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 (16 min)

New Feature

- ** **New Leave Calendar:** Access this new Leave Calendar by navigating to My AptaFund > My Leave Request Approvals Calendar. This will take you to a calendar view page that starts at the current date in week view. From here you can change between various views like Day/Week/Month by clicking the corresponding buttons. The leaves will be displayed as Last Name, First Name, Middle Initial, Leave Type, and Approval Status. APTAWEB-11618
Thank you to Nicky Nuessen at North Lyon for adding this idea to our Idea Portal.

Improvements

- **Administration**
  - Approval Levels: Added a new column called "Approvers" that will list the enabled approvers for each specific level by showing the *Approver Title: username*, multiple names will be separated by a semicolon. APTAWEB-10677
- **AptaFund Timekeeping**
  - AptaFund Timekeeping Data import is now sent to job queue. APTAWEB-11531
  - You can now update an AptaFund Timekeeping job from Employee Jobs. APTAWEB-11657
  - Timecard import now does not import Salaried jobs when set up in AptaFund Timekeeping. Make sure that the salary job has the "*Salaried 0.00 hrs/wk*" box checked, and these jobs will not be imported but can still track hours in AptaFund Timekeeping.
- **Account Code Filter:** In the grids with account code filter option, the "Select by Element" and "Select by Account Code" are now displayed correctly as they were being slightly blocked by the boxes before. APTAWEB-10746

- **Accounts Receivable > Invoices:**
  - New custom numbering scheme for Invoices. When adding a new invoice with the setting enabled and a mask created, you can leave the "Invoice/Credit Memo" field blank and upon saving, AptaFund will assign it a number automatically. It will not create duplicates, so if you manually entered a number the automation will use the next available number. APTAWEB-10571
  - A/R invoices with balances that are rolled to the next year, internally now use the same invoice numbers instead of using invoice numbers of the new year. APTAWEB-10792
- **Grid Reports:** Added a blank row above the column headers so you can filter and sort the Excel file. Previous reports that had this removed remain unchanged. APTAWEB-10413
- **Human Resources:** You are now able to edit the name of an assigned employee job and it will mass update by choosing a new Master Position name. You can do this either in Manage Employees or Employee jobs screen. You will be prompted with a confirmation telling you "The following job fields will be overwritten by their new Master Position defaults or recalculated with the new settings" and will display the job being overwritten. APTAWEB-11717, APTAWEB-11724
- **My AptaFund > My Purchase Requisition Approvals**
  - Added the ability to Approve or Disapprove more than one requisition at a time. After selecting as many as you want, clicking Approve will bring up the OK/Cancel confirmation popup. When clicking OK AptaFund will attempt to Approve all the selected requisitions and display the Mass Operation Result popup. APTAWEB-7234
  - Added a warning when approval of a Purchase Requisition from a higher-level approver will skip lower-level approvals on the same Approval Process. APTAWEB-7953
  - Added Account Code and Account Description fields to Grid. When the Purchase Requisition's items are allocated to multiple accounts, the Account Code displays "Multiple" and Account Code Description is blank. APTAWEB-10045
  - When approving multiple Purchase Requisitions at one time, a more detailed confirmation message will appear. One message will appear if any of the selected PR's will skip a lower-level approver in the process. Another message will appear if you are attempting to approve multiple PR's without reviewing them. APTAWEB-11711
- **Payroll:** For the *Fixed Deductions* and *Percentage Deductions* screens, we have added an Approve button that will allow you to approve a group of deduction sets after mass editing them. After mass updating, the selected items will not clear so you can then mass approve the changed deductions. After approval, the selections will clear. A new system filter has been added called *Fixed Deductions/Percent Deductions – New* so it will only show new deductions. APTAWEB-11714

Bugs Fixed

- **Administration:** Fixed a fatal error with the Employee Information data import. APTAWEB-11739
- **Accounts Receivable**:
  - Invoices: Fixed a couple functionalities when creating invoice items. APTAWEB-10347
    - When choosing a Category, the Account Code field auto-fills with the correct account code assigned to that category
    - When choosing a Category, the Description is auto filled
    - When choosing Event/Job, the Unit Cost field on the invoice item details popup is pre-filled
  - Categories: On the Categories grid, "Separate Invoices", "Default Bill Schedule", "AR Debit Account Default Code" and "Restricted" are gone, and "Show Event/Job on Invoice", "Item Account Default Code", and "Show Unit Cost" are added. APTAWEB-10347
- **AptaFund Timekeeping**
  - Hours Import: Fixed an issue where servers would time out on large datasets, the time out limit has been increased to accommodate large datasets. APTAWEB-11674
  - Fixed several issues when editing an employee in AptaFund where the data did not transfer to AptaFund Timekeeping. APTAWEB-11597, APTAWEB-11627, APTAWEB-11642
- **General Ledger > Transaction Journal:** The *Go to Source* feature now properly takes you to the correct popup for items with A/P or PVM Origin. APTAWEB-11566
- **My AptaFund**
  - My Reimbursements**:** Fixed an issue where it would not allow creation of a reimbursement with an expense date outside of the Fiscal Year. You still cannot create an Expense date in the future, but the reimbursement requisition can now be outside the Fiscal Year. APTAWEB-11631
  - My Leave Request Approvals: Fixed an issue where you would get an error message when approving leave request by selecting the checkbox and clicking approve. Now you will get a success message when it succeeds. APTAWEB-11655
- **Payroll**
  - Manage Deductions: The whole fiscal year's deduction amount is displayed, if this is a 'Fiscal' Year Cap. The 'Calendar' Year Cap will display the deduction amount for the calendar year only. Employee YTD Deducted and Employee Remaining Amounts should be correct. APTAWEB-9025
  - Deduction Assignment: Users can now delete Deduction Sets that are in the New or New Copy state without having to remove grouping. APTAWEB-6928
  - Employee Payroll Jobs: Fixed an issue when editing the Pay Plan where the Balloon Payment Multiplier would be reset back to 1. The Balloon Payment Multiplier has been changed to a read only system calculated field, so it will not be editable by the user. APTAWEB-10698
- **Popups:** Are now sizing correctly, previously there were popups that had a scrollbar when it was not necessary. APTAWEB-11660

- **State Specific**
  - Maine
    - PERS ESS Report: Fixed an issue with the report regarding the last month in a cycle not showing any results. As well as when a month falls into two cycles at the same time. APTAWEB-11636, APTAWEB-11638
    - Payroll Configuration: Employer Location Code for PLD and for Teacher under Payroll Configuration will accept five or six characters. Now, when running a PERS export, the final row displays the teacher location code. The title of the document now contains the teacher location code. APTAWEB-11487
  - Iowa > CAR Report: Fixed an error that was occurring saying there was a missing object code. APTAWEB-11650

(New) Leave Module

- **Leave > Leave Details:** Fixed an issue that was preventing leave request to have a decimal number entered like 0.5 days. APTAWEB-11621
- **Leave Details:** Added the ability to cancel Posted Leave Transactions with the delete button. Selecting a transaction and pressing delete will pop up a confirmation message and after you confirm, it will create a new transaction that will zero out the original transaction to be cancelled. The new transaction will contain the same comments with cancelled in front of it and show the opposite value. This can be accessed in "Leave Details" or under "Manage Employees" in Human Resources by selecting an employee and navigating to the leave tab at the bottom. APTAWEB-11350
- **Manage Payroll > Register Details:** Added Leave Hours column to the Register Details grid. The Total Hours/Days column now combines regular hours, leave hours and overtime hours together. The Leave Hours field has been added to the Job Edit popup and this field only shows when the Regular Hours field is available. Leave Hours will be added to Regular Hours on the Paycheck. In Preview Net Pay the Leave Hours will be added to Regular Hours in Hourly Jobs. APTAWEB-11473
- **** Payroll > Register Details:** Added the new *"Update Leave to Register"* button under *"More"* in Register Details. This new button will only show up if the Register is new. Clicking it will open a new pop-up grid where it will display a list of Taken Posted Leave transactions, which can be selected and imported into the Payroll Register. APTAWEB-11668, APTAWEB-11750

Leave Module conversions

We are in the process of converting all AptaFund clients to the new Leave Module. In the first two months of 2021 we brought 25 more customers online with the Leave Module and plan to have all customers activated within the next six to nine months.

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.

There is no cost. The Leave Module conversion, and 60-90-minutes of live training are provided free of charge. The conversion routine moves over all the leave types and configuration you are currently using *and* all fiscal years of leave data. In the next 6 to 9 months, we plan to move all clients to the Leave Module.

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

New & Revised Topics in the Online Help

Revised topics

Administration > Approval Process

Receivables > Invoices > Add Invoices and Credit Memos

Payroll > Assign Deduction Sets to Employees > Create a Deduction Set

➢ Percentage Deductions Window

➢ Mass Update Percentage Deductions

➢ Fixed Amount Deductions Window

➢ Mass Update Fixed Amount Deductions