

## ***AptaFund 4.1 Release Notes — 2016.12.02 Update***

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

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

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### ***New Features***

- **Affordable Care Act > Manage Dependents & Manage Dependent Health Care Coverage:** Added an import for dependents and their health coverage information. APTAWEB-4413
- **\*\* Human Resources > Employee Contracts:** Added a feature to publish contracts to Employee Self-Service. Once published, employees can log on and view their contract in Employee Self-Service > My Documents. APTAWEB-422
- **Reports**
  - **\*\* Budget:** Added a new report called Budget Comparison Report – Multiple Fiscal Years. This report will be a month-to-month comparison and will calculate the percentage of remaining available budget, percentage of the budget year remaining, and the percentage of the budget carryover from the previous month. APTAWEB-5067
  - **State Specific > California**
    - Added a consolidated PERS Contribution Worksheet that replaces the PERS Contribution Worksheet XML and the PERS Contribution Worksheet (Ventura County). APTAWEB-6180
    - Added a consolidated STRS Contribution Worksheet F-496 that replaces individual county reports. APTAWEB-6177

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### ***Improvements***

- **Accounts Payable > 1099 Printing:** Added the template for the 2016 Form 1099 that includes changes required by the IRS APTAWEB-6294
- **Accounts Receivable > Cash Receipts > Cash Receipt Item:** Once you've selected a customer while entering a cash receipt item, the A/R Reference popup lists only invoices for the selected customer. APTAWEB-5089
- **Affordable Care Act**
  - 1094-C: Added the export formats for 2016. APTAWEB-6281, ACA Export for 2016
  - 1095-B: Added the 2016 templates for both portrait and landscape. APTAWEB-6419
  - 1095-C: Added the 2016 templates for landscape, portrait, and self-mailer. APTAWEB-3940
  - ACA Configuration & Manage Employee Health Coverage: Added the Coverage Offer Codes required for 2016. APTAWEB-6362
  - Manage Export: Self-insured districts can now use the mass update to override 1095-C employee health coverage to No. APTAWEB-6197
- **Chart of Accounts:** You can now enable or disable multiple account codes with a single action. APTAWEB-5724
- **Employee Self-Service:** Added the 2016 Form W-2 so users can print W-2s from ESS. APTAWEB-6202
- **General Ledger > Actual Journal > Actual Journal Entry:** The account code description has been added to the Transaction Lines grid. APTAWEB-6053

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- **Human Resources**
  - Employee Jobs: Added the ability to increment a salary schedule grade or step during the middle of the year and prorate the salary increase without having to close the job, add a new job, and adjust the days worked. APTAWEB-4999
  - Manage Employees > Employee Details: Changed the layout of the employee name fields. They are now in last, first, middle, suffix order. The Display Name is now generated in this order and can still be edited. APTAWEB-6350
- **Payroll**
  - Deduction Assignment > Deduction Set Detail: When a deduction is variable, the Variable checkbox on the Edit Deduction popup now displays as checked. APTAWEB-6285
  - Employee W2 Information
    - Adjustment Reason: The reason for an adjustment can now be displayed in the grid. The column is hidden by default but can be displayed using the Display Settings dialog. When there is more than one adjustment, the grid displays the most recent adjustment. APTAWEB-4563
    - Employee W-2 Adjustment Detail: The User Name column has been renamed Added By, and the correct user ID is being displayed instead of dbo. APTAWEB-5562
  - Manage Payroll
    - Register Detail: Applied Deductions, Preview Net Pay, and Register Job Detail are now available for all register statuses, not just new registers. Also added a hyperlink to the Display Name that opens the Job Edit popup. APTAWEB-3839, APTAWEB-5504
    - Submit Register: The system now provides a clear error message in the job queue if a register fails to submit due to an account code being disabled or having excluded element values. APTAWEB-6156
- **Purchasing > Purchase Requisition > Copy Requisition:** Account code allocations on the new requisition now remain the same as they were on the original requisition when you increase or decrease the item unit price and/or quantity. APTAWEB-6331
- **Reports**
  - Accounts Receivable > A/R Statements: Made the following improvements. APTAWEB-5087
    - The district address now prints at the top of the report.
    - Added Remit To information in the header. **Note:** The Statement of Account uses the Installation Site's Bill To Address for this section. Please make sure you have a Bill To address in System Configuration > Addresses/Contacts.
    - The Reference # section now shows the invoice's correct description.
    - Added the beginning balance to the Activity section. The balance is displayed as of one day prior to the beginning date of the report.
  - Banking > Bank Account Reconciliation Report: Added the parameter labeled Include Unposted Transactions to include temporary transactions. The default is to not include these transactions. APTAWEB-5820
  - \*\* General Ledger > Account Summary and Cash Summary reports: Added the parameter labeled Include Unposted Transactions to include temporary transactions. The default is to not include these transactions. APTAWEB-5820
  - Payroll
    - Paycheck Stub Report: This report can now be reached from the Reports menu as well as from Manage Payroll > Paycheck Printing. In addition, a user with Payroll Reviewer can now view the report. APTAWEB-4931, APTAWEB-6440
    - Form W-2 Wage and Tax Statement: Added the parameter, ESS Consent Override, so the user can print W-2s for employees who have consented to electronic W2. APTAWEB-6164

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- **State Specific**
  - California
    - PERS Contribution Worksheet: This new report consolidates the data from the PERS Contribution Worksheet, the PERS Contribution Worksheet XML, and the PERS Contribution Worksheet (Ventura County). It uses the Report to Grid format and provides two export formats — XML and text. APTAWEB-6180
    - STRS F-496 Contribution Report: This report now combines records for employees who are paid semi-monthly into a single record for the month. APTAWEB-5950
  - Colorado > December Financial Report: This report now has the Report to Grid format with editing capabilities. APTAWEB-6213
- **User Interface**
  - Accounts Payable > Vendor Invoice: The General panel now stays expanded or collapsed depending on your selection when moving between records. APTAWEB-5008
  - Change fiscal year selection: When you're viewing a record in a cycle-specific window *and* you select a different fiscal year, the record's window now closes, and the list view for the newly selected year opens. The following windows are affected: Purchase Requisition Details, Purchase Order Details, Order Receipt Details, Vendor Invoice Details, Voucher Details, Employee Details, Employee Job Details, Deduction Details, and Deduction Set Details. APTAWEB-3565
  - Editing a group of records: When paging through multiple records, you'll now remain on the originally selected tab. For example, if you're editing the education history for a group of records in Manage Employees, you'll remain on the Education History tab each time you move to the next employee. APTAWEB-4380
  - Handling of invalid values: When the value in a field is no longer valid — for example, an employee's worksite has been deleted, or a vendor record that was selected on a PO has been deleted — the system now blanks the field and provides a warning message that a new value must be selected. APTAWEB-6245
  - Human Resources > Manage Employees > Employee Details
    - \*\* New Popup Windows for Add & Edit Employee: These commands now open popup windows with the ability to save and add another employee or edit multiply employees. You can also enable or disable multiple employees in the popup. APTAWEB-6024, APTAWEB-6025, APTAWEB-6026, APTAWEB-6027, APTAWEB-6028, APTAWEB-6029, APTAWEB-6048, APTAWEB-6232, APTAWEB-6221, APTAWEB-6271
    - Certificates: The Approved Areas and Endorsements fields now allow for multiple selections. APTAWEB-5016
    - Jobs
      - Add and Edit commands now open popup windows that include shortcut keys for the command buttons. APTAWEB-5800, APTAWEB-5877, APTAWEB-5801, APTAWEB-6349
      - Account Code & Account Code Allocation: You can now add the account code before saving the new job record. Also, when you select certain jobs, the default account code is displayed. APTAWEB-5914
    - Utah is now an available state for employee contact address and deduction assignment. APTAWEB-6073
  - Improved Performance
    - Payroll > Fixed Amount Deductions & Percentage Deductions: These grids now load much more quickly. APTAWEB-5907
    - Report To Grid: Regenerating the report or selecting a different change set from the pull-down now reloads only the grid, not the whole page. You also remain on the previously selected tab. APTAWEB-5973
  - Payroll > Employee Payroll Information > Mass Payment Plan: Setup Payment Plan now opens in a popup window, and a mass results window opens when the operation is completed. APTAWEB-5564
  - Purchasing > Purchase Order > Purchase Order Details & Purchase Order Item Details: Items that are read-only in these windows are now consistently displayed as labels. APTAWEB-5589

- **User Interface, continued**
  - Report to Grid
    - Employee name is now displayed in the Edit and Edit All popups. APTAWEB-6052
    - Existing report to grid: When you select parameters that have already been used to generate a report to grid, you'll receive a warning with the option to delete existing data & regenerate the report OR to continue editing the existing data. APTAWEB-6270
- **Vendor Management:** Extra spaces are no longer saved when entering a tax ID to an existing vendor record. APTAWEB-4603

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## Bugs Fixed

- **Accounts Payable**
  - Payment Management
    - Errors made during Submit Voucher, Unsubmit Voucher, Delete, Approve Payment Voucher, and Void Payment Voucher now produce a validation error message, not the Oops page. APTAWEB-6096
    - Warrant Printing: You can now print warrants for invoices when the invoice description is blank. APTAWEB-6067
  - Vendor Invoice: The Employee drop-down list is again population correctly when creating an Employee type invoice. APTAWEB-6057
- **Administration > Data Import > Budget New:** The Identify New Budgets import now works without error. APTAWEB-4697
- **Affordable Care Act > Manage Employee Health Coverage > Add / Rollover Coverage Period:** Fixed a bug allowing you to run the rollover process multiple times before it was complete. APTAWEB-6272
- **Banking**
  - Bank Account Management > Bank Detail: Deleting a disabled bank account no longer causes the program to crash. APTAWEB-6214
  - Bank Account Register > Add Adjustment Or Transfer > New > Quick Journal Entry > Add Quick Journal Entry Line: The account code popup no longer crashes. APTAWEB-6452
- **Budget Management > Available Account Codes tab:** Select All feature now works with the Budget by Account Code command. APTAWEB-3963
- **Chart of Accounts > Accounting Cycle:** Disabled accounts that have zero balances no longer prevent the generation of closing entries. APTAWEB-6107
- **Employee Self-Service > My Leave Requests:** When the Payroll Configuration value "Employee Self-Service – Enforce Calendar Work Days" is set to Yes AND an employee submits a leave request for a non-work day or a leave request with no date, the user now receives an error message. The leave request is no longer approved, but not posted. APTAWEB-5399
- **General program**
  - Account Code window: When an allocation to multiple account codes is saved, the Account Code window now correctly displays the word Multiple. APTAWEB-6155
  - Grid filters: Fixed a bug causing certain Filter popups to be blank. APTAWEB-6317
- **Human Resources**
  - Employee Jobs: The account code allocation is now updated correctly when the job salary is changed. APTAWEB-6130
  - Manage Employees: Saved filters on site now work correctly when there are spaces in the site name. APTAWEB-6033
  - Master Position Management & Position Management: The action buttons in the Account Allocation popup – Add, Edit, Delete, and Cancel – are now available to all users with access to the allocation popup. APTAWEB-6341

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- **Payroll**
  - Employee Payroll Jobs: You can now edit jobs that have the Job Payroll Status of Available. Also the Payment Plan dialog no longer automatically changes the job type from Hourly Payment Plan to Hourly when the dialog is saved. APTAWEB-6351
  - Employee W2 Information: Disabled employees are now included in the Employee Name drop-down list. APTAWEB-5875
  - Manage Deductions > Deduction Details: A secondary W-2 sub code with a hyphen in its name can now be saved without a syntax error. APTAWEB-6018
  - Manage Payroll > Register Details
    - Add Job to Register
      - This command now works when the job names have more than 32 characters. APTAWEB-6144
      - Data entered in custom fields is now correctly saved when adding a supplemental job. APTAWEB-6327
    - Filters on the hours columns now work. APTAWEB-5470
- **Purchasing**
  - Order Receipt
    - Filters: The following filters now work correctly — Receipt No., Date Received, Date Voided, Receive Trx Date, and Date Entered. APTAWEB-5997
    - Pending order receipts: You're now able to complete the receiving process for pending order receipts. APTAWEB-5337
  - My Purchase Requisition Approvals: Requisitions that have been disapproved and then re-submitted now show in the approver's list in My Purchase Requisition Approvals. APTAWEB-6242
  - Purchase Requisition Approval Process: The restriction on Amount in Approval Process > Approvers is now working to correctly limit the requisitions an approver sees. APTAWEB-6074
- **Reports**
  - Banking > Bank Account Reconciliation report: This report no longer includes checks that have been voided in previous periods as outstanding checks. APTAWEB-5936
  - Employee parameter on multiple reports: The Employee multi-select parameter has been added to the following reports: Budget Development Report, Deduction Multi-Year Cap Report, Employee Contract Listing Report, Employee Contracts, Employee Information Report, Employee Management Leave Type Balance Report, Employee Probation Report, Gross Wages by Job Name, Job/Addendum Summary Report, Leave Type Balance Report, Payment Distribution Detail Report, Payment Distribution Summary Report, and School YTD Payroll Summary Report. APTAWEB-6141
  - Payroll
    - Leave Type Detail Report: Beginning balances for this report now correctly include amounts rolled over from the previous cycle. APTAWEB-6066
    - Section 125 Deduction Totals By Month Report: This report is now available on the Reports > Payroll menu. APTAWEB-6097
- **State Specific**
  - California
    - EDD Quarterly Form DE9/DE9c XML Export
      - Data in this file is now being calculated correctly for second quarter and beyond. APTAWEB-5855
      - The following fixes were made to the file — the middle name lines are omitted for employees with no declared middle name, and the count of employee records was removed. In addition, a Filing Action field was added to the Edit Record popup on the Company Information tab in the report editing window. APTAWEB-6304
      - The Export to File command no longer produces the invalid error message that there are validation errors. APTAWEB-6344

- California, continued
  - LA County STRS/PERS Report
    - You can now save a record if you edit it without completing any fields if those fields are not required. APTAWEB-6112
    - Report to Grid: The report parameters are now being updated in the grid when you select a different parameter set. APTAWEB-6243
  - SACS Data Export & SACS Reconciliation Report: The export file and report now include the correct data in the Proposed and Projected columns. APTAWEB-4872
- Colorado
  - Manage Employees > Employee Details
    - Assignments tab: The value No is now given the correct value of 0 for the following fields — SPED Assignment Flag, Passed CDE Elementary Test, 24 Semester Hours, and Passed CDE Secondary Test. APTAWEB-6087, APTAWEB-6090
    - Addresses tab: The following values have been added to the drop-down list for District of Residence — Dolores County School District RE-2J, Dolores RE-4A, and Durango 9-R. APTAWEB-6127
  - CDE December Staff Reporting > Employee Edit: All validation messages for an employee record are now displayed when an employee has more than one assignment. APTAWEB-6068, APTAWEB-6094
  - December Financial Report: Fixed a bug causing unnecessary validation errors in the report grid. APTAWEB-6302