Release Notes for ESRPayView 1.07.0001

Introduction

As with the previous releases we have included in the latest release of ESRPayView a number of changes to the functionality of the core system along with new reporting options and the expansion of some of the existing functionality.

Among the major changes to the core functionality that have been included is the expansion of the Hierarchy functionality to now include Account Hierarchy alongside the existing Organisational Hierarchy. There is now an option to accept any mismatches found when running the import reconciliation reports so that they do not keep reoccurring throughout the year. A new Report Scheduler has been added to allow users to keep a list of reports that are run on a regular basis with the system prompting if they become overdue. We have also added additional functionality to the Under Resourced report to list staff who match certain criteria but would not incur the extra expenses which occur when paying overtime.

All new functionality has been included in the Help file that is shipped along with the software release.

This document is intended as a guide to the new functionality, for more detailed information please refer to the new Help file. Screen help is available in all screens by typing F1.

Much of the new functionality has come as a consequence of requests from certain Trusts. Please remember if you do have any enhancements that you would like to be considered for the next release please don't hesitate to contact us.

For any queries regarding the new release please call 01454-612332 or email support@meantimesystems.co.uk

Core System

Main Payslip screen

The user can now load Copy Payslips without the source data. This could be a good way of loading years of history. These periods will show on the front screen with the period in purple.

Security

The script that is being shipped out along with the new software will create a profile if no profiles already exist. The profile will be called 'Default'. If a user logs on to the system and their User Id is not attached to a profile they will get a warning message stating that their security is not set up in the correct way and their User Id will need updating with a Profile attached. If any help is needed in creating Profiles and attaching them to User Ids please refer to the screen help using the F1 function key (which can be used throughout the system) or contact Meantime Systems support desk.

Maintain User Security

The screen now shows who is logged on and will highlight any users logged on for over 7 days.

On the screen the user can now sort by User Id or Name and there is a search bar to look for a specified user.

There is a new tickbox entitled 'System Manager'. If this is selected then if the system encounters a problem a message will be displayed and a list of up to 5 users who have been specified as System Managers will be displayed with instructions for the user to report the error to one of the people specified.

For Trusts with the Finance Module there is a new tickbox to stop a user from exporting Journals created by another user. This is detailed at the bottom of the document in the Finance Module section.

Maintain System Parameters

New option to use new format Housekeeping Menu structure on the System tab. Please try the new format Housekeeping Menu option to see which version you prefer.

For those Trusts with the Finance Module there are a number of changes on the Finance tab that are detailed at the bottom of the document if the Finance Module section.

Maintain Pay Elements

The option to create Hierarchy Report Cost Groups has been moved to a new option within Housekeeping-Maintain Bespoke Element Lists.

Maintain Hierarchy

The user can now create an Account Hierarchy as well as an Organisational Hierarchy which can be used throughout the system.

Maintain Bespoke Element Lists

This option is where the user now created the lists of elements that are used in the Hierarchy Reports, Trend Analysis and Financial Analysis Report. The functionality has been expanded so that up to 10 lists can now be created with up to 15 columns in each.

Data Import

Import Mapping

This option will now validate Cost Codes if the Validate Cost Codes flag is set.

Import Source Data

The system will now display any Pay Elements on the import that have not been previously set up on the system. If more than 20 new pay elements are loaded by a single import the user will be prompted to run a predefined report in the User Defined Reports module.

Reclassify Supplementary as Normal

This option lets the user reclassify either Source data or Copy Payslip data as a Normal run after it has been loaded as a Supplementary. This is only allowed if there is no existing Normal payroll data loaded for the type of data being reclassified.

Data Reconciliation Reports

There is now an option to allow the user to accept identified mismatches so that they do not keep on showing up on each subsequent period throughout the financial year.

If there is a mismatch on the reconciliation report and the user types Shift+Click to access the Person Information window then they can now Shift+Click on a pay element line to access the Maintain Pay Element screen(as long as they have the necessary level of security) to change the Pay Element type. This should speed up the process of reconciling the imported data.

Reports

Pay Analysis Report

There is now an option to include both Ees and Ers pay elements in the report.

The user can now enter a list of comma separated pay element numbers for reporting.

If the report is greater than the 50000 line maximum then a message will display explaining that not all data will be able to be displayed.

Copy Payslip Enquiry

The user can now select to search by Pay Element or Assignment.

Under Resourced Report

The user can now sub select from a list of relevant Pay Elements.

There is new functionality to display possible alternatives to the resources now being used.

Report Scheduler

There is now a Report Scheduler in the system. This allows the user to set a schedule for both Standard reports and User Defined Reports. The system will prompt when the user logs on if they have any overdue reports to run.

User Defined Reports

There is now a Person Radio button on the define tab which will allow the user running the report to select from a list. When using Person as a prompt the user will be able to select the required person from a list of staff by entering Surname, NI or Staff Number information.

GO Module

ASHE Report

There are 2 new options for the Type of Pension Scheme. The new options are SIPP and NEST.

OPTIMISING YOUR WORKFLOW

Finance

User Security Screen

There is a new option on the Maintain User Security screen where it can be specified whether or not that particular user can export journals created by other users.

Maintain System Parameters

The option on the System Parameters screen to Reconcile before allowing Journals to be created flag has now been removed as the system will now always expect the reconciliation to be done before the user is allowed to create any Journals.

If the user has select the Oracle Ledger Interface then on the Finance tab of the System Parameter screen:

There is a new option where the user can change the Source Name that appears on the interface file header. The default value will be 'PAYROLL'.

There are now three versions of the journal export file that can be selected. For more information please contact Meantime Systems.

There is now an option to enable the user to allow suspense corrections at any time. This functionality is explained in more detail below.

Finance Module

There is a new Pay Period box on the Staff Selection tab. This allows the user to select only employees who were paid for the specified period.

There is a new option on the Repeat Journals screen that allows the user to select to reapply journals that were for 100% of the amount. The percentage is also now displayed alongside the Assignment and Name on the right hand side of the tab.

If the Trust is using the Oracle Ledger interface then there is a new option on the Import Journals screen for them to Paste Target Rejects.

There is a new option to do a bulk change of the Sub Analysis 1 Code.

There is a new option on the Maintain Apportioning screen where the user can now select whether to apportion according to Hours Paid or Cost.

The Apportion WTD Costs option will now create an audit record.

In the Journal Flags screen in the Data menu of the Finance module there is a column, 'Journals Closed' where the user can close a particular period off from having any more journals created against it.

There is a new Financial Analysis Report that allows the user to report on the finance data held with a number of selection options.

Explanation of new functionality for controlling the entry of journals:

There has been new functionality added around the area of correcting rejections from the initial ledger load. If the user has select the Oracle ledger then they can now elect whether to allow suspense corrections to be done at any time or if they should be done before any other journals are created. This is set up via a tick box on the Finance tab of the System Parameters screen. If this flag is set and the Suspense Complete flag has not been set for the period on the Journal Flags screen in the Data menu of the Finance module (which is a new screen) then a warning message will appear if a user tries to create a journal, they can then choose whether or not to continue. Note that if the system has been set up to allow suspense corrections anytime then the Suspense Complete column will not appear on the Journal Flags screen. There will however be an extra tick box on the Detail tab of the Finance module screen where they specify that a journal they are creating is a Suspense correction.

The Journal Details screen will now show '(Suspense)' as part of the narrative if the suspense flag was set when the journal was created.