



encore

ePayStub 2013

Build Notes

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Build 12.116 – Apr 20, 2018

Resolved Issues

1. **Resolved issues with ePayStub Setup window freezing when Text option selected**
Issue observed in ePayStub Setup window when you select the Add Text option for the file name setup option on any report. This issue is now resolved.
2. **Fixed problem with Filename for R1 and T4A reports**
Problem observed where file name being set was using the File name setup for T4 on these reports instead of the prospective setups for R1 and T4A. This is now resolved.

Build 12.115 – Feb 01, 2018

Resolved Issues

1. **Resolved issues with T4A Email window displaying authorizations from T4 Authorization checkbox.**
Issue observed when Accessing the T4A email window it was using the T4 authorizations instead of the T4A authorizations for each employee in Employee Email Maintenance. This is now resolved.

Build 12.114 – Nov 07, 2017

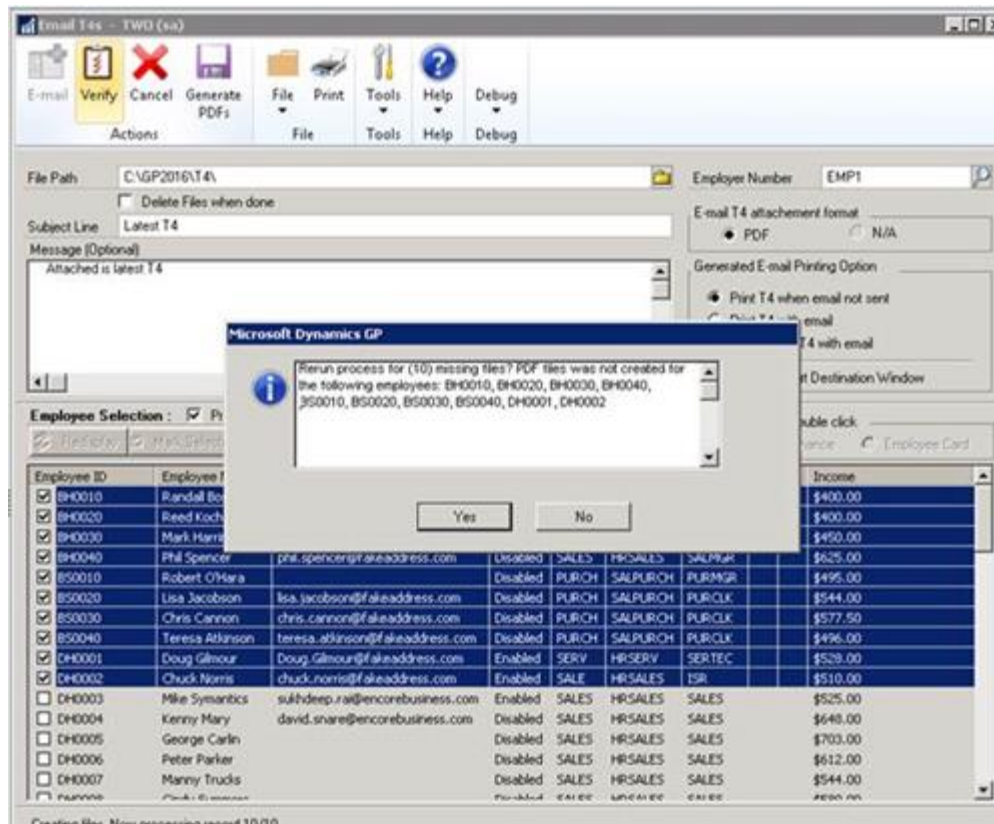
Resolved Issues

1. **Resolved issues with Printing report when email not sent.**
Issue observed where if report did not email and user had print option to print when not email set it printed a blank report when the email process completed. This was caused by the premature closing of the email window. Process updated for all reports not to close the email window when process is completed. This will ensure that the report is printed properly.

Build 12.113 – Oct 23, 2017

Enhancements

1. **Improved PDF document generation process to check if report was generated.**
ePayStub will now check to confirm that the PDF document was generated and provide users with the option to rerun the process for any employee reports that are missing. This enhancement was added to overcome issues observed with Adobe PDF writer timing out when generating the PDF document and skipping the employee report. Should this occur you will receive a notification informing you that the listed employee reports were not created and provide you the option to rerun the process just for the listed employees.



Selecting Yes will rerun the process you selected for just the listed employees. Selecting No will complete the process. Should you select No it will also be reflected in the Log report generated that the PDF document was not created with the new PDF Created field in the report.

Screen Output - EBS_T4_eMailed_LogReport

File Edit Tools Find Help Debug

Print Send To Modify 100% Completed 1 Page Page 1

T4 eMail Log

| SNo. | Employee ID | Name | PDF Created | Emailed Log Message | File Path |
|------|-------------|-----------------|-------------|---------------------|----------------------------------|
| 1 | BH0010 | Randall Boleman | No | No | C:\GP2016\T4\BH00102015T4_00.PDF |
| 2 | BH0020 | Reed Koch | No | No | C:\GP2016\T4\BH00202015T4_00.PDF |
| 3 | BH0030 | Mark Harrington | No | No | C:\GP2016\T4\BH00302015T4_00.PDF |
| 4 | BH0040 | Phil Spencer | No | No | C:\GP2016\T4\BH00402015T4_00.PDF |
| 5 | BS0010 | Robert O'Hara | No | No | C:\GP2016\T4\BS00102015T4_00.PDF |
| 6 | BS0020 | Lisa Jacobson | No | No | C:\GP2016\T4\BS00202015T4_00.PDF |
| 7 | BS0030 | Chris Cannon | No | No | C:\GP2016\T4\BS00302015T4_00.PDF |
| 8 | BS0040 | Teresa Atkinson | No | No | C:\GP2016\T4\BS00402015T4_00.PDF |
| 9 | DH0001 | Doug Gilmour | No | No | C:\GP2016\T4\DH00012015T4_00.PDF |
| 10 | DH0002 | Chuck Norris | No | No | C:\GP2016\T4\DH00022015T4_00.PDF |

Build 12.112 – Oct 03, 2017

Resolved Issues

1. Resolved issues with Printing paystubs from ePayStub.

Issue observed where users would receive SQL error when printing paystubs from ePayStub. Issue only occurred when specifying paystub to use in Payroll Miscellaneous Control setup and setting a Detail report as Summary report and Summary Report as Detail report.

2. Fixed Problem with email log being generated when printing employee reports from ePayStub Windows.

Problem was observed when printing the Paystub reports, T4, T4A, and R1 reports from ePayStub. The email log report would be generated. This is now resolved, This report will only be generated when generating the PDF documents or emailing the reports.

Build 12.111 – Jan 11, 2016

Resolved Issues

1. Resolved issues with Printing paystubs from Email Payslips window missing paycodes.

Issue observed when Paystub report contained YTD values for paycodes used by employee and will display the historical YTD values when paycode was not used in current pay period. This issue has since been resolved.

2. Fixed Problem with Password protection for T4, T4A, and R1.

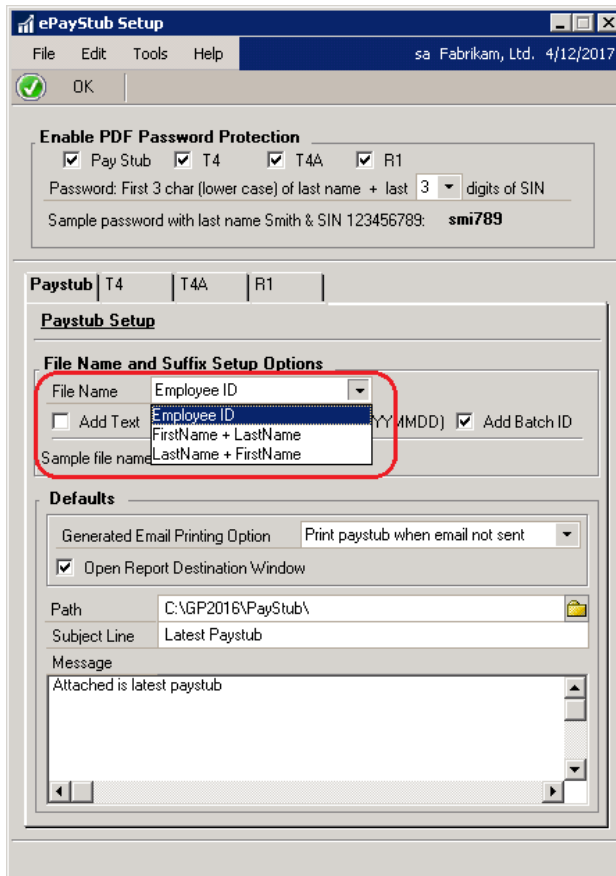
Problem noticed that enabling of password protection in ePayStub setup for these reports was being dictated by the Paystub setting instead of the individual report settings. This has since been resolved.

Build 12.110 – June 24, 2016

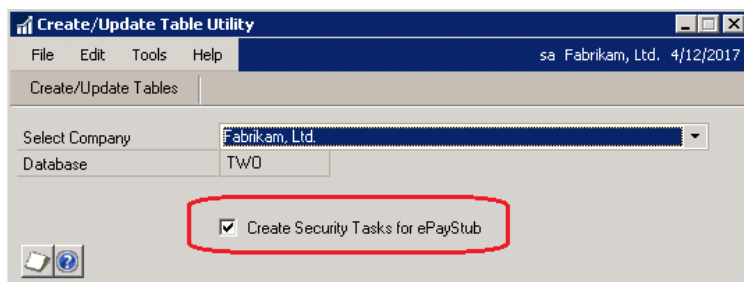
Enhancements

1. Improved Filename options

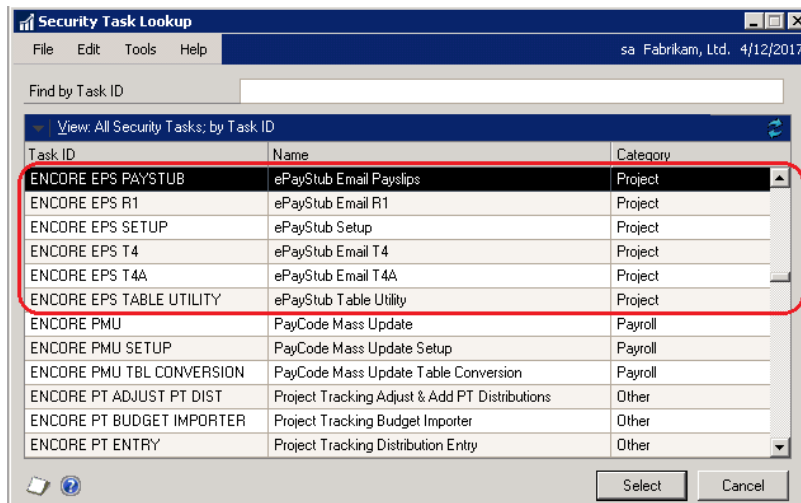
Users will now have the option to set the file name as Employee ID in ePayStub Setup window when emailing Paystub, T4, T4A, and R1.



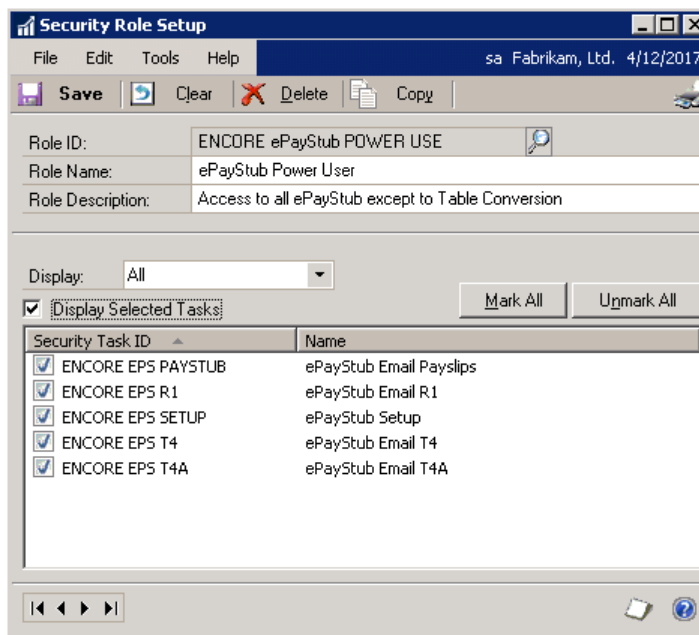
2. **Enhanced Create / Update Table Utility for Default Security Tasks option.**
With this update the Create / Update Table Utility window has a new item labeled Create Security Tasks for ePayStub



With this option selected when processing in the Utility window it will create default Security Tasks for each window of ePayStub. The Security Tasks created will allow users to create separate roles for users who will only need to access specific windows for ePayStub. Each task will begin with ENCORE EPS.

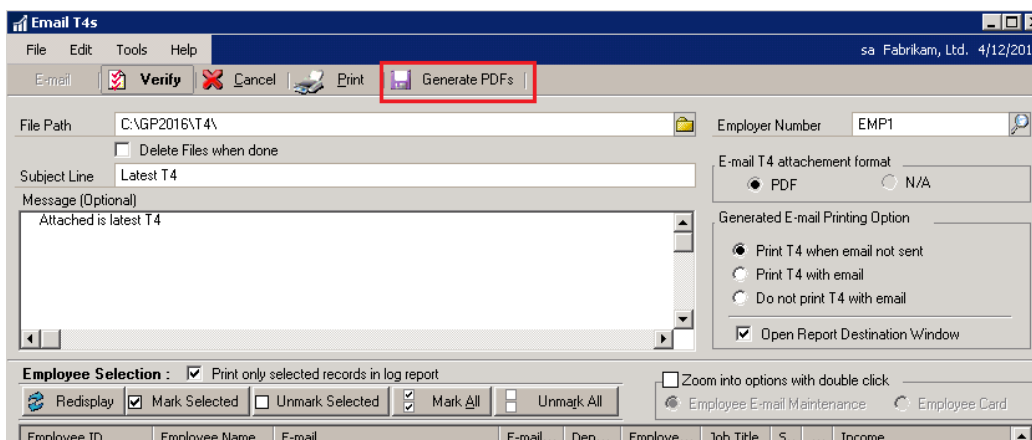


This will also create the ENCORE ePayStub POWER USER role will be created to access all the created tasks.



3. New Generate Document Only Feature.

New Feature added to all email windows that will allow the user to generate the PDF Documents only for the selected employees to the folder path set in the window.



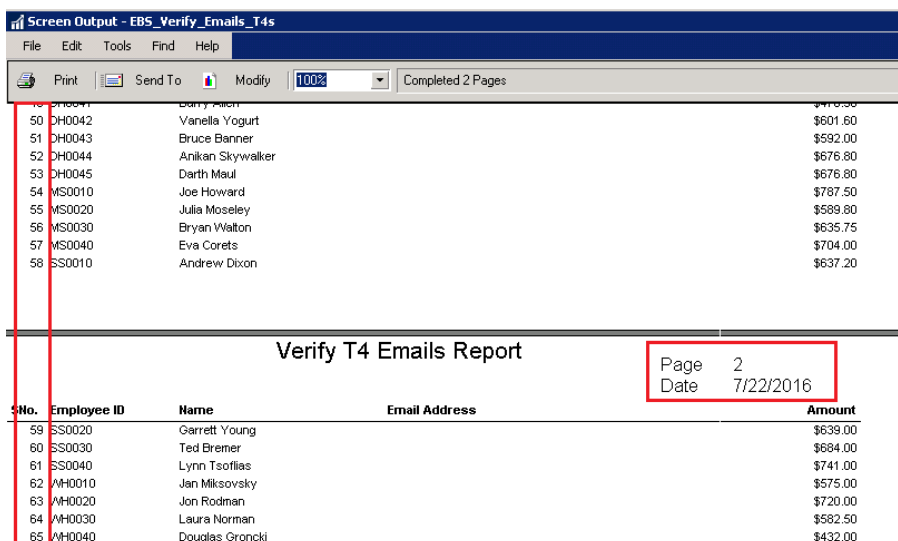
The screenshot shows the 'Email T4s' application window. The 'File Path' field is now editable and contains 'C:\GP2016\T4\'. The 'Generate PDFs' button is highlighted with a red box. Other options include 'Delete Files when done', 'Subject Line' (Latest T4), 'Message (Optional)' (Attached is latest T4), 'Employer Number' (EMP1), 'E-mail T4 attachment format' (PDF selected), and 'Generated E-mail Printing Option' (Print T4 when email not sent selected, Open Report Destination Window checked).

4. Improved Folder path on email windows and setup windows.

The file path field is now editable. Users can now paste in or manually enter in the folder path instead of using the lookup. Validation will occur when tabbing away from the field to confirm that path exists.

5. Improved Verification and email log reporting.

The Verification and email log reporting will no longer restart the sequence number on the next page if the report contains multiple pages. The report will also list at the top the page number and the date the report was printed.



The screenshot shows the 'Screen Output - EBS_Verify_Emails_T4s' window. It displays a list of employees and their amounts, followed by a 'Verify T4 Emails Report' section. The report includes a page number (Page 2) and a date (7/22/2016), both highlighted with red boxes.

| No. | Employee ID | Name | Email Address | Amount |
|-----|-------------|-----------------|---------------|----------|
| 50 | DH0042 | Vanella Yogurt | | \$601.60 |
| 51 | DH0043 | Bruce Banner | | \$592.00 |
| 52 | DH0044 | Ankan Skywalker | | \$676.80 |
| 53 | DH0045 | Darth Maul | | \$676.80 |
| 54 | MS0010 | Joe Howard | | \$787.50 |
| 55 | MS0020 | Julia Moseley | | \$589.80 |
| 56 | MS0030 | Bryan Walton | | \$635.75 |
| 57 | MS0040 | Eva Corets | | \$704.00 |
| 58 | SS0010 | Andrew Dixon | | \$637.20 |

| Verify T4 Emails Report | | | | |
|-------------------------|-------------|-----------------|---------------|----------|
| No. | Employee ID | Name | Email Address | Amount |
| 59 | SS0020 | Garrett Young | | \$639.00 |
| 60 | SS0030 | Ted Bremer | | \$684.00 |
| 61 | SS0040 | Lynn Tsoufas | | \$741.00 |
| 62 | AH0010 | Jan Mikovsky | | \$575.00 |
| 63 | AH0020 | Jon Rodman | | \$720.00 |
| 64 | AH0030 | Laura Norman | | \$582.50 |
| 65 | AH0040 | Douglas Groncki | | \$432.00 |

Resolved Issues

1. Resolved issues with PDF security missing on printed paystubs.

Issue was observed on email paystub window should employee not have an email address set when the email option was selected it would fail to set PDF security on the generated paystub saved to the folder path. This issue has since been resolved.

2. Fixed issues with emailing T4 when employee associated to multiple employer ids.

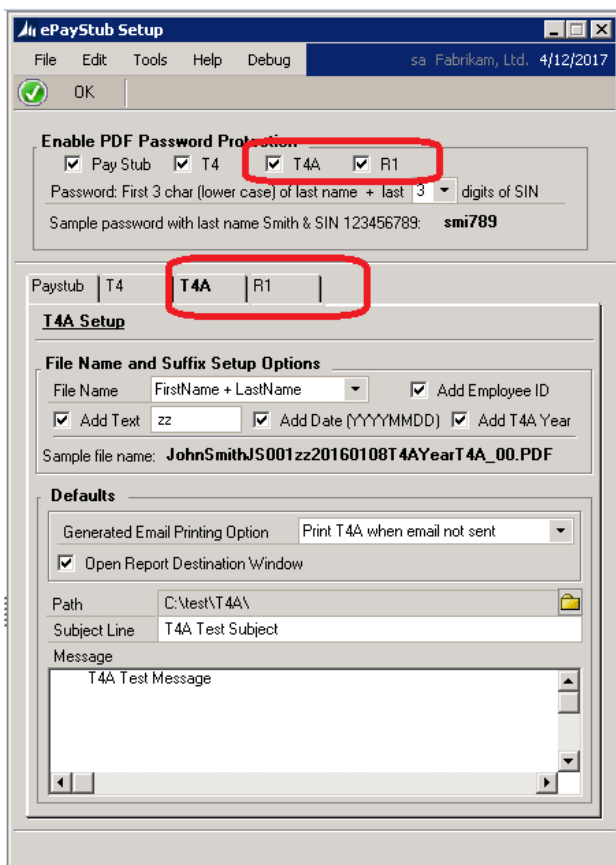
Issue was observed when employee has switched employer preventing the second employee T4 report from printing. Issue has since been resolved.

Build 12.109 – Jan 11, 2016

Enhancements

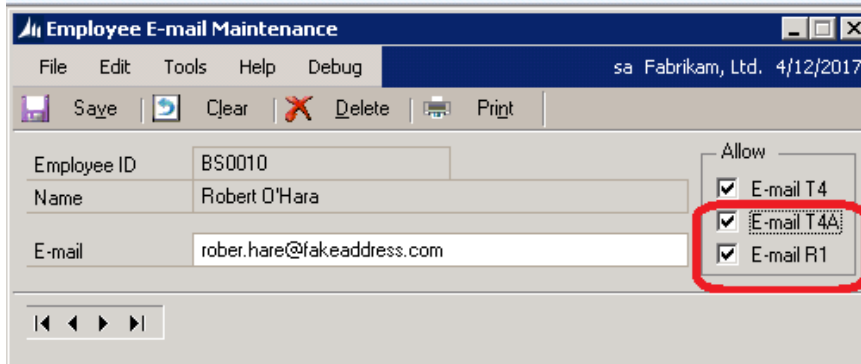
1. Enhancement Update ePayStub for T4A and R1 email options

Update made to ePayStub setup window to accommodate T4A and R1 email settings. Each email form is now visible through a tabbed selection for the email defaults. Password protection section updated for T4A and R1 selection options as well. Note by default the password protection for T4A and R1 will not be activated and would need to be manually updated if password protection is desired.



2. Enhancement improvement to Employee E-mail Maintenance

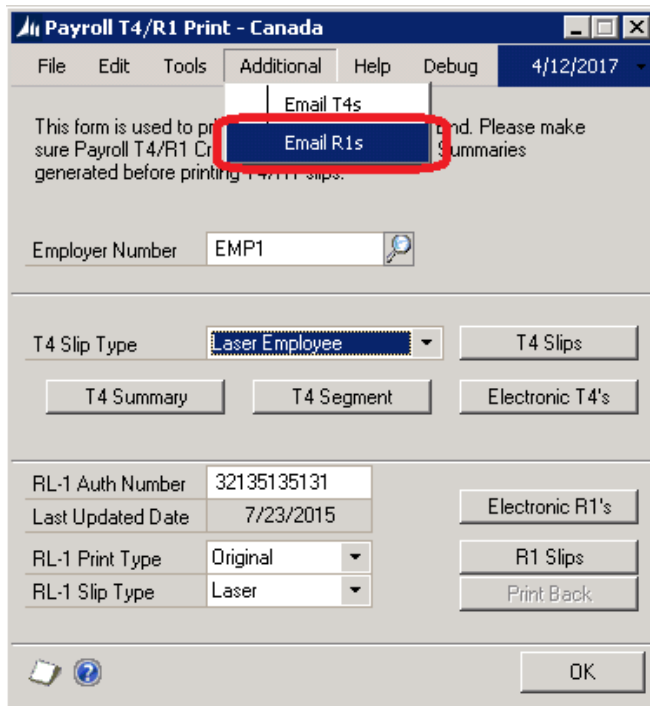
Improved Email Maintenance window for T4A and R1 email selections. As a default these options will not be checked as both forms will require electronic or written permission from employee in accordance to CRA to be able to email out these forms. Once permission has been received it is recommended the user check these flags appropriately so that T4A and / or R1 can be emailed out to employee.



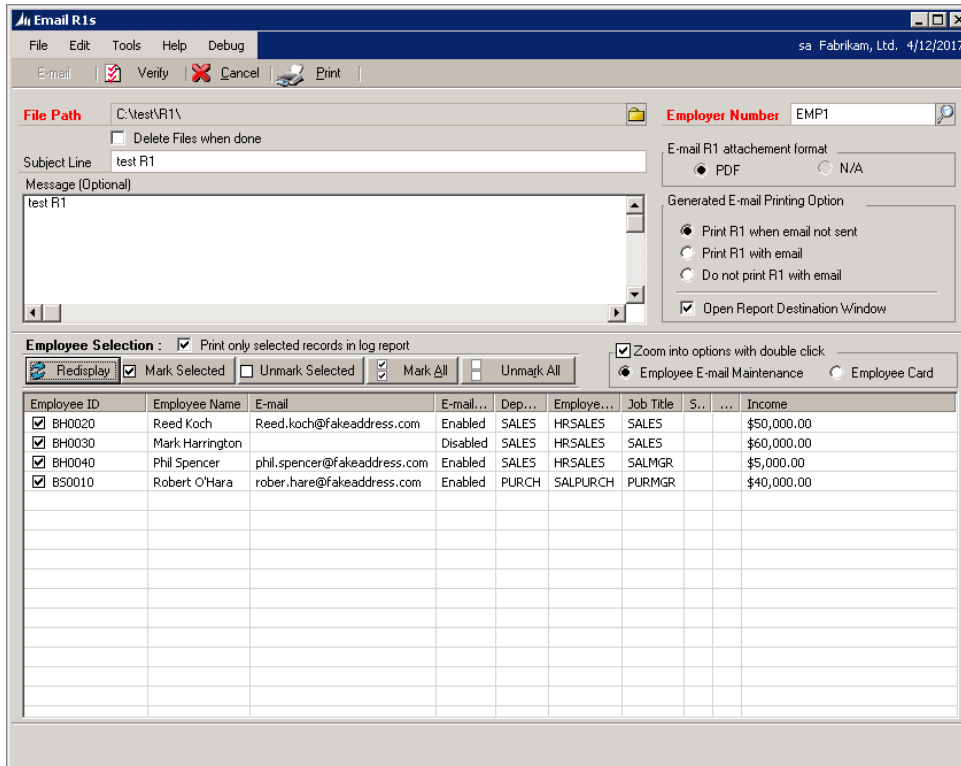
The screenshot shows the 'Employee E-mail Maintenance' window. It has a menu bar with File, Edit, Tools, Help, and Debug. The status bar indicates 'sa Fabrikam, Ltd. 4/12/2017'. Below the menu bar is a toolbar with buttons for Save, Clear, Delete, and Print. The main area contains fields for Employee ID (BS0010), Name (Robert O'Hara), and E-mail (rober.hare@fakeaddress.com). To the right of these fields is a section titled 'Allow' with three checkboxes: 'E-mail T4', 'E-mail T4A', and 'E-mail R1'. All three checkboxes are checked, and this section is highlighted with a red rectangle. At the bottom left, there are navigation buttons: a double left arrow, a single left arrow, a single right arrow, and a double right arrow.

3. Enhancement added R1 email option.

Users can now email our R1 forms to employees. If written or electronic approval is received from employee and flag checked in Employee email maintenance to allow R1 users can now select Email R1's from the Additional menu in the Payroll T4/R1 Print window. (note this still required Electronic R1's to be completed)
Once selected this will open the Email R1 window which will default the settings from the ePayStub settings window for the R1 form.



The screenshot shows the 'Payroll T4/R1 Print - Canada' window. It has a menu bar with File, Edit, Tools, Additional, Help, and Debug. The status bar indicates '4/12/2017'. Below the menu bar is a toolbar with buttons for Email T4s and Email R1s. The 'Email R1s' button is highlighted with a red rectangle. The main area contains a text box with instructions: 'This form is used to print T4/R1 slips. Please make sure Payroll T4/R1 slips are generated before printing T4/R1 slips.' Below this is a field for Employer Number (EMP1). Further down, there is a section for T4 Slip Type (Laser Employee) with buttons for T4 Slips, T4 Summary, T4 Segment, and Electronic T4's. At the bottom, there are fields for RL-1 Auth Number (32135135131), Last Updated Date (7/23/2015), RL-1 Print Type (Original), and RL-1 Slip Type (Laser). To the right of these fields are buttons for Electronic R1's, R1 Slips, and Print Back. An OK button is at the bottom right.



Email R1s
File Edit Tools Help Debug sa Fabrikam, Ltd. 4/12/2017

File Path: C:\test\VR1\
Delete Files when done: ☐
Subject Line: test R1
Message (Optional): test R1

Employer Number: EMP1
E-mail R1 attachment format: ☒ PDF ☐ N/A
Generated E-mail Printing Option: ☒ Print R1 when email not sent ☐ Print R1 with email ☐ Do not print R1 with email
☒ Open Report Destination Window

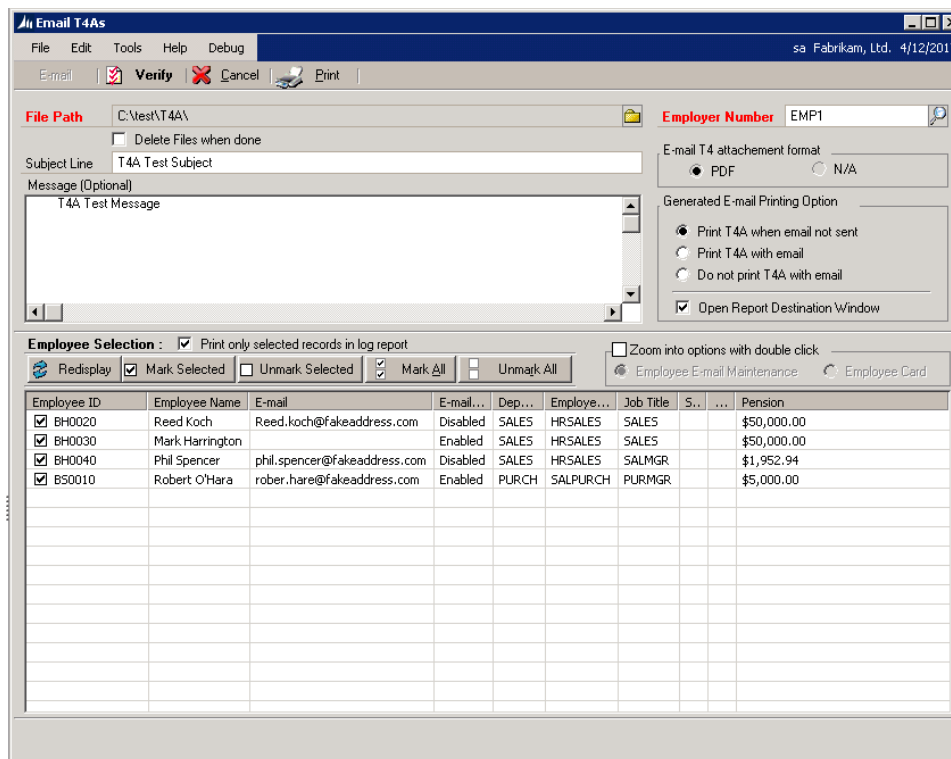
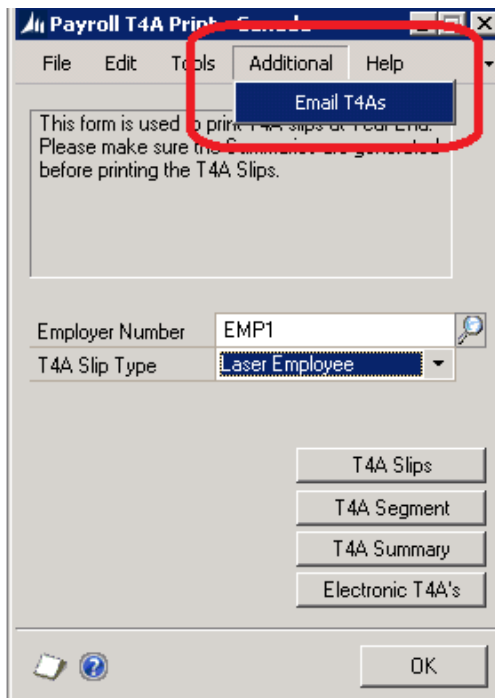
Employee Selection: ☒ Print only selected records in log report
☒ Redisplay ☒ Mark Selected ☐ Unmark Selected ☒ Mark All ☐ Unmark All
☒ Zoom into options with double click
☒ Employee E-mail Maintenance ☐ Employee Card

| Employee ID | Employee Name | E-mail | E-mail... | Dep... | Employee... | Job Title | S... | ... | Income |
|--|-----------------|------------------------------|-----------|--------|-------------|-----------|------|-----|-------------|
| <input checked="" type="checkbox"/> BH0020 | Reed Koch | Reed.koch@fakeaddress.com | Enabled | SALES | HRSALES | SALES | | | \$50,000.00 |
| <input checked="" type="checkbox"/> BH0030 | Mark Harrington | | Disabled | SALES | HRSALES | SALES | | | \$60,000.00 |
| <input checked="" type="checkbox"/> BH0040 | Phil Spencer | phil.spencer@fakeaddress.com | Enabled | SALES | HRSALES | SALMGR | | | \$5,000.00 |
| <input checked="" type="checkbox"/> BS0010 | Robert O'Hara | rober.hare@fakeaddress.com | Enabled | PURCH | SALPURCH | PURMGR | | | \$40,000.00 |

4. Enhancement added T4A email option.

Users can now email our T4A forms to employees. If written or electronic approval is received from employee and flag checked in Employee email maintenance to allow T4A, users can now select Email T4A's from the Additional menu in the Payroll TA Print window. (note this still required Electronic T4A's to be completed)

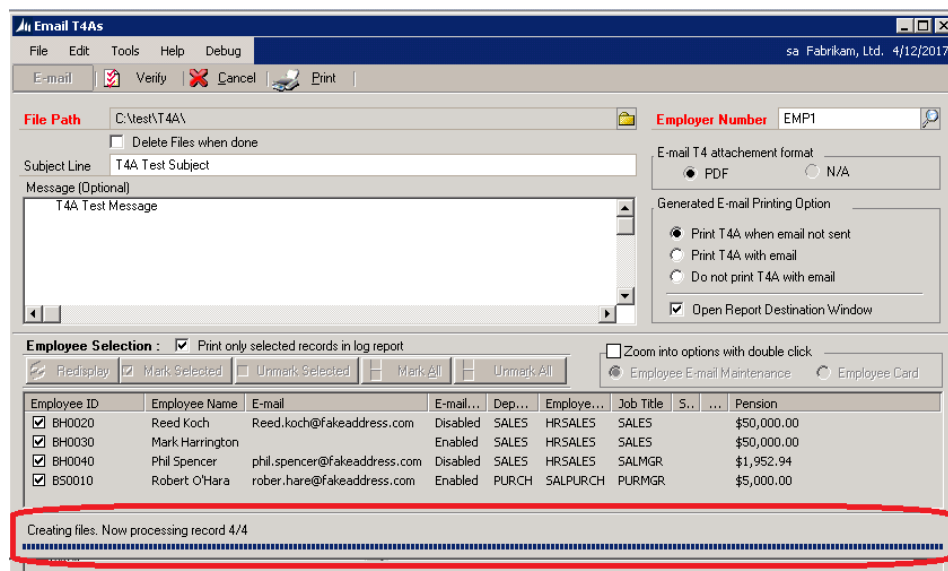
Once selected this will open the Email T4A window which will default the settings from the ePayStub settings window for the T4A form. Note that in order to email out T4A reports the user will need to have the custom T4A report installed. To obtain the T4A custom report and installation instructions please submit the online request for this report by accessing this page [here](#). Note that any new user will automatically receive this report with their registration keys for the product.



5. Enhancement added Status Bar on email window.

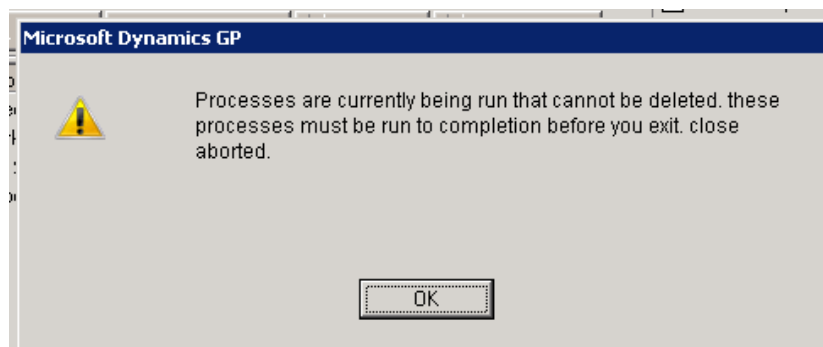
Users will now see a progress status bar and label when selecting Verify and when selecting Email option on the email windows. After verification is completed the

status message Verification Complete will be displayed. Once the emails have been sent the message will display Emails Sent.



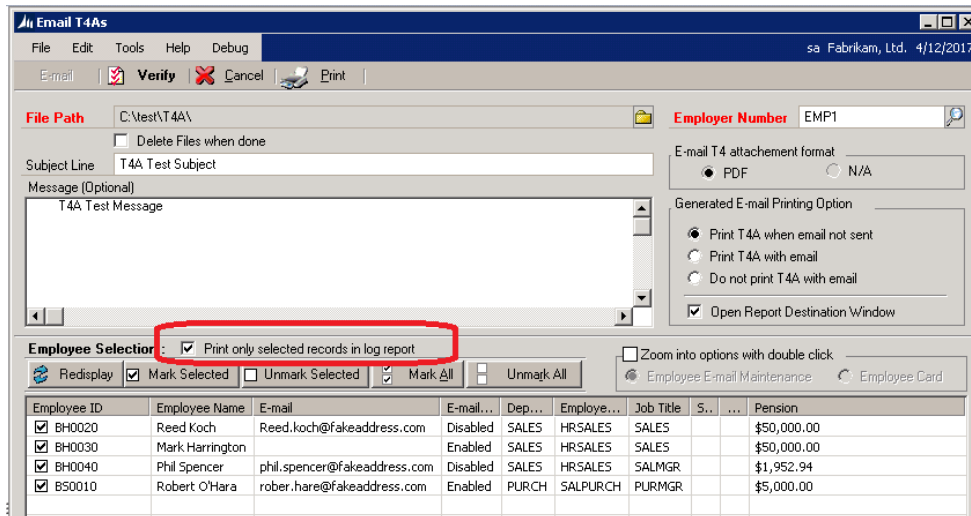
6. Improvement added when attempting to close the email window.

Should user accidentally attempt to close the email window while the process is running to send emails they will be stopped from closing the window and receive a validation warning message advising them that a process is running. Once they select Ok on the warning message the process will continue.



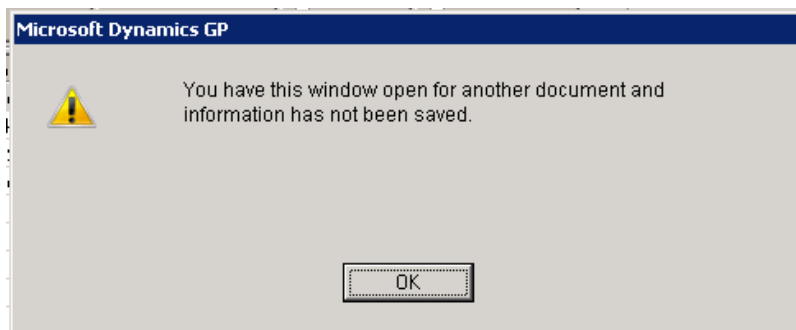
7. Improved Verification and email reporting option.

Users will now have the option to print only selected records in the log reports. With this turned on only selected employees will appear in the verification and email logs.



| Employee ID | Employee Name | E-mail | E-mail... | Dep... | Employee... | Job Title | S... | Pension |
|--|-----------------|---------------------------------|-----------|--------|-------------|-----------|------|-------------|
| <input checked="" type="checkbox"/> BH0020 | Reed Koch | Reed.koch@fakeaddress.com | Disabled | SALES | HRSALES | SALES | | \$50,000.00 |
| <input checked="" type="checkbox"/> BH0030 | Mark Harrington | mark.harrington@fakeaddress.com | Enabled | SALES | HRSALES | SALES | | \$50,000.00 |
| <input checked="" type="checkbox"/> BH0040 | Phil Spencer | phil.spencer@fakeaddress.com | Disabled | SALES | HRSALES | SALMGR | | \$1,952.94 |
| <input checked="" type="checkbox"/> BS0010 | Robert O'Hara | rober.hare@fakeaddress.com | Enabled | PURCH | SALPURCH | PURMGR | | \$5,000.00 |

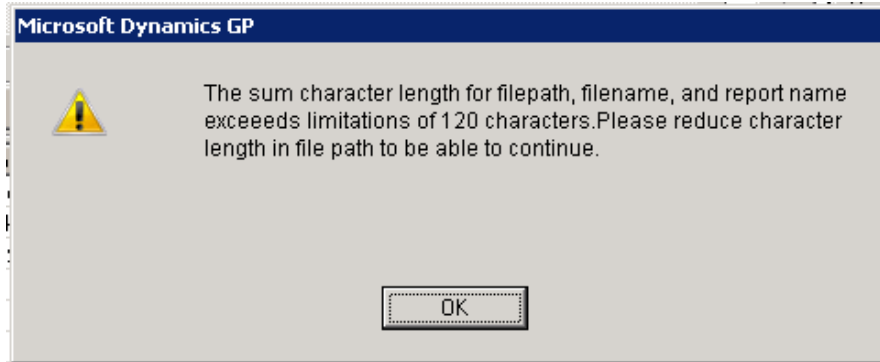
8. **New Validation when zooming into employee card from email window.**
Should a user already have the employee card window open and attempt to zoom into an employee card from the email window they will now receive a notification informing them that they currently have the window open. Previously this was a GP error message.



Build 12.108 – Re-release Sept 08, 2015

Enhancements

- 1. Enhancement for Email paystub and T4 Character Limit Validation**
Improved Validation message received to include Employee ID. Sum character limit includes Employee ID for 120 Character limit.

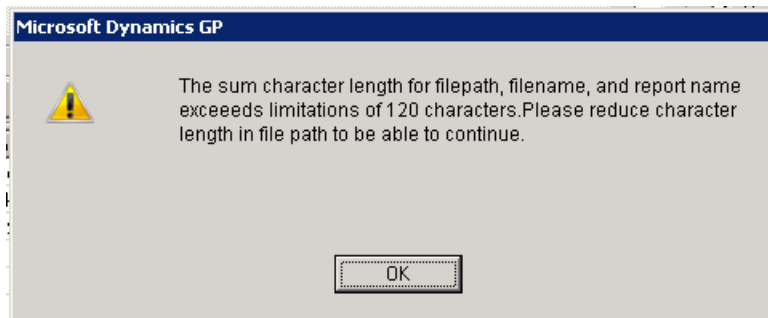


Build 12.108 – Aug 31, 2015

Enhancements

1. Enhancement for Email paystub and T4 for Character Limit Validation

Currently when creating the reports to be emailed there is a character limit for the entire command path which includes the file name being generated, report destination, Employee master id, and report name. The limit for these variables is 120 characters. These are the values in control by the user a validation for the total character length was created to identify when they exceeded this limit. A recommendation to decrease the characters in the file path is recommended.



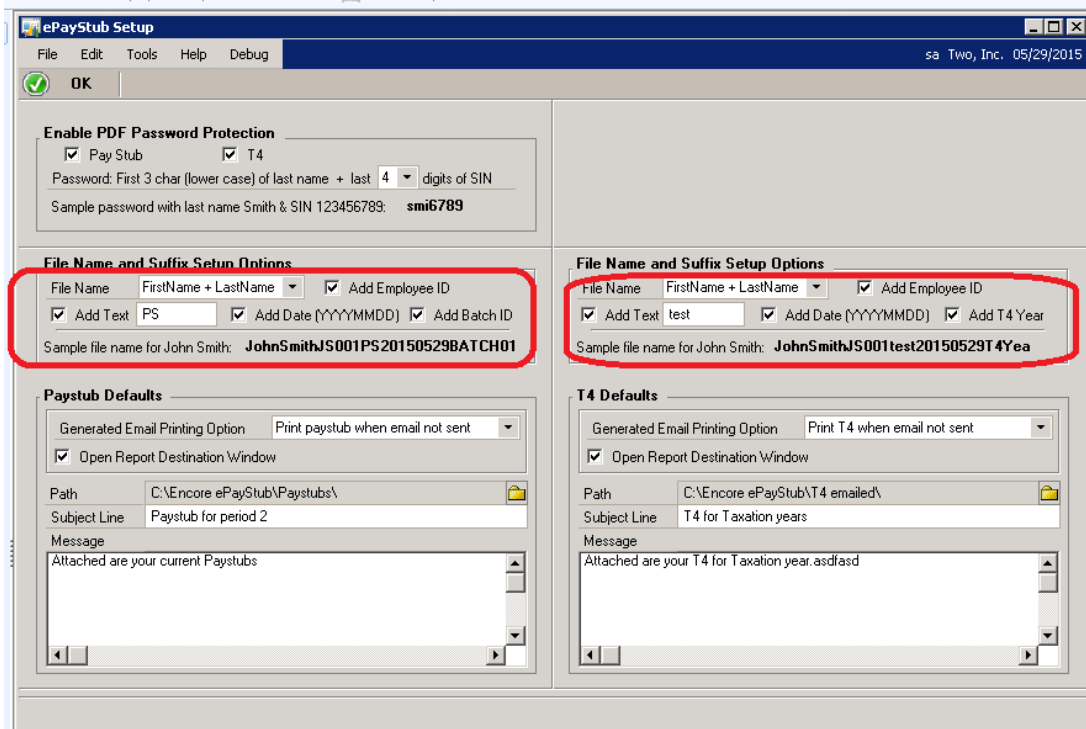
Build 12.107 – May 27, 2015

Enhancements

1. Enhancement Improved Setup options for File names

Users can now customize the File name for the reports Generated for both the Paystub and T4. They have the following options each:

- They can alternate between FirstName + LastName to LastName + FirstName
- Add a Text Field
- Add Date which uses the system date for GP
- Paystub only can add the BatchID to the file name for the batch created.
- T4 only Can add the T4 year to the filename



ePayStub Setup

File Edit Tools Help Debug sa Two, Inc. 05/29/2015

Enable PDF Password Protection

☒ Pay Stub ☒ T4

Password: First 3 char (lower case) of last name + last 4 digits of SIN

Sample password with last name Smith & SIN 123456789: **smi6789**

File Name and Suffix Setup Options

File Name: ☒ Add Employee ID


☒ Add Text: ☒ Add Date (YYYYMMDD) ☒ Add Batch ID

Sample file name for John Smith: **JohnSmithJS001PS20150529BATCH01**

Paystub Defaults

Generated Email Printing Option:

☒ Open Report Destination Window

Path: 

Subject Line:

Message:

File Name and Suffix Setup Options

File Name: ☒ Add Employee ID


☒ Add Text: ☒ Add Date (YYYYMMDD) ☒ Add T4 Year

Sample file name for John Smith: **JohnSmithJS001test20150529T4Yea**

T4 Defaults

Generated Email Printing Option:

☒ Open Report Destination Window

Path: 

Subject Line:

Message:

2. Improved Table creation listing.

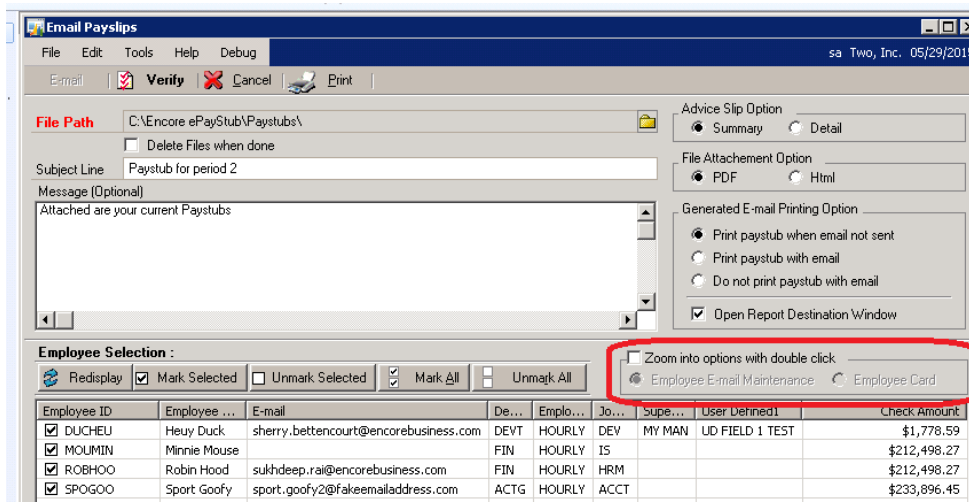
The Table Creation Window will now list the Company DB in sort order by Company Name. Table Conversion process also improved to ensure table instead of view created for tables in back end. This will resolve any potential issues with table or view missing that had occurred.

3. Enhanced T4 email window for Pick list and print options and improved Setup window for default print settings.

Users will now have the ability to Print T4 from the email T4 window. They also have setup option to automatically Print T4 when email was not sent or automatically Print T4 entirely. Once in the Email T4 window users will see the Print options when emailing. When printing the reports, the user has the option to open the report destination window which will allow the user to print to printer, file, and screen. However, if de-selected the print will print to the printer.

Users will also have access to the pick list window which will allow the user to select and deselect employees to be printed or emailed. They will also have the ability to zoom into the Employee email maintenance or employee card by selecting the zoom into option and then double-clicking on employee record in the pick list.

By selecting Zoom into option user can then zoom either into the email maintenance or employee card for the selected employee when double-clicking on the employee id.

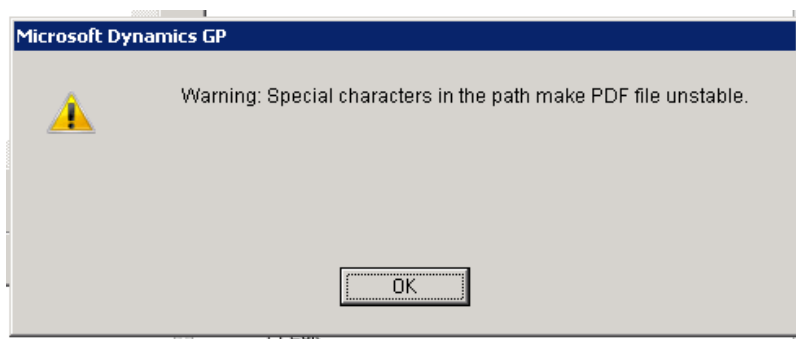


Build 12.106 – April 28, 2015

Enhancements

1. Enhancement Folder Path for T4 and Paystubs

Should user be using PDF format for both T4 and Paystubs they will receive a warning message which will prevent them from continuing should their folder path contain the following special characters: , and ' Issue was discovered with PDF writer being unable to save to folder paths containing these special characters. As such validation added to prevent these characters from being set in the path.



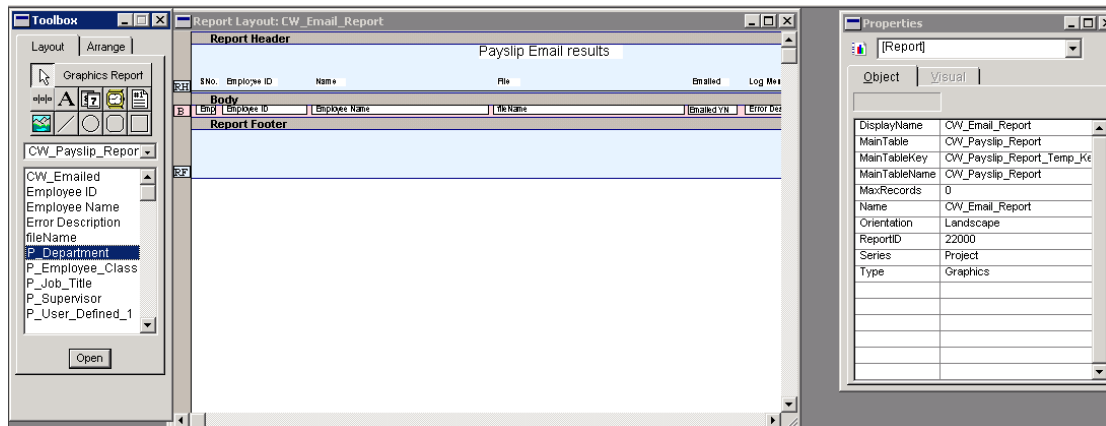
2. Enhancement for Paystub and T4 Verify and email reports.

The out of the box report will now include a count based on the employee id

| Verify Emails Report | | | |
|----------------------|-------------|---------------|-----------------------------------|
| SNo. | Employee ID | Name | Email Address |
| 1 | DUCHEU | Duck, Heuy | |
| 2 | MOUMIN | Mouse, Minnie | minnie.mouse@fakeemailaddress.com |
| 3 | ROBHOO | Hood, Robin | robin.hood@fakeemailaddress.com |
| 4 | SPOGOO | Goofy, Sport | sport.goofy@fakeemailaddress.com |

Also note that the table that the report is created from has been updated as well so the users can customize the reports for the following fields:

- Department
- Employee Class
- Job Title
- Supervisor
- User Defined 1



Payroll Employee Setup - Canada sa Two, Inc. 04/15/2015

File Edit Tools Additional Help Debug

Save Clear Delete

Employee ID DUCHEU Class ID HOURLY Inactive

Last Name Duck Address 123 352St.
 First Heuy
 Middle Scott City Edmonton
 Social Insurance Number 111 111 118 Province AB Postal Code T6N 2M7
 Country Canada
 Phone (780)471-8272 Ext. 8372
 Full Time Regular Contractor
 Department DEVT Start Date 01/04/2001 Birth Date 11/22/1989
 Position DEV Gender Male Ethnic Origin Asian
 Taxable Province NT
 Default WCB Code
 Employer Number ER1
 Payment Method Cash
 Cash Account From Chequebook Employee
 Account 000 -0000 -03
 Description Cash Account
 test1 UD FIELD 1 TEST Date Inactivated 00/00/0000
 test2 Reason
 TD1 Values Vac/Sick Control Calculated Vacation Pay T4 T4A
 Distribution Paycodes Deposit Miscellaneous Banked R1 Project
 by Employee ID

Payroll Employee Control - Canada sa Two, Inc. 04/15/2015

File Edit Tools Additional Help Debug

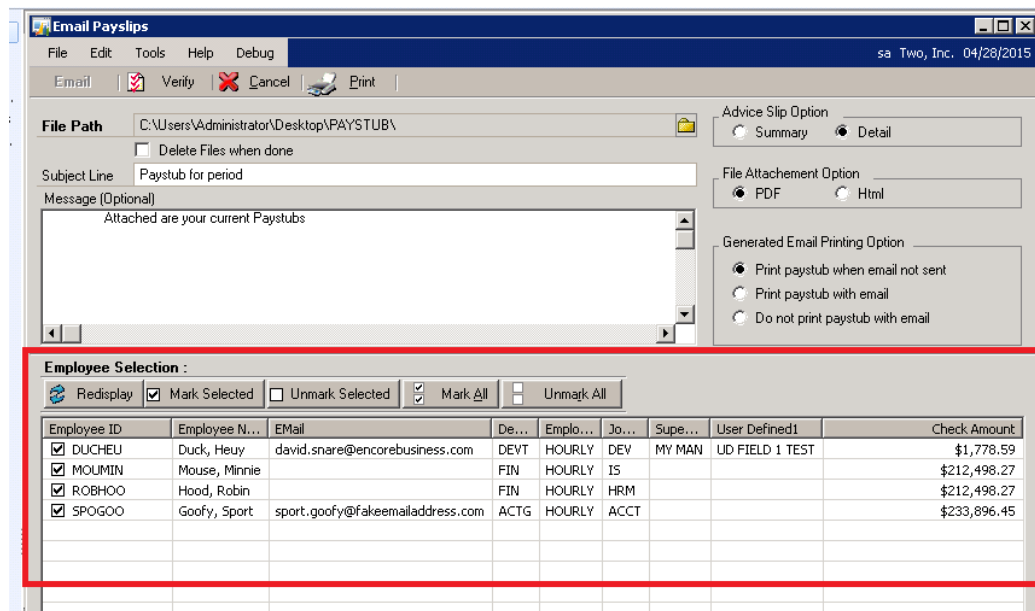
Employee ID DUCHEU
 Name Duck, Heuy S.

Allow Banked Overtime No Regular Pay Hours Per Day 8.00
 Pay Banked Overtime Automatically No Overtime Pay Hours Per Day 0.00
 Allow Banked Overtime GL Accrual No Regular Pay Hours Per Week 40.00
 Allow Employee Overtime Generation Yes Overtime Pay Hours Per Week 0.00
 Allow Banked Stat Pay Yes Accrue Workers' Comp No
 Allow Banked Stat Pay GL Accrual No
 Allow Employee Stat Pay Generation No
 Stat Holiday Pay Paycode
 Allow Employee Arrears No
 Allow Delayed Deductions No
 Due From Employee Account
 Default Job Code
 Default Phase Code
 Union Code UNIONA
 Manager ID MY MAN
 Other Options
 OK

Please note that if any of these reports were customized prior to upgrade then the customizations would not be pulled into this new report. They may also need to rebuild the customizations as the custom report dictionary may no longer be valid.

3. Enhancement Selection option for Email Payslips.

Users will now have a selection window that they can limit which employees will be emailed. As a default all employees in batch are selected when accessing email payslips window. However, users can deselect and select individual employees by double-clicking on their name in the list. They can also use the CTRL and SHIFT keys to highlight which employees to select and use the Mark Selected or Unmark selected buttons to select and deselect the highlighted employees. With this option only Employees that are checked will be emailed. Users can sort the employees listed using any of the header columns by clicking on the header column.



Employee Selection :

☒ Mark Selected
 ☐ Unmark Selected
 ☒ Mark All
 ☐ Unmark All

| Employee ID | Employee N... | Email | De... | Empl... | Jo... | Sup... | User Defined1 | Check Amount |
|--|---------------|----------------------------------|-------|---------|-------|--------|-----------------|--------------|
| <input checked="" type="checkbox"/> DUCHEU | Duck, Heuy | david.snare@encorebusiness.com | DEVT | HOURLY | DEV | MY MAN | UD FIELD 1 TEST | \$1,778.59 |
| <input checked="" type="checkbox"/> MOUMIN | Mouse, Minnie | | FIN | HOURLY | IS | | | \$212,498.27 |
| <input checked="" type="checkbox"/> ROBHO | Hood, Robin | | FIN | HOURLY | HRM | | | \$212,498.27 |
| <input checked="" type="checkbox"/> SPOGOO | Goofy, Sport | sport.goofy@fakeemailaddress.com | ACTG | HOURLY | ACCT | | | \$233,896.45 |

4. Enhancement Email Printing options for Email Paystubs.

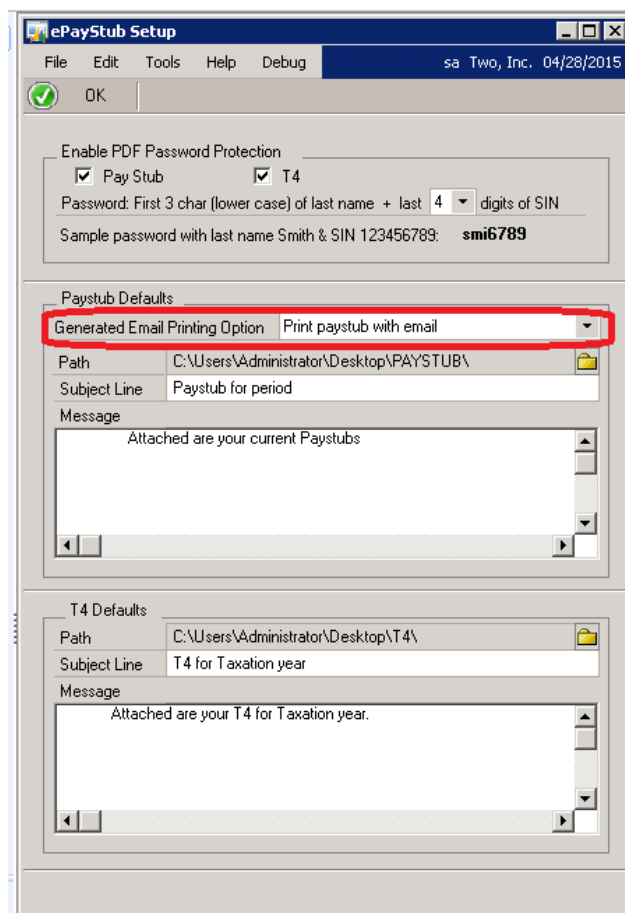
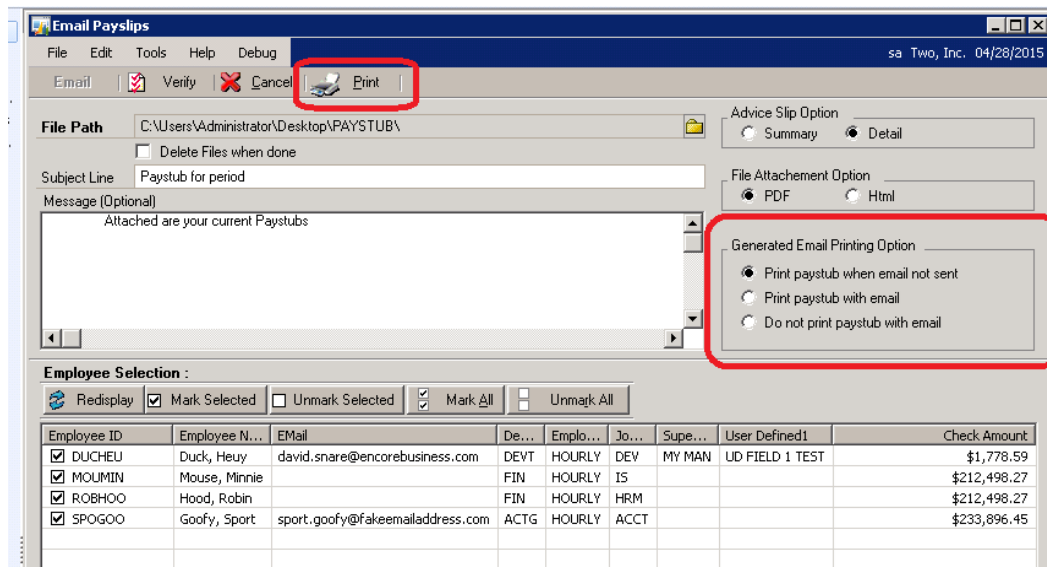
Additional print options added to Email Payslips window and ePayStub Setup. The email Payslips window now has Printing options when generating the email. They are as follows

Print paystub when email not sent

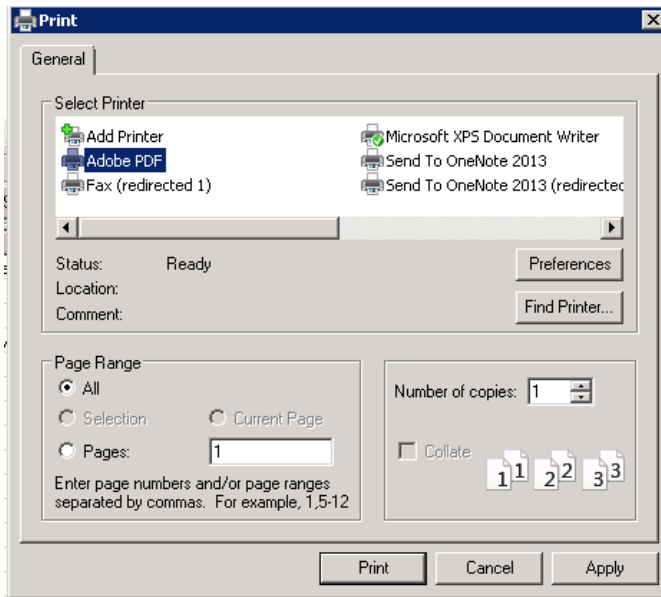
Print paystub with email

Do not print paystub with email.

This option defaults based on the same options in the ePayStub Setup window. With these options the user can print the paystubs when emailing or when the email fails. There is also an additional Print Button in the header of this window which will allow the user to print the paystubs for the selected employees flagged in the employee selection section.



When a Paystub is being printed it will open the print window where the user would select their Printer.



When emailing the Paystubs, the Email results report will update accordingly showing which employee had their paystub printed if any were printed as opposed to being emailed.

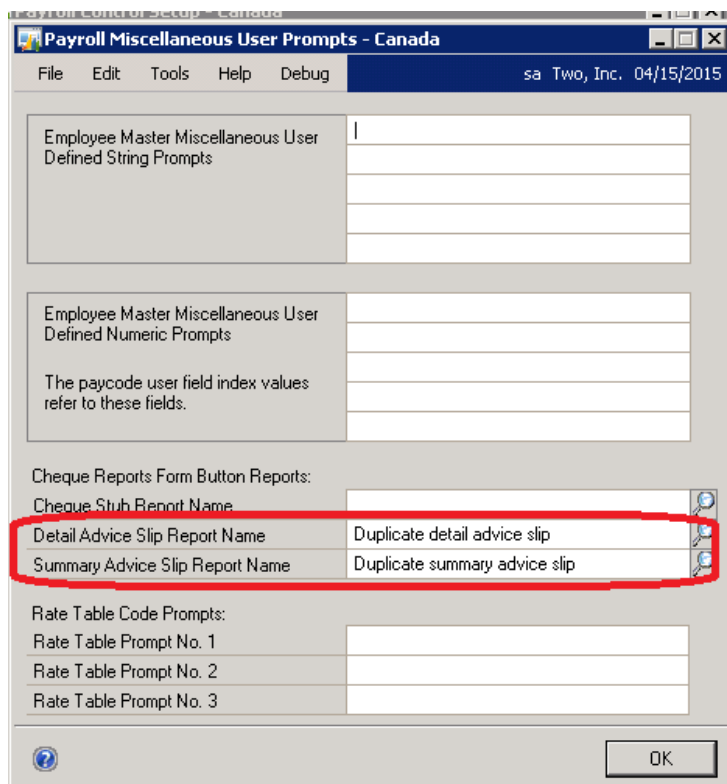
Payslip Email results

| SNo. | Employee ID | Name | File | Emailed | Log Message |
|------|-------------|--------------|---|---------|-------------|
| 1 | DUCHEU | Heuy Duck | C:\Users\Administrator\Desktop\PAYSTUB\Heuy Duck | Yes | Successful |
| 2 | MOUMIN | Minnie Mouse | C:\Users\Administrator\Desktop\PAYSTUB\Minnie Mouse | No | Printed. |
| 3 | ROBHOO | Robin Hood | C:\Users\Administrator\Desktop\PAYSTUB\Robin Hood | No | Printed. |
| 4 | SPOGOO | Sport Goofy | C:\Users\Administrator\Desktop\PAYSTUB\Sport Goofy | Yes | Successful |

Resolved Issues

1. Resolved issues duplicate reports for paystubs.

Users can now use custom duplicate reports created for their advice slips and have them mapped accordingly in the Payroll Miscellaneous User Prompts. Reports will now be created using these custom reports and emailed to employee email addresses accordingly.



| Cheque Reports Form Button Reports: | |
|-------------------------------------|-------------------------------|
| Cheque Stub Report Name | |
| Detail Advice Slip Report Name | Duplicate detail advice slip |
| Summary Advice Slip Report Name | Duplicate summary advice slip |

2. Resolved issues with Table Conversion for initial install.

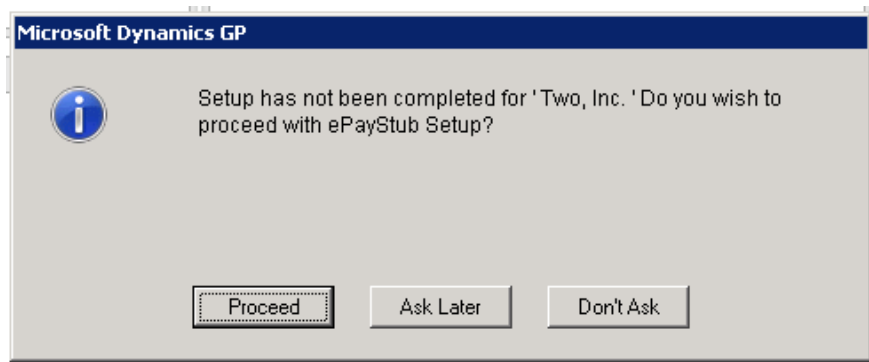
Issue that occurred indicating table not created when initially running table conversion was resolved.

Build 12.105 – Mar 24, 2015

Enhancements

1. Enhancement Password protection on PDF and setup window

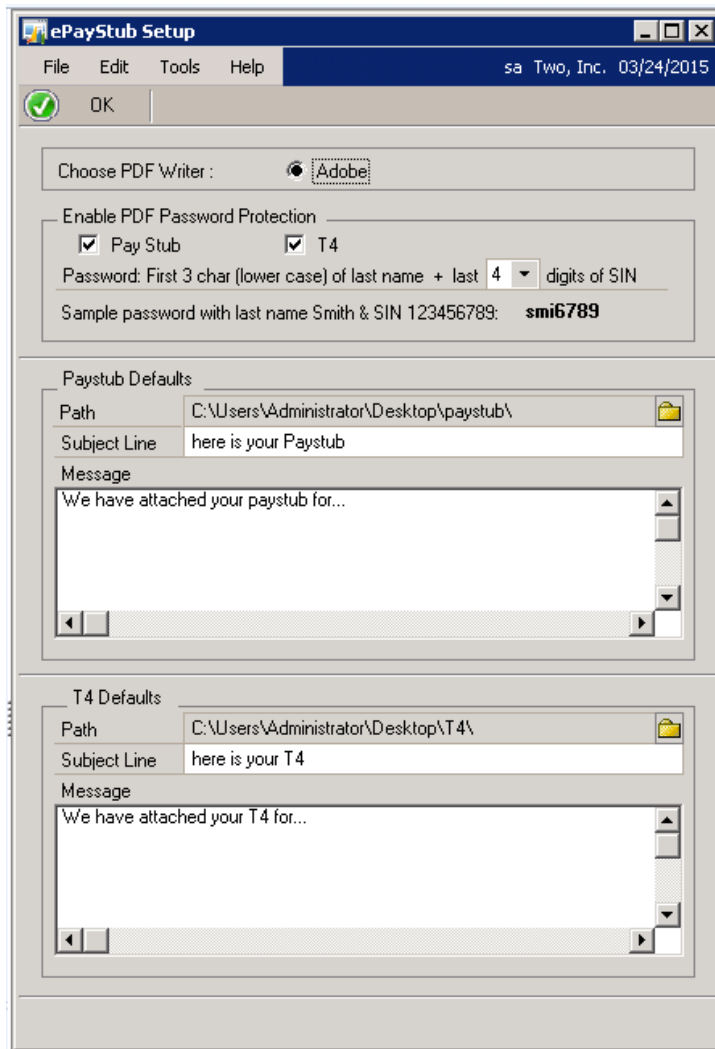
Users will now have the ability to have password protection enabled for PDF documents emailed for paystub and T4 emails. Users will receive notification if setup has not been completed once they have completed table creation for the company. Should the user select Proceed they will be taken to the ePayStub Setup window. Should they select Ask Later it will close the Table Creation window and they will be asked later when running Table creation again. Should the user select Don't Ask the Create tables window will be closed and they will not be asked again.



Users can also access the ePayStub Setup window by going to Microsoft Dynamics GP > Tools > Setup > ePayStub for CPR > Main Setup

From this window the user can:

- select which report email option they wish to have password protection for (Pay Stub and / or T4)
- Set the password strength which will be the first 3 characters of the employee's last name and the set last number of digits of their SIN.
- Setup Defaults for both Paystub and T4 emails. These defaults are to set default path, subject line and message so they will automatically be set when accessing the Email Payslips and Email T4s windows.



Build 12.104 – Feb 10, 2015

Enhancements

1. Enhancement T4 Package

T4 Custom report updated so it will now be able to display the maximum character limit for the Employees first and last names.

Resolved Issues

1. Resolved issues with Validation failing during Table conversion.

2. Resolved problem with T4 emailing to all employees.

T4 email will now filter based on the Employer selected and this filter will display in the verify report as well. With this update only employees associated to the employer id selected will be eligible to have T4 emailed.

3. Fixed Issue with Paystub errors when emailing paystubs.

Error received when using set Detail and Summary Advice slip reports set in the Control Setup will no longer occur. Note this will be fixed for existing report names from GP.

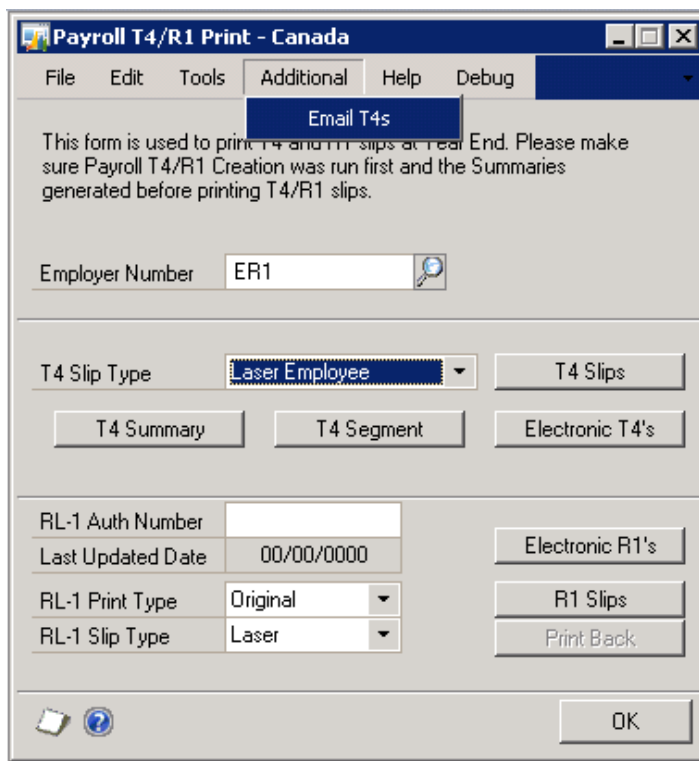
Build 12.103 - Jan 26, 2015

Enhancements

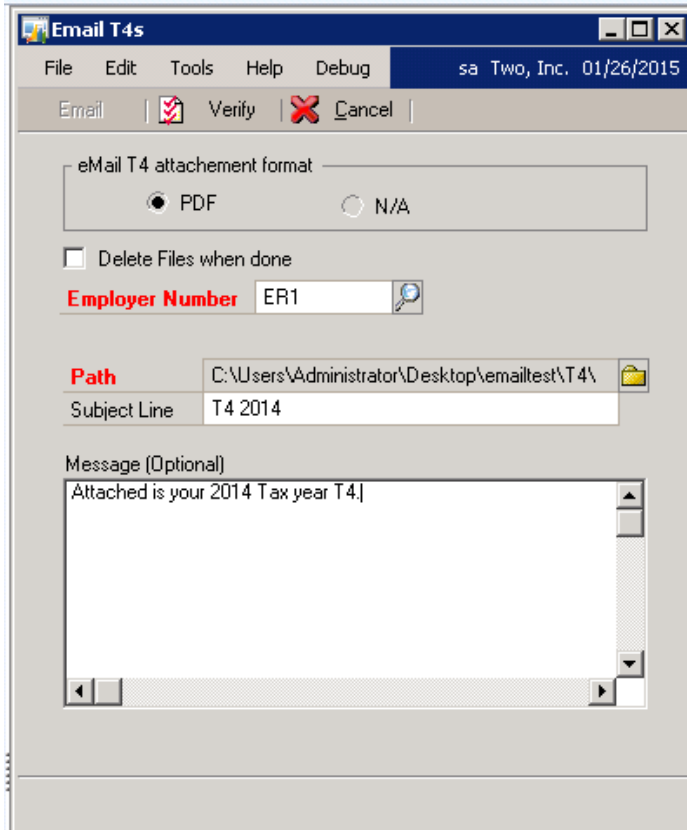
1. Enhancement option added to email out T4's

Users will now have the ability to E-mail out T4's with PDF version to employees. Note that this will require that the user import T4 package report and set appropriate user security for report. Download of this package is available on our download site [here](#). (discontinued) The download package includes a readme file containing instructions on how to import package and set user security. Instructions also include information on updating PDF writer to be able to generate documents.

Menu option to Email T4's located in the Payroll T4/R1 Print – Canada Report. By selecting Additional > Email T4s



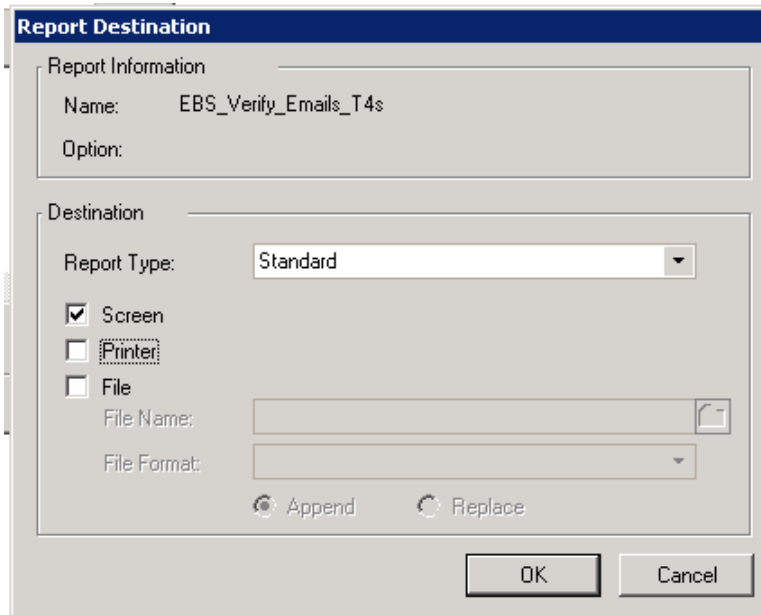
This will open the Email T4 window where the user would select Employer Number, Set the Path to generate files to. Optional settings are to delete files when done, Subject Line, and Message.



The **Email T4s** dialog box is shown with the following settings:

- File** menu is open, showing **Verify** (checked), **Cancel**, and **Debug**.
- eMail T4 attachment format**: ☒ PDF, ☐ N/A
- ☐ Delete Files when done
- Employer Number**: ER1
- Path**: C:\Users\Administrator\Desktop\emailtest\T4\
- Subject Line**: T4 2014
- Message (Optional)**: Attached is your 2014 Tax year T4.

Once required settings are set user would select Verify option to verify the emails to be sent. This will generate the verify email report.



The **Report Destination** dialog box is shown with the following settings:

- Report Information**:
 - Name**: EBS_Verify_Emails_T4s
 - Option**: (empty)
- Destination**:
 - Report Type**: Standard
 - ☒ Screen
 - ☐ Printer
 - ☐ File
 - File Name**: (empty)
 - File Format**: (empty)
- Append** and **Replace** radio buttons are both unselected.
- OK** and **Cancel** buttons are at the bottom.

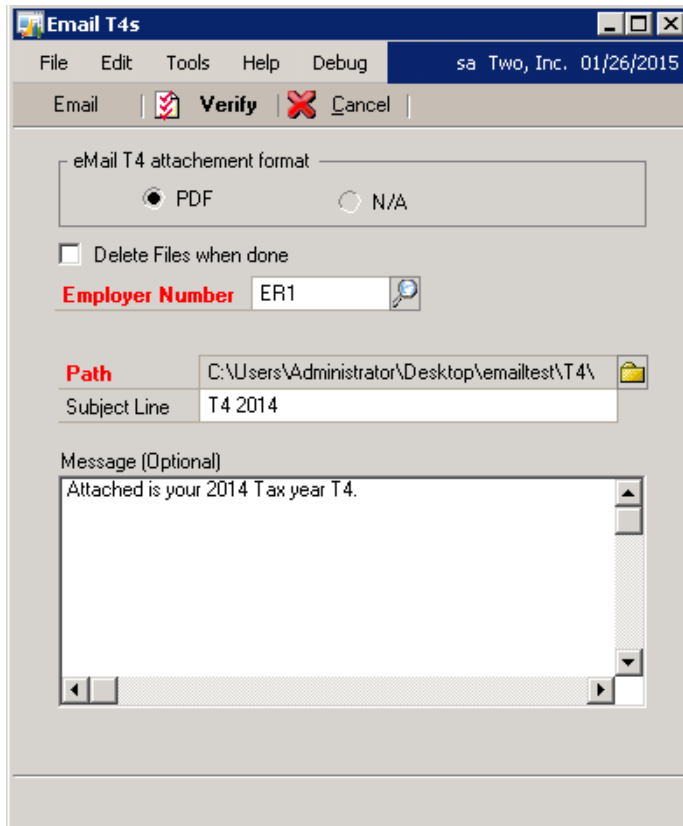
T4's will be generated for all employees but only employees with email address set will have the ability to receive T4's via email.

Verify T4 Emails Report

Page 1
Date 01/26/2015

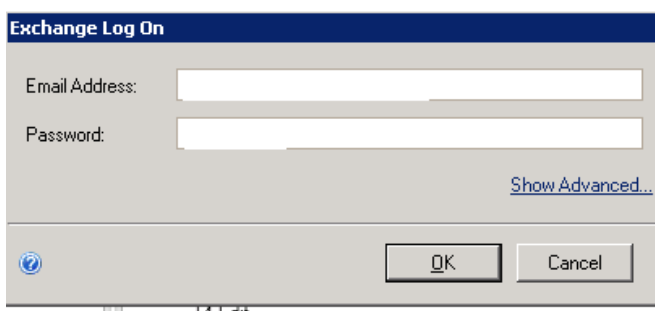
| Employee ID | Name | Email Address | Amount |
|-------------|---------------------|---------------------------------|----------------|
| DUCDEW | Dewy Terry Duck | sukhdeep.rai@encorebusiness.com | \$2,455.20 |
| DUCHEU | Heuy Scott Duck | DAVID.SNARE@ENCOREBUSINESS.COM | \$2,112.00 |
| ELEDUM | Dumbo Hugh Elephant | | \$1,752,080.00 |

Once Verify is completed the email option will become available in the Email T4 window.



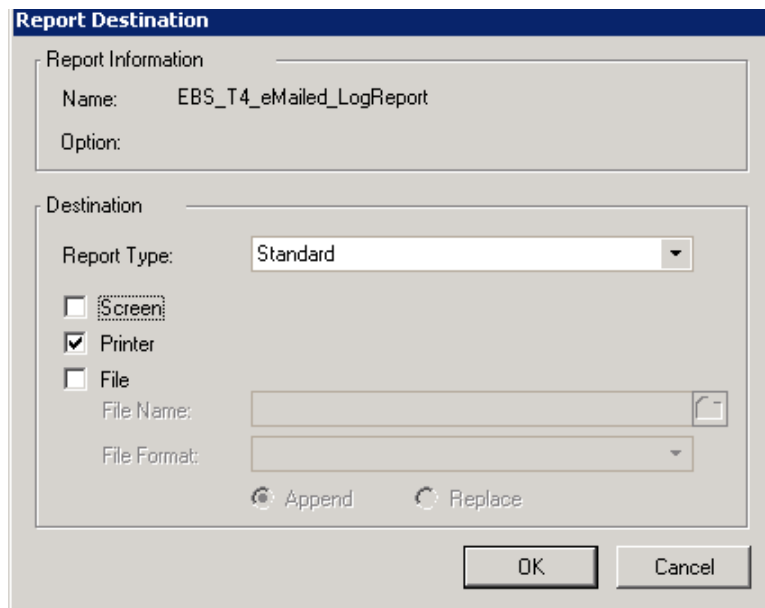
The screenshot shows the 'Email T4s' window with the 'Verify' button highlighted. The window title is 'Email T4s'. The menu bar includes File, Edit, Tools, Help, and Debug. The status bar shows 'sa Two, Inc. 01/26/2015'. The 'Email' tab is selected, and the 'Verify' button is active. Below the tab, there is a section for 'eMail T4 attachment format' with radio buttons for 'PDF' (selected) and 'N/A'. A checkbox for 'Delete Files when done' is present. The 'Employer Number' field contains 'ER1'. The 'Path' field shows 'C:\Users\Administrator\Desktop\emailtest\T4\'. The 'Subject Line' field contains 'T4 2014'. The 'Message (Optional)' text area contains 'Attached is your 2014 Tax year T4.'.

Once selected user may be asked to log into exchange server if not already logged in.



The screenshot shows the 'Exchange Log On' dialog box. It has two input fields: 'Email Address:' and 'Password:'. Below the password field is a link that says 'Show Advanced...'. At the bottom, there are 'OK' and 'Cancel' buttons.

Once email is sent the user will receive the T4 emailed report.



Report Destination

Report Information

Name: EBS_T4_eMailed_LogReport

Option:

Destination

Report Type: Standard

☐ Screen

☒ Printer

☐ File

File Name:

File Format:

☒ Append ☐ Replace

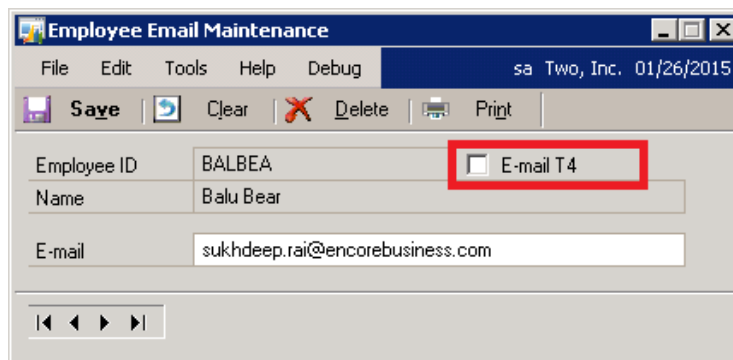
OK Cancel

This report will detail the location where the T4 PDF is saved based on the path set as well if email was successful and the reason why it was not if email failed. Note such failures will include emailing t4 not enabled and no email address on record.

| T4 eMail Log | | | | | 01/26/2015 2:54:42 PM |
|--------------|---------------------|---|---------|-----------------------------|--------------------------|
| Employee ID | Name | File | Emailed | Log Message | |
| DUCDEW | Dewy Terry Duck | C:\Users\Administrator\Desktop\emailtest\T4\Dewy DuckT4_00.PDF | No | eMailing T4 is not enabled. | |
| DUCHEU | Heuy Scott Duck | C:\Users\Administrator\Desktop\emailtest\T4\Heuy DuckT4_00.PDF | Yes | Successful | |
| ELEDUM | Dumbo Hugh Elephant | C:\Users\Administrator\Desktop\emailtest\T4\Dumbo ElephantT4_00.PDF | No | No email address on record. | |

2. Enhancement Selection option for E-mail T4

Employee Email Maintenance card updated for E-mail T4 selection. This is to ensure accordance with Revenue Canada rules regarding e-mailing T4's. T4's can only be emailed once signed approval received from employee. As such this selection option was created to ensure that no T4 is emailed without consent received. Only employees with this option checked can have T4's emailed.



Employee Email Maintenance

File Edit Tools Help Debug sa Two, Inc. 01/26/2015

Save Clear Delete Print

Employee ID: BALBEA ☒ E-mail T4

Name: Balu Bear

E-mail: sukhdeep.rao@encorebusiness.com

Navigation buttons: |< < > >|

3. Enhancement Improved options for email paystub & T4's

This enhancement was to allow only once to click on email button when emailing T4's and Paystubs. Once email has been selected the email button will grey out. Should the user need to re-email they will need to verify again.

Build 12.102 – Jan 06, 2015

Resolved Issues

1. Relabeled Maintenance Menu.

Re-label CPR Paystub eMailer menu under Maintenance to be ePaystub for consistency.

2. Resolved View issue

Issue noted with paystub verify email report. Report initially created with table and needed to be View. New installation will create with view however if previous build installed user will need to run the following SQL in their Company DB to correct the issue.

```
if exists (select * from dbo.sysobjects where name = 'CWP30110' and xtype = 'U')
    drop table CWP30110
GO
```

```
CREATE VIEW [dbo].[CWP30110]
AS
SELECT  dbo.CPY30110.PEmployeeID AS EMPLOYID,
        dbo.CPY30110.PEmployeeName AS EMPLNAME,
        ISNULL(dbo.CWP10100.EMail, '') AS EMail,
        dbo.CPY30110.PChequeAmount AS CHEKAMNT,
        dbo.CPY30110.DEX_ROW_ID
FROM    dbo.CPY30110 LEFT OUTER JOIN dbo.CWP10100
ON      dbo.CPY30110.PEmployeeID = dbo.CWP10100.EMPLOYID

GO
```

Build 12.101 – Nov 06, 2014

Enhancements

1. ePayStub build created for GP2013

Additional Product Support Resources

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

Request registration keys: regkeys@encorebusiness.com

Visit our ePayStub 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

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)