encore

Paycode Mass Update

User Manual GP2016 – GP18.3

ENCORE BUSINESS SOLUTIONS

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Introduction

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

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

You can now update Deduction Paycodes on a mass scale for your employees saving time and reducing manual data entry errors. The Paycode Mass update module allows you to quickly and easily update a large number of payroll pay codes with it’s simple to use window.

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 navigate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP18.2, GP2018. GP2016 or GP2015 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 & Inquiry chapter explains how to complete setup and set the factor relationships between pay codes. This Chapter also explains how to review this setup using the inquiry windows.

The Paycode Mass Update Deduction Setup chapter explains how to complete setup for deduction pay codes.

The Paycode Mass Update Utility Chapter covers the use of the Paycode Mass Update Utility to update pay codes, vacation percentages, and Deduction pay codes for employee cards.

The PMU Pay Rate History chapter reviews how to access the PMU Rate History window to review the historical records for employee pay codes.

The Payroll Rate Table chapter covers the use of GP Payroll Rate Tables to set Payrates for Income pay codes.

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. You can also obtain the latest updates for this product from our product website at

https://www.encorebusiness.com/solutions/paycode-mass-update/

Service	Contact
General Calls	204.989.4330
Toll Free Number (North America Only)	888.898.4330
Fax	204. 235.2331
E-mail	support@encorebusiness.com
Web	www.encorebusiness.com

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 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

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:

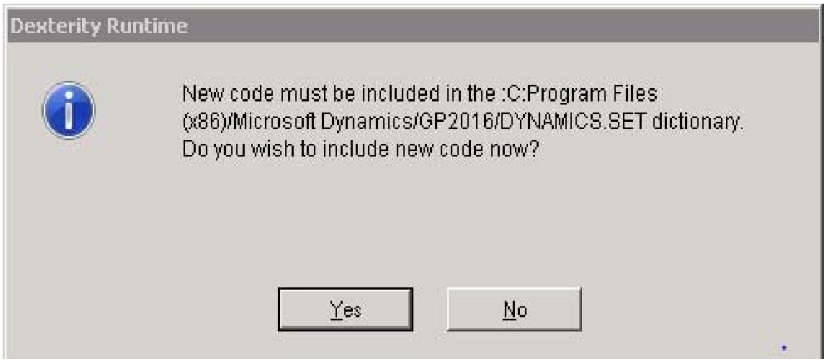
1. Verify that Microsoft Dynamics GP has been installed on your computer.
2. Verify that the PMU20xx.00.01.xxx.exe file has been downloaded onto your computer.

   (The x's in the file name will reference the version and build number.)
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 reference the build number.)

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 reference the build number.)
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.

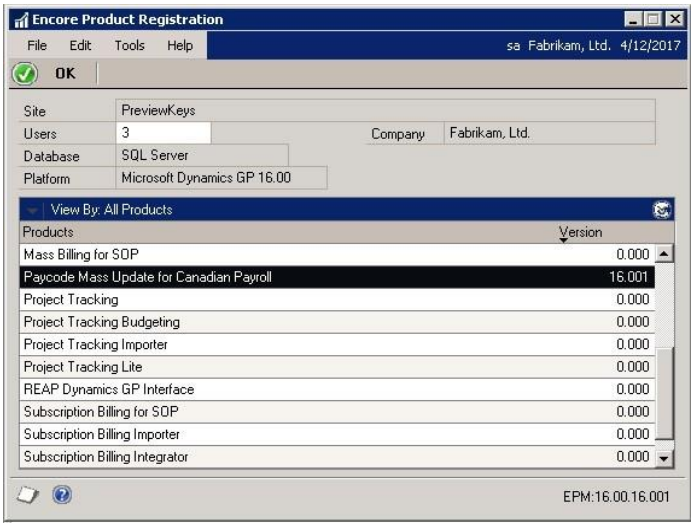
5. Select Yes. Information for Paycode Mass Update, Encore Product Registration and Encore Utilities will be copied to the Dynamics.set file.

Registering Paycode Mass Update

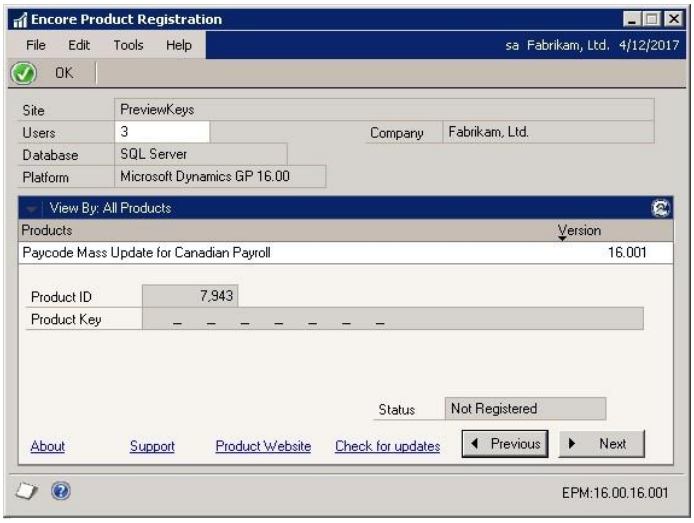
Before you use Paycode Mass update, you must register your software. If you choose not to enter the registration information, you will only be able to perform pay code updates using Fabrikam - the lesson company.

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

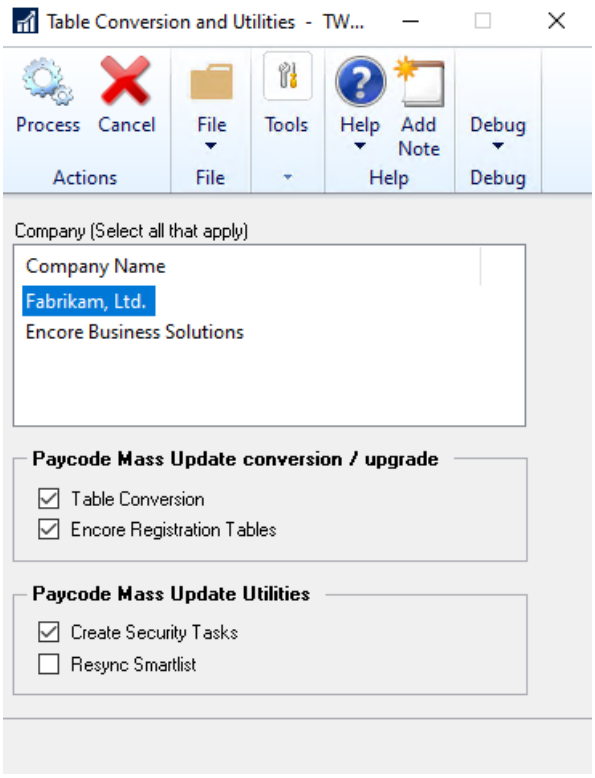
Whether you want to use the product to test or in production, you must run the Table Conversion/Upgrade process to create tables—this will set up SQL components and convert any existing data.

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. Tables will be created, permissions will be set, and existing data will be converted.
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. Check the option Resync Smartlist to update the PMU Pay Rate History Smartlist object for any table changes.
7. Select Process to run the selected items.

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 & Inquiry

This chapter describes how to complete setup for Paycode Mass Update to create relationships between pay codes.

This section includes the following sections:

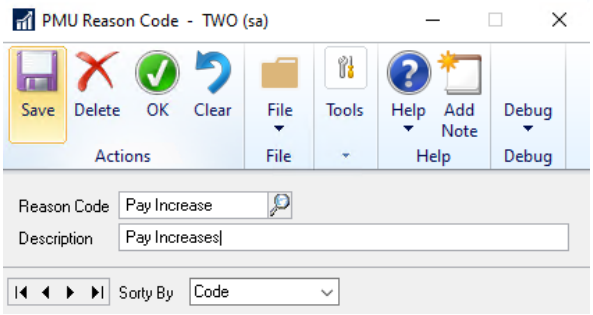
- Paycode Mass Update Reason Code Setup
  - To setup PMU Reason Codes
- Paycode Mass Update Relationship Setup
  - To setup Paycode Mass Update
- Paycode Mass update Relationship Inquiry
  - To access Paycode Mass Update Relationship Inquiry

Paycode Mass Update Reason Code Setup

This setup is Optional. It allows the user to setup Reason Codes to use when updating paycodes using the Paycode Mass Update Utility to update the Rates for Income, Banked, and Deduction Paycodes.

To setup PMU Reason Codes

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



2. Enter a Reason Code.
3. Enter a Description
4. Press Save
5. Repeat Steps 2 and 3 for any additional Reason Code you wish to add.

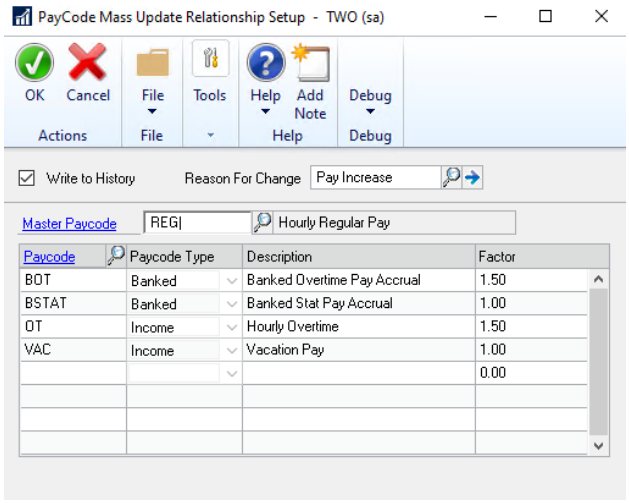
Paycode Mass Update Relationship Setup

This setup is not required if you are only updating a single pay code or if your pay codes do not have a defined relationship with another pay code. (i.e. Overtime being 1.5 times Regular pay). Therefore, to be able to update multiple pay codes 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 in the calculation when updating the rate for the child pay code.

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)



2. (Optional) Check Write to History Checkbox. This only needs to be checked should the user wish to write the historical record to the PMU Pay Rate History for the updates made to the paycodes updated through PayCode Mass Update.
3. (Optional) set a default Reason For Change. This value will be the default Reason Code set should you wish to set a Reason Code value for the update in the PMU Pay Rate History tables for the update.
4. Select the Master Paycode.

   The Master Paycode will be the pay code 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 pay code that will be used to link to the child pay codes.

5. In the scrolling window select the Paycode you wish to create the child relationship for.

   Note you can select either Income or Banked Pay codes for the relationship.

6. 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.

7. Repeat Setup 3 and 4 for each pay code you wish to add a relationship for.
8. Once all Child pay codes have been selected and their factors are set press OK to close the setup window.

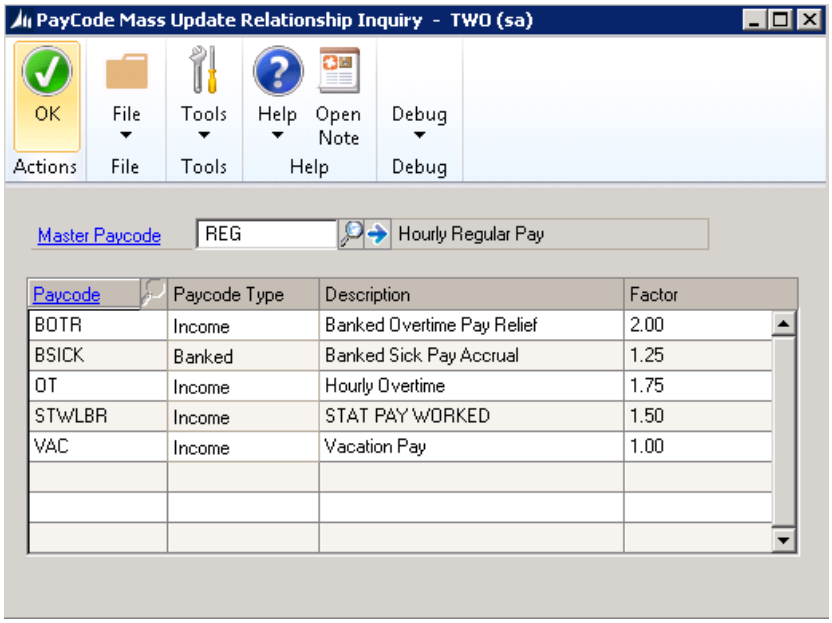
   Once setup is completed you can now proceed with updating multiple Pay codes using the Paycode Mass Update Utility. See Mass update of Paycode Rates for instructions.

Paycode Mass update Relationship Inquiry

The inquiry window allows you to view the relationships defined for the Master Paycode without giving direct access to make changes. 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)



2. Select the Master Paycode.

The Master Paycode will be the pay code that will be selected for update in the Paycode Mass Update Utility. See Chapter 5: Paycode Mass Update Utility for further details. This is the pay code that will be used to link to the child pay codes

3. The scrolling window will display all the Child Pay codes and the relationship Factors set. Should you need to edit this setup, select the Icon next to the Master Paycode to open the Paycode Mass Update Relationship Setup window.

Chapter 3: Paycode Mass Update Deduction Setup

Chapter 3: Paycode Mass Update Deduction Setup

This chapter describes how to complete setup for Paycode Mass Update to specify the Deduction Pay codes to be updated.

This section includes the following sections:

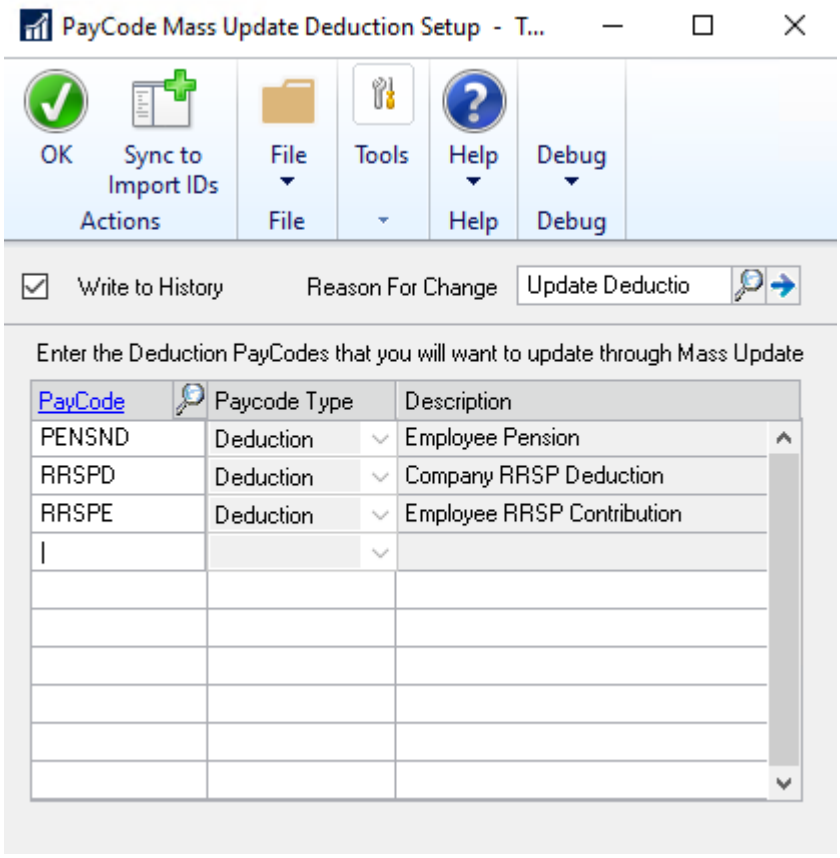
- Paycode Mass Update Deduction Setup

Paycode Mass Update Deduction Setup

This setup is only required if you plan to update Employee deduction pay codes on a mass scale. Using the PayCode lookup select the deduction pay codes that will be available to update through the Encore Paycode Mass Update Utility.

To setup Paycode Mass Update Deduction Setup

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



2. (Optional) Check Write to History Checkbox. This only needs to be checked should the user wish to write the historical record to the PMU Pay Rate History for the updates made to the paycodes updated through PayCode Mass Update.
3. (Optional) set a default Reason For Change. This value will be the default Reason Code set should you wish to set a Reason Code value for the update in the PMU Pay Rate History tables for the update.

4. In the scrolling window select the deduction Paycode you wish to update through Paycode Mass Update.

Note you can have multiple Deduction pay codes assigned.

5. Once all Deduction pay codes have been added press OK to close the setup window.

   Once setup is completed you can now proceed with updating multiple Deduction pay codes using the Paycode Mass Update Utility. See Mass update of Deduction Rates for instructions.

Chapter 4: Paycode Mass Update Utility

Once you have completed Paycode Mass Update Relationship Setup you are ready to utilize the utility to update Pay codes. Note that we strongly recommend taking a backup of your company database as you are updating payroll data.

This chapter will detail how to use the Paycode Mass Update Utility. This chapter contains the following topics:

- Mass update of Paycode Rates
- To perform Paycode updates
- Mass update of Vacation Pay Percentages
- To perform Vacation Pay Percentage updates
- Mass update of Deduction Rates
- To perform Deduction Pay code rates
- Paycode Mass Update Deduction Import
- To perform Paycode Deduction Import

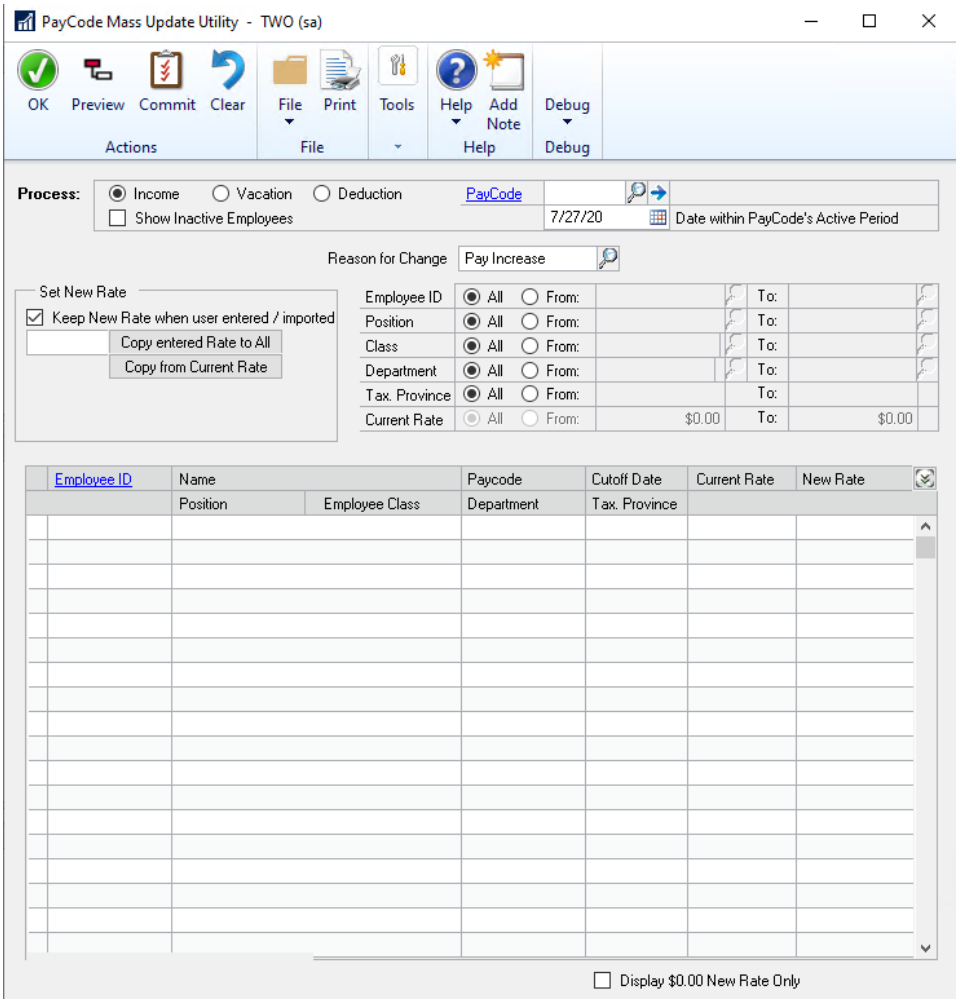
Mass update of Paycode Rates

The Paycode Mass Update Utility allows you to update employee pay code rates for multiple employees. You can also update multiple pay codes linked to the “Master Paycode” as “Child Pay codes” through the Paycode Mass Update setup window. See Paycode Mass Update Relationship Setup for instructions to complete Paycode Mass Update setup.

To perform Paycode updates

1. Open the Paycode Mass Update Utility window.
   (Microsoft Dynamics GP >> Tools >> Utilities >> Encore PayCode Mass Update >> Encore PMU Utility)

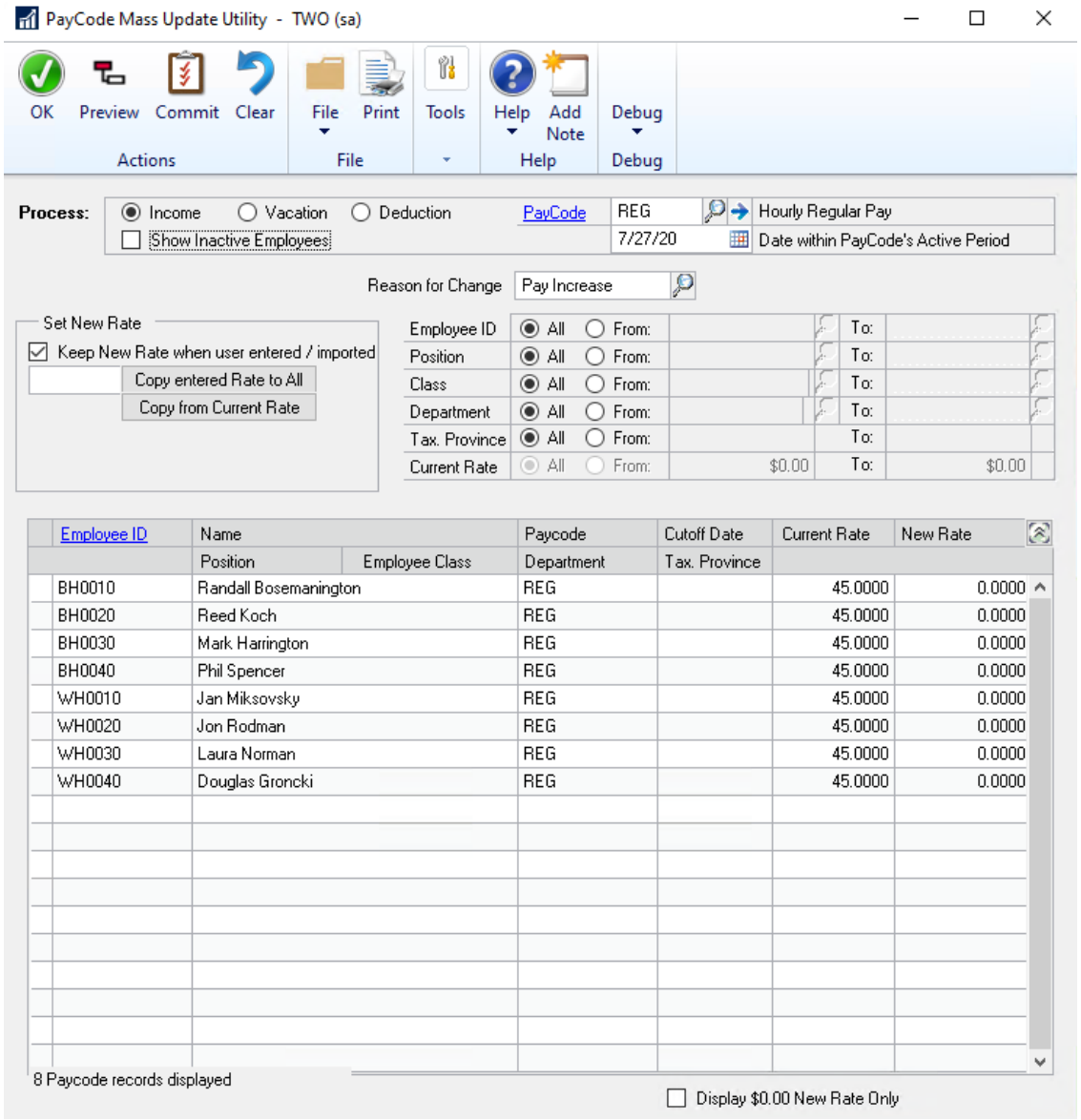
   If** Paycode Mass Update Relationship Setup **was set to Write to history then the Reason Code section will be visible and defaulted with the default Reason For Change value that was set.



2. Ensure that 'Income' Process radio button is selected.
   As a default Income will be selected when you open the window.
3. Select the Master Paycode you wish to update. Example REG.
4. All Employees with this pay code will display in the scrolling window.
5. The Date within Pay code's Active Period will default to the current System Date. This date can be adjusted should you have the same pay codes for multiple period dates.
   Should you wish to update the rate for a specific period this date must be set within that pay codes active date.
6. Check the option "Show Inactive Employees", if you want to include inactive employees in the scrolling window.
7. You can limit the range of employees in the scrolling window by using the following range options:
   - *Employee*
   - *Position*
   - *Class*
   - *Department*
   - *Tax. Province*

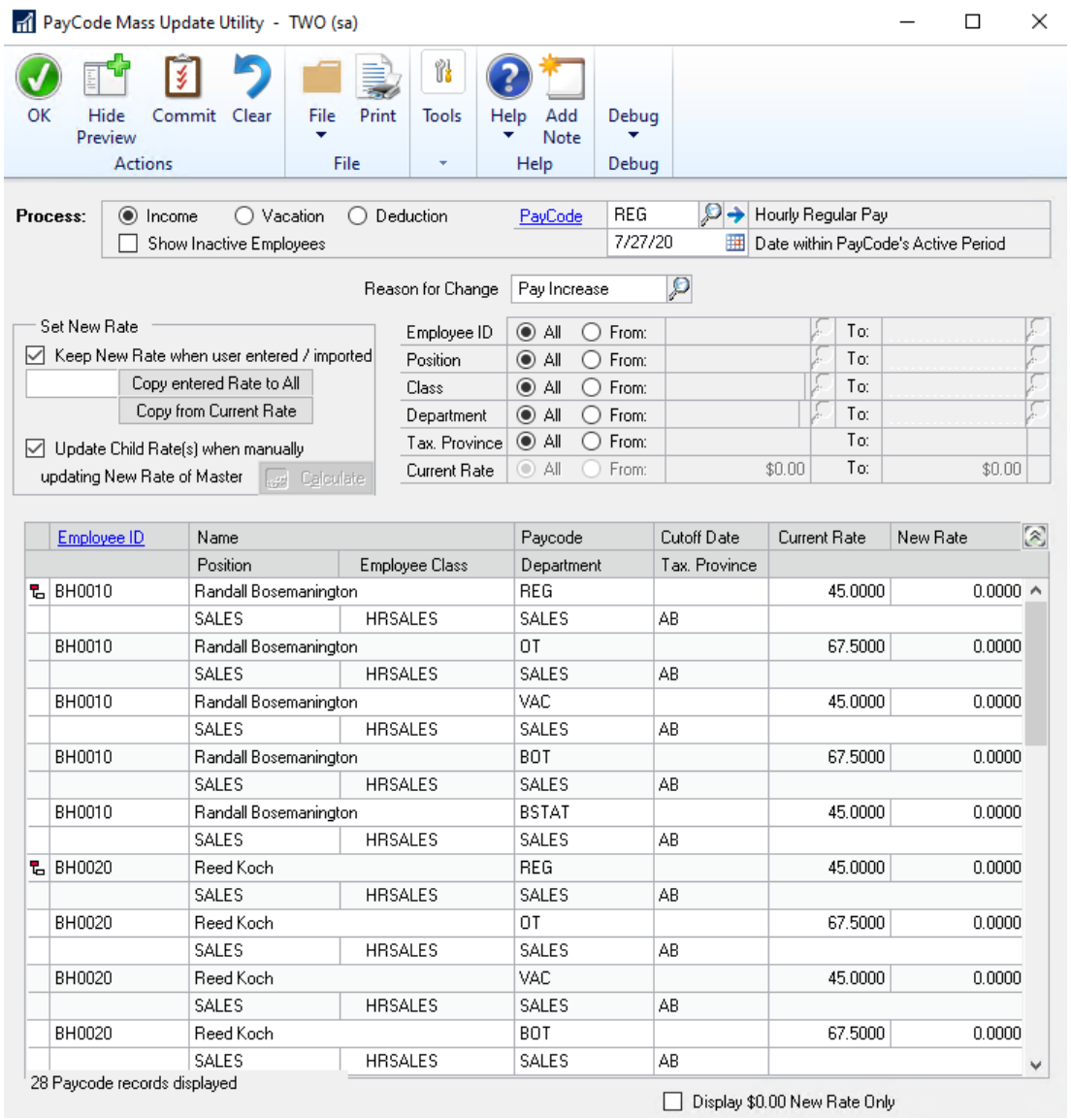
Note: The Current Rate filter is not available for Income Process updates

You can expand details as well on the employee Paycode listed to see the employee Position, Employee Class, Department, and Taxable Province.



8. Optional, select the Preview Button to expand the list in the scrolling window so it shows all the linked pay codes.

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



9. 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 Pay codes would appear below the line with the symbol for the employee if it is assigned to the employee.

10. 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 Pay codes in the Scrolling window.*
      See note below regarding Preserve manual change.
    - *Select the “Copy from Current Rate” button to copy all the Current rate values over to the new Rate Column.*
      See note below regarding Preserve manual change.
    - *In the scrolling window, manually update the New Rate for any employee Pay codes.*

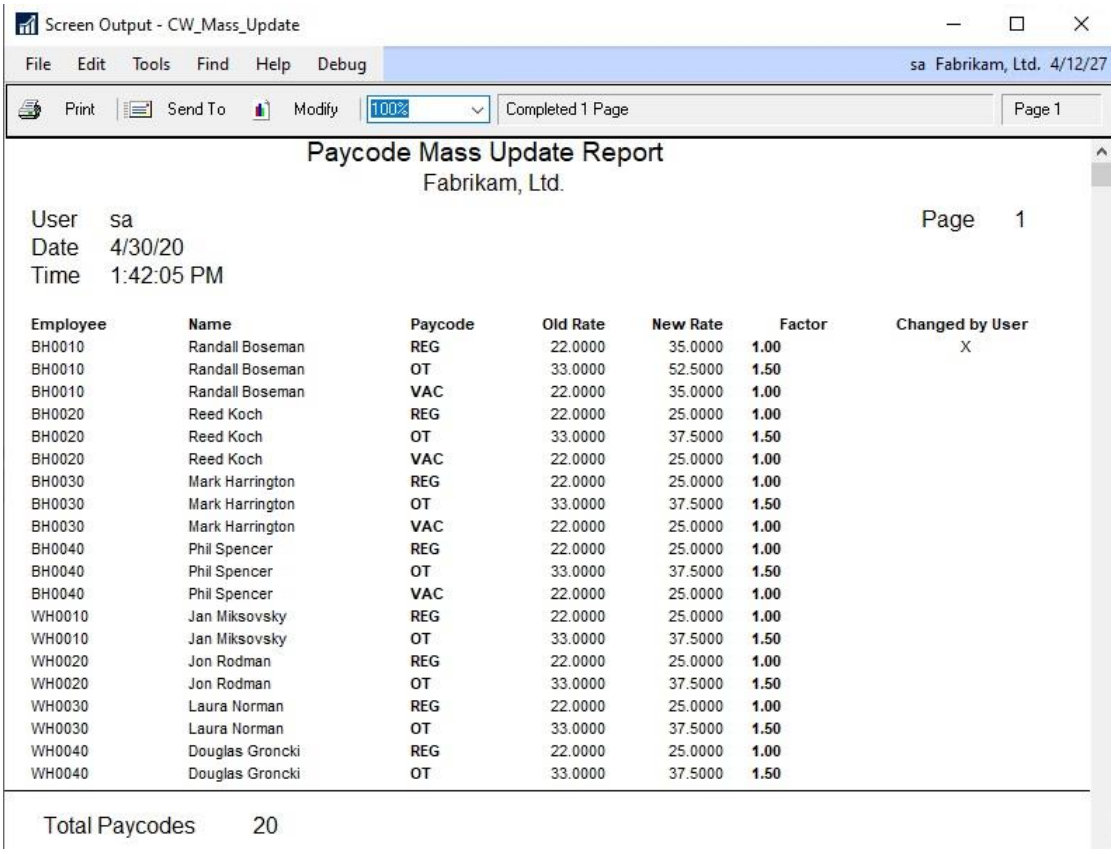
Note that the "Copy entered Rate to All" and "Copy from Current Rate" functions will recalculate the "Children" Pay codes based on the Factor set in the setup window for the "Master" Paycode.

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

11. 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" pay code, you want to immediately show the results on the associated "Children" Pay codes. The "Children" Pay codes will update based on the Factor set in the setup window.
12. 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" Pay codes 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.

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



Paycode Mass Update Report
Fabrikam, Ltd.

User sa
Date 4/30/20
Time 1:42:05 PM

Page 1

Employee	Name	Paycode	Old Rate	New Rate	Factor	Changed by User
BH0010	Randall Boseman	REG	22.0000	35.0000	1.00	X
BH0010	Randall Boseman	OT	33.0000	52.5000	1.50	
BH0010	Randall Boseman	VAC	22.0000	35.0000	1.00	
BH0020	Reed Koch	REG	22.0000	25.0000	1.00	
BH0020	Reed Koch	OT	33.0000	37.5000	1.50	
BH0020	Reed Koch	VAC	22.0000	25.0000	1.00	
BH0030	Mark Harrington	REG	22.0000	25.0000	1.00	
BH0030	Mark Harrington	OT	33.0000	37.5000	1.50	
BH0030	Mark Harrington	VAC	22.0000	25.0000	1.00	
BH0040	Phil Spencer	REG	22.0000	25.0000	1.00	
BH0040	Phil Spencer	OT	33.0000	37.5000	1.50	
BH0040	Phil Spencer	VAC	22.0000	25.0000	1.00	
WH0010	Jan Miksovsky	REG	22.0000	25.0000	1.00	
WH0010	Jan Miksovsky	OT	33.0000	37.5000	1.50	
WH0020	Jon Rodman	REG	22.0000	25.0000	1.00	
WH0020	Jon Rodman	OT	33.0000	37.5000	1.50	
WH0030	Laura Norman	REG	22.0000	25.0000	1.00	
WH0030	Laura Norman	OT	33.0000	37.5000	1.50	
WH0040	Douglas Groncki	REG	22.0000	25.0000	1.00	
WH0040	Douglas Groncki	OT	33.0000	37.5000	1.50	

Total Paycodes 20

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

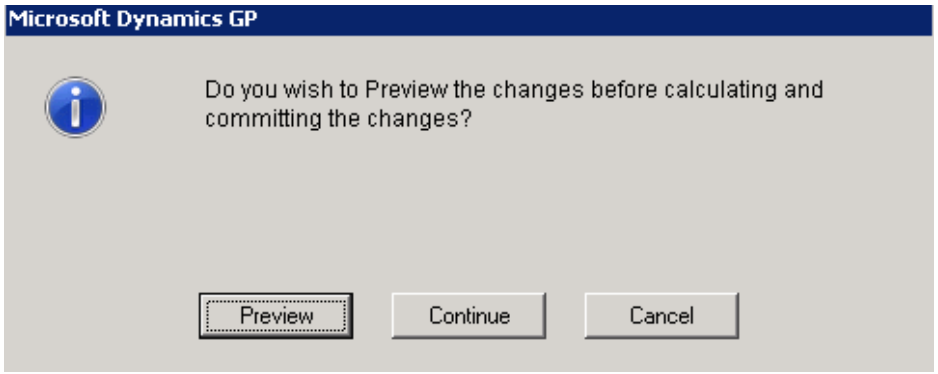
14. Once all updates have been completed to the pay codes and if ready to update the payroll tables you can select the "Commit" button to complete the updates.

You will be prompted if you wish to Preview changes before calculating and committing 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 pay codes. Changes have not been 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 changes have not been committed.



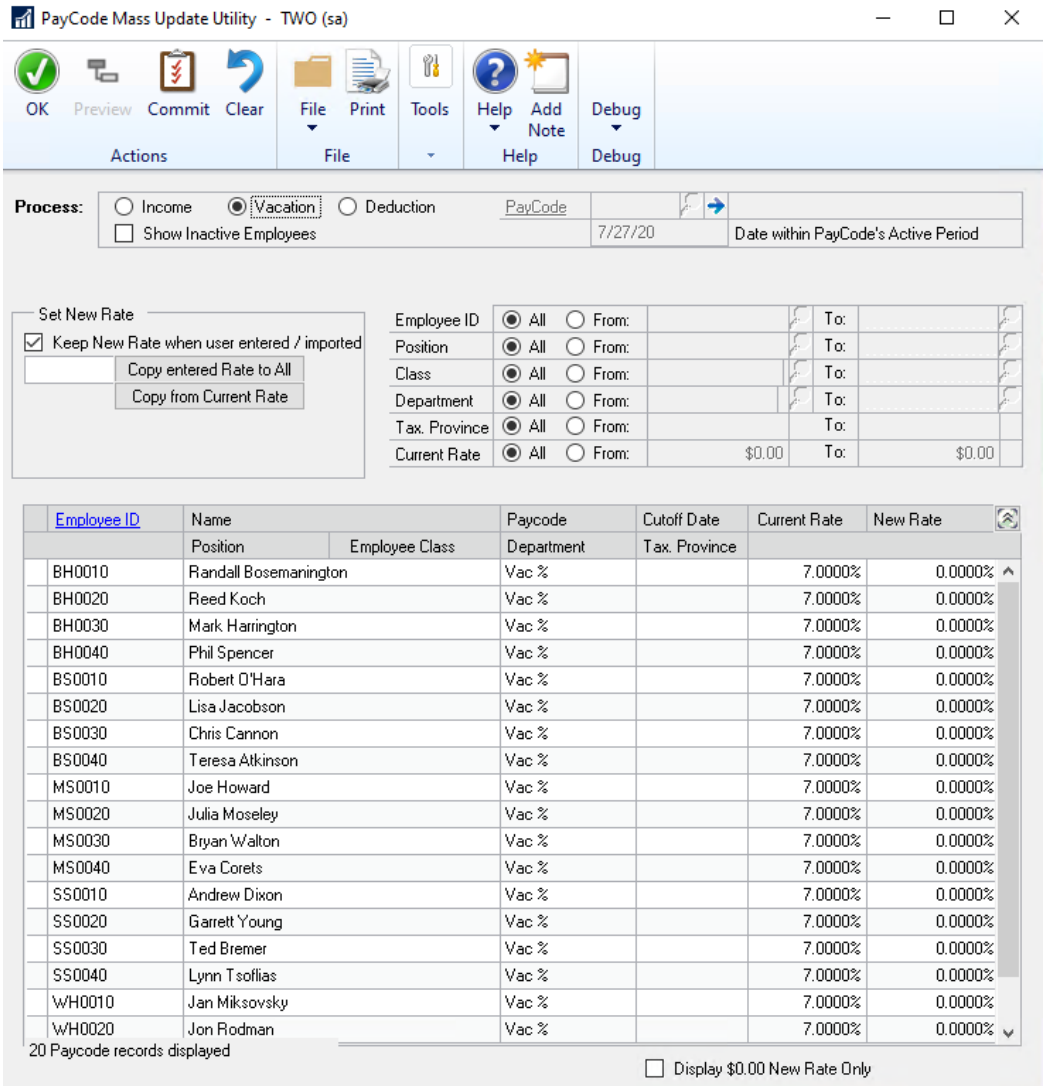
15. You can review the results of the pay code update by navigating to the employee card and selecting the Paycodes button. From there select the Paycode in the list provided and select the "Update" option. The Rate field will display the new rate that was specified in the Paycode Mass Update Utility.
16. If Write to history was set, then you can also review the pay codes that were updated in the PMU Pay Rate History window.

Mass update of Vacation Pay Percentages

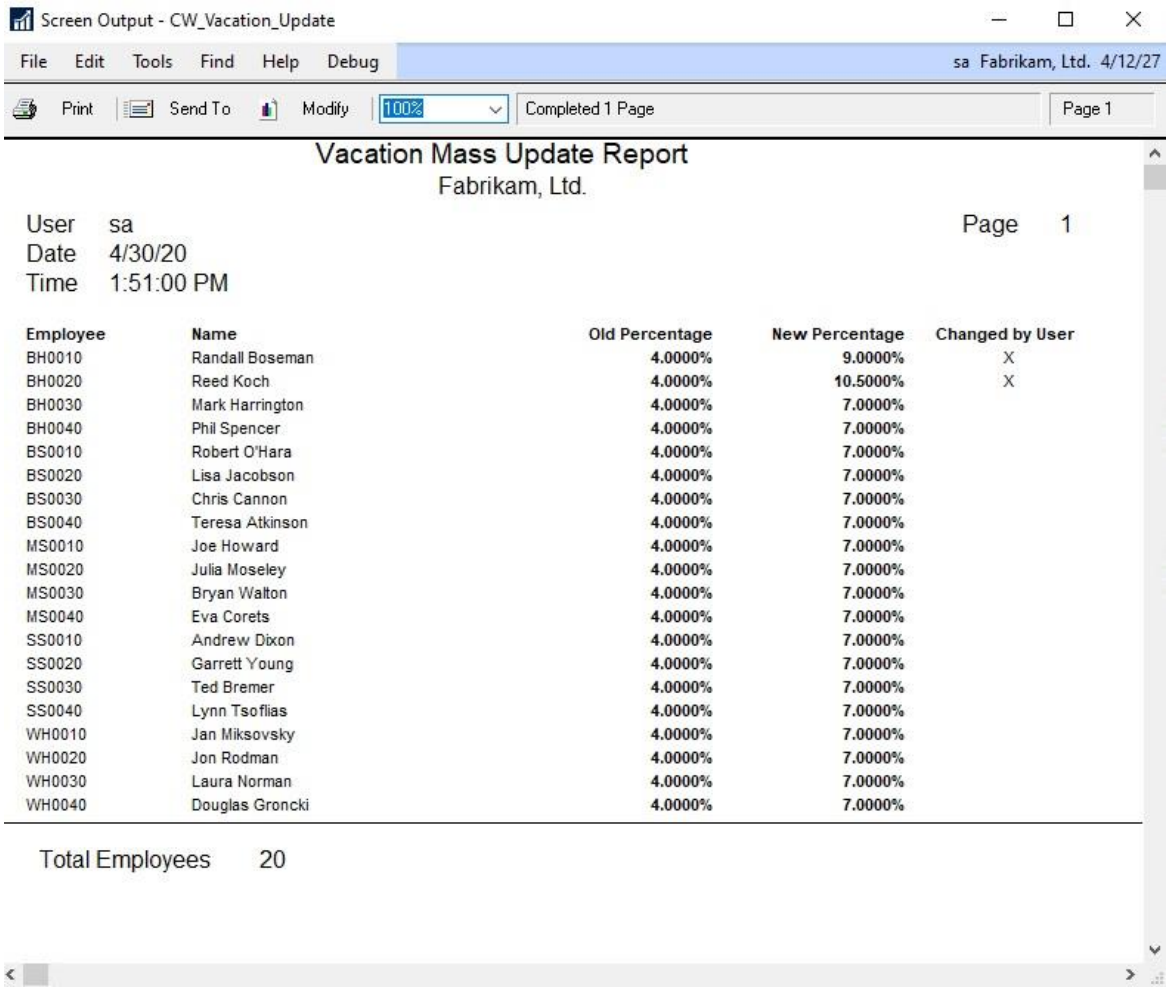
The Paycode Mass Update Utility allows you to update employee vacation pay percentages for multiple employees.

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)
2. Select the Vacation radio option for the Process.
   As a default Income will be selected when you open the window.
3. All Active Employees will display in the scrolling window.
   Check the option "Show Inactive Employees" to also include any Inactive Employees.
4. You can limit the range of employees by using the following range options:
   - *Employee*
   - *Position*
   - *Class*
   - *Department*
   - *Tax Province*



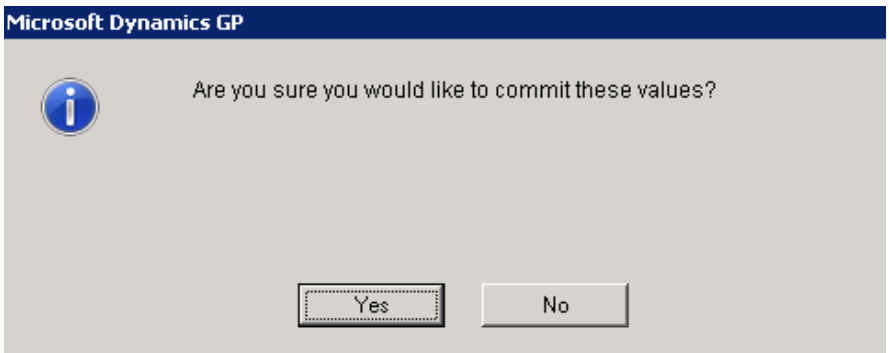
5. The option, “Preserve manual changes to New Rate”, is selected when the Paycode Mass update Utility is opened. With this option selected any records entered or manually changed will not be affected by either the “Copy entered Rate to All” or the Copy from Current Rate” functions
6. You have 3 options 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.



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

8. 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.

9. You will be prompted if you wish to commit the changes. Select Yes to continue or No to abort committing the update.



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

Mass update of Deduction Rates

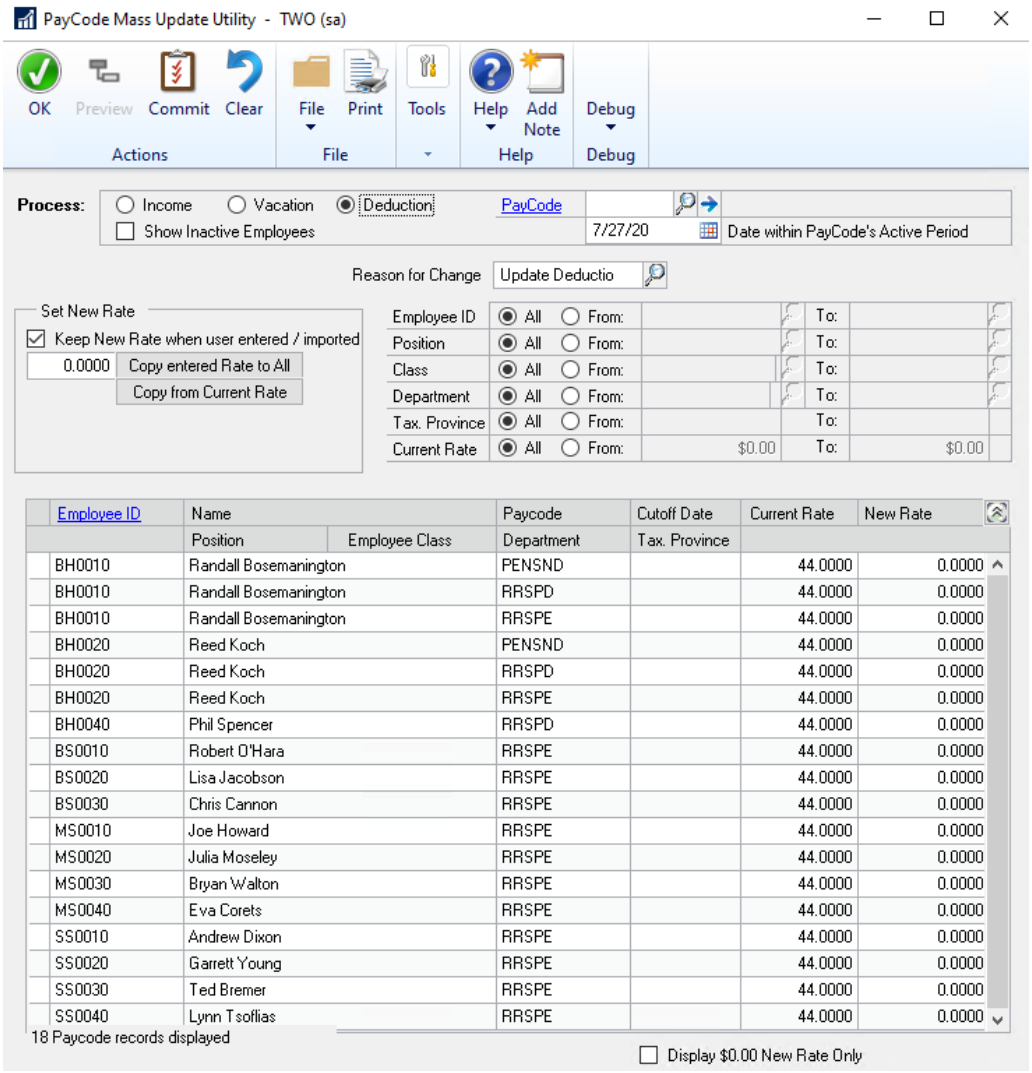
The Paycode Mass Update Utility allows you to update employee Deduction pay code rates for multiple employees. With the Deduction option in the Paycode Mass Update Utility it will allow you to update all Deduction pay codes that were mapped in Paycode Mass Update Deduction Setup.

To perform Paycode Deduction updates

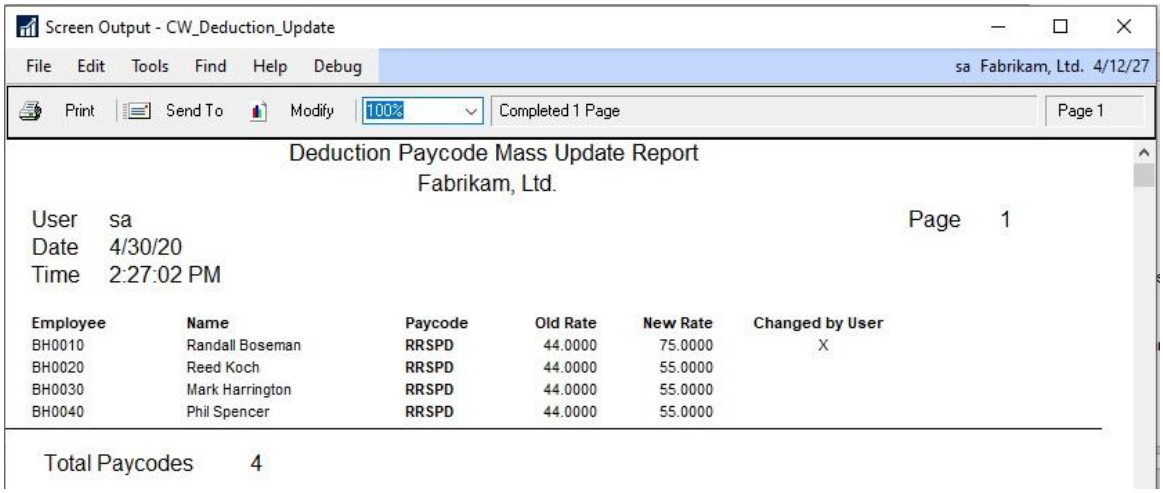
1. Open the Paycode Mass Update Utility window.
   (Microsoft Dynamics GP >> Tools >> Utilities >> Encore PayCode Mass Update >> Encore PMU Utility)

2. Select Deduction radio option for the Process to be run.
   As a default Paycode will be selected when you open the window.

   If Write to History was set in Paycode Mass Update Deduction Setup the Reason for Change option will be displayed. It will be defaulted with the Default value that was set.
3. All Active Employees will display in the scrolling window. For all the Deduction Codes that were mapped that are assigned to that Employee.
   Check the option "Show Inactive Employees" to also include any Inactive Employees.
4. You can limit the range of employees by using the following range options:
   - *Employee*
   - *Position*
   - *Class*
   - *Department*
   - *Tax Province*
   - *Current Rate*
5. You can also limit to a specific Deduction Paycode by Entering or Selecting the Paycode in the header of the utility window.



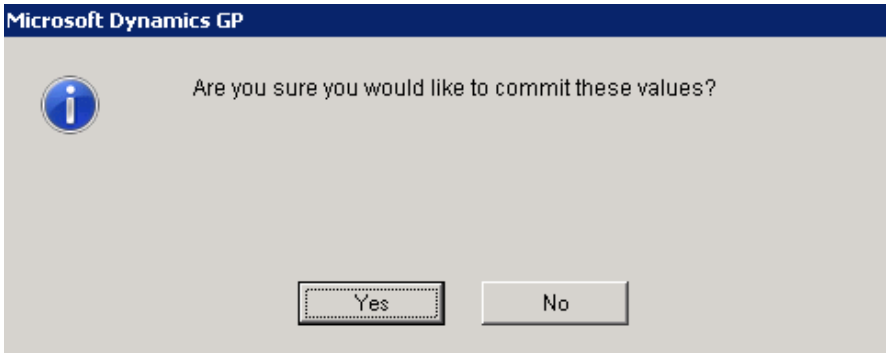
6. The option, “Preserve manual changes to New Rate”, is selected when the Paycode Mass update Utility is opened. With this option selected any records entered or manually changed will not be affected by either the “Copy entered Rate to All” or the Copy from Current Rate” functions
7. You have 3 options 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.*
8. 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.



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

9. Once All updates have been completed to the Deduction codes listed, you can select the "Commit" button to complete the updates.

   You will be prompted if you wish to commit the changes. Select Yes to continue or No to abort committing the update.



10. You can review the results of the Deduction pay code update by navigating to the employee card and selecting the Paycodes button. From there select the Deduction Paycode in the list provided and select the "Update" option. The Rate field will display the new rate that was specified in the Paycode Mass Update Utility.
11. If Write to history was set, then you can also review the Pay codes that were updated in the PMU Pay Rate History window.

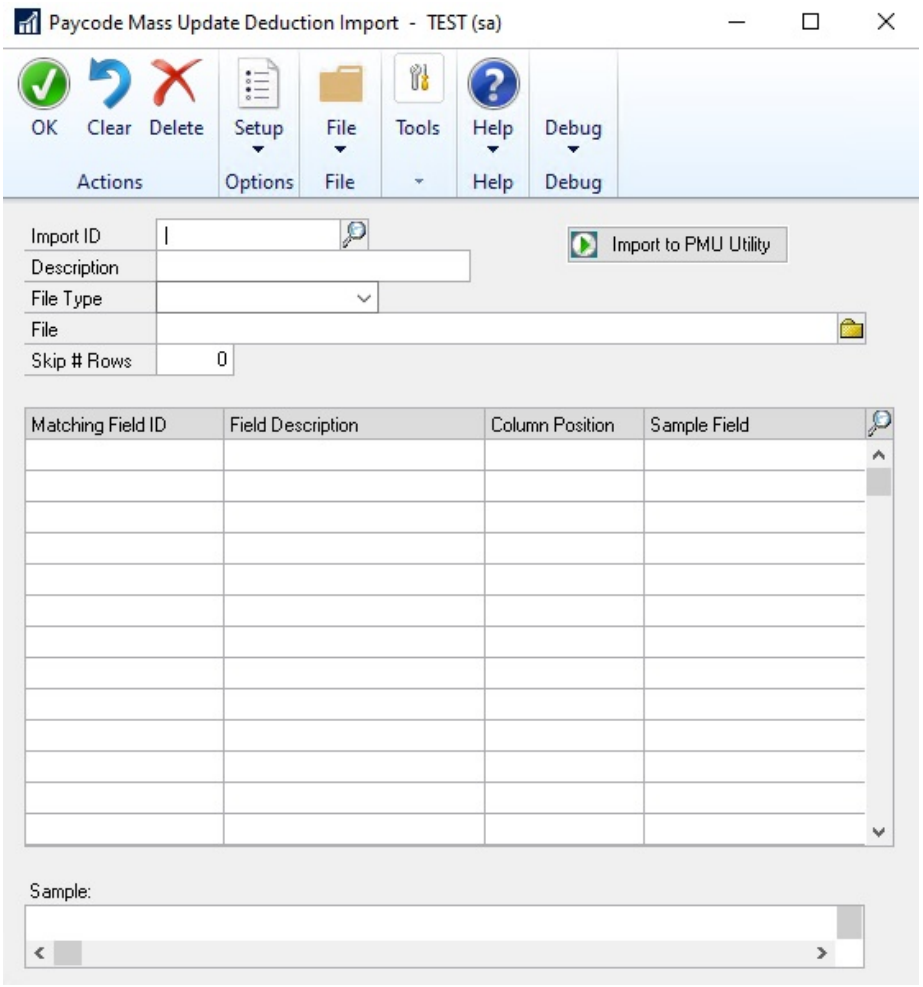
Paycode Mass Update Deduction Import

If you calculate your deductions outside of GP in file such as Excel – you can import that file though Deduction Import Utility to perform the Deduction pay code update. You can use the Paycode Mass Update Deduction Import Utility to import in the New Deduction Rates into the Paycode Mass Update Utility Window. The Encore PMU Deduction Import window will allow you to import the new rates based on the Paycode Mass Update Deduction Setup.

To perform Paycode Deduction Import

1. Open the Paycode Mass Update Deduction Import window.

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

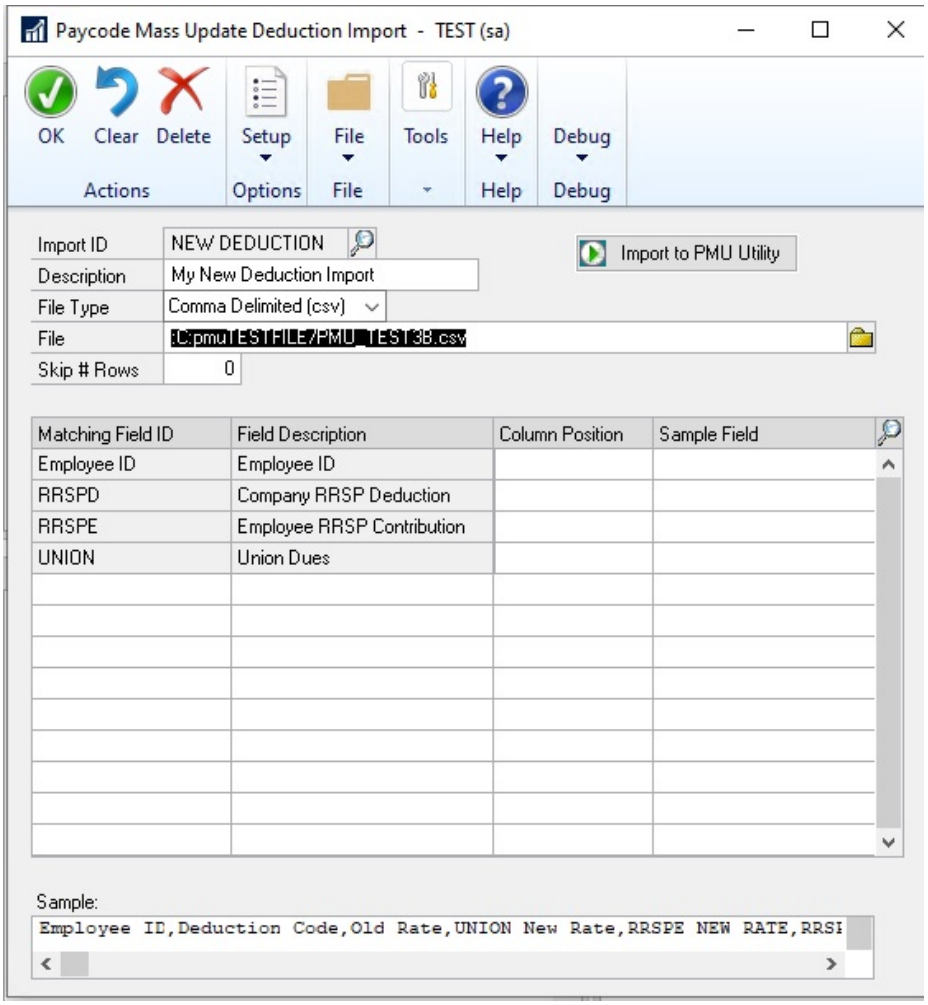


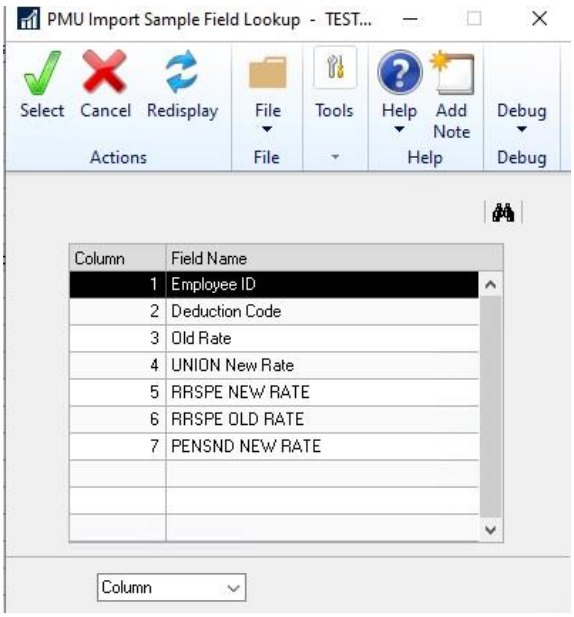
2. Enter a name for the Import ID you wish to create.
3. Enter a Description for the Import ID
4. Set the Import File you wish to import in the File Section.

   Note that currently only CSV format is supported.

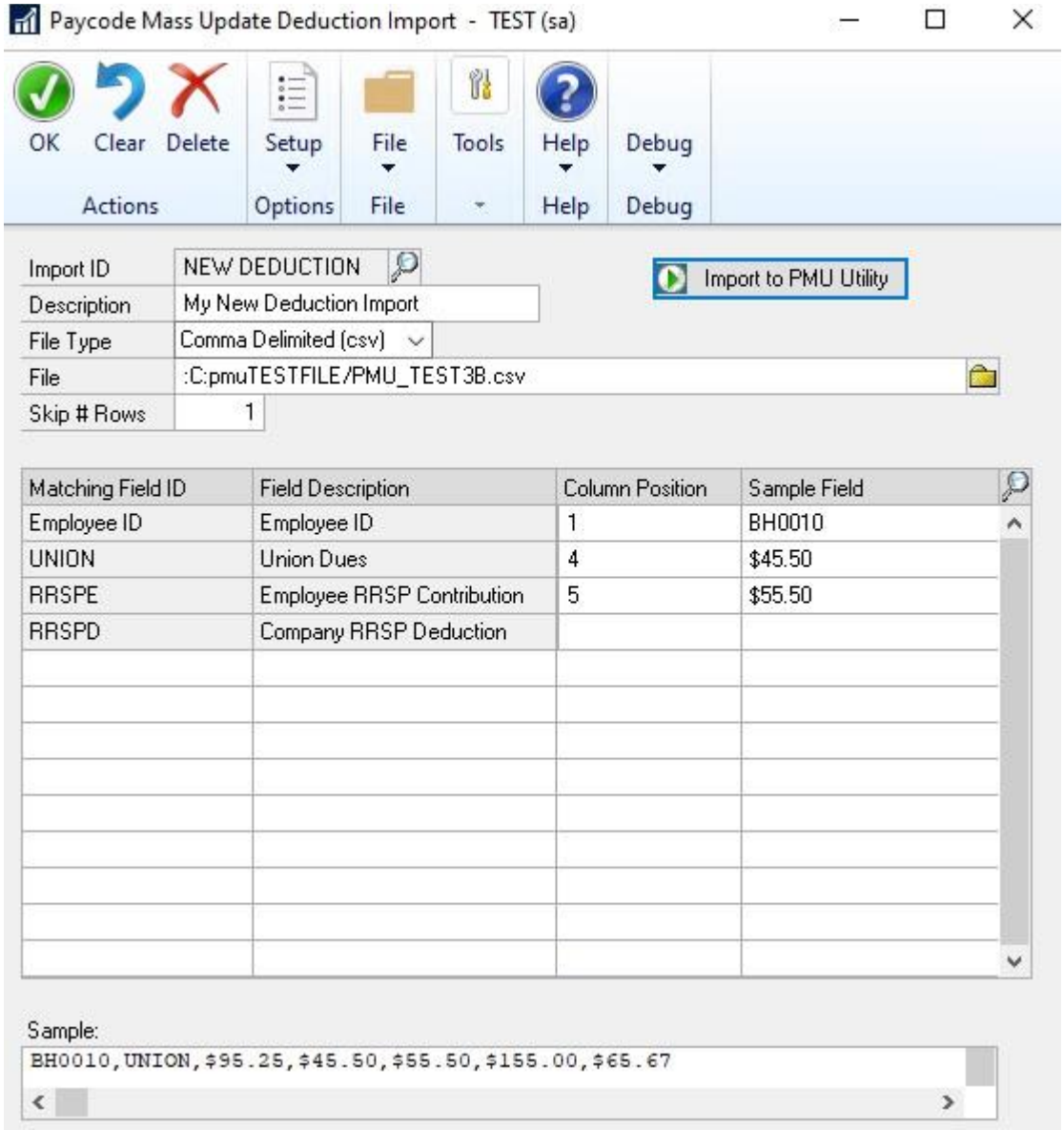
5. The Scrolling window will automatically show the Matching Field ID's based on the Paycode Mass Update Deduction Setup. (Chapter 3) You can then enter the column Position in the file for the corresponding Deduction Paycode or use the Sample Lookup to select the corresponding field in the import field.

   Note the Lookup window will display all columns displayed in the Import file. Not all fields need to be selected – if the column isn't selected then it will be skipped.


Paycode Mass Update Deduction Import - TEST (sa)
OK
Clear
Delete
Actions
Setup
Options
File
File
Tools
Help
Help
Debug
Debug
Import ID
NEW DEDUCTION
Description
My New Deduction Import
File Type
Comma Delimited (csv)
File
C:\pmu\TESTFILE7\PMU_TEST3B.csv
Skip # Rows
0
Import to PMU Utility
Matching Field ID
Field Description
Column Position
Sample Field
Employee ID
Employee ID
RRSPD
Company RRSP Deduction
RRSPE
Employee RRSP Contribution
UNION
Union Dues
Sample:
Employee ID,Deduction Code,Old Rate,UNION New Rate,RRSPE NEW RATE,RRSI

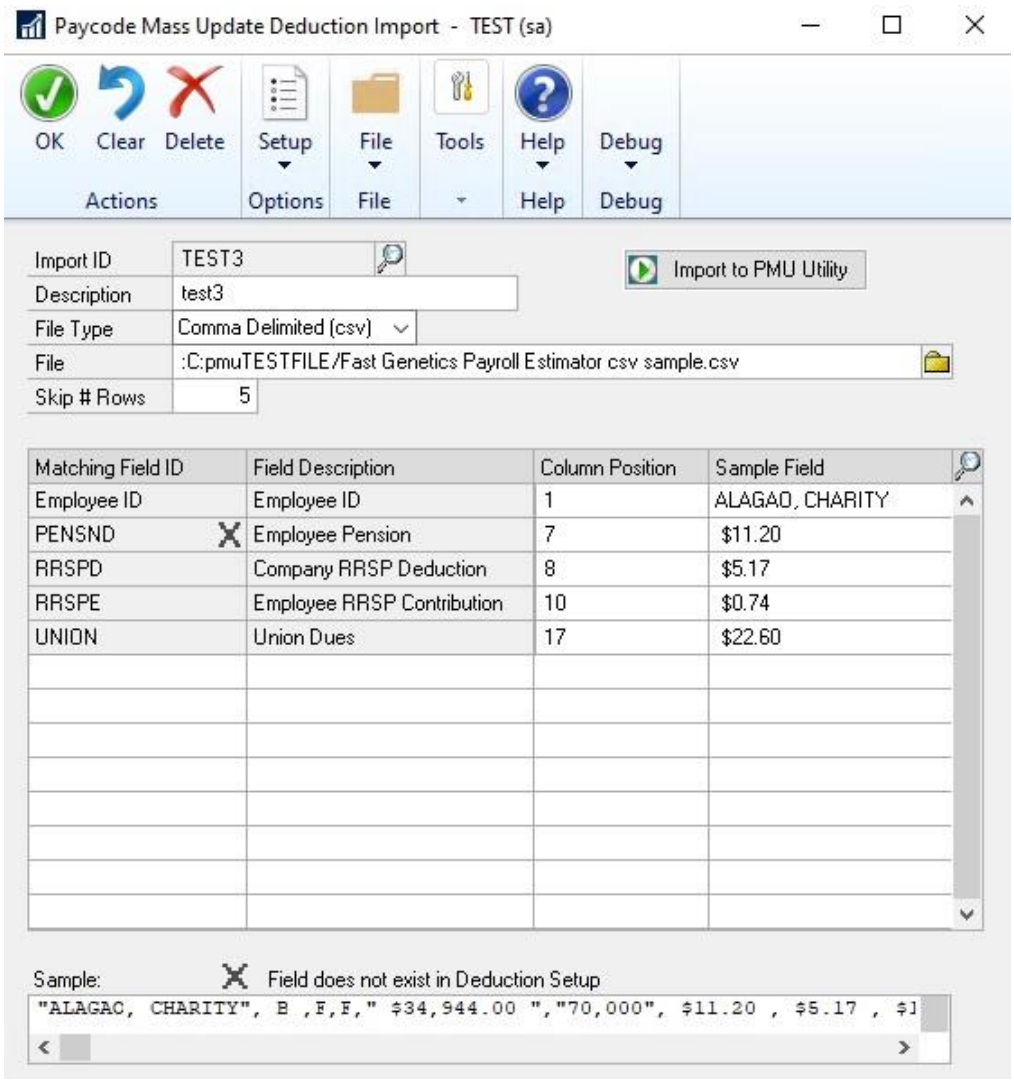

PMU Import Sample Field Lookup - TEST...
Select
Cancel
Redisplay
Actions
File
File
Tools
Help
Add Note
Help
Debug
Debug
Column
Field Name
1
Employee ID
2
Deduction Code
3
Old Rate
4
UNION New Rate
5
RRSPE NEW RATE
6
RRSPE OLD RATE
7
PENSND NEW RATE
Column

6. If the Import File contains any header rows you wish to Skip, then set the number of rows to skip in Skip # Rows. The sample fields displayed will automatically update to the new sample row set based on the number of skip rows set.

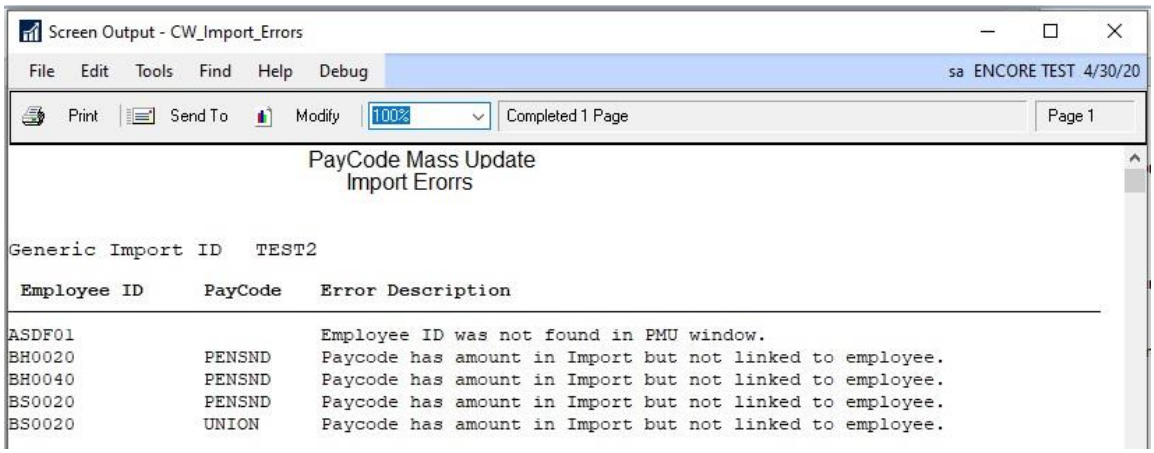


7. Pressing OK will save the Import Setup ID you have created.

Note: If a Deduction Code was removed from Deduction Setup this will be identified by the X symbol the next time you access the Import ID. Any Such field will not be imported into the Deduction Import.

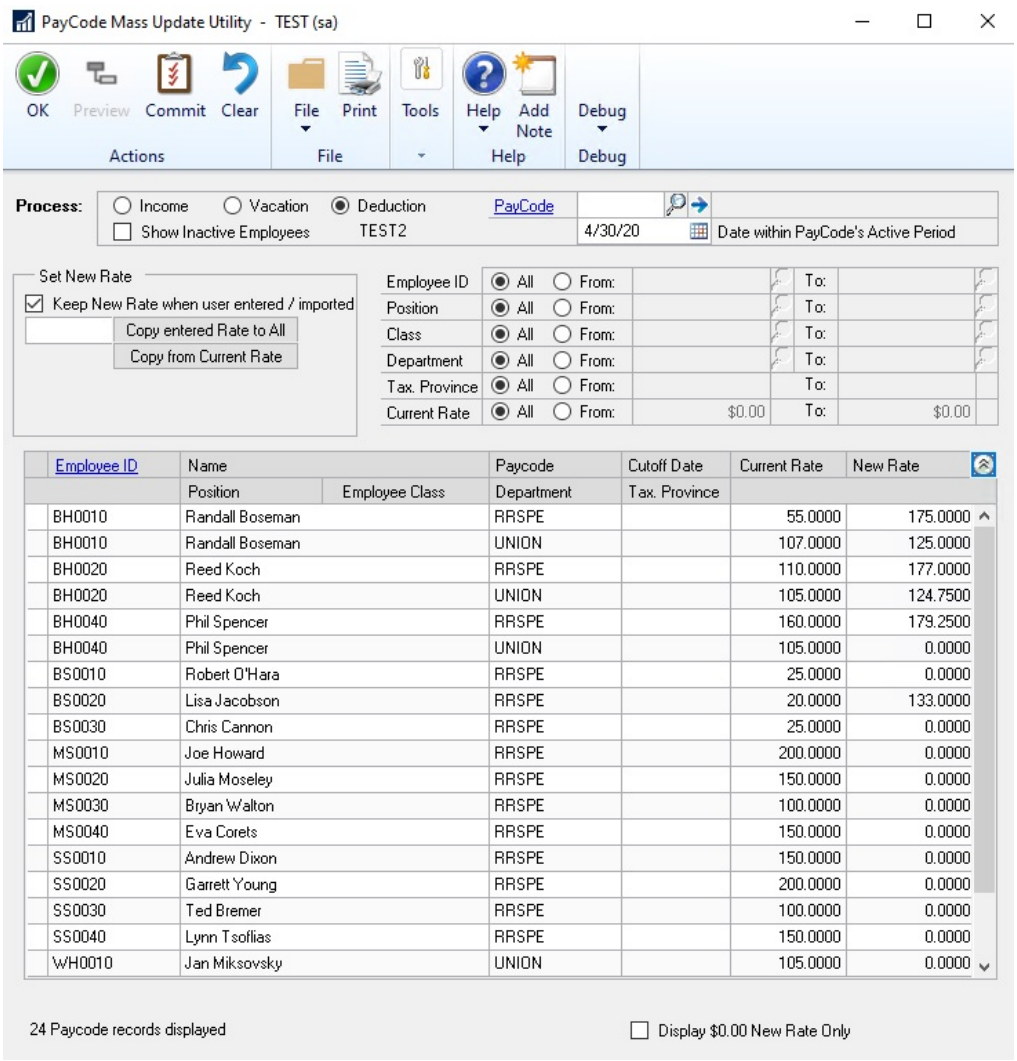


8. When Ready to Import press the Import to PMU Utility Button. If no issues occurred, you would receive a notification that the import was successful. Should any issues occur with the import you will receive the following notification followed by the Import Errors report



9. The Paycode Mass Update Utility window will be opened and only the Deduction pay codes that were mapped in the Import ID will be displayed.

Note You can have separate import Ids for each deduction code if you wish to update 1 deduction code at a time.

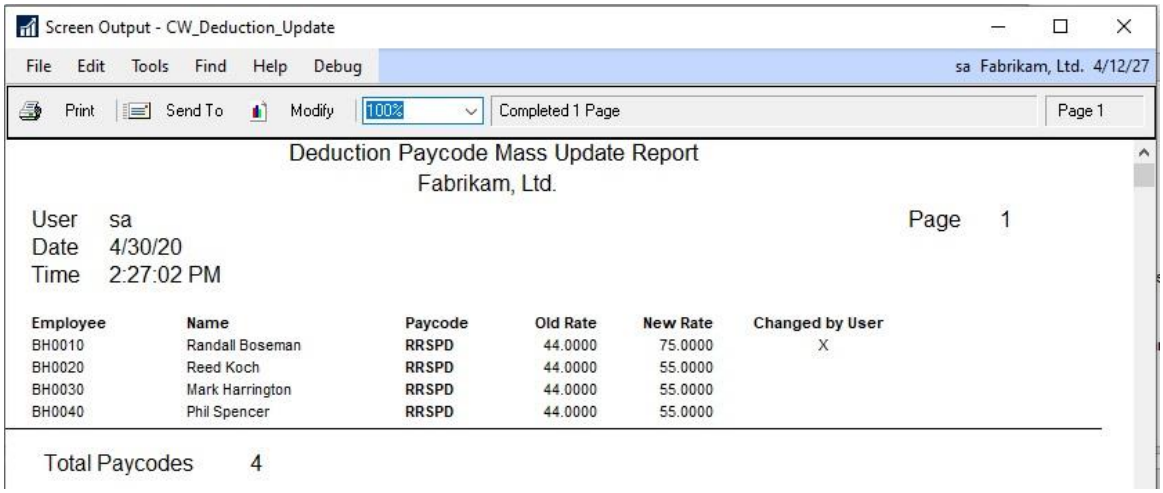


10. You can now complete any additional updates in the Window for New Rates. You have 3 options available to update the new rate for each employee in the scrolling window:

    - *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.*

Note There is a new Checkbox option "Keep New Rate when user entered / Imported" in the Set New Rate field on the header. This option is defaulted to enabled to allow you to use the Copy form Current or Copy Entered rate option will not affect what was imported.

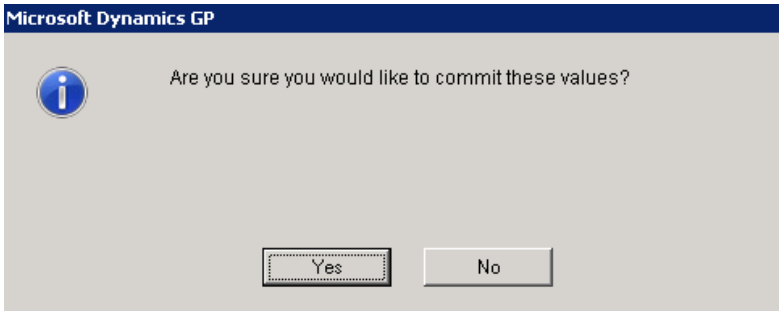
11. Once you have completed the updates; you can print a report detailing the values that will be updated by selecting the "Print" button.



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 Deduction codes listed, you can select the "Commit" button to complete the updates. Selecting this option will update the Deduction Rates for each Employee for the Deduction Codes listed in the window.

13. You will be prompted if you wish to commit the changes. Select Yes to continue or No to abort committing the update.



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

15. If Write to history was set, then you can also review the pay codes that were updated in the PMU Pay Rate History window.

Chapter 5: PMU Pay Rate History

With Paycode Mass update you can now review the Rate history for Paycodes updated using the Paycode Mass update Utility. This option to write to history must be turned on in order for historical records to be written to the PMU Pay Rate History window.

The option can be enabled in Paycode Mass Update Relationship Setup for Income and Banked pay codes and enabled in Paycode Mass Update Deduction Setup for Deduction pay codes.

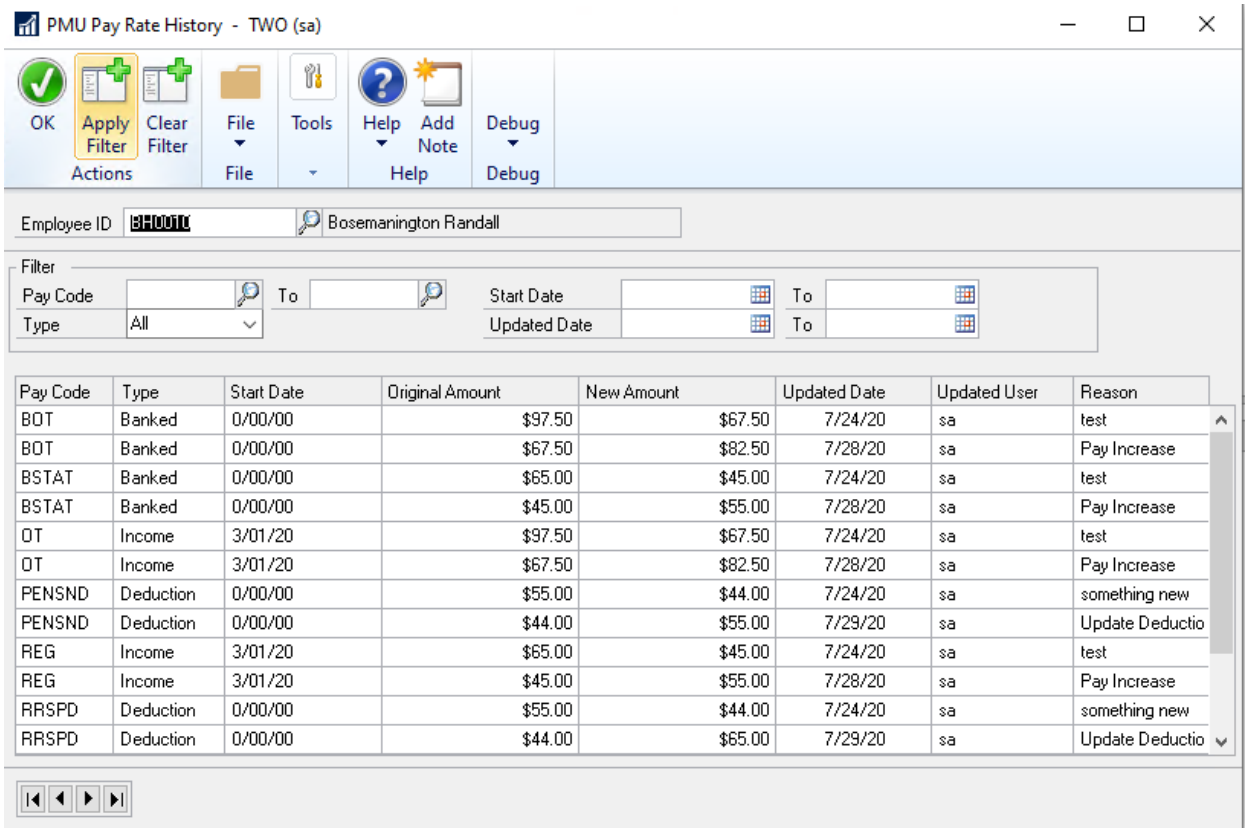
The Rate history can be accessed from the PMU Pay Rate History window or from the PMU Pay rate History Smartlist Object.

PMU Pay Rate History window

1. Open the PMU Pay Rate History window.
   (Inquiry >> Encore PMU Pay Rate History)

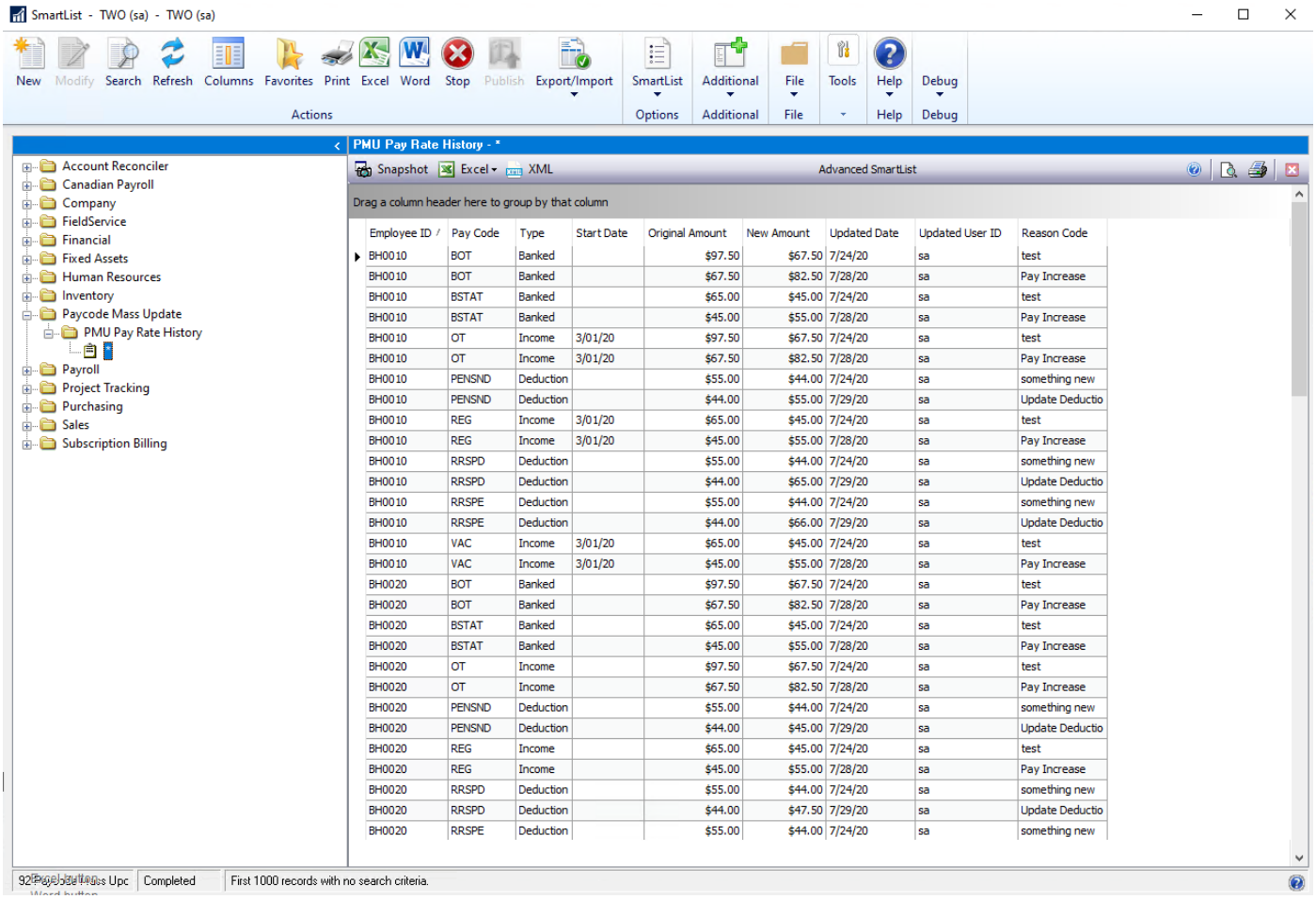
   (You can also access directly from the Payroll Employee Paycodes – Canada window by selecting the Additional menu for Employee Pay Rate History)
2. Enter or select the Employee ID you wish to review
3. Any Paycode that was being written to history will be displayed. It will display the following:
   - Type – This will list the Paycode Type for the Paycode that was updated.
   - Start Date – This will only display a value if the Paycode had a Start date set on it.
   - Original Amount – This was the original rate that was set on the Paycode prior to updating.
   - New Amount – This will display the New Rate for the Paycode.
   - Updated Date – This will display the date in which the Paycode was updated.
   - Updated User – This will display the user id that updated the Paycode using the Paycode Mass Updated Utility.
   - Reason – This will display the Reason code value that may have been set in the Paycode Mass Update Utility window when the rate was updated.
4. You can filter the list displayed using the following Filter options.
   - Pay Code
   - Type
   - Start Date
   - Updated Date

Note that Filters are only applied after pressing the Apply Filter Button.



PMU Pay rate History Smartlist Object

The PMU Pay rate history is accessible from the Smartlist object PMU Pay Rate History in the Paycode Mass Update folder.


SmartList - TWO (sa) - TWO (sa)
New
Modify
Search
Refresh
Columns
Favorites
Print
Excel
Word
Stop
Publish
Export/Import
Actions
SmartList
Options
Additional
Additional
File
File
Tools
Help
Help
Debug
Debug
Account Reconciler
Canadian Payroll
Company
FieldService
Financial
Fixed Assets
Human Resources
Inventory
Paycode Mass Update
PMU Pay Rate History
Payroll
Project Tracking
Purchasing
Sales
Subscription Billing
PMU Pay Rate History - *
Snapshot
Excel
XML
Advanced SmartList
Drag a column header here to group by that column
Employee ID / Pay Code Type Start Date Original Amount New Amount Updated Date Updated User ID Reason Code
BH0010 BOT Banked $97.50 $67.50 7/24/20 sa test
BH0010 BOT Banked $67.50 $82.50 7/28/20 sa Pay Increase
BH0010 BSTAT Banked $65.00 $45.00 7/24/20 sa test
BH0010 BSTAT Banked $45.00 $55.00 7/28/20 sa Pay Increase
BH0010 OT Income 3/01/20 $97.50 $67.50 7/24/20 sa test
BH0010 OT Income 3/01/20 $67.50 $82.50 7/28/20 sa Pay Increase
BH0010 PENSND Deduction $55.00 $44.00 7/24/20 sa something new
BH0010 PENSND Deduction $44.00 $55.00 7/29/20 sa Update Deductio
BH0010 REG Income 3/01/20 $65.00 $45.00 7/24/20 sa test
BH0010 REG Income 3/01/20 $45.00 $55.00 7/28/20 sa Pay Increase
BH0010 RRSPD Deduction $55.00 $44.00 7/24/20 sa something new
BH0010 RRSPD Deduction $44.00 $65.00 7/29/20 sa Update Deductio
BH0010 RRSPE Deduction $55.00 $44.00 7/24/20 sa something new
BH0010 RRSPE Deduction $44.00 $66.00 7/29/20 sa Update Deductio
BH0010 VAC Income 3/01/20 $65.00 $45.00 7/24/20 sa test
BH0010 VAC Income 3/01/20 $45.00 $55.00 7/28/20 sa Pay Increase
BH0020 BOT Banked $97.50 $67.50 7/24/20 sa test
BH0020 BOT Banked $67.50 $82.50 7/28/20 sa Pay Increase
BH0020 BSTAT Banked $65.00 $45.00 7/24/20 sa test
BH0020 BSTAT Banked $45.00 $55.00 7/28/20 sa Pay Increase
BH0020 OT Income $97.50 $67.50 7/24/20 sa test
BH0020 OT Income $67.50 $82.50 7/28/20 sa Pay Increase
BH0020 PENSND Deduction $55.00 $44.00 7/24/20 sa something new
BH0020 PENSND Deduction $44.00 $45.00 7/29/20 sa Update Deductio
BH0020 REG Income $65.00 $45.00 7/24/20 sa test
BH0020 REG Income $45.00 $55.00 7/28/20 sa Pay Increase
BH0020 RRSPD Deduction $55.00 $44.00 7/24/20 sa something new
BH0020 RRSPD Deduction $44.00 $47.50 7/29/20 sa Update Deductio
BH0020 RRSPE Deduction $55.00 $44.00 7/24/20 sa something new
Completed
First 1000 records with no search criteria.

Chapter 6: Payroll Rate Table

With Paycode Mass update you can alternatively use the Payroll Rate table to update the Rates for Income pay codes if you have completed the setup. This is standard GP Canadian payroll functionality, but we have detailed the setup steps here for your quick reference. 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 the Payroll Rate Table is complete for the Paycode then you may use Paycode Mass Update to set the Rate for the income pay code.

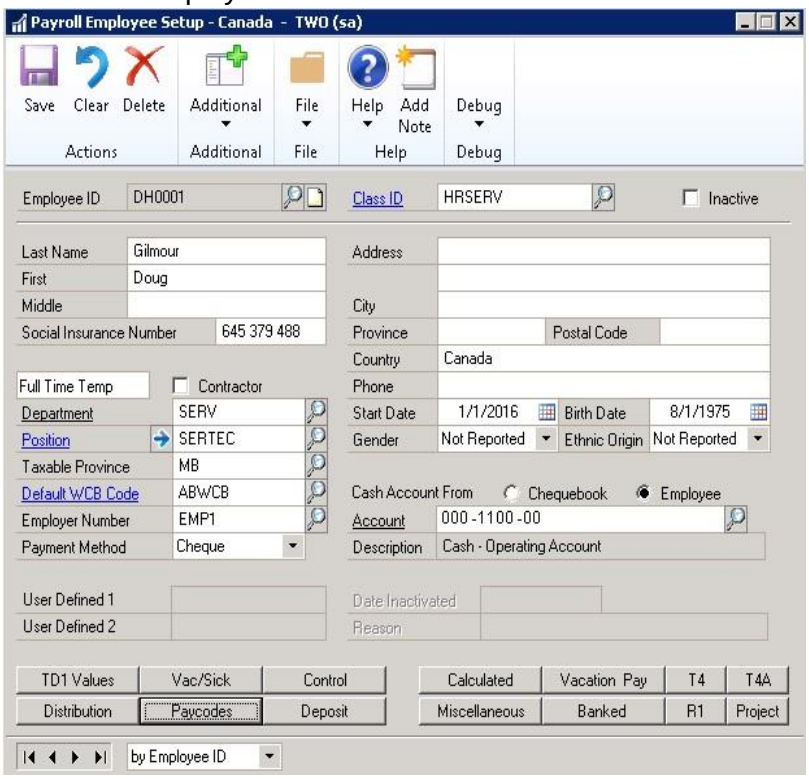
Note that updating pay codes via Rate Table will not write to the PMU Pay Rate History

Using Payroll Rate Table

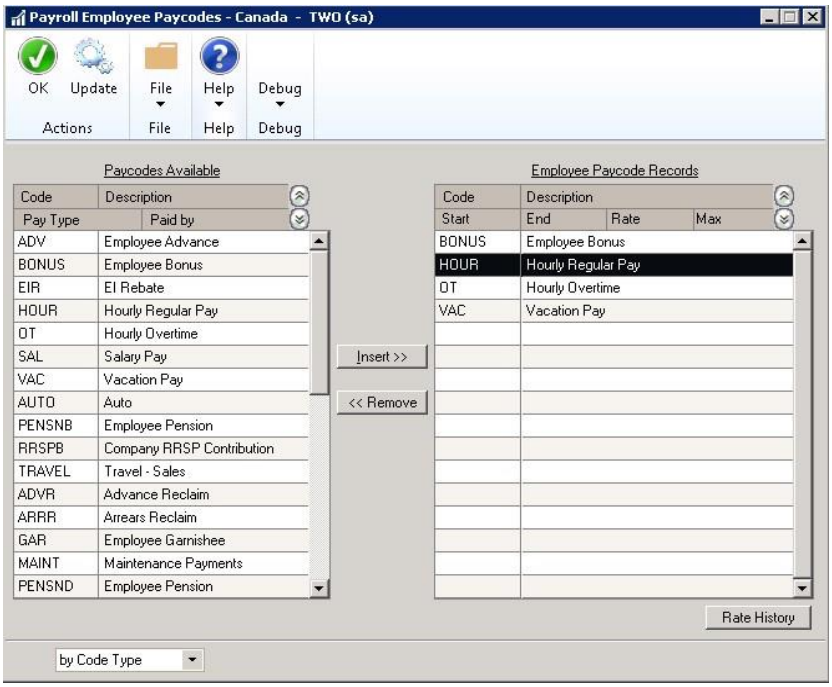
With the Payroll Rate table set for the Income Paycode, you can then use the Rate Table to set the Rate for the employee income pay code. This is done by setting the dimension codes on the Income Paycode assigned to the employee.

Setting Payroll Employee Income

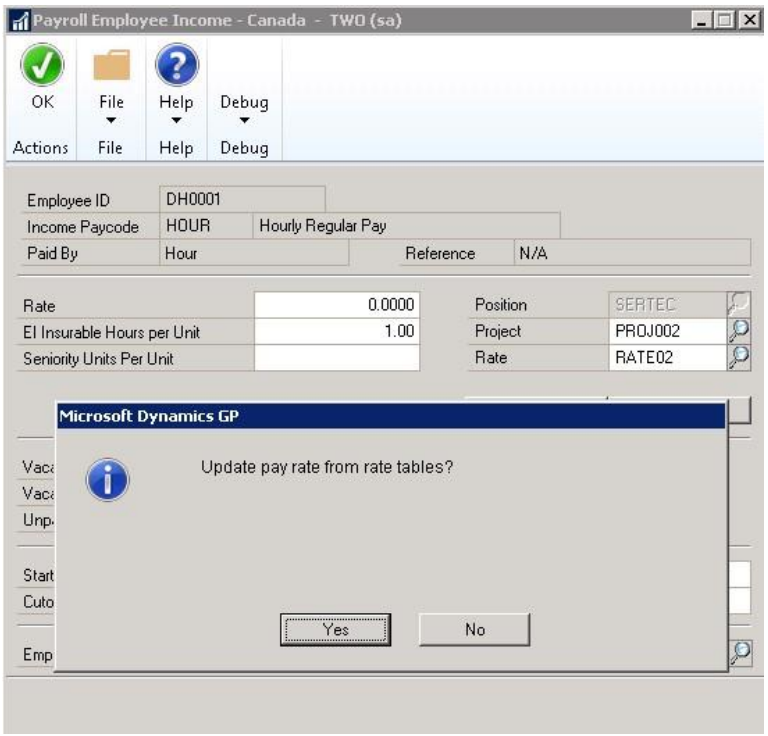
1. Open the Payroll Employee Setup window.
   (Cards >> Payroll - Canada >> Employee)
2. Select the Employee.



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 pay code assigned to the Employee.



This process can be used when initially assigning the pay code to the employee or if adjusting the rate for the employee by assigning the appropriate dimensions to the pay code. 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
CW_PayCode_Deduction_Setup	CW_PayCode_Deduction_Setup	CW_Deduction_Setup	Paycode Mass Update Deduction Setup
CW_Import_Errors	CW_Import_Errors	CW_Import_Errors	Import Errors Table
PMU Field Master	CW_Import_Field_MSTR	CW_Import_Field_MSTR	Import Field Master Table
PMU Import Line	CW_Import_Generic_LINE	CW_Import_LINE	Import Line Table
PMU Import Master	CW_Import_Generic_HDR	CW_Import_HDR	Import Header Table
EBS_Emp_Pay_Rate_History	EBS_Emp_Pay_Rate_History	EBS00011	Employee Paycode rate History
EBS_PMU_Reason_Code	EBS_PMU_Reason_Code	EBS00012	Reason Code Setup
EBS_PMU_Hist_Reason_Setup	EBS_PMU_Hist_Reason_Setup	EBS00013	Default Reason Code 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 SMARTLIST OBJ
- ENCORE PMU TBL CONVERSION

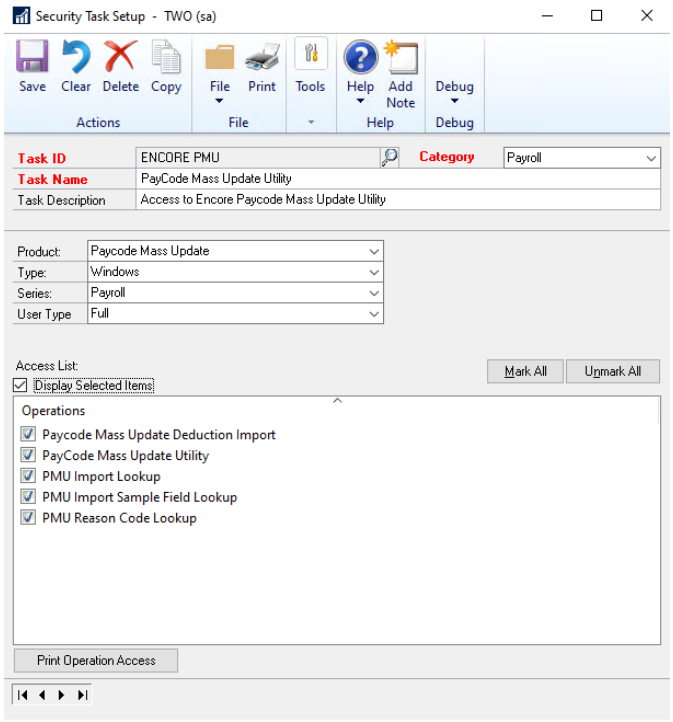
The process will also generate a default security role that contains all the security tasks called *ENCORE PMU POWER USER*.

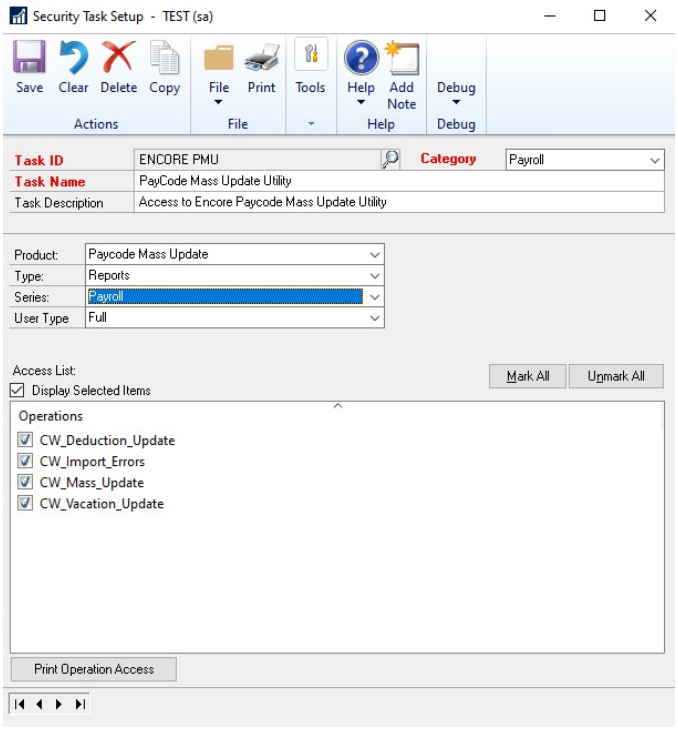
Default Security Task Details

Below are the Details for each default Security Task.

ENCORE PMU

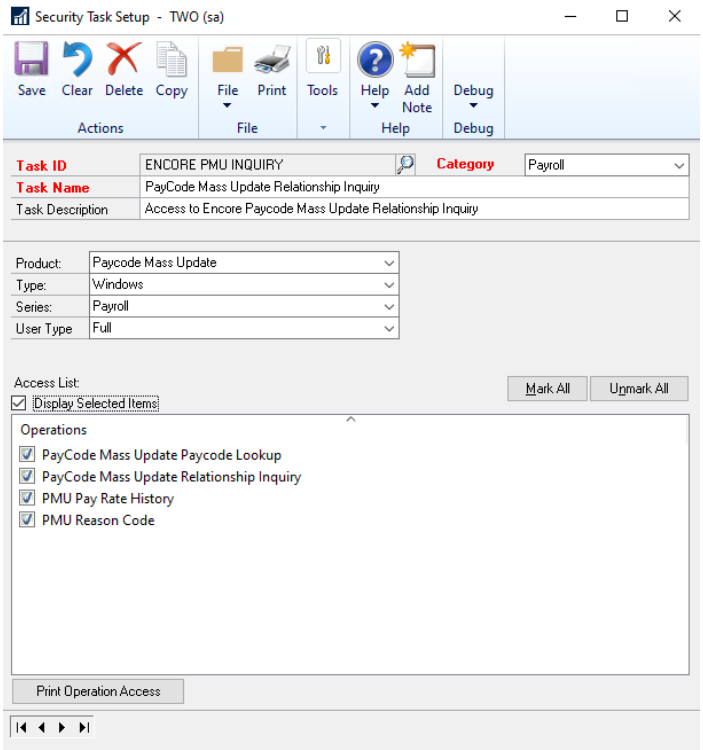
This security task provides access to the following windows and reports.





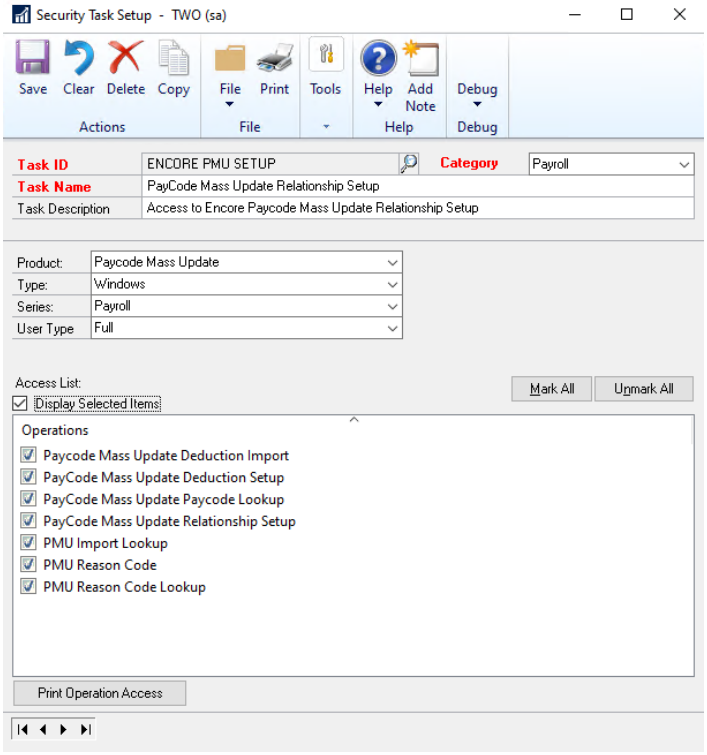
ENCORE PMU INQUIRY

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



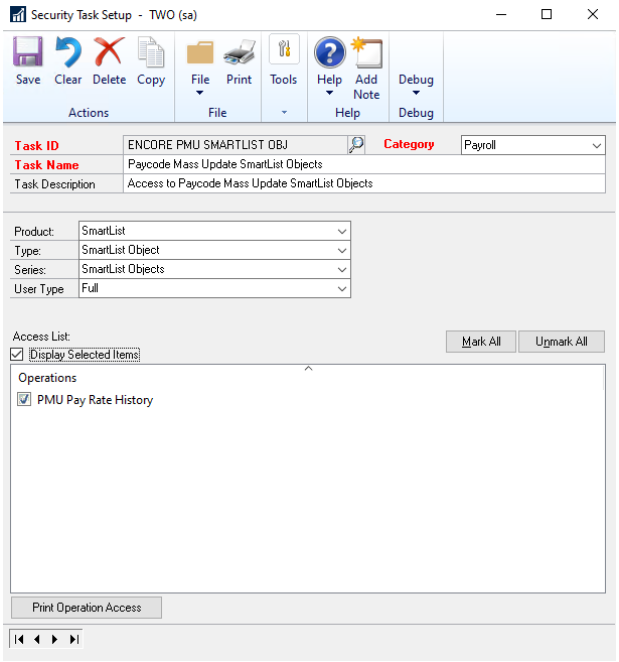
ENCORE PMU SETUP

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



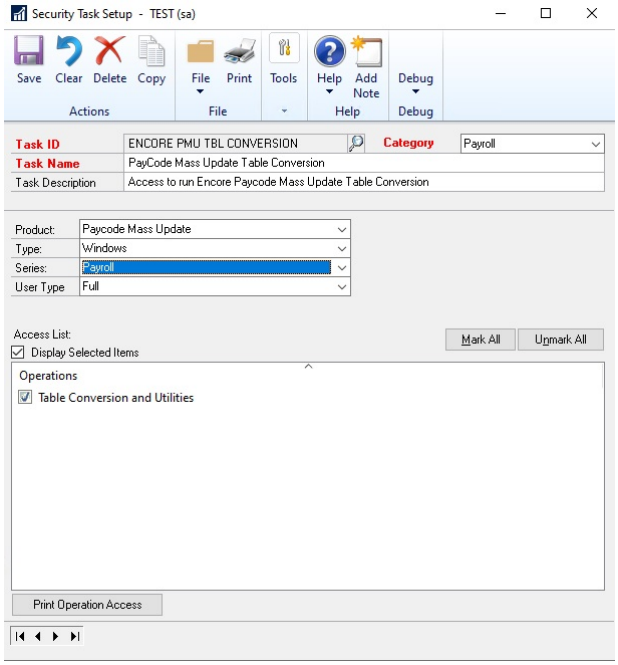
ENCORE PMU SMARTLIST OBJ

This security task provides access to the following SmartList Objects.



ENCORE PMU TBL CONVERSION

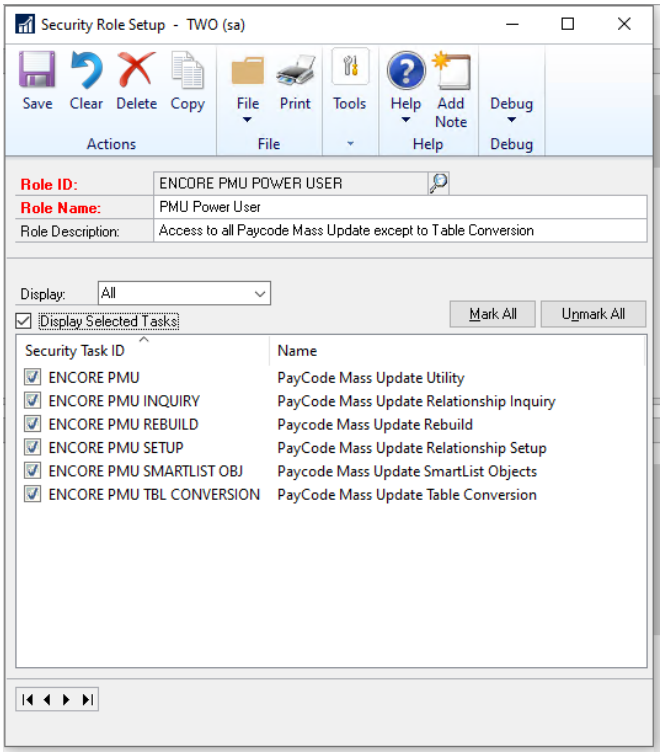
This security task provides access to the following windows and reports.



Defaults Security Role Details

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

ENCORE PMU POWER USER



Appendix B: Setup Income Payroll Rate Table

This Appendix will provide an overview on how to design and setup the Payroll Rate Table. This is standard GP Canadian Payroll functionality

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:

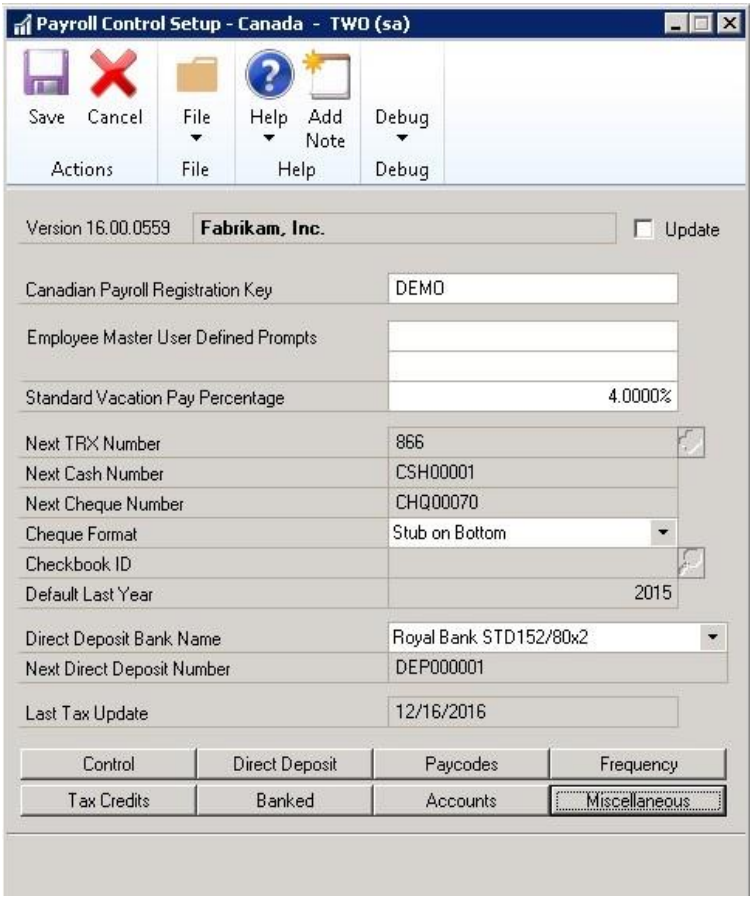
- Setup Rate Table Prompts
- Setup Income Payroll Rate Table

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.

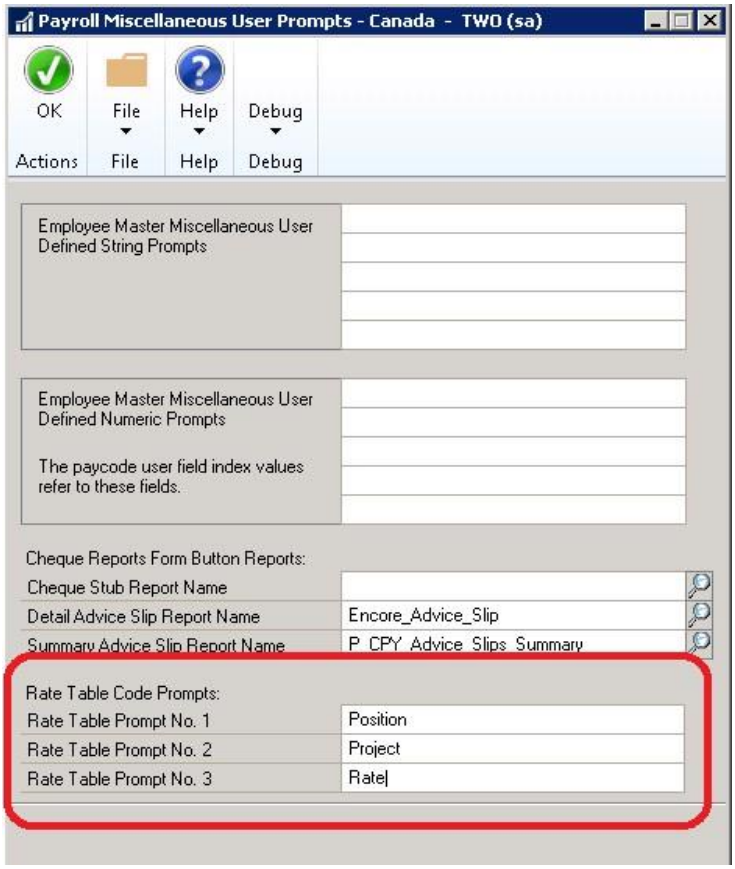
To Setup Rate Table Code Prompts

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



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.



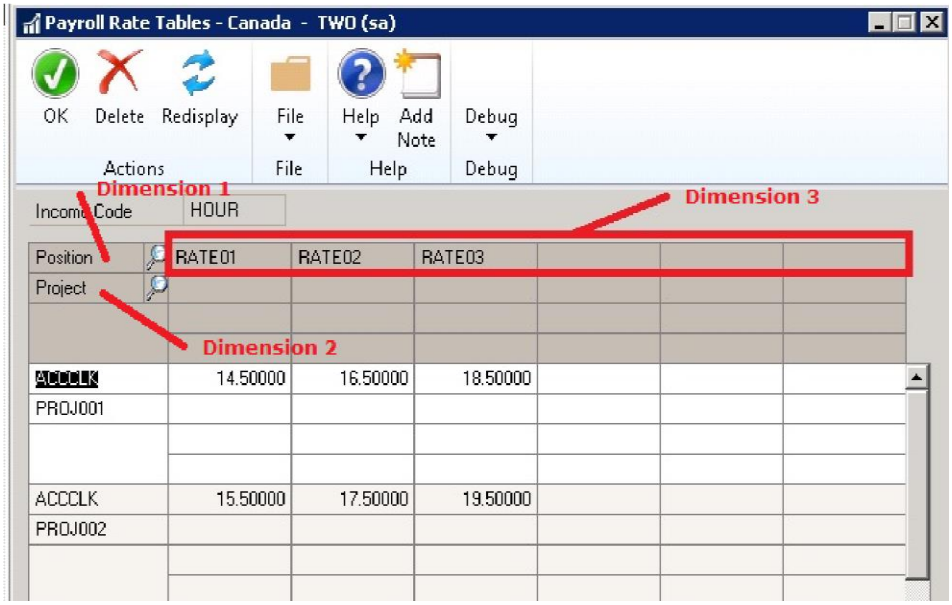
Note for 2-dimensional rate table only Prompt No 1 and prompt No. 2 are required. Prompt No. 3 is only used if you wish to setup a 3-dimensional rate table.

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

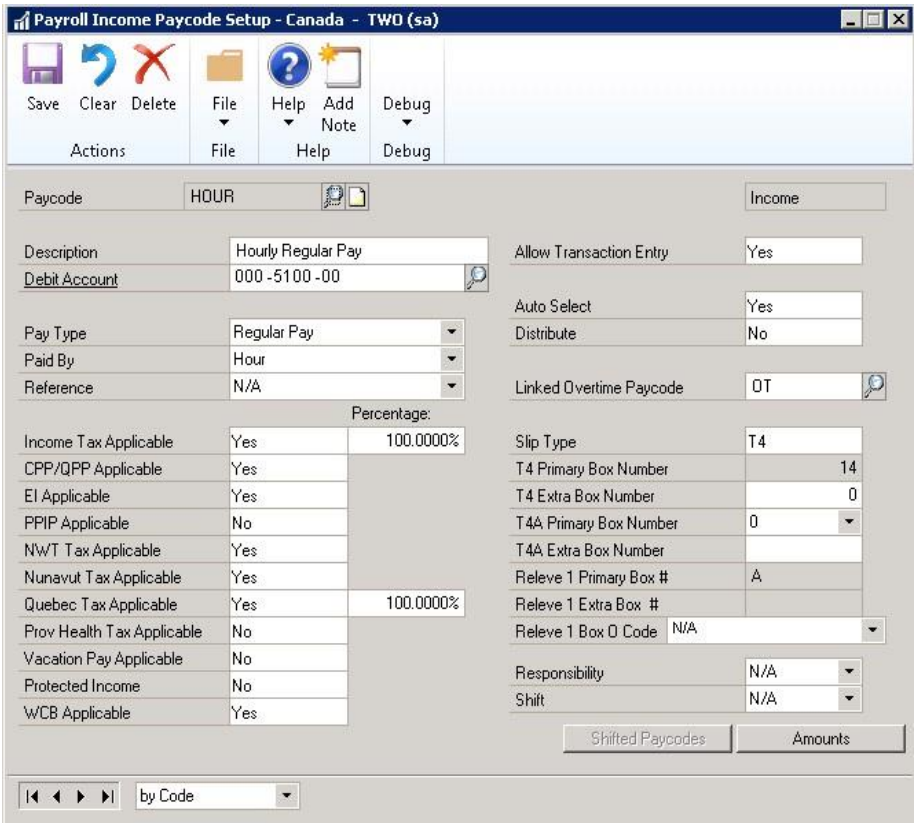
To utilize the Payroll Rate table, you must first design the table. This is done by assigning the values for the 3 dimensions for the Payroll Rate Table. You must first Assign Table Codes. Once the Table Codes are assigned you can then Assign Table Values.

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

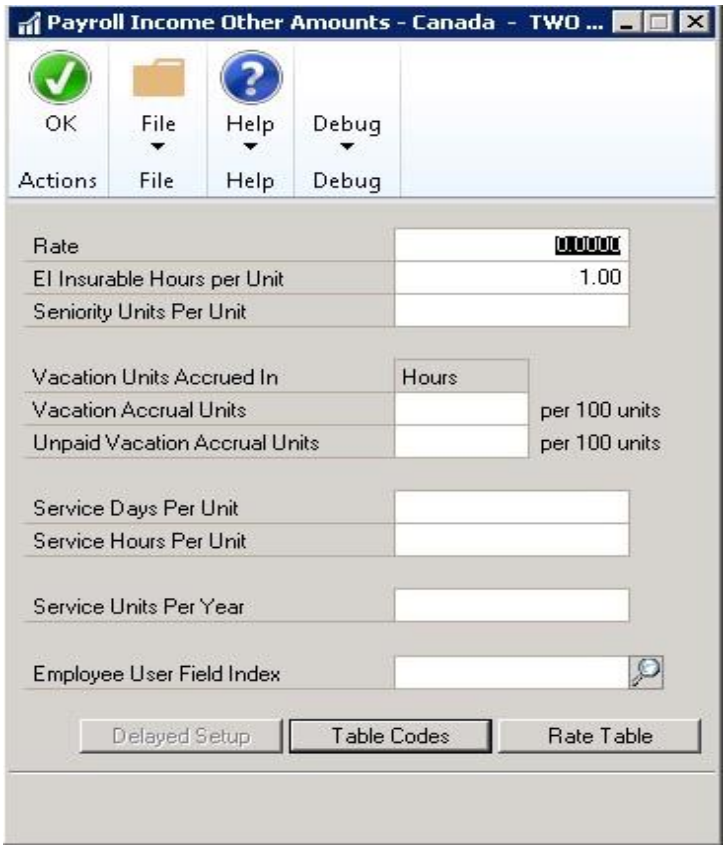


Assign Table Codes

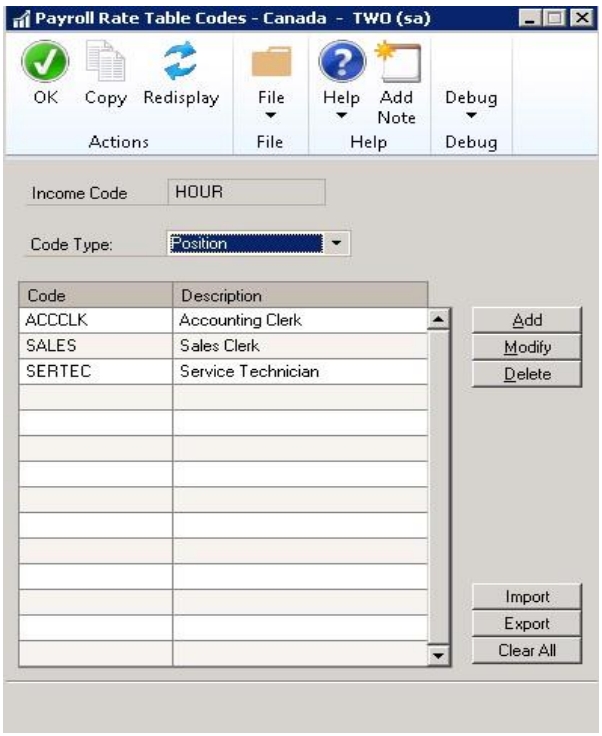
1. Open the Payroll income Paycode Setup window.
   (Cards >> Payroll - Canada >> Income Paycodes)
2. Select the Income Paycode using the Payroll Paycode Lookup Magnifier.



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



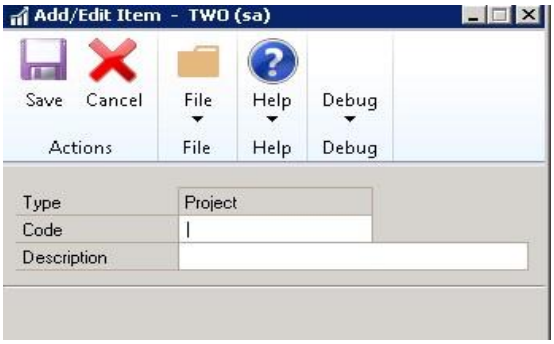
4. Press the Table Codes button to open the Payroll Rate Table Codes window.



5. Select the Code Type from the Pulldown menu.

These are the values you assigned in Setup Rate Table Prompts.

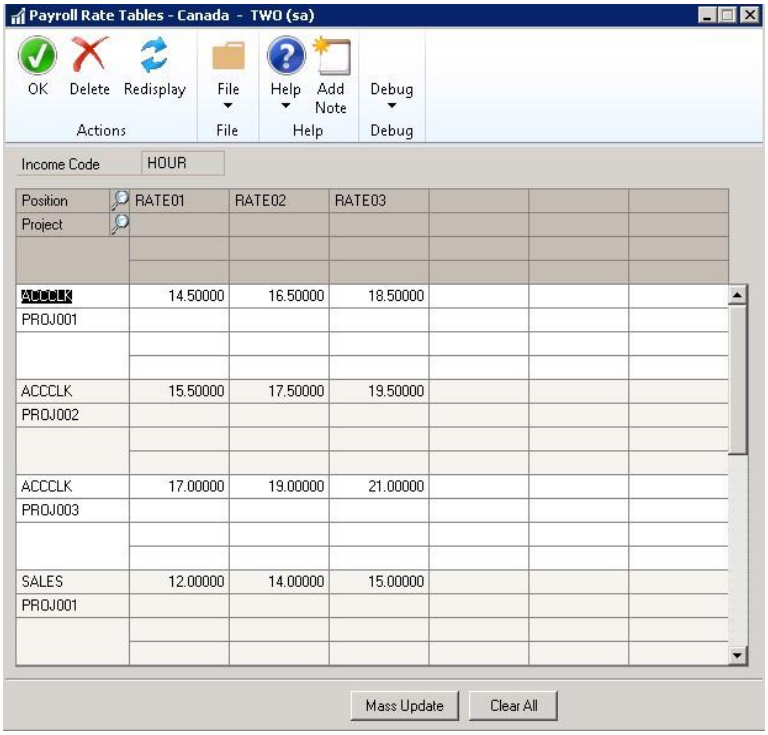
6. Press the Add Button to open the Add/Edit Item window.



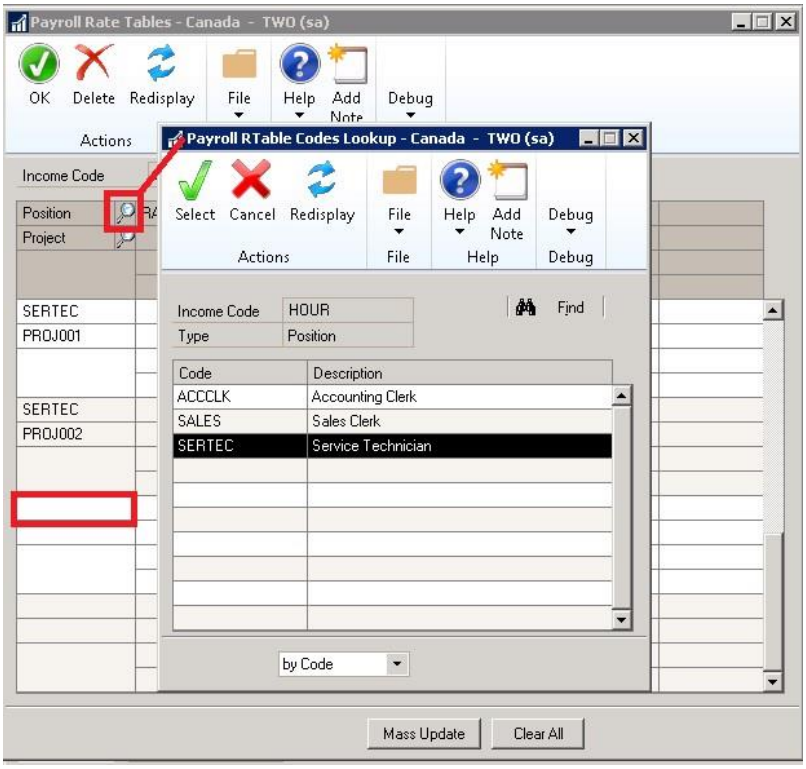
7. Enter in the Code and its Description you wish to add.
8. Press Save
9. Repeat Steps 5 through 8 for assigning additional codes.
10. Press Ok on the Payroll Rate Table Codes window when complete, to return to the Payroll Income Other Amounts window.
11. Proceed to Assign Table Values.

Assign Table Values

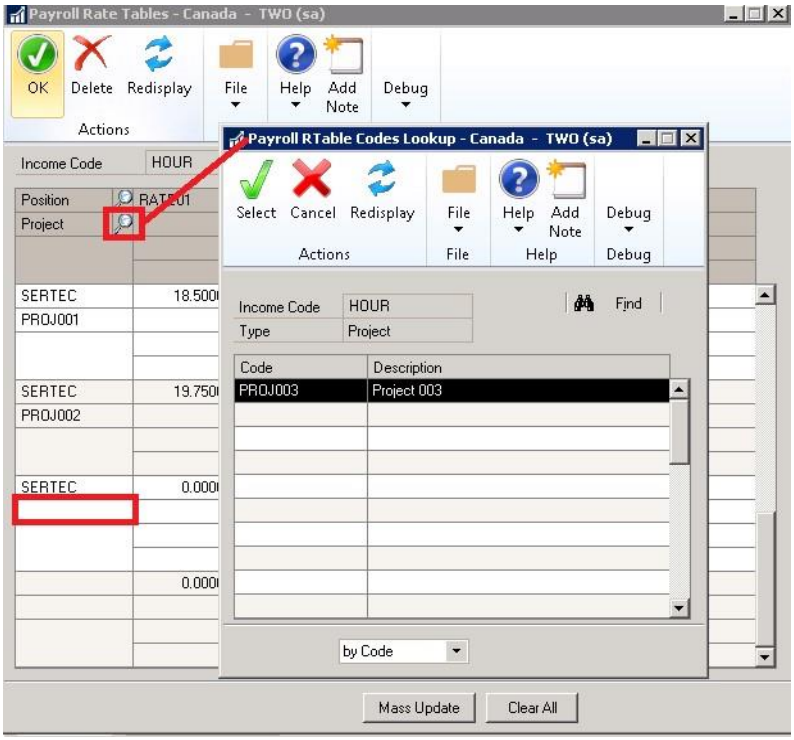
1. Open the Payroll Income Other Amounts window as described in Steps 1 through 3 in Assign Table Codes.
2. Press the Rate Table Button. to open the Payroll Rate Tables - Canada window.



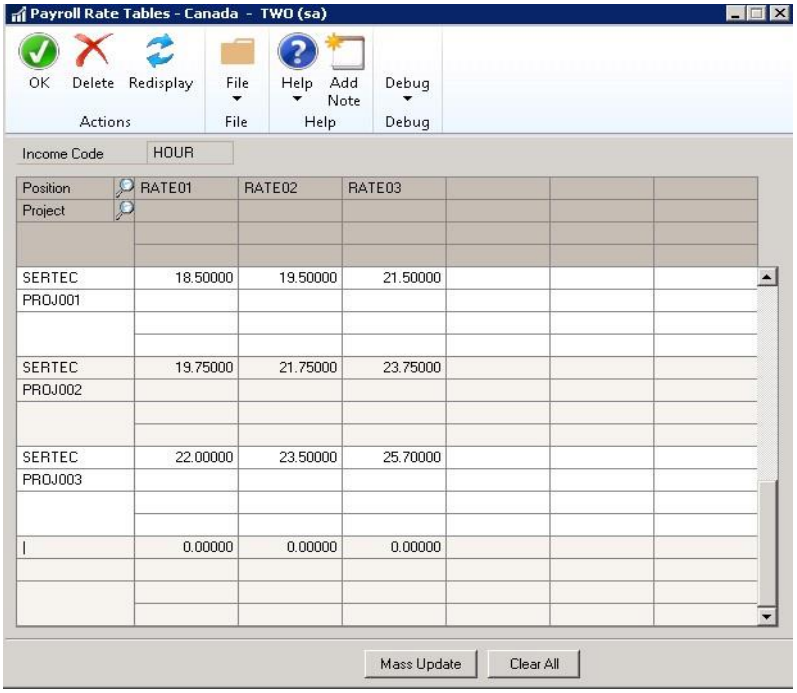
3. Select the first open Dimension 1 cell then select the Dimension 1 Lookup to open the Payroll R Table Codes Lookup- Canada window.



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.



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.



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:

- **GP2016 – Build 16.011**

  Future updates will be listed in the GP2016 Online Build notes.

- **GP2018 – Build 18.005**

  Future updates will be listed in the GP2018 Online Build notes.

- **GP18.2 – Build 18.221**

  Future updates will be listed in the GP18.2 Online Build notes.

- **GP18.3 – Build 18.330**

  Future updates will be listed in the GP18.3 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
- Subscription Billing Lite

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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