

AptaFund 4.1 Release Notes — 2016.05.20 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.

New Features

- **Payroll**
 - Deduction Assignment > Deduction Set Detail: Added a feature that allows you to mass update the following fields for Fixed Amount deductions that have a status of New and the variable field set to Yes – deduction start & end dates, number of periods, employee & employer period amounts, employee monthly & yearly caps, employer monthly & yearly caps, and comment. APTAWEB-3628
 - Manage Payroll > Register Details
 - ** Added the ability to disable direct deposit by employee in the Applied Deductions window. This feature will allow you to run all summer payrolls by the end of June and hold some checks to be picked up by employees later in the summer. APTAWEB-5064
 - ** Added the ability to disable/exclude direct deposit – both primary & non-primary – from an entire register. APTAWEB-5094

Improvements

- **Accounts Payable**
 - Vendor Invoice
 - Apply Discount/Premium popup window: This window was resized to show all fields and controls in the Vendor Invoice window. APTAWEB-5283
 - Vendor Invoice Detail: The Invoice number field is now displayed as a label for submitted and paid states, while it is still a data entry field for new invoices. APTAWEB-5013, APTAWEB-5279
 - Vendor Management > Vendor Detail > Addresses/Contacts: This window now defaults to show all the following fields and in the following order – type, address 1, address 2, city, state, zip, voice phone, shared. APTAWEB-5111
- **Accounts Receivable > Customer Management > Addresses/Contacts:** This window now defaults to show all the following fields and in the following order – type, address 1, address 2, city, state, zip, voice phone, shared. APTAWEB-5111
- **Administration > Manage Requisitioners > Add Requisitioner(s)**
 - The names in the User/Employee drop-down list are now in alphabetical order, and the field is searchable. APTAWEB-5060
 - Once an employee is selected, the Requisitioner Name field shows the employee display name, not the employee name and number. APTAWEB-5364
- **Affordable Care Act**
 - 1095-C: Added the ability to print this form in landscape, as well as portrait, orientation. APTAWEB-5373
 - Employee number: Added the employee number field to Manage Employee Health Coverage > Form 1095-B Report, Manage Employee Health Coverage > Form 1095-C Report, and Manage Export > Form 1095-C Employee Coverage. The field is hidden by default and can be displayed using the Table Display Settings. APTAWEB-5302

- **Budget Development > Report grid:** The Account Code is now a hyperlink, and clicking the link opens an Edit window. APTAWEB-5443
- **Chart of Accounts > Accounting Cycle**
 - Generate Closing Entries
 - ** You're now able to enter a transaction date instead of using the default of the ending date of the last accounting period for the cycle. The period containing the desired transaction date must be open, while all other periods must be closed. APTAWEB-5173
 - The system now checks for any disabled accounts when generating closing entries and provides a warning and list of the accounts. APTAWEB-5199
 - Rollover Chart of Accounts: The rollover will now complete even if there are exceptions, and the exceptions will be displayed for review. APTAWEB-5213
- **General program**
 - Account Code
 - Allocation: Percentage allocation is now working correctly. APTAWEB-5161
 - ** Search: Added the ability to search for an account code using the description instead of the account number. APTAWEB-4814, APTAWEB-5354, APTAWEB-5410
 - Grid Settings: When you've applied a set of saved grid settings in a window, the name of the settings is now displayed by the filter button. The color of this label changes when a filter is also applied to the saved grid settings. APTAWEB-4390
- **Human Resources**
 - HR Configuration
 - Calendar
 - Added a legend to the new calendar interface to describe what the different colors mean. APTAWEB-5296
 - You can now edit an inactive calendar. APTAWEB-5331
 - Salary Schedule: Added the Apply Salary Schedule procedure to the job queue. You're now notified when the procedure is complete, and you can review the results of the process. APTAWEB-4868
 - Master Position Management
 - Master Position Detail
 - ** Added an optional Salary Schedule field to master positions. When used, the salary field is no longer required, and the salary schedule field is locked when the master position is enabled. The default salary schedule is displayed when a job based on the master position is assigned to an employee, but the user may change it. The salary will be prorated based on the number of total work days in relation to the contract days on the master position. APTAWEB-5169, APTAWEB-5352
 - Added the ability to rollover positions that are linked to the master position. The default value for the new field — Rollover Linked Positions — is Yes. APTAWEB-5246
 - Added the new account code control. APTAWEB-5288
 - Rollover Master Positions: You now get an error message if positions fail to rollover because their account codes weren't mapped to the new year. APTAWEB-5405
 - Salary Schedule Detail
 - ** Added a new command, Adjust Step Order, that opens a popup allowing you to move steps up and down to rearrange the order of the steps. APTAWEB-5250, APTAWEB-5357
 - Added the ability to add, edit, and delete salary schedule steps in this window, eliminating the need to move to the HR Configuration > Salary Schedules window. APTAWEB-5249
- **My Aptafund > My Purchase Requisitions/My Purchase Requisition Approvals/Admin Purchase Requisitions:** Added a column to display the total estimated amount for the requisition. APTAWEB-5123
- **Payroll > Employee Payroll Jobs:** Added more options for filtering by date. APTAWEB-5202

- **Purchasing**
 - Apply Discount/Premium popup window: This window was resized to show all fields and controls in the following windows — Admin Purchase Requisitions > Admin Purchase Requisition Details, My Purchase Requisitions > My Purchase Requisition Details, and Purchase Order. APTAWEB-5283
 - Purchase Order > Rollover All Outstanding POs: Fixed a cosmetic issue causing the command buttons to disappear. APTAWEB-5272
- **Reports & Exports**
 - ** Direct Deposit Data Export: Added a Creation Date parameter that defaults to today's date. This value is used in record 1 for Creation Date and record 5 for Company Date. The Effective Date in the file remains the Pay Date from the payroll register. APTAWEB-5096
 - Payroll > Section 125 Deduction Totals by Month: Added the following values for the Register Status parameter — Approved/Pending/Paid, Paid, Pending, and Submitted/Approved/Pending/Paid. APTAWEB-4976
 - Added a parameter called Employee Identifier to determine whether the SSN or employee ID will be included on the report. This parameter was added to the following reports: Form 941 Quarterly Information, W2 Form Summary, W2 Form Summary Table, Census File (Report Only), CA LACOE STRS/PERS (Data Validation Only), Colorado Quarterly Wage (Report Only), CO PERA 401(k) Report (Report Only), KS KPERs Pay Period Report (Report Only), KS New Hire (Report Only), KS Quarterly Wage and Unemployment (Report Only), NE Unemployment Insurance Tax (Report Only), and PA PDE 339 and PDE 2105. APTAWEB-5260

Bugs Fixed

- **Accounts Receivable > A/R Statements:** The address format has been corrected so the city, state, and zip all print on the same line. APTAWEB-4945
- **Accounts Payable > Vendor Invoice**
 - Vendor Invoice Detail > Invoice Item: The unit of measure field for a Direct-type invoice now correctly defaults to the first item in the list created in Purchasing Configuration > Units of Measure — including a blank if the first line in the list is a blank. Also, if the blank line is removed from the list in Purchasing Configuration, it isn't added back the next time the build is deployed. APTAWEB-4683, APTAWEB-5407
 - Rolled over invoices: Rolled over invoices are now correctly being treated as closed & rolled over instead of partially paid. APTAWEB-5389
 - Use tax is now correctly applied on direct invoices for out-of-state vendors. APTAWEB-4867
 - Vendor use tax setting: New invoices now correctly default to the vendor's use tax setting. APTAWEB-5304
 - Vendor name: The vendor name is no longer missing the last letter in the Suggested Vendor and Vendor drop-down lists. APTAWEB-5208
- **Administration > Data Import > Transactions:** Fixed the import so it now creates transactions in actual journal entry. APTAWEB-5276
- **Affordable Care Act > ACA Configuration:** The label for the SSN mask was the opposite of the resulting action, and the label has now been corrected. The label has been changed to Show Full SSN, and the field defaults to Yes. APTAWEB-4884
- **Affordable Care Act > Manage Employees:** The ACA Employee Detail input page now allows the user to enter and save a Middle Initial or a complete Middle Name for an employee. The Middle Name or Initial can also be deleted.
- **Budget Development**
 - Using salary schedules as the basis
 - The fields to enter an increased salary amount or percentage are now editable. APTAWEB-5214
 - The Select All function now works correctly. APTAWEB-5441
 - Using payroll positions as the basis: Clicking the New button no longer wipes out all the information and options on the Positions tab. APTAWEB-5401
- **General Program > Quick Search:** Quick search now works when you've grouped the columns in a grid and set up one or more aggregates in Table Display Settings. APTAWEB-5257

- **Human Resources**
 - Employee Jobs
 - The Approve All command now works, and all selected jobs are approved. APTAWEB-5280
 - Job Details > Account Code Allocation > Account Code Assistant: The Search feature has been fixed so search results are filtered with the selected element value. APTAWEB-5325
 - HR Configuration
 - Rollover Salary Schedules: The rollover was being prevented by incorrect use of the new rounding criteria. This error has been fixed, and salary schedules now rollover correctly. APTAWEB-5346
 - Rounding criteria now work correctly when applied. APTAWEB-5365
- **My AptaFund > Employee Self-Service > My Leave Requests:** Fixed the Posted & Active filters, and they now show data when it's present. APTAWEB-5311
- **Payroll**
 - ACH Data Export: This export now correctly ignores EFT zero dollar payments in a payroll voucher. APTAWEB-5255
 - Deduction Assignments > Deduction Set Detail: The captions in the State Withholding Information section are no longer partially hidden behind the data entry fields. APTAWEB-5142
 - Employee Payroll Information > Mass Payment Plan: The filters now work in this window. APTAWEB-5203
 - GTL Coverage: Corrected the codes for the GTL coverage types, Multiple of Actual Pay & Multiple of Job Salary. These codes had been reversed causing the GTL to be incorrectly calculated. APTAWEB-5291
 - Manage Payroll > Register Details
 - Cosmetic issue: When paying on a daily job, fields are now correctly labeled daily rate and number of days, rather than hourly rate and number of hours. APTAWEB-4838
 - Cosmetic issue: The Account Code field label was missing from the Edit Job > Account Code Allocation popup. APTAWEB-5324
 - Manage Payroll Vouchers > Voucher Detail: The Return to Search link now works correctly when adding a new voucher or editing a voucher. APTAWEB-4942, APTAWEB-5335
 - Payroll Liabilities > Voucher Detail: The Return to Search link and Cancel button now correctly return you to the Payroll Liabilities window rather than to the Manage Payroll Vouchers window. APTAWEB-5336
- **Purchasing**
 - Order Receipt, Purchase Order, & Purchase Requisition: The vendor name is no longer missing the last letter in the Suggested Vendor and Vendor drop-down lists. APTAWEB-5208
 - Purchase Order
 - Purchase Order Details: Corrected how the Use Tax flag is displayed when you uncheck the Use Tax box in Purchase Order Item Details. The PO was being processed correctly without use tax even though the field displayed Yes in Purchase Order Details. APTAWEB-5100
 - Use Tax: The Use Tax setting in Vendor Management is now being correctly applied when a PO is created. APTAWEB-5110
 - Purchase Requisition: The total shipping amount is now included in the Total Estimate on printed drafts. APTAWEB-2476