

Issues/Changes

(Reference Number followed by description)

ACCOUNTS PAYABLE

APTAWEB-2404: Vendor Invoice – Buttons Moved Vendor Invoice Detail Page

The following buttons have been moved from the *Vendor Invoice* page to the *Vendor Invoice Detail* page:

- Apply Discount/Premium
- Add Shipping
- Apply Tax
- PO Balance (shows on both pages)

APTAWEB-2394: Vendor Invoice – Add Vendor Address to Drop-Down Menu

AptaFund has added the Primary Vendor Address next to the Vendor Name on the Vendor drop-down menu. This will help users find the correct vendor, especially if there are multiple vendor names with varying addresses.

APTAWEB-2279: Vendor Invoice – Type-Searchable Vendor Drop-Down

The Vendor field is now type-searchable on the *Vendor Invoice* page. Users can type in the Ordering Vendor or Payment Vendor fields, and the results will filter based on the typed search. The filter is based on <contains> and not just <starts with>. For example, if typing "sch" will return results such as School Specialty, Harris High School, Scholastic School Supplies, etc. Anywhere in the vendor name which contains the same search text will appear, with vendors that start with the search string listed first. **NOTE:** The search is NOT case sensitive.

APTAWEB-1954: Vendor Invoice – Confirmation/Status Messages Added

Users will now see a confirmation dialog box prior to deleting invoices. In addition, the status grid now pops up with success/fail messages and detail upon deletion.

APTAWEB-2436: Vendor Invoice – Un-submitting Invoices

Users with the proper permission can now successfully un-submit vendor invoices.

APTAWEB-2353: Vendor Invoice – Un-submitting Invoice Result Grid

A result grid has been added so that users can see the success or failure of un-submitting a group of regular invoices.

APTAWEB-2357: Vendor Invoice – Default Layout Updates

The default layout has been updated to the invoice grid. If users have table settings stored at the user or system level, they will not see these changes unless they reset the grid settings on that page.

APTAWEB-2376: Vendor Invoice – Invoice Item Sort Changed

The sort order has been updated to sort by Item Number rather than Item Total.

APTAWEB-2403: Vendor Invoice – Vendor Selection Remains After Add/Edit

If the invoices grid is filtered by a specific vendor and the user clicks the Add button, the Vendor field on the new invoice screen now defaults to the selected vendor.

Issues/Changes

(Reference Number followed by description)

ACCOUNTS PAYABLE (continued)

APTAWEB-2545: *Vendor Invoice Detail* – Added Invoices with Incomplete Vendor Addresses

AptaFund will no longer generate an error when adding an invoice when the vendor has an incomplete address. For instance, if the address is missing the state, the invoice can still be created.

APTAWEB-2402: *Vendor Invoice Item* – Popup Screen for Adding/Editing Invoice Items

The *Vendor Invoice Item* page now appears as a popup window rather than its own page. This allows the user to select multiple invoices to edit, or to add line items more easily. This popup window has a Save button, as well as a Save and Add Another button (when adding line items) or Save And Next (when editing line items).

APTAWEB-2475: *Vendor Invoice Item* – Quantity, Unit Price Extended to Four Decimal Places

When Adding or Editing line items, users can enter Unit Prices and Invoiced Quantities using up to four decimal places. Previously, AptaFund would round those values to two decimal places.

APTAWEB-2478: *Vendor Invoice Item* – Account Code Assistant Updated

Newly added elements on the element drop-down list in the Account Code Assistant are ordered numerically, rather than in the order in which they were added.

APTAWEB-2333, -2479: *Vendor Invoice Item* – Use Tax Default value not considering all configuration settings

AptaFund has been updated to calculate Use Tax correctly, based on the relation between the address of the installation site and the vendor's address. If the address of the vendor is in a different state, AptaFund will add a Use Tax line to the invoice if the "Automatically Default Use Tax Checkbox" parameter on the *Purchasing Configuration* page is set to "Yes".

NOTE: Use Tax is not applicable to all states. Please confirm that your state charges Use Tax before enabling it.

APTAWEB-2354: *Payment Management* – Credit Memos to Show Negative Amounts

Credit Memo Invoices will now show a negative amount in the Invoices grid.

APTAWEB-2281: *Warrant Printing* – Security Updates

Permissions issues have been fixed on the *Warrant Printing* page.

APTAWEB-2477: *Vendor Invoice* –Invoice Status Display Corrected

Invoices are now displaying the correct status as such: New, Pending, Cancelled, Submitted, Partially Paid, and Paid.

ACCOUNTS RECEIVABLE

APTAWEB-1399: *Cash Receipts Batch Form* – Applying Account Code Filters

Users can now apply filters on the Cash Receipts grid, based on account code elements. To filter based on account code, click the Filter icon, open the Account Code line, and click the Account Code Description button.

Issues/Changes

(Reference Number followed by description)

ACCOUNTS RECEIVABLE (continued)

APTAWEB-2409: *Cash Receipts Item* – Popup Screen for Adding/Editing Cash Receipt Detail

The *Cash Receipts Item* now appears as a popup window rather than on its own page. This allows the user to select multiple batch items to edit, or to add items more easily. This popup window has a Save button, as well as a Save and Add Another button (when adding items) or Save And Next (when editing items).

APTAWEB-2065: *Cash Receipts Item Detail* – Account/Balancing Account Layout

The layout of the Cash Receipts detail items page has changed to be more user-friendly. Users can directly enter account codes, or use the allocation button to allocate amounts.

APTAWEB-2277: *Cash Receipts Item Detail* – New "Save and Add Another" Button

Users now have a Save and Add Another button on the Batch Item Detail page, in order to add multiple batch items, rather than having to toggle between the Batch Item and the Item Detail pages.

ADMINISTRATION

APTAWEB-2311: *Approval Process > Approvers* – New Approvers Appear on Drop-Downs

The Approvers drop-down menu now displays new Approvers without having to refresh the *Approvers* page.

APTAWEB-2223: *Manage Requisitioners* – Added Employee Site/Department to Table Display Settings

Site and Department fields have been added to the Manage Requisitioner grid to improve sorting and filtering.

APTAWEB-2526, -2527: *Reports* – Permissions Changed for Report Access

Permission issues have been resolved for a number of reports within AptaFund 4.1. On the following list is the report name, as well as the minimum permission level users would need to view that report:

<i>Account Code Security Setup Report</i>	Account Code Security-View
<i>Account Code Security Audit Log Report</i>	Account Code Security-View
<i>New Hire Report</i>	Payroll Reviewer
<i>QTR Wage & UI Report</i>	Payroll Reviewer
<i>Audit Log Report</i>	System Configuration-Manage
<i>Batch Execution Report</i>	Data Import-Manage
<i>Employee Benefit Import Report</i>	Payroll Reviewer
<i>Employee Information Import Report</i>	Payroll Reviewer
<i>Integration Mappings Report-</i>	Account Mapping-View
<i>Task Detail Report</i>	Data Import-Manage
<i>Vendor 1099 Totals Report</i>	Vendor Management Reviewer

Issues/Changes

(Reference Number followed by description)

ADMINISTRATION (continued)

APTAWEB-2396: *Dashboard Custom Text* – New Page to Customize Home Page

A new page in the Administration module is the *Dashboard Custom Text* page. Administrators will now be able to customize text to display on all AptaFund user dashboards. Users can add text, hyperlinks, color, bullet points, messages etc. Font and size are also editable. **NOTE:** This page is currently only available for customers who do not use the Employee Self-Service Portal for displaying Paycheck information.

APTAWEB-1618: *Manage Users* – Specific Check Printer Configuration Permissions

There are four new permission levels which grant access to the Purchase Order, AP Warrant, Payroll Paycheck and Liability Check Configuration pages within the Purchasing Configuration and Payroll Configuration pages, respectively:

- Security Group: Purchasing Configuration
 - Purchase Order Configuration
 - A/P Warrant Configuration
- Security Group: Payroll Configuration
 - Payroll Checks
 - Liability Checks

APTAWEB-2340: *Manage Users* – Permission Level for Payroll Register Details Set Mass Days/Hours

There is a new user permission level called “Payroll Mass Days/Hours”, which will allow payroll users to access the Set Mass Days/Hours command on a payroll register. Admins must add this permission level on the Current Permissions tab.

APTAWEB-2168: *Security Templates* – New Template for "Superintendent"

A new System Template called "Superintendent" has been added. This template has Reviewer permissions to all modules, except for Chart of Accounts and Budget. On those modules, the user will have Admin rights.

BANKING

APTAWEB-2307: *Bank Account Management* – Fixed Link to *Bank Account Page*

The *Bank Accounts* hyperlink on the *Bank Account Management* page now resolves to the correct URL.

CHART OF ACCOUNTS ADMINISTRATION

APTAWEB-2254: *Chart of Accounts* - Default to Current Accounting Cycle

The *Chart of Accounts* page now displays the default Accounting Cycle (Fiscal Year), based on what cycle the user has selected. For example, if the user currently has the fiscal year set to FY14-15 (the link in the upper right corner of the page), the *Chart of Accounts* page defaults to FY14-15. Users can display any other fiscal year by selecting the Accounting Cycle from the drop-down menu.

Issues/Changes

(Reference Number followed by description)

CHART OF ACCOUNTS ADMINISTRATION

APTAWEB-2350: *Chart of Accounts* – Resolved Deleting Line Item Error for Balance Sheet Accounts

This update resolves the "undefined" error when deleting an account code from the Balance Sheet account list.

APTAWEB-2351: *Chart of Accounts* – Fixed Filter on Page for Balance Sheet

The filter has been fixed on the *Chart of Accounts* page for Balance Sheet accounts.

CHECK PRINTING

APTAWEB-2472: Check Printing > All Modules > New Message When First Check Number is Empty

The check printing screens for AP Warrants, Payroll Paychecks, and Payroll Liability Checks will all display the following message if the user left the First Check Number blank:

"You must enter the First Check Number before printing checks."

CUSTOMER MANAGEMENT

APTAWEB-2386: *Customer Management* – Removed Error Saving Customers

When entering a new customer, AptaFund 4.1 will correctly save that customer in the Customer Management page without displaying an error (provided the customer has been entered correctly).

EMPLOYEE SELF-SERVICE PORTAL

APTAWEB-2447: Employee Paycheck Availability Date Configuration

Employee Self-Service Portal customers can now tell AptaFund when they want the paycheck stubs available to the employees. Users must go to the Payroll Configuration page and enter a number into the parameter titled "Employee Self-Service - Days Before Checks are Available". This value specifies the number of days before the check date to make paystubs available to employees in ESS. If zero, checks are not available until the check date.

Example: If this parameter is set to 5 and the check date is 1/15/2015, the checks will be available in the Employee Self-Service Portal on 1/10/15. If it is set to zero, then checks will not be available until 1/15 /15.

APTAWEB-2314: *Employee Group Leave Details* – Multi-Select Leave Types to Change Approval Process

Employee Self-Service Portal customers can now select more than one leave type on the *Employee Group Leave Details* page and click the "Mass Assign Approval Process" to change the Approval Process, instead of changing one at a time.

Issues/Changes

(Reference Number followed by description)

GENERAL LEDGER

APTAWEB-2427: *Journal Entry* – Deleting Un-posted Journal Entries

Users with the correct permissions are now able to delete un-posted journal entries.

GENERAL USABILITY

APTAWEB-2304: *Account Code Selection* – Error Message When Account Does not Exist

On all Account Code selection screens, users will now get an "Account Code Doesn't Exist" message instead of a "Not Authorized" message when the account code entered is invalid.

APTAWEB-2146: *Multiple Account Allocation* – Popup Window Created

Throughout AptaFund 4.1, the *Multiple Account Code Allocation* screens have been configured to be used as a popup instead of a new screen. This is done to simplify the process of adding more than one account code to an object. When a user clicks the "Allocation" button where an account code is entered, the popup screen will appear, allowing the user to allocate all amounts before clicking Save and returning to the object.

APTAWEB-2069: *Multiple Account Allocation* – Permissions Changed For Add Account Button

The Add Account button will not appear for users who have Operator permissions or below.

APTAWEB-2074: *Multiple Account Allocation* – Include Inputted Element Values in Account Code Search

If a user does not know an entire account code, he or she can use the Account Code Assistant to enter elements and click the ellipsis button. AptaFund 4.1 will take the elements entered and suggest accounts based on those elements. For example, if an account code starts with 01-0000-100-, but you cannot remember the rest of it, you can enter 01-0000-100- in the Account Code field, and open the Account Code Assistant. It will enter those elements into the structure, and you can pick more elements to search by, or click FIND and narrow down your choice. This works with single or multiple account code structures. Disabled accounts will not display. If no elements are entered, any elements may be selected on the Account Code Assistant. If an invalid account code is entered, no elements are selected.

APTAWEB-2075, -2561: *Multiple Account Allocation* – Account Code Masking

Account code masking is now shown according to the default account type for the object (for customers with multiple account formats). For example, if the default account type is Expenditure, the account code mask that appears on the Multiple Account Allocation dialog will match the format for Expenditure. If the account format should be something else, that format can be chosen via the account code assistant popup. In addition, the Account Type mask now allows letters and letter/digit combinations.

Issues/Changes

(Reference Number followed by description)

GENERAL USABILITY (continued)

APTAWEB-2154: *Job Queue* – Manage Job Queue

A new process called *Job Queue* has been created. Users can manage various procedures from this screen. Procedures like submitting a payroll register can be started, and then users can move to different screens and continue to work. Once the procedure is done, the user will be notified by a popup box in the lower right hand corner, alerting them that the process succeeded or failed. The Job Queue page can be accessed from the popup box or via the User drop down panel in the upper right corner. Currently, only the Submit Payroll Register process is set up as a queued job, but more processes will be added in the future. Queued processes are also displayed on the main dashboard.

APTAWEB-2272: *All Screens* – Unselect All Command to Remove Selections

An "Unselect All" hyperlink has been added at the bottom of all grids next to tally of selected records. Click on the hyperlink to unselect selected records.

APTAWEB-2275: *All Screens* – Numeric/Text Box Handling

Up/down arrows in text boxes have been removed to prevent confusion. Tabbing through fields now selects the total data in each field, instead of displaying the cursor at the end of the data.

HELP FILES

APTAWEB-2251: Help Files Updated

Help Files have been updated. To access them, click on the User drop-down menu in the upper right corner, and click on Help. This will open the Help files in a new browser tab.

HUMAN RESOURCES

APTAWEB-2317: *Manage Employees/Employee Jobs* – Mass Approve Jobs Command

Users (with correct permission) can Mass Approve jobs from the Manage Employees screen. Clicking on this button will open a new window with a list of all employees and all of their jobs. Users can filter based on any of the available fields (including ones not showing in the display, but available in the filter screen), and then select all, and Mass Approve Jobs.

APTAWEB-2135: *Manage Employees* – New Mass Close Jobs Command

There is now a Mass Close Jobs button in the Manage Employees screen. Users can select groups of employees to mass close jobs, instead of doing them one by one. Click the Mass Close Jobs button to open a grid where employees can be filtered. Select the employees/jobs to close and click Mass Close Jobs.

APTAWEB-2384: *Manage Employees* – Default Screen Layout

The default layout has been updated on the Manage Employees screen. Users will see this change if they do not have custom table settings stored at the user or system level.

Issues/Changes

(Reference Number followed by description)

HUMAN RESOURCES (continued)

APTAWEB-2242: *Manage Employees* – Position Number on Job Details Header

The Position Number now displays in the header of the Manage Employees Job Detail screen.

APTAWEB-2322: *Manage Employees* – Importing Employee Pictures

Fixed the problems adding or deleting employee photos.

APTAWEB-2352: *Employee Jobs* – Multi-Select on Approve Job Command

Payroll users can now approve more than one job at a time in the Employee Jobs screen. Just click the checkbox on multiple jobs and click the Approve Job(s) button

APTAWEB-2424: *Employee Job Details* – Resolved Errors Approving Jobs

Errors approving employee jobs in the Employee Jobs screen have been resolved.

APTAWEB-2342: *Employee Job Details* – Resolved Approve Job Error

Payroll users can now approve employee jobs on the Employee Job Detail screen.

APTAWEB-2144: *Master Position Management* – Enable/Disable Buttons Added

Enable and Disable buttons have been added to the Master Position Management detail screen. When adding master positions, they will only display after the Save has been pressed. They will display when editing existing master positions.

APTAWEB-2328: *Employee Assignments* – Custom Columns Created

A number of custom data fields were added to the Employee Assignments Add/Edit screen. **NOTE:** Only certain states (NE, IA, MA) use the Employee Assignments page. For more information about this screen, contact AptaFund 4.1 Client Support.

LOGIN PAGE

APTAWEB-2319: *Login Page* – Removed Error Message Logging into AptaFund 4.1

The "Sequence Contains No Elements" error message when logging in after a session times out has been removed.

PAYROLL

APTAWEB-2253: *Payroll Configuration* – Display of Bank Routing Number

The Employers Bank Routing Number in Payroll Configuration now displays as a fixed nine-digit number.

Issues/Changes

(Reference Number followed by description)

PAYROLL (continued)

APTAWEB-2318: *Manage Deductions* – Removed Error on Store Systems Settings

This update resolved the "Sequence Contains No Matching Elements" error that was generated when trying to Store System settings in the Manage Deductions screen.

APTAWEB-2282: *Manage Deductions* – Vendor Field Allows Typing with Autocomplete

In the Manage Deduction detail screen, the Vendor field is now type-searchable. User can begin typing a vendor name and the vendors will filter based on the search text.

APTAWEB-2366: *Deduction Assignment* – Default Screen Layout

Default grid columns and widths on the Direct Deposit tab have been changed to be more informational. These defaults can be overridden by the user in the Display Settings screen and selecting User > Store Settings.

APTAWEB-2092: *Deduction Assignment* – Adding Deductions when Deduct Order = Post Tax

Users can now add deductions to deduction sets that have a Deduct Order of "Post Tax".

APTAWEB-2246: *Deduction Assignment* – Error Message Approving Deduction Set(s)

The user will receive a more detailed error message when trying to approve employee deduction set(s) if an employee is on a submitted register.

APTAWEB-2464: *Deduction Assignment* – Drop-down Boxes Corrected for Start and End Dates

In the Deduction Assignment detail screen, the drop-down boxes now show correct dates according to the payroll period assigned to the employee.

APTAWEB-2426: *Employee Payroll Information* – Fixed Recurring Dock

The Recurring Dock has been fixed. First, make sure the employee job is not on a register, then go to the Employee Payroll Information page and Remove the job from payroll, set up the recurring dock, save it, submit the job to payroll, and then add the job to the register in the Manage Payroll page. The dock will show.

APTAWEB-2375, -2377: *Manage Payroll* – Default Screen Layout

The default layout has been updated on the register and register detail screen in Manage Payroll. Users will see this change if they do not already have customized table settings stored at the user or system level.

APTAWEB-2283: *Manage Payroll* – Message Appears When Register Has No Type

An error message now displays when a user tries to create a register without the Register Type entered.

APTAWEB-2428: *Manage Payroll* – Dock Amount Fixed

Adding a dock amount directly into the payroll register has been fixed in this update.

Issues/Changes

(Reference Number followed by description)

PAYROLL (continued)

APTAWEB-2462: *Manage Payroll – Daily Jobs Using Correct Calculation (Days not Hours)*

Employee jobs that are calculated as "Daily" are now calculating correctly, without regard to the hours per day.

APTAWEB-2554: *Manage Payroll > Leave Detail – Now Able to Carry a Negative Balance*

In some instances, customers will want to track leave taken, even if the leave type used does not accrue (e.g., leave without pay, bereavement, etc). Users can now enter leave taken for employees, even if that amount forces a leave balance to have a negative balance. **NOTE:** This Leave Detail page is also visible from Human Resources > Manage Employees.

APTAWEB-2552: *Manage Payroll > Leave Detail – Defaults to Selected Value*

On the Leave Detail screen, after clicking the Add button, default values will be the same as previous selections, if any. **NOTE:** This Leave Detail page is also visible from Human Resources > Manage Employees.

APTAWEB-2533, -2551: *Manage Payroll > Leave Detail – Selecting Substitutes on Popup*

In the Leave Detail screen, when adding a leave for an employee, users now have the ability to select the Substitute who filled in for that employee. The Substitute list displays those employees with approved Substitute jobs. To view/set up the jobs which constitute a substitute job, users must go to the Payroll Configuration page and configure the parameter called "Substitute Jobs Master Position Names". Substitute selection is only available if the parameter called "Show Substitute for Teacher on Leave Detail" is set to Yes. Once the entry is complete, users can run the "Payroll - Employee Substitute Teacher Report" to see what substitutes worked for what employees and what days, to calculate (or verify) their hours/days. **NOTE:** This Leave Detail page is also visible from Human Resources > Manage Employees.

APTAWEB-1895: *Manage Payroll – Improved Entry of Hours*

Various screen changes to improve the entry of hours and overtime for payroll. The edit screen has been replaced with an Edit popup. Users can save OT and Regular hours at the same time, and are also to enter Regular hours and press "Save" to populate the Gross Pay field. If users edit Dock Hours or Dock Amount, then press "Save", both fields will populate.

APTAWEB-2083: *Manage Payroll – Showing Non-editable Fields*

Read-only fields in the Job Addenda screen of Payroll Register Details are now grayed out. These fields cannot be edited.

APTAWEB-2084: *Manage Payroll – Save Message when Multi-editing Records*

In the payroll register detail screen, multiple jobs can be selected for editing, and AptaFund will display a message that the record was saved each time the "Save and Next" button is clicked. This allows the user to know that each change they made on the prior screen saved successfully.

APTAWEB-2347: *Manage Payroll – Separate Popup for Overtime Allocation*

Overtime allocation popup for editing OT hours has been changed so it pops up into a separate popup.

Issues/Changes

(Reference Number followed by description)

PAYROLL (continued)

APTAWEB-2430: *Manage Payroll* – Adding Jobs with a Recurring Dock to a Register

Adding a job to a payroll register that has a related recurring dock amount now works successfully.

APTAWEB-2337: *Manage Payroll* – Submit Register Added to Job Queue

The Submit Register command has been added to the Job Queue (see the *General Usability* section, item APTAWEB-2154 for more information). This allows users to submit a register and then do other things while AptaFund processes that request. When the register submission is complete, the user will get a notice if it succeeded or failed.

APTAWEB-2313: *Manage Payroll* – Submit Payroll Message is now the Correct Color

The message that tells the user the payroll register has successfully submitted has been changed to green.

APTAWEB-2459: *Print Payroll Checks* – Resolved Print and Verify Error

Users are no longer getting a null date error when printing and verifying paychecks in the combined print/verify dialog.

APTAWEB-2085: *Payroll Reports* – Payroll Report Subgrouping

In the Reports selection, all Payroll Reports have been grouped by Employee Reports, Annual and Quarterly Reports, Payroll Liability Reports, and Register reports. This simplifies the search when finding the desired report. The drop-down is also type-searchable, so users can begin typing the report name and AptaFund will filter the choices.

APTAWEB-2445: *Payroll Reports* –Report Permissions Assigned

Numerous payroll and liability reports are now able to be seen by users with payroll reviewer permissions.

PURCHASING

APTAWEB-2149, -2338: *Purchasing Configuration* – New PO Printing Settings

New print settings for Purchase Orders have been added to the Purchase Order tab on the Purchasing Configuration page:

- Print Department – Turn On/Off the Department info
- Print Shipment – Turn On/Off Shipment info
- Print Payment – Turn On/Off the Payment line under the Total amount
- Print Approvals – Turn On/Off approval information to any existing comments on POs.
- Text Above Requested By – This is the text that appears above the PR Requested By information

New information that will appear on Purchase Orders include:

- Installation Site Phone Number
- Vendor Fax
- Vendor Email address
- Vendor Email, voice phone, fax phone and contact now have labels that prefix the data

Issues/Changes

(Reference Number followed by description)

PURCHASING (continued)

APTAWEB-2503: *Purchase Requisition* - Requisition Screen Changes

There have been a number of visual changes to the Purchase Requisition screens in this release.

- There are now Save and Add buttons when adding new requisitions or requisition items
- Hyperlinks to edit on the main requisition grid (instead of having to select the line item and press Edit)
- Next and Previous navigation buttons were moved to the bottom left of the popups for navigating through the screens on multiple edits
- A “Save and Next” button has been added for editing multiple records.
- There is now a Records count when flipping through consecutive records to show how many items are being edited.
- There is also an Edit All button, whereby the user can filter the grid, then click Edit All without having to individually select all items to edit.

APTAWEB-2448: *Purchase Requisitions* – Ability to Delete Requisitions

A Delete button now appears on the Purchase requisition Grid and Requisition Detail page. This will delete selected requisitions. This command is associated with the Purchase Requisition - Delete security permission.

APTAWEB-2463: *Purchase Requisition (eCommerce Vendors)* – Resolved Problems Ordering from Online Vendors

Fixed problems when ordering from an eCommerce (online) vendor. AptaFund now has a “Shop Online” button for requisitions that have a vendor that has been configured as an eCommerce vendor. When this button is clicked, AptaFund will “punch out” to the vendor’s site, where the user can shop from the online store. After choosing items and placing items in the vendor’s Shopping Cart, the user can Submit the Shopping Cart, and then add account codes to the items order. For more information about setting up eCommerce vendors, please contact AptaFund Client Support.

APTAWEB-2407: *Purchase Requisition* – Buttons from My Purchase Requisition Moved to Requested Items grid

The “Apply Discount/Premium”, “Add Shipping”, and “Apply Tax” buttons have been moved to the Purchase Requisition Detail screen next to the Save and Cancel buttons. The buttons will not show on new requisitions until after the requisition has been saved.

APTAWEB-2542: *Purchase Requisition* – Default Account Type/Format for Requisitions

For customers who use multiple Account Formats, the default Account format for Requisitions has been set to Expenditure. Users can change this manually on the Account Code Allocation popup screen.

APTAWEB-2291: *Purchase Requisition* – Adding Account Codes to Line Items

A new “Apply Account Codes To Requisition Items” button has been added to the Purchase Requisition screen. This button allows the user to apply one Account Code to all items on the requisition. If line items are added to the same requisition, those subsequent line items will default to the same account code.

APTAWEB-2298: *Purchase Requisition Item* – New Popup Window

Purchase Requisition Items can now be added or edited on a popup screen instead of on new screens, to prevent confusion, and enable ease of entry.

Issues/Changes

(Reference Number followed by description)

PURCHASING (continued)

APTAWEB-2294: *Purchase Requisition Item Detail – Default Quantity Set*

When entering Purchase Requisition items, the default Ordered Quantity has been set to 1.

APTAWEB-2297: *Purchase Requisition Item Details – Adding Account Code on the Item page*

Users can now type and edit account codes for line items without having to open the allocation screen.

APTAWEB-2457: *My Purchase Requisition Details - Add/Edit Now a Popup Window*

Users who utilize the My Purchase Requisitions and Admin Purchase Requisition screens can now add line items using a popup window when clicking the Add or Edit buttons.

APTAWEB-2359: *My Purchase Requisitions - Default Layout for Details Items Grid*

The default layout has been updated on the My Purchase Requisitions Requested Items grid. Users will see this change if they do not have an alternative table settings stored at the user or system level.

APTAWEB-2220: *My Purchase Requisitions – View Budget Button Added*

View Budget in My Purchase Requisitions screen has been moved to the main grid, so users don't have to view by item.

APTAWEB-2360: *My Purchase Requisitions Details – Requested Items Status column*

Removed the duplicate "Status" field in the My Purchase Requisitions Details Requested Items grid.

APTAWEB-2339: *My Purchase Requisitions Details – Total Amount*

A "Total Amount" has been added to the top of the Requisition Details page, which will keep a running total as items are added. Also, a "Total Amount" column has been added to the My Purchase Requisition Grid. The column can be added using the Table Settings.

APTAWEB-2474: *My Purchase Requisition Approvals . – View Budget Button Added*

View Budget has been added to the My Purchase Requisition Approvals page. On selected records from the grid, users can select the button and view the budget for the purchase requisition. **NOTE:** The button is available for those with the "My Purchase Requisition Approvals - View Budget" permission level.

APTAWEB-2363: *Purchase Order – Default Screen Layout*

Default layout updated on the Purchase Order grid. Users will see this grid if they do not have an any custom table settings stored at the user or system level.

APTAWEB-2405: *Purchase Order – Retain Vendor on Adding/Editing New Purchase Orders*

If the Purchase Order grid is filtered by a specific vendor and a new PO is added, the Vendor field on the new PO defaults to the vendor that was selected.

Issues/Changes

(Reference Number followed by description)

PURCHASING (continued)

APTAWEB-2498: *Purchase Order* – Added Requisitioner to Purchase Order Grid

A new column has been added to the Purchase Order grids for "Requisitioner". This field will display the user who entered the associated purchase requisition. The column can be added in the page's table settings.

APTAWEB-2289: *Purchase Order* – Deleting PO's if Line Items Exist

AptaFund now allows users to delete a Purchase Order with line items listed, without deleting the line items first.

APTAWEB-2343: *Purchase Order* - Print Additional Comments on Purchase Orders when Issuing

Users can now print additional comments in the Shipping Instructions and text above Signature, and those comments will appear on the PO copies. To access these fields for editing, go to the Purchasing Configuration page and then the Purchase Order tab, or add the comments on the Print screen when printing the PO.

APTAWEB-2406: *Purchase Order Detail* – Move Buttons to PO Detail Page

The following buttons have been moved from the main Purchase Order Apply Discount/Premium, Add Shipping and Apply Tax buttons were moved, NOT copied, to the PO Detail page, instead of the PO grid. Buttons were added next to Save and Cancel at the bottom of the top detail area. The buttons will not show until after Save.

APTAWEB-2293: *Purchase Order Detail* – Default Order Quantity

When entering line items in the Purchase Order screen, the Order Quantity now defaults to 1.

APTAWEB-2410: *Purchase Order Detail* - Add/Edit Order Items Now On Popup Screen

The Add/Edit item screen for Purchase Order details has been moved to a popup window to allow for an easy user flow when entering POs.

APTAWEB-2290: *Purchase Order Detail* – Order Items Grid Shows After Save

The Purchase Order Detail grid for line items now shows after the initial save of the Purchase Order. This prevents items from being added before the PO has been added.

APTAWEB-2292: *Purchase Order Item* – Adding Account Codes to Line Items

An "Apply Single Account Code" button has been added to add one account code to all PO Items at once. The button is located on the Order Items grid. In addition, subsequent line items will default to the previous account code so selection of same the account code is not necessary.

APTAWEB-2296: *Purchase Order Item Details* – Adding Account Code Selection to Screen

Account Codes can be manually entered without needing to go through the account allocation, if the account code is known. The Account Code popup allows the entire code to be entered.

Issues/Changes

(Reference Number followed by description)

VENDOR MANAGEMENT

APTAWEB-2284: *Vendor Management* – M/WOB Abbreviation Spelled Out

M/WOB is now spelled out as “Minority/Woman Owned Business” in the Vendor Add/Edit screen.

APTAWEB-2285: *Vendor Management Details* – Contact Management Button Added

A “Contact Management” button has been added to the Vendor Management details screen. For a new vendor, the button does not appear until after the initial save of the vendor.

APTAWEB-2286: *Vendor Management Details* – Enable/Disable Vendor Buttons

“Enable” and “Disable” buttons have been added to the Vendor Management details screen. Users can enable or disable the vendor from within the detail screen when making changes.

APTAWEB-2288: *Vendor Management Details* – Widen Text Boxes

The fields on the Vendor Management detail screen have been widened so they are uniform in size.

APTAWEB-2454: *Vendor 1099 Adjustments* – Grids to Show Data for Selected Vendor

Changing the Vendor dropdown now refreshes the grids to display data for the currently selected vendor.

APTAWEB-2501: *Print 1099 Form* – Reconfigured Rows

In order for the 1099 printed form to line up correctly with the envelopes, an extra line from the top of the form template was removed. This brought all of the data up about 1/8" to align with the envelopes.