

## ***AptaFund 4.1 Release Notes — 2015.09.13 Update***

Harris School Solutions has implemented an issue tracking system, named JIRA, to help us monitor program enhancements and defects. In the future, you will be able to reference these issue numbers through Harris eSupport. The APTAWEB numbers refer to the issues in JIRA that were resolved in this release.

**Note:** Issues marked with two asterisks (\*\*) will be described more completely in technical notes available on eSupport.

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### ***New Feature***

- **Payroll:** Added the Payroll Register Paycheck Summary Report. It includes wages, deductions, employer and employee amounts, and vendors, with the option to print both summary and detail. It can be filtered by accounting cycle, payroll cycle, payroll register, check status, type, and vendor. It can be sorted and broken by vendor and can provide sub-totals by vendor and deduction. APTAWEB-3709

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### ***Improvements***

- **Accounts Payable:**
  - Payment Management > Rollover Payment Voucher: Added a popup window detailing the results of the rollover — both successes & failures. It includes error messages and lists any account codes that weren't mapped to an account in the new cycle. APTAWEB-3849
  - Vendor Invoice > Vendor Invoice Detail: Added the Use Tax column to the Invoice Items grid. It is hidden by default, but may be displayed when selected in the Table Display Settings popup. APTAWEB-3978
- **Administration > Manage Users:**
  - **\*\* User Details:** Added a View Permissions for Template(s) command to the Available Security Templates tab. The command opens a popup window that lists all permissions for the selected template and which of those permissions the user has. APTAWEB-3779
  - User Invite:
    - Added the AptaFund login website link to the email invitation to register a user account. Then if users forget to bookmark the website and refer back to the email, they have a link other than the registration link. APTAWEB-3783
    - Uses the Installation Name instead of the database name as the party inviting the user to register an account. APTAWEB-4041
- **Budget > Budget Management:** Users can now enter a comment when adopting, adjusting, or revising the budget. This comment will be included as the Journal Entry transaction comment for the associated transaction. APTAWEB-3752
- **General Ledger:**
  - Added three fields to the transaction detail grid in the Journal Entry windows — Actual, Encumbrance, and Budget — to enable printing a more complete transaction detail report from the grid. The fields are: Origin, Recording Date, and Posting User Name. The fields are hidden by default, but may be displayed when selected in the Table Display Settings popup. APTAWEB-3875
  - Journal Entry— Actual, Encumbrance, and Budget: Added the Copy Transaction feature. After a transaction is copied, the user can edit the account codes, debit/credit amounts, transaction date, transaction comment, and transaction line comment. APTAWEB-2878

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- **Multiple modules**
  - Middle Name:
    - Users are now allowed to enter a full middle name, not just the middle initial in both Human Resources > Manage Employees and Payroll > Setup New Employee. APTAWEB-4011
    - The middle name is now displayed in the Manage Employees grid. APTAWEB-4073
  - Mobile phone: Added the mobile phone number field to the Contacts tab in Addresses/Contacts in multiple places including System Configuration, Bank Account Management, Vendor Management, Customer Management, and Manage Employees. APTAWEB-3527
  - **\*\* Signatures:** The system now allows for three signatures to be printed on paychecks, payroll liability vouchers, and AP warrants. There is also a new Manually Signed checkbox in Administration > Manage Signatures. When this box is checked for a signatory, the system will print a line with the signatory title for use with the manual signature. APTAWEB-3973
- **Payroll**
  - Employee Payroll Information: Leave distribution now displays leave with four decimal points instead of two. APTAWEB-3737
  - Manage Payroll:
    - Register Details > Add Job to Register: The drop-down list to copy account code(s) from the employee's current job(s) now contains the account code, not just the account description. APTAWEB-3864
    - Register Details > Add Job to Register: When adding a single existing job to a single employee, the regional fields are now accessed by clicking a button that opens a popup window. The window displays the default values for the job based on the selection in Manage Employees > Employee Details. APTAWEB-3782
    - Zero paychecks: The system now allows for \$0.00 paychecks so that paystubs can show leave or other items that may have been taken. These paychecks can also be voided if necessary. APTAWEB-3926
  - Manage Payroll Vouchers > Voucher Detail > Adjustment Detail: Enlarged the Account Code field to allow for account codes up to 40 characters. APTAWEB-3843
  - **\*\* Paycheck Printing:** The Paycheck Printing window now sorts paychecks by paycheck site, then by employee name. This default sort can be changed. APTAWEB-3500
- **Purchasing**
  - Purchase Order:
    - New Printed Date field records the date/time that the PDF for a PO was generated. For an eCommerce PO, this field records the date/time the PO was successfully transmitted to the vendor. The field is hidden by default, but may be displayed when selected in the Table Display Settings popup. APTAWEB-3895
    - The line item descriptions on the PDF for a PO respect any line feeds entered when the PO was created, thus making the descriptions easier to read. APTAWEB-3897
    - **\*\*** When a PO is in the New state, you can edit the Issue Date. If you don't edit the issue date before issuing the PO, AptaFund will use the system date as the issue date. Allow user to specify PO Issue Date. APTAWEB-3793
    - When entering the Ordering Vendor on a PO, the drop-down list now shows the primary address, not the payment address. [APTAWEB-3891

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- **State Specific**
  - California: Added Recap sheets for the LA County STRS/PERS Reports. These summaries are created as PDFs using the Export to Grid command and are based on the edited data in the Export to Grid window. They contain the wage amount and the employer & employee contribution amounts and are sorted by PEPR code. APTAWEB-3925, APTAWEB-3998
  - Pennsylvania: Added the Tax Location City field to the Manage Employees > Addresses tab. The field is hidden by default, but may be displayed when selected in the Table Display Settings popup. APTAWEB-3850
  - \*\* Pennsylvania: Converted the PSERS Report to a Report to Grid format that allows editing before creating the export file. Add and Delete buttons were added to the Member Demographics and Contract tabs; Edit buttons were added to the Work and Work Adjust tabs; and Export to File buttons were added to these four tabs. APTAWEB-3856
- **User Interface**
  - Account Code Assistant: All Account Code Assistant windows now have the Account type drop-down list. Expenditure is the default account type for AP, Payroll, Purchasing, and HR, and Revenue is the default for Cash Receipt. Once the account type is selected, the assistant displays only values from that account type. APTAWEB-4001
  - Action buttons: When you have to scroll down to see a whole window, the action buttons remain visible. Some popup windows are also taller and no longer require scrolling to see the whole window. APTAWEB-3636, APTAWEB-3893
  - Configuration windows: Increased the height of the grid to display more information before you need to scroll. APTAWEB-3852
  - Fields in focus: The focus in many Add/Edit windows is set to the first editable field so you don't have to mouse to a field to begin entering text. The windows are: Edit Job Hours, Add/Edit Vendor Invoice & Invoice Item, Add/Edit Purchase Requisition & Requested Items, Add/Edit Purchase Order & PO Items, Add/Edit Cash Receipt & Batch Items. APTAWEB-2785
  - Hyperlinks: Links in grids for things like employee names and payroll register numbers have been changed to hyperlinks so you can right-click on the link and open the link in a new browser tab or window. APTAWEB-3938
  - Popup windows: The focus is now set in the popup window when it opens instead of in the main window, and the focus remains in the popup while tabbing through its fields. APTAWEB-2789
  - Reports: State and regional reports are now listed together within the appropriate module in the Reports drop-down list. These reports will have a caption like Payroll - [State Name] State Reports. APTAWEB-3954
- **Vendor > Vendor Management:** Primary vendor address is now displayed in the Vendor grid. APTAWEB-3890

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## Bugs Fixed

- **Accounts Payable**
  - Payment Management > Warrant Printing: Added the missing Void button. APTAWEB-4014
  - Vendor Invoice:
    - When creating a credit memo associated with a regular or blanket purchase order, you can now apply the credit to a PO line item, and then submit the invoice for payment without causing an error. APTAWEB-3786
    - Fixed an error received when trying to un-submit an invoice. APTAWEB-4017
  - Warrant Printing: Fixed the AP warrant stubs to include the account codes when the *Include Account Codes On Warrant Stubs* setting in Purchasing Configuration is set to Yes. APTAWEB-3943
- **Administration > Manage Security Templates:** Added missing permissions to, and removed incorrect permissions from, the Fund Administrator template. APTAWEB-3981

- **Budget Development:** Corrected the Budget Development report to include the proper tabs and action controls. APTAWEB-3936
- **Capital Assets:**
  - Fixed a bug that prevented reclassification of capital asset items. APTAWEB-672
  - Now able to select and save fiscal year when first setting up Capital Assets on Macintosh computers using Firefox. APTAWEB-3756
- **Cash Receipts > Batch Form > Cash Receipt Item:** When editing multiple cash receipt items, the customer is now properly refreshed when moving from one item to another. APTAWEB-4047
- **Chart of Accounts Administration > Chart of Accounts:** Fixed broken filters. APTAWEB-3619
- **Multiple modules:**
  - Account Code Allocation:
    - Fixed a rounding issue that was preventing multiple account code allocations from being saved. APTAWEB-3863, APTAWEB-4026
    - Negative amounts are now handled correctly when being allocated to multiple account codes. APTAWEB-3844
  - Filters: The system was crashing because the user was allowed to save multiple filters for the default setting on a grid. Now when a user already has a default filter and then creates a second filter, setting the new filter as the default, the default status is removed from the first filter. APTAWEB-3922
- **Payroll**
  - Employee Payroll Information: The Redistribute leave function now saves properly. APTAWEB-3730
  - Manage Payroll: Can no longer close supplemental jobs on a *submitted* payroll register that were added to that register using the Add Job to Register command. This practice was causing an error if the user tried to un-submit the register. APTAWEB-3899
- **Purchasing**
  - Purchase Order
    - Fixed the Rollover All Outstanding POs function. APTAWEB-3788
    - Close Purchase Order: Added the missing message that allows the user to close a PO when the number of items received doesn't match the number items paid. APTAWEB-3884
  - Purchase Requisition: Fixed the PO number hyperlink in the My Requisition, My Requisition Detail, Purchase Requisition, and Purchase Requisition Detail grids so it opens the PO Detail window. APTAWEB-3975
- **Reports:**
  - Fixed the Export to CSV feature for reports with multiple tabs. The export file now has two blank lines separating the data for each tab. APTAWEB-3842
  - Fixed the *Fit to One Page Wide* option so it works for reports with multiple tabs. APTAWEB-4010
- **Vendor Management:** When adding a new 1099 vendor, now get a nice error message instead of broken window when the Tax ID is missing or entered with incorrect format. APTAWEB-3597