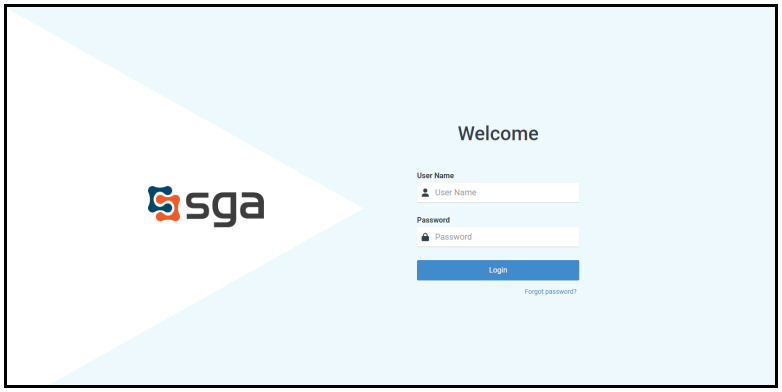
Last Modified on 07/17/2026 3:36 pm EDT

Budget Training Documentation for Branch Staff (Under Construction)

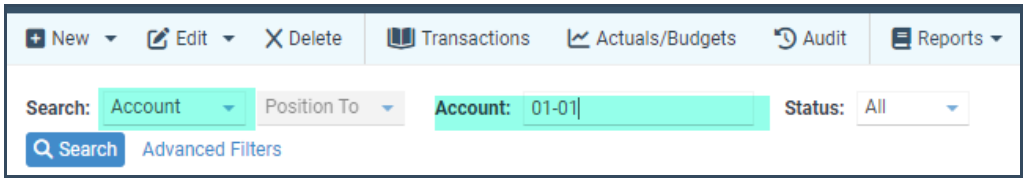
You will most likely be accessing SGA Accounting from the web. To sign on to the SGA software, you may be required to enter your username and password. Click OK. You may change your password at any time by clicking Change password. If you ever forget your password, enter your username and click "Forgot my password." The system will email you a temporary password for you to sign in; you will then be 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)

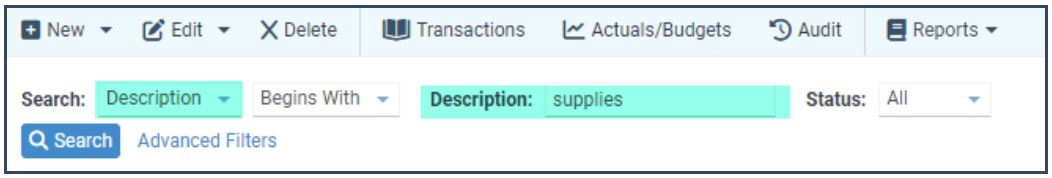
Records > Accounts

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 display the number you have keyed.



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.



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.

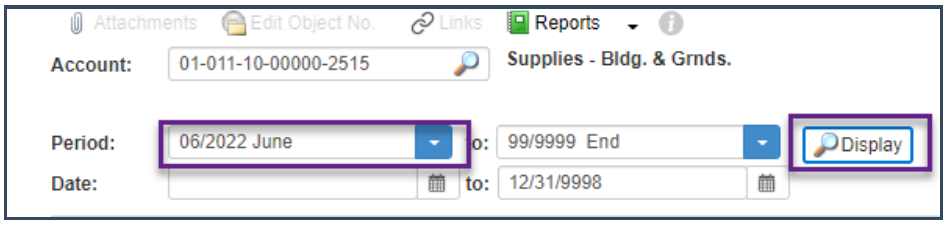


Click on the dropdown arrow and select the columns to display. This allows you to see the prior month-end balance, current account balance, etc., without having to run a report. Columns can be adjusted by clicking the customize view icon.



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:

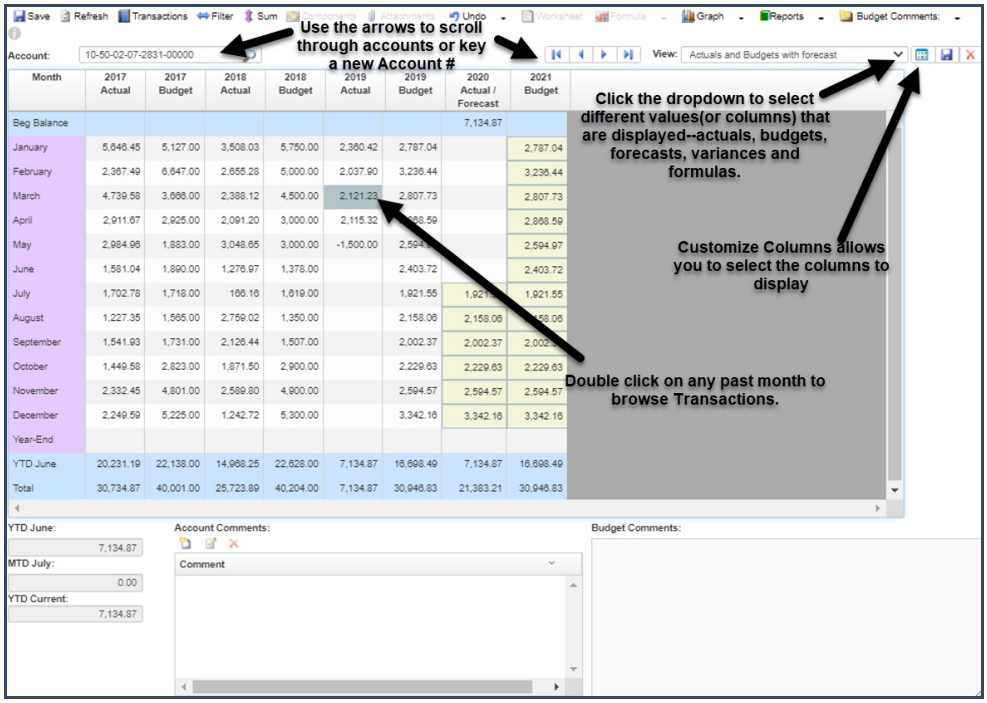
Account Transactions will allow you to browse the detailed G/L history for the highlighted account. Click Display to build the screen. You can move back to the beginning month to view history by clicking on the dropdown arrow for the beginning Period, or you can enter the beginning period, such as 062010 (no dashes required). Hit Enter or click Display to refresh the screen.



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 in several ways;

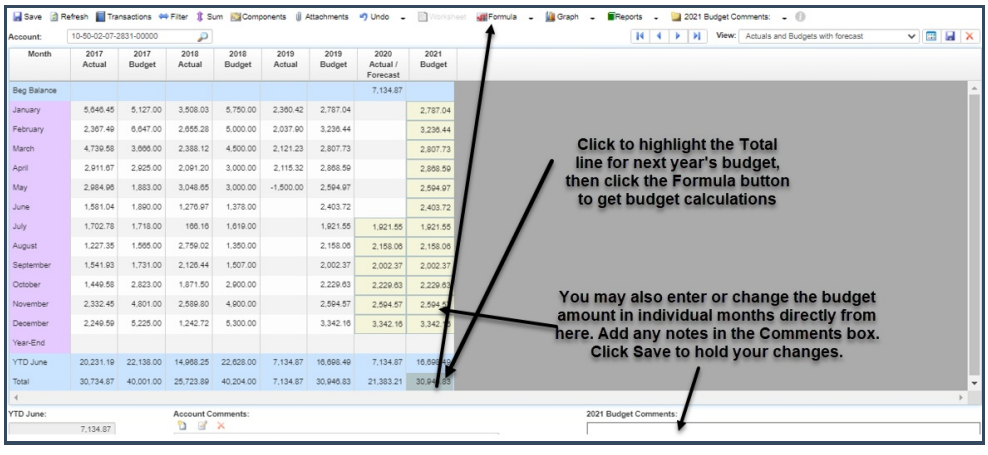
- From the **Budgets** menu, **Actual/Budgets**.
- Or right-click on an account and select Actual/Budgets.
- From a report, drill down to the Account level, right-click, and select Actual/Budgets.



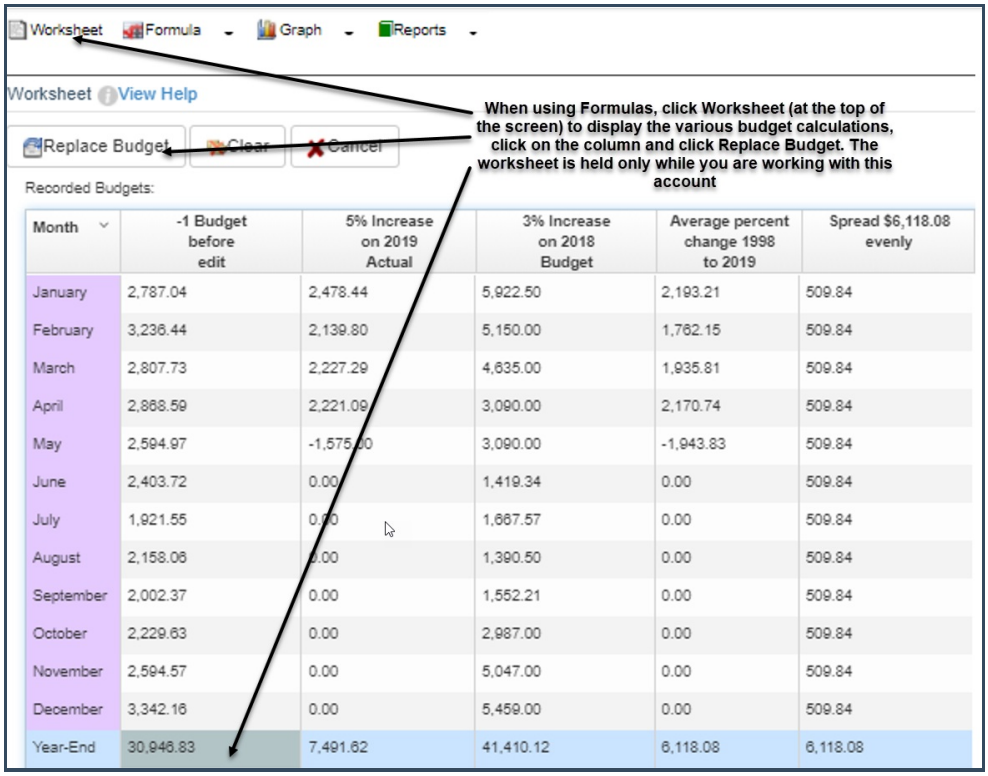
This is also the main screen where you enter budgets. Budget entry screens will differ depending on the type of account (general, payroll, membership, programs, etc.).

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)





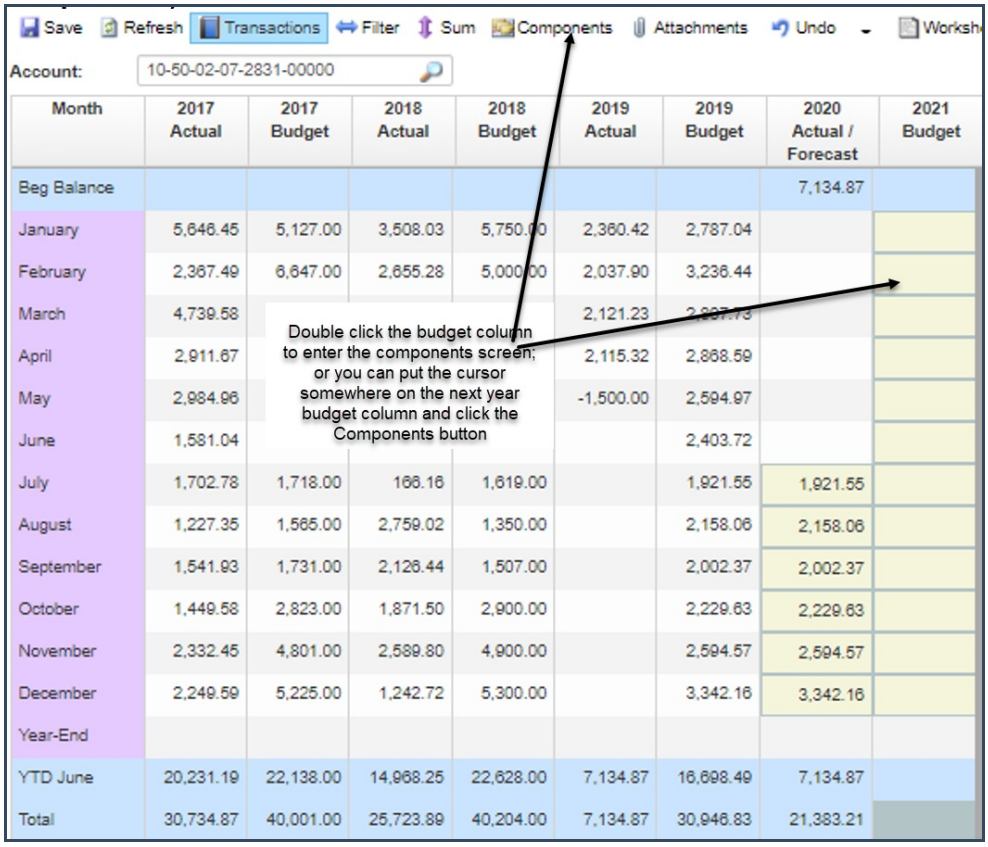


Month	-1 Budget before edit	5% Increase on 2019 Actual	3% Increase on 2018 Budget	Average percent change 1998 to 2019	Spread $6,118.08 evenly
January	2,787.04	2,478.44	5,922.50	2,193.21	509.84
February	3,236.44	2,139.80	5,150.00	1,762.15	509.84
March	2,807.73	2,227.29	4,635.00	1,935.81	509.84
April	2,868.59	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	1,667.57	0.00	509.84
August	2,158.06	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	30,946.83	7,491.62	41,410.12	6,118.08	6,118.08

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.

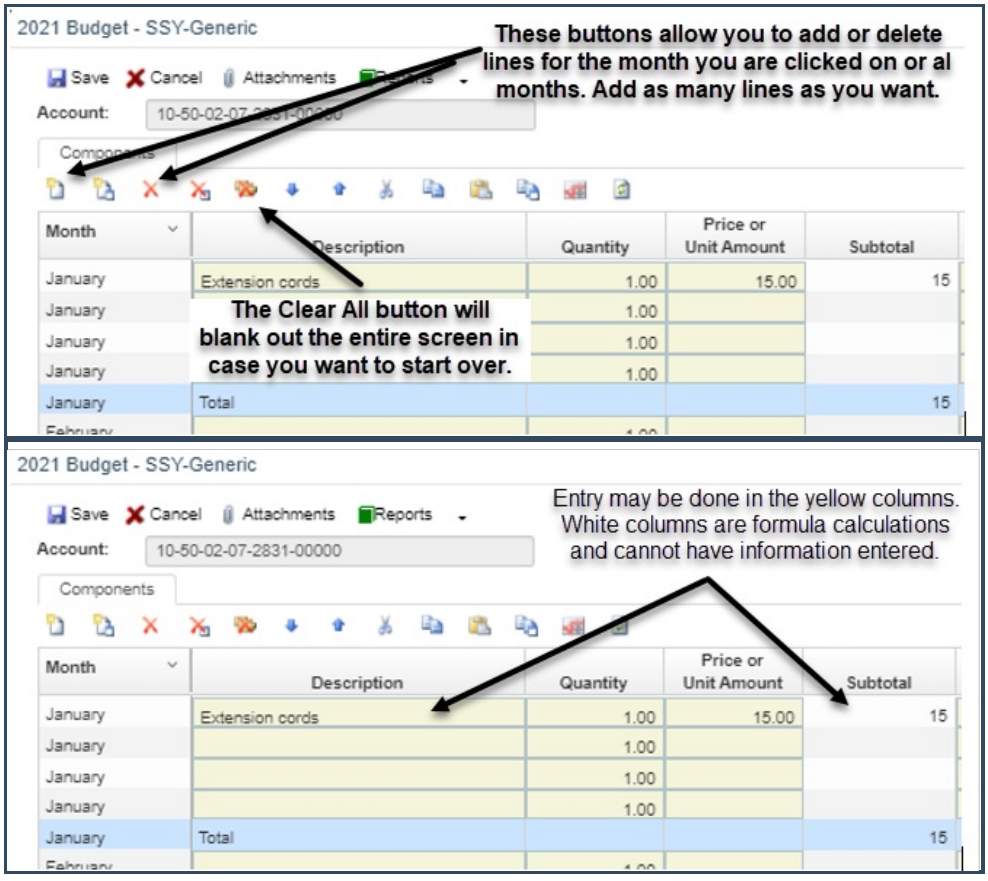
Note: *The following pages show examples of working with budgets at the Component level. Your organization will decide whether to use Budget Components and on which accounts. Your Components entry screen may look different from the examples, but the functionality should be the same.*

Example 2: General accounts (entering budget at a more detailed level called Components)

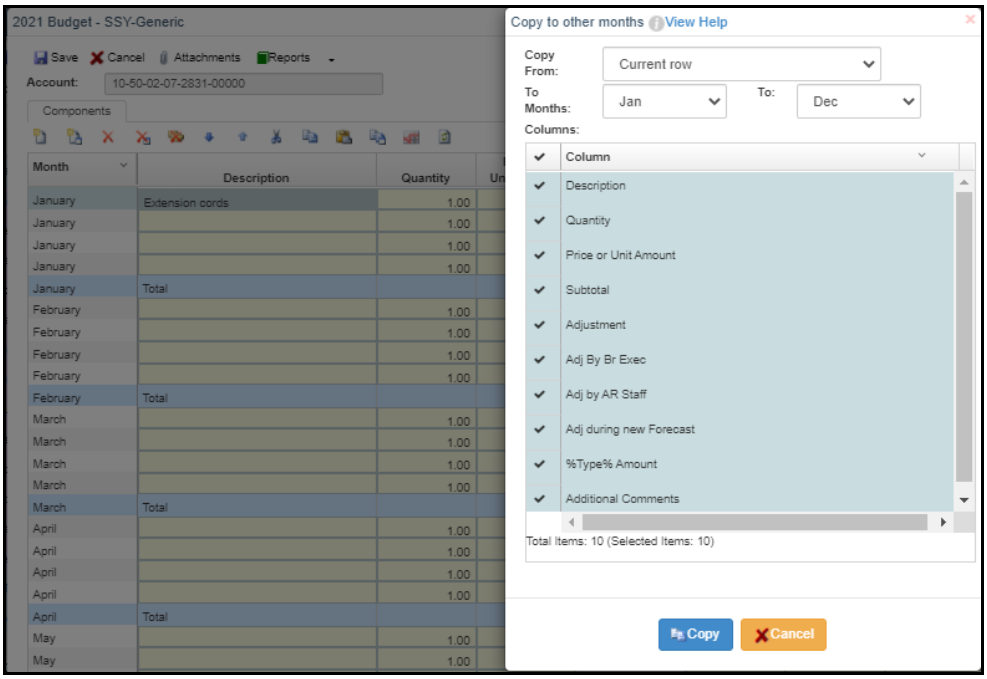


Month	2017 Actual	2017 Budget	2018 Actual	2018 Budget	2019 Actual	2019 Budget	2020 Actual / Forecast	2021 Budget
Beg Balance							7,134.87	
January	5,646.45	5,127.00	3,508.03	5,750.00	2,360.42	2,787.04		
February	2,367.49	6,647.00	2,655.28	5,000.00	2,037.90	3,236.44		
March	4,739.58				2,121.23	2,837.73		
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	

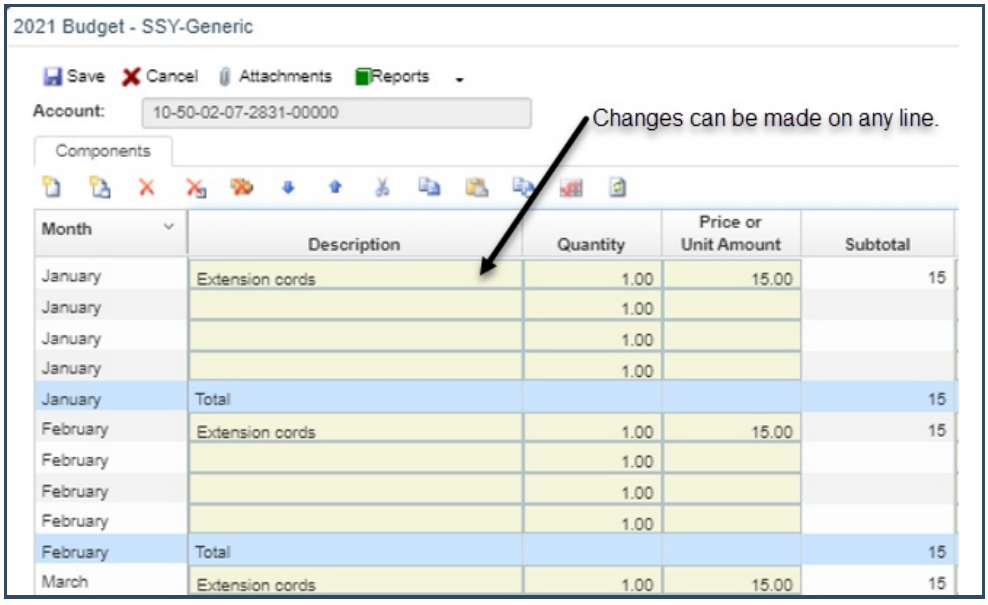
Details may be entered on the Components screen for each month. Your Components entry screen may look different from this example, but the functionality should be the same.



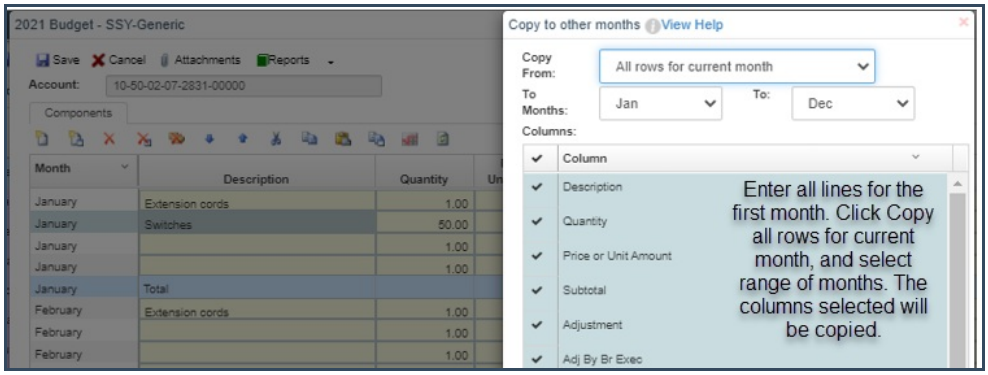
To enter the same budget line for all months, click to highlight the line (for example, misc. office supplies shown below) and click the **Copy to other months** icon.

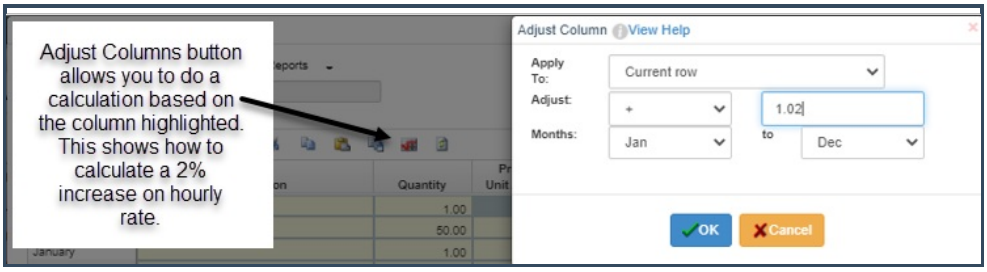


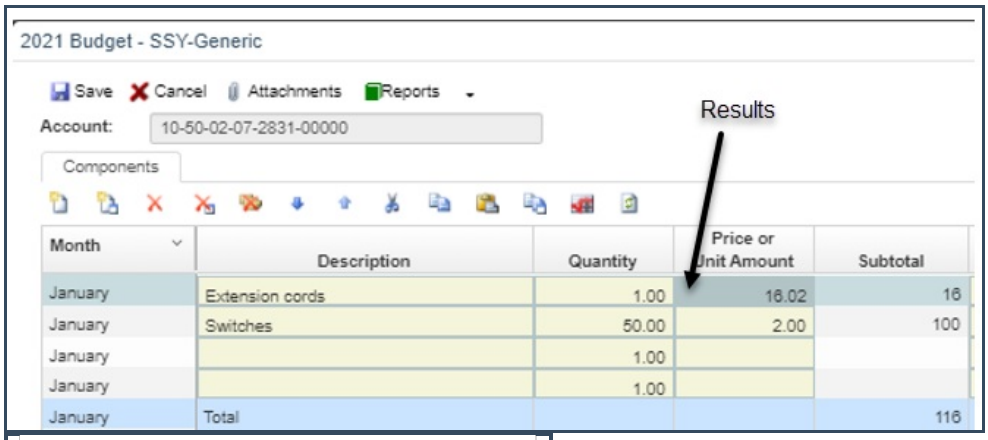
Result of copying the Extension cords line for months Jan to Dec:

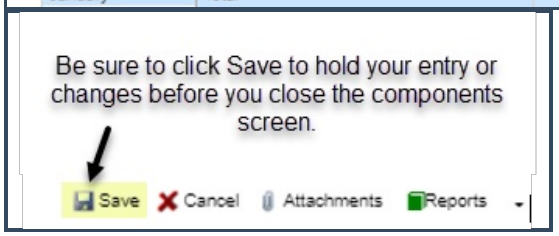


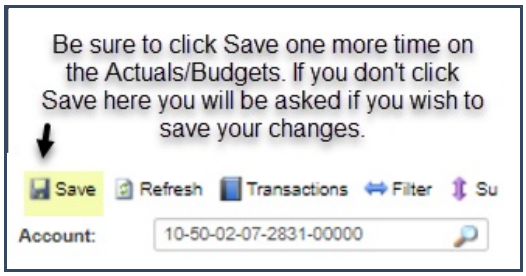
You can also copy all component lines from one month to another.

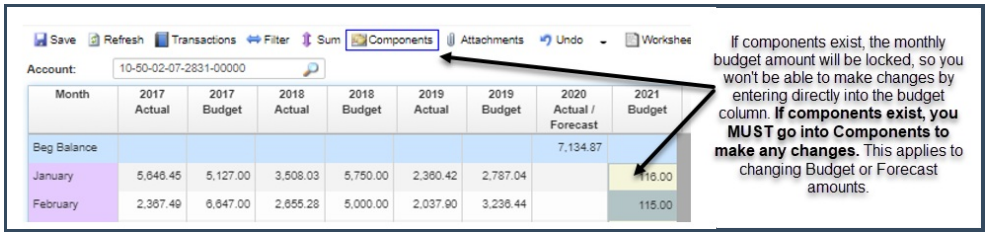

2021 Budget - SSY-Generic
Save
Cancel
Attachments
Reports
Account:
10-50-02-07-2831-00000
Components
Month
Description
Quantity
January
Extension cords
1.00
January
Switches
50.00
January
1.00
January
1.00
January
Total
February
Extension cords
1.00
February
1.00
February
1.00
Copy to other months
View 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.


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.
Adjust Column
View Help
Apply To:
Current row
Adjust:
+
1.02
Months:
Jan
to
Dec
OK
Cancel


2021 Budget - SSY-Generic
Save
Cancel
Attachments
Reports
Account:
10-50-02-07-2831-00000
Components
Results
Month
Description
Quantity
Price or Unit Amount
Subtotal
January
Extension cords
1.00
16.02
16
January
Switches
50.00
2.00
100
January
1.00
January
1.00
January
Total
116


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
Su
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
Beg Balance							7,134.87	
January	5,646.45	5,127.00	3,508.03	5,750.00	2,360.42	2,787.04		116.00
February	2,367.49	6,647.00	2,655.28	5,000.00	2,037.90	3,236.44		115.00

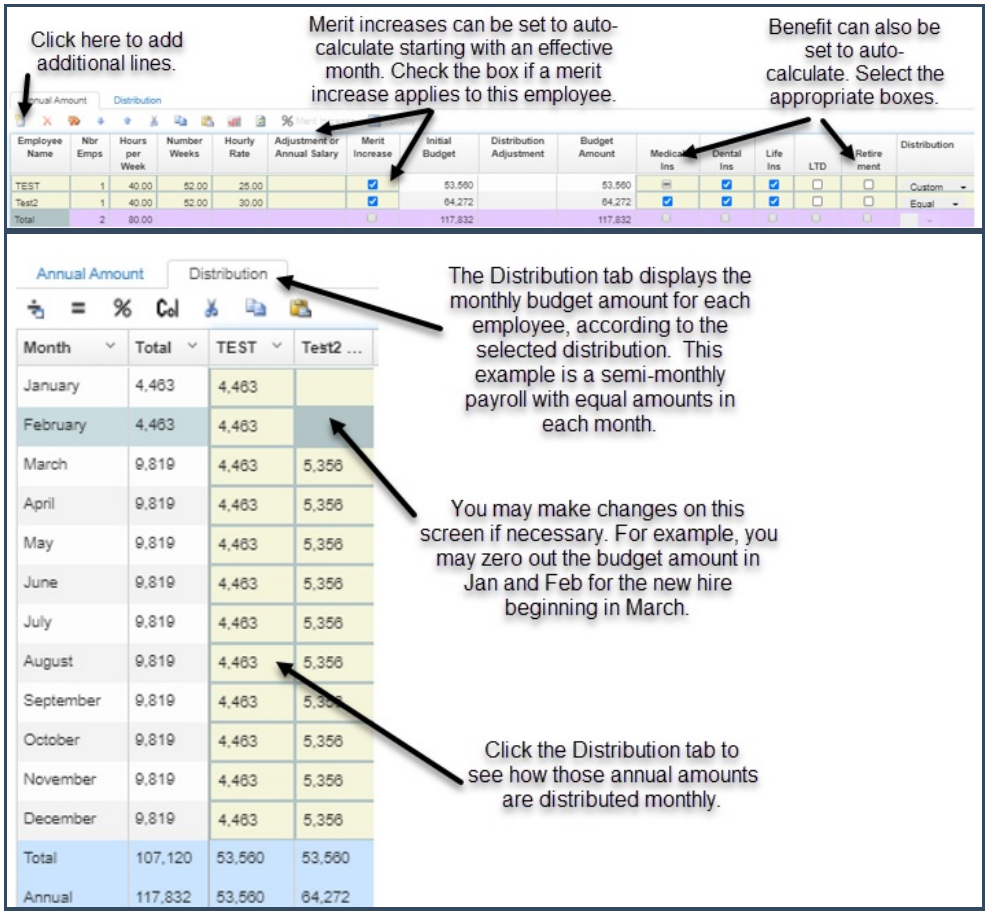
You may cancel at any time when doing any budget entry, changes, or forecasting. Nothing is saved until you click the Save button. When exiting the screen, which you can do by clicking the X at the top-right of the screen, you will be asked if you want to save your budget changes.

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.

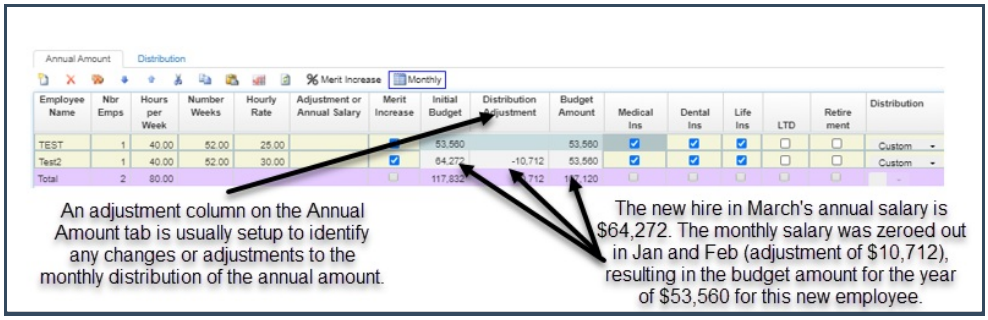
Example 3: Entering Annual Budgets

Your budget entry screen may look different from this example, but the functionality should be the same.

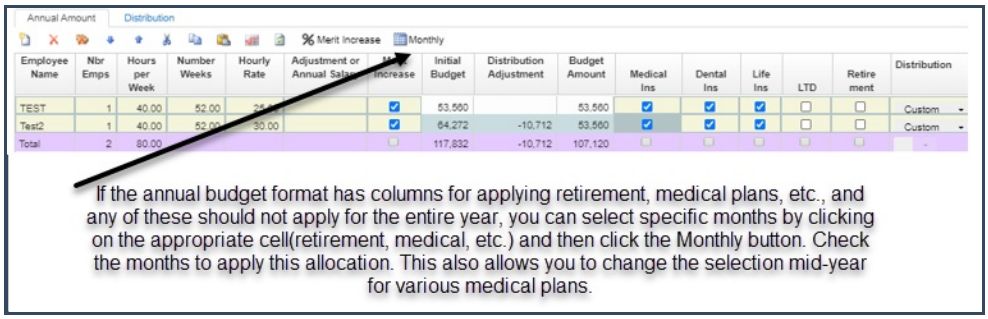


Employee Name	Nbr Emps	Hours per Week	Number Weeks	Hourly Rate	Adjustment or Annual Salary	Merit Increase	Initial Budget	Distribution Adjustment	Budget Amount	Medical Ins	Dental Ins	Life Ins	LTD	Retirement	Distribution
TEST	1	40.00	52.00	25.00		☑	53,560		53,560	☐	☑	☑	☐	☐	Custom
Test2	1	40.00	52.00	30.00		☑	64,272		64,272	☑	☑	☑	☐	☐	Equal
Total	2	80.00				☐	117,832		117,832	☐	☐	☐	☐	☐	

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

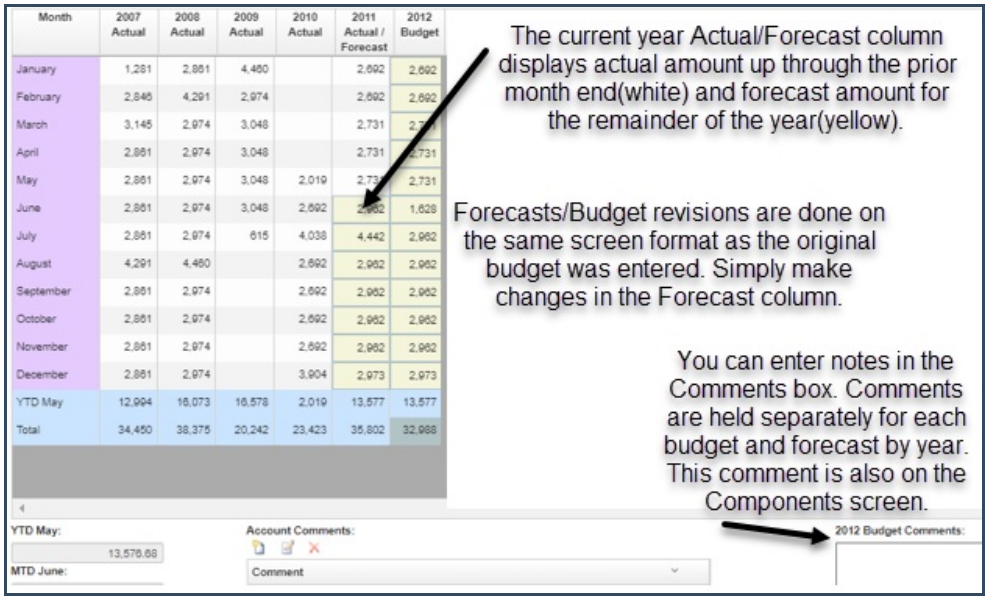


Benefit allocations:



This is the monthly tab for Medical Ins:

Forecasting:



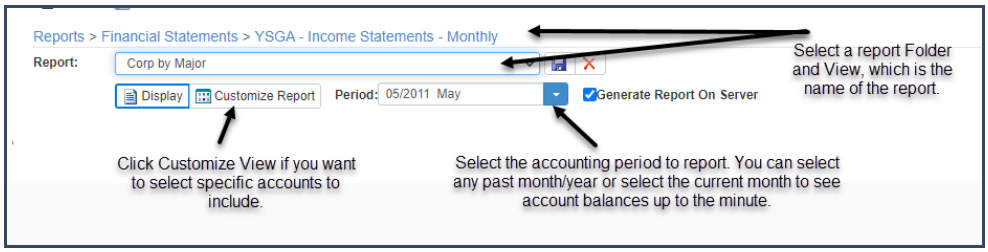
When the budget entry is done at the annual level for an account, forecast changes are done on the monthly distribution screen. This allows you to change the monthly amounts as necessary throughout the year or add a new budget line at some point in the year.

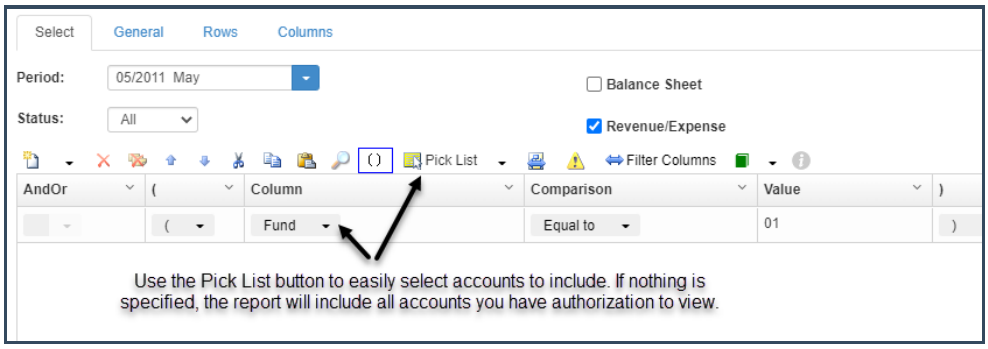
Displaying/Printing reports

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.

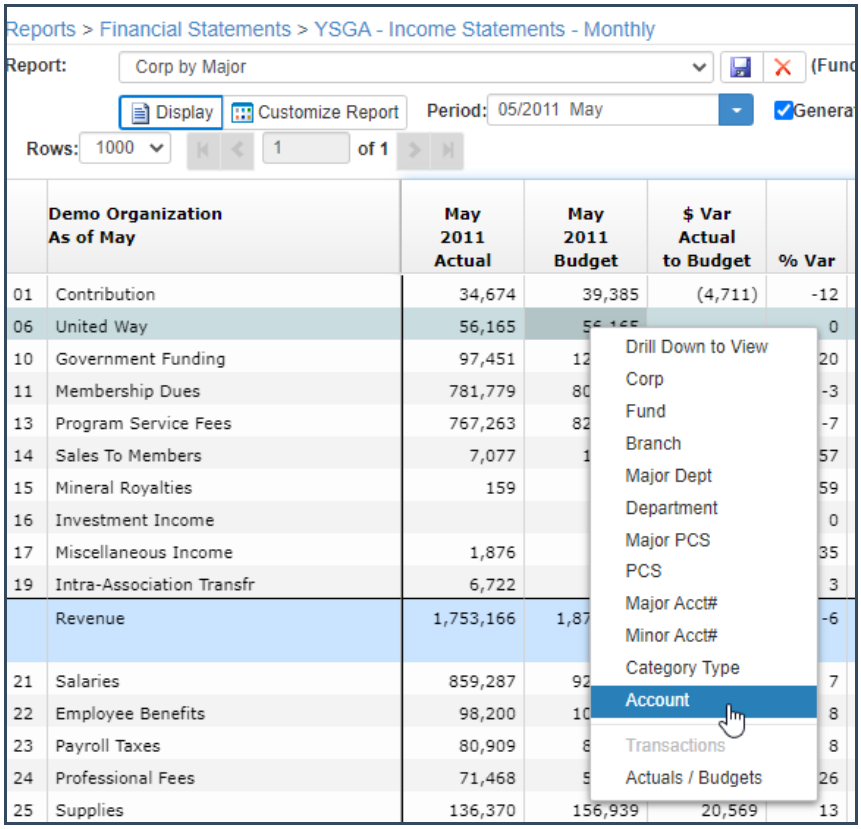




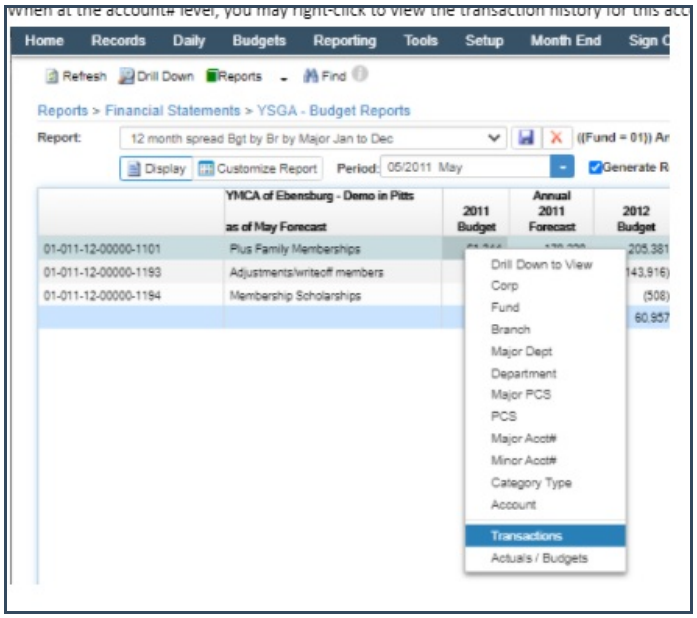
Click the Display button to build the report on the screen.



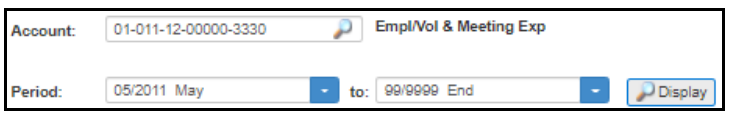
When any report is displayed on the screen, you can right-click on a line and drill down to a more detailed level. For example, drill down to Account to see every account line included in this total.



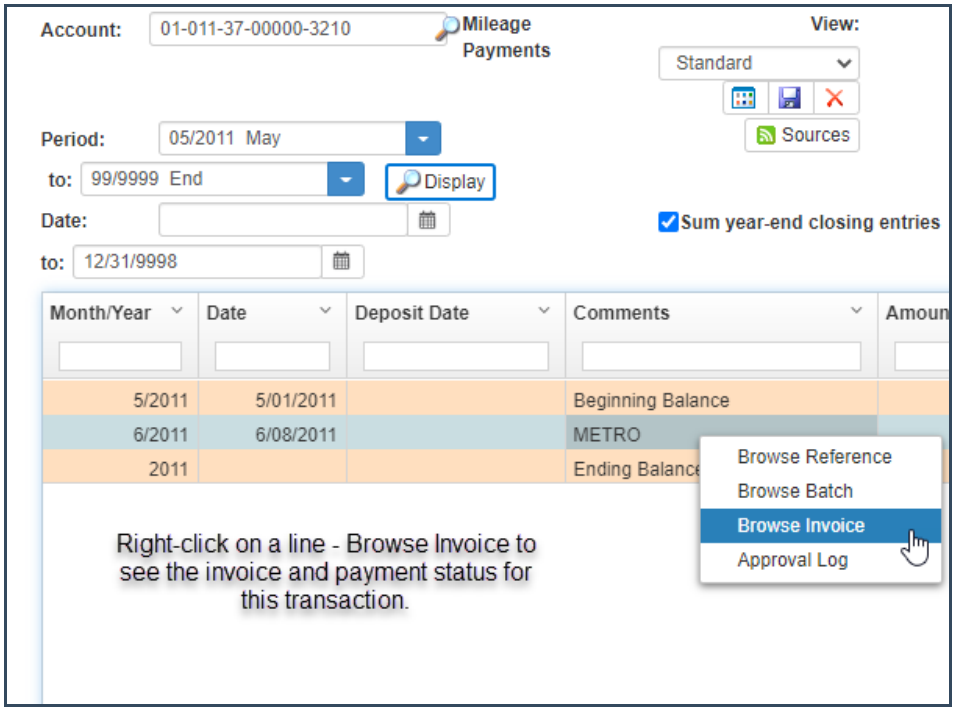
When at the account# level, you may right-click to view the transaction history for this account.



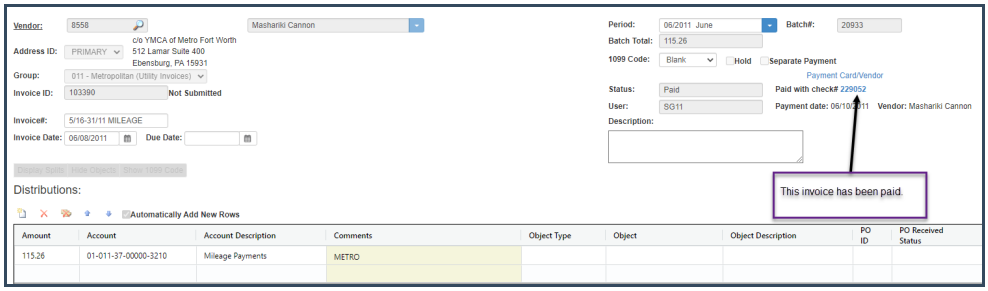
Select the beginning period and click Display.



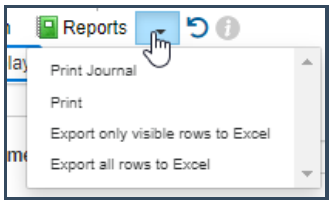
Transaction details are displayed:



When browsing the invoice, you can see the payment status of the selected invoice.



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.



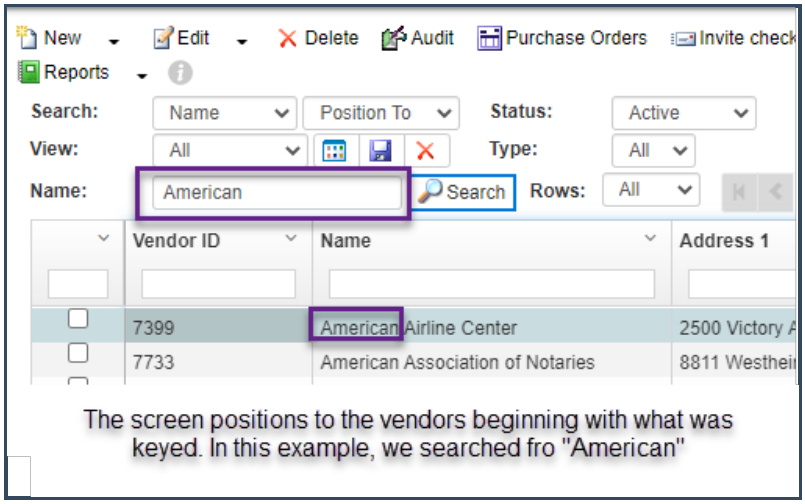
Generic Report Writer: This allows you to print a detailed breakdown of monthly budget components. These reports can be set to include the same columns as your budget components screen.

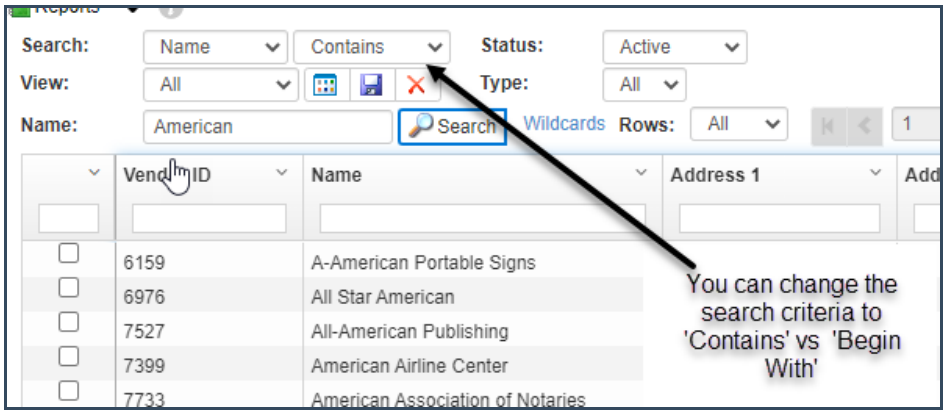
Reports Lists: Allows you to print or email a selected list of multiple reports with just one click.

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.



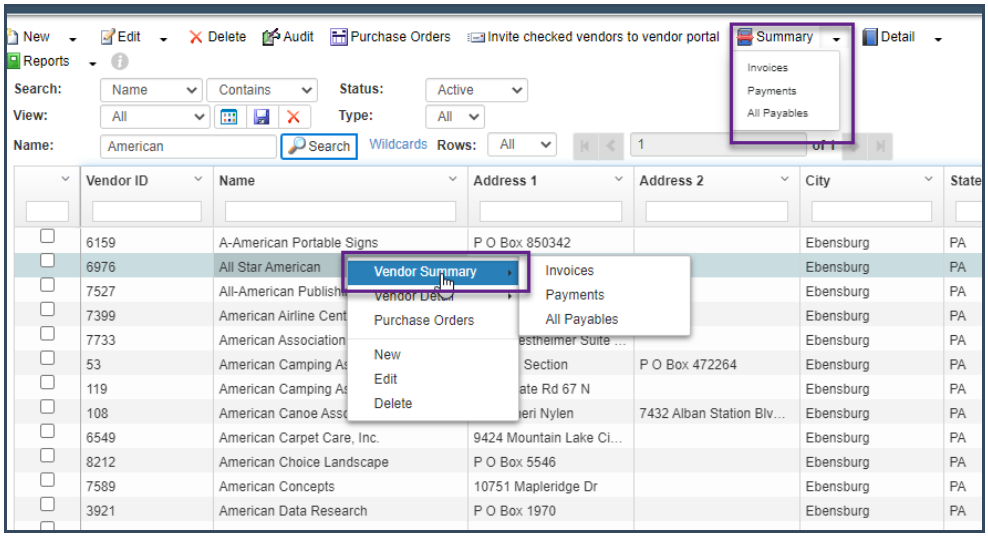


You may use the Page Up/Page Down keys, arrows up/down, or the arrow buttons on the screen to scroll through the list of vendors. Click on the X in the upper right-hand corner to close the screen.

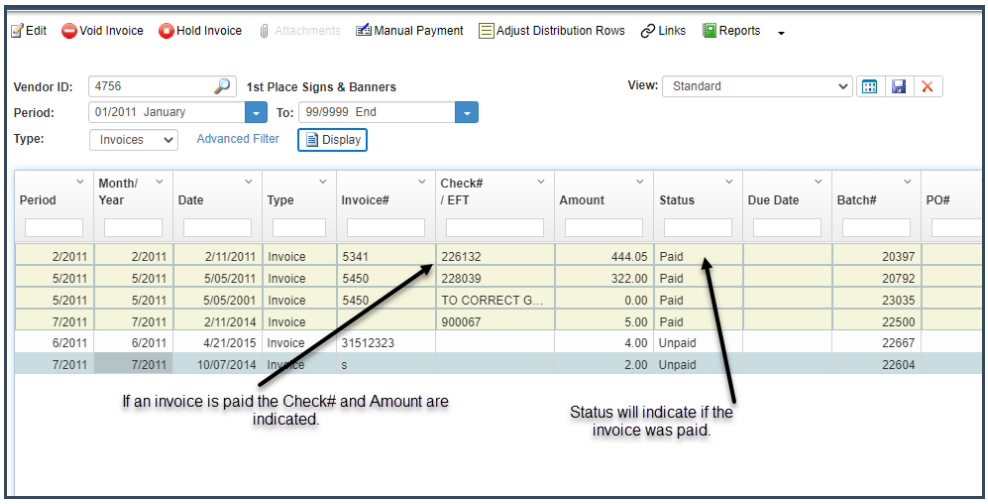


A/P Vendor Transactions:

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).



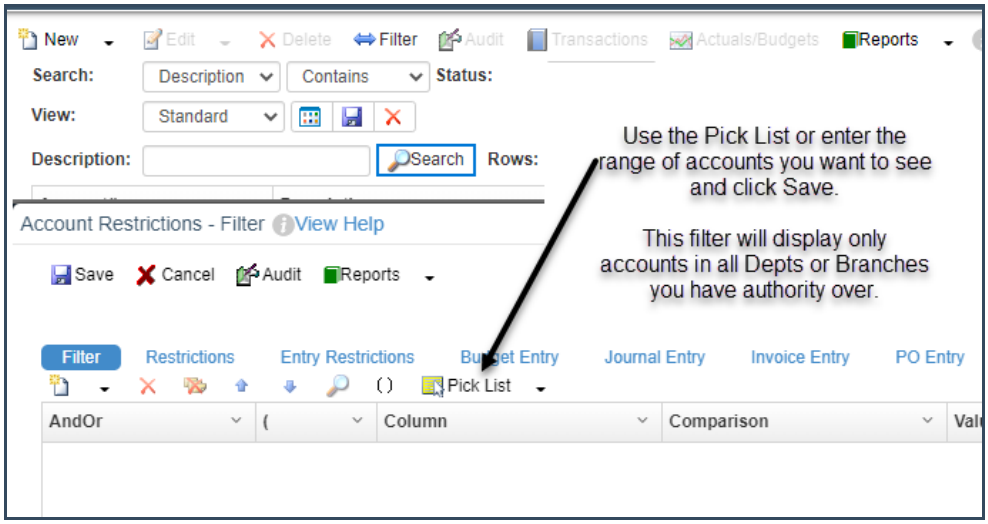
Each invoice is listed on this screen. You can view the details in this view or double-click on any invoice line to see the invoice entry screen, distribution lines, and payment status.



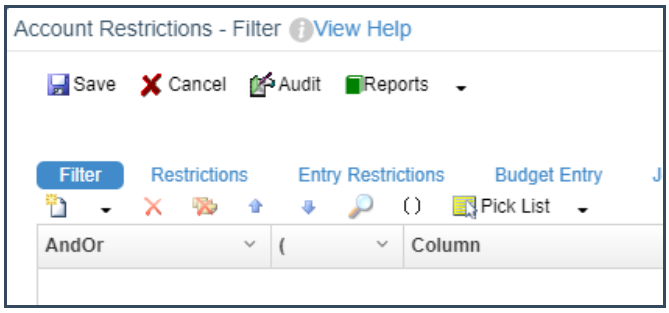
Click to highlight an invoice line. The distributions are shown at the bottom of the screen. Only distributions for the G/L accounts you have authorization to view are displayed. Only invoices entered in SGA can be seen in vendor history. Converted A/P will not show here.

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.

