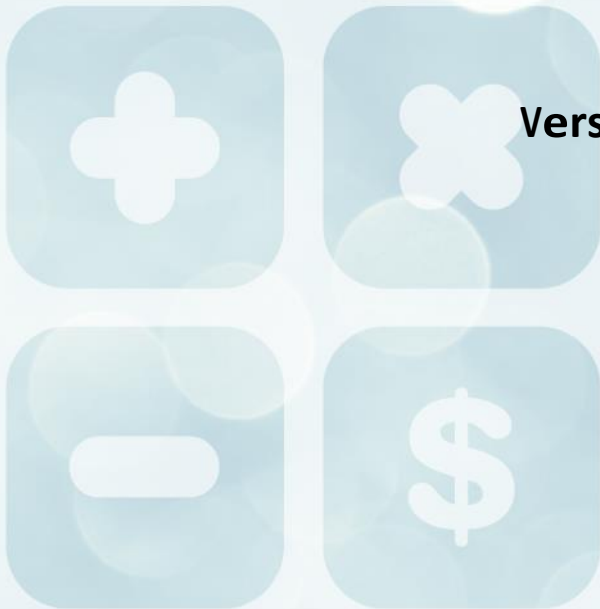


# AptaFund 4.1

## *Apta***Fund** Release Notes

**Version 2015.05.15**



# New Functionality

(Reference Number followed by description)

## General

### APTAWEB-2627: Redesign – Move Save/Cancel/Other Action buttons Moved to Upper Right

Over the course of the next few updates, the buttons that cause action in AptaFund will move from the lower left to the upper right of the page. These action buttons (Save/Cancel/Submit, etc.) should be more visible and easier to use (see the pictures below for examples). In this update, only the detail screens will change. The main grids will be coming in the next release. Users will notice that one button is a different color. This is the default action button on the screen.

#### Purchase Order Details



#### Employee Job Details



#### Vendor Invoice Details



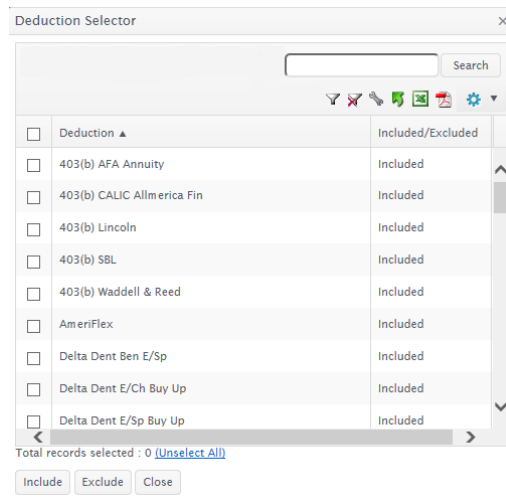
#### Employee Deduction Set Details



HR, Payroll & ESS ► Payroll ► Manage Payroll

### APTAWEB-2798: Ability to Exclude a Deduction from a Register for All Employees

AptaFund users now have the ability to remove or add deductions on an entire register. Doing this will include or exclude deduction(s) for all employees on the register who have it. To include or exclude deductions on the whole register, click the **Include/Exclude Deductions** button to open the *Deduction Selector* popup box (below). Select the deductions to include or exclude and choose the proper button.



## Fiscal Year End Issues

(Reference Number followed by description)

The following items are fixes and changes that affect the Fiscal Year End rollover process. Please download the 2015 AptaFund 4.1 Fiscal Year End Rollover Guide on Harris eSupport for more information about performing the Fiscal Year End Rollover. (<https://support.harriscomputer.com>)

### **APTAWEB-3036: Rollover Chart of Accounts Added to Job Queue**

Since the rollover Chart of Accounts command may take some time to complete, the process has been added to the Job Queue. AptaFund will notify the user that the job is in the Job Queue and will alert the user when it is complete. While it is running, the user can continue to use AptaFund, although some parts of the database may be locked out while the rollover is working.

### **APTAWEB-3039: Label on Bank Account Rollover Popup Changed**

The label on the *Bank Account Rollover* popup page for the new fiscal year has been changed to “New Accounting Cycle”, and the default year in that box is the new fiscal year.

### **APTAWEB-3040: Completion Message Appears When Banks are Rolled Successfully**

A “Bank accounts rolled over successfully” message now appears on the screen when the bank account rollover is complete.

### **APTAWEB-3041: Popup Dialogs Added for HR Rollover Tasks**

Popup dialog boxes which ask the user to choose a New Accounting Cycle now appear for the following rollover processes:

- Human Resources > Rollover Calendars
- Human Resources > Rollover Salary Schedules
- Payroll > Rollover Leave Types

### **APTAWEB-3042: Completion Message Appears for Calendar Rollover**

The completion message on the Human Resources Calendar rollover now says “Calendars rolled over successfully.”

### **APTAWEB-3045: Completion Message for Master Position Rollover More Complete**

The completion message on the Master Position rollover now displays in a grid which shows master positions which succeeded as well as exceptions.

### **APTAWEB-3047, -3048: Progress Icon, Error Messages Added to Rollover Employee Jobs Dialog**

Added a “spinner” icon to appear after the user clicks the **OK** button on the *Rollover Employee Jobs* dialog box. The icon will remain on the screen until the rollover is complete. If there are any errors, those errors will display in a red bar on the top of the page.

## Fiscal Year End Issues

(Reference Number followed by description)

### **APTAWEB-3212: Rolling Over Payroll Cycles**

Added a **Rollover Payroll Cycle** button to the *Payroll Configuration Payroll Cycles* tab. Users can roll over the payroll cycles to the next fiscal year. Employees who are members of payroll cycles in the old fiscal year will remain there in the new fiscal year.

### **APTAWEB-2953: Auto-Roll Payment Plans**

AptaFund now rolls over employee job payment plans automatically, so that users do not have to change the pay plan for each employee every year. For example, if an employee is on a pay plan of “Evenly Over 12 Periods” in the old fiscal year, the pay plan in the new year will also be “Evenly Over 12 Periods” when the job is approved in the new year. The only time this will not happen is when the payroll cycle changes from one year to another (e.g., Monthly to Semimonthly).

### **APTAWEB-3050: Mass Approve Jobs Page Updated with Result Messages**

Success or Failure messages now appear on the *Mass Job Approve* page when the process is complete.

### **APTAWEB-3049: Success Message Added to Rollover Leave Types Page**

A success message which reads “Leave types have been rolled over successfully” now appears on the *Leave Types* tab when the leave types are rolled over.

### **APTAWEB-3051, -3052: Deduction Assignment Progress Icon Added and Button Changed**

The button to rollover deduction sets on the *Deduction Assignment* page is now called **Rollover Deduction Sets**. Also, this update added a “spinner” icon to the *Rollover Deduction Sets* page, which appears after the user clicks **OK**. When the rollover process completes, the icon disappears and a success/failure message appears.

### **APTAWEB-3097: Fixed Rollover Functionality on Deduction Assignment Page**

Users can roll over employee deduction sets on the *Deduction Assignment* page by clicking the **Rollover Deduction Sets** button. All employees who have an approved job in the new fiscal year will have their deduction sets rolled over into that new fiscal year.

### **APTAWEB-3053: Fixed Rollover Leave Balances Process on Employee Payroll Information Page**

Fixed issues in the Rollover Leave Balances process so that leave balances come across to the new year correctly.


## Fixes & Changes

(Reference Number followed by description)

### General

#### APTAWEB-1614, -2804: Sort Order Issues on Check Printing Pages

Some changes have been made to the Check Printing screens in Payroll and in Accounts Payable:

- Payroll Liability Checks and Accounts Payable Warrants sort by Vendor Name by default.
- Employee Paychecks and Direct Deposits sort by Display Name by default.
- Users can change the default to a different column in Grid Settings (clicking the  icon).
- If a user checks the Select All box, checks will print in the same order in which they were sorted.
- If a user selects multiple checks (i.e. clicks individual checks or warrants), checks will print in the order the checks were selected, and **not** by the sort order.

#### APTAWEB-2173, -2176: Grid Settings – Page/Report Settings for All Grids

All Grid Report Settings (found on the menu in the upper right of each grid) has a place for the user to name the report, as well as options like page size, orientation, and margins. Once these settings are applied, they will stay in effect for all Grid Reports on that particular page.

Fig. 1 – Report Settings Menu

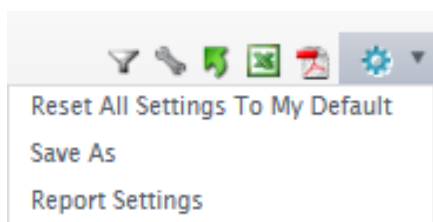
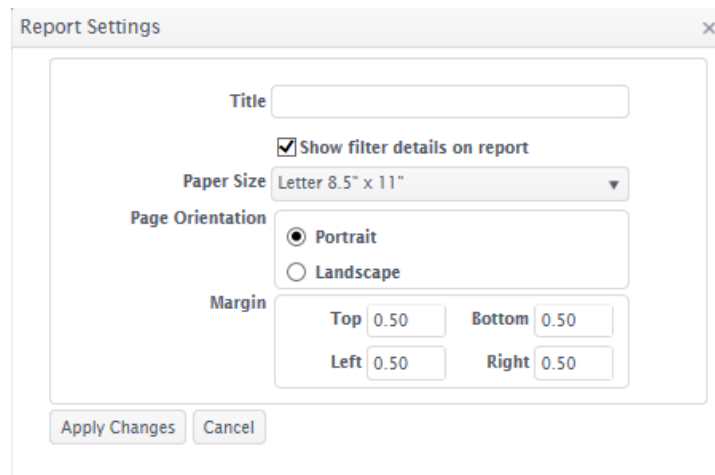


Fig. 2 – Report Settings Popup



In addition, the following items have been added to the Grid Reports:

- Installation Name at the top
- Title and Filter are displayed based on the Report Settings
- Time and Page Numbers are displayed at the bottom
- Created On date is displayed with the Report Filters
- Filters are displayed based on the "Show filter options on report" checkbox

## Fixes & Changes

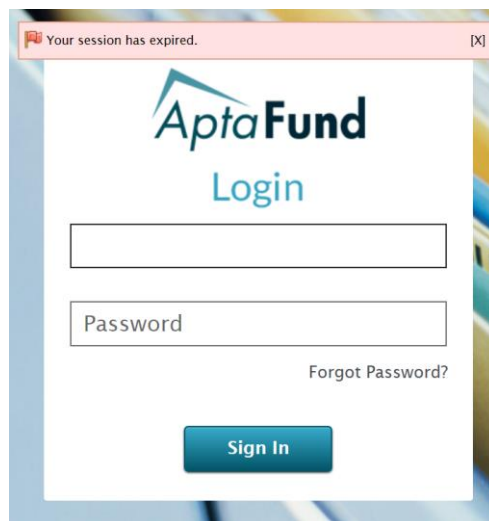
(Reference Number followed by description)

### General

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#### **APTAWEB-3017: Removed Session Timed Out Page**

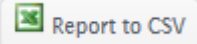
The “Session has timed out” page has been removed. If a user is idle for more than 20 minutes, AptaFund will return to the Login page. Upon logging in again, the user is taken to the same page before the timeout occurred.



#### **APTAWEB-3092: AptaFund Logo is a Link to the Home Page**

The AptaFund logo in the upper left of every page is a link to the Home page (<https://www.aptafund.com>). Clicking on the logo will take the user back to Home.

#### **APTAWEB-3151: Generating Reports to .CSV File Saves Time on Large Reports**

AptaFund reports have a new button option to  (Comma Separated Value). This will still open the report in Microsoft Excel, but it will not have the same formatting as an Excel report. The benefit of the lack of formatting will cause the report to generate much faster, especially large reports like the *Fund Audit Report*, *GL Detail Report*, *Account Journal Activity Report*, and *Payroll Register by Paycheck Report*.

#### **APTAWEB-3172: Grid Settings Save between Visits to the Same Page**

This update fixed issues with Grid Settings not being saved properly when re-visiting the same page.

#### **APTAWEB-3218: Installation Name Added to All Reports**

The Installation Name (which can be found on the *System Configuration* page in the Administration module) has been added in the header to all reports in AptaFund.

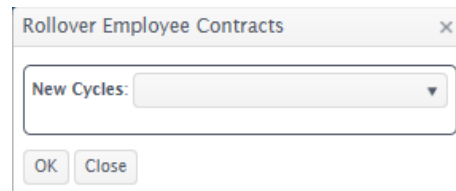
## Fixes & Changes

(Reference Number followed by description)

HR, Payroll & ESS ► Human Resources ► Employee Contracts

### APTAWEB-2970: Ability to Rollover Employee Contracts

Users now have the ability to rollover Employee Contracts. The *Employee Contracts* page in the HR, Payroll & ESS module has a new **Rolover Employee Contracts** button, which will allow the user to roll any selected contracts to the next fiscal year. When at least one schedule is selected, and this button is clicked, the *Rolover Employee Contracts* dialog appears. The user selects the new fiscal year and clicks **OK**. These contracts will then be available on the *Employee Contracts* page in the new year.



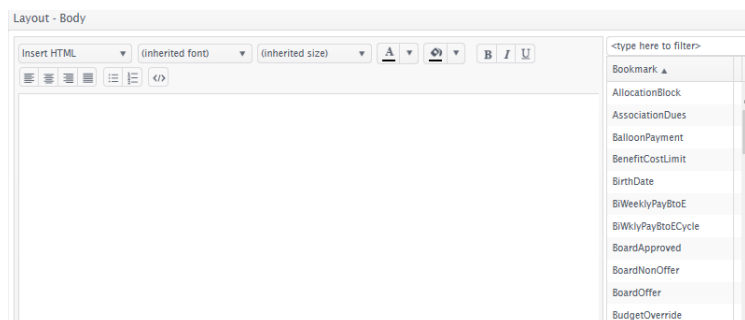
### APTAWEB-2995: Set Max Logo Size on Employee Contracts

The user can now set the maximum logo size on the employee contracts on the *Employee Contracts* page. When a logo is selected in the Logo drop-down, two fields appear for maximum length and width. These dimensions are in inches. The logo will not be expanded to fit dimensions that are larger than actual size. For example, if the logo is two inches long by one inch tall, those are the maximum dimensions that the logo will print.



### APTAWEB-3000, -3001: Show Bookmarks in a List in the Employee Contract Body Elements

All contract bookmarks are now included in a frame on the right side of the Body elements dialog box. These bookmarks are custom to the checkboxes selected for “Include All Jobs of this Contract Type” and “Include Jobs from Other Contact Types”. The bookmarks can be added to the contract verbiage by placing the cursor where the bookmark should be and clicking the name of the bookmark.



## Fixes & Changes

(Reference Number followed by description)

HR, Payroll & ESS ► **Human Resources** ► **Employee Contracts**

### APTAWEB-3131: Header/Footer Removed From Employee Contracts

This update removed the “Header” and “Footer” boxes from the *Employee Contracts* page. Instead, the “Page Header” and “Page Footer” boxes remain for users to configure how the contract header and footer sections. This will prevent confusion and allow for more space on the contract itself.

Page Header

Page Footer

### APTAWEB-3180: Yes/No For Include Jobs Columns on Employee Contracts

This update changed the *Employee Contracts* list to show Yes/No instead of True/False for the “Include All Jobs of this Contract Type” and “Include Jobs From Other Contract Types” columns.

Contract Type : ALL ▼		Description : ALL ▼		Search	
Drag a column header and drop it here to group by that column					
<input type="checkbox"/>	Contract Type ▲	Description	Include All Jobs of this Contract...	Include Jobs From Other Contract Types	
<input type="checkbox"/>	<a href="#">Admin</a>	Administration Contract	Yes	Yes	
<input type="checkbox"/>	<a href="#">Bus Driver</a>	Bus Driver Contract	No	No	
<input type="checkbox"/>	<a href="#">Teacher</a>	Teacher Contract	Yes	Yes	

HR, Payroll & ESS ► **Human Resources** ► **Human Resources Configuration**

### APTAWEB-3043: Added Save and Add Button on Calendar Dialog

This update added a **Save and Add** button to the dialog box where calendars are edited (see below).

Edit Calendar ×

\*Calendar Name

Description

### APTAWEB-3044: Improved Grid View on Salary Schedules Page

Redesigned the schedule grid on the *Salary Schedules* tab so that it will display more salary schedules. The upper grid is now of the same height as the bottom grid, and users should be able to see four salary schedules at one time.



## Fixes & Changes

(Reference Number followed by description)

HR, Payroll & ESS ▶ Human Resources ▶ Manage Employees

### APTAWEB-604: Incrementing Step and Applying New Salary Schedule Simultaneously

Users can now increment the Salary Schedule step for selected employees at the same time changes to the Salary Schedule are applied. This takes place on the *Human Resources Configuration – Salary Schedules* page. When the user makes changes to the Salary Schedule (e.g., changes the Base Pay or the Step Amounts), the schedule must then be applied for the new amounts to take effect. Now, the user can also increment the salary schedule step by clicking the **Mass Increment Salary Schedule Step and Apply Schedule** button. Doing this will call up the Increment Salary Schedule dialog, where the user can choose which employees to increment. After this, the Apply Salary Schedule dialog will appear, which allows the user to create Retroactive Pay, if necessary.

### APTAWEB-3144: Locked Job Name Field once Employee is Assigned that Job

Once an employee is assigned a particular job on the *Employee Job Details* page, the Job Name field cannot be changed (once the Save button has been clicked). If the job was assigned in error, it must be deleted and the correct job added.

### APTAWEB-3153: Employee Photos Expand when Hovering

When the user hovers the mouse cursor over an employee’s photo on the *Employee Details* page, the photo will enlarge from a thumbnail to a more visible size.

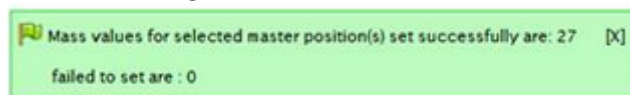
### APTAWEB-3274: Removed Error when User Vacates Position

This update removed the error “Object reference not set to an instance of an object” when vacating a job on the *Employee Job Details* page.

HR, Payroll & ESS ▶ Human Resources ▶ Master Position Management

### APTAWEB-3046: Set Mass Values Confirmation Message Appears when Complete

This update added a confirmation message when the **Set Mass Values** command is complete.



## Fixes & Changes

(Reference Number followed by description)

Budget & G/L ▶ General Ledger ▶ Journal Entry

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### APTAWEB-3006: Removed Error in *General Ledger* Date Filters

Resolved an error within the Begin and End date filters on all *General Ledger* pages.

### APTAWEB-3095: Removed Error Reversing a Reverse Transaction on *Journal Entry* Pages

Resolved an error when reversing a Reverse Transaction on all three of the *Journal Entry* pages. If a Reverse Transaction is reversed, and the Comment field gets too long, AptaFund will truncate the comment line.

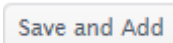
### APTAWEB-3168: Added Origin for Accounts Receivable Entries

Previously, when an Accounts Receivable (AR) bill schedule was posted, the Origin field on the *Journal Entry* page was blank. This issue has been fixed. Now, when creating a new bill schedule, adding and posting a new bill item, the *Actual Journal Entry* will show with "A/R" in the Origin field.

Banking & COA ▶ Chart of Accounts ▶ Element Value Maintenance

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### APTAWEB-3033: Save and Add Button Added to Add New Element Dialog

The *New Element Value* dialog box now has a  button for quicker entry of Element Values.

### APTAWEB-3034: Commands on *Element Value Maintenance* Page Appear Only When Needed

Command buttons on the *Element Value Maintenance* page (such as **Set Fund Classification**, **Assign Balancing Accounts To Fund**, and **Change Required Elements For Fund**) appear only when the appropriate element is selected from the "Select Element" dropdown. For example, the **Set Fund Classification** button will not appear if the Fund element is not selected.

Banking & COA ▶ Chart of Accounts ▶ Accounting Cycle

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### APTAWEB-3201: Messages Added to Multiple Command on *Accounting Cycle* Page

The following messages have been added when certain commands finish running:

- "Closing Entries generated successfully"
- "Opening Entries generated successfully"
- "Accounting cycle rolled over successfully."

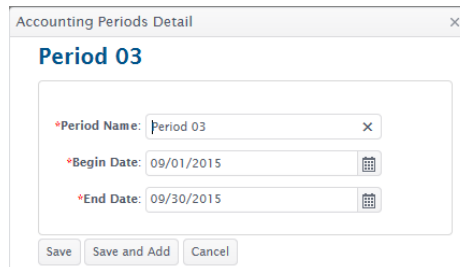
## Fixes & Changes

(Reference Number followed by description)

Banking & COA ► Chart of Accounts ► Accounting Cycle

### APTAWEB-3032: New Popup for Accounting Periods on Accounting Cycle Page

The Accounting Periods Detail page now appears as a popup instead of new page.



The screenshot shows a popup window titled "Accounting Periods Detail" with a close button (X) in the top right corner. The window contains the following fields:

- Period 03** (Section Header)
- \*Period Name:** Period 03 (with a clear button X)
- \*Begin Date:** 09/01/2015 (with a calendar icon)
- \*End Date:** 09/30/2015 (with a calendar icon)
- Buttons: Save, Save and Add, Cancel

Banking & COA ► Chart of Accounts ► Chart of Accounts

### APTAWEB-3037: Removed Check Boxes on Chart of Account Page

The Enabled and Active columns on the *Chart of Accounts* page are now represented with Yes/No instead of check boxes.

### APTAWEB-3038: Fixed Sort Order of Account Type Group Drop-down Menu

The Account Type Group drop-down box on the *Chart of Accounts* page is not in alphabetical order.

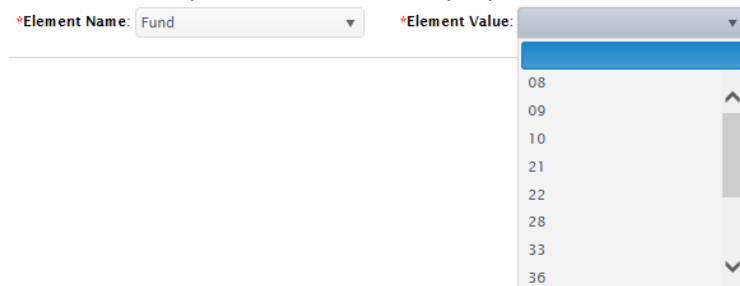


The screenshot shows a dropdown menu for "Account Type Group". The selected item is "Balance Sheet". The dropdown list contains the following items in order: Balance Sheet, Expenditure, Revenue.

Banking & COA ► Chart of Accounts ► Account Mapping

### APTAWEB-3035: Fixed Sort Order of Element Value Drop-down Menu

Sort order of the Element Value drop-down is now in the proper order.



The screenshot shows two dropdown menus. The first is labeled "\*Element Name:" and has "Fund" selected. The second is labeled "\*Element Value:" and has a list of values: 08, 09, 10, 21, 22, 28, 33, 36. The value 08 is currently selected and highlighted in blue.

## Fixes & Changes

(Reference Number followed by description)

Purchasing & Payables ▶ Vendor ▶ Vendor Management

### APTAWEB-3142: Removed Error in Record Selection

Fixed a problem where a vendor record can be checked, but when the user clicks the **Edit** button, and error would appear asking the user to select a record. This no longer happens

Purchasing & Payables ▶ Purchasing ▶ Purchase Order

### APTAWEB-3148: Fixed Screen Locks when Using Keyboard Shortcuts

This update fixes a screen lock when a keyboard shortcut is executed on the Purchase Order Item page.

Purchasing & Payables ▶ Purchasing ▶ Order Receipt

### APTAWEB-615: New Button: Assign Asset Number

A new **Assign Asset Number** button now displays in the upper right corner of the *Order Receipt Detail* page. The Order Receipt must be in the “NEW” state in order to assign an asset number. The button brings up a popup box (figure 1). Edit the item to assign a New or Existing asset number, and to enter a serial number if necessary (figure 2).

Figure 1 – Assign Asset Number popup 1

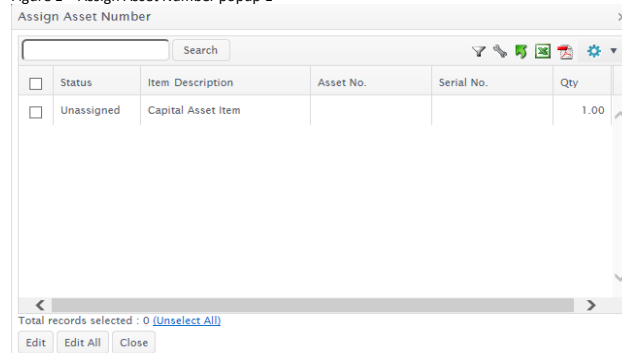
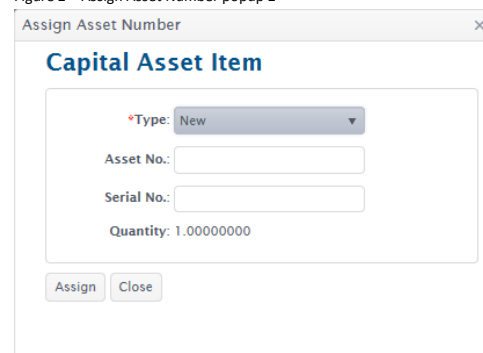


Figure 2 – Assign Asset Number popup 2



### APTAWEB-3278: Fixed Broken Page Error in Order Receipt

This update repairs a “Broken Page” error when editing a line item.

## Fixes & Changes

(Reference Number followed by description)

Purchasing & Payables ▶ Accounts Payable ▶ Vendor Invoice

### APTAWEB-626: New Button: Assign Asset Number

A new **Assign Asset Number** button now displays in the upper right corner of the *Vendor Invoice Detail* page. The Order Receipt must be in the “NEW” state in order to assign an asset number. The button brings up a popup box (figure 1). Edit the item to assign a New or Existing asset number, and to enter a serial number if necessary (figure 2).

Figure 1 – Assign Asset Number popup 1

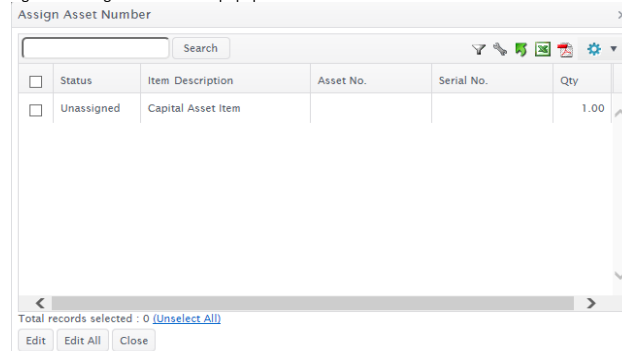
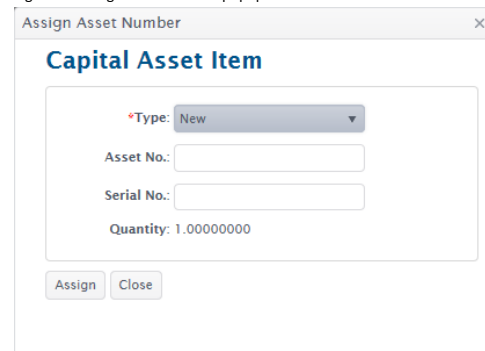


Figure 2 – Assign Asset Number popup 2



### APTAWEB-2990: Removed “Not Authorized” Error on Invoice Item Popup

This update removes a “Not Authorized” error message that displayed incorrectly on the Invoice Item Popup. In addition, a semi-colon on the Invoice heading has been removed.

### APTAWEB-3132: Fixed Save and Save And Add Buttons

This update fixes the **Save** and the **Save and Add** buttons, which were displaying errors.

### APTAWEB-3136, -3137: Fixed Account Code Helper

On the Vendor Invoice Detail page, the Account code helper now delivers the proper accounts on searches based on the user’s input. It is also working for singular account code entry and allocation.

### APTAWEB-3141, -3181, -3197: Removed Errors when '#' Symbols are Used

This update removes the “Object Reference” errors received when the Address or Vendor Name or Vendor Display Name has a '#' symbol in it.

## Fixes & Changes

(Reference Number followed by description)

Purchasing & Payables ▶ Accounts Payable ▶ Payment Management

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### APTAWEB-3110: Set Max Invoice Rows on Warrant Stubs

The maximum number of invoices that can appear on an individual warrant has been set to 13. If more than 13 invoices are included on the check, the user will receive a message that the stub has been truncated. Users can run the *Voucher By Vendor Report* to show all invoices on the stub.

Purchasing & Payables ▶ Capital Assets ▶ Capital Assets Configuration

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### APTAWEB-3059: Setting Capital Asset Accounting Cycle

If the Capital Assets Accounting Cycle is not established when a user tries to access the *Capital Assets Configuration* page, then the user is redirected to a screen from where the cycle can be set.

### APTAWEB-3146: Adding Asset Sites and Categories

Users are now able to add Asset Sites and Categories on the *Capital Assets Configuration* page. New sites and categories become Active when they are used on an asset.

Purchasing & Payables ▶ Capital Assets ▶ Asset Management

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### APTAWEB-2704: New Link to Order Receipt

A new button has been added to the *Asset Management Detail* Page. Selecting an asset item and clicking the **Order Receipt** button will navigate to the Order Receipt record associated with that selected asset item (if an order receipt exists). If no Order Receipt exists for that item, a message will appear indicating that the Order Receipt is not available. Please note that the user must have permissions to see the *Order Receipt* page in order to view it.

### APTAWEB-2715, -2717, -3074, -3100: Enhancements made to Asset Management and Related Pages

Enhancements include:

- Improved row height and column width
- Correct bread-crumbs navigation (at the top left of the page)
- Keyboard shortcuts added for Asset and Asset Detail pages:
  - “A” key will open the Add popup
  - “E” key will open the Edit popup (will Edit All if multiple records are selected)
  - “Esc” key will escape from the popup window
  - “Alt + S” saves the record (once mandatory fields have been filled in)
  - “Alt + M” adds the current record and opens another new record
  - “Alt + →” or “Alt + ←” redirects between multiple records.

## Fixes & Changes

(Reference Number followed by description)

HR, Payroll & ESS ► Payroll ► Payroll Configuration

### APTAWEB-3138: Leave Type Name Display Matches in Upper and Lower Grids

The Leave Type name on the bottom grid now displays the same name displayed in the top grid.

Home -> Payroll -> Payroll Configuration

General | Element Restrictions | Leave Type | Payroll Cycles | Payroll Checks | Liability Checks

professional x Search

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Enabled	Active	Leave Type ▼	Leave Units	Prorate By FTE	Display On Paycheck	Enable Warning
<input type="checkbox"/>	Enabled	Active	Professional	Days	No	When Used	Yes

◀ 1 ▶ 25 Items per page

Total records selected: 0 (Unselect All)

+ Add | ✎ Edit | ✖ Delete | Enable Leave Type | Disable Leave Type | Rollover Leave Types

Leave Type: Professional

Search

HR, Payroll & ESS ► Payroll ► Manage Deductions

### APTAWEB-2858: W-2 Sub Code Follows W-2 Box Field When Necessary

The “W-2 Box” and “W-2 Subcode” fields on the *Manage Deductions* page are now integrated with each other. Choosing a W-2 box which requires sub-codes (e.g., Box 12, Box 14), will enable the Sub-Code drop-down box.

HR, Payroll & ESS ► Payroll ► Deduction Assignment

### APTAWEB-3150: Date Drop-Downs Return to Deduction Assignment Page

In a previous update of AptaFund, the drop-down menus in the Deduction Start Date and End Date fields were removed. In their places, users could choose a date from a popup calendar or type in a new date. Due to customer requests, the drop-downs have returned. Users can now choose the Pay Period Start and Pay Period End Dates from the drop-down, or can type in a specific date, or can choose a date from the popup calendar. This allows for all types of input in these fields.

### APTAWEB-3193: Fixed Sequence Error when Editing Hours in Preview Net Pay

Removed a “Sequence Error” when users try to edit hours on the *Preview Net Pay* grid on the *Deduction Assignment* page.

### APTAWEB-3242: Deduction Assignment Page Cleanup

Moved boxes and buttons around on the *Deduction Assignment* page to make them easier to follow.

## Fixes & Changes

(Reference Number followed by description)

HR, Payroll & ESS ► Payroll ► Employee Payroll Information

### APTAWEB-2885: Removed "Undefined" Error Change Payment Plan

The "Undefined" error message that would appear when attempting to change the Payment Plan for an employee job does not appear anymore.

### APTAWEB-3209: New Popups for Recurring Dock and Payment Plan

New popup screens have been created for the **Recurring Dock** and **Payment Plan** commands.

Recurring Dock

**PR14-15**

Display Name: Job Name: Teacher Employee Number: Department: Teacher

\*Period Dock Amount: \$0.00

\*Dock Start Date: \*Dock End Date:

Total Dock Period: 0 Total Dock Amount: \$0.00

Comment:

Save Cancel

Payment Plan

**PR14-15**

Display Name: Job Name: Teacher Employee Number: Department: Teacher

\*Payment Plan: Evenly Over N Periods

Lump Sum/Balloon Date: Begin Date: End Date:

Balloon Payment Multiplier: Pay Period Begin Date: 08/01/2014 Number of Periods: 10

Save Cancel

HR, Payroll & ESS ► Payroll ► Employee Payroll Information

### APTAWEB-3106: Displaying All Paycheck Sites in Drop-Down Menu

The Paycheck Site drop-down field on the *Employee Payroll Detail* page now shows all available paycheck sites. Previously, some sites were missing from the list.



## Fixes & Changes

(Reference Number followed by description)

HR, Payroll & ESS ▶ Payroll ▶ Employee Payroll Jobs

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### APTAWEB-2461: Submitting Many Jobs to Payroll at Once

AptaFund now has the ability to submit numerous jobs to payroll at one time. This can be done on the new *Employee Payroll Jobs* page. Users can select a number of jobs, or can use the Select All check box to select all jobs, and then click the **Submit Job To Payroll** command button to submit them. Only jobs in the “Available” status are eligible to be submitted to payroll. Jobs in the “Submitted” status can be removed from payroll the same way, by clicking the **Remove Job From Payroll** command button.

HR, Payroll & ESS ▶ Payroll ▶ Manage Payroll

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### APTAWEB-2775: Editing Overtime Hours on Job Edit Page

Users can now edit overtime hours directly from the Job edit page, provided the OT is just one record. If there are multiple OT records needed for an employee, the *OT Details* page must be used.

HR, Payroll & ESS ▶ Payroll ▶ Manage Payroll

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### APTAWEB-2966, -2967: Calculation and Label Changes Made to OT Details Popup

Labels and formulas have been corrected on the OT Hours field on the *Manage Payroll* page and on the *OT Details* popup. A dollar sign (\$) has been added to all amount fields. The OT Rate is calculated as the OT Rate of Base \* Multiplier (default of 1.5).

### APTAWEB-3096: Removing Employee Jobs from Payroll Register

User are now able to remove employee jobs from a payroll register and see that job disappear. Previously, removed jobs would still show as part of the register until the user refreshed the page.

My AptaFund ▶ Reports ▶ Payroll

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### APTAWEB-3107: Error Fixed on Payroll Register Payments Report

Removed the “Your request could not be processed” error message when generating the *Payroll Register Payments Report*.

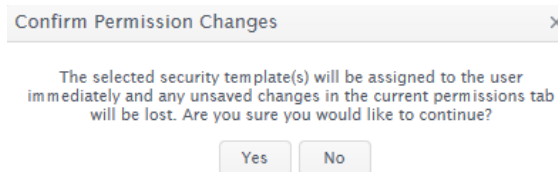
## Fixes & Changes

(Reference Number followed by description)

Administration ► Security ► Manage Users

### APTAWEB-2449: New Warning Message Assigning Security Templates

When selecting a security template and clicking **Assign Security Template(s)** or **Remove Security Template(s)**, the warning box below appears.



### APTAWEB-2720: New Column for Default FY and Allow Admin to Mass Update Users

The following changes have been made to the *Manage Users* page:

- A Default FY column has been added (see below). This column shows the fiscal year that users will be in when they first log onto AptaFund. Users can change their current fiscal year, but when they log out and log back in, it will put them back in the Default FY.

Home -> Administration -> Security -> Manage Users

Search

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Enabled	First Name	Last Name ▲	MI	Default FY	Last Login
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bailey	<a href="#">Boo</a>		FY14-15	05/14/2015 11:17:41 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Roberta	<a href="#">Barnes</a>	R	FY14-15	06/05/2015 05:51:41 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lacy	<a href="#">Clark</a>	M	FY14-15	01/18/2015 12:24:04 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Julia	<a href="#">Clemmons</a>	A	FY14-15	

- A new button named **Mass Update Default Cycle** has been added. An admin can select one or a group of users, and then click **Mass Update Default Cycle** to bring up a drop-down box with all cycles available. Choose the Default FY, click **Save** and all selected users will be set to that cycle.

Administration ► Security ► Data Import

### APTAWEB-2744: GL Transaction Import Working Correctly

This update fixed a problem with the Transaction Data Import where the import looked like it was succeeding, but it really was not. Users were seeing the transaction complete with a “Successful” label, but then would not see and new imported transactions in the *General Ledger* module. Now, the import will create the imported transaction(s) in the *Journal Entry* page. Users will still have to post any imported transaction(s) manually after checking them for accuracy.