AptaFund 4.1 Release Notes — 2016.02.26 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

- **Affordable Care Act:** Added a feature to create correction files for the 1094-C and 1095-C. APTAWEB-4545
- **Human Resources**
  - Employee Jobs Account Allocation: Added a new window to show all account codes for all employee jobs. This window has the same columns as the Employee Jobs window, but it includes multiple records for jobs that have multiple account codes. Clicking the Job Name link opens the Job Details window for the selected job. APTAWEB-4431
  - **Employee Leave Detail: Added a new read-only window to display leave details, including leave requests, for all employees. APTAWEB-4428, APTAWEB-4849
  - Position Management Detail: Added a new read-only window to display position details for active, enabled jobs for all employees. APTAWEB-4430
- **** Payroll > Employee Leave Liability Report**: This report calculates the "cost" of leave to the employer. The calculation uses data from the new field, Leave Rate, in Employee Payroll Information > Leave Distribution. APTAWEB-4552

Improvements

- **Accounts Payable**
  - Payment Management > Warrant Printing: Reprinting of zero amount warrants is no longer allowed. The only command available for zero amount warrants is the Void command. APTAWEB-4362
  - Vendor Invoice > Vendor Invoice Detail: When creating an invoice, the Invoice Type field is now type searchable. For example, if you enter the letter r, the resulting drop-down will first display Regular, then Credit & Direct, and you can select Regular by tabbing out of the field. APTAWEB-4647
- **Accounts Receivable**
  - Bill Schedules > Print Invoices: The due date and customer reference now print on invoices, and the area for the bill item detail is larger. APTAWEB-4779
  - Cash Receipts > Batch Form: When creating a cash receipt item, you can now select the customer by entering either the customer name or code in the Customer field. APTAWEB-4733, APTAWEB-4948
- **Affordable Care Act**
  - 1095-C: Added the option to print to self-mailer stock. APTAWEB-4748, APTAWEB-4755
  - Manage Employee Health Coverage: Improved speed in loading results of search. APTAWEB-4679
  - Manage Employees: Added the Country field so foreign addresses can be entered. APTAWEB-4497
  - Manage Export: The export function now includes 10,000 records at a time. APTAWEB-4533
- **General Ledger > Balance Sheet Report**: Added a friendlier message if the report won't run because the chart of accounts doesn't exist in the cycle. APTAWEB-3760

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- **Human Resources**
  - Human Resources Configuration
    - Calendar: Added the ability to copy a calendar, including its work days. APTAWEB-1619
    - Salary schedules: You're now able to enter a multiplier with up to 8 decimal places when editing a step. APTAWEB-3245
  - Manage Employees
    - Education History: Institution and Minor are no longer required fields. APTAWEB-4186
    - Mass Update Employee: The Result window now shows which fields were updated and the old and new values. APTAWEB-4725
    - Retirement Date field: This new field allows you to track the employee's retirement date separately from the termination date. APTAWEB-4184
- **My AptaFund**
  - Cycle: Added the Cycle column to the following windows — My Leave Requests, My Leave Approvals, and Admin Leave Requests. APTAWEB-4335
  - My Purchase Requisition Approvals: Added the Attachment column so users can view any files attached to their requisitions. APTAWEB-4203
- **Payroll**
  - Manage Deductions > Rollover Deductions: Added a feature to allow users to rollover selected deductions, rather than all enabled deductions. System deductions will always be included in the rollover. APTAWEB-4422
  - Manage Payroll Vouchers: You're now allowed to delete multiple vouchers, and a Result popup window opens to display successes and failures. APTAWEB-4654
  - Payroll Configuration
    - Payroll cycles: You're now able to edit pay period begin & end dates after you've rolled over a payroll cycle. You're allowed to save a period even if there are overlapping periods or gaps between periods, in order to allow for editing of additional periods, but you're not allowed to assign an employee to the payroll cycle if there are gaps or overlaps. The error must first be fixed. Once the payroll cycle has been assigned to an employee the pay period begin & end dates are locked. APTAWEB-4667
  - Payroll Liabilities: Added a new multi-select filter to the Vendor search when the *Equal To* and *Not Equal To* options are selected. APTAWEB-4415
- **Purchasing**
  - Purchase Order > Purchase Order Details: Improved the Ordering Vendor drop-down list to indicate how to display the next 500 vendors. Also the entire vendor name is now displayed. APTAWEB-4772
  - Purchasing Configuration: The value, Default PR Type, has been renamed Default PR/PO Type and now applies to purchase orders as well as purchase requisitions. APTAWEB-4757
  - Order Receipt Detail
    - Items on Pending order receipts are now editable. APTAWEB-4777
    - Added an Edit All button on the Order Receipt Items tab to make it faster to receive items on a large order. APTAWEB-4780

Bugs Fixed

- **Accounts Receivable > Statement of Account Report**: This report now correctly shows the customer address instead of the vendor address. APTAWEB-4901
- **Administration > Security > Manage Requisitioners**: A bug in the January 30, 2016, release caused all requisitioners to be disabled and removed from approval processes. Requisitioners have all been re-enabled and added to approval processes. APTAWEB-4765

- **Affordable Care Act**
    - 1095-B
        - ACA Only: You're now able to select the reporting period and employees to be included. APTAWEB-4735
        - Part IV: The records in Part IV now have the correct line numbers. APTAWEB-4637
        - Template: Replaced the old template so that the employer and employee addresses are now visible in the windows of the envelope. APTAWEB-4885, APTAWEB-4944
    - 1095-C: The 1095-C self-mailer now correctly prints on legal size paper, and the A4 label has been changed to Print on Letter paper to indicate that it prints on 8/5" x 11" paper. APTAWEB-4785
    - Add/Rollover Coverage Period: Disabled employees are now correctly rolling over. APTAWEB-4749
    - Manage Dependent Health Coverage > Import Dependents & Health coverage: Fixed this import for ACA only customers. It now generates and includes dependents. APTAWEB-4770, APTAWEB-4775
    - Manage Employee Health Coverage > Import Employee Health Coverage – AOD
      Manage Dependent Health Coverage > Dependent Health Coverage Detail: Now when a dependent is imported with 12 months of coverage, but with a blank in the Covered All 12 Months column, the dependent record in AptaFund is created with the Covered All field set to Yes. Also when a dependent record is created in AptaFund with all 12 months checked, but with Covered All unchecked, you're prompted to check the Covered All box before the record is saved. APTAWEB-4730
    - Manage Employee Health Coverage: Changes are now properly saved when editing a group of records. APTAWEB-4743
    - Manage Export: Fixed issues in the process to run the corrected file. APTAWEB-4797
- **Budget**
    - Budget Development: Fixed an error that caused the variance percentage to be displayed incorrectly in the generated grid, even though the variance amount was correct. APTAWEB-4716
    - Budget Management: The Proposed Account Budget command is now available for an already adopted budget. APTAWEB-4754
- **Chart of Accounts > Accounting Cycle > Generate Opening Entries**: Added the missing error message that displays when there are account codes that haven't been mapped between old and new accounting cycles. APTAWEB-4482
- **Exports > Payroll > W2 Data Export**: Fixed a bug preventing W-2s from being generated if the street address line 2 is blank. APTAWEB-4713
- **Human Resources**
    - Employee Jobs: Cosmetic only; corrected the label of the Contract Status column. APTAWEB-4556
    - HR Configuration > Salary Schedules
        - Apply Salary Schedule: Fixed a bug in calculating retro pay that was preventing salary schedules from being applied. The process now finishes correctly without a time-out error. APTAWEB-4855, APTAWEB-4887
        - Edit Salary Step: Fixed bugs preventing users from editing salary schedule steps. APTAWEB-4833
    - Manage Employees
        - Certificates: Fixed an error preventing certificates from being edited or deleted. APTAWEB-4707
        - Mass Update Employee: Cosmetic issue; fixed spacing issues in this window. APTAWEB-4734
- **My AptaFund > My Purchase Requisition Approvals**: The results window now correctly displays the successes/failures when making mass account code changes. APTAWEB-4911

- **Payroll**
  - Deduction Assignment
    - Deduction Set Detail: The Save and Approve command now works to both save and approve the changes in a new deduction set. APTAWEB-4783
    - Preview Net Pay > Add Job: You're now able to add salary and daily jobs without getting the error that the job should be hourly. APTAWEB-4784
  - Employee Payroll Jobs > Payment Plan Distribution: When a paycheck has been voided, this window now correctly shows the Unpaid status for the payroll period. APTAWEB-4645
  - Manage Payroll Vouchers: The Approved By column is now displaying the correct information. APTAWEB-4742
  - Reports > Form W2 Wage and Tax Statement: W-2s are now printed for employees who weren't paid on registers, but have adjustments or benefits. APTAWEB-4959
- **Purchasing**
  - Purchase Order > Sorting: When sorting by one of the date columns, POs are listed in correct ascending or descending chronological order, not by chronological order within years. APTAWEB-3116
  - Purchase Requisition > Requested Items: The Apply Account Codes to Requisition Items is now working correctly. APTAWEB-4227
- **State Specific > Iowa > Chart of Accounts**: Added the missing custom field, IA Account Code Type. APTAWEB-4127