10.0.0 New Feature Release Notes

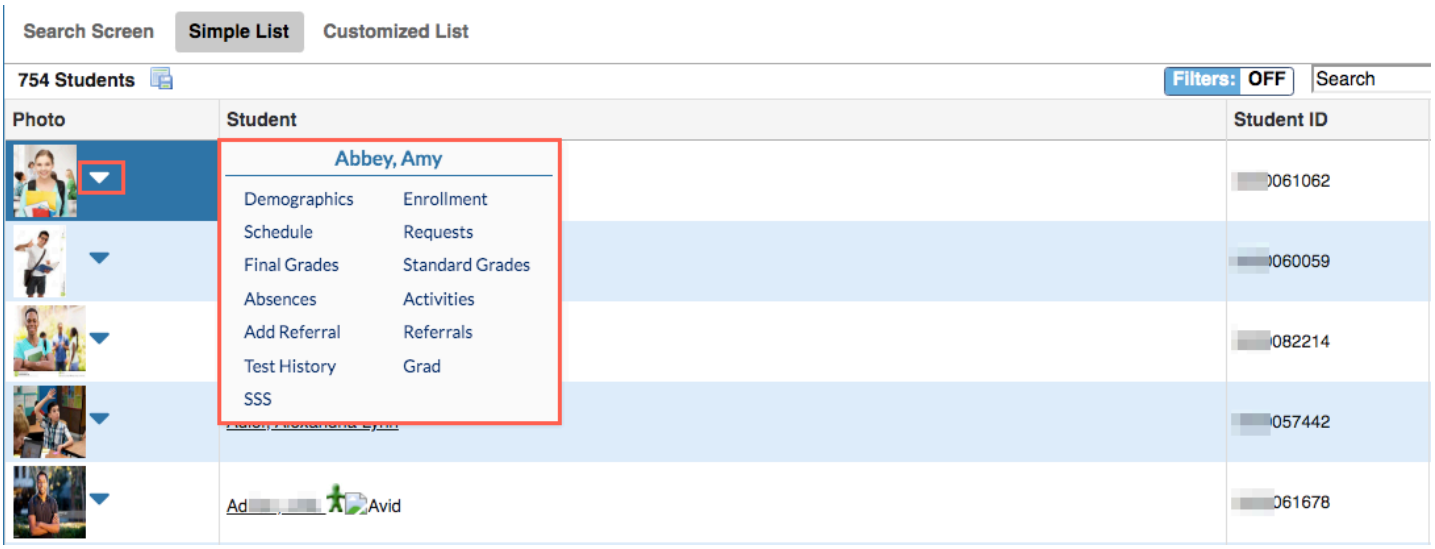
Notable

SIS

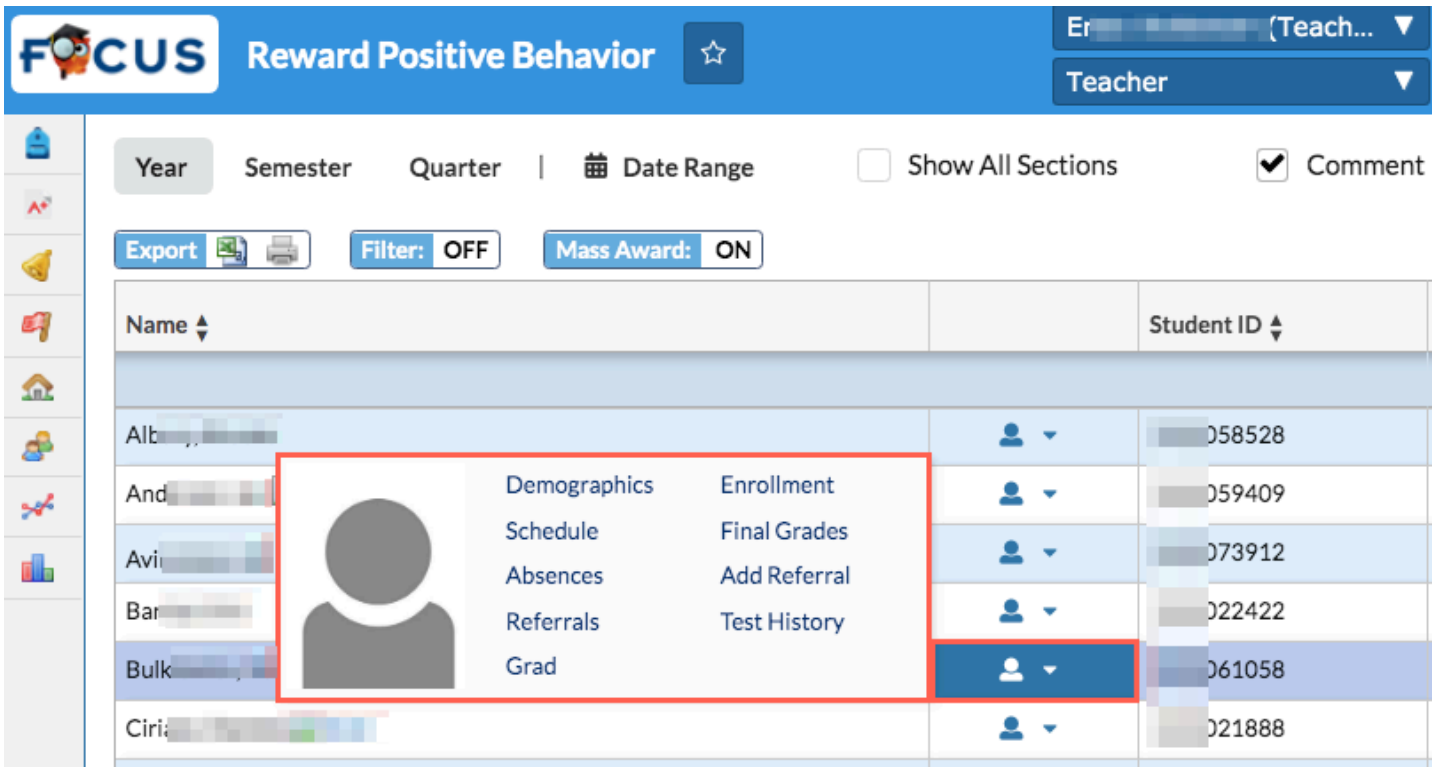
General

Added a category menu opened by clicking the down arrow next to students' school photos when a student search is conducted; the category menu also displays in student lists next to students' names where the student icon is displayed. The category menu can be used in order to quickly navigate to a corresponding screen when the link is clicked.

- The menu includes links to the following screens/information, most of which can be found on the Student Info screen: Demographics, Schedule, Final Grade or Course History, Absences, Add Referral, Test History, SSS, Enrollment, Requests, Standard Grades, Activities, Referrals, and Grad.



- The category menu is available on many screens throughout Focus, such as, Grades > Post Final Grades (Teacher), Attendance > Seating Charts (Teacher), Attendance > Administration, Assessment > Test History Report, Discipline > Reward Positive Behavior (Teacher), and many more screens.



Attendance

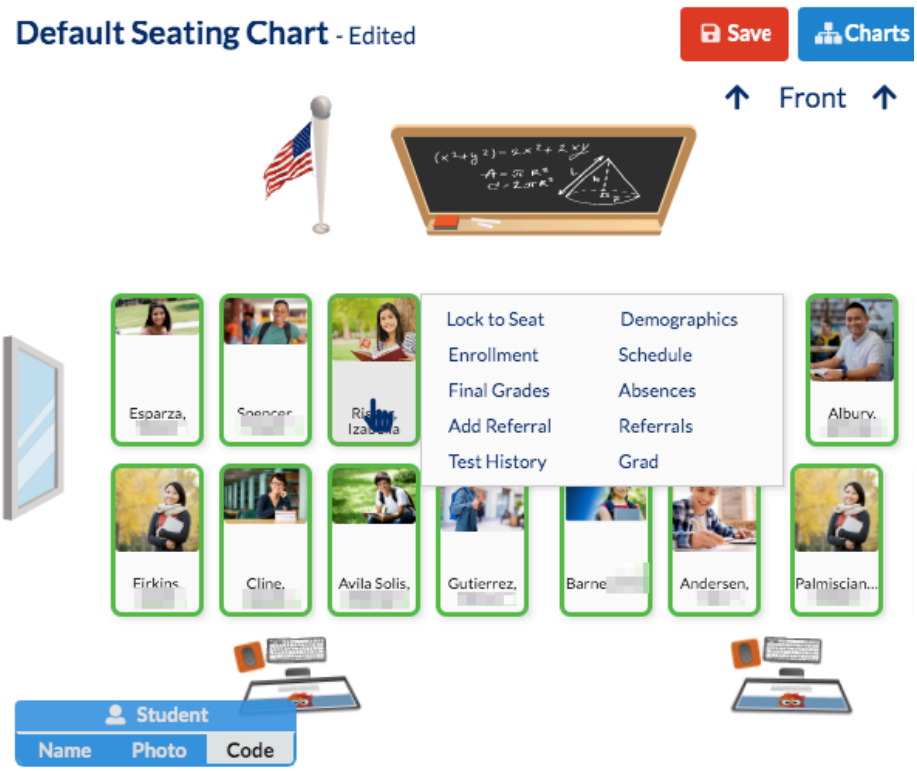
Seating Charts (New Screen)

The new Seating Charts screen replaces the Seating Chart that was previously present on the Take Attendance screen for Teachers.

The Seating Charts screen is also available to administrators via Users > Seating Charts.

Combined Sections: If a teacher enables the preference for combining sections for attendance, then their seating charts, which share the same school_period, will include students from both course_periods. Additionally, the charts available in the manage charts modal will be all the charts from all combined periods. If the combine sections for attendance preference is off, or later turned off, then seating charts belong only to the course_period they were created under.

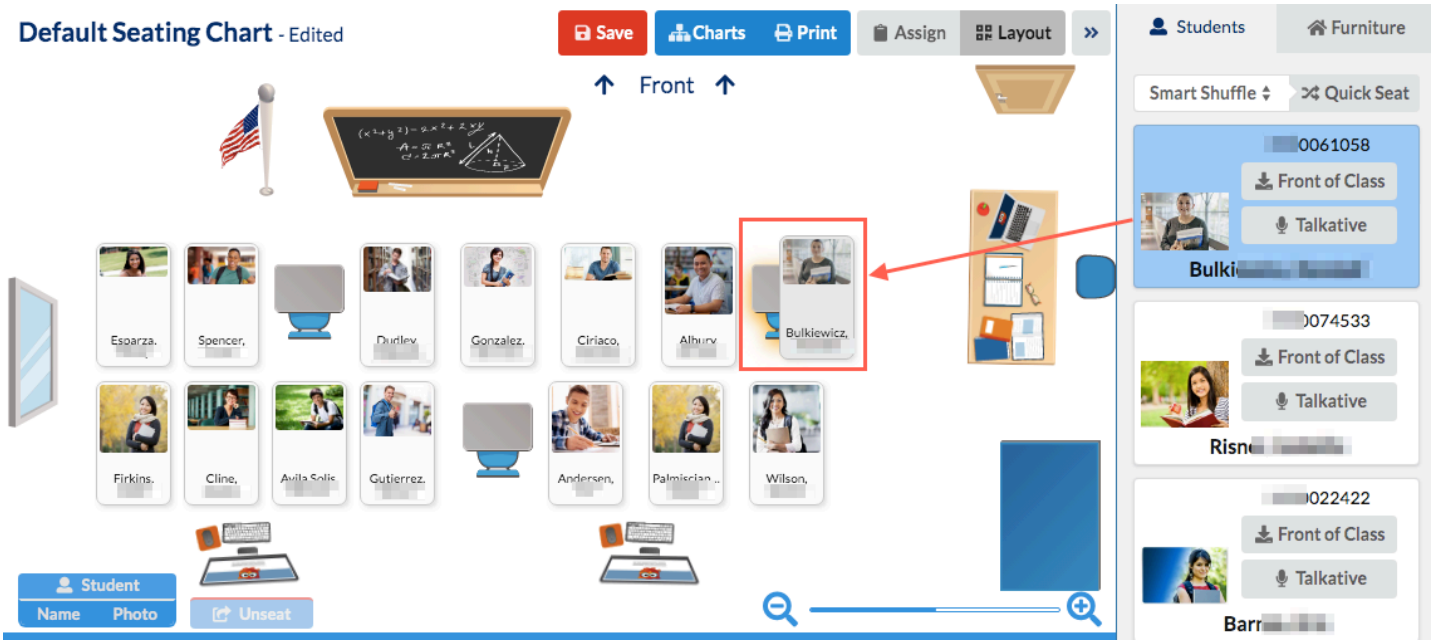
Student Category Menu: While in the initial view mode for a chart, users can click on any student seated in the chart to bring up a menu for that student. This offers the option to lock the student to that chair, as well as additional options, which depends on the student screens accessible to teachers, such as Enrollment, Demographics, etc.



Taking Attendance: To take attendance, click “Assign,” then click the “Attendance” tab. If attendance cannot be taken, the Attendance tab will include a message explaining the reasoning. Otherwise, it will include all of the attendance codes the teacher can assign in this class. Clicking a code will activate it. Hovering over a student with the mouse will display the applicable color as the code (green, red, or yellow). A student can be clicked while a code is active to assign them the code.

- When a user can take attendance in the seating chart, all students who do not already have an attendance code assigned for this period will be initially marked with the default present code.

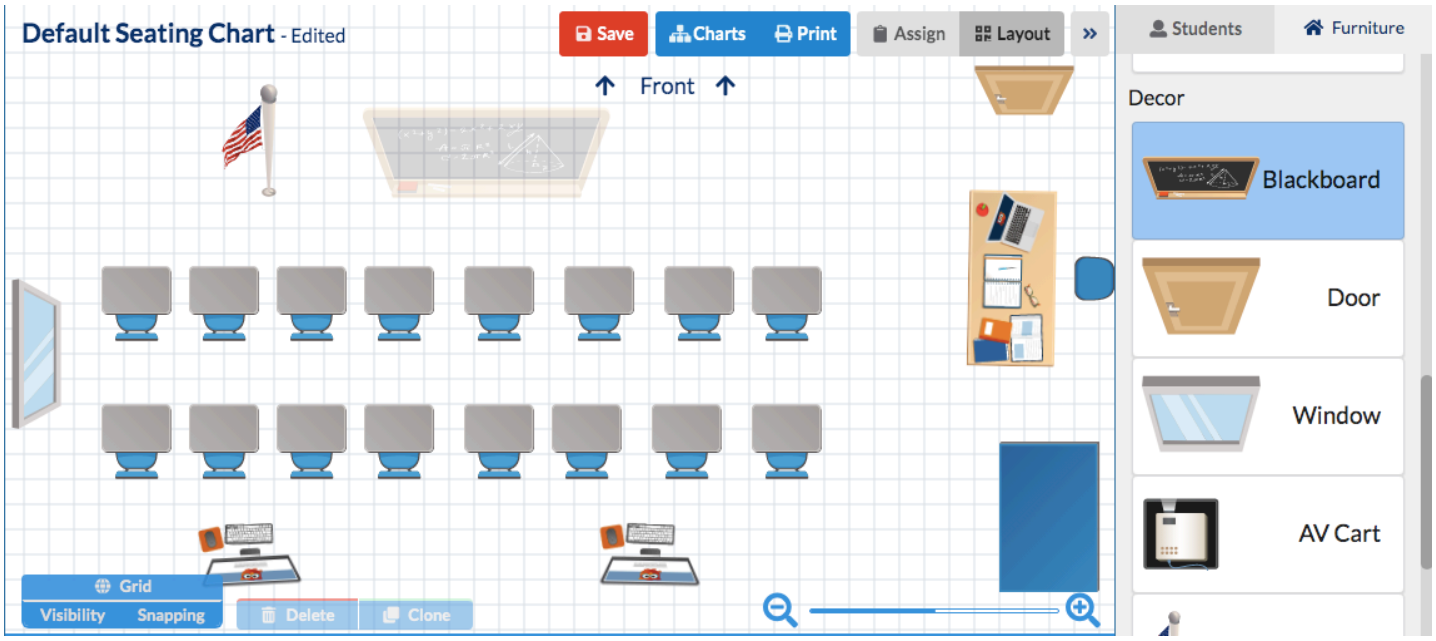
Seating Students: To seat students, while in editing mode, click “Layout,” then click the “Students” tab, which will be selected by default, except when first creating a new chart. Seated students show on their current chair in the chart. Unseated students are shown in a pool on the right. A student can be grabbed from the pool and placed on a chair (the chair they will be sat in will glow while the student is near). If that chair already has a student, the student will be removed. Students can be swapped with other students by clicking and grabbing one of the students, and dragging them onto the other students chair, or an empty chair.



- Students can be locked to a chair (shown with an orange lock), by clicking the seated student, then clicking the greyed out lock, which displays on the student category menu. The selected student is shown at the top of the students panel, with an orange border. Students can also be marked “Talkative” or “Front of Class,” to be used by the Smart Shuffle feature. Note that these two traits only carry over through saves if the student is placed in a chair (intended to be marked, then seated with Quickseat).
- All students from the class are automatically reseated when using the Quickseat button, except for students that are locked to chairs.
- Smart Shuffle: Shuffle the students around the classroom, with the exception of priority one students marked “Front of Class” who will be placed near the front of the class, and priority two students marked “Talkative,” which maximizes the space between talkative students. All remaining seats are randomly distributed. Depending on the layout of the class, some students, especially talkative ones, may not move that much between iterations.
- Alphabetical (last or first name): Seats students starting in the top left and distributes students in order to chairs, horizontally, then vertically. The way students are distributed will switch, based on the location of the front of class.
- Random: Maximizes randomness in selecting student seats.

Editing Furniture Layout: The furniture layout in a chart can be modified by clicking “Layout,” then the “Furniture” tab in the top right. While editing furniture, students will be invisible. But moving a chair or desk that has a student on it, will keep the assigned student, or deleting that chair, will put the student back in the unseated pool of students. To add a new item, click the item located in right panel, then click the desired location. While placing a new item, a shadow of the item will appear where the new item will be placed. All new items are rotated, based on the current location of the front of class (except for the flag). Some items have multiple colors. The color can only be selected when first placing an item. To do this, pick the colored circle in

the items panel on the right for the desired color. The preview item in the panel will change color, and newly placed items will be that color.

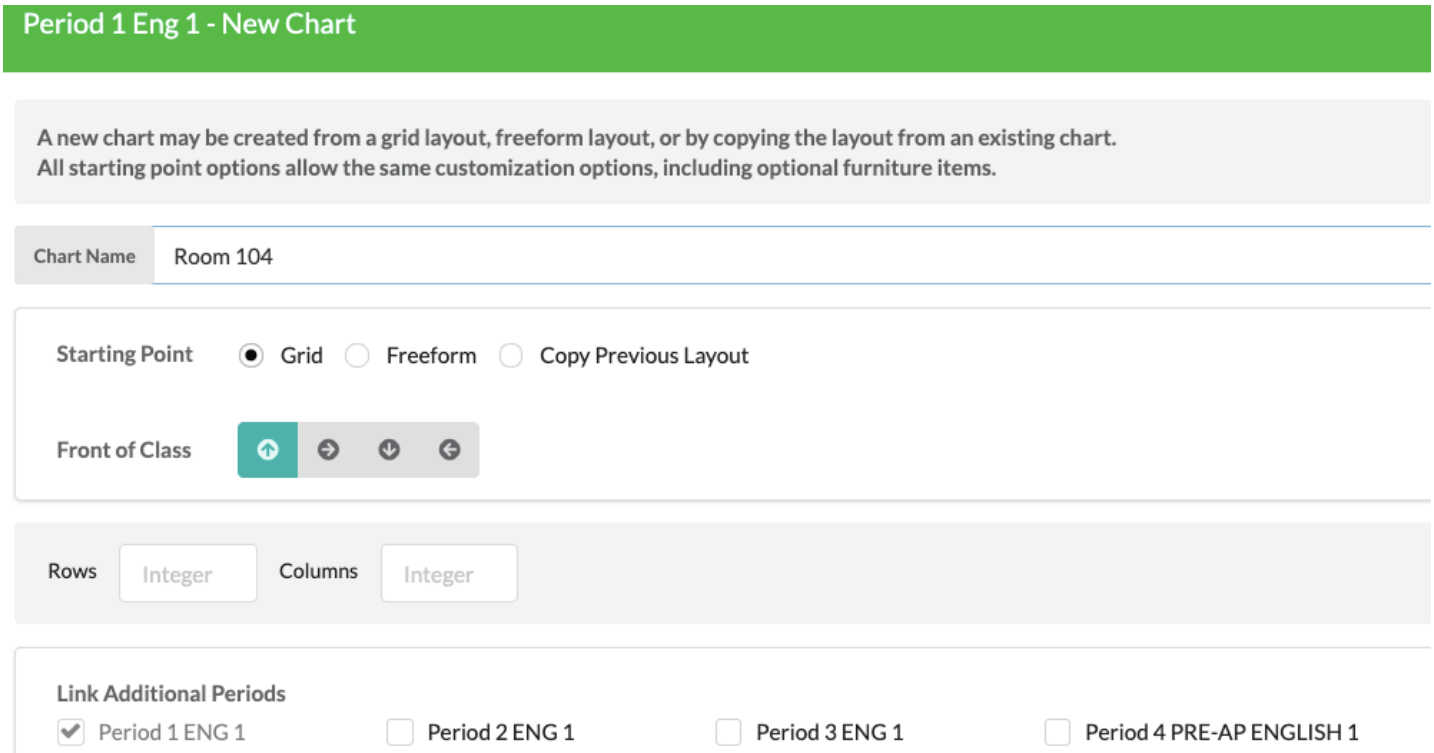


- A placed item can be clicked to select it. Once selected, the user will get controls for moving it around. All items can be clicked and dragged. Most can be rotated (there will be a circle at the top). And tables can be resized.
- Several items can be selected at any time by clicking and dragging to select them. A dashed border will appear around all selected items, which can be clicked and dragged as a group.
- The “Generate” shape button can be used for quickly generating a group of items. The table options always get four chairs, the grid and horseshoe get several desks, depending on the size. The shape is always generated mid screen, but the user can determine the size before placing (when changing size, it will always recenter itself). Once placed somewhere, and deselected, the items included in the shape become the same as if they were placed individually (no longer grouped together).
- When dragging a single item on top of another item, a visual effect displays, and if dropped on top of the other item, the moved item is returned to the original location.

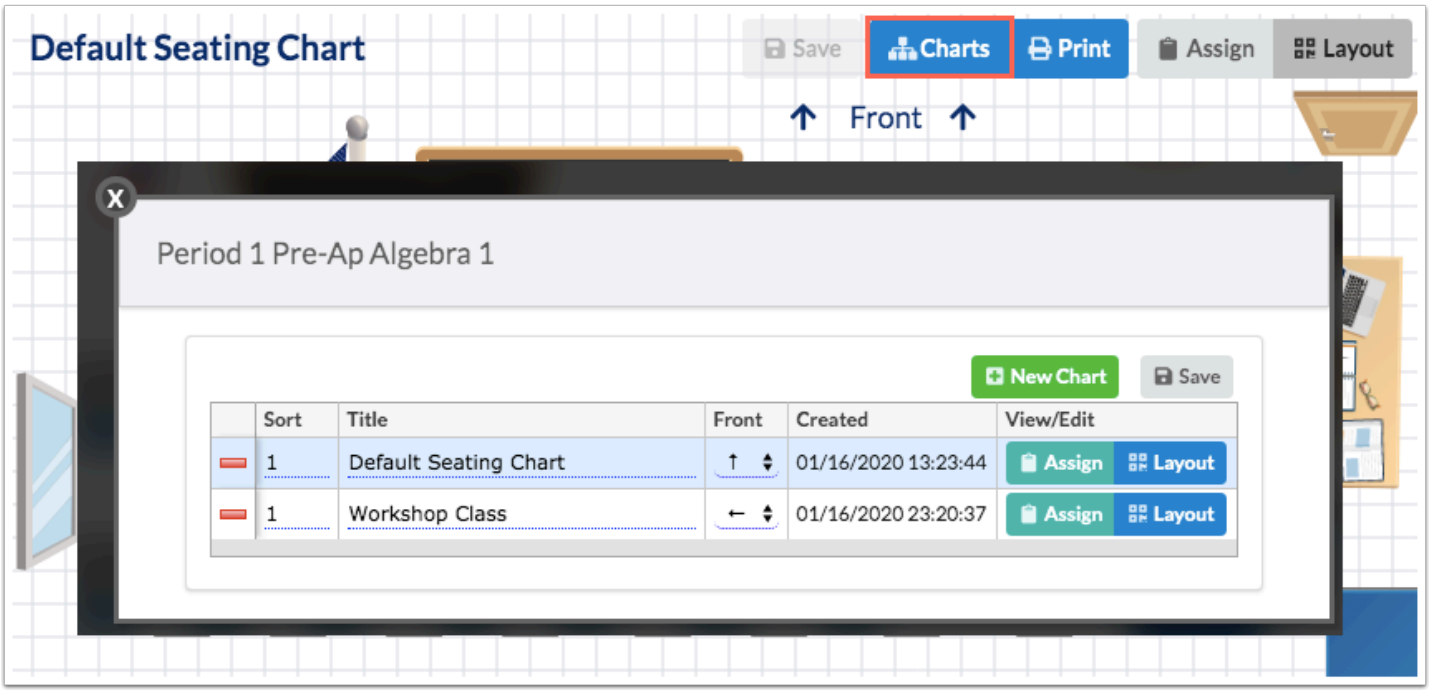
Creating a new chart: The chart modal can be accessed by clicking “Charts.” To create a new chart, users can then click the “New” button. If the user has not created charts for this class then the manage charts modal displays automatically When creating a chart, the user can select the Chart Name, Starting Point, Front of Class, Rows, Columns, and additional periods that should be linked. Starting point options include:

- Grid: Chart will come with a generated grid of desks or chairs, facing the front of class, with the selected rows and columns (top of the screen, not front of class, is used for definitions of row and column). Unlike the system generated chart, the grid does not seat any of the students.
- Freeform: Chart will start completely blank.

- Copy Previous Layout: Start with the furniture layout from the selected chart. Optional charts include all previously created charts.



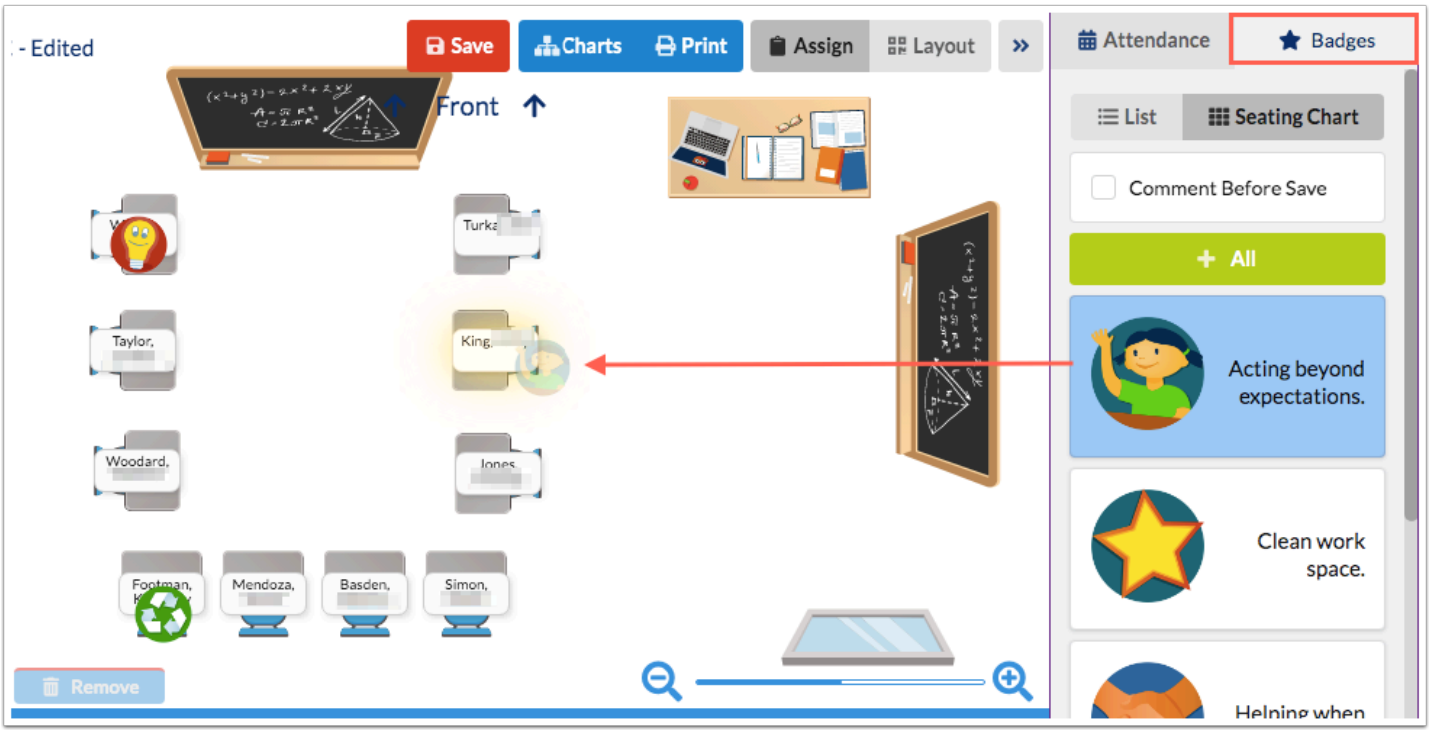
Manage Charts Modal: If there is at least one chart assigned to the class, or the user is returning to the screen and has previously modified the system chart, the “Charts” button becomes available and can be used to manage all charts moving forward. This button brings up a modal of all charts for the current class. Here users can sort the charts, as well as determine the default chart to load when first opening the screen (top chart). Previously created charts can be renamed, deleted, or the front of class modified. The new button here will open the modal for creating a chart. This modal is also used for switching the current chart, by clicking “Assign” or “Layout” in the “View/Edit”” column next to the desired chart.



Printing: There is styling built in to format charts for printing. The size of the chart becomes limited to the size of the page. The built-in styling will encourage the browser to use landscape for printing, but the user may need to specify landscape if it is not defaulted. It is recommended to save the chart as a PDF in order to print from a PDF viewer.

Positive Behaviors can be awarded from the Seating Charts screen if first setup via Discipline > Positive Behaviors by administration. Teachers can then create badges via Discipline > Create Badge Awards, as long as they are associated with an administrator-created badge type.

- To award positive behaviors, click “Assign,” then click the positive behaviors tab. The name of the tab depends on the Name and Plural entered on the setup screen; the default name is Badge and Badges.
- Users click the positive behavior then click the applicable student to assign the behavior. Once assigned, click Save.
- For more information on Positive Behaviors changes, see Notable > Discipline > Positive Behaviors.



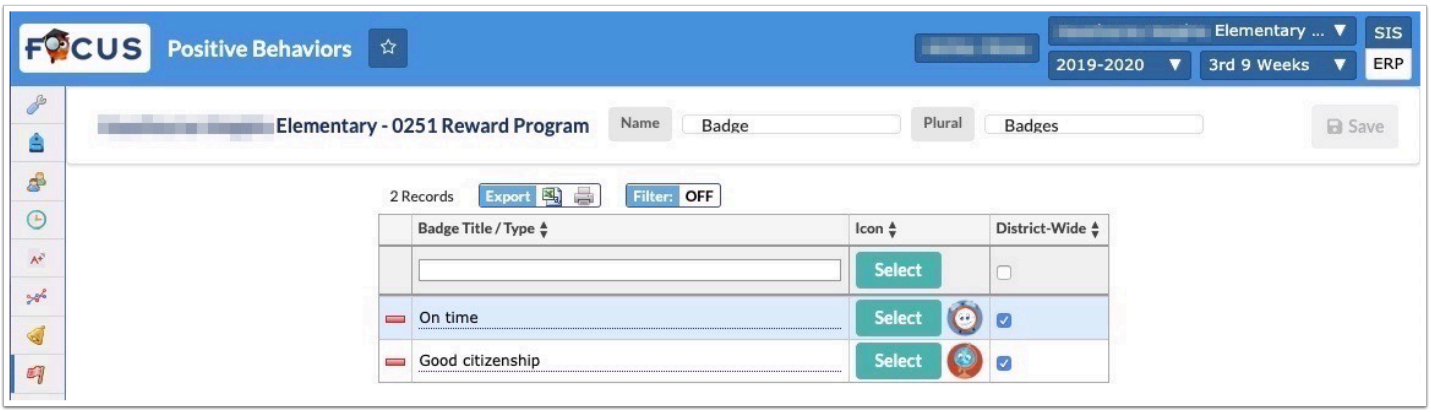
Discipline

Positive Behaviors

Redesigned all of the positive behaviors screens for teachers and administrators.

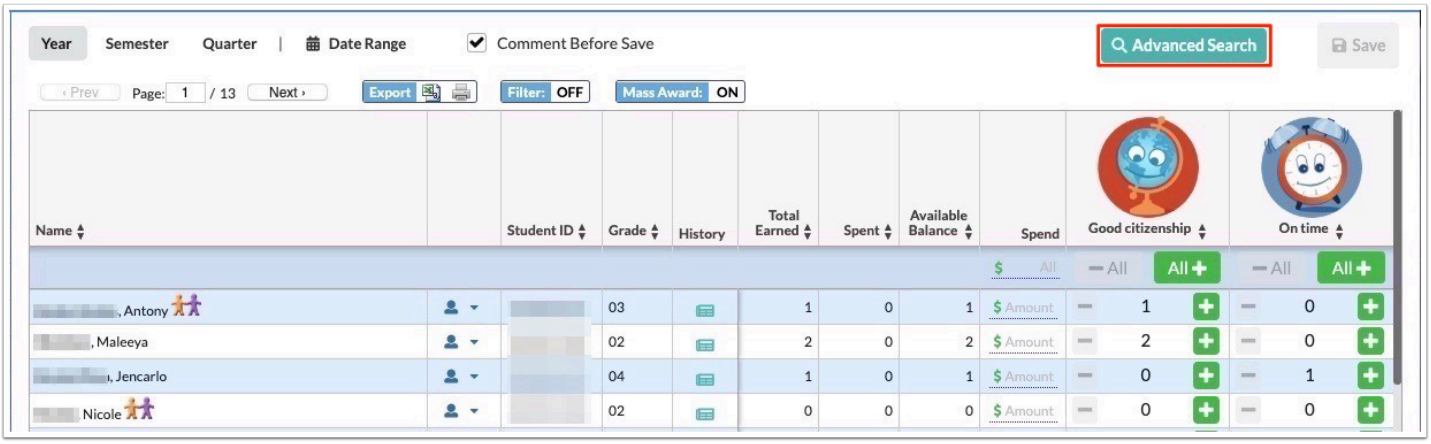
Administrators - Positive Behaviors (Setup):

- The Positive Behaviors screen in the Setup section of the Discipline menu is used to set up positive behavior badges/badge types.
- The title “Badge” and “Badges” can be renamed to something custom for the district at the top of the screen. The custom titles will be reflected throughout Focus instead of “Badge” and “Badges.”
- Badges can be set up for the school selected at the top-right of the screen or can be made district-wide.
- At least one badge must be created here to enable rewarding behaviors through the mobile app and Seating Charts screen.
- Badges can be saved without an icon (if so, the star icon will be used.)

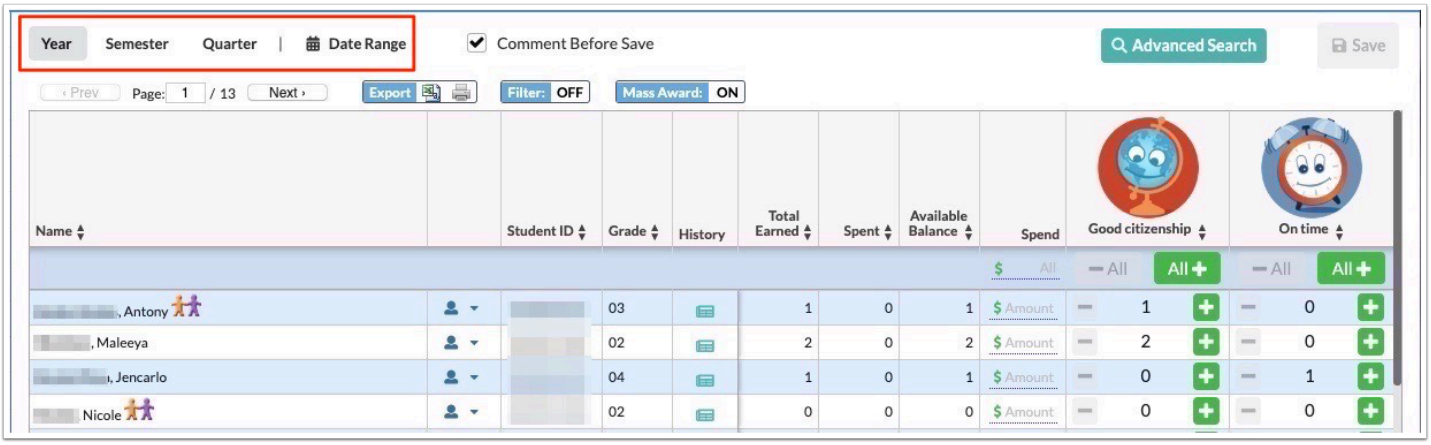


Administrators - Positive Behavior Awards:

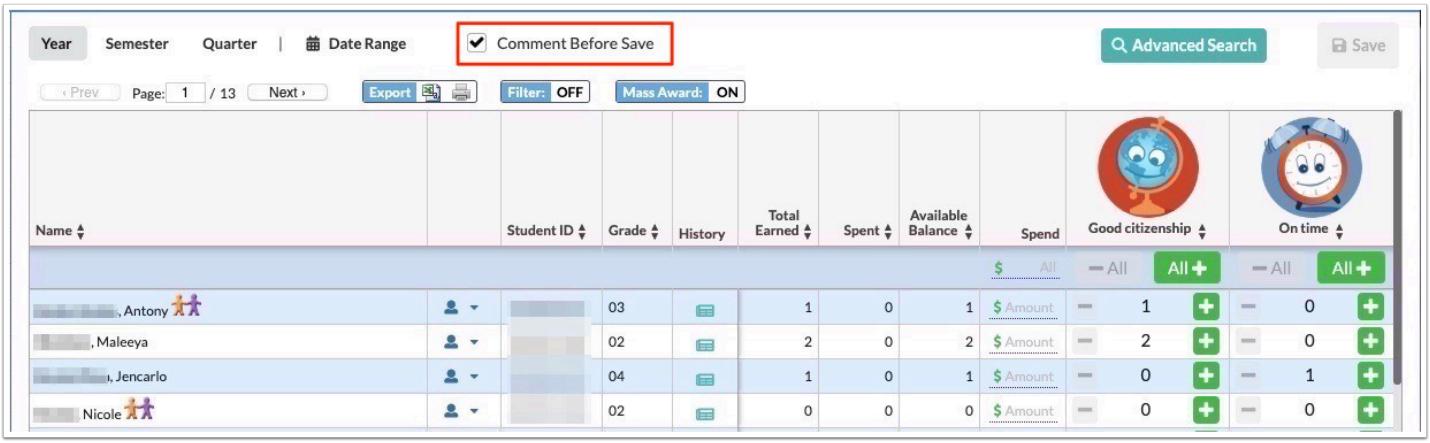
- The Positive Behavior Awards screen is used to award badges to students, spend badges, and view badge history.
- By default, a list of all the students at the school is displayed. Click Advanced Search at the top of the screen to search for a specific student or group of students.



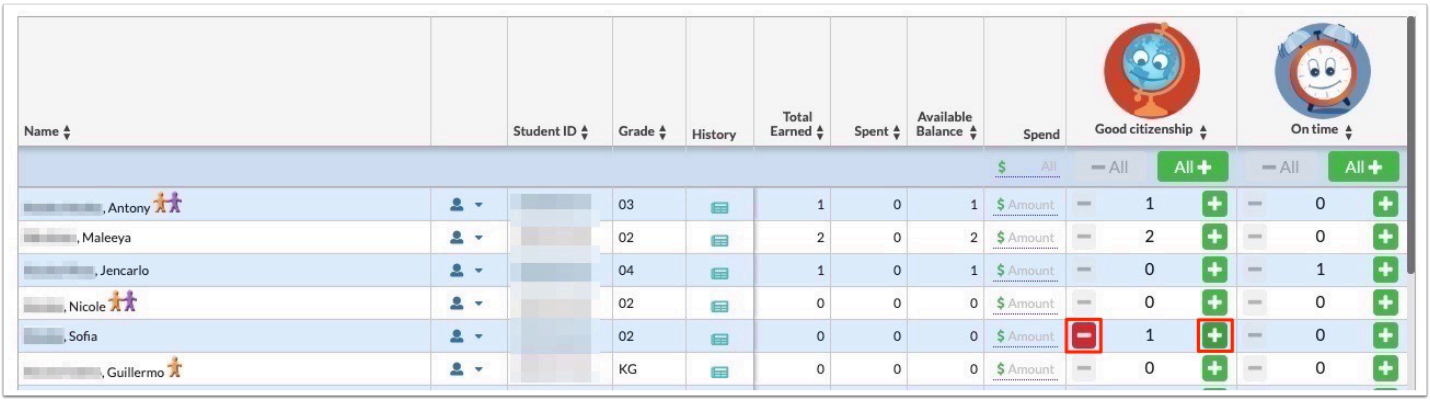
- At the top-left of the screen, select Year, Semester, Quarter, or Date Range to view badge information by the selected marking period or custom date range.



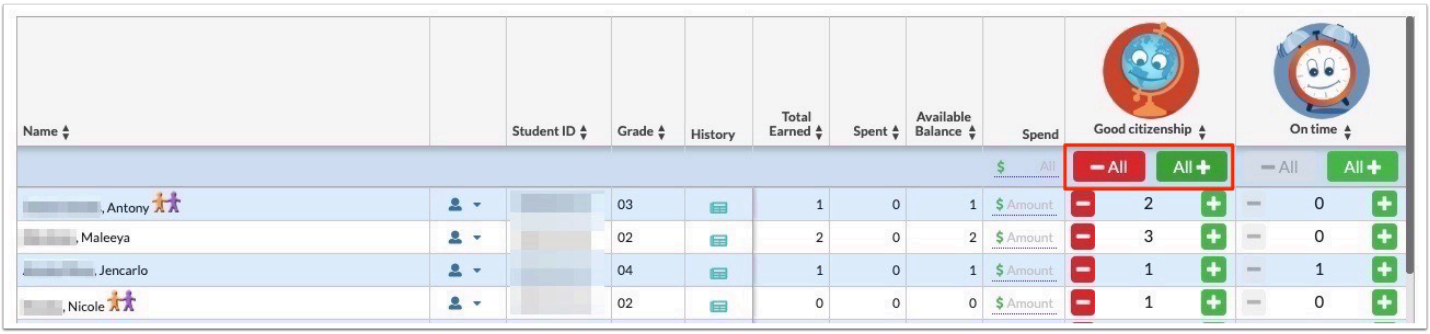
- Deselect “Comment Before Save” at the top of the screen if you do not want to enter comments for awarding or spending badges.



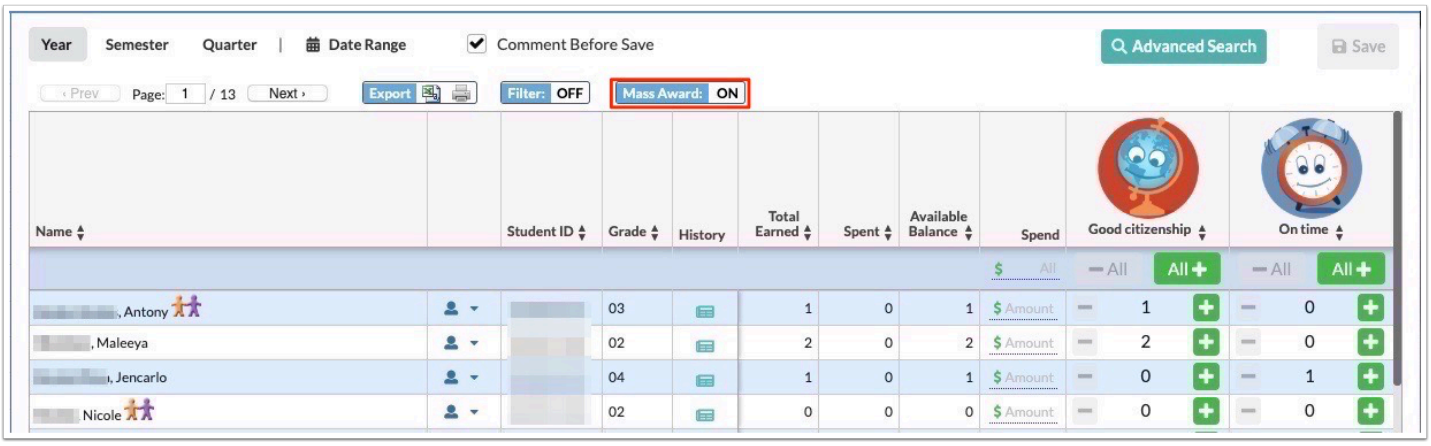
- To award a badge to a single student, click the green plus icon in the column of the appropriate badge and click Save. To remove a badge that has just been awarded, click the red minus icon in the column of the appropriate badge and click Save.



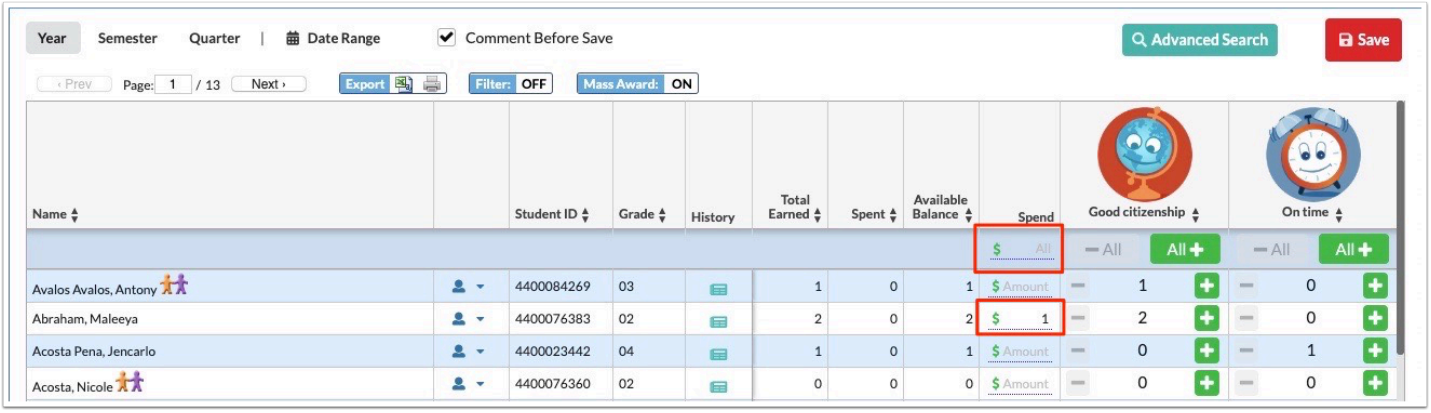
- To mass award badges, click the green All + icon in the column of the appropriate badge and click Save. To mass remove badges that have just been awarded, click the red - All icon in the column of the appropriate badge and click Save.



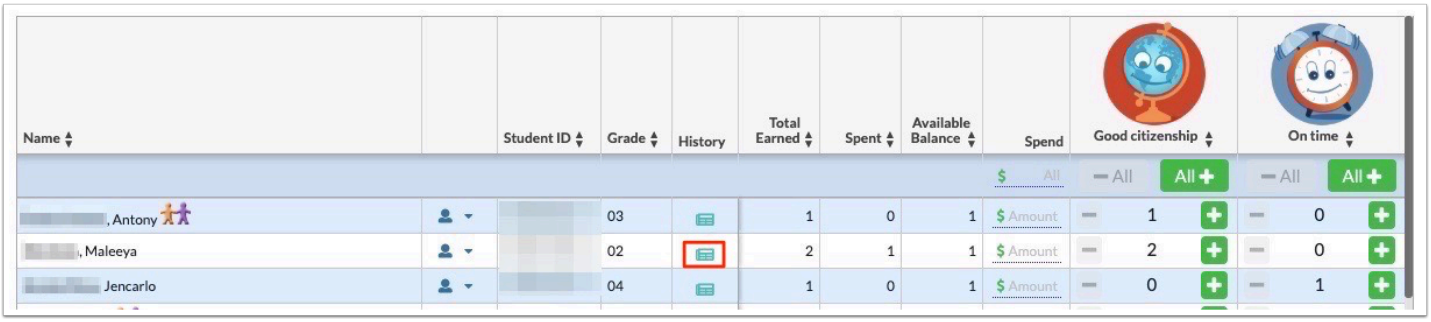
- The ability to mass add/remove badges can be turned on or off using the Mass Award: ON / Mass Award: OFF button at the top of the screen.

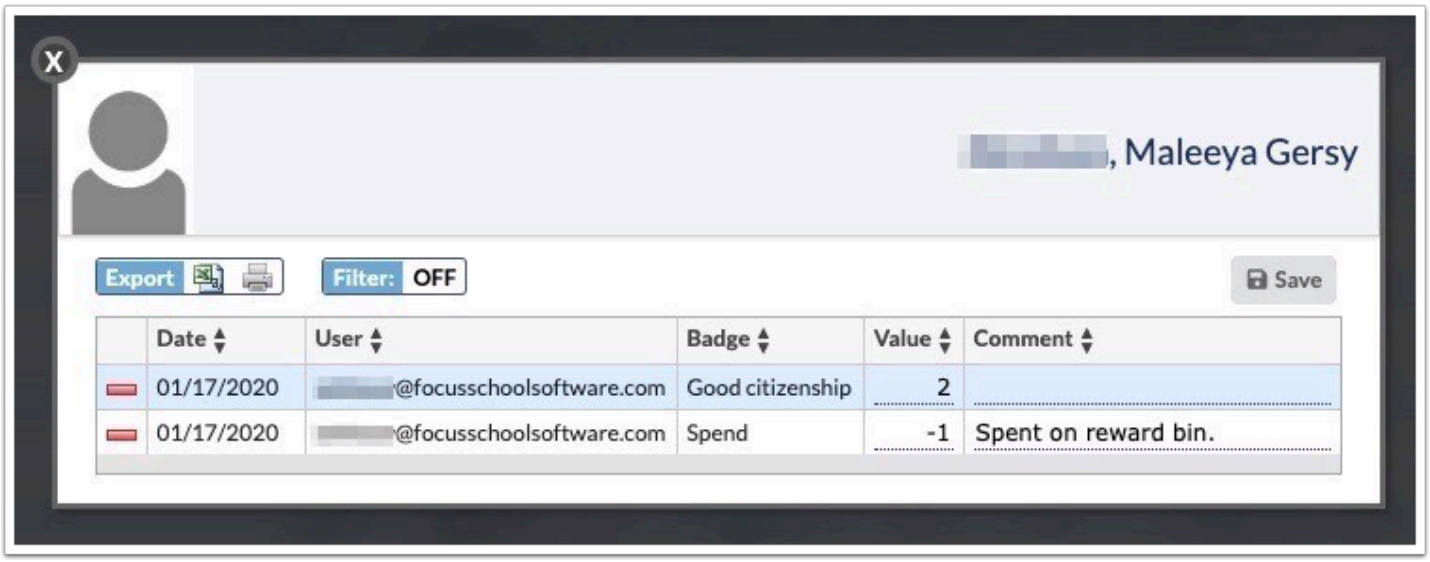


- To spend badges for a single student, enter the amount to spend in the Spend column and click Save. To mass spend badges, enter the amount to spend at the top of the Spend column and click Save. Badges are now spent from the total amount of available badges, not from specific badges.



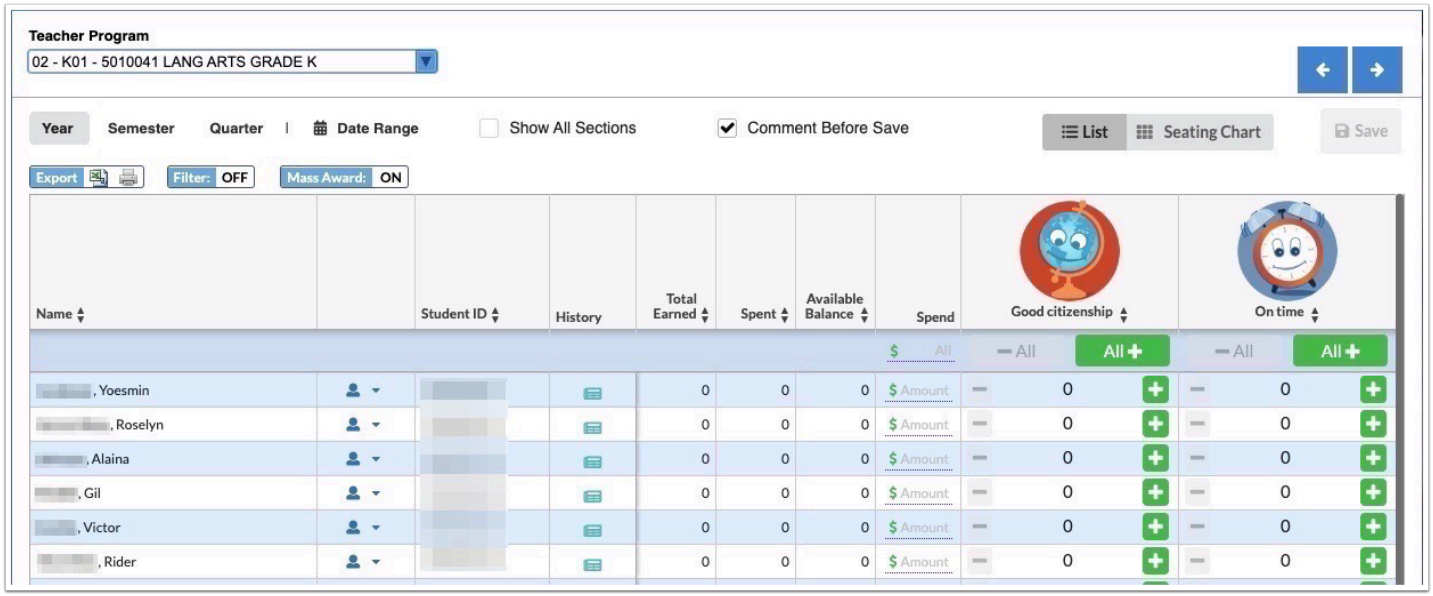
- Click the icon in the History column to view a pop-up window of the badge history for the student. Badges can be removed from a student by clicking the minus sign. Badge values and comments can also be edited here.





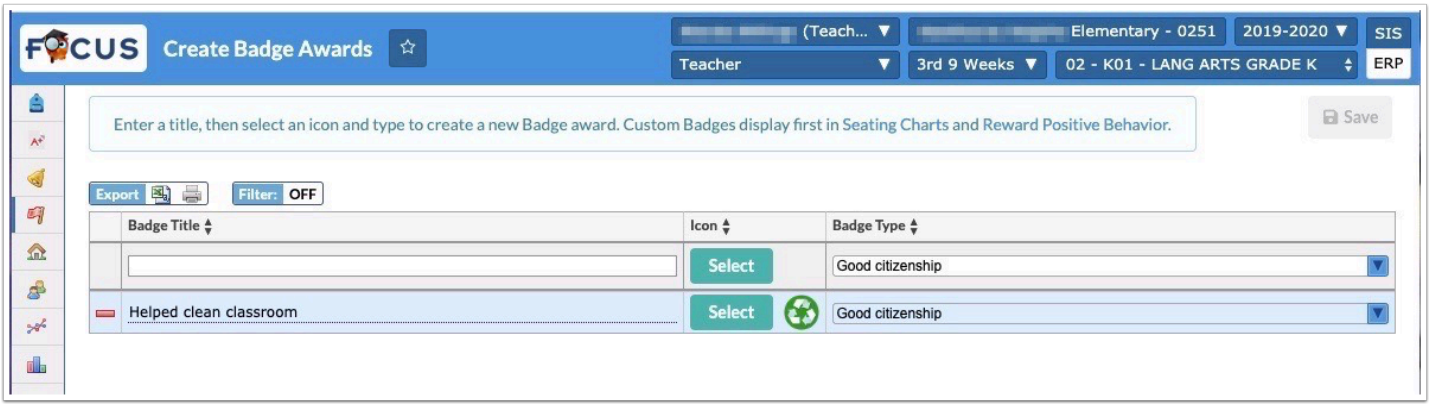
Administrators - Reward Positive Behaviors (Teacher Program):

- In the Users menu, the Reward Positive Behaviors (Teacher Program) allows administrators to award badges on behalf of a teacher. This can be done in the List view or Seating Chart view.



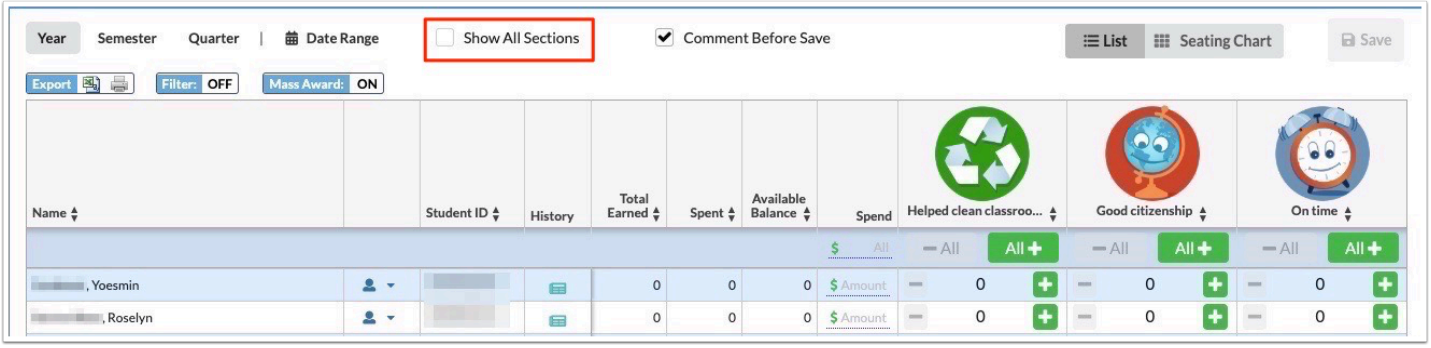
Teacher - Create Badge Awards:

- The Create Badge Awards screen allows teachers to create their own badges, which must be associated with an administrator-created badge type.
- The Badge Types available for selection are set up by administrators in the Positive Behaviors screen.

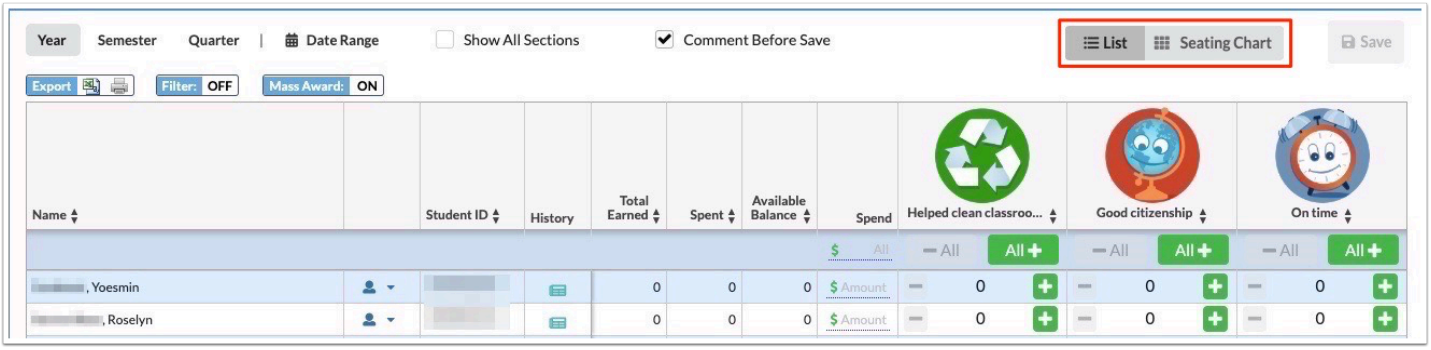


Teacher - Reward Positive Behaviors:

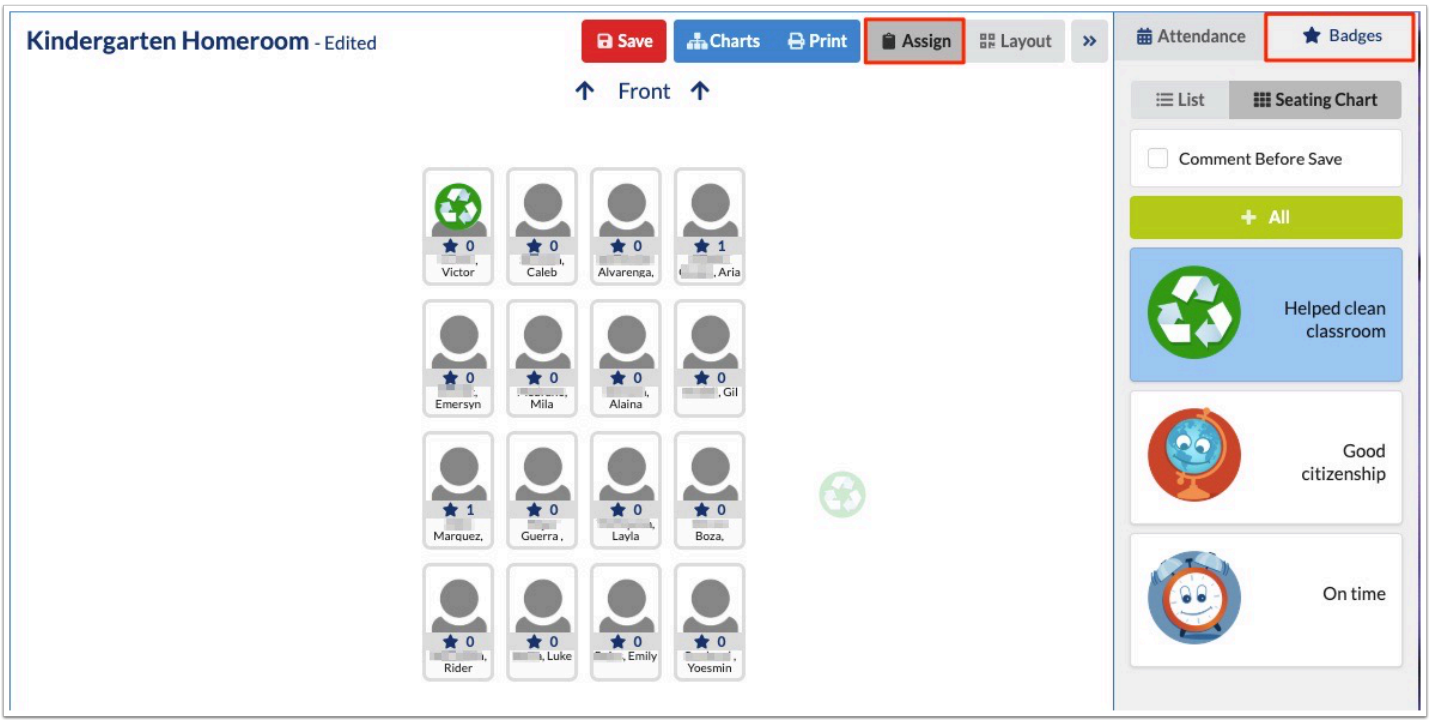
- The Reward Positive Behaviors screen is used to award badges to students, spend badges, and view badge history. It is similar to the administrator Positive Behavior Awards screen. Some teacher features to note include:
- The section currently selected at the top-right of the screen is displayed by default. To view all sections, select “Show All Sections” at the top of the screen.



- Badges can be awarded in the List view or Seating Chart view.



- In the Seating Chart view, click Assign and click the Badges tab. Click the badge to award and then click the student in the seating chart. Click Save. To award a badge to all students, click the badge and then click the + All button. Click Save.



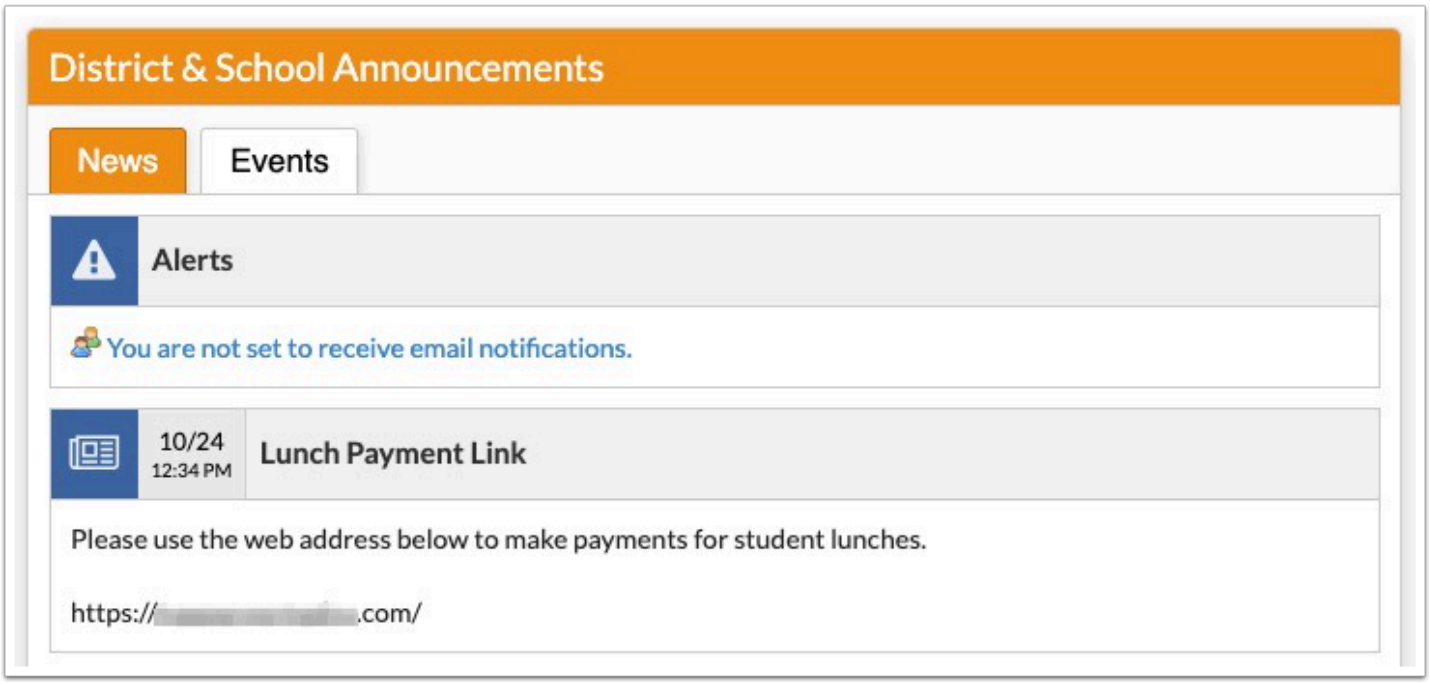
- Badges created by the teacher are listed first, followed by badges created by administrators for the school or district.

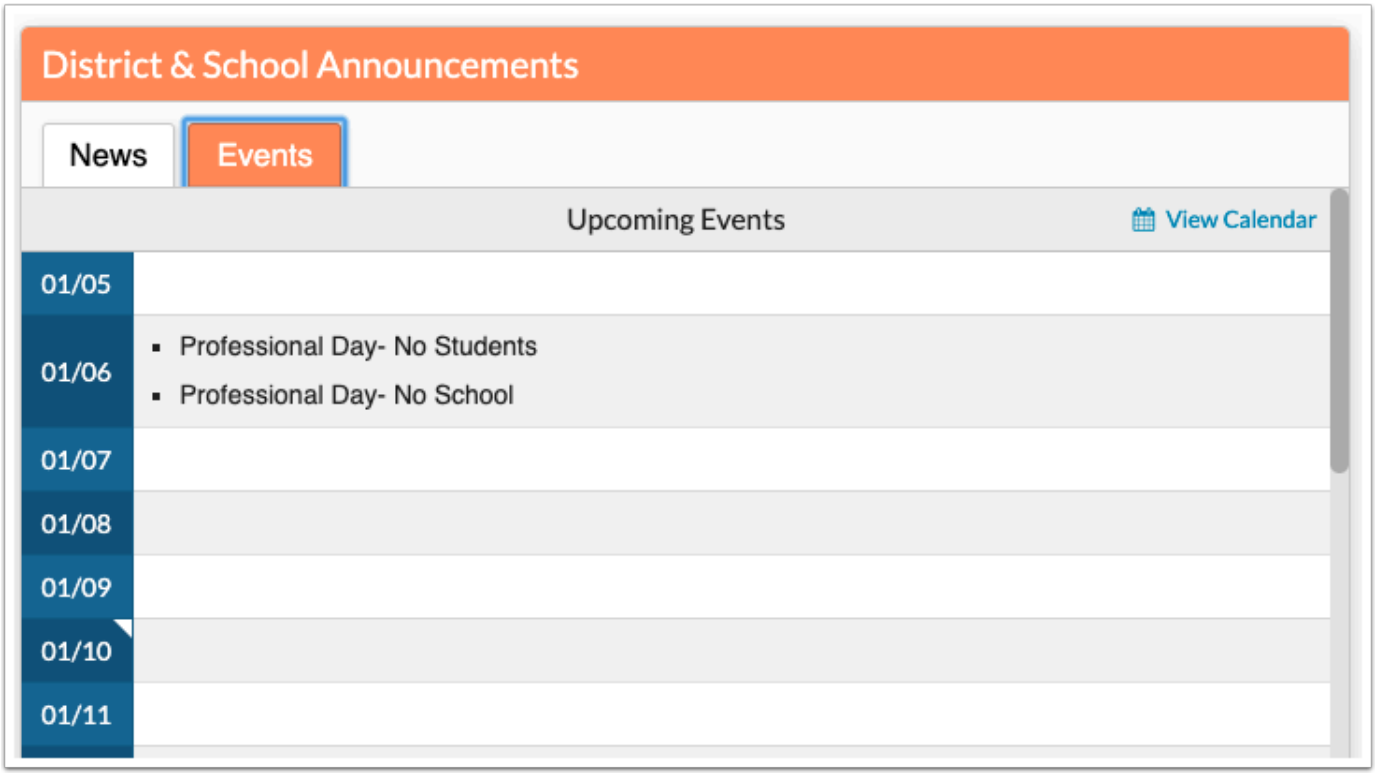
In the mobile app, the star icon for awarding badges has been removed. To award a badge as an administrator, tap Badges next to the Detention and Mark Tardy buttons. In the pop-up, badges can be awarded or spent.

Parent Portal/Student Portal

Redesigned the Parent and Student Portal. Some of the new features include:

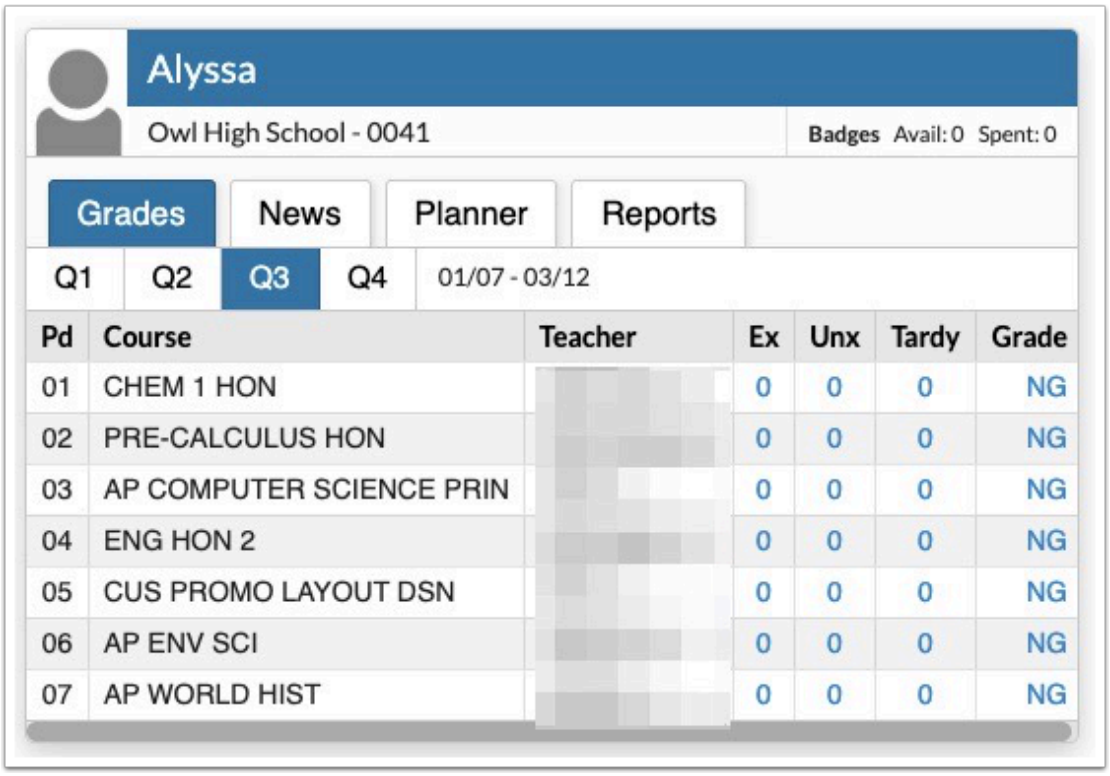
The District & School Announcements block - This block is divided into two tabs, News and Events. The News tab pulls from Portal Messages, and the Events tab pulls from public events on the Calendar.



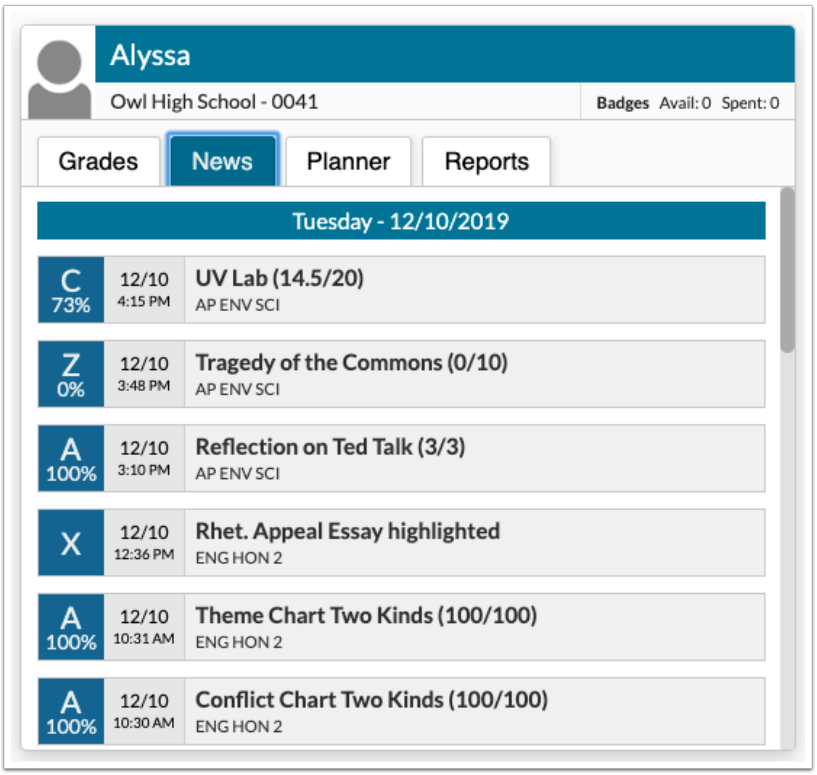


Block for each student - Each student linked to the parent has their own block on the Portal.

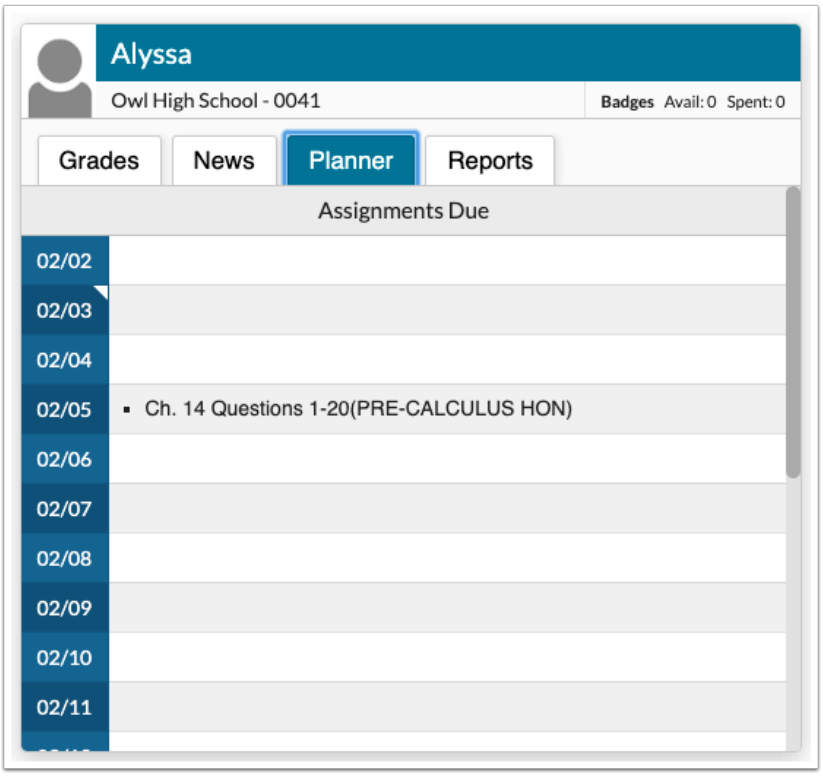
- The Grades tab displays the student's current Gradebook averages and a summary of their attendance. If the teacher has a web page, the course title will display in blue font instead of black, and will be a link to the web page.



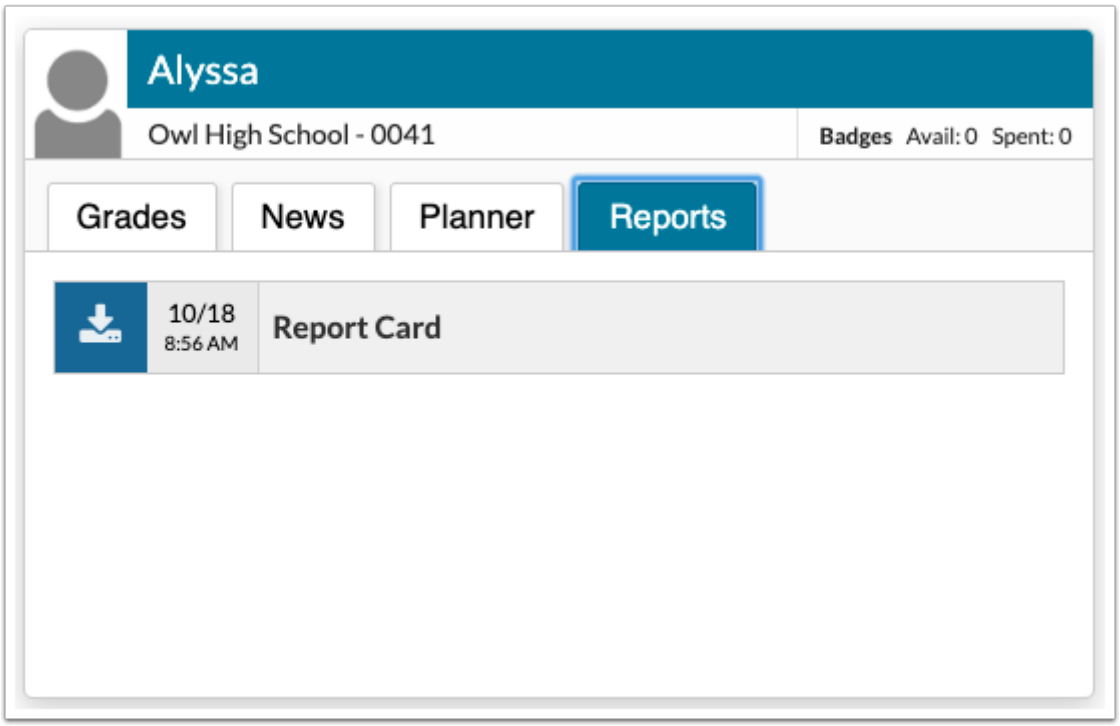
- The News tab displays the same news feed as in the mobile app - an overview of attendance, assignments, positive behaviors, and teacher webpage news.



- The Planner tab displays the same planner information as in the mobile app - an overview of the upcoming assignments that are due.



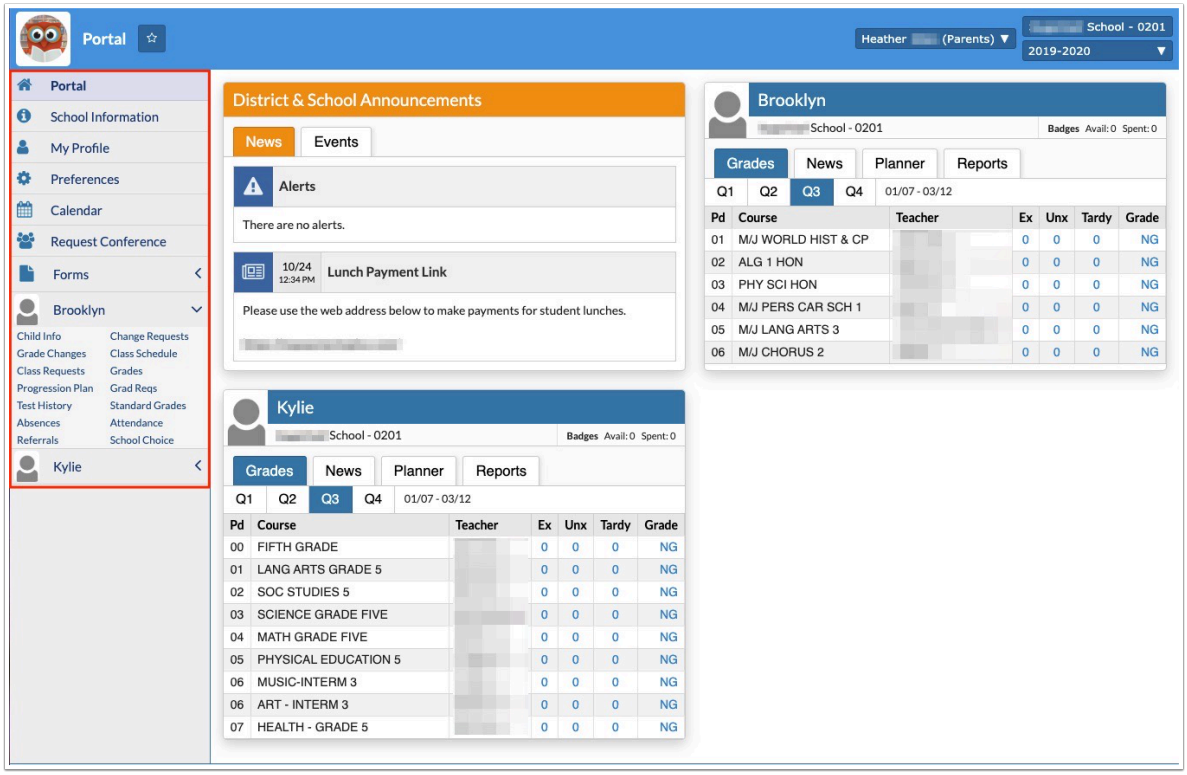
- The Reports tab contains links to report cards and test score reports.



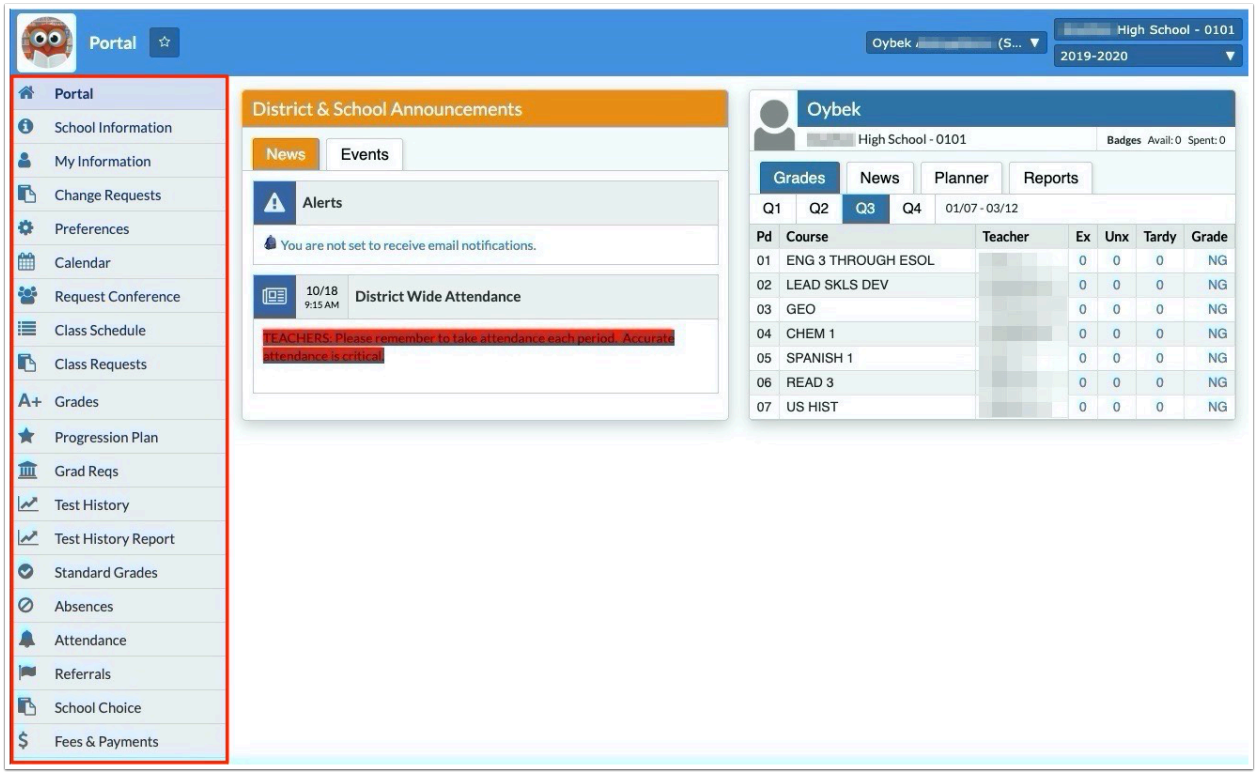
New redesigned side menu - The new side menu is now the default and only option for parents and students.

- For parents, the menu first displays links to the non-child-specific screens, including the Portal, School Information, My Profile, Preferences, Calendar, Request Conference, and

Forms screens. For each child linked to the parent, a child menu displays with links to the child-specific screens, including Child Info, Class Schedule, Grades, Referrals, etc. (Screens that are available depend on profile permissions.) The Forms and Child sections of the menu are collapsible.



- For students, the menu displays links to all the screens the student has access to.

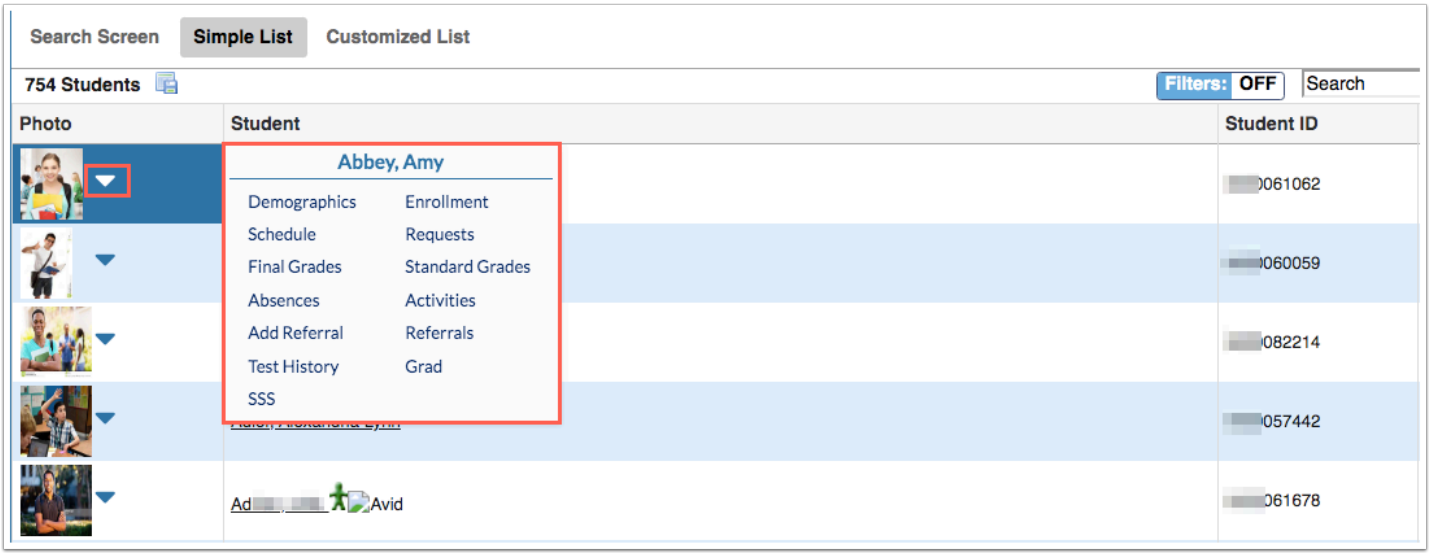


- The side menu is always displayed as open, except when viewing a form.
- In the Preferences screen, the menu option has been removed since the new side menu is the only option. The selected Highlight Color dictates the color of the menu icons (the text color does not change) and the color of the header for the student blocks on the Portal.

Portal

Find a Student

Added a category pull-down allowing users to select the information they need based on the selected tab normally located on the Student Info screen in addition to other various screens, such as Discipline for Add Referral.



- Pull-down options include: Absences, Activities, Add Referral, Demographics, Enrollment, Final Grades or Course History, Grad, Referrals, Requests, Schedule, SSS, Standard Grades, and Test History.
- Once a search is conducted with a category selected from the pull-down, the selection will remain as a default until changed to conduct a new search.

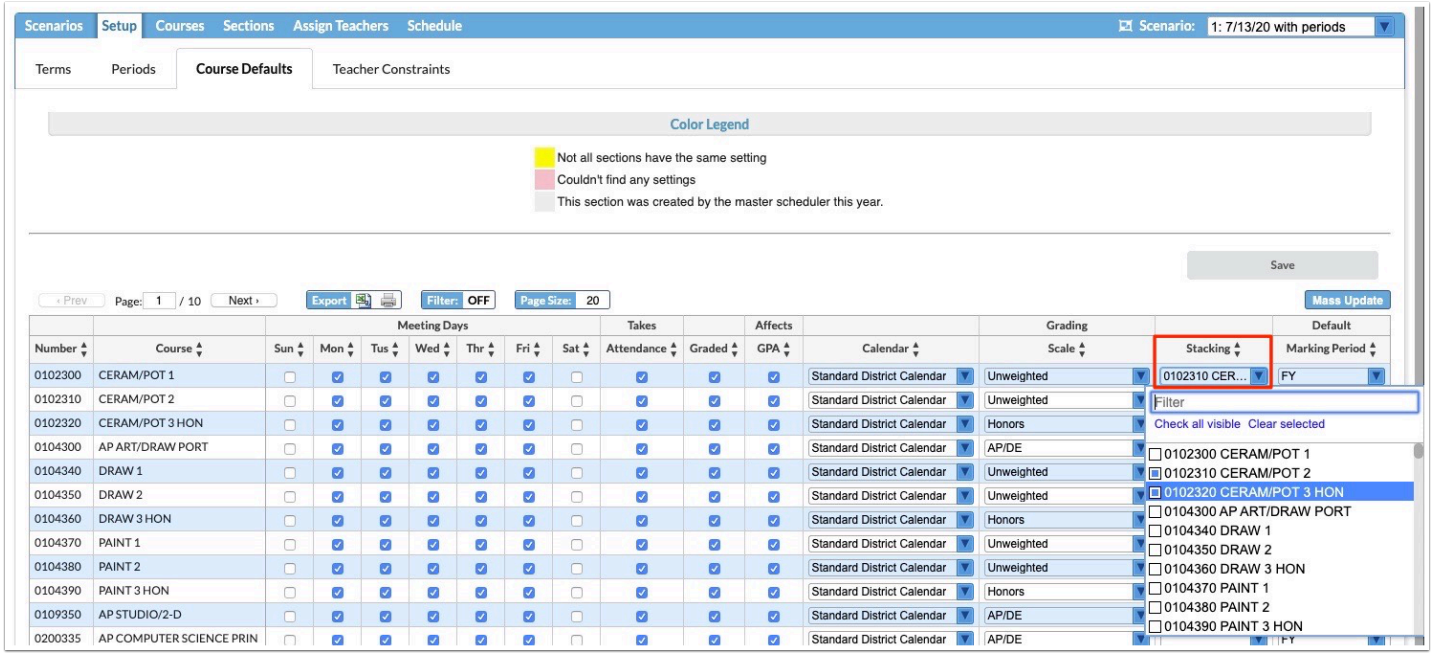
Scheduling

Master Schedule Builder

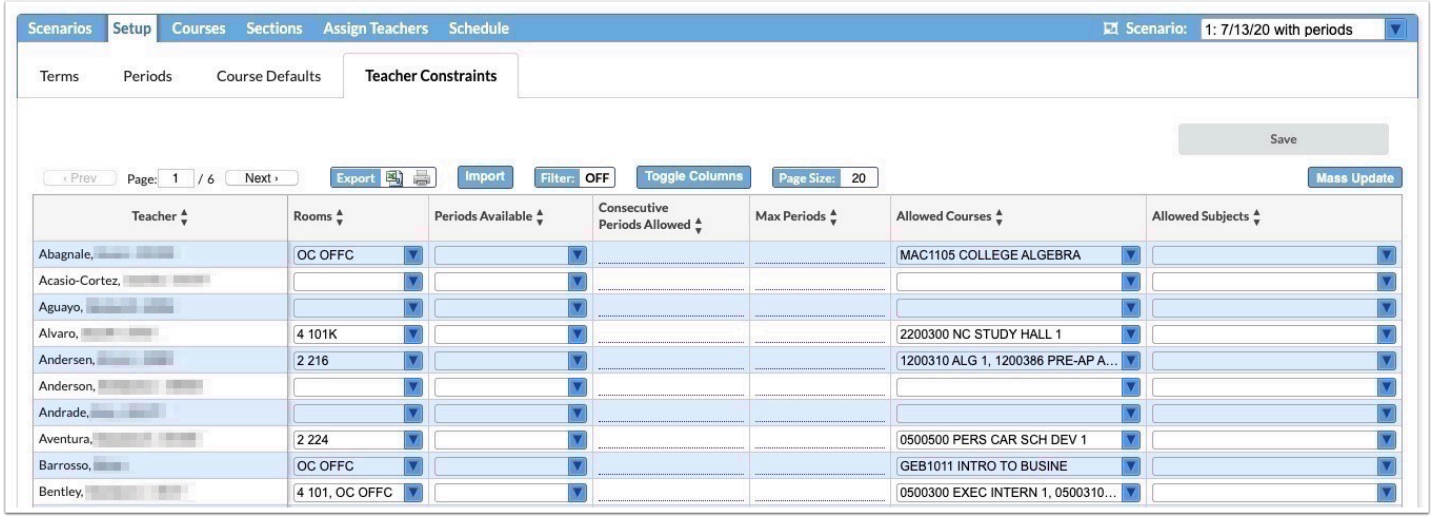
Redesigned the Master Schedule Builder. Some of the new features include:

Setup tab - The Setup tab contains the Terms, Periods, Course Defaults, and Teacher Constraints tab.

- The Course Defaults tab contains a new Stacking field. Selecting courses in the Stacking pull-down indicates that these courses should be scheduled into the same period, for example, Band 1, Band 2, Band 3, and Band 4.

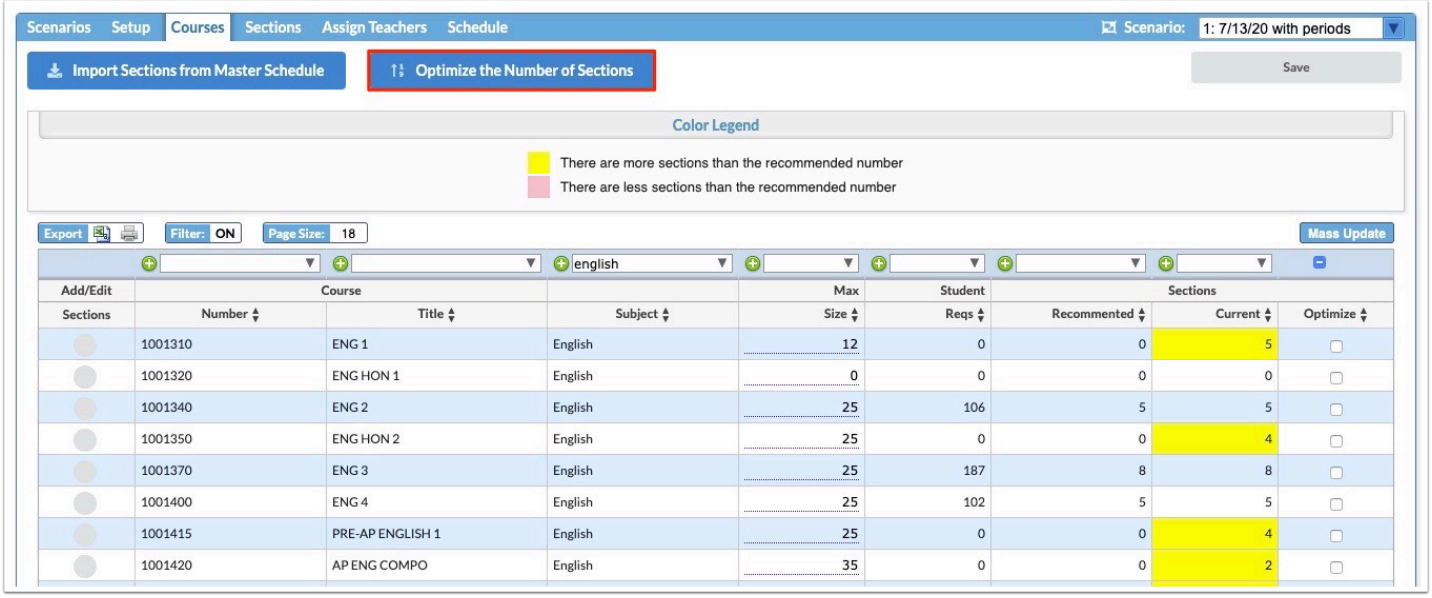


- The new Teacher Constraints tab is used to set the rooms, periods available, consecutive periods allowed, max periods, allowed courses, and allowed subjects for teachers. The Allowed Courses are automatically populated with the courses taught by the teacher for the last three years in Focus. Setting Allowed Courses and Allowed Subjects works as an OR condition. The Allowed Subjects are graduation subjects.

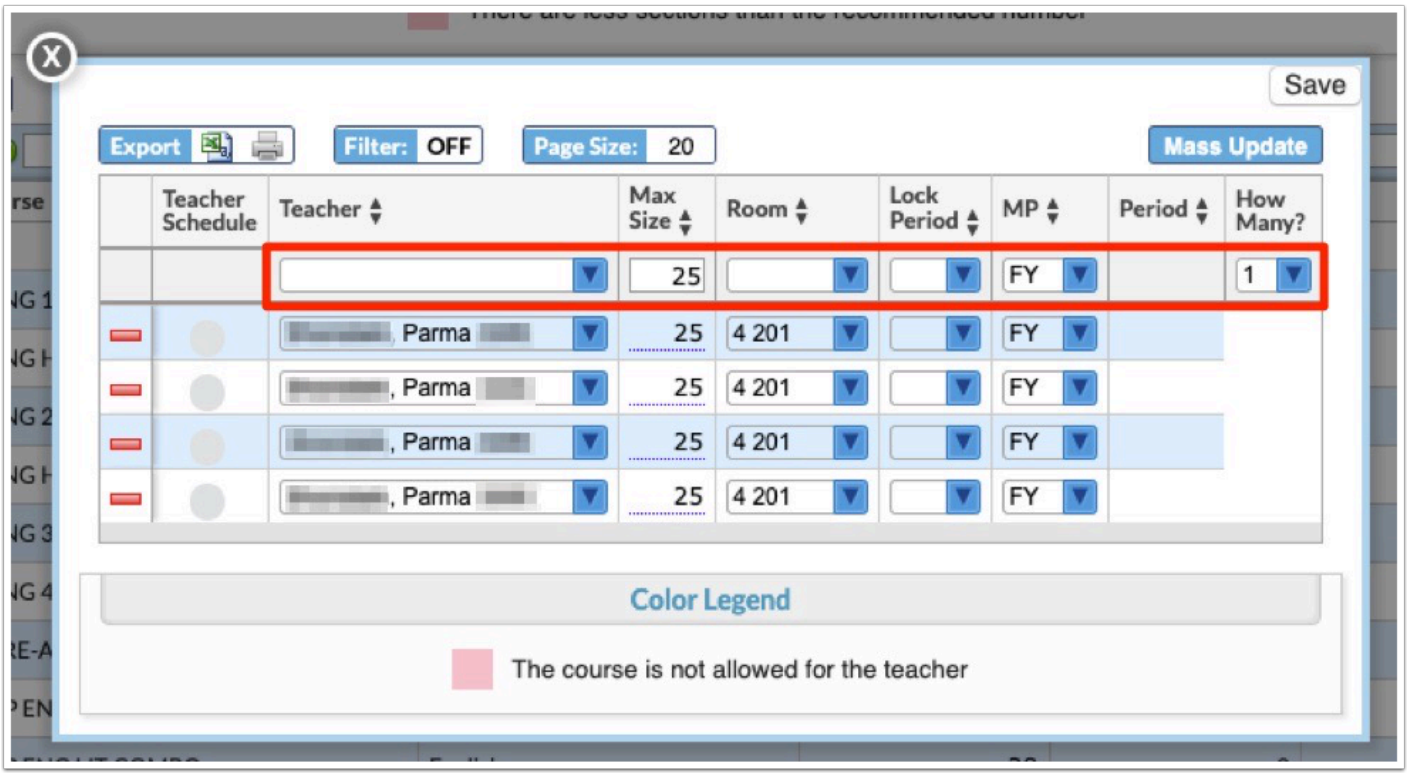


Courses tab

- The Courses tab contains the new feature “Optimize the Number of Sections.” This allows Focus to add and remove sections as needed, to reach the recommended number of sections for each course. Courses with a Max Size of 0 or courses with no requests are not included by default when optimizing the number of sections.



- When adding new sections to a course, you may assign the teacher to the section or you can leave the teacher blank; the teacher does not need to be assigned at this point. The teacher can be assigned in the new Assign Teachers tab. You can also create multiple new sections at once instead of one at a time by indicating how many sections are needed.



Assign Teachers tab

- The Assign Teachers tab is used to assign teachers to sections that are missing a teacher. In the Suggested column, Focus will suggest a teacher based on who taught those courses in

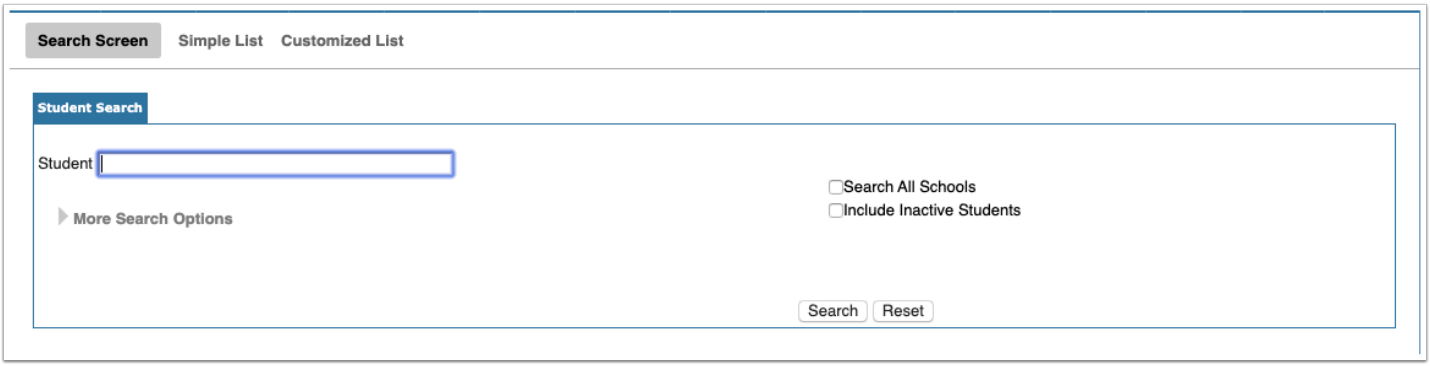
the last few years. Teachers can be manually assigned, or Focus' suggestions can be accepted.

Students

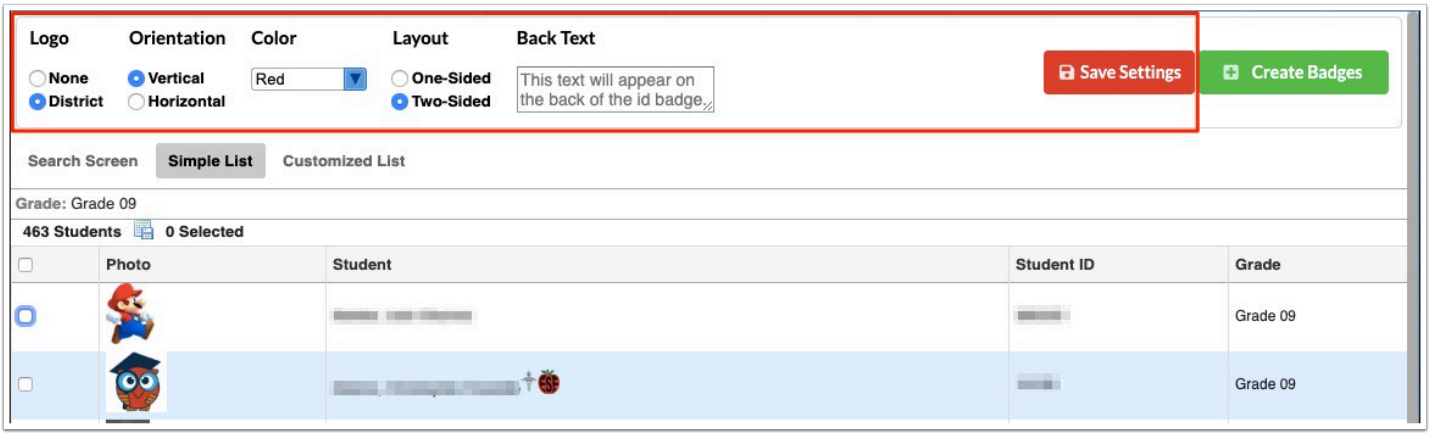
Print ID Badges

Added a new program called Print ID Badges to customize and print student ID badges. The customized badge also displays for students logged in to the mobile app in the Virtual ID Badge screen.

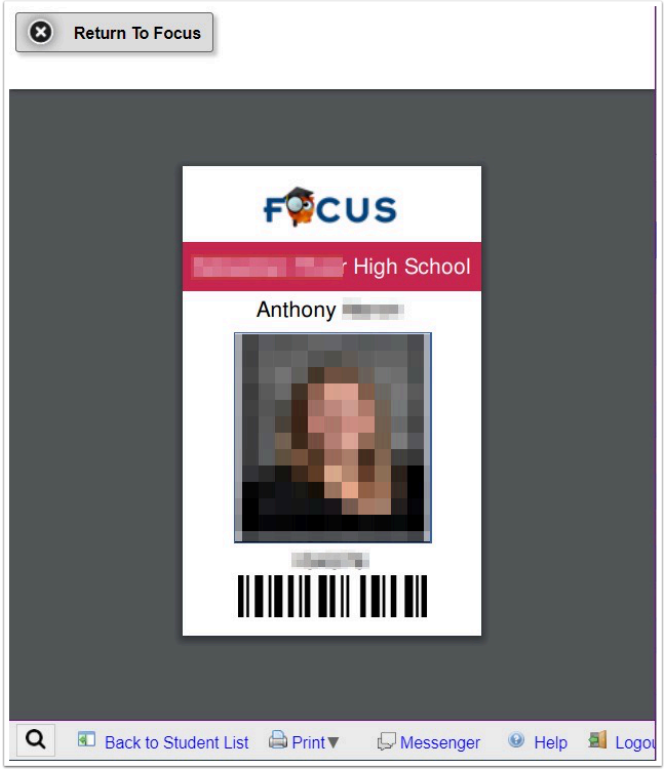
- Access to this program is controlled by the View and Edit permissions to Print ID Badges in Users > Profiles.
- Conduct a student search to locate the student or group of students to print.



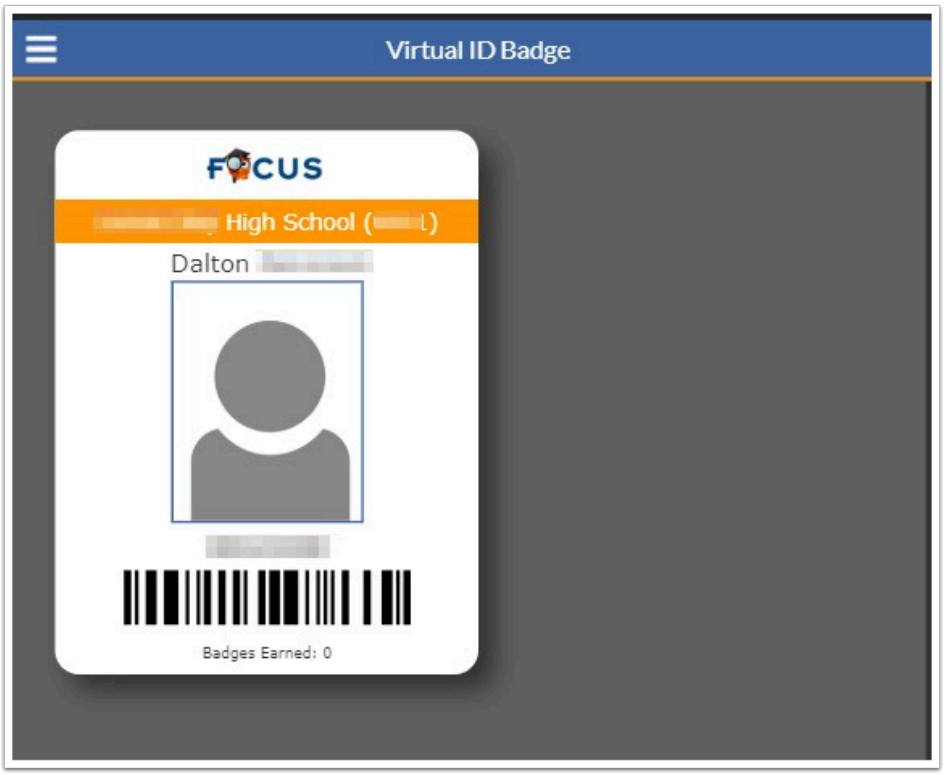
- On the next screen, there are options to use the district logo or no logo, use vertical or horizontal orientation, select a color, and have a one-sided or two-sided badge. When the two-sided option is selected, the text on the back of the badge can be customized. The selected settings can be saved.



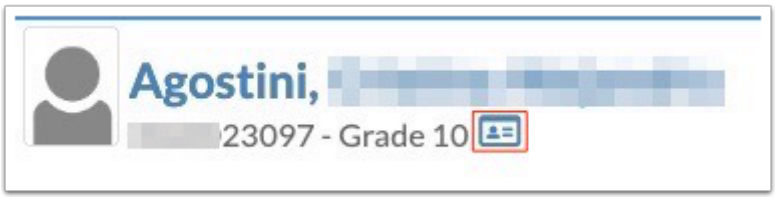
- After selecting the students to print and clicking Create Badges, a file is generated which can be saved to the computer or printed.



- Students logged in to the mobile app can view their virtual ID badge by tapping the “Virtual ID Badge” option in the menu.



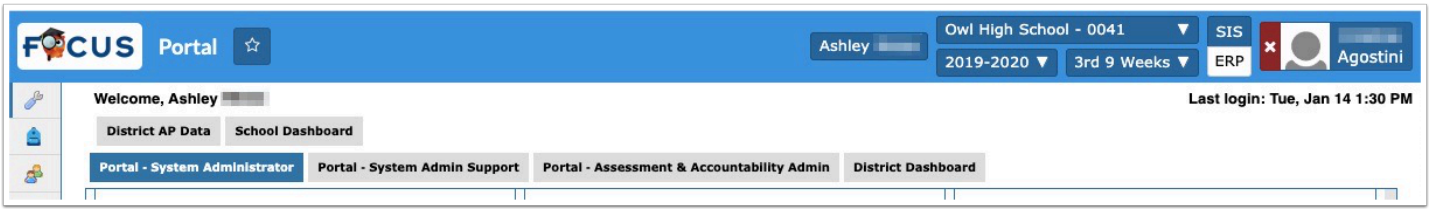
- When viewing a student in Student Info, click the badge icon next to the student's name to access Print ID Badges for the student.



SIS/ERP

General

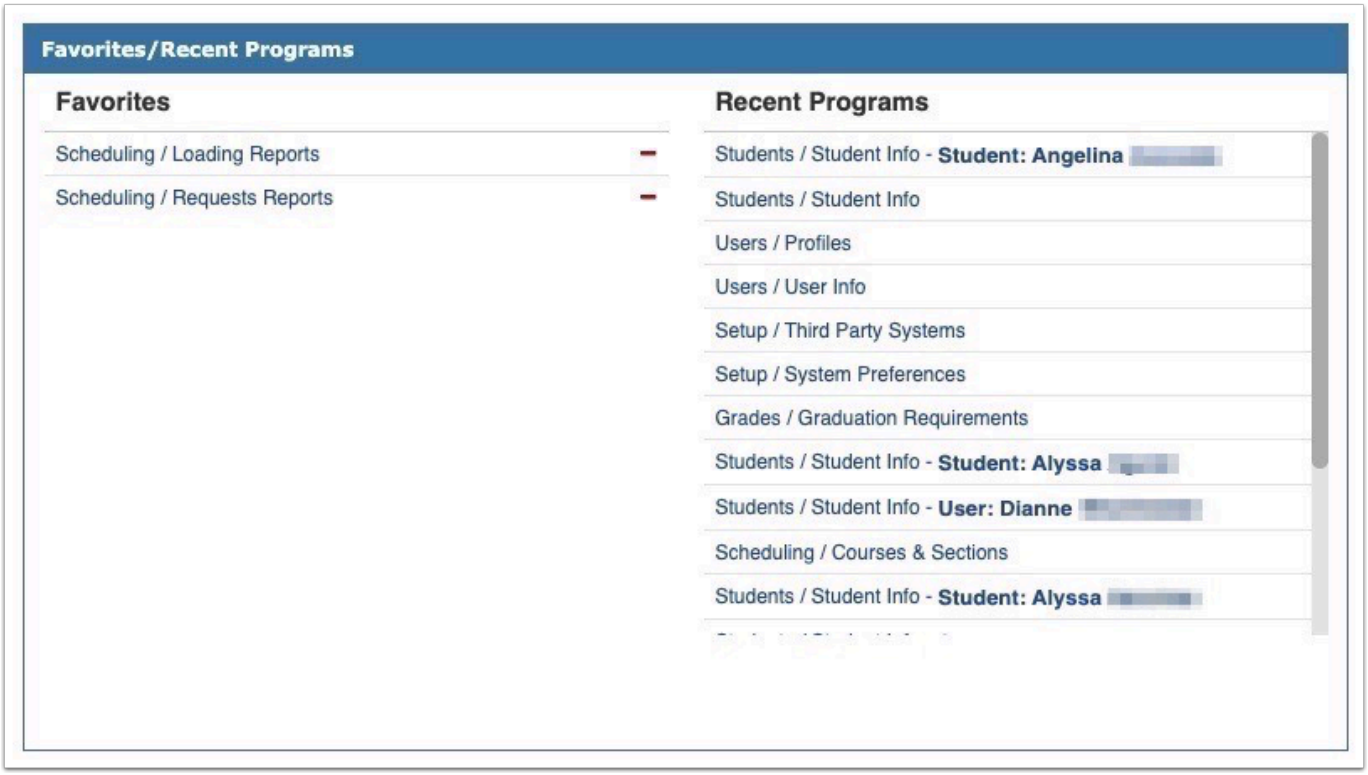
Updated the header style throughout Focus.



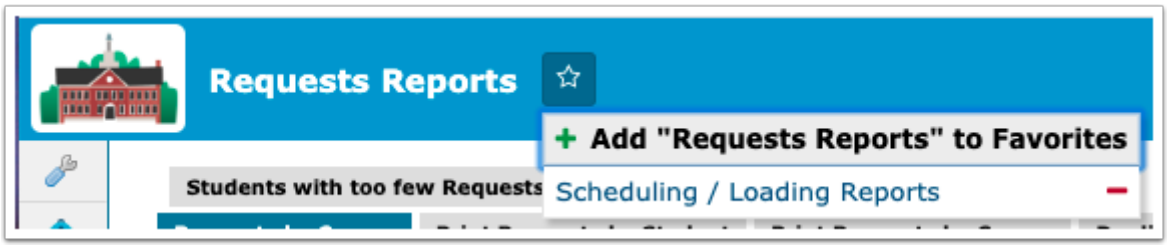
Portal

Favorite/Recent Programs

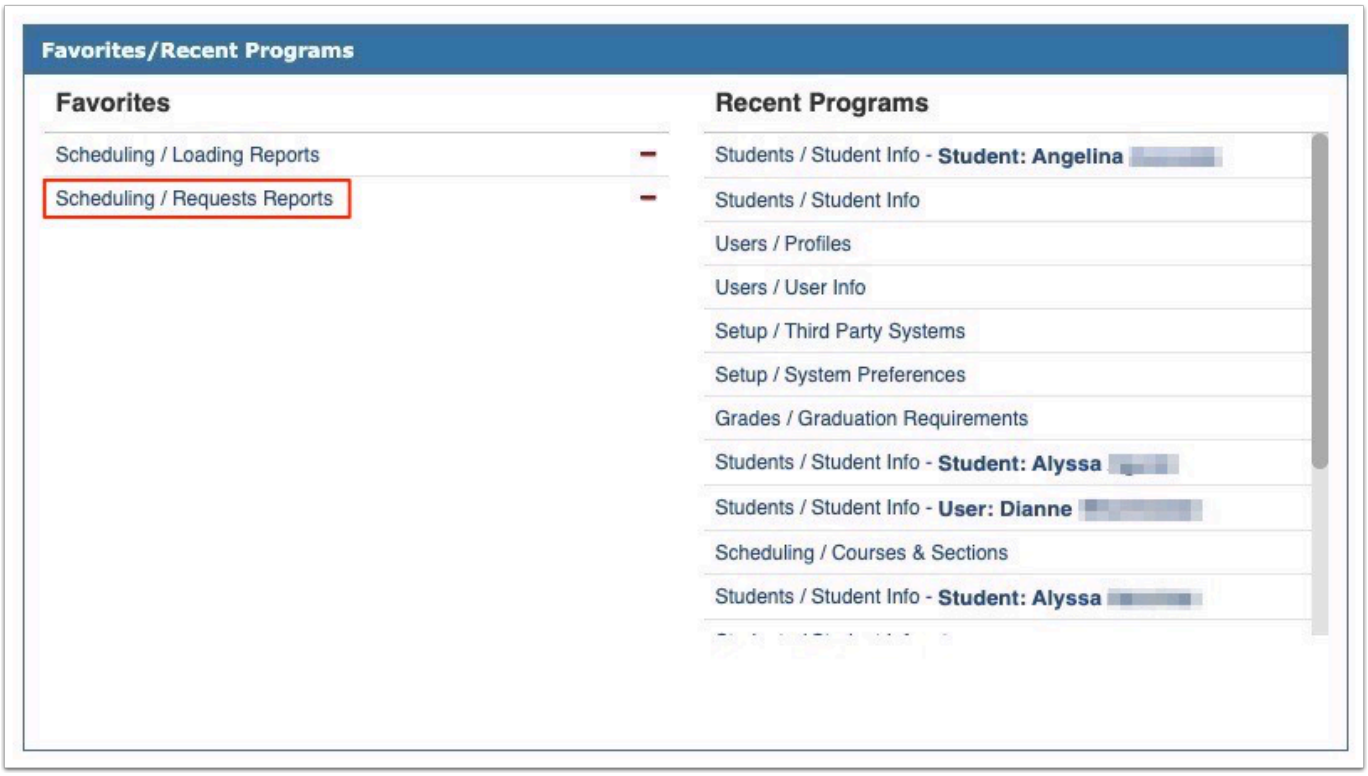
Replaced the Featured Programs block on the Portal with the Favorites/Recent Programs block. The favorites and recent programs are saved per user. Note: This change is only applicable to SIS.



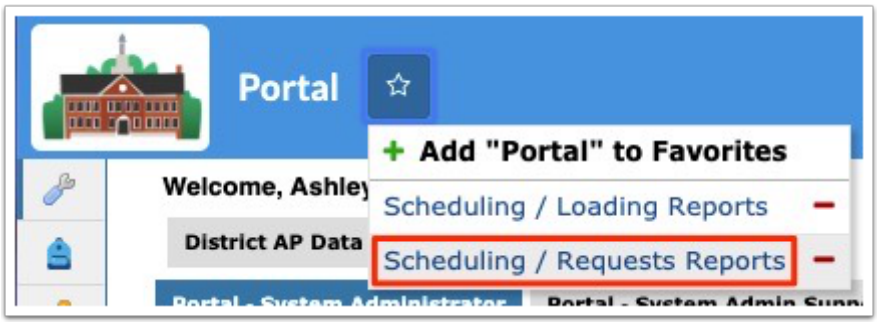
- To add a program to the Favorites list, navigate to the screen in Focus. Click the star icon next to the name of program at the top-left of the screen and click "+ Add (name of program) to Favorites." Note: This change is applicable to SIS and ERP.



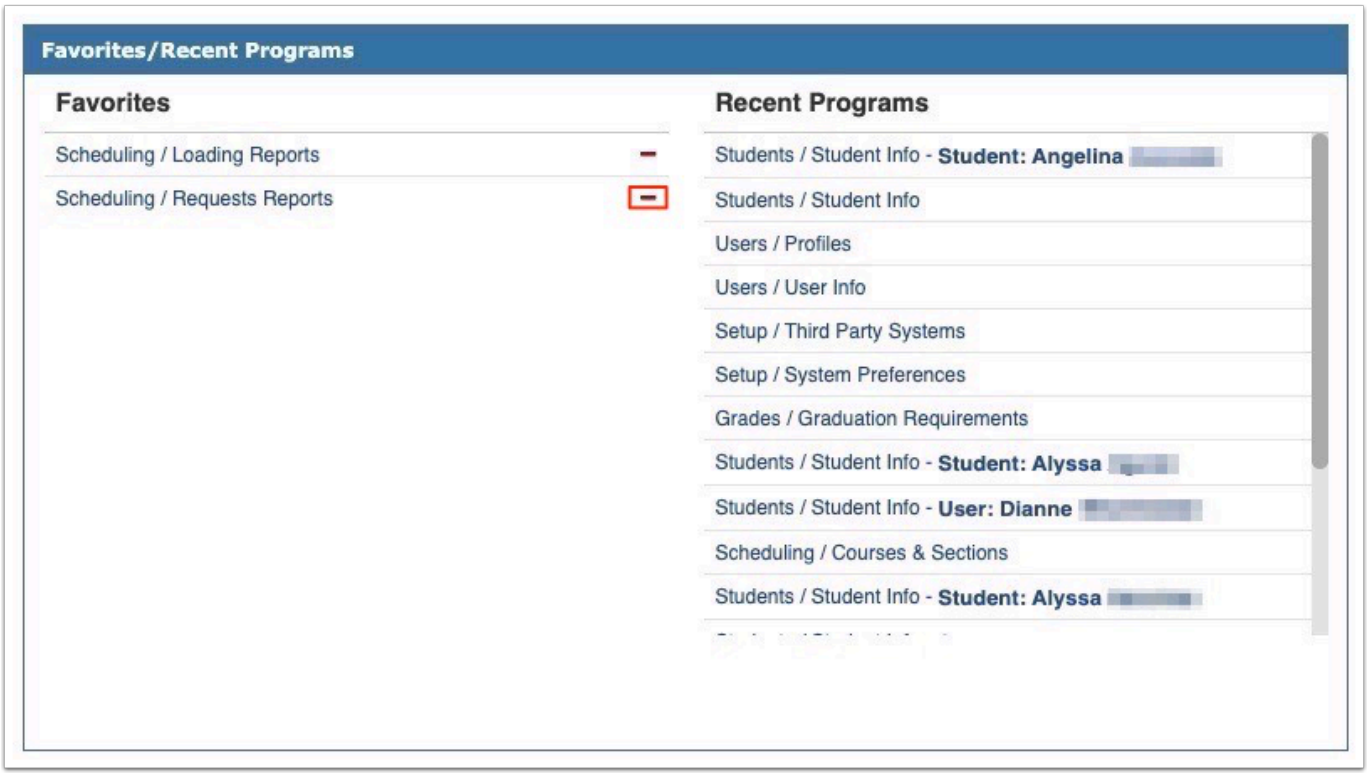
- To navigate to a favorite program, click the program name in the Favorites list in the Favorites/Recent Programs block. Note: This change is applicable to SIS only.



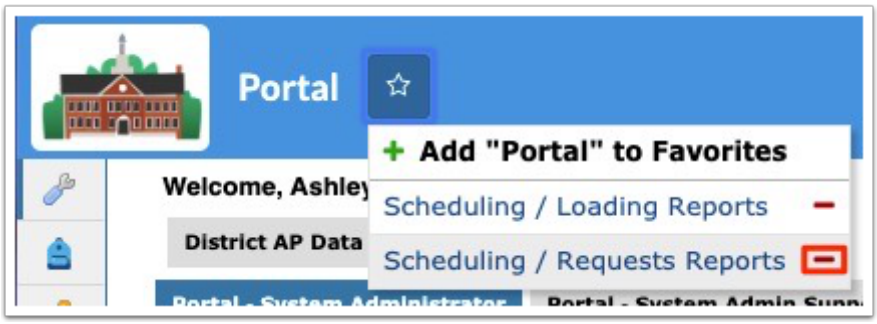
- Users can also navigate to Favorites by clicking the star icon at the top-left of the screen and click the program name in the list. Note: This change is applicable to SIS and ERP.



- A program can be removed from the Favorites list in the Favorites/Recent Programs block by clicking the red minus sign next to the program name. Note: This change is applicable to SIS only.



- Alternatively, click the star icon at the top-left of the screen and click the red minus sign next to the program name. Note: This change is applicable to SIS and ERP.



- The Recent Programs list displays the programs you have recently opened. For Student Info or User Info, the name of the student or user is indicated. Note: This change is applicable to SIS only.

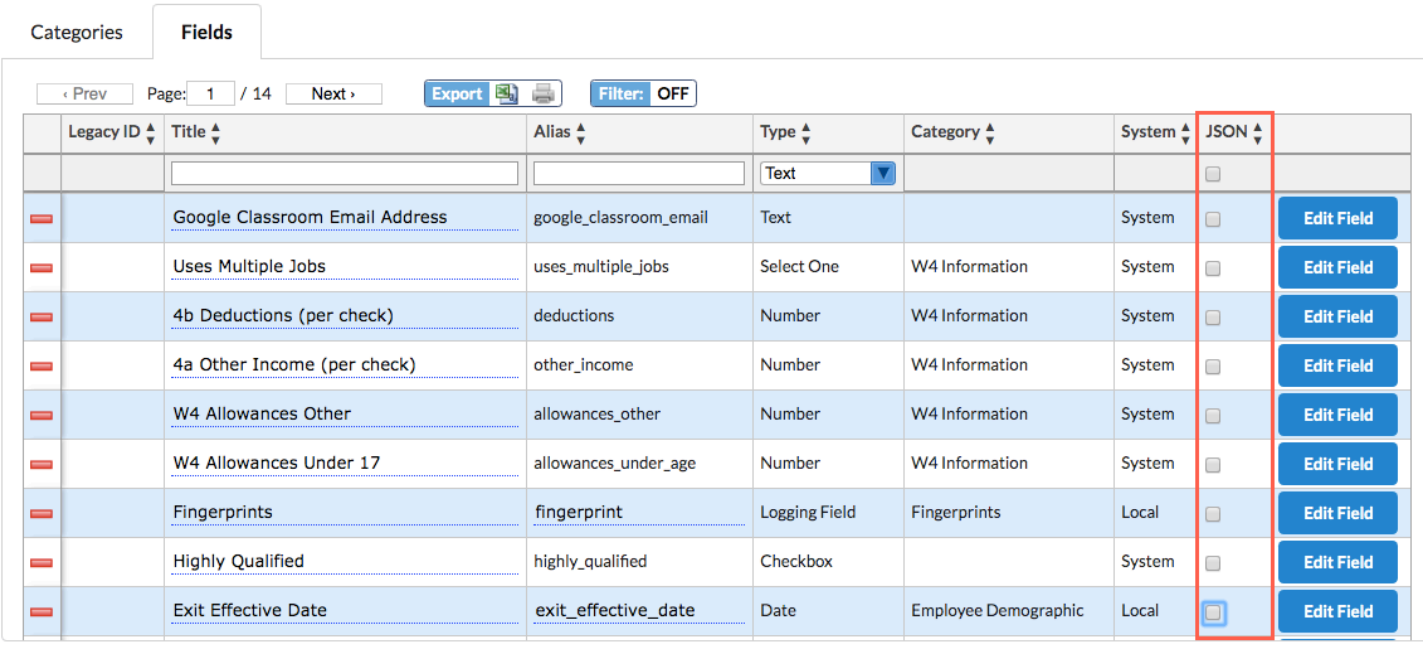
Other Changes

SIS

General

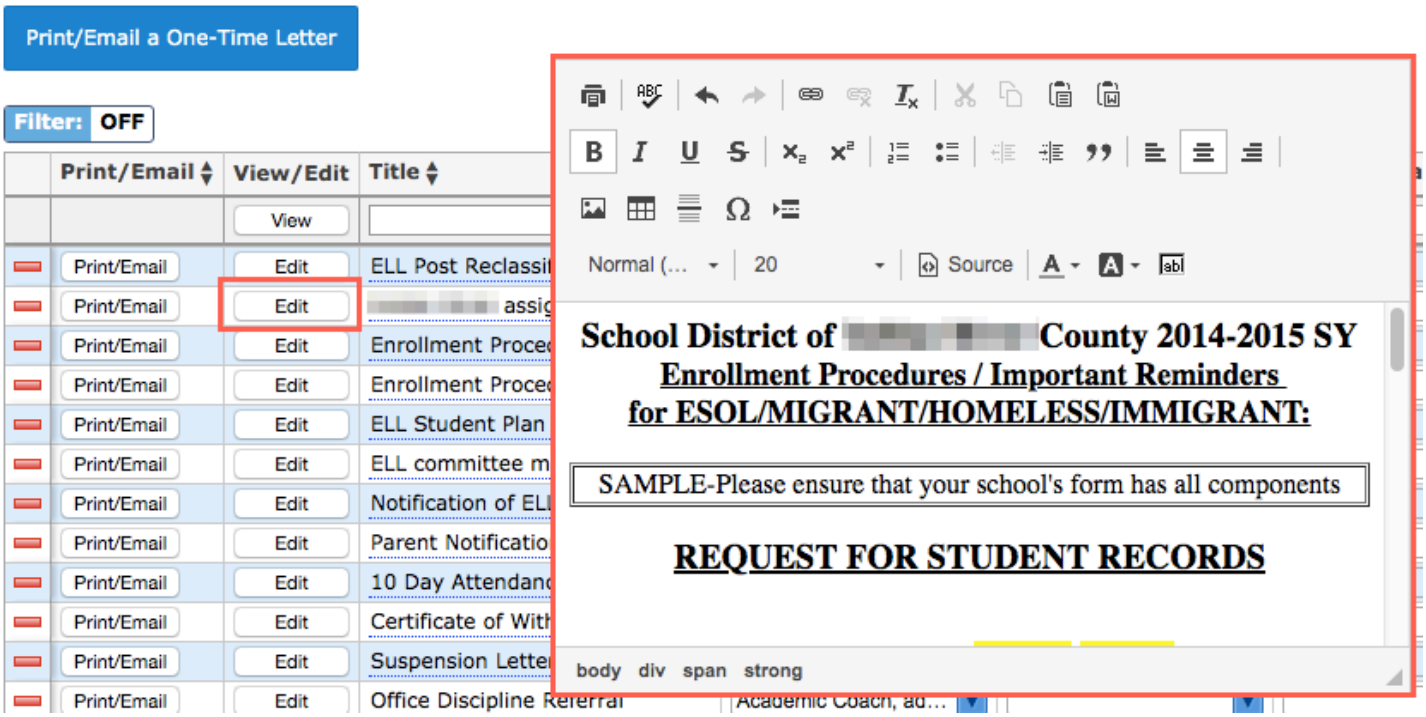
Added the “JSON” column to the Fields tab of the following screens: **Setup > School Fields** and **District Fields** (New Screen), **Students > Student Fields**, **Users > User Fields**, and **Discipline > Referral Fields** and **Incident Fields**.

- Selecting the "JSON" check box will migrate all existing custom fields data from the custom_lXXX column into the jsonb column and drop the column. Clearing the selected “JSON” check box will create the custom_lXXX column and migrate the data from the jsonb column to the newly created column.



Print Letters & Send Email

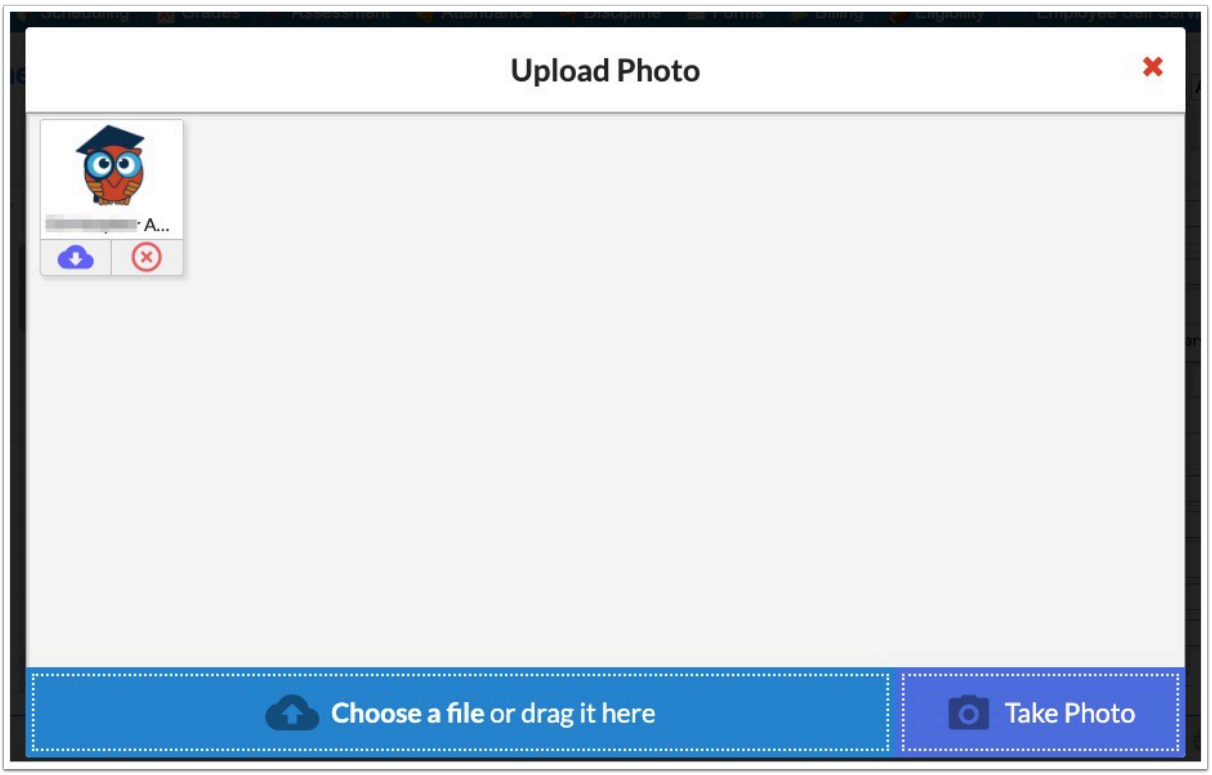
Updated so users can move and relocate the Edit pop-up window anywhere on the screen. This change is applicable from the Students and Users menu.



Student Info/User Info

Added the ability to edit the student photo or user photo directly in Student Info/User Info. This is controlled by new profile permissions in Users > Profiles, “Edit Student Photo” under Student Info and “Allow Editing User Photo” under User Info. The “Edit Student Photo” permission is automatically enabled for profiles that have the Edit permission to Import Student Photos, and the “Allow Editing User Photo” permission is automatically enabled for profiles that have Edit permission to Import Staff Photos.

- When hovering over the student/user photo in the upper-left corner of the Student Info/User Info screen, a pencil icon displays. After clicking on the pencil icon, a pop-up window opens with options to upload a file from the computer or take a photo using the webcam. When taking a photo with the webcam, the photo can be cropped and scaled. The existing student/user photo can also be removed or downloaded.
- Photos uploaded via Import Student Photos or Import Staff Photos can be edited in Student Info/User Info.



Attendance Calendar/Calendar

The Calendars screen in the Setup menu has been renamed to Attendance Calendar. Permissions for Attendance Calendar have been removed from profiles that only had View permissions.

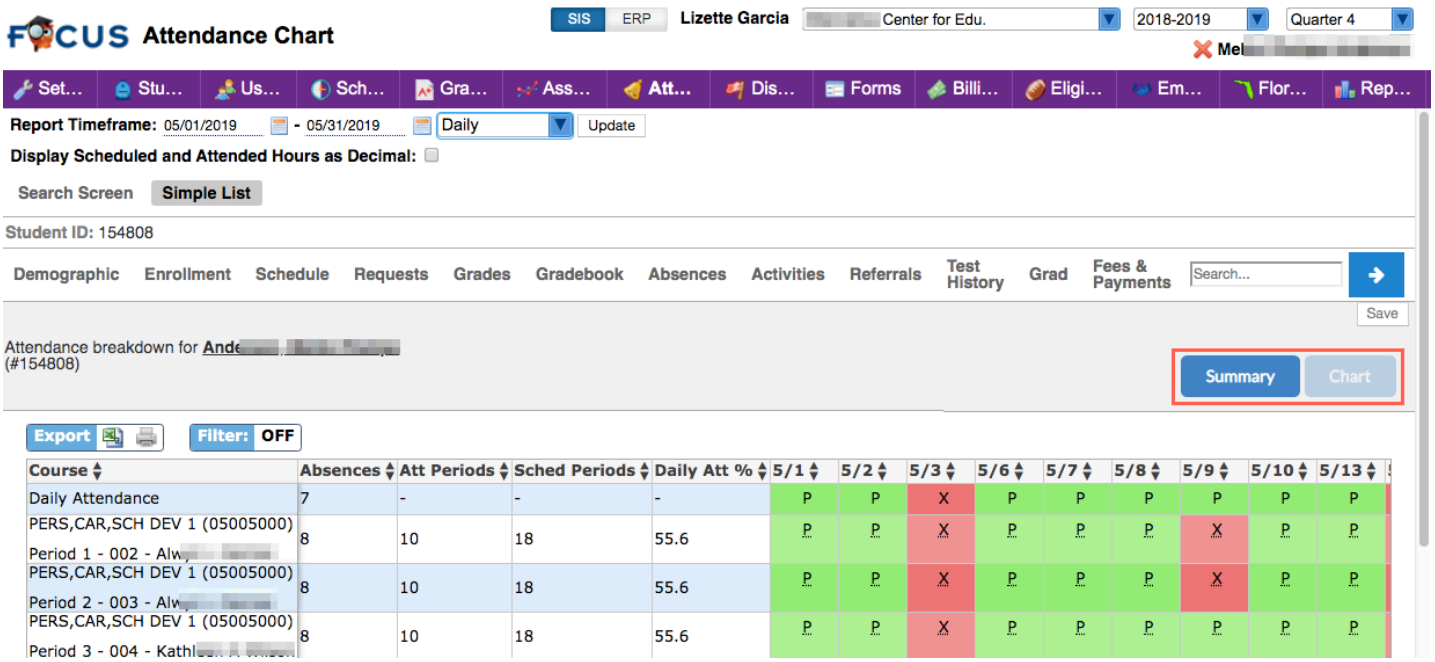
The My Calendar screen in the Users menu (administrators) and My Information menu (teachers, parents, students) has been renamed to Calendar.

The ability to add events has been removed from the Attendance Calendar screen; events are now set up in the Calendar screen. The profile permission “Can post public events” for the Calendar screen must be enabled for the user to create public events.

Attendance

Added the ability to view students’ absences (Students > Student Info > Absences) in “Summary” format or “Chart” format via the corresponding buttons.

- Clicking “Summary” navigates to Attendance > Absence Summary.
- Clicking “Chart” navigates to Attendance > Attendance Chart.

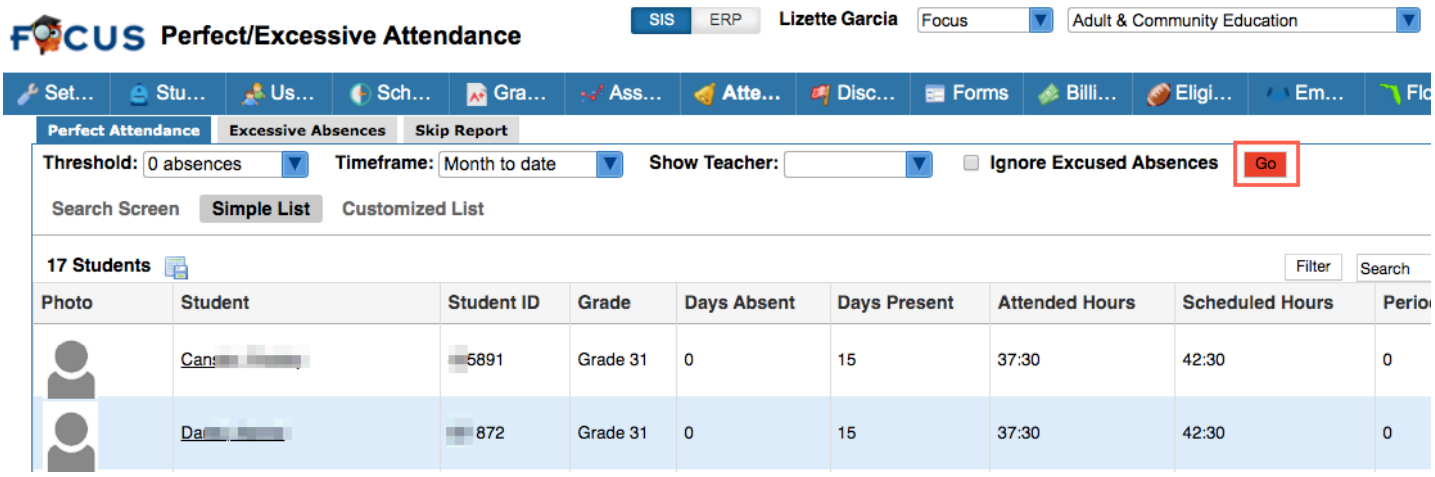


Attendance Setup

Updated so that when the “Mark as Classroom” check box is selected on an entry in the Tardy Thresholds tab, the “Process Referral Automatically” check box becomes disabled, and vice versa.

Perfect/Excessive Attendance

Updated the “Go” button so it turns red when changes are made to the report filters, such as Threshold, Timeframe, etc.



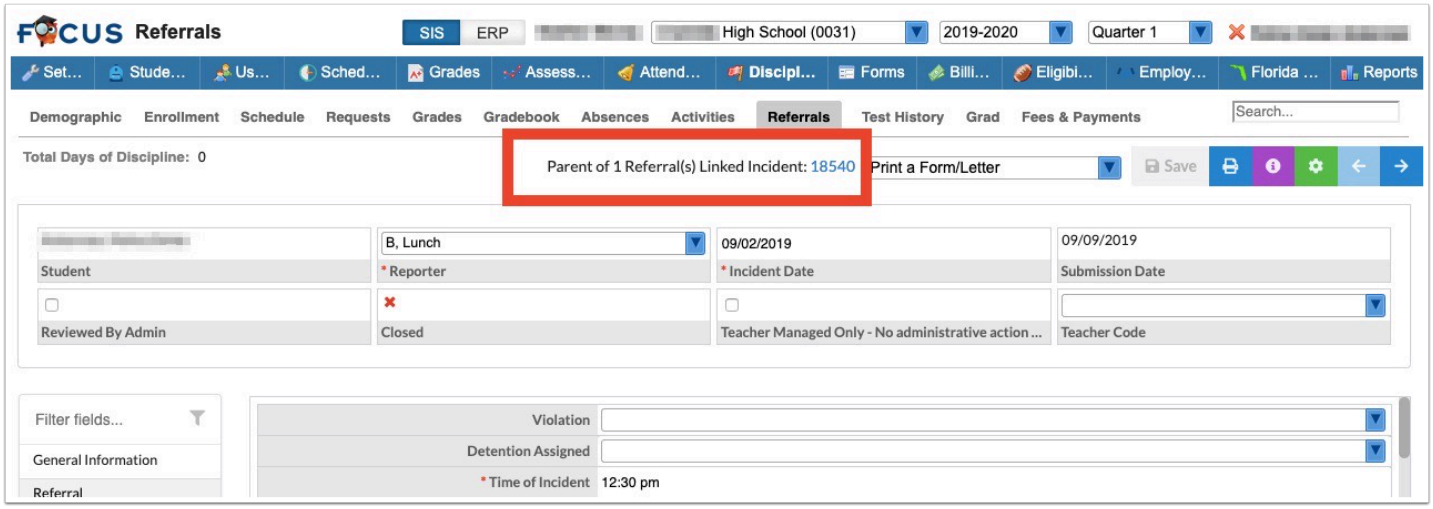
Discipline

Renamed the “classroom referrals” functionality to “minor infractions” throughout Focus.

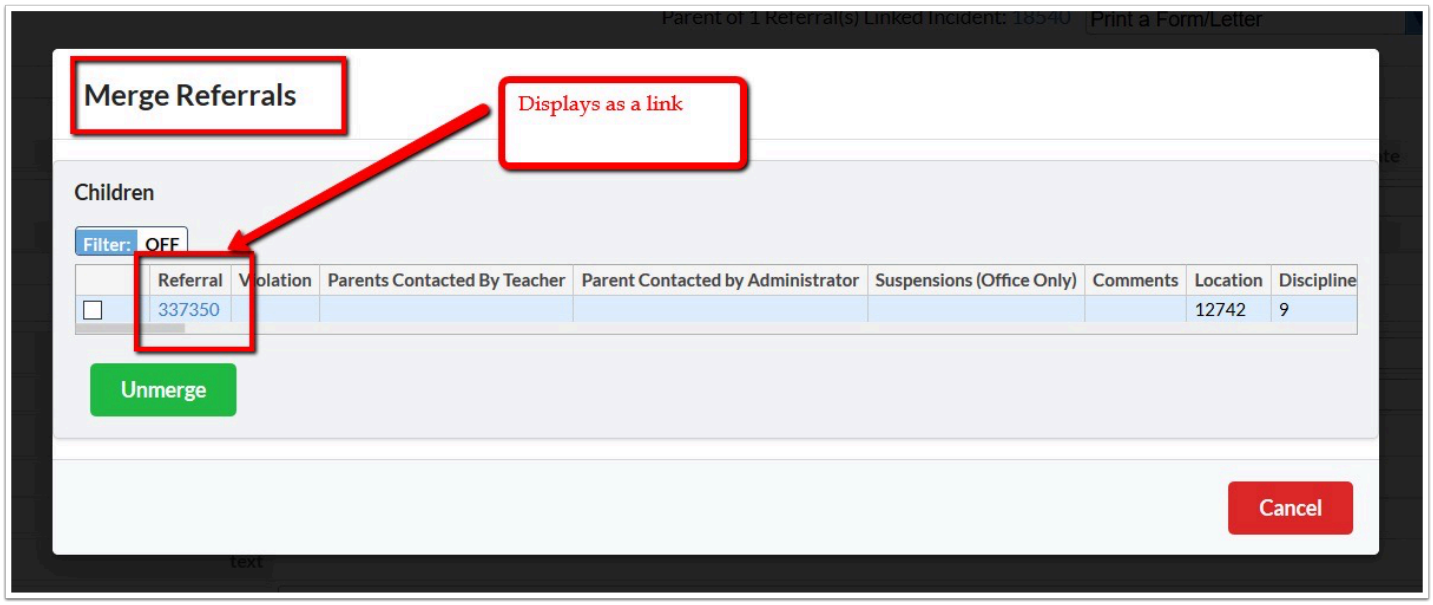
- The system preference “Enable Classroom Referrals” has been changed to “Enable Minor Infractions.”
- The option “Teacher Managed Only - No administrative action needed” on the Add Referral screen has been changed to “Minor infraction - no administrative action needed.”
- All references to “classroom referrals” have been changed to “minor infractions” on the Referrals, Students with Referrals, Category Breakdown, and Referral Log screens.

Referrals

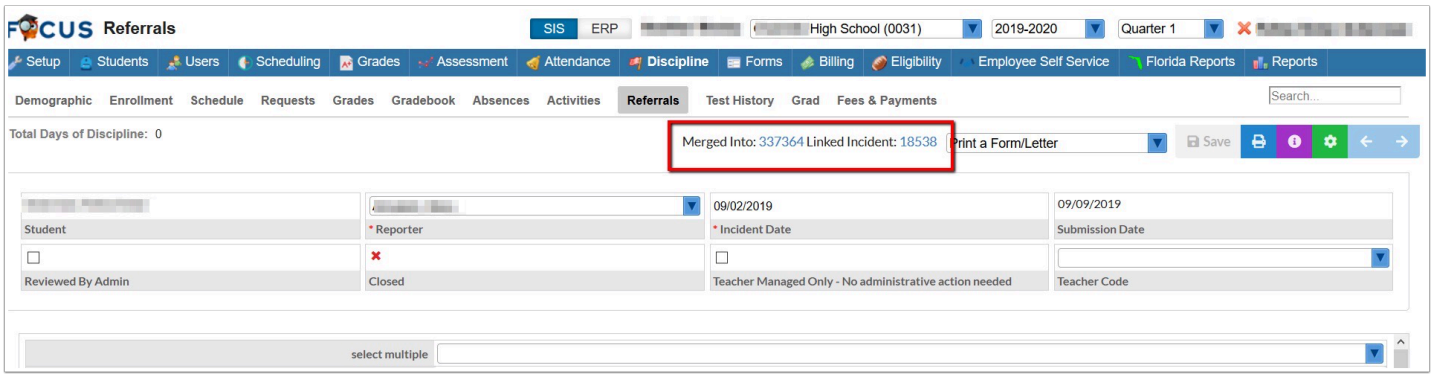
Updated so that the message “Parent of X Referral(s)” displays at the top of a referral that has child referrals merged into it. To view the child referrals, click the green gear icon at the top of the screen and click Merge.



- The child referrals are listed in the table and the referral link can be clicked to open the referral.



- When viewing the child referral, the message “Merged Into: XXXX” displays at the top of the screen. Click the referral link to open the parent referral.



Forms

Added a loading indicator when mass printing forms.

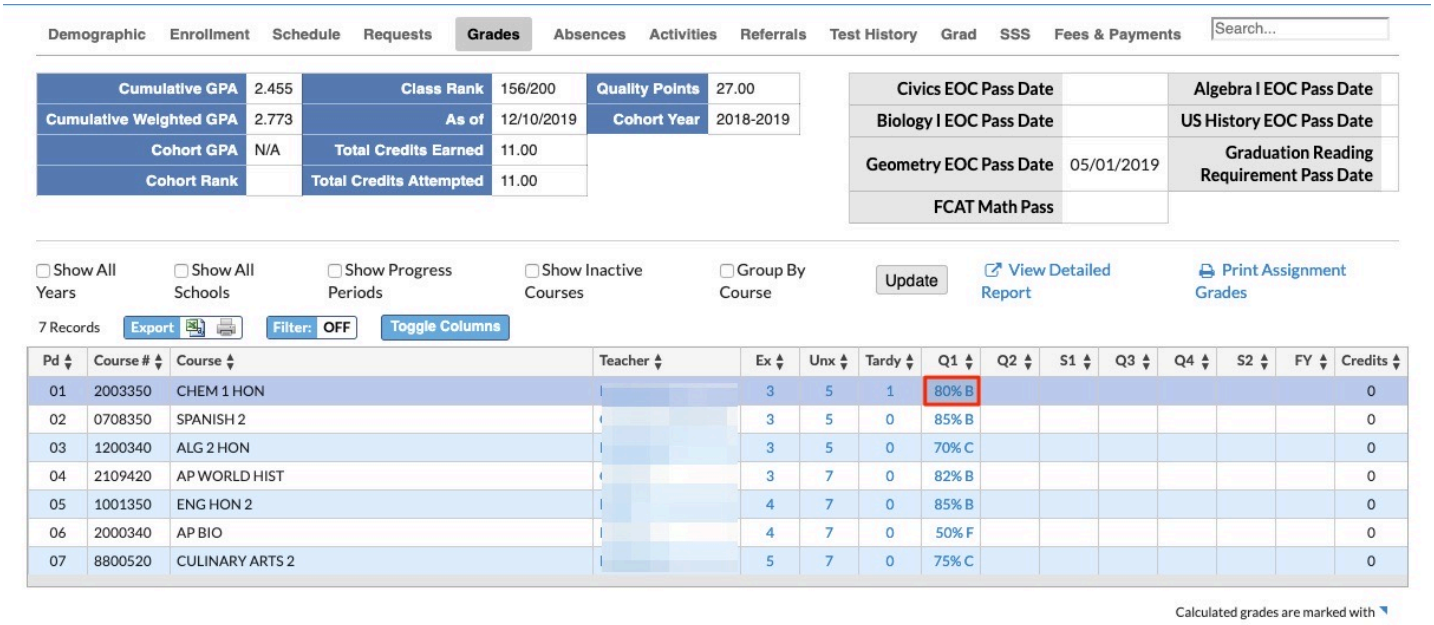
Grades

Approve Grade Changes

Updated so that when the system preferences “Quarters grades are calculated as average of progress periods” and “Recalculate parent marking period grades and GPAs when a teacher posts grades or a grade change request is approved” are enabled, approved grade change requests for progress periods trigger the parent marking period grades to be recalculated.

Final Grades, GPA, & Class Rank

The link to view a student’s Gradebook grades has been removed from the top of the Student Info screen. The updated Final Grades, GPA, & Class Rank screen now includes the student’s Gradebook grades. Click the grade to view the course’s Gradebook.



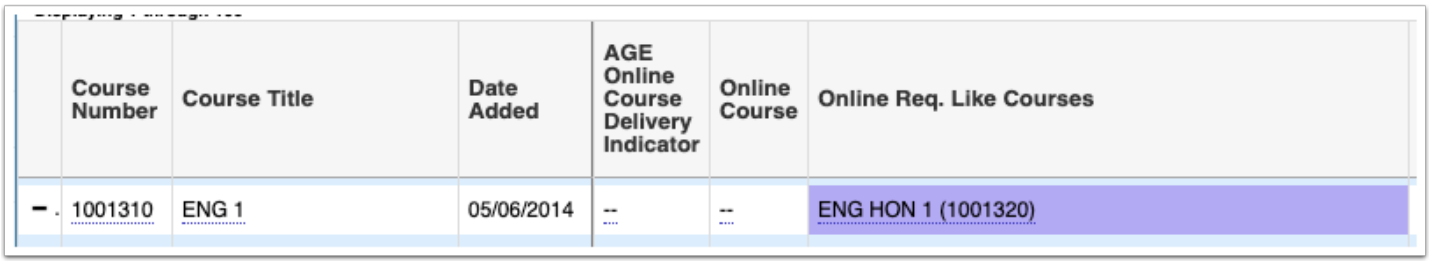
Gradebook

Updated the text color so it displays in white when the gradebook category is assigned a dark color, such as Green, Gray, Blue, Purple, and Brown. Note: The Color is assigned via Grades > Gradebook Categories & Assignments.

Graduation Requirements Report

Added the ability to consider “like courses” for the online course requirement.

- The column “Online Req. Like Courses” has been added to Scheduling > Course Catalog. In the pull-down, select one or multiple “like courses” from the list of all active and inactive courses.

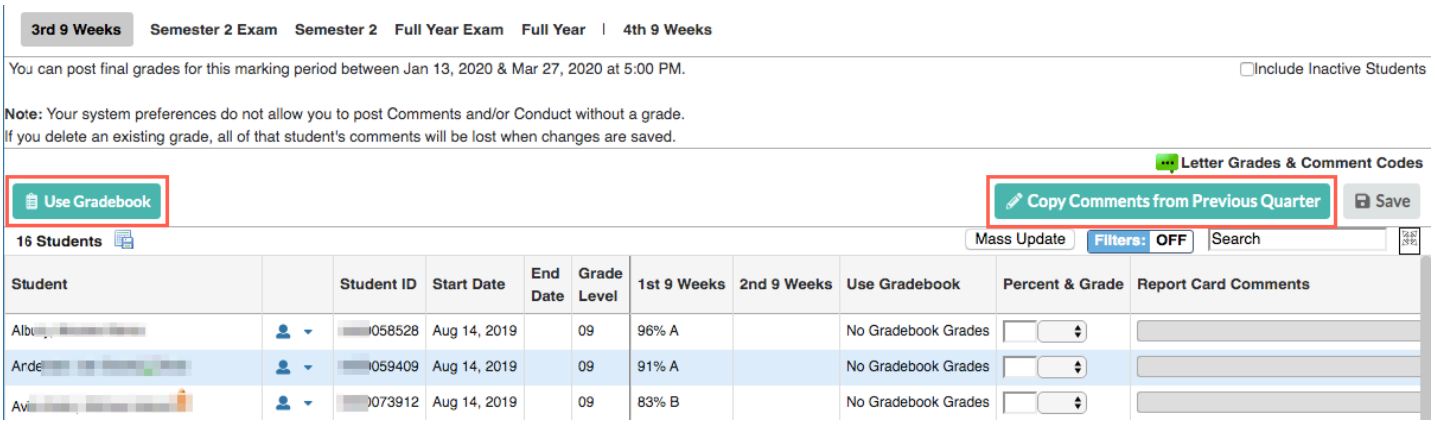


- Like courses are now considered in the logic for whether the student has met the online course requirement.

Post Final Grades

Updated the “Use Gradebook,” “Use Weighted Average of Quarter and Semester Exam Grades,” and “Use Average of Quarter Grades” buttons to display in a new blue/green color.

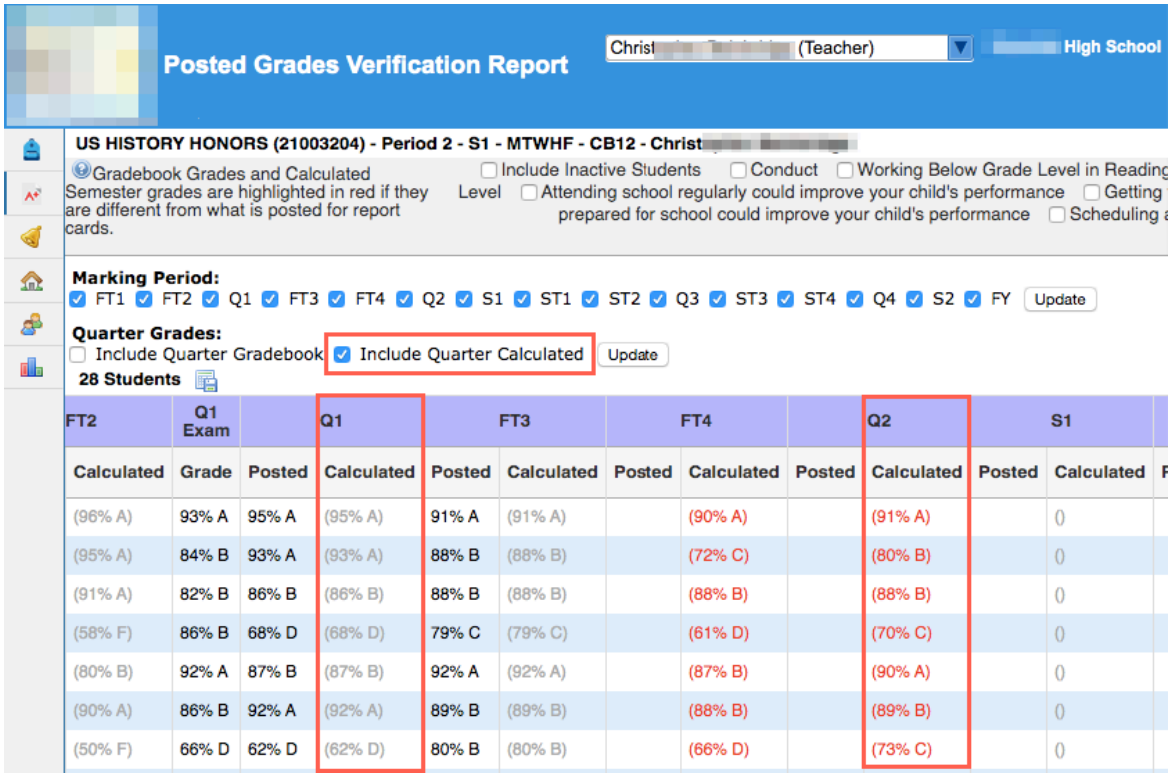
Updated the “Copy comments from the previous quarter” button to now display in a blue/green color with the appropriate capitalizations as “Copy Comments from Previous Quarter.”



Posted Grades Verification Report

Added an “Include Quarter Calculated” check box, which is selected by default when the “Quarters are the average of progress periods” setting is enabled via System Preferences > School Preferences / Default School Preferences > Grading tab.

- When the “Include Quarter Calculated” check box is selected, the “Calculated” column is added to quarters, which is calculated using a courses grade scheme as if the quarter was a semester of progress periods.
- Note: The grading scheme must first be set up via Setup > Grade Posting Averaging.



Report Cards

Updated so the “Grade Averaging Course Num Length” defined via Setup > System Preferences > Default School Preferences > Scheduling tab overrides the Grade Row Grouping selection, “Course Number” indicating that the full course number be displayed.

Request Grade Changes

Updated so the Student pull-down now populates with all active students enrolled during the selected marking period not just students with posted grades.

- If the selected student does not have a posted grade for the selected marking period, teachers have the ability to enter a grade as if posting the grade.

Updated so that the Request Grade Changes screen respects the Gradebook Configuration preference “Only use letter grades in the gradebook - not points.” The grade percentage columns are hidden when this preference is enabled.

Kiosk

The current kiosk login screen has been removed and replaced by the normal Focus login screen, which includes the “Single Sign On” and “Log In” buttons.

- SAML, LDAP, Focus LDAP, and standard credentials can be applied as usual. Note: SAML and LDAP set up is now enabled via System Preferences > Single Sign-on tab.

Updated so that parents and students receive notifications when students are marked tardy via the kiosk or the mobile app. They will receive a second notification if the tardy triggers a detention.

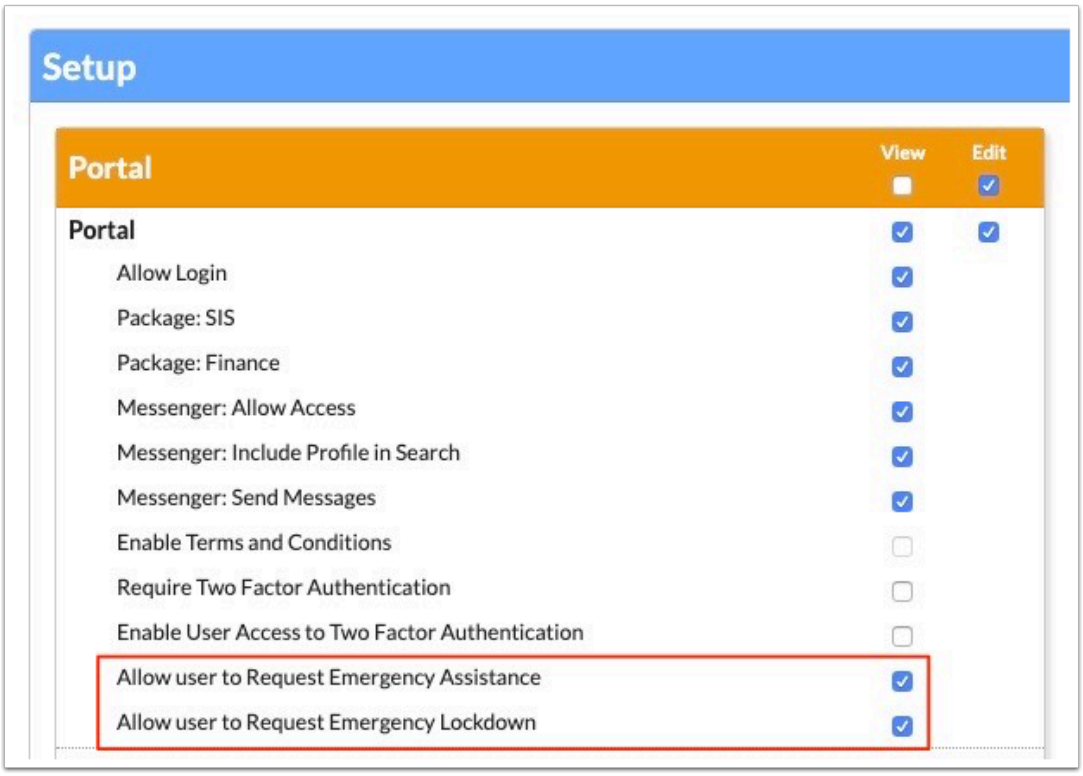
- Linked users who have an email address set up (custom_100000001) will receive an email both when the student is marked tardy and when they earn a detention based on that tardy. Students who have an email address set up (custom_200000012) will also receive an email both when they are marked tardy as well as when they earn a detention based on that tardy.
- Linked users who have signed into the app will receive a notification when the student is marked tardy. They will receive another when the student receives a detention based on the tardy.
- If the student has a contact with a cell phone number with SMS set up and the contact has not logged into the app, the contact will receive a text message when the student is marked tardy. They will receive another text message when the student receives a detention based on the tardy.

Mobile App

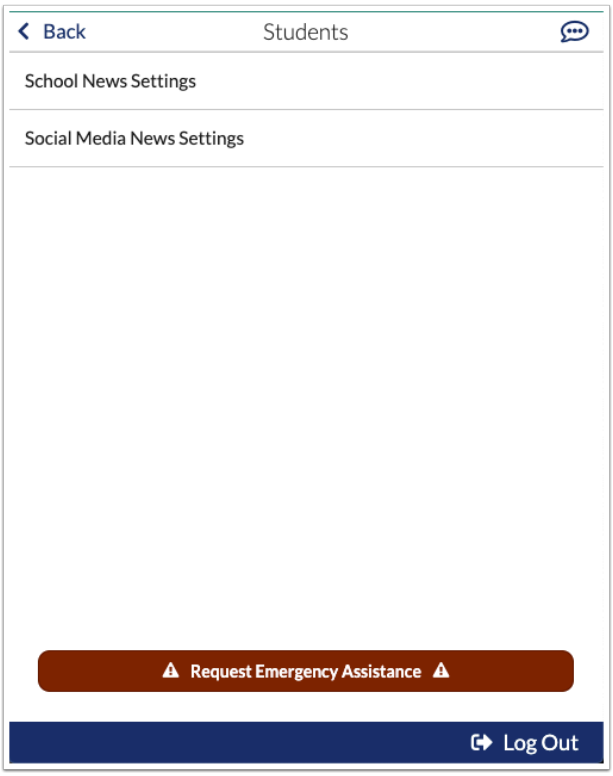
Integrated the Focus mobile app with InformaCast to allow teachers and administrators to request assistance or initiate a lockdown within the Focus mobile app.

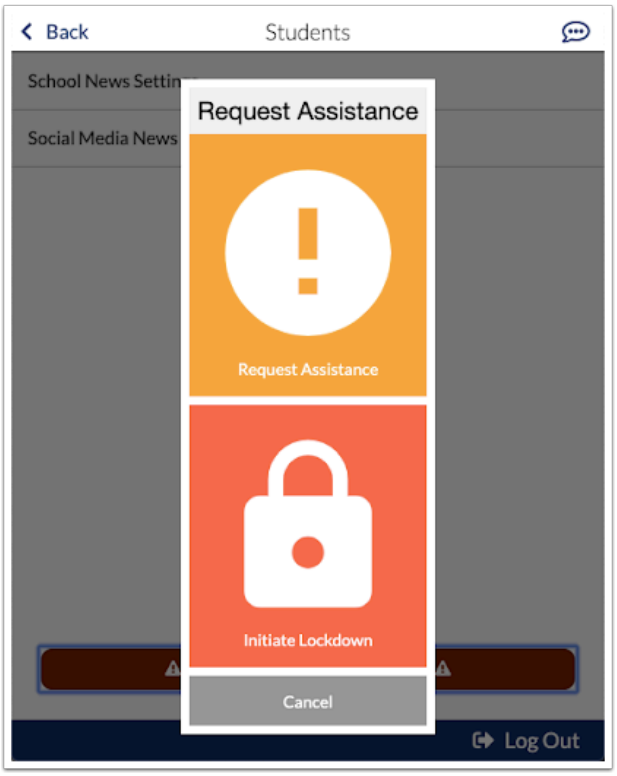
- Added the following new system preferences to the General tab in Setup > System Preferences. Input this information as provided by InformaCast:
  - InformaCast API Key
  - InformaCast Request Assistance Message Template ID
  - InformaCast Lockdown Message Template ID
  - InformaCast Request Assistance Distribution Group ID
  - InformaCast Lockdown Distribution Group ID

- Added a new scheduled job in Setup > Scheduled Jobs called Emergency Services Health Check. This job is run to confirm that the connection to InformaCast is set up correctly. The job will tell you if the lockdown and request assistance options should work for each school or if there are issues.
- Added new profile permissions for teacher and administrator profiles to Users > Profiles under the Portal permissions:
  - Allow user to Request Emergency Assistance
  - Allow user to Request Emergency Lockdown

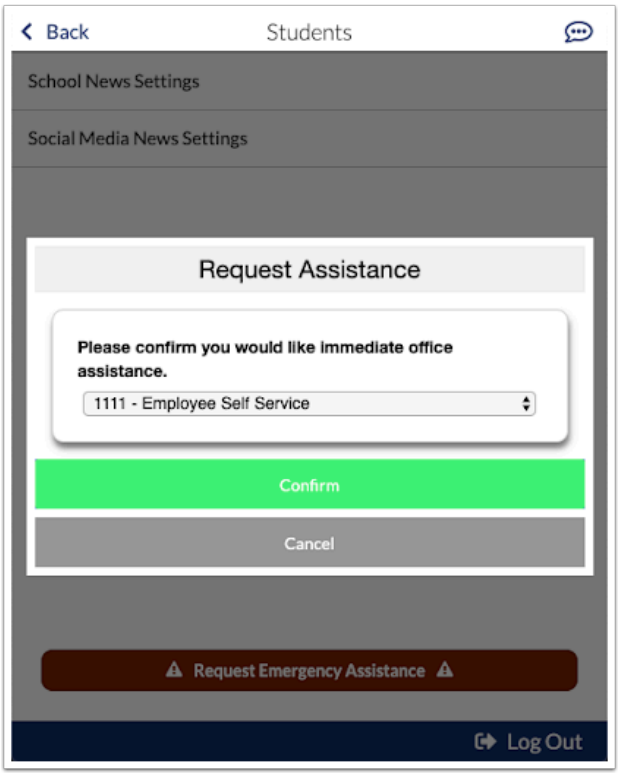


- When a user has at least one of the above profile permissions, the Request Emergency Assistance button is available in the Menu screen of the mobile app. Tapping the button displays the request assistance and/or initiate lockdown options, depending on the profile permissions.





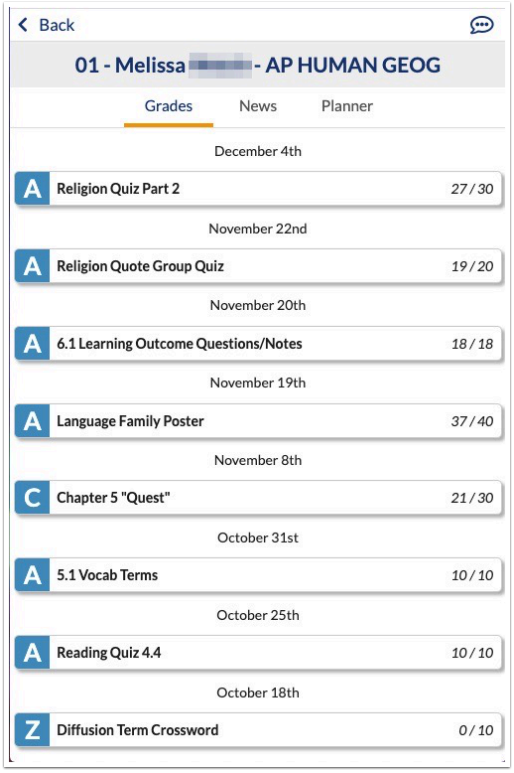
- If a user has an admin/teacher profile with profile permissions and a parent profile, the Request Emergency Assistance button only displays when the user has their admin/teacher profile selected in the mobile app.
- If a user has access to multiple schools, the user will select the applicable school from a pull-down after tapping Request Emergency Assistance and choosing the request assistance or initiate lockdown options.



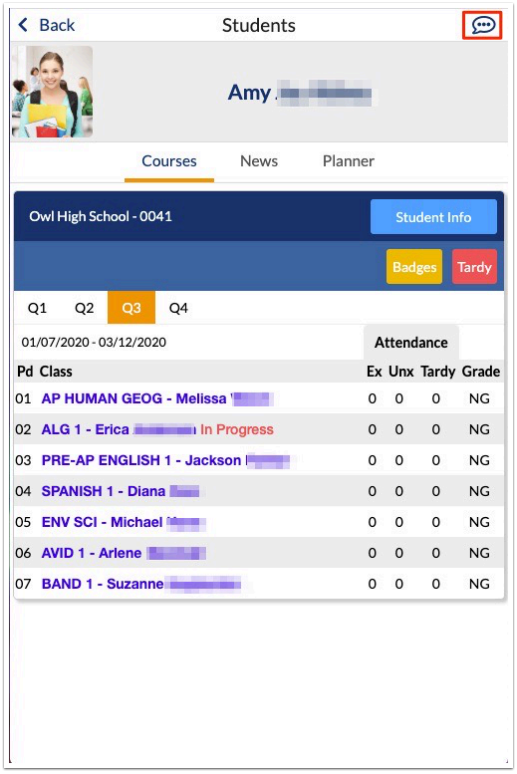
Added the ability to view the resources in a teacher's web page from the mobile app. Tapping one of the links opens a pop-up to view the file, which works with most file types. Support for files varies from device to device. The message "Some file types may not display correctly on mobile devices. If this device is unable to open a file, please download the file from the Focus webpage" displays at the top of the Links tab.

Improved the user interface of the mobile app, including the following:

- The background color of the app is now white.
- When viewing a student and tapping on a course in the Courses tab, the new Grades tab displays the Gradebook assignments and grades for the course.

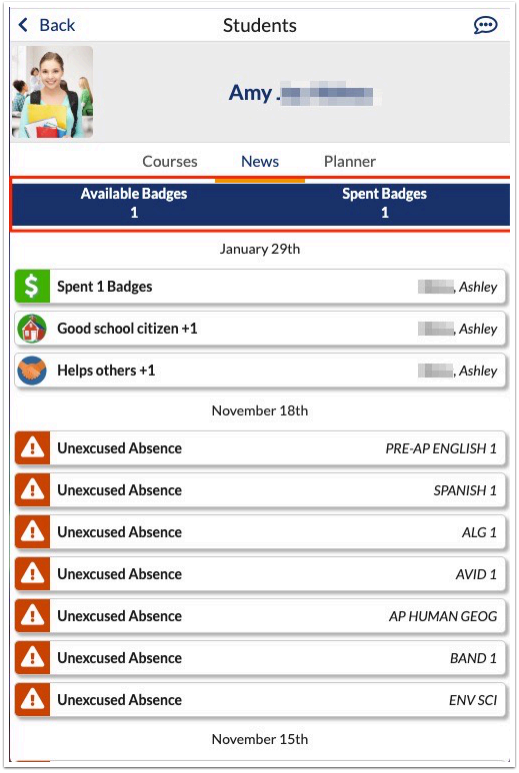


- To access the Messenger, tap the speech bubble icon at the top-right of the screen.

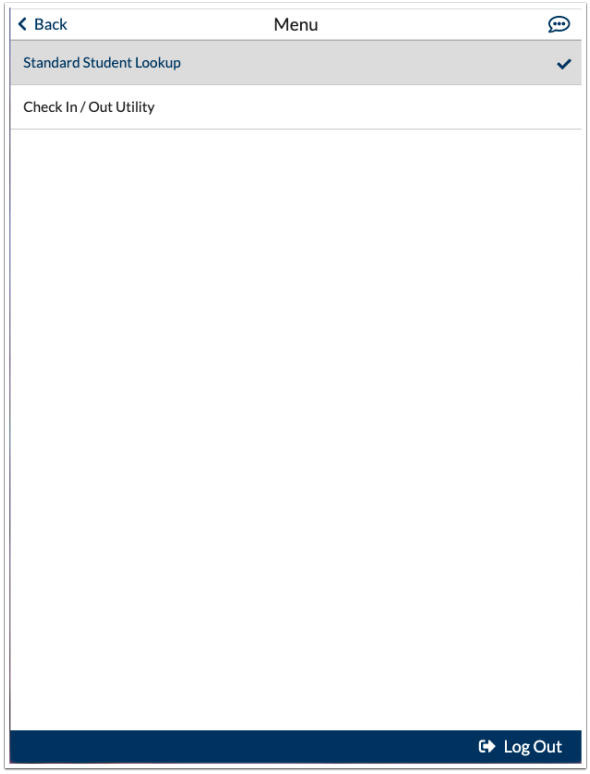


- The Menu no longer contains links to all the mobile app pages. It now only contains links to School News Settings and Social Media News Settings. There are new icons along the bottom of the screen in the mobile app that take you to the different pages.

- To access the mobile app in a web browser, you must now add mobileApps/community/?preview to the end of the Focus URL.
- When giving positive behavior badges, icons display with the title of the badges. You can select the number of badges to spend or award. When viewing the student News tab, the number of available badges and spent badges now displays at the top of the screen.



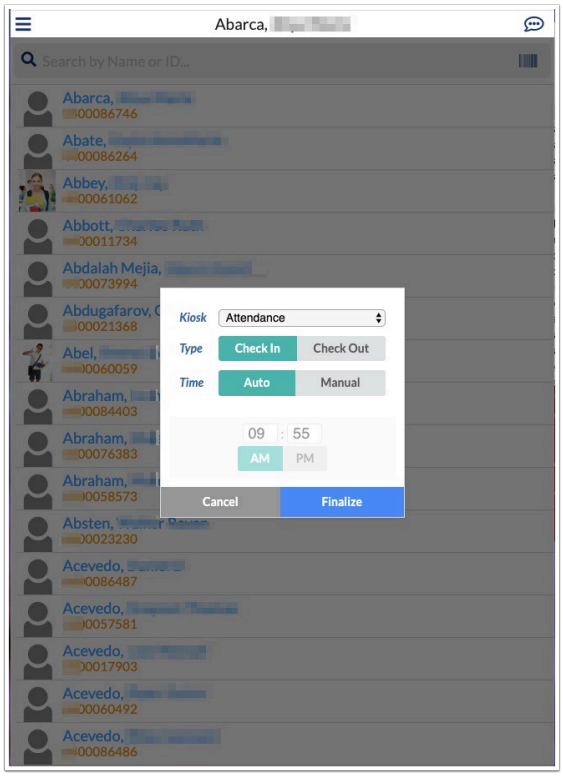
- The user interface on utility devices has been updated to remove the News and Links tabs and remove the ability to switch between pages. These tabs weren't utilized on the utility devices previously, and would display an error if accessed. The Menu now only contains links to Standard Student Lookup, Check In / Out Utility, the Request Emergency Assistance button (if enabled), and the Log Out button.



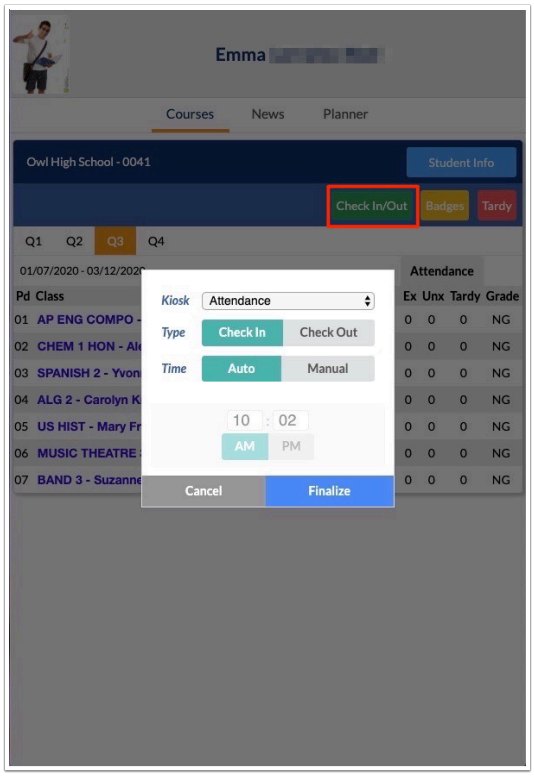
- To preview the utility version of the mobile app, add mobileApps/community/?preview=utility to the end of the Focus URL.

Added the ability for administrators to check students in or out when using the regular or utility versions of the mobile app. This works similar to the check in/out functionality on the kiosk.

- The Menu of the utility version of the app now contains two options, Standard Student Lookup (contains the previous student functionality) and Check In / Out Utility. After tapping the Check In / Out Utility option and then searching for and selecting a student, a pop-up window displays where you will select the Kiosk mode and the check in or out options.



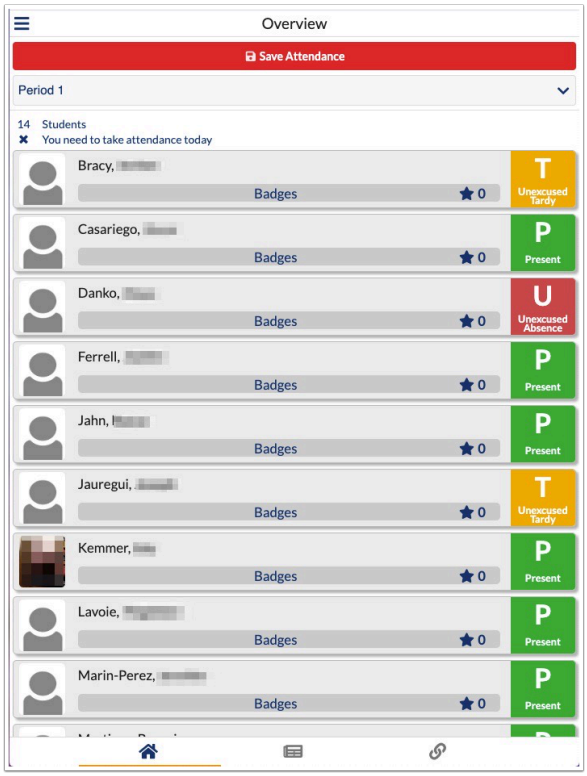
- Students can also be checked in/out in the Standard Student Lookup mode in the utility version of the mobile app, and when viewing a student in the regular version of the mobile app. After searching for and selecting a student, tap the Check In/Out button on the Courses tab.



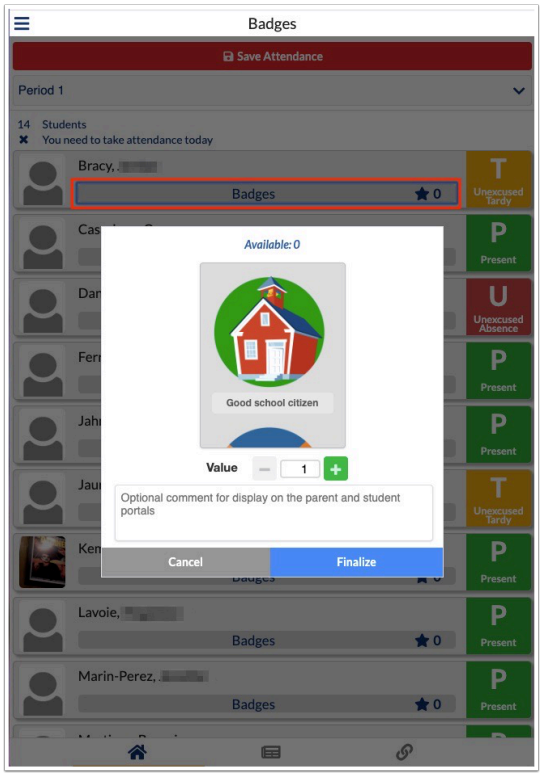
- After completing the check in/out, the slip will print. If checking in and the student has met a tardy threshold, the detention information will print on the slip just as when using the kiosk or the Tardy option in the app. If checked in/out in the attendance mode, the student will be added to the Late Checkout / Early Release screen. The Tardy option in the app still functions as usual.

Updated the mobile app for teachers. The new Overview screen replaces the Attendance screen as the main screen when teachers log into the app. The Overview screen provides an improved mobile experience.

- At the top of the screen, teachers can select the section to view from the pull-down. The number of students in the section is displayed, along with a message “You need to take attendance today” or “You have taken attendance today for this period.”
- When taking attendance, all students are defaulted to Present. To change the attendance code for a student, tap the code icon until the correct code displays. Present codes have a green background, absent codes a red background, and tardy codes a yellow background.
- The Save Attendance button at the top of the screen is red if attendance has not been taken and saved. After attendance is taken and saved, the Save Attendance button is grayed out until a code is changed for a student. If the preference is enabled that prevents changing attendance after it is saved, a message will display indicating attendance has been saved and cannot be changed.



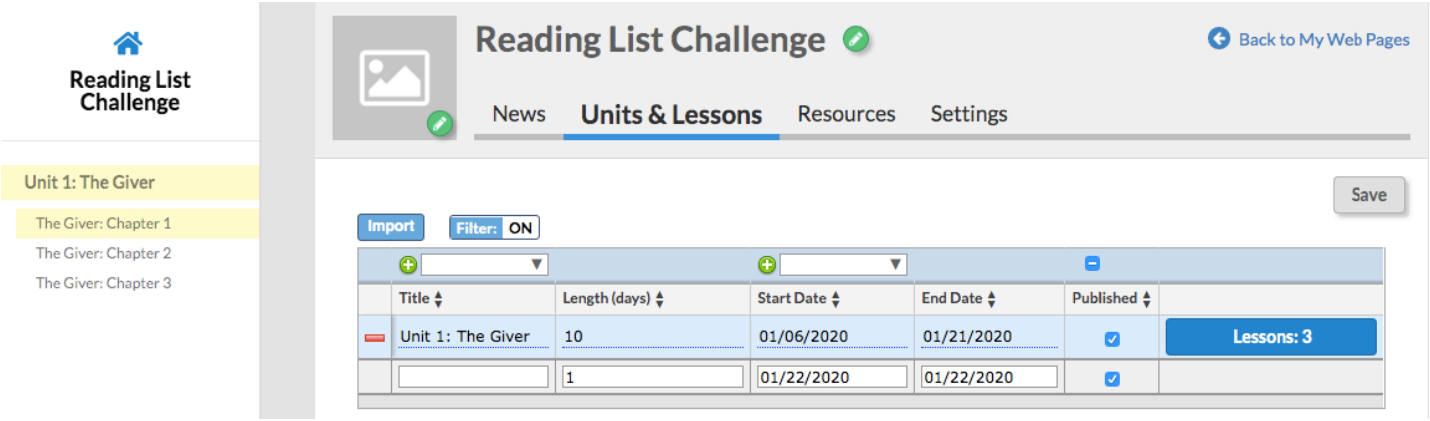
- To award a positive behaviors badge to a student, tap Badges beneath the student and select the badge, value, and enter an optional comment in the pop-up window. Teachers can also spend badges from the pop-up window.



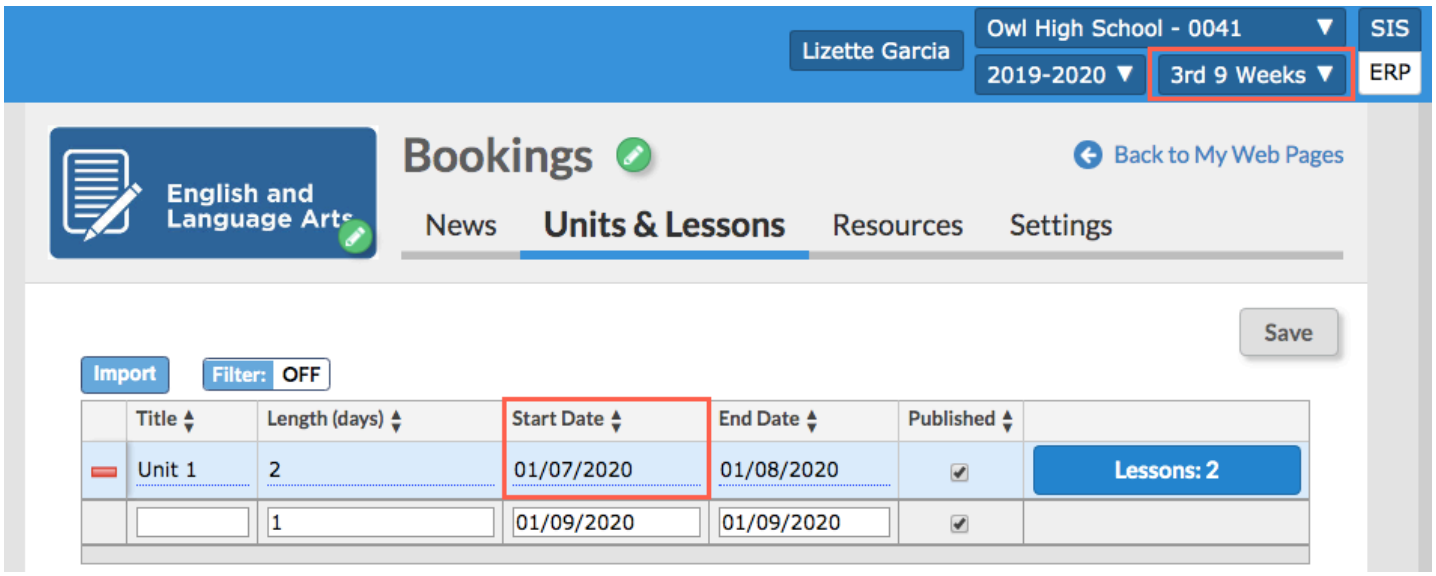
My Information

Web Pages

Added the “Units & Lessons” tab, which allows teachers to create units and linked lessons based on a web page. When Units and Lessons are created, teachers can then create News posts and upload Resources per unit and/or lesson, as well as continue to add News posts and Resources to the main Web Page.

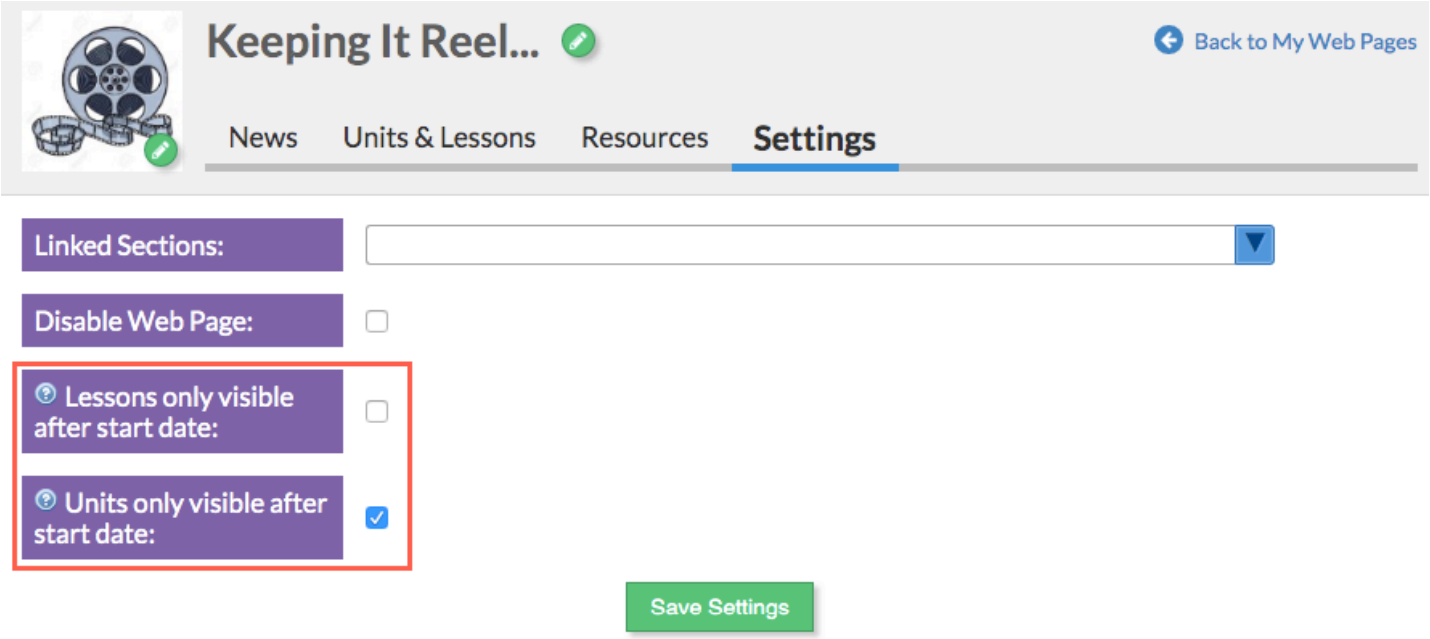


- The “Start Date” of the first unit created defaults to the first date set for the selected marking period via the marking period pull-down located in the header (such as quarter).



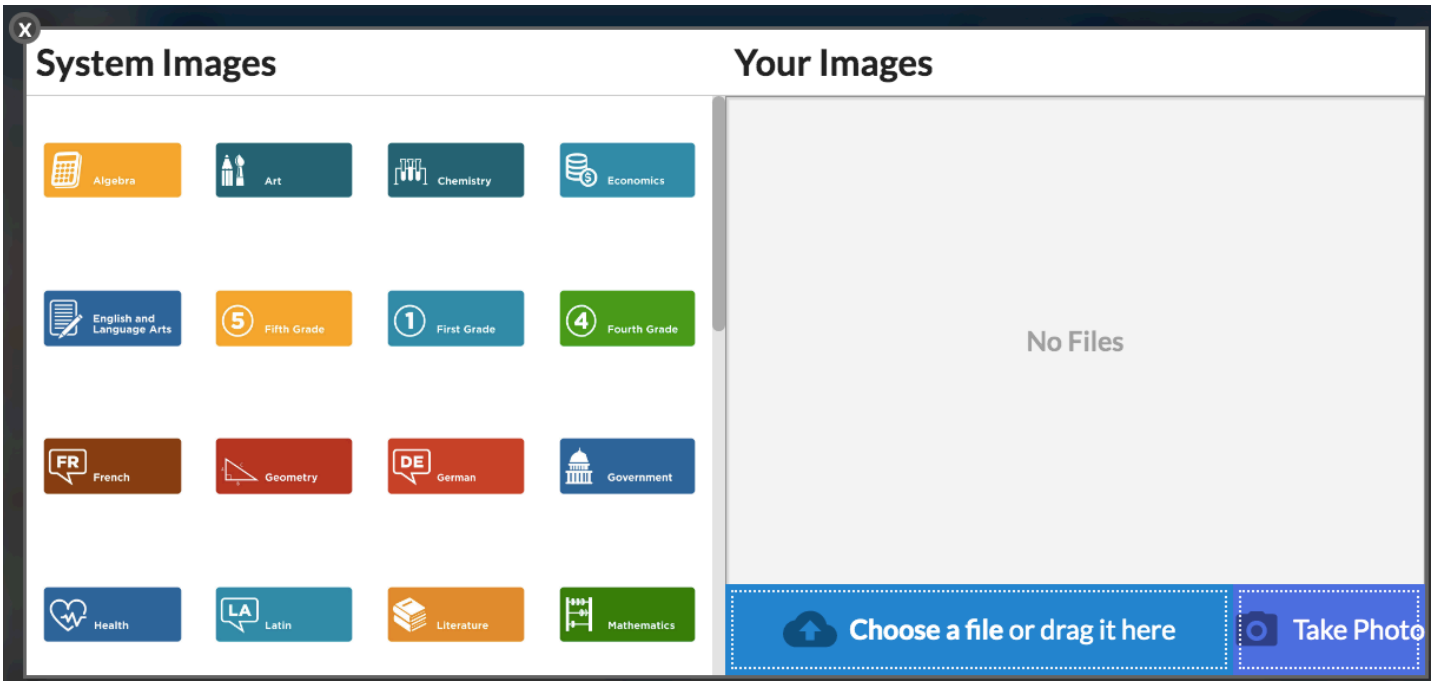
- The “Start Date” for any additional units defaults to the first school day following the “End Date” entered for the prior unit.
- The “Start Date” of a new lesson defaults to the “Start Date” of the lesson or the first school day following the “End Date” entered for the prior lesson.
- The “Length (days)” defaults to 1 day.
- Users can click the “View” button once the lesson is added to the Unit via the Lessons button to open the lesson in a new window.

Added two options to the Settings tab, which allows users to decide when created units and lessons display for students and parents based on the Start Date entered on the Units & Lessons tab, “Lessons only visible after start date” and “Units only visible after start date.”



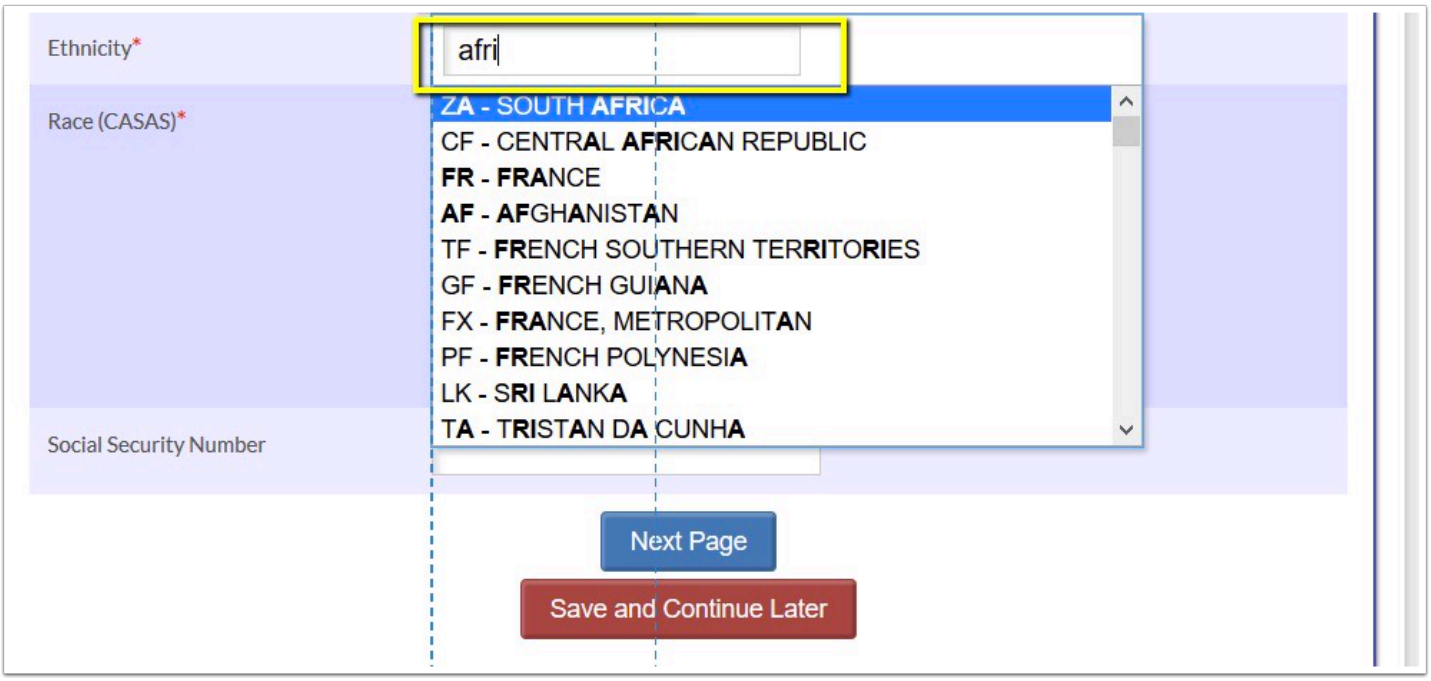
Units and Lessons are also available on the Calendar screen for teachers, parents, and students as clickable links to the corresponding web page.

Added “System Images” users can select to use as icons for web pages, in addition to uploading their own images.



Online Application

Updated all the pull-downs on the online application to swift-boxes; the pull-downs now include the ability to filter the options.



Updated so that when parents apply for enrollment after completing parent registration, a Contact block is created in the Addresses & Contacts section that is defaulted with the parent’s

first name, last name, and email address that was entered on the /auth screen. This is editable by the parent.

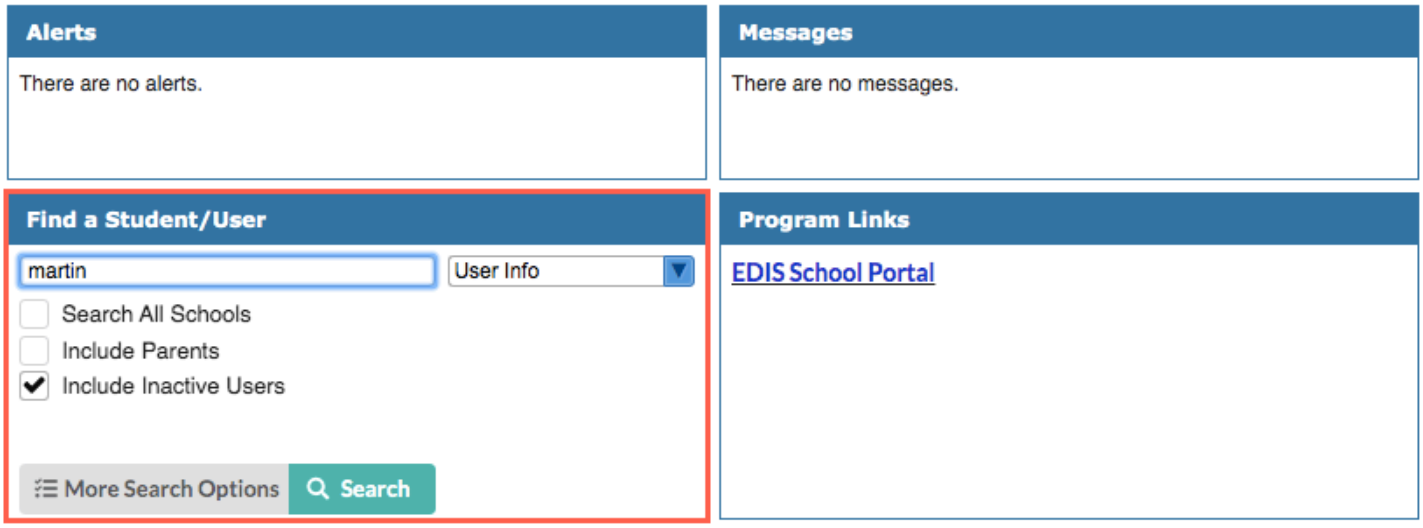
Parent/Student Portal

My Information > Final Grades & GPA

Updated permissions to ensure students can view and click “Grade Report” when the View check box is selected via Users > Profiles > Permission Type: Final Grades Fields > Role: Student > Profiles: Students.

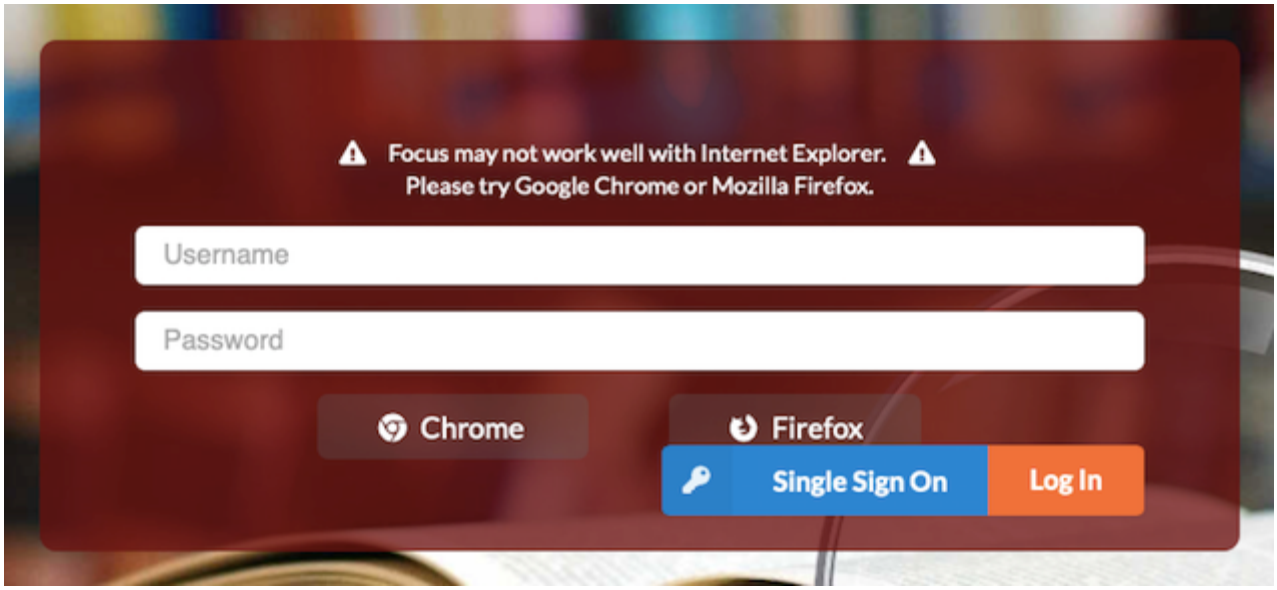
Portal

Updated so when the portal is accessed by administrative users who have permission to view/edit User Info via Users > Profiles, the Find a Student section becomes “Find a Student/User” allowing users to search for other users when “User Info” is selected from the menu pull-down.



- When User Info is selected from the menu pull-down, the Include Inactive Students option is removed and replaced by the following two options: “Include Parents” and “Include Inactive Users.”

Added a warning message to the main login screen when users try to login to Focus using web browsers not compatible with Focus, such as Internet Explorer, Safari, etc. The message displayed reads: “Focus may not work well with Internet Explorer. Please try Google Chrome or Mozilla Firefox.” The updated login screen, now also contains links to “Chrome” and “Firefox.”



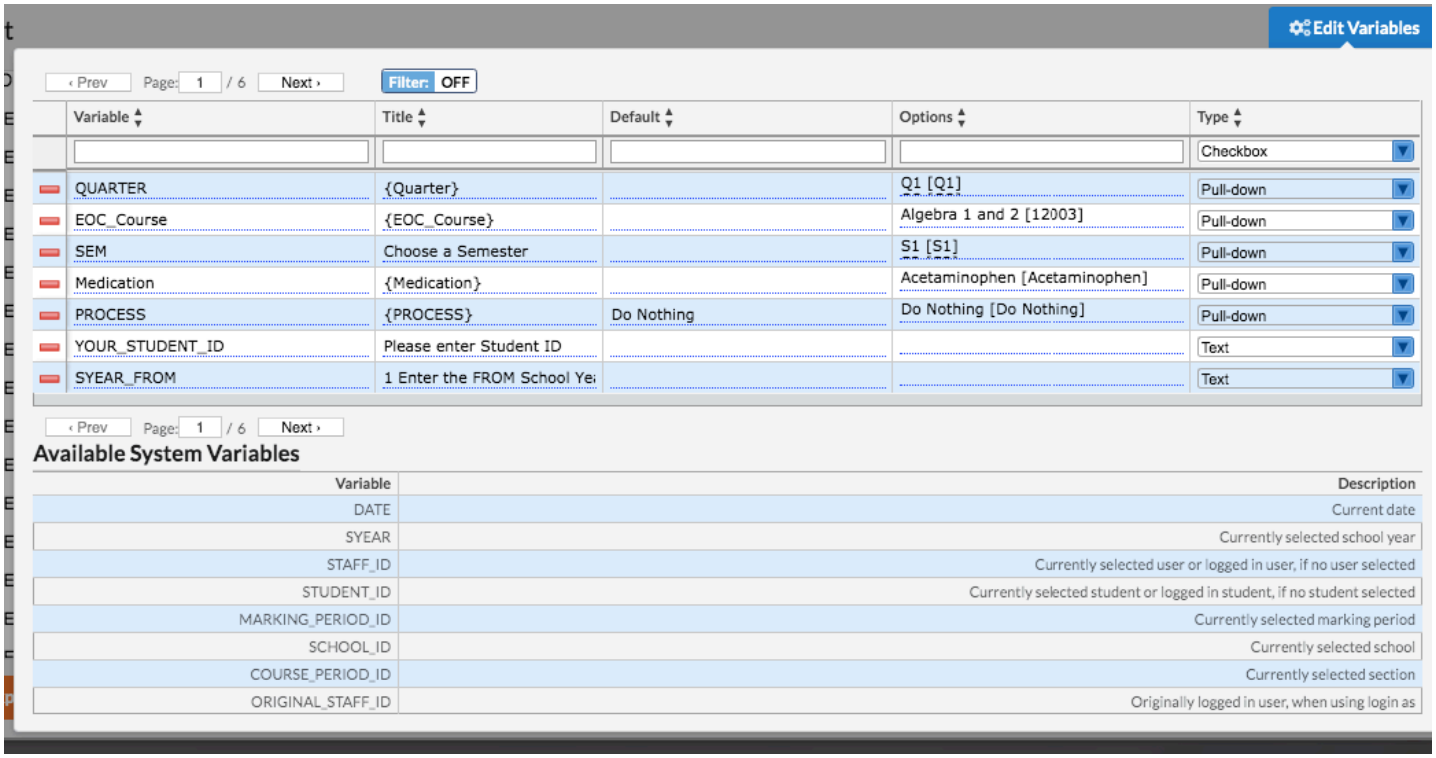
Updated so attendance Alerts now link to either the Seating Charts screen, or the main Take Attendance screen depending on the last screen utilized to take attendance by the user.

Reports

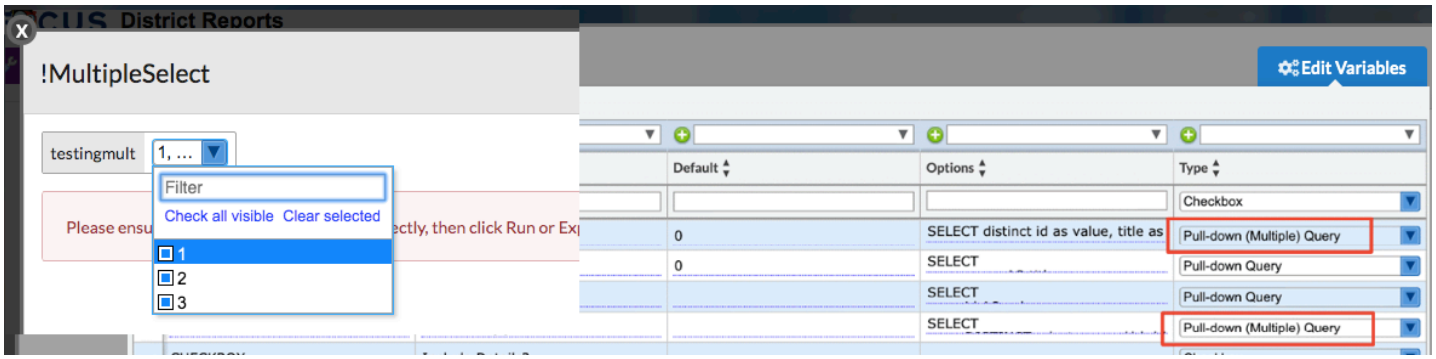
District Reports

Restored the following system variables and descriptions upon editing a district report (Edit button > Edit Variables button):

- {DATE}: current date
- {SYEAR}: currently selected school year
- {STAFF_ID}: currently selected user or logged in user, if no user selected
- {STUDENT_ID}: currently selected student or logged in student, if no student selected
- {MARKING_PERIOD_ID}: currently selected marking period
- {SCHOOL_ID}: currently selected school
- {COURSE_PERIOD_ID}: currently selected section
- {ORIGINAL_STAFF_ID}: originally logged in user, when using login as



Updated so if the Edit Variables "Type" is set to "Pull-down (Multiple) Query," upon running the report, the pull-down will select all options by default. Users can then edit the selections, as needed.



Scheduling

Courses & Sections

Updated the "Course Number" field to allow up to 50 characters; previous functionality allowed 25 characters. Note: If the setting "Max Course Num Length" is set via Setup > System Preferences > School Preferences/Default School Preferences > Scheduling tab, the field will allow the entered amount of characters.

Loading Reports

Added a new report tab to Loading Reports called “Percentage of Requests Scheduled.” The report displays the percentage of requests that were scheduled (the total number of requests fulfilled/the total number of requests entered) by school. The Gradelevels pull-down can be used to view specific grade levels on the report.

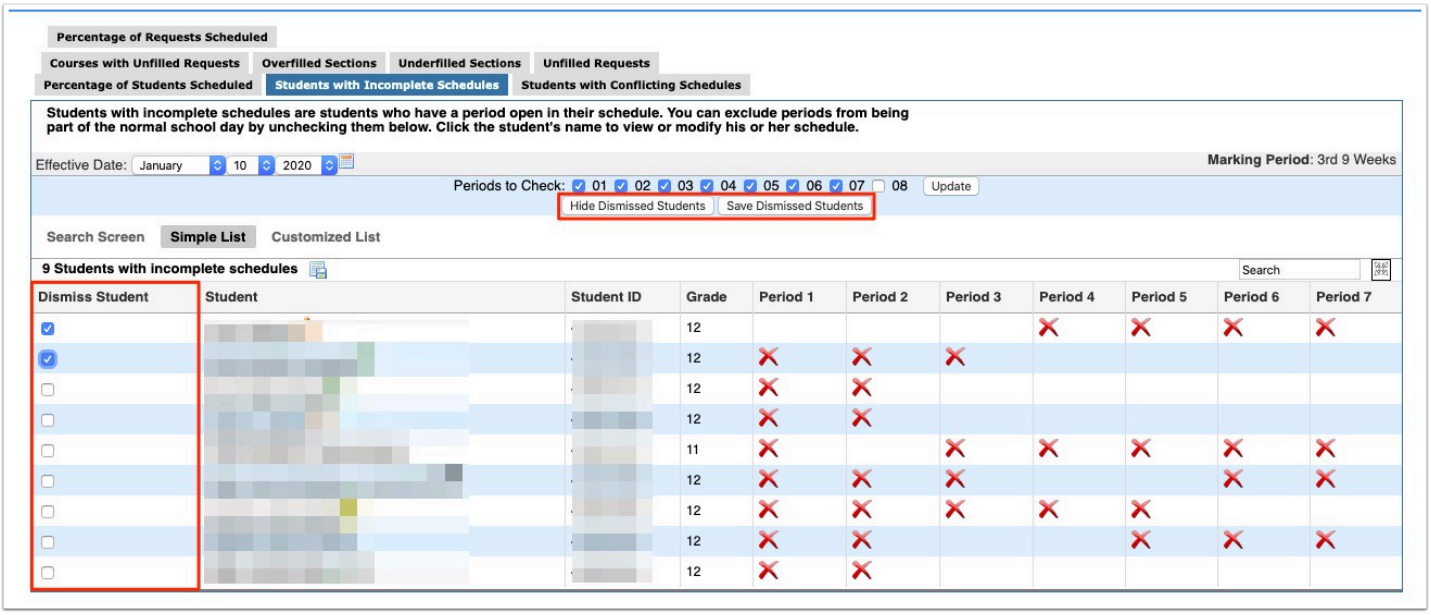
Percentage of Students Scheduled | Students with Incomplete Schedules | Students with Conflicting Schedules
Courses with Unfilled Requests | Overfilled Sections | Underfilled Sections | Unfilled Requests
Percentage of Requests Scheduled

This report lists the percentage of requests scheduled (number requests fulfilled / number requests submitted). Gradelevels: Go

20 schools Search

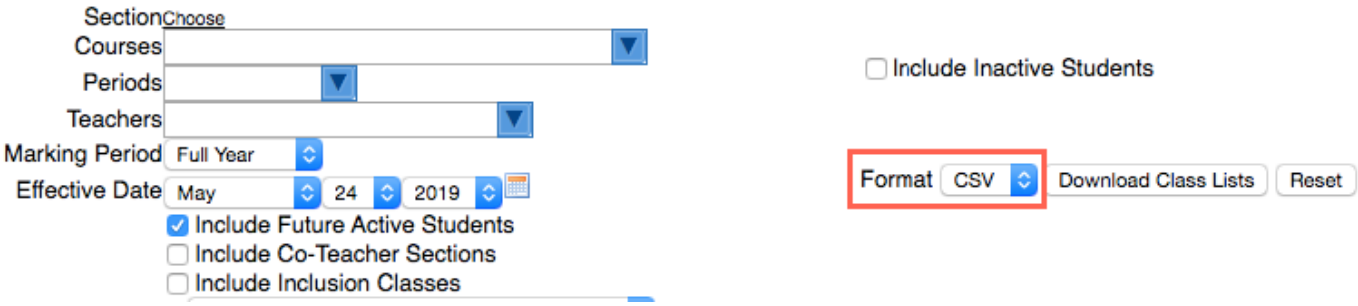
School	School Num	Number of Students	Number of Requests Fulfilled	Number of Requests Submitted	Percent Scheduled	Number of Requests Fulfilled S2	Number of Requests Submitted S2	Percent Scheduled S2
1111 - Employee Self Service		0	0	0	0%	0	0	0%
Adult Education - 9103	9103	263	0	0	0%	0	0	0%
Applicants	9898	0	0	0	0%	0	0	0%
Family Empowerment Scholarship - 3900	3900	29	0	0	0%	0	0	0%
Florida Community College - C908	C908	0	0	0	0%	0	0	0%
Florida Virtual HS - 0600	0600	0	0	0	0%	0	0	0%
Florida Virtual MS - 0500	0500	0	0	0	0%	0	0	0%
Elementary - 0251	0251	621	0	0	0%	0	0	0%
Juvenile Detention Center - 0294	0294	1	0	0	0%	0	0	0%
School K-8- 0291	0291	858	1737	1771	98.08%	0	0	0%
School 6-12 - 0131	0131	674	3458	4242	81.52%	1	2	50%
Non-Public In State Schools N999	N999	0	0	0	0%	0	0	0%
School K-8 - 0321	0321	605	0	0	0%	0	0	0%
Owl High School - 0041	0041	754	4857	5362	90.58%	5	6	83.33%
Shellfish High School - 0101	0101	1279	8296	10362	80.06%	67	146	45.89%
Transfer School - 8888	8888	0	0	0	0%	0	0	0%
Virtual-Approved Provider - 7001	7001	2	0	0	0%	0	0	0%
Virtual-District Franchise - 7004	7004	13	0	0	0%	0	0	0%
Virtual-District Provided - 7006	7006	0	0	0	0%	0	0	0%
Virtual Instruction Prog(K-5) - 7023	7023	4	0	0	0%	0	0	0%

Added the ability to remove students displaying on the Students with Incomplete Schedules report. This may be useful if certain students (such as juniors and seniors) do not need to have all periods scheduled to be considered “fully scheduled.” This is controlled by the permission “Allow User to Dismiss Students on Loading Reports” in Users > Profiles. When this permission is enabled, the Dismiss Student column displays on the report. Select the check box next to the students to remove from the report and click Save Dismissed Students. The dismissed students are removed from the report. Click Show Dismissed Students to display the dismissed students on the report. Click Hide Dismissed Students to remove the dismissed students from the report.



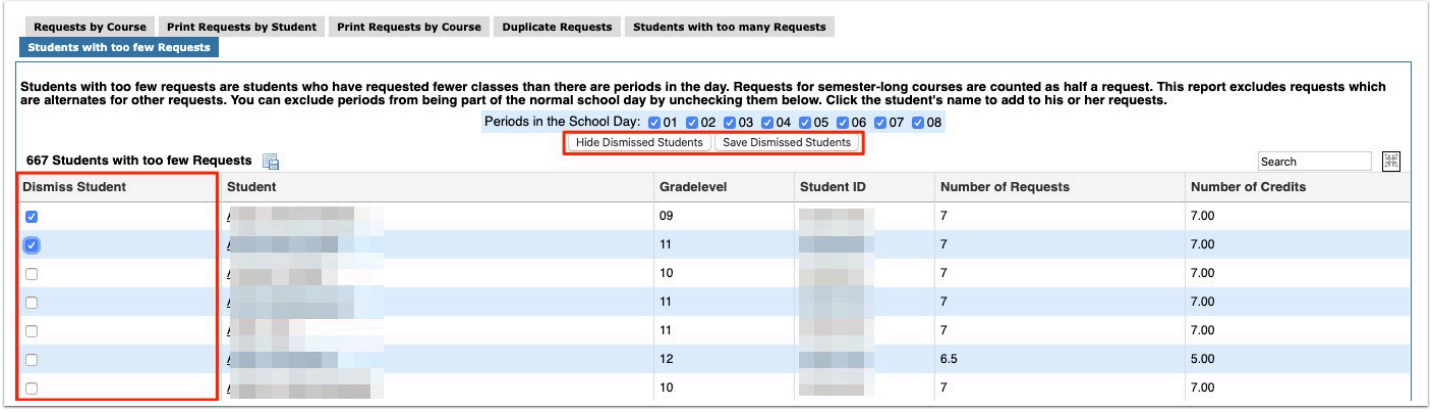
Print Class Lists

Added a file type (PDF or CSV) "Format" pull-down from which users can select how they want to Download Class Lists.



Requests Reports

Added the ability to remove students displaying on the Students with too few Requests report. This may be useful if certain students (such as juniors and seniors) do not need to have all periods scheduled to be considered "fully scheduled." This is controlled by the permission "Allow User to Dismiss Students on Requests Reports" in Users > Profiles. When this permission is enabled, the Dismiss Student column displays on the report. Select the check box next to the students to remove from the report and click Save Dismissed Students. The dismissed students are removed from the report. Click Show Dismissed Students to display the dismissed students on the report. Click Hide Dismissed Students to remove the dismissed students from the report.



Student Schedule

Updated so that when the “Include Inactive Courses” check box is selected on the Student Schedule screen, it remains selected for that user until the user deselects the check box. When the user navigates to a different student or leaves and returns to the screen, the check box will remain selected.

Setup

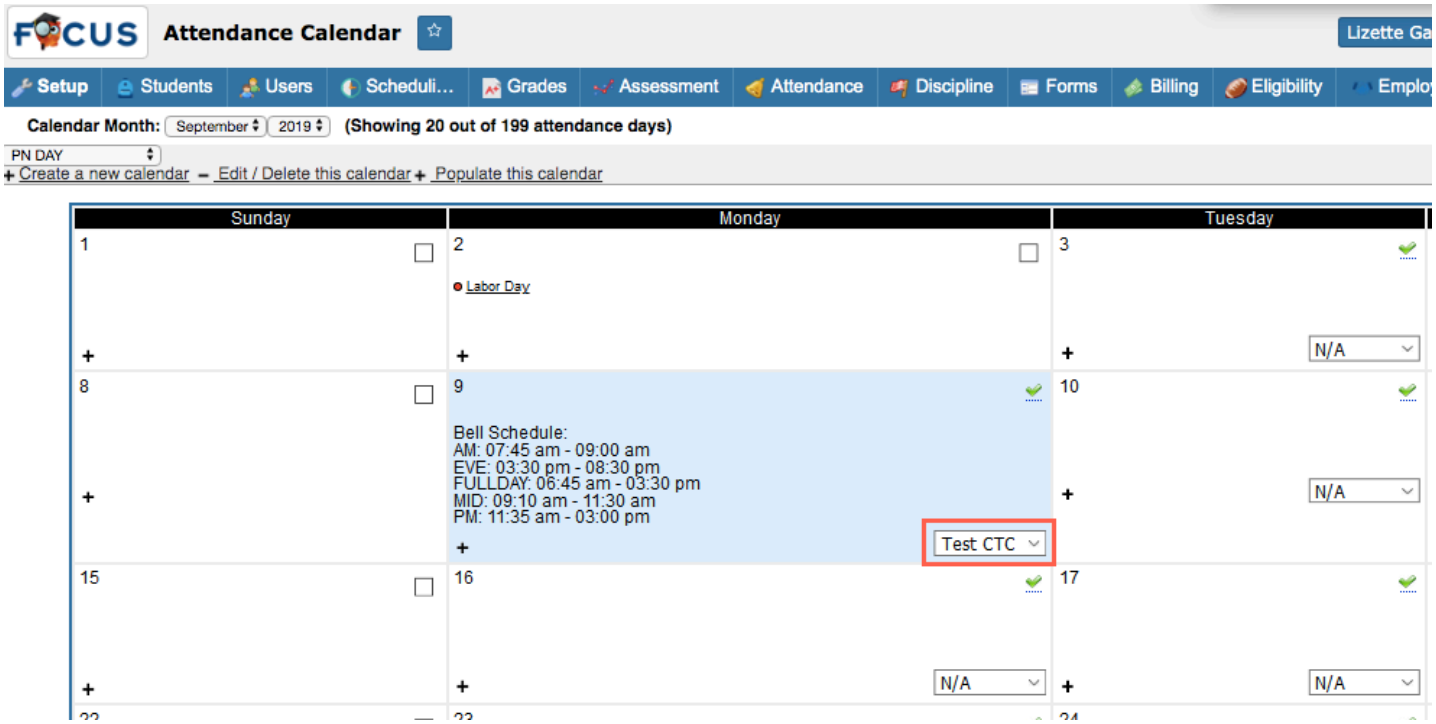
Application Editor

Removed the “Show on Parent Portal” check box. Forms are made available to profiles in Users > Profiles. Select Menu in the Permission Type pull-down. In the Forms section, select the permissions for the forms.

Attendance Calendar

Added a bell schedule pull-down allowing users to select bell schedules on applicable days of the calendar. In order for the bell schedules pull-down to display, there must be more than one bell schedule setup via Setup > Periods.

- The pull-down defaults to N/A; if another selection is not made, the bell schedule set for the section via Scheduling > Courses & Sections is used.

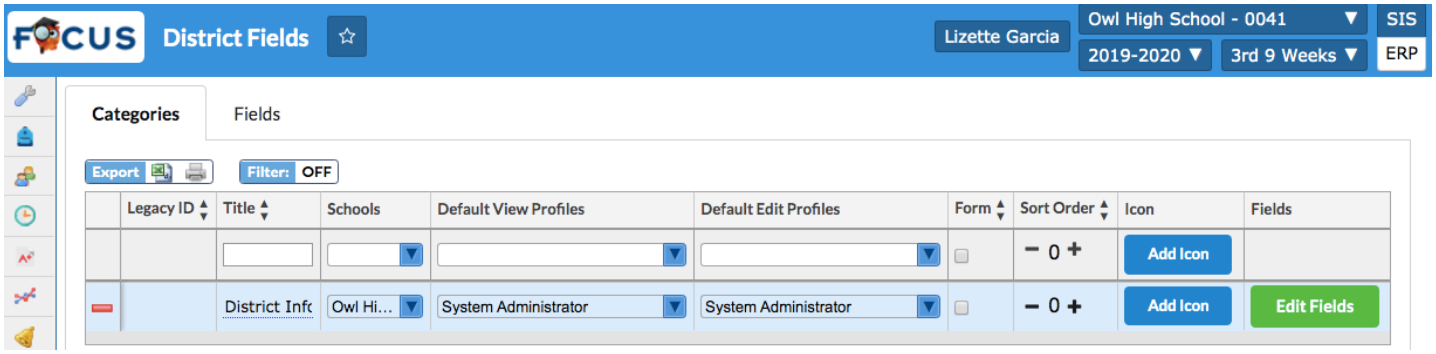


Community App

Removed the ability to set up Facebook social media feeds in the Community App.

District Fields (New Screen)

Added the District Fields screen, which allows districts to create as many custom fields as needed to display on the new District Info screen.

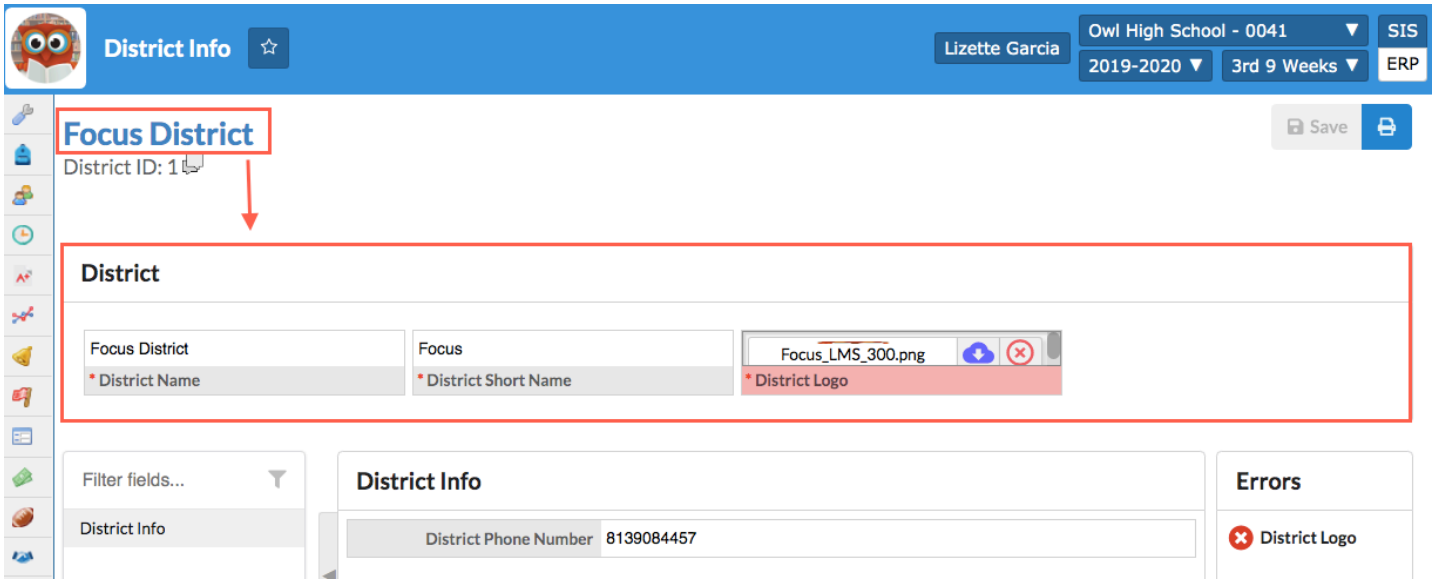


- The District Fields screen functions just like the Student Fields screen or the User Fields screen.

The new District Fields screen is viewable and editable when the appropriate permissions are given via Users > Profiles: District Setup: District Fields.

District Info (New Screen)

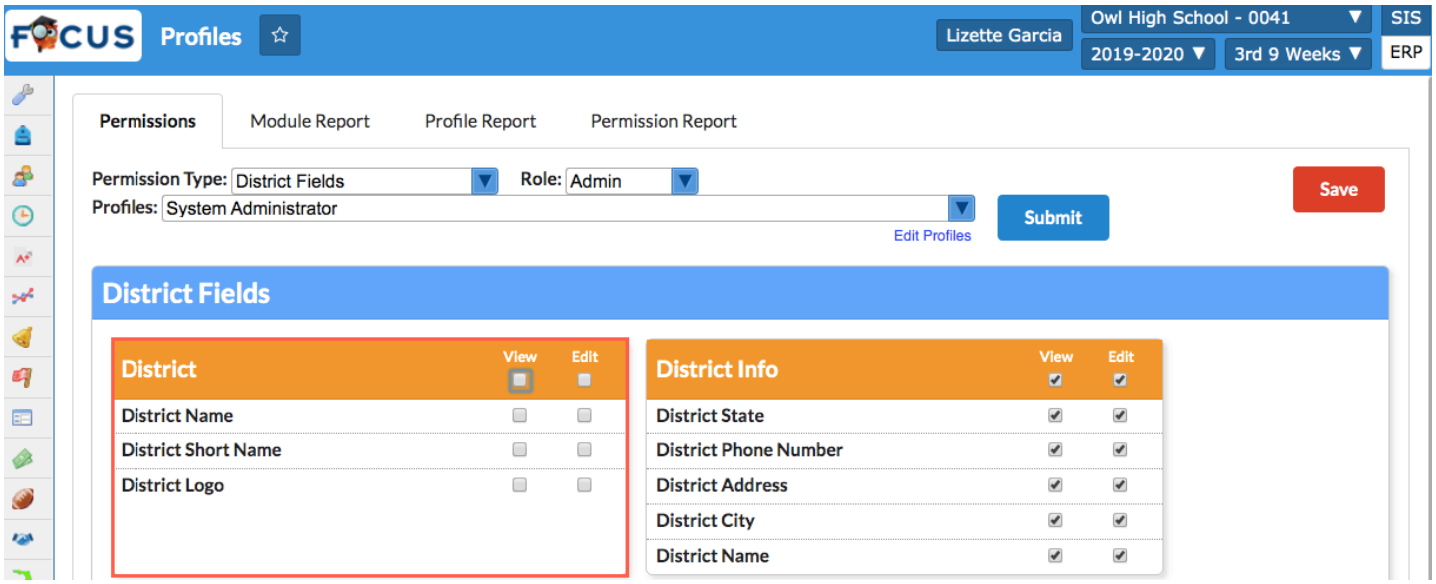
Added the District Info screen, which allows districts to customize district information based on the fields displayed; fields can be customized via the new screen, District Fields.



The new District Info screen is viewable and editable when the appropriate permissions are given via Users > Profiles: District Setup: District Info.

The following system district fields are included: District Name, District Short Name, and District Logo.

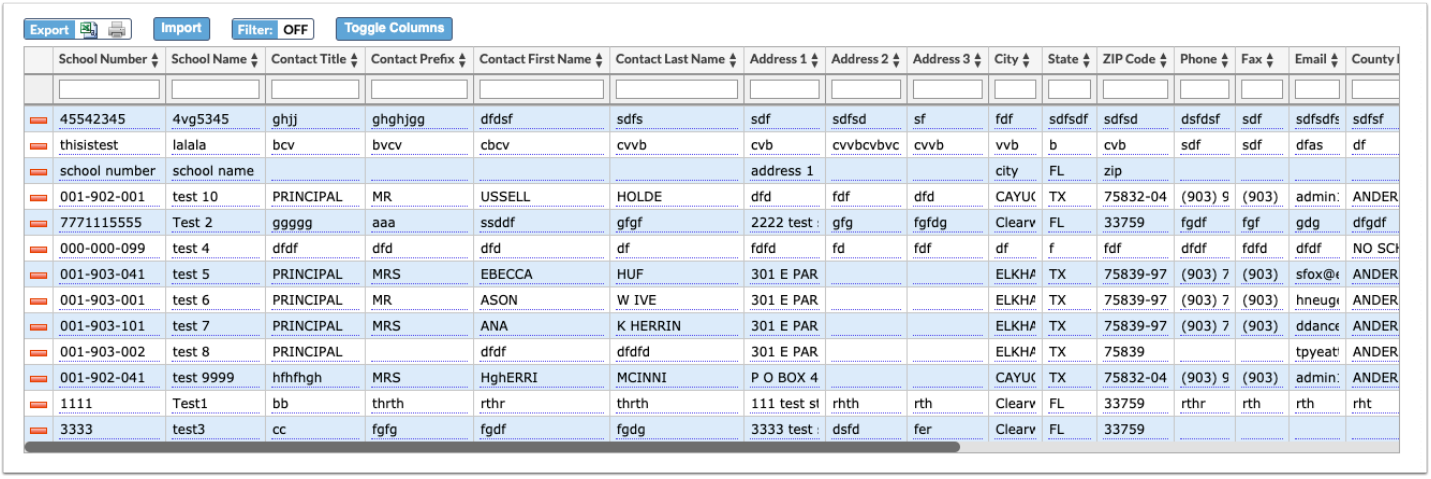
- To enable these fields, permissions must be given via Users > Profiles > Permission Type: District Fields (New Permission Type).



- Users click the District Name, just as they would click the Student Name in Student Info to edit additional general information, in this case, the built in system fields, which includes the District Name.
- When a District Logo is uploaded here, the logo uploaded replaces all current logos throughout Focus.

External Schools (Texas Only)

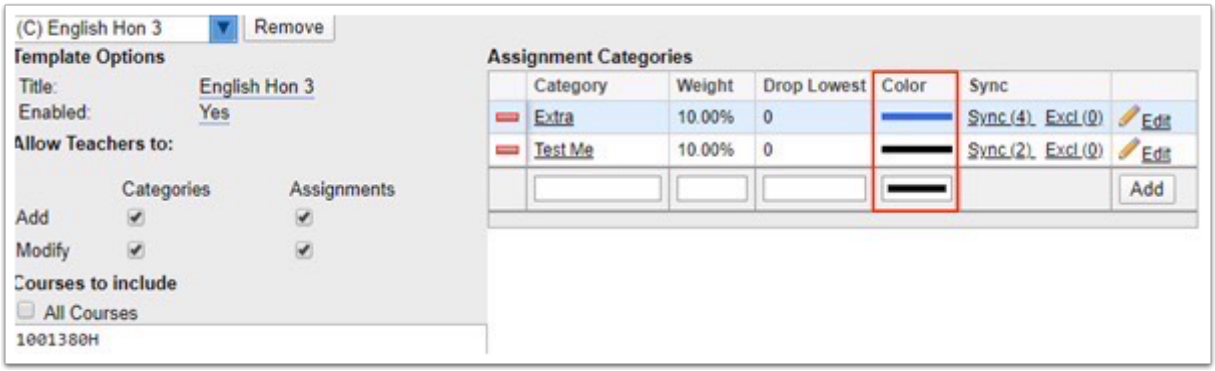
Added a new program called External Schools to maintain a list of all Texas schools. The list of schools can be maintained by adding, editing, and deleting schools in the datatable or using the Import feature. Access to the External Schools screen is controlled by View and Edit profile permissions in Users > Profiles.



School Number	School Name	Contact Title	Contact Prefix	Contact First Name	Contact Last Name	Address 1	Address 2	Address 3	City	State	ZIP Code	Phone	Fax	Email	County
45542345	4vg5345	ghjj	ghghjgg	dfdsf	sdfs	sdf	sdfsd	sf	fdf	sdfsdf	sdfsd	dsfdsf	sdf	sdfsdfs	sdfsf
thisistest	lalala	bcv	bvcv	cbcv	cvvb	cvb	cvvbcvbvc	cvvb	vvb	b	cvb	sdf	sdf	dfas	df
school number	school name					address 1			city	FL	zip				
001-902-001	test 10	PRINCIPAL	MR	USSELL	HOLDE	dfd	fdf	dfd	CAYUC	TX	75832-04	(903) 9	(903)	admin:	ANDER
7771115555	Test 2	ggggg	aaa	ssddf	gfgf	2222 test :	gfg	fgfdg	Clearv	FL	33759	fgdf	fgf	gdg	dfgdf
000-000-099	test 4	dfdf	dfd	dfd	df	fdfd	fd	fdf	df	f	fdf	dfdf	fdfd	dfdf	NO SCI
001-903-041	test 5	PRINCIPAL	MRS	EBECCA	HUF	301 E PAR			ELKHA	TX	75839-97	(903) 7	(903)	sfox@	ANDER
001-903-001	test 6	PRINCIPAL	MR	ASON	W IVE	301 E PAR			ELKHA	TX	75839-97	(903) 7	(903)	hneug	ANDER
001-903-101	test 7	PRINCIPAL	MRS	ANA	K HERRIN	301 E PAR			ELKHA	TX	75839-97	(903) 7	(903)	ddance	ANDER
001-903-002	test 8	PRINCIPAL		dfdf	dfdfd	301 E PAR			ELKHA	TX	75839			tpyeat	ANDER
001-902-041	test 9999	hfhfhgh	MRS	HghERRI	MCINNI	P O BOX 4			CAYUC	TX	75832-04	(903) 9	(903)	admin:	ANDER
1111	Test1	bb	thrth	rthr	thrth	111 test sl	rhth	rth	Clearv	FL	33759	rthr	rth	rth	rht
3333	test3	cc	fgfg	fgdf	fgdg	3333 test :	dsfd	fer	Clearv	FL	33759				

Gradebook Templates

Added the ability for the district to set the color on a category in a Gradebook template.



- If teachers have the profile permission “Edit Template Category Color” under Gradebook Categories & Assignments in Users > Profiles, they can edit the color on the Gradebook Categories & Assignments screen.
- If administrators have the profile permission “Edit Template Category Color” under Gradebook Assignments (teacher program) in Users > Profiles, they can edit the color on the Gradebook Assignments screen.

Importer

Updated the Parser column names so they match test history table names; columns are now automatically mapped in the test history import.

STUDENT_ID	student_id
TEST_ID	test_id
ADMINISTRATION_DATE	administration_date
SYEAR	syear
GRADELEVEL	gradelevel
LEP_INFO	lep_info
TRANSCRIPT	transcript
DJJ_INFO	djj_info
TEST_LEVEL	test_level
TEST_FORM	test_form

Updated the Match Students Tool so when users import a CSV, records that belong to the same student (same first name, last name, and birthdate) will be automatically matched.

Updated the preview of parser query to include the following columns: “first_name,” “last_name,” “birth_date,” and “school.”

Added "first_name,” “last_name,” “birth_date,” “school" columns to importer_test_history_parsed table so users can send the parsed files to Match Students when applicable.

Added the following Gradebook Importer tools:

- Setup tools: "Gradebook Comment Codes,” "Gradebook Templates,” "Gradebook Templates Courses to Exclude,” "Gradebook Templates Courses to Include,” "Gradebook Template Categories,” and "Gradebook Assignment Types.”
- SIS tools: "Gradebook Assignments” and "Gradebook Grades.”

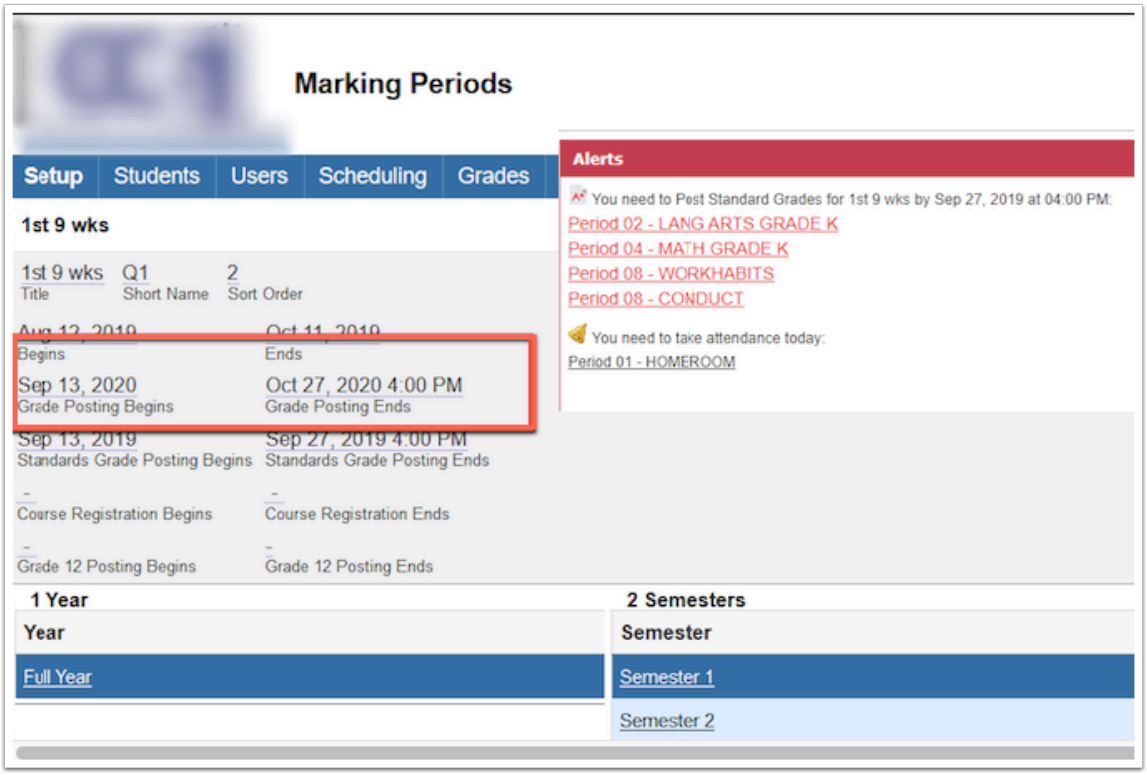
Added subject_id to mapped fields for the Schedule and the Course Periods importer tool.

Added the following import tools for the following tables:

- Setup: standard_categories_1 (subject areas), standard_categories_2 (grade levels), standard_categories_3 (strands), standard_categories_4 (clusters), standards, and standards_join_courses
- SIS: student_standard_grades

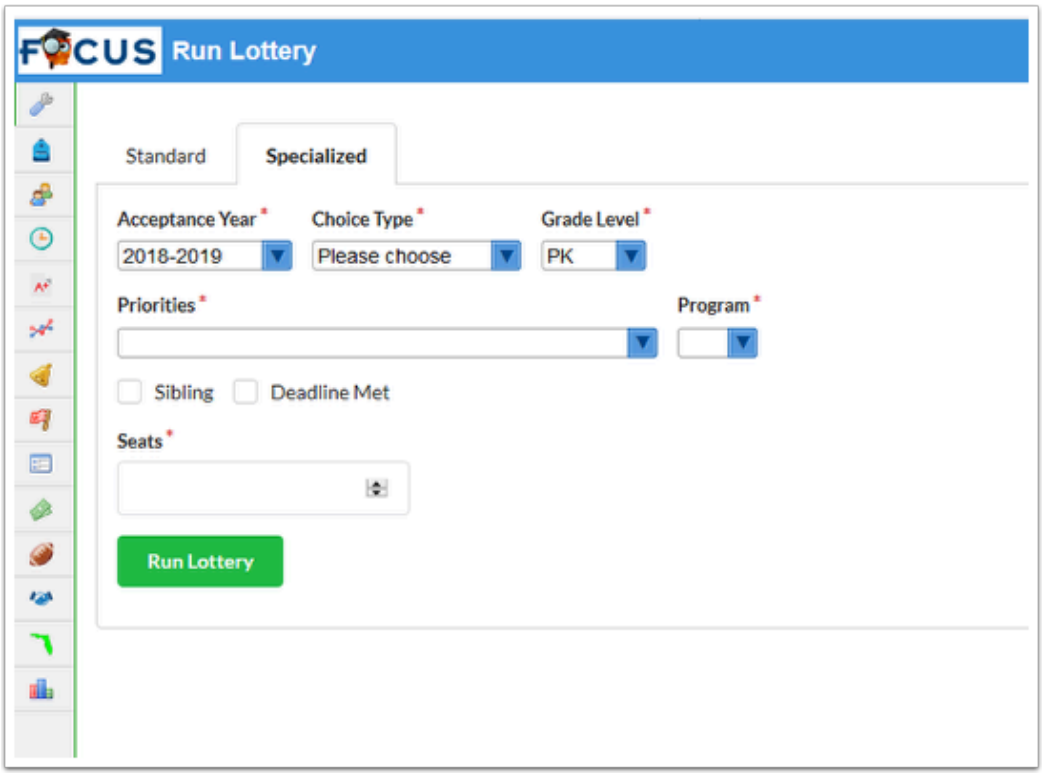
Marking Periods

Updated so when Grade Posting final grades date range is different from Standards Grade Posting date range, applicable teachers will only receive Portal alerts for Standard Grades; previously, teachers would receive Portal alerts for both standard and final grades making it unclear as to which grades they were required to post.



Run Lottery

Updated so that the Run Lottery screen now contains two tabs, Standard and Specialized. The Standard tab contains the previously existing lottery options. The Specialized tab uses new priority chart options, High Applicant Pool, Medium Applicant Pool, and Low Applicant Pool. A student meets the priority requirement when they have an address in-district (present in the address_to_district table) and the "choice_pool" column on the associated address_to_district row has been marked as "High," "Medium," or "Low."



Run Query

Added “Export JSON,” which allows users to download the query results in a JSON file (JavaScript Object Notation).

Removed the “Run Plugins” option from the toolbar.

Scheduled Jobs

Added a scheduled job called “EOY Attendance Calculation,” which maintains the same functionality as the Update Enrollment Attendance Fields option in EOY Processing via Florida Reports. When the job is run, the fl_days_present, fl_days_absent, and fl_days_absent_not_disc columns on the students’ enrollment records are updated. Note: This scheduled job only appears on Florida sites. Results can be verified via Runquery.

Updated the “FLEID Export/Import” job, to reflect FLEID changes because zeros are no longer accepted by the Department of Education (DOE). This change has been reflected in the manual send process previously and has now been applied to the scheduled job.

School Choice Reports

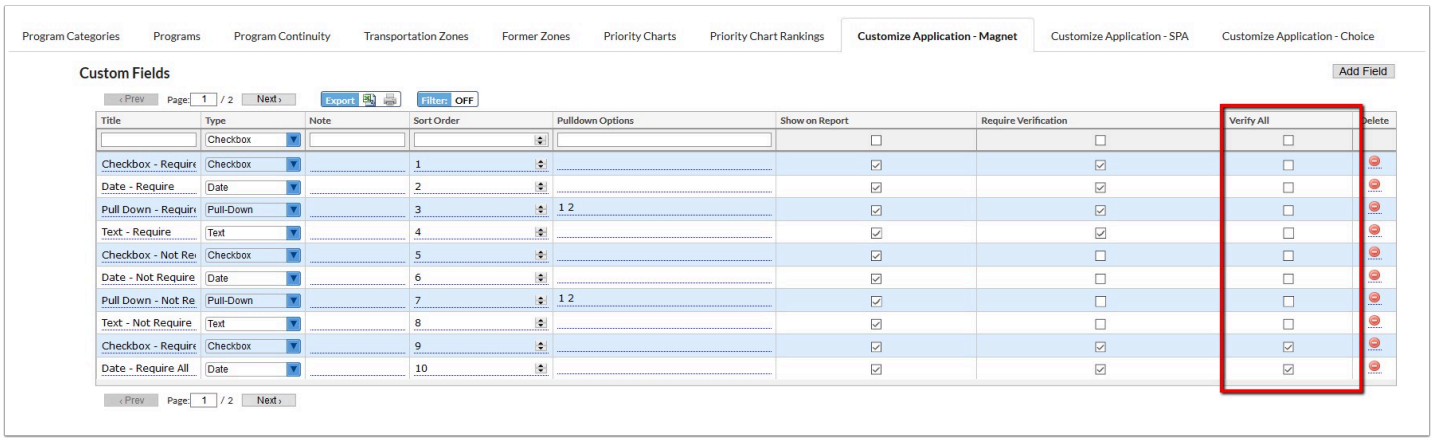
Added new profile permissions to Users > Profiles for the School Choice Reports screen for each of the tabs:

- Magnet Student List (View and Edit)
- SPA Student List (View and Edit)

- Choice Student List (View and Edit)
- Program Report (View)

School Choice Setup

Added a new option “Verify All” to the Custom Fields section of the Customize Application tabs. If a student applies to two or more programs in the same category, and the field is verified for one program, it is automatically verified for the other programs when “Require Verification” and “Verify All” is selected on the custom field. When “Verify All” is not selected on a custom field, the field is only verified for the one program.



System Preferences > Default School Preferences > General

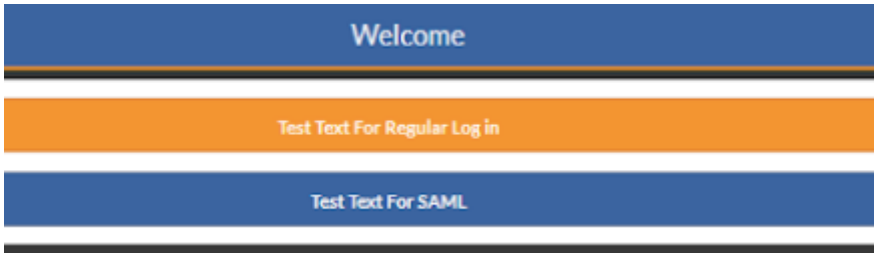
Added a new preference “Custom Scripts,” where the district can enter their custom ADA compliance script to apply to all Focus pages.

Added a new preference “Login button text for Mobile App,” which allows users to alter the text on the normal Focus login button on the mobile app.

Added a new preference, “Single Sign-On button text for Mobile App,” which allows users to alter the text on the SAML login button on the mobile app.

Renamed all settings beginning with “Use SAML authentication...” to “Use Single Sign-On for parents,” “Use Single Sign-On for students,” and “Use Single Sign-On for staff.”

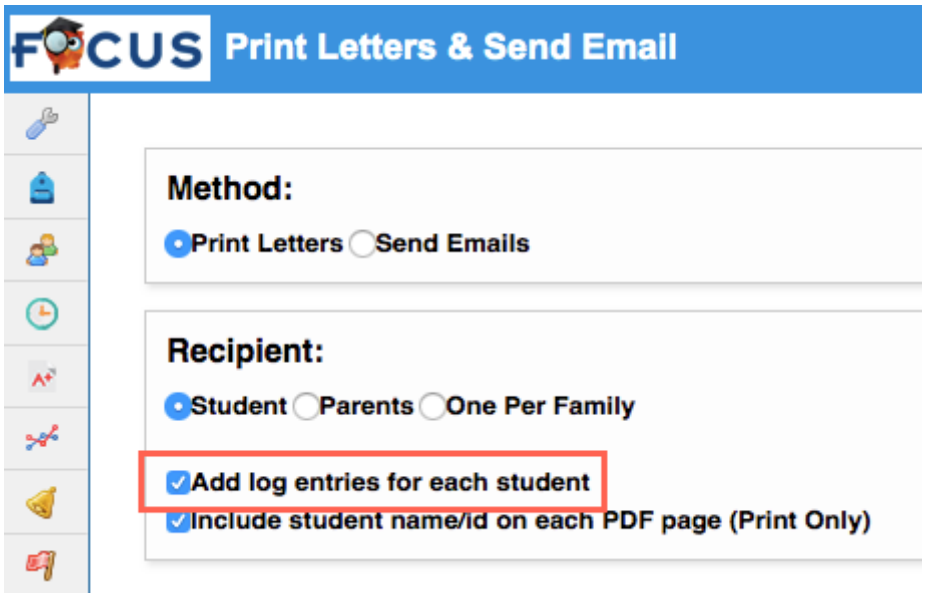
- Previously these three preferences would dictate what log in buttons were displayed on the app. If enabled, the preferences would add a new login button on the mobile app. The Mobile App has now been updated so these three preferences no longer have an affect on the mobile app login, which is now controlled by the SSO set up on the new “Single Sign-on” tab.
  - When the SSO is set up a second button displays and users can customize the text displayed on the button by enabling: “Single Sign On button text for Mobile App.”
  - If the automatic redirect preference is set on the “Single Sign-on” tab, only one button displays which redirects the users to the SAML sign in page (as if you previously had all three of the single sign on preferences selected).



Added two new preferences “Allow parents to view inactive students” and “Allow parents to view students over 18.” These preferences are enabled by default.

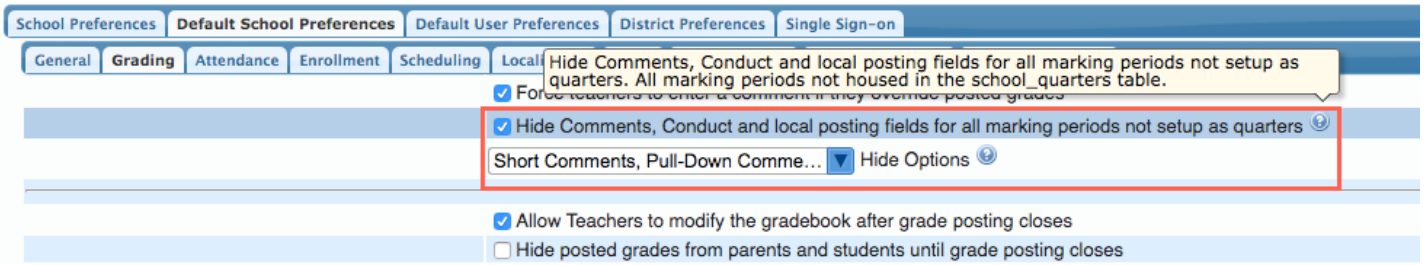
System Preferences > Default School Preferences/School Preferences > General

Added the settings, “Add student log entries by default when using Print Letters and Send Emails” and “Add user log entries by default when using Print Letters and Send Emails.” When either of these settings is enabled, the “Add log entries for each student” and/or “Add log entries for each user” check box will be selected by default when on the Print Letters & Send Email screen.



System Preferences > Default School Preferences/School Preferences > Grading

Added a new preference, “Hide Comments, Conduct and local posting fields for all marking period not setup as quarters. All marking periods not housed in the school_quartes table,” which when enabled allows users to select the types of posting options that should be restricted to quarters via the “Hide Options” pull-down.



System Preferences > Default School Preferences/School Preferences > Enrollment

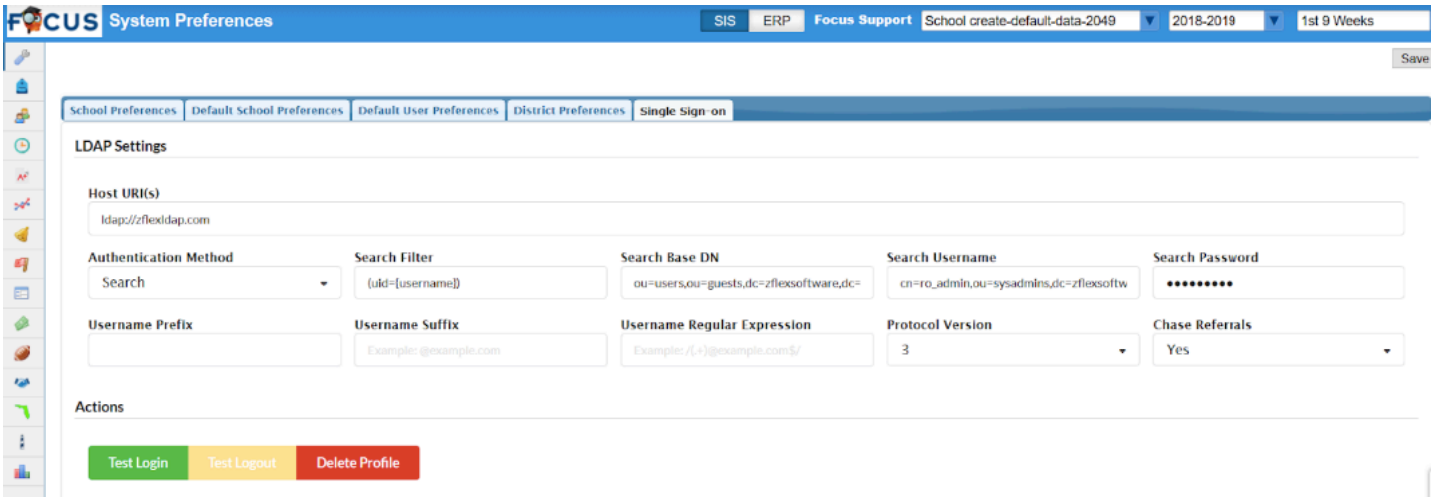
Added a new preference "Ignore Re-Enrollment Restrictions." When this preference is enabled for a school, active re-enrollment restrictions set for a student on the Re-enrollment Restrictions student logging field are ignored when the student is enrolled at that school.

System Preferences > Single Sign-on (New Tab)

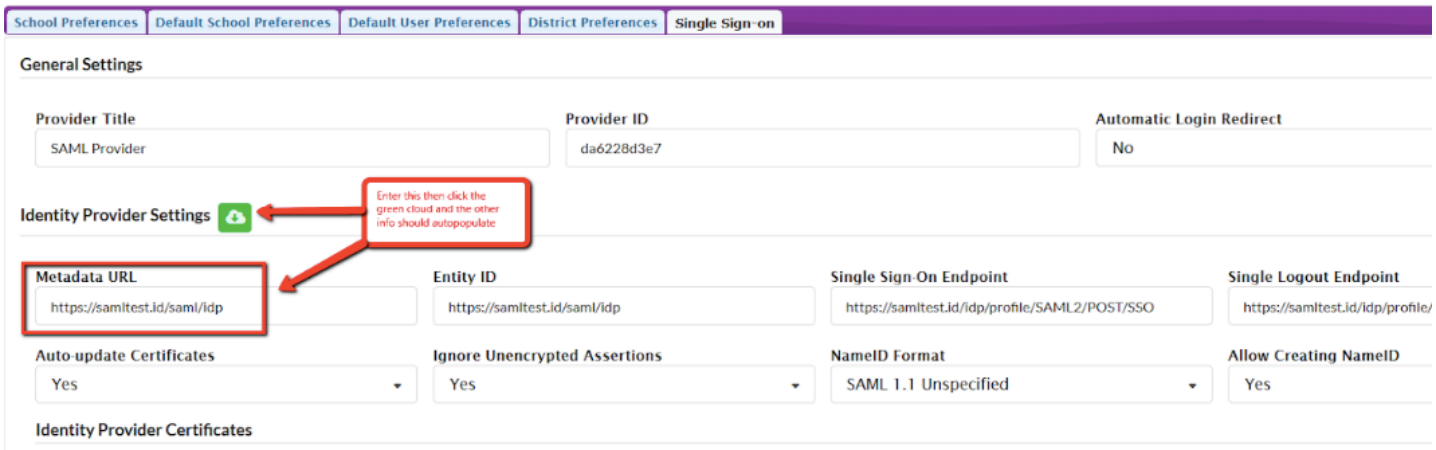
Added the "Single Sign-on" tab for configuring both LDAP and SAML.

Setting up LDAP: Users will click "Add a single sign-on profile" and select LDAP. Users will then be required to enter the following information:

- Host URI(s), Authentication Method, Search Filter, Search Base DN, Search Username, Search Password, Username Prefix, Username Suffix, Username Regular Expression, Protocol Version, and Chase Referrals.
- Users can "Test Login" and "Test Logout" via the corresponding buttons, as well as "Delete Profile."



Setting up SAML: Users will click "Add a single sign-on profile" and select SAML. Users will then be required to enter the Metadata URL, then click the green cloud in order to pull in the additional required fields.



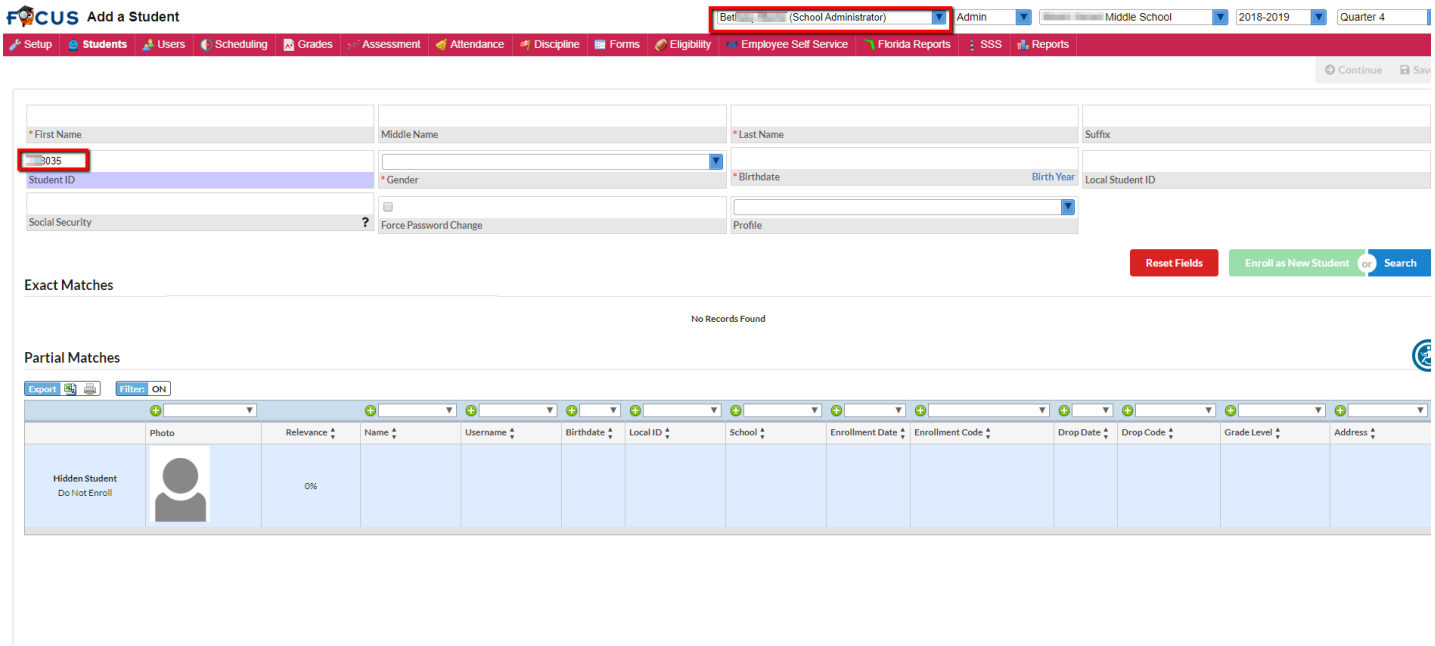
- Additional SAML settings include:
  - Automatic Login Redirect: Select “Yes” to automatically send users to the SAML login screen. Select “No” to display the Focus login screen with the Single Sign On button, which, when clicked, will redirect users to the SAML login screen.
  - Force Authentication: Select “Always” to ensure users always have to enter their credentials when logging into focus. Select “After Logout” to ensure users have to enter their credentials again after logging out of Focus. Select “Never” to ensure users are able to be logged back into Focus when clicking the Single Sign On button after they have been logged out then be logged back in without entering their credentials.

Students

Added a validation check to ensure the “Enrollment Date” selected is a day that school is in session per Setup > Attendance Calendar when adding a new student via **Students > Add a Student** or updating student info via **Students > Student Info > Enrollment tab**.

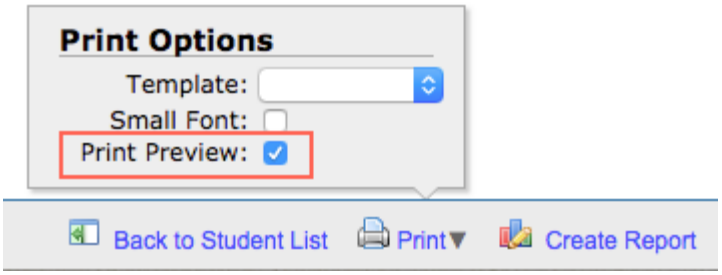
Add a Student

Updated so users who don’t have permission to “View Hidden Students” (Users > Profiles) can see that the student exists and is enrolled preventing them from creating a duplicate student record. While the student is visible in the search, all student data is hidden.

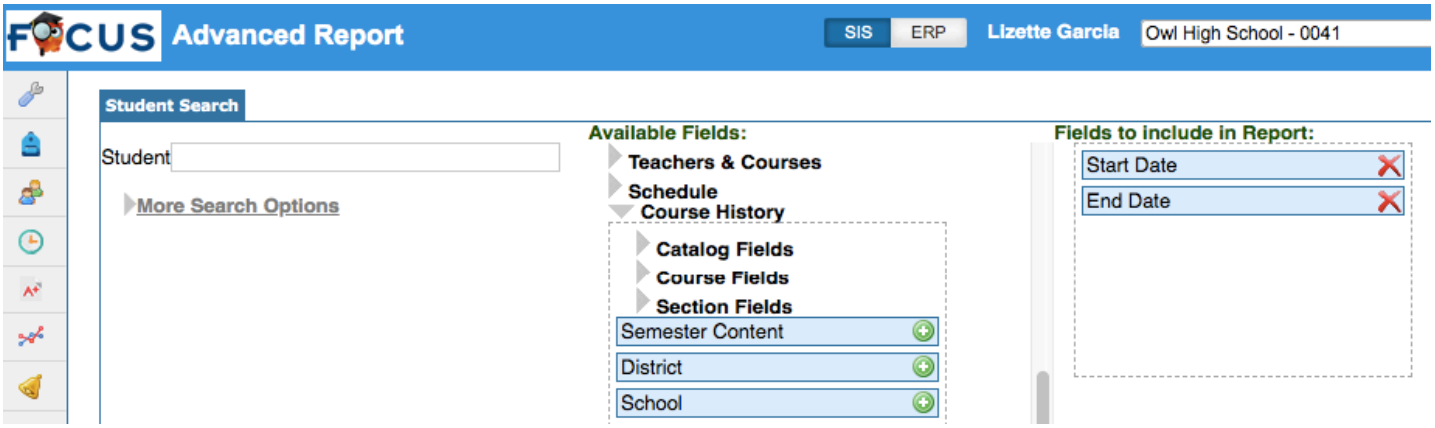


Advanced Report

Added a “Print Preview” check box to the Print options located in the footer of the screen, which allows users to preview an advanced report before printing.



Added “Start Date” and “End Date” field options to the Course History Available Fields tab.



Magnet/Special Assignment

Added new profile permissions to Users > Profiles for the Magnet/Special Assignment screen for each of the tabs:

- Magnet (View and Edit)
- SPA (View and Edit)
- Choice (View and Edit)

Print Letters & Send Email

Added the option to “Include student name/id on each PDF page (Print Only)” when printing letters that are more than one page.

Student Info

Updated so that when the “International Address” system preference is enabled in Setup > System Preferences > Localization tab, the Country field in Addresses & Contacts is now a pull-down for both the Physical Address and Mailing Address. While the address card displays the full country name, the ISO 3166-1 country code is saved in the database.

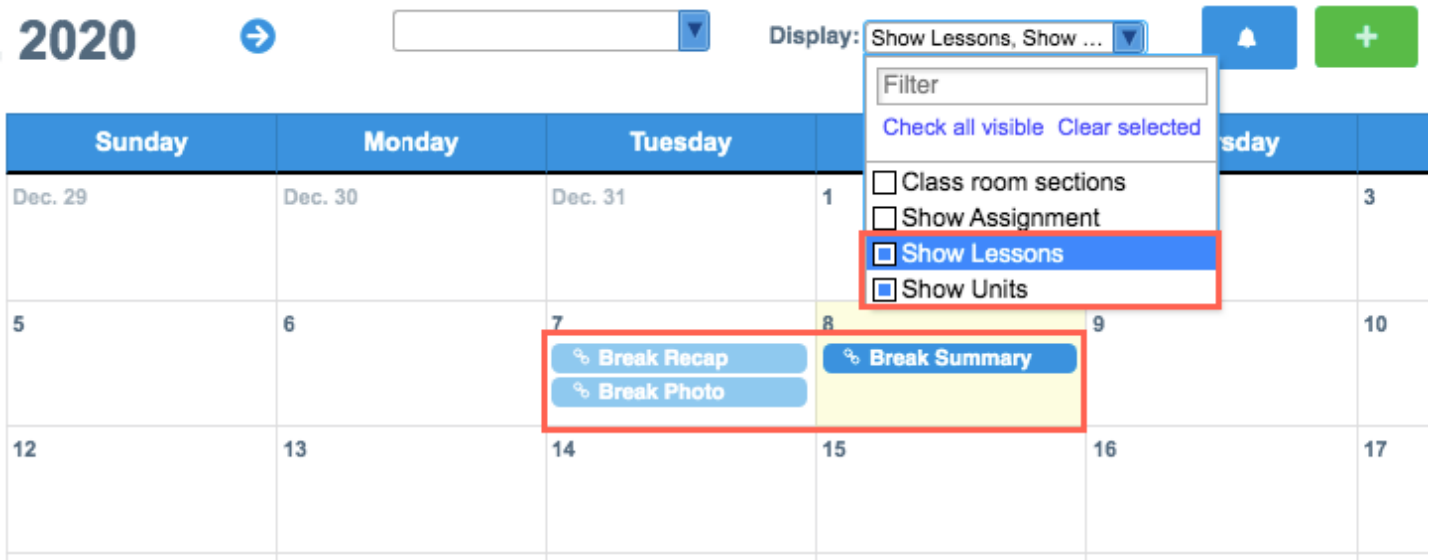
Users

Calendar (Previously My Calendar)

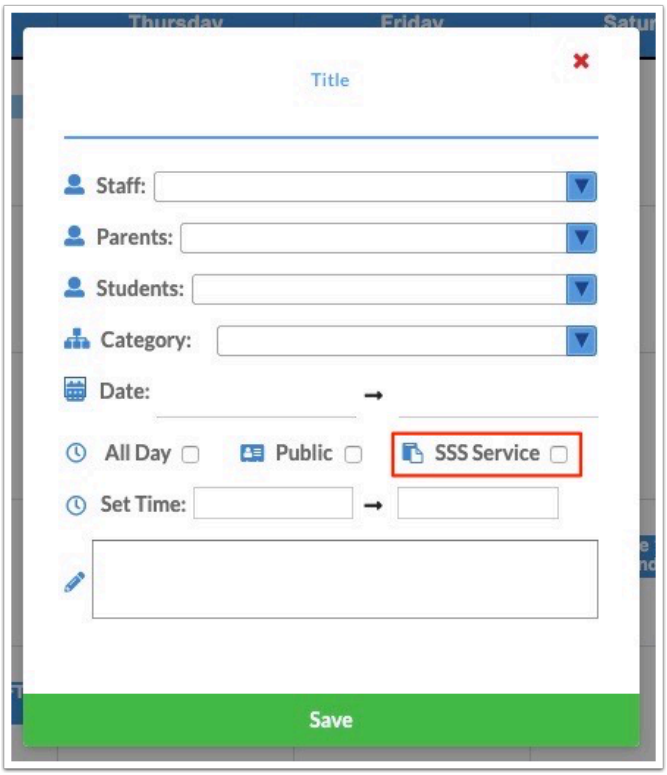
Updated so that events that were previously created in Setup > Calendars (now called Attendance Calendar) now display in Calendar.

Updated so that the Meeting Length is required when setting up availability. An error message will display if the Meeting Length is not set. Previously, when available times were defined but the Meeting Length was not set, parents could not request conferences.

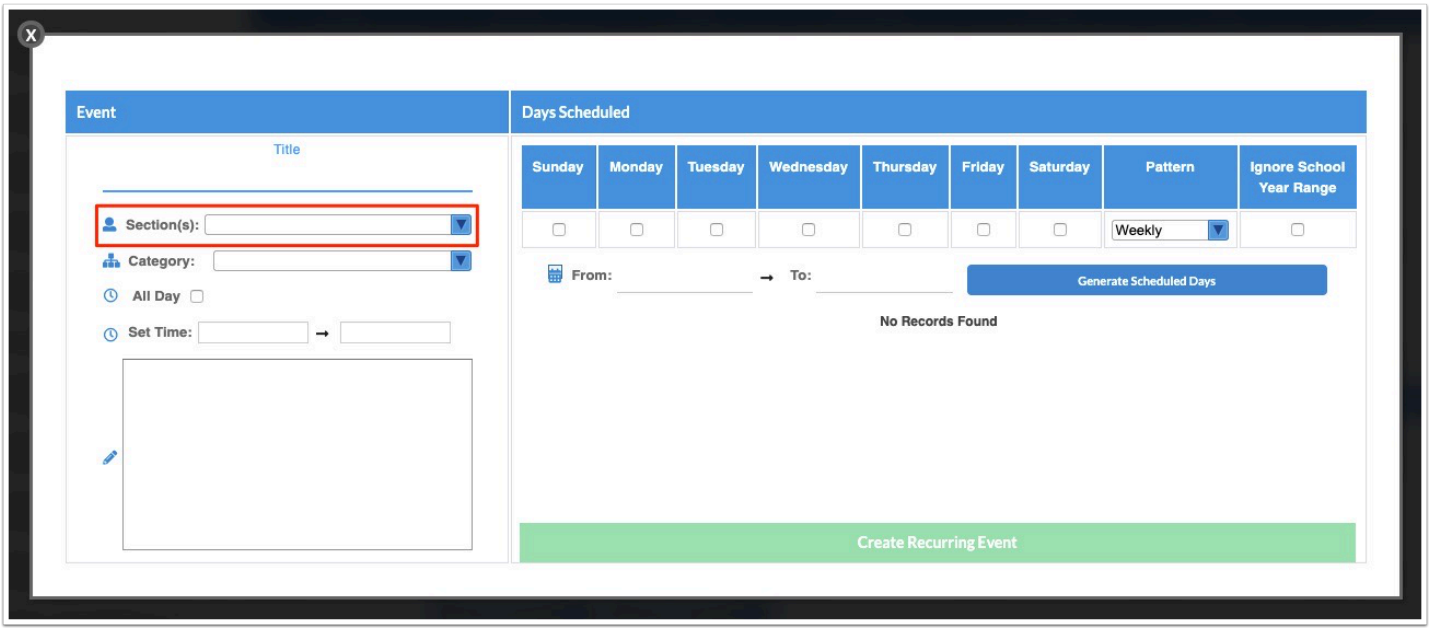
Updated the “Display” pull-down, which now includes options to “Show Lessons” and “Show Units” in addition to displaying gradebook assignments and classroom sections. Units and lessons displayed are created via Web Pages > Units & Lessons tab. Note: These new options display for students and parents as well.



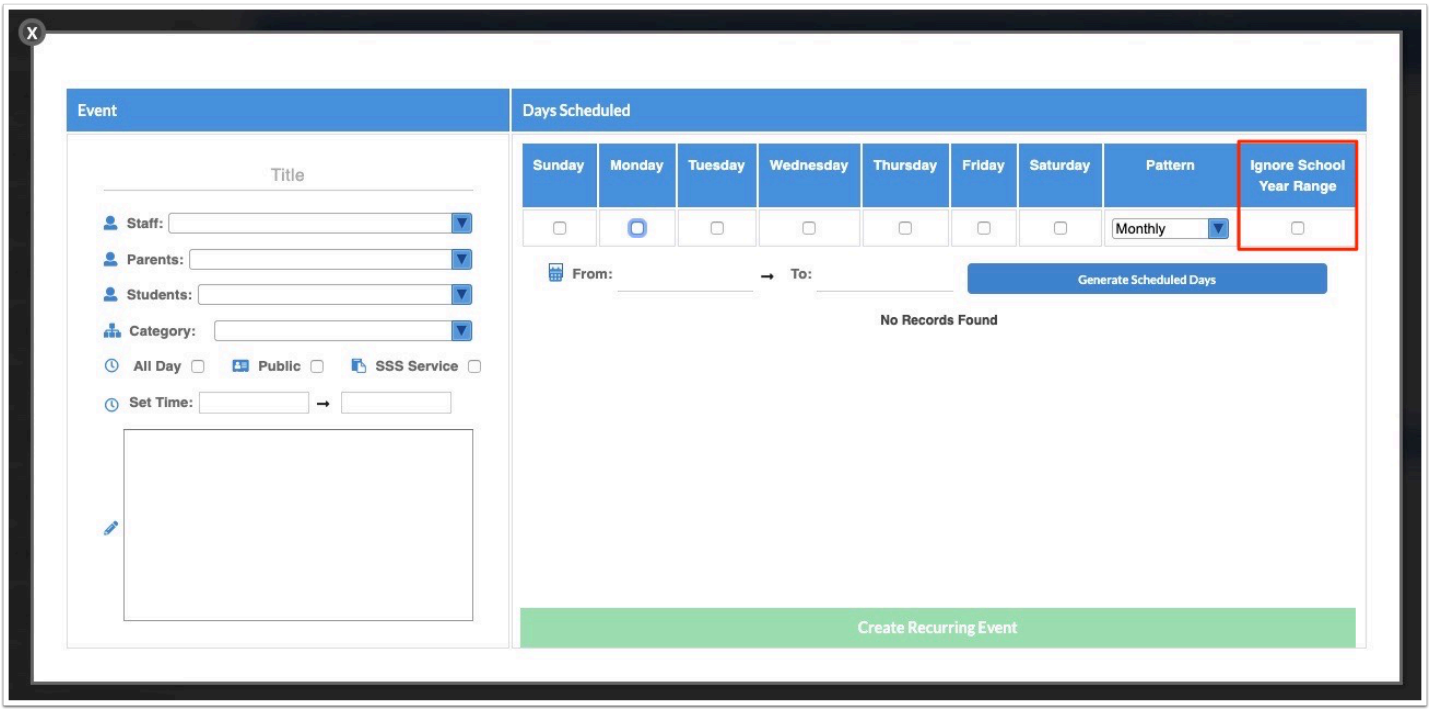
Updated so that the ability to select the SSS Service check box on an event and assign a service to a student is controlled by whether the user has the Edit permission for Services under Caseload & Services (for administrators) or the Edit Services permission under Caseload & Services (for teachers) in Users > Profiles.



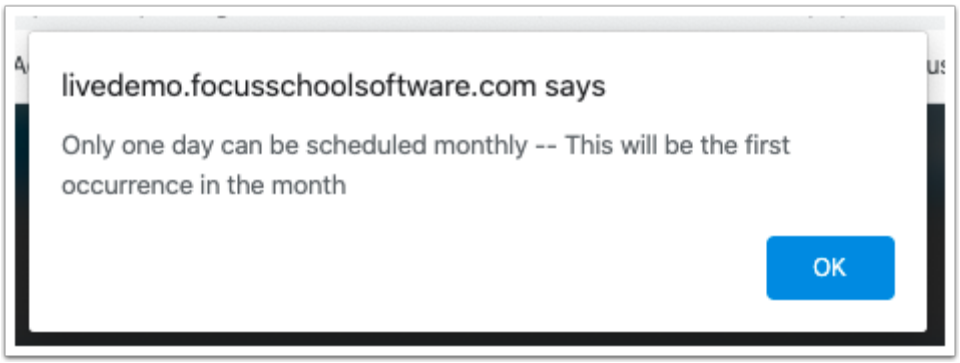
Added the ability for teachers to select the applicable sections on a recurring event.



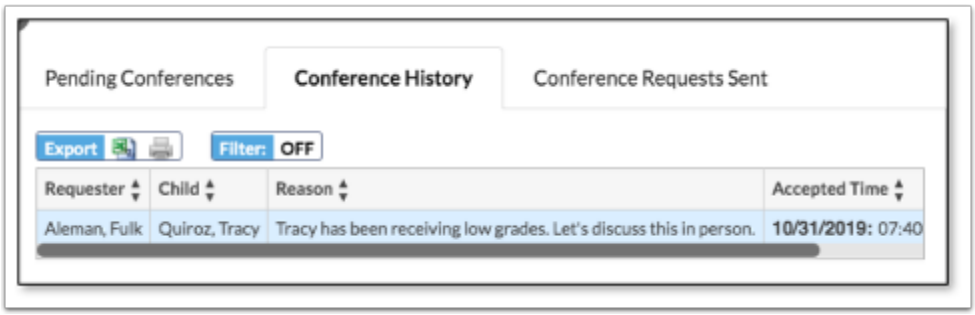
Added the option “Ignore School Year Range” to the Days Scheduled section when adding a recurring event. Selecting the check box will ignore the school year calendar and allow events to extend through the given timeframe.



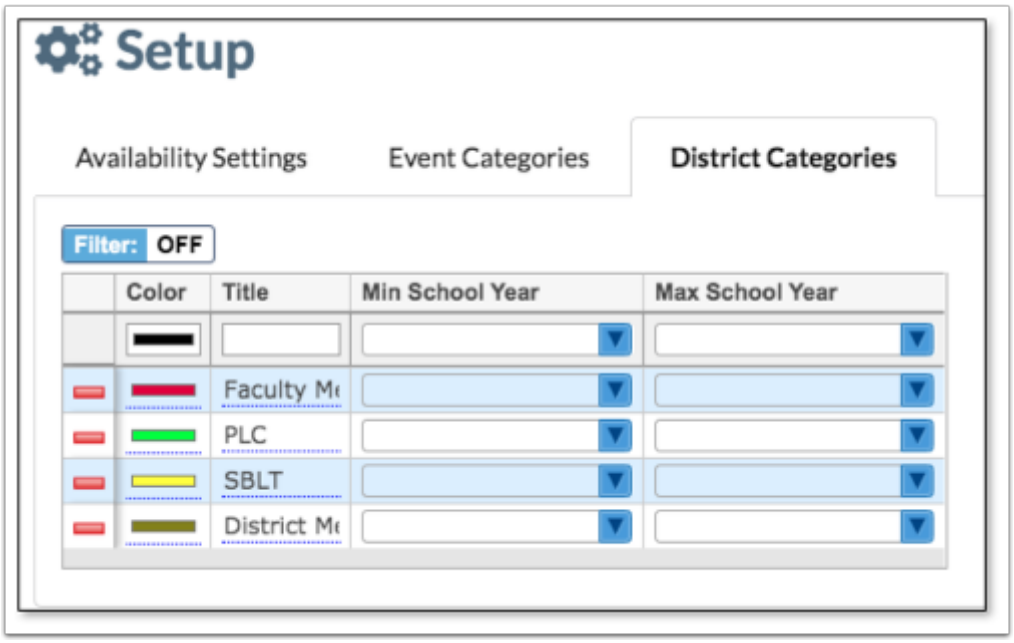
Updated so that when the Monthly pattern is selected for a recurring event, only one day can be selected. If more than one day is selected, a warning pop-up message is displayed.



Added the Conference History tab, which displays all past approved conferences. This is accessed by clicking the blue bell icon on the Calendar and clicking the Conference History tab.



Added the ability to set up District Categories. These are default categories that are available to all users when adding events. The ability to set up district categories is controlled by the new profile permission “Can create district categories” under Calendar in Users > Profiles.



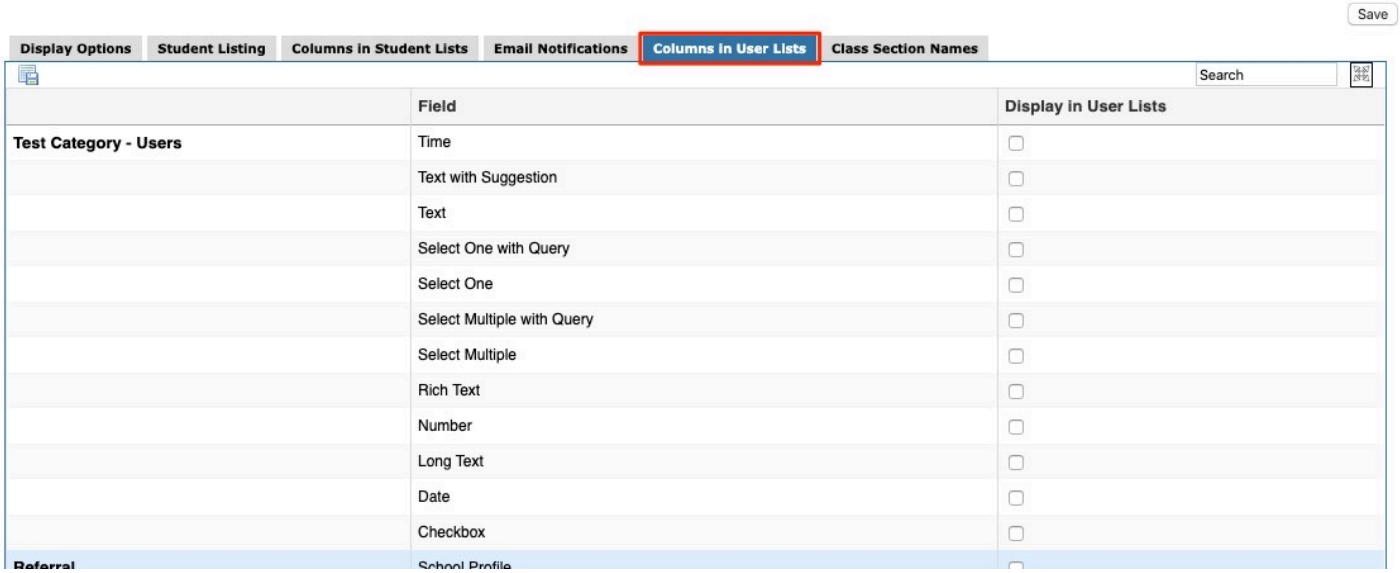
Updated so that inactive schools are not included in the School(s) list when adding a Public event.

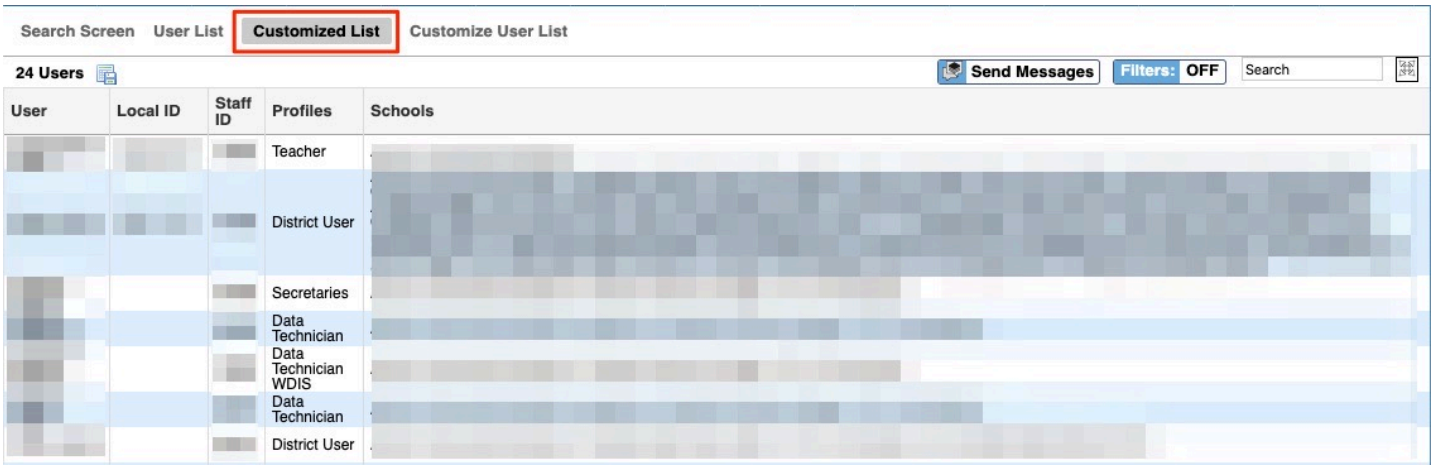
Updated so that the Requested Meeting Time(s) and Action columns stick to the right of the screen when scrolling in the Pending Conference Requests screen.

Updated so that users with the profile permission to post public events can edit other public events.

My Preferences

Added the “Columns in User Lists” tab, which allows the user to select the columns to display in the Customized List when searching for users. This works similar to the existing “Columns in Student Lists” tab. The “Columns in User Lists” tab also displays in Setup > System Preferences > Default User Preferences to set default options for all users.

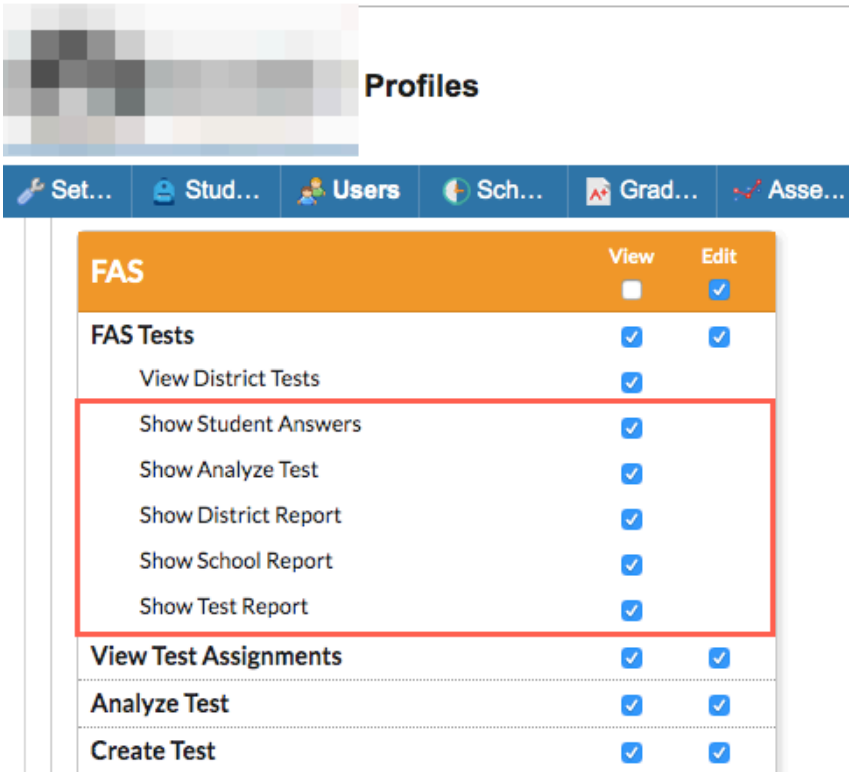




Profiles

Added the ability to control which tabs should be displayed via Assessment > FAS Tests for Admin and Teacher profiles; the following permissions have been added:

- Show Student Answers, Show Analyze Test, Show District Report, Show School Report, and Show Test Report.



Updated Messenger permissions now called: “Messenger: Allow Access” (previously Messenger: Restrict Access), “Messenger: Include Profile in Search” (previously Messenger: Remove Profile from Search), and “Messenger: Send Messages” (previously Messenger: Receive Messages Only).

Added the sub-permissions “Allow Parent to view Grade Details” and “Allow Student to view Grade Details” under the Grades permissions for parents and students. This is defaulted to on. This permission displays the View Detailed Report link on the Grades screen.

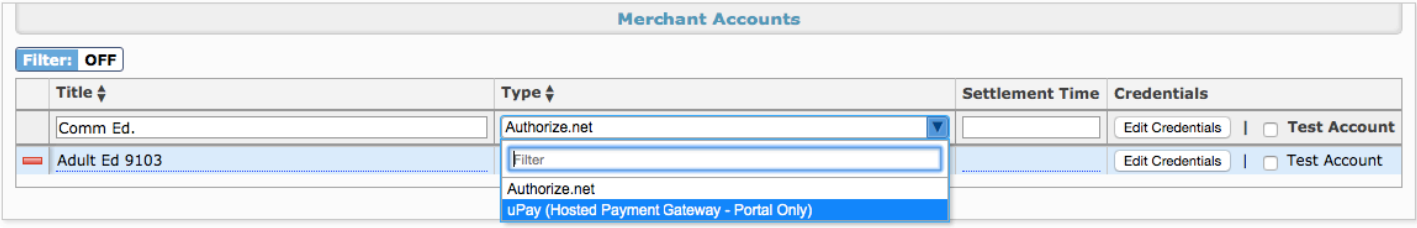
Request Grade Changes

Added the teacher program Request Grade Changes to the Users menu for administrators, which allows administrators to submit grade change requests on behalf of teachers. Profile permissions for this screen are automatically given to users who have the permissions to Approve Grade Changes.

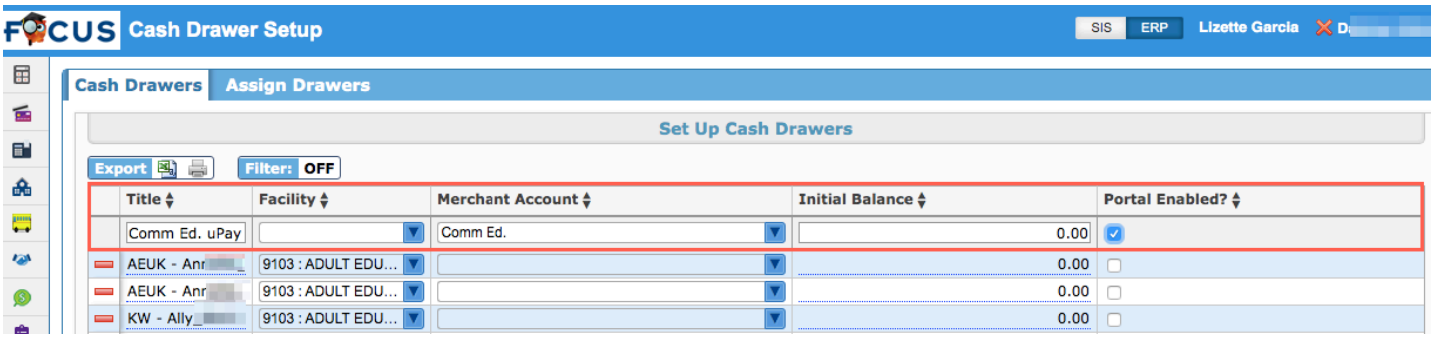
CTE

General

Added support for uPay, via Setup > Settings > Accounts Receivable > Merchant Accounts section > Type pull-down.



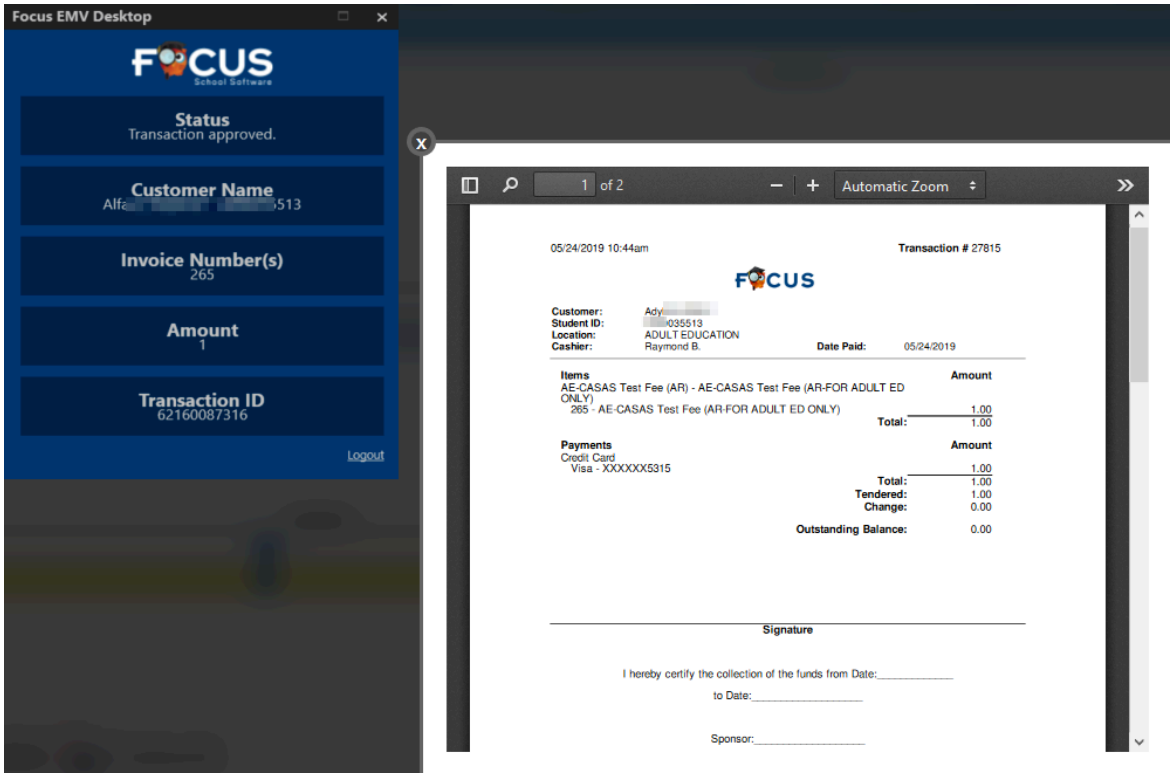
- In order to use the payment type selected in Purchase & Pay, users need to set up the cash drawer via Accounts Receivable > Cash Drawer Setup > Cash Drawers tab.
  - A Facility should not be assigned, the applicable Merchant Account should be selected, and the Portal Enabled? check box should be selected. Once setup, the payment type can be used in Purchase & Pay by students and parents.



- Note: Additional set up is required by Focus to integrate a new hosted payment gateway.

Focus EMV Desktop

Added Focus EMV Desktop, which allows users to process cards equipped with computer chips and the technology used to authenticate chip-card transactions.

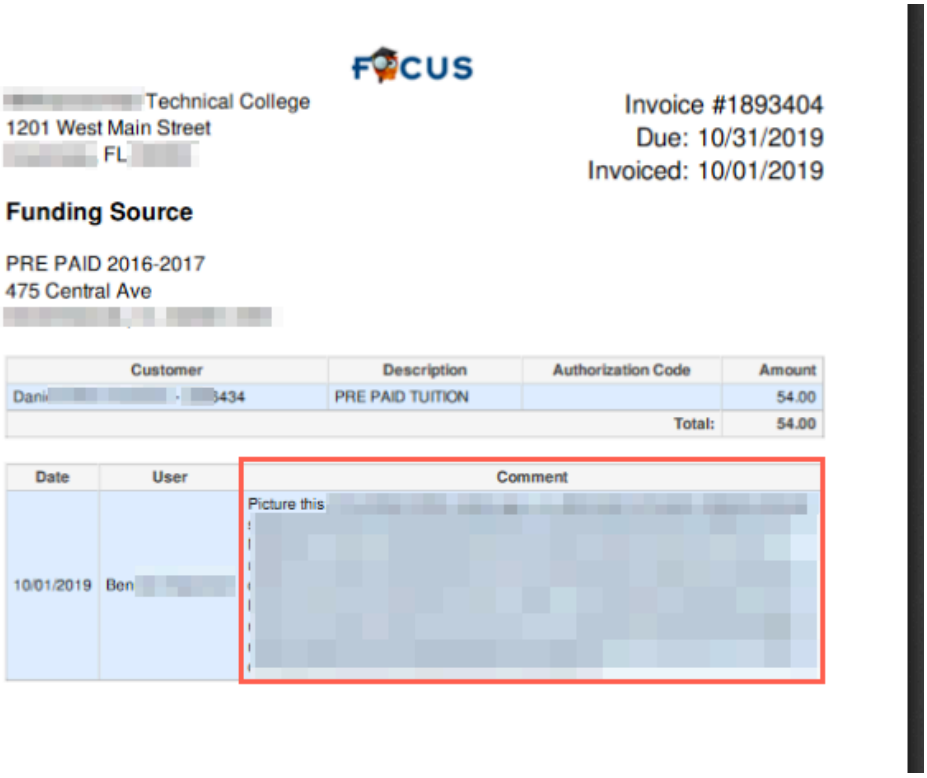


- Users can install Focus EMV Desktop by adding “Finance/Desktop/Focus_EMV_Desktop_Setup.exe” to the Focus URL.
  - For example, www.focusschoolsoftware.com/owls/Finance/Desktop/Focus_EMV_Desktop_Setup.exe
- Once installed and logged in, users navigate to the Point of Sale screen just as they would previously to create a transaction. Users then select EMV/Chip as payment type, and insert the card. When the transaction is finalized, a window will pop-up stating: EMV Transaction Status: Invoice data sent to EMV application.
  - Click the Focus EMV Desktop program where the transaction will be processing. The transaction will then be finalized and a receipt will be generated as normal.

Accounts Receivable (ERP)

Funding Sources

Updated the Create Invoice tab so users can now add “Comments,” which print once the invoice is created.



FOCUS

Technical College
1201 West Main Street
FL

Invoice #1893404
Due: 10/31/2019
Invoiced: 10/01/2019

Funding Source

PRE PAID 2016-2017
475 Central Ave

Customer	Description	Authorization Code	Amount
Dani 3434	PRE PAID TUITION		54.00
		Total:	54.00

Date	User	Comment
10/01/2019	Ben	Picture this

Point of Sale

Updated invoices with unique constraints in the event that two transactions are executed simultaneously to create a POS invoice with two different invoice numbers; previous functionality allowed the two invoices to be created with the same invoice number.

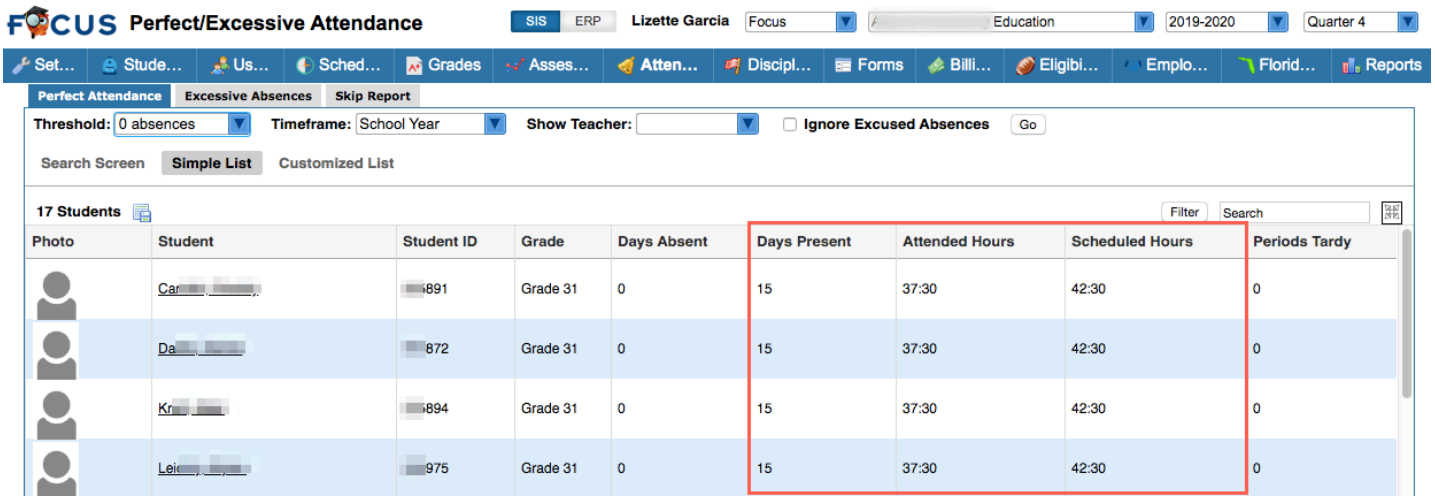
Added a table called POS Transactions, which stores all data captured in each transaction including scheduling information, payments, refunds, voids, educational credits, etc. This change ensures receipts will be static and satisfy auditor requests, especially when students' schedule records are deleted. This change also eliminates the negative amounts reflected in POS when an educational credit is processed and the invoice is still open.

Attendance

Perfect/Excessive Attendance

Added the following columns to the report for Focus Post Secondary schools: "Days Present," "Attended Hours," and "Scheduled Hours."

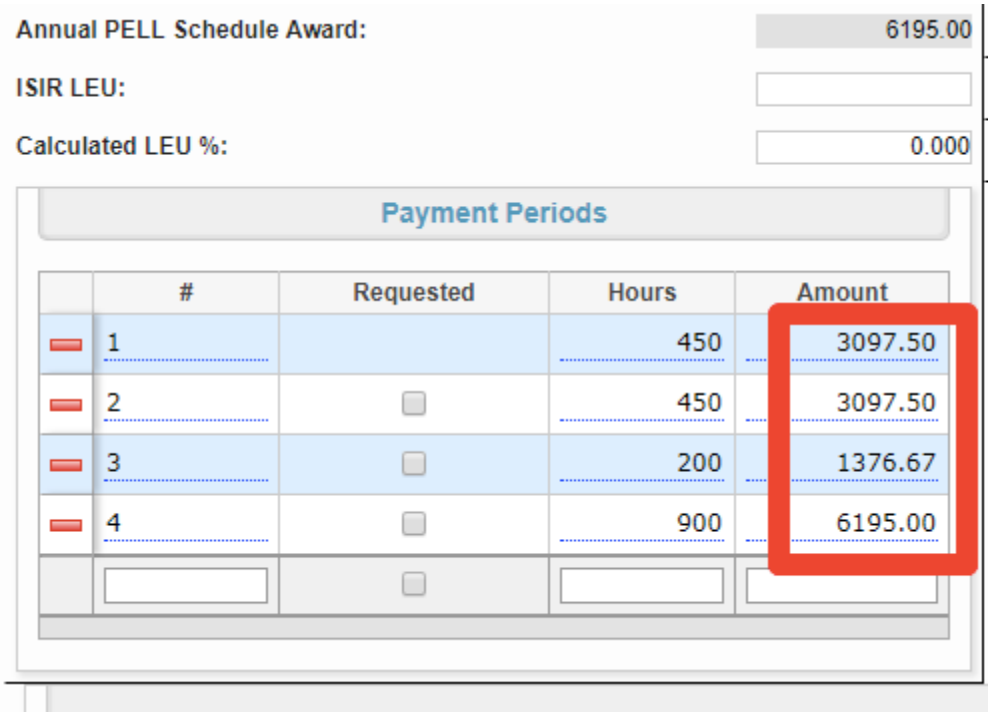
- Note: These changes only apply to post secondary schools. The system preference, "Teachers enter hours present (recommended for some adult/vocational schools)" must be enabled via Setup > System Preferences > School Preferences/Default School Preferences > Attendance tab.



Billing

FA Worksheet

Updated so the Amount is automatically recalculated when the Hours field is adjusted in the Payment Periods section.



Purchase & Pay

Added a “Cashier: Online” option, which displays on the header of the receipt, so administrative staff are quickly aware that the class was purchased via the online store by the student or parent.

10/08/2019 1:53pm **Transaction #** 11815

FOCUS

Customer: Charle
Student ID:)08685
Cashier: Online **Date Paid:** 10/08/2019

Items	**Amount**
34524 new flat fee for 9900001 Adult Basic Education Mathematics (from Invoice #4827)	25.00
34234 tuition for 9900001 Adult Basic Education Mathematics (from Invoice #4827)	125.00
Total:	150.00

Payments	**Amount**
Payment - Credit Visa - 1111	150.00
Total:	150.00
Tendered:	150.00
Change:	0.00
Outstanding Balance:	0.00

Updated so students and parents are able to purchase class sections online until the “Start Time” of the class. Previously users could only purchase a class until the day before a class was set to start. Note: This only applies to sections that have been made available for purchase via SIS > Scheduling > Classes for Sale.

Quote Course

Updated so the font size on the print out is now 12; the dates displayed now match the dates entered for the applicable marking periods.

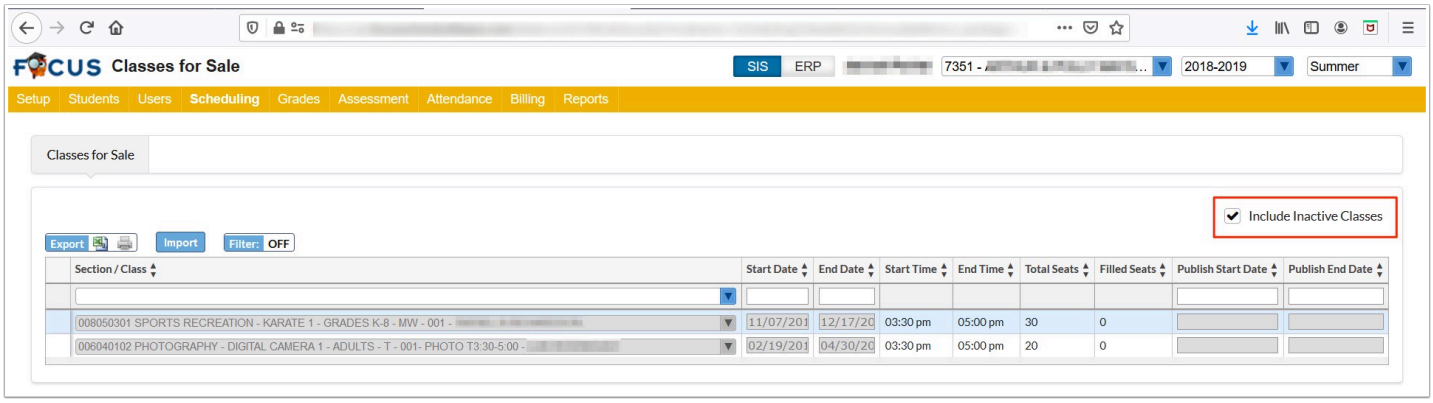
Scheduling

Add/Drop Report

Updated so that the Completion Code column is displayed on the Add/Drop Report for post-secondary schools.

Classes for Sale

Added the “Include Inactive Classes” check box to the screen. When selected, inactive classes for the school year are included on the screen.

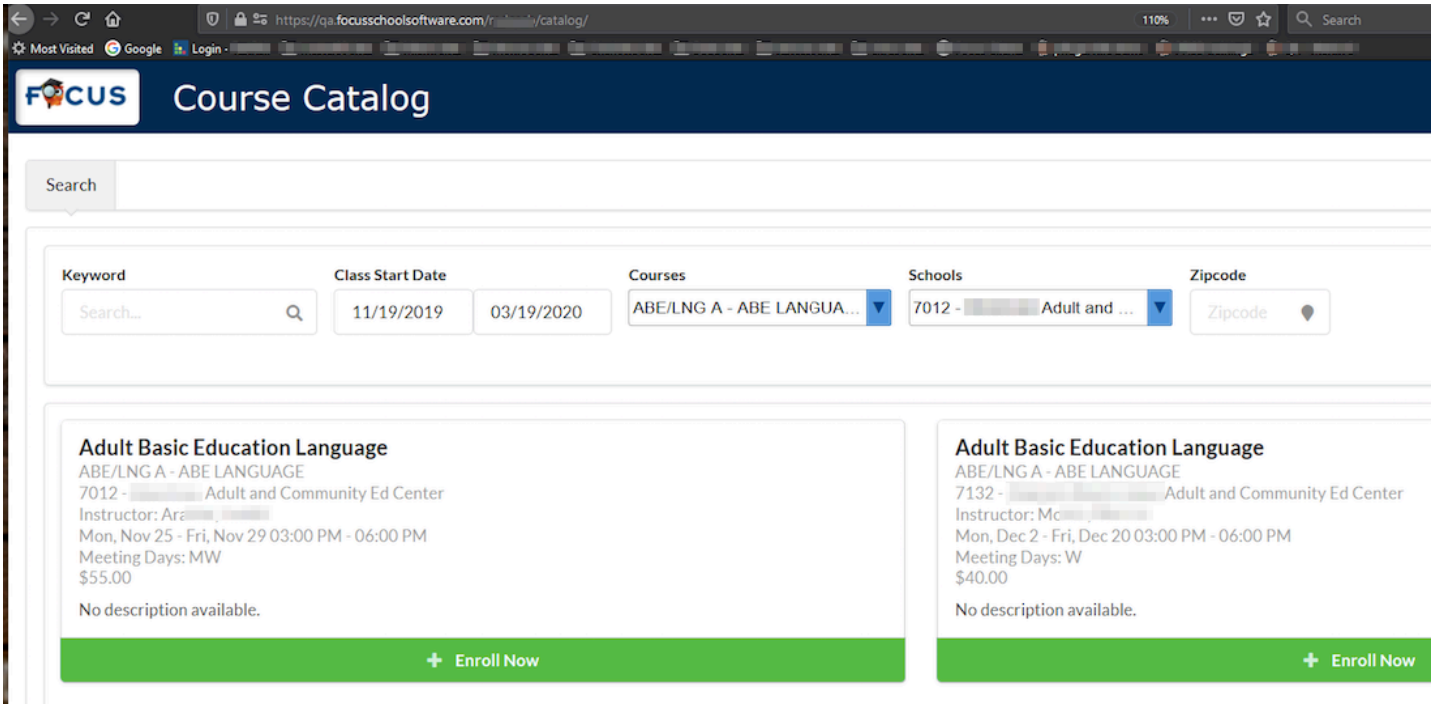


Setup (SIS)

System Preferences

Added the “Enable Public Course Catalog” setting to Default School Preferences > Billing tab, which, when enabled, allows users to add “/catalog” to the login page URL in order to navigate to the Course Catalog screen (similar to the Purchase & Pay screen).

- Upon enrolling in a course via the “Enroll Now” button, the user will be directed to Billing > Purchase & Pay.

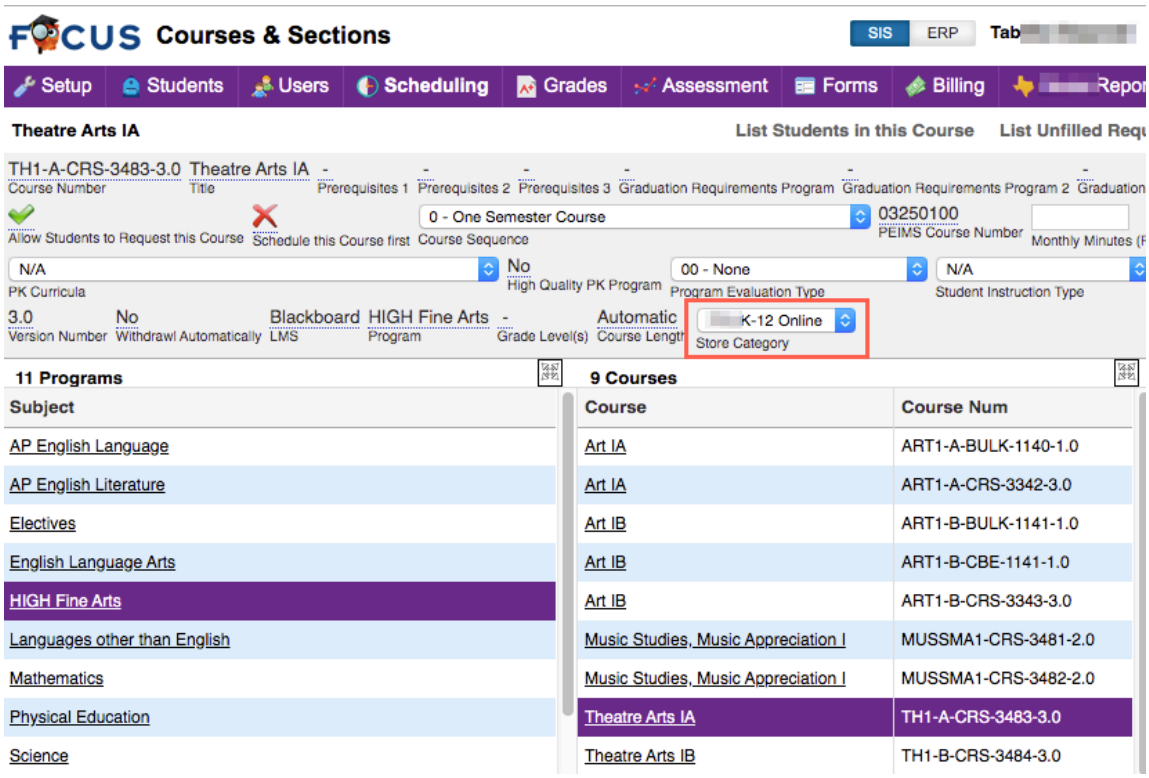


Added the “Auto withdraw students: XXX days after schedule start date (leave blank if not using)” setting to Default School Preferences > Scheduling tab, which automatically sets a schedule Dropped date when one is not given. This operates on Purchase & Pay when purchasing a Course, on the Student Schedule screen, and when using Run Scheduler.

- When enabled, upon using Scheduling > Mass Add Course, the students' schedule Dropped date will take the Start Date entered and add the number of "days after schedule start date" entered in the setting.
- The Dropped date is automatically set regardless of how the student is scheduled into the course, by Mass Add Course, by Purchase & Pay, or by Student Requests, etc.

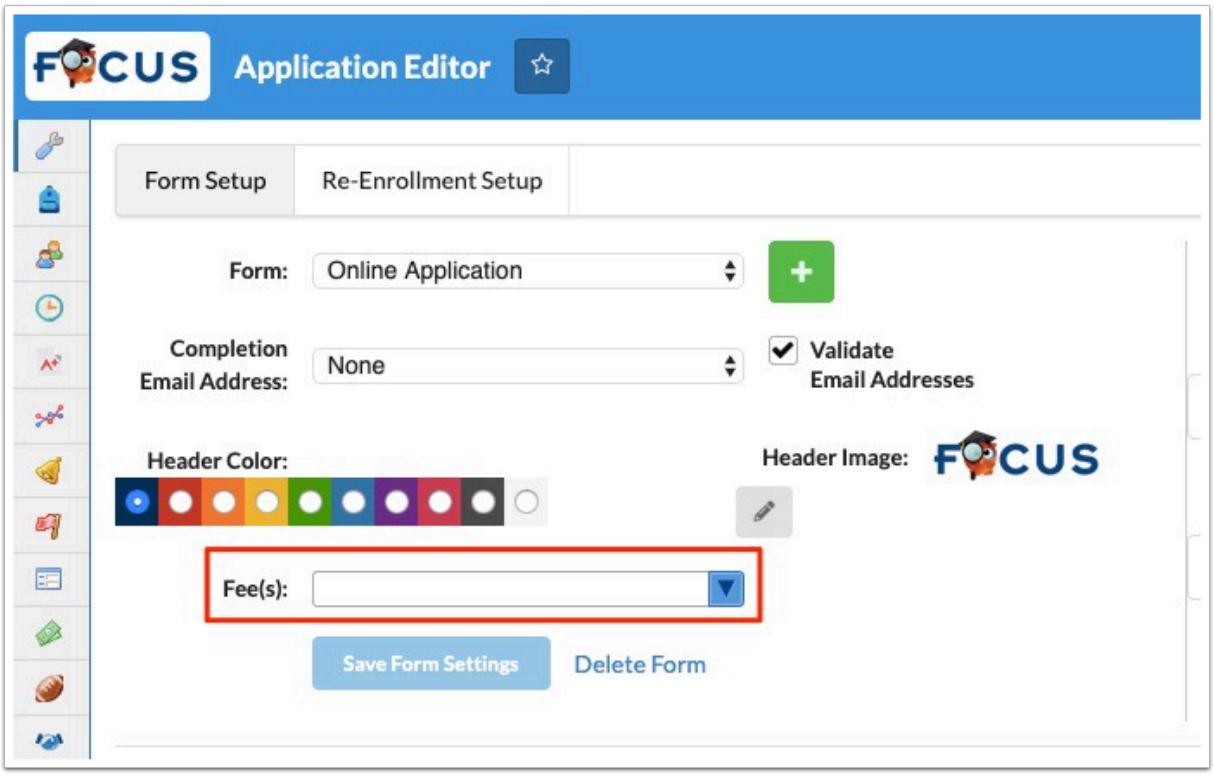
Added the "Allow the sale of Courses" setting to Default School Preferences > Billing tab, which allows users to sell courses as opposed to selling only sections of a course.

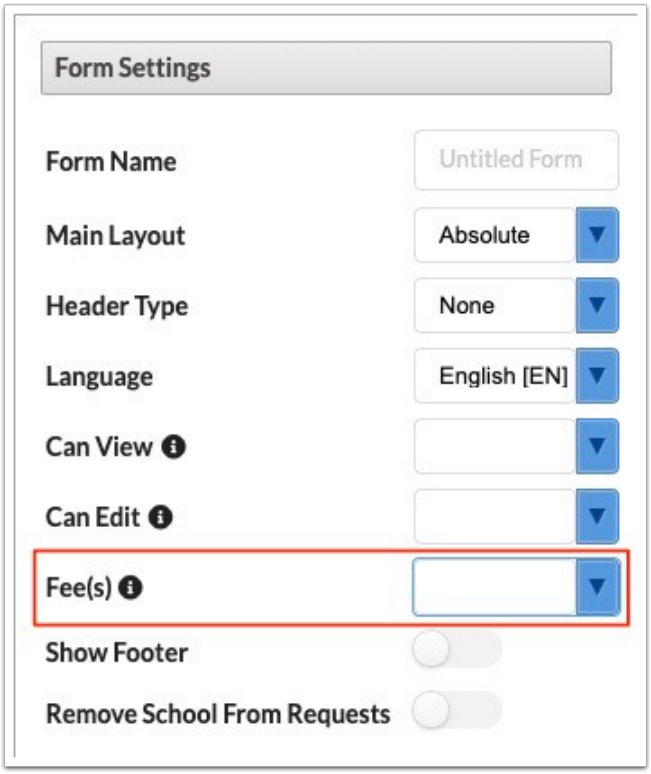
- When enabled, the "Store Category" pull-down is added to the Course set up via Scheduling > Courses & Sections. Note: If a store category is assigned at the section level, Focus will not let the Store Category be set at the course level and vise versa. If a Store Category is set at the Course level, the student will be scheduled into the section with the most open seats. The Classes for Sale screen is not used when selling courses.



Added the "Enable Form Fees" setting to Default School Preferences > Billing tab. This allows fees to be collected from application, re-enrollment, and Form Builder forms.

- Fees are set up in ERP in the Product List as services. The facility on the accounting strip must be the district facility.
- When the preference is enabled, the "Fee(s)" pull-down becomes available in the form options in Setup > Application Editor and Setup > Form Builder. Select the fee.



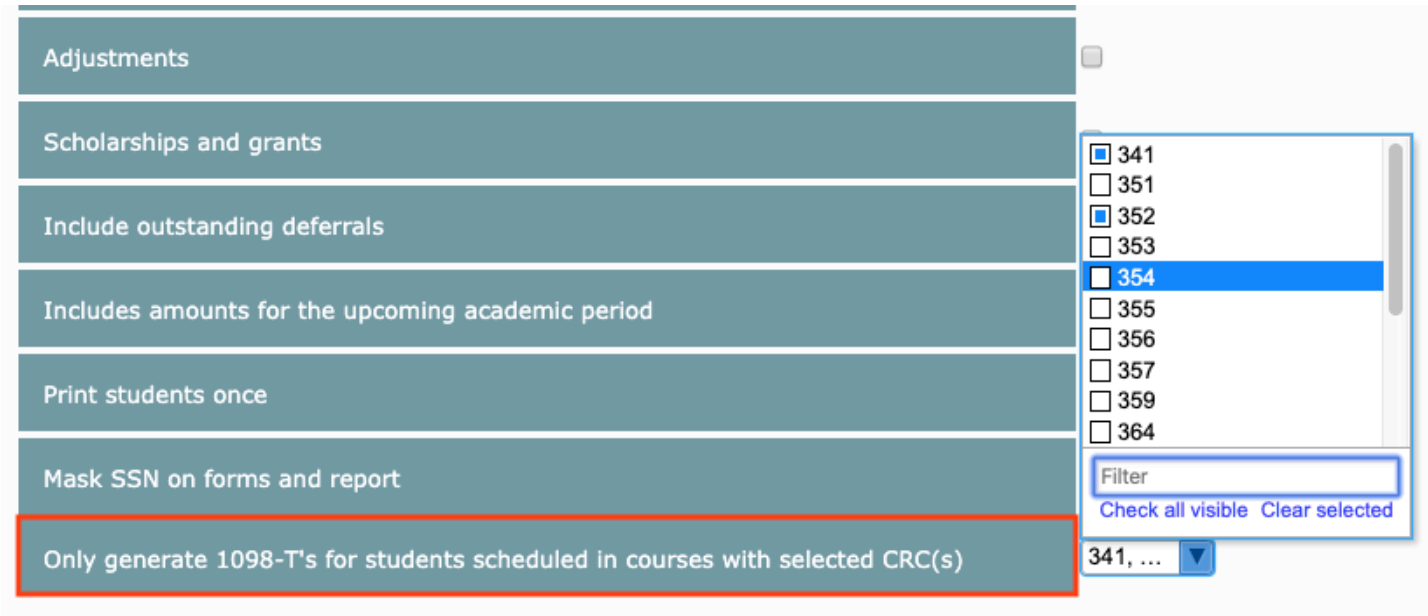


- When the user comes to the end of the form, the payment screen is displayed and must be completed. Payments work with both Authorize.net and TouchNet. Transactions are viewable in the Transaction History tab of the Point of Sale screen.

Setup (ERP)

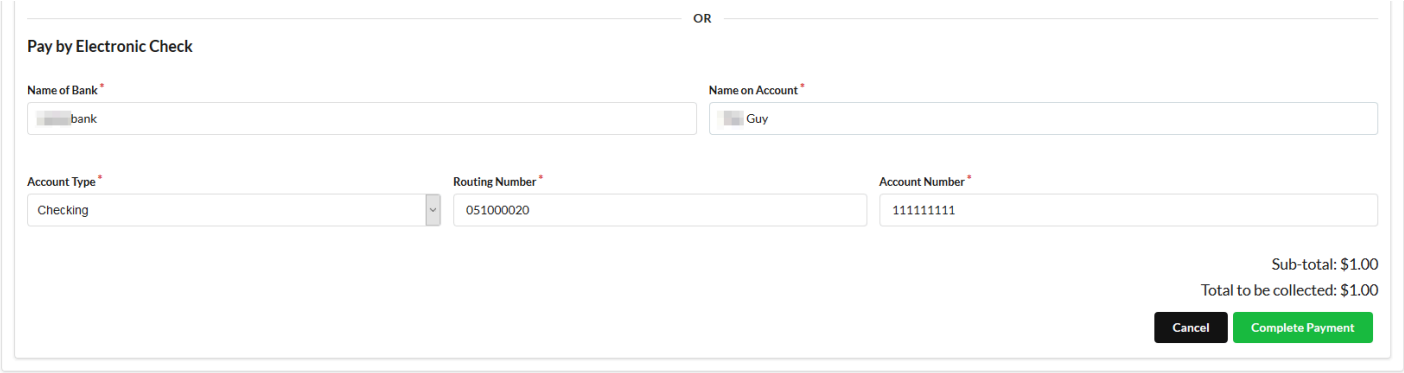
Settings

Added the setting, “Only generate 1098-T's for students scheduled in courses with the selected CRC(s)” to the 1098-T tab, which when enabled only students who are scheduled into courses with Cost Reporting Codes in the selected CRC codes will have 1098-Ts generated via Accounts Receivable > Print 1098-T’s. These 1098-Ts will include all 1098-T applicable fees (even if that fee is not toward the course with CRC in the 300s). Note: Cost Reporting Codes are assigned via SIS > Scheduling > Courses & Sections > Section > Vocational/WDIS tab.



Updated so when the “Use Authorize.net to Process Checks” setting is enabled via the Accounts Receivable tab, parents and students can enter and process check information via Billing > Purchase & Pay or when paying for a form fee via the Student Application, Reenrollment, or FormBuilder forms.

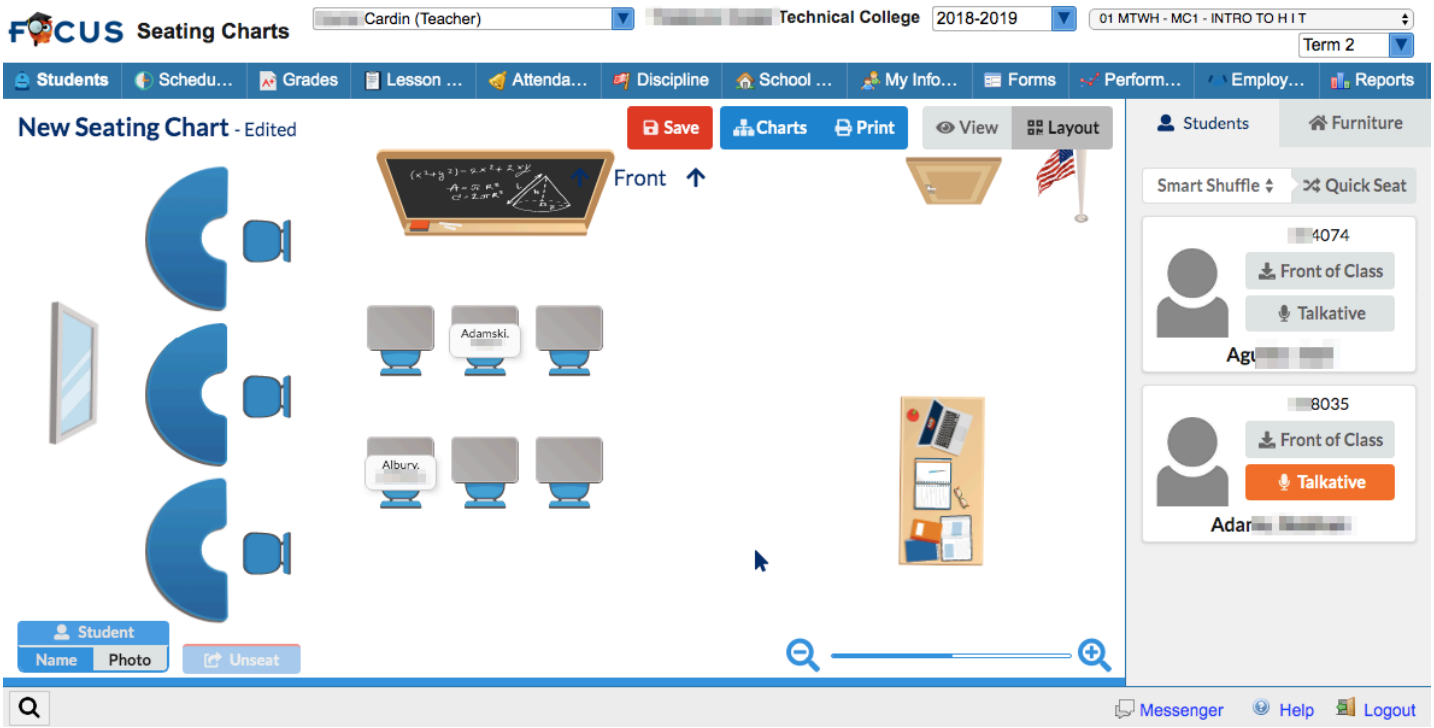
- When using Purchase & Pay, from the checkout screen, users enter check information in the “Pay by Electronic Check” section including the routing number, etc. in order to Complete Checkout.



Students

Seating Charts (New Screen)

The Seating Charts found in the Students menu can be used instead of the attendance seating charts when the current school uses hourly attendance.



- The preference, “Teachers enter hours present (recommended for some adult/vocational schools)” must be enabled for teachers and other users to view the screen via Setup > System Preferences > School Preferences/Default School Preferences > Attendance tab, along with the permission for “Seating Charts” via Users > Profiles > Students section.

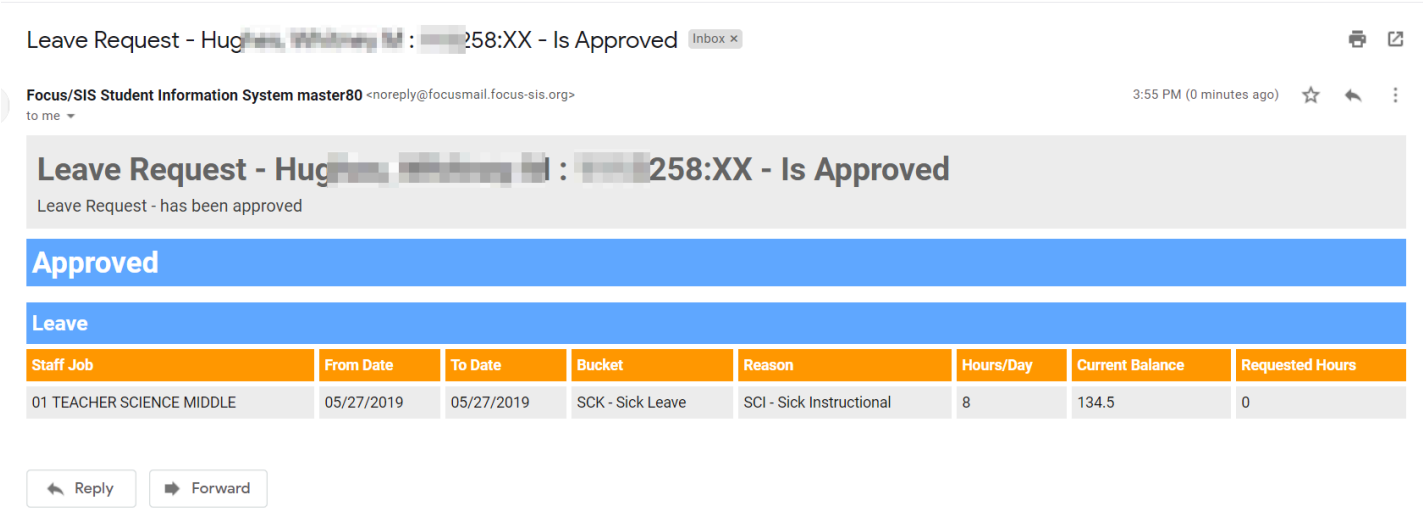
The Seating Charts screen is setup just like the screen found under the Attendance menu. See Notable > SIS > Attendance > Seating Charts for more information.

- The Seating Charts Students screen does not contain the “Assign” button, which allows teachers to take attendance on the Seating Charts Attendance screen. The ability to assign Positive Behaviors has been omitted from this screen as well. All other features are present on both screens and function the same.
  - In place of the Assign button on the Attendance screen is the “View” button allowing the user to exit editing mode and view the seating chart.

ERP

General

Updated the email users receive upon submitting employee requests via **Human Resources > View ESS** > Employee Requests tab or **Employee Self Service > Employee Requests**.



Budgeting/General Ledger

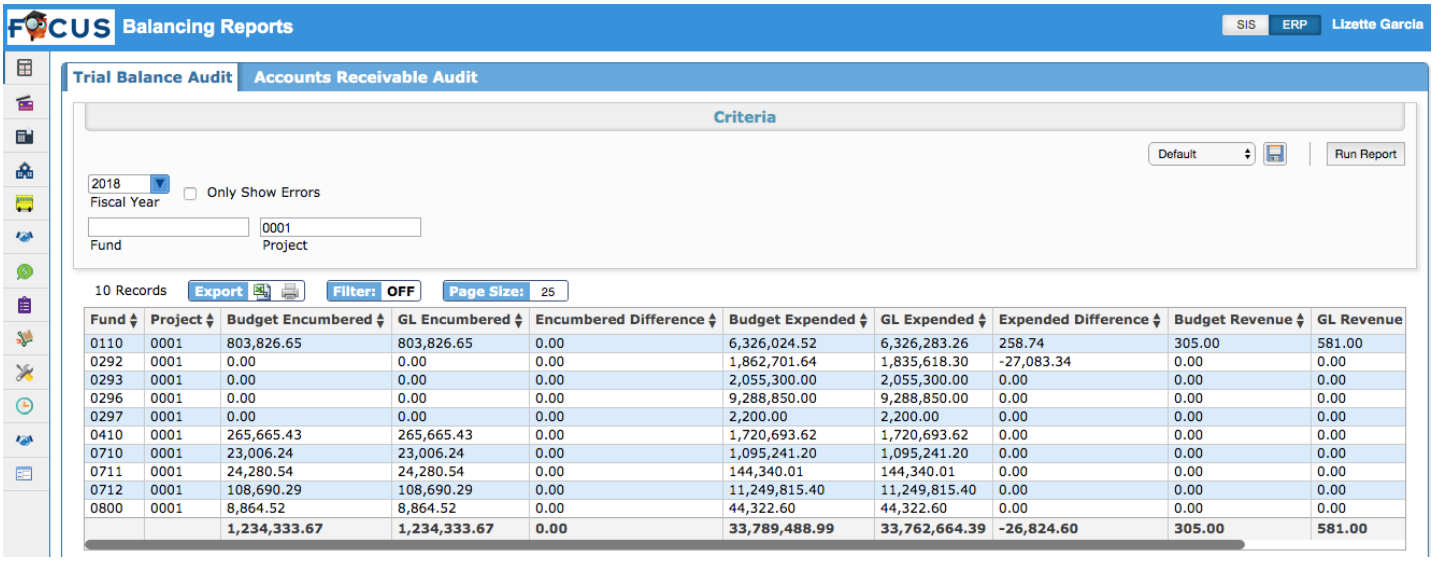
Balancing Reports (New Screen)

Added the “Balancing Reports” to ensure the Trial Balance is balanced, which is available to users when given permission via Setup > Profiles.

The Balancing Reports screen contains the two tabs, “Trial Balance Audit” and “Accounts Receivable Audit.”

The Trial Balance Audit report is generated by the following criteria: Fiscal Year, Only Show Errors option, the Fund, and the Project.

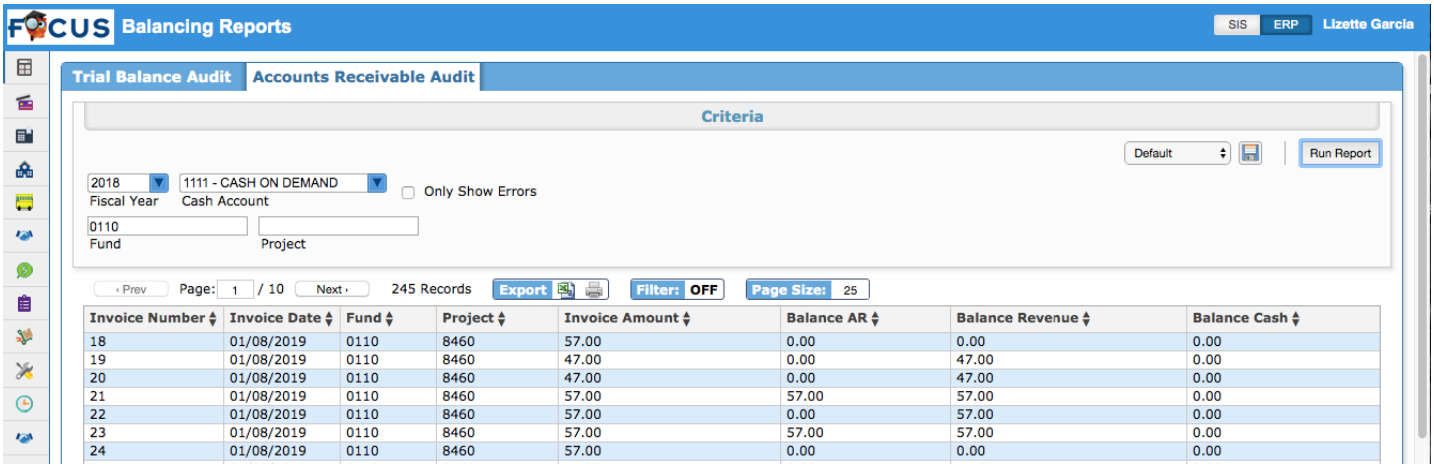
- The Trial Balance Audit report displays the following columns: Fund, Project, Budget Encumbered, GL Encumbered, Encumbered Difference, Budget Expended, GL Expended, Expended Difference, Budget Revenue, GL Revenue, and Revenue Difference.



Fund	Project	Budget Encumbered	GL Encumbered	Encumbered Difference	Budget Expended	GL Expended	Expended Difference	Budget Revenue	GL Revenue
0110	0001	803,826.65	803,826.65	0.00	6,326,024.52	6,326,283.26	258.74	305.00	581.00
0292	0001	0.00	0.00	0.00	1,862,701.64	1,835,618.30	-27,083.34	0.00	0.00
0293	0001	0.00	0.00	0.00	2,055,300.00	2,055,300.00	0.00	0.00	0.00
0296	0001	0.00	0.00	0.00	9,288,850.00	9,288,850.00	0.00	0.00	0.00
0297	0001	0.00	0.00	0.00	2,200.00	2,200.00	0.00	0.00	0.00
0410	0001	265,665.43	265,665.43	0.00	1,720,693.62	1,720,693.62	0.00	0.00	0.00
0710	0001	23,006.24	23,006.24	0.00	1,095,241.20	1,095,241.20	0.00	0.00	0.00
0711	0001	24,280.54	24,280.54	0.00	144,340.01	144,340.01	0.00	0.00	0.00
0712	0001	108,690.29	108,690.29	0.00	11,249,815.40	11,249,815.40	0.00	0.00	0.00
0800	0001	8,864.52	8,864.52	0.00	44,322.60	44,322.60	0.00	0.00	0.00
		1,234,333.67	**1,234,333.67**	**0.00**	**33,789,488.99**	**33,762,664.39**	**-26,824.60**	**305.00**	**581.00**

The Accounts Receivable Audit report is generated by the following criteria: Fiscal Year, Cash Account, Only Show Errors option, the Fund, and the Project.

- The Accounts Receivable Audit report displays the following columns: Invoice Number, Invoice Date, Fund, Project, Invoice Amount, Balance AR, Balance Revenue, and Balance Cash.

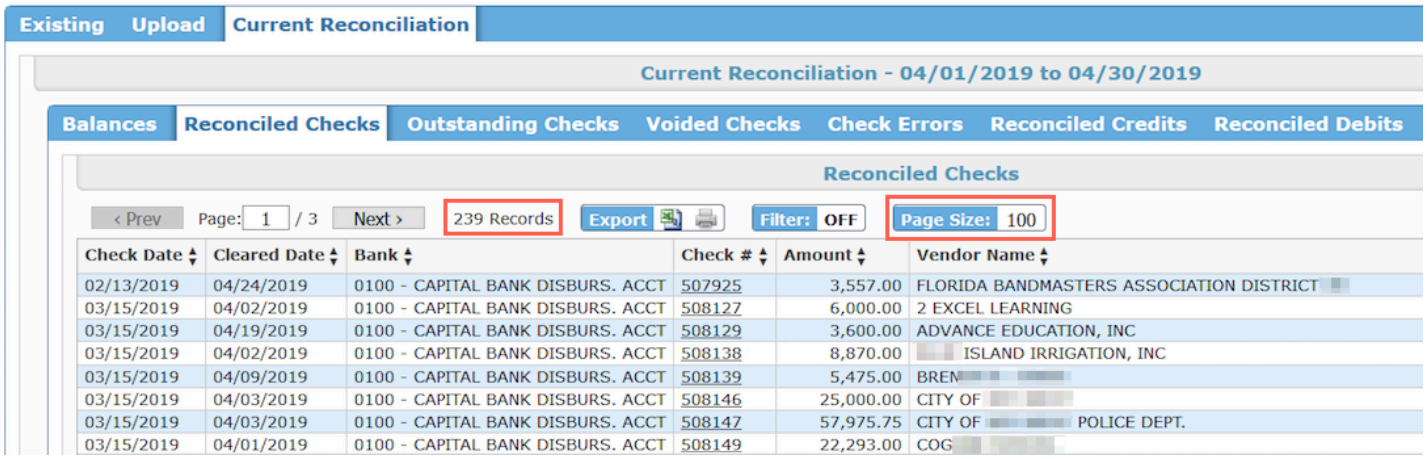


Invoice Number	Invoice Date	Fund	Project	Invoice Amount	Balance AR	Balance Revenue	Balance Cash
18	01/08/2019	0110	8460	57.00	0.00	0.00	0.00
19	01/08/2019	0110	8460	47.00	0.00	47.00	0.00
20	01/08/2019	0110	8460	47.00	0.00	47.00	0.00
21	01/08/2019	0110	8460	57.00	57.00	57.00	0.00
22	01/08/2019	0110	8460	57.00	0.00	57.00	0.00
23	01/08/2019	0110	8460	57.00	57.00	57.00	0.00
24	01/08/2019	0110	8460	57.00	0.00	0.00	0.00

Bank Reconciliation/Internal Accounts Bank Reconciliation

Updated so the “Outstanding Debits” and the “Outstanding Credits” tab now display for finalized reconciliations.

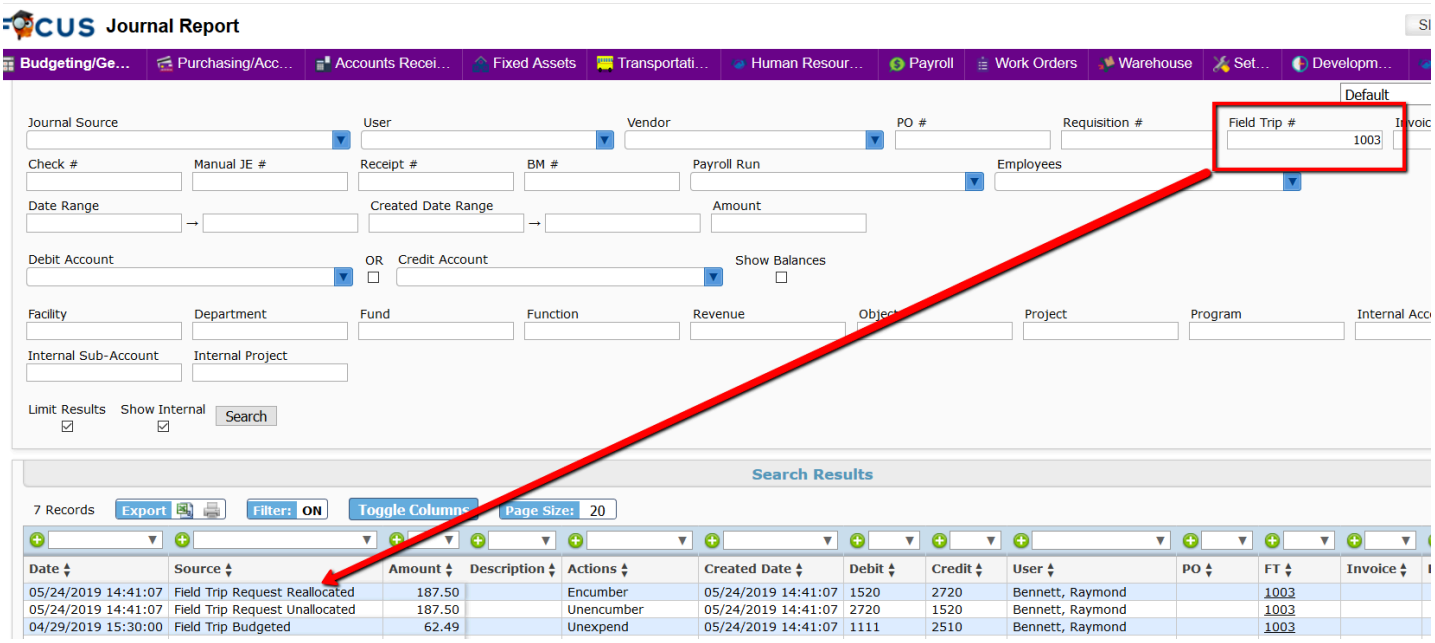
Added “Page Size” and a “Records” count to the following tabs: Reconciled Checks, Outstanding Checks, Voided Checks, Check Errors, Reconciled Credits, Unreconciled Credits, Outstanding Credits, Reconciled Debits, Unreconciled Debits, and Outstanding Debits.



Check Date	Cleared Date	Bank	Check #	Amount	Vendor Name
02/13/2019	04/24/2019	0100 - CAPITAL BANK DISBURS. ACCT	507925	3,557.00	FLORIDA BANDMASTERS ASSOCIATION DISTRICT
03/15/2019	04/02/2019	0100 - CAPITAL BANK DISBURS. ACCT	508127	6,000.00	2 EXCEL LEARNING
03/15/2019	04/19/2019	0100 - CAPITAL BANK DISBURS. ACCT	508129	3,600.00	ADVANCE EDUCATION, INC
03/15/2019	04/02/2019	0100 - CAPITAL BANK DISBURS. ACCT	508138	8,870.00	ISLAND IRRIGATION, INC
03/15/2019	04/09/2019	0100 - CAPITAL BANK DISBURS. ACCT	508139	5,475.00	BREM
03/15/2019	04/03/2019	0100 - CAPITAL BANK DISBURS. ACCT	508146	25,000.00	CITY OF
03/15/2019	04/03/2019	0100 - CAPITAL BANK DISBURS. ACCT	508147	57,975.75	CITY OF POLICE DEPT.
03/15/2019	04/01/2019	0100 - CAPITAL BANK DISBURS. ACCT	508149	22,293.00	COG

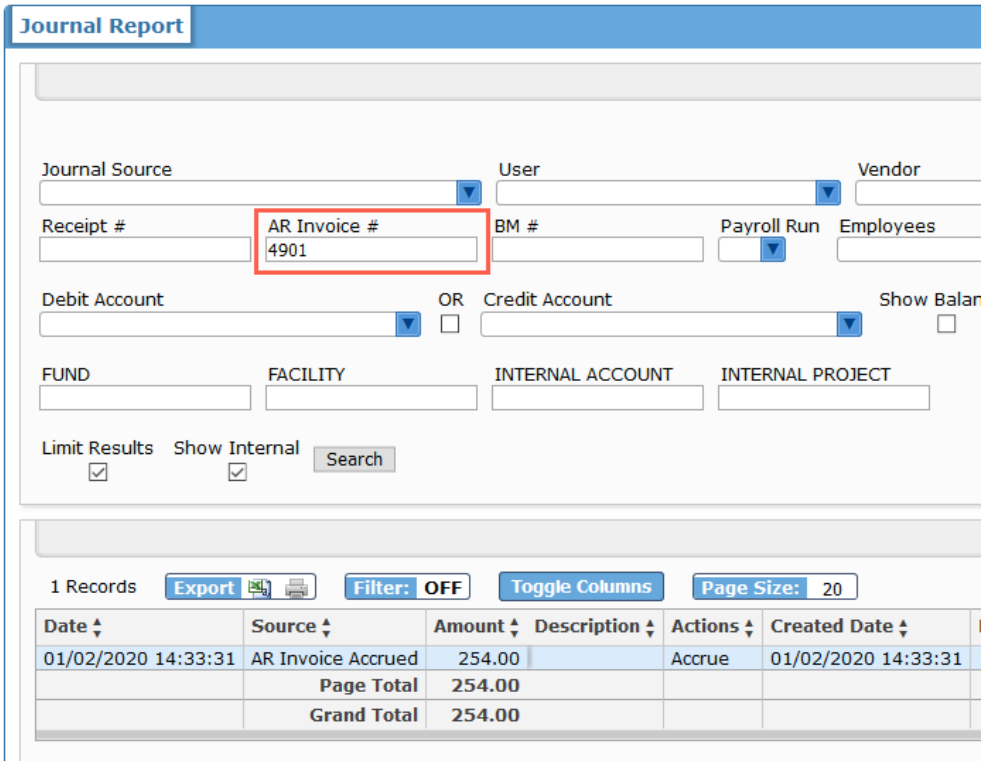
Journal Report

Added a “Field Trip #” filter to the report’s search criteria, which pulls field trip journals.



Date	Source	Amount	Description	Actions	Created Date	Debit	Credit	User	PO	FT	Invoice
05/24/2019 14:41:07	Field Trip Request Reallocated	187.50		Encumber	05/24/2019 14:41:07	1520	2720	Bennett, Raymond		1003	
05/24/2019 14:41:07	Field Trip Request Unallocated	187.50		Unencumber	05/24/2019 14:41:07	2720	1520	Bennett, Raymond		1003	
04/29/2019 15:30:00	Field Trip Budgeted	62.49		Unexpend	05/24/2019 14:41:07	1111	2510	Bennett, Raymond		1003	

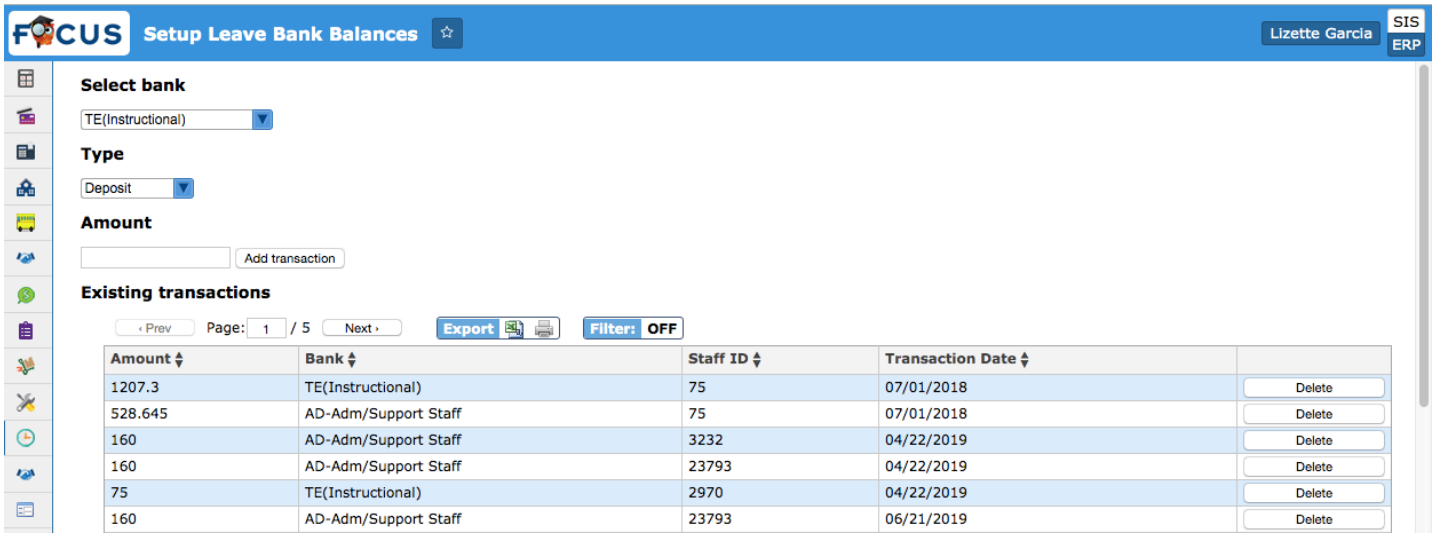
Added an “AR invoice #” filter to the report’s search criteria, which displays journals and receipts attached to the entered invoice.



Development

Setup Leave Bank Balances (New Screen)

Added the Setup Leave Bank Balances screen, which allows users to set beginning bank balances by entering the amount to be deposited or withdrawn to select banks. Users must enable the “Setup Leave Bank Balances” profile permission via Setup > Profiles to have access to this screen.

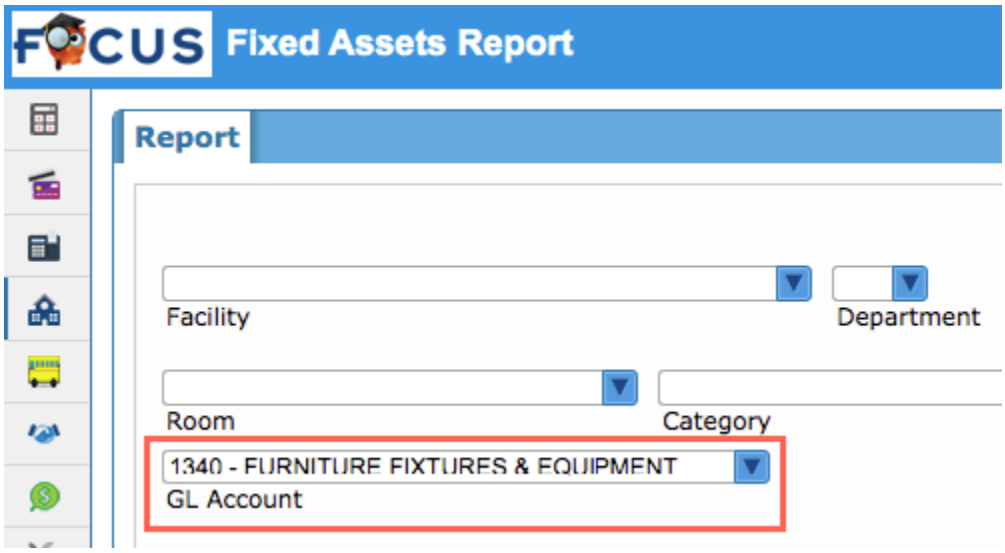


Employee Self Service

Renamed the Employment Agreements menu “Employee Agreements” when viewing the Employee Self Service module from the Student Information System (SIS) to match the screen name in Enterprise Resource Planning (ERP).

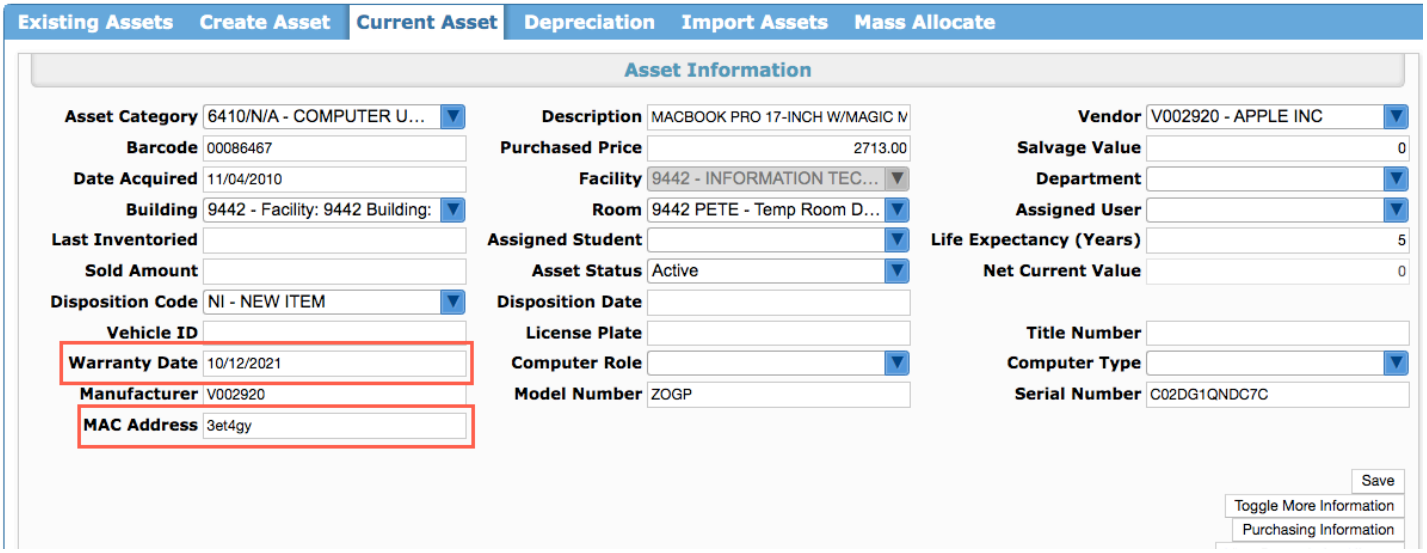
Fixed Assets

Added a “GL Account” pull-down to the **Balances By Category Report** and the **Fixed Assets Report** search criteria allowing users to select a general ledger account assigned to any category via the Debit Account or Credit Account pull-down setup via Fixed Assets > Categories.



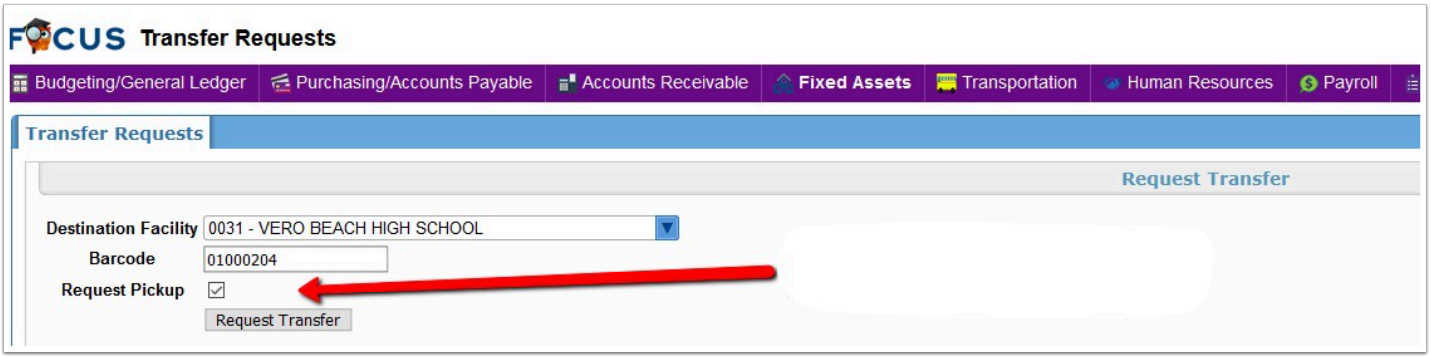
Manage Assets

Added a “MAC Address” and a “Warranty Date” field to the Current Asset tab upon clicking the Toggle More Information button; the fields have also been added to the Import Assets tab.

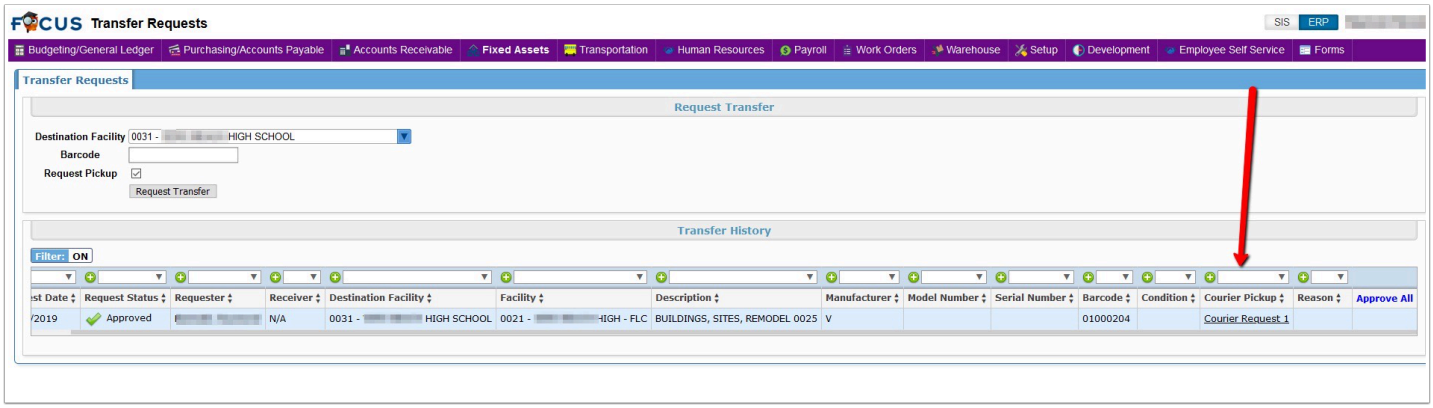


Transfer Requests

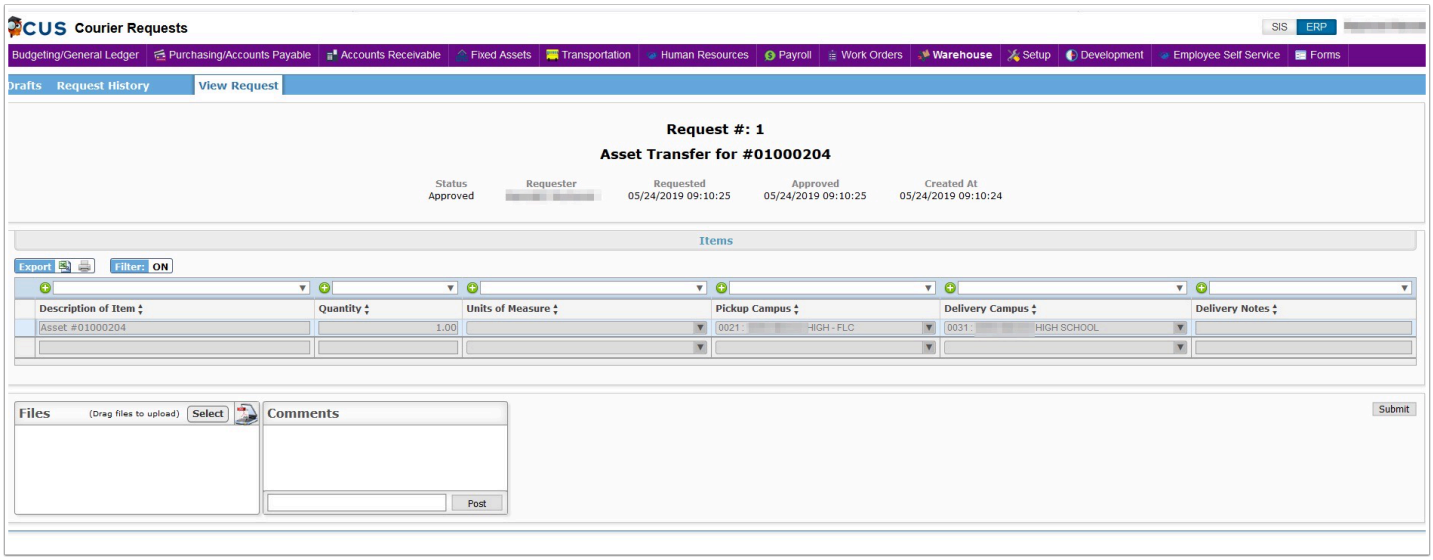
Added a new option “Request Pickup” to the Request Transfer section of the screen. This option is available if the user has permission to the Courier Requests screen.



- When this option is selected and the request submitted, the Courier Pickup column in the Transfer History section displays a link that when clicked directs you to the Courier Requests screen.



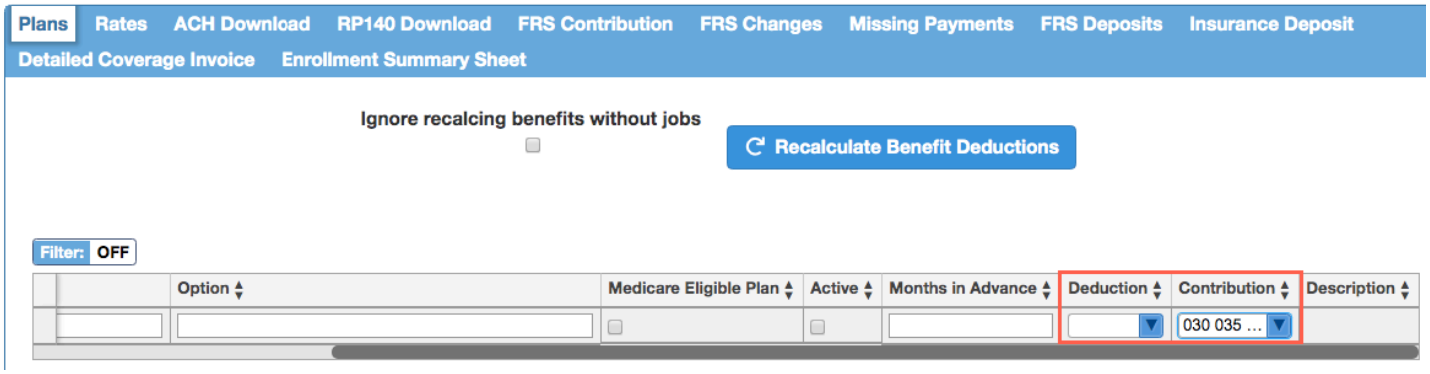
- A courier request is created, which can be completed and submitted.



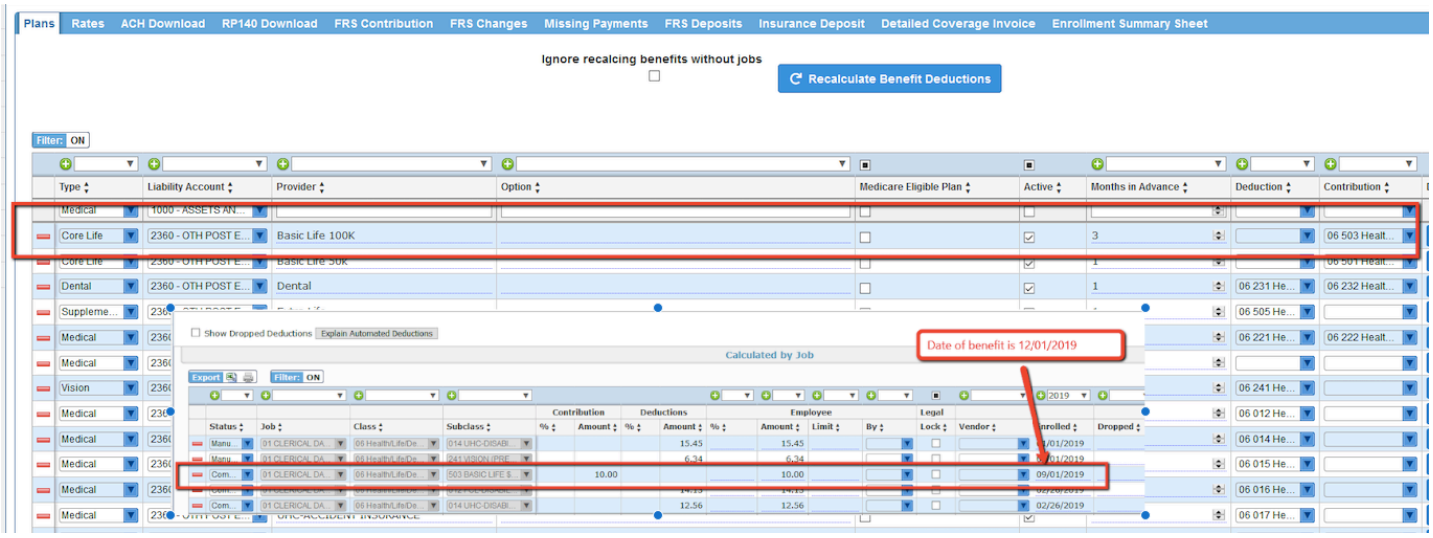
Human Resources

Benefits

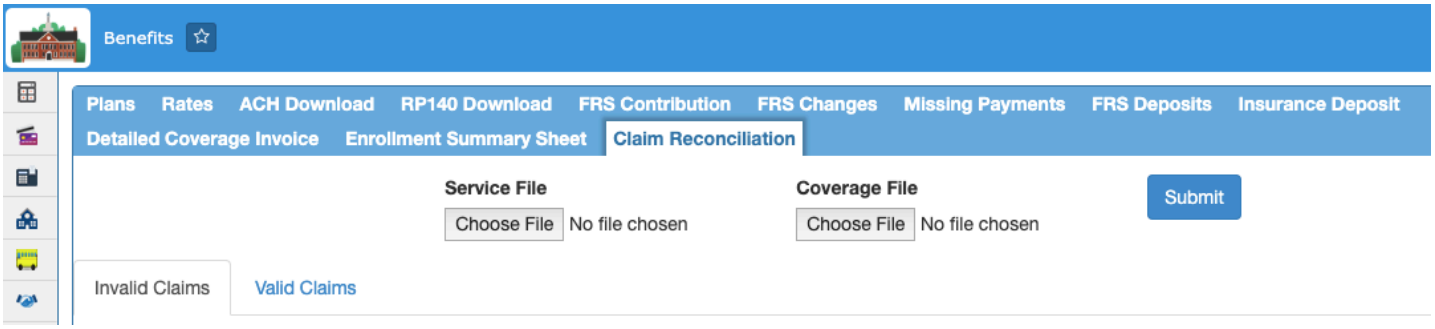
Added a “Deduction” and a “Contribution” pull-down to the Plans tab, which allows the district to select the deduction/contribution code to assign to the employee when the file is integrated with the benefits software. Once selected, the information will populate on the employee’s Deduction tab if that plan is selected and “Recalculate Benefit Deductions” is clicked.



Updated so the “Enrolled Date” entered via Employee > Deductions tab reflects the number entered in the “Months in Advance” field on the Plans tab; for example, if 3 Months in Advance is entered, the Enrolled Date (12/01/2019) entered for the employee will update to three months before the date entered (09/01/2019) when Recalculate Benefit Deductions is clicked.



Added a “Claim Reconciliation” tab, which allows users to compare the coverage file with the claim file. The new tab contains two tabs: “Invalid Claims” and “Valid Claims.”



Employee

Updated the “Hourly” field via Jobs tab > Details button > Min/Max Pay section, so it now supports up to 4 decimal places.

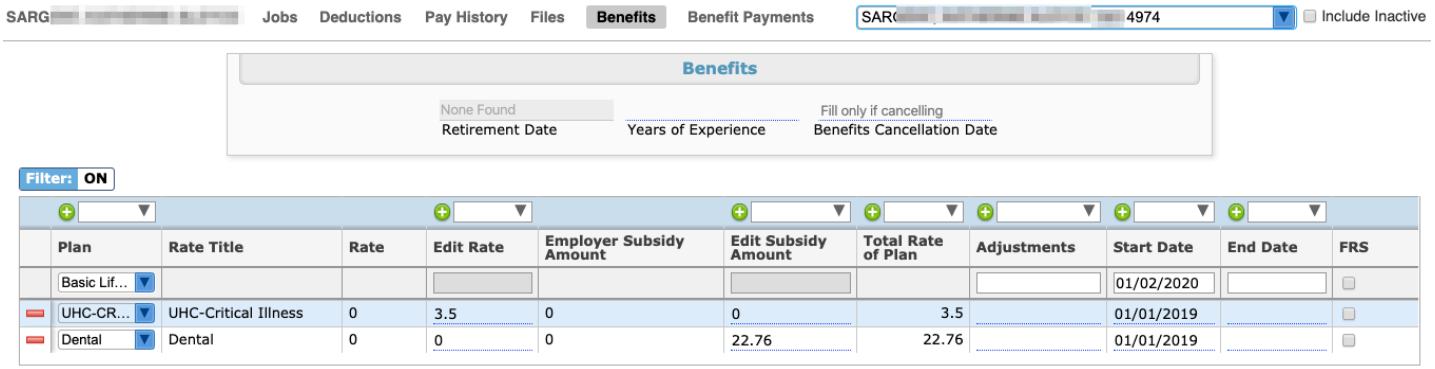
Updated so the “Days” field via Jobs > Details button > Step Pay Calculation updates when the employee’s assigned calendar is changed via Payroll > Maintenance > Main Tables > Calendars.

Added a profile permission, “View "Modified by Name" determining whether users see the following columns: “Last Modified By,” “Last Modified Date,” and “Last Modified Time” of the Positions section on the Jobs tab. The profile permission is set via Setup > Profiles.

Updated the Benefits tab so the error message, “Years of service is null for this employee” no longer displays unless the plan selected has rates with years of experience populated.

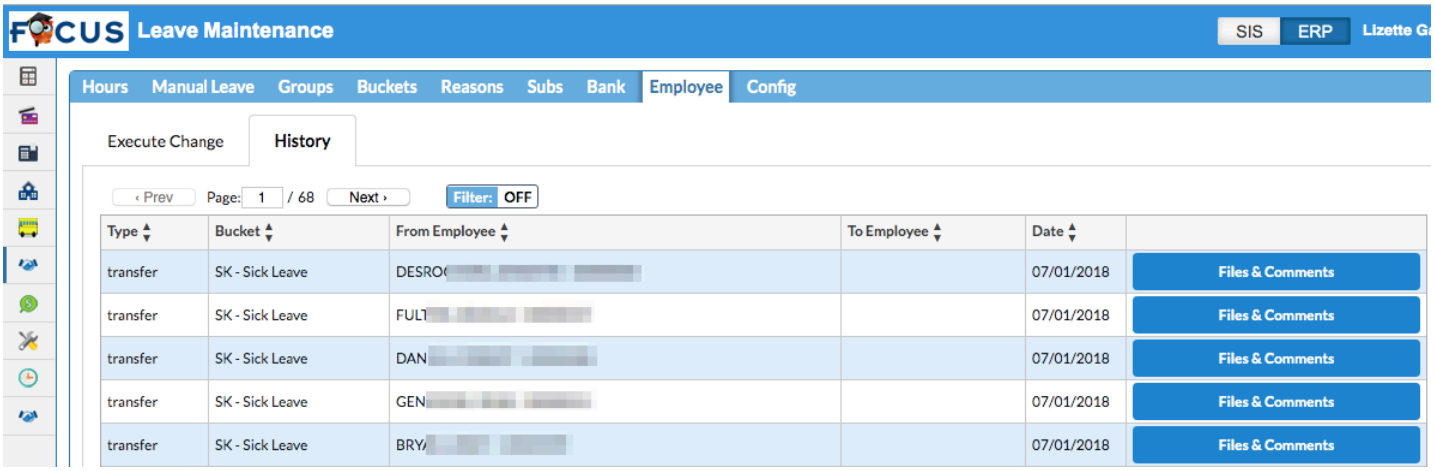
Added the following columns to the Benefits tab: “Edit Rate,” Edit Subsidy Amount,” and “Total Rate of Plan” so users can edit the rate and Employer Subsidy amount if the calculated rates are $0.

- If for any reason the user needed to change the rates for that employee, the fields added are editable. Otherwise, all information populates from deductions/contributions. The deduction amount should be the amount from the employee check and the contribution is what the school board pays towards the cost of the plan. The “Total Rate of Plan” is what is being paid to the insurance company for the cost of the plan for that employee.



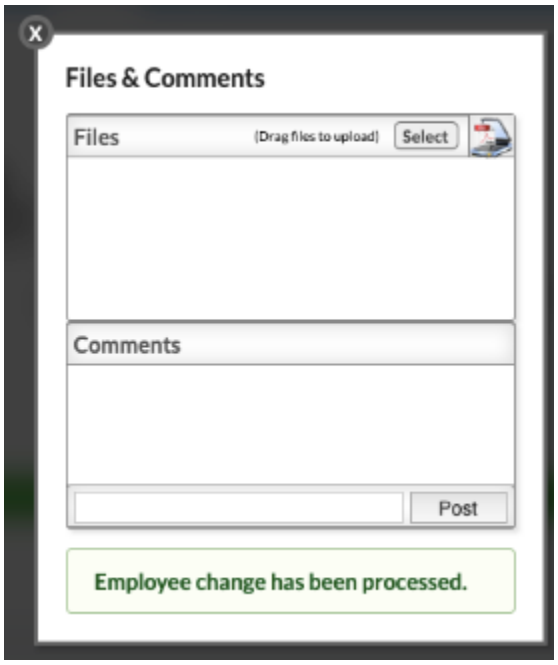
Leave Maintenance

Updated the “Employee” tab, which now includes an “Execute Change” tab and a “History” tab.



- The “Execute Change” tab contains all original Employee information. The “History” tab includes a history of all employee change requests (leave transfers and donations), which displays the following columns: Type, Bucket, From Employee, To Employee, Date, and Files & Comments.

- The Files & Comments pop-up also displays a message indicating when a request for applicable employee changes are executed.

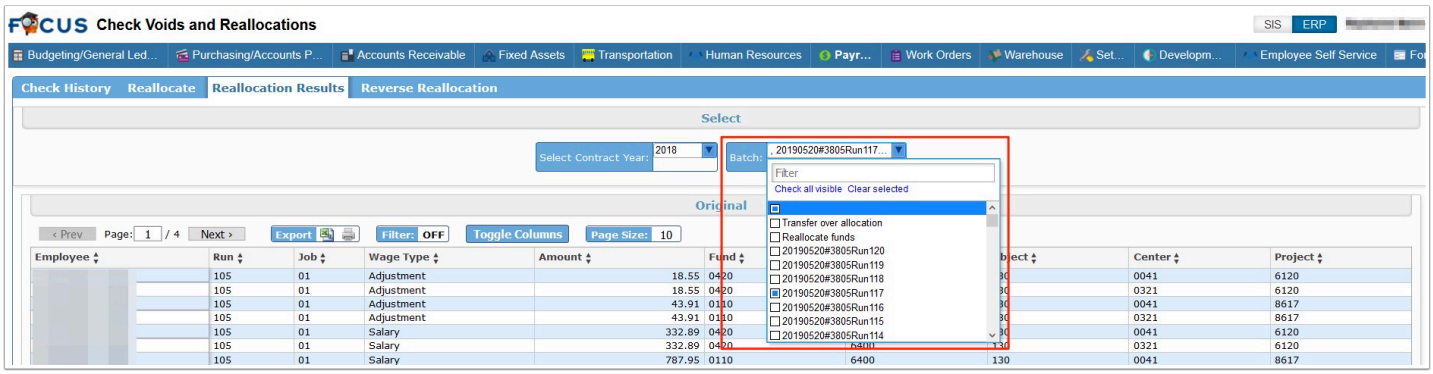


Payroll

Updated so a budget accounting strip is allocated when payroll is run for an employee; Once payroll is posed, the budget accounting strip can be viewed via Budgeting/General Ledger > Expenditure/Revenue Report with a zero dollar budget amount and reflects a negative balance alerting the user that funds will need to be transferred to the new account.

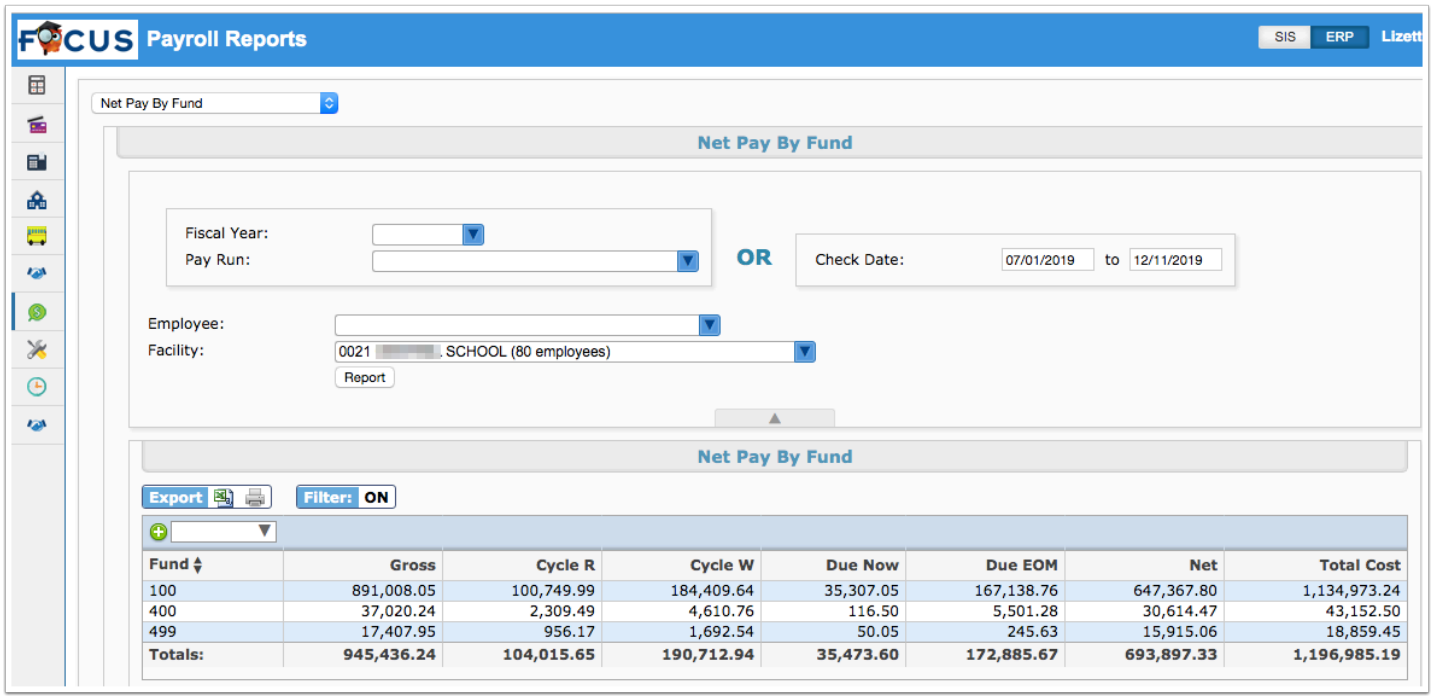
Check Voids and Reallocations

Updated the Batch pull-down in the Reallocation Results tab to allow selecting one or multiple batches.



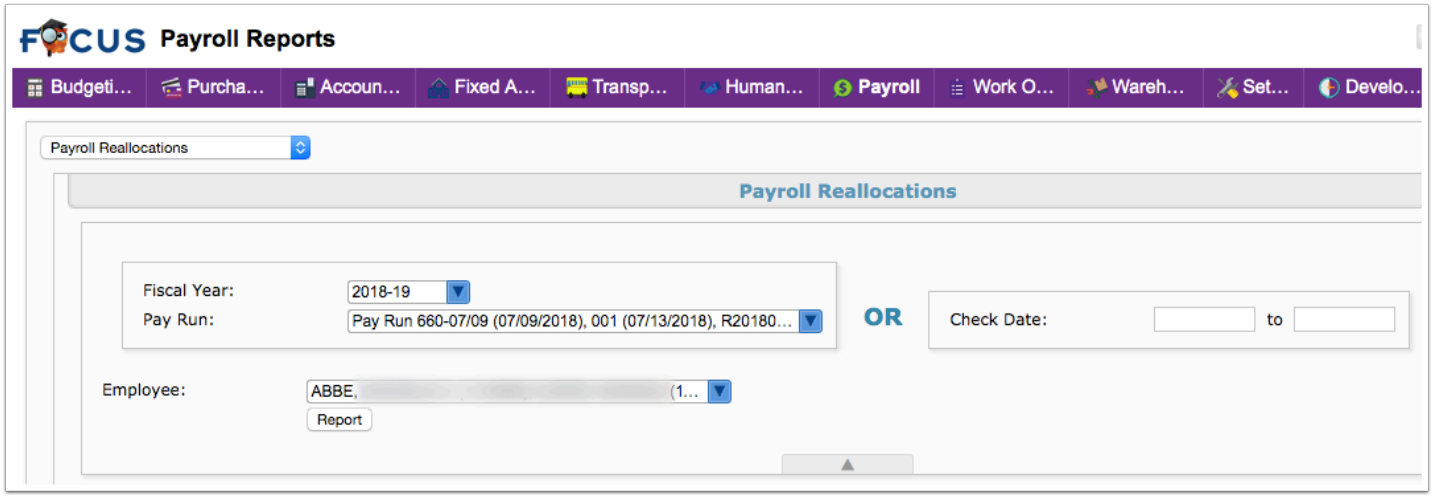
Payroll Reports

Added the “Net Pay By Fund” report, which includes the following filter options: Fiscal Year, Pay Run, OR Check Date range, Employee, and Facility. The Net Pay By Fund report displays the following information: Fund, Gross pay, pay cycles, Due Now, Due EOM, Net pay, and Total Cost.

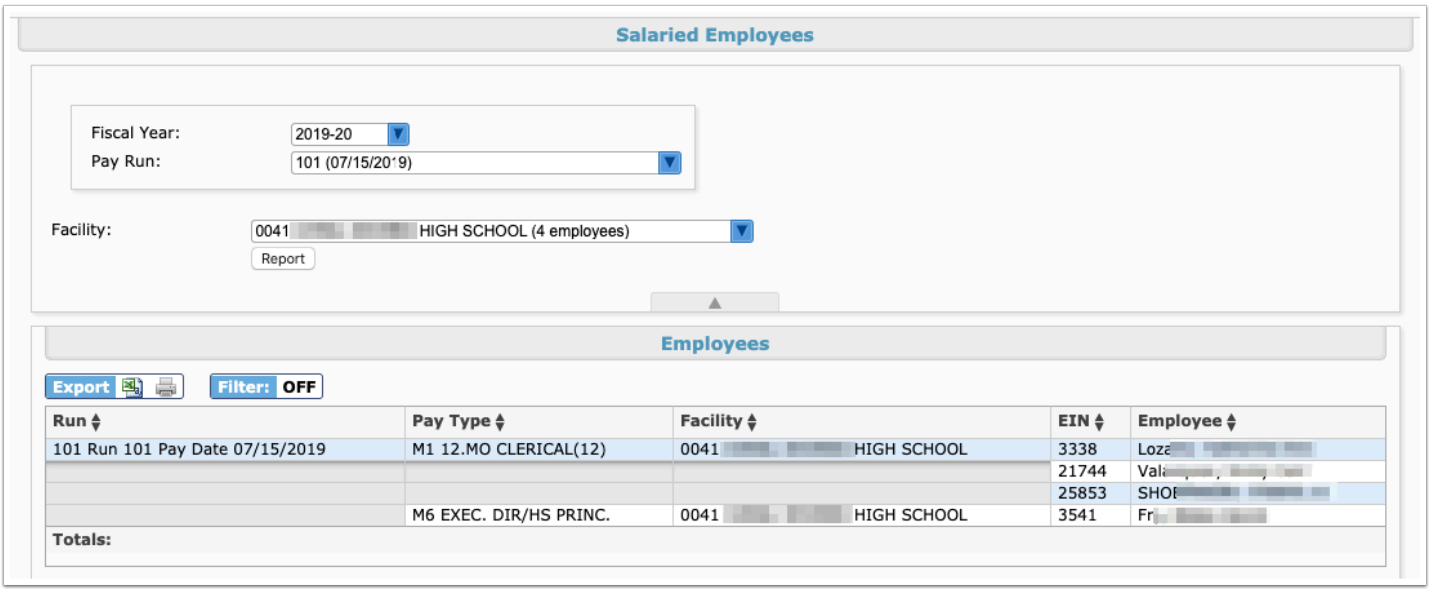


Fund	Gross	Cycle R	Cycle W	Due Now	Due EOM	Net	Total Cost
100	891,008.05	100,749.99	184,409.64	35,307.05	167,138.76	647,367.80	1,134,973.24
400	37,020.24	2,309.49	4,610.76	116.50	5,501.28	30,614.47	43,152.50
499	17,407.95	956.17	1,692.54	50.05	245.63	15,915.06	18,859.45
Totals:	**945,436.24**	**104,015.65**	**190,712.94**	**35,473.60**	**172,885.67**	**693,897.33**	**1,196,985.19**

Added a “Payroll Reallocations” report, which displays the results of employee pay being reallocated to different accounts (via Check Voids and Reallocations) for balancing and auditing purposes. Payroll Reallocations can be reported by Fiscal Year, Pay Run, OR Check Date range, and Employee.



Added a “Salaried Employees” report, which lists all active salaried employees by pay type per run.



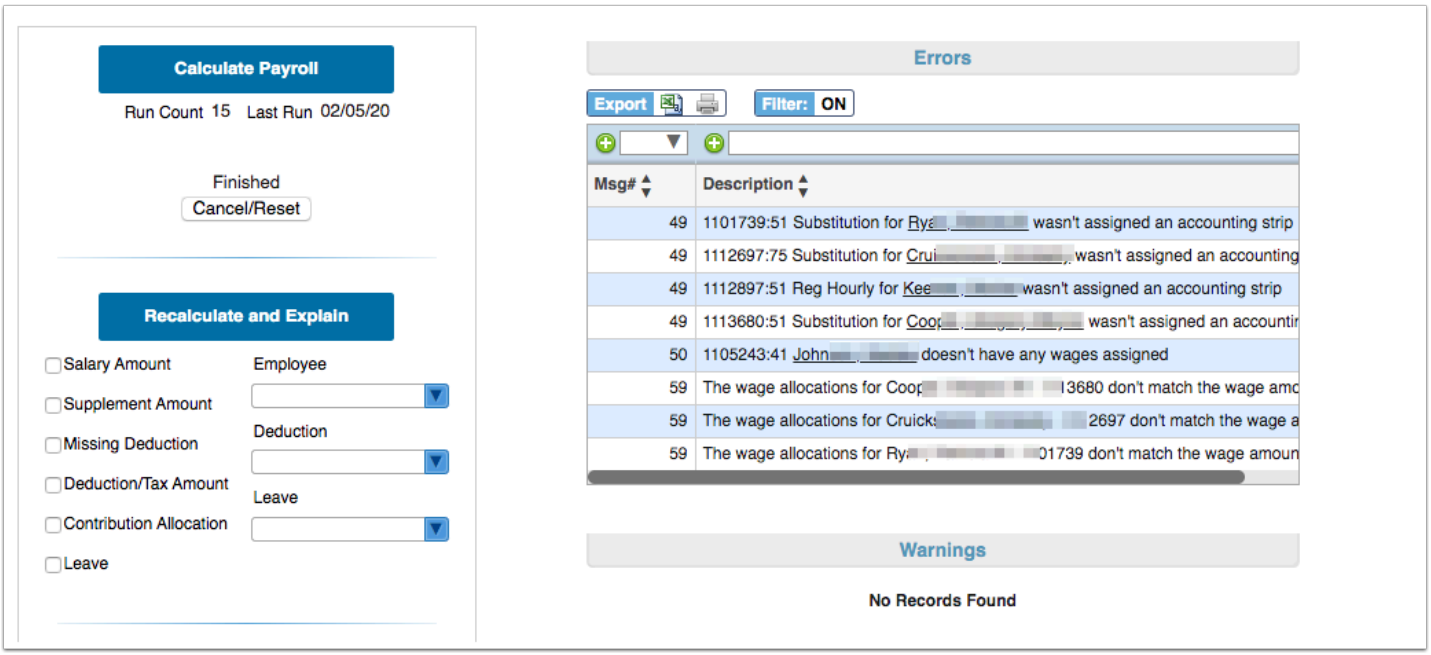
Run Payroll

Renamed the “New Hires” tab to “New Hires (missed payroll)” to better explain that this tab does not display all new hires, only new hires that have missed payroll.

Added a scroll bar to the side menu on the Run Payroll screen.

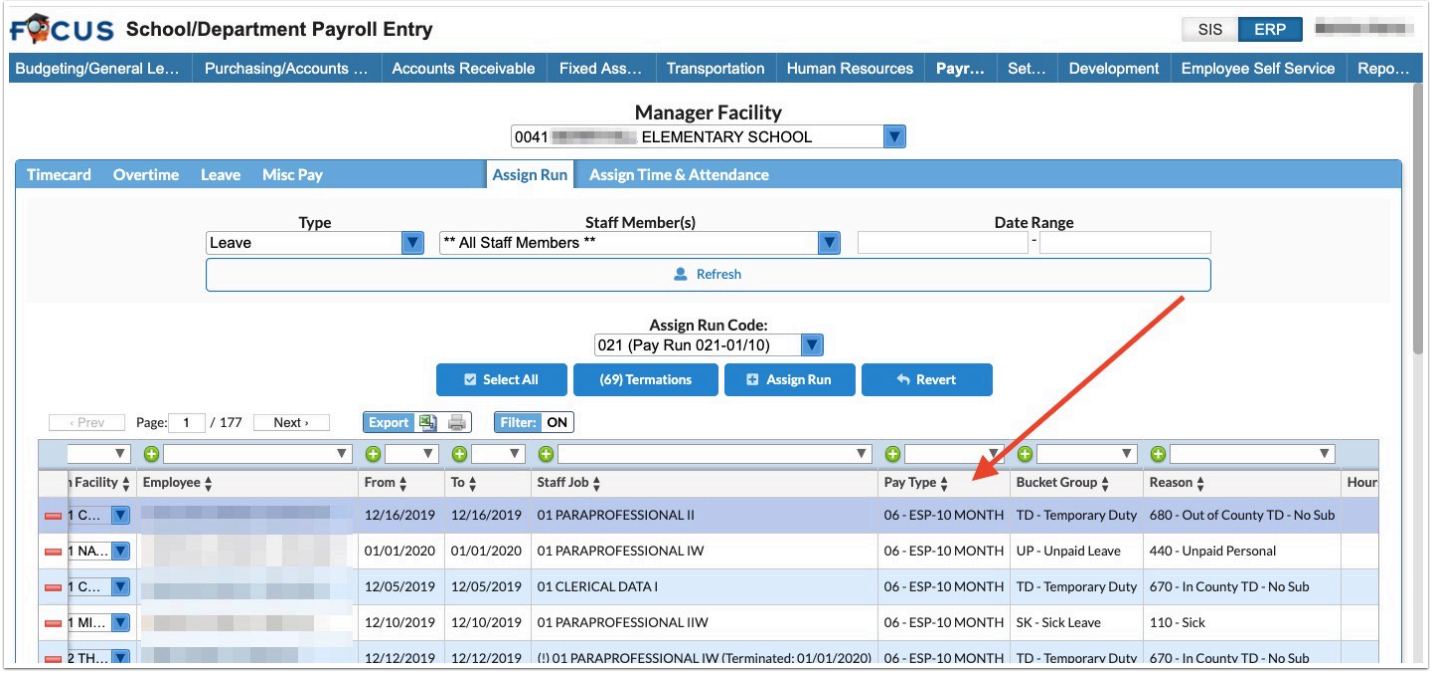
Updated the payroll run error when a payroll run is aborted; added a run error and run warning section when running the preliminary run on the Checks tab. Previously, these errors were not listed in the pop-up window, which stated, “Run Aborted.” Added errors for the following:

- Leave request does not have a staff id
- Leave request does not have a date begin
- Leave request does not have a bucket group
- Leave request does not have hours requested
- Leave request does not have a staff job tied to the request
- Leave request does not have a leave reason
- Leave request does not have a date it ends
- Leave request does not have a facility tied to it



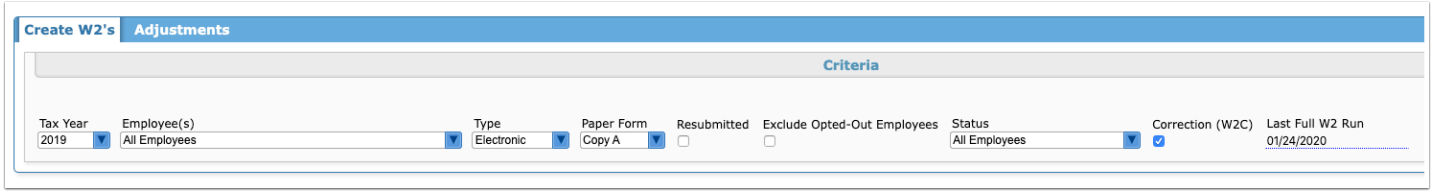
School/Department Payroll Entry

Added the “Pay Type” column to the Assign Run tab for all of the types.



W2 Reporting

When Electronic is selected from the Type pull-down, a new checkbox,"Correction (W2C)” displays in order to generate an electronic corrections file for W2 data, which can be sent to the government. Note: These changes apply to the electronic report only.



- If left unchecked, Focus creates the W2 electronic file as it normally would.
- If the box is checked, then Focus creates a file that only contains changes to the data as it was originally sent.
  - When selected, a new field displays, "Last Full W2 Run." This date must be provided to pull the applicable W2 adjustments made to correct the original data.

Purchasing/Accounts Payable

Invoices

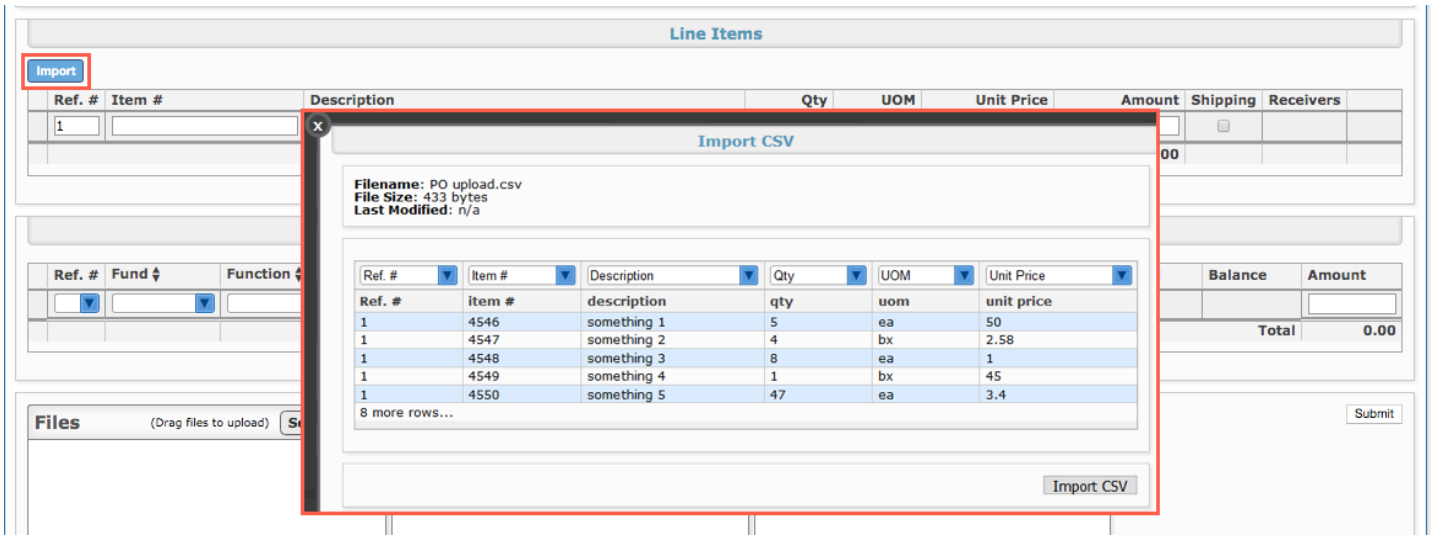
Updated so the "Invoice #" field now allows up to 50 characters as opposed to 20 characters.

Pcard Transaction Upload

Updated to support Mastercard Common Data Format.

Purchase Requests/Orders / Internal Purchase Requests/Orders

Added an "Import" button to the Line Items section, which allows users to import line items from a CSV file.



Updated so that when duplicating a request that has an Emailed Date in the Request History tab, the Emailed Date on the duplicate is not copied from the original.

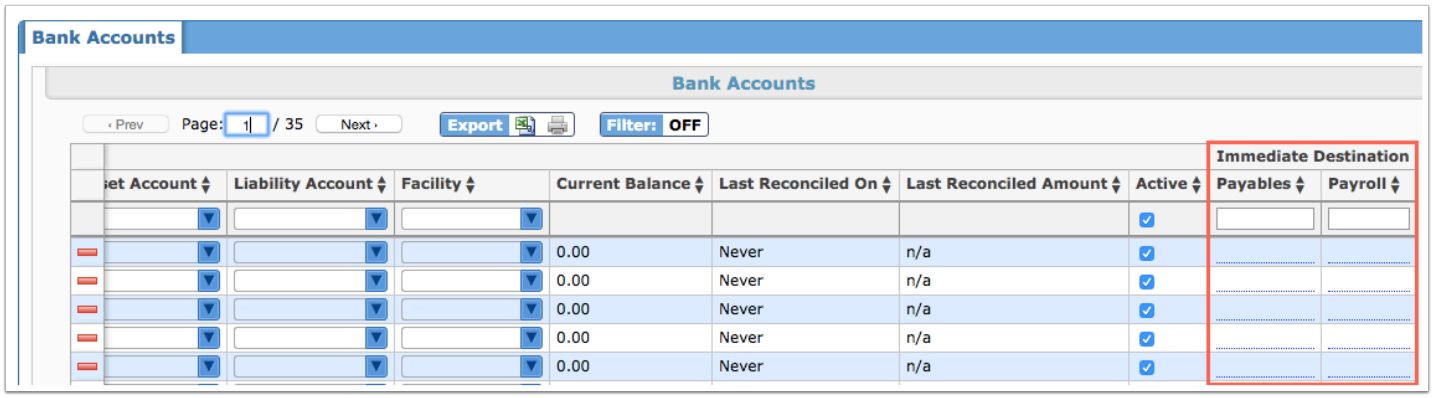
Setup

Bank Accounts

Updated so that elements that have an end date that has passed are not available for selection in the Facilities pull-down in the Fuel Cards tab.

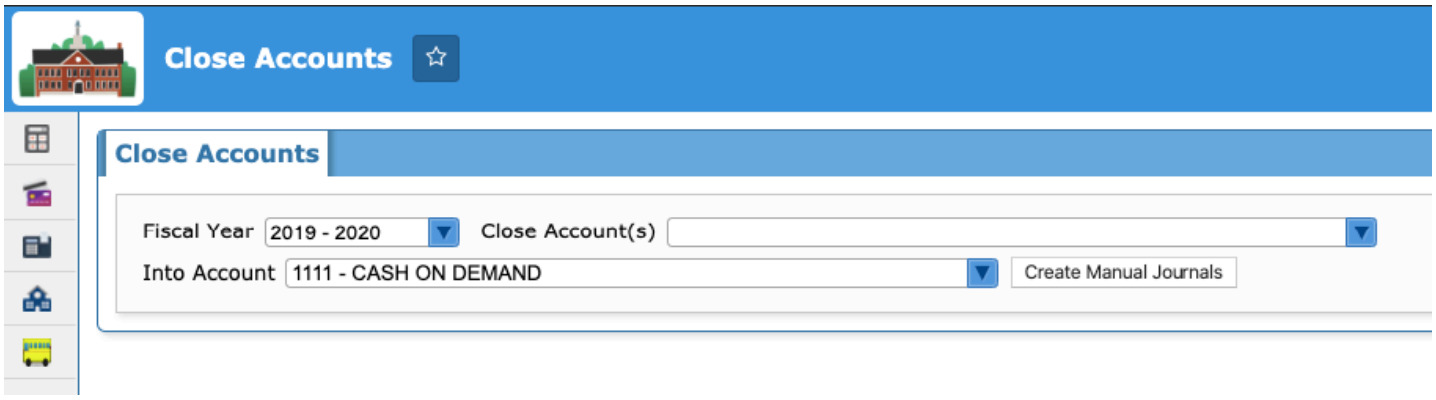
Added new columns to the P Cards tab, “User Assigned Card,” “Card Processor,” and “Card Type.”

Added the “Immediate Destination Payables” and “Immediate Destination Payroll” columns for alternate numbers in the ACH file. In the ACH, CheckExporter will check for this field first before falling back to the routing number, which is what has been used before. This will have the flexibility to be used or ignored for any given bank, in Accounts Payable, Payroll, both or neither.



Close Accounts (New Screen)

Added the “Close Accounts” screen, which allows users to close accounts based on Fiscal Year, the selection of General Ledgers, and the selection Into Account (pull-down of liability General Ledgers).



- When accounts are closed, a manual journal draft that has a 1-sided line is created for each Fund and each Close Account, and each Fund and the Into Account. The journal date is the last day of the fiscal year selected.
- For each “Close Account,” if it is a liability account, then the journal reflects the sum of the credits subtracted by the debits for the fiscal year for each fund and creates a line that debits the total amount.
- If the “Close Account” is an asset account, then the journal reflects the sum of the debits subtracted by the credits and makes a line that credits the total amount.
- The “Into Account” reflects the sum of the debits created above subtracted by the sum of the credits created above and makes a line that credits for that amount.
- If an accounting strip does not exist for a fund, then it will be created.

Government Codes

Fixed “FMLA” spelling error in the Separation Reason tab.

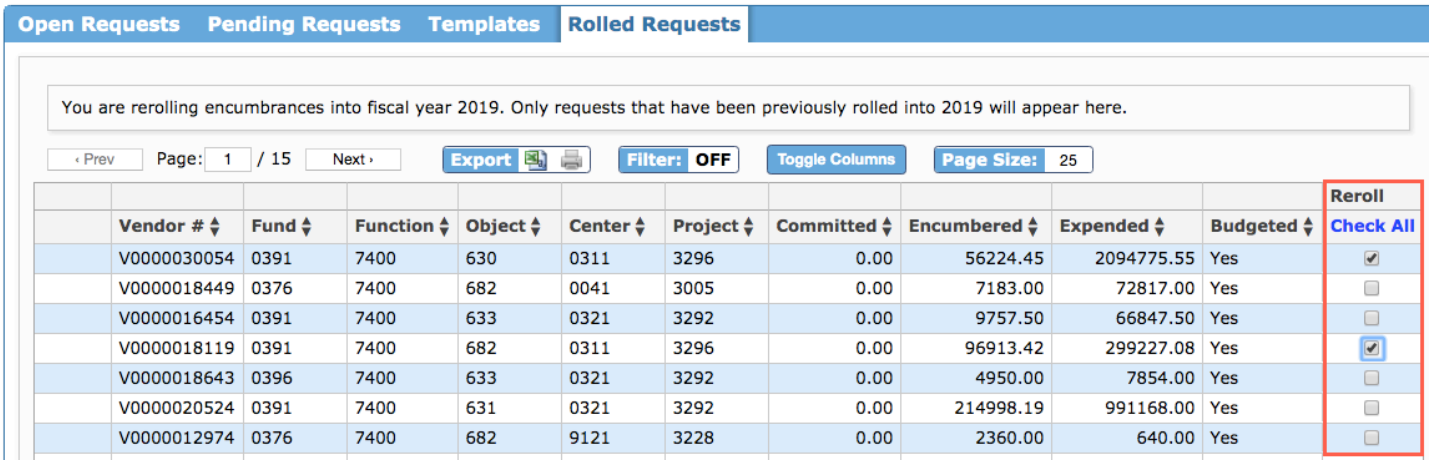
Profiles

Fixed “Employment Agreements” spelling errors.

Added a new permission “Delete Line Item From Approved Bid” for the Bid Requests screen. When this permission is enabled, the user can delete line items from approved bids.

Purchase Orders

Added a “Reroll” column to the Rolled Requests tab, which allows users to select any of the list POs for re-rolling. Once applied, the original rollover journal will be deleted and a new rollover journal will be re-created.

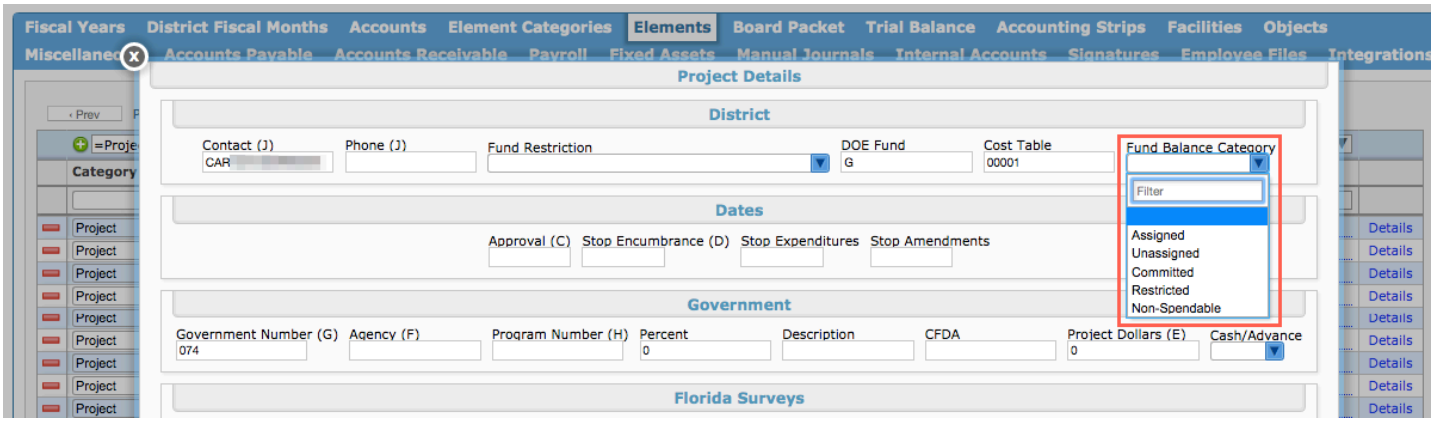


Vendor #	Fund	Function	Object	Center	Project	Committed	Encumbered	Expended	Budgeted	Reroll
V0000030054	0391	7400	630	0311	3296	0.00	56224.45	2094775.55	Yes	☑
V0000018449	0376	7400	682	0041	3005	0.00	7183.00	72817.00	Yes	☐
V0000016454	0391	7400	633	0321	3292	0.00	9757.50	66847.50	Yes	☐
V0000018119	0391	7400	682	0311	3296	0.00	96913.42	299227.08	Yes	☑
V0000018643	0396	7400	633	0321	3292	0.00	4950.00	7854.00	Yes	☐
V0000020524	0391	7400	631	0321	3292	0.00	214998.19	991168.00	Yes	☐
V0000012974	0376	7400	682	9121	3228	0.00	2360.00	640.00	Yes	☐

Settings

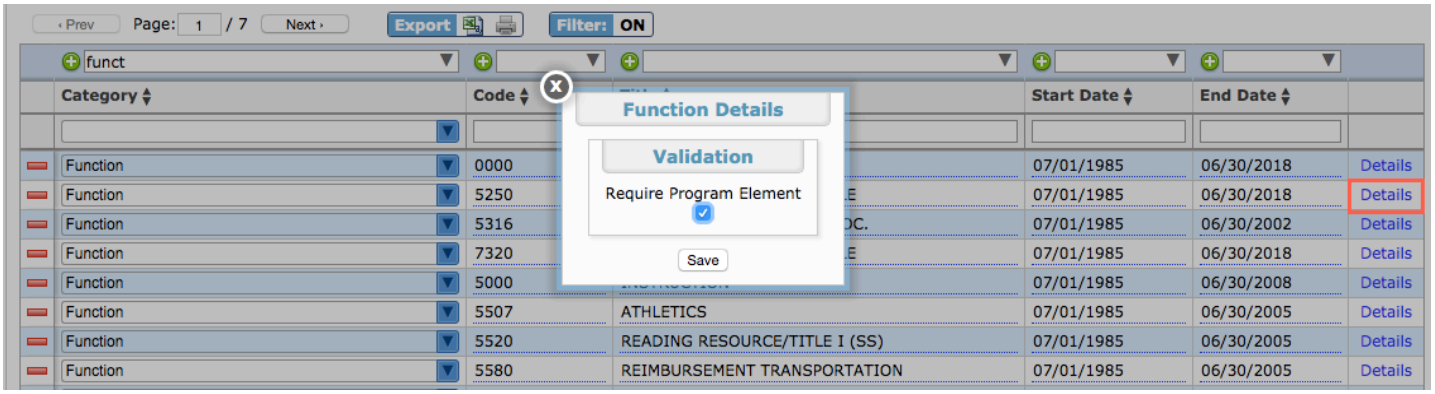
Added the “Fund Balance Category” setting to the Miscellaneous tab in the Category Map section, which allows users to enable additional fields as they pertain to fund balances.

- Once enabled, a Fund Balance Category can be assigned to Projects via Settings > Elements tab > Details link > “Fund Balance Category” pull-down.
- Once enabled and assigned, the Fund Balance Category will display as an element and filter via the following screens when applicable:
  - Budgeting/General Ledger > Expenditure/Revenue Report
  - Purchasing/Accounts Payable > Purchase Request/Order Report



Added a “Details” link to the Function element, which opens a Function Details pop-up window.

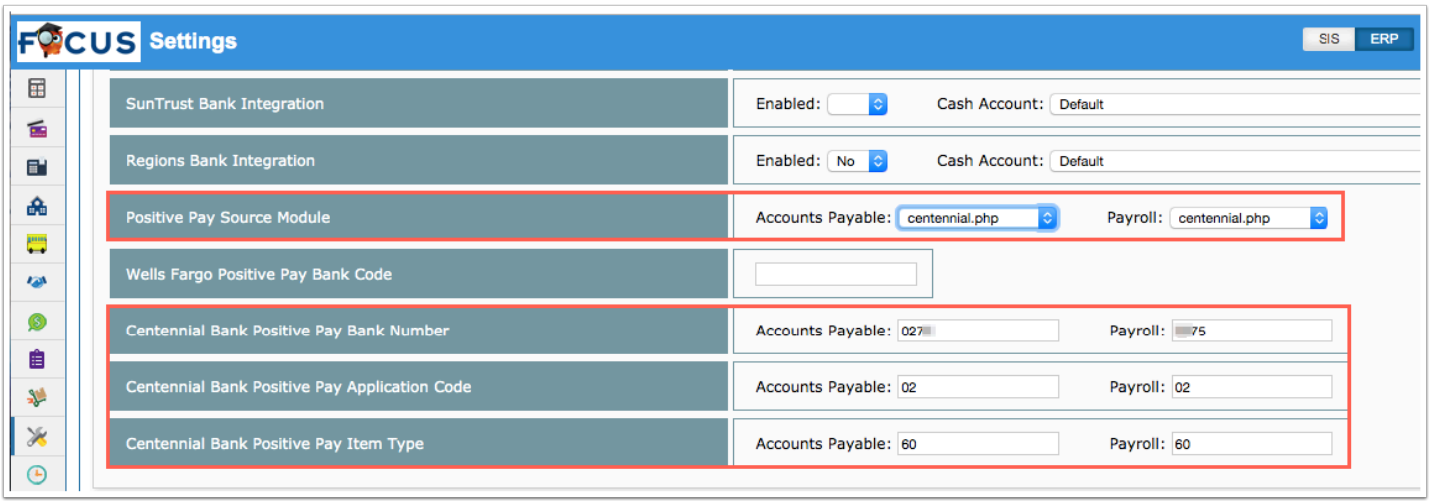
- From the Function Details pop-up window, users can select the “Require Program Element” check box to require users to enter programs on Purchase Orders/Requests, Non-PO Invoices, and Utility Invoices in order to submit.



Added the setting “Payroll: allow Timecard entry over 10 hours” to the Payroll tab. When set to Yes, this removes the “Warning: the hours are greater than 10” message that displays when entering more than 10 hours on the timecard in Run Payroll.

Updated the Check Printing section of the Miscellaneous tab to include Centennial Bank settings; added settings include:

- “Positive Pay Source Module,” which includes a new positive pay file for Centennial Bank in modules/AccountsPayable/Checks/PositivePay. This field determines whether the file is generated as a CSV file for any bank via Purchasing/Accounts Payable > Checks > View Check Run tab > Positive Pay button.
- “Centennial Bank Positive Pay Bank Number,” “Centennial Bank Positive Pay Application Code,” and “Centennial Bank Positive Pay Item Type.”

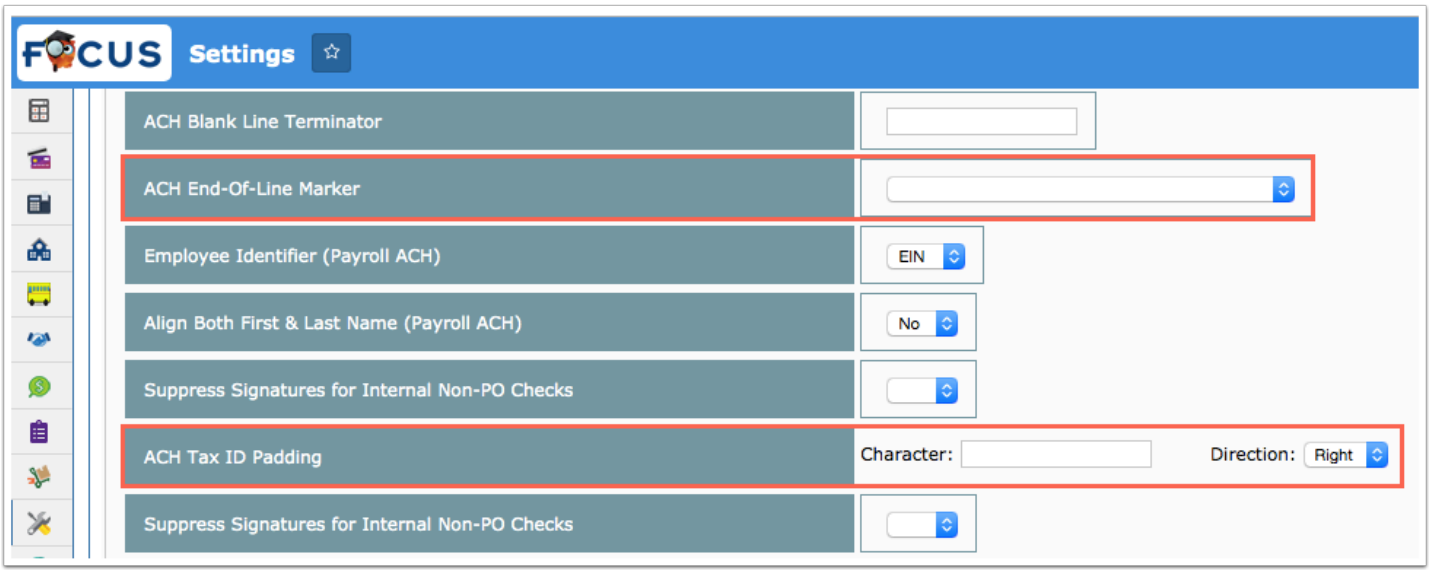


Added the setting, “Create Encumbrance for Vacant Positions” to the General Settings section of the Payroll tab; when enabled, after each pay run is completed and encumbrances are recalculated for each employee, Focus will consider vacant positions when running the process.

- When enabled, the Encumbered Column reflects both filled and vacant positions remaining for the FY after each pay run via Budgeting/General Ledger > Expenditure/Revenue Report.
- When enabled, a new tab, “Encumber Vacancies” displays via Payroll > Run Payroll, which displays the Facility, Position, positions Vacant, Budgeted amount, the amount to Encumber, Contributions, and an Encumber indicator. The report lists all the current vacant positions. Once the run is complete, Focus will average the remaining checks and encumber the accounting strip. The user can also select to include/exclude applicable positions prior to posting the run.
- Note: The average of the encumbrance of the vacant position depends on data entered via Human Resources > Position Control. Users must also select the deductions/contributions included for the vacant position via Position Control.

Added the following settings to the Check Printing section of the Miscellaneous tab:

- “ACH End-Of-Line Marker:” Allows for one of three choices for end of line in the generated text files (CR / CRLF / LF); defaults to null.
- “ACH Tax ID Padding:” “Character:” Specifies the character used to pad the district's tax number; defaults to null. “Direction:” Specifies the direction to pad (Right / Left); defaults to "Right.”



SSS

Caseload & Services

Updated so that when a teacher with the “View All Users” profile permission for Caseload & Services clicks the “View All Users” button, the records now load properly. Also updated so that when an existing draft is edited and saved, the data is updated and viewable in the Drafts table.

Updated so that when the “View All Users” button is clicked, the results are limited to the school selected at the top-right of the screen. The newest 20,000 records will load. If there are more than 20,000 records, an alert message will display.

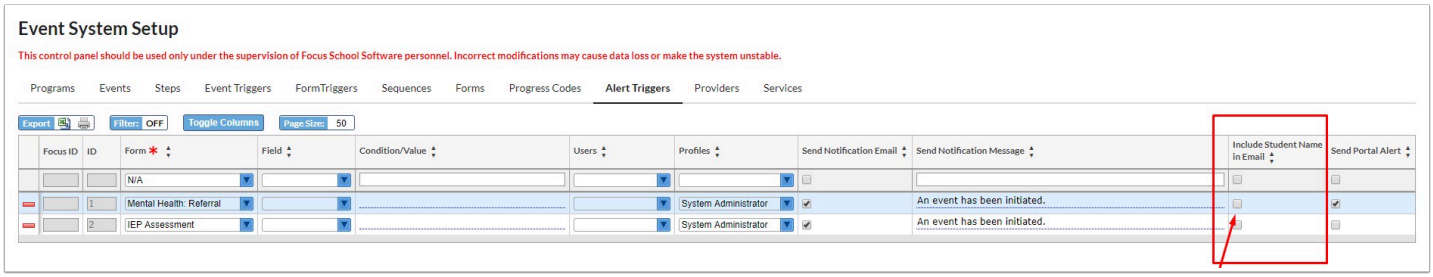
Updated so that searches that return a large number of records on the Service History tab load properly.

Form Builder

In the Focus Forms tab, renamed the “ESE/Gifted Tracking” form to “Update ESE Logging Fields.”

Setup

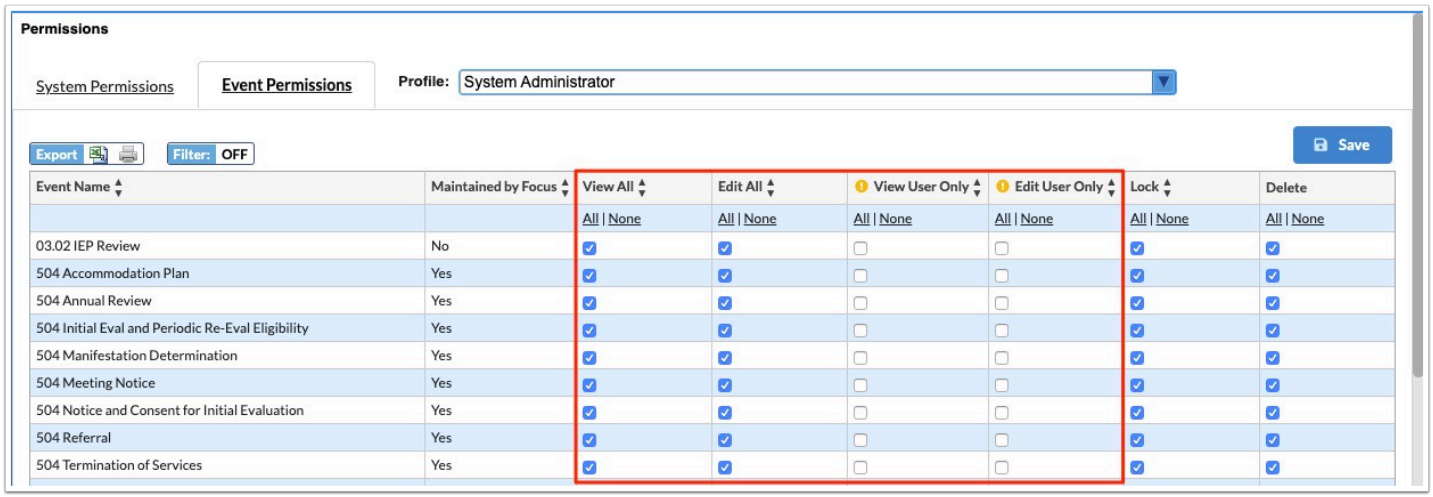
Added a new column to the Alert Triggers tab, “Include Student Name in Email.” If the check box is selected, the student’s name will display in the alert email, along with the student ID. When the check box is not selected, only the student’s ID is displayed in the alert email.



Added a new Action in the Event Triggers tab, “Update ESEFields.”

User Profile Permissions

Updated the columns in the Events Permissions tab. The existing View and Edit columns have been updated to “View All” and “Edit All,” which allow the profile to view and edit events created by other users all well as events the user initiated. Two new columns have been added, “View User Only” and “Edit User Only,” which allow the profile to only view and edit events the user initiated.



Added a new permission “Override Mark as Complete.” When enabled for a profile, the button “Mark as Complete” displays next to the “Save & Validate” button when viewing an event. Clicking the button marks the step as complete and saves the step, even when all the step requirements have not been completed.

Back-Merged into 9.1

SIS

General

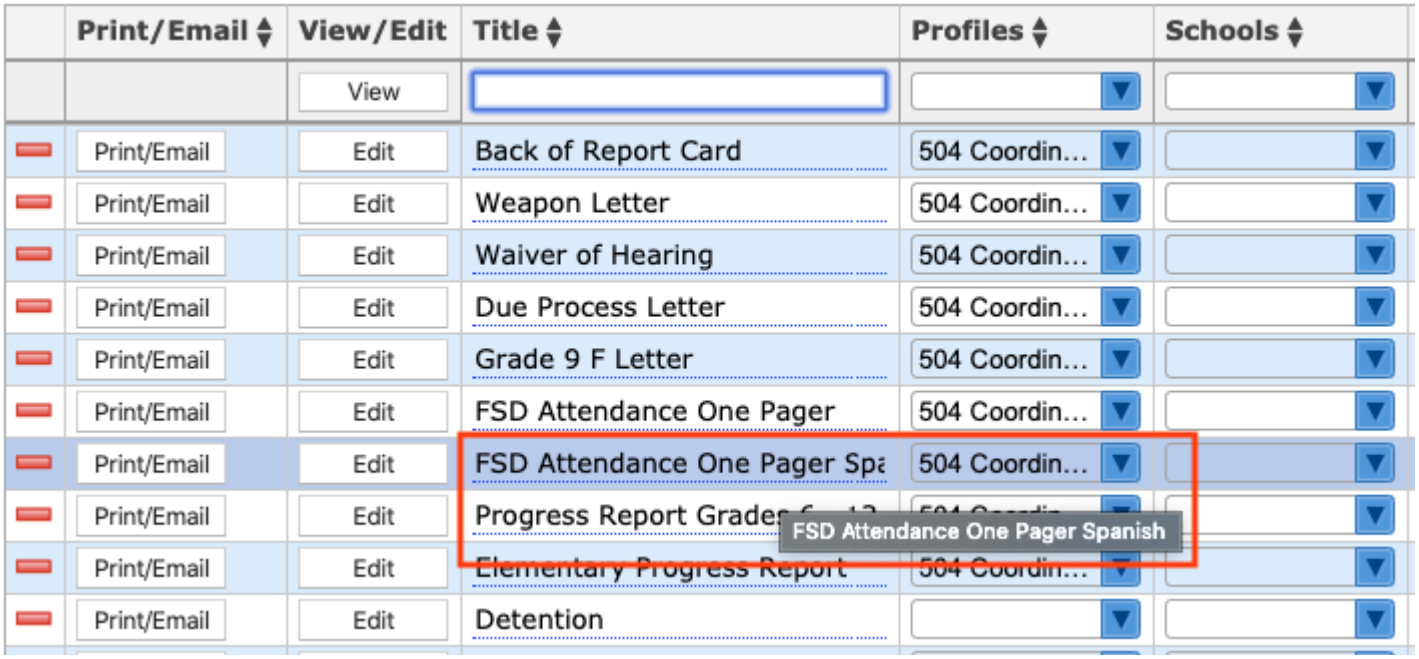
Added the null option to the Grading Scale field allowing users to leave it blank via **Scheduling > Courses & Sections**; in doing so, the section does not display on the Final Grades tab of **Grades > Teacher Completion** but will still display on the Standard Grades tab of the Teacher Completion report.

Updated the SQL server 2017 so enrollments and users run faster.

Updated so substitute teachers can be selected for any schools when users clear the selected "Schools" from the corresponding pull-down via **Users > User Info > Permissions** tab; Substitutes can be added via the **Subs** tab of **Scheduling > Courses & Sections** or the **Subs** tab of **Attendance > Attendance Setup**.

Updated so that when a user field is set up with the alias "exclude_from_api" and a user has a value in that field, they will not have their information pulled in the API.

Updated **Print Letters & Send Email** via the Users and Students menu so users can hover over the Title and Profiles field to see the full description if it cannot be read. The Title column has also been widened for a clearer view.



Find My School

Removed the start date from the header and added individual start dates for each school returned in the search.

Added the District Name defined in System Preferences > District Preferences to the header. If a District Name is not defined, the header will display “School Zones” instead of “School Zones for (District Name).”

If the district has address_to_district values for the upcoming syear, added a pull-down to allow the user to choose between this year and next.

Assessments

FAS Tests

Updated so the redirection code for FAS Tests is no longer needed; therefore, FAS Tests links are accessible via the student Portal page where the link can be clicked in order to complete the test. Once completed, upon clicking Submit and Exit, the student will be directed back to the Portal page.

Attendance

Attendance Chart

Updated so when teachers take attendance via the Attendance Chart or the Mobile App linked to the Attendance Chart, so all corresponding screens are updated, such as the **Teacher Completion** report. The **Alerts** section has also been updated so attendance alerts are removed from the **Portal** page as attendance is updated via the Attendance Chart or the Mobile App.

Attendance Setup

Added a “Type” column to the Tardy Thresholds tab with the options Single Instance, Consecutive, and Multiple. Also added “Start Date” and “School Periods” columns.

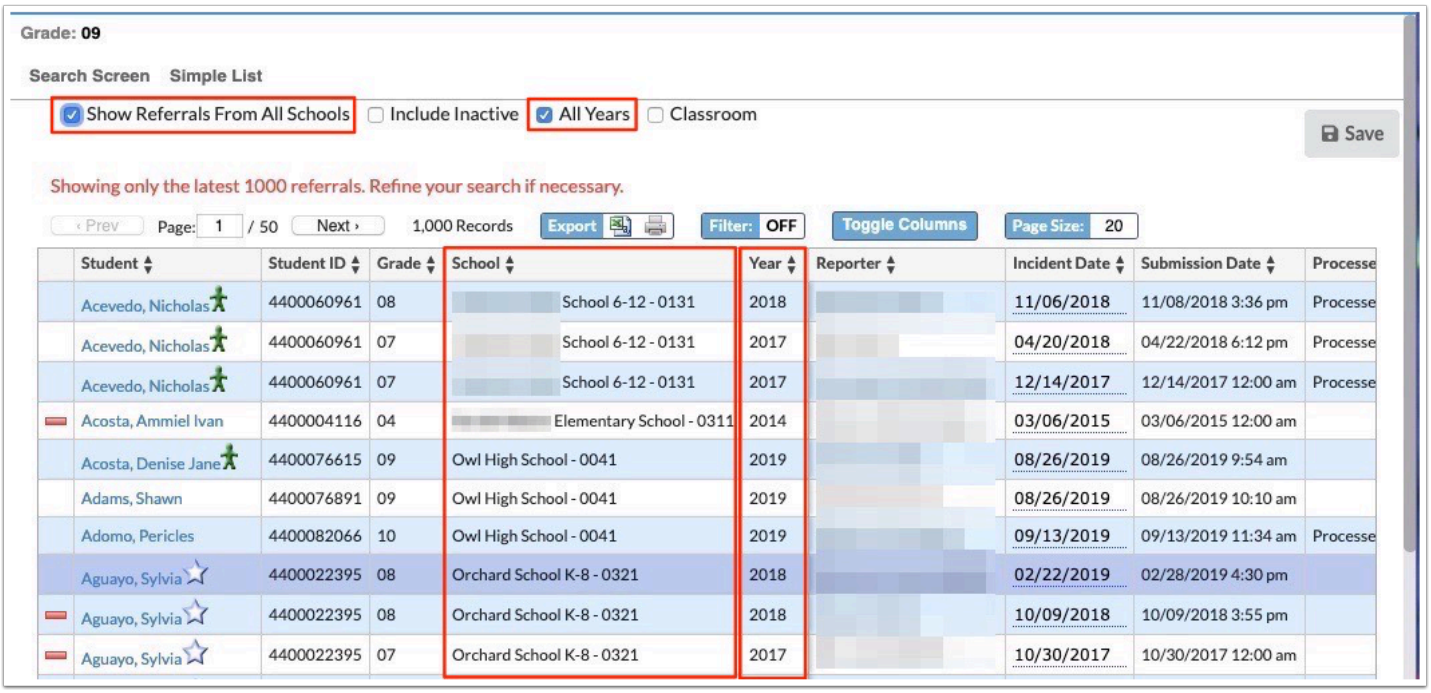
Discipline

Detention List

Added a school year pull-down, so the list now displays detentions by the selected year.

Referrals

Added a School column that displays the school that assigned the referral when the “Show Referrals From All Schools” check box is selected. Also added a Year column that displays the school year of the referral when the All Years check box is selected.



Student	Student ID	Grade	School	Year	Reporter	Incident Date	Submission Date	Processe
Acevedo, Nicholas	4400060961	08	School 6-12 - 0131	2018		11/06/2018	11/08/2018 3:36 pm	Processe
Acevedo, Nicholas	4400060961	07	School 6-12 - 0131	2017		04/20/2018	04/22/2018 6:12 pm	Processe
Acevedo, Nicholas	4400060961	07	School 6-12 - 0131	2017		12/14/2017	12/14/2017 12:00 am	Processe
Acosta, Ammiel Ivan	4400004116	04	Elementary School - 0311	2014		03/06/2015	03/06/2015 12:00 am	
Acosta, Denise Jane	4400076615	09	Owl High School - 0041	2019		08/26/2019	08/26/2019 9:54 am	
Adams, Shawn	4400076891	09	Owl High School - 0041	2019		08/26/2019	08/26/2019 10:10 am	
Adomo, Pericles	4400082066	10	Owl High School - 0041	2019		09/13/2019	09/13/2019 11:34 am	Processe
Aguayo, Sylvia	4400022395	08	Orchard School K-8 - 0321	2018		02/22/2019	02/28/2019 4:30 pm	
Aguayo, Sylvia	4400022395	08	Orchard School K-8 - 0321	2018		10/09/2018	10/09/2018 3:55 pm	
Aguayo, Sylvia	4400022395	07	Orchard School K-8 - 0321	2017		10/30/2017	10/30/2017 12:00 am	

Added the student ID below the student name in the header when printing student referrals.

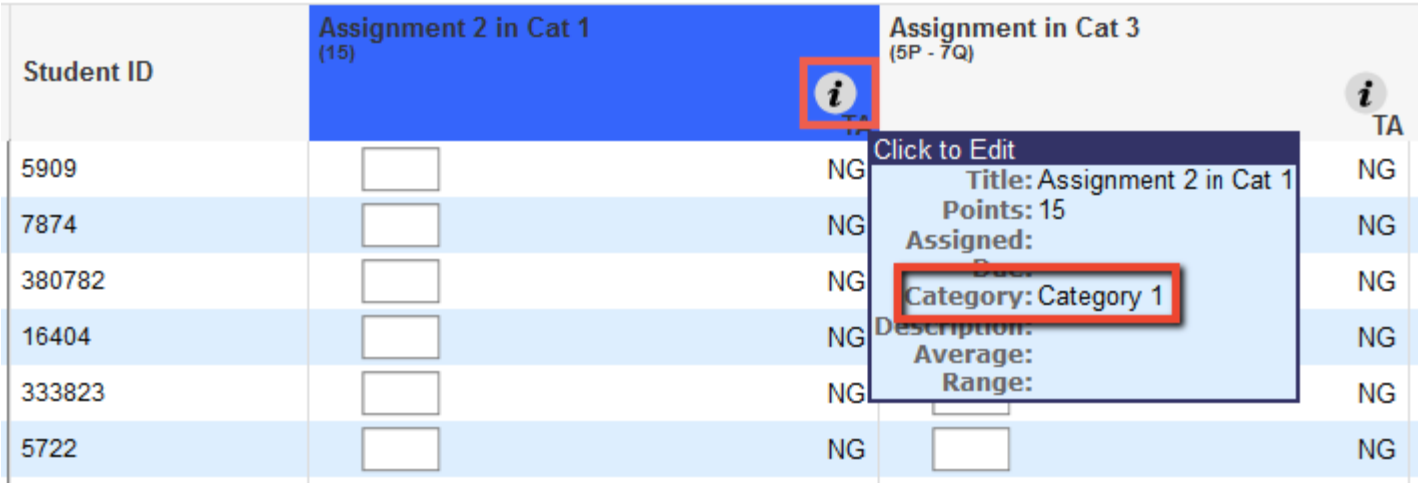
Forms

Added a “Start New Draft” button to the top of the form. “Save Draft” and “Submit Request” buttons also now display at the bottom of the form. The logic has been updated so that a new draft is created if the form has been updated since the draft was made.

Grades

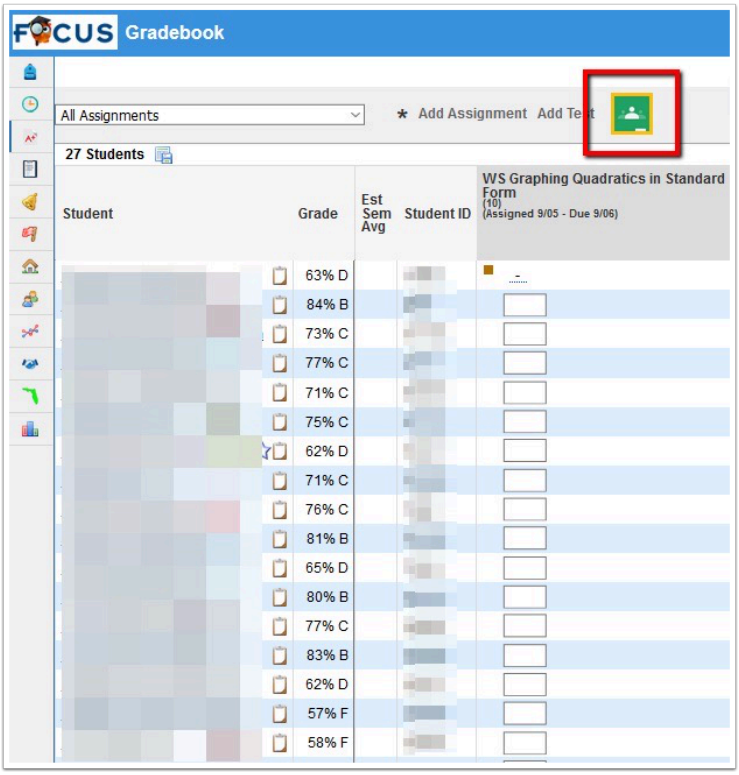
Gradebook

Added the “Category” to the Assignment “i” (information) pop-up window.

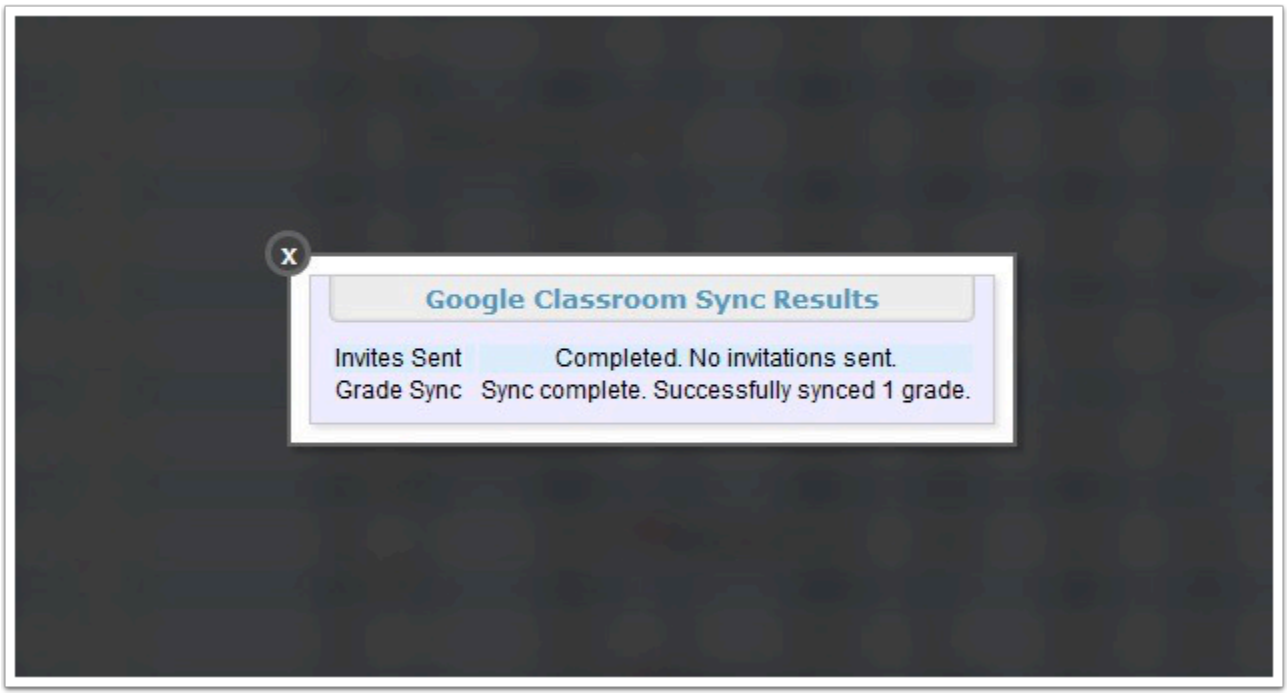


Added an integration with Google Classroom.

- “Google Classroom” has been added as a Dialect option in Third Party Systems to set up the integration.
- There are new profile permissions for teachers and students: “Show Google Classroom” under the Gradebook permissions for teachers and under the Portal permissions for students.
- There is a new student field and a new user field called “Google Classroom Email Address” with the alias google_classroom_email.
- When the profile permission is enabled for teachers, the green icon at the top of the Gradebook screen is displayed. Clicking the icon opens the Google sign in screen in a new tab. After signing in, the teacher can select the active Google Classroom course to attach to the current section. Students with a Google Classroom Email address set will be sent an invite.



- Once the section is linked to a Google Classroom course, the Gradebook displays options to unlink from the Google Classroom course or log out.
- When a section is linked to a Google Classroom course, assignments added in Focus will display in Google Classroom, along with the Description entered. After the assignment is added to the Gradebook, there is an icon on the assignment that links to the assignment details in Google.
- Clicking the green icon in the Gradebook syncs the Gradebook with Google Classroom. If there are students who have had their email address added since the last sync, they will be sent an invite. If there are graded assignments in Google Classroom, they will be added/updated in Focus. Note, this is only from Google to Focus. Assignments graded in Focus are not pushed to Google Classroom. Any grade added in Focus will be replaced by the Google grade.



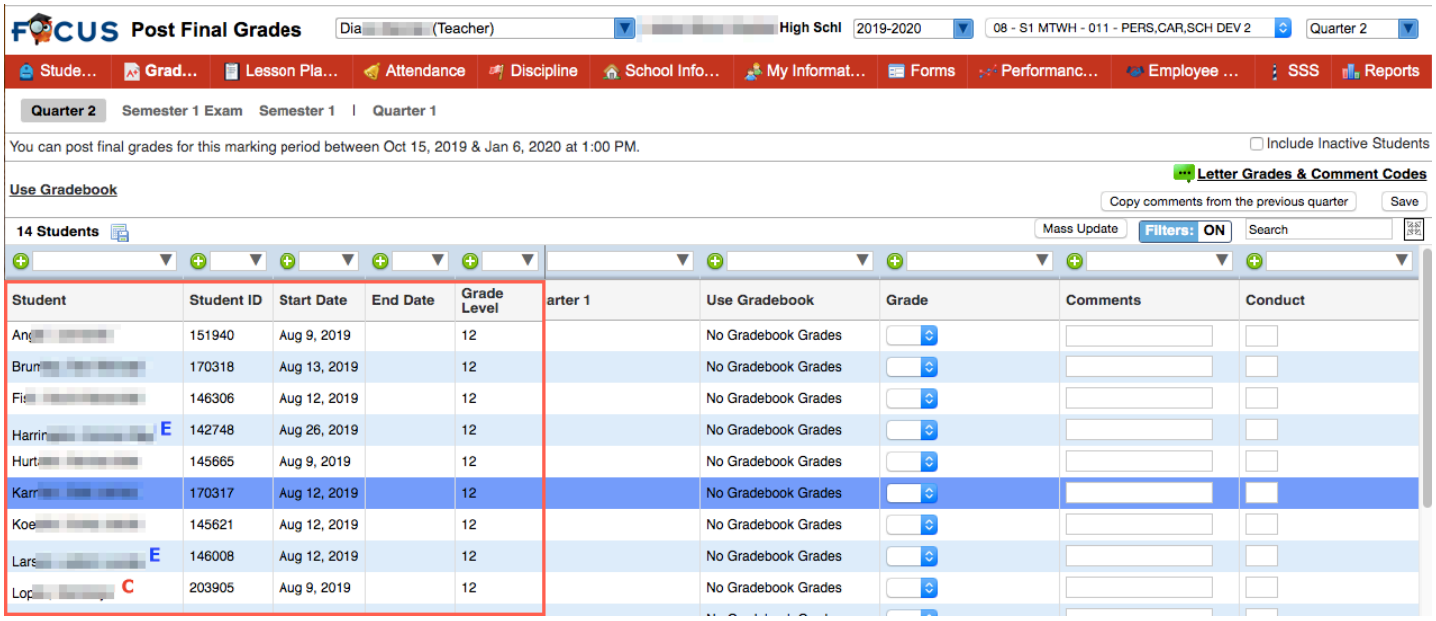
Graduation Requirements

Updated the Graduation Programs and Requirements tab to display the programs in a list along the left side of the screen instead of each program being a tab. Click the plus sign at the bottom of the list to edit the program information, including the new Min School Year and Max School Year columns. Programs are limited for assignment to students based on the program's active years and the student's Year Entered 9th Grade (custom_1429) for Florida or Cohort Group (custom_400009543) for Texas.

	Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year
–	18 Accel	1	18	No	Yes		
–	CL 18 Credit College Prep	2	CL	No	Yes		
–	CP 18 Credit College/Career Prep	3	CP	No	Yes		
–	CR 18 Credit Career Prep	4	CR	No	Yes		
–	L1 Special Diploma	5	L1	No	Yes		
–	L2 (99-06) Special Diploma (Mod Dis)	6	L2	No	Yes		
–	L2 (07+) Special Diploma (Mod Dis)	7	L22	No	Yes		
–	L3 Special Diploma Based on Employment	8	L3	No	Yes		
–	ST (86-99) State Diploma	9	ST	No	Yes		
–	ST (00-02) State Diploma	10	ST2	No	Yes		
–	ST (03-06) State Diploma	11	ST3	No	Yes		
–	FL (00) Florida Grad Plan	12	FL	No	Yes		
–	FL (01) Florida Grad Plan	13	FL2	No	Yes		
–	FL (02) Florida Grad Plan	14	FL3	No	Yes		
–	FL (03-06) Florida Grad Plan	15	FL4	No	Yes		
–	DS (02) District Grad Plan	16	DS	No	Yes		
–	DS (03-06) District Grad Plan	17	DS2	No	Yes		
–	24 Credit	18	24	Yes	Yes		
–	25 Credit	19	25	No	Yes		

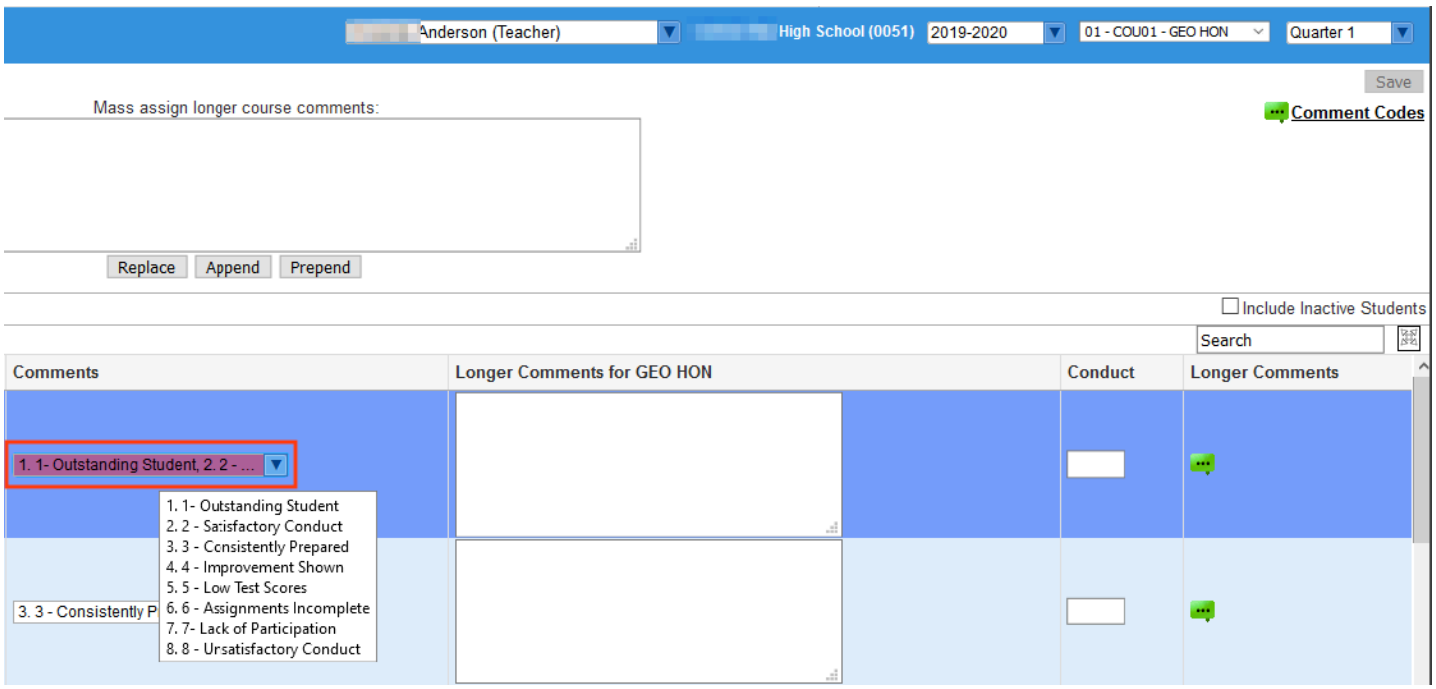
Post Final Grades

Updated so the following columns have been frozen on the left side of the screen to always remain viewable by users upon scrolling to the right and viewing additional data: Student Name, Student ID, Start Date, End Date, and Grade Level.



Post Final Grades/Report Card Comments

Updated so teachers can select up to six comments from the applicable pull-down (Report Card Comments pull-down or Comments pull-down); if the teacher tries to select more than six comments at a time, the pull-down turns red and data cannot be saved.



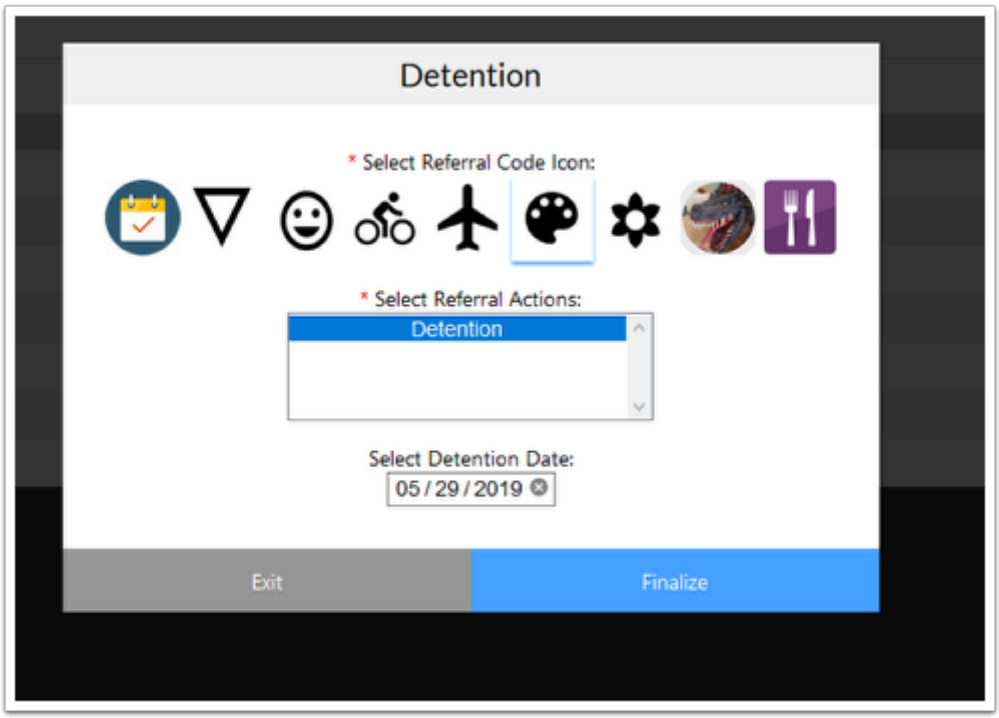
Transcripts

Added the student's birthdate to the transcript header.

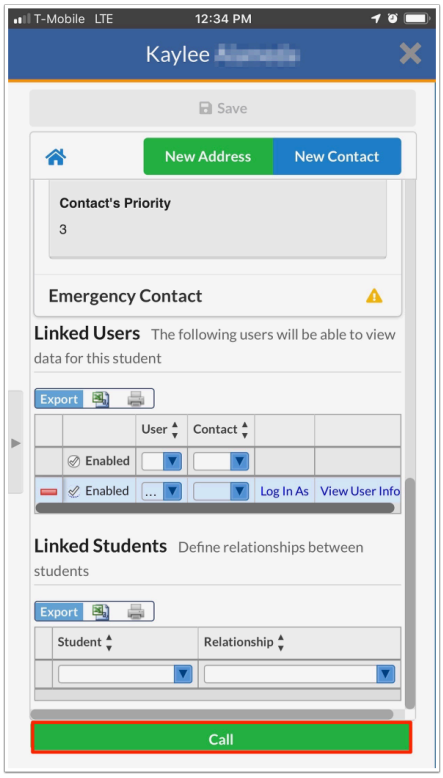
Kiosk, Handheld Device, and Mobile App

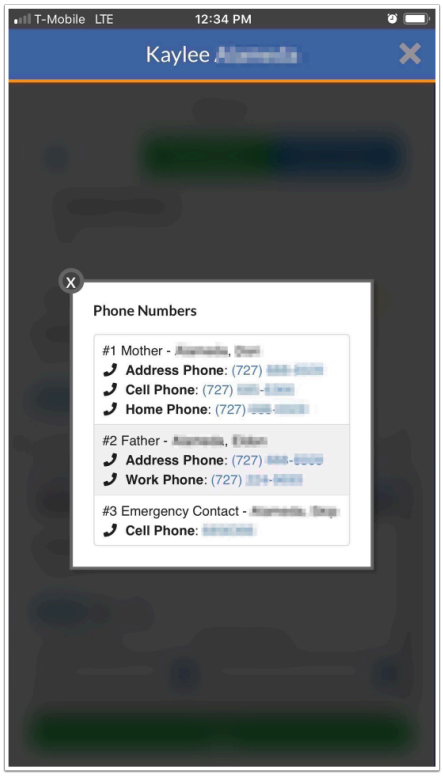
Added the ability to assign a student a detention from the mobile app.

- In the Codes tab of Referral Codes & Actions, two new columns "Include on Mobile App" and "Icon" have been added. Select "Include on Mobile App" to allow the code to be selected for a student in the mobile app. Ensure that "Detention" is selected as an Action for that code. In the "Icon" column, upload a file to be used for the icon in the mobile app.
- When scanning a student in the mobile app, "Detention" has been added as an option, in addition to marking a student tardy and assigning a positive behavior. After tapping "Detention," tap one of the code icons, and then select an action and detention date. When finalized, a printout will be generated. The detention is added to the Detention List in Focus.

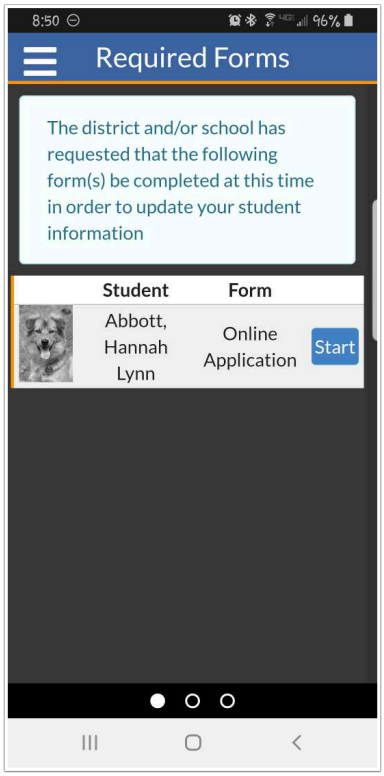


Added a new Call button at the bottom of the Addresses & Contacts tab when viewing a student in the mobile app. Tapping the button will display a list of the student's contacts with their phone numbers. Tap a phone number to dial the number on your mobile device.





Added the re-enrollment functionality to the mobile app. When a parent or student has required re-enrollment forms, the Required Forms screen displays when the parent or student logs into the mobile app. When there are required forms, the only pages available while logged into the app are Required Forms, News, and Links. When there are Available Forms, the Forms page displays the option to open these forms. The Forms page has been added at the end of the list of pages when scrolling all the way to the right.



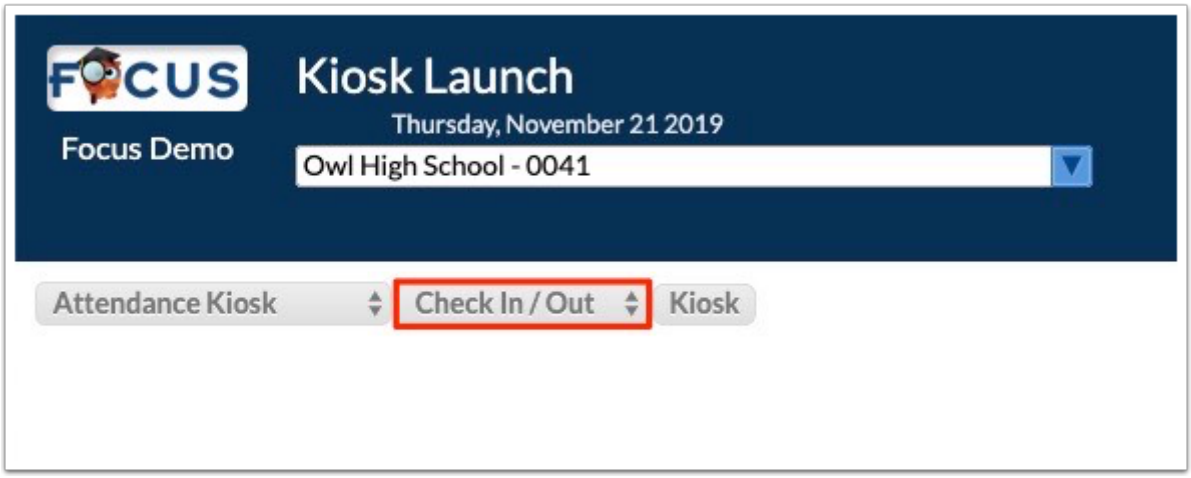
Added push notifications for Messenger messages when the user is logged into the mobile app.

Updated so that future classes are displayed on the schedule when looking at future marking periods in the mobile app.

Added the ability for parents to view and complete available forms in the Forms tab of the mobile app.

Improved swiping between pages on the mobile app.

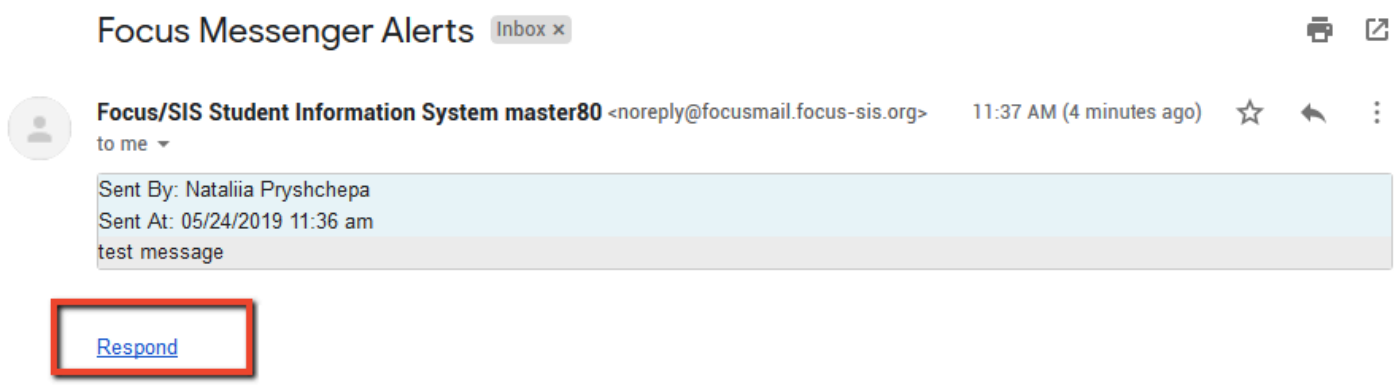
Added the ability to set up a kiosk to allow check in only, check out only, or both. After logging in to the kiosk and selecting the kiosk mode, select “Check In / Out,” “Check In Only,” or “Check Out Only.”



Updated so that when the “Kiosk (Attendance Code)” field is left empty on a logging field in Students > Student Fields, the student’s attendance is not overridden with a null value when checking in with that logging field on the kiosk. Teachers are able to take attendance for those students.

Messenger

Added a “Respond” link to the email sent to users when a message is sent to them via Messenger. Users can click the “Respond” link to open Messenger and reply to the message sent. Note: The “Focus Chat Alerts” job must be set up via Setup > Scheduled Jobs in order for emails to be generated upon messages being sent.



My Information

Web Pages

Added the period and section short name to the list of sections in the Linked Sections pull-down.

Parent/Student Portal

Updated so that the page continually refreshes on the Portal and Gradebook Grades screen when logged in as a student.

Updated so the Test Score Reports download links are school year specific; therefore, test score reports only display in the corresponding school year selected from the school year pull-down.

- “No messages” displays if no test scores are available to download for the selected school year.

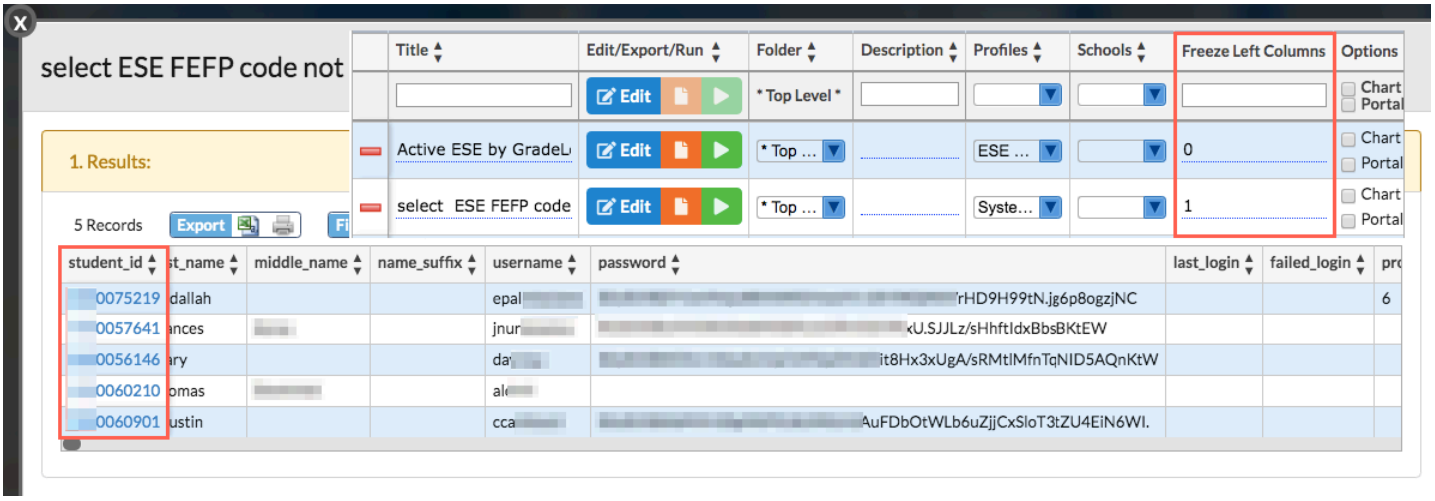
Updated the “Parents: Forgot Password?” link message, which now reads: “If an account is associated with the provided email address, you will receive an email that contains a link to rest your password.”

Updated so that parents can cancel school choice applications with a status of pending. When the preferences “Use Pending Acceptance Status Type,” “Allow parents to cancel school choice assignments?” and “Allow parents to approve Pending Acceptance choice assignments?” are enabled in School Choice Setup for the application, the Cancel Application button is available in the Actions column in My Child > View School Choice Applications for parents.

Reports

District Reports

Added the ability to freeze an entered number of columns on the reports via the “Freeze Left Columns” text field.



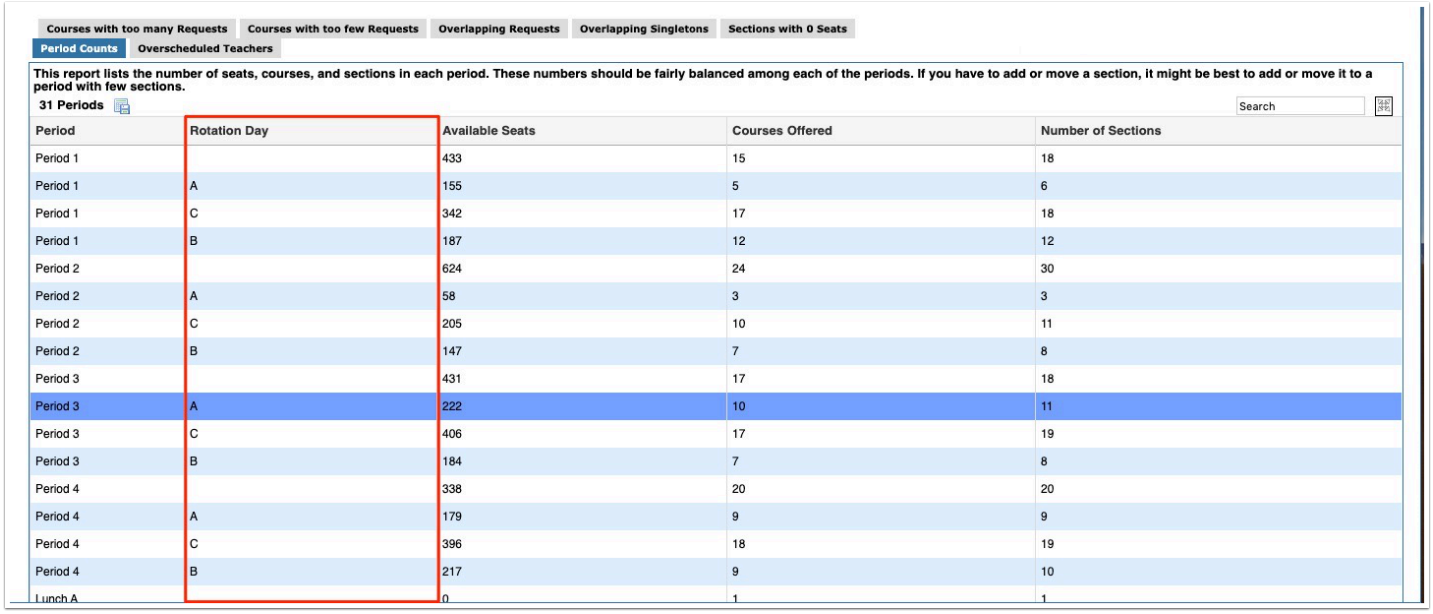
Scheduling

Advanced Report

Added the “School Title” field to the list of Course History options, which displays the course grade record to which the school is attached via student_report_card_grades.school_id).

Builder Reports

Added a “Rotation Day” column to the Period Counts tab when the school has rotation days enabled to display the period counts broken down by rotation day. Note: This currently only works when letter labels are used for the rotation days and when the number of rotation days is 3 or less.

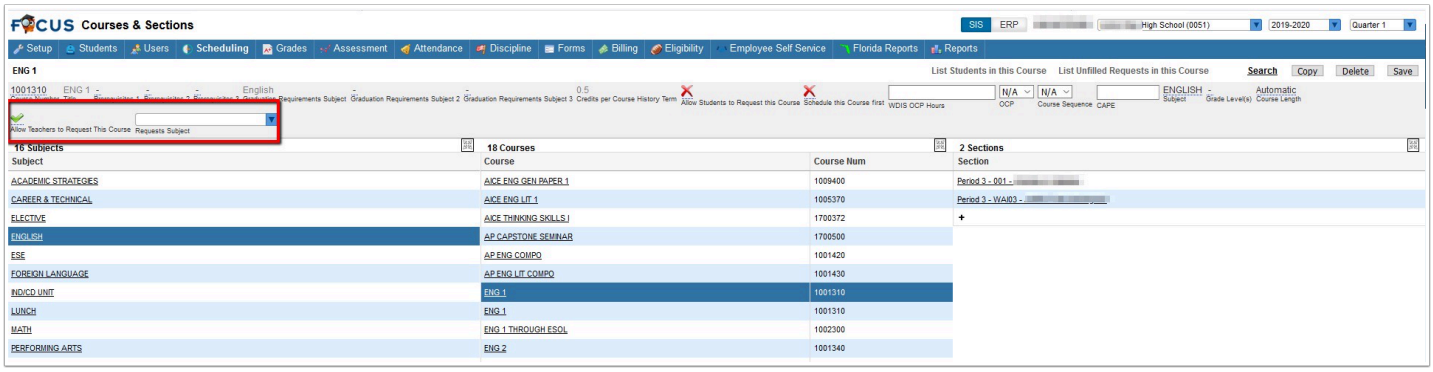


Period	Rotation Day	Available Seats	Courses Offered	Number of Sections
Period 1		433	15	18
Period 1	A	155	5	6
Period 1	C	342	17	18
Period 1	B	187	12	12
Period 2		624	24	30
Period 2	A	58	3	3
Period 2	C	205	10	11
Period 2	B	147	7	8
Period 3		431	17	18
Period 3	A	222	10	11
Period 3	C	406	17	19
Period 3	B	184	7	8
Period 4		338	20	20
Period 4	A	179	9	9
Period 4	C	396	18	19
Period 4	B	217	9	10
Lunch A		0	1	1

Course Catalog/Master Schedule Report/Courses & Sections

Added two new fields, “Allow Teachers to Request This Course” and “Requests Subject” to the Course Catalog, Master Schedule Report, and Courses & Sections. All current courses have “Allow Teachers to Request” selected by default. When new courses are added, the check box must be selected to allow teachers to request the course. The “Requests Subject” pull-down allows teachers to request a course outside of their grad subject area. Select one or multiple grad subjects from the pull-down. Teachers of the selected grad subjects are allowed to request the course. New profile permissions have been added in order to view and edit the fields in Courses & Sections.

- Example - if you want EN teachers to be able to assign World History requests, open the World History course and select Requests Subject of EN



Courses & Sections

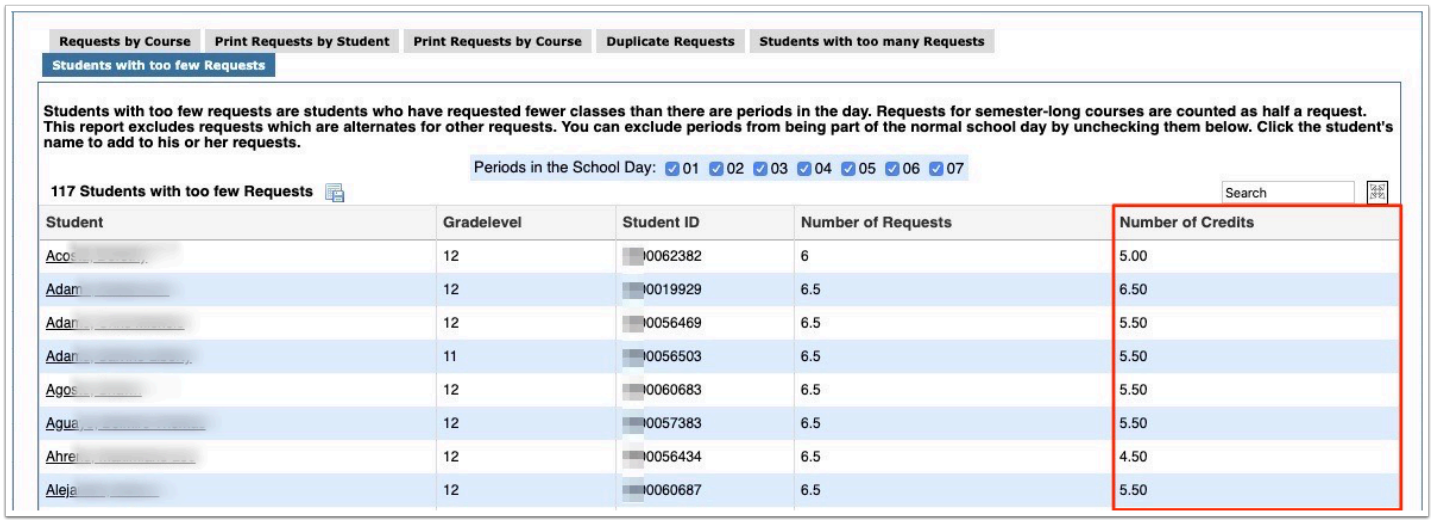
Added the “Do not log history” check box back to the pop-up that displays after changing the teacher on the section. Select the check box to not log the change.

Added the fields “Inclusion FEFP,” “Inclusion Reading Intervention Component,” and “Inclusion ELL Instructional Model” to the Inclusion tab on sections in Courses & Sections and on the Master Scheduled Report.

Updated so when a new section is added to a course, the “Course History Term” field accurately populates with data entered for the course via the Course Catalog, as opposed to reflecting information selected from the Marking Period field, such as Full Year.

Requests Reports

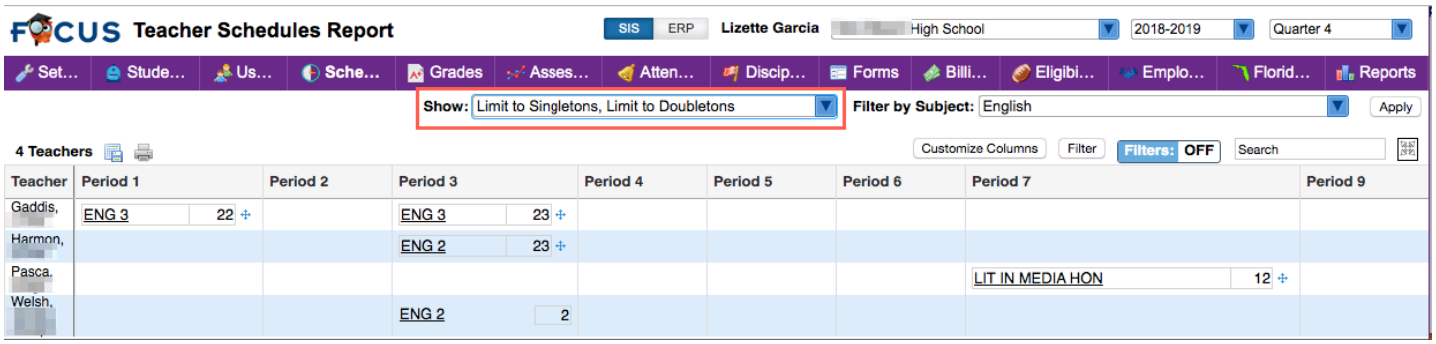
Added the “Number of Credits” column to the “Students with too few Requests” and “Students with too many Requests” reports.



Updated so that students with zero requests will still have a requests sheet printed when printing from the Print Requests by Student tab.

Teachers Schedules Report

Added a “Singletons” and “Doubletons” filtering option to the Show pull-down, which allows users to filter the report more effectively when reviewing select courses, moving courses, and running the scheduler. The Teachers Schedules Report can now be filtered by Singletons, Doubletons, or both.



Setup

Application Editor

Added a “Parent Portal” option to the Available Forms section in Re-Enrollment Setup. This allows available forms to be published to the Parent Portal.

Community App

Added Filter toggles to Social Media Feeds and School News Settings. Also added the ability to sort by clicking on a column header.

Form Builder

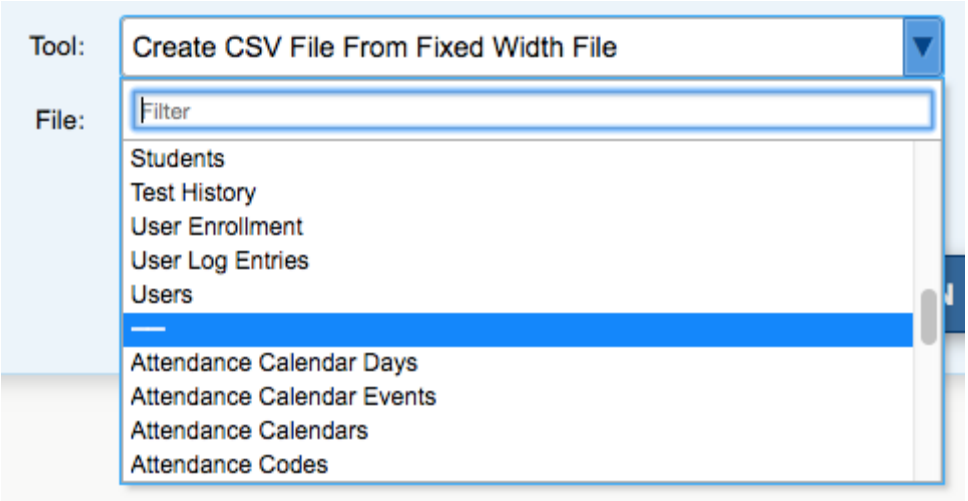
Added {requester_ID} as a variable that can be used in collections. This variable behaves like {staff_id} except it uses the form requester's ID if present. If no ID is present (e.g. in SSS), then it defaults to the current user's staff ID.

Added a new option “Remove School From Requests” to the Form Settings. When enabled, the Select School pull-down and i text box is removed when a user fills out the form.

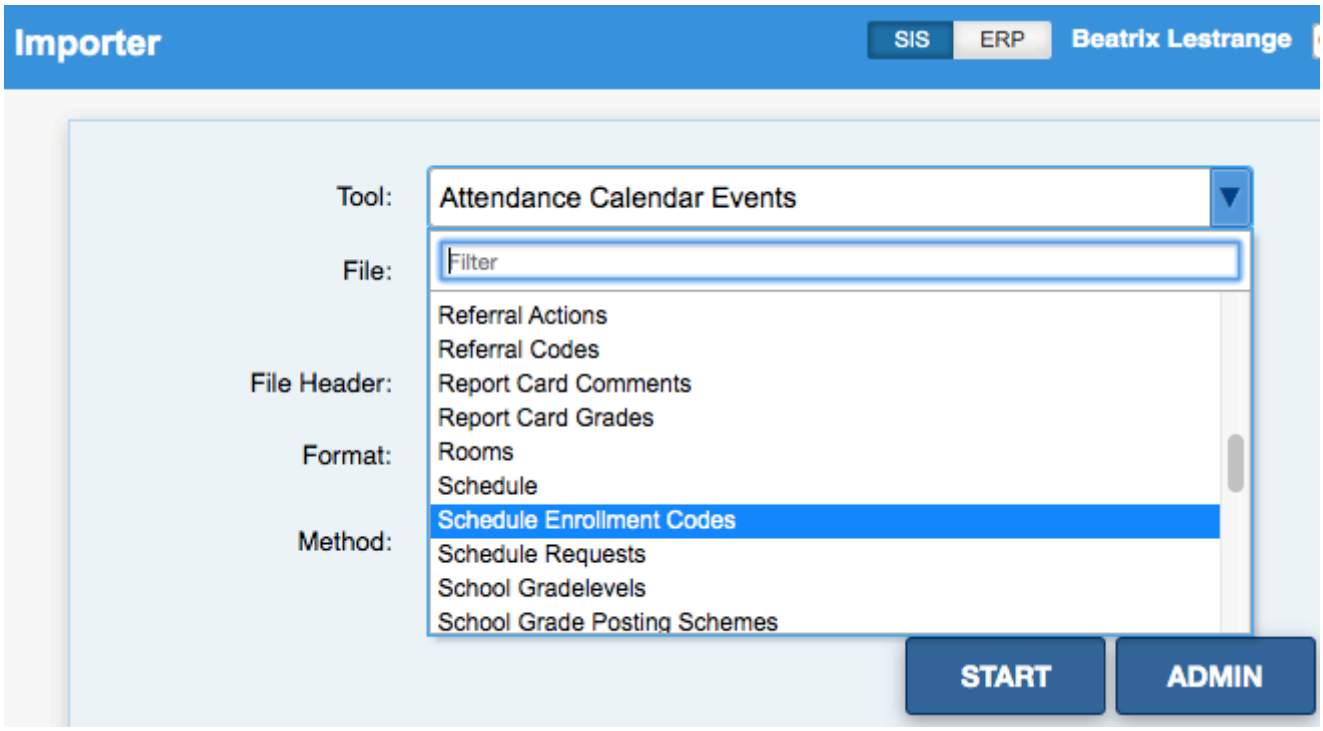
Importer

Updated the “Tool” pull-down so the displayed options are broken up by category; the order is as follows:

- Prep: Data Prep Tools: Import into Blank Table, etc.
- SIS: SIS Tools: Students, Users, etc
- Setup: Site Setup Tools: Attendance Calendars, Marking Periods, etc.



Added the following tools: Referral Codes, Referral Actions, Report Card Grades, Report Card Comments, and Attendance Calendar Events.



Manage Integrations

Added a “Batch Notes” field where notes can be entered on the integration.

Print Letters

Updated so that when school choice letters are printed or emailed from Print Letters, the letters are logged in the Letter Logging tab of the student's record and a time stamp is added to the database in the school_choice_application_status table in the letter_date column.

Rollover

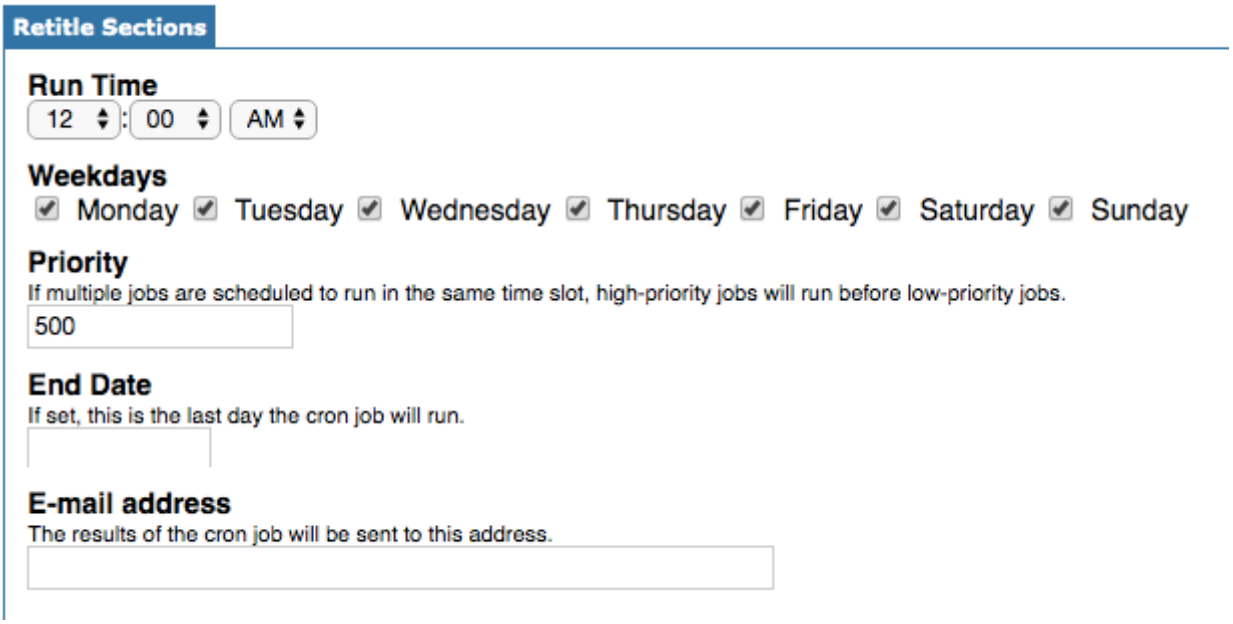
Added the option to roll Tardy Thresholds to the Rollover screen.

Scheduled Jobs

Updated the FLEID schedule job to include exporting and importing staff records.

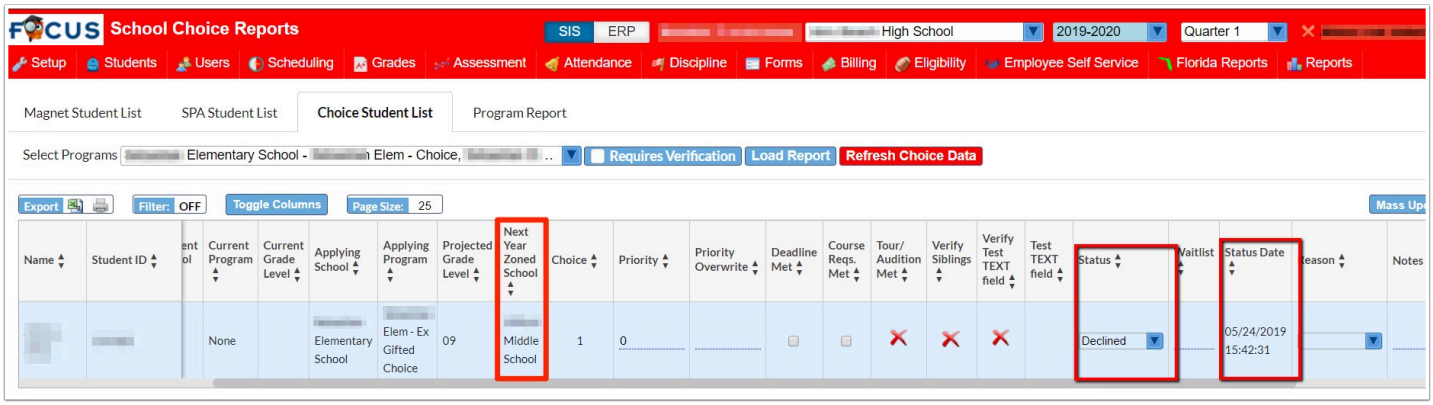
- Added the option titled "Export Record Limit" to the FLEID Export/Import scheduled job setup screen, which limits the amount of records sent in an export. Note: The option accepts positive integers greater than zero.

Added a scheduled job called "Retitle Sections," which renames sections when changed via Run Query.



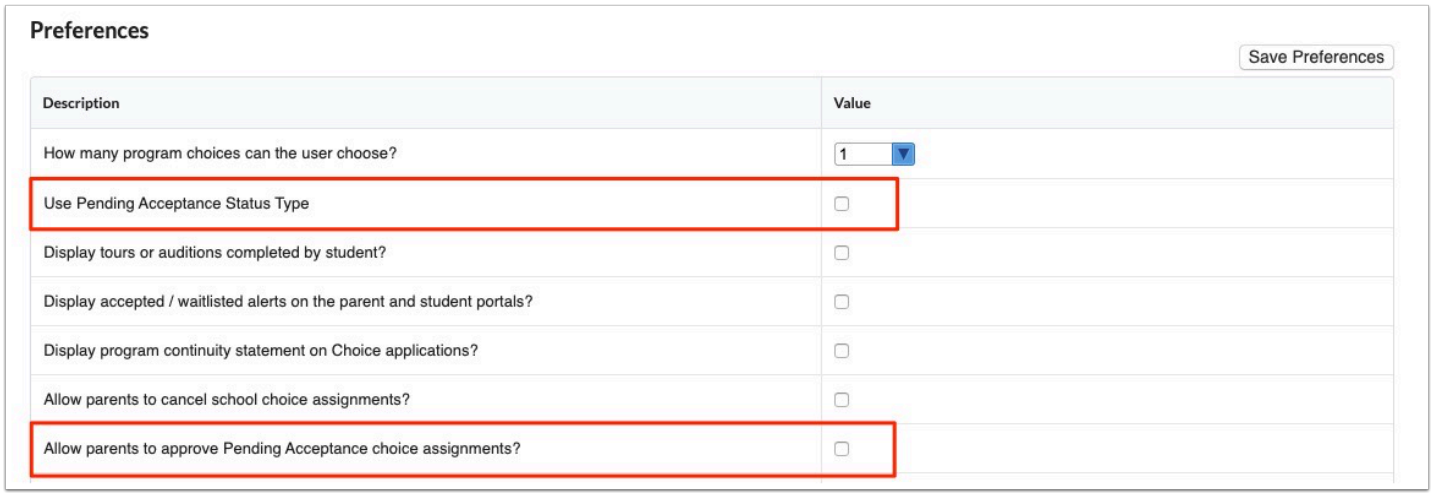
School Choice Reports

Added the Status Date column to the School Choice Reports, which indicates the date and time the status on the application was changed. Also added the Next Year Zoned School column, which displays the school the student is zoned to attend for the next school year.



School Choice Setup

Added the option “Use Pending Acceptance Status Type” to the Preferences section in the Customize Application tabs. This adds “Pending Acceptance” as a status for the desired application types. When this option is set on an application type, instead of being accepted students are set to Pending Acceptance (db status = 4). When the student has been set to Pending Acceptance, they will have to accept the application, which will change their status from Pending Acceptance to Accepted and all other statuses to Canceled. If the new preference is on and the portal alerts preference is also on, the alert is now altered to let the parent know that they need to finalize their choice acceptance. If the preference to “Allow parents to approve Pending Acceptance choice assignments” is set on the application, then parents can accept the assignment.



System Preferences > Default School Preferences > Parent Registration

Added a new system preference “Enable Parent Registration.” When the check box is selected, parent registration via /auth will be turned ON. When not selected, parent registration via /auth will be turned OFF.

Updated the parent registration system preferences to provide better descriptions, and removed unnecessary preferences.

System Preferences > Default School Preferences/School Preferences > Enrollment

Added four new system preferences, “Allow Users to Back Date W/D Dates,” “Allow Users to Future Date W/D Dates,” “Allow Users to Back Date Enrollment Dates, “ and “Allow Users to Future Date Enrollment Dates.” For more information, please see the System Preferences help document.

System Preferences > Default School Preferences/School Preferences > General

Added a new preference “Attendance Kiosk Print Slip upon Check-Out.” Enable the preference to print a slip when a student checks out in the attendance kiosk mode. When this preference is disabled, a slip will not print when checking out.

System Preferences > Default School Preferences/School Preferences > Localization

Updated so when the “International Address: Add additional options for non-US addresses” setting is enabled, users can add and save addresses without a Zip Code via Students > Add a Student or Students > Student Info > Addresses & Contacts tab.

- Updated so when this preference is selected and a new student is added, users can select the applicable country from the “Select Country” pull-down.

System Preferences > Default School Preferences/School Preferences > Scheduling

Added a new preference “Require documentation when overriding prerequisites.” When this preference is enabled, documentation is required when adding courses to a student’s schedule when the prerequisites were not completed. When adding a course that has a prerequisite that was not completed, a pop-up window displays where the user must select a Reason and may upload a document. Only users with the profile permission “Allow User to Override Course Sequence” in Users > Profiles under Student Schedule can add a course that has a prerequisite that was not completed.

Added a new preference “Maximum Number of Next-Year Teacher Schedule Requests.” Enter the maximum number of requests teachers can enter per student on the Next-Year Schedule Requests screen. When left null, teachers can enter 2 requests per student.

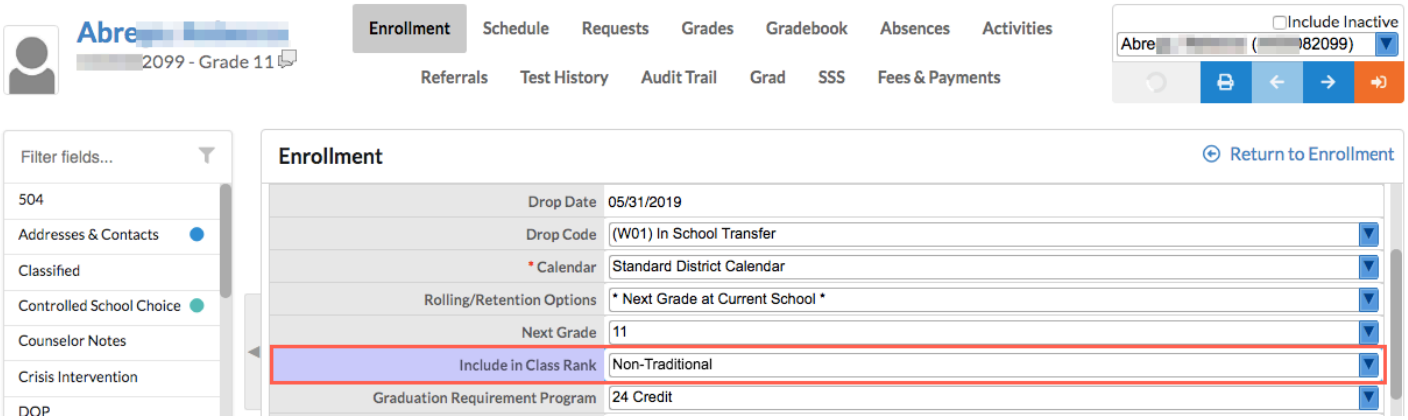
Added a new preference “Require teachers to submit a grade before dropping students.” When enabled, teachers are required to post a grade before dropping a student from their course in the Student Schedule. The message “You must post a grade before setting a drop date” will display in the Dropped column on the Student Schedule. When this preference is disabled,

teachers can drop a student from their course in the Student Schedule without having to first post a grade.

Added two new preferences “Do Not Allow Users to Delete Schedule Records with Attendance and Grades” and “Lock Enrollment Date When Positive Attendance or Grades Exist.” When “Do Not Allow Users to Delete Schedule Records with Attendance and Grades” is enabled, a schedule record cannot be deleted when there are any positive attendance, Gradebook grades, or posted grades between the schedule start date and end date. If the start date is moved up to today and attendance is entered, the delete check box will not appear on the schedule record. If this preference is enabled, users are also prevented from deleting schedule records by setting the end date prior to the start date. When “Lock Enrollment Date When Positive Attendance or Grades Exist” is enabled, the start date on the schedule record is not editable when the student has any positive attendance, Gradebook grades, or posted grades.

Students

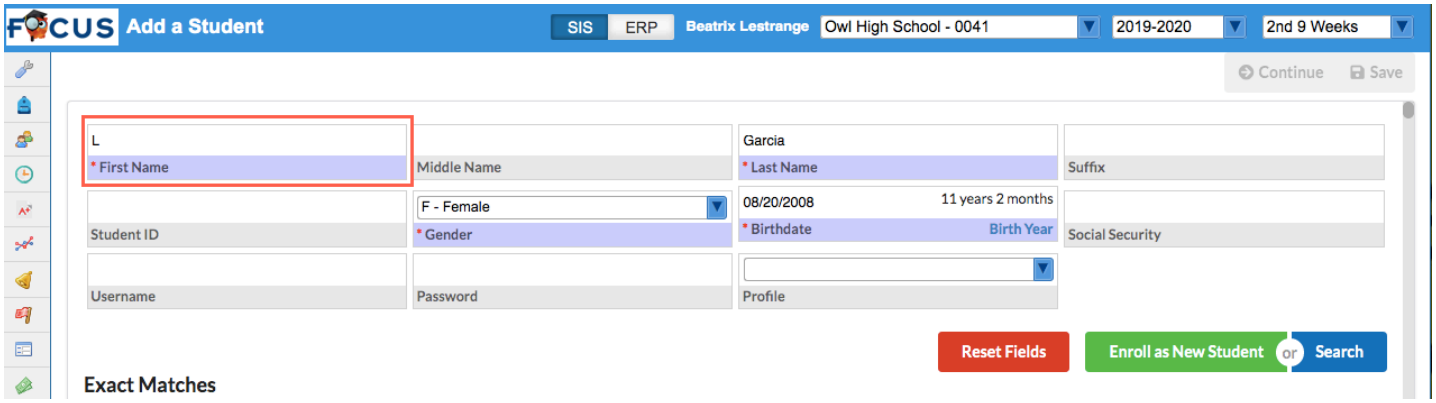
Added a “Non-Traditional” option to the “Include in Class Rank” pull-down via **Student Info > Enrollment > View** button.



- The “Non-Traditional” option has also been added to Advanced Reports when Include in Class Rank is selected from the Enrollment section of Available Fields. When the report is generated, the Include in Class Rank pull-down displays with the new Non-Traditional option.
- Students set as Non-Traditional can also be reviewed via Grades > Final Grades, GPA, & Class Rank > More Search Options > Enrollment section > Include in Class Rank.

Add a Student

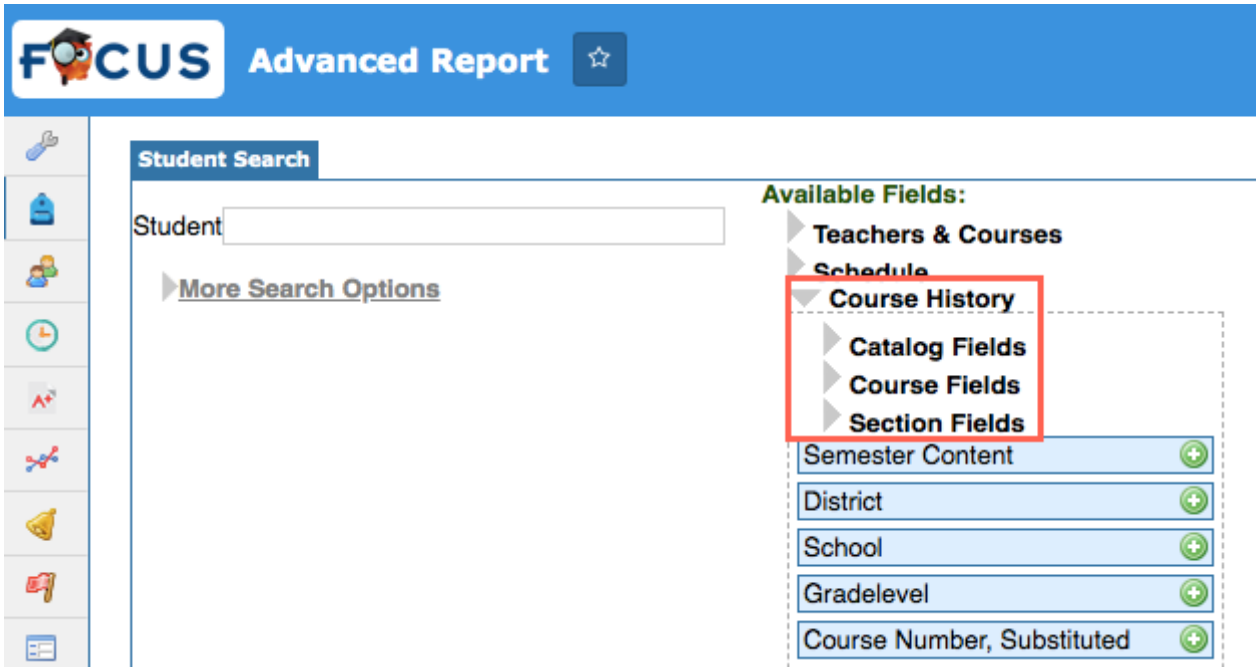
Updated so new students can be enrolled with only one character entered in the first name field.



Advanced Report

Updated so reports that include barcodes print using PhantomPDF, which allows the barcode images to be embedded in the generated PDF.

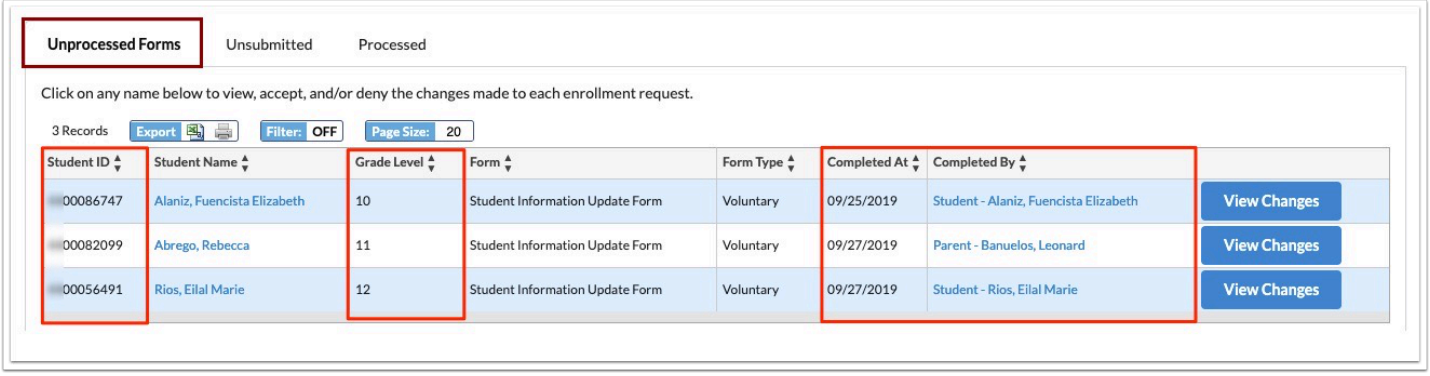
Updated the Course History options under Available Fields, which now display as “Catalog Fields” (master_courses table), “Course Fields” (courses table), and “Section Fields” (course_periods table); previously options displayed as Course State Fields (master_courses table) and Section State Fields (course_periods table).



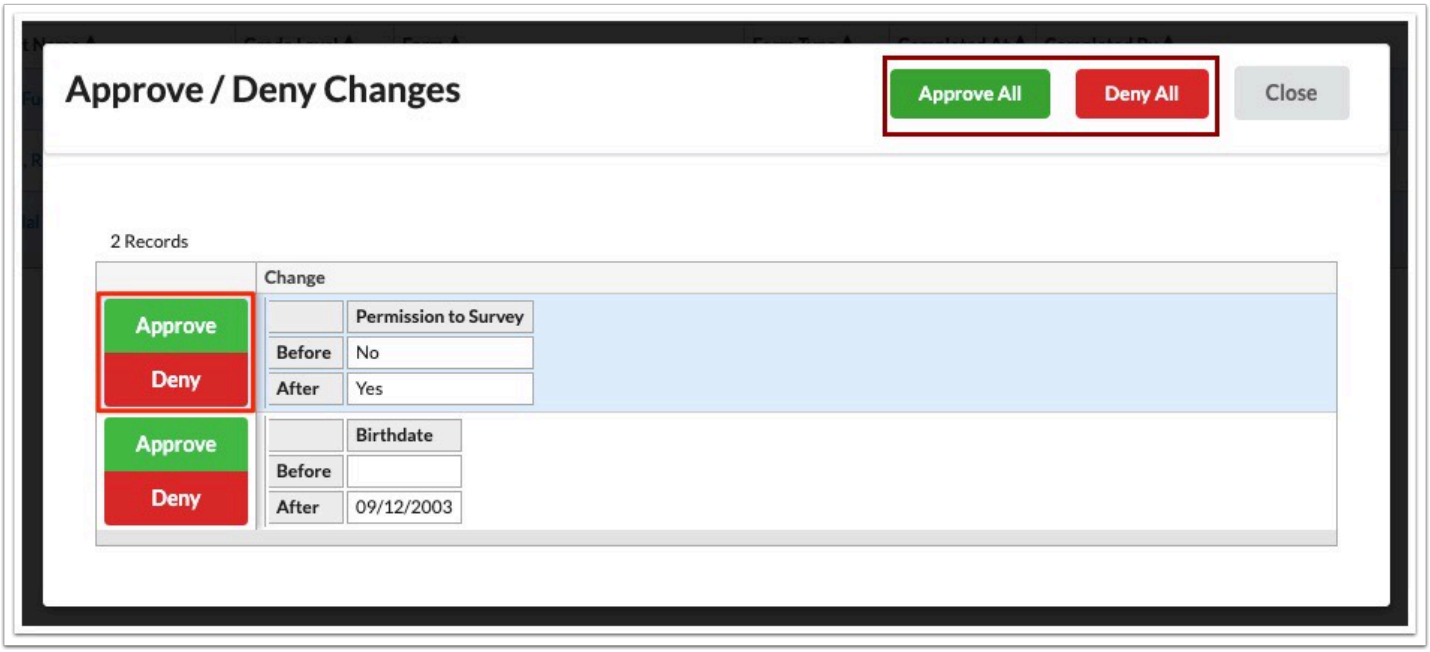
Online Enrollments

Added the Filter feature to all tabs of the Online Enrollments screen.

Added a Completed At and Completed By column to the Unprocessed Forms tab to display the date the form was completed and who completed the form (student or parent and name). Also added Student ID and Grade Level columns.

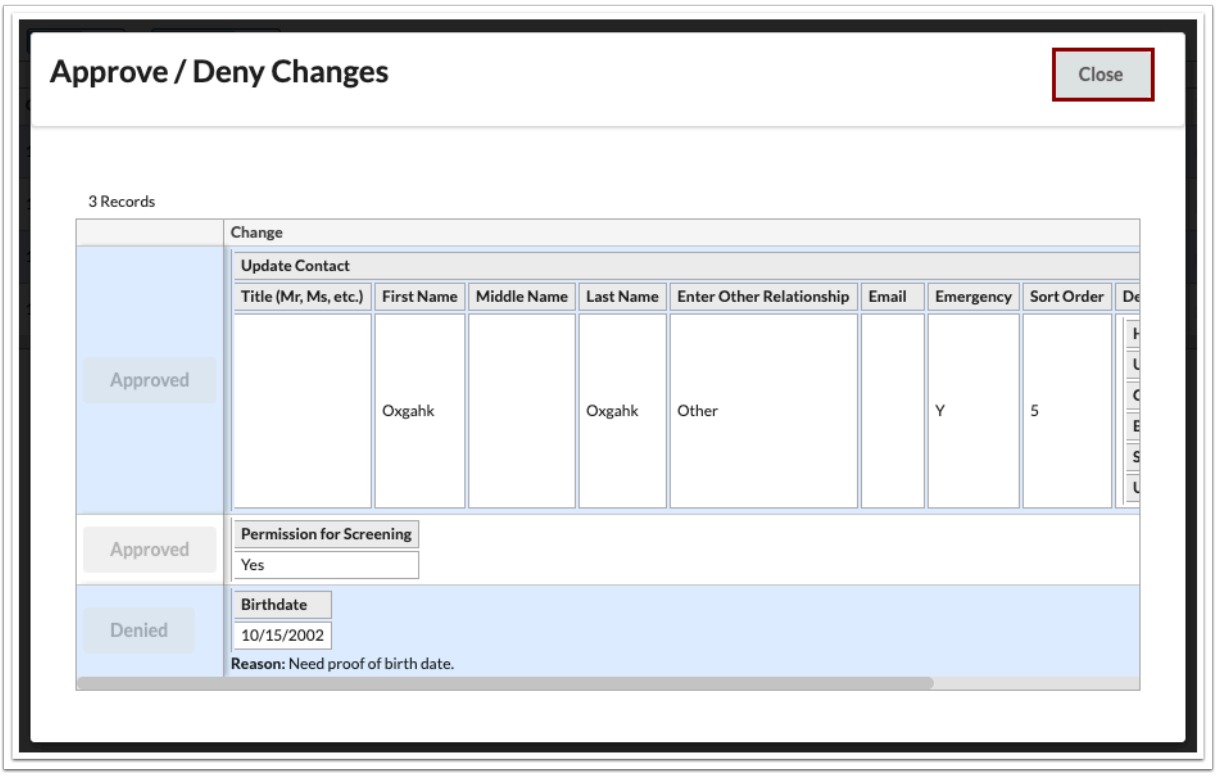


Added the View Changes button to the Unprocessed Forms tab. When clicked, the changes from the form are listed in a pop-up window, with buttons to approve or deny each individual change or approve all/deny all changes. When changes are denied, there is a text box to enter a reason for the denial.



When the form has been processed, the user who completed the form gets Portal alert. When clicked, the user is taken to the page that shows the changes and what was approved/denied.

Added the View Changes button to the Processed tab. When clicked, the changes from the form are listed in a pop-up window with indications whether they were approved or denied.

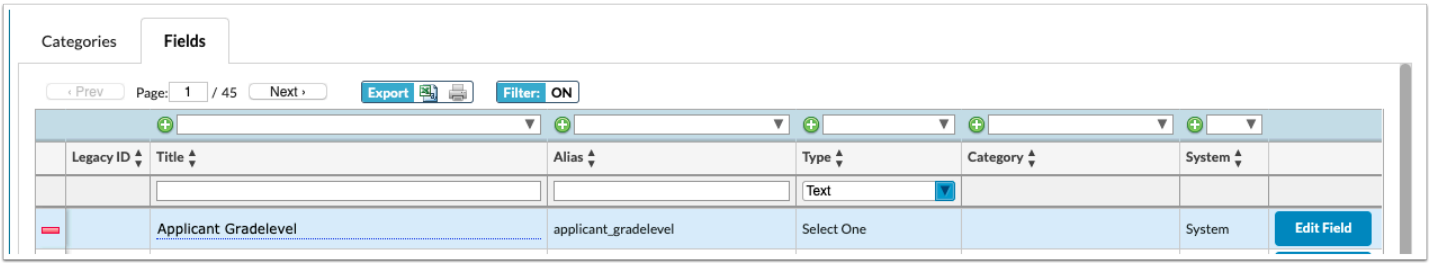


Student Info

Added an “Exclude Schools” column to the Re-enrollment Restrictions tab. When schools are selected in the Exclude Schools column, the student can be enrolled in those schools.

Student Fields

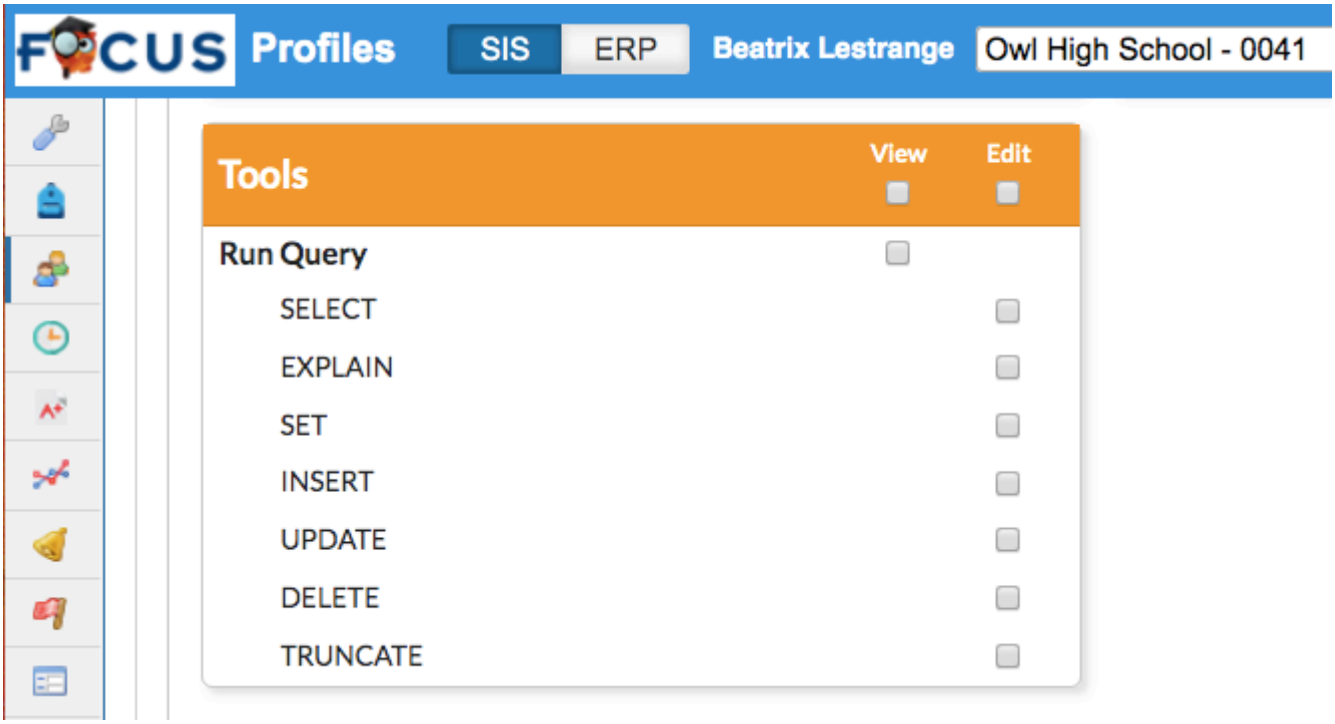
Added an "applicant_gradelevel" system field for those districts that do not yet have one. For those districts that already have an applicant gradelevel field, the field was updated to be a system field with the proper alias.



Users

Profiles

Added “Run Query” to the interface via the Setup menu, which is controlled by new profile permissions: Run Query (View), Select (Edit), Explain (Edit), Set (Edit), Insert (Edit), Update (Edit), Delete (Edit), and Truncate (Edit).



Added additional view permissions for the Referrals screen for teachers and administrators:

- View Referrals for All Years - When this permission is enabled, the “All Years” check box is available above the list output.
- View Referrals for Inactive Students - When this permission is enabled, the “Include Inactive Students” check box is available on the search screen and the “Include Inactive” check box is available above the list output.

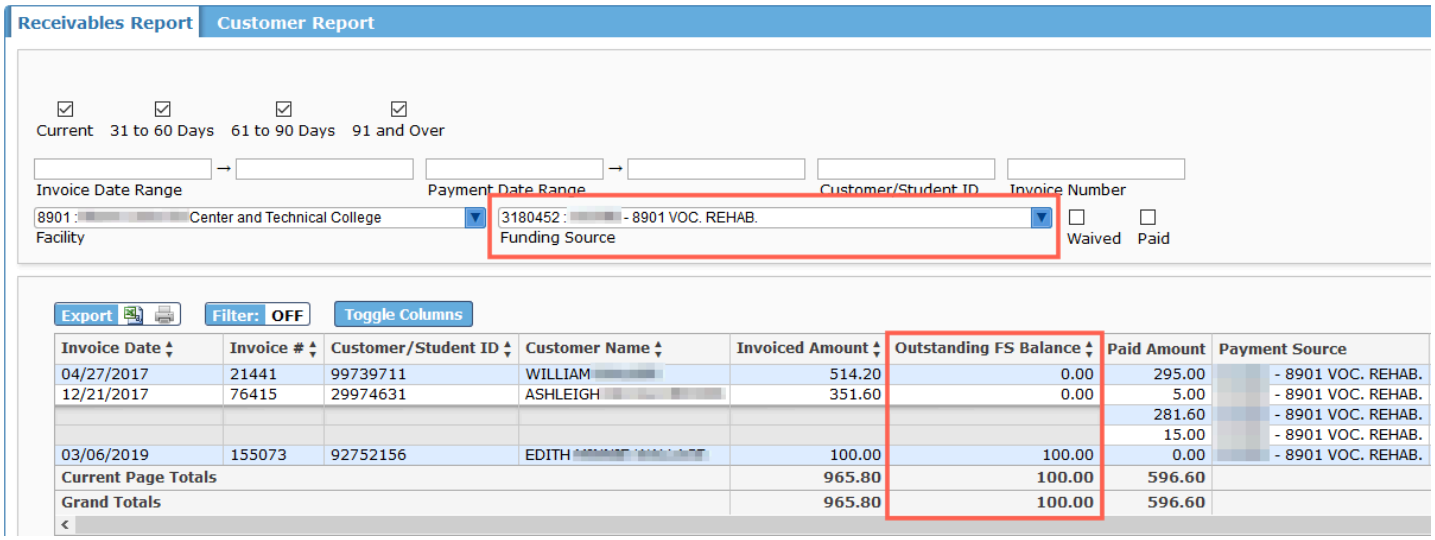
Added the “View All Schools” permission for the Discipline Incidents screen for teachers and administrators. When this permission is enabled, the “View All Schools” check box is available above the list output.

CTE

Accounts Receivable

Receivables Report

Updated the “Outstanding Balance” so it displays as “Outstanding FS Balance” if a funding source is selected and reflects the outstanding balance of the selected funding source. If a funding source is not selected, no changes are made and the column displays as Outstanding Balance.



Attendance

Sub Take Attendance

Updated so the take attendance alert in the Alerts section of the Portal page navigates to the Sub Take Attendance screen and displays when a teacher has been assigned as a substitute by administration via Scheduling > Courses & Sections > Subject > Course > Section > Subs tab.

Billing

Purchase & Pay

Updated so the cardholder’s name is passed to Authorize.net upon completing a credit/debit card transaction, not the student’s name for whom the purchases are being made.

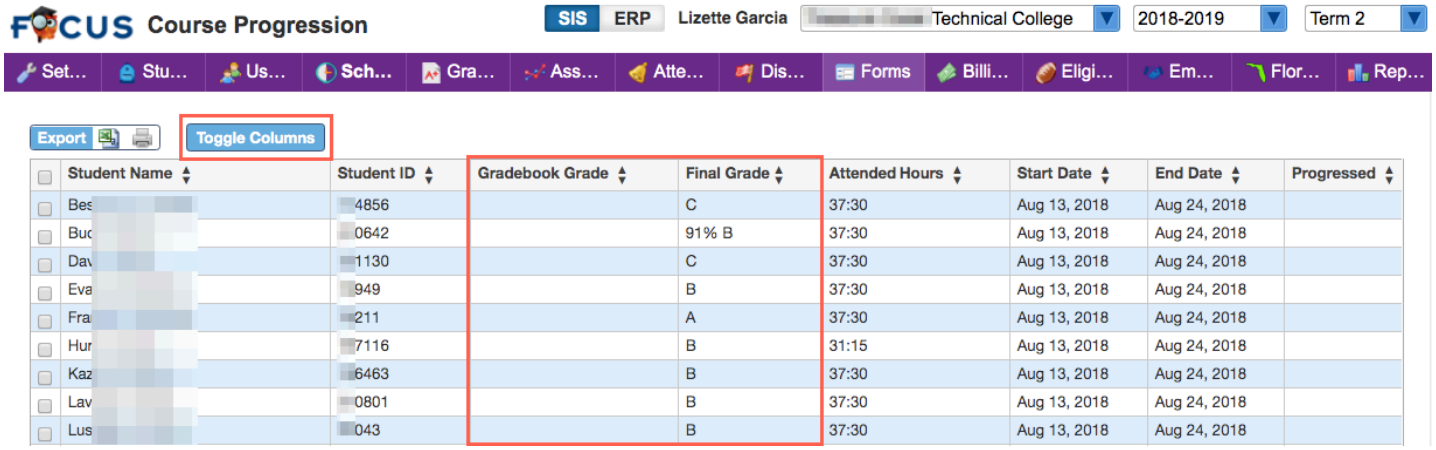
Kiosk

Added the Attendance Scanner App functionality to the kiosk for post-secondary schools using the Attendance Kiosk mode. For post-secondary schools, the Check In/Check Out/Reprint Passes screen does not display. Instead, the student is prompted to scan/enter their student ID. If the school/district has “Both” selected for the “Student Kiosk ID” system preference, the PIN is ignored for the post-secondary school and only the student ID is required when scanning in. If the student ID is manually keyed in, the PIN is also required. When a student has one class available to check in to, the student is automatically checked in to that class after scanning in. The student ID screen then reappears for the next student. When a student has multiple classes in the same period, there is a confirmation screen where they select the class they wish to check in to.

Scheduling

Course Progression

Updated the Course Progression screen so the Current grade column has been replaced by two new columns "Gradebook Grade" and Final Grade." The Gradebook Grade field populates with the students’ current gradebook grade; the Final Grade field populates with the students’ posted grade.



Student Name	Student ID	Gradebook Grade	Final Grade	Attended Hours	Start Date	End Date	Progressed
Bes	4856		C	37:30	Aug 13, 2018	Aug 24, 2018	
Buc	0642		91% B	37:30	Aug 13, 2018	Aug 24, 2018	
Dav	1130		C	37:30	Aug 13, 2018	Aug 24, 2018	
Eva	949		B	37:30	Aug 13, 2018	Aug 24, 2018	
Fra	211		A	37:30	Aug 13, 2018	Aug 24, 2018	
Hur	7116		B	31:15	Aug 13, 2018	Aug 24, 2018	
Kaz	6463		B	37:30	Aug 13, 2018	Aug 24, 2018	
Lav	0801		B	37:30	Aug 13, 2018	Aug 24, 2018	
Lus	043		B	37:30	Aug 13, 2018	Aug 24, 2018	

Added the “Toggle Columns” button to the Course Progression screen. When Toggle Columns is clicked, a pop up window displays allowing users to clear selected check box as a way to hide specific columns from the screen.

Setup (SIS)

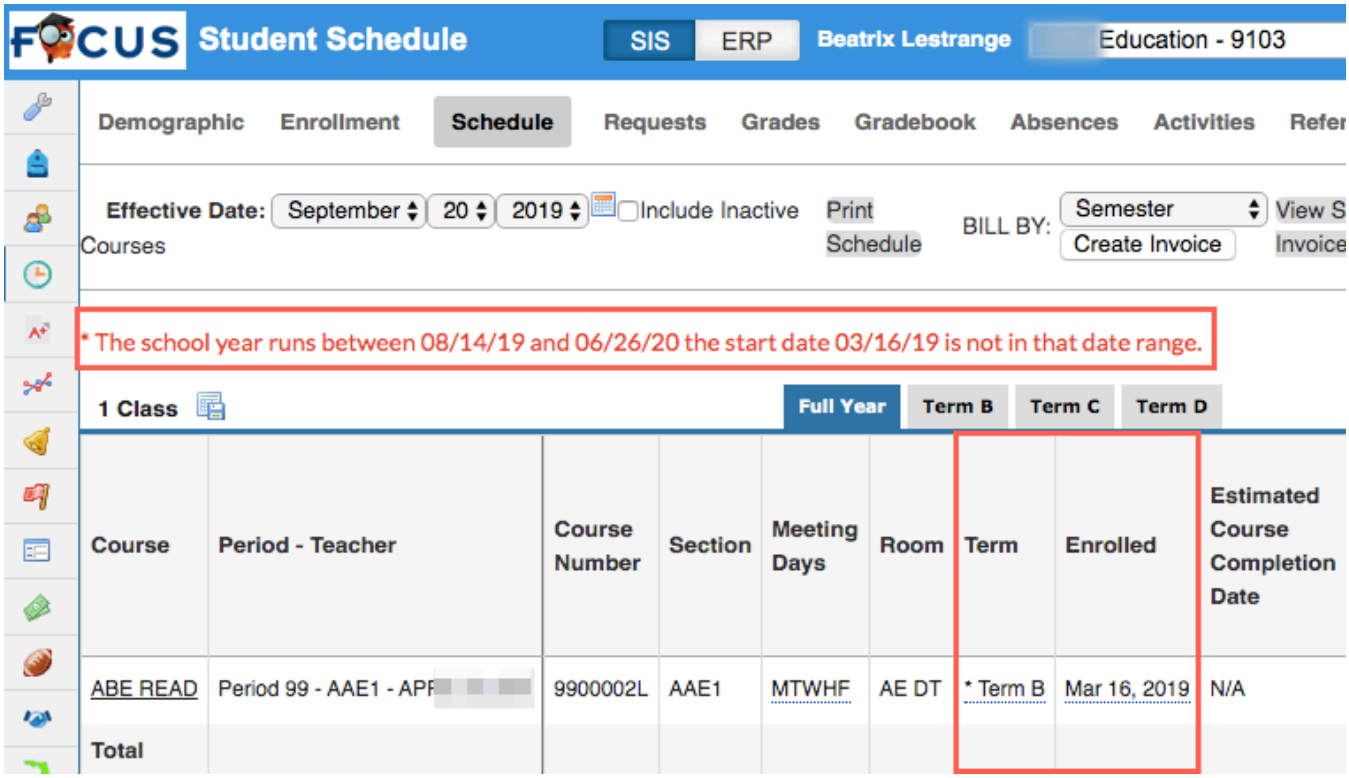
Scheduled Jobs

Updated the “Store Receipt PDF” scheduled job so it is now called “Generate PDFs from Receipts.”

- The scheduled job has also been updated to include all receipts generated as opposed to store-generated receipts only.
- Updated so each receipt/transaction is generated and can be printed in separate PDFs.

System Preferences > Default School Preferences > Scheduling

Added the “Validate Student Schedule Dates Against Section Start/End Dates” system preference. When this preference is enabled, users can add a course to a student’s schedule, but are unable to enter an Enrolled date that is outside of the marking period beginning and ending dates set up via **Setup > Marking Periods** and selected from the Marking Periods pull-down via **Scheduling > Courses & Sections** or the Term pull-down of the Student Schedule. When disabled, users can add a course to a student’s schedule and enter an Enrolled date that is outside of the marking period beginning and ending dates; users will also have permission to delete the course.



Added the “Allow Editing of Section Hours/Duration and Times after Attendance has been Entered” system preference. Enabling this preference allows the Post Secondary Start Time,

Post Secondary End Time, and Class Daily Hours fields to be editable on the section when the section has attendance data. When this preference is disabled, these fields are not editable on the section when the section has attendance data.

System Preferences > Default School Preferences/School Preferences > Billing

Added the “Only apply once-per-program fees once when billing multiple classes by course/section/hours” setting; if the setting is enabled, when billing multiple classes from schedule by course, section, or hours, the system respects the Once Per Program check box on fee set up via Billing > the applicable manage fees screen, such as Manage District Fee Templates.

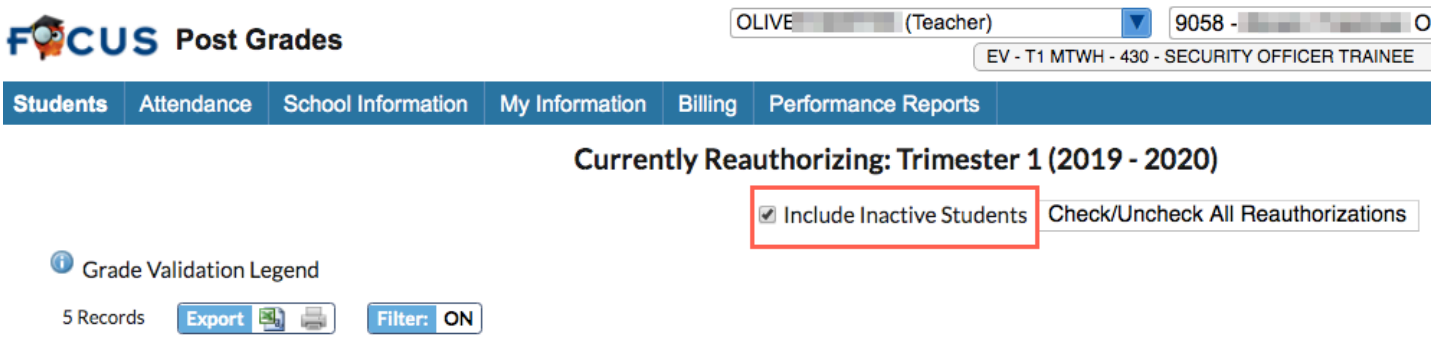
Students

Student Reauthorization/Post Grades

Added the ability to reauthorize for full year windows.

- In order for users to reauthorize via full year windows the following criteria must be met: Marking periods course registration set for full year, Grade posting window is full year, and Courses have Reauthorization / Bill By Reauthorization type setup via the Vocational/WDIS tab of Courses & Sections.

Added an “Include Inactive Students” check box to the Post Grades screen, which allows teachers to post grades for inactive students.



Users

Profiles

Updated the profile permissions for **Billing > Manage Individual Fees** ensuring that users/profiles granted View only permissions, cannot edit or delete records.

LMS

Lesson Planning

Lesson Planner

Moved the New Assignment option to the top of the “Select an assignment” pull-down when adding an assignment to a lesson plan to prevent having to scroll down the entire list of assignments.

ERP

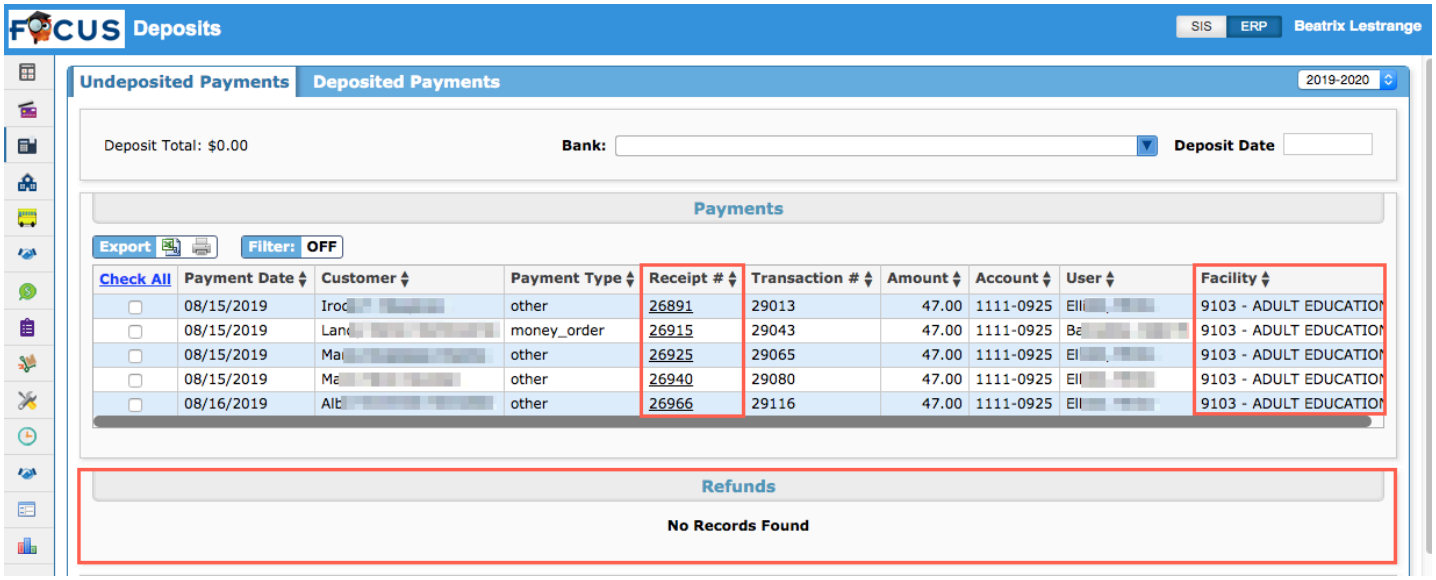
Accounts Receivable

Deposits/Internal Account Deposits

Added a “Receipt #” column, which includes a link to Receipts/Internal Account Receipts or Point of Sale depending on where the receipt was generated.

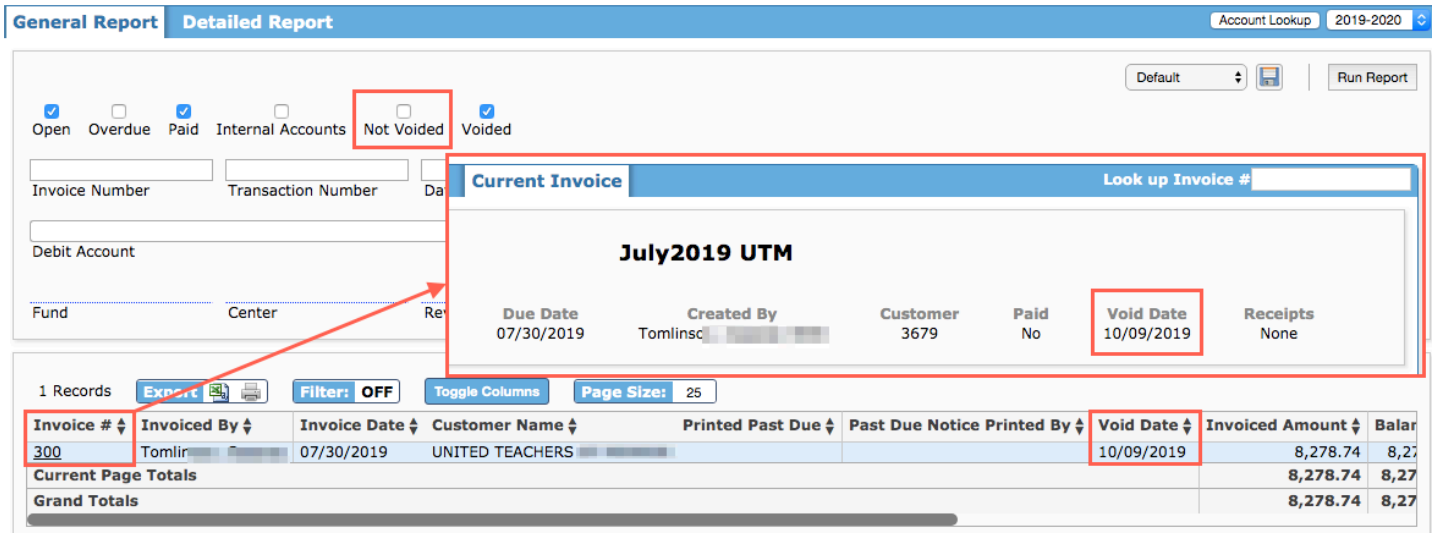
Added a “Facility” column to the report.

Updated so the “Refunds” section has been moved to the bottom of the screen underneath the Payments section.



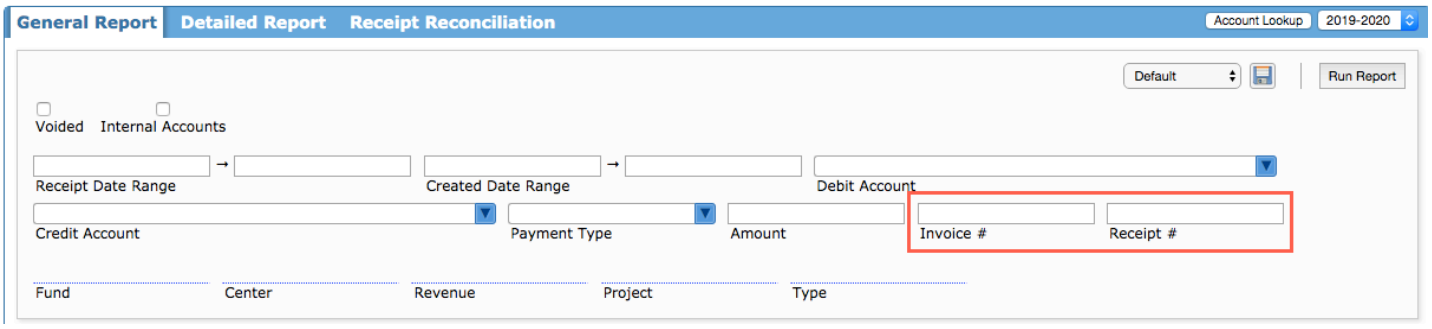
Invoices/Invoice Report

Added a “Void Date” field to the Invoice header. Voided invoices are viewable when accessed from the Invoice Report > “Invoice #” link, which was added to the report, along with a “Not Voided” report filter, and a “Void Date” column.

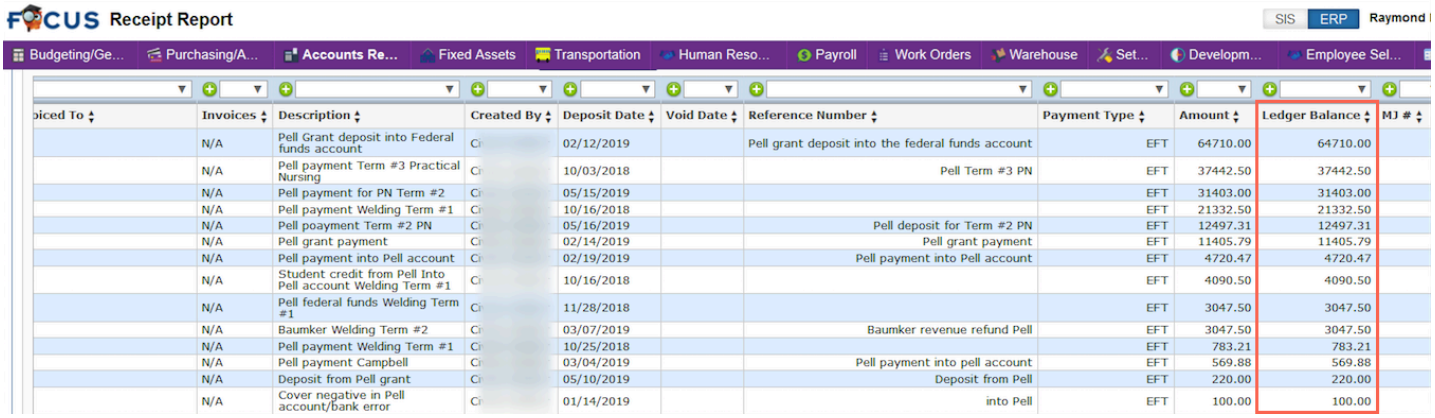


Receipt Report

Added a “Receipt Number” and “Invoice Number” search text box to the General Report and Detailed Report filters.



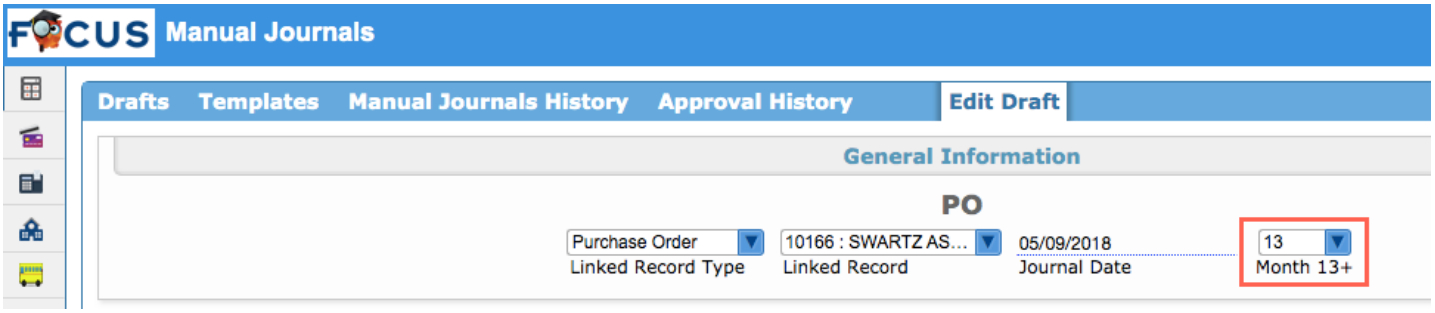
Added a “Ledger Balance” column to the report, which is the sum of the cash journals (debits subtracted by credits) of journals tied to listed receipts.



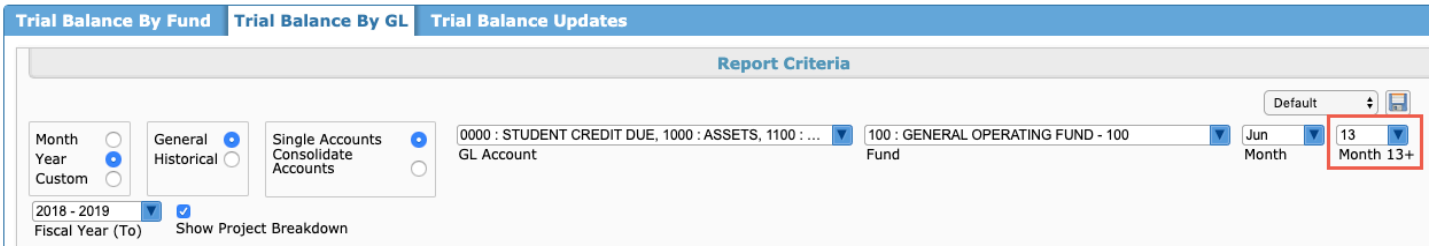
Invoices	Description	Created By	Deposit Date	Void Date	Reference Number	Payment Type	Amount	Ledger Balance	MJ #
N/A	Pell Grant deposit into Federal funds account	Ci	02/12/2019		Pell grant deposit into the federal funds account	EFT	64710.00	64710.00	
N/A	Pell payment Term #3 Practical Nursing	Ci	10/03/2018		Pell Term #3 PN	EFT	37442.50	37442.50	
N/A	Pell payment for PN Term #2	Ci	05/15/2019			EFT	31403.00	31403.00	
N/A	Pell payment Welding Term #1	Ci	10/16/2018			EFT	21332.50	21332.50	
N/A	Pell poayment Term #2 PN	Ci	05/16/2019		Pell deposit for Term #2 PN	EFT	12497.31	12497.31	
N/A	Pell grant payment	Ci	02/14/2019		Pell grant payment	EFT	11405.79	11405.79	
N/A	Pell payment into Pell account	Ci	02/19/2019		Pell payment into Pell account	EFT	4720.47	4720.47	
N/A	Student credit from Pell Into Pell account Welding Term #1	Ci	10/16/2018			EFT	4090.50	4090.50	
N/A	Pell federal funds Welding Term #1	Ci	11/28/2018			EFT	3047.50	3047.50	
N/A	Baumker Welding Term #2	Ci	03/07/2019		Baumker revenue refund Pell	EFT	3047.50	3047.50	
N/A	Pell payment Welding Term #1	Ci	10/25/2018			EFT	783.21	783.21	
N/A	Pell payment Campbell	Ci	03/04/2019		Pell payment into pell account	EFT	569.88	569.88	
N/A	Deposit from Pell grant	Ci	05/10/2019		Deposit from Pell	EFT	220.00	220.00	
N/A	Cover negative in Pell account/bank error	Ci	01/14/2019		into Pell	EFT	100.00	100.00	

Budgeting/General Ledger

Added a “Month 13+” pull-down to **Manual Journals** and **Internal Account Manual Journals**, which displays if users enter a closed fiscal year in the Journal Date field and have permission to “Month 13+” via **Setup > Profiles**.



- When creating manual journals as an audit correction, users can select the applicable month from the pull-down; options include 13-20. Month 13 is used to post entries for when the auditor visits and asks for corrections.
- Using Month 13+ allows users to run the **Trial Balance** and **Expenditure/Revenue Report** that reflect financial statements (June / Month 12) and be able to run corrected financial statements when a selection is made from the added “Month 13+” pull-down. If there are multiple rounds of audit changes, Month 13-20 can be selected.



Budget Maintenance/Internal Account Budget Maintenance

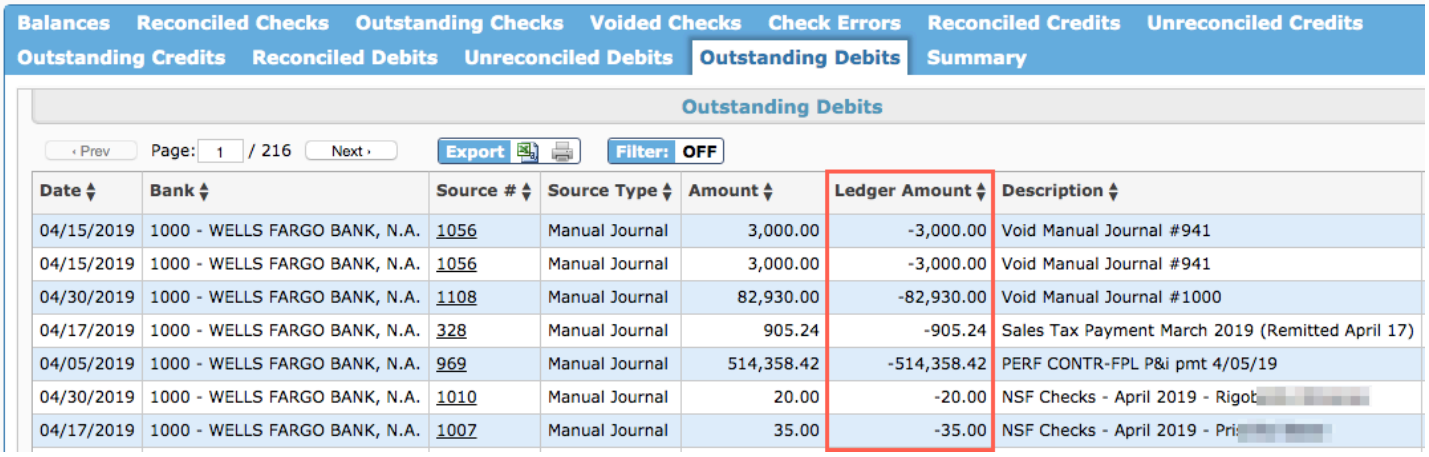
Added a “Look up BM #” feature, which allows users to open budget maintenance amendments and revisions while on any of the Budget Maintenance screens/tabs.

Bank Reconciliation/Internal Account Bank Reconciliation

Updated so checks tied to a P-Card invoice batch will no longer display on the Outstanding Debits tab or the Summary tab.

Updated so manual journals display as outstanding in a bank reconciliation when the reconciliation month is during or after the journal date month; for example, if a manual journal has a date of 02/01/2019 and was not cleared in February’s reconciliation, the manual journal will now also display as outstanding in the March reconciliation.

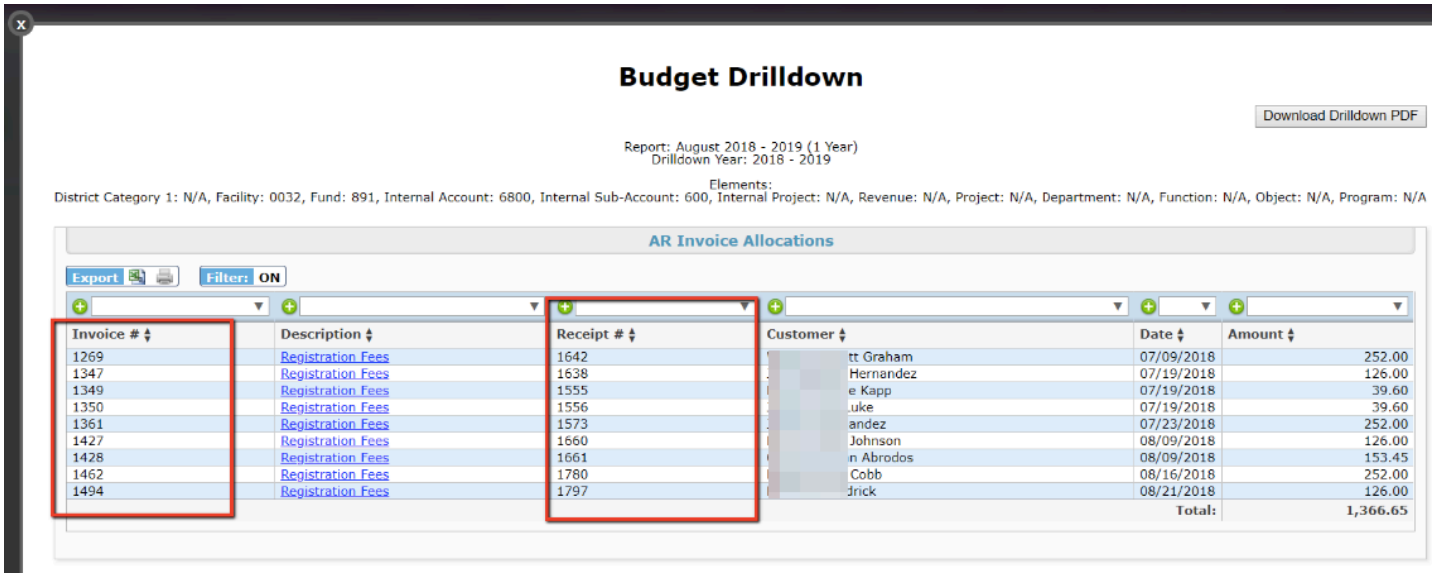
Added the “Ledger Amount” column, which displays journal amounts, to the following tabs: Outstanding Checks, Voided Checks, Reconciled Credits, Outstanding Debits, and Reconciled Debits.



Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1056	Manual Journal	3,000.00	-3,000.00	Void Manual Journal #941
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1056	Manual Journal	3,000.00	-3,000.00	Void Manual Journal #941
04/30/2019	1000 - WELLS FARGO BANK, N.A.	1108	Manual Journal	82,930.00	-82,930.00	Void Manual Journal #1000
04/17/2019	1000 - WELLS FARGO BANK, N.A.	328	Manual Journal	905.24	-905.24	Sales Tax Payment March 2019 (Remitted April 17)
04/05/2019	1000 - WELLS FARGO BANK, N.A.	969	Manual Journal	514,358.42	-514,358.42	PERF CONTR-FPL P&i pmt 4/05/19
04/30/2019	1000 - WELLS FARGO BANK, N.A.	1010	Manual Journal	20.00	-20.00	NSF Checks - April 2019 - Rigob
04/17/2019	1000 - WELLS FARGO BANK, N.A.	1007	Manual Journal	35.00	-35.00	NSF Checks - April 2019 - Pri

Expenditure/Revenue Report

Added an “Invoice #” column and a “Receipt #” column to the Budget Drilldown.



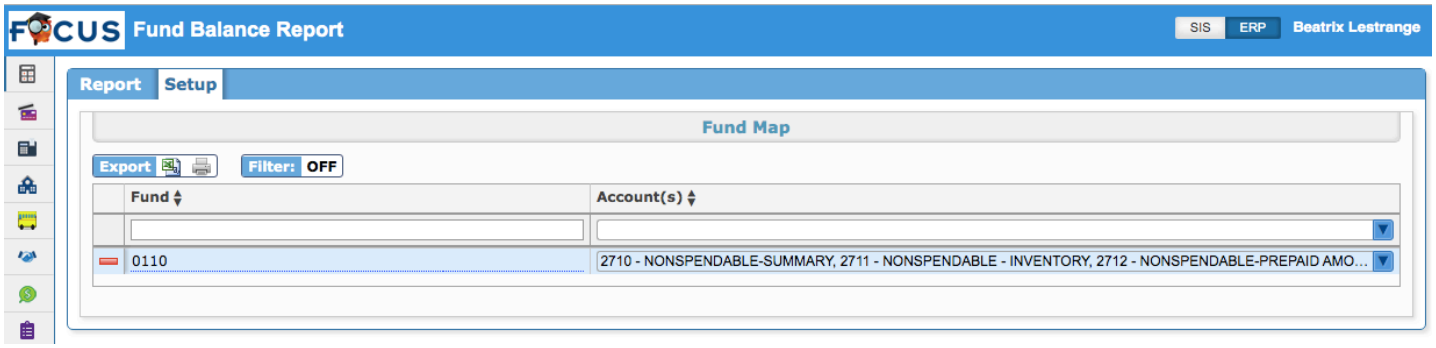
Updated so the report now includes journals that are not linked to budgeted accounting strips.

Updated so an AR (accounts receivable) invoice on an Expense strip no longer creates a journal.

Fund Balance Report

Added a “Setup” tab to the report, which allows users to identify the funds and corresponding accounts that should populate the report.

- The “Fund” text box allows wildcards and the general ledger “Account(s)” pull-down is select multiple.

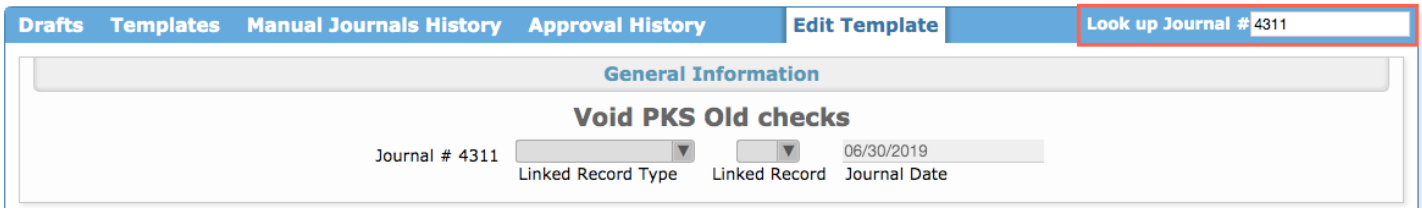


Manual Journals/Internal Account Manual Journals

Added the following warning when the manual journal contains encumbrances but is not linked to a purchase order via the “Linked Record Type” and “Linked Record” pull-downs: “Your manual journal is not linked to a PO, so your encumbrance will not appear on the PO report. Continue?”

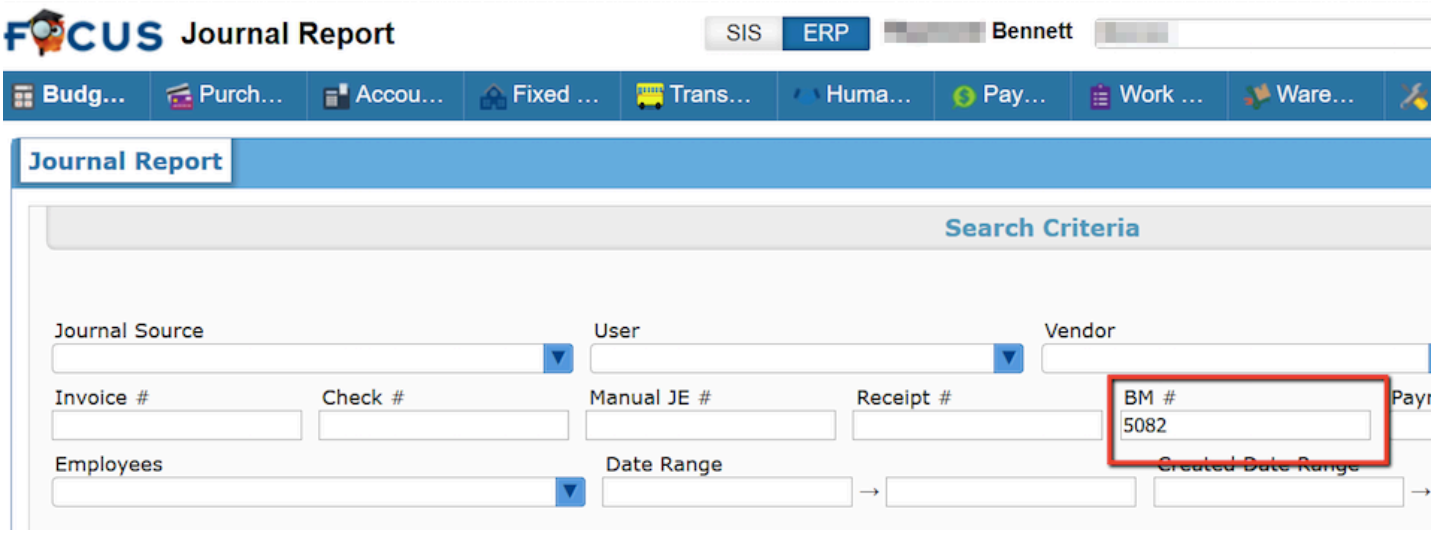
Added the Filters feature to the Expense Journals Lines and Revenue Journal Lines sections.

Added the “Look up Journal #” feature, which gives users the ability to search for journals by entering the manual journal number in the text box and pressing the Enter key.



Journal Report

Added a “BM #” filter to the Search Criteria allowing users to pull journal information as it pertains to specific budget maintenance numbers.



Trial Balance

Updated so purchase order rollover journals are now included in the Trial Balance.

Employee Self Service

Employee Agreements

Added a print button to the PDF print preview screen when viewing an agreement.

Employee Requests

Updated leave requests so only active buckets display in the “Bucket” pull-down; previously all buckets included those marked “Inactive” set up via Human Resources > Leave Maintenance > Buckets tab were displayed.

Fixed Assets

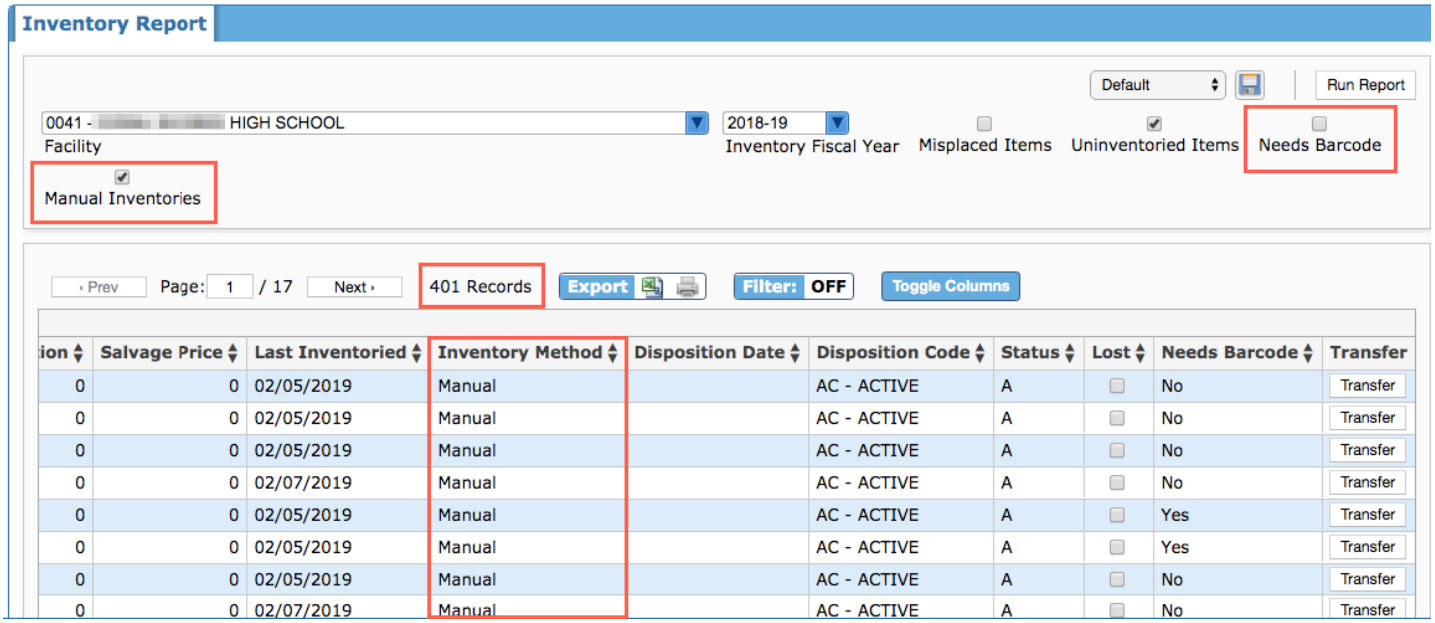
Inventory Report

Added a data record count, so the number of records displays above the report.

Updated so the columns for "Approved Location" and "Inventoried Location" displays for all report criteria. Previously, these columns only displayed if the “Misplaced Items” check box was selected.

Added an "Inventory Method" column, which displays how inventory was taken: Manual or Scan.

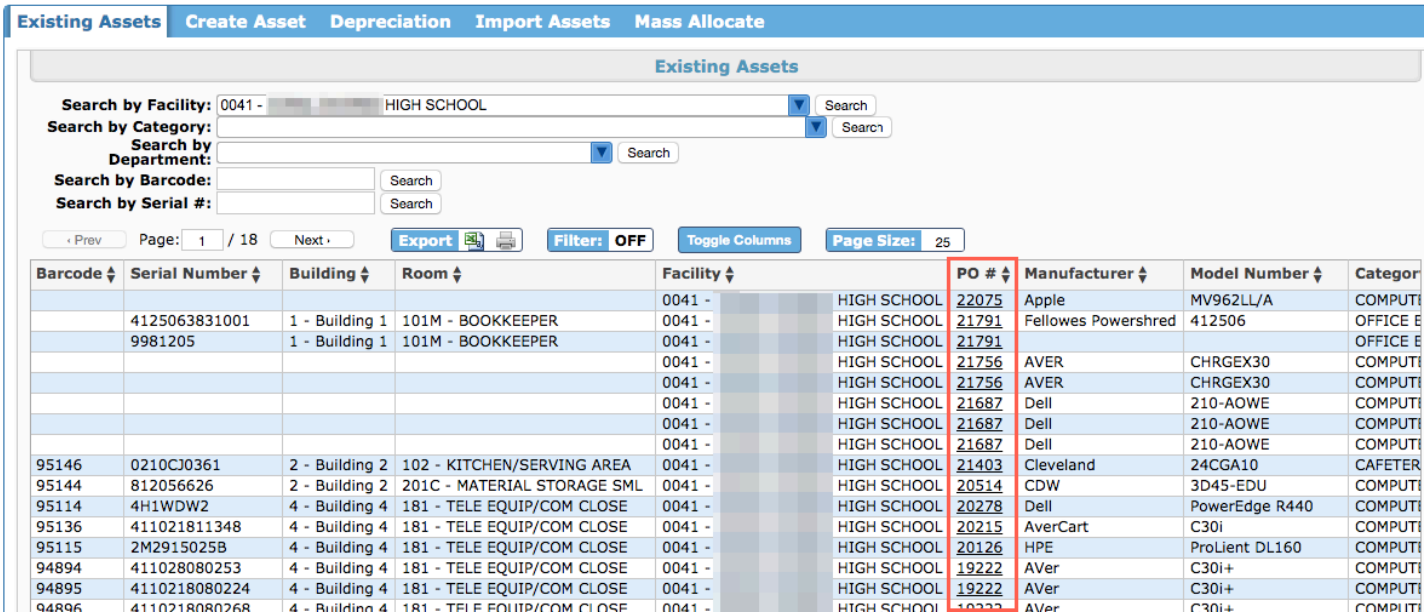
Added a “Needs Barcode” and “Manual Inventories” check box to the report filters; therefore, the Inventory Report can now be filtered based on assets that have been flagged for needing a barcode and assets that have been manual input when taking inventory.



ion	Salvage Price	Last Inventoried	Inventory Method	Disposition Date	Disposition Code	Status	Lost	Needs Barcode	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A		No	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A		No	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A		No	Transfer
0	0	02/07/2019	Manual		AC - ACTIVE	A		No	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A		Yes	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A		Yes	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A		No	Transfer
0	0	02/07/2019	Manual		AC - ACTIVE	A		No	Transfer

Manage Assets

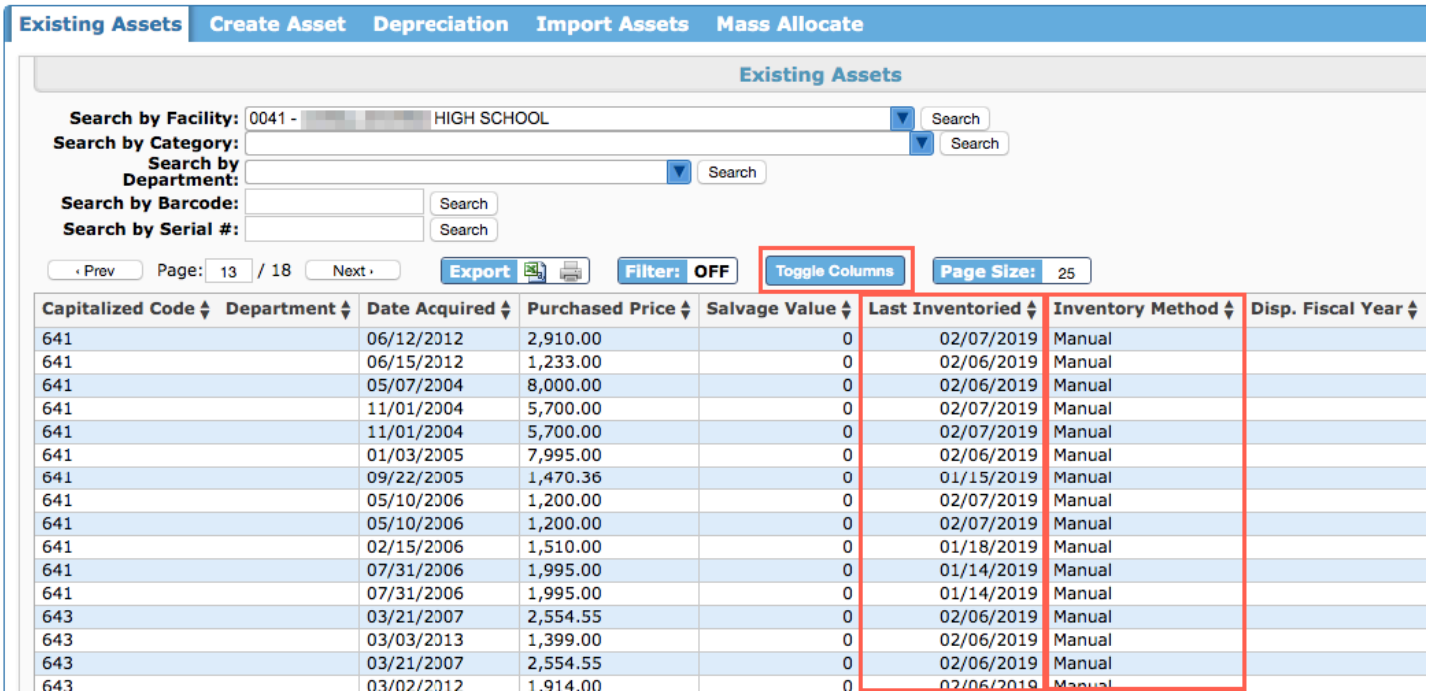
Upon searching for assets via the Existing Assets tab, added a “PO #” column to the results report, which links the applicable purchase order to the fixed asset. The “PO #” is a link that can be clicked in order to open Purchasing/Accounts Payable > Purchase Requests/Orders.



Upon searching for assets via the Existing Assets tab, added the “Inventory Type,” such as Manual or Scanned. The data displayed here pulls from the Fixed Assets Report.

Updated the format of the “Last Inventoried” column so the date displays in the following format: MM/DD/YYYY.

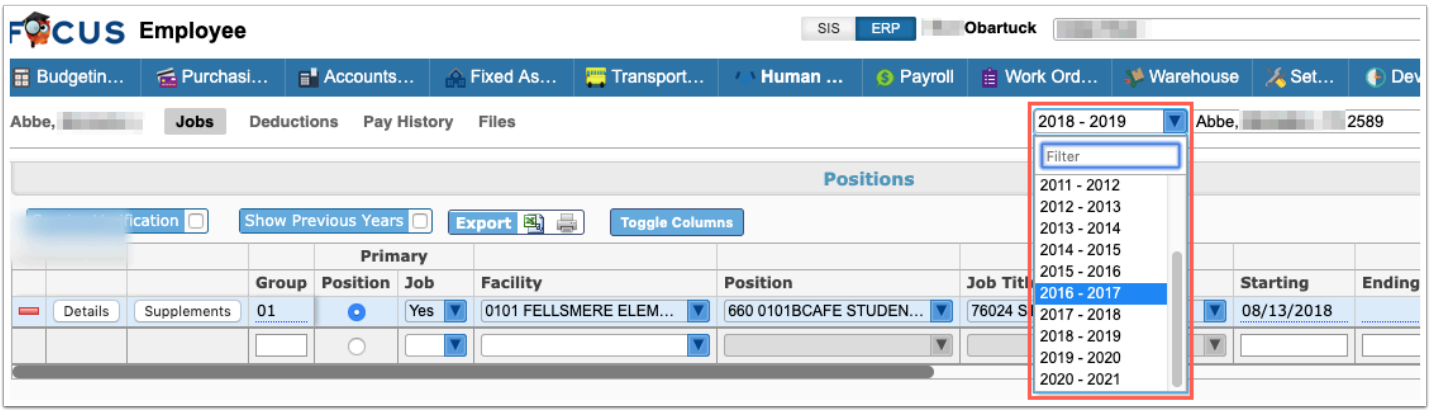
Added the “Toggle Columns” feature to the Existing Assets tab, which allows users to decide which columns display on the screen.



Human Resources

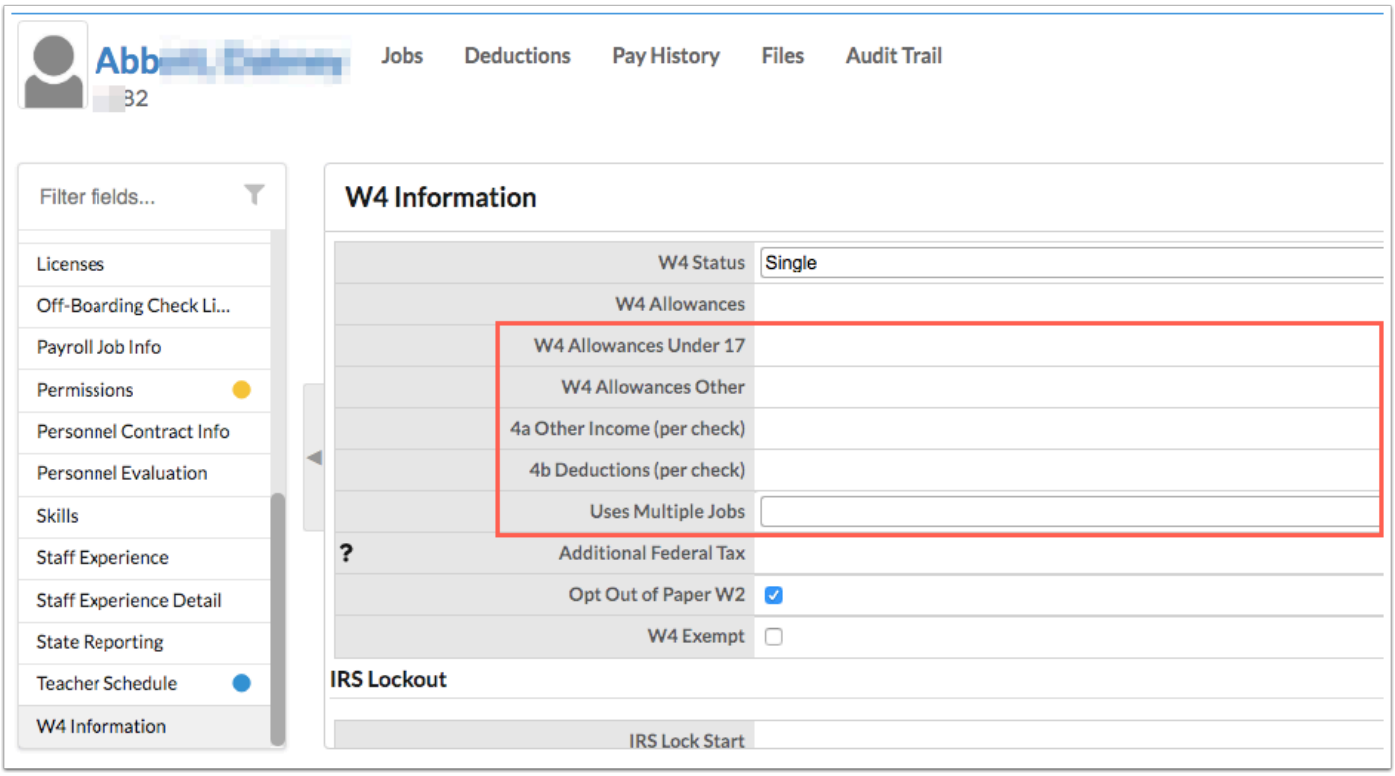
Employee

Updated the fiscal year pull-down on the Jobs tab so users can review data for all previous employee jobs in the system.



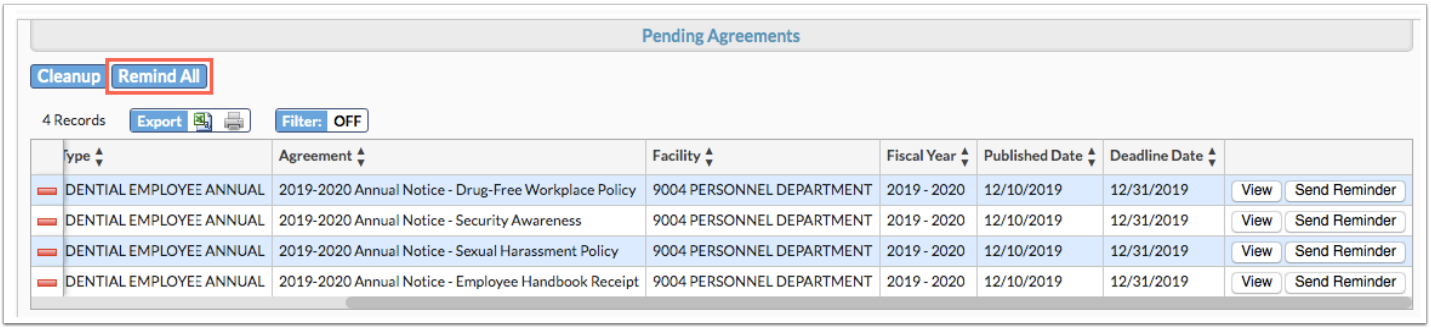
Added the following fields to the W4 Information tab to account for 2020 IRS changes:

- W4 Allowances under 17: Depends under 17 x $2,000 is used to reduce the employees annual taxable wages.
- W4 Allowances Other: A dollar amount x $500 is used to reduce the employees annual taxable wages.
- 4a Other Income (per check): A dollar amount which is recorded on the new W4 as an annual amount increases taxable wages.
- 4b Deductions (per check): Reduce taxable wages due to other deductions.
- Use Multiple Jobs: Determines the tax table used (setup via Payroll > Maintenance > Tax Tables tab).



Employment Agreement Maintenance

Added a “Remind All” button to the Pending Agreements tab, which allows users to remind all listed employees to read and sign the pending employment agreement at once as opposed to clicking Send Reminder for each employee.



Added a record count to all tabs when a report is generated.

Signed Agreements

15 Records | Export | Filter: OFF

Pay Type	Contract Type	Agreement
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Acceptable Use Policy for Networked Communications
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Acceptance of System Passwords
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - AlerT Training
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Anti-Bullying Policy
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Bloodborne Pathogens Training Record
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Code of Ethics

Leave History Report

Added a new tab called “Leave Bank,” which allows users to generate a sick leave pool annual report based on the Fiscal Year and Bank(s) selected.

- The report includes the “Bank” name, the “Fiscal Year,” the number of “Starting Participants,” “New Participants,” “Ending Participants,” the “Beginning Balance (hours),” “Contributed Leave (hours),” “Awarded Leave (hours),” and the “Ending Balance (hours),” as well as the “Grand Totals.”

Leave History | Leave Bank

Criteria

Fiscal Year: 2018 - 2019

Bank: AD-Adm/Support Staff, ...

Run report

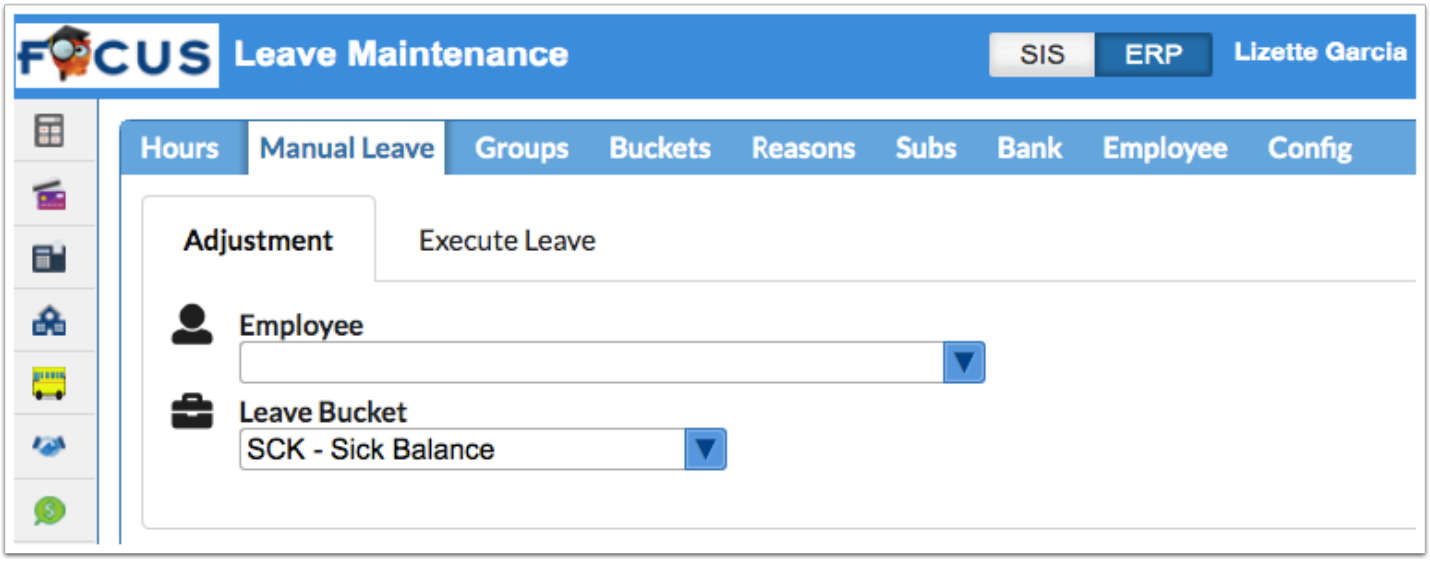
Results

Export | Filter: OFF | Toggle Columns

Bank	Fiscal Year	Starting Participants	New Participants	Ending Participants	Beginning Balance (hours)	Contributed Leave (hours)	Awarded Leave (hours)	Ending Balance (hours)
TE(Instructional)	2018 - 2019 (7/1/2018 - 06/30/2019)	0	369	369	0.00	1,207.30	75.00	1,132.30
AD-Adm/Support Staff	2018 - 2019 (7/1/2018 - 06/30/2019)	0	317	317	0.00	528.65	480.00	48.65
	Grand Totals:	0.00	686.00	686.00	0.00	1,735.95	555.00	1,180.95

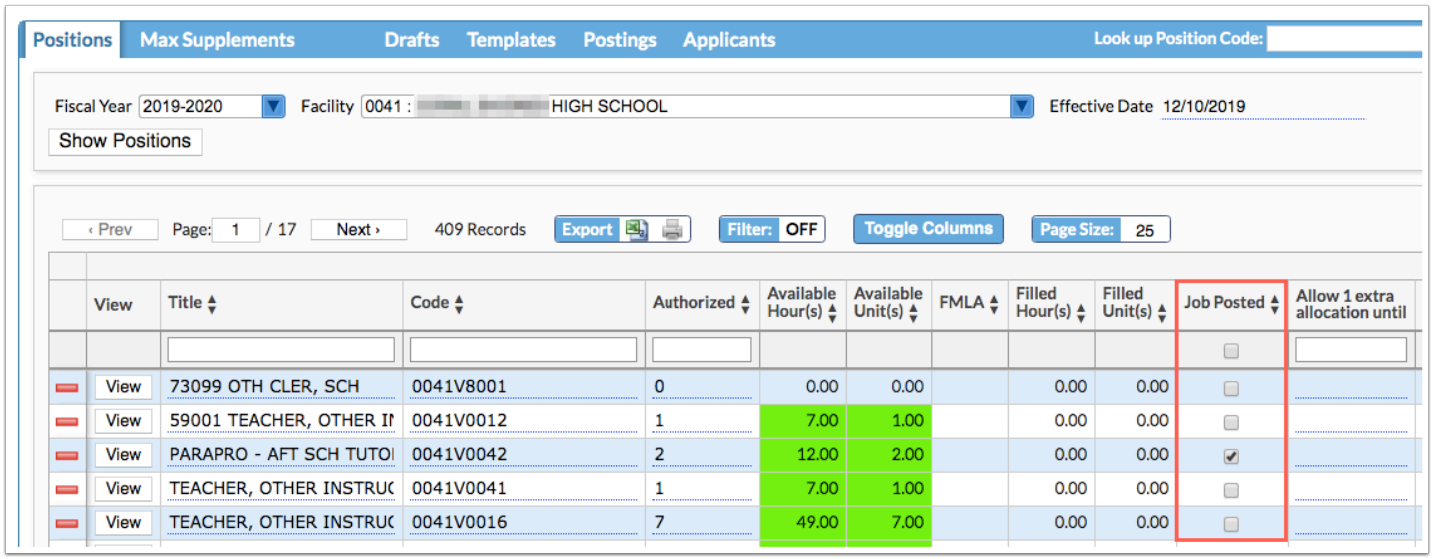
Leave Maintenance

Added a “Manual Leave” tab, which includes two tabs for making an “Adjustment” and reviewing a report of “Executive Leave.”

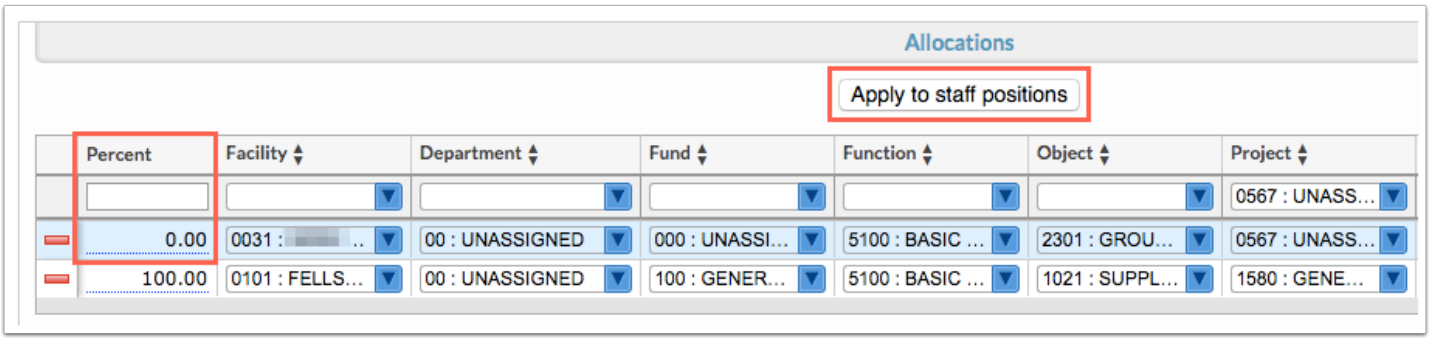


Position Control

Added a "Job Posted" check box/column to the Positions tab, which indicates whether the job has been posted or not.

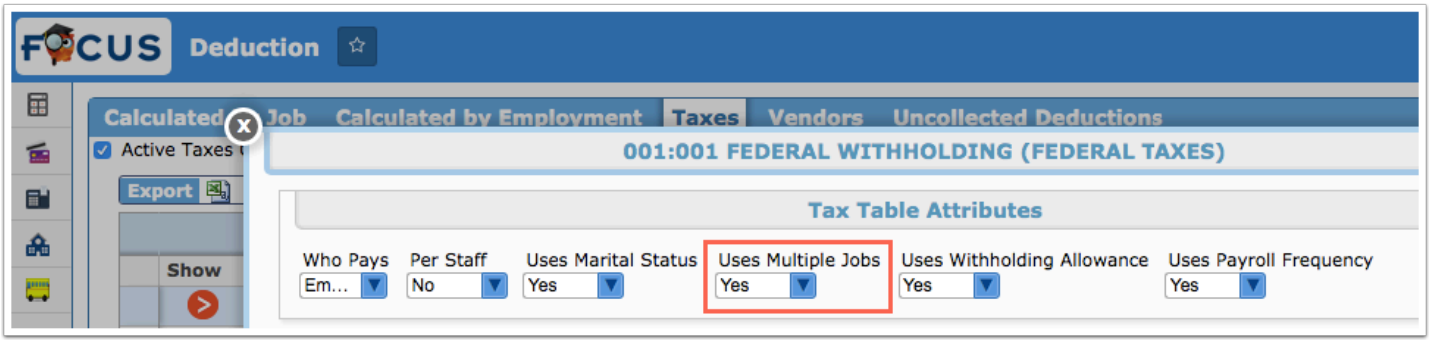


Updated so if the allocation "Percent" is set to zero and the "Apply to staff positions" button is clicked, a staff job allocation will not be created.

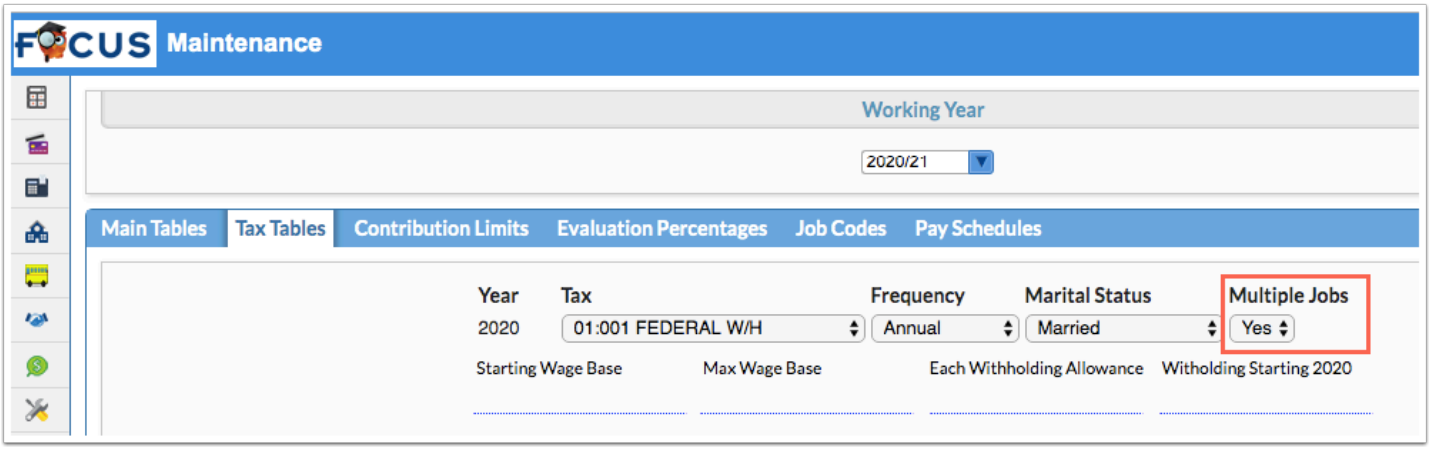


Payroll

Added the "Uses Multiple Jobs" pull-down to the Show link pop-up screen via Payroll > Deduction > Taxes tab to account for 2020 federal tax changes.



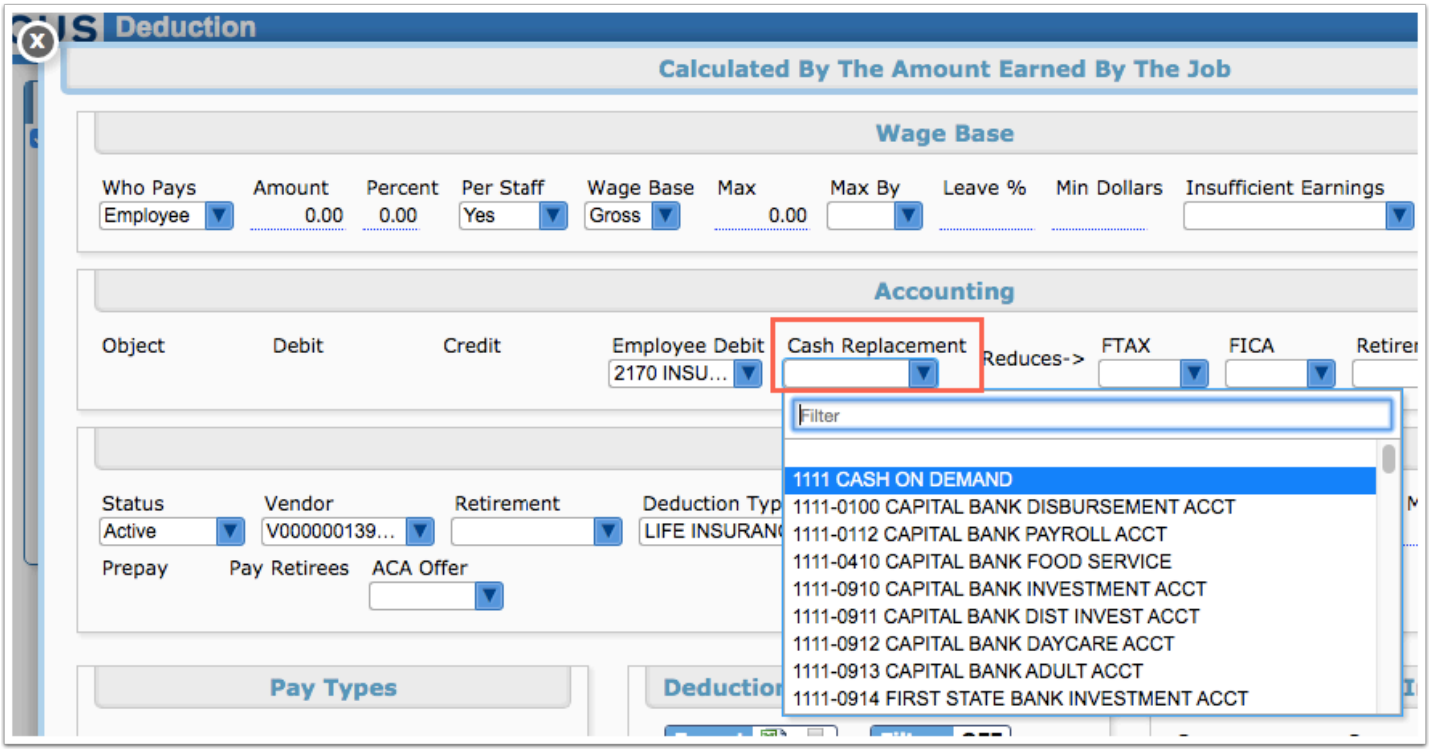
- This new indicator allows users to set up tax tables for employees with "Multiple Jobs" as well as employees without multiple jobs via Payroll > **Maintenance** > Tax Tables tab.



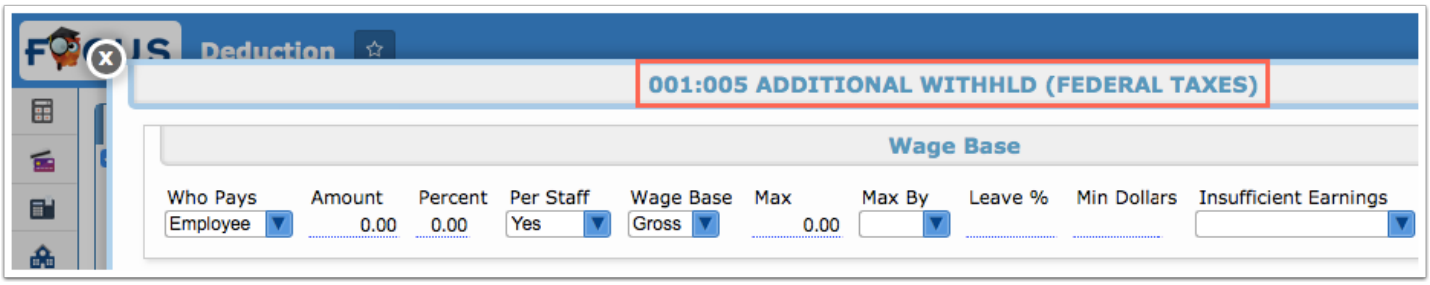
Deduction

Added a "Cash Replacement" pull-down to the Calculated by Job tab > Show arrow > Calculated By The Amount Earned By The Job pop-up window for all deductions and contributions. During the posting process, the selection made from the "Cash Replacement" will determine the

account that is used to credit the account when paying the invoice. Previously, self insurance selections could override the cash account when paying invoices (the credit account).

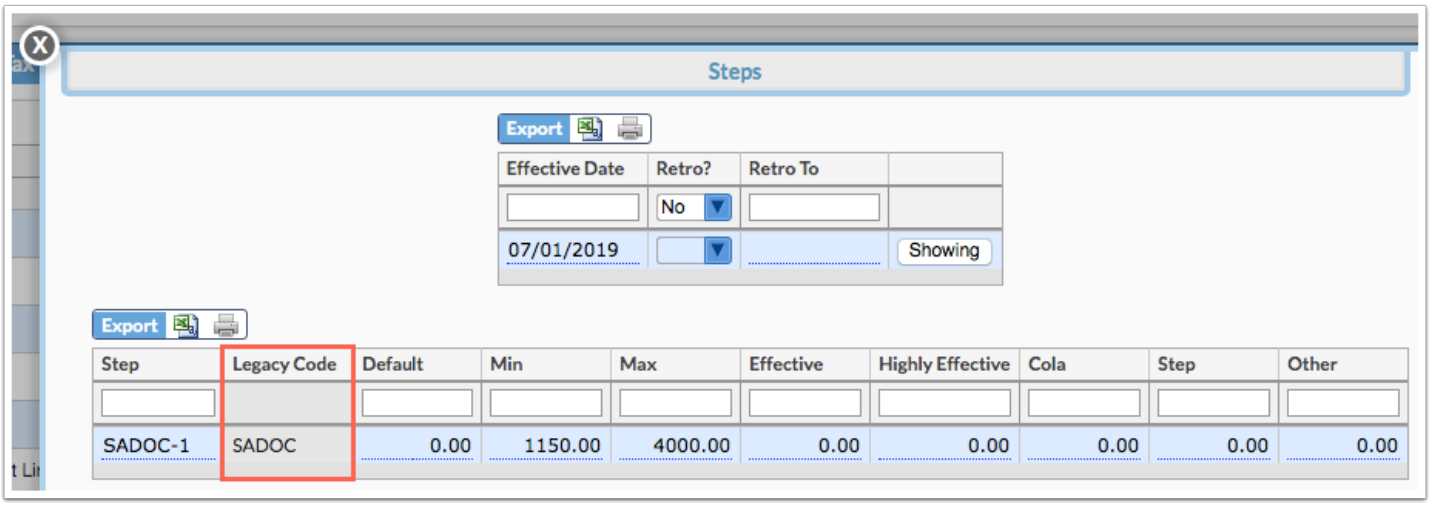


Updated the Show link pop-up screen on the Calculated by Job tab to now display the deduction number and title in the header.



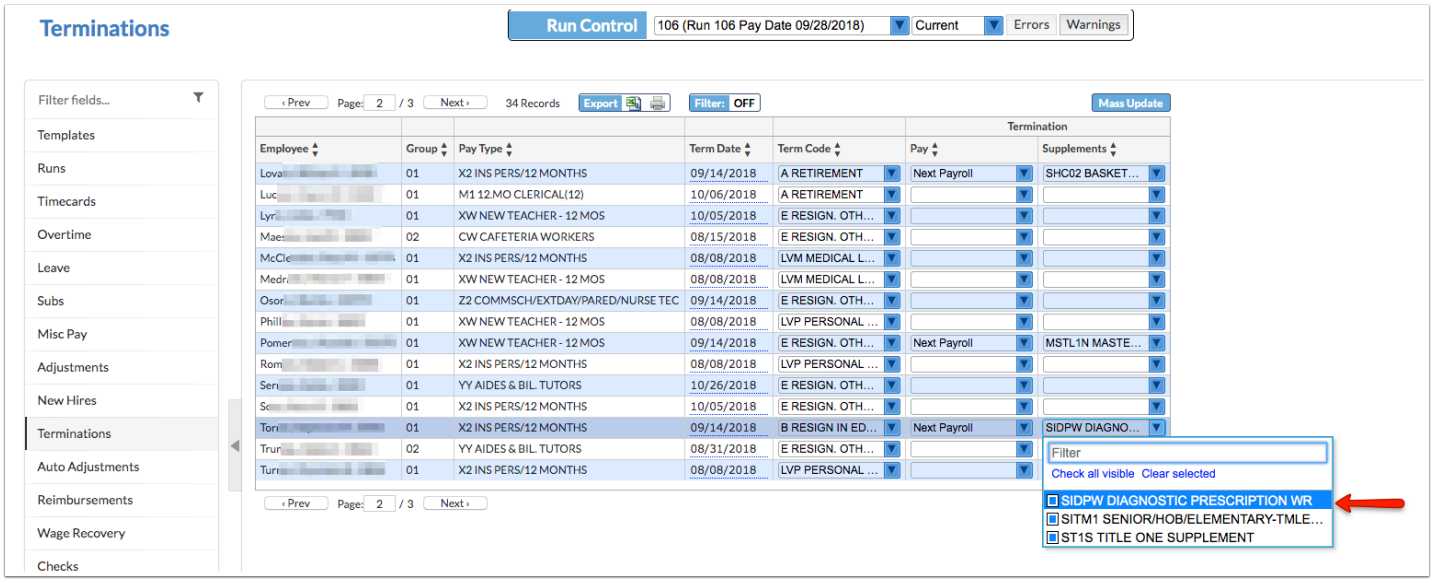
Maintenance

Added a “Legacy Code” column to the Main Tables tab > Slots/Steps module > Rates arrow > Steps pop-up window, which displays the previous code if the code has been changed.



Run Payroll

Restored the ability to pay the Remaining amounts for select Supplements upon terminating a staff position via the Term Code (Human Resources > Employee > Jobs tab). Supplements can then be selected via the Terminations tab. From here, users can select when employees will be paid from the Pay pull-down, then select the applicable Supplements to be paid from the pull-down.

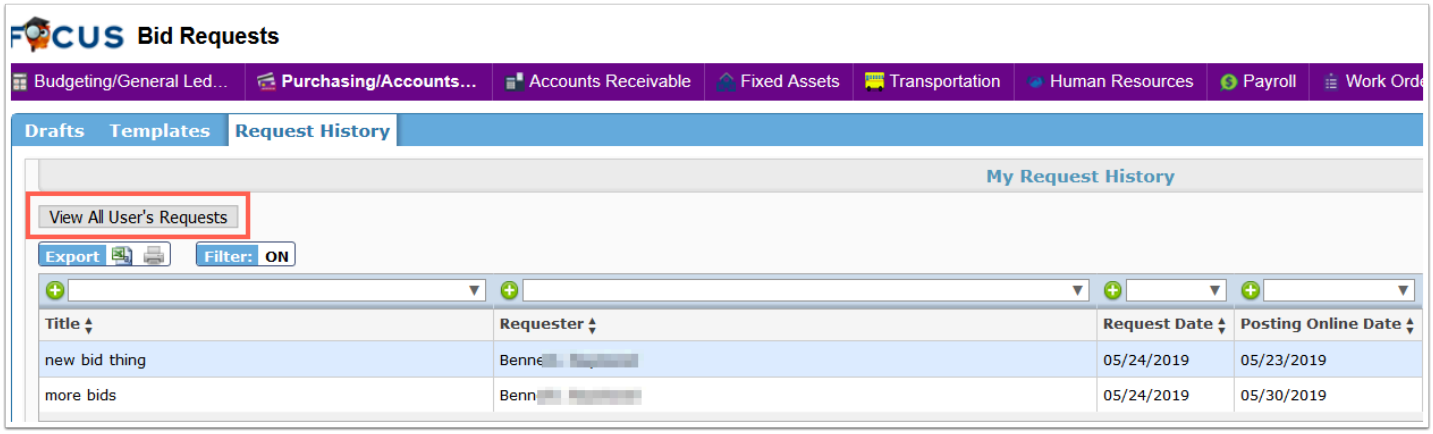


Removed the requirement for a deduction type when overriding a cash account for deductions/contributions.

Purchasing/Accounts Payable

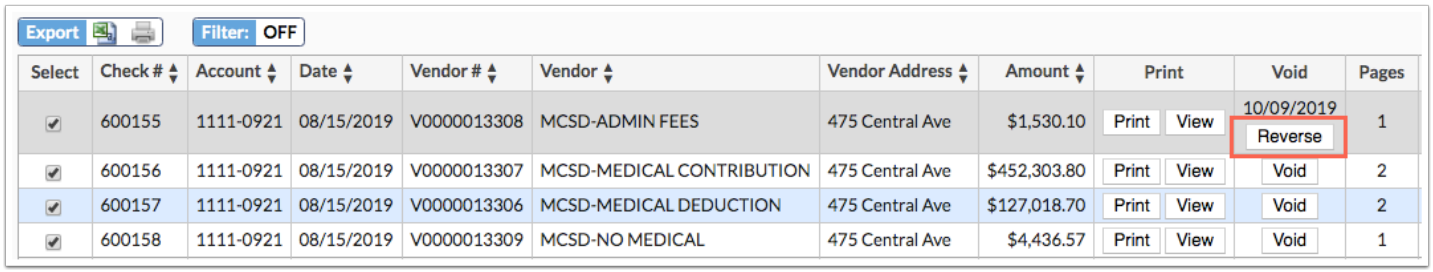
Bid Requests

Added the ability to “View All User’s Requests” enabled via Setup > Profiles > Bids section > “View All User’s Bids,” which allows the user to view all bid requests made by other users. Once clicked, the user can then click “View My Requests” to hide all other requests except his or her own.



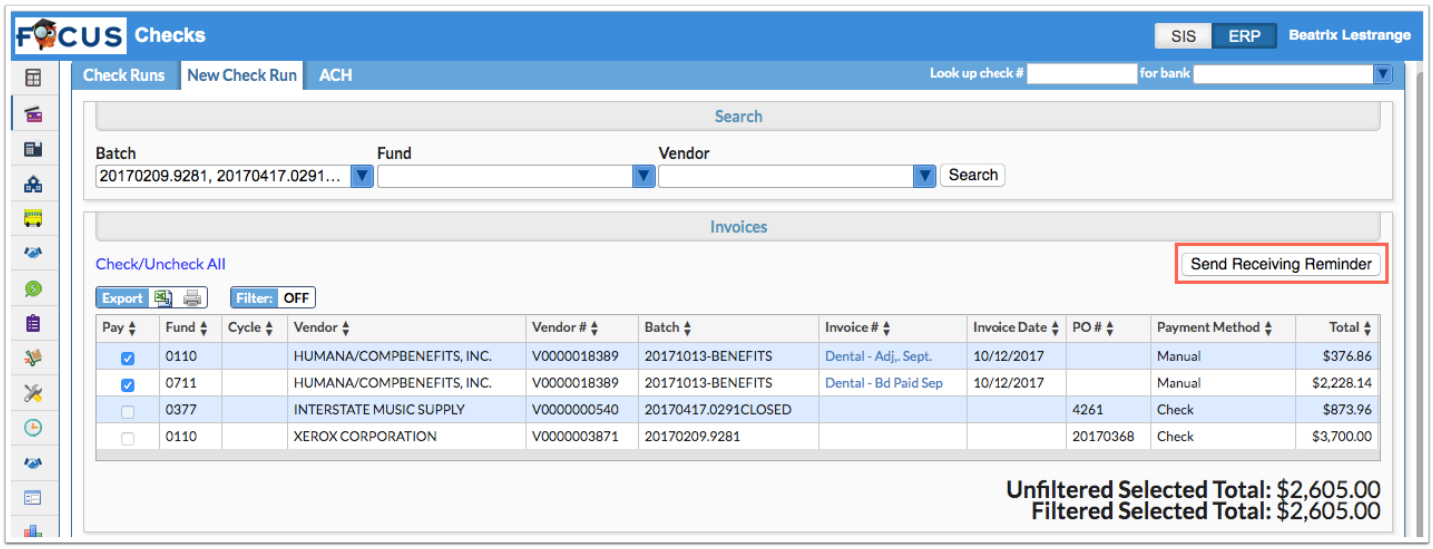
Checks/Internal Account Checks

Added the ability to “Reverse” voided checks via the View Check Run tab.



Added a “Send Receiving Reminder” button to the New Check Run tab to send reminders for check runs that include payments ready for purchase orders that have not been fully received.

- When the “Send Receiving Reminder” button is selected, the user responsible for receiving the items of the purchase order will be sent a portal alert via the Task List section and a Receive Purchase Order Reminder email.



Updated so blanket invoices display on the New Check Run tab even if they have not been received (and the district has enabled blanket receiving settings). Blanket invoices now display as disabled invoices just as all other invoices that have not been received.

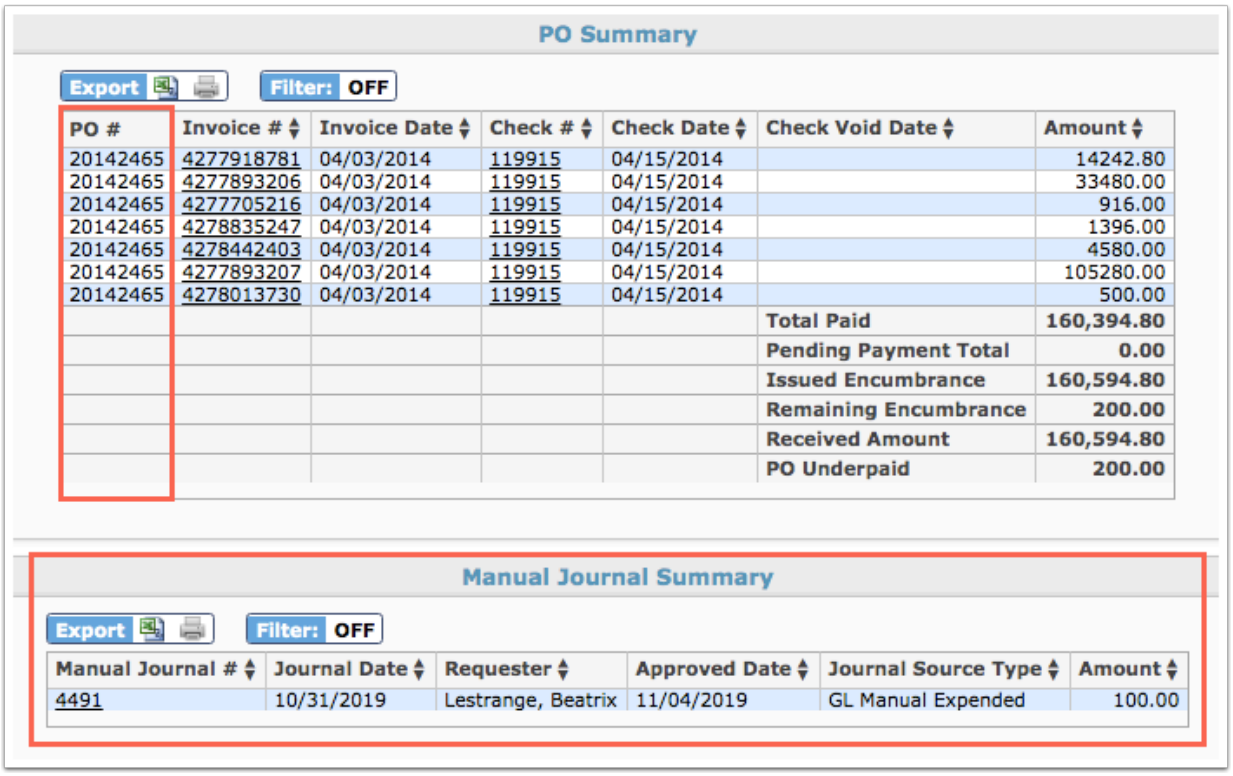
Invoice Report

Added “Check Date (from)” and “Check Date (to)” search filters to the report.

Purchase Requests/Orders / Internal Purchase Requests/Orders

Added a “PO #” column to the PO Summary.

Added a “Manual Journal Summary” section to purchase orders, which reflects when an encumbered or expended manual journal is submitted against a purchase order via Budgeting/ General Ledger > Manual Journals / Internal Account Manual Journals.



PO Summary

Export Filter: OFF

PO #	Invoice #	Invoice Date	Check #	Check Date	Check Void Date	Amount
20142465	4277918781	04/03/2014	119915	04/15/2014		14242.80
20142465	4277893206	04/03/2014	119915	04/15/2014		33480.00
20142465	4277705216	04/03/2014	119915	04/15/2014		916.00
20142465	4278835247	04/03/2014	119915	04/15/2014		1396.00
20142465	4278442403	04/03/2014	119915	04/15/2014		4580.00
20142465	4277893207	04/03/2014	119915	04/15/2014		105280.00
20142465	4278013730	04/03/2014	119915	04/15/2014		500.00
					Total Paid	160,394.80
					Pending Payment Total	0.00
					Issued Encumbrance	160,594.80
					Remaining Encumbrance	200.00
					Received Amount	160,594.80
					PO Underpaid	200.00

Manual Journal Summary

Export Filter: OFF

Manual Journal #	Journal Date	Requester	Approved Date	Journal Source Type	Amount
4491	10/31/2019	Lestrange, Beatrix	11/04/2019	GL Manual Expended	100.00

Updated so when liquidating a purchase order, only the existing encumbrance values from the current fiscal year will be liquidated as opposed to all existing encumbrance values.

Purchase Request/Order Report

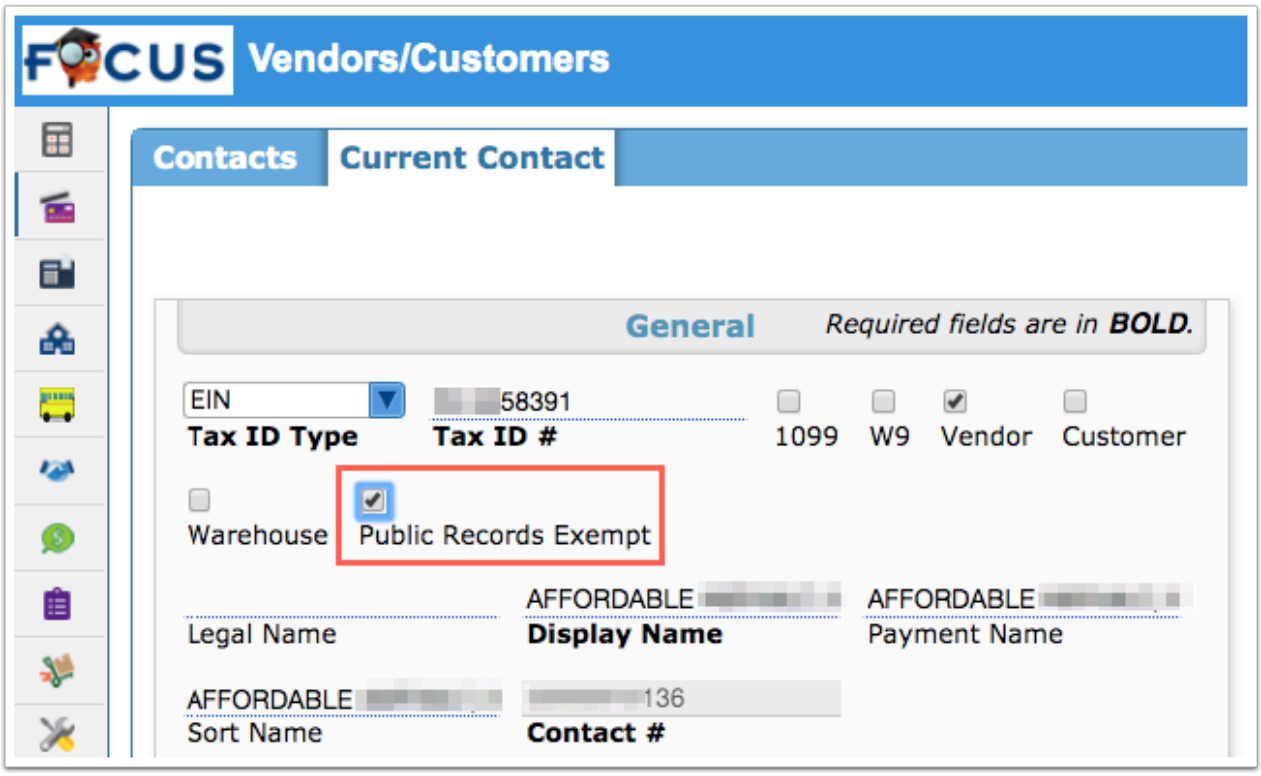
Updated the “Invoiced,” “Paid,” and “Remaining Encumbrance” columns to reflect the correct data when a purchase order is invoiced or paid based on the information populated in the PO Summary via Purchase Requests/Order or Internal Purchase Requests/Orders.

Receive Order

Updated so purchase orders closed for the previous fiscal year (Setup > Purchase Orders / Internal Purchase Orders) can be pulled for payment (Checks > New Check Run) once receiving is complete; previous functionality did not allow closed purchase orders to be accessed via Receive Orders.

Vendors/Customers

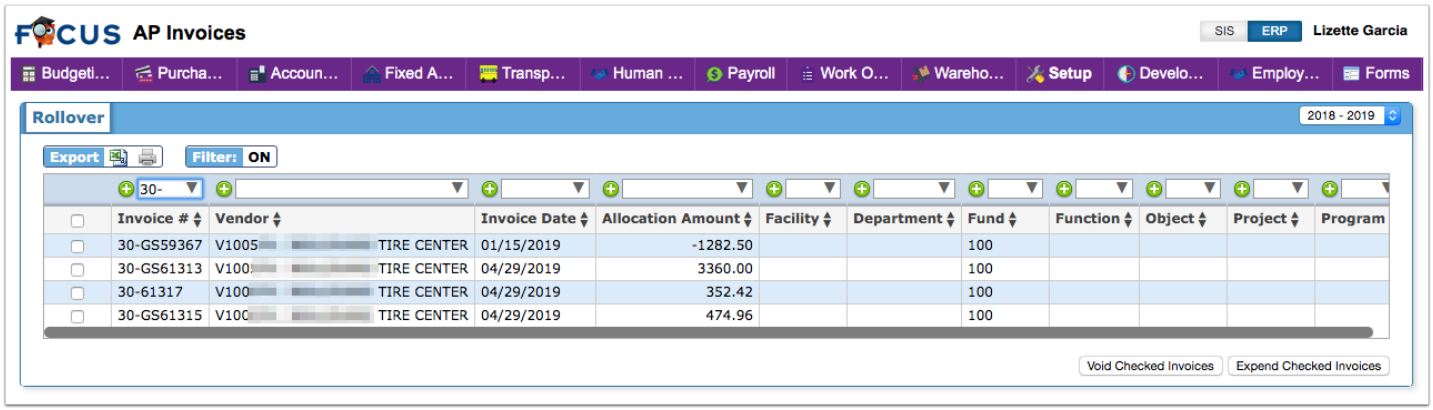
Added a “Public Records Exempt” check box to the Current Contact and the New Contact tab as a way to exclude vendors from public record requests, such as Police or Safety Officers. A “Public Records Exempt” column has also been added to the main Vendors/Customers screen (Contacts tab) with a Yes or No indicator for quick information about vendors and customers.



Setup

AP Invoices (New Screen)

Added the “AP Invoices” screen under the Rollover submenu, which lists all accounts payable invoices that have not been paid and have not been voided in order to void or expend invoices en masse as part of the rollover process. Note: If the system is setup for Full Accrual, the AP Invoices screen will not be available.



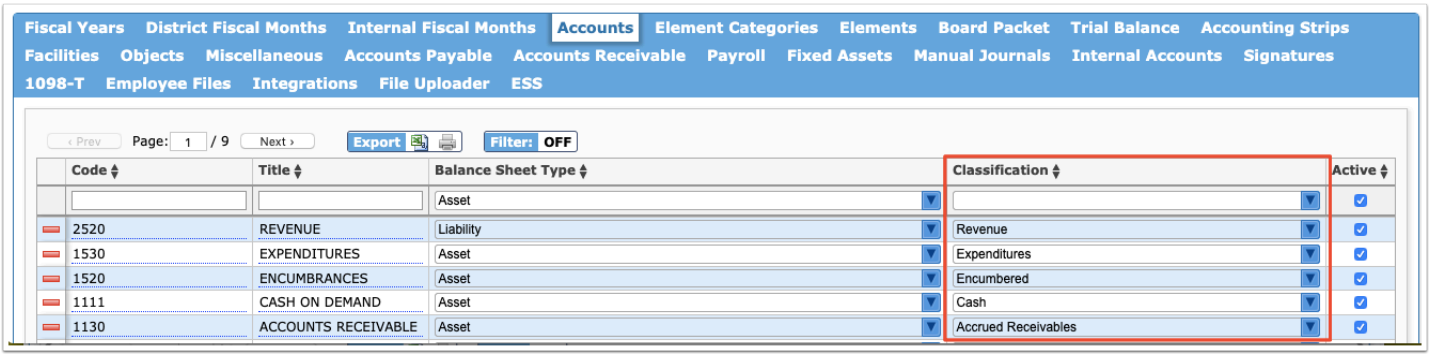
- The AP Invoices screen displays the “Invoice #,” the “Vendor,” the “Invoice Date,” the “Allocation Amount,” the “Facility,” the “Department,” and the accounting strip information. Users can select the check boxes to select invoices then click the “Void Checked Invoices” or “Expend Checked Invoices” button.

- If users elect to Expend Checked Invoices, an AP EOY Invoice Expended journal will be created via Budgeting/General Ledger > Manual Journals / Internal Account Manual Journals.
- As a result of this screen, if users try to pay an invoice (Purchasing/Accounts Payable > Checks / Internal Account Checks) from a prior year that has not been expended via the AP Invoices screen, an error message will display: “This prior-year invoice has not yet been expended. Please rollover AP Invoices from the Setup menu.” Note: This error message will not display if the system is setup for Full Accrual.

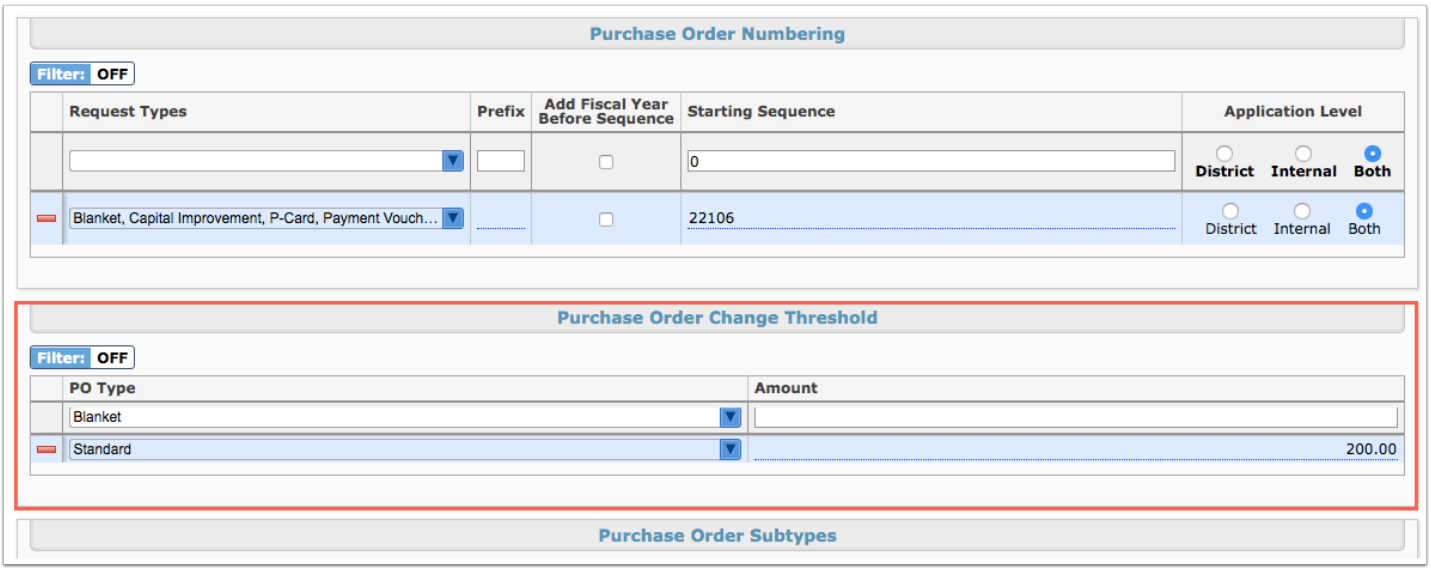
Settings

Added the “Classification” column/pull-down to the Accounts tab, which allows users to designating general ledgers for use in system rules; the options populated in the pull-down are as follows:

- Expenditures > Expenditures
- Revenue > Revenue
- Encumbrances > Encumbered
- Accounts Receivables > Accrued Receivables
- Cash > Cash (Includes all Cash accounts)
- Note: For a complete list and explanation of system rules, see the Settings help document.



Added a “Purchase Order Change Threshold” section to the Accounts Payable tab, which allows districts to restrict the amount users are able to change on an approved purchase order. Note: These restrictions only apply to users who have permission to “Edit Approved POs (Cumulative) Up to $XXX.XX” via Setup > Profiles. If the user has permission to “Edit Approved POs” only, the restrictions set in the threshold do not apply.

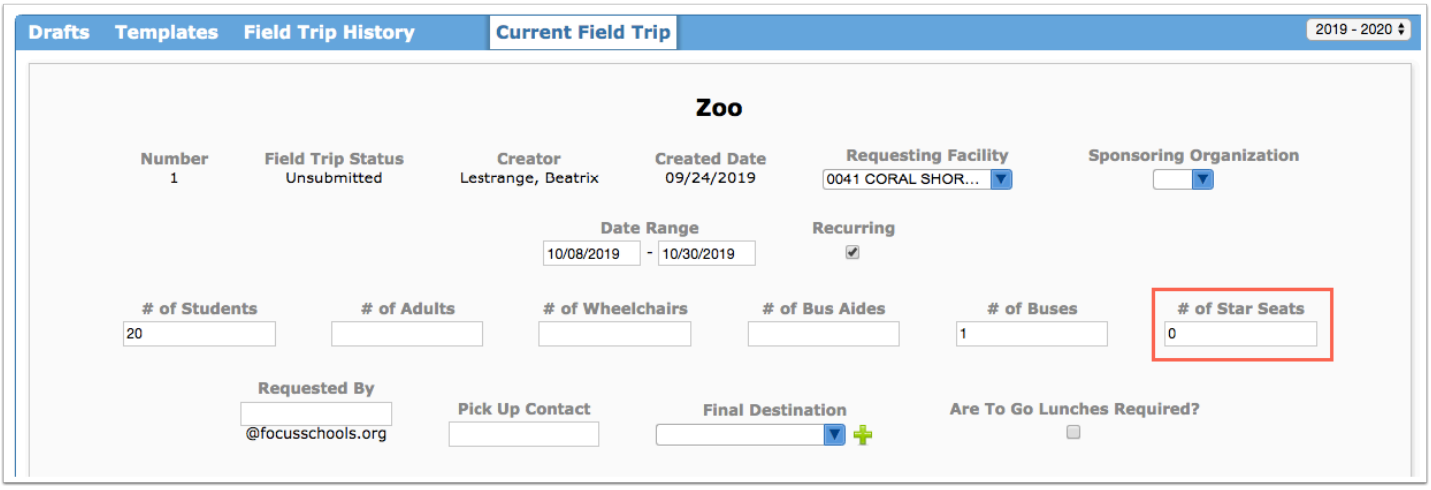


- The Purchase Order Change Threshold section allows users to select the "PO Type" and enter the maximum "Amount" of money an applicable user is allowed to change on an approved purchase order. A different amount can be set for each type of purchase order.
- If a user tries to edit an approved purchase order where the difference is greater than the threshold set, the following error displays via Accounts Payable > Purchase Requests/Orders / Internal Purchase Requests/Orders: "Change order exceeds the cumulative limit of $250.00." In this case, the threshold was set to $250.00.

Transportation

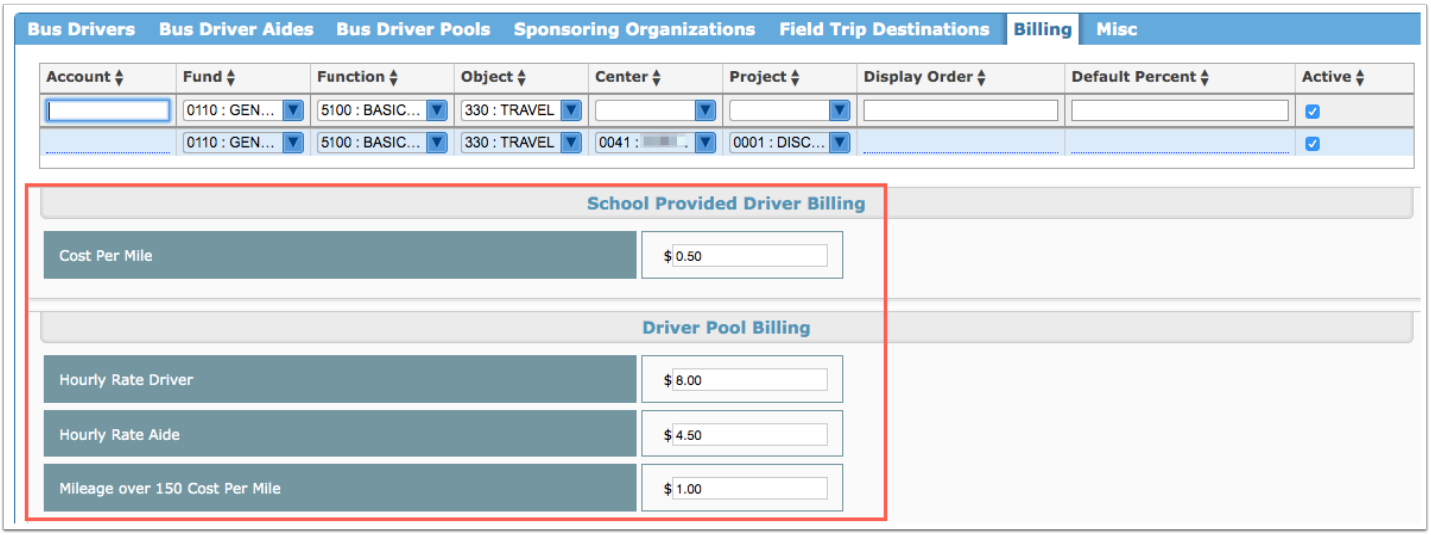
Setup

Added a setting to the Misc tab called "District Requires the use of Star Seats," which gives users the ability to include Star Seats (infant seats) as an option upon submitting a Field Trip Request.



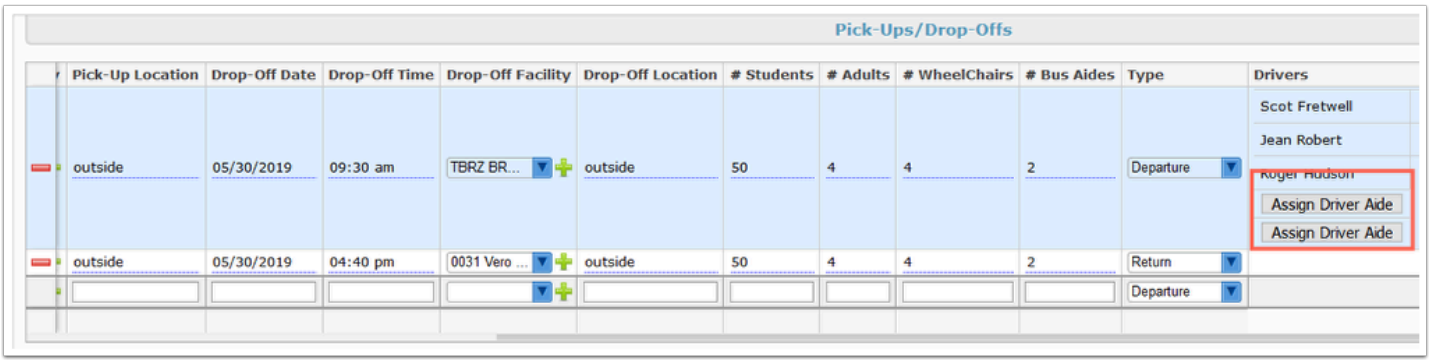
Added a setting to the Misc tab called “Allow Facilities to use School Provided Drivers,” which adds the following fields to the Billing tab: Cost Per Mile, Hourly Rate Driver, Hourly Rate Aide, and Mileage over 150 Cost Per Mile.

- Upon enabling said setting and additional fields, the “School Provided Driver” pool automatically saves on the Bus Driver Pools tab to which Bus Drivers can be assigned via the corresponding tab.
- Upon viewing an approved request, users can “Assign School Driver.”



Added the “Bus Driver Aides” tab, which allows users to identify select users as aides so they can be added on field trip requests.

- Once aides are setup, the number needed will automatically populate on field trip request when wheelchairs are added at a 1 to 3 ratio. Users can then “Assign Driver Aide.”



SSS

Caseload & Services

Updated the permissions in Users > Profiles for Caseload & Services. There are now separate View and Edit permissions for Caseload and for Services.

Updated the Service Code column in the Groups tab to include both the Code and Title of the service as set up in SSS > Setup > Services tab instead of only the Code.

Setup

Added a new action “Set Field Value on Event” to the Form Triggers tab to allow setting fields to a specific value on a form other than the one that triggers the action.