

ePayStub 2015 Build Notes

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Build 14.117 – Feb 25, 2019

Resolved Issues

 Resolved issues with Taxable Province of QC failing to generate T4 files. Issue observed when attempting to generate proper T4 files from taxable province of QC. These files were blank in the PDF file that was generated. This issue is now resolved.

Build 14.116 – Feb 11, 2019

Enhancements

1. Improved File naming to ignore special Character.

When emailing or Generating the files for each employee should the text in ePayStub setup or for payroll if the batch id contains special characters then these special characters and you are including either in the filename in ePayStub Setup; then these characters will be ignored and not included in the filename. Such characters are / | : ? * * < >

2. Improved paystub email with option to include Batch ID and / or Employee ID in subject line.

Update added to give the user the ability to include the Batch ID and / or Employee ID in the subject line of the email sent to the employee. This can be adjusted in the ePayStub setup window to be defaulted as selected when you access the Email Payslips window. You can also adjust these options as well in the Email Payslips window. When selected the Batch ID and / or Employee ID will be a prefix in the Subject line of the email sent.

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3. Improved default security task ENCORE EPS SETUP to have access to Import Status report.

Default security task updated so that it will now include the new Import status report that gets printed when using the ePayStub Email importer utility.

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4. Improved ePayStub to be compatible for multiple Taxable Provinces when emailing T4 reports.

With this update a new view will be visible in the Email T4 window for Taxable Province. Should the employee have multiple T4's across multiple taxable provinces then they will appear in the Scrolling window for each Taxable Province. When you email out the T4 statements they will receive a separate email for each Taxable Province. With this update the filename will now include the 2-character taxable province as a suffix in the filename.



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Resolved Issues

1. Resolved issues with progress bar not clearing when validation received in email window.

Issue observed when users received validation message indicating max character validation received that the progress Bar at the bottom of the email window would not clear. This resulted in possible confusion that the window appears to be still processing after clearing the validation message when it was not. This issue is now resolved.

<u>Build 14.114 – Aug 17, 2018</u>

Resolved Issues

1. Resolved datatype issues with ePayStub.

Data type issue observed in ePayStub which caused issues during table conversion. This error would only occur if the number of Employee records in the Company Db exceeded 32,000 records. This is now resolved.



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Build 14.113 – June 27, 2018

Enhancements

1. New file path validation during Verify and Generate processes.

New Validation to occur if default File path in email window is invalid or not accessible. This can occur if the folder path does not exist for the user logged into GP. As such when selecting the Verify or Generate process options the user will be notified to fix the folder path that is currently set.

amics GP
File path set is invalid or not accessible. Adjust file path to an accessible path before proceeding.

2. Improved Employee Email Maintenance window.

Employee E-mail Maintenance window improvements added:

- A. New Employee ID lookup added to allow the user to lookup and select the Employee ID for review and entry.
- B. Clear button has been improved to clear the selection in the window. Previously it would clear the email address listed on the card for the employee and the email authorizations.
- C. New validation added when closing and clearing the window to prompt the user to save changes should changes have been made but unsaved.
- D. Delete button Validations added. Users will no longer be able to delete Employee email maintenance records for active employee's. They would also not be eligible to delete Employee Email record if the employee has calculation records for the current year.



- E. New E-Mail Paystub Authorization. This is a new Authorization checkbox option that users can use should the employee not wish to have their paystub emailed but the other reports can be emailed. For existing user of ePayStub this checkbox will default as checked for any employee email maintenance record that has an email address. If the employee ID does not have an email address, then this will be unchecked. When creating a new Employee Email maintenance record this will be unchecked. Should this authorization be unchecked then when selecting the Email option in Email Paystub window it will not email the paystub to the employee.
- F. New Validations when saving Employee E-mail Maintenance record.
 - i. Should you save a record that has Authorizations checked but no email address then you will be notified that no reports will be emailed to the employee.
 - ii. Should you save a record that has an email address set but no Authorizations checked then you will be notified that no reports will be emailed to the employee.

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3. Updated ePayStub Employee Email importer

The ePayStub Employee Email Importer updated for new Paystub Authorization field. This new field can also be mapped as part of the import file or manually updated in the Manual update.

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Resolved Issues

1. Resolved issues with cannot insert Null value in Email Payslips UI window. Issue observed in Email Payslips UI window. Should Payroll Batch contain an employee record where the employee did not exist in the Employee email



maintenance table then this SQL error will occur when opening the Email Payslips window. This issue has since been resolved.

<u>Build 14.112 – May 22, 2018</u>

Enhancements

- 1. Improved Employee Selection process and initial loading of email windows. Process when initially loading records into the email window and selecting and deselecting employees to be included in process improved to reduce lag that occurs.
- 2. New Validation message for Batch id containing invalid characters. Should ePayStub file setup be set to include Batch ID and the Batch ID used contains special characters such as / or \ then a new validation will occur when attempting to verify or generate. This validation occurs because these special characters are read as folder paths when generating the employee reports as such it would resulted in no files being generated.

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<u> </u>	The Batch Id in the file name has invalid characters. Please correct the text '04/24/2018'

Build 14.111 – Apr 20, 2018

Enhancements

1. New ePayStub Employee Email Importer

New Utility added to allow users to import and maintain Employee Email address and authorizations for T4, T4A, and R1 on a mass scale.

This new Utility allows you to import new records and update existing records for Employee ids in email maintenance either from an import file or manually through the user interface.

When importing from File you would need to setup the Import Setup ID and map the fields from the Import file. The only required field for the Import file is Employee ID. All other fields are optional and can be set based on the field you wish to set the value for. You would then specify the location of the import file and have the option to skip rows in case there are header columns in the import file. You can save the import setup. Once the import setup has been completed or selected if previously completed you can then select the preview option which will load the records from the file into the UI window. Once the records have been loaded you can then edit any values in the UI window that require to be adjusted prior to importing the updates. Should any employee id listed on the file not exist in GP you will noticed the employee name will be listed as not found. Any not found employee will not be



imported into employee email maintenance. When ready to commit your updates select the Import option.

Should you wish to manually update the Employee email maintenance records you can select the option Manual Update. Once selected should you press preview it will load all employee records that currently exist in the Email maintenance table. Should you have employee id records that do not currently exist check the Include All CPR employees option prior to pressing the preview button. This will load the User interface with all employee ids that exist in Canadian Payroll. Any employee that did not previously exists in the email maintenance table will have the default value of all authorizations unchecked and email address is blank. Any existing employee record however that did exist in email maintenance will default in the User interface with their current values. You can then edit the fields in the User interface manually with any changes you wish to make prior to committing the update by selecting the Process button (Import button is replaced with Process when manual update is selected)

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Further details on this feature can be found in the following blog article: <u>https://www.encorebusiness.com/blog/new-feature-added-encores-epaystub/</u>



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 14.110 – Feb 01, 2018

Enhancements

1. Improved Table Conversion for Multiple Company Db

Table Conversion Window User Interface improved to allow the user to select Multiple Company Db to run co-currently when processing. This update also improves ePayStub Table conversion to be in line with other Encore Products.

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 14.109 – 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 14.108 – Oct 23, 2017

Enhancements

 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 14.107 – 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 14.106 – April 27, 2017

Enhancements

 Improved Email windows for Single click employee selection. You can now single click on the Checkbox next to the Employee id in the email window to select and deselect the employee.

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Build 14.105 – Nov 21, 2016

Enhancements

1. Improved password protection options

Users will now have the option to set the number of characters of the employee's last name to be used in the Password Protection. By default, this value will be set to 3 but users can adjust this value between 1 and 9 characters in length. If employees name is less than the number of characters set, then the name portion of the password will be their full last name.



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2. Improved Self Service options for Payroll.

With ePayStub the Self-Service options will now update to hide some of the web parts not applicable for Canadian Payroll. The following web parts will now be hidden:

- Enter Time for a Pay period
- Recall a Submitted Timecard
- View my Paystubs
- View/Update my W4
- View/print my W2
- TIMECARDS boxes (Saved Rejected Approved Vacation Sick)



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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 14.104 – 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.



🗃 ePayStub Setup							
File Edit Tools Help sa Fabrikam, Ltd. 4/12/2017							
🕢 ок							
Enable PDF Password Protection ✓ Pay Stub ✓ T4 ✓ T4A ✓ R1 Password: First 3 char (lower case) of last name + last 3 ▼ digits of SIN Sample password with last name Smith & SIN 123456789: smi789							
Paystub T4 T4A R1 Paystub Setup							
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Message							
Attached is latest paystub							

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

f Create/Update Table Utility									
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	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. 4/12/20
Find by Task ID		
	ID	\$
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.



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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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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 14.103 – Jan 07, 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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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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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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Creating files. Now processing record 4/4	

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.

P	Microsoft Dynan	nics GP
2 2 4 :))	<u> </u>	Processes are currently being run that cannot be deleted. these processes must be run to completion before you exit. close aborted.
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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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☑ BH0030	Mark Harrington		Enabled	SALES	HRSALES	SALES			\$50,000	0.00	
☑ BH0040	Phil Spencer	phil.spencer@fakeaddress.com	Disabled	SALES	HRSALES	SALMGR			\$1,952	.94	
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.

Microsoft Dy	namics GP	
<u> </u>	You have this window open for another document and information has not been saved.	
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Build 14.102 – 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 14.102 – 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.

Microsoft Dynam	ics GP
<u> </u>	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.
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Build 14.101 – May 27, 2015

Enhancements

 ePayStub build created for GP2015 Build generated based on Build 7 for GP2013.



Additional Product Support Resources

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

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)