



COATS VISUAL VERSION 11.1.0

COATS Visual Payroll/Billing was released with Version 6.0.0. To use Visual Payroll/Billing the client *must* complete a SQL/Visual review. See the Payroll Steps under the [COATS Visual Version 6.0.0 11/16/2017](#) in the What's New COATS Visual 2017 Summary and/or contact COATS Technical Support.

New Features!

Payroll

- **Year End/Quarterlies:**
 - 941 for 1st Quarter 2022 available. This form applies to only 1st quarter of 2022; there will be a new form in 2nd quarter.
- **ACA Reporting:**
 - Updated ACA Electronic corrected 1095C filing for Tax Year 2021/Filing Year 2022. Previously users whom were correcting their 1095C files were receiving errors.
 - HRA features are available but not programmed to display. If your agency uses an HRA plan, contact COATS asap!

DID YOU KNOW

Resume Parsing – Added feature allows users to create employee records using parsed Employee Resume Docs.

Adding new COATS users – In COATS Visual when adding new users, the new user must access COATS using their user name and password and first click the [set] button to establish their **View** in order to see all approved **Region/Branches/Departments**.



The user can also create multiple custom views by **Region, Branch or Department in this same field.** (03/16/21)

COATS Users – The Admin User can mark other users as "INACTIVE"; however a user should never be deleted. The user profile is crucial for records retention, reporting, tracking statistics and financials for historical data. On the grid, the unintentional option allowing a user to be deleted by clicking the minus symbol ("-"), has been removed (12/10/2020)

Electronic Onboarding – within the Onboarding platform, the user can go into Employee details and Notify User if the employee didn't receive the email or is they need the email instructions resent.

Global Cash Card/ADP/Wisely – If using the # of the physical card, the user should send the **Upload Paycard Data** file under Integrated Solutions. If using the # on the envelope, the account #, the user should send the **Upload Account # Paycard Data** file.

Custom Skill Screens – When the user first creates the first **Custom Skills** Screen, they must first click **ADD AN ADDITIONAL SKILL SCREEN**. While the default is blank and will hold text, it isn't adding to the system until a record is first created.

Vacation or Sick Pay Calculator – When the user first creates the first templates for either Vacation or Sick, they must first click **ADD A FORMULA**. While the default is blank and will hold text, it isn't adding to the system until a record is first created.

ACA – ACA Year End Forms and Media - when the user deletes an employee COATS will sometimes error. Click OK to the error. Log back in. Delete the employee. This error typically only happens once.

Printing from COATS – If the client is using Visual and Server 2019, the 'local' default printer is noted when users login to the server, this will be their printer while using COATS. With Server 2019 and COATSql, clients must set the default printer in each session after they login. It only keeps it for that session while they are logged in.

Invoices:

Emailed PDF Invoices – previously would round the term statement for the %, now list them as exact % within the client file. (05/16/19)

EPAY Integration – the **Job Title** in the **Job Order** must be present in COATS for the **Order** and **Assignment** to properly transfer to the EPAY staging database. (12/4/20)

Maintenance/Users/Function keys; Should the user choose to use the **Date** feature for a hot key, without using any characters in the field, the user must still type a space in the field, prior, to clicking **Date, On** in order for the Function key to work properly. (12/4/20)

W2, PA – W2 does not reflect the entire 6 digit PSD code but rather the two digit taxing authority.

PREVIOUS VERSION UPDATES

- For updates/White paper prior to 2022, please refer to the **What's New COATS Visual 2021 Summary.pdf**

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New Features!

Employees:

- **Search Employee/Check Optional Skills:** The user can search for missing or expired Optional Sills by specific skill. See Employee SEARCH – Optional Skills.doc for more information (1/31/22)

Payroll

- **Paystub:** Default Paystub details updated to include Total Hours and Work Site Header. (8/27/21)
DISCLAIMER: When reports are enhanced/ updated, All COATS Clients with customized or adjusted reports need to contact COATS Technical Support to see if these adjustments can be applied to their report
- **Year End/Quarterlies:**
 - COATS supports Form 1099 MISC form for printing 1099.
 - W2's requires the form to print as the background is not included. COATS supports Form L4UP for printing W2's.
 - NE Quarter updated
 - OH Quarter updated
- **ACA Reporting:**
 - ** The 1095C's are due by March 2nd, 2022 **
 - ** The 1094C, electronic file, is due by March 31st, 2022 **
 - Updated ACA form for Tax Year 2021/Filing Year 2022.
 - Updated ACA Electronic filing for Tax Year 2021/Filing Year 2022
 - HRA features are available but not programmed to display. If your agency uses an HRA plan, contact COATS asap!