

# HRM4BALTICS UPDATES – FEBRUARY 2026

03. March 2026

## TABLE OF CONTENTS

1. OFFERS .....	2
1.1. Reset allocation of offer cost allocation .....	2
2. ENTRIES.....	2
2.1. Preserving payroll journal line data when changing an account.....	2
3. POSTING .....	3
3.1. Summarizing description on the posting group .....	3
4. EXPENCE REPORTS .....	3
4.1. Creating G/L journal lines from the expense report .....	3
5. CONTRACTS .....	4
5.1. Grounds for termination when ending an employment .....	4
6. HOLIDAYS .....	5
6.1. Balance check when submitting a holiday request .....	5
6.2. Displaying the cause of absence in the holiday schedule view .....	5
6.3. Moving from an absence in the holiday schedule to a request.....	6
7. EVENTS.....	6
7.1. Participants on the offer card based on the event participants.....	6
7.2. Currency fields on event documents.....	6
8. REQUESTS .....	7
8.1. Making the comment field mandatory .....	7
8.2. Configurable “Request Info” field on a multiline request (mandatory/optional).....	7
9. EMPLOYEE.....	8
9.1. Contract number as employee card number .....	8
9.2. Automatic field manager assignment on the employee card .....	9
9.3. Default paylips sending type on the employee card .....	9
9.4. Tax-free amount “to date” on the tax book card.....	10

## 1. OFFERS

### 1.1. Reset allocation of offer cost allocation

A new button, “Reset Allocations”, has been added to the allocate section on the offer card. If the allocation has been manually modified and you want to restore the original state, the button cancels all intermediate changes and restores the allocation to its initial version.

#### Offer Cost Allocation (HRM4Baltics)



Employee Dimension
Update Allocation
Reset Allocations

Employee Name ↑	TOTAL	Lennukipiletid	Majutus	Vahendustasu1
<b>Total Cost</b>	<b>1 245,76</b>	<b>234,00</b>	<b>1 000,00</b>	<b>11,76</b>
Aino Pervik	415,25	78,00	333,33	3,92
→ Ants Arak :	415,26	78,00	333,34	3,92
Mari Murakas	415,25	78,00	333,33	3,92
<b>Total Employees</b>	<b>1 245,76</b>	<b>234,00</b>	<b>1 000,00</b>	<b>11,76</b>
<b>Difference</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

## 2. ENTRIES

### 2.1. Preserving payroll journal line data when changing an account

A new checkbox, “Keep Existing Values”, has been added to the payroll journal batches page. When entries are added from the expense report card to the payroll journal batch, and the payroll account is changed on the batch, the line dimensions and description remain unchanged. They retain the original values from the expense report card.

#### Payroll Journal Batches



No. ↑	Show War...	Show Dim... 1	Show Dim... 2	Show Dim... 3	Show Dim... 4	Show Am...	Split Account No.	Reserve Account No.	Hours Account Filter	Keep Exis... Valu...	Requests	Request Creation Type
JÖULUTOE...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	_	None
→ KULUARUA... :	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	_	None
LISATASUD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	_	None

### 3. POSTING

#### 3.1. Summarizing description on the posting group

A new field, “Summarizing Description”, has been added to the posting group. When entries are summarized in the G/L journal, the description specified in this field is assigned to the resulting summarized journal line.

If the “Summarizing Description” field is empty, the summarized entry will use the description of the payroll account from the first entry of the same period associated with the respective posting group.

Posting Groups (HRM4Baltics) ✓ Saved

+ New Edit List Delete Home Splitting Posting Setup

Dimensions  Dimension Posting Group

No. ↑ ▼	Main Posting Group No.	Splitting Remaining Amount	Method	Corr...	Job Posting Dimension	Task Posting Dimension	Job Keeps Payr... Dim...	Use Job Dim... Only	Do Not Split Job	Job Journal Line Type	Cor.Entry G/L Dimensions Type	Summarizing Description
→ 1.POHITASU	:	Last Entry	One Line	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### 4. EXPENCE REPORTS

#### 4.1. Creating G/L journal lines from the expense report

New checkboxes have been added to the expense report type card:

- “Add Employee to Line” - By default, the employee who creates the expense report card is automatically added to the expense lines.

When the checkbox is not selected, some expense lines can be entered without an employee, and some with an employee assigned.

- “Document No. Required” - Specifies whether entering a document number on the expense report line is mandatory.

Expense Report Type Card (HRM4Baltics) ✓ Saved

## MAJANDUSKULU

Shortcut Dimensions

Limit Amount Type <input type="text"/>	Purchase Invoice First Line <input type="text" value="%1   %2   %3   %4"/>
Limit Amount <input type="text"/>	Purchase Invoice Line Desc... <input type="text"/>
Allow Multiple Period <input type="checkbox"/>	Gen. Journal Line Descripti... <input type="text" value="Tööt %1, liik %2, kpv%3, sum %4"/>
Vehicle Required <input type="text" value="None"/>	<b>Car Log Repair</b>
Require Payment Method <input type="checkbox"/>	Require Car Log Change R... <input type="checkbox"/>
Require Cost Description <input checked="" type="checkbox"/>	Allow Single Row Change <input type="checkbox"/>
File Required <input checked="" type="checkbox"/>	Distance Increase Warning... <input type="text"/>
Show Files Per Line <input checked="" type="checkbox"/>	<b>Exceptions</b>
Files Per Line Required <input checked="" type="checkbox"/>	Allow Exceptions <input checked="" type="checkbox"/>
Require Applied No. <input type="checkbox"/>	Allow Approver Change A... <input checked="" type="checkbox"/>
<b>Document No. Required</b> <input type="checkbox"/>	Text for Approver <input type="text" value="Kulu kirjeldus %1, hüvitatav sum"/> ...
Allow Multiple Employees <input checked="" type="checkbox"/>	Text for Submitter <input type="text" value="kulu kirjeldus %1, hüvitatav sum"/> ...
<b>Add Employee to Line</b> <input checked="" type="checkbox"/>	<b>Automatic Invoicing</b>
Allow Jobs <input checked="" type="checkbox"/>	Allow Automatic Create In... <input type="checkbox"/>
Allow Currency <input checked="" type="checkbox"/>	Auto Create Invoice Due D... <input type="text"/>

New setup fields have been added to cost types:

- GL Journal Template Name
- GL Journal Batch No.
- GL Account No.

Cost Types (HRM4Baltics)

✓ Saved  

  + New  Edit List  Delete   

Cost Type	Incl... Pre... Am... To	Commission Cost Type	Commission Cost %	Allowed for Max Days	Max Days Exceeded Cost Type	GL Journal Template Name	GL Journal Batch No.	GL Account No.
→ MATUSETC	<input type="checkbox"/>		0,00	0		ÜLDINE	KULUD	1430
PRILLIKOMPE...	<input type="checkbox"/>		0,00	0		ÜLDINE	KULUD	1351
SÜNNITOETUS	<input type="checkbox"/>		0,00	0		ÜLDINE	KULUD	1351
VAKTSINEERI...	<input type="checkbox"/>		0,00	0		ÜLDINE	KULUD	1351
MAJANDUSK...	<input type="checkbox"/>		0,00	0		ÜLDINE	KULUD	1351
TAKSO	<input type="checkbox"/>		0,00	0		ÜLDINE	KULUD	1351

Using these settings, expense report entries can be posted to the general journal worksheet instead of a purchase invoice or the payroll journal.

## 5. CONTRACTS

### 5.1. Grounds for termination when ending an employment

A new setting “Reason For Leaving Is Required” has been added to payroll setup.

When the marker “Reason For Leaving Is Required” is activated, entering the grounds for termination code is mandatory when ending an employment (by entering the To Date)

## Payroll Setup (HRM4Baltics)

 Periods  Structure  Notifications  Tax Declaration Setup  Related Dimension

### Employee Setup

Use Main Contracts

Working Factor Type

Default Payday

Default Workstation

**Checks**

Check Contract Code

Allow One Active Contract

Check Inactive Dates

**Reason For Leaving Is Required**

Personal ID Correctness Check

## 6. HOLIDAYS

### 6.1. Balance check when submitting a holiday request

A new field, “Holiday Wish Warning Type,” has been added to the request cause of absence card.

If the warning type is set to “Error,” the user will receive an error message when the holiday request line does not comply with the rule “Require HR confirmation on balance” or “Require HR confirmation on duration less than.”

Request Cause Of Absence (HRM4Baltics) ✓ Saved

🔍 📄 + New Edit List 🗑️ Delete 🔗

Holiday Type ↑	Inac...	Cause of Absence Code	Def...	Require HR Confirmation on Balance	Require HR Confirmati... on Duration Less Than	Holiday Wish Warning Type	Instructions	Instructions Style
AJATEENIS...	<input checked="" type="checkbox"/>	AJAT	<input type="checkbox"/>			None		Standard
LAPS	<input type="checkbox"/>	L_LAPS	<input type="checkbox"/>			None		Standard
ÕPPEP	<input type="checkbox"/>	P_OPPE	<input type="checkbox"/>			None		Standard
→ PÕHIPUHK...	<input type="checkbox"/>	P_PUHKUS	<input checked="" type="checkbox"/>	-5,00	7	None ▾		Standard
STAAŽIPU...	<input type="checkbox"/>	V_STAAŽ	<input type="checkbox"/>			None		Blue Bold
TERVIS/HE...	<input type="checkbox"/>	V_TERVIS	<input type="checkbox"/>			Warning		Standard
VANEMAP...	<input checked="" type="checkbox"/>	LHOOLD	<input type="checkbox"/>			Error		Red Bold It..

### 6.2. Displaying the cause of absence in the holiday schedule view

The “Show Absence in Portal” option on the cause of absence card has been extended. When the option is set to “Dates Only,” the new holiday schedule view will display the absence reason (description) to the employee’s manager and HR, in addition to the dates.

Cause of Absence Card (HRM4Baltics) ✓ Saved

P\_PUHKUS

🏠 Holiday Setup 📄 Job Specification 📄 Update Entries Quantities

<b>Assistants</b> Automatic Assistants ..... None ▾ <b>Employee Portal and Calendar</b> Show Absence Portal ..... Show Reason ▾ Show Balance Portal ..... Outlook Calendar Template ..... Show Reason ▾ Show In Contract ..... Dates Only ▾ Show Absence API/SOAP ..... Show Absence API/SOAP ..... Show Absence API/SOAP .....	<b>Interfaces</b> Occupational Accident ..... <input checked="" type="checkbox"/> External ID ..... External ID 2 ..... <b>Payslip</b> Show Payslip ..... Show ▾ <b>Holiday Requests</b> Request Check Type ..... Error ▾
--	--

### 6.3. Moving from an absence in the holiday schedule to a request

Clicking a period in the holiday schedule UX opens either the manager’s holiday request or a standard request.

If an absence has been registered in the journal without a request, the corresponding absences record is opened.

## 7. EVENTS

### 7.1. Participants on the offer card based on the event participants

A filter has been added to the offer card that allows, in the participants FactBox, selection of only those employees who have been added to the respective event card.

Offer Card ✎ ↵ + 🗑️ ✓ Saved

## PÄRING0352 · Business Trip - Training Offer · 29.12.25-31.12.25 · Eesti · Eestis toimub midagi

✓ Approve ✗ Cancel 📅 Jobs 🔗 Open Card

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Web Request Summary .....  Web Request Due Date .....

Web Request Issue No. .... -

Name ↑	Job Title	First Name	Osakond No.	Osakond Name										
<div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Ma</td> <td style="width: 40%;">Aarno Kekk</td> <td style="width: 15%;"></td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td>Mari Murakas</td> <td>Juhatusesimees</td> <td>13</td> <td>Müük</td> </tr> </table> </div>					Ma	Aarno Kekk					Mari Murakas	Juhatusesimees	13	Müük
Ma	Aarno Kekk													
	Mari Murakas	Juhatusesimees	13	Müük										

[Show details](#) [Select from full list](#)

### 7.2. Currency fields on event documents

On offers, event requests, and expense reports, the “Show Currency” checkbox is displayed when currency is allowed for the event category or expense report type. By default, the checkbox is set to “No”.

The “Show Currency” checkbox can be enabled directly on the event request - in this case, it is automatically included on the offer as well. If the checkbox is enabled only on the offer, it is not included on the event request, and currency columns are not displayed there.

The checkbox for displaying currency columns is also available on the expense report card.

Event Request Card (HRM4Baltics)

Mari Murakas · Lähetus · 17.01.26-26.01.26 · Rootsi

Jobs Request Log Send Message Approvals Submit Delete Create Offer Offers Cre

Lähetus Request Event Offers Approvals Cost Reports

One participant New Missing New 0/2 Approved Cost: 12

**Request Overview** Show more

Category Code	LÄHETUS	Participants	1
Type Code	MUU	Budget Cost	720,00
Subtype Code	MUU SÜNDMUS	Actual Cost	0,00
Business Trip Status	New	Remark	...
Employee Name	Mari Murakas	No Expenses	<input type="checkbox"/>
		Show Currency	<input type="checkbox"/>

## 8. REQUESTS

### 8.1. Making the comment field mandatory

The check for completing the comment field has been enhanced. When a holiday line is added to the portal permission templates, the “Holiday Requests” button is displayed under the portal company, directing the user to the “Team requests” page. If the “Comment Required” checkbox is enabled on the holiday request type, the system validates upon submission that the comment field is filled in.

Request Types (HRM4Baltics) ✓ Saved

Edit List Delete Edit View Home Reports

Request Setup Fields Setup Types Of Absences Formulas

Request Type ↑	Description	Request Nos.	Date Formula	Upper Text	Bottom Text	Reje... Co... Req...	Show Co...	Comment Required
Employee Form	Töötaja ankeet	TAOTLUS		One		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
→ Holiday	Puhkusetootlus	TAOTLUS				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authority	Volitus	TAOTLUS				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 8.2. Configurable “Request Info” field on a multiline request (mandatory/optional)

The “Request Info” field on a multiline request can now be configured as mandatory or optional.

If “Request Info Required” is marked in the multiline request subtypes setup, the request cannot be submitted if the “Request Info” field is empty.

Multiline Request (HRM4Baltics)



# Masstaotlus

[New](#) [Submit](#) [Cancel](#) [Delete](#) [Approvals](#) [Request Log](#)

## Request Information

Show more

Request Subtype

Request Name

Request Status

Request Info

Current Approver Role

## Multiline Request Subtypes (HRM4Baltics)

✓ Saved [Bookmark](#) [Share](#)

[New](#) [Edit List](#) [Delete](#) [Entry Types](#)

Code ↑	Hide Req... Info	Hide To Date	Hide Value	Default Dimension Source	Card Caption Expression	Deny Dup... Em... per	Show Files Per Em...	Req... Info Req...
→	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 9. EMPLOYEE

### 9.1. Contract number as employee card number

A new field, "Employee No as Contract No", has been added to the contract types setup.

When this field is marked, an employee's contract number will be set to their employee card number. Numbers for contract addenda are similarly generated based on the addendum suffix and the contract number.

Example:

Contract No: T1234

Contract Addendum: T1234-01

## Select - Employment Contract Types (HRM4Baltics)

No. ↑	Training Type	Cov. Working Class Code	Cov. Sending Type	Contract Nos.	Ma... Con... Nu...	Keep Con... No. for Add...	Em... No As Con... No.	Addendum Suffix	Addendum Suffix Number	Default Parameter 1
→ 10	:	1	Employment			<input type="checkbox"/>	<input checked="" type="checkbox"/>			28
11		1	Employment			<input type="checkbox"/>	<input type="checkbox"/>			28
20		1	Employment	LEPING		<input type="checkbox"/>	<input type="checkbox"/>			28
21		1	Employment	LEPING		<input type="checkbox"/>	<input type="checkbox"/>			28
30		601	Contract			<input type="checkbox"/>	<input type="checkbox"/>			
31		601	Contract			<input type="checkbox"/>	<input type="checkbox"/>			
40		600	Contract			<input type="checkbox"/>	<input type="checkbox"/>			
50		Not Included	None			<input type="checkbox"/>	<input type="checkbox"/>			

**Employee No As Contract No.**  
 Specifies whether the employee number should be used as the contract number for contracts of this type. Suffix and Addendum Suffix settings will still apply when this option is selected.  
[Show Help](#)

### 9.2. Automatic field manager assignment on the employee card

In the structural setup, the field “Automatic Field Manager Type” allows you to specify which manager from the structure level will be automatically assigned to the field manager field on the employee card. The data is updated automatically based on the employee’s current contract line.

On the employee card, the field manager can also be assigned manually if needed, similar to the employee’s manager. Once a field manager is manually assigned, it will no longer be updated based on the contract line.

## Structural Setup (HRM4Baltics)

Structure Plan By Date   Level 1 By Date   Level 2 By Date   Level 3 By Date   Level 4 By Date   Update Employee Data   ...

---

**General**

Structure Levels ..... Four Levels ▾

Automatic Manager Update .....

Profession By Structure .....

Automatic Field Manager T... ..... Level1 ▾

Plan Proff Map by Date .....

**Level 1**

**Automatic Field Manager Type**

Specifies which structure level Manager is assigns as employee's Field Manager. If empty, no Field Manager is assigned automatically.

[Show Help](#)

### 9.3. Default paylips sending type on the employee card

It is now possible to set the default paylips sending type in the payroll setup field “Default Paylips Sending Type.” When a new employee card is created, this field is automatically filled with the default value specified in the payroll setup. The automatically entered value can be changed later, and once modified, it will no longer be overwritten by the default value.

## Pay Slip Setup

Default E-mail Type ..... Company

Mail Format ..... PDF

Delete Payslip E-mail Log ..... Do Not Delete

**Default Payslip Sending Ty...** ..... Portal + E-mail Notification

Payslip Portal Saving Meth... ..... Always Create New

Portal Payslip Notification ... .....

Salary Report Type ..... Two Columns

Payslip Free Text .....

### 9.4. Tax-free amount “to date” on the tax book card

When a “to date” is added, changed, or removed on an employee’s employment, the “To Date” of the tax-free amount on the tax book card is updated accordingly.

Tax Book Card (HRM4Baltics)



D0002 · 123

#### Tax Book

Tax Book No. ....	123	Comment .....	
From Date .....	01.01.2025	Employee Name (File) .....	
To Date .....		Personal ID (File) .....	
Tax Book Date .....		Last Modified (File) .....	

Tax Book Lines					
Entry Type ↑	From Date ↑	To Date ↑	Description	Name	Amount
→ Tax-Free A...	01.01.2025				510