

# ADV4 Feature Set Announcement Bulletin

## July 2024

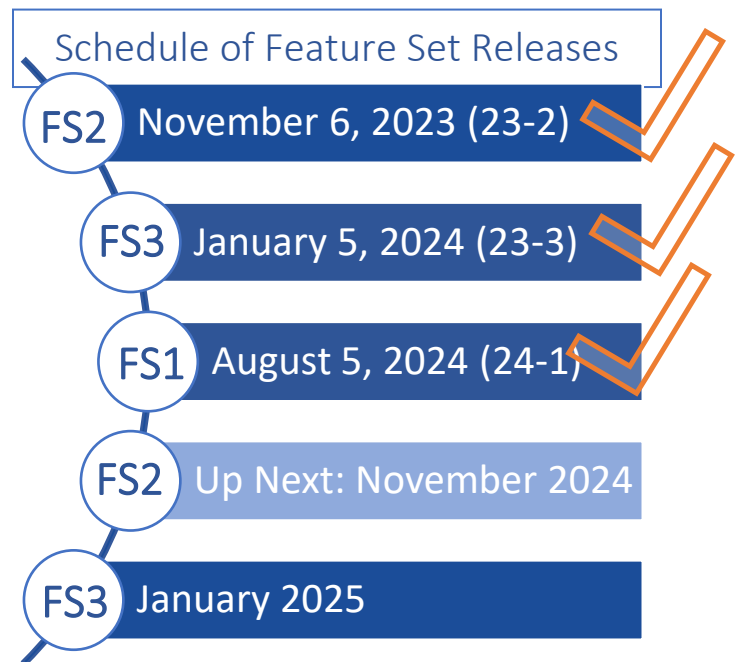
### Hot Summer, Cool Updates!

While the heat is rising, we're providing new Advantage functionality to keep you cool this summer. August will also bring us new features in Advantage 4 with the release of Feature Set 1-2024 on August 25, 2024. Feature Set 2023-3 was successfully implemented last January and users got to see some of the features added for continuous improvement. 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](https://sao.wyo.gov/feature-sets) of our site: [sao.wyo.gov/feature-sets](https://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.

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. Prior to receiving a feature set, SAO tests and confirms 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.



# ADV4 Feature Set Announcement Bulletin

## July 2024

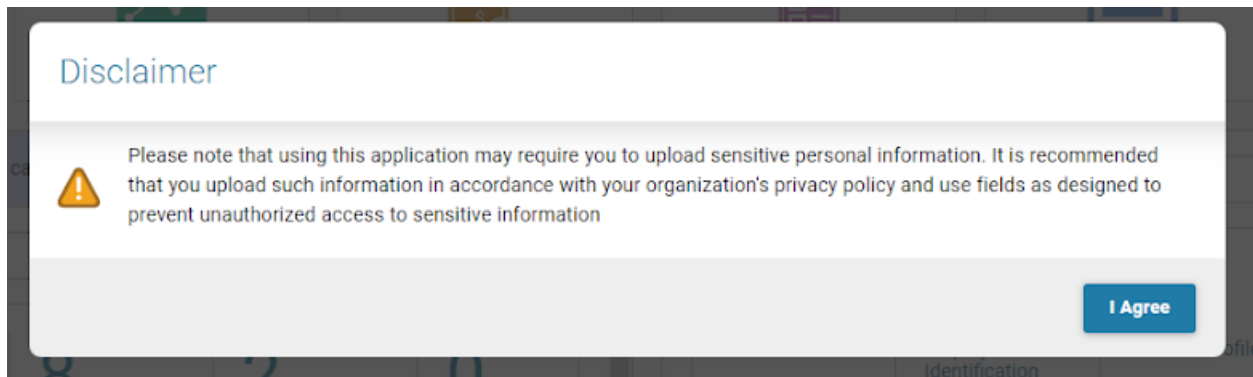
### What's New?

Feature Set 1-2024 will be delivered into Advantage on the evening of August 1, 2024. This feature set included lots of behind-the-scenes updates that won't impact users and some minor improvements to functionality.

Additionally, the beloved user guides have been updated to reflect many of the new changes. This is the first major update to the user guides since Spring of 2023 so make sure you go take a look at them and bookmark a copy! You'll be able to see the new guide in the Training Libraries from the home page of Advantage when you login after this release. Happy reading!

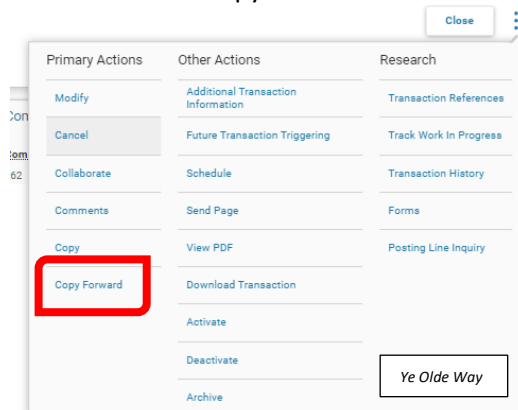
### Disclaimer Added to First Login

When logging into ADV4 for the first time after this release, you'll see a new disclaimer. Click "I Agree" in order to continue working in Advantage 4. You will not receive the disclaimer again.



### Copy Forward Functionality Improves

Lots of transactions in ADV4 have the ability to copy-forward to a new transaction. This is particularly helpful when paying PRCs with an encumbrance reference. Prior to this feature, users would have to click on the transaction Action Menu and select the copy forward button to create the transaction.

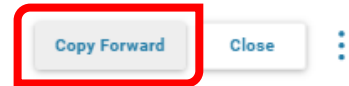


# ADV4 Feature Set Announcement Bulletin

## July 2024

Now there is a nice little button on the top of the page of encumbrances so you don't have to navigate into a menu. How cool and modern!

Service Contract (MSC) ☆ Final



Secondly, when copying forward, users were given lots of target transaction types that were not helpful or used in Wyoming. We are now able to clean that up for you and only allow the target transactions that are appropriate for the transaction you are working on. For example, when copying from an MSC, you will now only see PRC and PRCRES as your copy forward target transaction options instead of other transactions we do not use. Handy!

### PLINQ Table Becomes Cost-Accounting Friendly

Have you ever used the posting line of your transaction to understand the front-end split or overflow charges on your accounting line? It's really cumbersome to look at when you have more than one line to review. Now you can skip all the back-and-forth clicking within all the lines in your transaction and just use the PLINQ table instead. PLINQ, or Posting Line Inquiry, is an easy way to pull up a transaction and review the posting lines of the entire transaction in a one-page view. This table has existed for a while now, but previous releases did not include any cost accounting COAs on the table results—rendering it a pretty worthless table for those that are needing to see the posting line details all the way down to the Funding Profile.

Posting Line Inquiry

Filters

Transaction Code: ET  
Transaction Version:  
Line Function:

Transaction Desc: 053  
Posting Code:  
Transaction ID: 1236230906000000010  
BSA:

Show Less

Grid Actions

Transaction Dept	Transaction ID	Transaction Account Line	Fund	Department	App. Unit	Unit	Object	Posting Amount	Posting Line	Activity	Budget FY	Function	Funding Profile	Funding Line	Funding Priority	Line Amount	Program Period	Program	Phase	Task
053	1236230906000000010	1	001	053	000	000	0000	(\$484.44)	1	-	2023	01002A	CFDI	1	10	\$244.22	FF/23	CFDI	-	-
053	1236230906000000010	1	504	053	504	0505	0301	\$244.22	3	-	2023	01002A	CFDI	2	10	\$244.22	FF/23	CFDI	-	-
053	1236230906000000010	2	001	053	000	0000	-	(\$1,412.12)	1	-	2023	-	-	-	-	-\$1,412.12	-	-	-	-
053	1236230906000000010	2	FED	053	301	0301	0301	\$708.06	2	-	2023	01002A	SOI	1	10	\$708.06	FF/23	SOI	-	-
053	1236230906000000010	2	504	053	504	0505	0301	\$708.06	3	-	2023	01002A	SOI	2	10	\$708.06	FF/23	SOI	-	-

Now, when you search the transaction ID, your table records are the posting lines of the entire transaction with the coveted COAs that help you analyze and decipher your cost accounting expenditure information on the transaction. Save this table to your favorites! We think it will come in really handy for you.

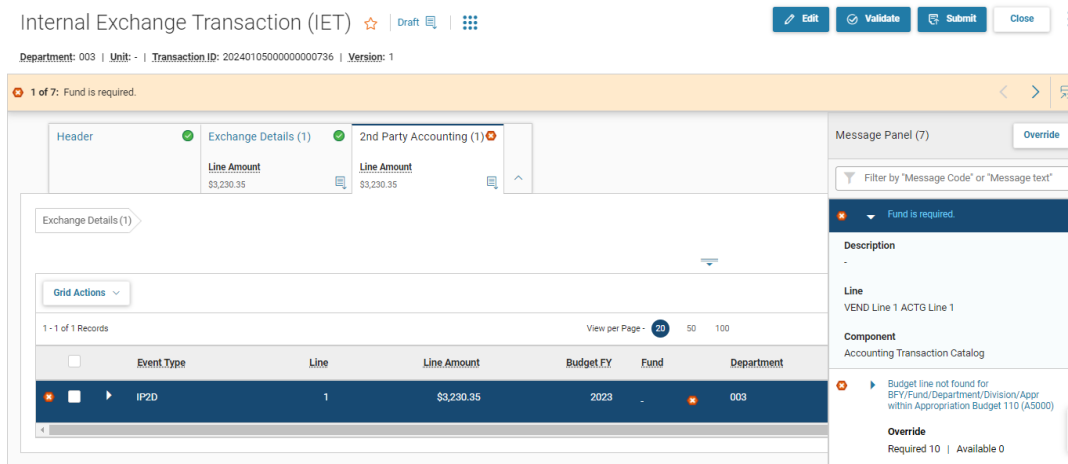
# ADV4 Feature Set Announcement Bulletin

## July 2024

### Error Navigation in Message Panel Added to View Mode

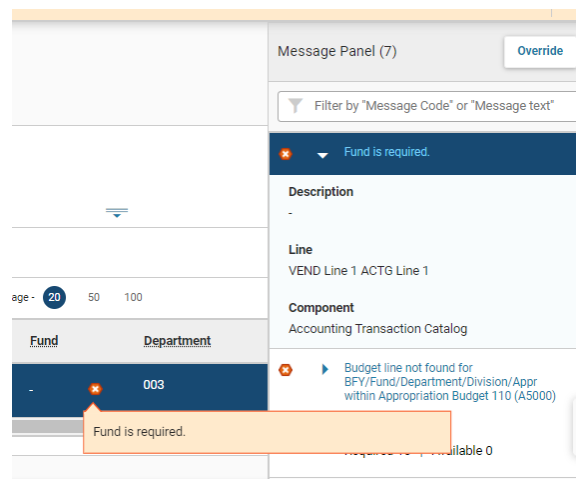
When validating a transaction, a user can expand the message panel to view any error messages that are given for validation errors in the system. Previously, in order to view the navigation notification of that message a user would have to put the transaction in Edit Mode in order to utilize the navigation of the message.

Now users can leave the transaction in view-mode without clicking Edit, in order to click on navigating links inside the message panel.



In the above image, the user has the transaction in **View Mode**, as evidenced by the **Edit** button still not activated in the top right corner of the screen. If the user wants to navigate to the error in the first message (Fund is required) in the message panel, then they can now simply click on the hyperlink of the message without placing the transaction into **Edit Mode**.

Previously, transactions had the capability for the user to navigate to an error by clicking on the hyperlink. However, this was restricted only to the **Edit Mode** of the transactions. The system lacked the same capability in the **View Mode**. Therefore, the users who did not have the rights to edit the transaction or the users who visited a transaction only for review or audit purposes did not have a way to quickly navigate to the location of the errors—forcing them to edit the transaction if they wanted to view the problem. Now, while in View or Edit Mode, users can use the hyperlink features in the message panel.



# ADV4 Feature Set Announcement Bulletin

## July 2024

### User Business Cards Become More Useful and Ubiquitous

If you have ever looked at the User ID on a transaction and wondered who created it, then this feature is for you! Now when you see a User ID in **blue hyperlink format**, you can click on the User ID and the user's business card will appear.

The screenshot displays a transaction record for a 'Receivable (RE)' with a status of 'Pending'. The transaction details include a Vendor (State Auditor's Office) and an Accounting entry (Line Amount \$50.00). A metadata bar shows the transaction was created and modified on 03/25/2024 by user 0000039884. A business card pop-up is shown for Carrie Stokes, with User ID 0000039884, contact information (phone: 307-777-6278 Ext., email: carrie.stokes2@wyo.gov), and department (003).

This information is populated from the User table that is updated by HR representatives completing HR changes in the system or the SAO Financial Division staff that are updating system security. This feature is turned on and expanded to **ALL AREAS** of the application, including inside transaction pages and in worklists.

As a note for older transactions, User IDs that are created via batch jobs or begin with the old SA prefix will not contain business card references. Only 10-digit User IDs will contain business card information. Any incorrect information like name spelling errors, missing phone numbers, or outdated email addresses can be corrected by the SAO Help Desk.

### Improvements Coming to the On-Call Pay Process

Currently, when an employee is on-call, they record those hours on their timesheet under the event code *TONCAL*. Then, the HR/payroll specialist creates a TADJ for on-call pay entering those hours under the event code *ONCAL*. This code will pay \$1.00 for each hour while on-call. Starting August 1st, employees will be able to use the code *ONCAL* on their timesheet, eliminating the need for HR/payroll to create a TADJ to process on-call pay. Using that code on the timesheet will automatically pay the employee on-call wages for hours claimed on their timesheet under the code *ONCAL*. This improvement is optional and will be up to each agency on whether or not they want to use it. For agencies that want to take advantage of this improvement, please just be sure to communicate this change to your employees. If your agency

# ADV4 Feature Set Announcement Bulletin July 2024

does not want to take advantage of this improvement, the code *TONCAL* will still function as it always has and can continue to be used on timesheets.

## Exciting update coming to Timesheet Adjustments (TADJ)

As you are aware, when entering a Timesheet Adjustment (TADJ), you are currently required to enter the **Input Total** (how many lines are in the TADJ) before you can submit the TADJ. In this latest release, that field will no longer be required! You can certainly still enter information into that field, but it will no longer error on you if you leave that field empty.

The screenshot shows the 'Timesheet Adjustment (TADJ)' form. At the top, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below the form title, there are fields for 'Created By', 'Created On: 06/17/2024', 'Modified By', and 'Modified On: 06/17/2024'. The main form area contains several input fields: 'Employee ID' (0000064488), 'Appointment ID', 'Input Total' (00 00, highlighted in yellow), 'Computed Input Total' (0.00), and 'Supplemental Pay Cycle' (a dropdown menu set to '- Select -').

## What's an Advantage Assistant?

When you log into Advantage after the FS release, you'll see a peculiar little blue bar in the bottom right-hand side of your page. Hovering over the bar pops out the Advantage Assistant tool!

The screenshot shows the Advantage Assistant tool interface. At the top, there is a navigation bar with the CGI logo, a search bar, and user information for 'Leesha McIntire, Accountant'. The main area is divided into several sections: 'Transaction Catalog', 'All FIN Worklists', 'SAO Processin...', 'STO Deposit Module', 'WOLFS Forms', 'SAO Fiscal Training...', 'Procuremen t...', 'Paid Check', and 'Check Reconciliat...'. On the right, there is a table titled 'Last 10 FIN Transactions' with columns for 'Transaction Code', 'Transaction ID', 'Created On', 'Phase', and 'Status'. The table contains one entry: 'VCM', '20240718000000000001', '07/18/2024', 'Final', and 'Submitted'. At the bottom, there is a 'Worklist' dropdown set to 'All', and buttons for 'Approve', 'Reject All', and 'Advantage Assistant (1 Video)'.

# ADV4 Feature Set Announcement Bulletin

## July 2024

Remember Clippy from Microsoft Word? That's the theory behind Advantage Assistant, and it is way cooler than Clippy! It's a smart userface that you can click on anytime you need a little help on the page you are on. The SAO has created five helpful videos on some of our most complex transactions to assist users with information on what the transaction is used for. The five videos will be available to watch right from Advantage Assistant. Here is a list of the videos you'll find in Advantage Assistant:

1. **ESMT:** Employee Status Maintenance Transaction
2. **VCC:** Vendor Customer Creation Transaction
3. **VCM:** Vendor Customer Modification Transaction
4. **CAS:** Cost Accounting Setup Transaction
5. **CAM:** Cost Accounting Maintenance Transaction



*Coming soon!* We also have the ability to do guided walkthroughs on some transactions in Advantage Assistant. A guided walkthrough is a tool that will guide you step-by-step through a transaction by navigating to the fields that need to be populated. Look for information on that enhancement and more advantage assistant videos in upcoming communications!





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](mailto:SAOWOLFShelpDesk@wyo.gov)

Contact the Payroll Helpdesk here:

[SAOPayrollHelpDesk@wyo.gov](mailto:SAOPayrollHelpDesk@wyo.gov)



You can also learn more about feature sets here: [sao.wyo.gov/feature-sets](https://sao.wyo.gov/feature-sets)