



encore

# Paycode Mass Update 2018

## *Build Notes*

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## Build 18.004 – July 29, 2020

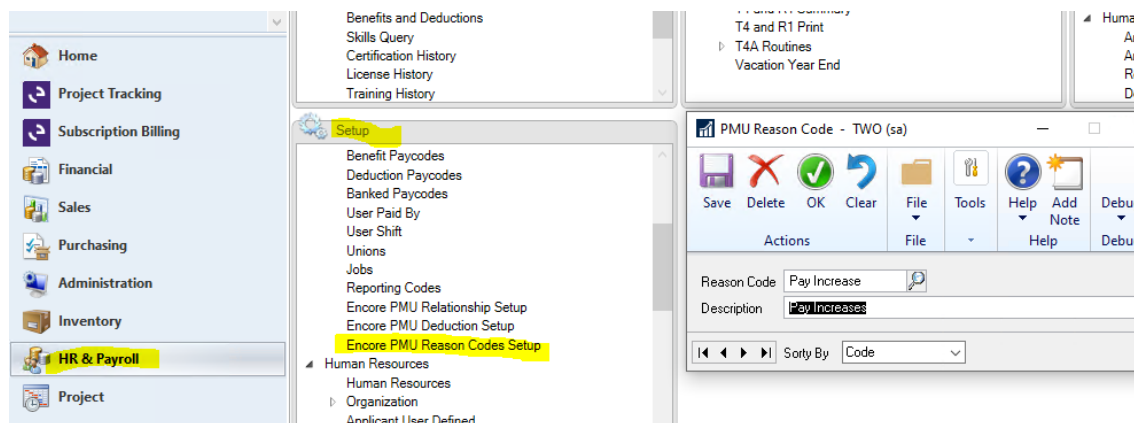
### New PMU Pay Rate History

#### 1. New Paycode Mass Update Pay rate History.

This is a new feature added to Paycode Mass update that will allow the user to generate records automatically when updating paycodes using the PMU utility window. By default this feature is not enabled and will not create records for previously updated paycodes.

Users can also pre-define Reason code that can be used when updating the Paycode. For initial setup should you require a reason code to be used first setup the Reason code which is accessible in Microsoft Dynamics GP >> Tools >> Setup >> Encore PayCode Mass Update >> Encore PMU Reason Code Setup.

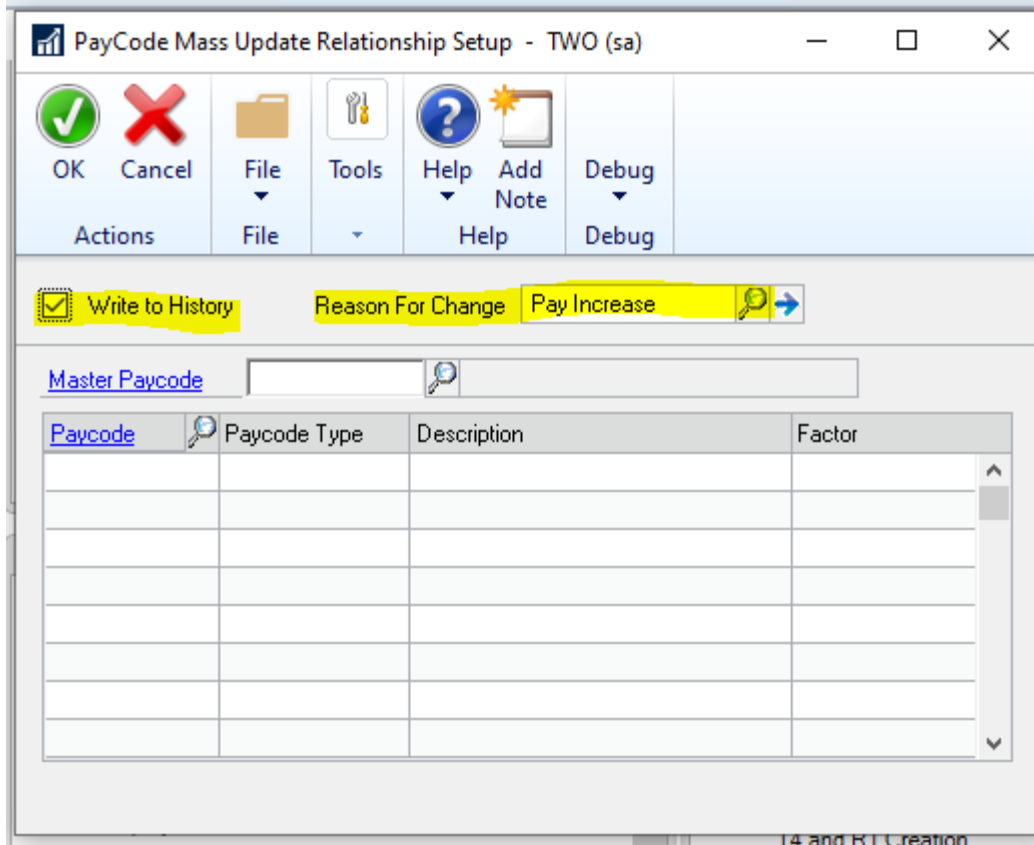
Once open enter in a new Reason Code ID and description. You can have more than one Reason Code setup.



Once the Reason code is setup you can enable this feature to Write to history for Income and / or Deduction Paycode updates.

To enable for Income, open the PayCode Mass Update Relationship Setup window. (Microsoft Dynamics GP >> Tools >> Setup >> Encore PayCode Mass Update >> Encore PMU Relationship Setup)

Once open check the option Write to History. Optional to set a default Reason Code when using the Utility window set the Default Reason Code in this window. Select OK to confirm your changes.



PayCode Mass Update Relationship Setup - TWO (sa)

OK Cancel File Tools Help Add Note Debug

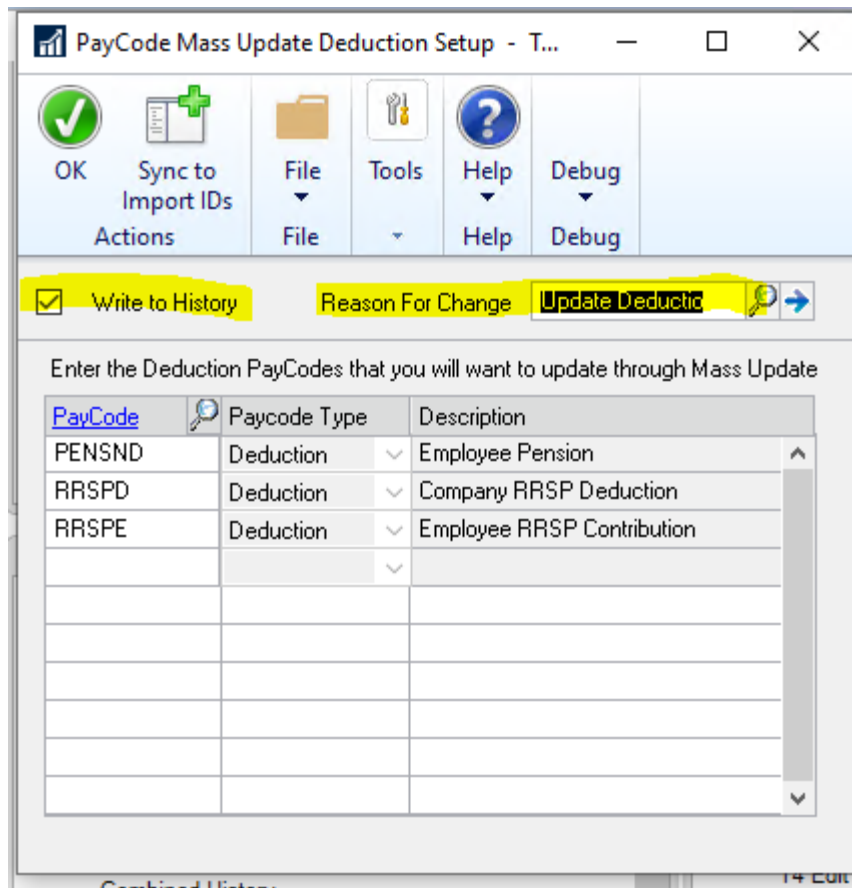
Write to History Reason For Change Pay Increase

Master Paycode

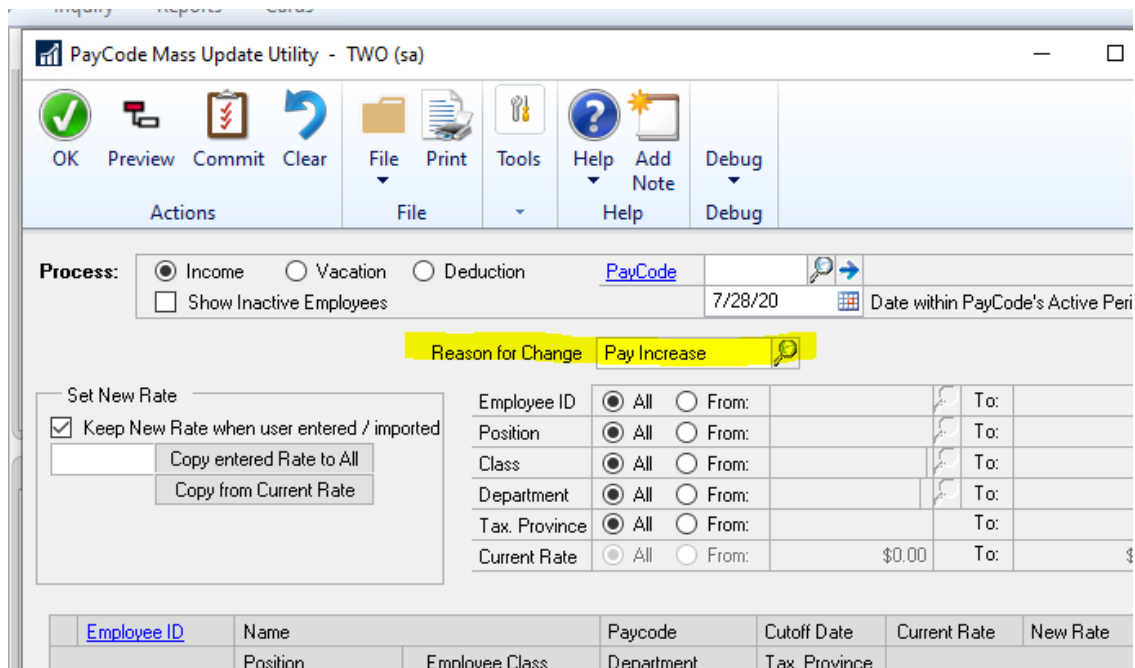
Paycode	Paycode Type	Description	Factor

To enable this option for Deduction paycodes open the Encore PMU Deduction Setup. (Microsoft Dynamics GP >> Tools >> Setup >> Encore PayCode Mass Update >> Encore PMU Deduction setup)

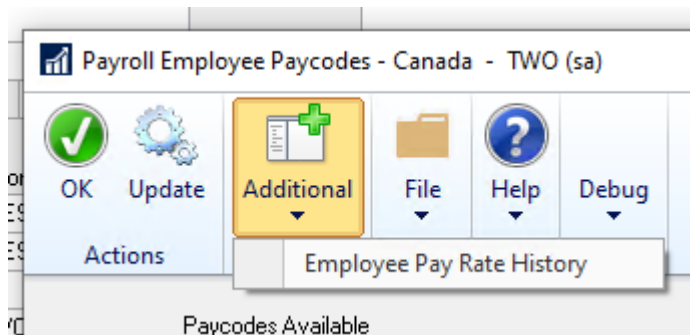
Once open check the option Write to History. Optional to set a default Reason Code when using the Utility window set the Default Reason Code in this window. Select OK to confirm your changes.



Once The feature is turned on the section reason for Change will Appear when opening the PayCode Mass Update Utility for the Process of Income / Deduction. It will default the Reason for Change value from the Setup windows.



After you process your Next update when the feature is enabled it will write the update to a Historical record. You can review the records written by accessing the Employee card (cards >> Payroll – Canada >> Employee) Select the employee you wish to review. Then select the Paycode button to open the Payroll Employee Paycodes. Once open select the Additional menu and Employee Pay rate History option.



This will list all the paycodes that were written to history when updating the rates using Paycode Mass update Utility. The records will be listed in order by Paycode. They will list the Type of Paycode it is. If the Paycode that was updated had a Start date then it will indicate its Start Date. It will also list the Paycodes Original Amount and New Amount it was changed to. It will list the Date the Paycode was updated along with the user ID that updated the Paycode. If a Reason Code was set during the update it will list the Reason Code.

[illegible]

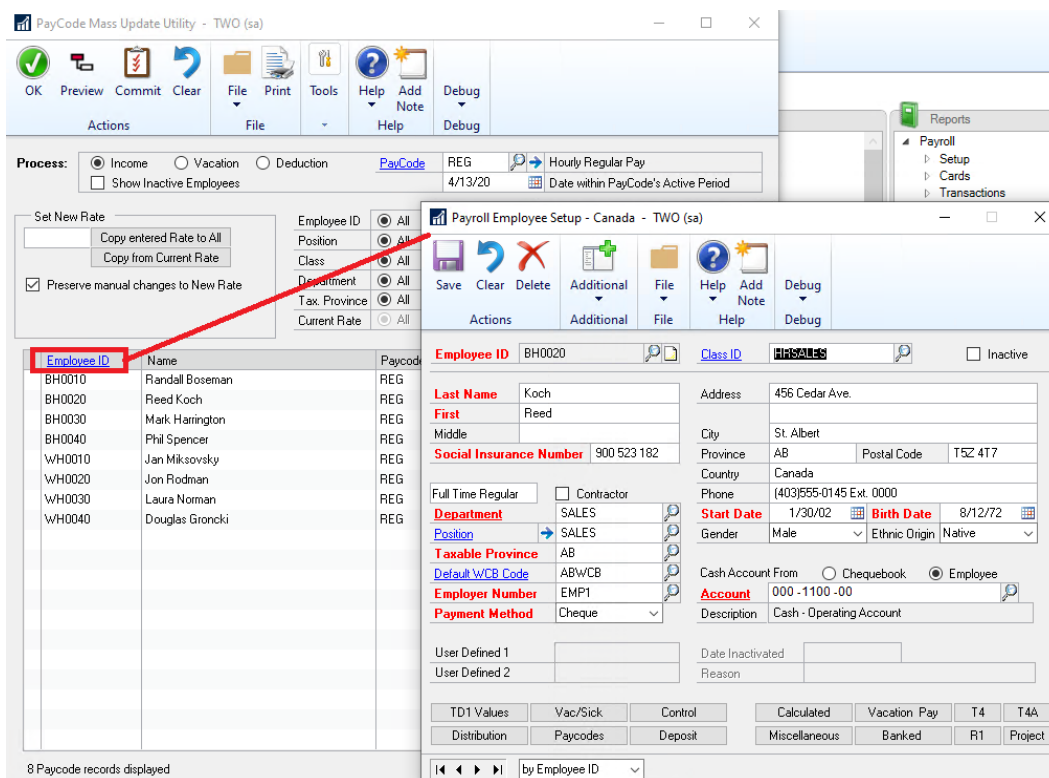
## Build 18.003 – Dec 10, 2019

## Enhancements

## 1. New Employee ID zoom into Option

Users can now use the new zoom into option in the Paycode Mass Update Utility window to zoom into the selected employee's Payroll Employee Setup card.





**PayCode Mass Update Utility - TWO (sa)**

Process: ☒ Income ☐ Vacation ☐ Deduction ☐ PayCode REG 4/13/20 Hourly Regular Pay Date within PayCode's Active Period

Set New Rate:  Copy entered Rate to All Copy from Current Rate ☒ Preserve manual changes to New Rate

Employee ID	Name	Paycode
BH0010	Randall Boseman	REG
BH0020	Reed Koch	REG
BH0030	Mark Harrington	REG
BH0040	Phil Spencer	REG
WH0010	Jan Miksovsky	REG
WH0020	Jon Rodman	REG
WH0030	Laura Norman	REG
WH0040	Douglas Groncki	REG

8 Paycode records displayed

**Payroll Employee Setup - Canada - TWO (sa)**

Employee ID: BH0020 Class ID: **FinSales** ☐ Inactive

Last Name: Koch First: Reed Middle: Address: 456 Cedar Ave.

Social Insurance Number: 900 523 182 City: St. Albert Province: AB Postal Code: T5Z 4T7 Country: Canada Phone: (403)555-0145 Ext. 0000

Start Date: 1/30/02 Birth Date: 8/12/72 Gender: Male Ethnic Origin: Native

Full Time Regular ☐ Contractor Department: SALES Position: SALES Taxable Province: AB Default WCB Code: ABWCB Employer Number: EMP1 Payment Method: Cheque

Cash Account From: ☐ Chequebook ☒ Employee Account: 000 - 1100 - 00 Description: Cash - Operating Account

User Defined 1: User Defined 2: Date Inactivated: Reason:

TD1 Values: Vac/Sick: Control: Calculated: Vacation Pay: T4: T4A: Distribution: Paycodes: Deposit: Miscellaneous: Banked: R1: Project:

## 2. Updated Paycode Mass Update to be compatible for multiple Cut off Dates for the same Paycode.

Paycode Mass update will now be compatible with multiple cut off periods for the same Paycode. Should users insert the same Paycode and set a new Start date for the Paycode then the Paycode Mass update will now be updating the rate based on the Cut off Dates.

The User Interface will now have a new Date field under the Paycode selected on the Header. This date will default to the current computer date. You can then select which date you wish to use as the period date for your update.

Should the Pay codes associated to the employee have a Cut off Date set for that period then it will display that Pay codes Cut Off Date. Note that only the Paycode shown will be updated should the user Commit to the update.

**PayCode Mass Update Utility - TWO (sa)**

OK Hide Preview Commit Clear File Print Tools Help Add Note Debug

Process: ☒ Income ☐ Vacation ☐ Deduction ☐ Show Inactive Employees PayCode REG 3/30/20 Date within PayCode's Active Period

Set New Rate: 0.0000 Copy entered Rate to All Copy from Current Rate

☒ Preserve manual changes to New Rate ☒ Update Child Rate(s) when manually updating New Rate of Master Calculate

Employee ID	Name	Paycode	Cutoff Date	Current Rate	New Rate
BH0010	Randall Boseman	REG	3/31/20	12.0000	0.0000
BH0010	Randall Boseman	OT	3/31/20	18.0000	0.0000
BH0020	Reed Koch	REG		7.5000	0.0000
BH0020	Reed Koch	OT		11.2500	0.0000
BH0030	Mark Harrington	REG		10.0000	0.0000
BH0030	Mark Harrington	OT		15.0000	0.0000
BH0040	Phil Spencer	REG		15.0000	0.0000
BH0040	Phil Spencer	OT		22.5000	0.0000
WH0010	Jan Mikovsky	REG		15.0000	0.0000
WH0010	Jan Mikovsky	OT		22.5000	0.0000
WH0020	Jon Rodman	REG		20.0000	0.0000
WH0020	Jon Rodman	OT		30.0000	0.0000
WH0030	Laura Norman	REG		15.0000	0.0000
WH0030	Laura Norman	OT		22.5000	0.0000
WH0040	Douglas Groncki	REG		12.0000	0.0000
WH0040	Douglas Groncki	OT		18.0000	0.0000

16 Paycode records displayed ☐ Display \$0.00 New Rate Only

**Payroll Employee Paycodes - Canada - TWO (sa)**

OK Update File Help Debug

Paycodes Available

Code	Description
ADV	Employee Advance
BONUS	Employee Bonus
EIR	EI Rebate
OT	Hourly Overtime
REG	Hourly Regular Pay
SAL	Salary Pay
VAC	Vacation Pay
AUTO	Auto
PENSNB	Employee Pension
RRSPB	Company RRSP Contribution
TRAVEL	Travel - Sales
ADVR	Advance Reclaim
GAR	Employee Garnishee
MAINT	Maintenance Payments
PENSND	Employee Pension
RRSPD	Company RRSP Deduction

Employee Paycode Records

Code	Description	Start	End	Rate	Max
OT	Hourly Overtime				
OT	Hourly Overtime				
REG	Hourly Regular Pay				
REG	Hourly Regular Pay				
TRAVEL	Travel - Sales				

Rate History

by Code Type

**Payroll Employee Income - Canada - TWO (sa)**

OK File Help Debug

Employee ID BH0010

Income Paycode REG Hourly Regular Pay

Paid By Hour Reference N/A

Rate 12.0000

EI Insurable Hours per Unit

Seniority Units Per Unit

Human Resources Delayed Setup

Vacation Units Accrued In Hours

Vacation Accrual Units per 100 units

Unpaid Vacation Accrual Units per 100 units

Start Date 1/01/20 Allow Transaction Entry Yes

Cutoff Date 3/31/20 Auto Select Yes

Employee User Field Index Department

22.5000 0.0000

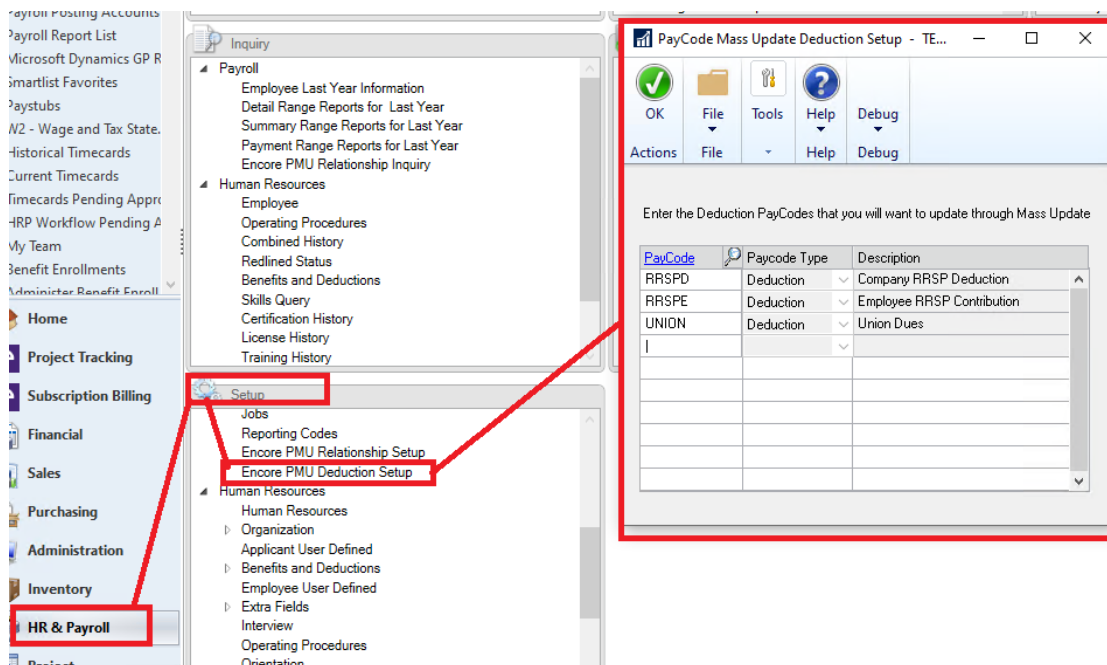
### 3. New Feature to Mass Update Deduction Pay Codes.

This new feature will allow users to perform Mass Updates to Employee Deduction Codes using the PayCode Mass Update Utility.

This update has a new Deduction Setup option.

[The Encore PMU Deduction Setup](#) is accessible from the Setup Pane of the HR & Payroll Menu.

This Setup window allows the user to specify the Exact Deduction codes that are allowed to be updated using the Paycode Mass Update Utility. If the code is not listed in this window, then it will not be updated. Unlick the Income Paycode there is no Parent / Child Relationship for this setup. Such Deduction Codes could include RRSP, as well as any Health Insurance adjustment codes.



[Encore PMU Utility](#) changes allows the user to select a new Process Option called Deduction. Once selected it will display all employees that Contain the Deduction Codes that were mapped in the Deduction Setup.

Users can then specify a specific Deduction Code using the Paycode Lookup section to filter to a specific Paycode.

Additional Filter options are:

1. Employee ID
2. Position
3. Class
4. Department

5. Tax province
6. Current Rate

You can then use the Set New Rate on the Header to set all employees to a new rate or manually set the New Rate for each Paycode for each employee in the section provided.

Only the Employees and their Pay Codes shown in the window will be updated to the New Rate that is set when you select the Commit Button.

**PayCode Mass Update Utility - TEST (sa)**

**Process:**
☐ Income
 ☐ Vacation
 ☒ Deduction
 ☐ Show Inactive Employees
 PayCode:  4/13/20
 Date within PayCode's Active Period

**Set New Rate**  
   
  
☒ Preserve manual changes to New Rate

Employee ID	Name	Paycode	Cutoff Date	Current Rate	New Rate
BH0010	Randall Boseman	RRSPD		54.0000	0.0000
BH0010	Randall Boseman	RRSPE		55.0000	0.0000
BH0010	Randall Boseman	UNION		95.2500	0.0000
BH0020	Reed Koch	RRSPD		105.0000	0.0000
BH0020	Reed Koch	RRSPE		110.0000	0.0000
BH0020	Reed Koch	UNION		95.2500	0.0000
BH0040	Phil Spencer	RRSPD		155.0000	0.0000
BH0040	Phil Spencer	RRSPE		160.0000	0.0000
BH0040	Phil Spencer	UNION		95.2500	0.0000
BS0010	Robert O'Hara	RRSPE		25.0000	0.0000
BS0020	Lisa Jacobson	RRSPE		20.0000	0.0000
BS0030	Chris Cannon	RRSPE		25.0000	0.0000
MS0010	Joe Howard	RRSPE		200.0000	0.0000
MS0020	Julia Moseley	RRSPE		150.0000	0.0000
MS0030	Bryan Walton	RRSPE		100.0000	0.0000
MS0040	Eva Corets	RRSPE		150.0000	0.0000
SS0010	Andrew Dixon	RRSPE		150.0000	0.0000
SS0020	Garrett Young	RRSPE		200.0000	0.0000
SS0030	Ted Bremer	RRSPE		100.0000	0.0000

24 Paycode records displayed ☐ Display \$0.00 New Rate Only

PayCode Mass Update Utility - TEST (sa)

OK Preview Commit Clear File Print Tools Help Add Note Debug

Process: ☐ Income ☐ Vacation ☒ Deduction **PayCode** UNION Union Dues  
☐ Show Inactive Employees 4/13/20 Date within PayCode's Active Period

Set New Rate  
 Copy entered Rate to All  
 Copy from Current Rate  
☒ Preserve manual changes to New Rate

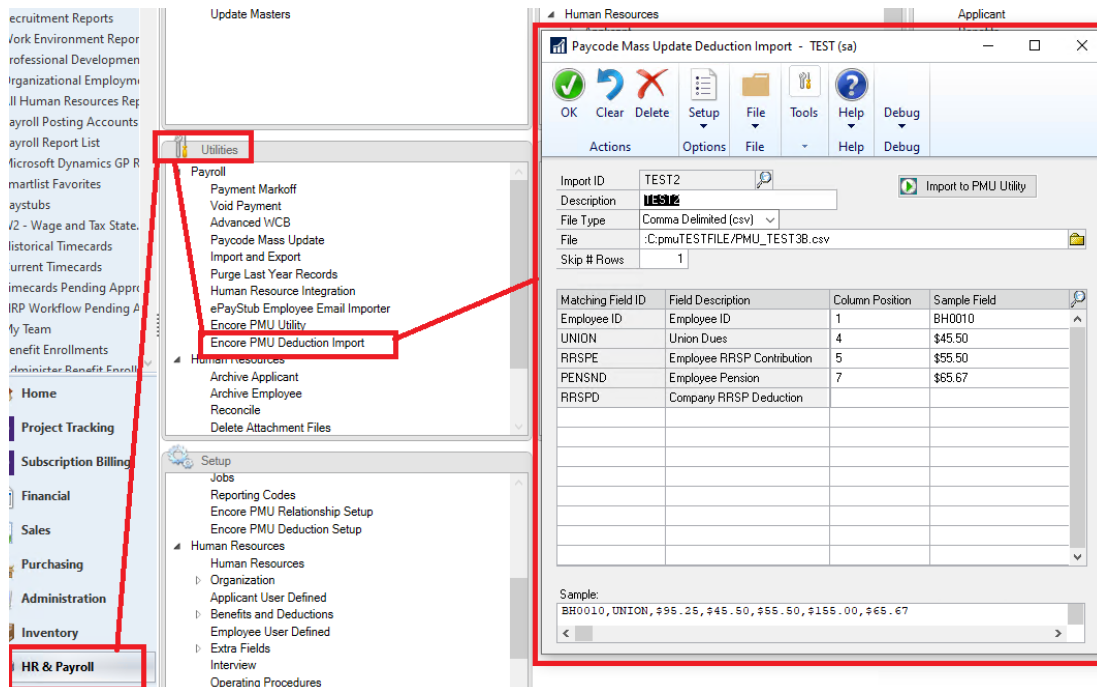
Employee ID	Position	Class	Department	Tax. Province	Current Rate	To:
<input checked="" type="radio"/> All <input type="radio"/> From:	<input checked="" type="radio"/> All <input type="radio"/> From:	<input checked="" type="radio"/> All <input type="radio"/> From:	<input checked="" type="radio"/> All <input type="radio"/> From:	<input checked="" type="radio"/> All <input type="radio"/> From:	\$0.00	\$0.00

Employee ID	Name	Paycode	Cutoff Date	Current Rate	New Rate
BH0010	Randall Boseman	UNION		95.2500	0.0000
BH0020	Reed Koch	UNION		95.2500	0.0000
BH0040	Phil Spencer	UNION		95.2500	0.0000
WH0010	Jan Miksovsky	UNION		95.2500	0.0000
WH0020	Jon Rodman	UNION		95.2500	0.0000
WH0030	Laura Norman	UNION		95.2500	0.0000
WH0040	Douglas Groncki	UNION		95.2500	0.0000

**Encore PMU Deduction Import** option is a new utility window that is accessible from the HR & Payroll Menu on the Utilities pane. This new window allows you to setup an import from a CSV file to import the new values into the Paycode Mass Update Utility window for deduction Pay codes. You can create a new ID specify the file location and how many header rows to skip on the file. It will automatically default the Matching Field ID with all the deduction Pay codes that were mapped in the Deduction Setup. You will need to map the Sample Field using the Sample Field lookup or setting the Column Position. Once mapped you simply need to press the Import to PMU Utility Button. This will open the Encore Paycode Mass Update Utility window for the Deduction process. It will then set the New Rates for each Paycode that was read in the file and that exist on the Employee Card.

You will also receive a report if there were any Exceptions for the import such as Employee does not exist, or Deduction code is not linked to the Employee.

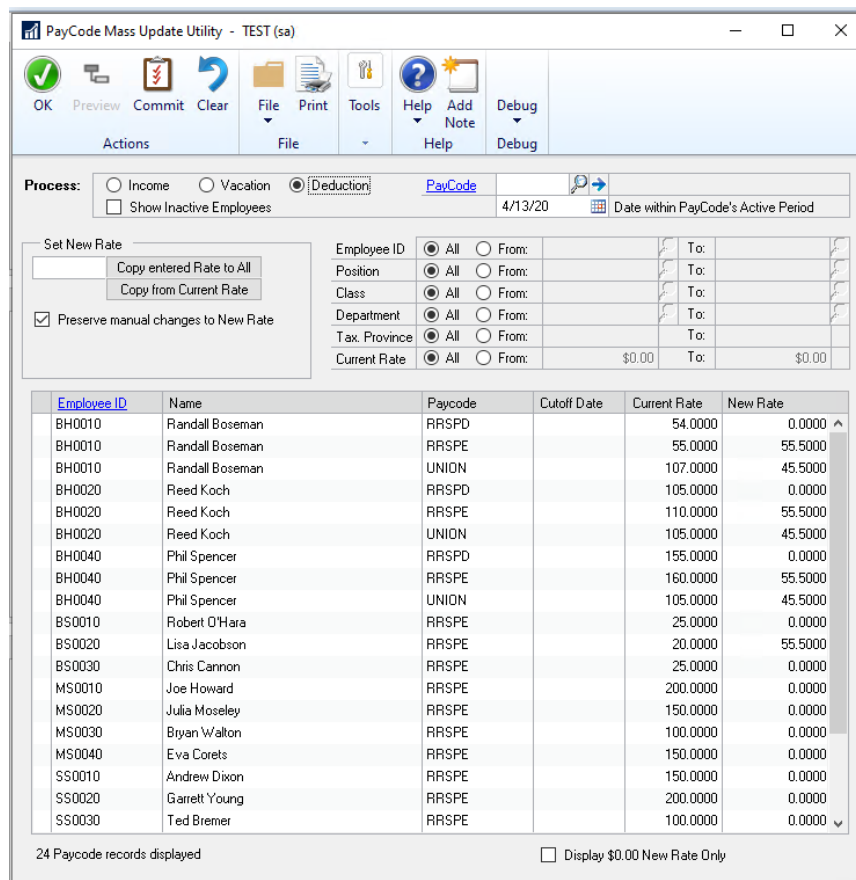
The importer is a huge time saver for users that are using an excel spreadsheet to calculate each employee's deduction rates. This same excel spreadsheet can then be saved as a CSV file and used to import into the Utility to perform the update for all the employees.



The screenshot shows the Encore HR & Payroll menu on the left, with the 'Utilities' section expanded. The 'Payroll' sub-menu is highlighted, and the 'Encore PMU Deduction Import' option is selected. The main window displays the 'Paycode Mass Update Deduction Import - TEST (sa)' utility. The 'Import ID' is 'TEST2', the 'Description' is 'TEST2', and the 'File Type' is 'Comma Delimited (csv)'. The 'File' path is 'C:\pmu\TESTFILE\PMU\_TEST3B.csv'. The 'Skip # Rows' is '1'. The 'Matching Field ID' table is as follows:

Matching Field ID	Field Description	Column Position	Sample Field
Employee ID	Employee ID	1	BH0010
UNION	Union Dues	4	\$45.50
RRSPE	Employee RRSP Contribution	5	\$55.50
PENSND	Employee Pension	7	\$65.67
RRSPD	Company RRSP Deduction		

The 'Sample' text at the bottom reads: 'BH0010,UNION,\$95.25,\$45.50,\$55.50,\$155.00,\$65.67'.



The screenshot shows the 'PayCode Mass Update Utility - TEST (sa)' window. The 'Process' section has 'Income', 'Vacation', and 'Deduction' options, with 'Deduction' selected. The 'PayCode' is '4/13/20'. The 'Set New Rate' section has 'Copy entered Rate to All' and 'Copy from Current Rate' options, with 'Copy from Current Rate' selected. The 'Employee ID' section has 'All', 'From', and 'To' options, with 'All' selected. The 'Current Rate' section has 'All', 'From', and 'To' options, with 'All' selected. The 'Employee ID' table is as follows:

Employee ID	Name	Paycode	Cutoff Date	Current Rate	New Rate
BH0010	Randall Boseman	RRSPD		54.0000	0.0000
BH0010	Randall Boseman	RRSPE		55.0000	55.5000
BH0010	Randall Boseman	UNION		107.0000	45.5000
BH0020	Reed Koch	RRSPD		105.0000	0.0000
BH0020	Reed Koch	RRSPE		110.0000	55.5000
BH0020	Reed Koch	UNION		105.0000	45.5000
BH0040	Phil Spencer	RRSPD		155.0000	0.0000
BH0040	Phil Spencer	RRSPE		160.0000	55.5000
BH0040	Phil Spencer	UNION		105.0000	45.5000
BS0010	Robert O'Hara	RRSPE		25.0000	0.0000
BS0020	Lisa Jacobson	RRSPE		20.0000	55.5000
BS0030	Chris Cannon	RRSPE		25.0000	0.0000
MS0010	Joe Howard	RRSPE		200.0000	0.0000
MS0020	Julia Moseley	RRSPE		150.0000	0.0000
MS0030	Bryan Walton	RRSPE		100.0000	0.0000
MS0040	Eva Corets	RRSPE		150.0000	0.0000
SS0010	Andrew Dixon	RRSPE		150.0000	0.0000
SS0020	Garrett Young	RRSPE		200.0000	0.0000
SS0030	Ted Bremer	RRSPE		100.0000	0.0000

The '24 Paycode records displayed' and 'Display \$0.00 New Rate Only' checkbox are at the bottom.

Screen Output - CW\_Import\_Errors

File Edit **Tools** Find Help Debug

Print Send To Modify 100% Completed 1 Page

PayCode Mass Update  
Import Errors

Generic Import ID TEST2

Employee ID	PayCode	Error Description
ASDF01		Employee ID was not found in PMU window.
BH0010	PENSND	Paycode has amount in Import but not linked to employee.
BH0020	PENSND	Paycode has amount in Import but not linked to employee.
BH0040	PENSND	Paycode has amount in Import but not linked to employee.
BS0020	PENSND	Paycode has amount in Import but not linked to employee.
BS0020	UNION	Paycode has amount in Import but not linked to employee.

## Resolved Issues

- Resolved issues with Validation Notification indicating Product is not registered.**  
Issue was observed that should user enter in the Product Registration keys and then immediately attempt to access a product window they would receive the validation notification that the product is not registered. If they relog into GP the issue would not appear. This problem is now resolved.
- Fixed problem with SQL Validation error when updating Employee Pay codes.**  
Problem observed that user could receive error "Error in executing SQL script CW\_Update\_Row\_Temp\_Table-3". The error occurred because the Parent Paycode did not have an EI value set. This issue is now resolved.
- Fixed issue with error when zooming into Paycode link in the Paycode Mass Update Utility window.**  
Issue noticed that when user has Paycode Setup window already opened should they select the Paycode link in the PMU window they would receive an error. This issue is now resolved.
- Resolved problem with Paycode Description not clearing.**  
Problem noticed that should user have selected a Parent Paycode in the Paycode Mass update Utility window and then switch the process to use it failed to clear the Paycode Description displayed. This is now resolved.

## Build 18.002 – Sept 04, 2018

### Enhancements

- Disabled Preview prompt validation Message for Vacation Process**

This validation would normally occur when selecting Commit if Preview was not first selected. As the Vacation process has no child codes to preview this message is not needed. The Preview prompt validation will only occur for the Paycode process.

### Resolved Issues

1. **Resolved issues with Paycode Mass Update Report failing SQL connection.**  
Issue was observed that when printing the Paycode Mass Update Report for the Paycode Process. Report failed to obtain SQL connection to display the correct data. This is now resolved.

## **Build 18.001 – Feb 07, 2018**

### Enhancements

1. **Initial Product Release of Paycode Mass Update for GP2018. Build based on Build 16.007 for GP2016.**



## Additional Product Support Resources

Access the latest Product Builds: <http://www.encorebusiness.com/solutions/#microsoft-dynamics-add-ons>

Request registration keys: [regkeys@encorebusiness.com](mailto:regkeys@encorebusiness.com)

Visit our Advanced SmartList product page [here](#) on our website to access:

- User Manuals, click on the Resources Option
- Product demos, click on the Resources Option

### **Product Support:**

Email: [Support@encorebusiness.com](mailto:Support@encorebusiness.com)

Phone: 1.888.898.4330

Online submission form: <http://www.encorebusiness.com/support/encore-apps/>

### **Support Request Tip:**

To assist in expediting the review of any issues please ensure that the following information is provided with a support request:

- What product is the support inquiry for?
- What Version of GP is used?
- What is the build number installed for the product?
- (this can be found by logging into GP as SA and going to Microsoft Dynamics GP > Tools > support > system > Encore product registration Once there locate the product from the list and the Build number would be listed on the right hand side under Version)