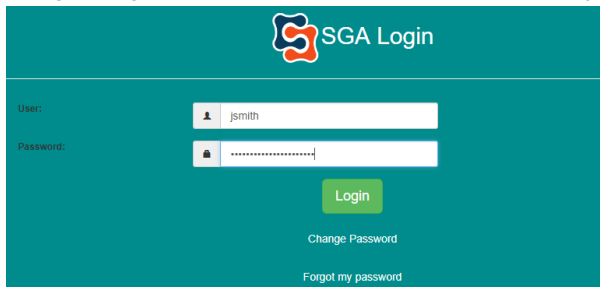


Budget Training Documentation (Branch Staff)

Last Modified on 03/31/2022 4:08 pm EDT

SGA Accounting **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)

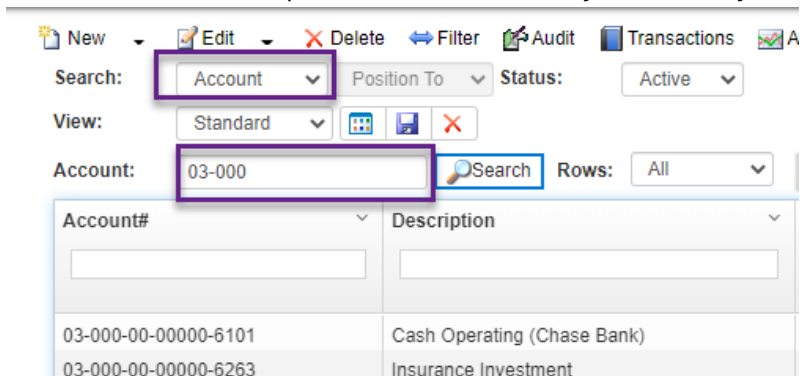
Reports > Financial Statements (report writer) (F2)

Records > Vendors for browsing invoice and/or payment history (F7)

Reports > Generic Report Writer (breakdown of monthly budget amounts by components) (CTRL + F3)

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 to the number you have keyed.

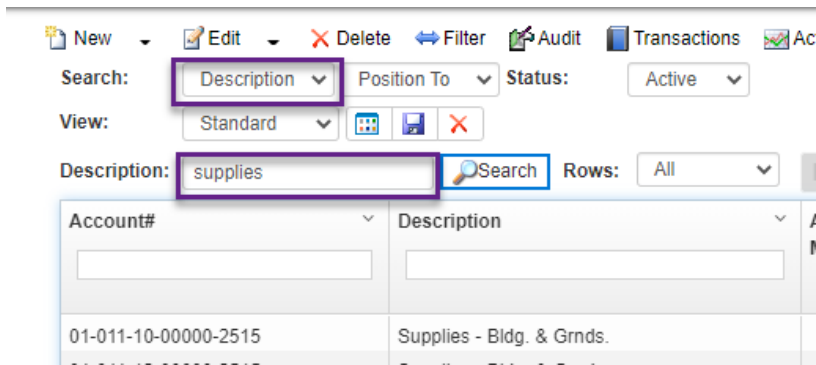


Account#	Description
03-000-00-00000-6101	Cash Operating (Chase Bank)
03-000-00-00000-6263	Insurance Investment

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 to

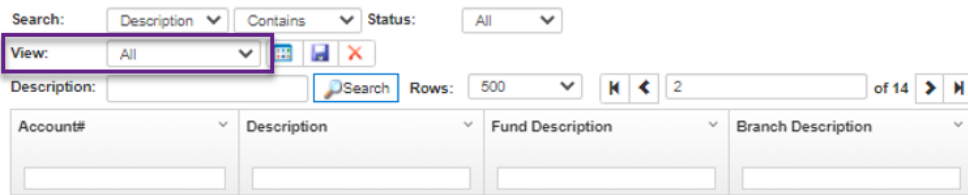
the accounts that meet the search criteria.



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 prior month end balance, current account balance, etc. without having to run a report. Columns can be adjusted by clicking the customize view icon.

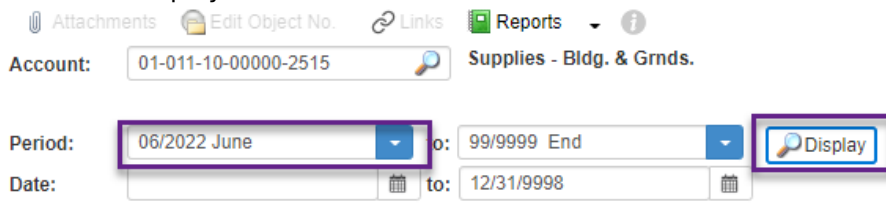


The system will remember the view name you selected and display this same view next time you browse the accounts list.

From the “Daily” menu selection:

Account Transactions will allow you to browse the detail G/L history for the account that is highlighted. Click Display to build the screen.

You can move back the beginning month to view history by clicking on the dropdown arrow for 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 actuals history, budget, and forecast.

You can get there several ways;

- From the “Budgets” menu, Actual/Budgets.

- Or right click on an account, select Actual/Budgets.
- From a report, drill down to 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
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	4,739.58	3,688.00	2,388.12	4,500.00	2,121.23	2,807.73		2,807.73
Apr	2,911.67	2,925.00	2,081.20	3,000.00	2,115.32	2,888.59		2,888.59
May	2,984.96	1,883.00	3,048.65	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	1,585.00	2,759.02	1,350.00		2,158.06	2,158.06	2,158.06
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	1,871.50	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	22,628.00	7,134.87	16,698.49	7,134.87	16,698.49
Total	30,734.87	40,001.00	25,723.89	40,204.00	7,134.87	30,946.83	21,383.21	30,946.83

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)

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.

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	4,739.58	3,688.00	2,388.12	4,500.00	2,121.23	2,807.73		2,807.73
Apr	2,911.67	2,925.00	2,081.20	3,000.00	2,115.32	2,888.59		2,888.59
May	2,984.96	1,883.00	3,048.65	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	1,585.00	2,759.02	1,350.00		2,158.06	2,158.06	2,158.06
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	1,871.50	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	22,628.00	7,134.87	16,698.49	7,134.87	16,698.49
Total	30,734.87	40,001.00	25,723.89	40,204.00	7,134.87	30,946.83	21,383.21	30,946.83

Worksheet Formula Graph Reports

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	4,635.00	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	1,867.57	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

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)

Save Refresh Transactions Filter Sum Components Attachments Undo Worksh

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		
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	2,897.73		
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	

Double click the budget column to enter the components screen, or you can put the cursor somewhere on the next year budget column and click the Components button

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.

2021 Budget - SSY-Generic

Save Cancel Attachments Reports

Account: 10-50-02-07-2831-00000

Components

These buttons allow you to add or delete lines for the month you are clicked on or all months. Add as many lines as you want.

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				

The Clear All button will blank out the entire screen in case you want to start over.

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				

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

2021 Budget - SSY-Generic

Copy to other months [View Help](#)

Copy From: Current row

To: 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**

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

Copy to other months [View Help](#)

Copy From: All rows for current month

To: 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.

2021 Budget - SSY-Generic

Account: 10-50-02-07-2831-00000

Components

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.

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.

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

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	Retirement	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	Retirement	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	117,120						

Benefit allocations:

Employee Name	Nbr Emps	Hours per Week	Number Weeks	Hourly Rate	Adjustment or Annual Salary 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		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		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						

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.

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		2,602	2,602
February	2,845	4,291	2,974		2,602	2,602
March	3,145	2,974	3,048		2,731	2,731
April	2,881	2,974	3,048		2,731	2,731
May	2,881	2,974	3,048	2,019	2,731	2,731
June	2,881	2,974	3,048	2,692	2,602	1,628
July	2,881	2,974	615	4,038	4,442	2,902
August	4,291	4,480		2,692	2,902	2,902
September	2,881	2,974		2,692	2,902	2,902
October	2,881	2,974		2,692	2,902	2,902
November	2,881	2,974		2,692	2,902	2,902
December	2,881	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.

When budget entry was 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.

Reporting	Tools	Setup
Report Folders		Shift+F2
Financial Statements		F2
Detail Report Writer		F3
Generic Report Writer		Ctrl+F3
Special Forms		
Lists		Shift+F3
Search All Reports		Ctrl+F2
Scheduled Lists		
Data Sources		

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

Display Customize Report Period: 05/2011 May 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.

Period: 05/2011 May Balance Sheet Revenue/Expense

Status: All

Pick List

AndOr (Column Comparison Value)

Fund Equal to 01

Use the Pick List button to easily select accounts to include. If nothing is specified, the report will include all accounts you have authorization to view.

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

Display Cancel Import Export

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 (Func)

Display Customize Report Period: 05/2011 May Genera

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.

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

Select the beginning period and click Display.

Account: Empl/Vol & Meeting Exp

Period: to:

Transaction details are displayed:

Account: Mileage Payments

View:

Period: to:

Date: Sum year-end closing entries

Month/Year	Date	Deposit Date	Comments	Amount
5/2011	5/01/2011		Beginning Balance	
6/2011	6/08/2011		METRO	
2011			Ending Balance	

Right-click on a line - Browse Invoice to see the invoice and payment status for this transaction.

- Browse Reference
- Browse Batch
- Browse Invoice**
- Approval Log

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

Vendor: 8558 Mashariki Cannon

Address ID: PRIMARY 512 Lamar Suite 400 Edenburg, PA 15931

Group: 011 - Metropolitan (Utility Invoices)

Invoice ID: 103390 Not Submitted

Invoice#: 516-31111 MILEAGE

Invoice Date: 06/08/2011 Due Date:

Period: 06/2011 June Batch#: 20933

Batch Total: 115.26

1099 Code: Blank Hold Separate Payment

Status: Paid Paid with check# 229052

User: SIG11 Payment date: 06/10/2011 Vendor: Mashariki Cannon

Description:

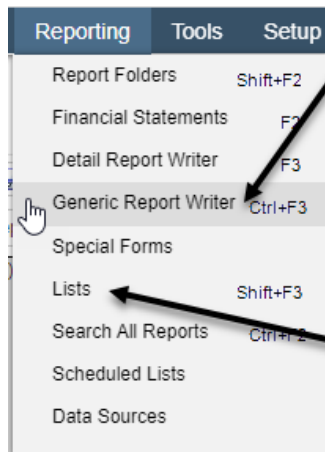
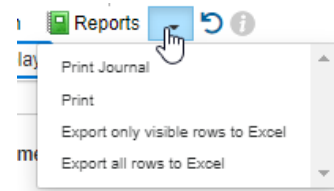
This invoice has been paid.

Distributions:

Amount	Account	Account Description	Comments	Object Type	Object	Object Description	PO ID	PO Received Status
115.26	01-011-97-00000-3210	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 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.

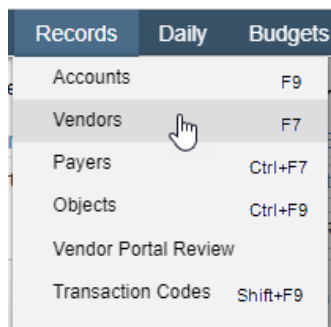


Generic Report Writer: Allows you to print the detailed breakdown of monthly budget components. These reports can be setup to include the same columns as your budget components screen.

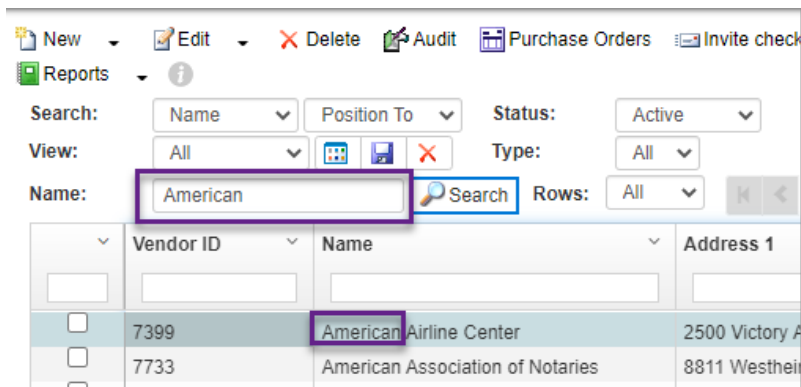
Lists: Allows you to print or email a selected list of multiple reports with just one click.

A/P Vendors

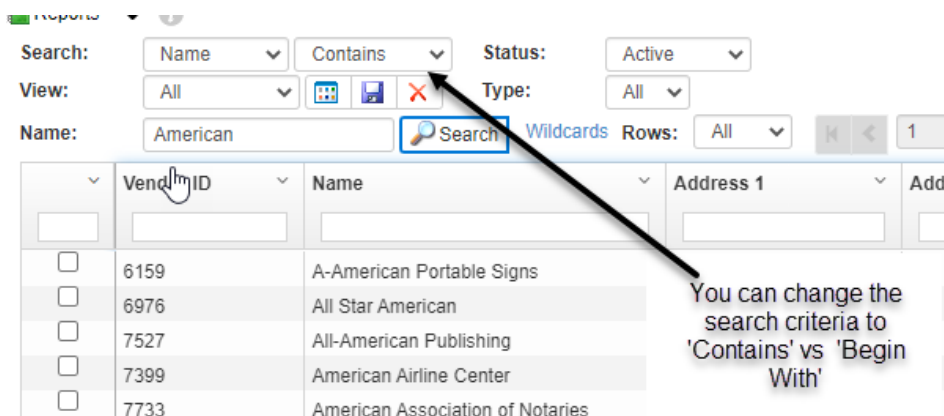
At the top menu, click on Records, Vendors.



To find a vendor, select Name from the search dropdown, enter the vendor name and press Search. The screen will position to the list of vendors where you have keyed.



The screen positions to the vendors beginning with what was keyed. In this example, we searched for "American"

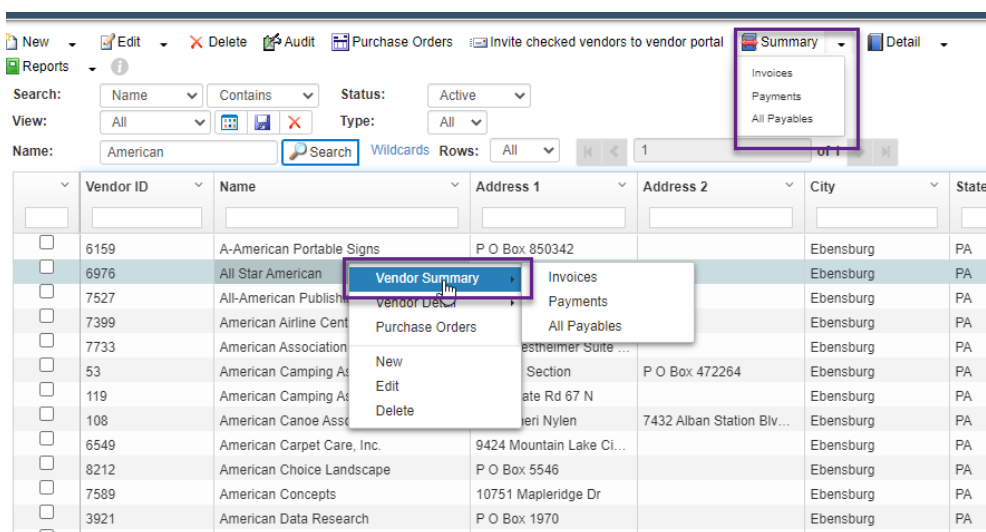


You may use the Page Up/Page Down keys, arrows up/down, or the arrow buttons on the screen to scroll through the list of vendors. Click on the X on the upper right-hand corner to close the screen.



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.

Vendor ID: 1st Place Signs & Banners View:

Period: To:

Type:

Period	Month/Year	Date	Type	Invoice#	Check# / EFT	Amount	Status	Due Date	Batch#	PO#
2/2011	2/2011	2/11/2011	Invoice	5341	226132	444.05	Paid		20397	
5/2011	5/2011	5/05/2011	Invoice	5450	228039	322.00	Paid		20792	
5/2011	5/2011	5/05/2011	Invoice	5450	TO CORRECT G...	0.00	Paid		23035	
7/2011	7/2011	2/11/2014	Invoice		900067	5.00	Paid		22500	
6/2011	6/2011	4/21/2015	Invoice	31512323		4.00	Unpaid		22667	
7/2011	7/2011	10/07/2014	Invoice	s		2.00	Unpaid		22604	

If an invoice is paid the Check# and Amount are indicated.

Status will indicate if the invoice was paid.

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 available 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.

Search: Status:

View:

Description: Rows:

Account Restrictions - Filter

AndOr (Column Comparison Val

Use the Pick List or enter the range of accounts you want to see and click Save.

This filter will display only accounts in all Depts or Branches you have authority over.

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.

Account Restrictions - Filter

AndOr (Column

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/w/teoff members

View: Forecast

Customize Columns

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	14,995
Total	27,400	35,995

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.

Customize View View Help

Columns General Properties

Column	Year	Header
Month Long	-	Month
Actual/Forecast	This Year	%FisYr%[Actual /]Forecast
Forecast	This Year	%FisYr%[Forecast