

ADV4 Feature Set Announcement: January 2024

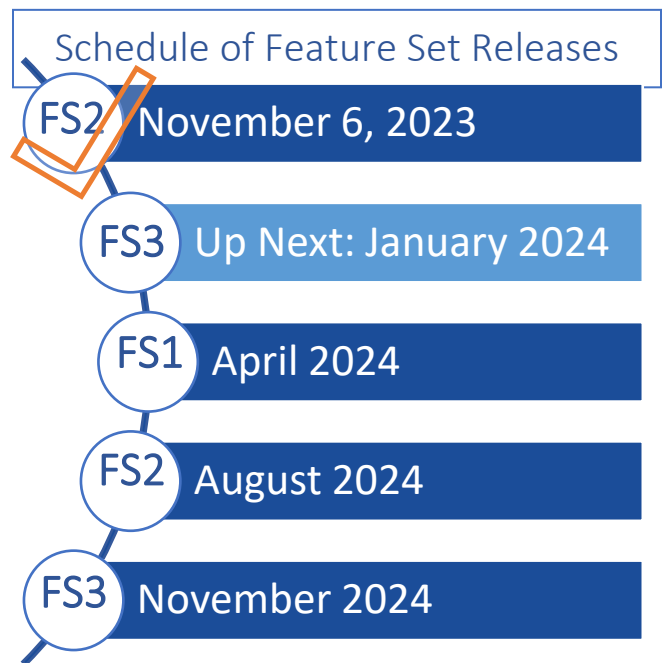
New Year, New Features!

Another year has begun, but changes and improvements aren't just for resolutions here at SAO. January will also bring us new features in Advantage 4 with the release of Feature Set FS3 on January 5, 2024. Feature Set FS2 SAO was successfully implemented this fall and users got to see some of the cool features added for continuous improvement. Are you loving the [User Business Card](#) option as much as we are!? Read through for an update on the newest features in this set or catch up on some of our previous improvements on our [Feature Set Landing Page](#) of our site: sao.wyo.gov/feature-sets. Been through this before? Skip to page 2 for the update on what's new!

Recap: In April 2023 the State of Wyoming upgraded WOLFS and HRM to Advantage 4, which eliminates future formal upgrades in the operating system but still allows for continual improvements with updated functionality to be received several times a year. Each release, called a feature set, will provide a set of fixes, enhancements, security updates, and new features and functionality and allows us to keep regulatory changes, implement fixes for defects, and add cool new settings the second they become available. Here is the update about our most recent deployment: Feature Set 3-2024!

The official language of a mini-release is called a Feature Set. These Feature Sets are numbered 1-3 and are assigned to each calendar year. Feature Set 3 for 2023 (or FS3-2023) will be delivered into production (the live environment that you use to record your timesheet, complete transactions, look up vendors, etc.) on January 5th. Prior to receiving this feature set, the SAO has tested and confirmed that all features, settings, and enhancements are working properly as designed before implementing and communicating changes to users.

In an effort to educate users, while also being fully transparent with new features and settings, our office will be continually and frequently notifying users of feature set changes. Even when the changes are good, unexpected changes can cause confusion. To mitigate any surprises, our office will be sending out routine communications prior to each feature set release. We will also provide additional documentation or videos (which will be added to the training library) regarding new functionality. You can expect that as we continue to receive these feature sets, we will work on providing education on the changes so users stay up to date on the availability of new technology.



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What's New?

Feature Set 3-2023 (FS3) will be delivered into Advantage on the evening of January 5, 2024. This feature set mostly focuses on updating Advantage 4 to match federal statutory requirements and IRS tax reporting. Here are a few of the best changes to expect in the release.

Employment Eligibility Verification Page Now Matches Federal Form I-9

The Employment Eligibility Verification (EELV) page has been updated to align with Federal Form I-9 which was changed last October. The drop-down menu and additional date and text fields in Advantage now match the I-9 exactly.

The dropdown options for *Employment Status* have been updated to match the options available on the form. If a user chooses a field that isn't "A Citizen of the United States", additional required date and text fields are now enabled.

* Employment Status ?

A Citizen of the United States

- Select -

A Citizen of the United States

A Lawful Permanent Resident

A Noncitizen National of the United States

A noncitizen

* First Supporting Document Expiration Date

Employee Paystub Corrections

Employee paystubs have been corrected so they now display the correct rate for longevity (when applicable) and the calculated hourly rate for salaried employees. Prior to this release, the Longevity Rate displayed \$50.00 and the Salary Rate listed a monthly salary.

EARNINGS				
Description	Rates	Hours	Pay Amount	YTD Amount
LONG	\$160.00	160.00	\$160.00	
SALARY	\$29.83	173:20	\$5,169.82	

Now, the Longevity Rate has been updated to reflect the correct longevity dollar amount for applicable employees. Also, for salaried employees, their salary rate has been updated to reflect their hourly rate instead of their monthly salary.



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Cost Accounting Updates for Major Program Defaults

Cost accounting transactions have a myriad of settings and it's a monolith of challenges to make sure you pick the right settings for the right types of budgets! We've done our best to help users with enabling settings that help with the successful Cost Accounting Setup Transaction (CAS). Users now have the default setting of *Encumbrance* for the default reporting basis instead of the previous default of *Accrual*.

The screenshot shows the 'Cost Accounting Setup (CAS)' form. The 'Reporting Basis' dropdown menu is highlighted with a red box and is set to 'Encumbrance'. Other fields include 'Department' (003), 'Major Program' (SCARY), and 'Program' (Scary Things).

Note that this is just a default setting and not a required setting. Users can still change the default back from *Encumbrance* to *Accrual*, *Cash*, or one of the other options. We strongly recommend using *Encumbrance* as your reporting basis, as it allows for your cost accounting structures that are used in encumbrance transactions like Master Service Contracts (MSCs) or Purchase Orders (POs) to be the only budget

allowed to be used in the resulting payment transaction. Setting up Encumbrance as the new default will help prevent users from forgetting this small switch on their CAS. For more information about the reporting basis and how it impacts your encumbrances, check out our user guide in the Financial Training Library.

No More Inactive Budget Structures

We like to help eliminate unused fields and options whenever possible. We believe a simple and clean interface helps eliminate mistakes on fields that aren't used in Wyoming. Now, when setting up a Cost Accounting Setup Transaction (CAS) users will now only see the current active budget structures in the *Reimbursable Budget Structure* picklist. The image to the right shows the old menu that includes Budget Structure 11, which is not used in Wyoming. This will no longer be an option in the CAS transaction. Bye-Bye inactive budget structures!

The screenshot shows the 'Search Reimbursement Budget' dialog box. The table below lists the budget structures:

Structure ID	Structure Name	Central/Decentral	Active	Effective From	Effective To
11	Phase-Specific Reimbursable	Central	No	07/01/1999	-
39	Reimbursable Grant Budget	Decentral	Yes	07/01/1999	-
40	Phase Reimbursable Budget	Decentral	Yes	07/01/1999	-

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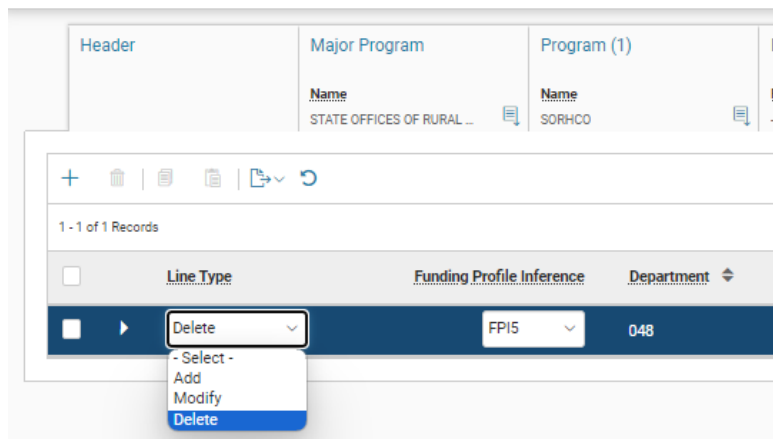
An Easy-Button for Fixing Incorrect Funding Profile Inferences

Have you ever accidentally created an incorrect inference in your cost accounting structure? Whether your structure changed, or you incorrectly chose the wrong inference type, you were never able to delete it without help from the State Auditor's Office. Now, deleting an inference is just another option on your Cost Accounting Modification (CAM) transaction. Allowing this feature on CAMs helps agencies modify their structures the way they need to, when they need to do it, and with the added bonus of an audit trail. Now your CAM has a history and workflow to show that the inference was deleted if you ever need to track the changes that have happened on the structure.

Here's what it looks like! In your Funding Profile Inference tab, choose Delete (a new option) in your drop down menu for the *Line Type*. Enter the *Funding Profile Inference* that you would like to delete and *Voila!* The inference has been deleted and you have a record of when and who completed that action.

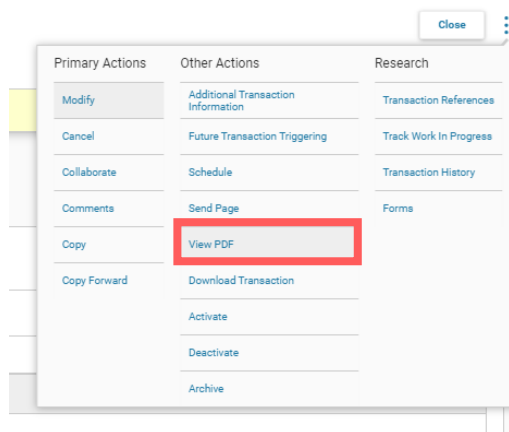
Cost Accounting Modification (CAM) ☆ | Draft 📄 | ☰

Department: 003 | Unit: - | Transaction ID: TEST | Version: 1



PDF Download Enhancement

This next feature is a bit of a snoozer, but it's good to know! When you are in any transaction that has the ability to View PDF, the PDF now opens immediately in a new browser and will no longer download to your computer first. This is to prevent the automatic saving of files that may have sensitive information onto your local network. This is a great automatic setting for users that work from home or on personal devices. Some additional Chrome or Adobe settings may need adjusted if you have defaults set to save downloads as your default.





We are here to help!

If you have questions about new functionality or need additional assistance after a feature set release, please contact the helpdesk! We are also happy to provide customized trainings to agency who would like more in-depth information.



Contact the WOLFS Helpdesk here:

SAOWOLFShelpDesk@wyo.gov

Contact the Payroll Helpdesk here:

SAOPayrollHelpDesk@wyo.gov



You can also learn more about feature sets here: sao.wyo.gov/feature-sets