



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.

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

Release webinar & technical documents

Issues marked with two asterisks (**) are included in the Release Webinar AND a technical document available on Team Support and in the online help.

Click the **Play recording** link below to open the webinar. Registration with your name & email address is required, but no password is required.

[Play recording](#) (28 min)

New Feature

- **** My AptaFund > Employee Self-Service > My Deductions:** Added the ability to fill out a W-4 form online and submit it to the payroll administrator, as well as printing a copy. APTAWEB-10768, APTAWEB-10778, APTAWEB-10781
 - Human Resources > Deduction Change Requests: New menu item shows all pending deduction change requests, and users with payroll manager, payroll admin, or fund admin permissions can view and approve or reject the changes. APTAWEB-10782, APTAWEB-11095
 - Administration > Scheduled Jobs: A new job called Employee Deduction Request Reminder Emails can be configured to send emails to the approver(s) for any W-4 changes that are submitted. APTAWEB-11096

Improvements

- **Accounts Payable > Payment Management > Warrant Printing**
 - **** Memo line:** Added the ability to print a different memo line per warrant for regular, not EFT, payments. In the Print Warrants popup, there is now a button labeled Edit Memo Line that opens a text editor. In Purchasing Configuration > A/P Warrants tab, the setting, Print Memo Line, has been changed to Print Vendor Account Number on Memo Line. If that setting = Yes and an account number has been copied to the Memo Line Comment field, changing the memo text will overwrite the account number unless it's re-entered with the new memo text. APTAWEB-9623
 - Reprint: Reprinting a voucher now opens a popup allowing the user to set the void date for the GL transaction. APTAWEB-10660
- **Capital Assets > Asset Management**
 - Accept & Dispose: Added the ability to select multiple items for acceptance and disposal. APTAWEB-11046
 - Delete Asset Item: Added the Delete command. APTAWEB-11137
 - Not-for-Profit: GL transactions are now generated for acquisition and depreciation when the Capital Assets Entity Fund Type = Not-for-Profit in COA > Accounting Cycle AND Generate General Ledger Transactions = Yes in Capital Assets Configuration. These transactions will be in the Fund in which the asset was acquired. This process differs from using the Governmental entity fund type which requires a tracking fund. APTAWEB-4947



- **My AptaFund**
 - My Dashboard: Added a dashboard item for My Address Change Request Approvals. Any user with the *Employee Address Change Request – Manage* permission will see this dashboard. APTAWEB-10704
 - My Deductions: Employees now receive email notification when their deduction change request has been approved or rejected. APTAWEB-10690
- **State Specific**
 - Iowa > 1099-MISC & 1099-NEC Exports: Made the changes required by the state for tax year 2020. APTAWEB-11129
 - Kansas > Quarterly Wage & Unemployment Tax Return Report & Export: Updated the report & export to include all employees who were paid wages in the selected quarter even if the UI rate is 0%. Added the <None> option to the Unemployment Insurance Deduction parameter. APTAWEB-10614
 - When <None> is selected as the Unemployment Insurance Deduction value the report shows the full total of wages paid in the quarter for all reported employees.
 - When a specific deduction is selected, the report calculates employee quarterly wages as the total of paid wages in payroll registers where the selected deduction was also paid for employees who pay the deduction. For employees who do not pay the deduction in any register in the quarter the quarterly wage reported is a total of all paid wages.
 - Maine > Maine Financial Report: Added the Function code to the columns available in the grid. APTAWEB-10931
 - Pennsylvania > PDE-2057 AFR Report and Export: Made the changes for 2019-2020 as required by the state. APTAWEB-11089
- **Vendor > Vendor Management**
 - ** 1099 Changes – AptaFund has added support for the new 1099-NEC form.
 - Edit Vendor
 - 1099 changes: The 1099 drop-down list now displays the form and box numbers instead of just the code in order to conform to the NEC and MISC forms. This change is also reflected in Vendor 1099 Adjustments. APTAWEB-10987
 - ** Tax ID type: Added the ability to enter an international tax ID. There is a new field, Tax ID Type, with the values US TIN, US SSN/TIN, and non-US TIN. It allows for free-form entry of up to 20 alpha-numeric characters. APTAWEB-9876
 - Reports
 - 1099 Form Summary Report
 - 1099 Form Count tab: This tab now displays the numbers of 1099-MISC and 1099-NEC forms that will need to be printed. APTAWEB-11120
 - 1099 Form by Vendor tab: Nonemployee compensation is now designated as NEC-1 instead of Box 7. APTAWEB-11174
 - 1099 MISC Data Export: Made the required changes for tax year 2020. APTAWEB-10848
 - 1099 Form MISC: Added a parameter to sort by vendor name, display name, vendor code, or parent vendor. APTAWEB-10290
 - 1099 NEC Data Export: Added this new export to meet changes for tax year 2020. APTAWEB-11098
 - 1099 Form NEC: Added this new form to report non-employee compensation as required by the IRS. APTAWEB-10689

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Bugs Fixed

- **Accounts Payable**
 - Payment Management: Trying to roll over new, submitted, or paid vouchers now produces the correct error message in the Results window. Only approved vouchers are displayed as successfully rolled over in the Results window. APTAWEB-10919
 - Vendor Invoice: The Invoice Total is now being updated as items are added to the invoice APTAWEB-9349
- **Accounts Receivable > Invoices**
 - Approval: Fixed a timeout error preventing invoices from being approved. APTAWEB-10963
 - Rollover: Invoices can now be rolled over when the description field is blank since description isn't a required field. APTAWEB-10908
- **Administration**
 - Configuration > Dashboard Custom Text: Fixed a bug preventing the user from changing the dashboard text. APTAWEB-10960
 - Data Import > Manage Data Imports: Fixed the Vendor 1099 History import to handle the changes to the vendor 1099 for the 2020 tax year. APTAWEB-10836
- **Chart of Accounts > Accounting Cycle**: Users are again able to roll over the accounting cycle. APTAWEB-10964
- **Emails**: Approvers no longer receive the Oops error when they access AptaFund via email links. APTAWEB-10501
- **Human Resources**
 - Employee contracts > Employee Contract Details: Fixed a bug preventing the user from editing contract text. APTAWEB-10960
 - Manage Employee > Edit Employee
 - Approvals: Clear error messages are now displayed when a user tries to approve an employee that's already been approved or a job without a payroll period or tries to fill a position that isn't a controlled position. APTAWEB-9566, APTAWEB-9567, APTAWEB-9570
 - Leave Detail tab: Fixed a bug preventing user from deleting a leave taken record. APTAWEB-11167
- **My AptaFund > Employee Self-Service > My Documents**: Fixed an error generated when users tried to acknowledge documents. APTAWEB-10939
- **Purchasing > Purchasing Configuration**: Default sales tax and use tax rates default to 0 if left blank. This fix resolves an error in Vendor Invoice when opening line items when these items are left empty. APTAWEB-10262
- **Payroll**
 - Exports > EFTPS Data Export: Fixed a bug preventing this export from running. APTAWEB-11043
 - Manage Deductions
 - The deduction group is again being saved when the deduction is saved. APTAWEB-11111
 - W-2 codes can again be changed without having to disable the deduction, and W-2 Sub Codes are again included in the drop-down when code 12 is selected. APTAWEB-10982
 - Manage Payroll > Register Details
 - Add Job To Register: Added an error message when a user tries to add a supplemental job to a register that has no work days on the calendar for the master position. The user can then add a work day to the calendar OR leave the hours as zero & edit the position after adding it OR choose another supplemental job that has a different calendar. APTAWEB-10965
 - OT Rate Used: This column now correctly displays the rate in the grid. APTAWEB-5599
- **Reports > Vendor > Calendar Year 1099 Listing Report**: Removed the Cycle, Begin Date, and End Date parameters to provide the report based on the selected calendar year. APTAWEB-6355

- **State Specific > Iowa > Chart of Accounts:** The custom column, IA Account Code Type, is again available in the Add and Edit popups. APTAWEB-10955

(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.

- **Leave Balances > Employee Leave Detail:** Users are again able to add leave transactions in this popup. APTAWEB-10940

New & Revised Topics in the Online Help

New topics

- Capital Assets > Delete an Asset Item
- ESS > My Deductions Window
- HR > Deduction Change Requests
- Vendor Reports: 1099 Form NEC, 1099 NEC Data Export

Revised topics

- Accounts Payable > Print/Pay and Verify Warrants: Added info about editing the memo line comment.
- Admin > Set Up a Scheduled Job: Added employee deduction request reminder emails.
- Capital Assets > Accept an Asset, Accept Asset Items, Dispose an Asset, Dispose Asset Items: Edited for info about accepting & disposing multiples.
- My Aptafund > My Dashboard: Added My Address Change Request Approvals grid.
- Purchasing Configuration - AP Warrants: Changed Print Memo Line to Print Vendor Account Number on Memo Line.
- Vendors
 - Vendor 1099 Adjustments: Added info about 1099-NEC.
 - Vendor Management > Add a Vendor: Changed Print Memo Line to Print Vendor Account Number on Memo Line for AP warrants; added info about entering tax IDs for foreign vendors, added info about 1099-NEC.
 - Vendor Reports > 1099 Form Summary Report: Added info about 1099-NEC