AptaFund 4.1 Release Notes — 2015.12.06 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.

Improvements

- **Administration**
    - Manage Requisitioners: You're now able to set up multiple requisitioner records for a single employee so the employee can be linked to multiple approval processes. You just have to save additional requisitioner records with a suffix on the Requisitioner Name. APTAWEB-2012
    - Security > Manage Security Templates: Added a permission to the Manage Employee group in the Employee Management templates to deny permission to view employee jobs when a user has permission to view employees. APTAWEB-4309
- **Chart of Accounts > Element Value Maintenance**: The Add and Edit Element Value windows now display the element mask to make it easier for the user to enter or edit the element value using the correct format. APTAWEB-4109
- **Data Imports**: The Display Exceptions command has been changed to Display Successes/Exceptions. The popup window presenting both successes & exceptions can be sorted and searched, and the data can be exported to an Excel file. APTAWEB-4331
- **Employee Self Service**
    - Updated the W-2 template to meet IRS requirements. APTAWEB-4295
    - Provided a way for employees to give consent to receive their W-2s electronically. The system will print paper copies of the W-2 only for employees who haven't given their consent. An electronic version of the W-2 is available on ESS for all employees, whether or not they've given consent. APTAWEB-2148
- **General Ledger > Journal Entry – Actual, Encumbrance, & Budget**: Added aggregate sums to the Debit and Credit columns by default on the Add, Edit, and Copy pages. APTAWEB-4103
- **Human Resources > Manage Employees**: Added the electronic consent dates for Direct Deposit and W-2 as columns that are displayed by default. APTAWEB-4427
- **My AptaFund > Purchasing**
    - Added a My Budget Accounts page so the user can see all the account codes to which they have access through the Account Code Security groups of which they're members. APTAWEB-4215
    - Added the My Budget Accounts Details page which can be opened by clicking on the Account Code link. This page displays the activity related to the account code's current balance. APTAWEB-4321
- **Payroll**
    - Deduction Assignment: Fixed a behavior causing blank space when adding a new deduction set by choosing the state. APTAWEB-4440
    - Payroll Configuration
        - Employee Self-Service > Current W2 Year value: Added validation so this year cannot be set to a year that hasn't ended yet, thus preventing the employer from releasing W-2s to employees until the reporting calendar year ends. APTAWEB-4395
        - Payroll Cycles: The Create Payroll Periods command now calculates end dates based on the pay period intervals, allowing pay periods to cross months. APTAWEB-2120
    - Form W-2 Wage and Tax Statement: Changed the name of the ESP Customer parameter to indicate that it applies only to 3.0 customers and defaulted the value to No. 4.1 customers will always have this parameter set to No. APTAWEB-4437

- **Purchasing > Purchase Requisition**
  - When editing a PR, you now have the option to save the edits and remain on the same page OR save the changes & submit the PR in one action by clicking the Save & Submit button. You no longer have to save the changes and open the PR again to submit it. APTAWEB-3945
  - When the Purchasing Configuration > Purchase Requisitions value "Submit Requisition without Account Code" is set to No, users will now get an error message noting that an account code is required for each line item if they try to submit it with missing account codes. APTAWEB-4396
- **Report to Grid feature**
  - Continue with Editing button: Removed the "Regenerating the Report" that was incorrectly displayed. APTAWEB-4466
  - Edit and Edit All buttons: Certain reports that have the Report to Grid framework now have Edit and Edit All buttons. APTAWEB-3833 The reports are:
    - California: EDD Quarterly Form DE9/DE9c XML export, LA County STRS/PERS report, PERS Contribution Worksheet, and STRS Contribution Worksheet F-496
    - Colorado: CDE December Staff report
    - Nebraska: NPERS Wage and Contribution report & NSSRS Staff reports — these buttons are available except on the Warnings tab.
    - New York: NY ERS Retirement report
    - Pennsylvania: PIMS Staff reports & PSERS report. The Work and Work Adjustment tabs on the PSERS report have only the Edit button, while the other tabs have both buttons.
    - Texas: TRS Retirement report
  - Regenerate Report command: Added an indicator that the report is regenerating when the user clicks the Regenerate Report button. APTAWEB-4364
- **Reports**
  - Added shortcut keys used to select dates when setting up a report and a tool tip describing the shortcuts. APTAWEB-4033
  - Improved Excel reports so the user can sort the data without having to unmerge any columns. APTAWEB-4108
  - Grid reports
    - When the user has saved grid settings with a report name, the name of the generated Excel or PDF file will default to the saved name, and the name can be edited. APTAWEB-4389
    - Report Settings: Can now save a report title of 70 characters without error. If the title is longer than 70 characters, the title is truncated and saved without giving an error. APTAWEB-3847
- **State Specific**
  - Colorado
    - Manage Deductions: Added the value Increase Wages to the options available for the custom field, PERA. It can be added to any deduction. When it's selected, the calculation for the PERA amount will add the amount of this deduction to the Subject To Wages. This option allows users to choose it for HSA deductions, and then these amounts will be included in the PERA deduction. APTAWEB-3903
    - December Financial Report: The report now defaults to include account codes that have zero balances. The default can be changed by entering anything other than Y or Yes in the Export? column. APTAWEB-4263
- **User Interface**
  - Administration > Manage Users: You can now sort by, group by, and filter on the Default FY column. APTAWEB-3949
  - Grids: Improved the appearance of grids by aligning data based on data type. Numeric data is right-aligned; dates, text, and all other types of data are left-aligned. APTAWEB-4034
- **Vendor > 1099 Form & 1099 Data Export**: Made the changes required by the IRS for the 2015 1099-MISC. APTAWEB-4352

Bugs Fixed

- **Accounts Payable**
  - Payment Management > Warrant Printing: Fixed the Void command for printed warrants. APTAWEB-4462
  - Vendor Invoice
    - Users are now able to edit the Ordering Vendor on new direct invoices. APTAWEB-4091
    - Vendor Invoice Detail > Invoice Items: Added three missing columns to the Table Display Settings popup. The fields are Asset, Tax Rate, and Received Quantity. These fields are not displayed by default, but can be displayed by selecting them in the Table Display Settings popup. APTAWEB-4176
- **Administration**
  - Dashboard Custom Text: Fixed a bug that was causing an error when deleting the custom text. APTAWEB-4120
  - Manage Requisitioners: The Enabled status of a requisitioner is no longer lost when editing the Purchase Requisitions tab. APTAWEB-4070
- **Banking > Bank Account Management > Bank Detail**: Fixed hyperlink errors that were happening when returning to the Bank Detail window after viewing a bank account. APTAWEB-4149
- **Budget > Budget Management**: Fixed an error preventing users from adopting a budget. APTAWEB-4446
- **Capital Assets > Capital Assets Configuration**: Added the missing element values to the Depreciation Expense, Asset and Accum Depreciation drop downs. The Depreciation Expense list includes all expenditure codes, while the Asset and Accum Depreciation lists include all asset codes. APTAWEB-4356
- **Human Resources > Manage Employees**: Fixed a bug preventing users from approving jobs with the error message, "The employee job allocations do not add up to the item total." The job allocation amounts are now validated against the job's total salary when approving the job. APTAWEB-4357
- **Payroll**
  - Employee W-2 Information
    - Adjustments are now saved and displayed correctly for all boxes, and an adjustment made for one subcode is no longer being added to all subcodes. APTAWEB-433
    - Employee W-2 Adjustment Detail: The page no longer crashes if a user doesn't enter a comment while adding an adjustment. The adjustment can't be saved without an Adjustment Reason, but the system generates an error message instead of crashing. APTAWEB-4423
  - Manage Deductions: The employer expenditure account and employer liability account masks are now properly validated when the Payroll configuration value "Allow Full Deduction Account Mask" is set to Yes. APTAWEB-4320
  - Payroll Configuration: Added clear error messages when a configuration value has a deduction ID that belongs to a prior cycle. APTAWEB-4351
- **Reports**
  - Human Resources > Extended Leave History report: The Employee Name parameter now displays properly so the report can be generated. APTAWEB-4336
  - Payroll
    - Gross Wages by Deduction for Calendar Year Report: The Deduction parameter now displays properly so the report can be generated. APTAWEB-4281
    - W-2 Adjustment Report: Added the subcode designations to this report, and it now correctly reports the subcode amounts. APTAWEB-4229

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- **State Specific**
  - Nebraska > NSSRS Staff Reports: Fixed issues with controls in the Report to Grid feature. APTAWEB-3886
  - Colorado
    - December Staff Report
      - Fixed the export file to add NMN for any employees where the Middle Name field is blank. APTAWEB-4341
      - The report no longer crashes if there is a single quotation mark in an employee's name. APTAWEB-4379
    - December Financial Export: The export file no longer rounds to the nearest dollar. Dollar amounts are now reported to two decimal places. APTAWEB-4405
- **User Interface**
  - Configuration pages: The buttons are now always displaying on the tabs. APTAWEB-4262
  - Reports > Named Grid reports: Fixed an issue causing the filters to be displayed twice on the report setup page when the user has saved the grid settings with filters. APTAWEB-4055
- **Vendor > Vendor 1099 Adjustment**: Adjustments can now only be dated in the selected calendar year. APTAWEB-1657