Budget Training Documentation (Branch Staff)

<u>SGA Accounting</u>
<u>Training Documentation for Branch Staff</u>

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.
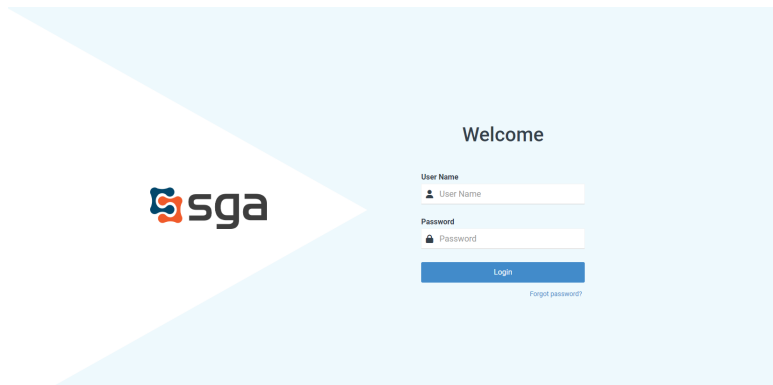
The main options you will use are:
Records > Accounts (list of accounts and balances) (F9)
Budgets > Actuals/Budget Entry (budget entry screen) (F6)
Reports > Financial Statements (report writer) (F2)
Records > Vendors for browsing invoice and/or payment history (F7)
Reports > Generic Report Writer (breakdown of monthly budget amounts by components) (CTRL + F3)

<u>Accounts</u> 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.
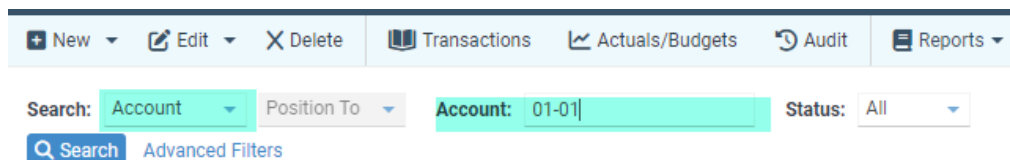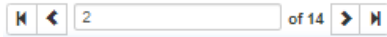


 To search for an account# by description:

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.
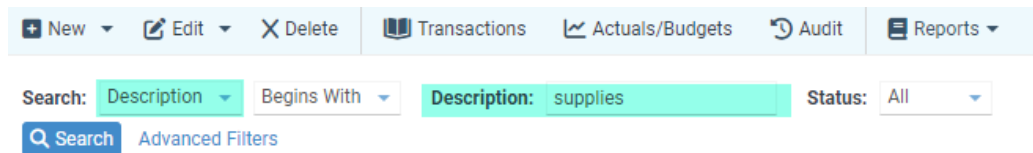
You may also use the Page Up/Page Down keys, arrows up/down, or the arrow buttons on the screen to scroll through the list of accounts.

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.
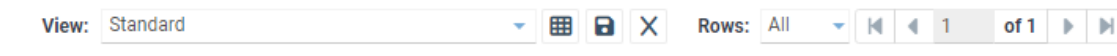

The system will remember the view name you selected and display this same view next time you browse the accounts list.

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.
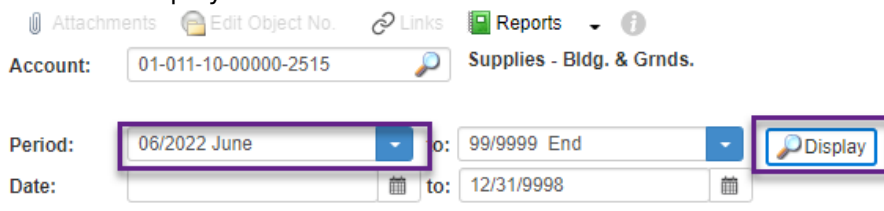
From the "Budgets" menu selection:

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.

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)

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	2,837.73		
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	

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

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.

Components

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		

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

Entry may be done in the yellow columns. White columns are formula calculations and cannot have information entered.

Components

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 (example misc office supplies shown below) and click "Copy to other months" icon.

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

You can also copy all component lines from one month into other months.

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

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

Save Refresh Transactions Filter Sum Components Attachments Undo Workshee

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.

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.

This is the monthly tab for Medical Ins:

Forecasting:

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.

Financial Statements: Allow you to display and print income and expense statements, account balances, monthly or annual budget amounts, etc.

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.

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.

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:

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

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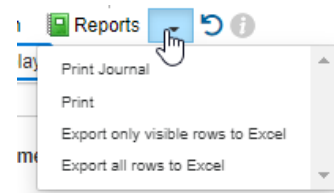
Generic Report Writer: Allows you to print the detailed breakdown of monthly budget components. These reports can be setup to include the same columns as your budget components screen.

Reports 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 fro "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.

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.
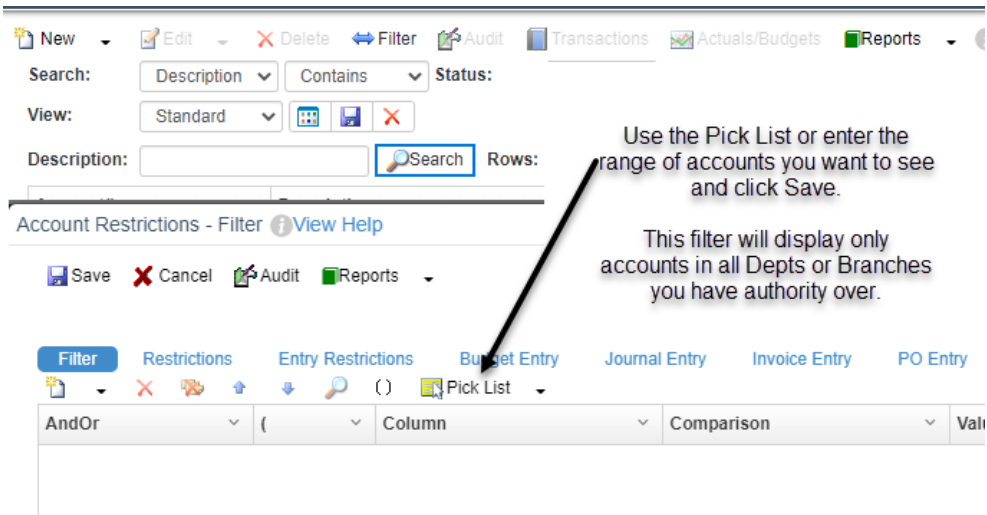
The accounts list will remained filtered by the criteria until the filter is removed. To remove, click the Filter button, click the Clear all button or delete all lines and click Save.
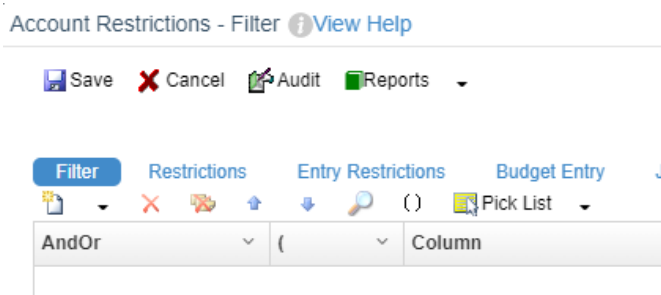
Actual/Budget entry screen
The View dropdown allows you to display different columns on this screen. The Customize Columns button defines which columns are displayed.

Account: 01-000-00-00000-1193
Default
No PCS Code
Adjustments/writeoff 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	14,986
Total	27,400	35,986

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