab to the next field, and click the Clone button. The vendor's prior invoices will be displayed. (You can back up the range of months displayed at the top of this screen.) Double-click to select the invoice you wish to clone. All lines of the selected invoice will be displayed. Make changes as needed, including adding or deleting rows. When finished, hit ENTER or click **Save**.

Recording Bank Drafts or ACH Payments

- To record a manual payment, such as a bank draft, enter the invoice and click the EFT button. Record the payment information. A comment can be entered on the EFT line.
- You can record the manual payment from the vendor's transaction screen if the invoice has already been posted. Click the Manual Payment button. Select the invoice/s to include and click the EFT button to record the payment information.
- The process for recording a manual check follows the same process as that from the invoice entry screen or (after the invoice has been posted) from the vendor's transaction screen. Click the Manual Check button and record the payment information. A manual check must be numeric, whereas an EFT allows alpha-numeric as a description.

- All types of manual payment can be included in a check register report.

Assigning a Payment Card

- Suppose an invoice is purchased with a credit card. In that case, you have the option to enter all invoices under the credit card vendor, 2) enter each invoice under each vendor and assign a payment card, or 3) enter some invoices under the purchasing vendor and assign a payment card (to have separate vendor history) and other invoices (those you don't care about keeping vendor history) under the credit card vendor and assign a payment card.
 - When entering the invoice, select the appropriate vendor. Click the Payment Card/Vendor button. Select the relevant payment card. (Payment cards are maintained in *Settings > Accounts Payable > Payment Cards*).
 - When tagging invoices for payment, it will be easy to verify the total amount of the credit card invoice if all invoices for the credit card are assigned a payment card.
-

Importing Invoices

Daily > AP Invoices

- Invoices can be imported from a spreadsheet, text file, etc., including your credit card invoice. One requirement is that each vendor number be assigned a column on the spreadsheet.
- SGA will set up the import specs upon request.
- To import invoices, the menu option is *Daily > AP Invoices*. Click the Import button. Click on the dropdown arrow to select the appropriate Import name. A Validate button allows you to prove the file will import correctly; this is just a test—nothing is imported. Click the Import button to import the file. If successfully imported, the invoice batch will appear. Changes can be made if necessary. Post when finished.
- The system will not import anything if anything is invalid upon the import.

A/P Invoice Batches

- An invoice may be deleted while still in batch. After an invoice is posted as live, it must be voided rather than deleted. Invoice information can be edited while in batch.

A/P Invoice - How to Correct After Poster

- After an invoice has been posted, the G/L account# and amount cannot be changed. Any other invoice information can be edited if the user's permission settings allow.

- **Option 1** to correct the G/L account# or amount: go to invoice entry and clone the original invoice. The accounting period, invoice date, and invoice# can be entered the same to reference the original invoice. Enter a minus amount for the original (wrong) account# and a plus amount for the correct account#. Click the EFT button and record a comment that this is to correct the account# charged. Save the invoice. The system will alert you that the invoice number already exists, but that's fine. You can now see the corrected G/L account# in the vendor history rather than having to make a journal entry to correct it.
 - **Option 2** is to correct the G/L account number or amount to clone the invoice and correct the browse upon entry; then, the old invoice can be voided. This only applies to unpaid invoices.
-

Vendors

Records > Vendors

Add/Edit a Vendor

- On the Vendor screen, click New or Edit
- Enter the vendor name; if the check is to be payable to a different name, override the Payment Name. For example, if the vendor's name is Smith John, the payment name can be John Smith. The check will be payable to the payment name.
- Address lines (Contact through zip code) will be printed on the check.
- Status defaults as active. If this vendor is to receive just a one-time payment, change the status to Temporary. When the first payment is posted for this vendor, the system will auto-update the status to Inactive. If a vendor status is Inactive, the transaction history remains, but entry is no longer allowed for this vendor. If you ever want to stop using a particular vendor, just change the status to Inactive. The status can later be changed back to Active anytime in the future if necessary.
- You may categorize vendors by type, such as A/P vendors vs. employee reimbursements. These vendor types are maintained in *Settings > Accounts Payable > Vendor Types*.
- Vendor Account is your customer account number with this vendor. This number can be printed on the check stub, so you don't have to enter your customer account number on the invoice entry screen. The setting to print this number (or not) is on the setup for your check form.
- If applicable, click the Options button to complete the vendor's 1099 information. If Name Override is left blank, the 1099 will be printed the same as the vendor name. If a different name is used for 1099 processing, enter this name in the 1099 Name Override.
 - The menu option *Settings > Accounts Payable > Entry Options* allows a company-wide

setting that calculates a due date based on the number of days from the invoice date. You may override that setting for an individual vendor by clicking the Default due date and entering the number of days for this vendor.

- If the vendor requires separate checks for each invoice number (rather than combining all invoices into one payment for the vendor), check the option to print separate payments (checks) for each invoice.
- Click the EFT Bank button if you plan to pay this vendor via ACH (directly to this vendor's bank account). If the box is checked to pay electronically, any future payment to this vendor will be generated via ACH rather than by paper check. If you wish the vendor to receive an email notification when the ACH payment is generated, check the email notification box. The email notification contains the information generally printed on a check stub and the vendor's bank account number ending in xxxx.
- Click the Attachments button to attach any type of file to this vendor. Examples are the vendor's W-9 form, a contract, etc. The number of attachments is unlimited.
- When on the vendor screen, hit F1 on the keyboard for help with detailed information on each vendor screen field.

Vendor List

- To see vendor information or transaction history, go to *Records > Vendors*.
- Click on the Search dropdown arrow to change the order displayed (e.g., order by name, vendor number, address, etc.). If you change the order displayed, click the Search button to refresh the screen.
- You may specify the vendors to display by filtering by status (select All, just Active vendors, or just Inactive).
- You may also specify the vendors to display by filtering the type. Click on the dropdown arrow, select the type (or all) and hit Enter (or click Search)
- Enter part of the vendor name and hit the Enter key (or click Display). Note the search options of "Position to", "Begins with", or "Contains". Vendors who meet this search criteria will be displayed. Examples of search by Name:
 - Select Position, enter the name Smith, and hit Enter (or click Search): it displays all vendors alphabetically, starting with Smith.
 - Select Begins with, enter the name Smith, and hit Enter (or click Search): it displays all vendors that begin with the name Smith alphabetically.
 - Select Contains, enter the name Smith, and hit Enter (or click Search). This displays all vendors with Smith anywhere in their names. This option is beneficial if you know only part of a vendor's name.

- Click on the dropdown arrow for View to select the displayed information columns. It is suggested that the first time you sign in to SGA, select a view name. From then on, the system will remember the view you last selected. The columns and order displayed can be customized and saved by clicking the Customize Columns button to the right of the view selection and then the save icon to save the view name.

Vendor History

- To see a vendor's transaction history, click to highlight the vendor and click *Summary > All Payables*. (Or you may filter your selection to see only invoices or payments.)
- A range of accounting periods and months may be selected at the top of this screen. The default filter is from the beginning of this year, but this may be overridden by changing the beginning period. Click Display to refresh the screen at any time.
- Click on the dropdown arrow for View to select the displayed information columns. The columns and order displayed can be customized and saved on any screen with a view, as described above under Vendor List.
- The totals for the selected accounting period range are displayed at the top right of this screen. This vendor's total due (unpaid invoices) is also displayed at the top right.
- Click on any invoice line to see the distribution line/s for this invoice.
- Click on any payment line to see the invoices paid by this payment, regardless of payment type: computer-printed checks, manual checks, automatic bank drafts, or EFT vendor payments.
- An optional view of transactions for a vendor is to click to highlight the vendor and click *Detail > All Payables*. (Or you may filter your selection to see only invoices or payments.) This detail view lists a row for every invoice distribution line and the subsequent payment line for each invoice. This view is handy if you want to see all account numbers charged on one screen. This detail view also allows you to sort any column by clicking on the column heading. For example, click on the heading **Account** to sort all expense account numbers for this vendor.

Voiding Invoices or Payments

- To void a payment, go to the vendor transaction history screen for the vendor. Click to highlight the payment line and click Void Payment. All invoice lines included in this payment will be displayed. Check the Reopen box on any invoice line/s that you want to reopen. Uncheck the Reopen box on any invoice line that should not be reopened (not paid again). You may override the void accounting period, void date, and void comments if you wish. Click Void to complete the void or click Cancel to escape without voiding.

- To void an invoice, click Void Invoice. All unpaid invoices will be displayed. Click to check the line/s to void. You may override the void accounting period, void date, and void comments if you wish. Click Void to complete the void or click Cancel to escape without voiding.
- If you have a number of payments to void, it may be faster to use the *Daily > Void Payment menu option*. This option allows you to select the checkbook and the check number to void without going to each vendor's transaction history browse screen.
- If a payment was voided by mistake, the void batch may be deleted. Click on the payment line that shows the status **Reversal**. *Right-click > Browse Batch*. Look over the batch lines to be sure this is the Void payment batch. If you do not want to proceed, click **Exit** to cancel out. Otherwise, click **Delete** to delete the void batch. After the void payment batch has been deleted, the vendor history will show the invoice and original payment records.

Invoice Holds

- An invoice status may be changed to/from hold at any time. If an invoice status is marked Held, the invoice cannot be tagged for payment until the hold is removed. A hold can be added or removed from the vendor transaction history screen from an invoice. Click to highlight the invoice line, right-click Hold Invoice (or Release Invoice Hold). A menu option also exists under *Daily > Invoice Holds*. Select the vendor and click **Display**. Select the appropriate invoice/s and click Hold (or Release Hold).

Generating Payments

Daily > Payment Batches

- To process a check run, go to the menu option *Daily > Payment Batches*. Click **New Batch**.
- The first step of processing a check run is to tag the invoices to be included in the check run. All unpaid invoices will be displayed. At the top left of the Tag Invoices for Payment screen, the **View** controls the order in which the invoices are displayed, so you can easily tag them most efficiently. You may change the sort order (View by) at any time. If you have already tagged some invoices, you will receive a message asking if you wish to save changes. Answer Yes if you want to keep these invoices tagged.
 - **View by Due Date:** This is helpful if you would like to tag all invoices using a specified due date. Note that the due date is the first column in this view. Invoices are displayed in order of due date; invoices with no due date will be displayed first, followed by due date order. Scroll down and check the total line for the last due date to be included. Every invoice will be tagged down through this selected due date by checking the total line. The total amount tagged is displayed in the top center area of this screen.
 - **View by Payment Card:** This sort of order is helpful when tagging all invoices for a

credit card. If you tag all invoices for the credit card vendor first, you will be able to reconcile the total amount tagged with your paper invoice to be sure you have everything tagged as it should be. Then, change the sort order (view by) and continue tagging in a different order. Scroll down to see invoices assigned a payment card (first column). Check the invoice lines to include in this check run. You may then change the sort order (view by) to vendor name if you have a credit card vendor to include.

- **View by Vendor Name:** This sort of order displays unpaid invoices in order of vendor name, with a total line for each vendor. Check the total line for a vendor to tag all invoices for this vendor or tag invoices individually to be included in this check run.
- **Note:** *you may untag invoices in any of the above ways.*
- The bottom left of the Tag Invoices for Payment screen has a select/deselect all checkbox. If this is helpful, you can click Select to tag all invoices and then untag invoice lines to exclude them.
- Tag a specific vendor, batch, or fund number. This option is at the top right of the Tag Invoices for Payment screen. It allows you to tag an entire invoice batch, a specific vendor, or a fund number rather than tagging individual invoice lines. Click the appropriate selection and click Tag (or Untag).
- **Partial payment:** When an invoice line is highlighted, distribution lines for that invoice are displayed at the bottom of the screen. You may tag selected distribution lines rather than the entire invoice amount. The Vendor's detail transaction browse has a button for splitting an invoice amount so you have a specific amount to tag in the event of a partial payment.
- When tagging is complete, click OK to hold the changes.
- You can go back to the tag invoices screen and tag/untag invoices at any time by clicking Tag Invoices on the Payment Batches screen.
- Click the dropdown arrow under *Reports > Print Tagged Invoices to print a list of tagged invoices*. This report can be customized in the Detail Report Writer.
- After tagging invoices, click the Process Payment button to proceed with check printing.
 - Select the appropriate checkbook, the beginning check number, the month the payment will hit the cash account, and the check date. The "Pay all vendors with paper checks" box can be ignored; this is an override option if you have vendors who are set to pay electronically and want to pay all vendors with paper checks this time.
- **Printing Checks:**
 - The checklist will be presented on the screen. If vendors have been tagged to pay via ACH, there will be a 2nd tab on this screen—a tab for paper checks and a tab for ACH payments. If this looks good, proceed with printing checks. If you need to tag/untag additional vendors, exit from this screen and go back to the Tag Invoices screen. Make

changes and come forward again.

- The check stub prints the Invoice Date, Invoice number, Comments, and Amount. If the invoice date, invoice number, or comments differ, multiple lines will be printed on the stub.
 - To reprint any range of check numbers, click the Print Checks button and enter the range of checks that need to be reprinted.
 - To renumber the checks that are displayed, right-click on the line and select Renumber checks, starting here.
 - If the **Overflow Stubs** button is engaged, it indicates that one or more check stubs have too many lines to fit on one stub. Therefore, put blank paper in the printer and click the Overflow Stubs button. The printed sheet contains all the lines that would have been printed on the stub, and it can be included in the mailing with the check form.
 - When checks have been printed successfully, post the check batch.
- **Generate ACH:**
 - If you have tagged vendor payments to be paid via ACH, go to *Daily > Generate ACH File*. Click Create File. A message will display the location where the file was created.
 - From your desktop My Computer, locate the transmittal file and send it to the bank.
 - If you need to resend email notifications to any vendor/s for any reason, see Help for details.
 - **Positive Pay:**
 - If your bank requires a Positive Pay file, go to *Daily > Create Positive Pay*. Select the checkbook and the path where the file is to be generated. You may enter the range of check numbers, but it's usually easier to enter the range of check dates. There is no need to enter both check numbers and check dates.
-

Printing A/P Reports

Reporting > Detail Notification Writer

- Various A/P reports, including check registers, are available with the *Reporting > Detail Report Writer menu option*. Category Accounts Payable. Click on the View dropdown arrow to select a report. Click the Customize View button to choose the range of months to include. Any report can be customized; please get in touch with SGA for any assistance.
- A list of open payables (unpaid invoices) for any prior month end is available with the menu option *Reporting > Generic Report Writer*. Category A/P Reports. Click on the View dropdown arrow to select a report, such as **Payables Due as of month**. Enter the appropriate month end as yyyy-mm on the Select tab and click Display.

- To print a detailed list of invoices before the batch is posted, go to the menu option *Daily > AP Invoices*. Double-click on a batch. Click on the dropdown arrow for *Reports > Print Detail*.
-

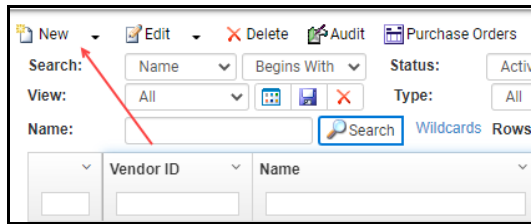
Walk-through of the New Vendor Approval process

Last Modified on 01/03/2025 2:06 pm EST

Walk-through of the New Vendor Approval Process

This is an example of adding and approving a new vendor when new vendor approval is required.

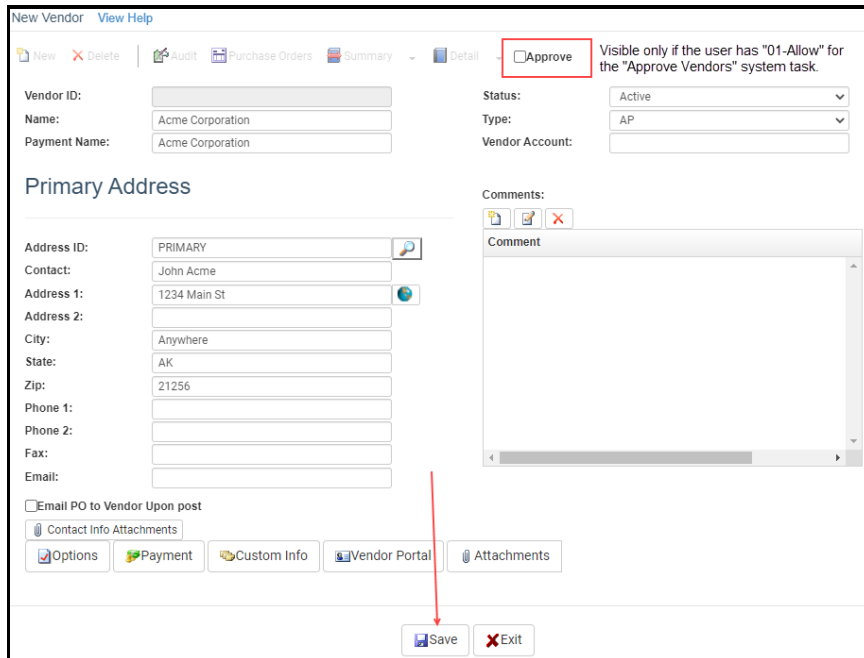
From the Vendor List screen, select **New**.



Enter all required information in the **New Vendor** screen.

If the user creating the account has the authority to approve vendors, they may check the **Approve** box when adding the vendor.

Click **Save**.



If system options indicate Users/groups to notify the selected Users/groups will receive the following email notification:

The vendor 4588 has been created by user SGAEWatkins and is awaiting approval.
Vendor ID: 4588
Vendor Name: Acme Corporation
Vendor Payment Name: Acme Corporation
Address: 1234 Main St Anywhere, AK 21256
Payment Method: Paper Check
Date: 4/21/2022 4:14 PM
- Click [Here](#) to review and approve the vendor.

1. Open the Vendor record, which may be accessed via the email hyperlink or directly from the Vendor List.
2. Check the **Approve** box.
3. Click **Save**.

Vendor ID 4588 View Help

New Delete Audit Purchase Orders Summary Detail Approve

Vendor ID: 4588
Name: Acme Corporation
Payment Name: Acme Corporation

Primary Address

Address ID: PRIMARY
Contact: John Acme
Address 1: 1234 Main St
Address 2:
City: Anywhere
State: AK
Zip: 21256
Phone 1:
Phone 2:
Fax:
Email:

Email PO to Vendor Upon post
Contact Info Attachments

Options Payment Custom Info Vendor Portal Attachments

Status: Active
Type: AP
Vendor Account:

Comments:
Comment

Save Exit

The Vendor is now approved and may be used for Purchase Order and AP Invoice entry.

General Ledger

Last Modified on 01/22/2025 1:16 pm EST

Related Articles

Approvals

Last Modified on 01/22/2025 1:16 pm EST

Related Articles

Import Setups/Examples

Last Modified on 02/21/2023 3:29 pm EST

Related Articles

Import Setups by Column Number

Last Modified on 01/03/2025 1:13 pm EST

Import Setups by Column Number

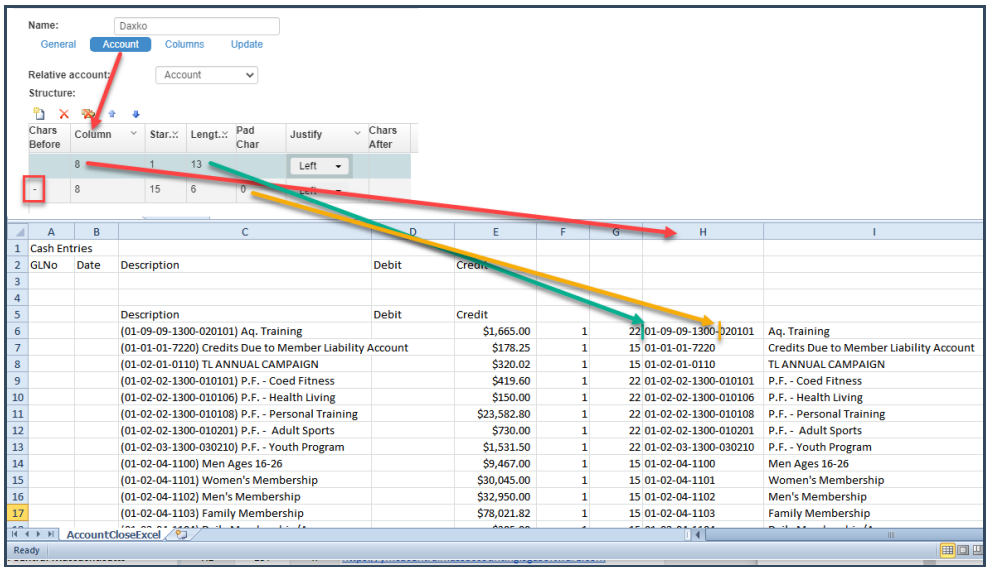
This is an example of an import that uses the column NUMBER to pick up the items:
(Options in images may differ based on Import Type)

The screenshot shows the 'Edit Import' window with the 'Columns' tab selected. The 'Reference columns by' dropdown is set to 'Number'. A red arrow points from the 'Number' dropdown to the 'Description' column in the data table below. The table shows columns for GLNo, Date, Description, Debit, Credit, and PCS.

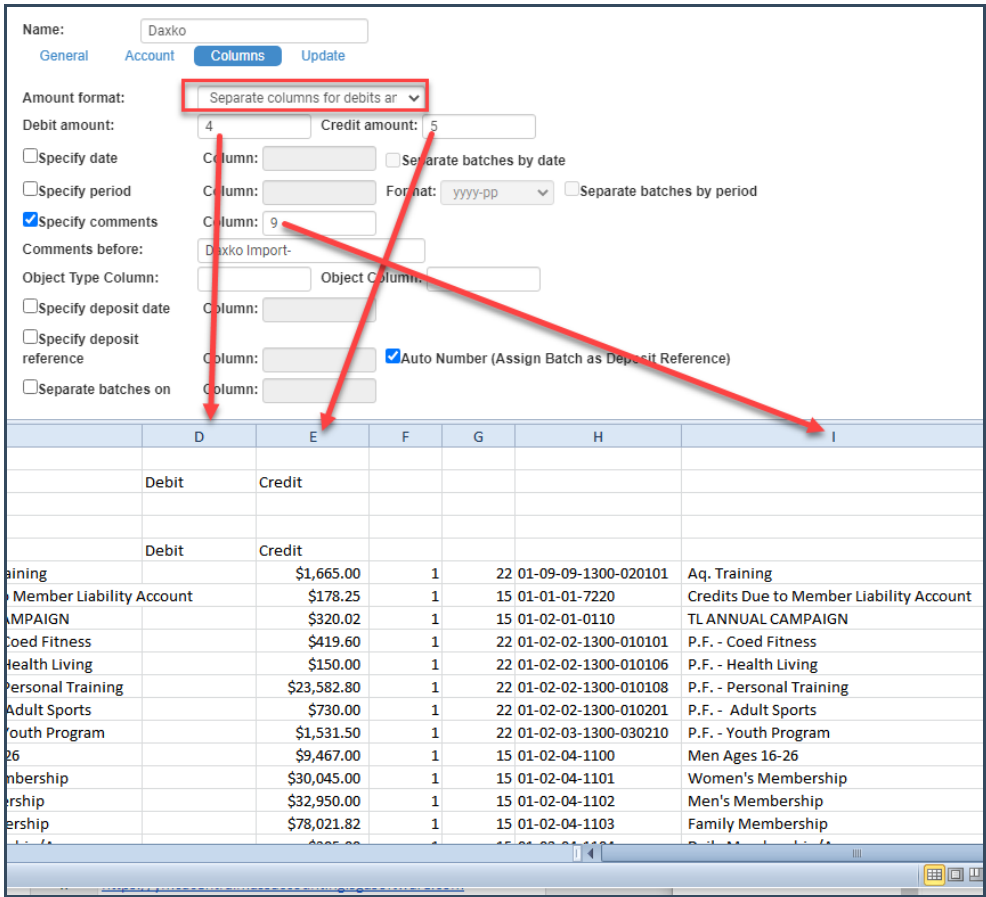
1	A	B	C	D	E	F	G	H	I
2	GLNo	Date	Description	Debit	Credit				
3									
4									
5			Description	Debit	Credit				
6			(01-09-09-1300-020101) Aq. Training		\$1,665.00	1	22	01-09-09-1300-020101	Aq. Training
7			(01-01-01-720) Credits Due to Member Liability Account		\$178.25	1	15	01-01-01-720	Credits Due to Member Liability Account
8			(01-02-01-0110) TL ANNUAL CAMPAIGN		\$320.02	1	15	01-02-01-0110	TL ANNUAL CAMPAIGN
9			(01-02-02-1300-010101) P.F. - Coed Fitness		\$419.60	1	22	01-02-02-1300-010101	P.F. - Coed Fitness
10			(01-02-02-1300-010106) P.F. - Health Living		\$150.00	1	22	01-02-02-1300-010106	P.F. - Health Living
11			(01-02-02-1300-010108) P.F. - Personal Training		\$23,582.80	1	22	01-02-02-1300-010108	P.F. - Personal Training
12			(01-02-02-1300-010201) P.F. - Adult Sports		\$730.00	1	22	01-02-02-1300-010201	P.F. - Adult Sports
13			(01-02-03-1300-030210) P.F. - Youth Program		\$1,531.50	1	22	01-02-03-1300-030210	P.F. - Youth Program
14			(01-02-04-1100) Men Ages 16-26		\$9,467.00	1	15	01-02-04-1100	Men Ages 16-26
15			(01-02-04-1101) Women's Membership		\$30,045.00	1	15	01-02-04-1101	Women's Membership
16			(01-02-04-1102) Men's Membership		\$32,950.00	1	15	01-02-04-1102	Men's Membership
17			(01-02-04-1103) Family Membership		\$78,021.82	1	15	01-02-04-1103	Family Membership

An account is defined in parts due to the fact that the PCS code does not exist on every account.

1. The account is pulled from the 8th column.
2. The first row selects the characters from positions 1 to 13.
3. The dash is inserted in the second row since not all Excel accounts include this dash.
4. The PCS is defined on the next row as being in the 8th column, starting in pos 15 for a length of 6. When the PCS does not exist, the 6 positions are filled (padded) with zeros.



There are multiple ways to define the GL amounts; in this case, there are separate columns for the debits and credits.



Import Setup by Column Name

Last Modified on 01/03/2025 1:10 pm EST

Import Setup by Column Name

This is an example of an import that uses the column NAME to pick up the items:
(Options in images may differ based on Import Type)

The connection string is where you define the type of file that you are importing.

Edit Import [View Help](#)

Name:

General Account Columns Update

Connector Type:

Connection string:

Command text:

Start Row: Reference columns by:

Source:

Create new Deposit Reference for every line

Use schema

Connection String Builder [View Help](#)

Connection Type:

Provider:

Version:

FTP

Dropbox

File:

Sheet Name:

Filter:

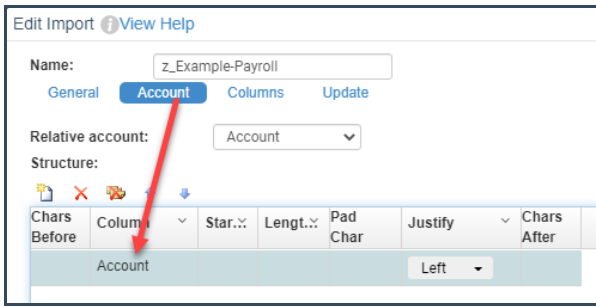
Has Header

Treat all columns as text

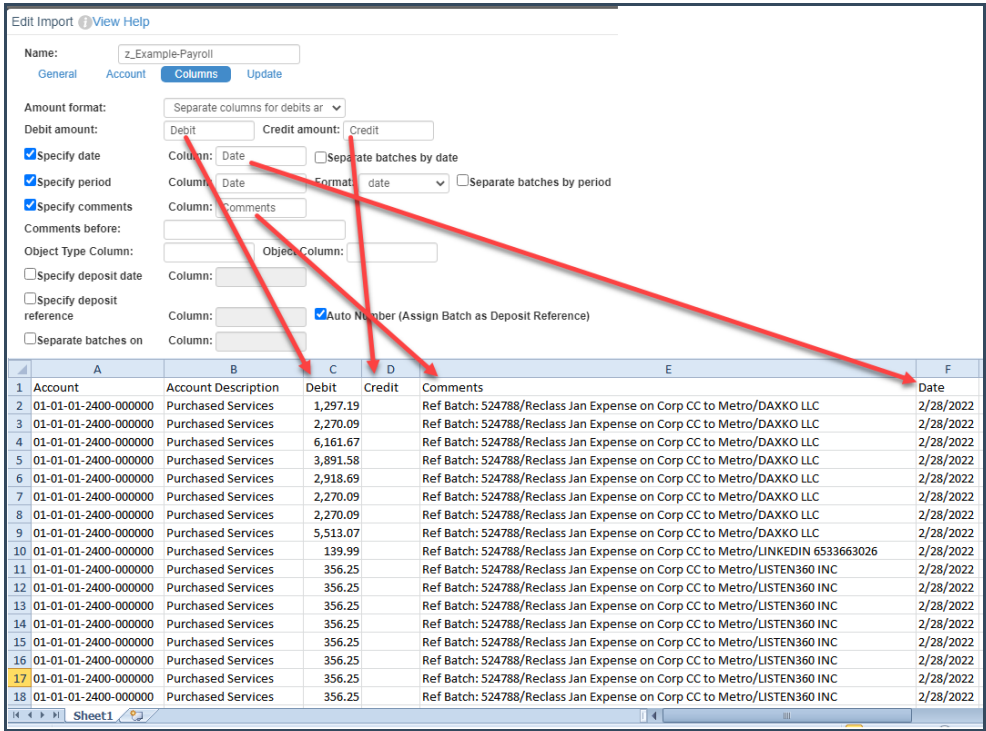
The column headings must be located in row 1 of the sheet to use the information.

	A	B	C	D	E	F
1	Account	Account Description	Debit	Credit	Comments	Date
2	01-01-01-2400-000000	Purchased Services	1,297.19		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
3	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
4	01-01-01-2400-000000	Purchased Services	6,161.67		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
5	01-01-01-2400-000000	Purchased Services	3,891.58		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
6	01-01-01-2400-000000	Purchased Services	2,918.69		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
7	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
8	01-01-01-2400-000000	Purchased Services	2,270.09		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
9	01-01-01-2400-000000	Purchased Services	5,513.07		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/DAXKO LLC	2/28/2022
10	01-01-01-2400-000000	Purchased Services	139.99		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LINKEDIN 6533663026	2/28/2022
11	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
12	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
13	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
14	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
15	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
16	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
17	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022
18	01-01-01-2400-000000	Purchased Services	356.25		Ref Batch: 524788/Reclass Jan Expense on Corp CC to Metro/LISTEN360 INC	2/28/2022

An account is defined by specifying the column heading instead of the column count.



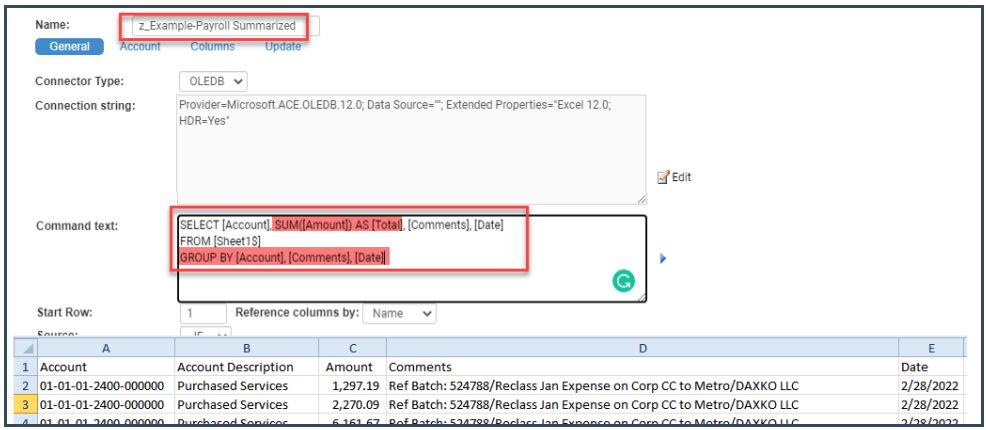
The same method applies to the additional items to import.



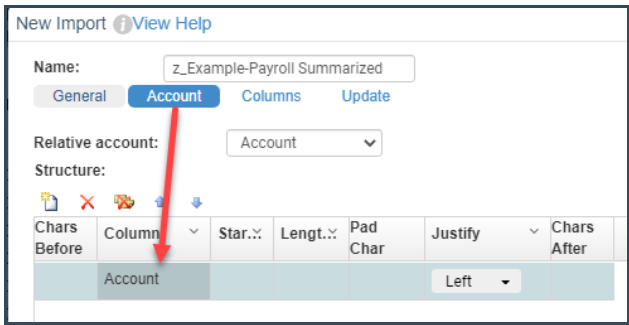
When using column headings on the import, you are not as restricted in how you can bring the transaction information into SGA. Below is an example using one of the existing journal entry batches (#7467412). In the original import, the same account, comment, and date are repeated on individual rows for each amount. The journal entry has 78 different rows. If we import the total amount per account, comment, and date, the number of rows can be reduced to 45. Here is how that setup could look.

This example JE Import is created on your live data, so you can review it if you wish.

Note: I changed the amount from the above sheet to reflect one column so that you could see that setup.

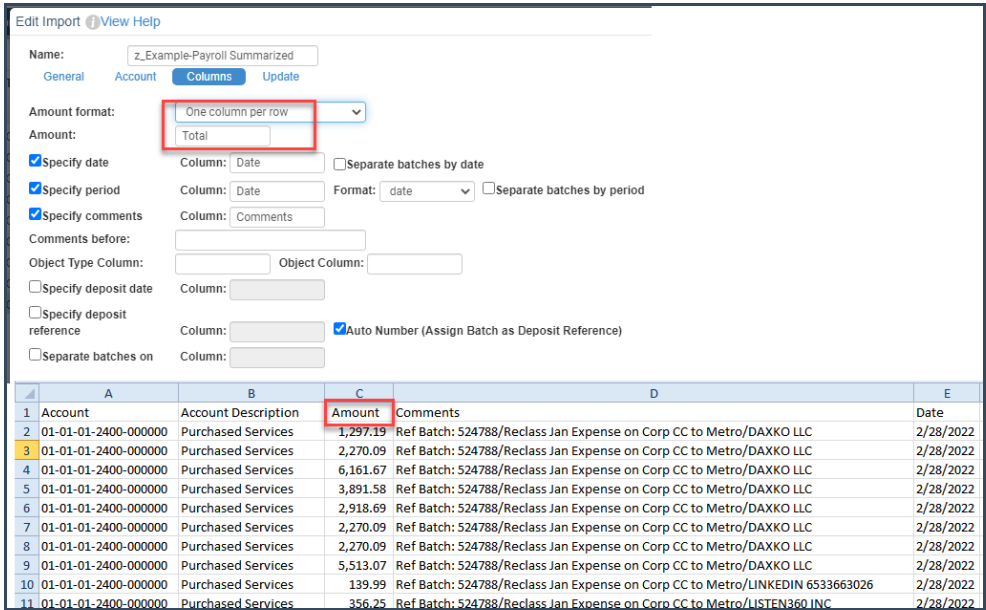


The account tab looks the same.



The Amount Format is set to one column. Here, the sign of the amount will determine the debit or credit indication.

The Amount Item is set to **Total** since that was the name given in the General tab.



Steps to Set Up a New User

Last Modified on 01/03/2025 2:03 pm EST

Steps to Set Up a New User/User Group

A list of existing users will be displayed and can be filtered to show specifics using the checkboxes at the top of the screen.

Individual Permissions

Users > User/Groups > System Users

Create a New User

- Click New
- In the pop-up screen, you'll use three tabs to build the user: General, Password, and Member Of.

General Tab

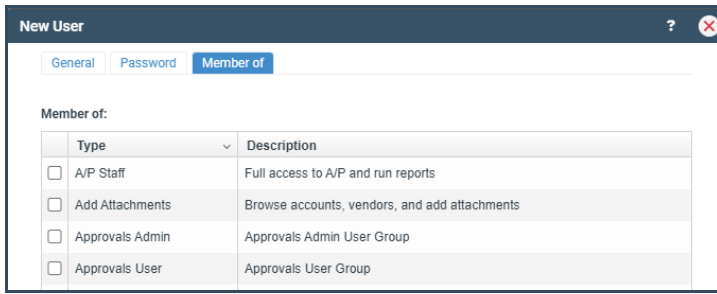
- **User:** This will be the user's system username.
- **Enabled:** This will auto-check when adding a new user and must be manually unchecked to enable a user.
- **Full Name:** Full Name and Description are optional but provide easier identification of the user from the user list.
- **Email:** The user's email address will be used for any system notification and password reset requests.
- **Cell Phone:** A user's cell phone number can be stored for future communication.
- **Office Status:** Designates if a user is currently logged in or out of the office. This is used ONLY in the approvals.
- **Default Access Level (Dft):** Set to **00-Not Allowed**. This prevents users from having any system access that is not expressly provided by the group or system administrator-added permissions.
- **Default Product Type:** For use with the SGA Sales system ONLY. It defaults to the product type selection on screens, such as activity code setup.
- **Default Branch:** For use with the SGA Sales system ONLY. The user's branch is the branch to which their end-of-shift batch is associated and defaults to the branch selected during the offering search.

Password Tab

- **Password expires every () days:** The initial password validity period is set by the system default under *SignIn > Options* but can be modified as needed.
- **Force user to change password on next login:** The system administrator creating the user will need to provide the initial password used. If checked, the user will not be able to log in until they change their password.
- **Generate a random password and notify the user after saving:** The system will auto-generate an email to the user with login information and a temporary password. Upon login, the user has the option to set a password of their choice.
- **Password:** Allows you to manually assign a password for a new user or reset a password for an existing user. With this option, no email is auto-generated to the user.
- **Confirm password:** Requires the password to be repeated to confirm accuracy.

Member Of Tab

Check the box next to the Type of permissions this user will be granted. When all the needed permissions have been selected, click **Save**.



Group Permissions

Users > User/Groups > System Groups

Creating a New Group

- Click New
- In the pop-up screen, no tabs are necessary. Fill in the needed information at the top and assign.

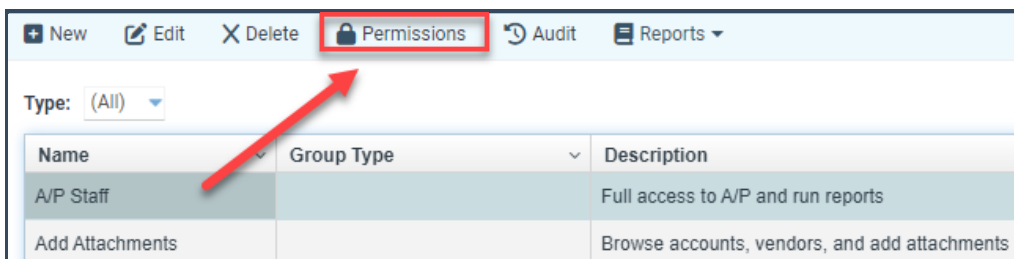
Setup the Group

- **Name:** Add a Group Name.
- **Group Type:** This is not required, but it could provide an opportunity for the organization of groups.
- **Description:** A description is not required, but it will provide users with additional information about the Group.
- **Default Access Level:** Set to **00-Not Allowed** which will prevent users from accessing any features not expressly allowed during Group setup.

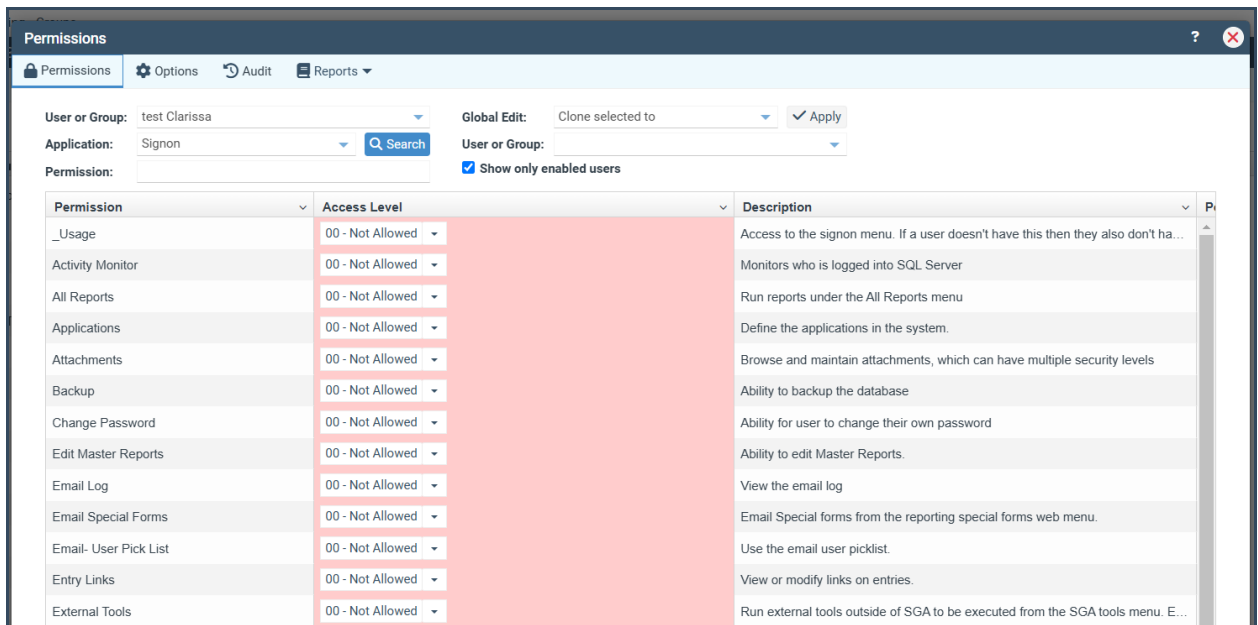
Once the group name and particulars are assigned, add users to the group using checkboxes. Checkboxes just above the user list can also help narrow user results: **Run Approval for users one by One** and/or **Show only enabled users**.

Use checkboxes next to the users to be included in the Group when setup is completed. A checkbox for Select / Deselect All is available at the bottom of the screen. Click **Save** to create the group.

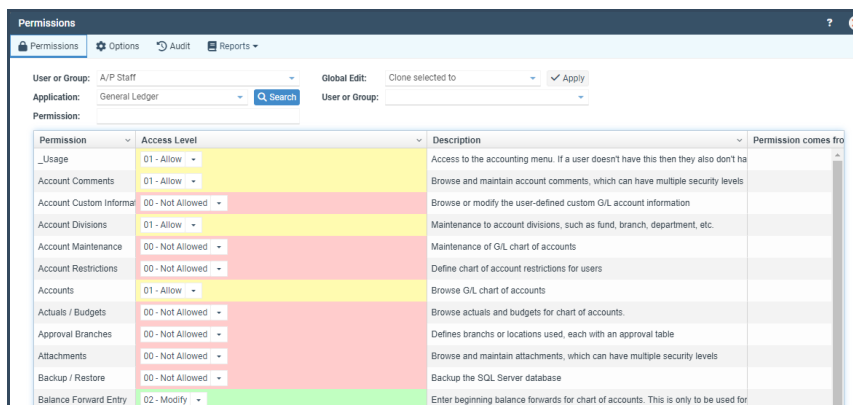
Find the new group in the list of groups returned. Click on the group to highlight the row and select **Permissions** in the top menu.



This displays the user permissions for the group. Because we choose **00 - Not Allowed** as the group permissions when building (recommended to ensure this group ONLY has the permissions it should), you'll need to select permissions by changing the access level dropdown for each permission type.

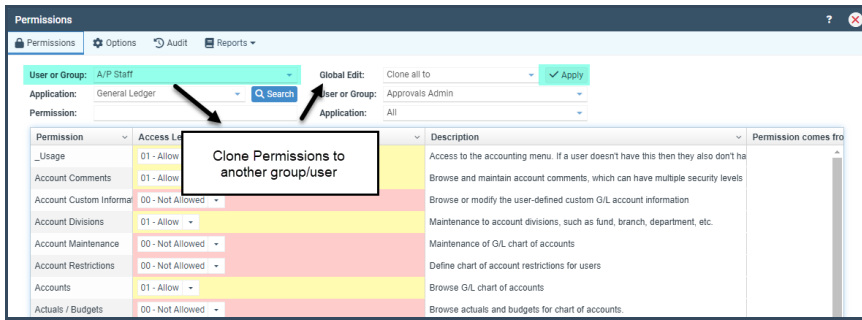


Once established, permissions can be maintained in this one place for all associated users; new users assigned to this group will have all menu permissions assigned for the group.



Permissions can be copied to other groups and/or users by selecting the Global Edit drop-down option desired, **Clone selected to**, for example, indicating the desired user or group to which to copy the permissions, and clicking Apply.

Review Permissions for an established group

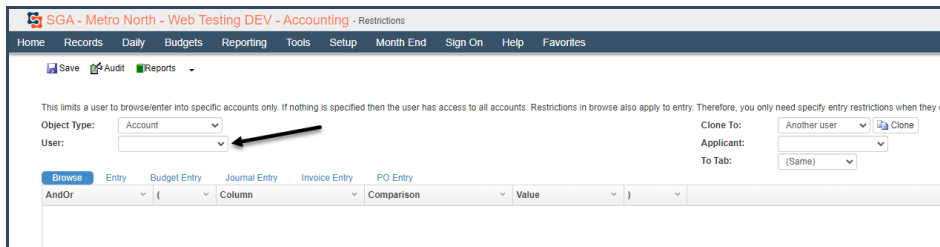


Account/Object Restrictions

Users > Account Controls > Account/Object Restrictions

Adding restrictions to limit users' data access.

Select the user from the dropdown list.



Using the individual tabs to control users has:

- **Entry**
- **Budget Entry**
- **Journal Entry**
- **Invoice Entry**
- **PO Entry**

Any limitations placed on the **Browse** tab will filter down to all other tabs.

To Manually add restrictions

Select the + icon.

Select a column by which to limit, a comparison (equal to, not equal to, etc.), and a value for the specified limit. To limit a user to Branch 05, for example, set **Column** to Branch, **Comparison** to Equal to, and enter 05 in **Value**.

Continue adding limits to the desired combination of accounts and/or account segments.

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

Save Preview User Accounts Search Restrictions Audit Reports

This limits a user to browse/enter into specific accounts only. If nothing is specified then the user has access to all accounts. Restrictions in browse also apply to entry. Therefore, you only need specify entry restrictions when they do not also apply to browse.

Object Type: Account Clone To: Another user Clone
 User: AAlred Applicant: To Tab: (Same)

Browse Entry Budget Entry Journal Entry Invoice Entry PO Entry

+ X [] [] [] [] [] [] [] Pick List

AndOr	(Column	Comparison	Value)
	(Equal to)

To limit selections established by the system, click **Pick List**.

Select the account segment(s) desired.

Accounts Picklist View Help

Fund	Branch	Major Dept	Department	Major Acct#	Minor Acct#	PCS
Select one or more Fund 01 Operating Fund 05 BK 40 Restricted Fund 10 Equipment Fund 50 Jan Book 05 Youth 10 Faculty 20 Lim 22 Job 30 Maroon Man 40 Supp 50 100 Man St 60 Stewman 70 Dynamics Total Items: 4 Clear All Select All	Select one or more Branch 03 Business 01 Business Office 02 Trust 03 History 05 Youth 06 Jan Book 07 Faculty 08 Lim 09 Maroon Man 10 Supp 11 100 Man St 12 Stewman 13 Dynamics Total Items: 14 Clear All Select All	Select one or more Major Dept 0 Administrative 1 Membership 2 Aquatics 3 Fitness 4 Sports 5 Residence 6 Camp 7 Children 8 Maintenance 9 L:Out of State Total Items: 10 Clear All Select All	Select one or more Department 000 Text 001 Administrative 014 Fundraising 100 Membership 202 Aquatics 210 Swim Team 303 Fitness 404 Youth 410 Dynamics 412 Sports/Recreation 500 Residence 600 Camp 700 DST 710 STP 710 Infant 716 Student 800 Maintenance LOU Line Total Items: 19 Clear All Select All	Select one or more Major Acct# 01 Fund Raising 02 Special Events 03 Legacies and Bequests 04 Unrelated 10 Government Receipts 11 Maintenance 12 Residence Income 13 Program Revenue 14 Merchandise for Sale 15 Child Care 16 Interest Income 17 Inter-VCA Allocations 18 Other Charges of Fund Balances 21 Salaries & Wages 22 Employee Benefits 23 Fringe Taxes 24 Professional Fees Total Items: 25 Clear All Select All	Select one or more Minor Acct# 0103 Annual Campaign 0102 Unrelated Contributions 0114 Donations in Kind 0105 State Fundraising 0120 Restricted Contributions 0123 Loan Capital/Prior Term Restrictions 0122 Foundations and Grants 0125 Legacies and Bequests 0140 Special Events 0150 Fees and Grants from Government 0145 Post 0198 Contributions 0300 Special Events 0200 Legacies and Bequests 0800 Unrelat Wgt 1000 Fund Grants from Govt Agencies 1100 Appl 1101 Post Membership Total Items: 20 Clear All Select All	Select one or more PCS 0000 General 0001 postcard 2000 PPP Loan - Eligible/ 2006 PPP Loan - Post Total Items: 4 Clear All Select All

OK Cancel

Note that if no selections are made for an account segment, the system will assume that the user has no limitations on the account segment(s) and will allow full access.

Click OK. Restriction variables will be added automatically.

Browse Entry Budget Entry Journal Entry Invoice Entry PO Entry

+ X [] [] [] [] [] [] [] Pick List

AndOr	(Column	Comparison	Value)
And	(Fund	Equal to	01)
And	(Branch	Equal to	05)

Click **SAVE** to store any restrictions entered.

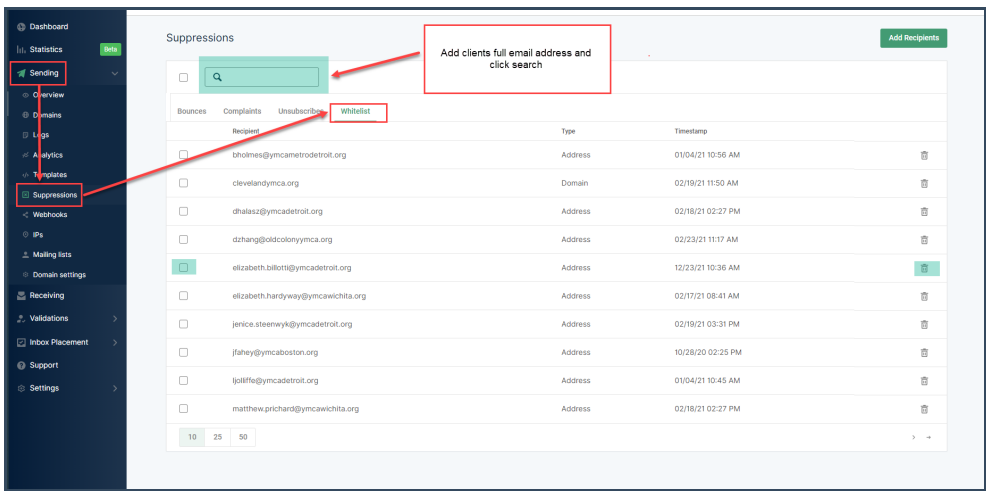
Mailgun - Client Email Bounce Process

Last Modified on 01/03/2025 3:33 pm EST

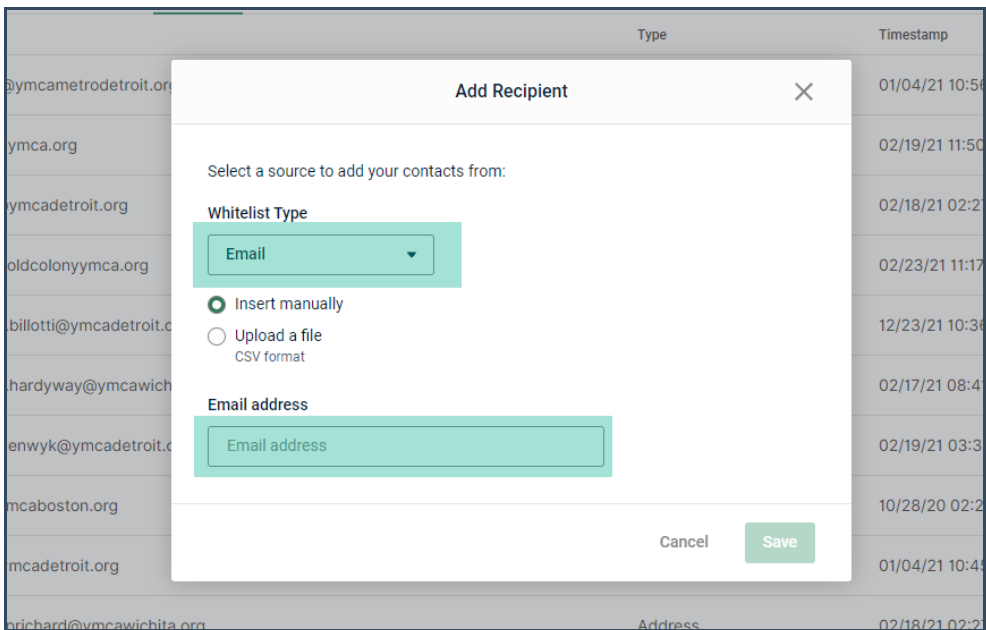
Mailgun

If a client's email bounces, take these steps to take in mail gun to resolve the issue.

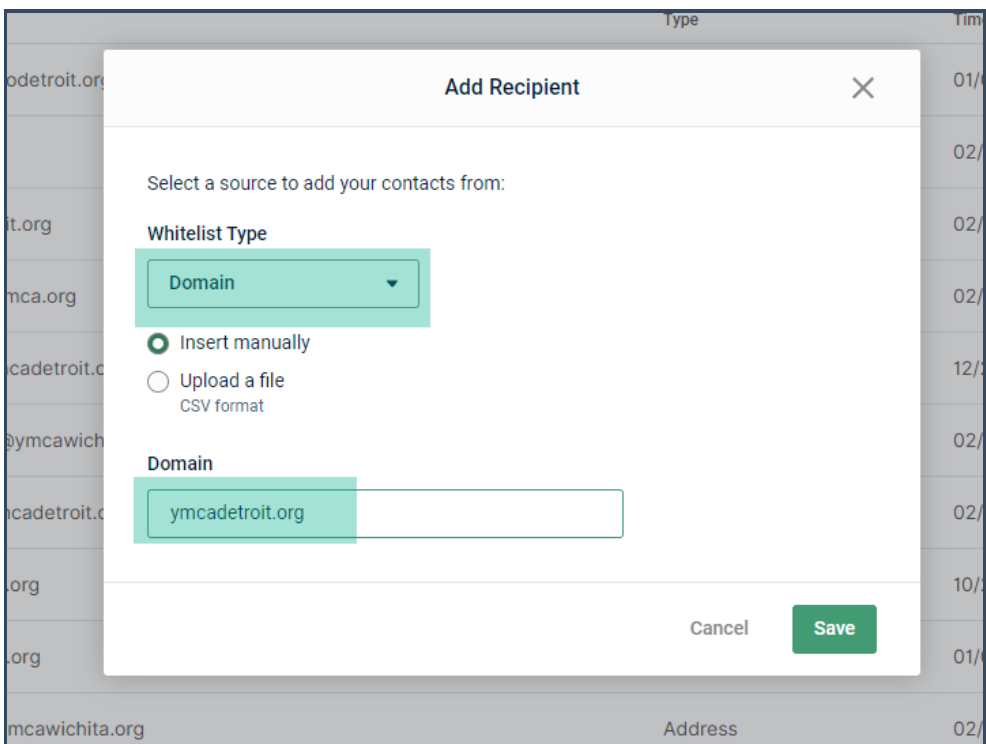
- Copy the user's full email address
- Log into mail gun
- Click Sending > Suppressions > Whitelist
- Add the user's full email address and click search
- Check the box beside the user's email and click the trash can icon.



- Click on New Recipients.
- Ensure it says Whitelist Type = Email, and then add the user's full email address.



- Next, click New Recipient again, and change Whitelist Type to = Domain.
- Remove the user's name from the email, leaving only ymca.detroit.org ex..., then click **Save**.



YE Closing Entries

Last Modified on 01/03/2025 3:47 pm EST

YE Closing Entries

The 14th period holds the system-generated year-end closing entries for each account. YE closing entries are stored in a separate file from all other transactions for accounts. This allows us to run a report for an 'Annual' figure and have the 12-month total shown (plus the 13th period if used). If these 14th-period transactions were not separated, the **Annual** total for every Rev/Exp type account would be zero. It is not a selectable period in the reporting from-to-period range. There is no entry or import to the YE file. These are generated only when physically running the Year End Reset.

Balance sheet accounts do not reset each year but simply roll forward.

Every revenue and expense account gets closed out to start a new year if the fund setup is checked to clear revenue/expense. The balance that exists at the end of the fiscal year gets reversed out of the individual account, and the net of all of the accounts is posted to each fund's closing account.

An example: At the end of 2015, there was a total of \$1,095.00 in expenses (debit) in the supply account below. The YE close creates a credit amount to reset the account to zero for 2016. At the end of 2016, the YE close credits the \$4,288.01 balance to start 2017.

Account Transactions

Attachments Edit Object No. Reports Exit

Account: 1-01-06-2504-00610 Program supplies - Contributions Swim Team View: Standard

Period: 00/0000 Begin to 99/9999 End Display

Date: to 12/31/9998 Sum year-end closing

Month/Year	Date	Comments	Amount	Src	G/L Reference
8/2015	8/20/2015		1,095.00	GL	6232524
8/2015		GL Total	1,095.00	GL	
8/2015		8/2015 Total	1,095.00		
2015		Year-End Balance	1,095.00		
2015		Year-End Close	-1,095.00	YE	
2/2016	2/01/2016	Balance	0.00		
2/2016	2/16/2016		3,409.00	GL	7134642
2/2016	2/19/2016		821.50	GL	7028653
2/2016	2/24/2016		57.51	GL	7134677
2/2016		GL Total	4,288.01	GL	
2/2016		2/2016 Total	4,288.01		
2016		Year-End Balance	4,288.01		
2016		Year-End Close	-4,288.01	YE	
6/2017	6/01/2017	Balance	0.00		
6/2017	6/07/2017		1,844.00	GL	9968619
6/2017		GL Total	1,844.00	GL	
6/2017		6/2017 Total	1,844.00		
2017		Ending Balance	1,844.00		

The category setup controls what minor accounts are debits and credits. Typically, Revenue accounts will carry a credit balance all year, and expense accounts carry a debit balance. The 14th period will reverse each type accordingly.

Code	Description	Type
0	Contributions	Revenue
1	Revenue	Revenue
2	Expenses-2xxx	Expense
3	Expense 3xxx	Expense
4	Expense 4xxxx	Expense
5	Expense 5xxx	Expense
6	Assets	Asset
7	Liabilities	Liability
8	Fund Balance	Equity
9	Closing Fund Balance	Equity

The GL account listed on the Fund setup is the account that the rev/exp will close into for each fund.

Code	Description	Closing Account	Clear Rev/Exp
01	Operating Fund	01-01-001-8000-00000	<input checked="" type="checkbox"/>
09	BK	09-01-001-8000-00000	<input checked="" type="checkbox"/>
40	Restricted Fund	40-01-001-8000-00000	<input checked="" type="checkbox"/>
70	Endowment Fund	70-01-001-8000-00000	<input checked="" type="checkbox"/>

On any account, you can find a YE batch number by unchecking the Sum year-end entries checkbox.

Month/Year	Date	Deposit Date	Comments	Amount	Src	Batch#	Deposit Reference	Atch ...
1/2021	1/01/2021		Beginning Balance	-8,217,252.23				<input type="checkbox"/>
14/2021	2/14/2022		Year-End Close	813,381.74	YE	206466		<input type="checkbox"/>

The batch contains ALL accounts. The net of all accounts' debits and credits (per fund) gets posted to the fund close account.

Note: There can be multiple close batches. If an entry is made back to a closed year, the YE process is performed for each batch that gets posted.

Month/Year	Date	Comments	Account#	Account Description	Amount	Src
14/2021	2/14/2022	Year-End Close	01-01-001-2813-00000	Office Rental	-10,170.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-2915-00000	Leased Equipment	-516.50	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3135-00000	Digital Marketing	-2,000.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3510-00000	Payment of Dues	-71,505.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3530-00000	YMCA Shared Services	-7,500.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-4000-00000	Depreciation	-18,885.72	YE
14/2021	2/14/2022	Year-End Close	01-01-001-8000-00000	Current Year Surplus (Deficit)	813,381.74	YE
14/2021	2/14/2022	Year-End Close	01-05-000-2121-00000	Program Youth	-13,264.00	YE
14/2021	2/14/2022	Year-End Close	01-10-001-0110-00000	Annual Campaign	400.00	YE

Financials and Net totals: **Note:** Reports below are NOT true sign.

Running a report with all accounts lists the total for all categories. Each Fund nets to zero. The amount shown for the Equity would be the **posted** amount for years that have been closed.

AccountingSupport1 As of Year-End	2021 Actual
Asset	19,769,380.04
Liability	1,526,759.33
Equity	16,633,812.20
Revenue	5,225,601.07
Expense	3,616,792.56
01 Operating - Unrestricted	
Asset	6,510,304.06
Liability	-1,698,064.52
Equity	4,862,900.58
Revenue	3,370,536.11
Expense	25,068.11
02 Operating - Temp Restricted	
Asset	27,894,763.76
Liability	321,244.76
Equity	27,530,675.00
Revenue	42,844.00
03 Operating - Perm Restricted	

Customize Financial Statement [View Help](#)

Display Cancel Import Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet

Revenue/Expense

AndOr () Column Comparison

Running a report for Rev/Exp accounts lists the total for only those categories and a net profit/loss total exists for each fund. **Note:** The amounts for the categories below match the report for all accounts.

AccountingSupport1 As of Year-End	2021 Actual
Revenue	5,225,601.07
Expense	3,616,792.56
01 Operating - Unrestricted	1,608,808.51
Revenue	3,370,536.11
Expense	25,068.11
02 Operating - Temp Restricted	3,345,468.00
Revenue	42,844.00
03 Operating - Perm Restricted	42,844.00
	4,997,120.51

Customize Financial Statement [View Help](#)

Display Cancel Import Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet

Revenue/Expense

AndOr () Column Comparison

Running a report for Balance sheet accounts lists the total for only those categories. Each Fund nets to zero. The amount shown for the Equity would be the **calculated** amount that starts with the posted balance and adds in the current year's net profit/loss (sum of the revenue and expense accounts as of the reporting period).

AccountingSupport1 As of Year-End	2021 Actual
Asset	19,769,380.04
Liability	1,526,759.33
Equity	18,242,620.71
01 Operating - Unrestricted	
Asset	6,510,304.06
Liability	-1,698,064.52
Equity	8,208,368.58
02 Operating - Temp Restricted	
Asset	27,894,763.76
Liability	321,244.76
Equity	27,573,519.00
03 Operating - Perm Restricted	

Customize Financial Statement [View Help](#)

Display Cancel Import Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet

Revenue/Expense

AndOr () Column Comparison

In this example, the fund 01 equity of the full report is 16,633,812.20. For the balance sheet only, the fund 01 equity is 18,242.620.71. (16,633,812.20 + 1,608,808.51)

EFT Export

Last Modified on 01/03/2025 2:27 pm EST

EFT Export

Reports > Generic Report Writer > Limited

Report: Vendor List-Limited (Payment Method ID <=> CHK)

Display Customize Report Generate Report On Server

Vendor ID	Name	Payment Method ID	Primary Address ID
4	American Pizza	DFT	PRIMARY
18	Alonti	EFTP	PRIMARY
20	American Ice Machines, Inc.	EFT	PRIMARY
79	ABC School Supply	EFT	PRIMARY
163	A-1 Pest Control Service, Inc.	EFT	PRIMARY
3560	Stock, Garber and Associates Inc	EFT	PRIMARY
5477	American Safety & Health Institute	EFT	PRIMARY
6077	Alamo Self Storage #1	EFT	PRIMARY
7466	123-1-A Fire & Domestic Testing	EFT	PRIMARY

Export > EFT Format

Line type: Batch Header

Show only user defined columns

Column type: Fixed Width

Pad character:

Number of pad chars: 0

Pad lines in multiple of: 0

Column ID	Column Name	Length	Start-End...	Data Source	Data Value	Pad Char	Remove Char
1	Record Type	1	1-1	Constant	Record Type		
2	Service Class Code	3	2-4	Literal	200		
3	Company Name	16	5-20	Constant	Company Name		
4	Company Discretionary D...	20	21-40	Literal			
5	Company Identificaiton	10	41-50	Constant	Company FIN	1	-
6	Standard Entry Class Code	3	51-53	Constant	Standard Entry Class Code		
7	Company Entry Description	10	54-63	Literal	E-PAYMENT		
8	Company Descriptive Date	6	64-69	Constant	Payment Date		
9	Effective Entry Date	6	70-75	Constant	Payment Date		

Using the Constant for the service class code allows for one transmission file to include batches for both the CCD and PPD class codes.

Each batch header (5 record) gets a batch control (8 record).

The file header (1 record) has one file control (9 record).

The detail (6 record) payments are grouped based on the vendor payment type.

```
101 19328443190087257622051112570094101Bogus Bank YMCA of Ebensburg - Dem
5200YMCA of Ebensbur 1900872576CCDE-PAYMENT 220511220511 1193284440000001
6222815615629808712879182 0000067897466 123-1-A Fire & Domesti 0193284440000001
6220514042601234566789 000001234163 A-1 Pest Control Servi 0193284440000002
622043318092111-222-3333 00000234579 ABC School Supply 0193284440000003
8200000030037628391000000000000000103681900872576 1932844400000001
5200YMCA of Ebensbur 1900872576PPDE-PAYMENT 220511220511 1193284440000002
62201234567201-234567890 00000456718 Alonti 0193284440000004
82000000010001234567000000000000000045671900872576 1932844400000002
900000200000100000040038862958000000000000000014935
```

Batch#: 23393 Check#: 000000 to 000000 - 4 payments Approved
 Total Amount: 149.35 Period: 2011-06 June Approved
 Checkbook: Chase Bank Operating Date: 5/11/2022
 Cash account: 000-00-00000-6101

EFT Payments (4)

Payment	Vendor ID	Vendor Name	Address ID	Amount
EP000023393-1	7466	123-1-A Fire & Domestic Testing	PRIMARY	67.89
EP000023393-2	163	A-1 Pest Control Service, Inc.	PRIMARY	12.34
EP000023393-3	79	ABC School Supply	PRIMARY	23.45
EP000023393-4	18	Alonti	PRIMARY	45.67

Bank Reconciliation shows one total for the entire transmission. The check number is EP+batch number.

Display Undo Undo Points Import Reports Attachments View: Standard View

Checkbook: Chase Bank Operating G/L Balance:
 Status: Outstanding for GL Mo/Yr + O/S Checks, Credits:
 GL Mo/Yr: 06/2011 June - O/S Deposits, Debits:
 System Source: AP, PR, JE, SL, AR = Subtotal:
 Clear date: 06/01/2011 + Adjustments to G/L Balance:
 Separate Checks and Deposits - Bank Statement Balance:
 Reconcile date: 05/11/2022 = Unreconciled Balance:

Row	Cleared	Check# or Ref#	Checks And Other Credits	Deposits And Other Debits	Source	GL or Deposit Dates
69	<input type="checkbox"/>	EP000023393	149.35		AP	5/11/2022

If a payment needs to be voided for any reason, the total is reduced by that amount.

Vendor ID: 79 ABC School Supply View: 1099

Period: 01/2011 January To: 99/9999 End

Type: (All) Display Advanced Filter

Month/Year	Date	Type	Invoice/Check#	Amou...	Account	Account Description	Comments	Status	Batch...
6/2011	5/11/2022	Invoice	May 2022	23.45	01-011-09-00000-3920	Metropolitan Support	Support	Voided	23392
6/2011	5/11/2022	Payment	EP000023393-3	-23.45	01-000-00-00000-6101	Cash Operating (Chase Bank)		Voided	23393
6/2011	6/20/2011	Invoice	May 2022	-23.45	01-011-09-00000-3920	Metropolitan Support	Void EFT	Reversal	23395
6/2011	6/20/2011	Payment	EP000023393-3	23.45	01-000-00-00000-6101	Cash Operating (Chase Bank)	Void EFT	Reversal	23395

Separate Checks and Deposits

Reconcile date: 05/11/2022 = Unreconciled Balance:

Row	Cleared	Check# or Ref#	Checks And Other Credits	Deposits And Other Debits	Source	GL or Deposit Dates
69	<input type="checkbox"/>	EP000023393	125.90		AP	5/11/2022

The generate screen shows the total considering the void

Create File Email Notifications Reports

Checkbook: Chase Bank Operating

Status: All

Include	Batch#	Total Amount	Number of Payments	Status	Transmission Date	Transmission ID
<input type="checkbox"/>	23393	125.90	3	Processed	5/11/2022	0
<input type="checkbox"/>	23217	2,030.00	1	Ready to Send		

The detail of the payment batch shows the voided payment.

Browse Electronic Vendor Payments View Help

Reports

Batch#: 23393

Total amount: 149.35

Status: Processed

Transmission date: 5/11/2022

Transmission ID: 0

Vendor ID	Name	Address ID	Total Amount	Account Type	Bank Routing#	Bank Account#	Void..: E S
7466	123-1-A Fire & Domestic Testing	PRIMARY	67.89	Checking	281561562	9808712879182	<input type="checkbox"/>
163	A-1 Pest Control Service, Inc.	PRIMARY	12.34	Checking	051404260	1234566789	<input type="checkbox"/>
79	ABC School Supply	PRIMARY	23.45	Checking	043318092	111-222-3333	<input checked="" type="checkbox"/>
18	Alonti	PRIMARY	45.67	Checking	012345672	01-234567890	<input type="checkbox"/>

Exporting/Importing Reports for New Clients

Last Modified on 01/03/2025 2:32 pm EST

Exporting/Importing Reports for New Clients

HappyFox Case 17217

SGA Master Accounting Reports – Export/Import from SGA Demo to client. Also, create a client folder, which is a copy of the SGA Master Accounting Reports.

Background:

- When implementing a new client, SGA can install about 300 reports for the client. The master set is stored and maintained in the SGA Demo database.

Steps

1. Log into demo and go to report folders and open the SGA Master Accounting Reports
 1. Notice the Financial Statement folders for different fiscal years.
 2. Notice, too, that there are different folders when there is a different layout for the account number, for example, Fund, Dept, and minor versus Corp, Fund, Branch, Department, PCS code, and Minor.
2. Which folder to use? Use a folder that matches the fiscal year and GL structure of the client.
 1. Log into the Client accounting
 - Go to the budget entry screen for any account. The last row in the grid is the last month in the fiscal year. The first row is the first month of the fiscal year. When you hear the question, “What fiscal year do you run with?” The answer is the last month of the fiscal year, not the first month. For example, a client that starts with September and ends with August is on an August fiscal year-end.
3. Which Account Structure should you use for that fiscal year?
 - On the client, go to the menu for Setup then Options, then under General Ledger click onto Account.
 - Choose the folder that most closely matches the account parts of the client. i.e. If the client only has Fund, Dept, Minor you will choose that folder from the various Financial Statement folders available in Demo.
4. Detail Report Writer and the Generic Report Writer.
 1. If you “do these” exports/imports separately from Financial Statements, it might make the mapping files easier to understand. This is only a recommendation.
5. Check the box next to the folder(s) that you wish to export.
 1. Click the drop down for export and choose Reports. It will take a couple of seconds for the list to display on the screen.
 - In the list, you should be able to see the folders and sub-folders that you have

selected to be downloaded.

6. Generate 2 files.
 1. Click the button for “Generate Selection Value Mapping File for Checked Views” located at the top of the screen. More on that file below.
 2. Click Okay, found at the bottom of the screen. This will create a file with all of the setup information for the exported reports. Rename this file to include the client’s name.
7. The mapping file explained.
 1. The process has looked through every export report and found any parts of the GL account used. Usually, it finds Fund, Major account, and sometimes minor account numbers.
 - Rename the Mapping file to include the name of the Client.
8. Open the mapping file. Column B is the information from the Demo database. Column C currently is a copy of B and will become the values for the client account parts.
9. The Column B values are found in the “Customize Report” button.
 - On the Select Tab and on the Filter Columns button.
 - On the rows Tab, order by, customized totals, or Variables.
 - On the columns Tab, in Conditions or Expressions.
10. Complete the mapping process.
 1. Now, it is time to fill in Column C in the Mapping file.
 2. Open the income statement report called Corp by Major on Demo and on the Client.
 - The client system should have a copy of the report because in the implementation process some reports are already in the new database.
 - But you might receive an error when you run that report. Usually, the message states that an account segment wasn’t found. Look at the rows tab, and the Order By column should have a row that expects a major account. Select “major account” from the dropdown and save the report, then run.
11. In the mapping Excel file, the rows are for a part of the account number that was used in the Demo. Duplicate rows have been removed. For example, there will be one row for Fund = 01 even though it might be in 100 reports.
 - Column B is from Demo and C currently is a copy of B.
 - The task is to confirm that the value in Column C matches what the client uses.
 - For example, today we found that Demo uses Major Account 06 for United Way and the client uses 08. Column C was changed to 08. NOTE: the majority to Y’s use 08 for United Way however that is not a requirement, so over time you will see Y’s that use some accounts differently than other YMCA’s.
12. Hints or examples.
 - Sometimes it is helpful to drill down to minor or to account from the Major Report. For

example, Most Y's use Major Account 01 for Contributions. A recent Y had major account 01 named as Grants. When drilling down on 01 on the client, we found that 9 accounts were contributions, and one was named Grant, and that grant account had not been used in years (we looked at all transactions for that account.) The result or conclusion was that it was fine to use 01 in Column C of the mapping file, AND the Major Account probably should be renamed.

- Sometimes at this stage of the conversion, the new database does not have descriptions filled in for the major accounts. So, if you drill down into Minor or account on the client, the name of the accounts definitely is there. This will help you confirm if the mapping is correct.
- Most Y's use Major Account 13 for Programs. Some Y's also use Major Account 12, which has been used to separate out Child-care from other Programs. If the client does not use 12, just leave it alone in the mapping file.
- Some Major Accounts on the mapping file, identify the beginning of or the end of a section.

1. Income statement examples

1. . Fund 00 and 99.
2. Major account 01 and 19 for the beginning and end of revenue.
3. 20 and 23 for the beginning and ending of Salaries, Benefits and Payroll Tax.
4. Major Accounts 24 and 59 are the range of expenses after payroll and to the end of expenses.
5. The point here is if 20 is in col B, don't change column C to 21. In the future the client might start using 20's to record some Salaries.

- Balance Sheet examples.

1. 60 and 61 are the beginning and end of Cash Accounts.
2. 62 is the next Asset number and 69 is the end of Assets
3. 70 and 79 are the beginning and ending of liabilities
4. 80 and 99 are the beginning and ending of Fund Balance.
5. The point here is if a client has 60 and 61 but the next major is 63.... You should keep 62 in column C because sometime in the future, they might add a minor account, 6210, for Investments.

13. Importing to the new Client

1. On the new client go to Menu Reports and Report Folders
2. Select Import and from that drop down select Reports.
3. Click on "Select files"
 - The file you need is the file that you downloaded that contains the copy of all the exported reports.

- Find the file, click open, and when it appears in the dialogue box, click OK. It might take up to 5 seconds for those reports to display in a list.
14. Click the icon called "Select Selection Value Mapping File. Before you do this ensure that you saved the most recent changes in that file. When you successfully choose the mapping file, the name will appear directly below the icon.
 15. Click the button for Account Division Mapping.
 - Add rows to the dialogue for each part of the client account number. Include a row for any sub parts, i.e., Minor account also has the first 2 digits defined as major account.
 - The right-hand column is for the client, and in that column, select the drop-down for each row and choose the account segment. Do this in the order of the full account number. For example...
 1. Fund - Branch - Department - Major Account - Minor Account - PCS code. See that the major account is the first 2 digits of the minor account, so it goes above the minor account in the right-side column.
 16. The column on the left-hand side is from Demo. Use the drop down to match the segment in the right-hand column.
 1. Notice that the client might not have parts of the account number. Some examples are Corp, or Major Dept, or Major PCS code. So, you do not include those rows in the Account Division Mapping.
 17. Checkboxes on the top left of the dialogue
 - If you are importing any reports from the Generic Report writer, check the box called "Assign Connection to Generic Reports."
 1. The reason for this is that a generic report can be connected to any database, including an Excel file. Each report has a setup tab that gives directions on how to find the location of the file from which the report will pull the data.
 18. If the destination folder does not exist on the client's system, then leave the rest of the checkboxes blank.
 19. If the destination folder already exists, then you would normally click the box at the top left, "Overlay any views that already exist." However, you might also choose one of the other options in special circumstances.
 20. When ready, click okay.
 - If you are downloading all the financial reports from the demo, plus detail reports, plus the generic reports, the import might take 10 minutes for an estimated 300 reports.
 21. Make the imported folder an SGA Master Folder
 1. In the client go to the menu for Reports/Report Folders
 2. At the report folder level (highest level) you should see a folder "SGA Master Accounting Reports."

- Edit that folder.
 - Click the check box which sets the folder to a Master Folder. The only user that can do this is SGA. Clients cannot change this setting.
 - User Permissions for the master folder. SGA staff should establish, with the cooperation of the client, which users or groups can access the master folder.
 1. Some clients
 1. Set an admin group to see and use this folder.
 2. Set all users to be able to see and use this folder.
22. In a Master Report Folder, clients can run or edit the report. However, clients cannot save a change to this report or create a new report name in the master folder. This is so that SGA can refresh the master folder in the future and not have to customize anything there. Clients can save a copy of the report into a non-master folder in which they have the authority to make changes.
23. Create a client-report folder. This is not a master folder, so a client can make changes and save them or copy a report to a new name.
1. There are two ways to do this.
 - Some clients just copy the entire master folder to a folder in which the client can access and change.
 - Some create a client folder and then pick and choose which subfolders from the master folder to copy over.... Or even just copy one report at a time over to a client folder. The client might set up a folder for branch staff and a separate one for Accounting Admin staff.
 - As they create these folders the permissions are set for the folder.
24. The actual copy is done from the menu for Reports/Report Folder.
- Find the folder(s) or the report(s) that you wish to copy and click on the check box to the left of the row. Click the button for Copy. Position the view into the folder you wish to Paste into and click Paste. Edit the folder as needed and set permissions. NOTE: if you are copying from the master folder, the new folder will not be a master folder unless the user SGA marks it as a master folder.

NOTE: *there is a folder called SGA Master Accounting Reports – Branch in Columns. That folder should only be installed if a client requests it. The report is set up to accommodate 9 branch locations. Like the title says it will show the branches in columns for an Income Statement and has special total rows for revenue and expense and net income. In the column for the branch, it will have Totals for Actual, and budget and \$Var, and %Var below each of these subtotals, revenue, Expense, and Net.*

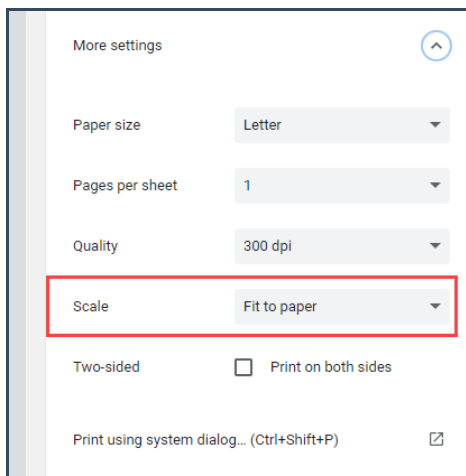
Troubleshooting 1099 Print Alignment Issues.

Last Modified on 01/03/2025 3:38 pm EST

Troubleshooting 1099 Print Alignment Issues

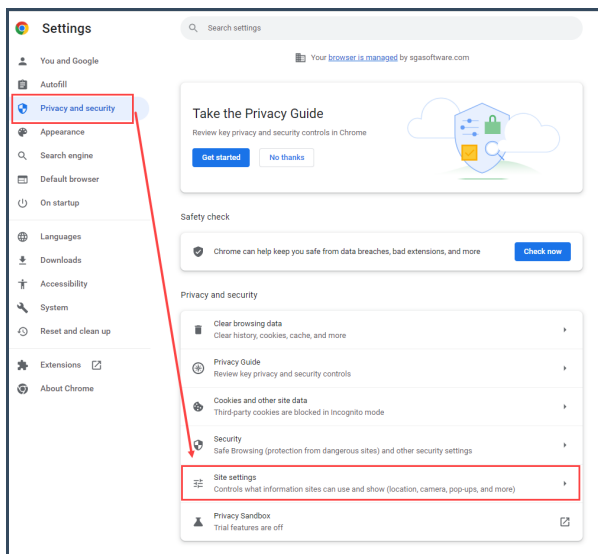
Important: When printing on the RED form, the information just needs to fit in the box. If it is on wording, that is fine per the IRS.

Printing 1099s was tested with the following setups in place. This is just a guide. This may differ based on the client and printer. The most common thing to look for is the scale. The system will remember your last selection. This should be set to **Fit to Paper**.

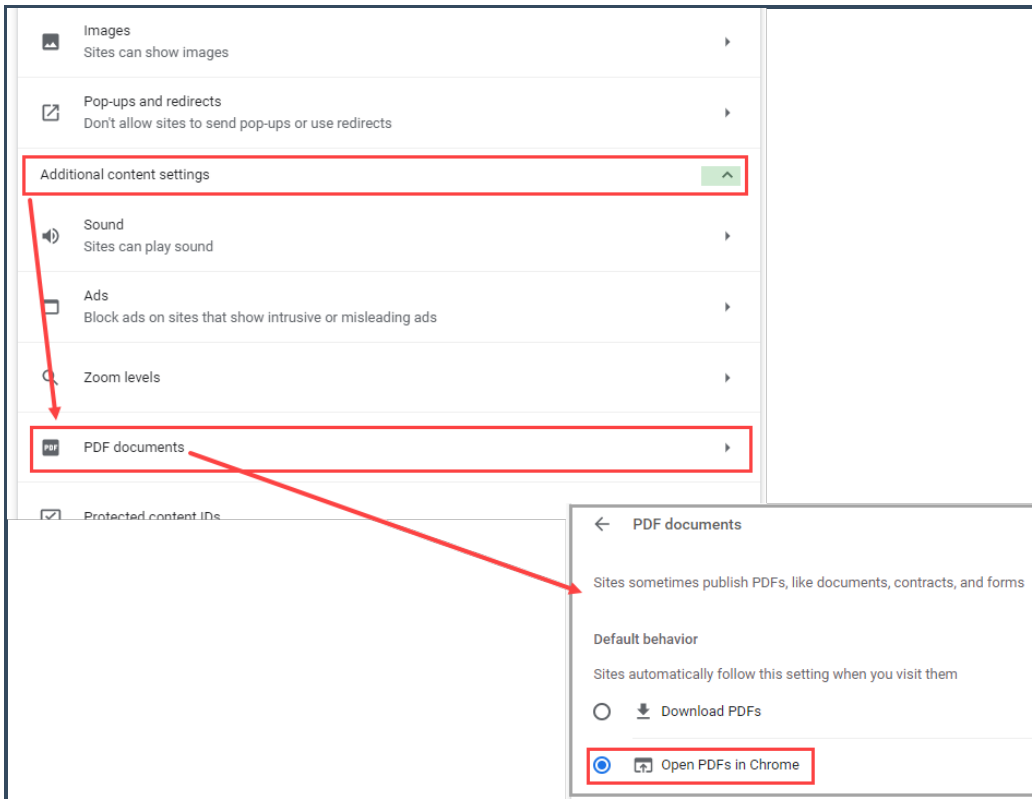


The 1099s should be opening as a 'blob' better known as opening in a new browser window. If opening as a downloaded PDF and not aligning, this setting can be changed to get them printed, and then they should be changed back to the original setting.

Settings > Privacy and Security > Site Settings



Additional Content Settings > PDF Documents > Open PDFs in Chrome



If you've confirmed these steps are being done, and they are still not aligning, other things may need to be adjusted, but not limited to are:

- Other Print Scale
- **1099 Margins:** *Setup > Options > Accounts Payable > General > 1099 Margins*
- If opening a true PDF, the print settings are different and need to be looked over.

Importing Text File With No Headings

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Importing Text File With No Headings

The first three columns are not used but must be defined in the SELECT (similarly to listing all items in a schema).

Field 4 = Date, Field 5 = Account, Field 6 and 7 = Comments, Field 8 = Debits, Field 9 = Credits.

	1	2	3	4	5	6	7	8	9
219	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-7273		System Credit 0300	0	0
220	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-6152		Check Reverse/Return	0	60
221	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-6152		Credit Card Chargeback	0	82.94
222	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-6152		Credit Card Chargeback	0	86.79
223	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-6152		Credit Card Chargeback	0	20
224	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-6300		Account Receivable	0	879039
225	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-6410		P/R	0	100
226	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-99-00-6409		P/R Annual Campaign	0	9915
227	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-01-1109	Capitalization Fee		0	590.1
228	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-01-1301	Program Fees		0	700
229	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-01-1453	Concessions		0	183.46
230	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-01-1603	NSF Processing Fees		0	475
231	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-01-1615	Bad Debt Collection Inci		0	113.46
232	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-02-1109	Capitalization Fee		0	192
233	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-02-1110	Adult		0	7146.71
234	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-02-1114	Senior Adult		0	132.6
235	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-02-1120	Youth		0	1304.02
236	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-02-1130	Teen		0	2714.21
237	DO11302022	AR	DAXKO Operations 11/30/2022	11/30/2022	01-01-02-1150	Family		0	23470.20

General Tab

Connection String sets Header = No.

Reference columns by = Number.

All Fields must be specified in order when listing the columns separately.

Name:

General Account Columns Update

Connector Type:

Connection string:

Command text:

Start Row: Reference columns by:

Source:

Create new Deposit Reference for every line

Default Approval Group:

Use schema

Account/Columns Tab

Items are referenced as the column number.

General Account Columns Update

Relative account: Cross Reference Format: Daxko

Structure:

✖ ✕ ⬆ ⬇

Chars Before	Column	Star..	Lengt..	Pad Char	Justify	Chars After
	5	1	13		Left	
-	5	14	3	0	Left	

General Account Columns Update

Amount format: Separate columns for debits ar

Debit amount: 8 Credit amount: 9

Specify date Column: 4 Separate batches by date

Specify period Column: 4 Format: date Separate batches by period

Specify comments Column: 7

Comments before: Daxko Import:

Object Type Column: Object Column:

Specify deposit date Column:

Specify deposit reference Column: Auto Number (Assign Batch as Deposit Reference)

Separate batches on Column:

Additional testing is needed to identify syntax for other functionalities that can be done.

	1	2	3	4	5	6	7
1	Semi Monthly Payroll	9/15/2022	1-1-01-2110-00		3,384.34		PR
2	Semi Monthly Payroll	9/15/2022	1-1-01-2310-00		246.81		PR
3	Semi Monthly Payroll	9/15/2022	1-1-02-2110-00		8,568.89		PR
4	Semi Monthly Payroll	9/15/2022	1-1-02-2120-00		577.50		PR
5	Semi Monthly Payroll	9/15/2022	1-1-02-2130-00		10,838.40		PR
6	Semi Monthly Payroll	9/15/2022	1-1-01-2310-00		100.00		PR
7	Semi Monthly Payroll	9/15/2022	1-1-02-2310-00		1,469.40		PR
8	Semi Monthly Payroll	9/15/2022	1-1-03-2110-00		4,608.34		PR
9	Semi Monthly Payroll	9/15/2022	1-1-03-2310-00		343.40		PR
10	Semi Monthly Payroll	9/15/2022	1-1-05-2118-00		3,982.47		PR
11	Semi Monthly Payroll	9/15/2022	1-1-05-2120-00		1,916.67		PR
12	Semi Monthly Payroll	9/15/2022	1-1-05-2130-00		559.80		PR
13	Semi Monthly Payroll	9/15/2022	1-1-05-2310-00		446.78		PR
14	Semi Monthly Payroll	9/15/2022	1-1-06-2110-00		2,730.00		PR
15	Semi Monthly Payroll	9/15/2022	1-1-06-2110-00		1,666.67		PR
16	Semi Monthly Payroll	9/15/2022	1-1-06-2120-00		9,624.50		PR
17	Semi Monthly Payroll	9/15/2022	1-1-06-2121-00		7,346.75		PR
18	Semi Monthly Payroll	9/15/2022	1-1-06-2310-00		204.28		PR
19	Semi Monthly Payroll	9/15/2022	1-1-06-2310-00		1,393.67		PR
20	Semi Monthly Payroll	9/15/2022	1-1-07-2120-00		2,048.49		PR
21	Semi Monthly Payroll	9/15/2022	1-1-07-2130-00		450.00		PR
22	Semi Monthly Payroll	9/15/2022	1-1-07-2140-00		25.00		PR

Worked - SELECT * FROM [Test\$] WHERE F3= '1-1-01-2310-00'

Worked - SELECT * FROM [Test\$] WHERE MID(F3,5,2) = '05'

Worked - SELECT * FROM [Test\$] ORDER BY F3

Worked - SELECT F1, F2, F3, F4, F5 FROM [Test\$] WHERE F3= '1-1-01-2110-00'

Failed - SELECT F1, F2, F3, F5 FROM [Test\$] WHERE F3= '1-1-01-2110-00'

Worked - SELECT F1, F2, F3, F4, SUM(F5) FROM [Test\$] GROUP BY F1, F2, F3, F4

Worked - SELECT F1&' - ' &F2 AS F1, F2, F3, F4, SUM(F5) FROM [Test\$] GROUP BY F1, F2, F3, F4

Worked - SELECT F1&' - ' &F2 AS F1, F2, IIF(F3>'', F3, F4) AS F3, F4, SUM(IIF(F5<>0, F5, F6*-1)) AS F5 FROM [Test\$] GROUP BY F1, F2, F3, F4

Failed - SELECT F1&' - ' &F2 AS F1, F2, IIF(F3>'', F3, F4) AS F3, SUM(IIF(F5<>0, F5, F6)) AS F5 FROM [Test\$] GROUP BY F1, F2, IIF(F3>'', F3, F4)

Failed - SELECT F1&' - ' &F2 AS F1, F2, IIF(F3>'', F3, F4) AS F3, IIF(F5<>0, SUM(F5), SUM(F6)) AS F5 FROM [Test\$] GROUP BY F1, F2, F3, F4

Failed - SELECT F1&' - ' &F2 AS F1, F2, IIF(F3>'', F3, F4) AS F3, IIF(F5<>0, SUM(F5), SUM(F6)) AS F5 FROM [Test\$] GROUP BY F1, F2, IIF(F3>'', F3, F4)

Budget Encumbered Amounts - Elk

Last Modified on 01/03/2025 2:22 pm EST

Beginning of the Year Budget Encumbered Amounts

1) Close any POs in December that need to be so that your encumbered amounts are correct at year-end. To do that, you can run the report I have shown below for the period 'Beginning' through 'December XX' to see what is open currently.

You can then right-click and drill down to close the PO right from the report. Make sure to make the close period December (Not January which it will default since that is the current month).

2) If you have not yet copied over the Budget to Forecast, do so!

3) You will want to go to the Budget>Actual/Budget entry screen and enter Revised Budget entries to roll forward those open PO amounts, increasing the new year (2023) revised budget amounts.

You will enter a Debit amount for the open PO amount of each account to rollover to the next year Forecast/Revised Budget. Enter the total credit amount for each fund into a balance sheet encumbrance account/s. (perhaps xxx-250000-03940. This doesn't affect your G/L as these are strictly budget amounts--no actuals. We suggest entering the same comment on each row, so these entries can be easily found later, if necessary. Example: Year End - Increase 2023 Revised Budget (Forecast) by the amount of open PO's at year end - Fund xxx.

In the January financials, the 2023 budget column should be the original budget. The 2023 forecast/revised budget column should be the original budget plus the open PO amounts rolled forward from last year.

To prove the encumbrance column is correct, run a Detail PO report by Account. The total amount of open PO's should equal the total encumbrance.

Once you have completed this, let us know and I'll check to make sure your encumbrances are still in balance.

Setting up Bank Rec for a Client Using the New GL Bank Rec for the First Time

Last Modified on 01/03/2025 2:11 pm EST

Setting up Bank Rec for a Client Using the New GL Bank Rec for the First Time

- Menu Setup/ checkbooks
 - They should not have checkbooks that share the same gl account.
 - I am not sure of the implication here, but Mike might know. His answer was that rows will duplicate on each checkbook.
- To any checkbook add any non AP gl accounts. For example a Y has an Acct used to import the activity of credit cards. Add this acct to the Non AP gl accounts and these transactions will display in the bank rec.
 - After you set this you might have to run "Move Records again found in Setup, Options, AP.
- These two sql qry select statements will help review this for a client.
 - `SELECT [CheckbookID],[Description],[Active],[DftCashAccount]`
`FROM [AP].[Checkbooks] ORDER BY CheckbookID`
`SELECT [CheckbookID],[CashAccount] FROM [AP].[CheckbookCashAccounts] ORDER BY CheckbookID, C`
- Menu Setup/Imports/JE Imports, Payment Imports.
- These should have been set up when the client went live. You need to review to ensure that the imports are set up correctly.
- Go to all Imports, JE, Payment, etc. Look for these settings and turn them on.
 - General tab.
 - Fill in the check box "Create new Deposit Reference for every line."
 - remove the check from the use schema check box
- Columns tab fill in the check box for "Auto Number (Assign Batch as Deposit Reference)
- Menu Setup/Options/AP General
 - Click Checkbox to "use GL Bank Rec," this uses the new bank rec view.
 - Combine MOPs - This is only for SGA-Sales clients.
 - This combines SGA-Sales transactions for credit cards MC, VISA, AMEX and Disc into one row on the bank rec.
- Do the Move Records.
 - Go a month or two older than when the client wants to start with the bank rec.
 - Click the button Move Records.
- If imports were not set up to show detail on separate rows in the bank rec, see the new feature highlighted in red in the picture below. This is new in v 11.8.10
- Here is a picture of the Bank Reconciliation options in Setup, Options, AP General

Use G/L Bank Rec

Group bank rec SL Payment Methods

Methods: Discover

Group Name: Discover, MasterCard

Move records into G/L bank rec starting at: 07/2021 July

Separate Bank Rec entries and create separate rows starting at: 07/2021 July

- In order to see the new Bank Rec View, you will have to log out, close any tabs for that client, open a tab, and log in again.

- Open Bank Rec
- Change GL month to a Month Prior to when you moved Records.
 - Set the source to AP, click display
 - Of course only do this if they never used the clear function for AP.
 - Use the Advance Global clear to clear old rows
 - Unclear any that should still be outstanding.
- Set the Source to JE, click display
 - Use the Advance Global Clear to clear old rows.
 - Unclear any rows that should still be outstanding.
- Set the Source to AR, click display
 - Use the Advance Global Clear to clear old rows.
 - Unclear any rows that should still be outstanding
- Set the Source to SL (for a SGA-Sales client), click display
 - Use the Advance Global Clear to clear old rows.
 - Unclear any rows that should still be outstanding
- That should now provide the client with the tools to get started on the new bank rec.
- If they have any items from their bank recs that should be outstanding but are not on this bank rec, these outstanding items should be entered in the adjustment button on the bank rec. Then in future months when one of those does clear, then remove that row from the bank rec.
- This will likely happen for a client new to SGA-Accounting. At the moment of conversion the old accounting system had checks that were outstanding.
- Imports for Bank Reconciliation
- AP Checks import from bank. Let the client know about this feature. Ask them to provide a file and then set up the import for the checks.
 - I usually go to an earlier client and replicate those settings on the new client as a starting point.
- SGA-Sales
 - Set up the import for
 - credit cards
 - ACH.com for ACH imports

View for Bank Reconciliation. Set up the columns view in this order and save it as standard.

Customize Columns [View Help](#)

Visible	Column Name
<input checked="" type="checkbox"/>	Row
<input checked="" type="checkbox"/>	Cleared
<input checked="" type="checkbox"/>	Check#/Ref#
<input checked="" type="checkbox"/>	Deposits And Other Debits
<input checked="" type="checkbox"/>	Checks And Other Credits
<input checked="" type="checkbox"/>	GL Mo/Yr
<input checked="" type="checkbox"/>	GL or Deposit Dates
<input checked="" type="checkbox"/>	Clear Date
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Vendor ID
<input checked="" type="checkbox"/>	Payment Type
<input checked="" type="checkbox"/>	Source
<input checked="" type="checkbox"/>	Reconcile Date
<input checked="" type="checkbox"/>	GL Account Description
<input type="checkbox"/>	Payment ID
<input checked="" type="checkbox"/>	Batch#
<input checked="" type="checkbox"/>	Entry Date
<input type="checkbox"/>	Table
<input type="checkbox"/>	Previous Status
<input type="checkbox"/>	Is Payment
<input checked="" type="checkbox"/>	Final Reconciliation
<input type="checkbox"/>	Payment Method ID
<input type="checkbox"/>	Deposit Date
<input checked="" type="checkbox"/>	Deposit Reference
<input checked="" type="checkbox"/>	Status
<input type="checkbox"/>	Clear Fiscal Yr-Period
<input type="checkbox"/>	Clear Fiscal Mo/Yr
<input type="checkbox"/>	GL Account
<input type="checkbox"/>	Source Description

Select / deselect all

Set up a view called standard that has these columns AND in this order.

Provide the client with the Word document with instructions on bank rec.

Interrogate out of Balance

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Interrogate out of Balance

Execute the following stored procedures, which are designed to identify the problem. To do this open SQL Server Management Studio, *select the database > Programmability > Stored Procedures*:

Run this to identify which periods are out of balance for every year :

GL.Actual_GetYearsOfBalances

Right-click > Execute stored procedure

This should display all zeroes—at least since SGA implementation. If all zeroes, check for beginning balances on any Income/Expense accounts, using Detail Report Writer.

Run this for the fiscal period that is out of balance . It will return a list of batches out of balance for the specified year and period:

GL.Detail_GetBatchesOutOfBalance

@FiscalYear = 2022,

@FiscalPeriod = 6

Once you've identified the batch, open SGA and browse that batch by going to Tools > Browse Batch. If the batch is out of balance on that screen, then the data needs correcting. If the batch looks in balance on the Browse Batch screen, then the actuals are probably inconsistent with the transactions. Run this (for the appropriate year/months) to find out what actuals are off. This compares the account balance to the transactions:

GL.Detail_GetInconsistentActuals

@FromYear = 2022,

@ToYear = 2022,

@FromPeriod = 1,

@ToPeriod = 14

Important!!! Anytime you are about to run a stored procedure in SQL, be CAREFUL as you are changing entries in the database!! If anything is not clear, be sure to ask questions with SGA team and confirm what you are about to do!!!

Out of Balance due to an AP entry to the prior year:

If an out-of-balance issue is due to an AP entry to the prior year, rerun the year-end reset for the prior year. Caution: if you have to run a year-end reset for any year prior to the last year, you must subsequently run a year-end close for each year after, and it must be done in order by year!

Out of Balance - One account only:

If the problem is just in one account, we can run an update for a selected account rather than run Update General Ledger from the menu. To update one G/L account (instead of running Update from the menu for all accounts), go into the SQL:

Go to Programmability > Stored Procedures > GL.Actual_UpdateBalances. Right-click on it and choose "Execute Stored Procedure". There are 4 parameters that need filled out, which are similar to what is on the Update (menu) screen.

Timeframe: B=Backward, F=Forward, A=All or Both

BaseYear = the year

Account = the full string account#

UpdateMonthlyBuckets = should be a 1 so that it updates the buckets vs 0, which just updates the balance forwards.

Then click OK.

AP or CD Batch out of Balance.

- If an AP batch is out of balance and the scheduled account/s need recreated in SQL, open the database > Programmability > Stored Procedures > AP.Invoice_WriteGLEntriesforBatch. Right click > Execute stored procedure. Enter the batch# under Value. This deletes and recreates the entries to the scheduled account/s.
- If a CD batch is out of balance and the scheduled account/s need recreated, do same as above but select stored procedure AP.Payment_WriteGLEntriesforBatch. Right click > Execute stored procedure. Enter the Batch# under Value. This deletes the scheduled account entries and regenerates each SA entry.

Beginning balances not correct:

If only the beginning balances are wrong, from menu run Tools > Update General Ledger from the prior year forward. Uncheck the box for update monthly buckets. This runs quickly.

If account balances ever need recalculated:

- Run Tools > Update General Ledger for the current year forward. This reads all of the transactions and recalculates each account balance. This option can take a lot of time to run.
- Update General Ledger does NOT correct year end closing entries.
- Update General Ledger does NOT recalculate encumbrance.

Encumbrance Out of Balance:

- If encumbrance is ever out of balance, click [here](#) for details on how to correct.

Sheena - can we have a link here to the article "Encumbrance out of balance".

Create offsetting G/L Entries

Last Modified on 01/03/2025 2:13 pm EST

Create offsetting G/L Entries

If A/P or cash is ever out of balance for any reason due to the offsetting G/L entries being missing, here is how you fix it. There is no need to run a G/L update afterward.

Offsetting G/L Entries for Invoices

Run this to create the offsetting G/L entries for an A/P invoice batch:

```
AP.Invoice_WriteGLEntriesForBatch
```

```
@Batch = xxx
```

If you don't want to create the entries for the entire batch, you can query which invoices you want to create the offsetting G/L entries for using the query below. Just change the WHERE clause to be what you want to select invoices by.

```
DECLARE @InvoiceTable AP.Invoice_KeyTableType
```

```
INSERT @InvoiceTable
```

```
(InvoiceID, InvoiceSubID)
```

```
SELECT InvoiceID, InvoiceSubID
```

```
FROM AP.Invoices i
```

```
WHERE xxx
```

```
EXECUTE AP.Invoice_WriteGLEntries
```

```
@InvoiceTable = @InvoiceTable
```

Offsetting G/L Entries for Payments

Run this to create the offsetting G/L entries for an A/P payment batch:

```
AP.Payment_WriteGLEntriesForBatch
```

```
@Batch = xxx
```

If you don't want to create the entries for the entire batch, you can query which payments you want to create the offsetting G/L entries for using the query below. Just change the WHERE clause to be what you want to select payments by.

```
DECLARE @PaymentTable AP.Payment_KeyTableType
```

```
INSERT @PaymentTable
(CheckbookID, PaymentID, PaymentSubID)
SELECT p.CheckbookID, p.PaymentID, p.PaymentSubID
FROM AP.Invoices i
JOIN AP.InvoiceDetail id ON id.InvoiceID = i.InvoiceID AND id.InvoiceSubID = i.InvoiceSubID
JOIN AP.Payments p ON p.CheckbookID = i.CheckbookID AND p.PaymentID = i.PaymentID AND
p.PaymentSubID = i.PaymentSubID
WHERE xxx
EXECUTE AP.Payment_WriteGLEntries
@PaymentTable = @PaymentTable
```

Encumbrance Out of Balance

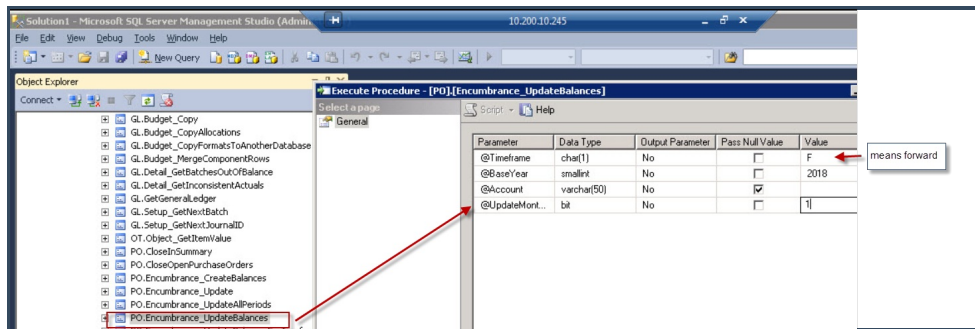
Last Modified on 01/03/2025 2:15 pm EST

Encumbrance Out of Balance

Sheena - this should be available only for user SGA

YTD Encumbered is the total balance of open PO's. If the YTD Encumbered amount on the financial reports does not balance with a PO detail report of open balances, you can do the following:

- Run a PO detail report looking for any activity in a future year. If anyone entered a PO to the wrong year, correct the database PO.Purchase OrderDetail. You will have to run the stored procedure below to recalculate the encumbered balance.
- When an invoice is entered, a closing record is put out on the PO. If a user later edits the invoice month/year, the system does NOT update the closing PO record. A troubleshooting report was created for STEP - GenRpt to identify any invoices where month/year does not equal PO close month/year. If anything is on this report for the current month, edit the month on the PO closing record to match the month on the invoice. Month/Year is a field that can be edited on the PO Detail browse screen.
- Run a PO detail report to see if any PO balances are in balance sheet accounts. If these exist, do not include balance sheet accounts in the Open PO report.
- Update General Ledger does not recalculate encumbrance. You can run the following stored procedure that will recalculate encumbered balances.



- PO.Encumbrances is the table file of amount of encumbrance by month. You can look in this file if it helps identify the month encumbrance went out, but we never manually make changes here in the database. Use the stored procedure!

