



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

- Budget > Budget Management: Added the ability to unadopt a budget for selected funds. The Reverse Adopt Budget moves the adopted amounts for each account code into the proposed amount field, sets the status of the funds' budgets back to Proposed, and reverses the adopt budget transaction with the original transaction date. Please note that this command can only be executed on budgets that are in the Adopted state, not Revised or Adjusted. APTAWEB-5204, APTAWEB-7275
- My AptaFund > Purchasing > My Budget Accounts: Added a new read-only window that enables you to view the entire budget by account code. Clicking an account code link opens a window listing the requisitions, purchase orders, and invoices that contribute to the expended amount for that account code. From the My Budget Accounts window, you can view the purchase order detail by clicking on the PO number link. This feature is subject to the user's account code security group permissions. In the future, you'll also be able to drill down to view requisition and invoice detail. APTAWEB-2679

Improvements

- Accounts Payable
 - Payment Management
 - Payment Voucher Detail: Added ordering vendor as an option in the Quick Search feature. APTAWEB-7342
 - Warrant Printing: Validation for warrant printing now occurs earlier in the printing process. If you select Warrant Printing for a New, Submitted, or Void voucher, you'll immediately receive the following message, "You have selected a Voucher that is not in the Approved, Pending or Printed state. This process cannot proceed." APTAWEB-7145
 - Vendor Invoice > Submit for Payment: Added a message when submitting an invoice where there is no order receipt for the PO and the Purchasing Configuration value Auto Receive PO is set to No. The message is, "This invoice does not have a related Order Receipt for the items being invoiced. This invoice will be placed in the Pending state until an Order Receipt is created and submitted. You can submit this invoice a second time, which will create a Pending Order Receipt in the Receiving module." If the user clicks OK, the invoice moves to the Pending status; if the user clicks Cancel, the invoice remains in the New state. APTAWEB-6519

Continued on next page



- ** Administration > Fiscal Year End > Rollover Dashboard: Made major improvements to the rollover dashboard. APTAWEB-6901, APTAWEB-6903, APTAWEB-6905, APTAWEB-6953, APTAWEB-6954, APTAWEB-7038, APTAWEB-7074, APTAWEB-7075, APTAWEB-6991, APTAWEB-6998, APTAWEB-7191, APTAWEB-7195
 - Added the Increment Employee Experience item to the dashboard.
 - Tasks in the dashboard are now listed more closely in the *order* in which they need to be performed. The module containing the tasks that need to be performed first is at the top of the list, and the tasks within the module are listed by group in the order they need to be performed.
 - The *status* of the task displayed in the window is now automatically updated. Tasks that may not need to be completed for your district — such as creating a new account structure — will have their status set to In Progress when you've completed the action. Then you'll manually mark them complete. Other tasks will be automatically marked complete when they're finished.
 - Task statuses are displayed as *icons*, and each icon has a tooltip that displays the status in words.
 - When you *hover your cursor* over a row, you'll see links to details, the update status, and a validation report where applicable.
 - Added links to the *User Guide* for each task. Hover your cursor over a row, and click the ? icon to open the user guide to the appropriate topic.
 - *Hyperlinks* that open windows in which you can complete the action now change the cycle to the next cycle when required. The hyperlinks that are affected are: Update Account Code Security Groups, Update Custom Numbering Items, Verify System and GL Configuration Values, Verify HR Configuration Values, Mass Increment Salary Schedule Steps and Grades, Verify Payroll Configuration Values, Set Default Payroll Cycle, Update Payment Plans, Verify Pay Plan Distribution, Submit Employees to Payroll, Verify Purchasing & Payables Configuration Values, and Verify Capital Assets Configuration Values.
- Chart of Accounts > Accounting Cycle > Generate Preliminary Opening Entries: When there are disabled accounts with non-zero balances in the previous cycle, the GL entries are not created, and a message displays which accounts need to be re-enabled. APTAWEB-5893
- Employee Self Service > Manage Employee Documents: You're now allowed to delete multiple documents with a single action. APTAWEB-5897
- Human Resources
 - Employee Jobs > Mass Update Jobs: Added the following fields to the mass update function — FTE, job begin & end dates, hours per day, rate, and primary job designation. The first five can be changed on new or closed jobs, and the last can be changed on new, closed, and approved jobs. APTAWEB-6168
 - ** Rollover Employee Jobs: You're now allowed to roll jobs without applying salary schedules. If you roll over an employee job which is tied to a salary schedule, and that salary schedule hasn't yet been applied in the new fiscal year, you'll see a warning message that explains that the salary will be \$0.00 in the new year until the salary schedule is applied. Once it is applied, the salary will be filled in with the correct amount for that step. APTAWEB-6947

- Payroll
 - Employee Payroll Information
 - Mass Payment Plan > Cosmetic: Improved the title of the popup window to indicate you've selected multiple employees to edit. APTAWEB-6907
 - ** Rollover Leave Balances: Added a dialog allowing you to select groups to roll, and the Result window shows the number of employees rolled over and/or the following reasons for failure: no employees in the selected group, employees not in the new cycle payroll, and leave type not in the new cycle payroll. A group can be rolled multiple times if there were issues with particular employees in the group, but an employee's leave will be rolled only once. The task will receive the In Progress status on the Rollover Dashboard until it's manually marked as complete. APTAWEB-5746
 - Manage Deductions
 - FICA eligibility is now based on the Jobs/Addenda field on the FICA deduction in Manage Deductions. All jobs included in this field will be subject to FICA, making it easy to just omit the jobs/addenda that shouldn't be subject to FICA. There's also a setting on the Jobs/Addenda popup that enables you to automatically include new master positions. APTAWEB-5780
 - Performance has been improved by moving the process of enabling and disabling deductions to the job queue. APTAWEB-6529
 - Manage Payroll > Register Details > Add Job To Register: Once an employee is selected, the Employee name field no longer clears when clicking the box to add a supplemental job. APTAWEB-7246
 - ** Payroll Configuration: Added a new value, Allow Editing of Payroll Encumbrance Transaction Date When Submitting and Removing Jobs From Payroll. APTAWEB-5739, APTAWEB-7228
 - When set to No, encumbrance transactions to the GL are made on the date of the submission when employees or jobs are submitted to payroll in Employee Payroll Information.
 - When set to Yes, the user receives the following message: "Do you wish to Submit/Remove the selected Employee(s)/Job(s)? Payroll Encumbrance is enabled in Payroll Configuration, so employer side deductions will be encumbered. Specify the date for the encumbrance transactions(s) and click Yes to submit/remove the selected employee(s)/job(s). Click No to cancel this process." The date entered in that message becomes the Transaction Date for that transaction in the General Ledger.
 - Reports > FYE Employee Leave Balance Rollover Report: Improved this report by adding information about which of an employee's leave types didn't roll over. Added the following columns: employee group, leave type, ending balance from the previous fiscal year, and beginning balance for the new fiscal year. APTAWEB-7065

- State Specific
 - California
 - EDD Quarterly Form DE9/DE9C XML Export: The Employee Detail tab in the generated report window no longer includes employees if they have no wages/deductions for the quarter. Also when running the SUI version, the Employee Detail tab has three new columns to show UI contributions. The columns are UI Contributions, ETT Contributions, and SDI Contributions, and they are hidden by default. You may display these columns by changing the Table Display Settings on the Employee Detail tab. APTAWEB-7099
 - PERS Contribution Worksheet: Per changes effective June 17, 2017, when the compensation type is Retroactive, the pay rate type is now set to blank, and the pay rate is set to zero for both the XML and non-XML versions. APTAWEB-7194
 - Reports removed: The following reports were replaced by the PERS Contribution Worksheet and the STRS Contribution Worksheet F-496, so they were removed — PERS Contribution Worksheet XML, PERS Contribution Worksheet XML (Ventura County), STRS Contribution Worksheet F-496 (Sacramento County), STRS Contribution Worksheet F-496 (San Bernardino County), STRS Contribution Worksheet F-496 (San Diego County), STRS Contribution Worksheet F-496 (Ventura County), and STRS Contribution Worksheet F-496 (Yuba County). APTAWEB-7148
 - ** Colorado > PERA Contribution Report: This report has been converted to the export to grid format for editing, and you can now generate the Excel export file from the grid. Added the option, None, to the Life Insurance Deduction Parameter. APTAWEB-7005, APTAWEB-6170
 - Nevada
 - New Hire Reporting Information and PERS 720 Hour Monitoring reports: Applied the appropriate permissions to these reports. APTAWEB-6987
 - New reports: Added the following reports —_PERS Monthly Summary Sheet (Form 502) and PERS Monthly Report of Wages (Form 503). APTAWEB-1081, APTAWEB-7180
 - Vermont > Employer's Quarterly Wage and Contribution Report: This report has been converted to the export to grid format. The export file is now generated from the Export to Grid window, and the export file and report contain the same information. APTAWEB-6876, APTAWEB-6929
- User Interface
 - Browser window: Removed the background image, and the active AptaFund window now covers the whole browser window, displaying more information. APTAWEB-7208
 - Grid loading error: When a grid loads with no data displayed, AptaFund now displays an error message showing that an error occurred on the server. APTAWEB-6530
 - ** My AptaFund > My Reports: Added the ability to star a report in the Reports setup window and have the report be displayed in the My Reports section of My AptaFund and in a My Reports section on the Dashboard. This feature includes grid reports that you've saved and set to show on the Reports setup window. Currently the list of favorite reports is sorted in the order you added them, not in order alphabetically or by module. Also the list of reports pushes items in the User and Help sections down the page. These items will be improved in future releases. APTAWEB-6687, APTAWEB-6688, APTAWEB-6691, APTAWEB-6986

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- User Interface, continued
 - Purchasing > Purchase Requisition
 - Grid > Save Grid Settings: Added the Show on Reports Screen option so you can save the settings, including any filters, and access them from the Reports window. APTAWEB-7239
 - Filters: The filters that were outside the grid are now pinned filters inside the grid. In the My Purchase Requisitions window, the pinned filters are PR status, requisitioner, and PR type. In the Admin Purchase Requisitions window, they are approval status, PR type, approver, and backup approver. In the My Purchase Requisition Approvals window, they are PR type, approver, backup approver, and require attention. The windows, filters, and data in the grids depends on the user's permissions. APTAWEB-7067, APTAWEB-1404
 - Fiscal Year column: Added a Fiscal Year column and pinned filter in the My Purchase Requisition Approvals window. All PRs needing approval are still displayed in the grid, but you're now able to see which FY in which the requisitions belong. APTAWEB-3596
 - Print PRs: Added the ability to print requisitions from the My Purchase Requisition Approvals window. APTAWEB-5538
 - ** Vendor Management > Vendor Detail > Contact Management: You're allowed to select more than one type for a vendor address, so you don't have to enter the address and then share it. For example, if the primary and payment addresses are the same, you can select both Primary and Payment from the Type pull-down list while entering the address. Note: If you've already entered the primary address and saved it, you'll need to share it to use it as a second type. APTAWEB-7136

Bugs Fixed

- Account Code Filter: Filters on any element in the account code have been fixed in multiple windows. APTAWEB-7152, APTAWEB-7251
- Accounts Payable
 - ACH Data Export: The emails resulting from the ACH data export now correctly include the invoice detail, even when some of the invoice fields are blank. APTAWEB-6816
 - Check printing
 - Asterisks: Only two asterisks are now printed at the beginning and two at the end of the dollar amount on AP warrants. APTAWEB-7033
 - The transit number field is now correctly placed within the MICR area on AP warrants. APTAWEB-7040
 - Vendor Invoice > Vendor Invoice Detail: The Invoice Total now updates whenever a line item is deleted, when shipping or tax is added, and when a discount or premium is applied. APTAWEB-5808
 - Vendor Invoice Report: This report now generates when individual Invoice Status parameters are selected. APTAWEB-6220
- Accounts Receivable > Cash Receipts: Fixed an error received when entering a cash receipt on a fund linked to two bank accounts. APTAWEB-6974

- Administration
 - Approval Process > Approvers > Approvers Details: The User drop-down list no longer includes Harris Schools personnel. APTAWEB-6694
 - Security
 - Account Code Security
 - Fixed an issue causing errors when trying to add account code security groups to employees in districts with multiple account code structures. APTAWEB-7162
 - When the System Configuration value Account Code Security is set to Off, the Account Code Security window no longer on the Admin > Security menu, and the Mass Assign Account Code Security Group command is no longer available in the Manage Users window. APTAWEB-4235
 - Manage Security Templates: You can now see new templates in the grid even before you've added permissions. APTAWEB-5217
- Affordable Care Act: Fixed an error preventing user from adding employee health coverage. APTAWEB-6996
- Banking > Bank Account Management > Rollover Bank Accounts: Added clear error messages when a new accounting cycle isn't selected for the rollover and when the prerequisites haven't been completed. APTAWEB-6919
- Budget
 - Budget Development: The report now generates when using Payroll Positions as the source for the budget projections. APTAWEB-6891
 - Budget Management > Available Account Codes tab: Fixed the Budget by Account Code feature to work when the budget has the New status. APTAWEB-7262
- Employee Self-Service
 - Admin Leave Requests: When employees are allowed to request leave for non-work days, this leave is now getting posted when it's approved. APTAWEB-7175
 - When the Payroll configuration value, *Employee Self Service – Allow Duplicate Leave Dates* is set to Yes, and the employee attempts to create a duplicate leave request, she now gets the following message, "Leave Request with same start date, end date and leave type is already pending."
 - When the Payroll configuration value, *Employee Self Service – Allow Duplicate Leave Dates* is set to No, the employee no longer gets an error message.
- General Ledger > Reports
 - Account Summary Report: This report now correctly subtotals by element in the order in which you select the elements, not in alphabetical order. APTAWEB-7109
 - The Cash Summary Report, Statement of Revenues & Expenditures, and the Balance Sheet report are now correctly sorting by fund number. APTAWEB-6994
 - Fund Audit Report: Fixed the formatting of the CSV file by removing an unneeded carriage return. APTAWEB-6765

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- Human Resources
 - Employee Jobs: Salaries are now being updated and displayed in employee jobs after salary schedules are edited and applied. APTAWEB-7068
 - Manage Employees > Employee Details > Leave Detail: Added warning messages when a user tries to save a leave request that violates one of the following rules set up in HR Configuration — allow duplicate leave dates, allow multiple leave dates, and allow negative leave balance. Employees will be prevented from saving a request that violates one of the rules; admins will be warned, but allowed to save the record. Also applied in Manage Payroll > Leave Details > Employee Leave Detail. APTAWEB-4105
- My AptaFund
 - My Leave Request Approvals: Fixed a date issue that was causing the wrong date to be displayed for an employee's leave requests. APTAWEB-7121
 - My Reports: Hid this command from the My AptaFund menu when the user doesn't have the Reports permissions. Also hid the Show on Reports checkbox in grid settings. APTAWEB-7287
- Payroll
 - Check Printing
 - Asterisks: Only two asterisks are now printed at the beginning and two at the end of the dollar amount on payroll and payroll liability checks. APTAWEB-7033
 - The transit number field is now correctly placed within the MICR area on payroll and payroll liability checks. APTAWEB-7040
 - Deduction Assignment
 - Deduction Details: Fixed a bug preventing user from approving a deduction set after changing the employee's state. APTAWEB-4234
 - New deduction set: When adding a fixed or percentage deduction to a new deduction set, the Deduction field is now correctly blank before the deduction is selected. This issue affected only Internet Explorer and Firefox. APTAWEB-6983
 - Rollover Deduction Sets: Added the mass result popup listing successes and failures that opens when the process is finished running. This window displays the reasons for any failures. APTAWEB-6356
 - Manage Deductions > Percentage deductions: The Jobs/Addenda ellipsis is now available before saving a new deduction, and the Include OT option is enabled. APTAWEB-5281
 - Manage Payroll
 - Leave Details > Employee Leave Detail: Added warning messages when a user tries to save a leave request that violates one of the following rules set up in HR Configuration — allow duplicate leave dates, allow multiple leave dates, and allow negative leave balance. Admins will be warned, but allowed to save the record. Also applied in Manage Employees > Employee Details > Leave Detail. APTAWEB-4105
 - Register Details > Preview Net Pay: Master position names longer than 32 characters are now properly displayed. APTAWEB-6990

- Payroll, continued
 - Manage Payroll Vouchers
 - Print Payroll Liability Vouchers: User is now able to print liability checks when the option to print the dollar sign is turned on and there are many liabilities on the check. APTAWEB-7064
 - The Rollover Liability Vouchers popup window is now titled correctly; it's no longer titled Rollover Vouchers. APTAWEB-6906
 - Payroll Configuration > Leave Type: Multiple leave types with overflow caps now roll correctly. APTAWEB-6390, APTAWEB-6948, APTAWEB-6949
 - Preview Net Pay
 - Docks: Docks are now displayed as negative, rather than positive, amounts for salary and hourly payment plan jobs in this window. Gross pay was being calculated correctly when the payroll register was submitted; it just wasn't being displayed correctly in Preview Net Pay. APTAWEB-7158
 - Gross pay is now correctly displayed for hourly payment plan jobs. APTAWEB-6671
 - Reports
 - Form 941 Quarterly Information Report: This report now correctly sorts months and days on the Schedule B worksheet. APTAWEB-7174
 - Payroll Deduction Verification Report: This report now includes deduction amounts added for a single payroll period and employees who have deductions that have either a begin date or end date, but not both begin & end dates. APTAWEB-4899
 - Payroll Register Payments Report: This report no longer includes deductions that have 0.00 for both employer and employee amounts. APTAWEB-6186
- Purchasing
 - Order Receipt > Order Receipt Detail: Fixed a bug that was preventing user from saving an order receipt after editing the detail lines. APTAWEB-6404
 - Purchase Requisitions
 - Admin Purchase Requisitions, My Purchase Requisition Approvals: The PR Type column has been re-named Requisition Type, and it now shows the correct PR type. APTAWEB-6587
 - My Purchase Requisition: Fixed a bug preventing users from editing rejected requisitions. APTAWEB-3815
 - My Purchase Requisition Approvals: Emails are now generated without error when the requisitioner is not an HR employee. APTAWEB-6956
 - Print Copy of Requisition: Several changes have been made to the print layout. The unit price now rounds to 4 decimal places so it doesn't wrap onto a second line; the unit price prints in the correct column; and for each item, the quantity, unit, part #, unit price, tax rate, and total price print on a single line with an additional line for each account code. APTAWEB-5818
 - Submit Requisition: Fixed the Select All feature so you can submit all requisitions with a single action. APTAWEB-6194

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- Purchasing, continued
 - Purchase Order
 - Improved slow performance when loading grids and performing tasks in the Purchase Order window. APTAWEB-7063
 - Fixed a bug causing duplicate POs to be displayed in the grid when the PO has multiple line items. APTAWEB-7114
- State Specific
 - California > PERS Contribution Worksheet
 - The EE Rate, EE Eff Rate, ER Rate, and ER Eff Rate now display as percentage amounts on both the worksheet and the XML file. APTAWEB-6770
 - PERS Contribution Worksheet XML
 - The file now passes the XML validator. APTAWEB-6966
 - This file is now based on the period begin date for payroll registers instead of the pay date or the posting date of the cash transaction. This change was made so the report will correctly include data for work done in the report month, but paid in the next month. APTAWEB-7056
 - Report parameters: Fixed the report parameters so the new parameter, Base PERS Period On, triggers the options for Reporting Year and Reporting Month, ensuring the correct month is included in the report. APTAWEB-7259
 - Kansas > KPERS Pay Period Export: The export file now correctly uses KPERS wages, not gross wages. APTAWEB-7122
 - Nevada > Quarterly Contribution and Wage Export: The report and export file now correctly include all employees paid during the calendar year. APTAWEB-5313
 - Vermont
 - Employer's Quarterly Wage and Contribution Report & Export: This report and export file now correctly include employees whose VDOL Job Type is either D or blank. APTAWEB-7101
 - VT Teachers Retirement - Form 6 - Deduction Report: This report now generates properly. APTAWEB-6683