



Harris School Solutions has an issue tracking system, named JIRA, to monitor program enhancements and defects. The APTAWEB numbers refer to the issues in JIRA that were resolved in this release.

Note: Issues marked with two asterisks (**) will be described more completely in technical notes available on Team Support and in the online help.

To submit an idea for product enhancements/improvements, click [here](#).

New Feature

- **** Human Resources > Manage Employees > Employee Salary Notice:** This report will show employee salary and fringe benefit information (i.e. deductions for which the employer is paying all or part), along with leave accruals. The report is run from the More menu and can be provided to employees via ESS. APTAWEB-3271, APTAWEB-10877, APTAWEB-10744

Improvements

- **Accounts Payable**
 - Payment Management > Warrant Printing: Added the Payment Method column to the Print Warrant popup. For EFT payments, this column shows which payments were made as Credit (EFT) vs. Debit (manual). APTAWEB-10541
 - **** Reports > Outstanding Liabilities Report:** Replaced the Outstanding Payables Report with the Outstanding Liabilities Report. APTAWEB-9540, APTAWEB-10829
- **Banking > Bank Account Reconciliation:** Added Amount to the Quick Search on the Journal Entries not in Register tab. APTAWEB-10207
- **Budget > Budget Management:** Extended the length of the allowed processing period to prevent timeouts when revising a budget with multiple static elements. Adjusting a budget no longer guides the user to revise the budget. When the budget is out of balance, the following message is displayed, "The following budget control accounts will be added to the transaction so that the budget will balance." APTAWEB-8281
- **Chart of Accounts > Accounting Cycle > Accounting Cycle Detail:** Added the ability to switch between Governmental and Not For Profit for an open, active fiscal year before any capital asset transactions have been posted in the GL. **Note:** The 4th quarter release will fully support the Not For Profit fund type, which will post General Ledger transactions to the acquisition fund. APTAWEB-9760
- **My AptaFund > My Paychecks:** Restored the hyperlink to the Check Number to allow printing paychecks directly from the My Paychecks window. APTAWEB-10741
- **Payroll**
 - **** Manage Deductions:** Added a field to the Optional Deduction Information section that allows the user to designate if the deduction expense should be allocated to all jobs or just the employee's primary job. APTAWEB-5860
 - **** Manage Payroll > Payroll Register:** Deductions that are allocated to the approved primary job are taken from the same fund as the primary job even when the primary job isn't on the register. APTAWEB-10856
- **Purchasing > Purchase Requisitions**
 - Budget checking: Restored the ability to submit requisitions over budget from the PR grid if the user has admin permissions. APTAWEB-10740
 - Edit Purchase Requisition: Added an Approval Order column to the Approval History tab to display the order in which the PR will be/has been approved. APTAWEB-8479



- **State Specific**
 - Colorado > Colorado Uniform Budget Summary: This report now displays the correct fiscal year in cell A1 based on the selected Cycle. APTAWEB-10496
 - Iowa IPERS reporting: Added a new custom field, Occupation Class Code, to Manage Employees to provide for the new code 28 for licensed teachers. Also updated the IPERS Periodic Wage Detail Report & Export to use the new custom field instead of the old HR configuration value that has been removed. The Mass Update feature can be used to update this field. APTAWEB-10735
 - Illinois
 - EIS Employee Report: Converted this report to the Export to Grid format and provided for adding, editing, and deleting data in the grid. Also removed the EIS Employee Export from the Exports menu. APTAWEB-6890
 - EIS Employee Salary Report: Removed the old EIS Salary Report and added this report with the Export to Grid format that provides for adding, editing, and deleting data in the grid. Also removed the EIS Salary Export from the Exports menu. APTAWEB-6892
- **User Interface**
 - Account Code Assistant: For account structures that use different elements based on account type groups, the Account Type pull-down list now includes the <All> option to allow the user to select from all available elements for all account type groups. APTAWEB-10711
 - Accounts Payable > Payment Management: The commands to add & edit payment vouchers now open popup windows. APTAWEB-10081
 - Payroll
 - Manage Deductions: The commands to add & edit deductions now open popup windows APTAWEB-10404, APTAWEB-10876
 - Manage Payroll > Register Details
 - Selecting Applied Deductions from the More menu now opens a popup window. APTAWEB-5098
 - Selecting Register Job Detail from the More menu now opens a popup window. APTAWEB-5984
 - Manage Payroll Vouchers: The commands to add & edit payroll vouchers now open popup windows. Once in the Voucher Detail popup, the commands to add & modify an adjustment open additional popups. The Split Liability popup has been updated to look the same as the other popups. APTAWEB-3687, APTAWEB-10828

Bugs Fixed

- **Accounts Payable > Payment Management > Print Warrants:** Removed an error that was occurring when the Print EFT Stubs box was unchecked in Purchasing Configuration > A/P Warrants. The box is now checked by default, and the user can cancel the PDF if it isn't wanted. APTAWEB-10681
- **Accounts Receivable > Invoices > Edit Invoice > Invoice Item:** Fixed a bug preventing user from adding or editing an account code allocation. APTAWEB-10763
- **Admin > Account Code Security > Account Code Security Detail:** Restored the ability to edit the permissions for active account code security records. APTAWEB-10712
- **Chart of Accounts > Chart of Accounts:** Fixed the cycle filter so it works without Oops error, and the filter is now a multi-select filter. APTAWEB-10551
- **General Ledger > Transaction Journal:** Fixed the Move Transaction(s) function so it no longer doubles the amounts posted in the new FY. APTAWEB-10773
- **Human Resources > Employee Jobs:** Approving jobs now uses the Transaction Date entered by the user for all encumbrance transactions. APTAWEB-10675

- **Payroll**
 - Exports > Payroll ACH Data Export: This file now uses the voucher date instead of the period pay date. APTAWEB-10706
 - Manage Deductions > Deduction Details > GTL deduction
 - The GTL system deduction is now correctly set to Affects State Taxable Income = Yes. APTAWEB-8324
 - Jobs/Addenda can again be edited for a disabled GTL deduction. APTAWEB-10726
 - Manage Payroll > Payroll Register > Register Details
 - Job Batch Edit: When either regular or OT hours already exist, the Batch Edit window again correctly displays them. APTAWEB-10727
 - Preview Net Pay: OT hours are now included for submitted payroll registers. APTAWEB-9811
 - Manage Payroll Vouchers
 - Print Liability Checks
 - Removed an error that was occurring when the Print EFT Stubs box was unchecked in Payroll Configuration > Liability Checks. The box is now checked by default, and the user can cancel the PDF if it isn't wanted. APTAWEB-10681
 - Fixed an error causing the permissions to not be properly applied. APTAWEB-10736
 - Void Voucher: The user is now presented with a clear error message when trying to void a voucher on which there are liability checks that haven't been voided. APTAWEB-10632
 - Payroll Configuration: When the configuration value, Employee Self-Service - Enforce Calendar Work Days, is set to No, leave requests for employees who work weekends are now automatically posted after being approved. APTAWEB-8707
- **Purchasing > Purchase Requisition**
 - Fixed an issue with eCommerce requisitions when editing a cart when Include Shipping Address in Punchout equals Yes in the vendor record. APTAWEB-10368
 - Fixed an error generated when creating the XML document for vendor WB Mason. APTAWEB-10707
- **Reports**
 - All Reports with Account Expression: Fixed the Account Code Expression to work with the Not Equals selection. APTAWEB-10699
 - Banking > Positive Pay File: Removed commas from the payee name in the PNC Delimited file. APTAWEB-10865
 - HR > Employee Contracts: Fixed the Job Comment parameter so contracts can be printed when the Job Comment parameter = [All]. APTAWEB-10786
 - Payroll
 - Gross Wages by Deduction, Gross Wages by Deduction for Calendar Year, & Payroll Register Payment Reports: These reports now show capped wages where applicable, and the caps are correctly considered in the calculations. APTAWEB-10490
 - Payment Distribution Summary Report: Subtotals and Grand Total are now correctly displayed. APTAWEB-3563
- **State Specific**
 - Maine > Maine Financial Report: Amounts on the export file are now carried to two decimal places rather than four. APTAWEB-10686
 - Massachusetts > MARIS Contribution Report and Export: Corrected the First Name/Last Name order in the export file when employees are manually added in the Report to Grid. APTAWEB-10879
- **User Interface:** Fixed an issue causing the resize handle to cover the command buttons on certain popups. APTAWEB-10584

(New) Leave Module

The new Leave module has only been deployed to selected new clients at this point. We look forward to a release to all customers later this year.

- **Admin > Approval Process > Approvers:** For clients converting from the old leave system to the new leave system, old leave approval rules will be used in the new leave system. APTAWEB-10595
- **My AptaFund**
 - Employee Self-Service
 - My Leave Requests: Leave requests are now automatically submitted when saved. This improvement prevents the problem of employees creating leave requests, forgetting to submit them, and then thinking the request had been processed. APTAWEB-9814
 - My Leave Requests & My Leave Request Approvals: Added the ability for teachers to select a substitute teacher when requesting leave. This choice is visible to, and editable by, the approver. When the leave taken is recorded, the substitutes are included on the Employee Substitute Report. APTAWEB-9424
 - My Approvals > My Leave Request Approvals
 - Added Submitted Date to Table Display Settings so leave approvers can grant the request to the first employee who requests a certain date. APTAWEB-9768
 - Fixed a bug causing leave requests not to show up even when the approvers received emails. APTAWEB-10728
- **Leave**
 - Create Leave Accrual: This process will not accrue leave for employees not working in the current fiscal year and will log a warning for these employees. Employees are defined as working if they have approved or closed primary jobs in the fiscal year. This change applies to all ways of accruing leave — rolling over leave, editing an employee's leave balance, and creating accrual records for leave types in Manage Leave. APTAWEB-10056
 - Leave Balances & Manage Employees > Edit Employee: Provided a way to create an empty leave balance row for an employee who is eligible for leave, but hasn't had any balances rolled over, any accruals created, any requests made, or any manual leave transactions created for the fiscal year — for example, a late start employee. After the empty leave row is created, you may run the Create Leave Accrual Records or manually create transactions in the Leave Detail window. APTAWEB-10165
 - Leave Details
 - Add Leave Transaction
 - Employees: The pull-down list includes only enabled employees that belong to an employee group with at least one leave type defined. If a leave type is selected before the employee, the list will be limited to those enabled employees belonging to an employee group with the selected leave type. APTAWEB-10231
 - Leave types: Once an employee is selected, the Leave Type drop-down list includes only leave types available for that employee. APTAWEB-10232
 - Add & Edit Leave Transaction popups now consistently accept and display amounts to four decimal places instead of rounding to two decimal places in certain instances. APTAWEB-10085
 - Leave Requests: Added the ability to create leave requests, leave accruals, and leave adjustments from the Leave Details window. The user is allowed to select the employee for whom the records will be created, and these records bypass the approval process. These improvements were made at the request of clients who don't use Employee Self-Service. APTAWEB-10683

- **Leave, continued**
 - Manage Leave
 - Leave types now allow for three options for handling negative balances for leave requests — No, Warning, and Yes. When the warning option is selected, leave requests that would bring the available balance below zero display a warning and require an additional confirmation form the requestor. This feature applies only to leave requests, not leave transactions entered in the Leave Details window. APTAWEB-9885
 - Edit Group Leave Type: Added a new option, Evenly over Months, to the Accrual Frequency pull-down list. When accruing leave for a group leave type using this option, a new popup collects a date at which to begin accrual and a number of months over which to accrue it. APTAWEB-10105

New & Revised Topics in the Online Help

New topics

- ESS > new Leave module: Delete a Leave Request, Approve Leave Requests, Approvers Overview - New Leave, Disapprove a Leave Request, Edit a Leave Request
- HR > Manage Employees: Employee Salary Notices
- Leave (new module) > Leave Details: Add Leave Accrual & Add Leave Adjustment; Add a Leave Request replaced Add a Leave Transaction
- PY > Manage Deductions: Allocate Deduction to Primary Jobs Only

Revised topics

- Accounts Payable > Payment Management > Create a Payment Voucher, Edit a Payment Voucher, & Remove Invoices from Voucher: New screenshots for popup windows.
- Admin > Security > Account Code Security > Add Account Code Security Group & Edit Account Code Security Group: Added information about being able to select from all account code types.
- ESS
 - Employee Self-Service Overview: edited for new Leave module features
 - New Leave module: Create a Leave Request, My Leave Balances, View Leave Balances, and Withdraw a Leave Request — edited for new functionality & screenshots
- Leave (new module)
 - Leave Details > Edit Leave Transactions: Edited for information on selecting a substitute
 - Manage Leave > Add Group Leave Types to Leave Type, Create Leave Accrual Records for Group Leave Types, & Edit Group Leave Types: Edited for new accrual frequency of evenly over months.
- Navigation > Account Codes > Account Code Assistant: Added information about being able to select from all account code types when your account structure uses different elements based on account type groups.
- Payroll
 - Manage Deductions: Add Deduction or Benefit: New screenshots for popup windows.
 - Manage Payroll > Register Details > Exclude Deductions from a Payroll Register, Register Job Detail, View Applied Deductions: New screenshots for popup windows.
 - Manage Payroll Vouchers > Create a Payroll Liabilities Voucher, Adjust a Payroll Liability, Modify a Voucher Adjustment, Delete a Voucher Adjustment, Exclude Liabilities from Voucher, Split a Payroll Liability: New screenshots for popup windows