



**encore**

# Paycode Mass Update User Manual GP2015 – GP2018

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## Introduction

Welcome to the Paycode Mass Update for the Canadian Payroll module which will assist in reducing time spent in tedious paycode updates by simplifying the update process. Paycode Mass update allows you to update multiple paycodes for multiple employees – through defining master and child relationship and specifying relationship factors.

You can also perform a mass update of vacation pay percentages to multiple employees.

The Paycode Mass update module allows you to quickly and easily update a large number of payroll paycode with it's simple to use window. .

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## What's In This Manual?

This manual contains a detailed description of Paycode Mass update, step-by-step instructions to guide you through the installation and setup of your Paycode Mass Update module.

This manual assumes that you are familiar with navigation principles in Microsoft Dynamics GP and that you know how to operate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP2016 has been installed and configured on your computer.

This manual contains the following chapters:

The [Introduction](#) chapter lists the benefits and features of Paycode Mass Update.

The [Installation](#) chapter has step-by-step instructions that guide you through the installation of your Paycode Mass Update module.

The [Paycode Mass Update Relationship Setup](#) chapter explains how to complete setup and set the factor relationships between paycodes.

The [Paycode Mass Update Relationship Inquiry](#) chapter explains how to review the setup and the factor relationships between paycodes.

The [Utilities](#) chapter covers the use of the Paycode Mass Update Utility to update paycodes and vacation percentages for employee cards.



[Appendix A: Data Tables & Default Security Tasks](#) *chapter* details the product tables and the Default Security Tasks.

[Appendix B: Setup Income Payroll Rate Table](#) chapter details information on how to setup Canadian Payroll Rate Table.

[What's New in Paycode Mass Update](#) chapter describes all the changes made to Paycode Mass Update with this release and includes any known issues.

## Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
File >> Print	The (>>) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

## Additional resources

Documentation is provided in hard copy format as an Adobe Acrobat PDF file. Online help is available in this version of Paycode Mass update. Press F1 or click the help icon to obtain online help

## Support Services

### To obtain product support services:

Please refer to this quick reference table when you need to use Encore's Technical Support services.

Service	Contact
General Calls	204.989.4330
Toll Free Number (North America Only)	888.898.4330
Fax	204. 235.2331
E-mail	<a href="mailto:support@encorebusiness.com">support@encorebusiness.com</a>
Web	<a href="http://www.encorebusiness.com">www.encorebusiness.com</a>



**Before You Call Support:**

You should have the answers for all the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?
- Have you performed any of the table maintenance processes?
- If you have performed table maintenance processes and received error messages, what were the messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?

Verify the version numbers for Microsoft Dynamics GP, your database software, Encore product and Windows. Also note service packs.

To locate the version number for Paycode Mass Update version go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration. The Version number is located on the right-hand side beside the product name listed. You can also access the About window which can be located by selecting Paycode Mass Update and expanding the window. The About window link is located in the bottom left hand corner of the Encore Product Registration window.



# Chapter 1: Installation

This chapter explains how to install and register Paycode Mass Update.

This chapter contains the following sections:

- [System Requirements](#)
- [Prior to Upgrading or Installing a new build](#)
- [Installing Paycode Mass Update for Canadian Payroll](#)
- [Registering Paycode Mass Update](#)
- [Table conversions](#)

## System Requirements

To use this module, Canadian Payroll for Microsoft Dynamics GP is required to be installed. The hardware necessary to run Microsoft Dynamics GP is all you need to run Paycode Mass update.

## Prior to Upgrading or Installing a new build

Before upgrading from an earlier version or installing a new build of Paycode Mass Update, be sure to back up any customized reports/ windows.

To create a backup file of your customized reports/ windows:

1. Open the Customization Maintenance window.  
(Microsoft GP >> Tools >> Customize >> Customization Maintenance)
2. Locate the Paycode Mass Update in the Product column.
3. Highlight all the Modified Reports/Windows in the list.
4. Click on Export.
5. Enter a name for the file.
6. Select a folder location to save the package to.

## Installing Paycode Mass Update for Canadian Payroll

You will use the installation program to install Paycode Mass Update.

Before you begin installing Paycode Mass Update, do the following:

1. Verify that Microsoft Dynamics GP has been installed on your computer.
2. Verify that the PMU20xx.00.01.xxx.exe file has been downloaded onto your computer.  
(The x's in the file name will be numbers of the build.)
3. Note the directory location of your Microsoft Dynamics GP installation  
(You will need to know this during the installation.)
4. Exit all applications.

### To install Paycode Mass Update:

1. Start Windows Explorer and locate the PMU201x.00.01.xxx.exe file. The location of this file will vary depending on how you acquired the product.  
(The x's in the file name will be numbers of the build.)

2. Launch the PMU201x.00.01.xxx.exe file by double-clicking it. The installation program for Paycode Mass Update will start.

(The x's in the file name will be numbers of the build.)

3. Follow the instructions in each window.
4. After installation is complete, start Microsoft Dynamics GP. The message "Do you wish to include new code now?" will appear.



You must log in as System Administrator in order to complete the installation and do initial system setups.

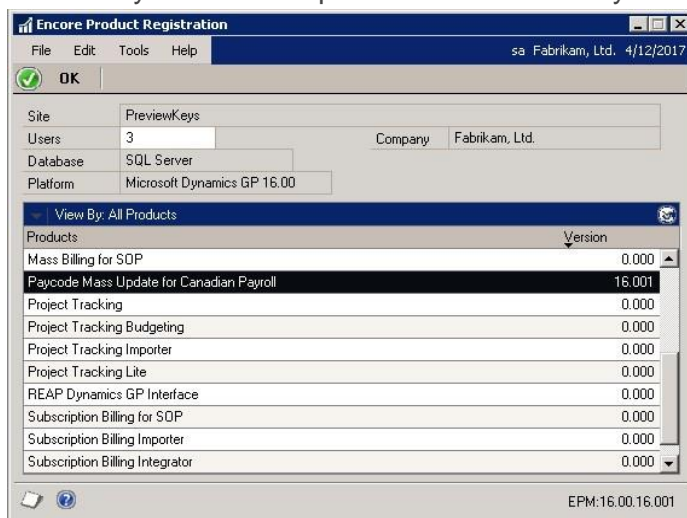
5. Select Yes. Information for Paycode Mass Update, Encore Product Registration and Encore Utilities will be copied to the Dynamics.set file.


## Registering Paycode Mass Update

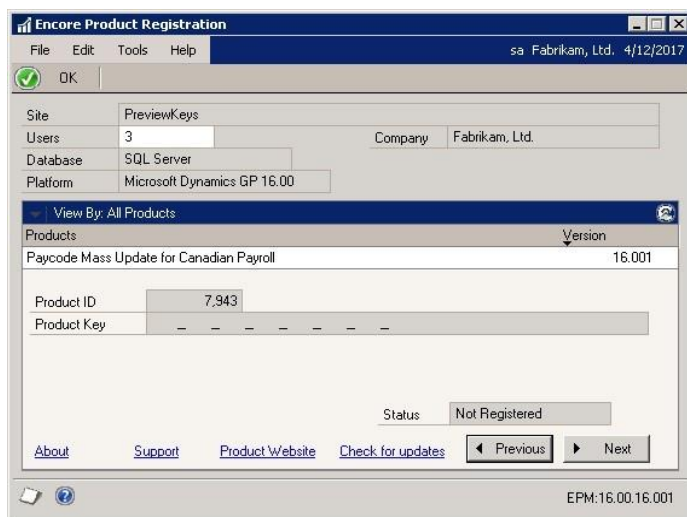
Before you use Paycode Mass update, you must register your software. If you choose not to enter the registration information, you will only be able to perform paycode updates using Fabrikam - the lesson company.

### To register Paycode Mass Update:

1. Open the Encore Product Registration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)
2. Select Paycode Mass Update for Canadian Payroll.



3. Choose the show expansion button  to display the detailed view of the registration window.



4. Enter (or Copy and Paste) the product registration key provided by Encore Business Solutions Inc.
5. Select OK to close the window.

### To register your Product using a drop file:

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP.  
(For Example: C:\ Microsoft Dynamics GP\)
2. Log in to Microsoft Dynamics GP as a system administrator.
3. The system will notify you that it has found a registration file, accept the prompt.
4. The system will notify you when the product has been registered.
5. Open the Encore Product Registration window to ensure that it has been registered.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)

## Table conversions

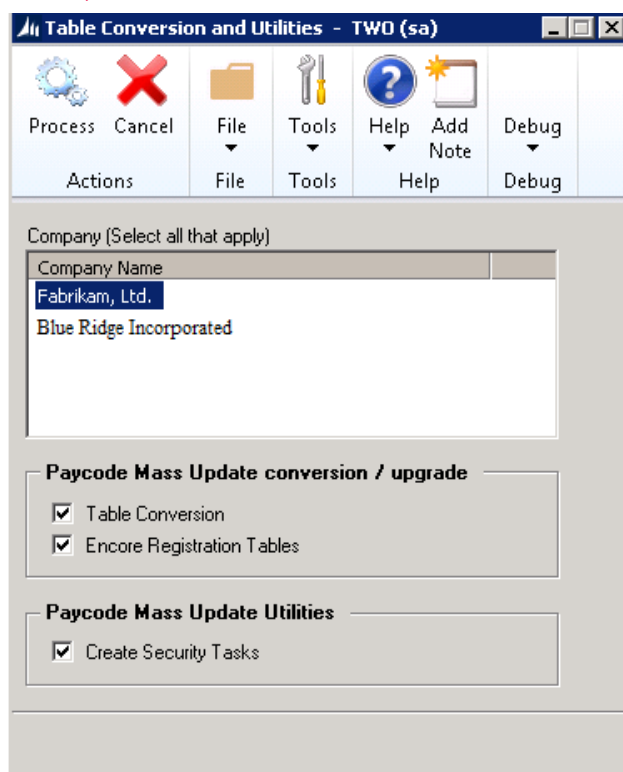
Whether you want to use the product to test or in production, you must run the Table Conversion/Upgrade process to create tables—this will set up SQL components and convert any existing data.



You must log in as System Administrator to initialize Paycode Mass Update Table Conversion / Upgrade process.

### To create tables and run table conversions:

1. Open the Table Conversion window.  
(Microsoft Dynamics GP menu >> Maintenance >> Encore PayCode Mass Update >> Table Conversion and Utilities)



2. Select all the Companies that will be using Paycode Mass update.  
(You can use the CTRL or Shift keys to highlight multiple company's)
3. Ensure that Table Conversion is selected.

4. Select Encore Registration Tables to complete the Encore Product Maintenance Table Conversion for multiple company Db's. This needs to occur for all company Db's.
5. Select Create Security Tasks if you wish to create Paycode Mass Update Default Security Tasks and Default Power user Role.



This option creates a security task for each window of Paycode Mass update. The security tasks begin with "ENCORE PMU ". All security tasks are then assigned to a default Power user role called "ENCORE PMU POWER USER"

See [Default Security Tasks & Role](#) for further details.

6. Select Process. Tables will be created, permissions will be set, and existing data will be converted.



Every time you install Paycode Mass update, you must run the table conversion / upgrade process for each company.





## Chapter 2: Paycode Mass Update Relationship Setup

This chapter describes how to complete setup for paycode mass update to create relationships between paycodes.

This section includes the following sections:

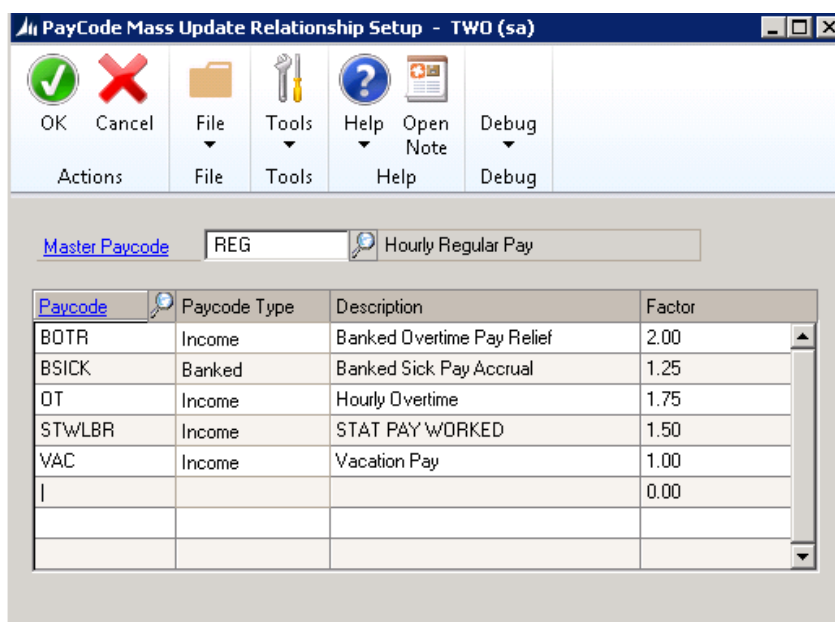
- [Paycode Mass Update Relationship Setup](#)
- [To setup Paycode Mass Update](#)

### Paycode Mass Update Relationship Setup



This setup is not required if you are only updating a single paycode or none of your paycodes have any defined relationship with some other paycode. (ie Overtime being 1.5 times the Regular pay). However, to be able to update multiple paycodes assigned to an employee, you must complete the setup to create the child relationships to the Master Paycode. As part of this setup you will be selecting the Factor for the relationship. This factor is used as part of the calculation when updating the rate for the child paycode.

#### To setup Paycode Mass Update Relationship

1. Open the Paycode Mass update Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Encore Paycode Mass update >> Encore PMU Relationship Setup)



Paycode	Paycode Type	Description	Factor
BOTR	Income	Banked Overtime Pay Relief	2.00
BSICK	Banked	Banked Sick Pay Accrual	1.25
OT	Income	Hourly Overtime	1.75
STWLBR	Income	STAT PAY WORKED	1.50
VAC	Income	Vacation Pay	1.00
I			0.00

2. Select the Master Paycode.  
 The Master Paycode will be the paycode that will be selected for update in the Paycode Mass Update Utility. See [Chapter 4: Paycode Mass Update Utility](#) for further details. This is the paycode that will be used to link to the child paycodes.
3. In the scrolling window select the Paycode you wish to create the child relationship for.  
Note you can select either Income or Banked Paycodes for the relationship.
4. Set the Factor for the relationship.  
 Note that the Factor defines the relationship between the selected Paycode to the Master Paycode. When Changes are made to the Master Paycode, then the selected Paycode would be adjusted by the same amount multiplied by the Factor that is set.

Example: an employee's regular pay is set to \$10.00/hour, and the OT Paycode is set with a factor of 1.5 or \$15.00/hour. If the Regular Paycode is updated to be \$11.00/hour using the Paycode Mass Update Utility, then the OT Paycode would be updated to be \$16.50

5. Repeat Setup 3 and 4 for each paycode you wish to add a relationship for.
6. Once all Child paycodes have been selected and their factors are set press OK to close the setup window.

Once setup is completed you can now proceed with updating multiple Paycodes using the Paycode Mass Update Utility. See [Mass update of Paycode Rates](#) for instructions.



## Chapter 3: Paycode Mass Update Relationship Inquiry

This chapter describes how to review the paycode mass update relationships between paycodes.

This section includes the following sections:

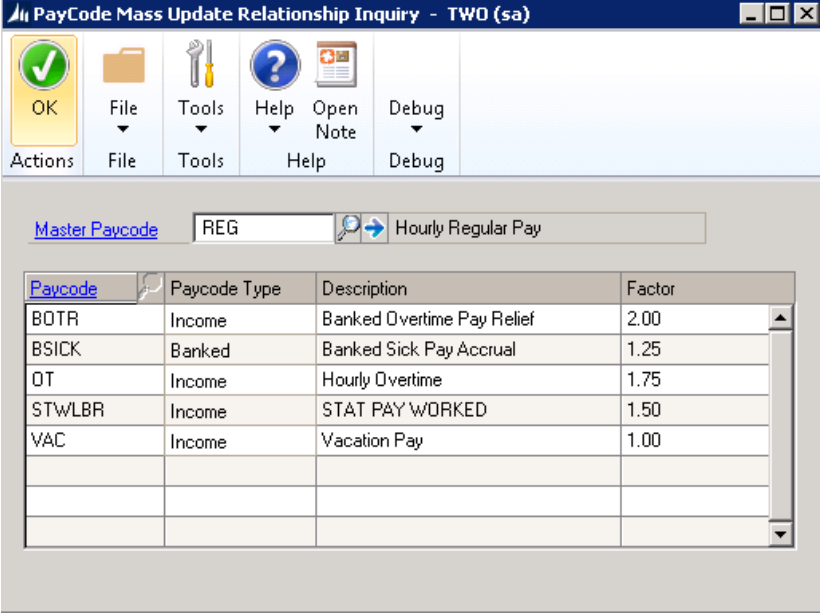
- [Paycode Mass update Relationship Inquiry](#)

### Paycode Mass update Relationship Inquiry

This inquiry window allows you to review the Relationship setup for the Master Paycode without giving direct access to make changes to the relationship. You can zoom into The Paycode Mass Update Relationship Setup window from the zoom into option on the Master Paycode.


#### To access Paycode Mass Update Relationship Inquiry

1. Open the Paycode Mass update Relationship Inquiry window.  
(Inquiry menu >> Payroll-Canada >> Encore PMU Relationship Inquiry)



Paycode	Paycode Type	Description	Factor
BOTR	Income	Banked Overtime Pay Relief	2.00
BSICK	Banked	Banked Sick Pay Accrual	1.25
OT	Income	Hourly Overtime	1.75
STWLBPR	Income	STAT PAY WORKED	1.50
VAC	Income	Vacation Pay	1.00



2. Select the Master Paycode.  
The Master Paycode will be the paycode that will be selected for update in the Paycode Mass Update Utility. See [Chapter 4: Paycode Mass Update Utility](#) for further details. This is the paycode that will be used to link to the child paycodes
3. The scrolling window will display all the Child Paycodes and their relationship Factors set. Should you require to edit this setup select the  Icon next to the Master Paycode to open the [Paycode Mass Update Relationship Setup](#) window.





- [illegible]

6. Optional, select the Preview Button to expand the list in the scrolling window so it shows all the linked paycodes.

If the employees listed have any of the paycodes that were set as child paycodes in the Paycode Mass Update Relationship Setup they will then be displayed in the scrolling window.



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

OK Hide Commit Clear File Print Tools Help Open Note Debug

Process: ☒ Paycode ☐ Vacation PayCode REG Hourly Regular Pay ☐ Show Inactive Employees

Employee ☐ All ☒ From: DH0001 To: DH0007

Position ☐ All ☒ From: To:

Class ☐ All ☒ From: To:

Department ☐ All ☒ From: To:

Set New Rate 0.0000 Copy entered Rate to All Copy from Current Rate ☒ Preserve manual changes to New Rate ☒ Update Child Rate(s) when manually updating New Rate of Master Calculate

Employee ID	Name	Paycode	Current Rate	New Rate
DH0001	Gilmour doug	REG	57.3000	0.0000
DH0001	Gilmour doug	OT	52.5000	0.0000
DH0001	Gilmour doug	VAC	30.0000	0.0000
DH0001	Gilmour doug	BSICK	37.5000	0.0000
DH0003	symantics Mike	REG	30.0000	0.0000
DH0003	symantics Mike	OT	52.5000	0.0000
DH0003	symantics Mike	VAC	30.0000	0.0000
DH0004	kenny mary	REG	30.0000	0.0000
DH0004	kenny mary	OT	52.5000	0.0000
DH0005	carlin george	REG	30.0000	0.0000
DH0005	carlin george	OT	52.5000	0.0000
DH0006	Parker Peter	REG	30.0000	0.0000
DH0006	Parker Peter	OT	52.5000	0.0000
DH0006	Parker Peter	STWLBR	225.0000	0.0000
DH0007	trucks manny	REG	30.0000	0.0000
DH0007	trucks manny	OT	52.5000	0.0000

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

7. An Indicator  will appear beside each row that is a "Master" Paycode.

The symbol is used as an indicator that Child Paycode relationship may have been setup for the Master Paycode selected. Child Paycodes would appear below the line with the symbol for the employee if it is assigned to the employee.



8. You have 3 options available to update the new rate for each employee in the scrolling window:
- Select the "Copy entered Rate to All" button which will copy the value of the field beside this option, to all master Paycodes in the Scrolling window.
  - Select the "Copy from Current Rate" button to copy all the Current rate values over to the new Rate Column.



- In the scrolling window, manually update the New Rate for any employee Paycodes.



Note that the "Copy entered Rate to All" and "Copy from Current Rate" functions will recalculate the "Children" Paycodes based on the Factor set in the setup window for the "Master" Paycode.

Mark the "Preserve manual changes to New Rate" checkbox option, if you will be making manual changes in the scrolling window that you want to preserve so that they will not be affected by either the "Copy To All" or the Copy From Current" functions

- The "Update Child Rate(s) when manually updating New Rate of Master" checkbox option is only visible in the Preview mode. Select this option, if when adjusting the "Master" paycode, you want to immediately show the results on the associated "Children" Paycodes. The "Children" Paycodes will also update based on the Factor set in the setup window.
- The "Calculate" button is only available if the option "Update Child Rate(s) when manually updating New Rate of Master" is unchecked. This option will calculate the rate for all child lines, you will be asked if you would like to preserve the entire data or if you would like to recalculate all lines.



Please note that should you update the Factors for any of the "Children" Paycodes in the Paycode Mass Update Relationship Setup window It will automatically refresh the factors in the Paycode Mass Update Utility and recalculate the New rates based on the updated factors from the setup table.

- Once you have completed the updates using the methods described in Step 10 you can print a report detailing the values that will be updated by selecting the "Print" button.

Screen Output - CW\_Mass\_Update

File Edit Tools Find Help

Print Send To Modify 100% Completed 1 Page

**Paycode Mass Update Report**  
Fabrikam, Ltd.

User sa Page 1  
Date 7/22/2016  
Time 10:39:01 PM

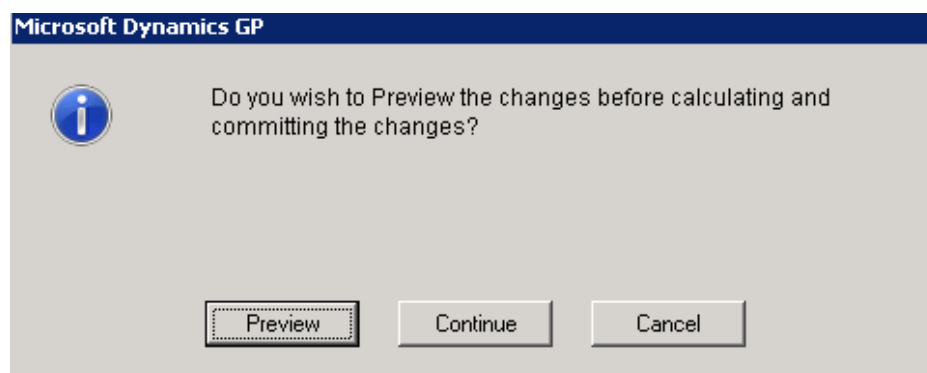
Employee	Name	Paycode	Old Rate	New Rate	Factor	Changed by User
DH0001	Doug Gilmour	REG	\$20.00	\$25.50	1.00	X
DH0001	Doug Gilmour	OT	\$30.00	\$38.25	1.50	
DH0001	Doug Gilmour	VAC	\$20.00	\$25.50	1.00	
DH0002	Chuck Norris	REG	\$20.00	\$25.50	1.00	
DH0002	Chuck Norris	OT	\$30.00	\$38.25	1.50	
DH0002	Chuck Norris	VAC	\$20.00	\$25.50	1.00	
DH0003	Mike Symantics	REG	\$20.00	\$25.50	1.00	
DH0003	Mike Symantics	OT	\$30.00	\$38.25	1.50	
DH0003	Mike Symantics	VAC	\$20.00	\$25.50	1.00	
DH0004	Kenny Mary	REG	\$20.00	\$25.50	1.00	
DH0005	George Carlin	REG	\$20.00	\$25.50	1.00	
DH0006	Peter Parker	REG	\$20.00	\$25.50	1.00	
DH0006	Peter Parker	OT	\$30.00	\$38.25	1.50	
DH0006	Peter Parker	VAC	\$20.00	\$25.50	1.00	
DH0007	Manny Trucks	REG	\$20.00	\$25.50	1.00	
DH0007	Manny Trucks	OT	\$30.00	\$38.25	1.50	
DH0007	Manny Trucks	VAC	\$20.00	\$25.50	1.00	

Total Paycodes 17



The column "Changed by User" in the report indicates that you had manually updated the new value in the "New Rate" field.

12. Once All updates have been completed to the paycodes listed you can select the "Commit" button to complete the updates. Selecting this option will update the rates on each Employees' associated Pay Codes.
13. You will be prompted if you wish to Preview changes before calculating and provided if Preview was not selected. You will be given Three options.
  - a) **Preview:** This option will return you back to Paycode Mass Update window with the preview selected to review the entries including the Child pacodes. No changes were committed.
  - b) **Continue:** This option will continue to perform the update to the Employee Cards listed.
  - c) **Cancel:** This option will return you back to Paycode Mass Update Utility and no changes were committed.



14. You can review the results of the paycode update by navigating to the employee card and selecting the Paycodes button. From there select the Paycode in the list provided and select the "Update" option. The Rate field should now be the new rate that was specified in the Paycode Mass Update Utility.

### Mass update of Vacation Pay Percentages

The Paycode Mass Update Utility allows you to update employee vacation pay percentages for multiple employees.

#### To perform Vacation Pay Percentage updates

1. Open the Paycode Mass Update Utility window.

(Microsoft Dynamics GP >> Tools >> Utilities >> Encore PayCode Mass Update >> Encore PMU Utility)

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

**Process:**
☐ Paycode
 ☒ Vacation
☐ Show Inactive Employees

Employee: ☒ All ☐ From:  To:

Position: ☒ All ☐ From:  To:

Class: ☒ All ☐ From:  To:

Department: ☒ All ☐ From:  To:

Set New Rate: 

☒ Preserve manual changes to New Rate

Employee ID	Name	Paycode	Current Rate	New Rate
BH0010	Randall Boseman	Vac %	4.0000%	0.0000%
BH0030	Mark Harrington	Vac %	4.0000%	0.0000%
BOB01	Bob Bobo	Vac %	4.0000%	0.0000%
BS0010	Robert O'Hara	Vac %	4.0000%	0.0000%
BS0030	Chris Cannon	Vac %	4.0000%	0.0000%
BS0040	Teresa Atkinson	Vac %	4.0000%	0.0000%
DAV01	Kimberly Kimberly	Vac %	0.0000%	0.0000%
DH0001	Gilmour doug	Vac %	6.5000%	0.0000%
DH0003	symantics Mike	Vac %	6.5000%	0.0000%
DH0004	kenny mary	Vac %	4.0000%	0.0000%
DH0005	carlin george	Vac %	4.0000%	0.0000%
DH0006	Parker Peter	Vac %	4.0000%	0.0000%
DH0007	trucks manny	Vac %	4.0000%	0.0000%
DH0008	Summers Cindy	Vac %	4.0000%	0.0000%
DH0009	klassen sandy	Vac %	4.0000%	0.0000%
DH0010	Snow Jon	Vac %	4.0000%	0.0000%
DH0011	Gangeez Sam	Vac %	4.0000%	0.0000%
DH0012	Lannister Tyrion	Vac %	4.0000%	0.0000%

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



2. Select Vacation radio option for the Process to be run.  
As a default Paycode will be selected when you open the window.
3. All Employees will display in the scrolling window.
4. You can limit the range of employees by using the following range options:
  - *Employee*
  - *Position*
  - *Class*
  - *Department*

[illegible]

5. The option, "Preserve values changed by user", is selected when the Paycode Mass update Utility is opened. With this option selected then any records entered or manually changed will not be affected by either the "Copy entered Rate to All" or the Copy from Current Rate" functions
6. You have 3 options available to update the new rate for each employee in the scrolling window:
  - *Select the "Copy entered Rate to All" button which will copy the value of the field beside this option, to the New Rate Column for all employees in the Scrolling window.*
  - *Select the "Copy from Current Rate" button to copy all the Current rate values over to the New Rate Column.*
  - *In the scrolling window, manually update the New Rate for any employee.*
7. Once you have completed the updates using the methods described in previous step; you can print a report detailing the values that will be updated by selecting the "Print" button.

Screen Output - CW\_Vacation\_Update

File Edit Tools Find Help Debug

Print Send To Modify 100% Completed 1 Page

### Vacation Mass Update Report

Fabrikam, Ltd.

User sa Page 1  
Date 9/4/2018  
Time 9:13:55 AM

Employee	Name	Old Percentage	New Percentage	Changed by User
DH0001	Gilmour doug	6.5000%	9.0000%	X
DH0003	symantics Mike	6.5000%	7.5000%	
DH0004	kenny mary	4.0000%	7.5000%	
DH0005	carlin george	4.0000%	9.5000%	X
DH0006	Parker Peter	4.0000%	7.5000%	
DH0007	trucks manny	4.0000%	7.5000%	

Total Employees 6



The column "Changed by User" in the report indicates that you had manually updated the new value in the "New Rate" field.

- Once All updates have been completed to the Vacation % listed, you can select the "Commit" button to complete the updates. Selecting this option will update the Vacation Pay Percentage for each Employee.
- You will be prompted if you wish to commit the changes. Select Yes to continue or No to abort committing the update.

Microsoft Dynamics GP

Are you sure you would like to commit these values?

Yes No

- You can review the results by navigating to the employee card and selecting the Vac/Sick button. The Vacation Pay Percentage field should now be the new rate that was specified in the Paycode Mass Update Utility.



## Chapter 5: Payroll Rate Table

With Paycode Mass update you can alternatively use the Payroll Rate table to update the Rates for Income paycodes. To do this you will need to first complete setup to use the payroll rate table. See [Setup Payroll Rate Table](#) for instructions on setting up the Payroll rate table.

Once you have the Payroll Rate Table completed for the Paycode then you can use Paycode Mass Update to set the Rate for the income paycode.

### Using Payroll Rate Table

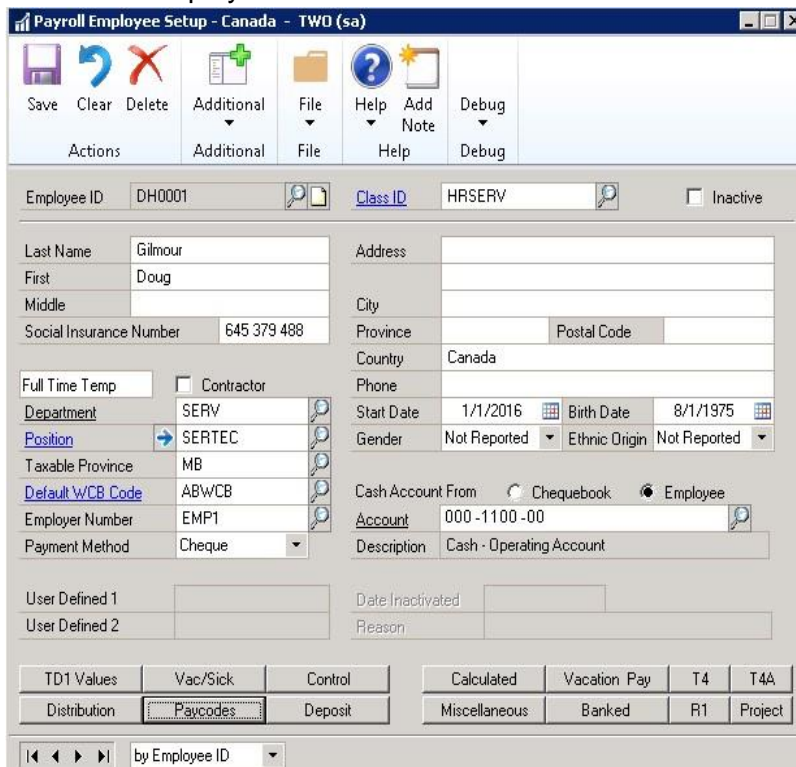
With the Payroll Rate table set for the Income Paycode, you can then use the Rate Table to set the Rate for the employee income paycode. This is done by setting the dimension codes on the Income Paycode assigned to the employee.

#### Setting Payroll Employee Income

1. Open the Payroll Employee Setup window.

(Cards >> Payroll - Canada >> Employee)

2. Select the Employee.



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

Save Clear Delete Additional File Help Add Note Debug

Employee ID: DH0001 Class ID: HRSERV Inactive

Last Name: Gilmour First: Doug Middle: Social Insurance Number: 645 379 488

Address: City: Province: Postal Code: Country: Canada Phone: Start Date: 1/1/2016 Birth Date: 8/1/1975 Gender: Not Reported Ethnic Origin: Not Reported

Full Time Temp: Contractor: Department: SERV Position: SERTEC Taxable Province: MB Default WCB Code: ABWCB Employer Number: EMP1 Payment Method: Cheque

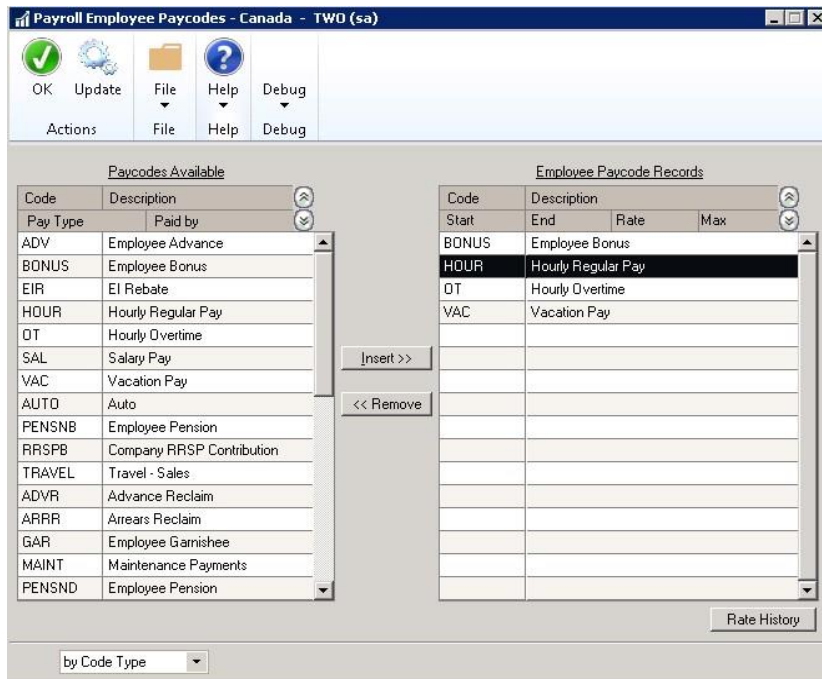
Cash Account From: Chequebook Employee Account: 000-1100-00 Description: Cash - Operating Account

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

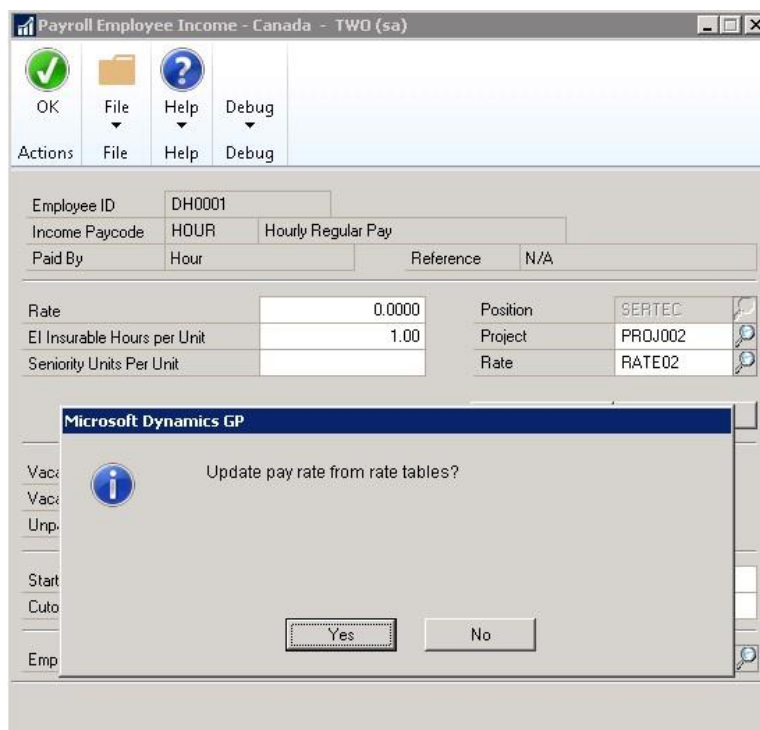
TD1 Values: Vac/Sick: Control: Calculated: Vacation Pay: T4: T4A: Distribution: Paycodes: Deposit: Miscellaneous: Banked: R1: Project

by Employee ID

3. Select the Paycodes Button.
4. Select the Income Paycode that the Payroll Rate Table was created for.



5. Press the Update Button.
6. Select the Dimensions you wish to assign from the Payroll Rate Table. You will receive a prompt to Update the pay rate from the rate table. select yes to update the Rate listed for the income paycode assigned to the Employee.



This process can be used when initially assigning the paycode to the employee or if adjusting the rate for the employee by assigning the appropriate dimensions to the paycode. This requires that the Payroll rate table be set correctly for the assigned rates.



## Appendix A: Data Tables & Default Security Tasks

The following chapter will review the [Data Tables](#) and [Default Security Tasks & Role](#) for Paycode Mass Update.

### Data Tables

The following chart lists data tables created in Paycode Mass Update.

#### *Payroll Series*

Display Name	Technical Name	Physical Name	Description
CW_PayCode_MU_Setup	CW_PayCode_MU_Setup	CW_PayCode_MU_Setup	Paycode Mass Update Setup

### Default Security Tasks & Role

When using [Table conversions](#) to create Security Tasks for Paycode Mass update the following Tasks will be generated:

- [ENCORE PMU](#)
- [ENCORE PMU INQUIRY](#)
- [ENCORE PMU SETUP](#)
- [ENCORE PMU TBL CONVERSION](#)

The process will also generate a default security role that contains all the security tasks called [ENCORE PMU POWER USER](#).

## Default Security Task Details

Below are the Details for each default Security Task.

### **ENCORE PMU**

This security task provides access to the following windows and reports.

**Security Task Setup - TWO (sa)**

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Tools Help Debug

**Task ID** ENCORE PMU **Category** Payroll

**Task Name** PayCode Mass Update Utility

**Task Description** Access to Encore Paycode Mass Update Utility

Product: Paycode Mass Update

Type: Windows

Series: Payroll

User Type: Full

Access List:

☒ Display Selected Items Mark All Upmark All

Operations

☒ PayCode Mass Update Utility

Print Operation Access

Navigation: < > >>

**Security Task Setup - TWO (sa)**

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Tools Help Debug

**Task ID** ENCORE PMU **Category** Payroll

**Task Name** PayCode Mass Update Utility

**Task Description** Access to Encore Paycode Mass Update Utility

Product: Paycode Mass Update

Type: Reports

Series: Payroll

User Type: Full

Access List:

☒ Display Selected Items Mark All Upmark All

Operations

☒ CW\_Mass\_Update

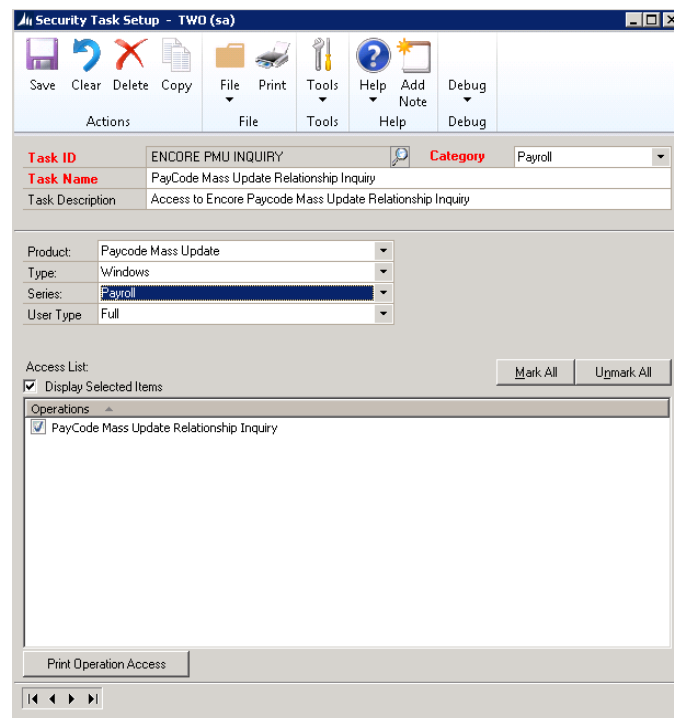
☒ CW\_Vacation\_Update

Print Operation Access

Navigation: < > >>

## ENCORE PMU INQUIRY

This security task provides access to the following windows and reports.



**Security Task Setup - TWO (sa)**

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Tools Help Debug

Task ID: ENCORE PMU INQUIRY Category: Payroll

Task Name: PayCode Mass Update Relationship Inquiry

Task Description: Access to Encore Paycode Mass Update Relationship Inquiry

Product: Paycode Mass Update

Type: Windows

Series: Payroll

User Type: Full

Access List: ☒ Display Selected Items

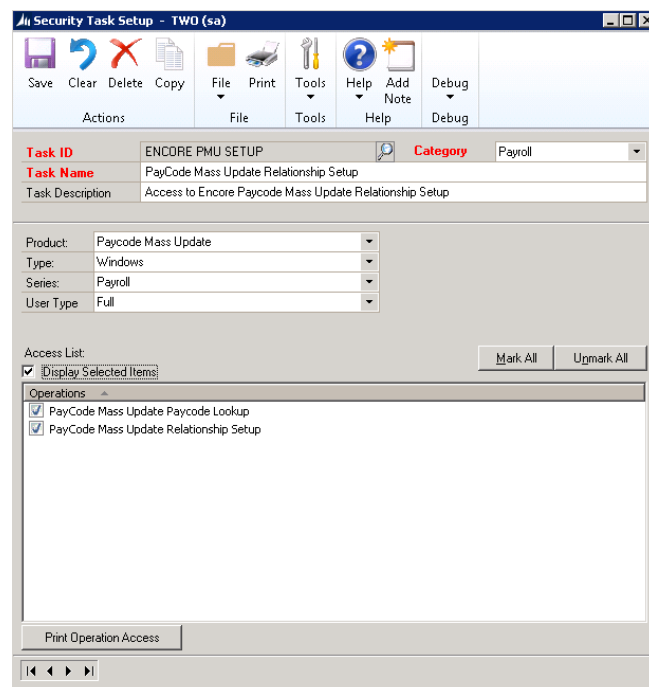
Operations:

- ☒ PayCode Mass Update Relationship Inquiry

Print Operation Access

## ENCORE PMU SETUP

This security task provides access to the following windows and reports.



**Security Task Setup - TWO (sa)**

Save Clear Delete Copy File Print Tools Help Add Note Debug

Actions File Tools Help Debug

Task ID: ENCORE PMU SETUP Category: Payroll

Task Name: PayCode Mass Update Relationship Setup

Task Description: Access to Encore Paycode Mass Update Relationship Setup

Product: Paycode Mass Update

Type: Windows

Series: Payroll

User Type: Full

Access List: ☒ Display Selected Items

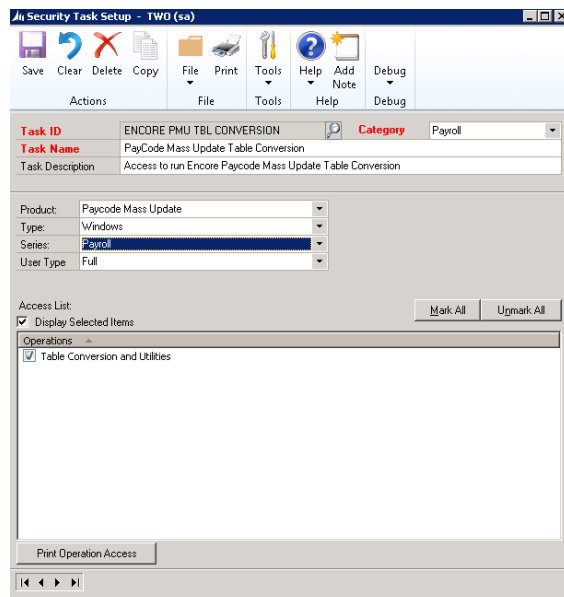
Operations:

- ☒ PayCode Mass Update Paycode Lookup
- ☒ PayCode Mass Update Relationship Setup

Print Operation Access

## ENCORE PMU TBL CONVERSION

This security task provides access to the following windows and reports.



Task ID	ENCORE PMU TBL CONVERSION	Category	Payroll
Task Name	PayCode Mass Update Table Conversion		
Task Description	Access to run Encore Paycode Mass Update Table Conversion		

Product: Paycode Mass Update  
 Type: Windows  
 Series: Payroll  
 User Type: Full

Access List:  
☒ Display Selected Items

Operations:

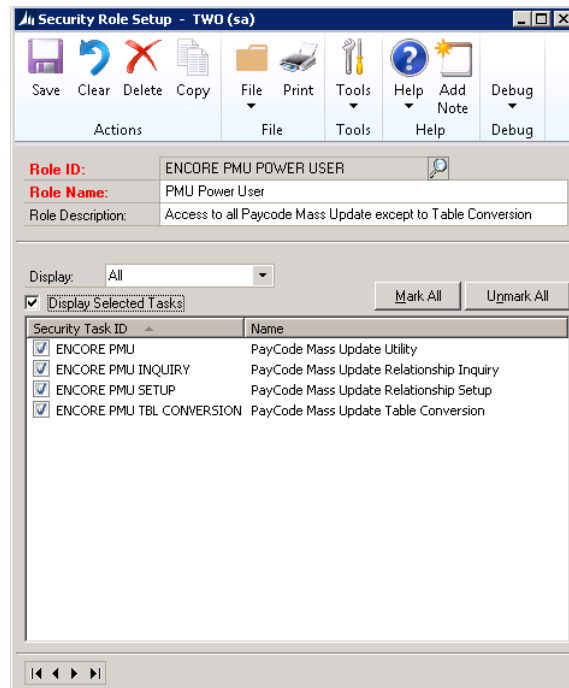
<input checked="" type="checkbox"/>	Table Conversion and Utilities
-------------------------------------	--------------------------------

Print Operation Access

## Defaults Security Role Details

The following default Security role is created with the following assigned security tasks:

## ENCORE PMU POWER USER



Role ID	ENCORE PMU POWER USER
Role Name	PMU Power User
Role Description	Access to all Paycode Mass Update except to Table Conversion

Display: All

☒ Display Selected Tasks

Security Task ID	Name
<input checked="" type="checkbox"/> ENCORE PMU	PayCode Mass Update Utility
<input checked="" type="checkbox"/> ENCORE PMU INQUIRY	PayCode Mass Update Relationship Inquiry
<input checked="" type="checkbox"/> ENCORE PMU SETUP	PayCode Mass Update Relationship Setup
<input checked="" type="checkbox"/> ENCORE PMU TBL CONVERSION	PayCode Mass Update Table Conversion

## Appendix B: Setup Income Payroll Rate Table

This Appendix will provide an overview on how to design and setup the Payroll Rate Table.

### Setup Payroll Rate Table

The following section will guide you to completing setup for Payroll Rate Table. To do this you must complete the following sections:

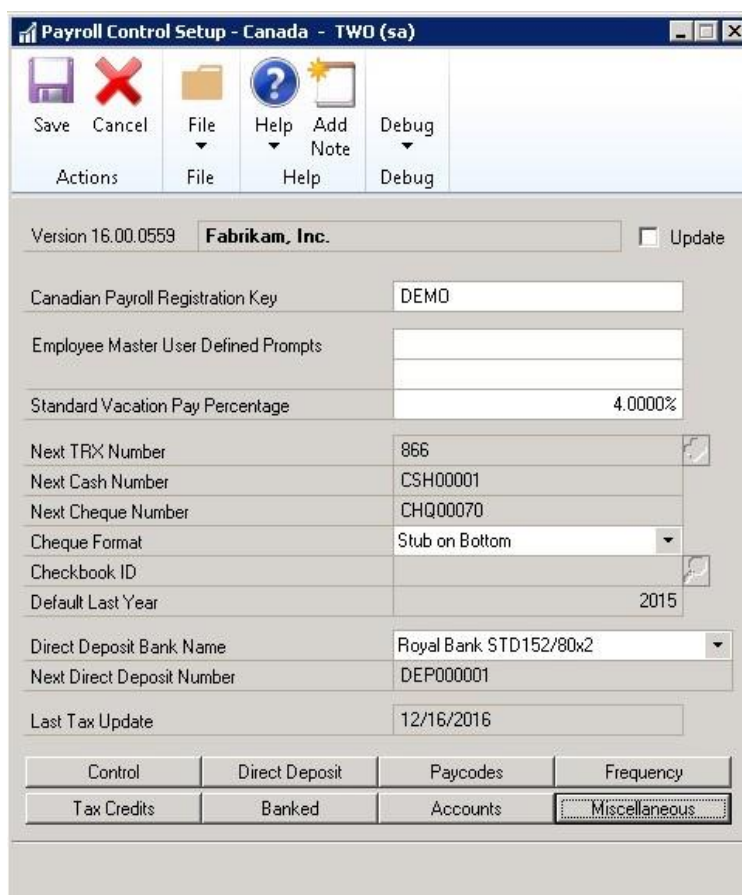
- [Setup Rate Table Prompts](#)
- [Setup Income Payroll Rate Table](#)

### Setup Rate Table Prompts

To setup a payroll rate table you must first setup the Rate Table prompts. Each prompt is a dimension of the Rate table. You will Require at least the first 2 Rate Table Prompts as the first 2 levels for the Rate Table. The third Prompt is optional should you wish to add a third dimension to the Payroll Rate Table.

### To Setup Rate Table Code Prompts

1. Open the Payroll Control Setup - Canada window.  
(Microsoft Dynamics GP >> Tools >> Setup >> Payroll - Canada >> Control)



Payroll Control Setup - Canada - TWO (sa)

Version 16.00.0559 Fabrikam, Inc. ☐ Update

Canadian Payroll Registration Key DEMO

Employee Master User Defined Prompts

Standard Vacation Pay Percentage 4.0000%

Next TRX Number 866

Next Cash Number CSH00001

Next Cheque Number CHQ00070

Cheque Format Stub on Bottom

Checkbook ID

Default Last Year 2015

Direct Deposit Bank Name Royal Bank STD152/80x2

Next Direct Deposit Number DEP000001

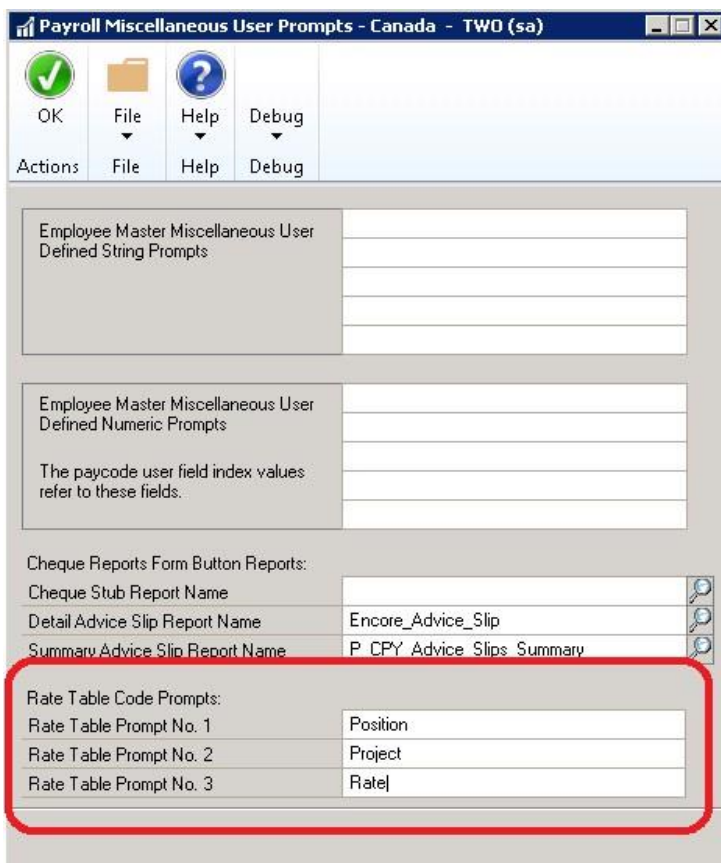
Last Tax Update 12/16/2016

Control Direct Deposit Paycodes Frequency

Tax Credits Banked Accounts **Miscellaneous**

2. Select the Miscellaneous Button.

3. This will open the Payroll Miscellaneous User Prompts - Canada Window. From here set the labels in Rate Table Code Prompts section.



Payroll Miscellaneous User Prompts - Canada - TW0 (sa)	
OK	File
Help	Debug
Employee Master Miscellaneous User Defined String Prompts	
Employee Master Miscellaneous User Defined Numeric Prompts	
Cheque Reports Form Button Reports:	
Cheque Stub Report Name	
Detail Advice Slip Report Name	Encore_Advice_Slip
Summary Advice Slip Report Name	P_CPY_Advice_Slips_Summary
Rate Table Code Prompts:	
Rate Table Prompt No. 1	Position
Rate Table Prompt No. 2	Project
Rate Table Prompt No. 3	Rate



Note for 2-dimensional rate table only Prompt No 1 and prompt No. 2 are required. Prompt No. 3 is only used if you wish to setup a 3-dimensional rate table.

4. Select OK when complete to return to Payroll Control Setup - Canada window.
5. Press Save to complete the label setup.

### Setup Income Payroll Rate Table

To utilize the Payroll Rate table, you must first design the table. This is done by assigning the values for the 3 dimensions for the Payroll Rate Table. You must first [Assign Table Codes](#). Once the Table Codes are assigned you can then [Assign Table Values](#).



Only the first 2 Dimensions require values. The third Dimension is optional.

**Payroll Rate Tables - Canada - TWO (sa)**

OK Delete Redisplay File Help Add Note Debug

Actions

Income Code HOUR

Position RATE01 RATE02 RATE03

Project

Dimension 1

Dimension 2

Dimension 3

ACCLK	14.50000	16.50000	18.50000			
PROJ001						
ACCLK	15.50000	17.50000	19.50000			
PROJ002						

### Assign Table Codes

1. Open the Payroll income Paycode Setup window.  
(Cards >> Payroll - Canada >> Income Paycodes)
2. Select the Income Paycode using the Payroll Paycode Lookup Magnifier.

**Payroll Income Paycode Setup - Canada - TWO (sa)**

Save Clear Delete File Help Add Note Debug

Actions

Paycode HOUR

Income

Description Hourly Regular Pay

Debit Account 000-5100-00

Pay Type Regular Pay

Paid By Hour

Reference N/A

Allow Transaction Entry Yes

Auto Select Yes

Distribute No

Linked Overtime Paycode OT

Percentage:

Income Tax Applicable Yes 100.0000%

CPP/QPP Applicable Yes

EI Applicable Yes

PPIP Applicable No

NW/T Tax Applicable Yes

Nunavut Tax Applicable Yes

Quebec Tax Applicable Yes 100.0000%

Prov Health Tax Applicable No

Vacation Pay Applicable No

Protected Income No

WCB Applicable Yes

Slip Type T4

T4 Primary Box Number 14

T4 Extra Box Number 0

T4A Primary Box Number 0

T4A Extra Box Number

Releve 1 Primary Box # A

Releve 1 Extra Box #

Releve 1 Box 0 Code N/A

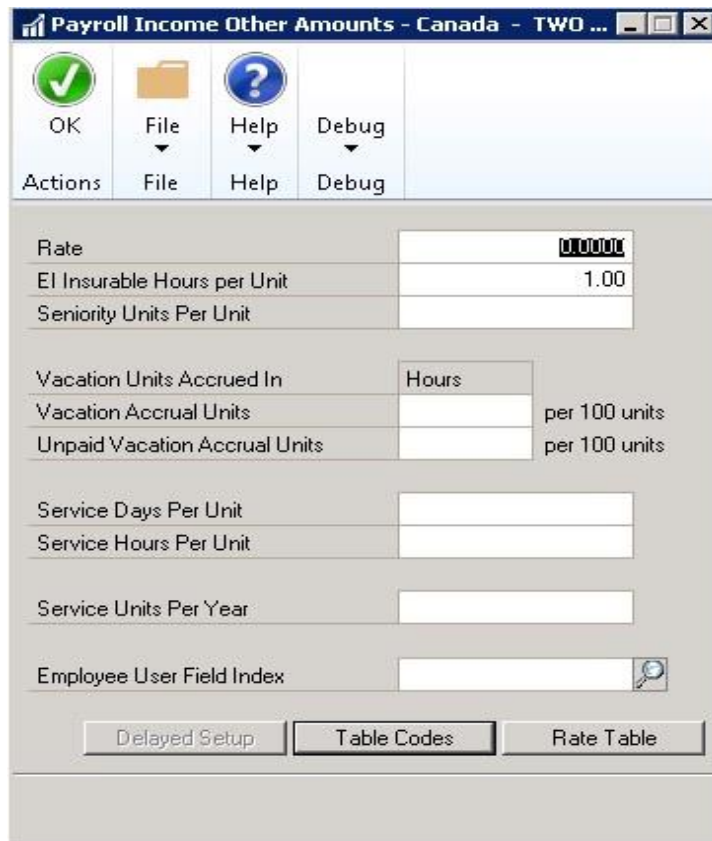
Responsibility N/A

Shift N/A

Shifted Paycodes Amounts

by Code

3. Press the Amounts button to open the Payroll income other Amounts Window.



Payroll Income Other Amounts - Canada - TWO ...

OK File Help Debug

Actions File Help Debug

Rate 0.0000

EI Insurable Hours per Unit 1.00

Seniority Units Per Unit

Vacation Units Accrued In Hours

Vacation Accrual Units per 100 units

Unpaid Vacation Accrual Units per 100 units

Service Days Per Unit

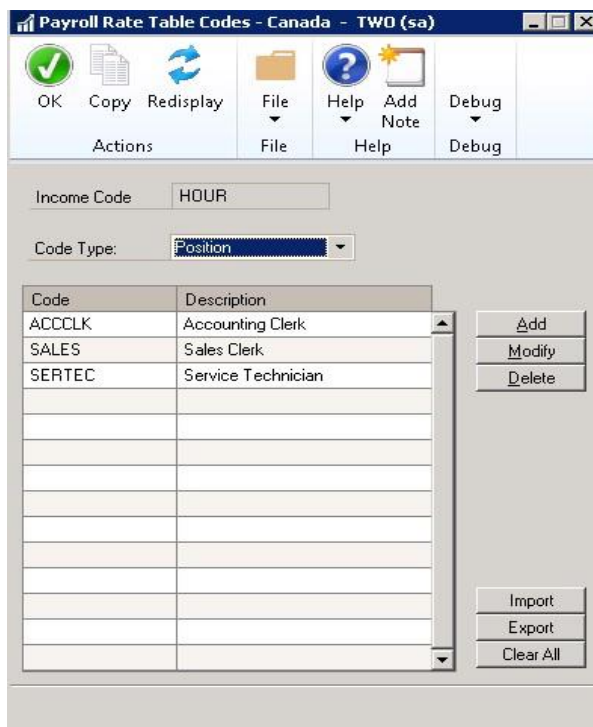
Service Hours Per Unit

Service Units Per Year

Employee User Field Index

Delayed Setup Table Codes Rate Table

4. Press the Table Codes button to open the Payroll Rate Table Codes window.



Payroll Rate Table Codes - Canada - TWO (sa)

OK Copy Redisplay File Help Add Note Debug

Actions File Help Debug

Income Code HOUR

Code Type: Position

Code	Description
ACCCLK	Accounting Clerk
SALES	Sales Clerk
SERTEC	Service Technician

Add Modify Delete

Import Export Clear All

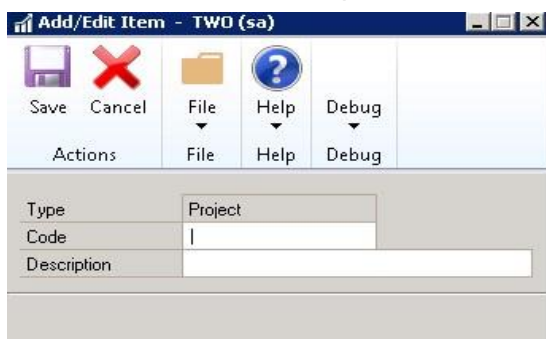
5. Select the Code Type from the Pulldown menu.





These are the values you assigned in [Setup Rate Table Prompts](#).

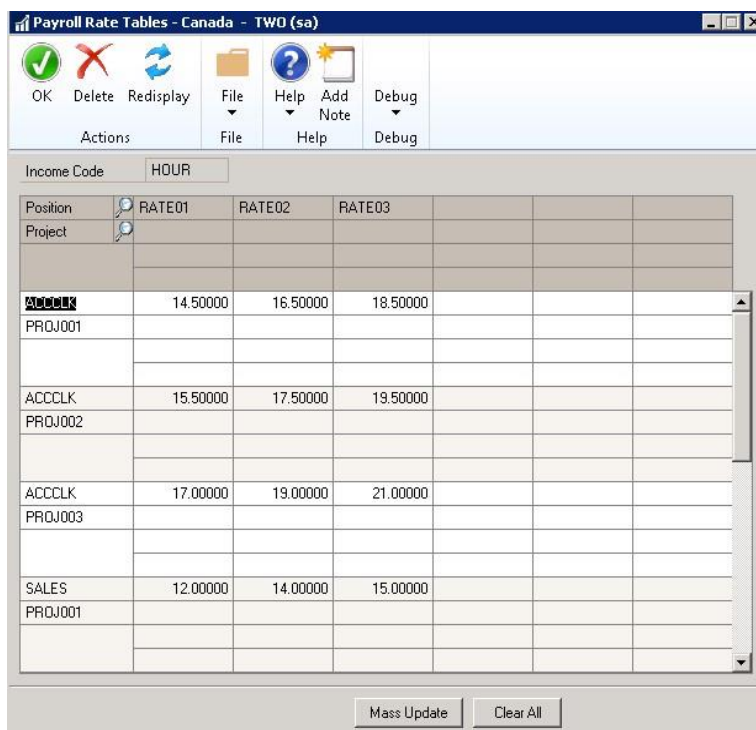
6. Press the Add Button to open the Add/Edit Item window.



7. Enter in the Code and its Description you wish to add.
8. Press Save
9. Repeat Steps 5 through 8 for assigning additional codes.
10. Press Ok on the Payroll Rate Table Codes window when complete, to return to the Payroll Income Other Amounts window.
11. Proceed to [Assign Table Values](#).

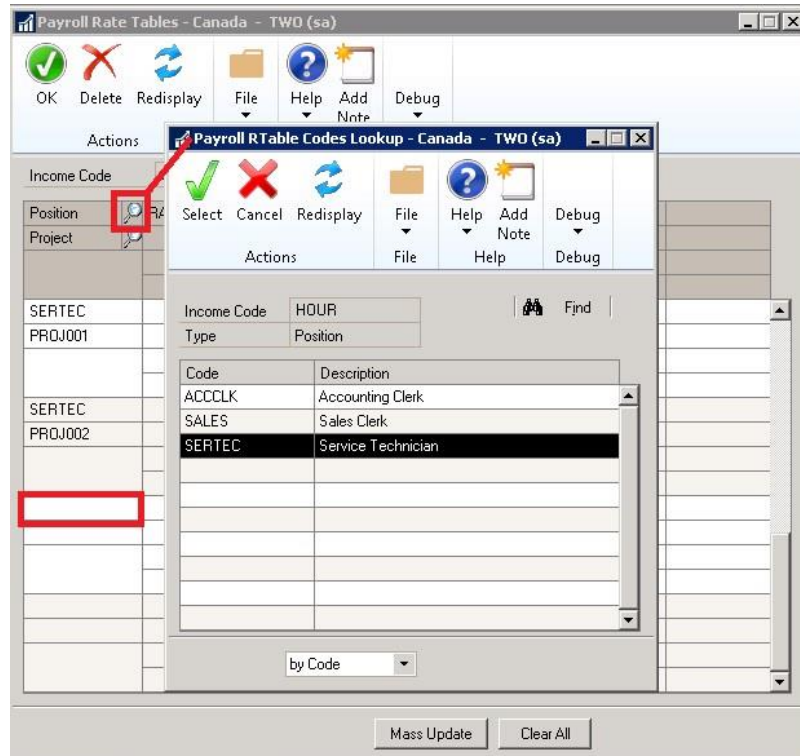
### ***Assign Table Values***

1. Open the Payroll Income Other Amounts window as described in Steps 1 through 3 in [Assign Table Codes](#).
2. Press the Rate Table Button. to open the Payroll Rate Tables - Canada window.

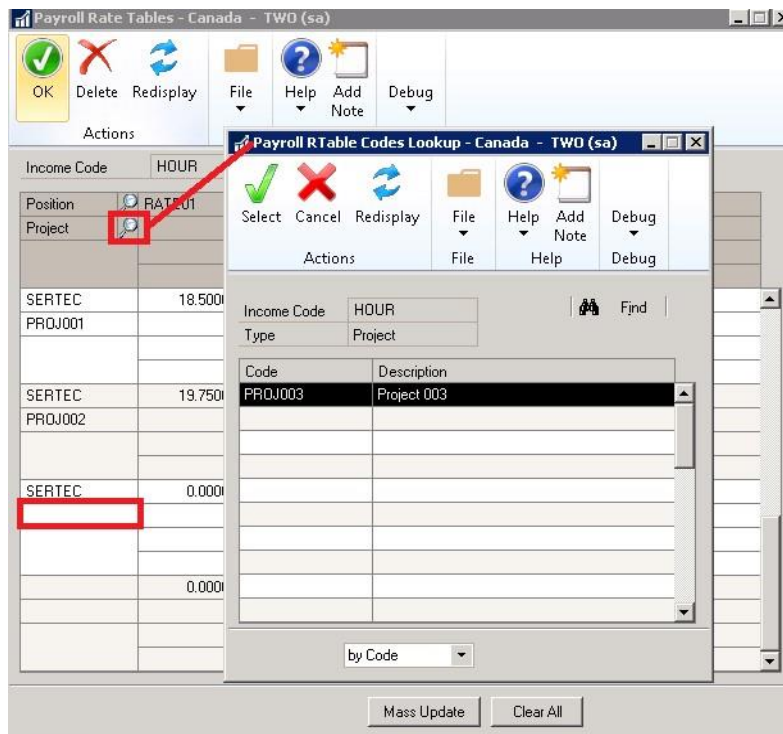


Position	Project	RATE01	RATE02	RATE03	
ACCCLK		14.50000	16.50000	18.50000	
PRQJ001					
ACCCLK		15.50000	17.50000	19.50000	
PRQJ002					
ACCCLK		17.00000	19.00000	21.00000	
PRQJ003					
SALES		12.00000	14.00000	15.00000	
PRQJ001					

3. Select the first open Dimension 1 cell then select the Dimension 1 Lookup to open the Payroll R Table Codes Lookup- Canada window.



4. Select the Code you wish to assign to the Dimension.
5. Select the Second-Dimension cell for this line. Then Select the Dimension 2 lookup to open the Payroll R Table Codes Lookup - Canada window.



Payroll Rate Tables - Canada - TWO (sa)

Income Code: HOUR

Position: RATE01

Project: PRQJ001

Income Code	Project	Rate
SERTEC	PRQJ001	18.5000
SERTEC	PRQJ002	19.7500
SERTEC	PRQJ003	0.0000
		0.0000

Payroll RTable Codes Lookup - Canada - TWO (sa)

Income Code: HOUR

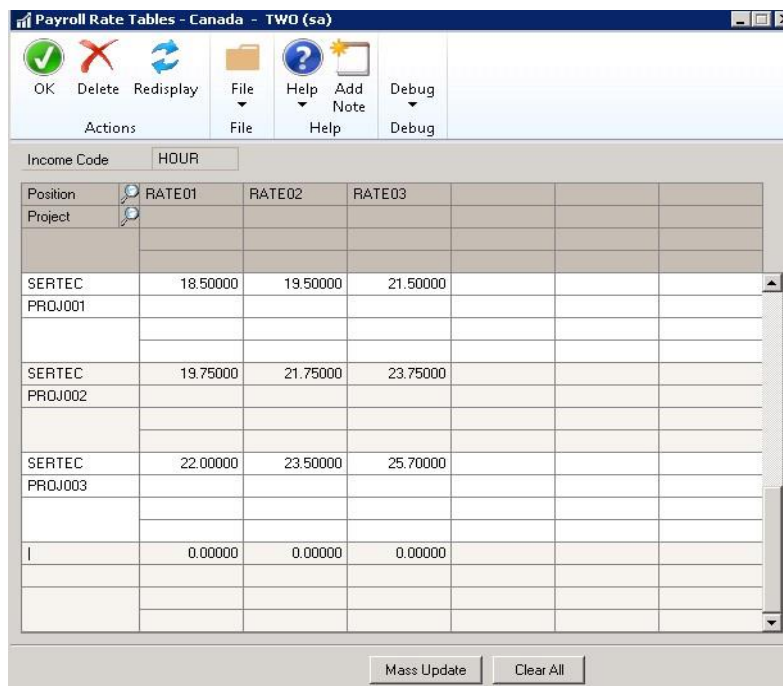
Type: Project

Code	Description
PRQJ003	Project 003

by Code

Mass Update Clear All

6. Repeat steps 3 through 5 until you have specified all the Dimension codes you wish to create for the Payroll Rate Table.
7. Once all Codes have been assigned insert the Rates for each section of the Rate Table.



Payroll Rate Tables - Canada - TWO (sa)

Income Code: HOUR

Position: RATE01

Project: PRQJ001

Income Code	Project	Rate
SERTEC	PRQJ001	18.50000
SERTEC	PRQJ002	19.75000
SERTEC	PRQJ003	22.00000
		0.00000

Mass Update Clear All

8. Once all the Rates have been set select OK to save the Payroll Rate Table.

## What's New in Paycode Mass Update

This User manual for Paycode Mass update has been updated to reflect the latest updates based on the following builds:

- **GP2015 – Build 14.008**  
Future updates will be listed in the [GP2018 Online Build notes](#).
- **GP2016 – Build 16.008**  
Future updates will be listed in the [GP2016 Online Build notes](#).
- **GP2018 – Build 18.002**  
Future updates will be listed in the [GP2015 Online Build notes](#).

## About Encore Business Solutions

Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft® Business Solutions. Encore is also an authorized Solution Developer for Microsoft Business Solutions developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

The Encore Business Solutions Inc. suite of products include:

### Project Tracking Solutions:

- Project Tracking with Advanced Analytics
- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

### Billing Solutions:

- Subscription Billing
- Subscription Billing Importer
- Subscription Billing CRM Integrator

### Bank Reconciliation Solutions:

- Auto Reconciler
- Account Reconciler

### Canadian Payroll Add-Ons:

- [ePayStub](#) for Canadian Payroll (including T4 & T4A report package)
- T4 & T4A Report package
- [Paycode Mass Update](#)

### Additional Encore Products:

- [Advanced SmartList](#)
- [Tax Distribution](#)
- REAP

SPLA pricing is also available for Encore products. If you have questions regarding any Encore product or service, feel free to contact us.

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