



encore

ePayStub 2016

Build Notes

ENCORE BUSINESS SOLUTIONS

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**Microsoft
Partner**

Gold Enterprise Resource Planning
Gold Application Development
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Silver Cloud Customer Relationship Management

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Build 16.027 – June 29, 2021

Email T4 Updates

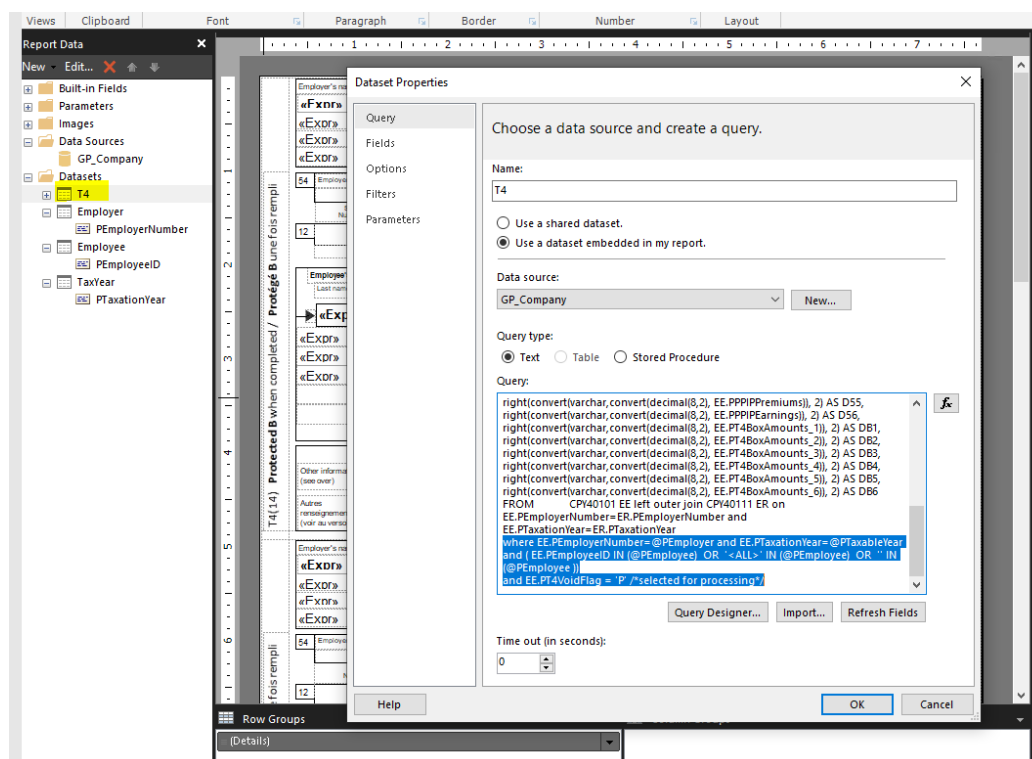
1. Improve Email T4 to be able to print large volume of Employees.

The previous T4 SSRS report when using the Print button or print when email not sent option could result in URL limit being reached on passing the selected employees over to the SSRS report. To overcome this a code change was made to the T4 email option for printing as well a report change in the SSRS report. For existing users, it will require that they modify the T4 SSRS report uploaded for the following changes listed below. For any new users this change is already done for you on the report being saved to EPS folder in GP "C:\Program Files (x86)\Microsoft Dynamics\GP\Encore\EPS"

In the T4 Dataset at the bottom change the Where Clause from
 "where EE.PEmployerNumber=@PEmployer and
 EE.PTaxationYear=@PTaxableYear and EE.PEmployeeID in (@PEmployee)"

To

"where EE.PEmployerNumber=@PEmployer and
 EE.PTaxationYear=@PTaxableYear
 and (EE.PEmployeeID IN (@PEmployee) OR '<ALL>' IN (@PEmployee) OR "
 IN (@PEmployee))
 and EE.PT4VoidFlag = 'P' /*selected for processing*/"



2. Resolved issues with SMTP option in email T4 window.

Issue observed that when using SMTP option, it would switch to core GP email option should an employee in the list is flagged for not authorized to email and the next employee in the list is flagged as authorized to email. This issue is now resolved and all employees that are flagged as authorized will use the SMTP option if the SMTP option is enabled in ePayStub setup.

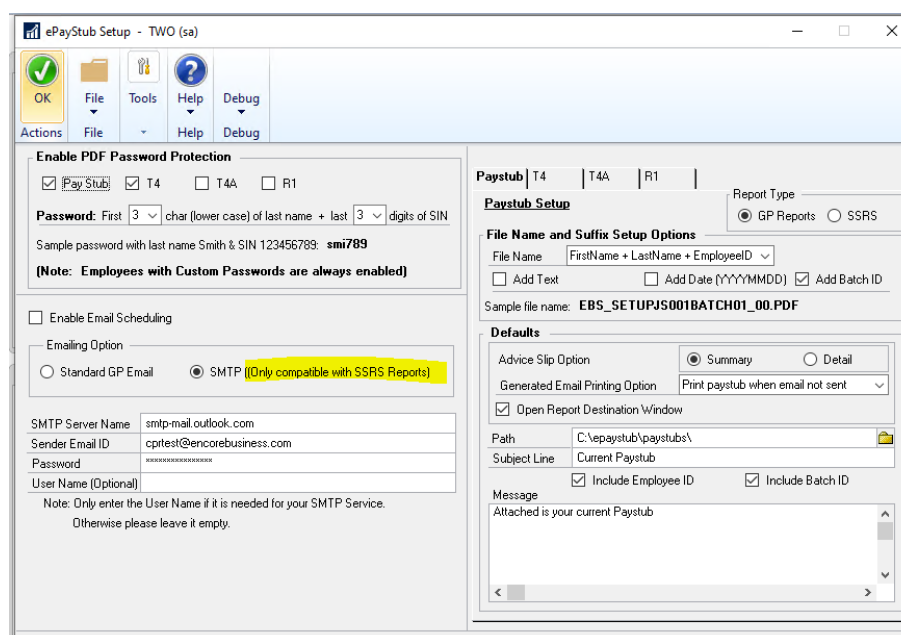
3. Fixed problem with Verify report when using the SSRS report option.

Issue observed causing an unhandled object exception to occur when selecting the Verify Button if the report option used is SSRS in the email T4 window and ePayStub Setup is set for SMTP. This issue is now resolved.

ePayStub Setup window Updates

1. Updated SMTP option label change in ePayStub Setup

Label updated for SMTP in ePayStub setup to provide a clear indication this option is only compatible with SSRS report option.



The screenshot shows the 'ePayStub Setup - TWO (sa)' window. On the left, under 'Enable PDF Password Protection', the 'PayStub' checkbox is checked, and the 'SMTP' radio button is selected, with a yellow highlight and text '(Only compatible with SSRS Reports)'. Below this, there are fields for SMTP Server Name, Sender Email ID, Password, and User Name (Optional). On the right, the 'Paystub Setup' section shows 'Report Type' set to 'GP Reports' and 'SSRS'. The 'File Name and Suffix Setup Options' section includes a dropdown for 'File Name' and checkboxes for 'Add Text', 'Add Date (YYYYMMDD)', and 'Add Batch ID'. The 'Defaults' section has radio buttons for 'Summary' and 'Detail', a dropdown for 'Generated Email Printing Option', and checkboxes for 'Open Report Destination Window', 'Include Employee ID', and 'Include Batch ID'. A message box at the bottom says 'Attached is your current Paystub'.

Build 16.026 – June 15, 2021

Email Paystub window Updates

1. Resolved issues with loading records into the email payslips window while using GP report option.

Issue was observed resulting in SQL error upon accessing email Payslips window. This issue only occurred if the environment was not set to use SSRS reporting and specifically set to use the GP report option in ePayStub Setup. This issue is now resolved.

2. Resolved issues with email log report failing to print when using HTML option with GP report for paystubs

Problem observed when using GP report option in ePayStub setup and specifically using HTML option instead of PDF. This issue is now resolved.

Build 16.025 – June 04, 2021

Email Paystub window Updates

1. Updated Email window for Historical LY Batch Lookup.

This update will allow users to be able to print and email pay slips from previous physical years after year end close has been processed. For this update there is a second magnifier lookup added into the Email pay slips window which will allow the user to select a historical LY Batch.

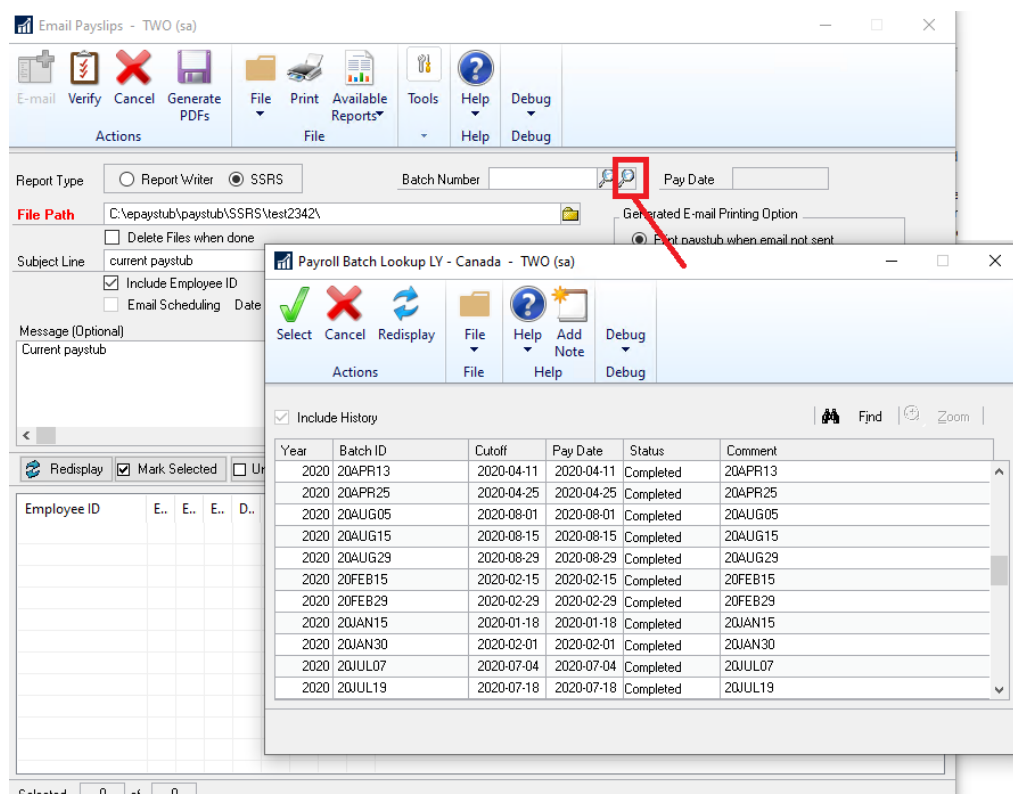


Table Conversion Updates

1. Resolved issues with snapshot tables being cleared during table conversion.

Issue observed when installing a new build and running table conversion the snapshot tables listed below would be cleared because of the table conversion. Because these snapshot tables are cleared should users need to reprint a batch that had cheque generation performed prior to the installation and their SSRS pay slip report reported Banked Time or Vacation Amount values the report would not have accurate amounts displayed. This issue is now resolved so that if the tables exist, they are not rebuilt.

- EBSCPY10100_SSRS
- EBSCPY10110_SSRS
- EBSCPY10115_SSRS
- EBSCPY10120_SSRS
- EBSCPY10130_SSRS

Once this is completed you MUST edit the paystub report you are using in report builder. To do this

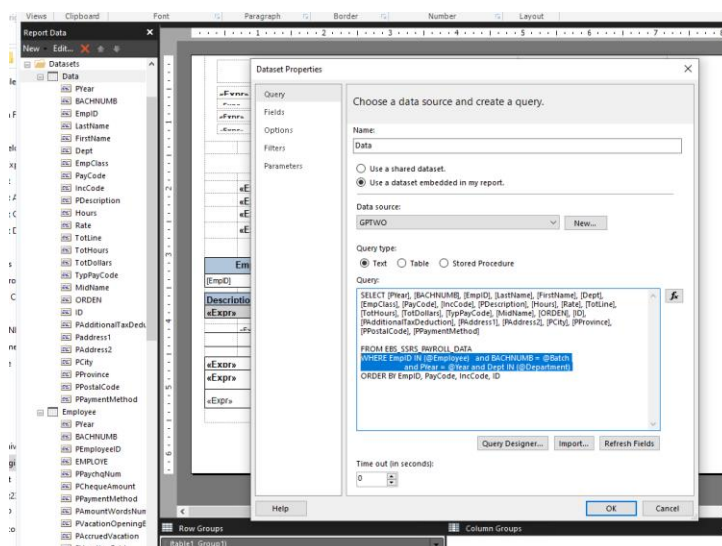
1. Open the SSRS report server while remoted into the SQL server.
2. Select the company Db you are using.
3. Select the Payroll folder.
4. Locate the report file you are using and select the ... then Edit in Report Builder.
5. Once opened expand the dataset folder.
6. Right Click on the Data Dataset and select Properties.
7. In the query window you will need to replace this portion of the query

WHERE EmpID IN (@Employee) and BACHNUMB = @Batch
and PYear = @Year and Dept IN (@Department)

With this

WHERE BACHNUMB = @Batch and PYear = @Year
AND ((EmpID IN (@Employee) AND @Employee NOT IN (','<ALL>')) OR
(@Employee in (','<ALL>')))
AND ((Dept IN (@Department) AND @Department NOT IN (','<ALL>')) OR
(@Department in (','<ALL>')))

8. Once completed select Ok.
9. Then select Save
10. Repeat this for each company Db.



ePayStub Setup Updates

1. Updated SMTP option for Username Field.

SMTP option updated to allow for a separate Username authentication for email which will work with third Party API calls such as SendGrid. The username field is an optional field and should remain blank if the Sender Email address and Authentication login are the same. However, if they are different then you need to enter in the Username in the Username field.

ePayStub Setup - TWO (sa)

OK File Tools Help Debug

Actions File Help Debug

Enable PDF Password Protection

☐ PayStub ☒ 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**

(Note: Employees with Custom Passwords are always enabled)

☐ Enable Email Scheduling

Emailing Option

☐ Standard GP Email ☒ SMTP

SMTP Server Name: smtp-mail.outlook.com

Sender Email ID: cpttest@encorebusiness.com

Password: [REDACTED]

User Name (Optional)

Note: Please give the User Name only if it is needed for your SMTP Service. Otherwise please leave it empty.

Paystub | T4 | T4A | R1

Report Type

☐ GP Reports ☒ SSRS

Paystub Setup

File Name and Suffix Setup Options

File Name: FirstName + LastName + EmployeeID

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

Sample file name: EBS_SETUPJS001BATCH01_00.PDF

Defaults

Advice Slip Option: ☒ Summary ☐ Detail

Generated Email Printing Option: Print paystub when email not sent

☒ Open Report Destination Window

Path: C:\epaystub\paystub\SSRS\test2342\

Subject Line: current paystub

☒ Include Employee ID ☒ Include Batch ID

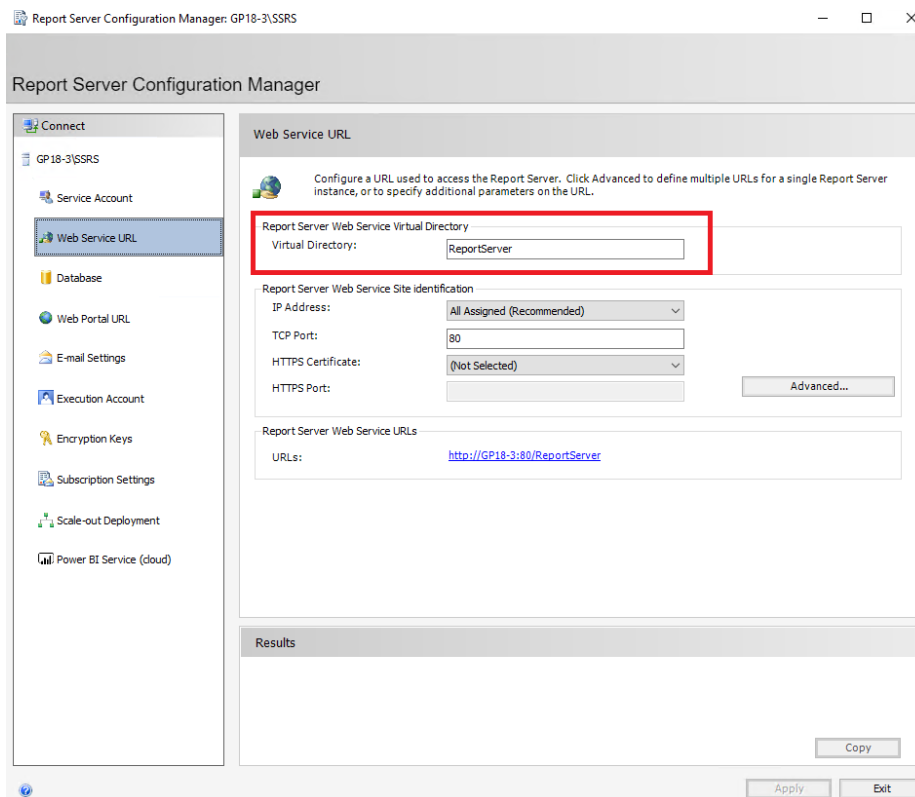
Message

Current paystub

SSRS Deployment updates

1. Updated SSRS deployment code.

Improved deployment code to allow users to have a different Virtual Directory name than "ReportServer". Initial update for SSRS report required that Virtual Directory name must be the default "ReportServer".



SSRS view Table updates

1. Split the SSRS report views into Open Year and Historical Year views.

This change was made to improve performance when selecting an open year batch and start groundwork for selecting Historical Year Batches.

The existing views below have been updated to only obtain Open year Data.

- EBS_SSRS_PAYROLL_BATCH_VIEW
- EBS_SSRS_PAYROLL_EMPLOYEE_VIEW
- EBS_SSRS_PAYROLL_DATA_VIEW

The following new views are created to obtain Historical year data

- EBS_SSRS_PAYROLL_BATCH_HISTORY_VIEW
- EBS_SSRS_PAYROLL_EMPLOYEE_HISTORY_VIEW
- EBS_SSRS_PAYROLL_DATA_HISTORY_VIEW

2. Updated to Employee Data views and Employee Table for PTax Column.

This update to add the column PTax made to accommodate needs for custom groupings for income types between taxable and non taxable paycodes.

Build 16.022 – April 28, 2021

ePayStub SMTP options

1. Improved email process for new SMTP option for emailing.

This new update was added to ePayStub setup.

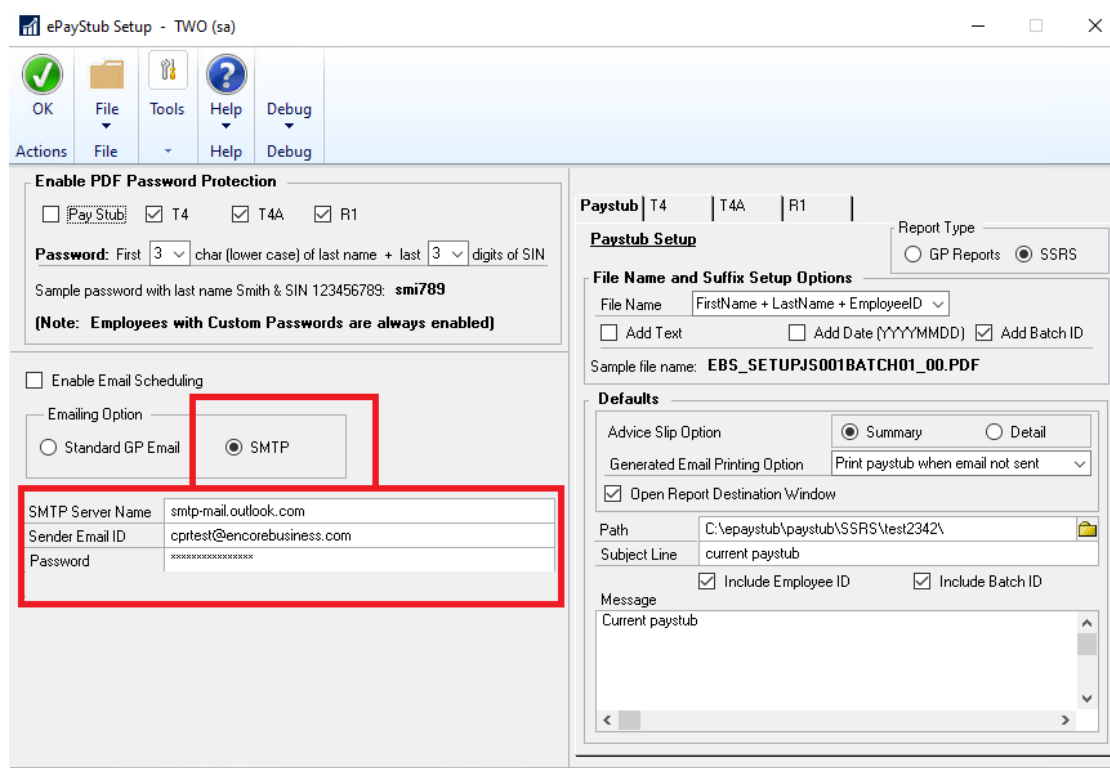
(Microsoft Dynamics GP >> Tools >> Setup >> ePayStub for CPR >> Main Setup)

This option allows the user to specify the email address they wish to send from. With this option to be enabled the scheduled delivery option must be disabled.

Using the SMTP option does not use the GP System Preferences Setup for Exchange or MAPI.

To enable select the SMTP option. Once set enter the following:

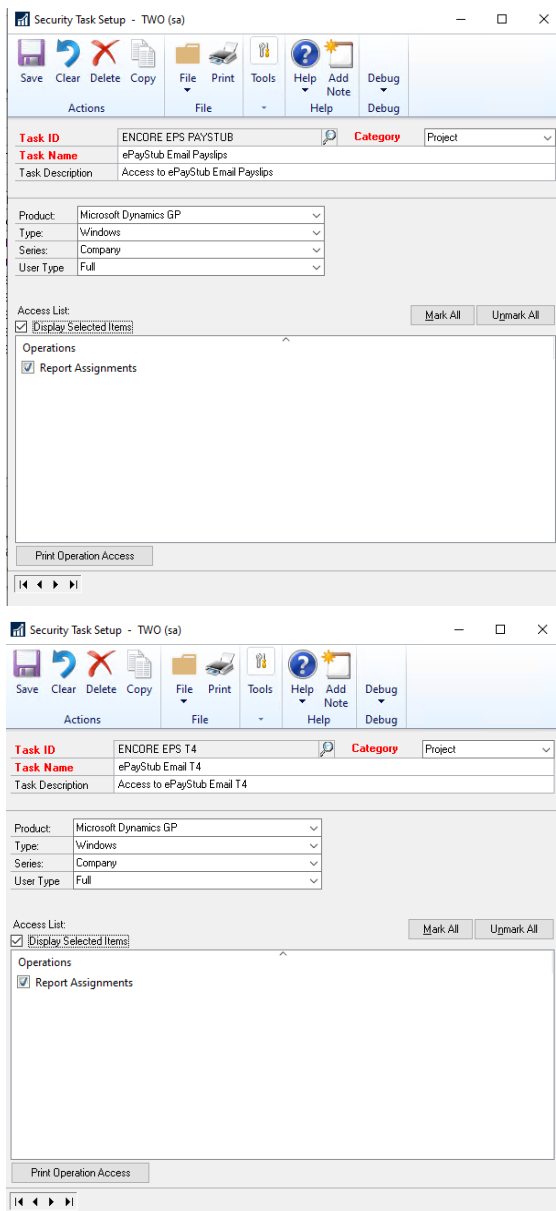
- SMTP Server Name (if hosted on Dynamics 365 this would be smtp-mail.outlook.com)
- Sender Email ID (must exist on hosted server)
- Password (note that if the domain setup has secondary authentication setup, then you must create an APP password and use the APP password. Click [here](#) for more information regarding APP password.)



Security Task Updates

1. Improved ePayStub default Security Tasks to give permission to the Report Assignments window from GP.

We have updated the default ePayStub Security Tasks for Paystub email and T4 email to give the user access to the Report Assignments window to assign the SSRS report to use.



Security Task Setup - TWO (sa)

Task ID: ENCORE EPS PAYSTUB Category: Project

Task Name: ePayStub Email Payslips

Task Description: Access to ePayStub Email Payslips

Product: Microsoft Dynamics GP

Type: Windows

Series: Company

User Type: Full

Access List:

☒ Display Selected Items

Operations

☒ Report Assignments

Print Operation Access

Security Task Setup - TWO (sa)

Task ID: ENCORE EPS T4 Category: Project

Task Name: ePayStub Email T4

Task Description: Access to ePayStub Email T4

Product: Microsoft Dynamics GP

Type: Windows

Series: Company

User Type: Full

Access List:

☒ Display Selected Items

Operations

☒ Report Assignments

Print Operation Access

SSRS Processing Improvements

1. Procedure improvements for processing paystubs.

This update made to improve the processing time taken to generate and email pay slips using the SSRS report option.

2. Working Table updates for SSRS report options.

This update has created new working tables to load the records for Batch, Data, and Employees. This change does not require any SSRS report changes as the report will now use tables to load the data instead of the views.

The Three new working tables are:

- EBS_SSRS_PAYROLL_BATCH
- EBS_SSRS_PAYROLL_DATA

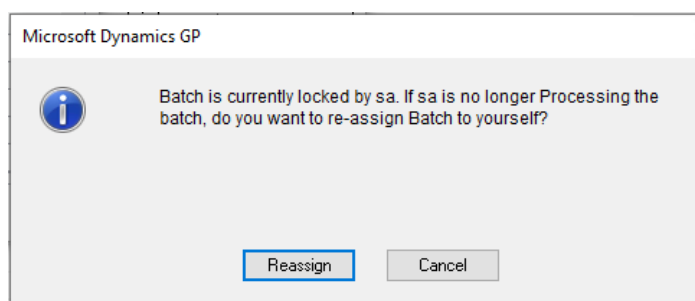
- EBS_SSRS_PAYROLL_EMPLOYEE

For this change three new views are created:

- EBS_SSRS_PAYROLL_BATCH_VIEW
- EBS_SSRS_PAYROLL_DATA_VIEW
- EBS_SSRS_PAYROLL_EMPLOYEE_VIEW

As part of this change the Batch and Employee Views were updated to filter out records from worktable if they exist in both work and open tables.

This change was added to streamline the processing time to generate and email the pay slips. When the batch is selected it will load the records into the working table to limit the records being pulled into the report. As such a new Activity lock is created for each batch when it is selected, and the lock is cleared when the batch is cleared, or window closed. Should a batch be locked by another user when accessed then you will receive a request to reassign the batch to yourself. Select Reassign to reassign the batch.



Build 16.020 – Feb 22,2021

Email SSRS report option for Paystub and T4

1. Improved email process to use SSRS report option for Paystub and T4.

With this change users can now use SSRS reporting to email out their T4 and paystub instead of using a report writer report. With this change it will Not require that Adobe Acrobat Writer be installed on the machine emailing out these reports.

Users will also be able to reprint and re-email Batches that have been posted as well. With this update a new Trigger was added during the Cheque calculation process to write to new Tables that will record the Banked time and Employee card details at the time of the batch creation and assign the data to a batch. This is to ensure that accurate details at the time of the batch are kept in case the user needs to reprint the paystub reports after masters have been updated. The new tables are as follows.

- EBSCPY10100_SSRS – Employee Card
- EBSCPY10110_SSRS – Employee Banked Overtime
- EBSCPY10115_SSRS – Employee Banked Leave
- EBSCPY10120_SSRS – Employee Banked Stat
- EBSCPY10130_SSRS – Employee Banked Sick

For the Template reports new views are created

- EBS_SSRS_PAYROLL_BATCH
- EBS_SSRS_PAYROLL_DATA
- EBS_SSRS_PAYROLL_EMPLOYEE

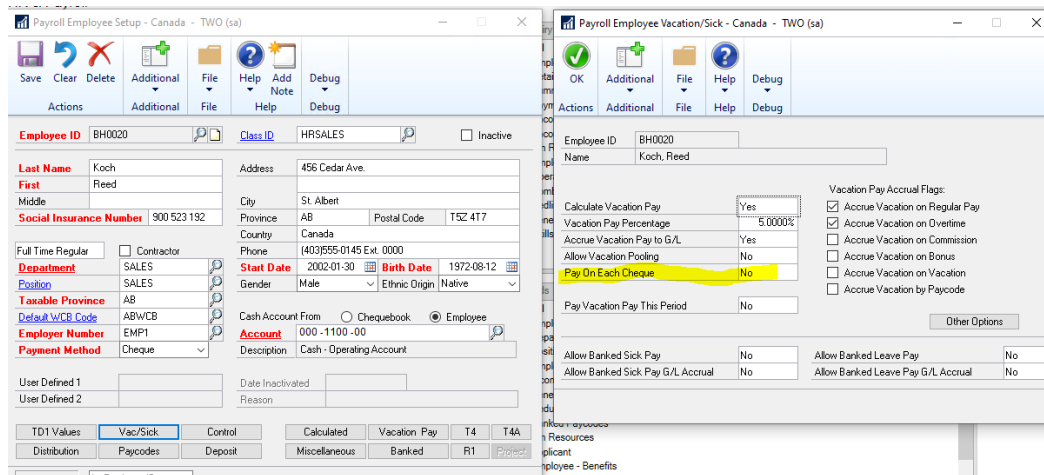
This update does require that SSRS is deployed in GP to be able to use this option. With the build install it will include 3 paystub report templates that can be used and modified for use by the user in Report Manager. The Build will also include the T4 template report to use to email T4 reports. The Template .rdl files are included in the build exe wizard with the documentation being installed as part of the build. Detailed instructions listed below for each report to complete setup. Note that the templates provided will only be compatible with SQL Reporting Services 2014 and higher.

Template Examples

Below are samples of the Templates that are provided.

Paystub Template 1

For this template there are 2 versions. With and Without Accruals. They are the same template the only difference is the one with Accruals. The one with Accruals is a smart section that will only be displayed if the employee card is flagged for Pay on Each Cheque as No. If flagged as Yes then the entire section for that specific employee is hidden.



The image shows two overlapping software windows from a payroll system. The left window, titled 'Payroll Employee Setup - Canada - TWO (sa)', displays employee information for Employee ID BH0020, including name (Koch, Reed), address (456 Cedar Ave., St. Albert, AB T5Z 4T7), and various identification numbers. The right window, titled 'Payroll Employee Vacation/Sick - Canada - TWO (sa)', shows vacation and sick pay settings. Key settings include 'Calculate Vacation Pay' set to 'Yes', 'Vacation Pay Percentage' at '5.0000%', and 'Pay On Each Cheque' set to 'No' (highlighted in yellow). Other options like 'Accrue Vacation on Regular Pay' and 'Allow Banked Sick Pay' are also visible.

Fabrikam, Ltd.
 4277 West Oak Parkway, Chicago IL, 60601-4277
 Office: (312) 436-2671
 Fax: (312) 436-2896

Statement of Earnings and Deductions

Koch, Reed
 456 Cedar Ave.
 St. Albert - AB
 T5Z 4T7

Employee ID	Pay Period Ending	Cheque Date	Cheque Number	Net Pay
BH0020	2/13/2021	2/13/2021	CHQ00134	\$1069.57
Description	Units	Rate	Amount	YTD
Income				
Hourly Overtime	4.00	23.25	\$93.00	\$93.00
Hourly Regular Pay	78.00	15.50	\$1,209.00	\$2,429.60
Total	\$2.00		\$1,302.00	\$2,522.60
Benefits				
Travel - Sales			\$100.00	\$200.00
Total			\$100.00	\$200.00
Deductions				
Canadian Pension Plan			\$69.07	\$133.71
Employment Insurance Deduction			\$22.15	\$43.02
Company RRSP Deduction			\$32.00	\$64.00
Income Tax			\$176.71	\$333.94
Union Dues			\$32.50	\$65.00
Total			\$332.43	\$639.67
Accruals				
Description	Prior	Earned	Taken	Balance
Vacation	\$837.70	\$126.13	\$0.00	\$963.83

Paystub Template 2

Fabrikam, Ltd.
4277 West Oak Parkway, Chicago IL, 60601-4277
Office: (312) 436-2671
Fax: (312) 436-2896

Statement of Earnings and Deductions

Boseman, Randall
987 Willow Ave.
Sherwood Park - AB
T7H 5R6

Pay Period: 1/31/2021 to 2/13/2021
Payment Date: 2/13/2021
Payment Method: Cheque

	Current			YTD	
	Units	Rate	Amount	Units	Amount
Income					
Hourly Regular Pay	80.00	15.50	\$1,240.00	160.00	\$2,620.00
Vacation Pay	-	62.00	\$62.00	-	\$1,211.47
Total	80.00		\$1,302.00	160.00	\$3,831.47
Benefits					
Travel - Sales			\$100.00		\$300.00
Total			\$100.00		\$300.00
Deductions					
Canadian Pension Plan			\$69.07		\$205.04
Employment Insurance Deduction			\$22.15		\$65.28
Company RRSP Deduction			\$25.00		\$75.00
Income Tax			\$177.92		\$733.55
Union Dues			\$45.00		\$135.00
Total			\$339.14		\$1,213.87

Payment Summary:

Income:	\$1,302.00	\$3,831.47
Benefits:	\$100.00	\$300.00
Deductions:	\$339.14	\$1,213.87
Net Pay:	\$1,062.86	\$2,917.60

T4 Template

14(14) Protected B when completed / Protège B une fois rempli

Employer's name - Nom de l'employeur Fabrikam, Inc. 4277 West Oak Parkway Chicago IL 60601-4277		Canada Revenue Agency 2020 T4 Statement of Remuneration Paid État de la rémunération payée	
54 Employer's account number / Numéro de compte de l'employeur EMP1		Employment income - line 10100 14 25,955 25	
Social insurance number / Numéro d'assurance sociale 12 900 523 184		Income tax deducted - line 43700 22 3,170 12	
Exempt - Exemption CPP/QPP EI PPIP 28 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Province of employment 10 AB	
Employee's name and address - Nom et adresse de l'employé Last name (in capital letters) - Nom de famille (en lettres majuscules) First name - Prénom Initial - Initiale BOSEMAN, RANDALL 987 Willow Ave. Sherwood Park AB T7H 5R6		Employee's CPP contributions - see over 18 1,221 27	
Employment code 29 0		EI insurable earnings 24 25,955 25	
Employee's EI premiums - line 31200 18 410 06		CPP/QPP pensionable earnings 28 25,955 25	
RPP contributions - line 20700 20 0 00		Union dues - line 21200 44 0 00	
Pension adjustment - line 20600 52 0 00		Charitable donations - line 34900 48 0 00	
Employee's PPIP premiums - see over 55 0 00		RPP or DPSP registration number 50	
PPIP insurable earnings 56 0 00		Other information (see over) 32 100 00	
Autres renseignements (voir au verso) 0 0 00		33 150 00	
		34 200 00	
		0 0 00	

Protected B when completed / Protège B une fois rempli

Employer's name - Nom de l'employeur Fabrikam, Inc. 4277 West Oak Parkway Chicago IL 60601-4277		Canada Revenue Agency 2020 T4 Statement of Remuneration Paid État de la rémunération payée	
54 Employer's account number / Numéro de compte de l'employeur EMP1		Employment income - line 10100 14 25,955 25	
Social insurance number / Numéro d'assurance sociale 12 900 523 184		Income tax deducted - line 43700 22 3,170 12	
Exempt - Exemption CPP/QPP EI PPIP 28 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Province of employment 10 AB	
Employee's name and address - Nom et adresse de l'employé Last name (in capital letters) - Nom de famille (en lettres majuscules) First name - Prénom Initial - Initiale BOSEMAN, RANDALL 987 Willow Ave.		Employee's CPP contributions - see over 18 1,221 27	
Employment code 29 0		EI insurable earnings 24 25,955 25	
Employee's EI premiums - line 31200 18 410 06		CPP/QPP pensionable earnings 28 25,955 25	
RPP contributions - line 20700 20 0 00		Union dues - line 21200 44 0 00	
Pension adjustment - line 20600 52 0 00		Charitable donations - line 34900 48 0 00	
Employee's PPIP premiums - see over 55 0 00		RPP or DPSP registration number 50	
PPIP insurable earnings 56 0 00		Other information (see over) 32 100 00	
Autres renseignements (voir au verso) 0 0 00		33 150 00	
		34 200 00	
		0 0 00	

Report these amounts on your tax return.

- 14 – Employment income – Enter on line 10100.
- 16 – Employee's CPP contributions – See lines 30800 and 22215 in your tax guide.
- 17 – Employee's QPP contributions – See lines 30800 and 22215 in your tax guide.
- 18 – Employee's EI premiums – See line 31200 in your tax guide.
- 20 – RPP contributions – Includes past service contributions. See line 20700 in your tax guide.
- 22 – Income tax deducted – Enter on line 43700.
- 39 – Security options deduction 110(1)(d) – Enter on line 24900.
- 41 – Security options deduction 110(1)(d.1) – Enter on line 24900.
- 42 – Employment commissions – Enter on line 10120. This amount is already included in box 14.
- 43 – Canadian Armed Forces personnel and police deduction – Enter on line 24400. This amount is already included in box 14.
- 44 – Union dues – Enter on line 21200.
- 46 – Charitable donations.
- 52 – Pension adjustment – Enter on line 20600.
- 55 – Provincial parental insurance plan (PPIP) – Residents of Quebec, see line 31205 in your tax guide. Residents of provinces or territories other than Quebec, see line 31200 in your tax guide.

- 66 – Eligible retiring allowances – See line 13000 in your tax guide.
- 67 – Non-eligible retiring allowances – See line 13000 in your tax guide.
- 74 – Past service contributions for 1989 or earlier years while a contributor
- 75 – Past service contributions for 1989 or earlier years while not a contributor – See line 20700 in your tax guide.
- 77 – Workers' compensation benefits repaid to the employer – Enter on line 2290
- 78 – Fishers – Gross income See Form T2121.
- 79 – Fishers – Net partnership amount Do not enter on line 10100.
- 80 – Fishers – Shareperson amount
- 81 – Placement or employment agency workers Gross income See Form T2125.
- 82 – Taxi drivers and drivers of other passenger-carrying vehicles Do not enter on line 10100.
- 83 – Barbers or hairdressers
- 85 – Employee-paid premiums for private health services plans – See line 33099 in your tax guide.
- 87 – Emergency services volunteer exempt amount – See "Emergency services volunteers" at line 10100, and the information at lines 31220 and 31240 in your tax guide.

Do not report these amounts on your tax return. For Canada Revenue Agency use only.
(Amounts in boxes 30, 32, 34, 36, 38, 40, 57, 58, 59, 60, and 86 are already included in box 14.)

- 30 – Board and lodging
- 31 – Special work site
- 32 – Travel in a prescribed zone
- 33 – Medical travel assistance
- 34 – Personal use of employer's automobile or motor vehicle
- 36 – Interest-free and low-interest loans
- 38 – Security options benefits
- 40 – Other taxable allowances and benefits
- 57 – Employment Income – March 15 to May 9
- 58 – Employment Income – May 10 to July 4
- 59 – Employment Income – July 5 to August 29
- 60 – Employment Income – August 30 to September 28
- 69 – Indian (exempt income) – Non-eligible retiring allowances
- 71 – Indian (exempt income) – Employment
- 86 – Security options election
- 88 – Indian (exempt income) – Self-employment

Privacy Act, personal information bank numbers CRA PPU 005 and CRA F

Veillez déclarer ces montants dans votre déclaration de revenus.

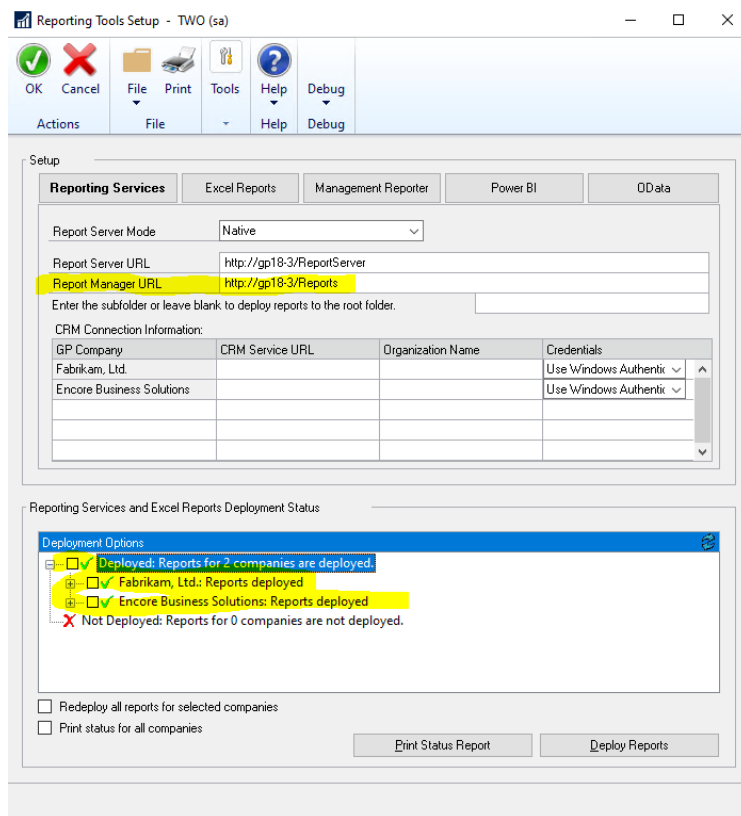
- 14 – Revenus d'emploi – Inscrivez à la ligne 10100.
- 16 – Cotisations de l'employé au RPC – Lisez les lignes 30800 et 22215 de votre guide d'impôt.
- 17 – Cotisations de l'employé au RRQ – Lisez les lignes 30800 et 22215 de votre guide d'impôt.
- 18 – Cotisations de l'employé à l'AE – Lisez la ligne 31200 de votre guide d'impôt.
- 20 – Cotisations à un RPA – Comprend les cotisations pour services passés. Lisez la ligne 20700 de votre guide d'impôt.
- 22 – Impôt sur le revenu retenu – Inscrivez à la ligne 43700.
- 39 – Déduction pour options d'achat de titres 110(1)(d) – Inscrivez à la ligne 24900.
- 41 – Déduction pour options d'achat de titres 110(1)(d.1) – Inscrivez à la ligne 24900.
- 42 – Commissions d'emploi – Inscrivez à la ligne 10120. Ce montant est déjà compris dans la case 14.
- 43 – Déduction pour le personnel des Forces armées canadiennes et des forces policières – Inscrivez à la ligne 24400. Ce montant est déjà compris dans la case 14.
- 44 – Cotisations syndicales – Inscrivez à la ligne 21200.
- 46 – Dons de bienfaisance.
- 52 – Facteur d'équivalence – Inscrivez à la ligne 20600.
- 55 – Régime provincial d'assurance parentale (RPAP) – Résidents du Québec, lisez la ligne 31205 de votre guide d'impôt. Résidents des autres provinces ou territoires, lisez la ligne 31200 de votre guide d'impôt.

- 66 – Allocations de retraite admissibles – Lisez la ligne 13000 de votre guide d'impôt
- 67 – Allocations de retraite non admissibles – Lisez la ligne 13000 de votre guide d'impôt
- 74 – Services passés pour 1989 et les années précédentes pendant que l'employé cotisait
- 75 – Services passés pour 1989 et les années précédentes pendant que l'employé ne cotisait pas – Lisez la ligne 20700 de votre guide d'impôt.
- 77 – Indemnités pour accidents du travail remboursées à l'employeur – Inscrivez à la ligne 221
- 78 – Pêcheurs – Revenus bruts Consultez le formulaire T2121.
- 79 – Pêcheurs – Montant net d'un associé de la société de personnes N'inscrivez pas ce montant à la ligne 10100.
- 80 – Pêcheurs – Montant du pêcheur à part
- 81 – Travailleurs d'agences ou de bureaux de placement Revenus bruts Consultez le formulaire T2125.
- 82 – Chauffeurs de taxi ou d'un autre véhicule de transport de passagers N'inscrivez pas ce montant à la ligne 10100.
- 83 – Coiffeurs pour hommes ou dames
- 85 – Primes versées par l'employé à un régime privé d'assurance-maladie – Lisez la ligne 33099 de votre guide d'impôt.
- 87 – Montant exempt d'impôt versé à un volontaire des services d'urgence – Lisez "Volontaires des services d'urgence" à la ligne 10100, et les renseignements aux lignes 31220 et 31240 de votre guide d'impôt.

Ne déclarez pas ces montants à votre déclaration d'impôt. À l'usage de l'Agence du revenu du Canada seulement.
(Les montants des cases 30, 32, 34, 36, 38, 40, 57, 58, 59, 60 et 86 sont déjà inclus à la case 14.)

Initial Installation Requirements

To be able use the SSRS report option for ePayStub Reporting Services must be deployed in GP to the company Db that will be using ePayStub. You can verify this by going to Microsoft Dynamics GP >> Tools >> Setup >. System >> Reporting Tools Setup. If this has not been deployed then you will need to complete the deployment for SSRS first.

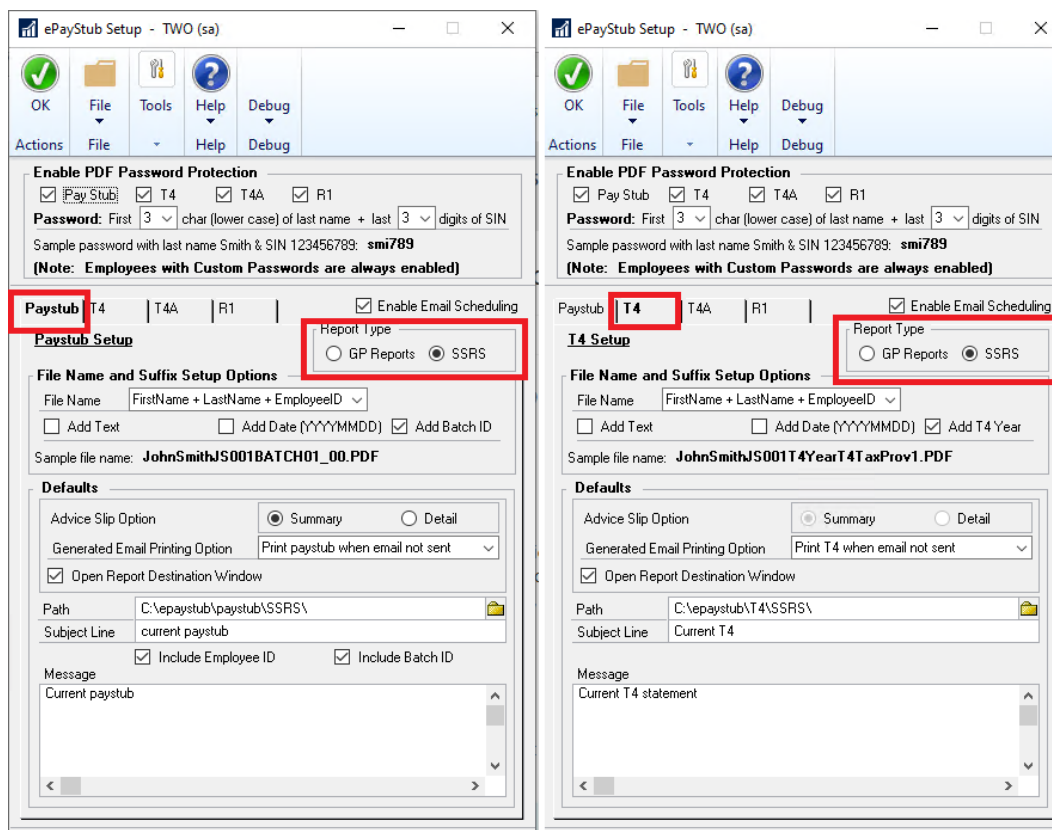


ePayStub Setup change

Once installed you can set ePayStub to use SSRS reporting for both paystub and T4 by going to ePayStub Setup.

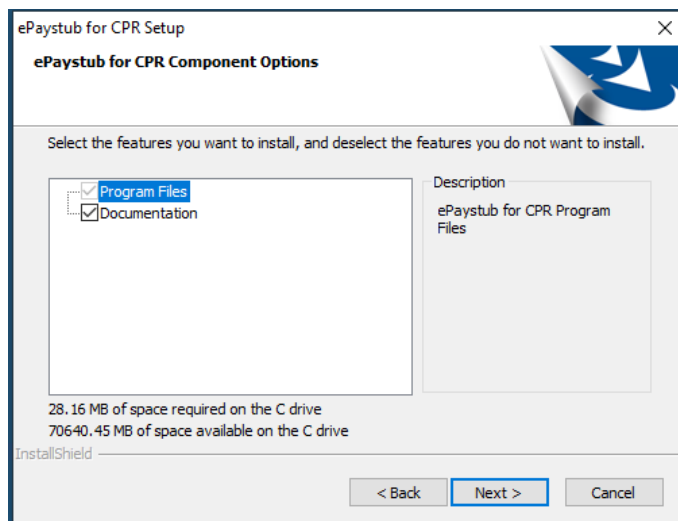
(Microsoft Dynamics GP >> Tools >> Setup >> ePayStub for CPR >> Main Setup)

For Paystub select the SSRS option on the Paystub Tab and the same for the T4 Tab and press OK. Specifying which report to use for emailing is performed in a later step as a per user setting. See [Assigning Reports](#) below.

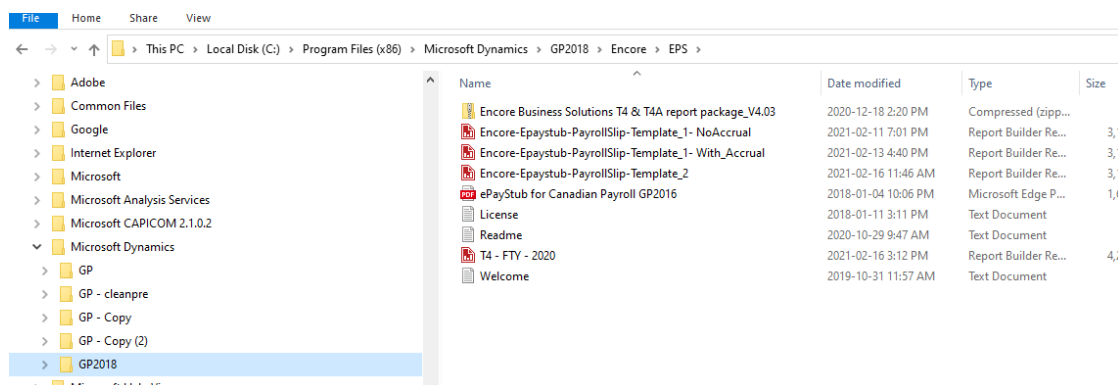


Configuring report template for use in environment

The build for ePayStub will include 3 paystub Templates and 1 T4 template. When running the install exe file to obtain the templates you must ensure that Documentation is still checked as part of the install wizard as this documentation includes the templates.



After install, the default templates will be located in the Encore\EPS folder in GP. Note that on future releases the Custom T4/T4A report writer report package will also be in this folder.



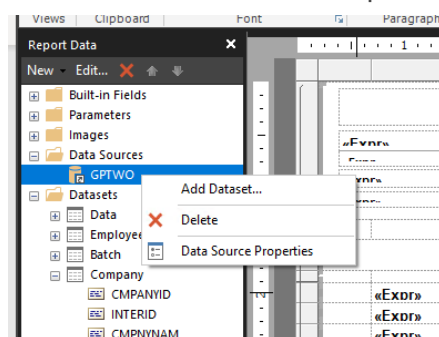
The Template to be used must be configured per company Db. As such it is recommended to modify the template and save for each Company Db accordingly for import into SSRS. Instructions for all templates are the same as outlined below in [Paystub Template instructions](#).

See T4 Template Instructions below to setup the T4 report.

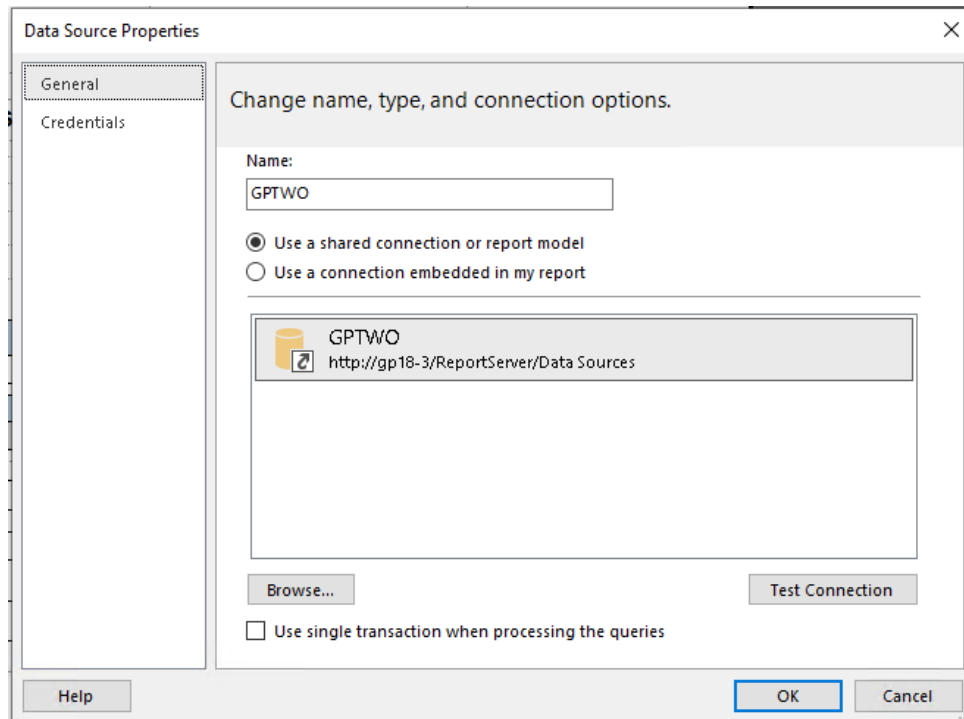
To modify the Templates, you must open then in Report Manager.

Paystub Template instructions

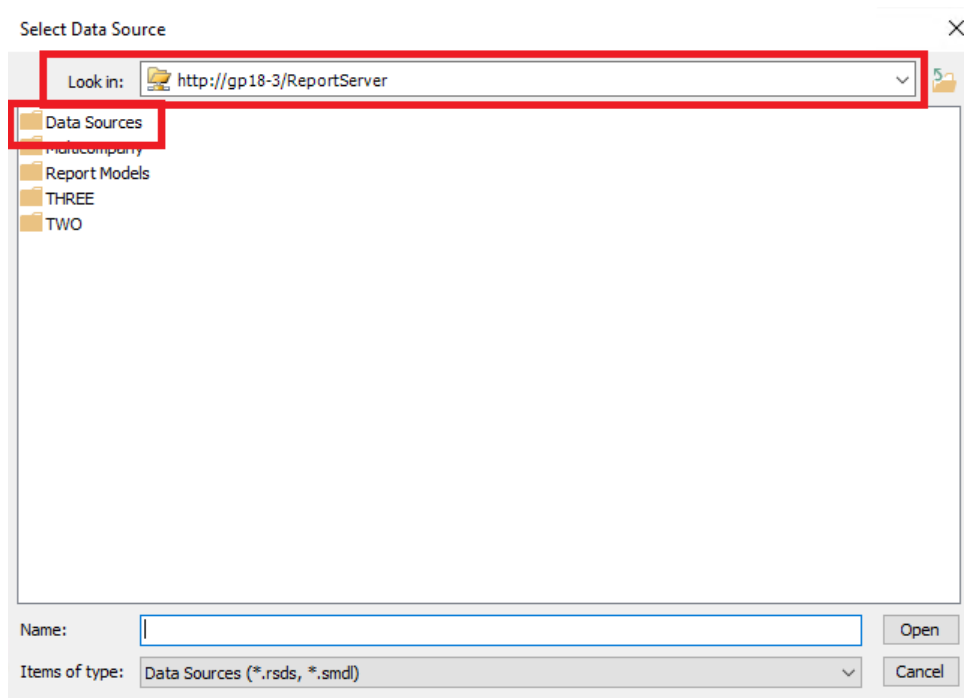
1. Expand Data Sources and select the GPTWO Datasource Then right click on it and select Data Source Properties.



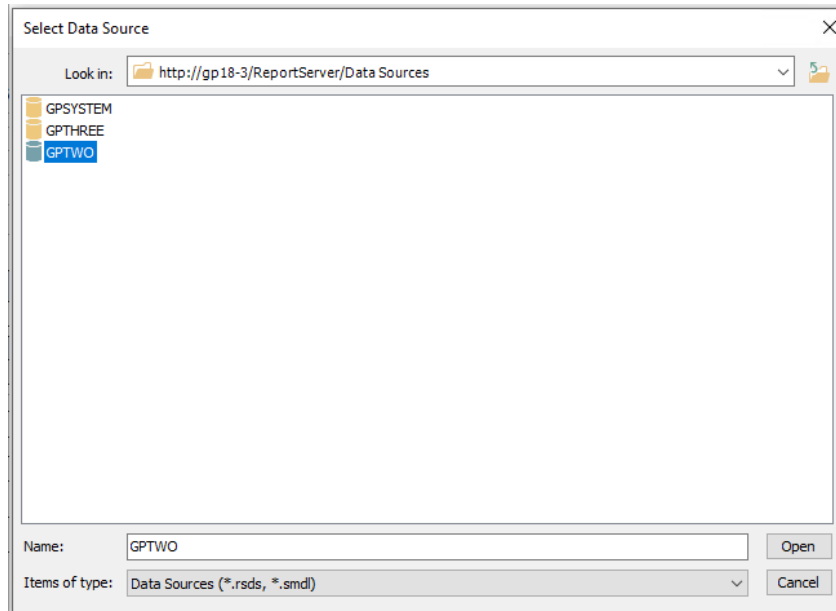
2. You can rename the Data Source name should you wish to something more meaningful. When ready press the Browse Button.



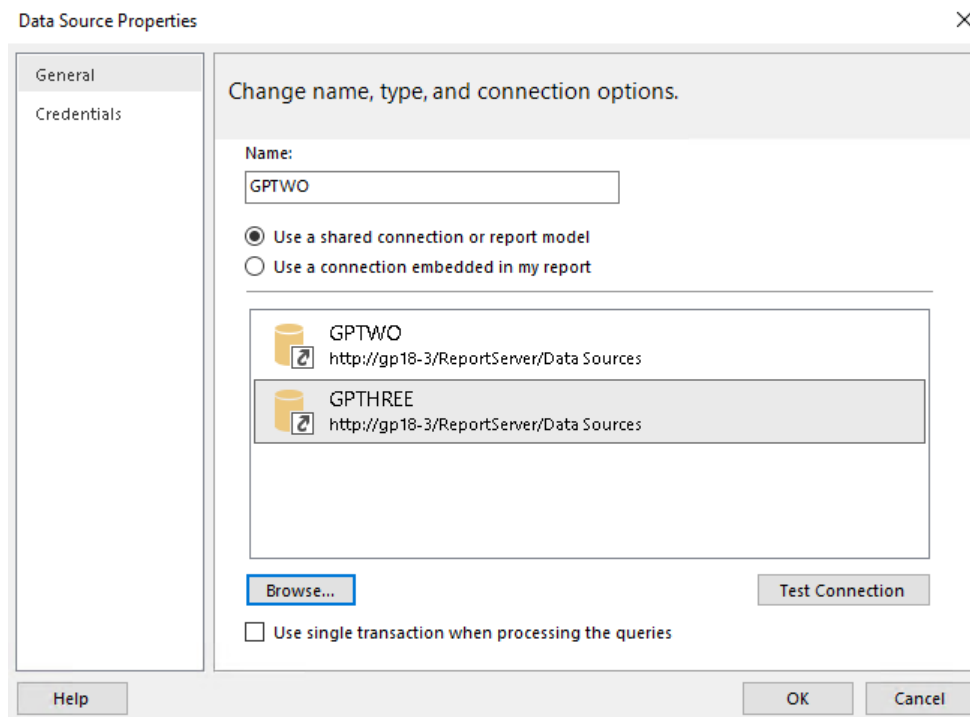
3. When you select Browse Enter in the Report Server URL and select Data Sources



4. After selecting Data Sources select the data source for the Company Db you will be using this report on.

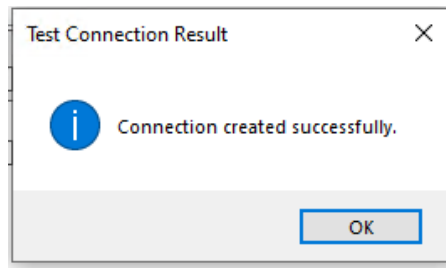


5. If you wish to use this report in multiple company Db you can select Browse again and select the Additional Company Db and select Open.

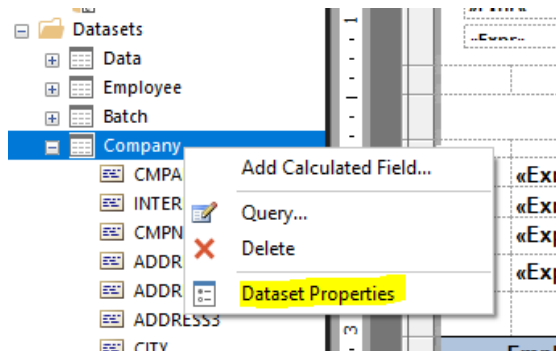


6. When ready be sure that the Data source you wish to use this report for is selected if you have multiple Data sources listed. Then Press Test Connection to confirm the report is able to connect.

If unable to connect then you must verify the Dataset connection set. If successful then press OK to close the window.



7. Expand Datasets and right click on Company and select Dataset Properties



8. In the Query section scroll down to the bottom of the query and change the section

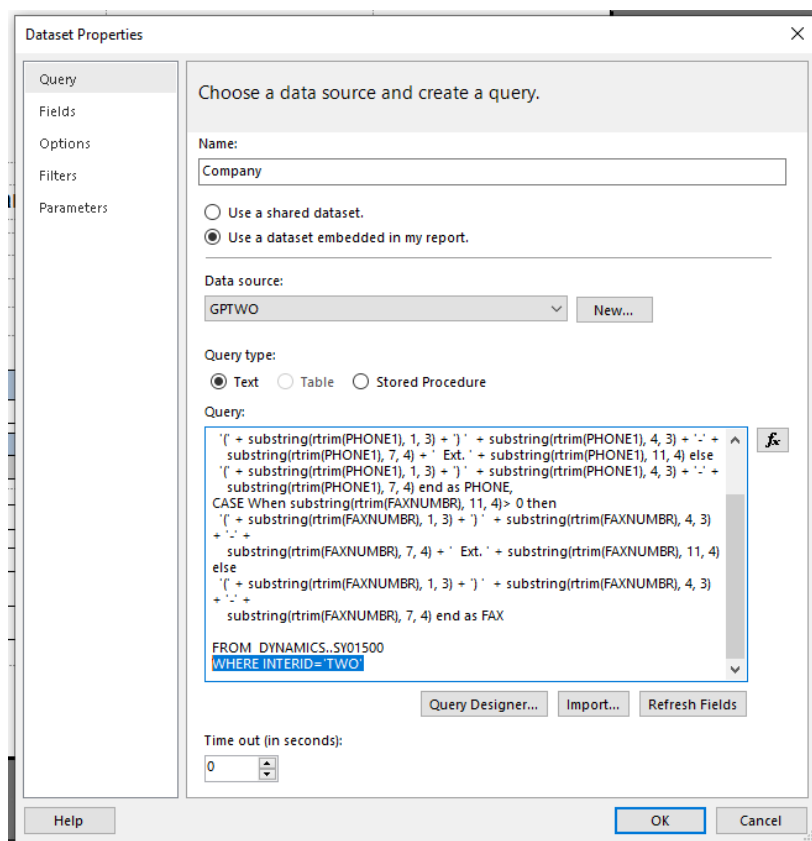
WHERE INTERID = 'TWO'

To be the Company Db you will be using this report for.

Example

WHERE INTERID = 'MYCOM'

Then select OK



Dataset Properties

Query
Fields
Options
Filters
Parameters

Choose a data source and create a query.

Name:
Company

☐ Use a shared dataset.
☒ Use a dataset embedded in my report.

Data source:
GPTWO New...

Query type:
☒ Text ☐ Table ☐ Stored Procedure

Query:

```
['' + substring(trim(PHONE1), 1, 3) + ']' + substring(trim(PHONE1), 4, 3) + '-' +
substring(trim(PHONE1), 7, 4) + ' Ext.' + substring(trim(PHONE1), 11, 4) else
['' + substring(trim(PHONE1), 1, 3) + ']' + substring(trim(PHONE1), 4, 3) + '-' +
substring(trim(PHONE1), 7, 4) end as PHONE,
CASE When substring(trim(FAXNUMBR), 11, 4) > 0 then
['' + substring(trim(FAXNUMBR), 1, 3) + ']' + substring(trim(FAXNUMBR), 4, 3)
+ '-' +
substring(trim(FAXNUMBR), 7, 4) + ' Ext.' + substring(trim(FAXNUMBR), 11, 4)
else
['' + substring(trim(FAXNUMBR), 1, 3) + ']' + substring(trim(FAXNUMBR), 4, 3)
+ '-' +
substring(trim(FAXNUMBR), 7, 4) end as FAX
FROM DYNAMICS..SY01500
WHERE INTERID= TWO'
```

Query Designer... Import... Refresh Fields

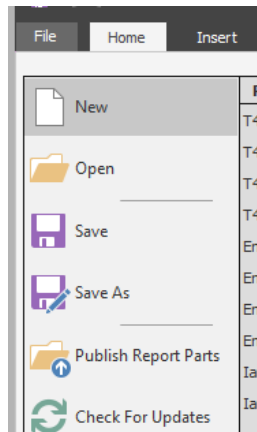
Time out (in seconds):
0

Help OK Cancel

9. When completed press File Save as

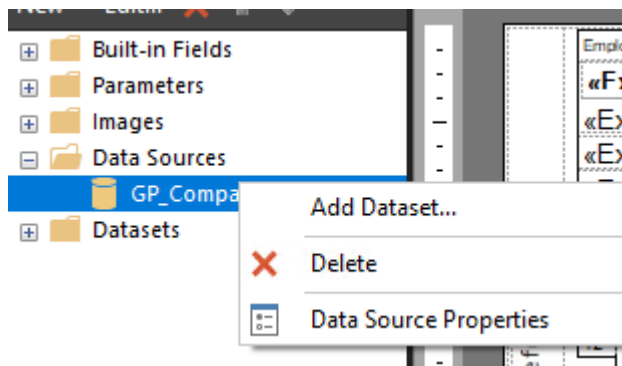
Then give the template a new Name that pertains to the company Db you will be using it on. If you plan on using it on a second company Db then you will need to save a second file and make sure that the dataset as described in Section 5 above is set for that other company Db on its file save.

Once all reports are completed updating see [Importing Reports](#) to import the report package to SSRS

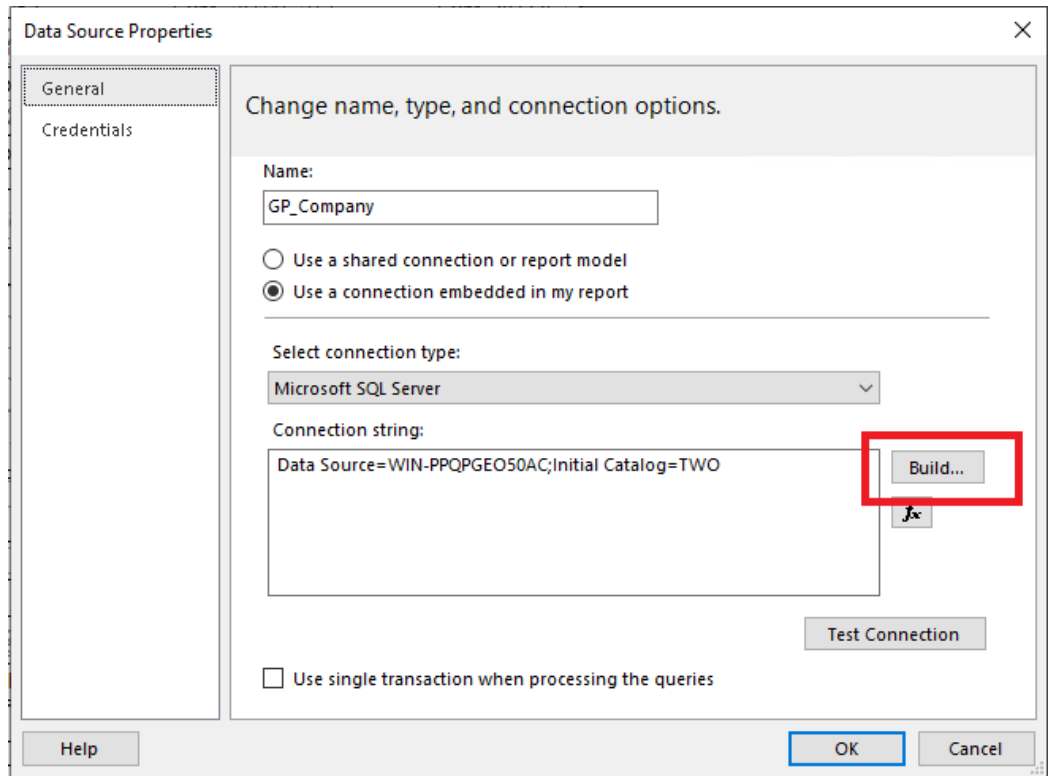


T4 Template Instructions

1. Open the T4 template RDL in Report Manager
2. Expand DataSources and right Click on the GP_Company Datasource listed and select Data Source Properties



3. Press the Build Button in the window listed



Data Source Properties

General

Credentials

Change name, type, and connection options.

Name: GP_Company

☐ Use a shared connection or report model
☒ Use a connection embedded in my report

Select connection type: Microsoft SQL Server

Connection string: Data Source=WIN-PPQGE050AC;Initial Catalog=TWO

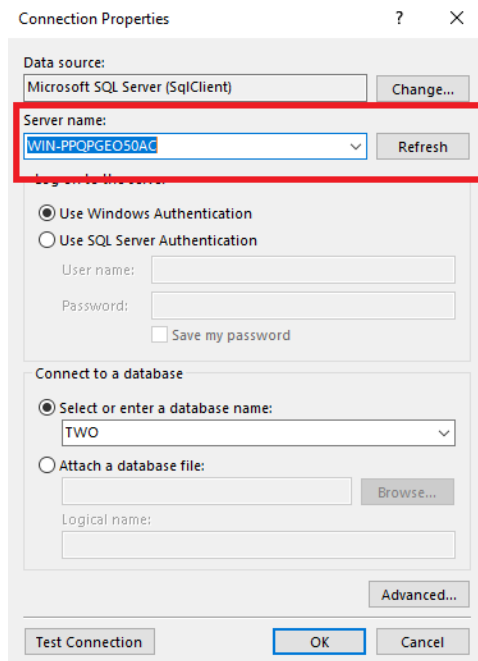
Build...

Test Connection

☐ Use single transaction when processing the queries

Help OK Cancel

4. In the Connection Properties Window under Server Name enter in your Server Name by typing in and press Refresh.



Connection Properties

Data source: Microsoft SQL Server (SqlClient) Change...

Server name: WIN-PPQGE050AC Refresh

Log on to the server:

☒ Use Windows Authentication
☐ Use SQL Server Authentication

User name: Password: Save my password

Connect to a database:

☒ Select or enter a database name: TWO

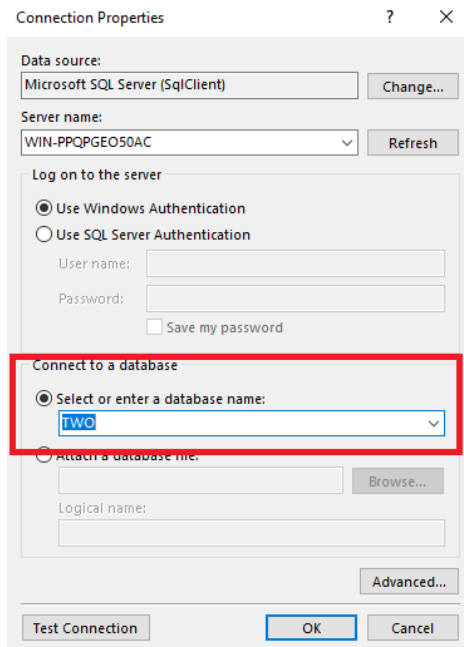
☐ Attach a database file: Browse...

Logical name:

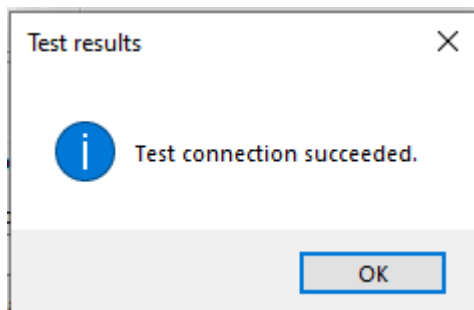
Advanced...

Test Connection OK Cancel

5. In the Connect to a Database Section select the Company Db you will be using this report for.



6. Press Test Connection to confirm the report is able to connect to the Db. If it is not you must ensure the proper Server is selected and proper Company Db is selected. If successful press OK and close the window.

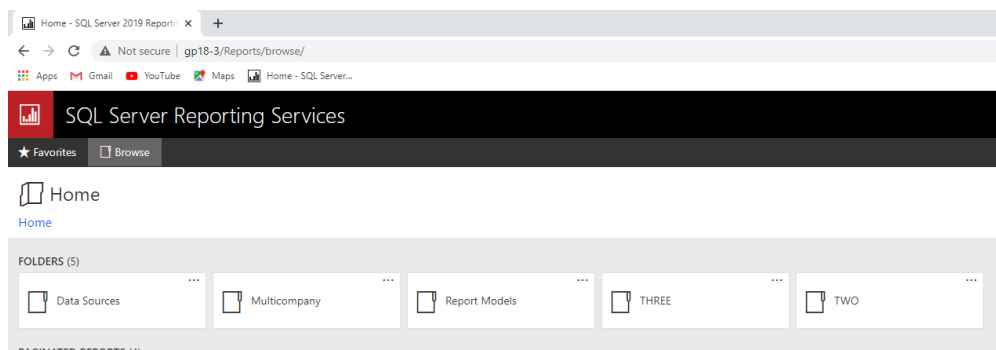


7. This will return you to the Data Source Properties window. Select OK again to close the window.
8. When completed save the template to a location you can access to import later. Recommend name include the Company Db if you have more than one company Db as you will need to repeat steps 1 through 8 for each additional Company Db and save that file.
9. When completed see [Importing Reports](#) to import the report.

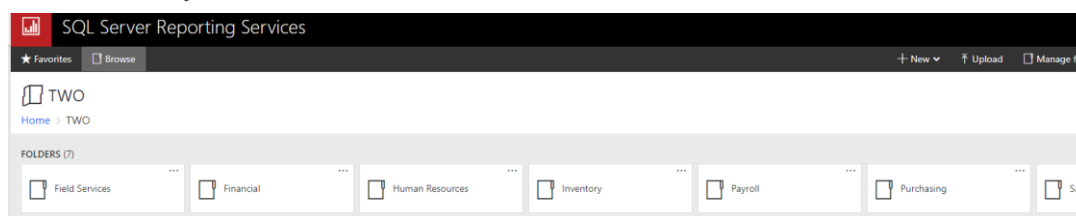
[Importing Reports](#)

Once you have your Report files Ready you can now import the Reports to your report server.

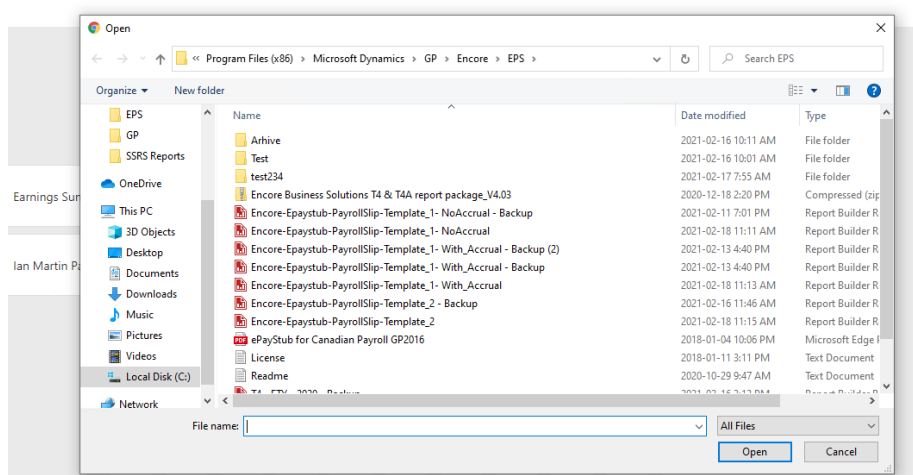
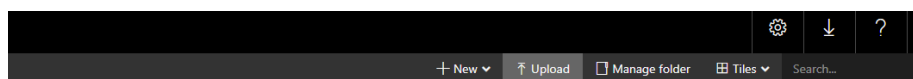
1. Open the Reports browser that is specified as part of your GP deployment.
2. Select The company Db you will be deployment your report for.



3. Select the Payroll Folder



4. Press the Upload Button and browse to and select the report file where you saved in the previous template section and press open.

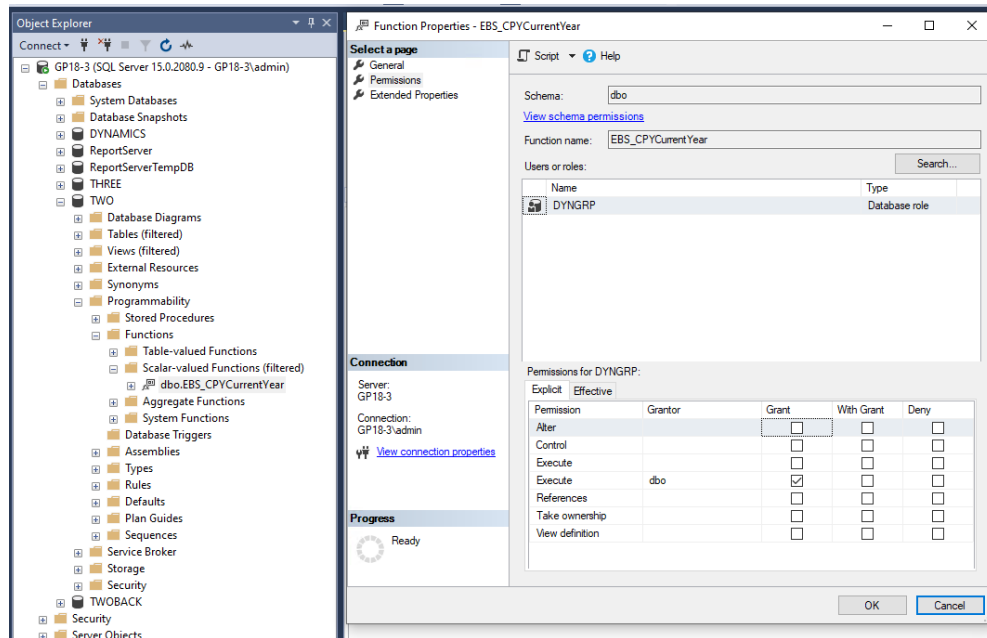


5. If you have a T4 report for this company Db you can upload that file to this folder as well.
6. Repeat steps for each company Db selecting the proper template modified for that company Db.

Server Security

For the Server the windows security for the user that will be running the report must be part of the DYNGRP or you can either update them to be part of the DYNGRP or

add the execute permissions to the group they are in onto the Scaler-valued Function Stored Procedure dbo.EBS_CPYCurrentYear. The windows use will need access to execute on this procedure.



SSRS reporting Security

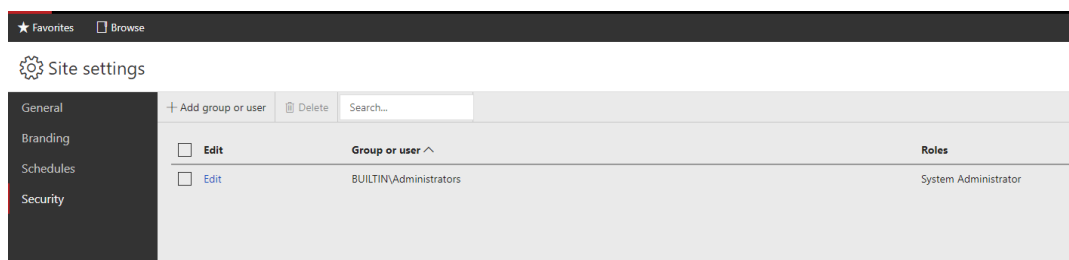
In order for users to be able to use the report they must be assigned site settings and if folder security is setup access to the folder security in SSRS.

Site Settings

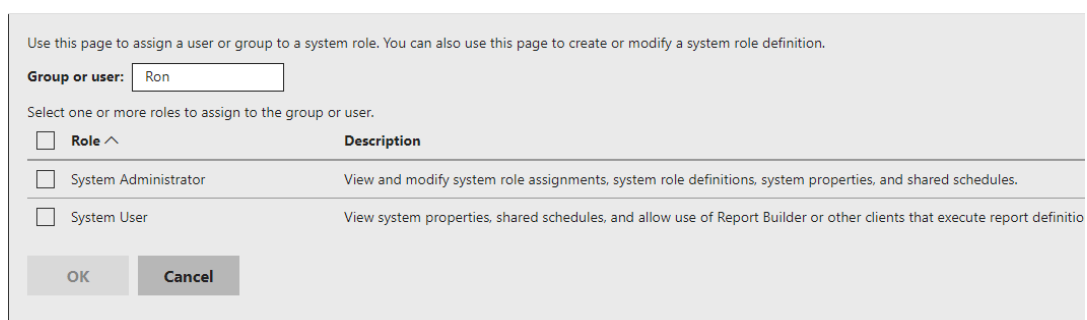
1. Select the Gear Icon in Reporting Services and select Site Settings.



2. Select the Security Tab. Ensure that the User or group are added to the list shown. If not, then you will need to add that user or group by selecting the Add Group or user.



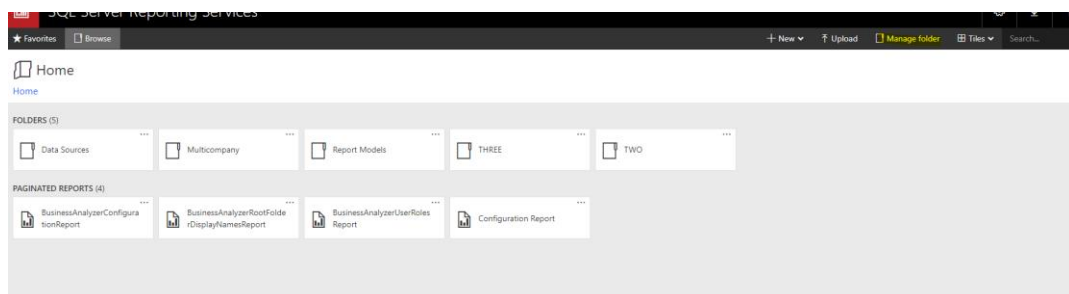
- When adding a new user or group they will need the System User role.



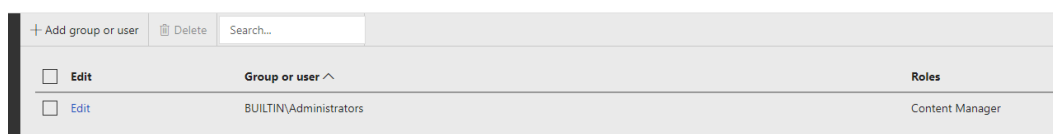
Folder Security

With Folder Security setup users must be given access to the folder the report is located in as well as the root folders for the company and Payroll.

- Select the desired folder and press the Manager Folder Button.



- Ensure the desired user or group is listed in the list shown. If not then you will need to add the user / group



- Browser access would be required.

Use this page to assign role-based security for **Home**.

Group or user:

Select one or more roles to assign to the group or user.

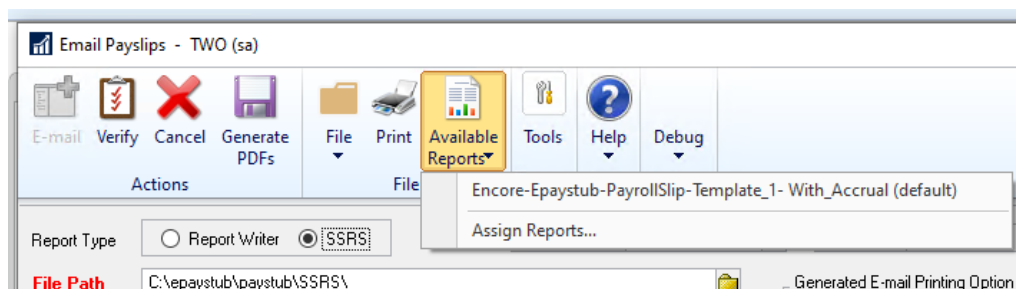
<input type="checkbox"/> Role ^	Description
<input type="checkbox"/> Browser	May view folders, reports and subscribe to reports.
<input type="checkbox"/> Content Manager	May manage content in the Report Server. This includes folders, reports and resources.
<input type="checkbox"/> My Reports	May publish reports and linked reports; manage folders, reports and resources in a users My Reports folder.
<input type="checkbox"/> Publisher	May publish reports and linked reports to the Report Server.
<input type="checkbox"/> Report Builder	May view report definitions.

Assign Reports

For both Paystub and T4 the user must Assign the report to use. This is a per company Per user setting.

Assign Paystub Report

1. Open the Email Payslips window.
2. If SSRS report type is selected, you can select the Available Reports >> Assign reports option.



3. Locate the desired report on the left hand side and check it.

Report Assignments

Select reports to display for this window.

Available Reports

- ☐ Employee Status By Department
- ☐ Employee Status By Department Detail
- ☐ Employee Turnover KPI
- ☐ Employee Turnover KPI Detail
- ☐ Employee Wage and Hour
- ☐ Employees Detail
- ☐ Encore PaySlip
- ☐ Encore-Epaystub-PayrollSlip-Template_1- NoAccrual
- ☒ Encore-Epaystub-PayrollSlip-Template_1- With Accrual
- ☐ Encore-Epaystub-PayrollSlip-Template_2
- ☐ Enrolled Benefit and Deduction Summary
- ☐ Enrollment by Benefit
- ☐ Enrollment by Employee
- ☐ Expected Shipments
- ☐ GL Category Details
- ☐ Gross Profit Detail
- ☐ Gross Profit Margin KPI
- ☐ Gross Profit Margin KPI Detail
- ☐ Gross Profits
- ☐ Gross Profits YTD

Edit

Insert >>

Remove

Selected Reports

* Default Report Writer report

The report listed first will be used as the default report

OK

4. Press the Inert button then Ok.

Report Assignments

Select reports to display for this window.

Available Reports

- ☐ Employee Status By Department
- ☐ Employee Status By Department Detail
- ☐ Employee Turnover KPI
- ☐ Employee Turnover KPI Detail
- ☐ Employee Wage and Hour
- ☐ Employees Detail
- ☐ Encore PaySlip
- ☐ Encore-Epaystub-PayrollSlip-Template_1- NoAccrual
- ☐ Encore-Epaystub-PayrollSlip-Template_2
- ☐ Enrolled Benefit and Deduction Summary
- ☐ Enrollment by Benefit
- ☐ Enrollment by Employee
- ☐ Expected Shipments
- ☐ GL Category Details
- ☐ Gross Profit Detail
- ☐ Gross Profit Margin KPI
- ☐ Gross Profit Margin KPI Detail
- ☐ Gross Profits
- ☐ Gross Profits YTD
- ☐ Historical Aged Trial Balance

Edit

Insert >>

Remove

Selected Reports

- ☒ Encore-Epaystub-PayrollSlip-Template_1- With Accr...

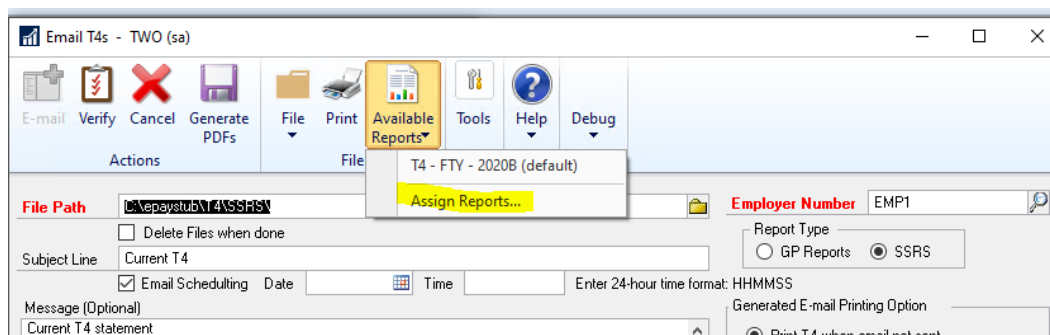
* Default Report Writer report

The report listed first will be used as the default report

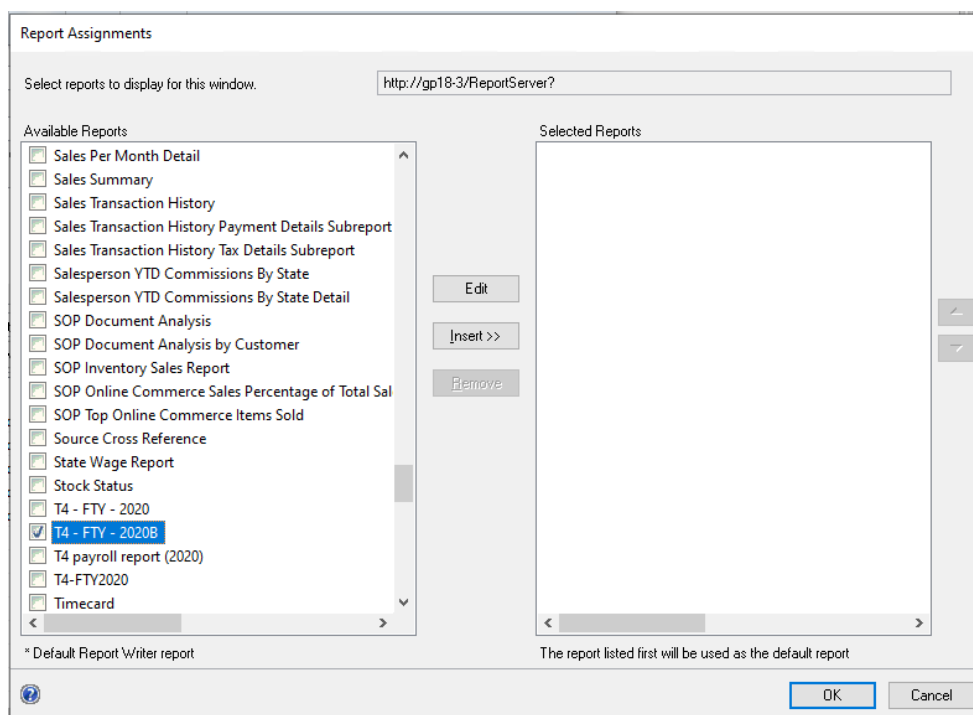
OK Cancel

Assign T4 Report

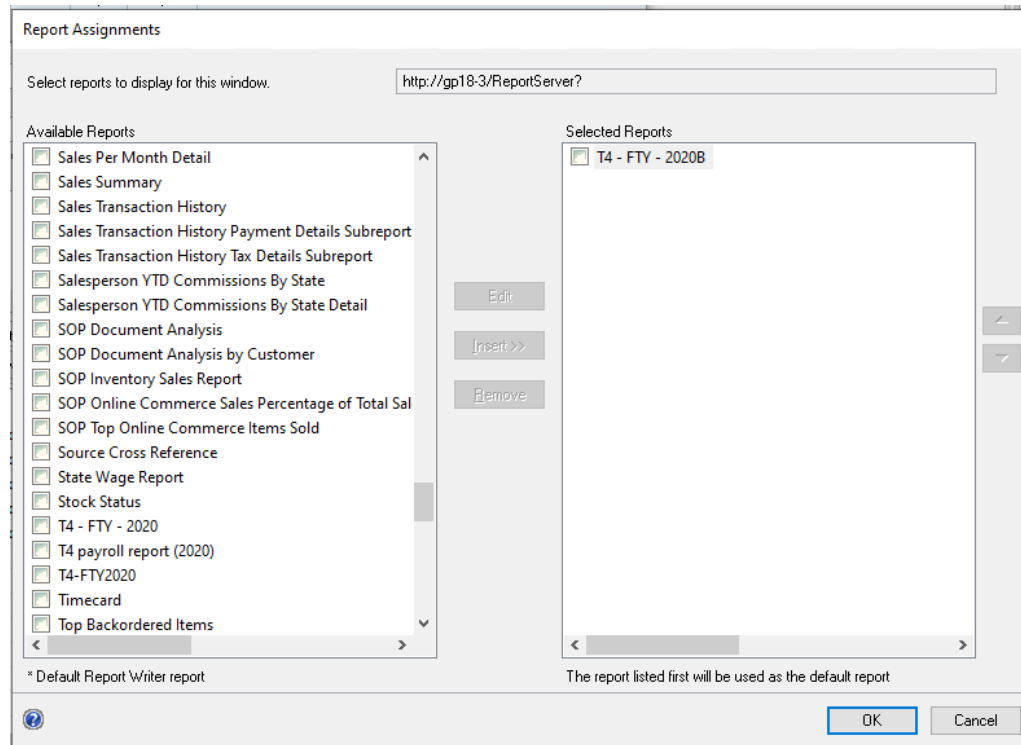
1. Open the Email T4 window
2. With the SSRS option selected you can press the Available Reports >> Assign Reports option.



3. In the Report Assignments window locate and check the desired T4 report.



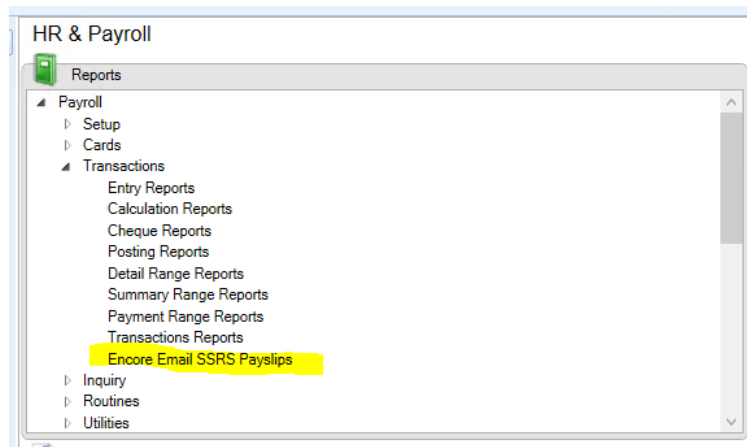
4. Press the Insert Button and select OK.



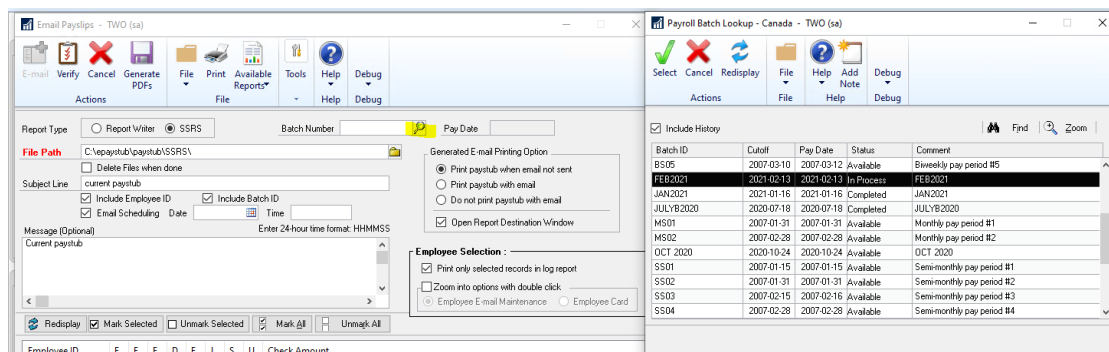
Emailing Paystubs

Emailing the Paystubs can still be accessed by selecting the Additional >> Email Payslips from the Payroll Cheque reports window.

It can also be performed directly by selecting the new menu item Encore Email SSRS Payslips from the Reports pane of the HR & Payroll menu.



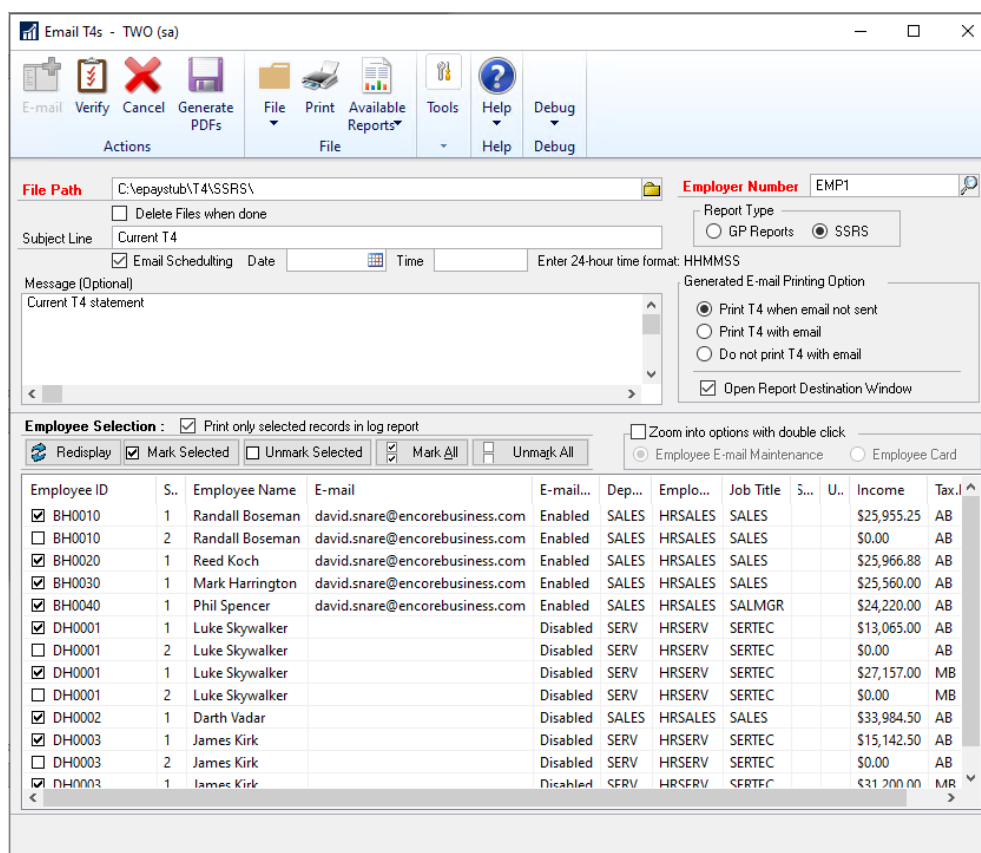
From there the user can use the Batch Number lookup to locate the batch they wish to process. The Payroll Batch Lookup will display all Batches from the current year including posted historical ones. You can uncheck the option include History to only view current batches.



Emailing T4

The Email T4 window will remain the same on how to access it by selecting the Additional >> Email T4 option from the T4 and R1 Print window.

However, should the SSRS report type be selected should any employee have additional Sequence T4 those will remain unchecked and the checkbox field is locked. This is because the SSRS report will automatically pick up the additional Sequence as a single File Print.



Build 16.018 – Dec 07, 2020

Scheduled Delivery Email Updates

2. Improved email process for Scheduled email delivery.

With Scheduled delivery enabled users will now be prompted if they wish to schedule the mail delivery at the beginning of the email process instead of after the files have been generated in the file path.

Email T4 Updates

1. Updated Email T4 window to account for Multiple T4 Sequence Statements.

This improvement added to account for potential Multiple T4 Sequences for Employees to accommodate for Covid Box Values 57 – 60 in other information fields. Should Employee have a Sequence 2 T4 record then it will appear as a second row in the window. In order to receive the Sequence 2 T4 users will need to email the Sequence 2 record which will generate a separate PDF file.

ePayStub Setup Updates

1. Resolved issues with Sample Password cut off in ePayStub Setup.

Issue was observed that if Password strength was set to 9 digits of the SSN the sample password displayed in the Setup window was cut off. This issue is now resolved so it will display the full character length of the sample password.

Build 16.017 – Sept 08, 2020

Scheduled Delivery Updates

1. Resolved issues with Print options when using Scheduled Delivery.

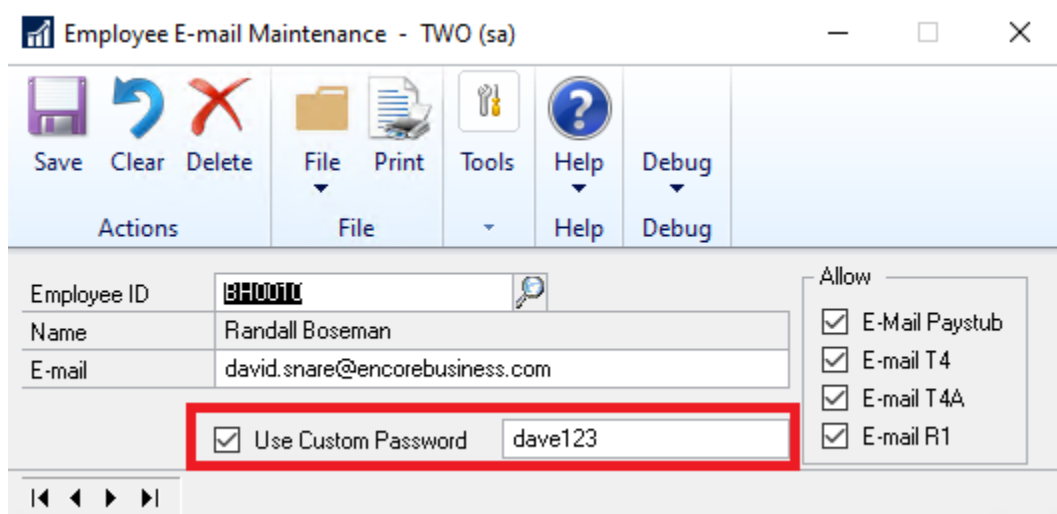
Issue observed that Scheduled delivery failed to kick off email print option to print when email not sent and print with email. This issue is now resolved.

Build 16.016 – April 28, 2020

Employee Email Maintenance Updates

1. New Custom Password option.

Users can now set a Custom Password for each Employee. This is done in the Employee Email Maintenance window by selecting the Use Custom Password option. Then setting the new password to be used during the PDF document creation. The Custom password takes precedence regardless of ePayStub Setup options. Should ePayStub report option not have password protection enabled and the employee has a custom password set then the report will still be password protected with the Custom Password. The Custom password is case sensitive and is alphanumeric.



New Scheduled mail delivery Updates

1. New Scheduled Mail Delivery option.

This is a new option that must first be enabled in ePayStub setup. Once enabled when the user selects the E-mail option in any of the ePayStub Email report windows they will receive an email option window. They can choose to send the email now or schedule later. Selecting Send Now will send the email immediately. Selecting Schedule Later the user will receive a Schedule notification window once the reports are generated. They would then set the Date and enter in the Time in 24-hour time format HHMMSS of when to schedule the delivery. The process will complete after selecting the Schedule Button.

The process is completed once the user received the Email Scheduled notification. In the Email Log report, it will indicate in the Log Message for any employee where an email was sent that it was a Scheduled Delivery and include the Date and time of delivery.

This is a true delayed delivery process as the Machine the email was processed for does not need to even be on after process is completed and the email will still be sent at the scheduled time. Users can immediately process any additional payroll batches after this process is completed.

ePayStub Setup - TWO (sa)

Enable PDF Password Protection

☐ Pay Stub
 ☒ T4
 ☒ T4A
 ☒ R1

Password: First char (lower case) of last name + last digits of SIN
 Sample password with last name Smith & SIN 123456789: **smi789**
(Note: Employees with Custom Passwords are always enabled)

Paystub | T4 | T4A | R1 | ☒ Enable Email Scheduling

Paystub Setup

File Name and Suffix Setup Options

File Name

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

Sample file name: **JohnSmithJS001BATCH01_00.PDF**

Defaults

Advice Slip Option ☐ Summary ☒ Detail

Generated Email Printing Option

☒ Open Report Destination Window


Path

Subject Line

☒ Include Employee ID
 ☒ Include Batch ID

Message

Microsoft Dynamics GP



Do you want to send emails now or schedule later?


Send Now
Schedule Later

Email Scheduling

Schedule

Date

4/28/20




Time

1600

Enter 24-hour time format: HHMMSS

Microsoft Dynamics GP



Email Scheduled.

OK

Payslip Email results

							Date	4/28/20
							Time	3:51:07 PM
							Page	1
SNo.	Employee ID	Name	PDF Created	Emailed	Log Message	File Path		
1	BH0010	Randall Boseman	Yes	Yes	Scheduled Delivery - 4/28/20 4:00:00 PM	C:\EPAYSTUB\Paystubs\Randall BosemanBH0010APRIL1_00.PDF		
2	BH0020	Reed Koch	Yes	Yes	Scheduled Delivery - 4/28/20 4:00:00 PM	C:\EPAYSTUB\Paystubs\Reed KochBH0020APRIL1_00.PDF		
3	BH0030	Mark Harrington	Yes	Yes	Scheduled Delivery - 4/28/20 4:00:00 PM	C:\EPAYSTUB\Paystubs\Mark HarringtonBH0030APRIL1_00.PDF		

ePaystub Setup Updates

1. New Advice Slip Default Option for Paystub reports.

Users can now pre-define which Paystub Advice Slip option will be default as selected when opening the Email Paystubs window. This is done by selecting either the Summary or Detail radio button option in the Defaults section for Paystub in ePayStub Setup. By Default, the Summary option will be set.

ePayStub Setup - TWO (sa)

OK File Tools Help Debug

Actions File Help Debug

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**

(Note: Employees with Custom Passwords are always enabled)

Paystub T4 T4A R1 ☒ Enable Email Scheduling

Paystub Setup

File Name and Suffix Setup Options

File Name FirstName + LastName + EmployeeID

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

Sample file name: **JohnSmithJS001BATCH01_00.PDF**

Defaults

Advice Slip Option ☐ Summary ☒ Detail

Generated Email Printing Option Do not print paystub with email

☒ Open Report Destination Window

Path C:\EPAYSTUB\Paystubs\

Subject Line test

☒ Include Employee ID ☒ Include Batch ID

Message

test

Build 16.015 – Dec 19, 2019

Enhancements

1. Improved Default Security Tasks.

New default security task created called ENCORE EPS EMAIL MAINT

This new task created to provide users access to specific ePayStub windows and reports without giving access to ePayStub Setup.

This new Security task will by default be part of the ENCORE EPS POWERUSER role.

It will provide the user with access to the following:

Windows

- Employee E-Mail Maintenance
- ePayStub Employee Email Importer
- Import Fields Lookup
- Import Setup ID Lookup

Reports

- Imports Status
- Employee Email Lists

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Task ID: ENCORE EPS EMAIL MAINT Category: Project

Task Name: ePayStub Email Maintenance

Task Description: Access to ePayStub Email and Importer windows

Product: ePaystub for CPR

Type: Windows

Series: Project

User Type: Full

Access List:

☒ Display Selected Items

Mark All Unmark All

Operations

☒ Employee E-mail Maintenance

☒ ePayStub Employee Email Importer

☒ Import Fields Lookup

☒ Import Setup ID Lookup

Print Operation Access

Navigation: < > << >>

Security Task Setup - TWO (sa)

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Help Debug

Task ID: ENCORE EPS EMAIL MAINT Category: Project

Task Name: ePayStub Email Maintenance

Task Description: Access to ePayStub Email and Importer windows

Product: ePaystub for CPR

Type: Reports

Series: Project

User Type: Full

Access List:

☒ Display Selected Items

Mark All Unmark All

Operations

☒ EBS Import Status

☒ EBS_Employee_Email_List

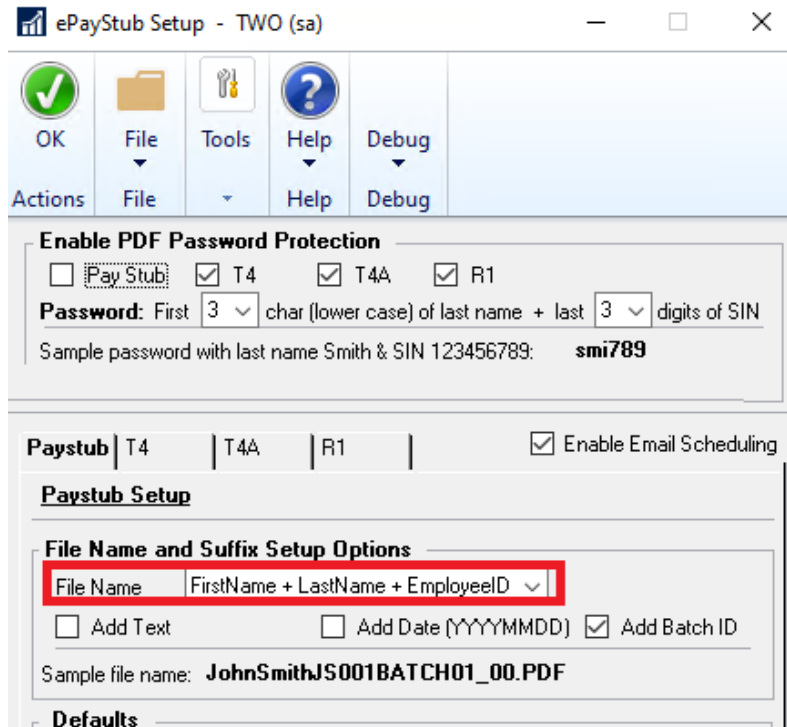
Print Operation Access

Navigation: < > >>

Resolved Issues

1. Resolved issues with Paystub reports generated.

Issue observed when Batch contained employees with the exact same first and last name. Should ePayStub Setup have been set to generate the filename as First + Last name or Last + First name and not include the employee id then this scenario causes issues where the second employee with the exact same name in the batch would overwrite the paystub file for the first employee. As such we have updated paystub setup so that Employee ID will always be included in the filename should the name scheme be selected.



Build 16.014 – Feb 25, 2019

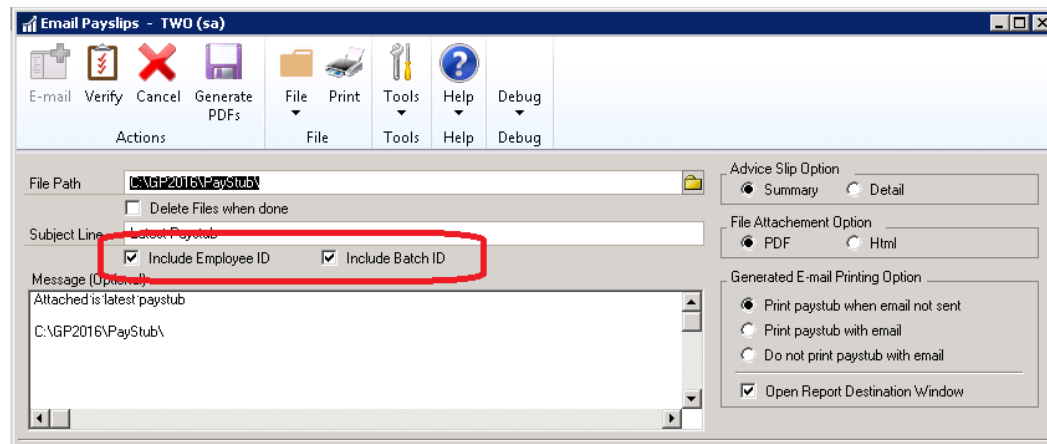
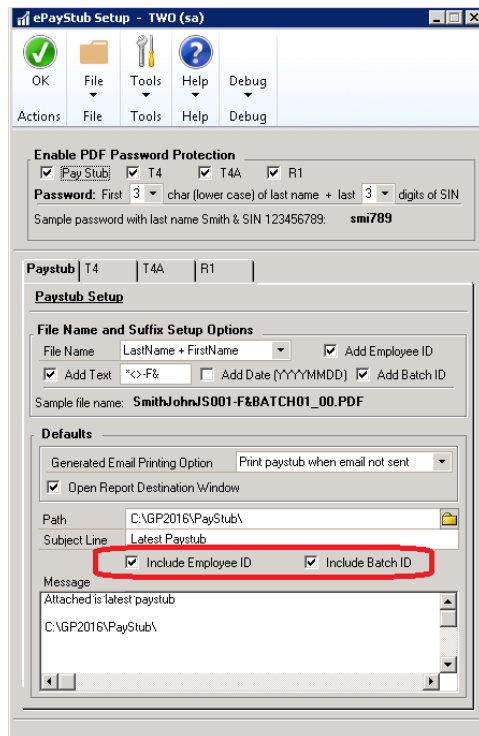
Resolved Issues

- 1. 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 16.013 – Feb 11, 2019

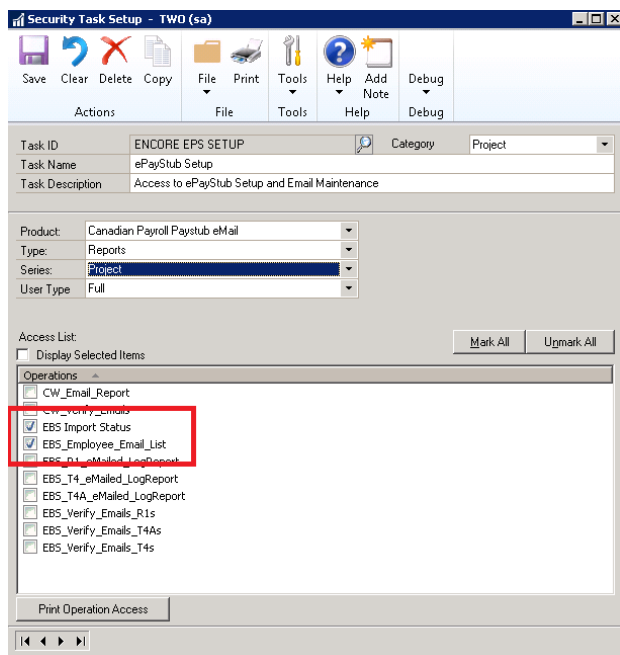
Enhancements

- 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.



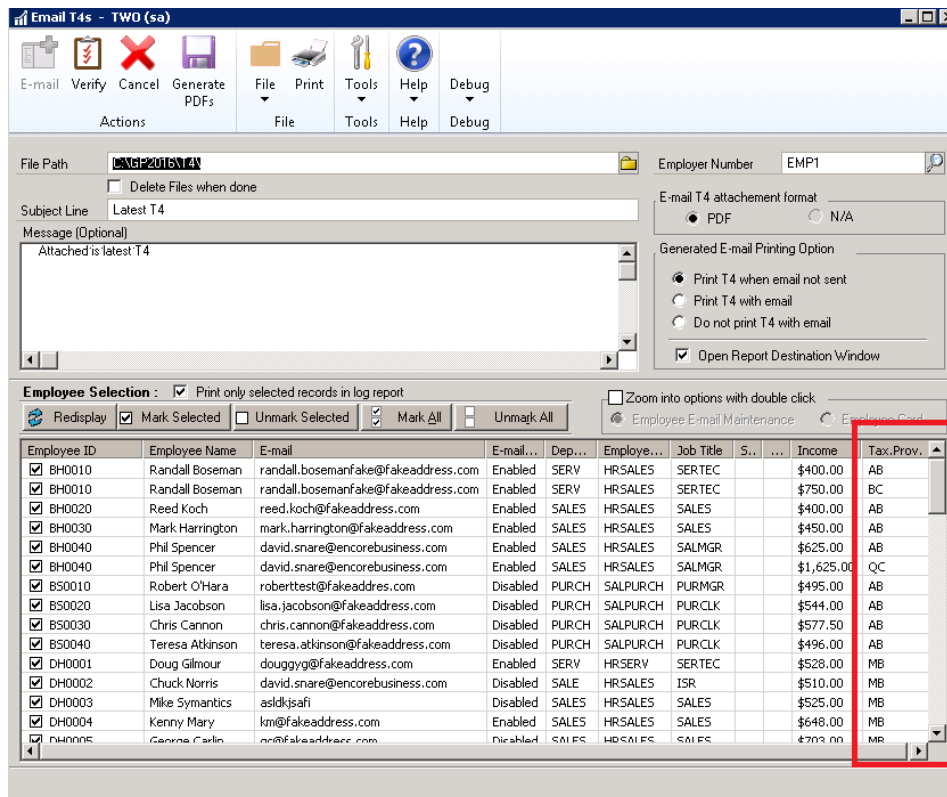
3. Improved default security task ENCORE EPS SETUP to have access to Import Status report.

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.



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.



Resolved Issues

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

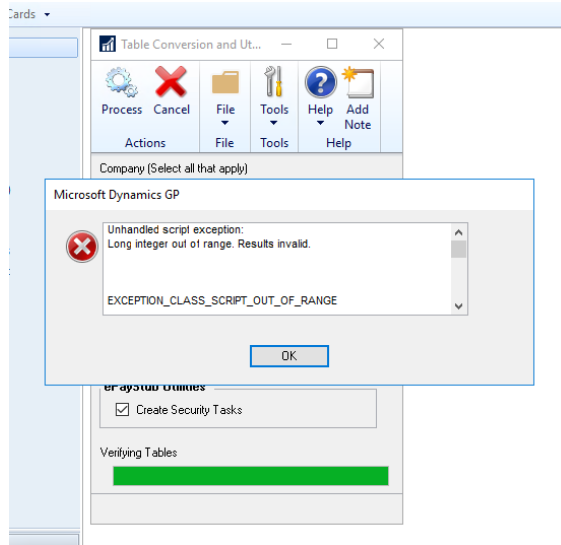
Issue observed when users received validation message indicating max character validation received that the progress Bar at the bottom of the email window would not clear. This resulted in possible confusion that the window appears to be still processing after clearing the validation message when it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

Build 16.011 – Aug 17, 2018

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.

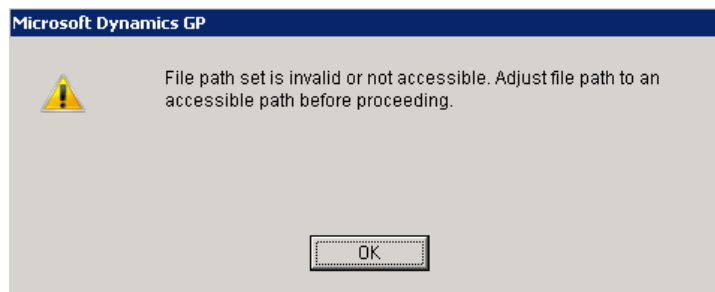


Build 16.010 – June 27, 2018

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.

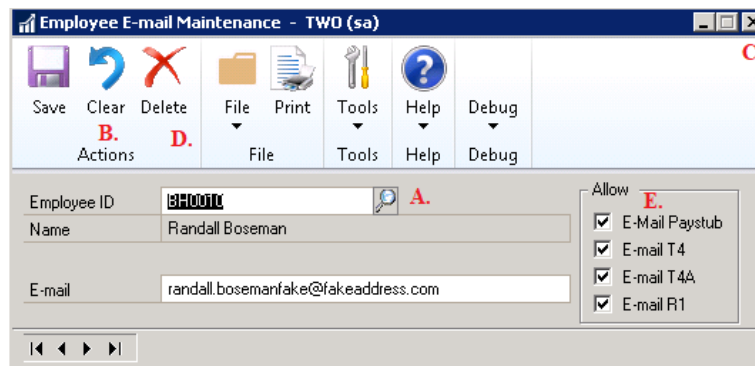


2. Improved Employee Email Maintenance window.

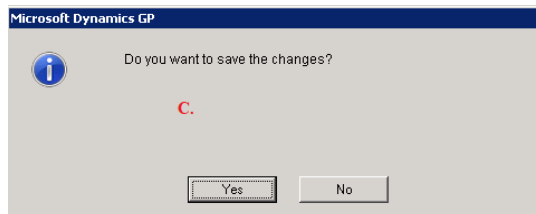
Employee E-mail Maintenance window improvements added:

- 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.

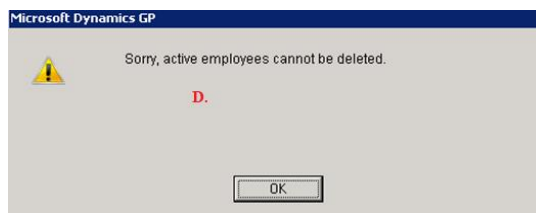
- E.** New E-Mail Paystub Authorization. This is a new Authorization checkbox option that users can use should the employee not wish to have their paystub emailed but the other reports can be emailed. For existing user of ePayStub this checkbox will default as checked for any employee email maintenance 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 initially 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.
- 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.
 - 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.



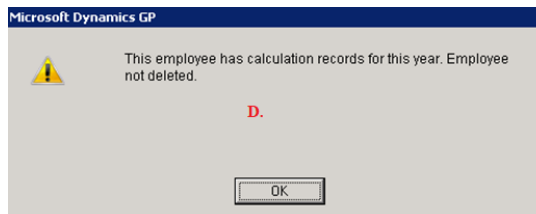
The screenshot shows the 'Employee E-mail Maintenance - TWO (sa)' window. It features a menu bar with 'Save', 'Clear', 'Delete', 'File', 'Print', 'Tools', 'Help', and 'Debug'. Below the menu bar are input fields for 'Employee ID' (containing 'B-H001'), 'Name' (containing 'Randall Boseman'), and 'E-mail' (containing 'randall.bosemanfake@fakeaddress.com'). To the right of these fields is a section labeled 'Allow' with four checkboxes: 'E-Mail Paystub', 'E-mail T4', 'E-mail T4A', and 'E-mail R1', all of which are checked. The window title bar includes standard Windows window controls and a red 'C.' label.



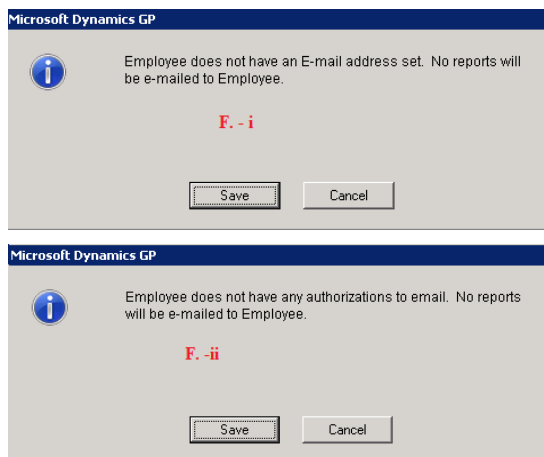
The screenshot shows a Microsoft Dynamics GP dialog box with the title 'Microsoft Dynamics GP'. It contains an information icon and the text 'Do you want to save the changes?'. Below the text are 'Yes' and 'No' buttons. A red 'C.' label is positioned above the buttons.



The screenshot shows a Microsoft Dynamics GP error dialog box with the title 'Microsoft Dynamics GP'. It contains a warning icon and the text 'Sorry, active employees cannot be deleted.' Below the text is an 'OK' button. A red 'D.' label is positioned above the button.

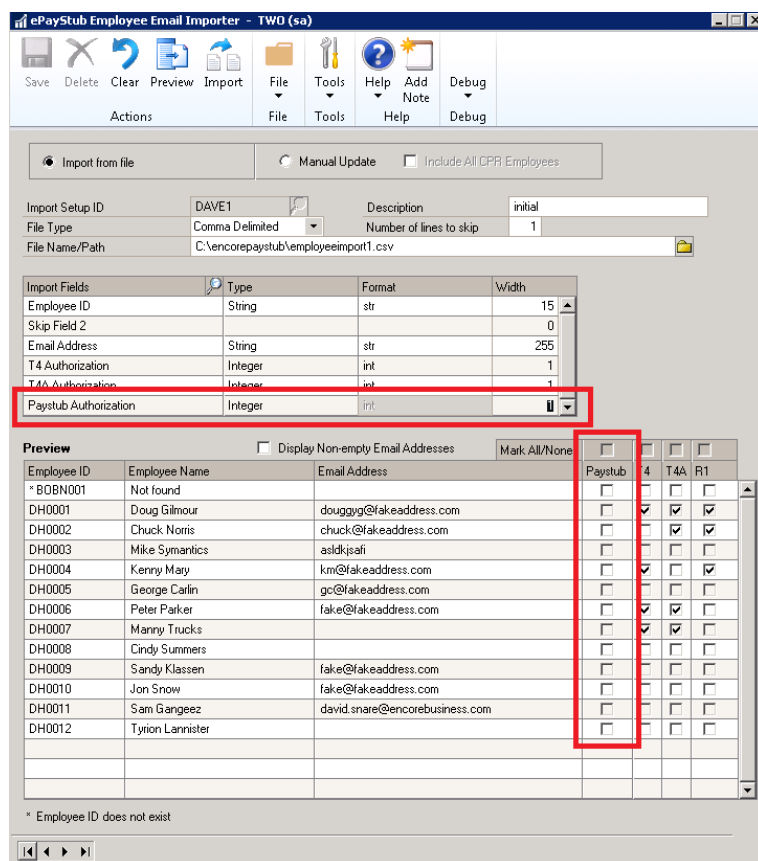


The screenshot shows a Microsoft Dynamics GP error dialog box with the title 'Microsoft Dynamics GP'. It contains a warning icon and the text 'This employee has calculation records for this year. Employee not deleted.' Below the text is an 'OK' button. A red 'D.' label is positioned above the button.



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.



Resolved Issues

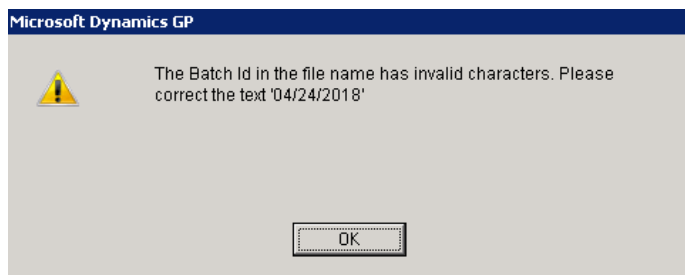
- Resolved issues with cannot insert Null value in Email Payslips UI window.**
Issue observed in Email Payslips UI window. Should Payroll Batch contain an employee record where the employee did not exist in the Employee email

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

Build 16.009 – May 22, 2018

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.



Build 16.008 – 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

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 16.007 – 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 16.006 – Nov 07, 2017

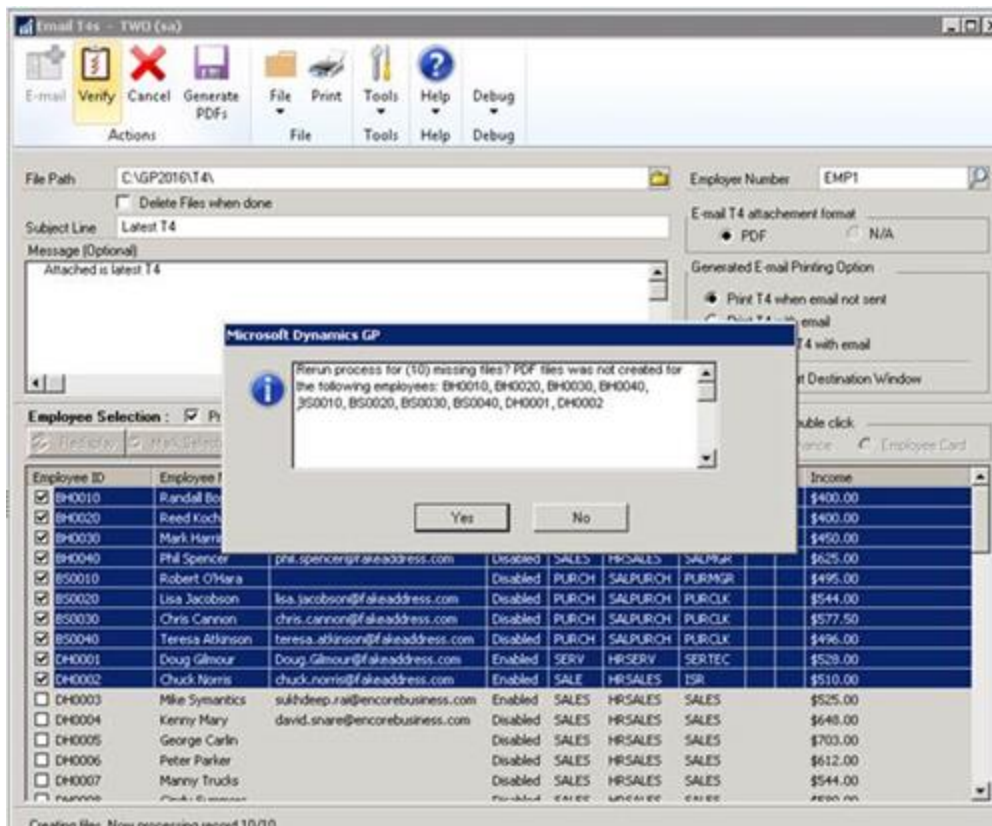
Resolved Issues

- 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 16.005 – 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 sa Fabrikam, Ltd. 4/12/2017

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 16.004 – 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.

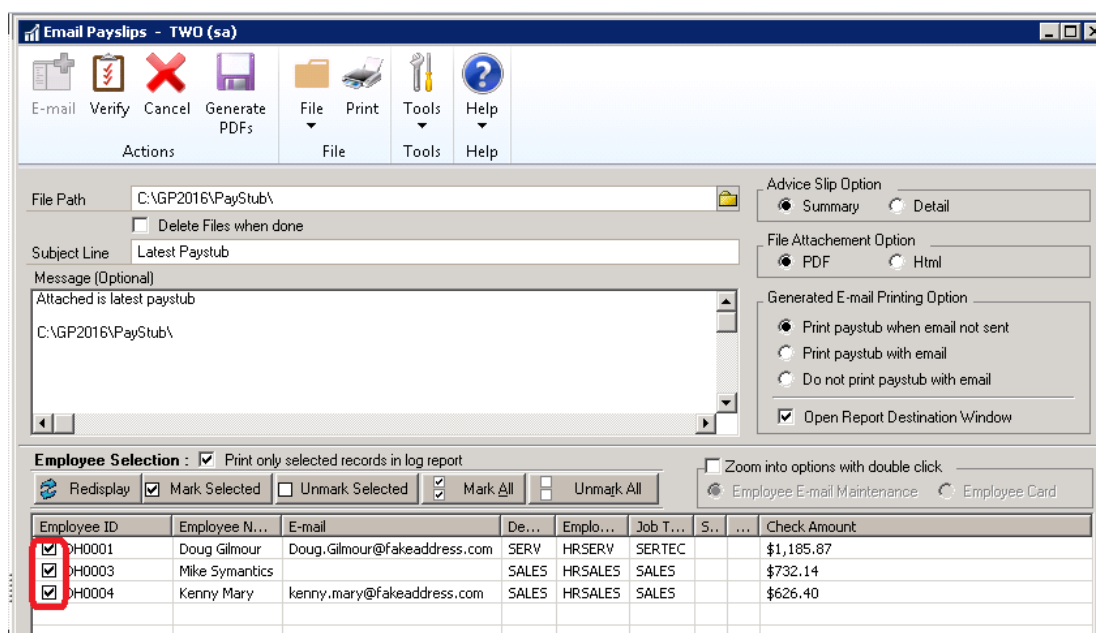
Problem was observed when printing the Paystub reports, T4, T4A, and R1 reports from ePayStub. The email log report would be generated. This is now resolved, This report will only be generated when generating the PDF documents or emailing the reports.

Build 16.003 – April 27, 2017

Enhancements

1. 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.



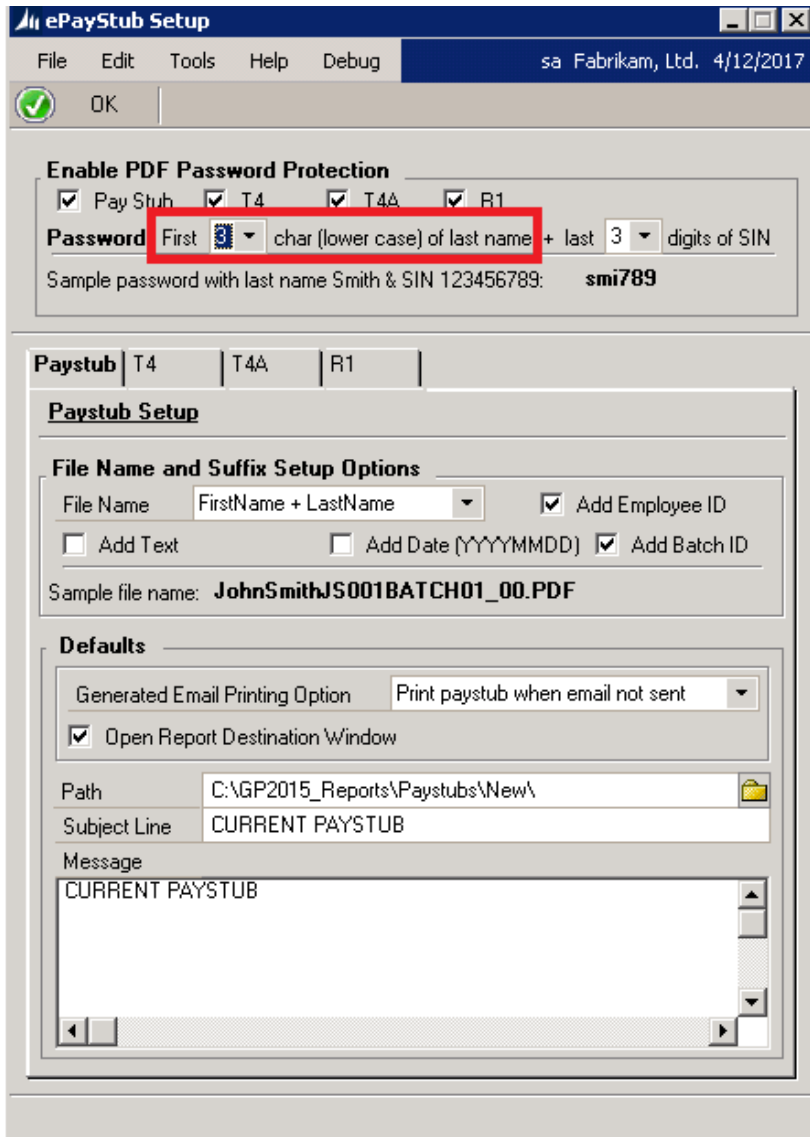
Employee ID	Employee Name	E-mail	De...	Empl...	Job T...	S...	...	Check Amount
<input checked="" type="checkbox"/> JH0001	Doug Gilmour	Doug.Gilmour@fakeaddress.com	SERV	HRSERV	SERTEC			\$1,185.87
<input checked="" type="checkbox"/> JH0003	Mike Symantics		SALES	HRSALES	SALES			\$732.14
<input checked="" type="checkbox"/> JH0004	Kenny Mary	kenny.mary@fakeaddress.com	SALES	HRSALES	SALES			\$626.40

Build 16.002 – 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.



ePayStub Setup

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

OK

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

File Name and Suffix Setup Options

File Name **FirstName + LastName** ☒ Add Employee ID

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

Sample file name: **JohnSmithJS001BATCH01_00.PDF**

Defaults

Generated Email Printing Option **Print paystub when email not sent**

☒ Open Report Destination Window

Path **C:\GP2015_Reports\Paystubs\New**

Subject Line **CURRENT PAYSTUB**

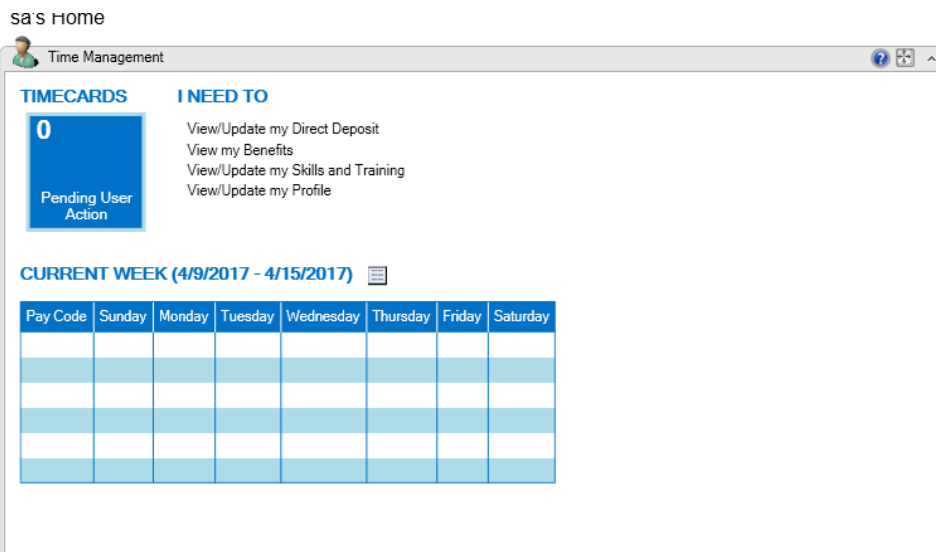
Message

CURRENT PAYSTUB

2. Improved Self Service options for Payroll.

With ePaystub the Self Service options will now update to hide some of the webparts not applicable for Canadian Payroll. The following webparts 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)



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 16.001 – Jun 24, 2016

Enhancements

1. ePayStub build created for GP2016

Build generated based on Build 14.104 for GP2015.

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)