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Lists

Lists give the ability to run multiple reports at one time.

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 10 minutes long and instructs branch operators on how to run reports in SGA Accounting.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

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.

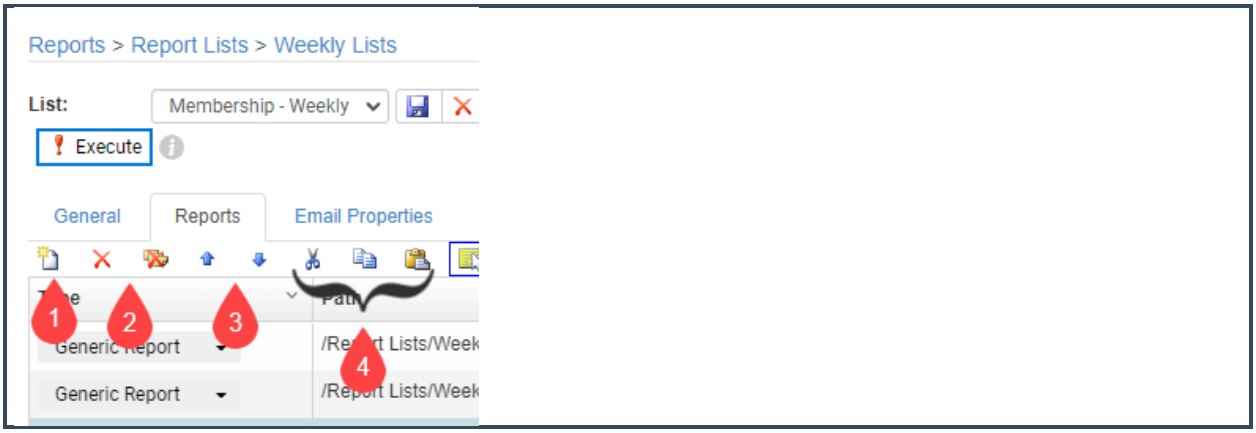
- SFTP Upload
  - When the checkbox is selected, a properties button will appear. This will require a Username, Password, Host, and Port for the folder. This folder should be set up by someone in your organization's IT department or with SGA. For assistance with this feature, please contact SGA support 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:

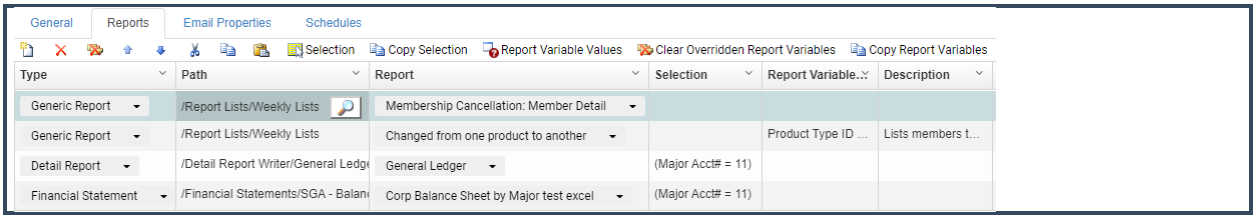
These are the options used to add, delete, and rearrange your reports.



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.

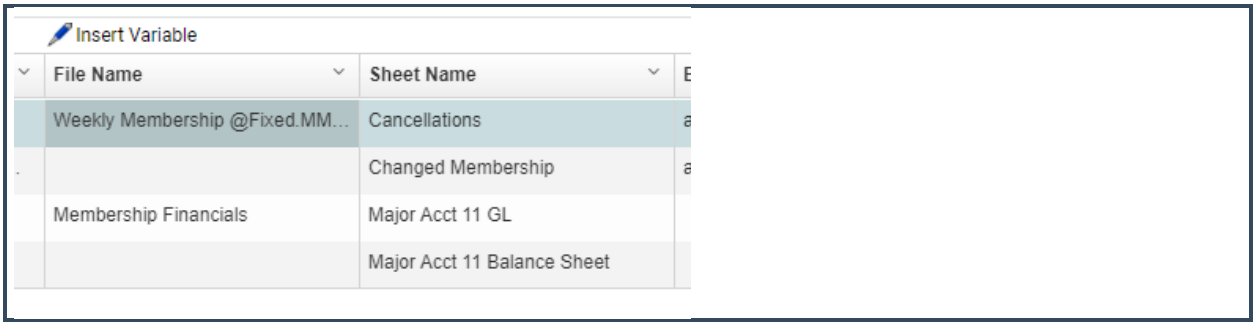
Choosing the reports and setting up the selections

- Selections
  - This section is only used for the Detailed Report Writer and Financial Statement reports. This controls the period for which you want the reports to be run.



- 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



- **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 a password is entered in this field, the file will be locked.
- It is recommended that when sending sensitive data via email, the file type be Excel and a password be 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

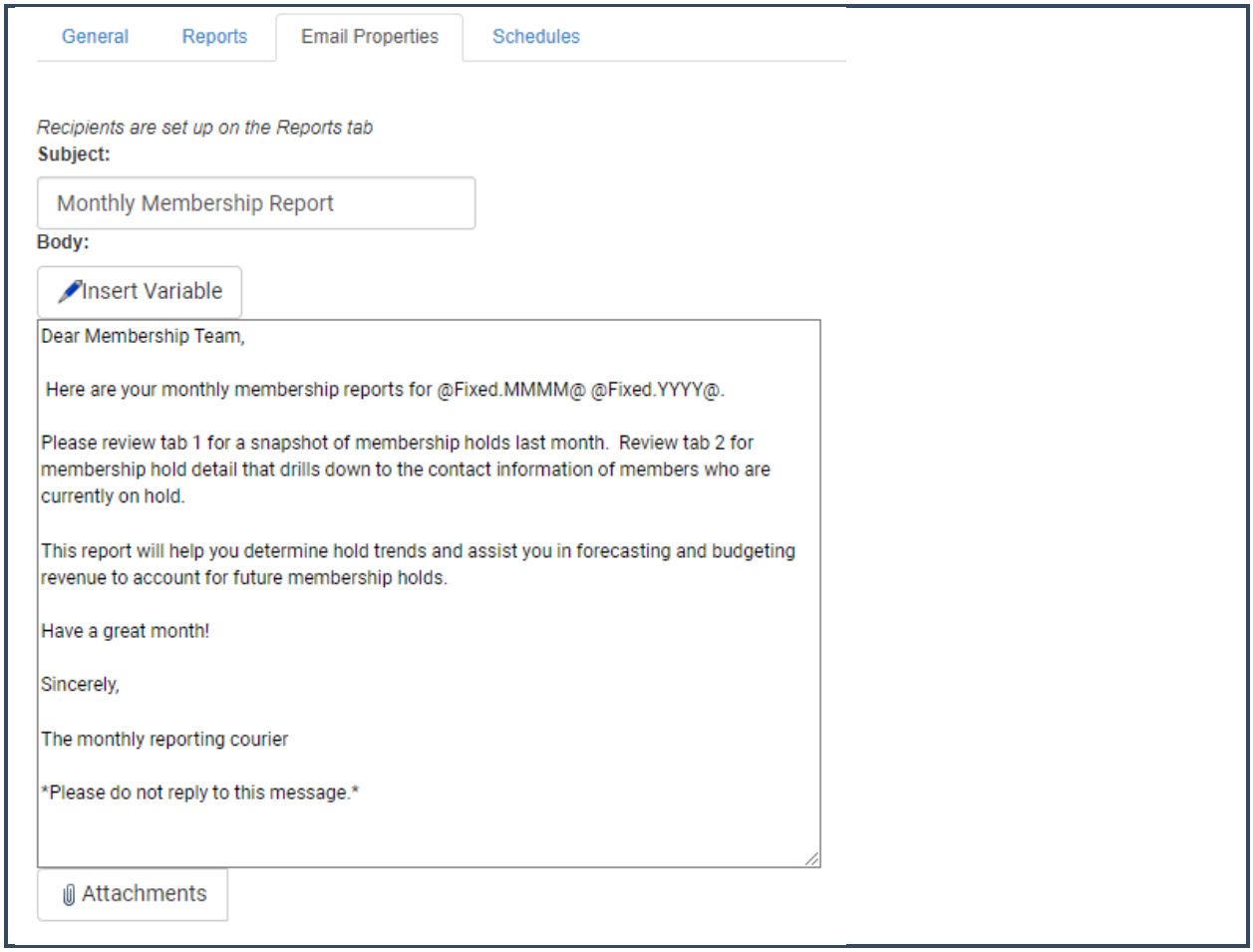
Email addresses are set on the Reports tab. This field only shows if an email output is set on the general tab.



- 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 who 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.

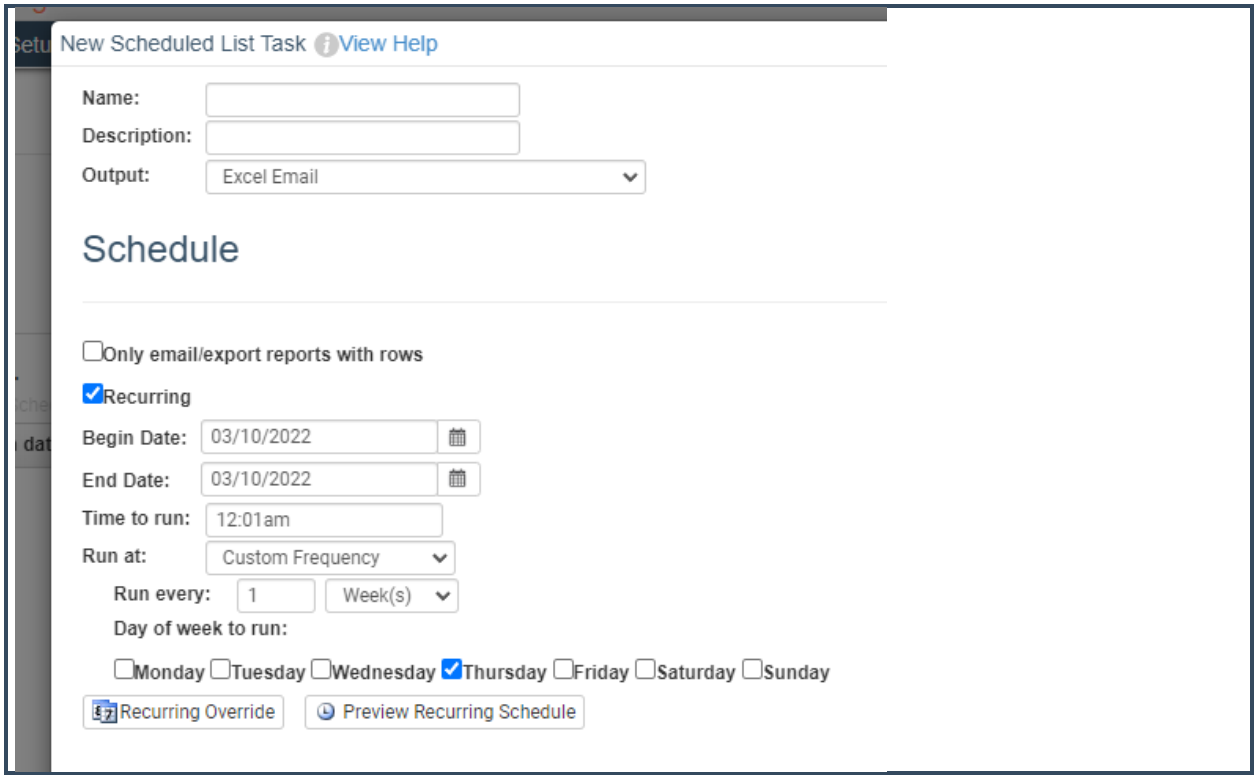


- **Insert Variable:** This allows you to use variables so that the email does not need to be updated each time. The most commonly used variables are dates.
- **Attachments:** This allows you to attach an additional file to your email. Additional attachments cannot be saved and set on a schedule.

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 the schedule instead of deleting it. Deleting it will also delete the task log history.*



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 the 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.
