Harris School Solutions has an issue tracking system, named JIRA, to monitor program enhancements and defects. You are able to reference these issue numbers through Harris eSupport. 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 eSupport.

New Features

- **Administration > Security > Security Templates**: Added the ability to copy a security template and re-assign users from the previous template to the copy. Since system templates can't be edited, this command allows you to create a very similar template by editing the copy. APTAWEB-7523

- **** Employee Self-Service**: Added the feature for employees to acknowledge documents uploaded to ESS. The *My Documents* window can be reached from the Dashboard or the My AptaFund menu. APTAWEB-7716, APTAWEB-7726

  - Manage Document Categories: The Add and Edit commands now open popup windows that include the acknowledgment due date & expiration date, an automated message to the user, and an automated past due message. APTAWEB-7714, APTAWEB-7737, APTAWEB-7749

  - Manage Employee Documents > Add Employee Document: Emails are generated either for the selected employee or all employees as soon as employee documents are created. APTAWEB-7753

  - Employee Document Acknowledgements: The ESS administrator can use this new window to monitor who has or has not completed their acknowledgements. APTAWEB-8272

  - My Documents: For documents requiring acknowledgment, clicking on the button in the Action column opens the Acknowledge Document popup. The popup allows the user to download & print the document and enter comments. The user's password is required to submit the acknowledgment. APTAWEB-7747, APTAWEB-8273

  - Past Due Message: The system will generate an email when the acknowledgement due date is passed, and the past due message will also be displayed in My Documents. APTAWEB-8355.

- **State Specific > Vermont**: Added the WHT-436 Quarterly Withholding Reconciliation and Health Care Contribution report and export. APTAWEB-8138

Improvements

- **Accounts Payable**
  - Use tax: Use tax can now be added to employee-type vendor invoices. APTAWEB-7553
  - ** Warrant Printing: Improved the error message to include number of invoices affected, vendor invoice. APTAWEB-7375

- **** Accounts Receivable > Customer Management**: Added the ability to enter a default account code in the customer record. Cash receipts and bill items show the default account code, which can be edited. APTAWEB-7172

- **Administration**
  - Rollover Dashboard: Added the option to consolidate the rollover tasks for the following modules — Chart of Accounts, Employee Jobs, and Salary Schedules. Consolidated tasks are added to the job queue as a unit, and they are run in sequence. APTAWEB-8108, APTAWEB-8133, APTAWEB-8136, APTAWEB-8209
  - Security > Security Templates: Added the following permissions to the Accounts Payable Check Printer system template — warrant printing, void warrant, reprint warrant, and express warrant printing. APTAWEB-8143
- **Affordable Care Act**
  - Manage Employee Health Coverage: Added the following messages to the Rollover Coverage Period command: This action will roll over Employee Health Coverage for ALL employees. This rollover will include Dependent Health Coverage information. APTAWEB-8189
  - Manage Export
    - 2017 file: Enabled the ACA export for 2017 when the IRS ACA production web site was ready to accept it. APTAWEB-8061
    - Form 1094-C tab: For 2017 reporting, added the (e) Reserved column and made column (b) Section 4980H Full-Time Employee Count for ALE Member not editable. APTAWEB-8060, APTAWEB-8332
    - Prior year schema: The export can now be run with prior year data using the prior year schema. APTAWEB-8293
- **Dashboard**: Added the option to display My Purchase Requisition Approvals on your dashboard. In order to display this grid, select the option in Dashboard Configuration. APTAWEB-6286
- **General Ledger**
  - Comparative Financial Statements: Added the option to include account code details on the report. The new Details tab includes all the account codes that make up the numbers on the Summary tab and shows their Actuals vs. Budget amounts for the two fiscal years. APTAWEB-7633
  - Journal Entry: Added the current balance and projected balance figures for the selected account code to the Add Journal Entry Line popup. APTAWEB-5428
- **General Program**: Created and implemented system grid settings for the following windows — Cash Receipts > Cash Receipt Details; HR > Employee Jobs - Approved Jobs by Employee, Employee Jobs - Approved Jobs by Job Title, Position Management Detail; Payroll > Deduction Assignment, Fixed Amount Deductions, Percentage Deductions, Direct Deposit Deductions, and Employee Payroll Jobs. Where the new system grid settings aren't the default, they may be selected from the gear drop-down at the top right side of the grid. APTAWEB-8033
- **Grid Performance**
  - Accounts Payable > Vendor Invoice: Improved the time to load the grid. APTAWEB-8322
  - Payroll > Manage Deductions: Improved grid loading time. APTAWEB-8323
- **Payroll**
  - Manage Payroll > Print Payroll Checks: The pay date now prints on the check stub next to the period begin and end dates. APTAWEB-4416
  - Multiple Work Site Report: Added the parameter, Base Employee Counts On, with the options of Pay Period or Pay Date. The gross wages on the report are the same with each option, but the new option allows for employers who pay employees after the work paid for is completed. APTAWEB-6713

- **Payroll, continued**
  - Overtime pay: Overtime pay is now displayed separately in Preview Net Pay, payroll registers, and on the paycheck stub. APTAWEB-8182
- **Purchasing > Order Receipt**: Added the ability to correct the quantity received on an invoiced order receipt. The quantity can't be reduced to less than has already been invoiced. APTAWEB-7495
- **State Specific**
  - California
    - FICA eligibility: FICA eligibility is now based on the STRS assignment code in the employee job. APTAWEB-7954
    - **Health Savings Accounts payments: Contributions to HSAs can now be made subject to State Disability Insurance (SDI) and State Unemployment Insurance (SUI) taxes. HSA contributions will be taxed on SDI and SUI if the parameters are activated and the SDI and SUI deductions are properly identified. APTAWEB-7568
      - Payroll Configuration: Added two parameters called Withhold State Disability on HSA Contributions and Withhold State Unemployment on HSA Contributions.
      - Deduction Management: Changed the existing HSA Deduction column to HSA Support with the following values — None (the old No), HSA Deduction (the old Yes), State Disability Deduction, and State Unemployment Deduction.
    - ** LA County STRS/PERS Report: Added an HR Configuration parameter, CA PERS LA County Earning Codes, which must be completed in order to populate the new PERS Earning Codes field in Master Position Management. The new Earning Codes should only be added to salary — not hourly — type jobs. APTAWEB-6734
    - STRS/PERS Codes: Added two new codes — 10/12 Daily and 11/12 Daily with S and P codes of 8. APTAWEB-7928, APTAWEB-8252
  - Nebraska > Payroll: Removed the Minimum Rate option from Deduction Assignment > State Withholding Information and added a new configuration value, NE - SWT Minimum Rate, to Payroll Configuration. These changes are to support the latest Symmetry Tax Tables. The options for the new value are listed below. For more information, please consult the Nebraska Circular EN at http://www.revenue.nebraska.gov/circ-en/2017/circ_en_2017.html. APTAWEB-7958, APTAWEB 8101
    - None - No Rule: Uses neither rule below, but that does not mean the SWT will always be zero.
    - Allowance Rule: 50% of Single/1 allowance or Married/2 allowances.
    - Percentage Rule: Current Minimum Withholding Rate.
- **Vendor Management**
  - **Default account code: Added the ability to enter one or more default account codes in the vendor record. If entering multiple account codes, you can also designate the allocation by percentage. Vendor invoices show the default account codes, which may be edited. APTAWEB-7172
  - Dynamic column headers: The column headers for the following fields will display the calendar or fiscal year being viewed — Year To Date (Current Fiscal Year), Year To Date (Current Year), Year To Date (Previous Year), 1099 Balance (Current Year), 1099 Balance (Previous Year). APTAWEB-7887

- **Vendor Management, continued**
  - New popup windows for Add & Edit Vendor. These commands now open popup windows with the ability to save and add another invoice or edit multiple vendors. APTAWEB-8035
    - ** Account type: When the payment method is debit or credit, the Electronic Funds Transfer section is displayed, and has an Account Type pull-down list to select either checking or savings. This field is needed for the ACH export. APTAWEB-5572
    - Additional functions that are available: enable & disable vendor. APTAWEB-8055
    - Contact management: Converted vendor addresses and contacts from a separate popup to tabs at the bottom of the Edit Vendor popup. The tabs are visible for users with the proper permissions. APTAWEB-8054
    - Purchase orders & invoices: Added tabs to the Edit Vendor popup to display POs and vendor invoices for the selected fiscal year. Clicking the PO Number or Invoice link opens the PO or invoice for review. APTAWEB-7973

Bugs Fixed

- **Accounts Payable > Payment Management > Warrant Printing**: The system now prevents reprinting a check that has already been reconciled in the Bank Account Register. This fix has also been applied to Payroll > Manage Payroll & Manage Payroll Vouchers. APTAWEB-7055
- **Administration > Security**
  - User Permissions: Fixed a bug preventing the user from exporting this grid to Excel. APTAWEB-8312
  - Manage Security Templates: Added the missing permissions to view, add, edit, delete, and rollover bill schedules to the appropriate AR security templates. APTAWEB-6846
- **Affordable Care Act > Employee Health Coverage Import**: Fixed a bug and optimized the import to process large files more quickly. APTAWEB-8232
- **Payroll**
  - Deduction Assignment: Fixed a bug causing an error when enabling a deduction if it has expenditure liability account masks if it didn't have the masks in the previous cycle. APTAWEB-7790
  - Manage Deduction: When the FICA deduction is disabled, you're again able to edit the Jobs/Addenda field in Optional Deduction Information. APTAWEB-7945
  - Manage Payroll
    - Payroll Register: Fixed an error requiring the user to manipulate the type, days, or rate when adding a supplemental job using extra hours or extra duty. APTAWEB-8137
    - Print Payroll Checks
      - MICR line: Fixed a bug causing the MICR line to print too low. APTAWEB-8119
      - Number of exemptions: Paychecks, pay stubs, and direct deposit notifications now show the number of exemptions, even when it's zero. They also display the additional withholding for both federal and state. APTAWEB-8016
      - Reprinting paychecks: The system now prevents reprinting a paycheck that has already been reconciled in the Bank Account Register. APTAWEB-7055
      - Signatures: Signatures, titles, and underlines are now printing in the correct order. APTAWEB-8111

- **Payroll, continued**
  - Manage Payroll Vouchers: The system now prevents reprinting a liability check that has already been reconciled in the Bank Account Register. APTAWEB-7055
  - Paycheck Stub Report: This report now correctly prints all information included on a long paycheck stub. APTAWEB-8270
- **Purchasing > Purchase Requisition**: Fixed a bug causing the Ship To address to revert to the default after changing it on a PR. APTAWEB-8140
- **State Specific**
  - California
    - New Hire Export: Corrected the format by removing extra carriage returns. APTAWEB-7687
    - STRS is now being calculated correctly if the employee has multiple jobs which use different STRS deductions. APTAWEB-8162, APTAWEB-8284
  - Iowa > 1099 Export: Made the changes to the Iowa version of the export file so it would no longer cause an error when uploading to the federal system. APTAWEB-8216
  - New Mexico > ERB Employer Work Export: Gross wages are now reported when there are no Subject To wages. APTAWEB-8128
- **Vendor**
  - 1099
    - 1099 Data Export: Fixed the federal export to not include state data. APTAWEB-8227
    - 1099 Form: Changed the template to move the lower 1099 down as it was printing too high on the form. APTAWEB-8253
  - Vendor Management: Added validation to the Vendor DBA field to prevent printing of checks without a payee. You're no longer able to save a vendor record with only spaces in the DBA field. APTAWEB-7487