AptaFund 4.1 Release Notes — 2017.03.10 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

- Administration > Fiscal Year End: Added a rollover dashboard to guide users through the FYE process. The dashboard will include a checklist of steps with links to pages on which you can complete the task. You can hover over tasks to see the prerequisites for the task. The dashboard will provide links to reports you can use to verify the rollover, and it will display the completion status of each step. APTAWEB-6538, APTAWEB-6575, APTAWEB-6576, APTAWEB-6577, APTAWEB-6578, APTAWEB-6579, APTAWEB-6580, APTAWEB-6639, APTAWEB-6738, APTAWEB-6742, APTAWEB-6815

- Reports > Human Resources > Calendar Summary Report: This new report lists all the information from the Calendar Summary popup, including all holiday and conference days for the calendar. APTAWEB-5258

Improvements

- Accounts Payable > Check Printing
  - ** Dollar sign: Added a configuration value, Print Dollar Sign on Amount, to Purchasing Configuration > A/P Warrants. When checked the dollar sign is included in the amount field on AP warrants. APTAWEB-4239
  - MICR font: The font has been changed from 13 point to 12 point per US Bank requirements. APTAWEB-6648

- Administration > Manage Users: Disabled users can no longer log onto the system, and they receive the message, "Your account is disabled," if they try to log on. Users who are disabled in one database, but have access to another database will see only the database to which they have access. APTAWEB-6654

- Affordable Care Act
  - Coverage Offer Codes and Safe Harbor Codes: The correct codes for each year are now available. APTAWEB-6280
  - Form 1095-B: You're now able to select the year for which you want to print the 1095-B. APTAWEB-6487
  - Manage Employee Health Coverage
    - Added the import for employee health coverage. APTAWEB-5647
    - Sort order: Print runs for the 1095-B and 1095-C are now sorted by last name. APTAWEB-6789

- Banking > Bank Account Register > Bank Account Adjustment Or Transfer > Quick Journal Entry: Fixed the user interface for the Add Quick Journal Entry Line popup.

- Exports > ACH Data Export: Added a parameter, Standard Entry Class Code, which allows you to select either CCD or PPD for the header record. The default value is CCD. APTAWEB-6773

- ** General Ledger > Journal Entry: Added the feature to move transactions to the next fiscal year for actual, encumbrance, and budget journals. The command is on the More menu. APTAWEB-5839

- Human Resources
  - Employee Jobs
    - Job Detail popup
      - Account code field is now read-only for approved jobs since the account code allocation can't be edited for approved jobs. APTAWEB-6744
      - ** Payroll fields: Added a collapsible Payroll panel containing the job payroll status, employee payroll status, job type, job category, and comments. The fields are visible only to users with access to payroll information. You may also close a job, submit it to, or remove it from, payroll from the Job Detail popup. APTAWEB-6139
      - Salary field: When adding or editing a job, the salary fields are editable depending on whether or not the salary schedule fields are completed. When a salary schedule is applied, the remaining salary fields are not editable. When no salary schedule is applied, the hours per day, rate, and work days fields are used to calculate the salary, and the salary field is editable. APTAWEB-6437
    - Rollover Employee Jobs: Added a mass results window displaying successes and failures in the process. APTAWEB-5787
  - HR Configuration > Calendar
    - Numeric values: All numeric values on the Edit Calendar and Summary popups are formatted to four decimal places. APTAWEB-6670
    - Rollover Calendars: Improved the calendar rollover by adding a feature to copy dates from one calendar in a fiscal year to another calendar in the same fiscal year. You'll first roll over the calendars, update the dates on one of the rolled over calendars, and then copy the new dates to the other new calendars. APTAWEB-5874
    - ** Work Days: The Edit Calendar and Calendar Summary popups now display the total work days figure, as well as paid, partial, and non-work days totals. Begin and End Dates now also default to the cycle's begin and end dates. APTAWEB-4936
  - Manage Employees > Employee Detail popup
    - ** Deduction Sets: Added a tab that allows you to view, add, edit, copy, delete, and approve deduction sets if you have payroll permissions. This tab also includes the Preview Net Pay functionality and shortcut keys. APTAWEB-6372, APTAWEB-6373, APTAWEB-6374, APTAWEB-6375, APTAWEB-6376, APTAWEB-6377, APTAWEB-6378, APTAWEB-6563
    - ** Payroll information: Added a collapsible Payroll panel containing the employee payroll status, payroll cycle, and paycheck site. These payroll fields are also available in the Manage Employees grid, but are hidden by default. You may display them by adding them in the Table Display Settings dialog. The panel & fields in the grid are visible only to users with access to payroll information. You may also add an employee to, or remove an employee from, payroll using the Employee Detail popup. APTAWEB-6135
- Payroll
  - Check Printing
    - ** Dollar sign: Added a configuration value, Print Dollar Sign on Amount, to Payroll Configuration > Payroll Checks and Liability Checks. When checked the dollar sign is included in the amount field on payroll checks and payroll liability checks. APTAWEB-4239
    - MICR font: The font has been changed from 13 point to 12 point per US Bank requirements. APTAWEB-6648
  - Deduction Assignment: Deduction sets with the status New Copy can now be deleted. APTAWEB-5926
  - Manage Deductions
    - Jobs/Addenda: On percentage deductions, the Jobs/Addenda field is now read-only when the deduction is enabled. The Jobs/Addenda window for enabled deductions now opens in a read-only popup so you can see which master positions are included. APTAWEB-2125
    - Rollover Deductions: Errors during the rollover no longer stop the process. Instead errors are logged in the Result window. System deductions that are automatically rolled over are included in the Result window with deductions that were selected for rollover. APTAWEB-6117

- State Specific
  - California > STRS Contribution Worksheet F-496: Added Sacramento and Ventura Counties as options for the STRS Contribution Worksheet F-496 Export Format value in Payroll Configuration. APTAWEB-6259, APTAWEB-6657
  - Iowa: Added the export file for the state W-2s. APTAWEB-6555
- User Interface
  - ** Current Cycle warning: A bright yellow banner now appears just under the menu if you're not working in the current cycle. The banner includes a link you can click to switch to the current cycle. APTAWEB-5876
  - Payment Plan popup: For users with Employee Payroll Information & Payment Plan permissions, this popup allows you to view payment plan information for non-new & non-timesheet jobs. It also allows you to edit payment plans for jobs that haven't been submitted. The popup is accessible from Manage Employee > Edit Employee, Employee Jobs > Edit Employee Job, Employee Payroll Information > Employee Payroll Detail & Mass Payment Plan, and Employee Payroll Jobs. APTAWEB-6628
  - Payment Plan Distribution popup: For users with Employee Payroll Information & Payment Plan permissions, this popup allows you to view the payment plan distribution for non-new & non-timesheet jobs. It also allows you to edit the distribution for jobs that haven't been submitted. The popup is accessible from Manage Employee > Edit Employee, Employee Jobs > Edit Employee Job, Employee Payroll Information > Employee Payroll Detail, and Employee Payroll Jobs. APTAWEB-6629

Bugs Fixed

- Accounts Payable > Payment Management
  - Approved vouchers are now rolled over successfully, and you'll receive the proper error message when trying to roll over new and paid vouchers. APTAWEB-5290
  - The correct payment vendor is now displayed in Payment Voucher Detail and on warrants when it was changed in Vendor Invoice. APTAWEB-4305
- Administration > Approvers: When leave types are rolled over, you no longer have to assign them to approvers who had them in the previous cycle. The new leave types are now assigned to the approvers that had the old leave types. APTAWEB-5929
- Affordable Care Act
  - Dependents are now correctly rolled over. APTAWEB-6486
  - Form 1095-C: Employee names are now correctly formatted as first name, middle initial, last name. APTAWEB-6703
  - Employee Health Coverage Import: Fixed an error that prevented the import. APTAWEB-6641
  - Export file has been fixed to use the correct formats for the 2015 file. APTAWEB-6624
- Employee Self Service
  - Leave Requests: Employees are now able to request leave in the new year after leave types are rolled over, even if the accounting cycle isn't active yet. APTAWEB-5930
  - My W-2 Consent Elections: Corrected the instructions for printing W-2 forms. APTAWEB-6488
- General Ledger > Account Journal – Actual: This window now shows the account journal detail. APTAWEB-6496

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- Human Resources
  - Employee Contracts > Employee Contract Detail
    - Job Block: The site (HR position), salary schedule name, step, and grade can now be added to the job block. APTAWEB-6063
    - Other Job Block: Column entries are now in the order you added them, and the column headers are correct. APTAWEB-6582, APTAWEB-6941
  - Employee Jobs > Job Detail popup:
    - Copy Job To: Fixed a bug preventing this feature from working. APTAWEB-6218
    - Hourly rate: The hourly rate again auto-populates after you enter salary schedule, grade, and step when adding an Hourly salary schedule job to an employee. APTAWEB-6516
  - Manage Employees
    - Addresses: All states are now available for use in employee addresses. APTAWEB-6075
    - Edit Employee > Employee Job
      - Add Employee Job: The Account Code Allocation is now accounting cycle specific. APTAWEB-6743
      - Approve Job: Approving a job no longer causes an error when all job information has been entered correctly. APTAWEB-6730
      - Close Job: Attempting to close a job no longer causes an error that prevents the job from closing. APTAWEB-6793
    - Evaluations and Appointment tabs: These tabs are now correctly hidden or displayed depending on whether the modules are disabled or enabled. APTAWEB-6652
    - Rollover Employee Jobs
      - Rolled over jobs that are on payment plans now allow for the first pay period to be before the beginning of the accounting cycle. APTAWEB-5477
      - When jobs are rolled over, all accounts are now tied to account codes in the new cycle. APTAWEB-5861
- Payroll
  - Deduction Assignment > Deduction Set Detail
    - Fixed a bug preventing user from editing a variable deduction on a new deduction set. APTAWEB-6495
    - No longer getting server errors on Save or Save and Approve. APTAWEB-6534
  - Employee Payroll Information > Payment Plan Distribution: You can now save an edited payment plan distribution when the undistributed amount is negative zero. APTAWEB-6200
  - Fixed Amount Deductions: Fixed a bug causing the sort feature in this window to not work consistently. APTAWEB-6476
- Purchasing
  - Purchase Order
    - 1099 default: When creating a PO for a 1099 vendor, the line items now default to 1099 = yes and the field may be edited. The default has also been fixed for purchase requisitions. APTAWEB-6583
    - Issue PO: The system no longer tries to send emails when POs that aren't linked to purchase requisitions are issued. APTAWEB-6071
    - Purchase Order Item Details: This popup now displays the correct PO number when you select a line item and click Edit to open the popup. APTAWEB-6737
    - Purchase Order Details: The ordering vendor is now displayed as a label when the PO is read-only. APTAWEB-6646
  - Purchase Requisition > Purchase Requisition Detail
    - Requested Items > Apply Account Codes to Requisition Items popup: The Account Code Assistant is now working to add account codes to line items. APTAWEB-6802
    - Requisition Type: The type can now be changed before the PR is submitted. APTAWEB-6482

- Reports & Exports
  - ACH Export: Fixed an error in the file format that was preventing the file from being uploaded to the bank. The file was fixed for both the AP & Payroll exports. APTAWEB-6607
  - Accounts Payable > Account activity By Purchase Order: This report now generates as expected. APTAWEB-6274
  - Chart of Accounts Administration > Element Value Export: This file can now be generated successfully. APTAWEB-6795
  - Payroll
    - Employee Deduction Summary Report: Fixed an error preventing this report from generating. APTAWEB-5363
    - Gross Wages by Deduction & Gross Wages by Deduction for Calendar Year
      - These reports now include employees who have no employee number. APTAWEB-6616
      - Gross Wages by Deduction no longer duplicates employees who have no paycheck site. APTAWEB-6702
      - The PERA wages calculation has been corrected to take into account the Reduce Wages and Increase Wages settings on the deduction. APTAWEB-6710
    - Payroll Cross Tab and Payroll Cross Tab for Calendar Year Reports: These reports now generate for submitted and approved payroll registers. APTAWEB-6515
    - Payroll Register Payments Report: The PERA wages calculation has been corrected to take into account the Reduce Wages and Increase Wages settings on the deduction. APTAWEB-6638
- State Specific
  - California
    - EDD Quarterly Form DE9/DE9C XML Export: Removed extra spaces from the zip code so the file can be uploaded successfully. APTAWEB-6690
    - Yuba County Data Export: The Register parameter has been added to the setup for this export so it can now be generated. APTAWEB-6528
  - Colorado
    - December Financial Report
      - Fixed a bug preventing this report from generating. APTAWEB-6499
      - Export file now correctly generates a single CSV file containing expenditure, revenue, and balance sheet amounts. APTAWEB-6569
    - PERA 401K Export: Switched the formats for Voya and Other since the formats were backwards. APTAWEB-6171
    - PERA 401k with Roth Option export & report: Fixed a permissions error that was preventing the export & report from showing on the appropriate menus. APTAWEB-6605
  - New Mexico > Zia Therapy: Fixed an error causing deduction records to be displayed twice. APTAWEB-6604
  - Vermont > Employer's Quarterly Wage and Contributions Export: Updated the export file layout to meet state requirements for the upload. APTAWEB-5940 , APTAWEB-6653