



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 (**) will have a technical document available on Team Support and in the online help.

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

[Play recording](#) (24 min)

New Features

- **AptaFund Timekeeping**
 - AptaFund Timekeeping is a new add-on module that incorporates a time clock system for hourly employees to record their hours worked and have those hours included in a payroll register when it is time to pay the employees.
 - Master positions and individual jobs can be designated as AptaFund Timekeeping jobs.
 - Employees will be able to log into ESS to punch in & out and to review their time worked.
 - A preview feature in Manage Payroll > Payroll Register will allow the payroll user to review any exceptions before importing the hours into the register.
 - For more information about adding AptaFund Timekeeping to your AptaFund suite, please enter a Support Ticket.

Improvements

- **Accounts Payable > Payment Management:** Added the option to void a rolled over voucher in the old year. APTAWEB-7639
- **Accounts Receivable > Roll Over Invoice(s):** This process has been improved in the ways described below. APTAWEB-10916, APTAWEB-10862
 - The original invoice with its items is copied to the new cycle and approved.
 - If the new invoice cannot be approved, the new invoice will remain in the Submitted status, and the user will see the message, "The approval of the invoice in the new cycle failed. Please approve the invoice manually."
 - The new invoice in the next cycle retains the original Invoice Number appended with the original invoice's cycle name — for example, invoice #1234 in FY20-21 is numbered 1234 FY20-21 in the next cycle.
 - When the original invoice has been partially paid, the new invoice is created for the remaining balance.
 - No transaction is posted for the original invoice in the current cycle, and no write-off record is created for an original invoice in the current cycle or for a new invoice in the next cycle.



- **** Budget:** Users are now able to create budget lines for account codes in the following Account Types: Expenditures, Revenues, Fund Balance/Retained Earnings, Other Financing Uses, Other Financing Sources, and Assets. APTAWEB-6621, APTAWEB-11455
 - In addition, a number of UI changes have been made to the Budget Management screen. Buttons to adopt, revise, adjust, reverse, and roll over the budget have been moved to the top of the screen. There is more room to edit budget lines. Grid filters have been added to allow users to see multiple account types at the same time in the Budget Items and Available Account Code grids.
 - Users in New Mexico will continue to be able to import the PED OBMS Budget Import without having to edit the import file. They can continue to use the System Configuration parameter called "NM PED Balance Object Code UCOA Equivalent" to enter the Object used for Budget Control.
- **COA > Accounting Cycle > Generate Preliminary Opening Entries**
 - Account mapping: Improved the process of mapping accounts while generating preliminary opening entries and added the following message, "The process may create new balancing accounts in the old fiscal year, which will be automatically rolled into the new fiscal year." APTAWEB-7907
 - Dates: The date for the preliminary opening entries defaults to the begin date of the selected cycle. APTAWEB-11172
 - Error message: Improved the error message when the Generating Preliminary Entries process fails when disabled accounts have a non-zero balance. APTAWEB-10104
- **GL > Transaction Journal:** When posting opening and closing entries, the user no longer gets the message, "Are you sure you wish to post the selected transaction(s)? Any transactions that contain transaction lines that are tied to cash accounts will be added to their respective bank registers." Opening and closing entries will not post to the bank automatically. APTAWEB-10617
- **Human Resources > Master Position Management:** When rolling controlled master positions and changing the begin/end dates and/or the calendar, the user is now offered the option to update the fields on associated, *unfilled* positions. APTAWEB-7414
- **My Aptafund > Employee Self-Service > My Deductions:** Address Line 2 from the employee record is now included along with Address Line 1 on the W-4 form. APTAWEB-11280
- **Payroll**
 - Manage Deductions: The state of the *Affects State Taxable Income* checkbox now remains unchanged when disabling/enabling, copying, or rolling over the deduction. APTAWEB-11490
 - Manage Payroll: Voiding a paycheck on a register with the Cycle set to Next also puts the voided liabilities in the next cycle. APTAWEB-9977
- **Reports**
 - Accounts Receivable > Accounts Receivable Totals by G/L Account: This report now shows the complete invoice number, including the fiscal year, for rolled-over invoices in the A/R Ref column. APTAWEB-11498
 - Banking > Check Payments by Fund Report: Added the Account Description column next to the Account Code column. APTAWEB-9454
 - Payroll > Payroll Register Payments Report: Split the Hours/Days column into two columns, and sub-totals for the new Hours and Days columns are included. APTAWEB-7411

Continued on next page

- **State Specific**
 - Colorado
 - Colorado Uniform Budget Summary Report: Improved the template to correctly update the fiscal year in the title and the Adopted date. APTAWEB-10794
 - December Financial Report: Added a soft close feature accessed through the new parameter, Include Soft Closing Entries. When selected, AptaFund will calculate closing entries and include the results for all balance sheet accounts. Nothing is added to the GL. Revenue and expense accounts are not affected. APTAWEB-10482
 - Manage Employees > Evaluations tab: Added the Evaluation Criteria Group, SSP - Special Services Provider, with its Evaluation Criteria to be used on the CDE December Staff Report. Also renamed the criteria used with the Teacher evaluation criteria group, removing SSP from the names. APTAWEB-11154
 - PERA Contribution Report: Removed the blank row at the top of the XLS file, and corrected the formatting of column Q. APTAWEB-11429
 - Iowa > Certified Annual Financial Report: Added a soft close feature accessed through the new parameter, Include Soft Closing Entries. When selected, AptaFund will calculate closing entries and include the results for all balance sheet accounts. Nothing is added to the GL. Revenue and expense accounts are not affected. The new parameter only applies when the Values to Report parameter = Actuals. APTAWEB-10482
 - Maine
 - Administration > Tag Groups: Added the Not Eligible tag to the tag group Retirement Plan Participation Status. Employees marked as Not Eligible are not included in the PERS ESS report. APTAWEB-11222
 - Maine Financial Report: The export files no longer include zero amounts, and negative revenue amounts will be exported as positive amounts. APTAWEB-11443, APTAWEB-11549
 - Virginia: Added the ASRFIN Report with the Report to Grid feature. This report will generate a tab-delimited text file that shows expenditure data. This report will not fill out the ASRFIN Excel file provided by the state. Other AptaFund reports can be used to complete the ASRFIN. APTAWEB-11343

Bugs Fixed

- **Accounts Receivable > Invoices**
 - Roll Over Invoice(s): The system creates a net zero balance sheet account transaction when a rolled over invoice is approved in the new cycle. When opening entries are generated the A/R balance from the old year will roll into the new year correctly. APTAWEB-11541
 - Write Off Balances: Fixed a bug preventing invoices from being written off due to referencing incorrect dates. APTAWEB-11537
- **Admin > Fiscal Year End > Rollover Dashboard**
 - Accounts Receivable: Statuses for Rollover Invoices and Rollover Recurring Billing Items commands are now updating correctly when items are rolled over in the A/R module. APTAWEB-11538
 - Payroll
 - Deduction Assignment > Rollover Employee Deduction Sets
 - When all prerequisites have at least the In Progress status, the Rollover Employee Deduction Sets command becomes available. APTAWEB-10789
 - This command now correctly opens the Deduction Assignment window rather than the Manage Deductions window. APTAWEB-11145
 - Employee Payroll Information > Verify Pay Plan Distribution: This command now takes the user to the Payment Distribution Summary Report on the Reports page. APTAWEB-11146

- **Budget > Budget Management > Rollover Budget:** The rollover process no longer rolls the Fund Balance/Retained Earning budget items. When the budget is adopted, the Fund Balance/Retained Earning item is automatically calculated. APTAWEB-9793
- **Cash Receipts > Batch Form:** Changing the FY when saving a new batch causes the user to be kicked back to the Cash Receipts screen for the FY in which the user was previously working. The new batch isn't visible, and the user must change the FY to that of the new batch in order to see it. APTAWEB-8022
- **COA > Accounting Cycle > Generate Preliminary Opening Entries:** User no longer has to enable all active balance sheet accounts, including those with zero balance, to generate preliminary opening entries. APTAWEB-9941
- **HR > Manage Employees:** Date type custom columns no longer allow non-date values to be saved. APTAWEB-11352
- **My AptaFund > My Approvals > My Leave Request Approvals:** Fixed the filters for request record, leave type, approval status, status, and substitute employee. APTAWEB-11489
- **Payroll**
 - Deduction Assignment: Fixed bugs causing the W-4 printing to fail from the Deduction Assignment window. APTAWEB-11422, APTAWEB-11444
 - Deduction Change Requests: Fixed an issue with state withholding parameters when approving a change to the federal W-4 form. APTAWEB-11430
 - Manage Deductions > Rollover Deductions: The Direct Deposit deduction is now rolling over automatically with the rest of the system deductions. APTAWEB-11526
 - Manage Payroll > Register Details: Changing the FY when saving a register causes the user to be kicked back to the Manage Payroll screen for the FY in which the user was previously working. The new register isn't visible, and the user must change the FY to that of the new register in order to see it. APTAWEB-8022
- **Reports**
 - Accounts Receivable > Accounts Receivable Balances: Fixed to report correct account codes for invoices. APTAWEB-7882
 - Budget > Proposed Budget Report: No longer showing duplicate lines for a single account code when multiple account codes have been mapped to a single account code during the COA rollover. APTAWEB-8880
 - Payroll > Direct Deposit Activity Report: Pay date on the report now correctly matches the payroll register date. APTAWEB-6767
- **State Specific**
 - California > EDD Quarterly Form DE9/DE9c XML Export > A - State Plan UI Coverage: The unemployment deductions are now available for tax year 2021. APTAWEB-11442
 - Colorado > PERA Enrollment and Termination Report: Terminated employees are no longer generating errors when the needed data is present in the employee record. APTAWEB-10015
 - Iowa > Certified Annual Financial Report: The record count has been corrected to not include account codes with zero amounts since they're excluded from the export file. APTAWEB-10938

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- Maine
 - Maine Financial Report: Revenue and fund balance accounts are now correctly reported since the Expenditure Function element is no longer required for revenue and fund balance account grids. APTAWEB-11513
 - PERS ESS Reporting
 - Contributions: Retirement contributions and additional retirement contributions are again being reported correctly. APTAWEB-11516
 - Hourly: Fixed several issues to correct reporting for hourly employees. APTAWEB-11415
 - HR > Employee Jobs: Added two custom number fields — Full-Time Per Week and Weeks Per Year.
 - Payroll > Payroll Configuration: Added two settings — ME PERS - Employer Location Code (Teacher) and ME PERS - Employer Location (PLD). Each setting will accept five or six characters.
 - Report setup: Removed the Submission File Type parameter.
 - Report
 - Jobs: The report is displaying all jobs that appeared on payroll for the selected month where that job is a primary job. If the same job appears on multiple payrolls in the selected month, the values are combined into one entry.
 - Time Paid: If the job is Salary, it's zero-filled. If Daily/Hourly, it is the sum of the Total Hours Worked for each payroll cycle in the selected month.
 - Time Unit Code: If a Job is a Salary Job, the time unit code is 'C', Hourly is 'H', and Daily is 'D'.
 - Expected Full-Time Per Week: This comes from the new custom field in Employee Job with zero fills if the job is a Salary job.
 - Expected Weeks Per Year: This comes from the new custom field in employee job with zero fills if the job is a Salary job.
 - Rate of Pay: This comes from the Hourly Rate on payroll, zero fills if the job is a Salary job.
 - Employer Location Code: If the job's Position Classification Code starts with a Y, then the job gets the Teacher code; otherwise it gets the PLD code.
- New Mexico
 - Employer Quarterly Wage and Contribution Report: Fixed to include employees who are FICA exempt, but not Medicare exempt. APTAWEB-11339
 - PED OBMS Actuals Import - Report: FTE amounts are now being correctly reported for Q4. APTAWEB-10933
 - PED OBMS Actuals Import - Report & Data Export: Added error messages when negative amounts exceed the negative threshold. APTAWEB-7924
- Pennsylvania > PNC Positive Pay File: The export file for paychecks and AP employee type warrants now uses the payee name as it appears on the check, rather than the Last Name, First Name format used for the Display Name in the employee record. APTAWEB-11078
- Virginia > Group Life Imputed Income Report: This report is now based on the employee's correct pay cycle — monthly, semi-monthly, or biweekly. APTAWEB-9886

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(New) Leave Module

- **Admin > Fiscal Year End > Rollover Dashboard**
 - Added the Rollover Employee Leave Balances item. APTAWEB-11523
 - Removed the rollover tasks that applied to the old leave system. APTAWEB-10637
- **Leave Balances**
 - Improved the work flow for approvers by showing a summary of unposted leave activity. APTAWEB-9902
 - The existing Available column has been renamed Current Available, and a new column, Scheduled Available, has been added. The new column is hidden by default, but may be made visible using the Table Display Settings popup.
 - Scheduled Available = Current Available *plus* any future dated leave accruals within the accounting cycle *minus* any submitted, but not yet approved leave requests within the accounting cycle. This calculation can be confirmed by reviewing the Employee Leave Detail popup for the selected line.
 - Rollover
 - The rollover process now ignores leave balances of zero and below. APTAWEB-9892
 - ** The system presents an error message during the rollover when there's a circular assignment of overflow leave types — for example if Sick overflows into Personal, and Personal overflows into Sick. APTAWEB-9866
 - ** Improved rollover of overflow caps so the overflow cap now applies to amounts overflowing *into* the leave type instead of amounts overflowing *out* of the leave type. Overflow amounts are now capped and roll separately from the ending balance amount. APTAWEB-9868
 - The overflow leave type is now added to an employee during rollover if the employee doesn't already have that leave type. APTAWEB-11543
- **Leave Details**
 - Edit Leave Details: Removed an extra popup generated when checking the box for a transaction and clicking **Edit** or when clicking the **Transaction** link. APTAWEB-11291
 - Filters: Added Transaction Type, Status, and Start Date as pinned filters. APTAWEB-11332, APTAWEB-11431
 - Leave requests: Adding a leave request has been converted to a single step process. Selecting the start and end dates automatically populates a grid displaying the day of the week, date, and amount. The user must either save or cancel the request, preventing a request from being generated in the new state and then forgotten. When saved, the request is automatically posted. APTAWEB-10743
- **Manage Leave > Edit Leave Type > Edit Group Leave Type**
 - Accrual Frequency: When the Unit Type is Hours *and* the Accrual Schedule is Hours Worked, the accrual frequency drop-down now contains the entries One Per 10 Hours Worked through One Per 80 Hours Worked. APTAWEB-11345
 - Leave Accrual Annual Total & Annual Cap: User is no longer allowed to save schedules that contain gaps between entries or at the beginning or end of the list of entries. APTAWEB-10160
 - Leave Type: Fixed an issue preventing the user from saving a new or edited record if the Allow Negative Balance field isn't edited. APTAWEB-10944
 - Overflow Type: Improved this pull-down list in the following ways. APTAWEB-9865
 - The leave type being edited is no longer included in the list.
 - Includes only leave types with the same unit type – hours or days. If Unit Type is changed, the selections in the list are changed to match.
 - Includes only leave types available for the selected employee group.

- **My AptaFund**
 - My Leave Request Approvals
 - Disapproval: The Disapprove button on the leave request popup now correctly works to disapprove the request and close the popup. APTAWEB-10228
 - Grid columns: Added the Current Available and Scheduled Available columns. Current Available is visible by default; Scheduled Available may be made visible using the Table Display Settings popup. APTAWEB-11476
 - System filter: Added a system filter for Requiring My Attention that has two pinned filters — Requires Attention Of = all non-backup approvers and Pending = Yes. APTAWEB-11379
 - Employee Self-Service > My Leave Requests: Adding a leave request has been converted to a single step process. Selecting the start and end dates automatically populates a grid displaying the day of the week, date, and amount. The employee must either submit or cancel the request, preventing a request from being saved in the new state and forgotten. When saved, the request is automatically submitted. APTAWEB-10743
- **Reports**
 - Employee Substitute Report: Changed the report sort from Employee Number to Display Name. APTAWEB-11254
 - Leave Taken Details by Employee & Leave Taken Details by Type: Fixed these reports to include the amounts taken as well as the adjustments. APTAWEB-11255

Leave Module conversions

We are in the process of converting all AptaFund clients to the new Leave Module.

There is no cost. The Leave Module conversion and 60-90 minutes of live training are provided free of charge. The conversion process moves over all the leave types and configuration you are currently using *and* all fiscal years of leave data.

We plan to move all clients to the new Leave module in the next six to nine months.

Please submit a **Team Support ticket** to be scheduled for your **Leave Module** implementation.

Leave Module Features

- All leave management and processes are now in one module, and leave processing is no longer dependent on payroll.
- Leave requests and adjustments post immediately; leave accruals post overnight.
- Leave types are not cycle specific, so they do not roll over and do not need to be enabled or disabled.
- Leave balances roll alone, and no accruals happen on the rollover, providing flexibility.
- All employees must be associated with an employee leave group configured in Human Resource Configuration *and* have an approved primary job to accrue leave.
- For NE customers, leave can be requested in August before the start of the fiscal year, and substitutes can easily be associated with the requested absence.
- For CA customers we have the *hours worked* leave process available. For other states that are accruing leave based on the number of hours worked – configuration is in final stages.

Continued on next page

New & Revised Topics in the Online Help

Revised topics

- Admin > Fiscal Year End > Rollover Dashboard > Fiscal Year End Rollover Checklist: Edited for links for rolling over leave balances in old & new leave.
- AP > Payment Management > Payment Vouchers > Void a Payment Voucher: Added information and screenshot about the option to void a rolled over voucher in the previous cycle.
- AR > Invoices > Roll Over Invoices: Revised for the improved roll over process.
- Banking > Check Payments by Fund Report: New sample to show the Account Description column next to the Account Code column.
- Budget > Budget Management — Adjust Budget Amounts, Adopt a Budget, Anatomy of the Budget Management Window, Create a Budget for a Single Account or Small Fund, Delete Budget Items, Edit Budget Amounts, Reverse Adopt Budget, Revise a Budget: Edited for changed user interface & info about not rolling Fund Balance/Retained Earning budget items.
- COA > Accounting Cycle
 - Generate Preliminary Opening Entries: Added information about the improved process of mapping accounts while generating preliminary opening entries.
 - Generate Opening Entries & Generate Closing Entries: Added text about these entries not posting to the bank automatically.
- ESS > Create a Leave Request: New single step process
- HR > Positions > Master Position Management > Edit Master Position & Rollover Master Positions: Added information about the option to update the dates on associated, unfilled positions when you edit the dates on a master position.
- Leave
 - About Accrual Schedules and Frequencies & Add Group Leave Types to a Leave Type: Removed Beginning of Contract accrual frequency for the Fiscal Year accrual schedule type. Added accrual frequency options One Per 10 Hours Worked, One Per 20 Hours Worked, etc., through One Per 80 Hours Worked, in 10 hour increments for the Hours Worked accrual schedule type.
 - Add a Leave Request — Leave Details window: New single step process
 - Leave Balances Window Overview: Added info about the Scheduled Available column
 - Rollover Leave Balances: Added info about rollover ignoring balances of zero and below; also about overflow leave types & caps.
- Payroll > Manage Payroll > Void Payroll Checks: Added info about voiding a paycheck on a register with the Cycle set to Next.