

ePayStub 2013 Build Notes

ENCORE BUSINESS SOLUTIONS

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Microsoft Partner Gold Enterprise Resource Planning Gold Application Development Silver Customer Relationship Management Silver Cloud Platform



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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.



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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.

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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.

<u>Build 12.111 – Jan 11, 2016</u>

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.



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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

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Create/Update Tables		
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Database	TWO	
	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.



File Edit Tools Help		sa Fabrikam, Ltd. 4/12/3
Find by Task ID		
	(ID	4
Task ID	Name	Category
ENCORE EPS PAYSTUB	ePayStub Email Payslips	Project
ENCORE EPS R1	ePayStub Email R1	Project
ENCORE EPS SETUP	ePayStub Setup	Project
ENCORE EPS T4	ePayStub Email T4	Project
ENCORE EPS T4A	ePayStub Email T4A	Project
ENCORE EPS TABLE UTILITY	ePayStub Table Utility	Project
ENCORE PMU	PayCode Mass Update	Payroll
ENCORE PMU SETUP	PayCode Mass Update Setup	Payroll
ENCORE PMU TBL CONVERSION	PayCode Mass Update Table Conversion	Payroll
ENCORE PT ADJUST PT DIST	Project Tracking Adjust & Add PT Distributions	Other
ENCORE PT BUDGET IMPORTER	Project Tracking Budget Importer	Other
ENCORE PT ENTRY	Project Tracking Distribution Entry	Other

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

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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.



ជា Email T4s	
File Edit Tools Help	sa Fabrikam, Ltd. 4/12/2017
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	om into options with double click
Employee ID Employee Name E-mail E-mail Dep Employe	Job Title S., Income

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.

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	MS0010	Joe Howard							• • •	37.50
	MS0020	Julia Moseley								39.80
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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.

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File Edit Tools Help Debug sa Fabri	kam, Ltd. 4/12/2017
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Enable PDF Password Protection Pay Stub T 4 T 4 R1 Password: First 3 char (lower case) of last name + last 3 • d Sample password with last name Smith & SIN 123456789: smithered	igits of SIN
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File Name FirstName + LastName - 🔽 Add	Employee ID
Add Text ZZ Add Date (\\\\\MDD)	Add T4A Year
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Defaults	
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Open Report Destination Window	
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Message	
T4A Test Message	×

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.



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Name	Robert O'Hara		🔽 E-mail T4
E-mail	rober.hare@fakeaddress.com		 ✓ E-mail T4A ✓ E-mail R1

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.

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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 <u>here</u>. Note that any new user will automatically receive this report with their registration keys for the product.



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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.

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

Should user accidently 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.

n Microsoft Dyn	namics GP
Â	Processes are currently being run that cannot be deleted, these processes must be run to completion before you exit, close aborted.

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.



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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.

Microsoft Dyn	amics GP
<u> </u>	You have this window open for another document and information has not been saved.
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Build 12.108 – Re-release Sept 08, 2015

Enhancements

 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

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.

00000	Microsoft Dyna	mics GP
	Â	The sum character length for filepath, filename, and report name exceeeds limitations of 120 characters.Please reduce character length in file path to be able to continue.

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





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.



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4. Improved Email Paystub option to zoom into employee email maintenance or Employee Card.



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.

Email Payslips								
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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.

Microsoft Dynamics GP	
Warning: Special characters in the path make PDF file unstable.	
•	
OK]	

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



		Ve	rify Emails Report
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1 2	MOUMIN	Mouse, Minnie	minnie.mouse@fakeemailaddress.com
1 2 3			minnie.mouse@fakeemailaddress.com robin.hood@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





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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.

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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.



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Attached are your T4 for Taxation year.									

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



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C Pages: 1 Enter page numbers and/or page ranges separated by commas. For example, 1,5-1	2 Collate

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 Du	Yes	Successful
2	MOUMIN	Minnie Mouse	C:\Users\Administrator\Desktop\PAYSTUBWinnie M	No	Printed.
3	ROBHOO	Robin Hood	C:\Users\Administrator\Desktop\PAYSTUB\Robin Ho	No	Printed.
4	SPOGOO	Sport Goofy	C:\Users\Administrator\Desktop\PAYSTUB\Sport Go	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.



Rayroll Miscellaneous User Prompts - Canada						
File Edit Tools Help Debug	sa Two, Inc. 04/15/2015					
Employee Master Miscellaneous User Defined String Prompts						
Employee Master Miscellaneous User Defined Numeric Prompts The paycode user field index values refer to these fields.						
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Cheque Stub Benort Name	2					
Detail Advice Slip Report Name	Duplicate detail advice slip 🔑					
Summary Advice Slip Report Name	Duplicate summary advice slip					
Rate Table Code Prompts: Rate Table Prompt No. 1 Rate Table Prompt No. 2 Rate Table Prompt No. 3						
0	ОК					

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 Laster 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.



Microsoft Dy	namics GP
Ì	Setup has not been completed for 'Two, Inc. 'Do you wish to proceed with ePayStub Setup?
	Proceed Ask Later Don't Ask

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.



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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

🐺 Payroll T4/R1 Print - Canada 📃 🗖 🗙							
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Email T4s This form is used to prin t ream and the sum and the sum area sure Payroll T4/R1 Creation was run first and the Summaries generated before printing T4/R1 slips.							
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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.



🐺 Email T4s			_ 🗆 🗙
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Path	C:\Users\Administrato	r\Desktop\emailtest\T4\	
Subject Line	T4 2014		
Message (Option	nal)		
Attached is your	r 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.

R	eport Destination			
		√erify_Emails_T4s		
	Option:			
	Destination ——			
	Report Type:	Standard		-
	Screen			
	File File Name:			<u>[-</u>
	File Format:			*
		Append	C Replace	
			ОК	Cancel

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.



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

Exchange Log On	1	
Email Address:		
Password:		
		Show Advanced
0		<u>D</u> K Cancel

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		-		
C Screen					
Printer					
File					
File Name:					
File Format:			-		
	Append	C 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.

			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 Too	ols Help Debug	sa Two, Inc. 01/26/2015		
🔚 Save 🖻 Clear 💢 Delete 🖷 Pri <u>n</u> t				
Employee ID	BALBEA	🔲 E-mail T4		
Name	Balu Bear			
E-mail	sukhdeep.rai@encorebusiness.com			

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 <u>here</u> on our website to access:

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

Product Support:

Email: <u>Support@encorebusiness.com</u> Phone: 1.888.898.4330 Online submission form: <u>http://www.encorebusiness.com/support/encore-apps/</u>

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)